# L   "Document" Program Module

The "Document" program module is a text editor which can also edit graphics and tables. On command, the measurement program transfers diagrams and text on command to the "Document" program module. There a document, i.e. a record is compiled which can be edited, i.e. graphics, tables and text can be arranged and supplemented as requested and the text be modified. The record compiled in this way can afterwards be printed. Every page of the printed record has a heading containing the most important information regarding the measurement. The record is stored on the file card that also carries the respective measured data. Thus, the records of measurements taken longer ago are also accessible.

L 1   Elements of the "Document" window

The major part of the window of the "Document" program module is occupied by the workspace of the editor, in which text, tables and graphics are displayed.
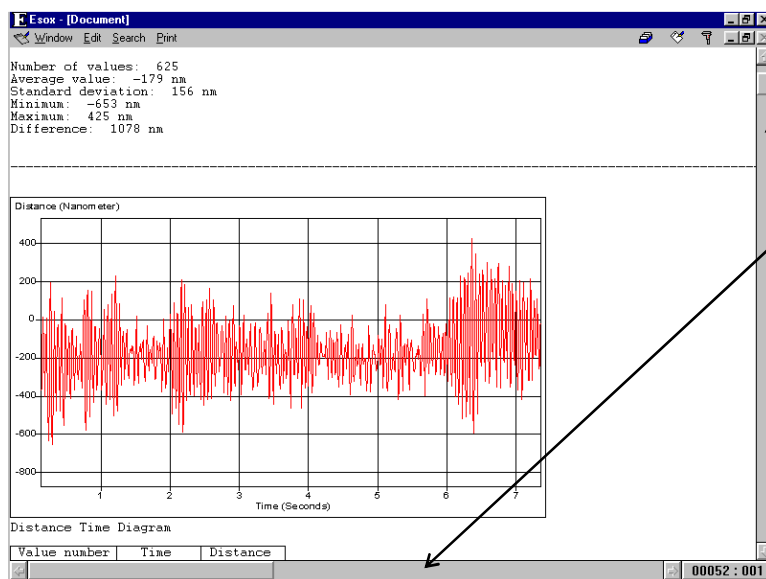
From the two scroll bars at the right and bottom margins of the window you can read roughly which share and position the record portion displayed has within the total record. Use the scroll bar control buttons to move other record portions into the window.

At the bottom right corner of the window the current position of the Windows text cursor (insertion point) is indicated by a line and column display.

L 2   Editor concept

Text editors are based on one of two different concepts:

1. Editors which take into account the width of printer paper and therefore use word wrapping when the page margin would be exceeded. Here, the text cursor (insertion point) cannot be moved behind the last character in a line. To insert text at the far right end of a line, many blank characters (space) or some tabs must be typed in previously. Most word processors use this type of editor.

2. Editors whose text cursor can be moved to any place wanted by using the direction keys. Here, typing beyond the page margin is possible.

Since it may be necessary to quickly insert, for instance, a caption on the right side of the record, the ZLM document editor is based on the second concept without word wrapping at the end of a line. Problems with page width, that might arise when changing the printer driver used, are avoided by using a character set with characters that all are of the same width. All printer drivers always work with the same number of characters per line unless the used paper size varies considerably.

A line may contain either characters or graphics and tables. Graphics and tables are treated just as characters as far as cursor operations and the menu commands "Copy", "Cut", "Paste", "Delete" and "Undo" are concerned.

With the editor a maximum of 250 columns (characters), 99,000 lines and 1,000 graphics or tables can be edited.

L 3   Positioning the text cursor (insertion point)

Here is a list of the keys and key combinations that can be used for moving the cursor (insertion point).

Key / key combination	Moves the cursor ...
↓	... one line down.
↑	... one line up.
←	... to the left by one character.
→	... to the right by one character.
Home	... to the beginning of the line.
End	... to the current end of the line.
PgDn	... down by a windowful, i.e. by as many lines as are visible on the workspace.
PgUp	... up by a windowful, i.e. by as many lines as are visible on the workspace.
Ctrl + ←	... to the left by one word, table or graphic.
Ctrl + →	... to the right by one word, table or graphic.
Ctrl + Home	... before the first character, table or graphic in the line.
Ctrl + End	... behind the last character, table or graphic in the line.
Ctrl + PgDn	... to the right by a windowful, i.e. by as many columns as are visible on the workspace.
Ctrl + PgUp	... to the left by a windowful, i.e. by as many columns as are visible on the workspace.

You can also change the position of the cursor by clicking the mouse on the position desired for the cursor. When clicking on a graphic, the graphic is selected (highlighted) additionally. Consult Section "L 9 Changing the size of graphics" for detailed information regarding this effect.

L 4   Selecting text, tables and graphics

The functions "Copy", "Cut" and "Delete" can be made to act on a block of characters and to graphics or tables. You need to tell the program which block the function is to act on. For this purpose you need to select (highlight) the respective characters, tables or graphics. Selected characters are displayed white against a black background. A selected diagram is presented in inverse colours if you have selected more than this one diagram. If only one diagram has been selected, a frame will be shown around it, allowing its size to be changed. This operation is described in Section L 9 "Changing the size of graphics".

The selection (highlighting) can be undone by a mouse click or by pressing any cursor moving key or key combination.

If a key for text entry is pressed while any characters, tables or graphics are highlighted, the highlighted characters, tables or graphics are replaced by the character typed in.

| Key / key combination	Highlights ...
⇧ + ←	... the character left of the cursor.
⇧ + →	... the character right of the cursor.
⇧ + ↓	... the text one line down.
⇧ + ↑	... the text one line up.
⇧ + Home	... the text left of the cursor up to the beginning of the line.
⇧ + End	... the text right of the cursor up to the last character of the line.
⇧ + PgDn	... as many lines down as are visible on the workspace.
⇧ + PgUp	... as many lines up as are visible on the workspace.
⇧ + Ctrl + →	... one word left of the cursor.
⇧ + Ctrl + ←	... one word right of the cursor
⇧ + Ctrl + Home	... the text left of the cursor up to the first character of the text.
⇧ + Ctrl + End	... the text right of the cursor up to the last character of the text.
⇧ + Ctrl + PgDn	... as many columns right of the cursor as are visible on the workspace.
⇧ + Ctrl + PgUp	... as many columns left of the cursor as are visible on the workspace.

To select text with the mouse, move the mouse cursor (I-beam) behind the last character of the text block to be selected. Click and hold down the left mouse button. Drag the mouse cursor to the other end of the block and release the button.

L 5   Scrolling the record

From the scroll bars at the right and at the bottom of the window you can read which portion of the record is currently displayed on the workspace of the editor.

To scroll the visible portion of the record with the keyboard, you can use the keys and key combinations for cursor operation (see Section L 3 "Positioning the text cursor").

To move **up one windowful.**

To move **up one line.**

To move **to a specific position**:
Place the mouse pointer on the slider box.
Click and hold down the left mouse button. A square appears around the slider box. Drag the box with the mouse until the box is in the desired position. Release the mouse button.

To move **down one windowful**

To move **down one line**

To move **forward one column**

To move **backward one column.**

To move **backward one windowful**
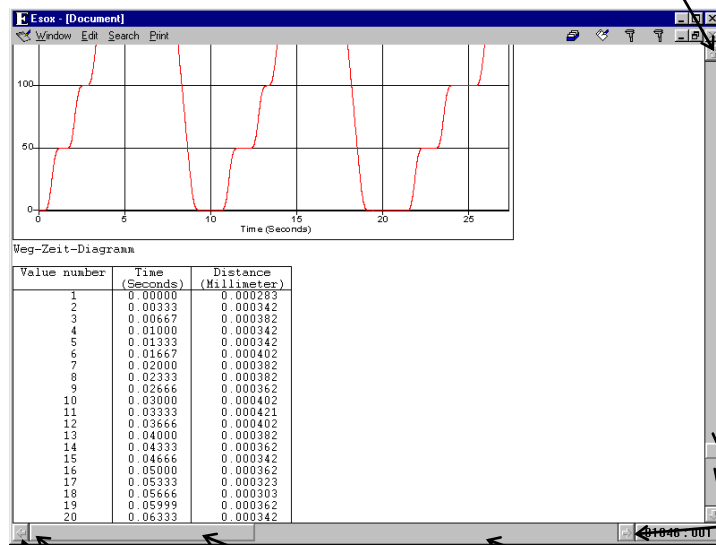
To move **to a specific position**: Place the mouse pointer on the slider box. Click and hold down the left mouse button. A square appears around the slider box. Drag the box with the mouse until the box is in the desired position. Release the mouse button.

To move **forward one windowful**

L 6   Functions for editing text blocks

For editing text blocks, five options are available in the "Edit" menu.

Delete   With the **"Delete"** option, selected (highlighted) text with characters, tables and
                      graphics can be erased. If neither characters, tables nor graphics are highlighted,
                      the delete command is applied to the character, table or graphic being right of the
                      cursor. If the cursor is positioned right of the last character, table or graphic of the
                      line, all characters, table or graphics of the following line are arranged behind the
                      cursor. All the following lines are shifted up by one line.

                      Pressing the ⎡Delete⎤ key releases the same operation as the "Delete" option of the
                      "Edit" menu.

                      You can also erase all highlighted characters, tables and graphics by pressing the
                      ⎡←⎤ key.

                      If neither characters, tables nor graphics are highlighted when the ⎡←⎤ key is
                      pressed, the character, table or diagram left of the cursor is erased. If the cursor is
                      positioned at the beginning of a line, the characters, tables or graphics of this line
                      will be arranged behind the last character, table or graphic of the previous line. All
                      the following lines are shifted up by one line.

                      In delete actions the program takes care that characters, tables and graphics do not
                      appear simultaneously in one line.

Copy   With the "Copy" option of the "Edit" menu you can copy a highlighted text block with
                      characters, tables and graphics to the clipboard.

Cut   Same as with the "Copy" option the "Cut" option of the "Edit" menu copies the
                      highlighted text to the clipboard. Subsequently however the highlighted text is
                      deleted from the original record.

Paste   With the "Paste" option of the "Edit" menu you can replace any highlighted text by
                      the text, tables or graphics currently stored in the clipboard after "Copy" or "Cut"
                      commands. If no text is highlighted when you activate the "Paste" command, the
                      contents of the clipboard is inserted at the current cursor position.

Undo   With the "Undo" option of the "Edit" menu you can reverse the very recent
                               copy,
                               cut,
                               delete,
                               paste, or
                               text entry
                      action.

L 7   Transfer of record contents to other Windows programs

Record contents can be transferred for further processing via the Clipboard (see MS Windows manual). As a prerequisite for such transfer, the external program must know the data format in which the "Document" program module transfers the record contents to the clipboard.

ANSI text   Text without illustrations (diagrams) and without tables can be transferred to a word processor without problems.

Windows metafile   Illustrations (diagrams) are accepted by most word processors and graphics processors.

RTF (Rich Text Format)   Tables and record portions containing text, tables and graphics can only be processed by word processors having import filters for the "Rich Text Format".

To transfer record contents to another Windows program, proceed as follows.

1. Use the mouse or keyboard to highlight the record part to be transferred (see sect. L 4. "Highlighting text, tables and graphics").

2. Use the "Copy" option in the "Edit" menu to copy the record part to the clipboard.

3. Change to the target Windows program.

4. Insert the record part there. The corresponding menu item there usually is "Edit - Paste".

If the attempt should be unsuccessful, check whether the menu option for pasting (inserting) is deactivated in the target program (grey text). In this case the target program cannot process the data format concerned. Many programs (usually word processors), when being installed offer the option of installing or not installing import filters. In many cases it will be possible to subsequently install an import filter without having to re-install the whole program. For detailed information see the manual of the respective program.

The capacity of the clipboard is limited. If there are problems with transferring an extensive portion of a record, split it up into smaller units and transfer them one after the other. Tables in RTF format, in particular, occupy a great amount of space. Therefore avoid the generation of tables having more than 100 lines.

Via the "Paste" option of the "Edit" menu, the " Document" program module can import text (data format: ANSI text) or an illustration (data format: Windows Metafile) copied on the clipboard by other programs. The "Document" program module will not accept foreign text and foreign illustrations together, nor data in other formats, nor foreign tables.

L 8   Searching text

With comprehensive records it is advantageous that the computer can search for a defined text, if necessary. For this, the **"Search" menu** is available in the "Document" program module.

On calling the **"Find"** option of the "Search" menu, the following dialog box appears on the screen.

Type the text to be found in the "Search:" text box. The program can find the text only if it is arranged on one line in the record. It is not possible to search for graphics or tables. If, on activation of the "Find" option of the "Search" menu, text is highlighted, the program will type the highlighted text into the text box.
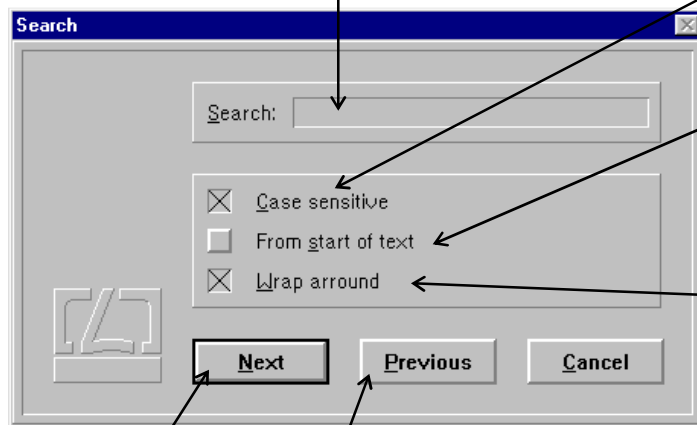
If the check box **"Case sensitive"** is not checked (⊠ - checked, ☐ - not checked), the search routine will find the word independent of your uppercase or lowercase spelling in the "Search:" text box.

If the check box "From start of text" is checked, the search is started from the first character of the record. If not, the search is started from the current cursor position.

If the check box "Wrap around" is checked, the forward search - if it was started at the current cursor position somewhere in the text - will be continued at the beginning of the text up to the starting point of the search after arriving at the end of the record. In the reverse search mode, the search will be continued at the end of the record after arriving at the beginning of the record.


Next starts the forward search.

Previous starts the reverse search.

With the options "**Next**" or "**Previous**" of the "**Search**" **menu** the previously carried out search operation can be repeated in either forward or reverse mode with the options "Case sensitive" and "Wrap around" of the "Search" dialog box being applied as previously set. With the options "Next" and "Previous" the search is always started at the current cursor position.

L 9   Zooming of graphics

You can change the size of graphics with the mouse only. First click the diagram you want to zoom. At the edges of the diagram there appear two small black squares for vertical zooming, two black squares for horizontal zooming, and four black squares for simultaneous vertical and horizontal zooming.
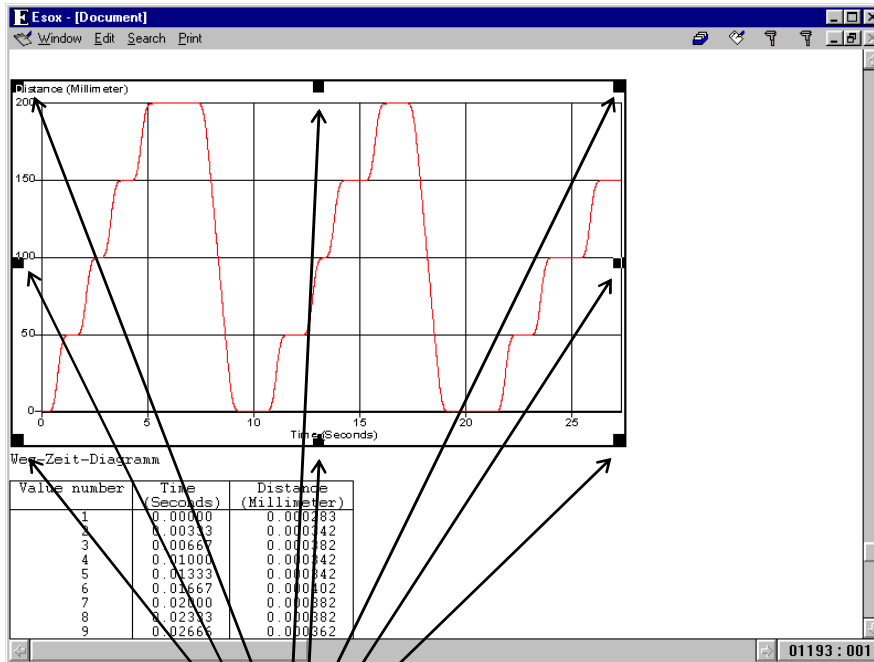
1. Move the mouse pointer onto the diagram field you want to zoom.

2. Click and hold the left mouse button. A grey frame appears around the diagram.

3. Drag the mouse until the frame has the size desired for the diagram.

4. Release the left mouse button.

NOTE: A diagram surrounded by a square for zooming is "highlighted", i.e. selected in the sense that pressing any text character key will replace the diagram with the character typed.

L 10   Page margins

You can make the margins of the printer paper visible on the workspace of the editor. They are indicated by red lines in accordance with the current printer driver settings.

The presentation of the margins on the screen can be activated/deactivated both with the mouse and the keyboard.

Choose the **"Page margins" option** from the **"Print" menu**.
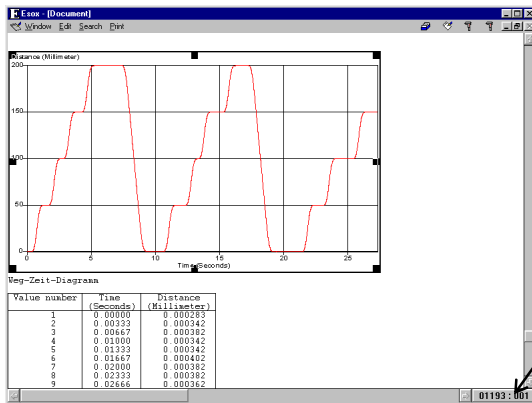
Click on the display field at the bottom right of the window containing the current page, line and column figures.

Margin presentation active:	**0001 : 27 : 011**

Page number of the current cursor position.

Line number of current cursor position relative to start of page.

Column number of current cursor position.

Margin presentation inactive:	**00027 : 011**

Line number of current cursor position relative to start of page.

Column number of current cursor position.

L 10.1   Inserting page breaks

If a paragraph of the record is to begin on a new page, you can insert a page break before this paragraph. The measurement programs work with page breaks in transfering diagrams and text. Page breaks are presented on the workspace of the editor by a broken line.

You can insert page breaks with the "**Insert page break**" **option** of the "**Edit**" **menu**. In the page margin presentation mode the page breaks are taken into consideration and displayed accordingly.

With all cursor, highlighting, text editing and text block functions, page breaks are treated by the editor as lines that neither contain text nor can be written on.
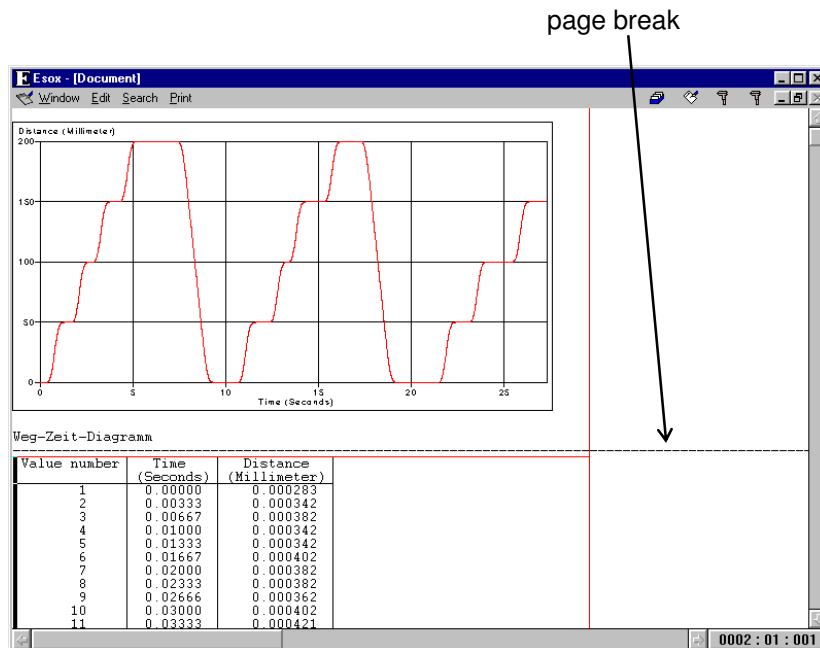
page break

L 10.2   Deleting page breaks

For deleting a page break move the text cursor (insertion point) to the line showing the page break and press the Delete key. Another way to delete page breaks is to place the text cursor just before the first character, table or graphic in the line that directly follows the page break, and press the
 ← key there.

L 11   Printing

Records are printed with a record heading on every page followed by the contents of the compiled record. For printing, the program employs the installed printer drivers provided with MS-Windows or supplied by the printer manufacturer.

L 11.1   Print setup

The "**Printer installation**" **option** of the "**Print**" **menu** serves for choosing the printer and the print options to be used.

You can choose the printer to be used from the "Printer" list box.
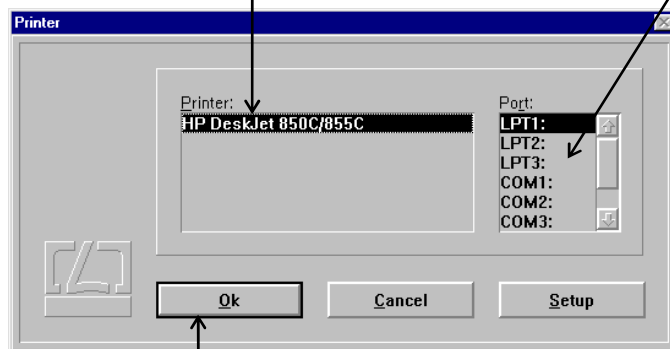
In the "Port" list box you can either select the printer port to be used for printing, or activate the creation of a print file containing the print commands for later printout.

If you want to change the printing options (for instance, paper size), activate the Setup button. In this case, another dialog box ("Options") is superimposed on the "Printer" dialog box, which is created by the printer driver for setting print options. Read the User Manual of MS-Windows or that of the printer to find information about the available print options.

Confirm the printer and printer port selections by clicking the ☐ Ok ☐ button. The selections remain effective until you exit the "Esox" program.

After having chosen the printer from the "Printer" list box, the "Ports" list box automatically highlights that port that was specified for this printer under the MS-Windows Control Panel. Therefore, first choose the printer and then, if necessary, the port.

When this program is activated the next time, the default printer of MS-Windows is preset as printer for record printouts. You can change the default printer with the "Control Panel" utility integrated in MS-Windows. If, in future, you want to use another printer without the need of activating the "Printer installation" option of the "Print" menu, select this printer as default printer in the MS-Windows "Control Panel" utility. Consult your MS-Windows User Manual for information about the operation of this utility.
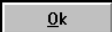
L 11.2   Record heading

On every page of the record printout a heading will be printed. You can change the entries of this record heading using the **"Document heading"** option of the **"Print"** menu. On activation of this option a dialog box appears in the middle of the screen.
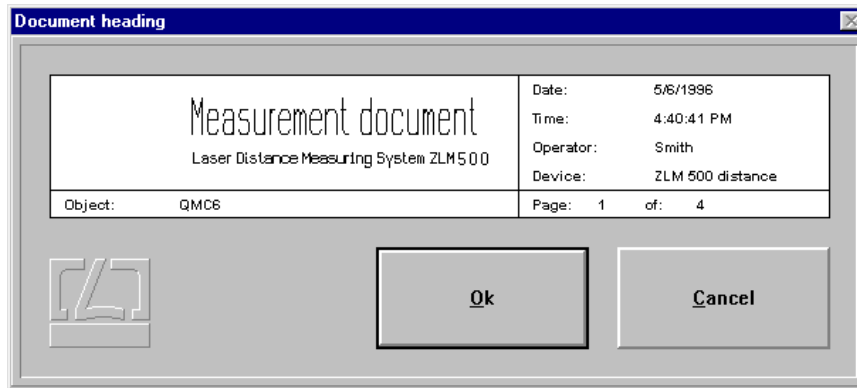
The mask for the record heading is created by the measurement program and transferred to the "Cardfile" program module. This mask cannot be changed. The entries (date, time etc.) in the heading originate from the respective file card. When you change the entry in the record heading, this change will be automatically transferred to the respective file card.

You can jump between the text boxes of the heading by pressing the [⇥] key. The possible cursor movements, highlighting and delete functions are listed in Annex III. A click on the

[Ok] button confirms the changes made. When you click the [Cancel] button instead of the

[Ok] button, the previously made changes are cancelled.

L 11.3   Starting the printing process

To start the printing process choose the **"Print"** option from the **"Print" menu**. On activation of this option, first the dialog box "Document heading" appears giving you the chance to edit the entries in the record heading.

By clicking the [Cancel] button in the "Document heading" dialog box, you can abort all editings made. If you only want to edit the entries but not print the record, use the **"Document heading"** option in the **"Print"** menu.

To start the printing process, click the [Ok] button.
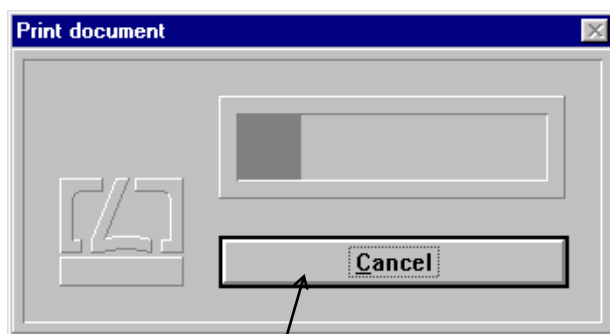
On clicking of the [Cancel] button, the "Print document" dialog box is displayed, providing the possibility to abort the printing process by clicking the abort button, if any printer problems should occur.

L 12   Print page preview

The **"Print preview"** option of the **"Print"** menu allows you to preview the printed record pagewise on the screen.

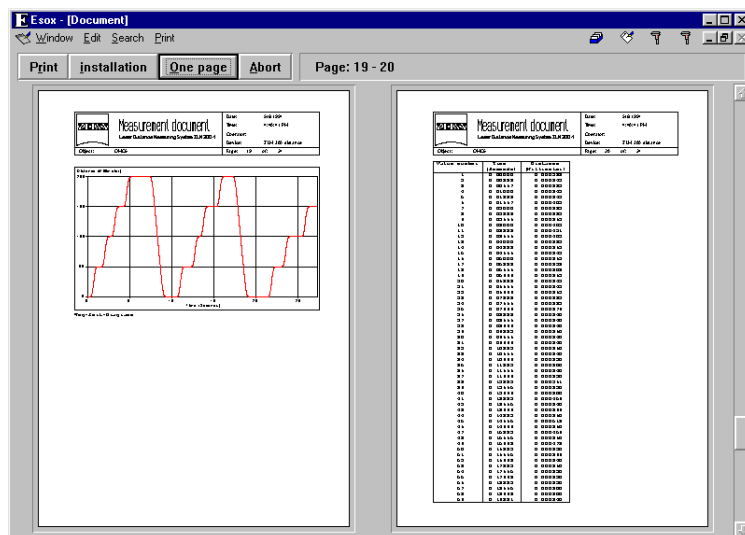Start the printing action with the "Print" button.

Here you can open the dialog box for selecting the printer and setting the printing options. (See L 11.1 "Printer installation").

Use this button to select between a one-page and a two-page preview.
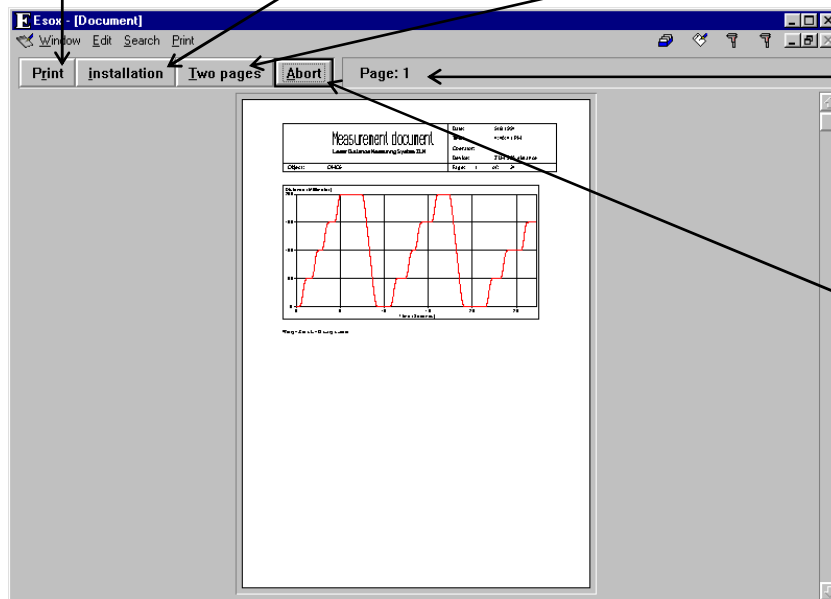
This box indicates the page number(s) of the page(s) viewed.

Click the Abort button to return to the normal presentation.

Use the vertical scroll bar for paging through the record.

Home - gets you back to page one.

End - gets you on to the last page.

PgDn - gets you to the next page.

PgUp - gets you back to the previous page.