



Burroughs

# **BTOS Professional Word Processing**

Quick Reference Guide



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## Introduction

This Quick Reference Guide is for operators who are familiar with the functions and features of the Professional Word Processor. It is intended to serve as a memory refresher for procedures you may have forgotten. Therefore, only the essentials of each operation are provided.

This Quick Reference Guide is divided into two sections:

- Section 1 provides diagrams showing the various levels of the Variable Function Key User Interface. You can use it to find quickly the keys you press to perform a particular word processing operation.
- Section 2 provides abbreviated procedures for the operations you can perform with the Professional Word Processor.

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## Section 1

3

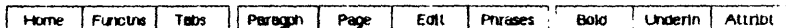
### Variable Function Key User Interface

This section provides a graphic representation of the Variable Function Key user interface. It is intended to help you determine at a glance which keys you press to perform word processing operations.

#### Level 1 Function Key Display

Most operations using the Variable Function Keys begin with one of the Level 1 Function Keys. Therefore, each diagram in this section begins with the Level 1 Function Key display.

The Level 1 Function Key display includes the following ten keys:



*Note: You must open a document to display the Level 1 Function Keys. For procedures for opening a document, refer to your BTOS Professional Word Processing Reference Manual.*

This section presents a separate diagram for each of the 10 Level 1 Function Keys; each diagram shows the operations you can begin by pressing that key.

#### Shading Patterns

Each function key is assigned a unique shading pattern to help you determine the results of pressing a particular key. Regardless of their current labels, function keys f1 through f10 always have the following shading patterns:



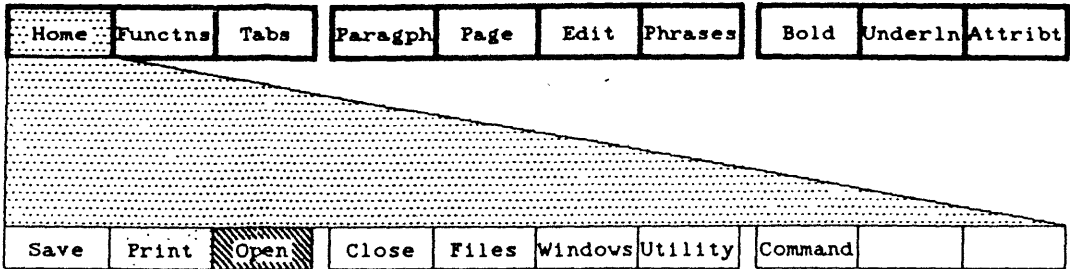
### Text Segment Keys

The Professional Word Processor includes Text Segment Keys (**WORD, SENT, PARA, PAGE, LINE, COL**) for operations that involve text selection.

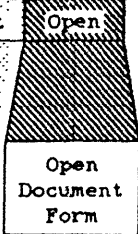
The OFISkeyboard has dedicated Text Segment Keys. With B 25 K1/B 20 keyboards, the system assigns text segments to the Variable Function Keys. The diagrams in this section show them as Variable Function Keys; however, if your system is equipped with the OFISkeyboard, the Text Segment Key labels will not appear in the Variable Function Key display.

Home Key (f1)

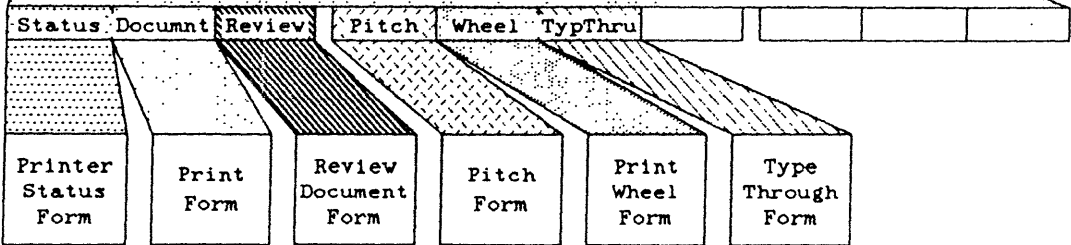
When you press the Home key (f1), the following Function Key display appears:



When you press the Open key (f3), the Open Document form appears.



When you press the Print key (f2), the following Function Key display appears:



When you press the Status key (f1), the Printer Status form appears.

When you press the Documnt key (f2), the Print form appears.

When you press the Review key (f3), the Review Document form appears.

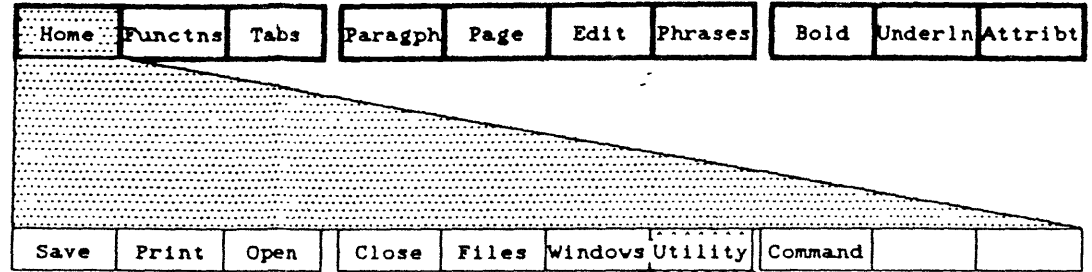
When you press the Pitch key (f4), the Pitch form appears.

When you press the Wheel key (f5), the Print Wheel form appears.

When you press the TypThru key (f6), the Type Through form appears.

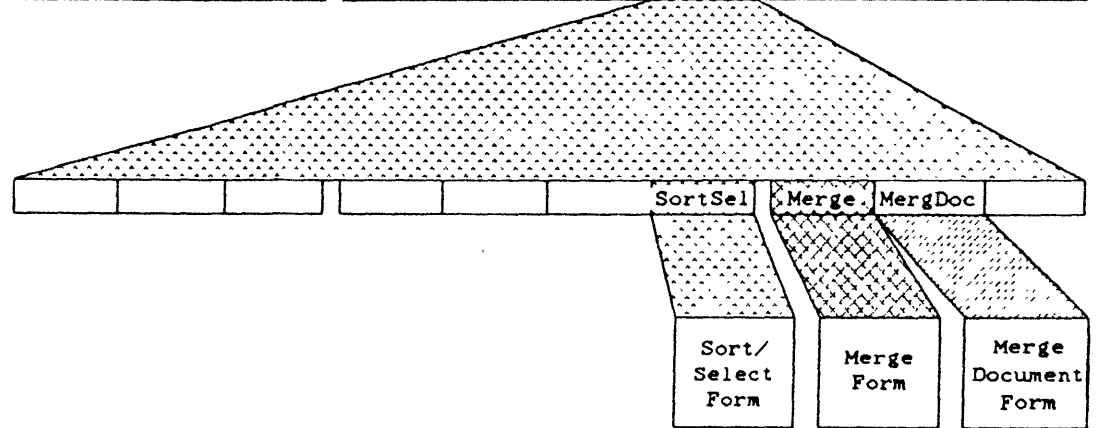
continued

**Home Key (f1)**



When you press the **Home** key (f1), the following Function Key display appears:

When you press the **Utility** key (f7), the following Function Key display appears:



When you press the **SortSel** key (f7), the Sort/Select form appears.

When you press the **Merge** key (f8), the Merge form appears.

When you press the **MergDoc** key (f9), the Merge Document form appears.

continued

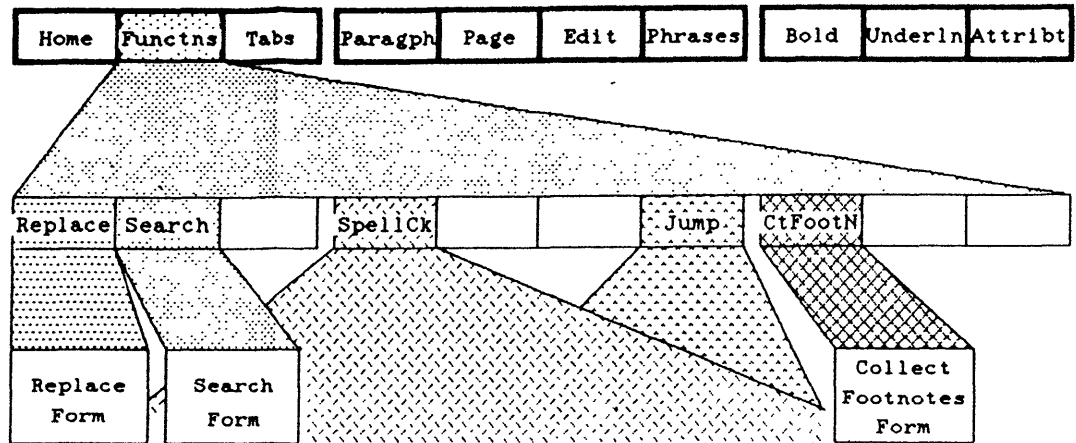
**Functns Key (f2)**

When you press the **Functns** key (f2), the following Function Key display appears:

When you press the **Replace** key (f1), the Replace form appears.

When you press the **Search** key (f2), the Search form appears.

When you press the **CtFootN** key (f8), the Collect Footnotes form appears.

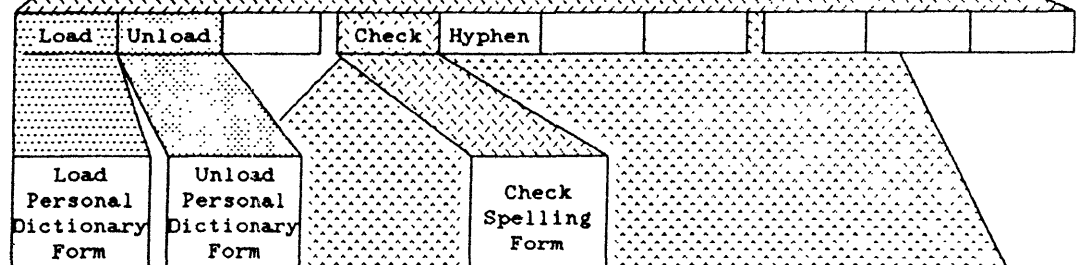


When you press the **SpellCk** key (f4), the following Function Key display appears:

When you press the **Load** key (f1), the Load Personal Dictionary form appears.

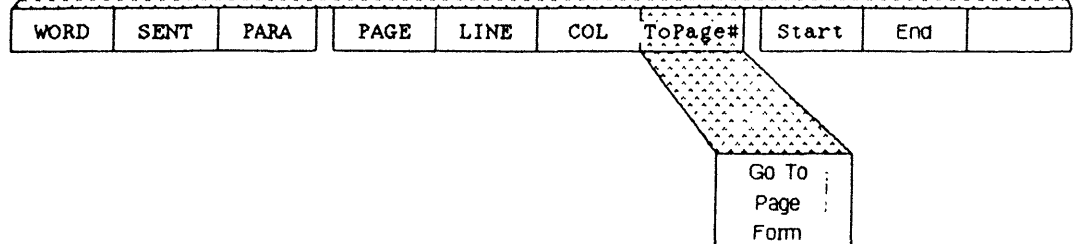
When you press the **Unload** key (f2), the Unload Personal Dictionary form appears.

When you press the **Check** key (f4), the Check Spelling form appears.



When you press the **Jump** key (f7), the following Function Key display appears:

When you press the **ToPage#** key (f7), the Go To Page form appears.



**Page key (f5)**

When you press the Page key (f5), the following Function Key display appears:

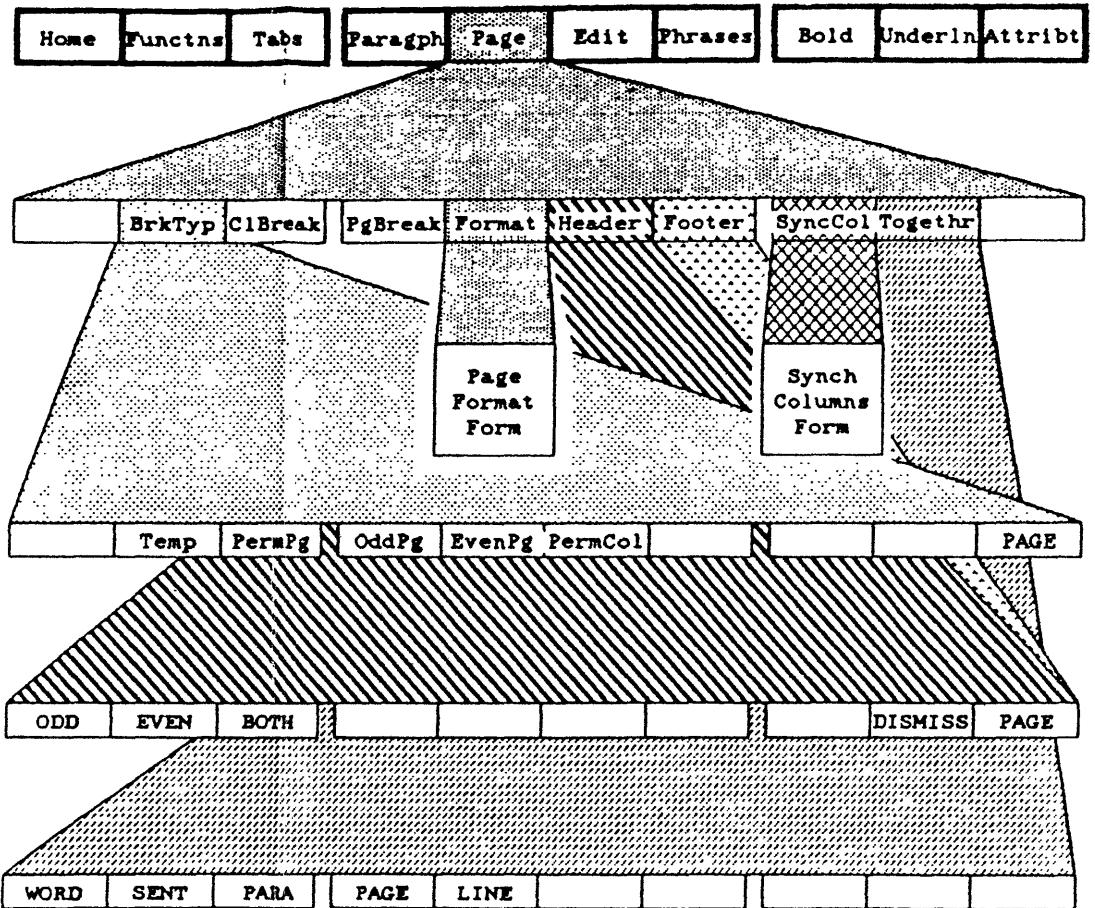
When you press the Format key (f5), the Page Format form appears.

When you press the SyncCol key (f8), the Synch Columns form appears.

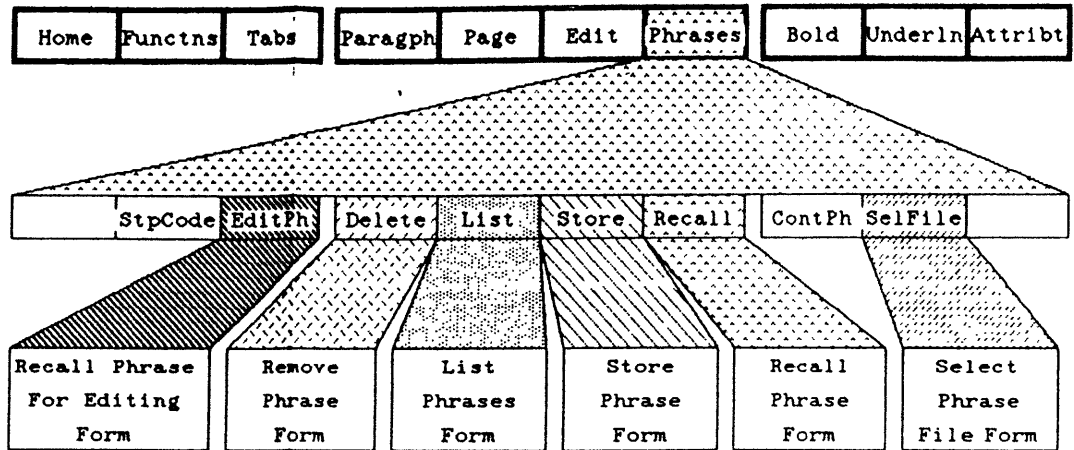
When you press the BrkTyp key (f2), the following Function Key display appears:

When you press the Header key (f6), or the Footer key (f7), the following Function Key display appears:

When you press the Togethr key (f9), the following Function Key display appears:



**Phrases Key (f7)**



When you press the **Phrases** key (f7), the following Function Key display appears:

When you press the **Edit Ph** key (f3), the Recall Phrase for Editing form appears.

When you press the **Delete** key (f4), the Remove Phrase form appears.

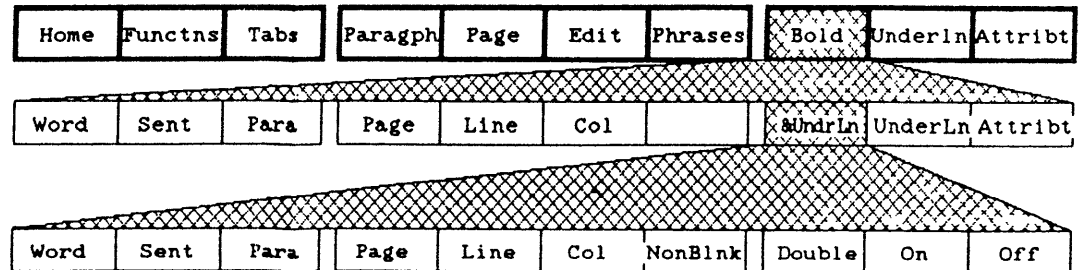
When you press the **List** key (f5), the List Phrases form appears.

When you press the **Store** key (f6), the Store Phrase form appears.

When you press the **Recall** key (f7), the Recall Phrase form appears.

When you press the **SelFile** key (f9), the Select Phrase File form appears.

**Bold Key (f8)**



When you press the **Bold** key (f8), the following Function Key display appears:

When you press the **&UndrLn** key (f8), the following Function Key display appears:



## Procedures

This section provides an alphabetical listing of the procedures you use to perform operations with the Professional Word Processor.

Each procedure in this section begins from the Level 1 Function Key display. Before beginning, you must press **CANCEL** one or more times until the Level 1 Function Key display appears at the bottom of the screen.

Many procedures result in a form appearing on the screen. To fill in a form, you read the prompts and enter the requested information.

**ALIGN PARAGRAPH** (See also Tabs and Indent.)

Align flush left or flush right.

**Paragraph (f4) | FlushLf (f5) or FlushRt (f6)**

---

Justify (flush left and right).

**Paragraph (f4) | Justify (f7)**

---

Select additional paragraphs before pressing alignment key, above.

**Paragraph (f4) | PARA (f10** on systems with B 25 K1/B 20 keyboards)

---

**ATTRIBUTES** (See also kind of attribute.)

Display current attributes of cursor position or of selected text.

**Attribt (f10) | Current (f5) | Current Attributes display**

---

Remove all attributes.

**Attribt (f10) | All (f10) | (Select text) | Off (f10)**

---

**BMAIL**

Activates the B 20 Mail Manager.

**Home (f1) | Command (f8) | BMail (f9) |  
Mail Mgr form | GO**

---

**BOLD and UNDERLINED TEXT**

For text entry, turn boldface and underline attribute On and Off.

**Bold (f8) | &UndrLn (f8) | On (f9) | (Enter text) | Off (f10)**

For existing text, add or remove boldface and underline attribute.

**Bold (f8) | &UndrLn (f8) | (Select text) | On (f9) or Off (f10)**

**BOLD TEXT**

For text entry, turn boldface attribute On and Off.

**Bold (f8) | On (f9) | (Enter text) | Off (f10)**

For existing text, add or remove boldface attribute.

**Bold (f8) | (Select text) | On (f9) or Off (f10)**

**BREAK PAGE OR COLUMN**

Display current break type.

**Page (f5) | BrkTyp (f2)**

Insert temporary break.

**Page (f5) | BrkTyp (f2) | Temp (f2)**

Insert permanent page break.

**Page (f5) | BrkTyp (f2) | PermPg (f3)**

Without first checking break type:

**Page (f5) | PgBreak (f4)**

**BREAK PAGE OR COLUMN (continued)**

Insert permanent serpentine column break.

**Page (f5) | BrkTyp (f2) | PermCol (f6)**

Without first checking break type:

**Page (f5) | ClBreak (f3)**

Select additional pages before pressing type of break key, above.

**Page (f5) | BrkTyp (f2) | Page (f10)**

Force odd-numbered or even-numbered page.

**Page (f5) | BrkTyp (f2) | OddPg (f4) or EvenPg (f5)**

**CENTER TEXT (See also Tabs.)**

Center a paragraph.

**Paragph (f4) | Center (f4)**

**CHANGE PAGE FORMAT**

Change the default page format.

**Home (f1) | Command (f8) | C P F (f4) | Change Page Format form | GO**

**CLOSE DOCUMENT**

Close the document containing the cursor.

**Home (f1) | Close (f4)**

---

**COMPACT DOCUMENT**

Create a compact document eliminating print suppressed text.

**Home (f1) | Files (f5) | Compact (f10) |**  
Compact Document form | **GO**

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**COPY DOCUMENT**

Copy a document, giving the copy a new name.

**Home (f1) | Files (f5) | Copy (f4) |**  
Copy Document form | **GO**

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**COPY TEXT**

Copy selected text and insert it at cursor position. **JUMP** key (**f10** on systems with B 25 K1/B 20 keyboards) available to move cursor

**COPY | (Select text) | (Position cursor) | GO**

To copy text between documents, open both, select text in one, position cursor in other.

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**DELETE DOCUMENT**

Delete a document from the current directory.

**Home (f1) | Files (f5) | Delete (f6) |**  
Delete document form | **GO**

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**DELETE TEXT**

Delete selected text.

**DELETE | (Select text) | GO**

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**ENHANCED MULTIPLAN**

Access the Enhanced Multiplan program during a word processing session.

**Home (f1) | Command (f8) | EMulti (f8) |**  
Enhanced Multiplan prompt | **GO**

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**EXCHANGE DOCUMENT**

Convert a document to a DEF file.

**Home (f1) | Files (f5) | DocExch (f8) |**  
Document Exchange form | **GO**

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**FOOTNOTES**

Enter footnote.

**Edit (f6) | FootNte (f8) | Footnote window | GO**

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Collect footnotes.

**Functns (f2) | CtFootN (f8) | Collect Footnotes form |**  
**GO**

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**HEADER OR FOOTER**

Set up header for odd-numbered, even-numbered, or every page.

**Page (f5) | Header (f6) | ODD (f1), EVEN (f2), or BOTH (f3) | Header window | GO**

Set up footer for odd-numbered, even-numbered, or every page.

**Page (f5) | Footer (f7) | ODD (f1), EVEN (f2), or BOTH (f3) | Footer window | GO**

Assign header or footer to specific page(s). PAGE key (f10 on systems with B 25 K1/B 20 keyboards) available to select text.

**Page (f5) | Header (f6) or Footer (f7) | PAGE | Header or footer window | GO**

PAGE selects current page. Press again for each following page to be selected; press CODE-PAGE once for each previous page.

Dismiss header or footer window.

**Page (f5) | Header (f6) or Footer (f7) | DISMISS (f9)**

**INDENT PARAGRAPH** (See also Tabs.)

Indent first line to cursor position.

**Paragph (f4) | Indent (f3) | FrstLn (f1)**

Indent left or right margin to cursor position.

**Paragph (f4) | Indent (f3) | Left (f3) or Right (f2)**

**INDENT PARAGRAPH** (continued)

Indent all lines except first to cursor position.

**Paragph (f4) | Indent (f3) | Others (f4)**

Indent to next tab, or half-inch if none, for each press of last key.

**Paragph (f4) | Indent (f3) | Outline (f5)**

Unindent to previous tab, or half-inch if none, for each press of last key.

**Paragph (f4) | Indent (f3) | Unindnt (f6)**

Restore left indented text or outline indented text to left margin.

**Paragph (f4) | Indent (f3) | TotalUn (f7)**

**INSERT DATE**

Inserts current date at cursor position.

**Edit (f6) | (Position cursor) | InsDate (f10)**

**INSERT TIME**

Inserts current time at cursor position.

**Edit (f6) | (Position cursor) | InsTime (f9)**

**JUMP**

Advance the cursor forward by selected amount of text.

On systems with B 25 K1/B 20 keyboards:

**Functns (f2) | Jump (f7) | (Text Segment key)**

On systems with the OFISkeyboard:

**JUMP | (Text Segment key)**

Repeat by pressing Text Segment key again.

Move cursor backward by pressing **CODE** with Text Segment key.

Jump to selected page.

On systems with B 25 K1/B 20 keyboards:

**Functns (f2) | Jump (f7) | ToPage# (f7) |**

Go To Page form | **GO**

On systems with the OFISkeyboard:

**JUMP | ToPage# (f7) | Go To Page form | GO**

**LINE SPACING**

Set line spacing for paragraph.

**Paragph (f4) | LinSpac (f2) | (Key for desired spacing)**

**LIST DOCUMENTS**

List the documents in the current directory.

**Home (f1) | Files (f5) | List (f5) |**

List Documents form | **GO**

**MARK MENU**

Apply/do not apply attributes to headers, footers, or footnotes.

**Attribt (f10) | Appropriate attribute | Page (f4) |  
On (f9) | Mark Menu | GO**

or:

**Home (f1) | Print (f2) | Pitch or Wheel (f4 or f5) |  
Pitch or Print Wheel menu | Page (f4) |  
Mark menu | GO**

**MATH**

Total the numbers in tabbed columns, in selected column or line.

**Edit (f6) | Math (f1) | COL (f6) or LINE (f5) | GO**

Insert result at cursor with **Copy**.

**MERGE KEY ATTRIBUTE**

Assign Merge Key attribute to keyword while entering.

**Attribt (f10) | MergKey (f7) | On (f9) |  
(Enter keyword) | Off (f10)**

or:

Assign Merge Key attribute to existing text.

**Attribt (f10) | MergKey (f7) | (Select text) | On (f9)**

**MERGE RECORDS**

Merge records from records files with a form document.

**Home (f1) | Utility (f7) | Merge (f8) | Merge form |  
GO**

**MERGE TO A DOCUMENT**

Merge records with a form document to another document on disk.

Home (f1) | Utility (f7) | MergDoc (f9) |  
Merge Document form | GO

**MOVE TEXT**

Move selected text to cursor position. **JUMP** key (f10 on systems with B 25 K1/B 20 keyboards) available to move cursor.

MOVE | (Select text) | (Position cursor) | GO

To move text between documents, open both, select text in one, position cursor in other.

**MULTIPLAN**

Access the Multiplan program during a word processing session.

Home (f1) | Command (f8) | Multi (f7) |  
Multiplan prompt | GO

**NUMBER PAGES OR PARAGRAPHS**

Print page numbers (arabic or roman) automatically at cursor position.

Edit (f6) | Page# (f2) or Roman# (f3)

# or i appears.

**NUMBER PAGES OR PARAGRAPHS (continued)**

Print paragraph numbers (outline or technical) automatically at cursor.

Edit (f6) | Para# (f4) | Outline (f4) or Tech (f2) |  
Specify Paragraph Number form (technical only).

O or T appears.

For each paragraph, specify level of subordination. For lower level, **LowerLvl**. For same level, **Next#**. For one higher level, **Up1Lvl**. For other level, **UpToLvl** plus number in Go To Paragraph Number Level form.

**OPEN DOCUMENT**

Open a document during a word processing session.

Home (f1) | Open (f3) | Open Document form | GO

**OPERATOR STATISTICS**

Display operator statistics during a word processing session.

Home (f1) | Command (f8) | Stats (f6) |  
Operator Statistics form | GO

**PAGE**

Define page format.

Page (f5) | Format (f5) | Page Format form | GO

**PATH**

Change the path during a word processing session.

**Home (f1) | Files (f5) | Path (f3) |**  
**Work Area form | GO**

---

**PHRASE**

Create and select phrase file.

**Phrases (f7) | SelfFile (f9) | Select Phrase File form |**  
**GO**

Phrase file name must include volume and directory  
**[Sys]<Wp>**.

---

Create and store phrase.

**Phrases (f7) | Store (f6) | Store Phrase form |**  
**(Select text) | GO**

---

Edit phrase.

**Phrases (f7) | Edit Ph (f3) |**  
**Recall Phrase for Editing form | GO**

---

Continue phrase.

**Phrases (f7) | Cont Ph (f8)**

---

**PHRASE (continued)**

Insert stop code into phrase.

**Phrases (f7) | (Position cursor) | StpCode (f2)**

---

Recall phrase.

**(Position cursor) | Phrases (f7) |**  
**Recall (f7) | Recall Phrase form | GO**

---

List phrases.

**Phrases (f7) | List (f5) | List Phrases form | GO**

---

Delete phrase.

**Phrases (f7) | Delete (f4) | Remove Phrase form | GO**

---

**PITCH**

Change pitch.

**Home (f1) | Print (f2) | Pitch (f4) | Pitch menu**

---

**PRINT SUPPRESSION**

Assign print suppression attribute to existing text.

**Attribt (f10) | PrntSup (f6) | (Select text) |**  
**Off (f10)**

or:

Assign print suppression attribute to existing text.

**Attribt (f10) | PrntSup (f6) | (Select text) |**  
**On (f9) or Off (f10)**

---

**PRINT WHEEL**

Change the print wheel.

Home (f1) | Print (f2) | Wheel (f5) |  
Print Wheel menu | GO

**PRINT DOCUMENT**

Check/monitor the printer status.

Home (f1) | Print (f2) | Status (f1) | Printer Status menu

Print all or part of a document, performing the Review operation.

Home (f1) | Print (f2) | Documnt (f2) | Print form | GO

**REDO**

Duplicate an edit operation, at cursor.

Edit (f6) | CODE-Retype (f7)

**RENAME DOCUMENT**

Rename a document during a word processing session.

Home (f1) | Files (f5) | Rename (f7) |  
Rename Document form | GO

**REPLACE TEXT**

Search and replace text automatically.

Functns (f2) | Replace (f1) | Replace form | GO

**RETYPE**

Duplicate all text entry since last function key, at cursor.

Edit (f6) | Retype (f7)

**REVIEW OPERATION**

Review a document without printing.

Home (f1) | Print (f2) | Review (f3) | Review Document  
form | GO

Review a document and print.

Home (f1) | Print (f2) | Documnt (f2) | Print form | GO

**RIBBON COLOR**

For text entry, turn ribbon color attribute On and Off.

Attribt (f10) | Rbncolr (f1) | On (f9) | (Enter text) | Off  
(f10)

For existing text, add or remove ribbon color attribute.

Attribt (f10) | Rbncolr (f1) | (Select text) | On (f9) or Off  
(f10)

**SAVE DOCUMENTS**

Save all documents opened during the current word processing session.

Home (f1) | Save (f1)



**SCREEN DUMP**

Print current screen after installing Screen Dump command.

**ACTION - COPY****SEARCH TEXT**

Search for specified entry.

**Funcns (f2) | Search (f2) | Search form | GO**

**SELECT RECORDS**

Select records from a records file.

**Home (f1) | Utility (f7) | SortSel(f7) |  
Sort/Select form | GO**

**SERPENTINE COLUMNS****Formatting serpentine columns**

Position cursor in page where you want columns to begin.

**Page (f5) | Format (f5) | Page Format form | GO**

**Reformatting text into serpentine columns**

Position cursor in page where you want columns to begin.

**Page (f5) | Format (f5) | Page Format form | GO**

After reformatting, perform a Review operation.

**SERPENTINE COLUMNS** (continued)**Forcing a serpentine column break**

Position cursor where you want column to break.

**Page (f5) | CIBreak (f3)**

After forcing break, perform a Review operation.

**Removing serpentine column formatting**

Position cursor in page you want to reformat.

**Page (f5) | Format (f5) | Page Format form**

Enter **1** for number of columns; press **GO**. Perform a Review operation.

**Exiting the serpentine column mode**

Position cursor where you want serpentine column formatting to end.

**Page (f5) | PgBreak (f4) | Format (f5) |  
Page Format form**

Enter **1** for number of columns; press **GO**.

**SORT RECORDS**

Sort records in a records file.

**Home (f1) | Utility (f7) | SortSel (f7) | Sort/Select form**

**SPELLING CHECK**

Load personal dictionary.

**Functns (f2) | SpellCk (f4) | Load (f1) |**  
**Load Personal Dictionary form | GO**

Unload personal dictionary.

**Functns (f2) | SpellCk (f4) | Unload (f2) |**  
**Unload Personal Dictionary form | GO**

Check spelling.

**Functns (f2) | SpellCk (f4) | Check (f4) |**  
**Word not found in Dictionary menu | GO**

Show correct location of hyphen within a word.

**Functns (f2) | SpellCk (f4) | Hyphen (f5)**

**STRUCK-OUT**

For text entry, turn struck-out attribute On and Off.

**Attribt (f10) | Struck (f3) | On (f9) | (Enter text) |**  
**Off (f10)**

For existing text, add or remove struck-out attribute.

**Attribt (f10) | Struck (f3) | (Select text) | On (f9) or Off (f10)**

**SUBSCRIPT OR SUPERSCRIP**

For text entry, turn sub/superscript attribute On and Off.

**Attribt (f10) | Sub (f8) or Super (f9) | On (f9) |**  
**(Enter text) | Off (f10)**

**SUBSCRIPT OR SUPERSCRIP** (continued)

For existing text, add sub/superscript attribute.

**Attribt (f10) | Sub (f8) or Super (f9) | (Select text) | On (f9)**

For existing text, remove sub/superscript attribute.

**Attribt (f10) | Sub (f8) or Super (f9) | (Select text) |**  
**Off (f10)**

**SYNCHRONIZED COLUMNS****Formatting synchronized columns**

If no existing noncolumnar text follows on the page:

**Page (f5) | SyncCol (f8) | Synch Columns form | GO**

If existing noncolumnar text follows on the page:

Position the cursor where you want to begin synchronized columns.

**Page (f5) | SyncCol (f8) | Synch Columns form**

Enter 1 for number of columns, to retain existing text as noncolumnar; press **GO**. Place cursor between synch mark and text below it.

**SyncCol (f8) | Synch Columns form | GO**

If existing synchronous columns follow on the page:

Position cursor where you want the new columns to begin.

**Page (f5) | SyncCol (f8) | Synch Columns form | GO**

**SYNCHRONIZED COLUMNS** (continued)**Entering additional synchronized columns**

If same format:

Enter column break.

**Page (f5) | CIBreak (f3)**

---

If different format:

Position cursor where you want synchronized columns to begin.

**Page (f5) | SyncCol (f8) | Synch Columns form | GO**

---

**Exiting the synchronized column mode**

**Page (f5) | SyncCol (f8) | Synch Columns form**

Enter 1 for number of columns; press GO.

---

**TABS**

Set decimal tab, to align decimal points.

**Tabs (f3) | Decimal (f1)**

---

Set center tab, to center text around it.

**Tabs (f3) | Center (f2)**

---

Set left or right tab, to align left or right edge of text.

**Tabs (f3) | Left (f3) or Right (f4)**

---

Set tabs evenly across page, using cursor interval.

**Tabs (f3) | Even (f5)**

---

**TABS** (continued)

Add row of dots to text entered with decimal, center, left, or right tab.

**Tabs (f3) | Dots (f6) | (Key for type of tab)**

---

Reformat existing tabs from a previous version of the word processor.

**Tabs (f3) | Reform (f7) | GO**

---

Clear tab at cursor position.

**Tabs (f3) | ClrTab (f8)**

---

Clear all tabs in paragraph.

**Tabs (f3) | ClrAll (f9)**

---

Select paragraphs and clear all tabs in them.

**Tabs (f3) | PARA (f10)**

---

**TOGETHR**

Prevent page or column break within area.

**Page (f5) | Togethr (f9) | (Select text) | GO**

---

**TRANSFER DOCUMENT**

Transfer a document between Professional Word Processor and OFISwriter 400.

**Home (f1) | Command (f8) | Transfr (f10) | Document Translator screen | GO**

---

---

**TYPE THROUGH**

Type characters on the screen and printer simultaneously.

**Home (f1) | Print (f2) | Typthru (f6) |**  
**Type Through form | GO**

---

**UNDERLINE**

For text entry, turn underline attribute On and Off. For normal underline:

**Underln (f9) | On (f9) | (Enter text) | Off (f10)**

For double or nonblank underline, press **NonBlnk (f7)** or **Double (f8)** before **On** and **Off**.

---

For existing text, add or remove underline. For normal underline:

**Underln (f9) | (Select text) | On (f9) or Off (f10)**

For double or nonblank underline, press **NonBlnk (f7)** or **Double (f8)** before selecting amount.

---

**UNDO**

Reverse the last operation or text entry sequence

**Edit (f6) | Undo (f6)**

---

**VISIBLE FEATURE**

Display edit codes.

**Home (f1) | Windows (f6) | Visible (f6)**

---

---

**WINDOWS**

Expand window by moving the top up or bottom down.

**Home (f1) | Windows (f6) | ExpandUp (f1) or ExpandDn (f2)**

---

Reduce window by moving top down or bottom up.

**Home (f1) | Windows (f6) | LowrTop (f3) or RaisBot (f4)**

---

Divide window.

**Home (f1) | Windows (f6) | Divide (f5)**

---

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