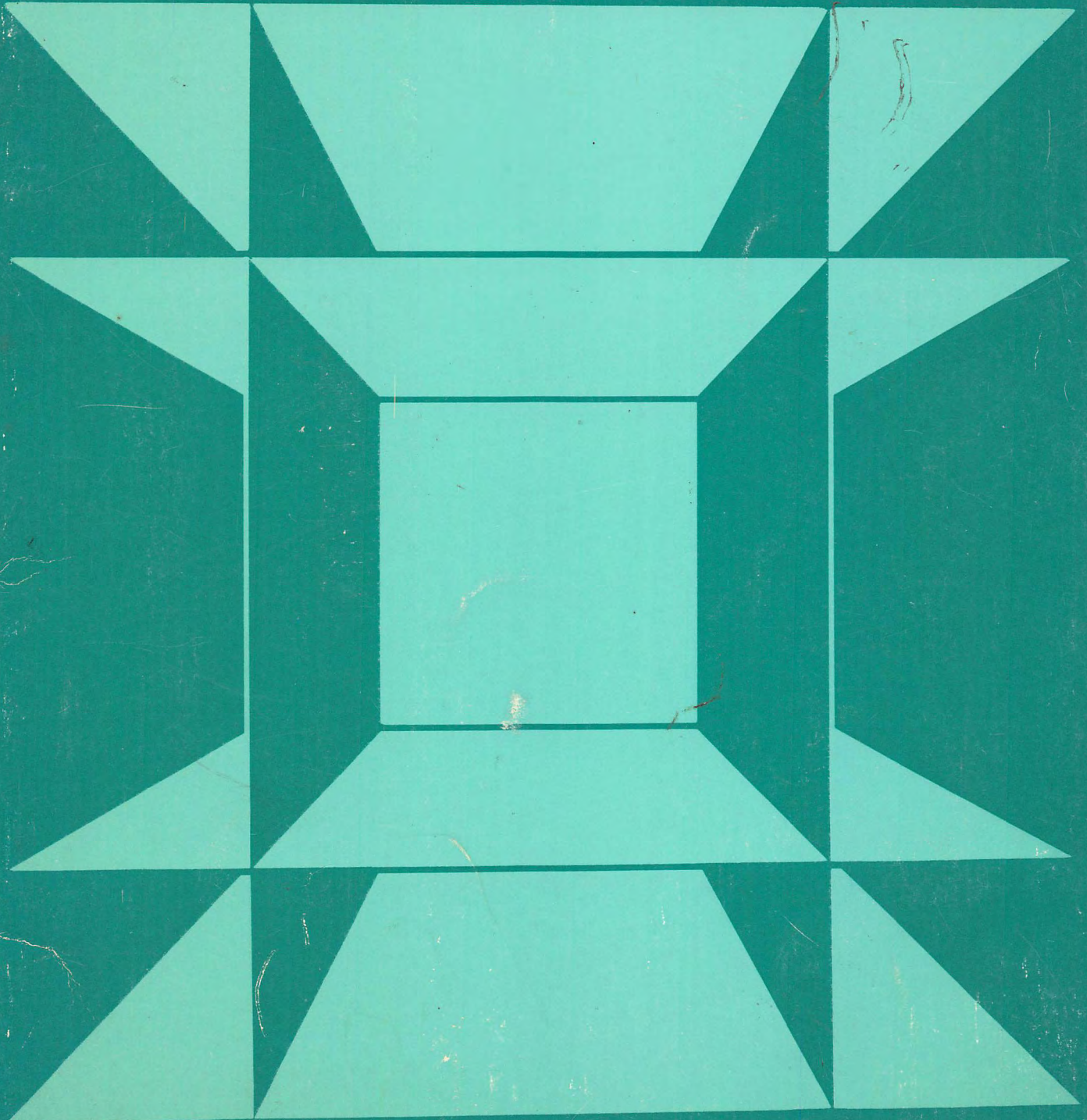


# COLUMN EDIT USER MANUAL

WANG

## WANG OFFICE SYSTEMS







# COLUMN EDIT USER MANUAL

**4th Edition — March, 1981**  
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**700-5104C**



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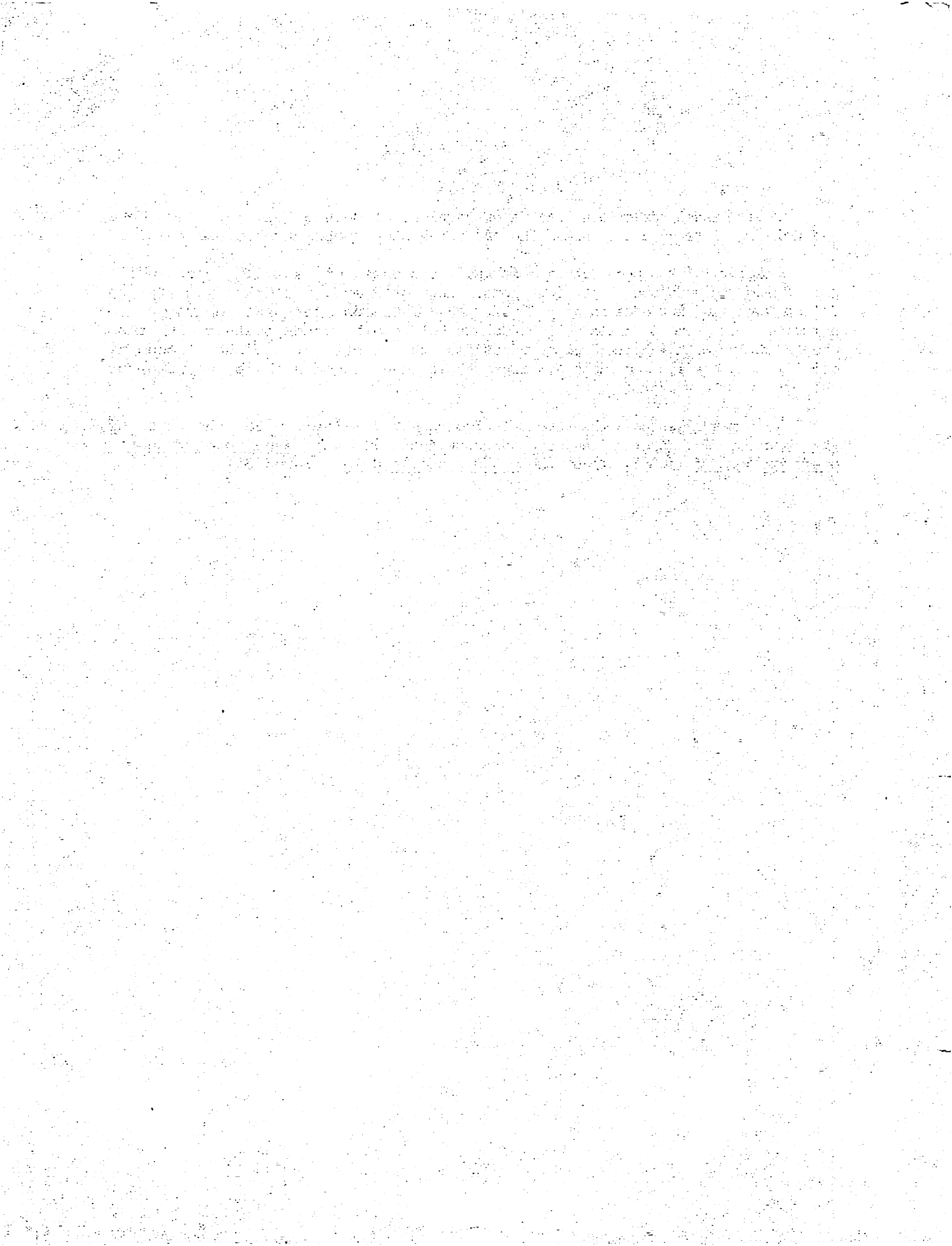


## PREFACE

This manual describes the two functions of Column Edit -- Column Move and Column Delete -- and presents the operating steps necessary to use them.

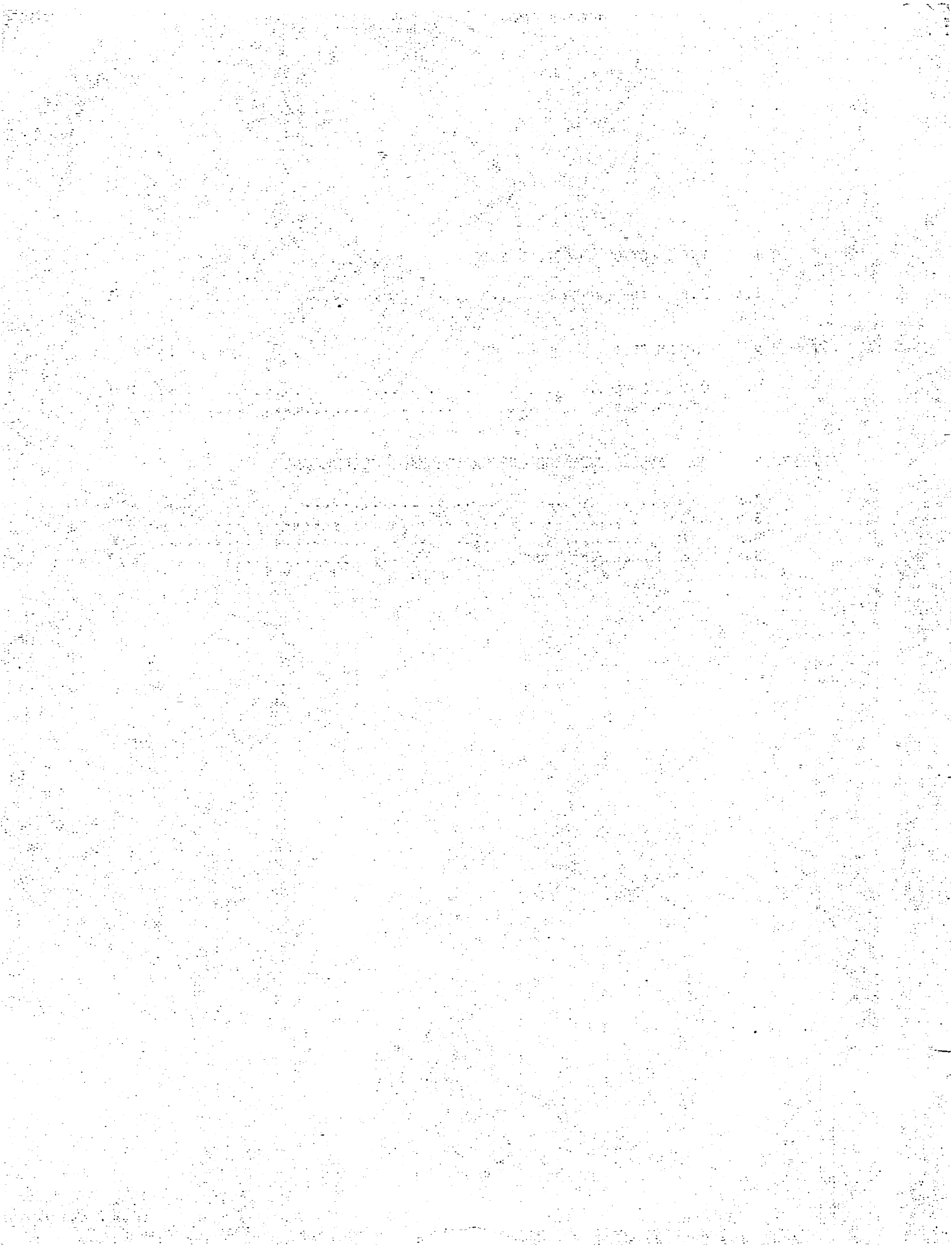
Chapter 1 introduces Column Edit and lists some points to remember while performing the Column Edit functions. Chapter 2 explains Column Delete and Column Move, and includes an example of each function for the operator to perform. Chapter 3 explains how Column Edit can be used together with the Wang Sort and Math Support Package features to create a finished document quickly and easily. An example using a basic function of each is included for the operator to perform.

This manual assumes the reader is thoroughly familiar with the use of the Wang office system in use as described in the Wang Word Processor Operator's Guide (700-4455D) or the OIS Operator's Guide (700-5739).



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CHAPTER 1  
INTRODUCTION TO COLUMN EDIT

Column Edit is an editing feature which allows columns or sections of columns to be moved or deleted without affecting any other text on the screen. It is no longer necessary for an operator to move or delete a whole column of text one line at a time by repeating the same keystrokes. Instead, using Column Edit, an operator can move or delete whole columns, regardless of their size, in the amount of time required to perform the same function on one line.

An important feature of Column Edit is vertical highlighting. In Column Edit mode, the South Cursor Control key is able to highlight a vertical column without highlighting any surrounding text. The East or West Cursor Control keys may then be used to highlight across the column. Vertical highlighting gives the operator complete control over the amount of text to be included in the Column Edit function.

1.1 POINTS TO REMEMBER

Listed below are some facts about Column Edit that an operator should be aware of before proceeding.

1. Highlighting begins at the position of the cursor and proceeds right or left. Text is dehighlighted when the cursor is moved back towards the starting point. For this reason, the cursor should be positioned so that the width of the text to be edited can be highlighted by moving the cursor in one direction only.
2. When the last column is moved or deleted, the returns are not affected; likewise, a column of returns cannot be moved or deleted.
3. Highlighting cannot be carried across page breaks or format lines. If quarter spacing is used for double underscoring, Column Move or Column Delete will have to be performed on that portion of the column found before the format line and then again on the portion of the column after the format line.

4. During the Column Move function, the system will prompt "To where?". At this time, the cursor will only move right or left within the last line of highlighting. Positioning the cursor on this line designates the new position of the moved column, i.e., the tab stop it is being moved to. The moved text will then move horizontally to the designated tab stop.
5. To completely highlight a column in which the first character of line one is positioned further to the right than succeeding lines, position the cursor to the right of the column on line one, highlight the length of the column, and then highlight the width.
6. Since it is impossible to highlight from the bottom of a column to the top, the cursor must be positioned at the top of the edited portion of the column and highlighting must proceed downward. The cursor could then be moved up to dehighlight if necessary.
7. The only keys able to be used during a Column Edit function are the cursor control keys, PREV SCRN, and NEXT SCRN. These keys are used to designate where the move or delete will begin, the amount of text involved, and where a move will be made to. All other keys, when touched, cause the system to sound a warning tone and display an error message.
8. Edited columns can be preceded by spaces, Tabs, Dec Tabs, or Indents and can be located anywhere on the page.
9. Columns can not be moved from one document to another.
10. TABS and DEC TABS should be included in a Column Move function, but should not be included during Column Delete unless the entire column is completely deleted.

CHAPTER 2  
COLUMN EDIT

In this chapter, you will create a document and perform simple Column Move and Column Delete functions. While performing the following steps, keep in mind the "Points to Remember" listed in Chapter 1.

2.1 COLUMN MOVE

Easily accessed with only two keystrokes, Column Move is a simple editing function requiring only a few keystrokes to complete. This feature enables any specified column of text to be horizontally moved from one location to another. Following the steps below, move the first column of numbers to the last position.

1. Create a new document and set the tabs at 15, 30, 45, and 60 and the right margin at 80.
2. Type the four columns of numbers as illustrated, preceding each figure with a DEC TAB and ending each line with a RETURN.

```
Document 0001A Now on Page 1 Line 7 Position 1
|1|-----|
    .12.346      .23.565      .75.508      .824.454
    .123.4589   .62.609      .88.4066     .312.254
    .34.789     .11.1811     .50.656      .3303.014
    .91.9200    .25.009      .12.50       .956.194
    .364.8578   .2.59        .26.6976     .3718.264
    .77.609     .36.3334     .55.67       .6723.484
-
(Document End)
```

3. Position the cursor on line one between the first and second columns and touch COMMAND and then MOVE. The system prompts "Move what?".

Document 0001A	Row on Page 1	Line 1	Position 23	Move what?
12.346	23.565	75.508	824.454	
123.4589	62.609	88.4066	312.254	
34.789	11.1811	50.656	3303.014	
91.9200	25.009	12.50	956.194	
364.8578	2.59	26.6976	3718.264	
77.609	36.3334	55.67	6723.484	

(Document End)

NOTE

If the cursor was placed under the first or last character of the first column, the operator would be unable to highlight the complete column. Refer to the Points to Remember items 1 and 5, listed in Chapter 1.

4. Touch and hold the South Cursor Control key until the cursor is at the bottom of the column.

5. Touch and hold the West Cursor Control key to the left margin; the whole column is now highlighted.

Document	0001A	Now on Page	1	Line	6	Position	1	Move what?
11								
	.12.346	.23.565		.75.508		.824.454		
	.123.4589	.62.609		.88.4066		.312.254		
	.34.789	.11.1811		.50.656		.3303.014		
	.91.9200	.25.009		.12.50		.956.194		
	.364.8578	.2.59		.26.6976		.3718.264		
	.77.609	.36.3334		.55.67		.6723.484		

(Document End)

6. Touch EXECUTE. The system prompts "To where?", while the column to be moved remains highlighted on the screen.
7. Using the East Cursor Control key, position the cursor under the first character to follow the move as illustrated.

Document	0001A	Now on Page	1	Line	6	Position	63	To where?
11								
	.12.346	.23.565		.75.508		.824.454		
	.123.4589	.62.609		.88.4066		.312.254		
	.34.789	.11.1811		.50.656		.3303.014		
	.91.9200	.25.009		.12.50		.956.194		
	.364.8578	.2.59		.26.6976		.3718.264		
	.77.609	.36.3334		.55.67		.6723.484		

(Document End)

8. Touch EXECUTE to indicate that this is the location text must be moved to. The column is automatically moved and the system adjusts the text to the present format.

Document 0001A	Row on Page 1	Line 1	Position 57
.23.565	.75.508	.824.45	.12.3464
.62.609	.88.4066	.312.25	.123.45894
.11.1811	.50.656	.3303.01	.34.7894
.25.009	.12.50	.956.19	.91.92004
.2.59	.26.6976	.3718.26	.364.85784
.36.3334	.55.67	.6723.48	.77.6094

(Document End)

## 2.2 COLUMN DELETE

Like Column Move, only two keystrokes are required to access Column Delete; then merely highlighting the text to be deleted and touching EXECUTE completes the Column Delete operation. In the following example, only a section of the column is being deleted although the whole column could be deleted if desired. To delete a section of the third column, perform the steps listed below.

1. Position the cursor under the "8" in "824.45" of Column 3 and touch COMMAND and then DELETE. The system prompts "Delete what?" and begins highlighting.



2. Move the cursor one space to the right, highlighting "82". Touch and hold the South Cursor Control key to the end of the column. Notice the highlighting.

```

Document 0001A Now on Page 1 Line 6 Position 43 Delete what?
|1-----|-----|-----|-----|
 23.565      75.508      82.45      12.3464
 62.609      88.4066     312.25     123.45894
 11.1811     50.656      3303.01     34.7894
 25.009      12.50       956.19     91.92004
  2.59       26.6976     3718.26    364.85784
 36.3334     55.67       6723.48    77.6094
  
```

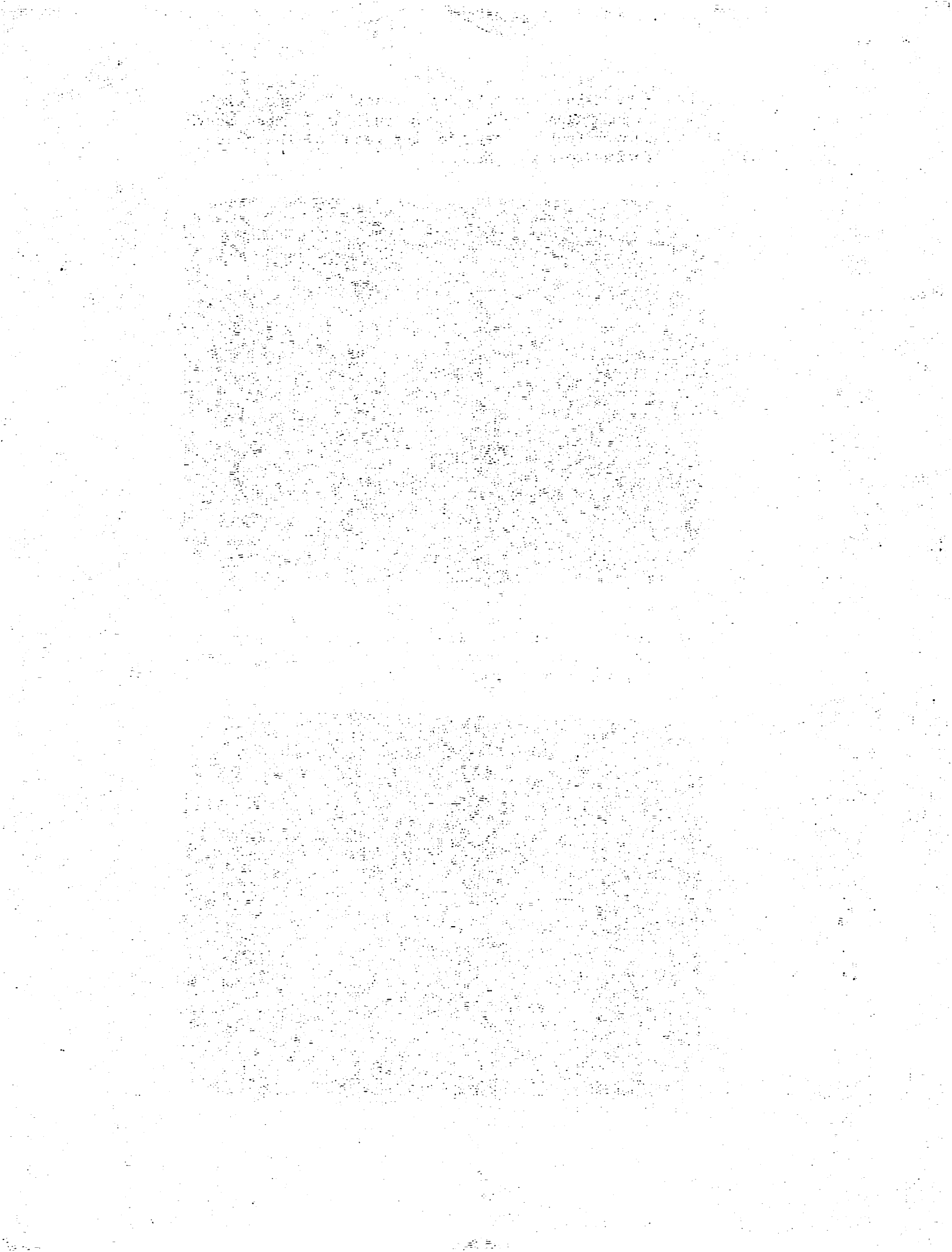
(Document End)

3. Touch EXECUTE. The highlighted text is automatically deleted and the remaining text adjusts to the format.

```

Document 0001A Now on Page 1 Line 1 Position 44
|1-----|-----|-----|-----|
 23.565      75.508      4.45      12.3464
 62.609      88.4066     2.25     123.45894
 11.1811     50.656      33.01     34.7894
 25.009      12.50       6.19     91.92004
  2.59       26.6976     38.26    364.85784
 36.3334     55.67       63.48    77.6094
  
```

(Document End)



CHAPTER 3  
SORT AND MATHEMATICS SUPPORT PACKAGE/COLUMN EDIT

Column Edit is a standard feature with the Mathematics Support Package (MSP) and/or Sort. The ability to sort columns, edit columns, and use MSP offers the user access to an unlimited range of applications. In this chapter a document will be created and edited by using basic Sort, MSP, and Column Edit functions. This exercise will demonstrate how the three functions can be used together to produce a finished document quickly and easily.

3.1 SORT

Sort was designed to alphanumerically or numerically sort any designated text in ascending or descending order in a few easy steps. Create the document illustrated below and perform Steps 2 - 7 to alphabetically sort the columns according to the name of the salesperson.

1. Create a new document and set the tabs at 10, 31, 62, and a right margin at 80. Type the columns of text as displayed; precede each figure in the last column with a DEC TAB and end each line with a RETURN.

```
Document 0002A Now on Page 1 Line 10 Position 1
11 .....
1.  ▶September      ▶Caparco, Frank      .11,235.00¤
2.  ▶March         ▶Radley, David       .6,860.00¤
3.  ▶June         ▶Hogan, Linda        .17,000.00¤
4.  ▶April        ▶Arnold, Richard     .12,345.00¤
5.  ▶January     ▶Prescott, Ellen    .13,603.00¤
6.  ▶October     ▶Carter, William     .7,580.00¤
7.  ▶November    ▶Peterson, Bryan    .15,825.00¤
8.  ▶May         ▶Hoyt, Keith        .18,766.00¤
9.  ▶February    ▶Kellar, Lisa       .4,900.00¤
```

(Document End)

2. Position the cursor under the "C" in "Caparco" and touch COMMAND. The system prompts "Which Command?"
3. Touch MERGE to sort in ascending sequence. On a System 20 or 5, the system prompts "Mount options disk".

NOTE

If the Options disk is inserted prior to step 3, there will be no prompt. Go to Step 5.

On a hard-disk-based system, there is no Options disk. Go to Step 5.

4. Insert the Options disk into the archive drive and touch EXECUTE.
5. The system prompts "Sort?" and displays the message "Execute or Cancel".

```

Document 0002A  Now on Page 1  Line 1  Position 31  Sort?
11-----
1.  ▶September      ▶Caparco, Frank      .11,235.00◀
2.  ▶March          ▶Radley, David       .6,860.00◀
3.  ▶June           ▶Hogan, Linda        .17,000.00◀
4.  ▶April          ▶Arnold, Richard     .12,345.00◀
5.  ▶January        ▶Prescott, Ellen     .13,603.00◀
6.  ▶October        ▶Carter, Millian     .7,580.00◀
7.  ▶November       ▶Peterson, Bryan     .15,825.00◀
8.  ▶May            ▶Hoyt, Keith         .18,766.00◀
9.  ▶February       ▶Kellar, Lisa        .4,900.00◀

```

(Document End)

Execute or Cancel

6. Touch EXECUTE to start the Sort process; the system displays the message "(Sorting)".
7. When the sort is complete, an audible tone is sounded and the sorted text is displayed.

```
Document 0002A Now on Page 1 Line 1 Position 1
-----
4.  ▶April           ▶Arnold, Richard   ..12,345.00◀
1.  ▶September      ▶Caparco, Frank    ..11,235.00◀
6.  ▶October        ▶Carter, William   ..7,580.00◀
3.  ▶June           ▶Hogan, Linda      ..17,000.00◀
8.  ▶May            ▶Hoyt, Keith       ..18,766.00◀
9.  ▶February      ▶Kellar, Lisa      ..4,900.00◀
7.  ▶November      ▶Peterson, Bryan   ..15,825.00◀
5.  ▶January        ▶Prescott, Ellen   ..13,603.00◀
2.  ▶March          ▶Radley, David     ..6,860.00◀

(Document End)
```

[For further details on Sort, refer to the Wang Word Processing Sort Option Operating Instructions (700-4672).]

### 3.2 DELETE

Since the first column of numbers is no longer needed, delete it by following the steps below.

1. Position the cursor under the "4" in the first column, and touch COMMAND and then DELETE. The system prompts "Delete what?" and highlights the "4".
2. Touch the East Cursor Control key once to highlight the top line of the first column.
3. Touch and hold the South Cursor Control key to highlight the length of the column.

Document	0002A	Now on Page	1	Line	9	Position	2	Delete what?
4.	▶April	▶Arnold, Richard						.12,345.00◀
1.	▶September	▶Caparco, Frank						.11,235.00◀
6.	▶October	▶Carter, William						.7,580.00◀
3.	▶June	▶Hogan, Linda						.17,000.00◀
8.	▶May	▶Hoyt, Keith						.18,766.00◀
9.	▶February	▶Kellar, Lisa						.4,900.00◀
7.	▶November	▶Peterson, Bryan						.15,825.00◀
5.	▶January	▶Prescott, Ellen						.13,603.00◀
2.	▶March	▶Radley, David						.6,860.00◀

(Document End)

4. Touch EXECUTE. The column is now deleted.





5. Touch EXECUTE. The system prompts "To where?".

```
Document 0002A Now on Page 1 Line 11 Position 46 To, where?
11----->
  <-----> Month Salesperson Amount of Sales <----->
  <----->
    ▶April      ▶Arnold, Richard    12,345.00<
    ▶September ▶Caparco, Frank    11,235.00<
    ▶October    ▶Carter, William   7,580.00<
    ▶June       ▶Hogan, Linda      17,000.00<
    ▶May        ▶Hoyt, Keith       18,766.00<
    ▶February   ▶Kellar, Lisa      4,900.00<
    ▶November   ▶Peterson, Bryan   15,825.00<
    ▶January    ▶Prescott, Ellen   13,603.00<
    ▶March      ▶Radley, David     6,860.00<
  <----->
(Document End)
```

6. Position the cursor under the first character to follow the move. In this case, position the cursor under the first tab.

```
Document 0002A Now on Page 1 Line 11 Position 9 To, where?
11----->
  <-----> Month Salesperson Amount of Sales <----->
  <----->
    ▶April      ▶Arnold, Richard    12,345.00<
    ▶September ▶Caparco, Frank    11,235.00<
    ▶October    ▶Carter, William   7,580.00<
    ▶June       ▶Hogan, Linda      17,000.00<
    ▶May        ▶Hoyt, Keith       18,766.00<
    ▶February   ▶Kellar, Lisa      4,900.00<
    ▶November   ▶Peterson, Bryan   15,825.00<
    ▶January    ▶Prescott, Ellen   13,603.00<
    ▶March      ▶Radley, David     6,860.00<
  <----->
(Document End)
```

7. Touch EXECUTE. The system automatically moves the column and rearranges the text to follow the present format.

NOTE

For a more finished appearance, the Format Line and headings may be adjusted to the new arrangement of the columns.

```
Document 0002A Now on Page 1 Line 1 Position 52
11----->
  Salesperson      Month      Amount of Sales
  ▶Arnold, Richard ▶April      12,345.00◀
  ▶Caparco, Frank  ▶September 11,235.00◀
  ▶Carter, William ▶October   7,580.00◀
  ▶Hogan, Linda    ▶June      17,000.00◀
  ▶Hoyt, Keith     ▶May       18,766.00◀
  ▶Kellar, Lisa    ▶February  4,900.00◀
  ▶Peterson, Bryan ▶November  15,825.00◀
  ▶Prescott, Ellen ▶January   13,603.00◀
  ▶Radley, David   ▶March     6,860.00◀

(Document End)
```

### 3.4 MATH SUPPORT PACKAGE

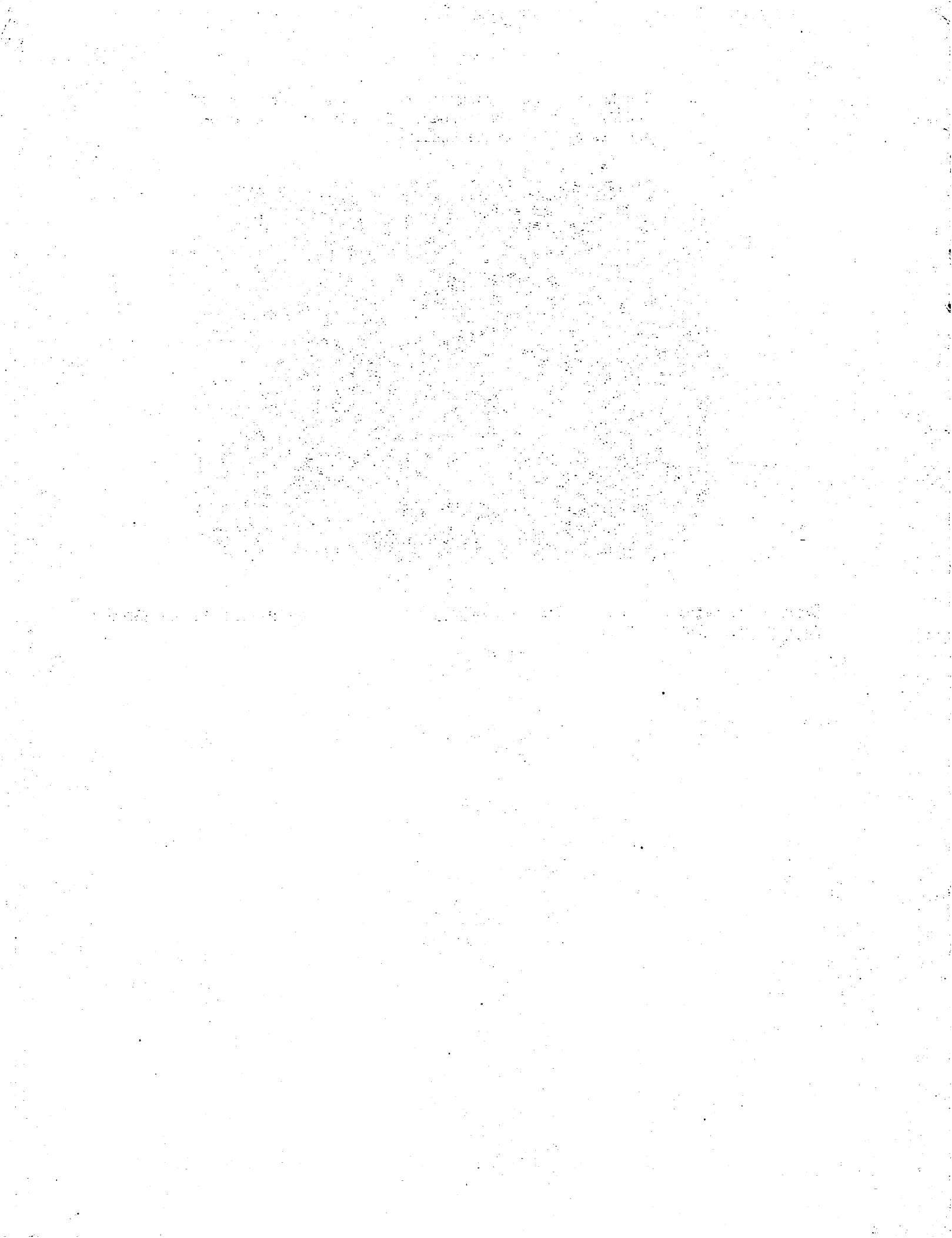
The Mathematics Support Package (MSP) option allows the user to perform common mathematical functions on numbers which appear in a standard word processing document. Numbers in a document can be added, subtracted, multiplied, or divided either by other numbers in the same document or by numbers entered by the operator.

When your document has been set up and all editing has been completed, determine the total sales for the year by using the MSP Option as described in the following steps.

1. Position the cursor under the decimal tab graphic preceding the number 12,345.00 on the first line.
2. Touch COMMAND. The system prompts "Which Command?".











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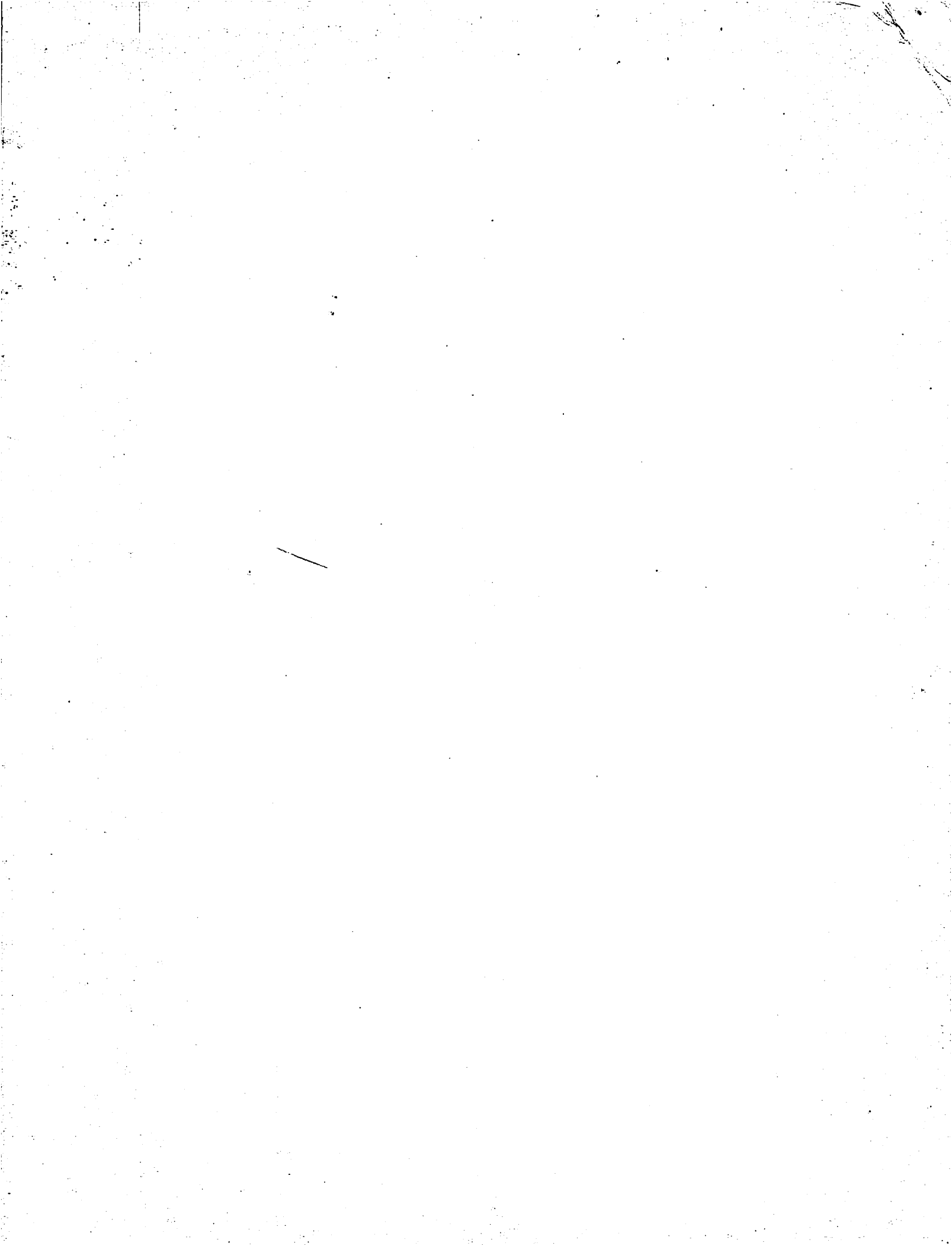
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**Supplies Division**  
**c/o Order Entry Dept.**  
**M/S 5511**  
**51 Middlesex St.**  
**No. Chelmsford, MA 01863**



Fold





**WANG**

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ONE INDUSTRIAL AVENUE  
LOWELL, MASSACHUSETTS 01851  
TEL. (617) 459-5000  
TWX 710-343-6769, TELEX 94-7421