

8 Moving and changing text

One of the pleasures of word processing is the ease with which you can modify text - inserting words, moving whole paragraphs from one point to another, copying sections and deleting them.

We have already done a little of this, inserting and deleting a character at a time, but VIEW has much more to offer.

Type in the following example to try out the more powerful commands.

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Word processing in business

Introducing word processing into a business represents an opportunity to think about parts of the business that involve the production of print, and about how print fits into the business.

If you think of a word processing system as a glorified typewriter, you will not get the best out of it.

Now suppose you get that printed out, and then proceed to edit it, rather heavily like this.

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Word processing in business /upper case

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those

unrivalled

ed text

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Editing text like this is done by moving the cursor and using the red function keys for command such as INSERT CHARACTER, DELETE CHARACTER, INSERT MODE, SWAP CASE, and the commands involved in moving blocks of text such as MOVE BLOCK.

Changing the title to upper case letters only is a simple matter - the SWAP CASE commands is indicated. Place the cursor under the 'o' of 'Word' and press **SHIFT f1**. The case changes from lower to upper and the cursor moves on. All you do is keep pressing SWAP CASE until the whole title is converted. In practice of course you might decide to retype a short heading like this, but remember that retyping is where many mistakes occur.

Now to change 'opportunity' into 'an unrivalled opportunity'. Place the cursor under the first 'o' of 'opportunity' and press **CTRL f4**. This puts VIEW into INSERT MODE so that any characters typed will cause the text to the right to move right to make room for the new text. A letter I appears at top left on the screen to remind you. Type in the additional word with a space after it and move on to the other two corrections which can be dealt with in the same way. When you have done them all, cancel INSERT MODE by pressing **CTRL f4** again.

The next job is to move the three lines at the bottom to the top under the title. Operations such as moving, copying to deleting blocks of text are controlled by setting markers. To move a piece of text, set markers 1 and 2 before and after it as follows:

- Place the cursor on the line above the text you wish to move.
- Press SET MARKER (**SHIFT f7**) and MK appears at top left on screen.
- Press 1.
- Place the cursor on the line below the text you wish to move.
- Press SET MARKER again.
- Press 2.

Carry out these operations slowly and carefully. If you make a mistake you can just set the markers again. You can also cancel markers 1 and 2 by changing to command mode and typing

CLEAR **RETURN**

Having set markers 1 and 2, move the cursor up to the blank line under the title and press MOVE BLOCK (**SHIFT f0**). The three lines will appear there and the other lines will open up to make room for them.

Finally we want to copy the rule design at the top and place it at the bottom. Once again we set markers above and below the rule, and place the cursor where we want it copied to, but this time instead of pressing a red function key we press the **COPY** key at bottom right of the keyboard.

After that the text should look like this.

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To justify the text again you have only to reformat the second paragraph by placing the cursor anywhere on the top line of that paragraph and pressing **FORMAT BLOCK** (function key f0) and the job is done.

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