GEM® *WordChart*™

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Release Note 01
GEM WordChart™ Manual
First Edition, January 1986

Modifying Wordcharts with GEM Draw™ Version 1.2 or Earlier

Note: The following information applies only if you have GEM Draw, version 1.2 or earlier.

When you bring a wordchart into your version of GEM Draw (bringing a wordchart into GEM Draw is described in Appendix A of the manual), the letters in each line of text will appear to be overlapping each other.

To make the text look the way it should, do this:

1. Select a line of text. If you have several lines of text with the same attributes, you can select them all at once, either by dragging a rubber rectangle around them or by Shift-clicking.

2. Display the Font Menu.

3. Click on the text's correct size. For example, if you have selected one or more lines of 20-point text, click on **20 point** in the Font Menu. This causes GEM Draw to redraw the text line (or lines) without the characters overlapping.

4. When you have redrawn all the text in this manner, save the GEM Draw version of your wordchart, as described in Appendix A.

End of Release Note

Foreword

Welcome to GEM WordChart™--the quick, easy, and fun way to create presentation-quality text charts (or "wordcharts").

Using GEM WordChart is simple. You work directly on a screen that shows you what your final wordchart will look like; you don't use cryptic commands and codes. With GEM WordChart, creating a wordchart is basically a two step process:

1. You choose a "template" that tells GEM WordChart how you want your finished wordchart to look. (A template is an empty wordchart form with rows and columns for text.)

2. You type the text you want in your wordchart in a "fill-in-the-blanks" fashion.

GEM WordChart comes with standard templates for wordcharts with one or more columns, for "free-form" wordcharts, and for outlines. You can use them unchanged, or you can adapt them to your own needs.

If you have a color printer, camera, or plotter, GEM WordChart lets you produce color wordcharts even if you don't have a color monitor.

You can place a border around your wordchart by choosing one of the borders GEM WordChart provides, or you can create your own custom borders, if you have GEM Draw™ from Digital Research®.

Your GEM WordChart guide is divided into five sections and three appendixes.

- Section 1 explains how you "install" GEM WordChart on your computer and how you start GEM WordChart. You **must** install GEM WordChart before you use it.

- Section 2 describes the GEM WordChart screen and what you see as you use the program.

- Section 3 is a brief tutorial. After you complete the tutorial, you'll be ready to use GEM WordChart to create wordcharts with your own personal touch.

- Section 4 is a detailed reference section, including descriptions of the menus and other features.

- Section 5 describes the Item Selector, a special tool for naming, saving, and opening wordcharts, and for using templates and borders.

- Appendix A describes how you can modify your wordcharts with GEM Draw.

- Appendix B explains the backup documents GEM WordChart creates, those with the document type BAK.

- Appendix C describes some of the special characteristics of plotters and how they can affect your wordchart output.

When you complete the tutorial, you can experiment with GEM WordChart on your own. Try to use all of the features described in the tutorial and in Sections 4 and 5. Don't be afraid to try new things, even if they aren't discussed in this guide.

Note: All the illustrations in this manual were produced with GEM™ software: GEM WordChart, GEM Draw, or GEM Paint™.

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Getting Started

If you haven't done so already, read your <u>GEM Desktop</u>™ manual and become familiar with the basic GEM Desktop techniques, many of which you will use with GEM WordChart.

Here's a quick refresher on the basic mouse techniques you'll use:

<u>click</u>   Press and release the mouse button once.

<u>double-click</u>   Press and release the mouse button twice in rapid succession.

<u>drag</u>   1. Press and hold down the mouse button.
2. Move the mouse.
3. Release the mouse button.

Remember, always use the <u>left</u> mouse button.

BACKING UP YOUR GEM WORDCHART MASTER DISK

Before you install GEM WordChart on your computer, make a backup copy of your GEM WordChart Master Disk. (Formatting and copying disks are described in the <u>GEM Desktop</u> manual.)

1. Start the GEM Desktop on your computer.

2. Format a floppy disk. Give the disk this name:

    GEM WordChart COPY

3. Copy the contents of the GEM WordChart Master Disk to the GEM WordChart COPY disk.

4. Store your GEM WordChart Master Disk in a safe place and use the COPY disk for installing GEM WordChart on your hard disk or on floppy disks.

If you are going to run GEM WordChart from floppy disks, format two more floppy disks at this time. Give the disks these names:

GEM WordChart APPLICATION Disk
GEM WordChart DATA Disk

Set both disks aside for the time being.

INSTALLING GEM WORDCHART

Before you use GEM WordChart, you must install it on your hard disk or on floppy disks. The GEM WordChart COPY disk contains a program called INSTALL.APP that creates folders and organizes your GEM WordChart software on your hard disk or on floppy disks. You only need to run INSTALL.APP one time.

To run INSTALL.APP, start the GEM Desktop and then follow these steps:

1. Insert the GEM WordChart COPY disk into drive A and open the drive A floppy disk icon.

2. Locate the icon called INSTALL.APP.

3. Double-click on the INSTALL.APP icon. This starts the INSTALL.APP program.

INSTALL.APP

4. Follow the instructions in INSTALL.APP for installing GEM WordChart on your hard disk or floppy disks.
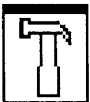
If you are installing on floppy disks, you'll need the two disks you formatted: **GEM WordChart APPLICATION Disk** and **GEM WordChart DATA Disk.**

GEMAPPS

INSTALL.APP copies GEM WordChart to your GEMAPPS folder. In a hard disk system, GEMAPPS is in the hard disk's "root" (initial) directory. In a floppy disk system, GEMAPPS is in the root directory of the GEM WordChart APPLICATION Disk. The icons for the GEM WordChart software have the following names:

- **WORDCHRT.APP**
- **WRDCHTHI.RSC**
- **WRDCHTLO.RSC**

INSTALL.APP also creates two folders, WCHARTS and BORDERS. WCHARTS is where GEM WordChart stores the wordcharts you create; BORDERS is where you keep the borders for your wordcharts. INSTALL.APP places these folders in the following locations:

WCHARTS

WCHARTS   in the root directory of your hard disk or, in a floppy disk system, the root directory of the GEM WordChart DATA Disk

BORDERS

BORDERS   inside the GEMAPPS folder

At the conclusion of INSTALL.APP, you see a dialog informing you that GEM WordChart is now installed and ready to run.

Before continuing, put your GEM WordChart COPY disk in a safe place, just as you did with the GEM WordChart Master Disk. You don't need either for your daily GEM WordChart work.

STARTING GEM WORDCHART FROM A HARD DISK

To start GEM WordChart from a hard disk, start the GEM Desktop and then follow these steps:

1. Open the hard disk icon to its root directory.

2. Find the GEMAPPS folder and double-click on it.

3. Locate the WORDCHRT.APP icon in the GEMAPPS directory and then do either of the following:

WORDCHRT.APP

- Double-click on the WORDCHRT.APP icon.

- Select the WORDCHRT.APP icon and then choose the **Open** command from the File Menu.

STARTING GEM WORDCHART FROM FLOPPY DISKS

To start GEM WordChart from a floppy disk, start the GEM Desktop and then follow these steps:

1. Remove the GEM DESKTOP disk from drive A.

2. Insert your GEM WordChart APPLICATION Disk into drive A.

3. Insert your GEM WordChart DATA disk into drive B.

4. Open the drive A floppy disk icon. (If it is already open, press the Esc key to update the directory.)

5. Double-click on the GEMAPPS folder in the A:\ window.

6. Locate the WORDCHRT.APP icon in the A:\GEMAPPS directory and then do either of the following:

WORDCHRT.APP

- Double-click on the WORDCHRT.APP icon.

- Select the WORDCHRT.APP icon and then choose the **Open** command from the File Menu.

STARTING DIRECTLY TO A WORDCHART

It's likely that you'll often want to start GEM WordChart and immediately begin revising or updating a wordchart you have previously saved. In that case, use this shortcut method of starting GEM WordChart:

1. Start the GEM Desktop.

2. Find the folder called WCHARTS.

   (Remember, it is either in the root directory of your hard disk or in the root directory of the GEM WordChart DATA Disk, which should be in drive B.)

EXAMPLE.WCH

3. Open the WCHARTS folder and find the icon for the wordchart you want. (All wordchart documents have the type WCH, as shown at the left.)

4. To start GEM WordChart, do either of the following:

   ● Double-click on the wordchart's WCH icon.

   ● Select the wordchart's WCH icon and then choose the **Open** command from the File Menu.

End of Section 1

Section 2

GEM WORDCHART SCREEN

Menu Bar

Title Bar

Ruler and Margin Indicators

Text Fields, Text Rows, and Text Zones

Text Cursor and Active Text Zone

Selecting a Text Zone

Moving the Text Cursor

Toolkit

Zone Markers

Pointer

Slider and Scroll Bar

GEM WordChart Screen

The illustration below shows what GEM WordChart looks
like when it first appears on your screen. (The names of
the text zones--"TITLE ZONE," for example--do not
actually appear on the screen. They are included here for
identification only.)

menu bar   margin indicators   select boxes
               ruler   title bar   text cursor

File Edit   Template Options   WORDCHRT

C:\WCHARTS\UNTITLED.WCH

| 0 | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 |

Swiss
Dutch

Normal	14
Bold	20
Italic	28
Underline	36
	72

Left
Center
Right
Decimal

TITLE ZONE

COLUMN HEAD

FIRST ROW OF TEXT BODY

LAST ROW OF TEXT BODY

FOOTER ZONE

toolkit   pointer   text fields/rows   slider/
                                                       scroll bar

2-1
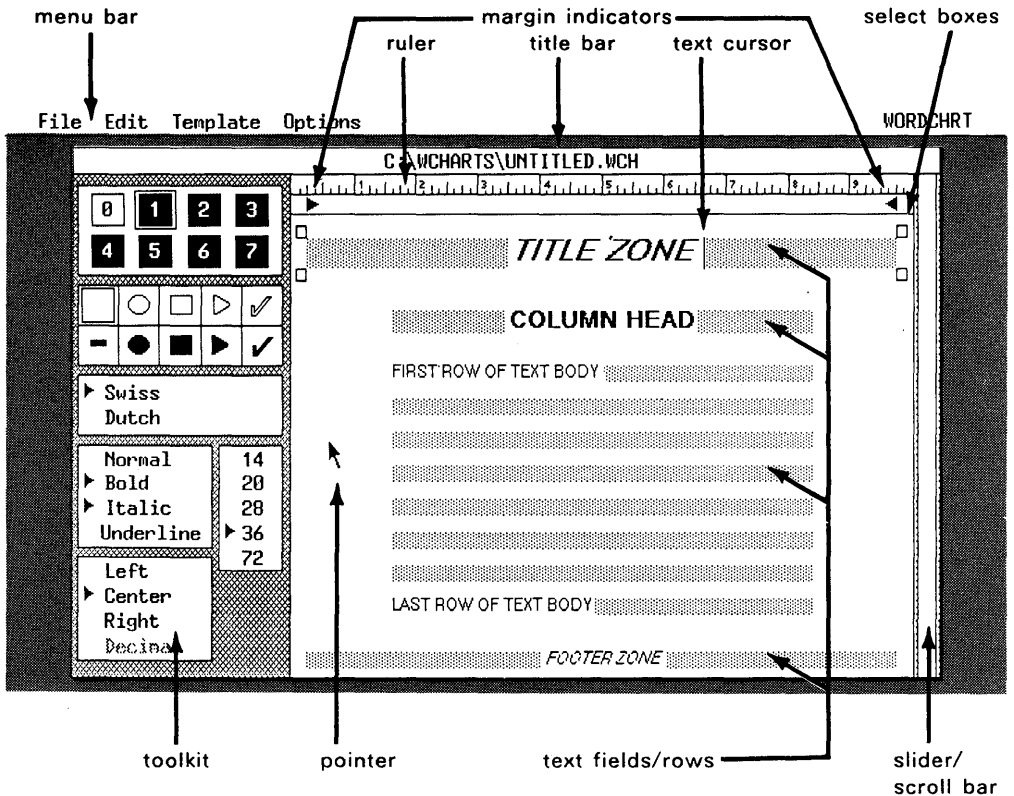
Note: The appearance of the GEM WordChart screen can vary somewhat. With some versions of the GEM Desktop, the GEM WordChart menu bar is different. See Section 4 for an explanation of these variations.

GEM WORDCHART SCREEN COMPONENTS

Menu Bar

The menu bar contains the names of GEM WordChart's menus. You display menus and choose commands just as you do on the GEM Desktop. When you touch a menu's name with the pointer, the menu drops down. By clicking with the mouse, you can choose commands to create, modify, and save your wordcharts.

The menu commands are described in Section 4.

Title Bar

The title bar identifies the wordchart on your screen and tells where it is located. The title bar provides this information in the following manner:

disk drive identifier   folder (directory) name   wordchart name and type

C:\WCHARTS\PROMO.WCH
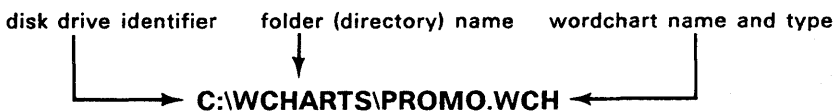
In this example, a wordchart called PROMO.WCH is in the WCHARTS folder on your hard disk C:\. (In some systems, the hard disk might have a different drive identifier.)

See the GEM Desktop manual or your operating system manual for more information about directory names and disk drive identifiers.

Until you save it, a wordchart is called UNTITLED.WCH. After you name and save your wordchart, its name appears in the title bar, followed by a dot (.) and the type WCH. For example, if you name a wordchart MYCHART, it becomes MYCHART.WCH.

Ruler and Margin Indicators

The ruler measures the horizontal dimension of your wordchart page, and the margin indicators show your current margin settings.

To change the left or right margin, drag the left or right margin indicator to the position you want.

Note: When moving a margin, place the tip of the pointer directly on top of its margin indicator, and press the mouse button. Don't begin dragging until the pointing finger icon appears (see left).

Text Fields, Text Rows, and Text Zones

The major components of a wordchart template are text fields, text rows, and text zones.

"Text fields" are the shaded rectangles into which you type the contents of your wordchart.

A "text row" is a group of one or more text fields that appear on the same line of a template. For example, in a two-column wordchart a row can contain two text fields. (See "Using Multi-Column Templates" in Section 4.) In the template illustrated on page 2-1, however, each row contains a single text field.

"Text zones" are the four divisions of a wordchart template: title, column head, text body, and footer. Each zone has its initial set of "attributes" (characteristics), like text size, style, and alignment. For example, in a two-

column template the zones have these initial attributes:

title   36-point bold italic type, one text row, centered
             text.
             Maximum number of rows: 2

column   28-point bold type, one text row with two text
head   fields, centered text.
             Maximum number of rows: 1

text   20-point normal type, eight text rows with two
body   text fields per row, left-aligned text.
             Maximum number of rows: 26

footer   20-point italic type, one text row, centered text.
             Maximum number of rows: 2

Point sizes are described under "Changing Text Size" in
Section 4.

You can change any of these attributes by selecting from
the toolkit, which is described later in this section. You
can also insert and delete rows in a zone, but you can't
add more rows than its maximum allows.

Note: In a two-row title zone or footer, you can select the
rows individually and give them their own attributes.

Text Cursor and Active Text Zone

The text cursor (a vertical blinking bar) shows where the
characters you type will appear.

The zone in which the cursor is located is the "active" text
zone. (In a multi-column format, only one column in a
zone can be active at a time.) The active zone is
identified by squares called "select boxes" at its corners.

Selecting a Text Zone

By moving the cursor from one zone to another, you select a new zone. The new zone becomes the active zone, the select boxes appear at its corners, and the toolkit changes to show its attributes.

To select a zone, you can use any of the cursor techniques described next.

Moving the Text Cursor

To move the text cursor, you can do any of the following:

- Move the pointer to a text field and click. If there is text in the field, you can place the cursor anywhere in the text.

- Use the up- or down-arrow keys (on your keypad) to move to the field above or below.

- Use the left- or right-arrow keys to move one character to the left or right.

- Press the Tab key to move to the next field.

- Press Shift-Tab to move to the previous field.
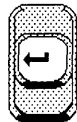
- Press the Enter key to move <u>down</u> a text field.

GEM WordChart also uses what is sometimes referred to as the "keyboard control diamond," a feature of a popular word processing program. Hold down the Ctrl key and then press a letter key to move the text cursor within a field or to other fields, as follows:

Ctrl + E   – to same position in field above

Ctrl + S   – one character to the left

Ctrl + D   – one character to the right

Ctrl + X   – to same position in field below

Toolkit

The toolkit shows the settings for the attributes of your active text zone: text color, bullet style, text style, text size, text alignment, and font. The current settings for color and bullets are surrounded by a square; the remaining settings in the toolkit are indicated by a marker.

By selecting from the toolkit, you can change the text zone's attributes. The individual components of the toolkit are described in detail in Section 4.

Zone Markers

You can replace the toolkit with the "zone markers," which define the upper and lower boundaries of each text zone. The zone markers are described in Section 4.

Using the zone markers, you can make text zones larger or smaller, and you can move text rows up or down in their zones.

Pointer

> GEM WordChart uses the same arrow mouse pointer the
> GEM Desktop uses. The pointer moves on the screen
> when you move the mouse or press the arrow keys. (If
> the arrow keys do not move the pointer, press the Ctrl key
> once and then use the arrow keys.)

> The pointer disappears from the screen when you type at
> the keyboard. It reappears when you move the mouse or
> press any of the arrow keys.

Slider and Scroll Bar

> At times you might not be able to see the bottom or top
> of your wordchart template on the screen. For example, in
> Portrait format (described in Section 4), the footer zone is
> not initially visible.

> To move part of a wordchart into view, drag the slider up
> or down. The GEM WordChart slider works in exactly the
> same manner as a slider in a GEM Desktop window.

> You can also move the wordchart by clicking on the scroll
> bar. The scroll bar also works in the same manner as its
> counterpart in a GEM Desktop window.

<div align="center">End of Section 2</div>

Section 3

TUTORIAL

The tutorial teaches you:

How to enter text

How to save a wordchart on disk

How to change and correct text

How to change text attributes

How to add bullets

How to include one of the borders
provided with GEM WordChart

How to use an existing template

...and more

Then you can create your own wordcharts.

Tutorial

The wordchart you create with this tutorial is shown in the divider at the beginning of this section. (All section dividers in this guide were created using GEM WordChart.) After you create the wordchart, you'll learn how to make changes to it.

Note: This tutorial assumes you have a mouse or other pointing device attached to your computer. If you do not have a mouse, refer to the GEM Desktop manual to learn how to move the pointer with the keyboard.

STARTING GEM WORDCHART

If GEM WordChart is not already running on your computer, start it now. Starting GEM WordChart is described in detail in Section 1.

When the GEM WordChart screen first appears, you see an empty wordchart template called UNTITLED.WCH.

ENTERING TEXT IN YOUR WORDCHART

Entering text in a wordchart is simply a matter of typing; the words you type appear wherever the text cursor is currently located.

When you begin, the text cursor is in the topmost text field, the "title zone" described in Section 2. Type the following word:

TUTORIAL

If you make a typing error, press the Backspace key to erase, and then retype.

Move the pointer down to the next text field (the column head) and click the mouse button. Note the following:

● The text cursor is now in the column head field.

● The select boxes identify the column head as the active zone.

● The margin indicators have moved.
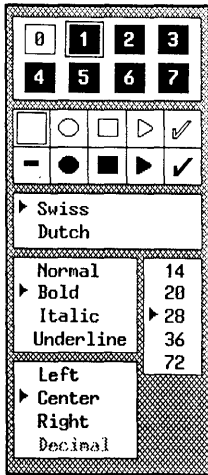
Look at the toolkit on the left side of your screen. The toolkit shows you that the text you enter in this field will have the following attributes:

Color code	1 (black)
Bullet	none (an empty box)
Font	Swiss
Text style	Bold
Text size	28
Text alignment	Center

(You'll learn more about these attributes later, so don't worry about them now.)

Type the following words for the column head:

The tutorial teaches you:

Now move the pointer down and select the first field of the text body. The active text zone is now a group of eight text fields rather than just one. This tells you that all eight text fields have the attributes shown in the toolkit.

In the first field of the text body, type the following:

How to enter text

Press the Enter key. The text cursor moves down to the next text field. Type the following lines and press the Enter key at the end of each line:

How to save a wordchart on disk

How to change and correct text

How to change text attributes

How to add bullets

Type the next line as a continuous sentence; don't press the Enter key until after "GEM WordChart":

How to include one of the borders provided with GEM WordChart

Note that, because the sentence is longer than the field, GEM WordChart's "word wrap" feature automatically extends the field, continuing it on another line.

Now type the last two lines of the text body:

How to use an existing template

...and more

Press the Enter key to move the text cursor to the

template's last text zone, the footer. The text attributes have changed again: the text is the same size as in the text body, but it is centered and italic. To complete this wordchart, type the following:

Then you can create your own wordcharts.

SAVING YOUR WORDCHART ON DISK

To save your wordchart on disk, do the following:

1. Move the pointer to the menu bar and display the File Menu.

2. Choose the **Save as...** command. The Item Selector appears on your screen.

3. Type a name for the wordchart you are saving, such as TUTOR1. Then press the Enter key or click on the OK exit button.

After a few seconds, GEM WordChart returns to the point where you chose the **Save as...** command. Your wordchart is still on the screen and its name now appears in the title bar. (Note that GEM WordChart has appended the WCH type to the name you provided.)

Item Types: WCH and GEM

When you save your wordchart, GEM WordChart actually saves two versions of it, one with the type WCH and the other with the type GEM.

For example, if you named your tutorial wordchart TUTOR1, GEM WordChart saves TUTOR1.WCH and TUTOR1.GEM, both in the WCHARTS folder. GEM WordChart also changes the name in the title bar from UNTITLED.WCH to TUTOR1.WCH.

You can't use these two versions interchangeably; each has its own purpose:

WCH Use this version with GEM WordChart. For example, if you want to start directly to a wordchart (as described in Section 1), make sure you double-click on the WCH version.

TUTOR1.WCH

GEM Use this version with GEM Output (as described under "Printing Your Wordchart," later in this section) or with GEM Draw. Appendix A describes how you modify wordcharts with GEM Draw.

TUTOR1.GEM

CORRECTING AND EDITING TEXT

To correct typing errors or edit your text, move the cursor to the point at which you want to make the change. Moving the cursor is described in Section 2.

To erase the character to the left of the cursor, use the Backspace key. To erase the character to the right of the cursor, use the Delete key.

To delete the word to the right of the text cursor, hold down the Shift key as you press the Delete key.

To delete the contents of an entire text field, use the Esc (Escape) key.

Shortcuts

To help you remember how to delete characters, words, and the contents of text fields, GEM WordChart displays a summary of the techniques when you choose the **Shortcuts...** command from the Options Menu.

WHAT'S NEXT?

You have just created your first wordchart and stored it on disk. You'll find creating other wordcharts with GEM WordChart just this simple and easy.

Now you'll learn how to modify your wordchart and how to use some of GEM WordChart's other features.

CHANGING TEXT ATTRIBUTES

Your next step is to change the attributes of some of the text fields in the wordchart you just created.

```
▶  Normal
   Bold
   Italic
   Underline
```
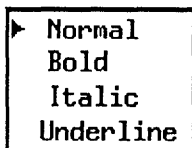
Click on the wordchart's title ("TUTORIAL"). Note its attributes in the toolkit. To change the text style attribute from Bold Italic to Normal, move the pointer to the text styles in the toolkit and click on the word **Normal**. As soon as you click, GEM WordChart changes the title's text style on your screen and moves the marker in the toolkit.

```
   14
▶  20
   28
   36
   72
```
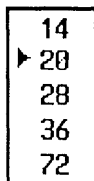
Now select the column head and note its attributes in the toolkit. Change the text size from 28 to 20 by clicking on **20** in the text sizes. As before, the text changes and the marker moves.

Finally, change the column head from Swiss font to Dutch font by clicking on **Dutch** in the toolkit, and then underline the column head by clicking on **Underline**.

ADDING BULLETS TO YOUR WORDCHART

Move the pointer and select a field in the text body.

Now go to the bullets in the toolkit and click on the solid check mark. Check marks appear to the left of all eight text fields.

DELETING A ROW FROM YOUR WORDCHART

Move the pointer and select the last field of the text body, the one that says "...and more."

Display the Edit Menu and choose the **Delete Row** command. The text row disappears from your screen.

SAVING A NEW VERSION OF YOUR WORDCHART

After you change your wordchart, you might want to save the new version and still keep the original TUTOR1.WCH. To do so, take the following steps:

1. Choose the **Save as...** command from the File Menu.

2. When the Item Selector appears, type a name for the new version of your wordchart, such as TUTOR2.

3. Press the Enter key or click on the OK exit button.

PRINTING YOUR WORDCHART

To print the wordchart you just saved, choose the **To Output** command from the File Menu. This starts the GEM OUTPUT program.

The first things you see in OUTPUT are an "output list" with the name of your wordchart (note that OUTPUT uses

the version with the GEM document type) and the START
OUTPUT dialog with "Printer" highlighted. To send your
wordchart to your printer, simply click on the OK button or
press the Enter key.

You can also use OUTPUT to produce output on plotters,
the screen, and cameras. See the GEM Desktop manual
for a description of how you use these devices.

When OUTPUT has finished printing your wordchart,
display the File Menu and choose the **Quit** command.
This returns you to GEM WordChart, with your wordchart
(TUTOR2) on the screen.

ADDING A BORDER TO YOUR WORDCHART

To add a decorative border to your wordchart, follow
these steps:

1. Make sure TUTOR2.WCH is your current wordchart.

    If it is not, display the File Menu and choose the
    Open... command. The Item Selector appears with the
    names of your wordcharts. Double-click on
    TUTOR2.WCH.

2. Display the Edit Menu and choose the **Get Border...**
    command. The Item Selector appears again; it now
    contains the names of your borders.

3. Type **SAMPLE-L.GEM** and then press the Enter key.
    The border appears on the screen, with the text of
    TUTOR2.WCH inside it.

    (Typing the border name is another way of selecting
    from the Item Selector. For a full description of how
    you use the Item Selector, see Section 5.)

4. Save the wordchart with its border. You can do either of the following:

- To save it under its current name, display the File Menu and choose the **Save** command.

- To save it under a new name, choose the **Save as...** command. When the Item Selector appears, type the new name and then press the Enter key.

Sometimes you might have to adjust the size or proportions of your wordchart to fit a border. "Modifying a Wordchart to Fit a Border," in Section 4, describes how you do this.

If you decide you don't want your wordchart to have a border after all, choose the **Remove Border** command from the Edit Menu.

USING EXISTING TEMPLATES

Every time you save a wordchart, whether or not you have changed its original set of attributes, GEM WordChart saves its template. Each saved template has the following attributes:

- margin settings for each text zone
- all zone attributes from the toolkit
- border (if any)
- any lines or boxes in the text zones

You can use the template from any saved wordchart to create other wordcharts with the same attributes. To use a template (we'll use the one you just saved as an example), do the following:

1. Display the File Menu and choose the **New** command.
    This clears the text of your wordchart off the screen.

    This step is mandatory. The **Use Template from...**
    command (see the next step) is not available if there is
    text in the template on the screen.

2. Display the Template Menu and choose the **Use
    Template from...** command.

3. When the Item Selector appears, double-click on the
    name of the wordchart you just saved.

GEM WordChart displays the wordchart template minus
text. (If you've followed the tutorial so far, the template
should have a border, the text body should have check
marks, and the footer should be missing.) Now you can
begin to create a new wordchart with this template.

AFTER THE TUTORIAL

This completes the tutorial. We recommend you read the
remainder of your GEM WordChart guide and spend time
experimenting with the menu commands, toolkit, and other
features until you feel comfortable with them.

To stop GEM WordChart and return to the GEM Desktop,
choose the **Quit** command from the File Menu.

End of Section 3

Section 4

GEM WORDCHART REFERENCE

Menus and Commands

File Menu

Edit Menu

Template Menu

Options Menu

WORDCHRT Menu

Keystroke Equivalents of Menu Commands

Saving Your Wordcharts

Changing Color with the Toolkit

Adding Bullets, Numbers, or Letters

Changing Fonts

Changing Text Style

Changing Text Size

Changing Text Alignment

Adding Lines and Boxes

Portrait and Landscape Formats

Using the Zone Markers

Templates

Borders

GEM WordChart Reference

This section contains detailed reference information about the GEM WordChart menus, commands, toolkit, and other features.

MENUS AND COMMANDS

Descriptions of the menus and their commands appear on the following pages.

The menus include a "keystroke equivalent" of each command. These keystroke equivalents are described on page 4-7.

Variations in the Menu Bar

If you use GEM WordChart with certain versions of the GEM Desktop, the WORDCHRT Menu is called the Desk Menu and appears at the left side of the menu bar. Differences in name and location notwithstanding, they are the same menu.

FILE MENU

```
┌─────────────┐
│ File        │
├─────────────┤
│ New      ^W │
│ Open...  ^O │
│.............│
│ Save     ^V │
│ Save as..^M │
│ Abandon  ^A │
│.............│
│ To Output^U │
│ Quit     ^Q │
└─────────────┘
```

Starts a new wordchart. Removes all text from your current wordchart but retains current template. Name in title bar becomes UNTITLED.WCH.

Displays Item Selector so you can select an existing wordchart.

Saves your current wordchart on disk under the name shown in its title bar.

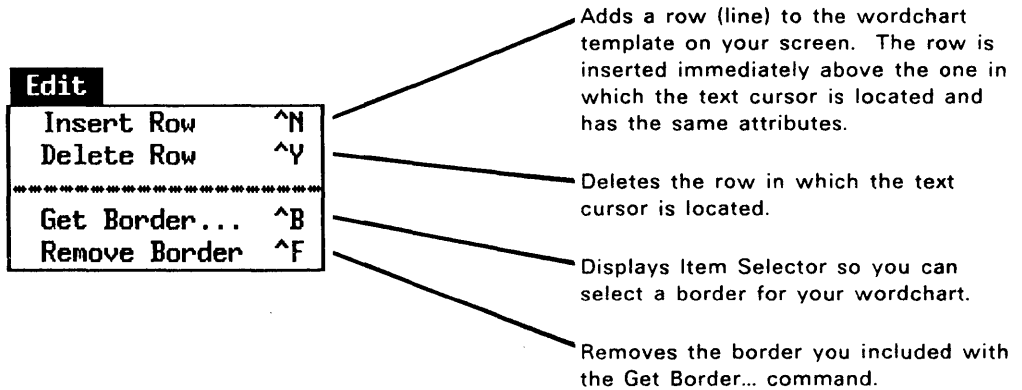Displays Item Selector so you can save your current wordchart on disk under a new or different name.

Discards all changes to the current wordchart. The last saved version of the wordchart returns to your screen.

Reproduces your wordchart(s) on an output device, such as a printer. See the description of the GEM OUTPUT program in your GEM Desktop manual.

Stops GEM WordChart and returns you to the GEM Desktop.

EDIT MENU

Adds a row (line) to the wordchart template on your screen. The row is inserted immediately above the one in which the text cursor is located and has the same attributes.

```
 Edit
 Insert Row      ^N
 Delete Row      ^Y
 ................................
 Get Border...   ^B
 Remove Border   ^F
```

Deletes the row in which the text cursor is located.

Displays Item Selector so you can select a border for your wordchart.

Removes the border you included with the Get Border... command.

Note: If you delete the last or only row of any zone, you cannot restore the zone. For example, if you totally delete the title, you can't use the **Insert Row** command to put the title row back in. Instead, you have to abandon your changes and start over again. Be particularly careful when deleting the title, column heads, and footer, which are only a single row.

In a multi-column format, inserting or deleting a row affects all the fields in that row. For example, if you delete a row in the text body of a three-column template, you delete the three text fields that make up the row.

TEMPLATE MENU

Template	
Use Template from...	^T
Remember Template	^R
Template Gallery...	^G

Displays Item Selector so you can use an existing wordchart's template to create another wordchart.

Replaces a template in the gallery with the template on the screen.

Displays the template gallery so you can select a template.

OPTIONS MENU

```
┌──────────────────────────┐
│ Options                  │
├──────────────────────────┤
│   Portrait          ^P   │
│ ▶ Landscape         ^L   │
│ ══════════════════════   │
│   Lines & Boxes...  ^Z   │
│   Numbers & Letters ^K   │
│   Zone Markers      ^J   │
│ ══════════════════════   │
│   Shortcuts...      ^C   │
└──────────────────────────┘
```

Chooses a Portrait (vertical) page layout.

Chooses a Landscape (horizontal) page layout.

Places a box around each field in the active zone; places a line above or below each field.

Changes from bullets to numbers and letters in the toolkit.

Displays the zone markers in place of the toolkit.

Displays a dialog showing text editing techniques for GEM WordChart.

```
┌──────────────────────────┐
│ Options                  │
├──────────────────────────┤
│   Portrait          ^P   │
│ ▶ Landscape         ^L   │
│ ══════════════════════   │
│   Lines & Boxes...  ^Z   │
│   Bullets           ^K   │
│   Toolkit           ^J   │
│ ══════════════════════   │
│   Shortcuts...      ^C   │
└──────────────────────────┘
```

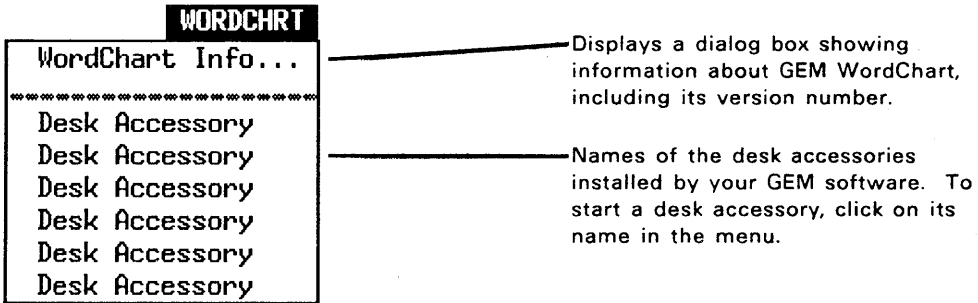Changes from numbers and letters to bullets in the toolkit.

Displays the toolkit in place of the zone markers.

The fourth command in the Options Menu is either **Numbers & Letters** or **Bullets**, depending on the current state of the toolkit. See "Adding Bullets, Numbers, or Letters" later in this section.

The next command is either **Zone Markers** or **Toolkit**, depending on the current state of the GEM WordChart screen. See "Using the Zone Markers" later in this section.

WORDCHRT MENU

WORDCHRT

WordChart Info... ————————Displays a dialog box showing
                              information about GEM WordChart,
                              including its version number.

Desk Accessory
Desk Accessory ——————————Names of the desk accessories
Desk Accessory   installed by your GEM software. To
Desk Accessory   start a desk accessory, click on its
Desk Accessory   name in the menu.
Desk Accessory

Note: You can only run desk accessories on your
computer if it has at least 320 kilobytes of Random
Access Memory (320K RAM). If it has less than this
amount, desk accessory names do not appear in the menu.

KEYSTROKE EQUIVALENTS OF MENU COMMANDS

Commands in the File, Edit, Template, and Options Menus each have a "keystroke equivalent," a shortcut method of choosing the command. The keystroke equivalents appear on the right side of the menus. You can choose a command in either of two ways: by displaying a menu and clicking on the command with the pointer or by using the keystroke equivalent.

The notation in the menus uses a caret (^) to represent your keyboard's Ctrl key. For example, the keystroke equivalent for the **New** command in the File Menu is ^ **W**. This means you hold down the Ctrl key while you type the letter W, in upper or lower case.

The table on the next page lists the GEM WordChart commands (in alphabetical order), their keystroke equivalents, and the menus in which the commands appear.

Note: If a command is currently unavailable (dimmed), its keystroke equivalent has no effect.

Keystroke Equivalents of Menu Commands

Command	Keystroke Equivalent	Menu
Abandon	^ A	File
Bullets	^ K	Options
Delete Row	^ Y	Edit
Get Border...	^ B	Edit
Insert Row	^ N	Edit
Landscape	^ L	Options
Lines & Boxes...	^ Z	Options
New	^ W	File
Numbers & Letters	^ K	Options
Open...	^ O	File
Portrait	^ P	Options
Quit	^ Q	File
Remember Template	^ R	Template
Remove Border	^ F	Edit
Save	^ V	File
Save as...	^ M	File
Shortcuts...	^ C	Options
Template Gallery...	^ G	Template
To Output	^ U	File
Toolkit	^ J	Options
Use Template from...	^ T	Template
Zone Markers	^ J	Options

SAVING YOUR WORDCHARTS

You can use two File Menu commands to save your wordcharts:

- **Save as...**
- **Save**

The first time you save a wordchart, use the **Save as...** command. The Item Selector appears so you can give the wordchart a name.

By using the **Save as...** command, you can also revise a wordchart and keep both the original and revised versions. For example, you can open an existing wordchart, make changes to it, and save the revised wordchart under a new name. Your original wordchart and the revised wordchart are both available on disk.

Use the **Save** command for routinely saving your wordchart if you do not want to keep separate versions.

If you choose the **Save** command and have not previously saved the wordchart on disk, the Item Selector appears so you can give your wordchart a name.

Note: When you choose the **Save** command, GEM WordChart leaves a version of your wordchart with the type BAK in your directory. See Appendix B, "Wordcharts with Type BAK," for a description of what these are and how you use them.

CHANGING COLOR WITH THE TOOLKIT
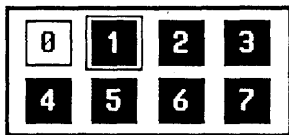
The toolkit uses numbered squares to show the colors available for your wordchart. If you can display colors with your GEM software, you see the actual colors in addition to the number codes.

An outline surrounds the color number assigned to the active text zone. To change the color, click on the number for the color you want.

If your computer cannot display colors, you can still assign colors codes to your text and then print or display your wordchart on a device (printer, plotter, screen, or camera) that <u>can</u> reproduce colors. The device translates the color codes to colors it can produce.

Note that different devices may produce different colors from the same color code. For example, your screen may reproduce color code 3 as blue, but a color printer may reproduce it as green. To determine what colors are produced by your output devices, you can create a couple of sample wordcharts that use all of the available color codes and then reproduce them on each device.

Color 0: a Special Case

Color 0 (zero) is white. If you enter text and then select color 0, it disappears from the screen, because the text and the GEM WordChart background are now the same color.

However, if you place text with the color 0 attribute over a solid or patterned colored background, the result is white text on that solid or patterned background. You can create such a background when you create a border. (See "Creating Your Own Borders," later in this section.)

In this one case, what you see on the screen is not exactly what you get. On the GEM WordChart screen, the unused part of each text field appears as a solid or shaded white bar. If you send the wordchart to a printer or to the screen using the GEM OUTPUT program, the white bar goes away.

Note: You cannot get this "white-on-black" effect with a plotter. Because of the way plotters work, they fill in the entire background, including the space to be occupied by the text. For more on plotters, see Appendix C, "A Note on Plotters."

ADDING BULLETS, NUMBERS, OR LETTERS

By selecting from the toolkit, you can highlight your text in the following ways:
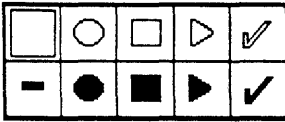
- You can mark your text fields with "bullets" (circles, squares, arrowheads, check marks, or a dash).
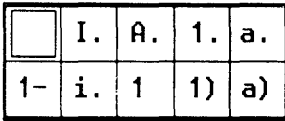
- You can make itemized lists by marking the text fields with arabic or roman numerals or with letters.

The toolkit initially shows bullets. To change it to numbers and letters, choose the **Numbers & Letters** command from the Options Menu. To change back to bullets, choose the **Bullets** command. The command is always for the opposite of what is currently visible in the toolkit; that's how you get back and forth.

A square outline surrounds the current setting. To add bullets, numbers, or letters, click on them with the pointer. To remove them, click on the empty box in the upper left.

GEM WordChart places the bullets, numbers, or letters to the left of all text fields in the active text zone.

Bullets, numbers, and letters always have the same color as the text in the zone. In addition, numbers and letters always have the same style (Normal, Bold, or Italic, but not Underline) as the text in the zone.

GEM WordChart makes bullets, numbers, and letters proportional in size to the text in the zone. If you change the size of the text, GEM WordChart automatically changes the size of the bullets, numbers, or letters to match.
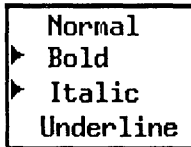
CHANGING FONTS

```
▶ Swiss
  Dutch
```

The toolkit shows you the font assigned to the active text zone. To change to a different font, click on the name of the font you want.

GEM WordChart indicates the current font with a marker.

CHANGING TEXT STYLE

```
  Normal
▶ Bold
▶ Italic
  Underline
```

The toolkit shows the style of the text in the active text zone. GEM WordChart offers four text styles: Normal, Bold, Italic, and Underline. To change to a different text style, click on the style you want in the toolkit.

GEM WordChart indicates the current text style with a marker.

You can combine text styles to produce Bold Italic, Bold Underline, Italic Underline, or Bold Italic Underline.

The Bold, Italic, and Underline settings are "toggles"; they switch back and forth between normal text and the style named. For example, if you have normal text and you click on Bold, the text becomes bold. If you click on Bold again, the text switches back to normal.

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CHANGING TEXT SIZE

```
┌─────────┐
│   14    │
│ ▶ 20    │
│   28    │
│   36    │
│   72    │
└─────────┘
```
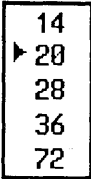
The toolkit shows the size of the text in the active text zone. To change to a different text size, click on the size you want in the toolkit.

GEM WordChart indicates the current text size with a marker.

Point Sizes

Traditionally, 72-point type is one inch high. The table below shows the approximate height of four typical point sizes.

Point Size Measurements

Point Size	Vertical Height (in.)
20	0.25
28	0.4
36	0.5
72	1.0

Note: Actual text height can vary from one output device to another. This is a function of the device, not GEM WordChart. You can see how type will appear in output by creating a test wordchart with each size of text.

CHANGING TEXT ALIGNMENT

Left
▶ Center
Right
Decimal
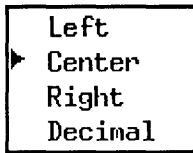
The toolkit shows you how text is aligned in the active text zone. To change the text alignment, click on the alignment you want.

GEM WordChart indicates the current text alignment with a marker.

Here are examples of Left, Center, and Right alignment:

Left-aligned text lines up against
the left margin of the zone.

Centered text is centered
between the margins of the zone.

Right-aligned text lines up against
the right margin of the zone.

Decimal Alignment

In decimal alignment, GEM WordChart aligns columns of numbers, including monetary amounts, at the decimal point. Decimal alignment is available only in the text body zone.

In addition to the numerals 0 through 9 and blank spaces, the following characters are valid in decimally aligned columns:

.   , $ %   +   −

No other characters, including the letters of the alphabet, are permitted.

ADDING LINES AND BOXES

You can highlight your text by placing boxes around it or by placing lines above it, below it, or above <u>and</u> below it. When you choose the **Lines & Boxes** command from the Options Menu, GEM WordChart displays the following dialog:

```
┌─────────────────────────────────────────────────────┐
│                                                       │
│                   Lines & Boxes                       │
│                                                       │
│       Boxes :   [  Yes  ] [   No   ]                  │
│                                                       │
│       Lines :   [  Above  ] [  Below  ]               │
│                                                       │
│  Line Length :  [ Match Field ] [ Match Text ]        │
│                                                       │
│    Thickness :  [ ──── ] [ ──── ] [ ──── ] [ ──── ]   │
│                                                       │
│                                                       │
│                        [   OK   ]  [ CANCEL ]         │
│                                                       │
└─────────────────────────────────────────────────────┘
```

To add boxes or lines, first select the zone in which you want them to appear. Then choose the **Lines & Boxes** command to display the dialog.

To place boxes around the text, take the following steps:

1. Click on Yes in the Boxes line.
2. Click on one of the four available outline thicknesses.
3. Click on the OK button.

To place lines above or below your text, do the following:

1. Click on Above or Below, or both.

2. Click on Match Field or Match Text.

    Match Field lines extend the full length of the fields, regardless of the length of the text in them.

    Match Text lines are only as long as the text in the fields.

3. Click on one of the four available line thicknesses.

4. Click on the OK button.

If you select the Match Text option, keep the following in mind:

- There must be text in the fields before you can add Match Text lines.

- If the text in the field "wraps" (is more than one line long), the highlight line is as long as the longest line of text in the field.

Removing Lines or Boxes

To remove boxes or lines, first select the zone from which you want to remove them. Then choose the **Lines & Boxes** command to display the dialog.

To remove boxes, simply click on No in the Boxes line and then click on the OK button.

To remove lines from your text, do the following:

1. Click on the highlighted button (or buttons) you want to "turn off": Above, Below, or both.

2. Click on the OK button.

PORTRAIT AND LANDSCAPE FORMATS

Portrait and **Landscape** refer to how your wordchart appears on the screen, page, or transparency. As the illustration shows, Portrait is a vertical format and Landscape is a horizontal format.
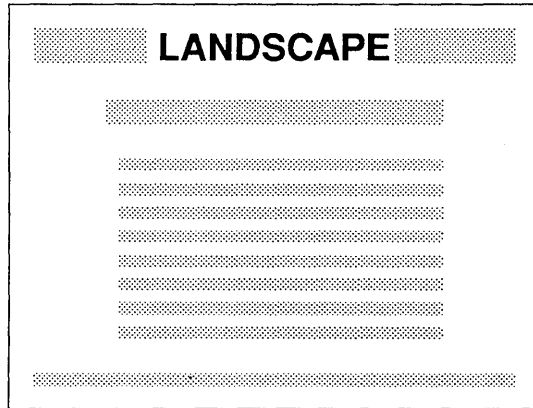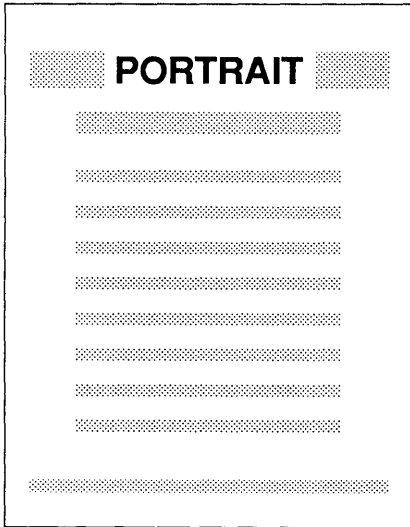
The initial format for a new wordchart is Landscape. To change from Landscape to Portrait, choose the **Portrait** command from the Options Menu. To change from Portrait to Landscape, choose the **Landscape** command. A marker appears in the menu to the left of your current choice.

USING THE ZONE MARKERS
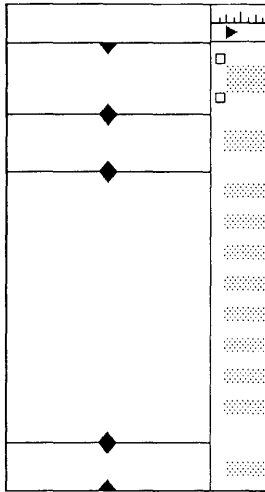
When you choose the **Zone Markers** command from the Options Menu, GEM WordChart replaces the toolkit with the zone markers, horizontal lines that define the upper and lower boundaries of each text zone.

Each zone marker has a triangle at its midpoint. By dragging one of these triangles, you can change the size of the text zone. Changing a zone's size changes the amount of space above and below the text rows in the zone; it doesn't change the text rows themselves.

As you change a text zone's size, you do a couple of things:

- If you make the zone larger, you increase the amount of space between or around text rows in the zone. You can use this extra space for adding text rows with the **Insert Row** command.

  If you make the zone smaller, you decrease the amount of space between or around text rows. By making one zone smaller, you also leave room to enlarge the adjacent zone.

- In either case, you move the zone's text rows up or down.

Text rows are always evenly spaced between their top and bottom zone markers. If you change the size of the zone, the text rows reposition themselves to retain this even spacing.

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You can use the zone markers to move text rows on the
page. For example, if you want the title closer to the
column head, drag the title's top zone marker down.

Note: When moving the zone markers, place the tip of the
pointer directly on top of one of the triangles, and press
the mouse button. Don't begin dragging until the pointing
finger icon appears (see left).

Changing Adjacent Zones Simultaneously

Adjacent zone markers are actually two separate lines.
For example, although the bottom marker of the title zone
and the top marker of the column head initially appear to
be a single line, you can drag them separately.

However, if you want to move adjacent zone markers
together, hold down the Shift key as you drag.

For example, if you Shift-drag the title zone's bottom
marker triangle, you move both the bottom marker and the
column head's top marker. In this way, you can make one
zone larger and the other smaller at the same time.

Getting the Toolkit Back

To restore the toolkit to the screen, display the Options
Menu and choose the **Toolkit** command. Like the **Bullets**
and **Numbers & Letters** commands, the **Zone Markers**
and **Toolkit** commands always represent the opposite of
what is currently on the screen. Again, that's how you get
back and forth.

TEMPLATES

Templates are a feature of GEM WordChart that make it quick and easy to use. Without templates, you would have to design each new wordchart from scratch. With templates, you simply choose one, and GEM WordChart knows exactly how you want your wordchart to look.

There are two places from which you can choose a template:

- **template gallery**

  The template gallery is part of your GEM WordChart software. It contains several standard templates. You can modify the templates in your template gallery to make them more suited to your own specific needs, or you can use them just as they are.

- **existing wordcharts**

  Every time you store a wordchart on disk, you also store its template, which you can use to create other wordcharts.

Using the Template Gallery

When you choose the **Template Gallery...** command from the Template Menu, a dialog appears on your screen. The icons in the dialog represent the templates currently available in your template gallery. The illustration on the next page shows the template gallery dialog.
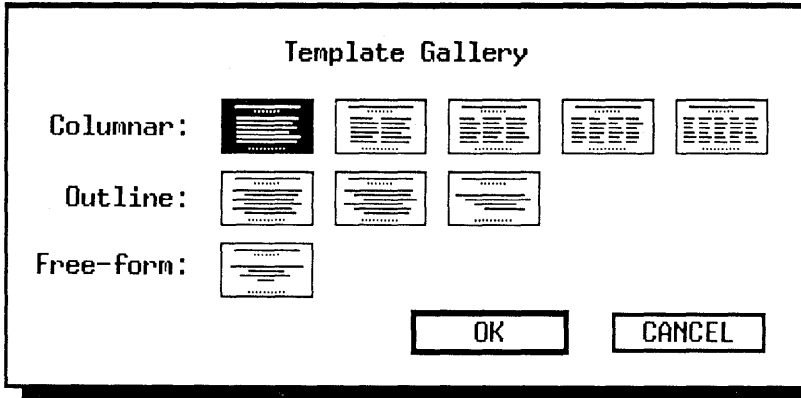
The icon for the template now on your screen is
highlighted with a dark background; it is your "current"
template. To use a different template, click on the one
you want and then click on the OK button.

Caution: Changing from a multi-column template to one
with fewer columns causes you to lose columns and any
text in them. For example, if you change from a four-
column template to a two-column template, the two
columns on the right are lost. If you want to keep the
four-column version, save it before you change templates.

The template gallery offers choices from three types of
templates:

● columnar
● outline
● free-form

You have already worked with the single-column template
in the tutorial. The multi-column, free-form, and outline
templates offer you additional flexibility in creating
wordcharts.

Using Multi-Column Templates

When you move the cursor to the column heads or text body of a multi-column template, you activate the <u>column</u> in which the cursor is located, not the entire zone. Note the position of the select boxes in the illustration:

☐   ☐

■ **Left-aligned**   Centered text.   326.021
  text

■ **Bold style.**   Normal style.   16.597833

■ **Swiss font.**   Dutch font.   25890.2

■ | 0.703
☐   ☐
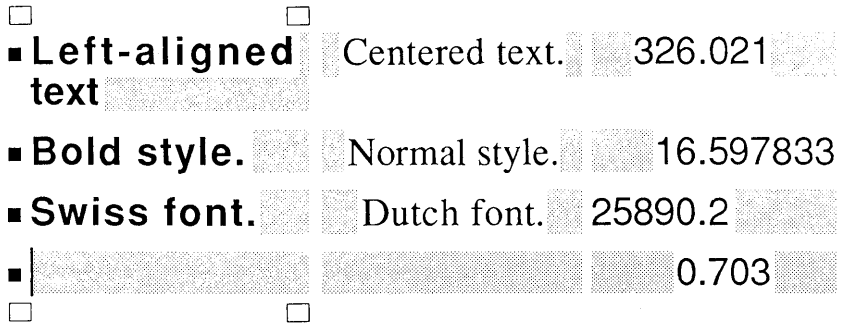
You can give each column its own text style, font, alignment, color, or bullets. However, the text <u>size</u> you choose applies to all columns.

In a multi-column template you can move the cursor with the keyboard in the following ways:

● Use the up-arrow, down-arrow, Enter key, and the Ctrl-E and Ctrl-X keystrokes to move the cursor up or down within the same column.

● Use the Tab key to move the cursor to the next column and Shift-Tab to move the cursor to the previous column.

● Use the right-arrow or Ctrl-D to move the cursor one character to the right. Use the left-arrow or Ctrl-S to move the cursor one character to the left. If there is no character to the right or left, the cursor moves to the next or previous column.

Using the Free-Form Template

At first glance, the free-form template looks just like the single-column template. What sets the free-form template apart is the fact that it is made up of text fields you can select individually, and whose attributes you can change individually.

When you move the cursor to any field in the free-form template, you select that field only. You can change the field's attributes without affecting the attributes of any other fields (although changing text size does affect the spacing between fields in the same zone).

Using the Outline Templates

GEM WordChart includes three templates for preparing outlines: a two-level outline, a three-level outline, and a four-level outline.

The outline templates each have only three text zones: title, text body, and footer.

In the text body of each outline template, there is a major entry ("A" in the illustration on the next page) followed by one or more levels of progressively indented subentries ("B," "C," and "D.") In each template the lowest-level subentry appears twice. These major entry-subentry groups are repeated as many times as will fit in the text body zone.

The illustration on the next page shows how the major entry and subentries are arranged in the three outline templates.

two-level outline   three-level outline   four-level outline

```
░░░░░░░░░░░░░░░░░ (A)      ░░░░░░░░░░░░░░░░░ (A)      ░░░░░░░░░░░░░░░░░ (A)
░░░░░░░░░░░░░░░░░ (B)      ░░░░░░░░░░░░░ (B)          ░░░░░░░░░░░░░ (B)
░░░░░░░░░░░░░░░░░ (B)      ░░░░░░░░░ (C)              ░░░░░░░░░ (C)
                          ░░░░░░░░░ (C)              ░░░░░ (D)
                                                    ░░░░░ (D)
```
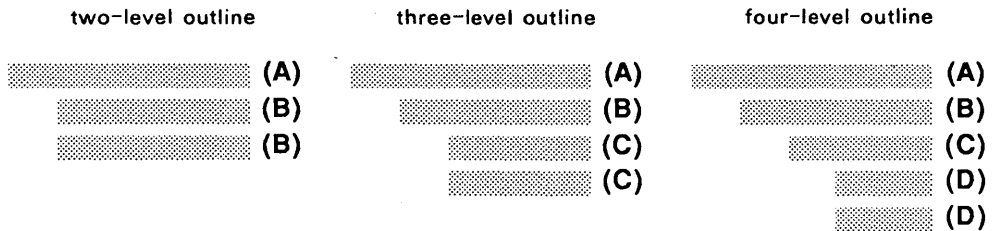
The rules for selecting and inserting rows in the text body of an outline template are different from the rules that apply to the columnar templates.

- When you move the cursor to a row in the text body, you only select the rows at the same level as the one in which the cursor is located; you don't select the entire text body. In addition, any changes you make in the toolkit affect those rows only.

  For example, if you move the cursor to any B-level row, you select the B-level rows only (as the position of the select boxes indicates). If you change a text attribute, you only change it in the B-level rows.

- When you use the **Insert Row** command, GEM WordChart inserts an empty row of the same level as the one in which the cursor is located, plus any lower-level rows. The new rows are inserted immediately above the row in which the cursor is located.

  For example, if the cursor is in row B of a three-level outline, GEM WordChart inserts a B-level row and two C-level rows. If the cursor is in row B of a four-level outline, GEM WordChart inserts a B-level row, a C-level row, and two D-level rows.

Changing Your Template Gallery

If you wish, you can make a modified template a
permanent part of the gallery.

Note: THE FOLLOWING STEPS CAN CAUSE A PERMANENT
CHANGE TO YOUR TEMPLATE GALLERY. You can use
these steps for practice and familiarization, but skip Step 6
(the **Remember Template** command) until you really want
to change your template gallery. We recommend you use
GEM WordChart for a while before making such changes.

1. Display the Template Menu and choose the **Template
   Gallery...** command.

2. In the template gallery, click on the icon for the
   template most like what you ultimately want. For
   example, if you want to keep a modified version of the
   three-column template, click on the three-column icon.

3. Click on the OK button. The template gallery
   disappears; the new template appears on the screen.

4. Modify and fill in the template to create your
   wordchart.

5. Use the **Save as...** command to name and save your
   wordchart.

6. DO THIS STEP ONLY IF YOU WANT TO MAKE A
   PERMANENT CHANGE IN YOUR TEMPLATE GALLERY.
   Display the Template Menu and choose the **Remember
   Template** command. GEM WordChart replaces the
   current template in the gallery with the template now
   on your screen.

Note: Although the **Remember Template** command
changes the templates in the gallery, it does not change
the icons in the template gallery dialog. Don't be alarmed
if, the next time you see the template gallery dialog, it

looks just the same. If you used the **Remember Template** command, your modified template is part of the gallery.

If you plan to change the gallery but still want the original templates to be available, you can create "dummy" wordcharts using the templates in your original template gallery. This way, you can always use the original templates with the **Use Template from...** command.

Restoring the Original Template Gallery

If you want to discard all changes you have made to the template gallery and restore the original set of templates that came with GEM WordChart, do the following:

1. Quit GEM WordChart and return to the GEM Desktop.

2. Find the GEMAPPS folder (you might have to open folders and/or close directories) and open it.

3. Find document icons called DEFAULTP.WCT or DEFAULTL.WCT in the GEMAPPS folder window.

4. To restore the original Portrait format template gallery, delete DEFAULTP.WCT.

   To restore the original Landscape format template gallery, delete DEFAULTL.WCT.

5. Restart GEM WordChart.

When you select templates from the gallery now, you'll get the original set, not the modified templates.

The modified templates are still available, however, as long as you have saved at least one wordchart using each modification. To use these templates, use the **Use Template from...** command, described next.

Using the Template from Another Wordchart

The **Use Template from...** command lets you use the template (minus text) of any existing wordchart to create a new wordchart. The **Use Template from...** command is available only if there is no text in the template currently on your screen. (To clear the text from the screen, save any changes you want to keep and then choose the **New** command from the File Menu.)

When you choose **Use Template from...**, the Item Selector appears on your screen so you can select the wordchart whose template you want to use. (Section 5 describes how you use the Item Selector.)

If you make regular wordchart presentations and want to present a consistent style, the **Use Template from...** command is particularly useful. You can create sets of wordcharts that match in general appearance but have different text content. After you create your first set of wordcharts, simply use the templates from that set to create any subsequent presentations.

The template you use retains the following from the saved wordchart:

- number of text rows
- margin settings for each text zone
- all attributes from the toolkit, including bullets
- border (if any)
- any lines or boxes in the text zones

BORDERS

GEM WordChart includes several borders you can add to your wordcharts. The borders are stored in the BORDERS folder, which is itself inside the GEMAPPS folder. All border names end in −P or −L (for Portrait and Landscape) and have the GEM type. For example, LOGO-P.GEM identifies a Portrait−type border; CRT−L.GEM identifies a Landscape−type border.

Note: Only use a border whose format (Portrait or Landscape) matches the format of your wordchart template.

Hint: To help you select borders, you can create sample wordcharts using each of the available borders. You can print the wordcharts, label them with the names of the borders you used, and store them for future reference.

Adding a Border

It's a good idea to add the border before you enter any text in the wordchart, because GEM WordChart automatically adjusts an empty template to fit a border. If you add a border to a wordchart that already contains text, you might have to modify the wordchart to fit the border, as described later.

To add a border, choose the **Get Border...** command from the Edit Menu. When the Item Selector appears, double-click on the name of the border you want. If necessary, scroll the window containing the list of border names until the name you want comes into view. (See Section 5 for more instructions on how to use the Item Selector.)

Removing a Border

> To remove a border, choose the **Remove Border**
> command from the Edit Menu.
>
> When you remove a border, GEM WordChart automatically
> adjusts the template to fit the available space on the
> screen.

Creating Your Own Borders

> You can create your own borders for use with GEM
> WordChart if you have GEM Draw from Digital Research.
>
> When you use GEM Draw to create a border for a
> wordchart, you must keep two important facts in mind:
>
> - The GEM Draw border you create must have a
>   document size (file size) of 4000 (4K) bytes or less.
>   This size depends on the complexity of the drawing--
>   the number and type of picture elements used. You
>   can use the GEM Desktop's **Info/Rename...** command
>   (**Show info...** in some versions of the GEM Desktop) to
>   learn the size of a border document.
>
> - GEM WordChart looks for an invisible "locator
>   rectangle" in each GEM Draw border document. This
>   rectangle tells GEM WordChart where to place the
>   wordchart text inside the border.
>
> Here's a typical sequence for creating a border in GEM
> Draw:
>
> 1. Open the BORDERS folder and double-click on any
>   border document icon in the window. This starts GEM
>   Draw.

2. When the GEM Draw screen appears (there will be a border design in it), immediately choose the **New** command from the File Menu. This clears the existing border off the screen and lets you start a new one.

    The main reason for starting GEM Draw this way is that, when you save your new border design, you don't have to take any special steps to make sure it ends up in the BORDERS folder.

3. Draw the visible portion of the border using circles, rectangles, lines, or text--whatever you want.

    Make sure you use the full page when drawing the border. Otherwise, the border will probably be too small for your wordchart's text.

4. When the visible border is finished, add the locator rectangle. The rectangle's appearance (fill pattern, etc.) is not important right now. What is important is where you put it, since its location determines the placement of the wordchart text inside the border.

5. With the rectangle still the current element, do the following:

    ● Display the Color Menu and choose color 0 (zero).

    ● Display the Alignment Menu and choose the **Put in Back** command. (This is essential. The locator rectangle must be the first element in the border.)

6. Name and save the border document.

Note: In some versions of GEM Draw, the Alignment Menu is called the Arrange Menu.

Adding a Colored Background

If you want to create a wordchart with white text on a shaded or colored background (see "Color 0: a Special Case" earlier in this section), you must make the background part of your border document.

To add a background, create the border as just described and include the background in step 3. For example, you could include a solid rectangle at this point. When adding the locator rectangle, be sure to keep in mind the relationship of the text to the background.

In this case, add the border after you finish entering the text in the template. If you add the border first, entering and editing text can make parts of the background seem to disappear. (They haven't disappeared, as you will see if you print your wordchart, but this effect can be disconcerting.)

Modifying a Wordchart to Fit a Border

If you try to add a border to a wordchart that already contains text, you might find the wordchart won't fit in the border. In that event, GEM WordChart displays an alert message telling you the wordchart is too big for the border.

To fit the wordchart into the border, you can try any or all of the following:

● Use wider margins.

● Use a smaller type size.

● Use the zone markers (described earlier in this section) to "compress" the wordchart into a smaller area.

End of Section 4

Section 5

ITEM SELECTOR

Item Selector Components

Directory Line

Directory Window

Changing the Directory Path

Selection Line

Naming and Saving for the First Time

Opening a Wordchart

Using a Wordchart Template

Including a Border

Item Selector

The Item Selector is a special dialog that appears on your screen when you choose commands to do any of the following:

- open (recall) an existing wordchart
- name and save a wordchart
- include a border in your wordchart
- use the template from an existing wordchart

The following commands cause the Item Selector to appear:

- **Open...**
- **Save as...**
- **Get Border...**
- **Use Template from...**

The illustration on the next page shows the Item Selector and its components.

ITEM SELECTOR COMPONENTS

close box   Directory line   Selection line

```
ITEM SELECTOR

Directory:  C:\WCHARTS\*.WCH_____

┌────────────────────┐
│M│      *.IMG        │      Selection:  │      ▼    ._
│  ┌──────────────────┤
│  │ ACCOUNT1.WCH  ▲  │
│  │ ACCOUNT2.WCH     │
│  │ BUYSELL .WCH     │
│  │ EAST    .WCH     │
│  │ MKTGDEPT.WCH     │
│  │ NORTH   .WCH     │
│  │ SALESDPT.WCH     │              ┌──────────┐
│  │ SLIDESHO.WCH     │              │    OK    │
│  │ STRATEGY.WCH  ▼  │              └──────────┘
└──┴──────────────────┘              │ Cancel │
                                     └──────────┘
```
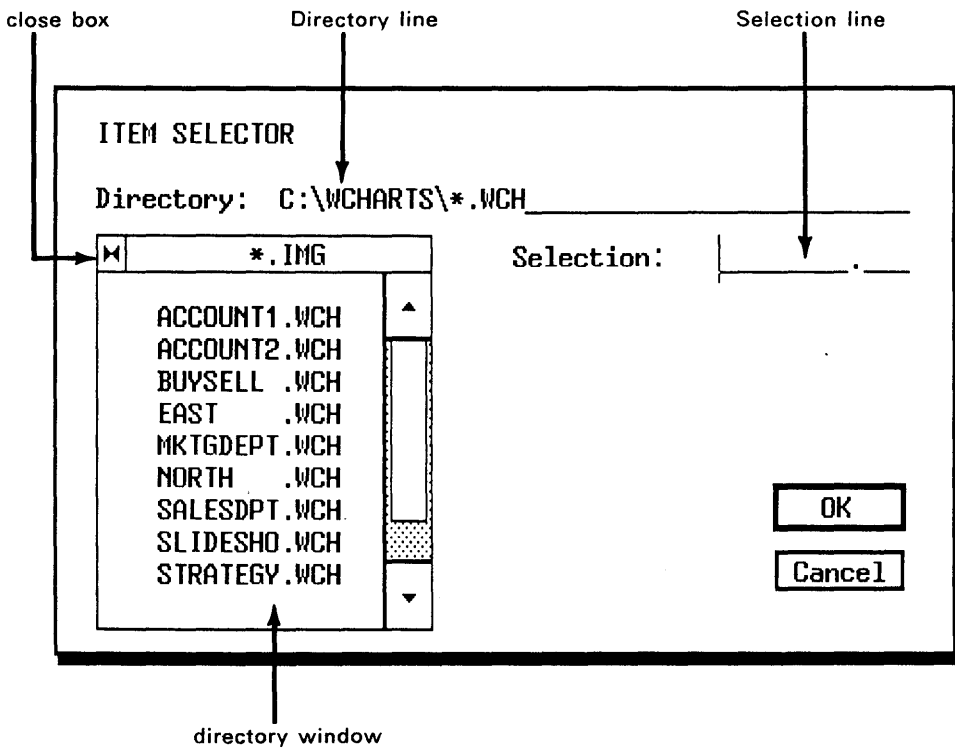
directory window

DIRECTORY LINE

The Directory line tells where the items listed in the
directory window are located. The information in the
Directory line is called a "directory path." The table on the
next page shows how you read a Directory line.

Directory Lines

Directory Line	What It Means
A:\WCHARTS*.WCH	all documents with type WCH in a folder called WCHARTS on drive A
C:\GEMAPPS\BORDERS*.GEM	all documents with type GEM in a folder called BORDERS, which is itself inside the GEMAPPS folder on drive C

The asterisk (*) "wildcard" character takes the place of your documents' names. For example, *.WCH means "all documents with type WCH."

For more information on directory paths, see your GEM Desktop manual.

DIRECTORY WINDOW

The directory window lists the items that are in the directory named on the Directory line. The window can only show nine item names at a time. Use the scroll bar, arrows, and slider to move up and down in the directory if it contains more than nine items.

CHANGING THE DIRECTORY PATH

By changing the directory path, you can do either of the following:

● Specify a different directory (folder) in which to store an item.

● Specify a different directory (folder) from which to open an item.

You can change the directory path with the mouse or by editing the Directory line.

Using the Mouse

To use the mouse to move down the directory path (in other words, to see what's in a folder currently listed in the directory window), click on the folder's name. Folders are identified by diamonds next to their names.

For example, if the Directory line reads **C:\GEMAPPS*.GEM** and you click on the folder name BORDERS in the directory window, this is what happens:

- The Directory line reads **C:\GEMAPPS\BORDERS*.GEM**.

- The directory window lists all items with the GEM type in the BORDERS folder.

To use the mouse to move <u>up</u> a level in the directory path (toward the root directory), click on the directory window's close box. For example, if the Directory line reads **C:\GEMAPPS\BORDERS*.GEM** when you click on the close box, this is what happens:

- The Directory line changes to **C:\GEMAPPS*.GEM**.

- The directory window lists all items with the GEM type in the GEMAPPS folder.

Editing the Directory Line

Using the GEM Desktop dialog editing keys (left- and right-arrow, Backspace, Del, and Esc), you can change the directory path in the Directory line.

After you change the Directory line, you must update the directory window to list the contents of the folder you named. To update the directory window, do either of the following:

● Click inside the directory window.
● Press the Enter key.

SELECTION LINE

The Selection line is where you type the name of a wordchart you are storing on disk and where you enter the name of a wordchart or border you want to recall from disk.

NAMING AND SAVING FOR THE FIRST TIME

Unless you want to save your wordchart to a folder other than WCHARTS, naming and saving for the first time requires just three steps:

1. When you are ready to save your wordchart, choose the **Save as...** command from the File Menu.

2. When the Item Selector appears, simply type the name of your wordchart in the Selection line. You don't have to type WCH; GEM WordChart supplies it automatically.

3. Click on the Item Selector's OK button.

If you want to save the wordchart to another folder, change the directory path with the mouse or by editing the Directory line before entering the wordchart's name in the Selection line.

OPENING A WORDCHART

To open a wordchart, choose the **Open...** command and
then do any of the following:

- Double-click on the wordchart's name in the directory
  window. This is the fastest method.

- Click on the wordchart's name in the directory window.
  GEM WordChart inserts the name in the Selection line.
  Click on the OK button or press the Enter key.

- Type the wordchart's name on the Selection line, then
  click on the OK button or press the Enter key.

USING A WORDCHART TEMPLATE

To use the template from another wordchart, choose the
Use Template from... command. When the Item Selector
appears, select the wordchart name. The techniques are
the same as for opening a wordchart.

INCLUDING A BORDER

To include a border in your wordchart, choose the **Get
Border...** command. When the Item Selector appears,
select the border name. The techniques are the same as
for opening a wordchart.

End of Section 5

Appendix A

MODIFYING WORDCHARTS WITH GEM DRAW

Modifying Wordcharts with GEM Draw

If you have GEM Draw, you can use it to modify your wordcharts. For example, you might want a wordchart with an organizational chart in the middle of it, as in the illustration below.

VENTUREX, INC.

Corporate Structure   Fiscal Year 1985-86

Edgar Fellows, President & Chief Executive Officer

Roberta Mendoza, Senior VP

Morris Blumenthal, Senior Market Analyst

Sadao "Jack" Akiyoshi, VP-Marketing

Mary Patterson, VP-Purchasing

Fred Wendell Washington, VP-Product Development

Jo Davidian, Personnel

Bill Lumley, Facilities & Maintenance
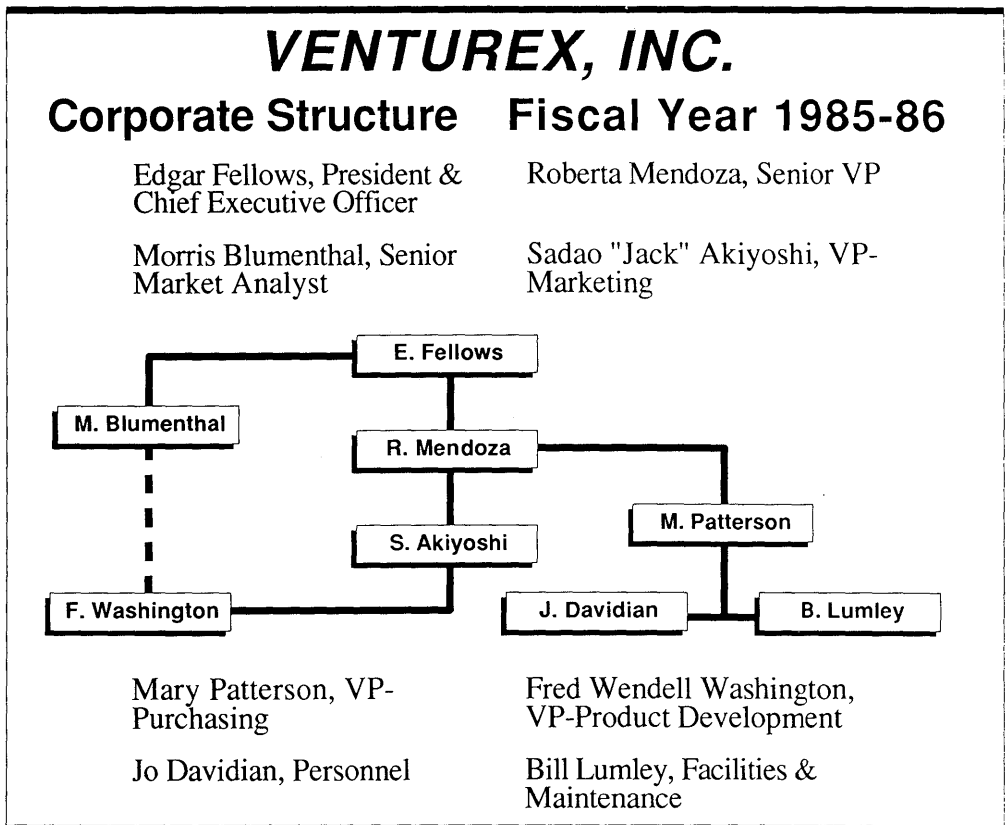
With GEM Draw, you can make the following changes to your wordcharts:

- You can move individual text fields on the page.

- You can change the attributes of the text in each field.

- You can do anything else that GEM Draw allows, including modify your border, add text, or add pictures in the middle of the wordchart.

To create the wordchart illustrated on the previous page, take the following steps:

1. Create and save the basic wordchart.

2. Quit GEM WordChart.

3. Open the WCHARTS folder and find the icons for the wordchart you just saved.

   Double-click on the icon with the GEM type. This starts GEM Draw with your wordchart on the screen.

4. Use GEM Draw to create the organizational chart.

   You might need to group and move blocks of text to make room for the organizational chart.

   In addition, you can group, move, or align the wordchart text and/or the GEM Draw picture to arrange everything on the page.

5. Save the modified wordchart.

Note: Once you have saved it, you can only work on the modified version in GEM Draw. You cannot bring it back into GEM WordChart. For this reason, when you save the modified wordchart, we suggest you do the following:

- Use the **Save as...** command and give the modified wordchart a new name. This will help you avoid confusion with the GEM WordChart original.

  When you use the **Save as...** command in GEM Draw, the original WCH and GEM documents from GEM WordChart are unaffected.

- Save it in a folder other than WCHARTS. A likely candidate is the folder with your other GEM Draw documents.

  To do this, you will have to change the directory path in the Item Selector, as described in Section 5.

<div align="center">End of Appendix A</div>

Appendix B

WORDCHARTS
WITH
TYPE BAK

Wordcharts with Type BAK

When you edit an existing wordchart (let's call it
SLIDESHO) and then use the **Save** command to save it,
GEM WordChart does the following:

- It saves the new versions of SLIDESHO.WCH and
  SLIDESHO.GEM.

- It places a generic document icon called SLIDESHO.BAK
  in your WCHARTS folder.

SLIDESHO.BAK

SLIDESHO.BAK is actually the previously saved version of
SLIDESHO, the version you had when you began editing.
GEM WordChart saves it as SLIDESHO.BAK in case you
decide you need the older version.

If you don't want SLIDESHO.BAK, you can delete it.

If you want to use SLIDESHO.BAK with GEM WordChart,
you must rename it and change its type to WCH, and you
must create a matching version with type GEM for use
with GEM Output and GEM Draw. Here's what you do:

1. In the WCHARTS folder on the GEM Desktop, select the
   SLIDESHO.BAK icon and rename it to something with
   type WCH--SLIDE2.WCH, perhaps.

2. Double-click on SLIDE2.WCH to start GEM WordChart.

3. When SLIDE2.WCH appears on your screen,
   immediately choose the **Save** command.

4. A dialog appears, asking if you want to replace the existing SLIDE2.WCH. Click on the Replace button.

The WCHARTS folder now contains SLIDE2.WCH and SLIDE2.GEM, and you can treat them as you would any other wordchart documents. Because you used the **Save** command, the folder also contains SLIDE2.BAK, which you'll probably want to delete.

End of Appendix B

Appendix C

A NOTE
ON PLOTTERS

A Note on Plotters

Under certain circumstances, a plotter--unlike a printer, screen output device, or camera--cannot accurately reproduce your wordcharts. Here are some of the limitations of plotters:

- Each picture or wordchart is made up of a number of elements: circles, squares, lines of text, etc. A plotter always draws each element <u>completely</u>. This can produce problems.

  Let's say you want red text in a blue square. Because a plotter draws the <u>entire</u> blue square (it doesn't leave out the area to be occupied by the text), the red ink of the text goes directly on top of the blue, rather than in place of it.

- A plotter can only reproduce solid fill, cross hatching, and vertical, horizontal, and diagonal line fills; it cannot reproduce the other fill patterns available in an application like GEM Draw.

- A plotter doesn't pick up a pen when asked for color 0 (zero). As a result, you can't produce the white text on dark background that you can with a printer.

- Finally, the GEM "plotter drivers" (the special programs by which GEM Output transmits data to your plotter) do not include fonts. Most plotters include fonts as part of their internal software, but these fonts might not match what you see on the screen.

End of Appendix C

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