

# WPS-PLUS

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## Glossary

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## About This Glossary

This glossary is a master glossary for WPS-PLUS across all systems. Therefore, some entries may not be relevant to your system. When this occurs, the exception is noted.

As you read an entry you may notice the phrase: See the *WPS-PLUS on* book for your system.

Use the following list as a guide:

- For WPS-PLUS/VMS use *WPS-PLUS on VMS*.
- For WPS-PLUS/PC use *WPS-PLUS on PC*.
- For WPS-PLUS/POS use *WPS-PLUS on POS*.

Italics are used in this book to note references to other entries in this Glossary. The first occurrence of a word in a definition is italicized. Italics are also used to reference other books within the WPS-PLUS documentation set.



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# Glossary

## abbreviation document

A *document* that stores frequently used words and phrases. The *stored text* is identified by a two-character abbreviation. See also *library document*.

## accumulator field

A *field* in *Editor Math* and *List Processing Math* that keeps a running total.

## advance

To move the *cursor* forward with the ADVANCE key, Right Arrow key, Down Arrow key, or the distance keys.

## ASF

See *automatic sheet feeder*.

### Automatic Gold PAGE

An *option* (PG) on the *Editor Menu* that shows where *page breaks* will occur according to the CT *setting*. PAGE MARKERS are inserted as the text scrolls up the screen. See also *manual pagination* and *automatic pagination*.

### automatic pagination

A *feature* that paginates a *document* according to a specified number of lines while the document is being printed. Select automatic pagination by setting the Auto paginate *print setting* to Y. See the *WPS-PLUS on* book for your system for information about print settings. See also *Automatic Gold PAGE* and *manual pagination*.

### automatic sheet feeder (ASF)

An accessory for the *letter quality printer* that feeds individual sheets of paper and envelopes from printer trays to the printer.

### back up

- 1 To move the *cursor* backward with the BACK UP key, Left Arrow key, Up Arrow key, or the distance keys.
- 2 In the WPS-PLUS/PC and POS products, to make a copy of a diskette or disk for safe keeping.
- 3 In WPS-PLUS/PC and Rainbow, to make a copy of a UDK before you use it.

### beeper

A warning tone produced under certain conditions, such as when WPS-PLUS wraps a word in the *hyphenation zone*.

**bold**

To print text darker than normal. Bolded text appears extra bright on the screen.

**bottom margin**

The number of lines between the last line of text on a *page* and the bottom edge of the paper.

**breaking hyphen**

A hyphen used to join a compound word that may be divided at the end of a line, such as “cross-country.” See also *nonbreaking hyphen* and *invisible hyphen*.

**CBI**

See *Computer-Based Instruction*.

**center**

To position a line of text an equal distance from the left and right margins, or to position text so that the middle *character* of each line lies directly under the *centering point* in the *ruler*.

**centering mark**

A *view mode symbol* that forces the text that comes before it on the same line to be centered between the margins or at the *centering point*.

**centering point**

A point in a *ruler*, indicated by C, around which the text on a line is centered.

change bars

Characters that identify text for revision or review. The change bar character ( | ) appears in the first character position to the left on each printed line.

character

A letter, digit, or symbol produced by typing a key on the keyboard.

column

- 1 A position for a *character* in a line. The maximum for WPS-PLUS/VMS is 256 when you use a *wide ruler*. The maximum for WPS-PLUS/PC and POS is 158 when you use a wide ruler.
- 2 A vertically arranged block of text produced by *multicolumn printing*.

column margin

The number of spaces separating the columns in multicolumn text.

command

- 1 The first word after a START CONTROL marker in a *control block*, which tells the system how to handle the text affected by the control block. For example, TOP defines the text in a control block to be a *header*.
- 2 An instruction to WPS-PLUS that performs a certain function (for example, the commands that start leaders and trailers in *List Processing*).

**comments**

Optional text included in a *control block* that is not part of the printed *document*, but can be viewed and edited on the screen. Comments usually explain the contents of the document.

**communications**

On WPS-PLUS/PC and POS, the ability to log on to a host computer and exchange information. See *Document Transfer*.

**composite character**

A *character* produced by printing two or more characters on top of one another.

**Computer-Based Instruction (CBI)**

In WPS-PLUS/VMS, an on-line training course showing how to perform WPS-PLUS functions. See *Training Menu*.

**continuous-form paper**

Sheets of paper, usually in a box and folded, with pages perforated for separation.

**control block**

The START CONTROL and END CONTROL markers, the *command*, and any text typed between the START CONTROL and END CONTROL markers.

**control key**

The CTRL key on the keyboard that, when pressed at the same time as another key, performs a function defined by the second key.

**create**

To assign a *document* title to a new document, designate the document *folder* (WPS-PLUS/VMS and POS only), and enter text.

**Create form**

The WPS-PLUS/PC *form* that appears on your screen when you *enter C* at the *Document Processing Menu*.

**Creating New Document form**

The WPS-PLUS/VMS and POS *form* that appears on your screen when you *enter C* at the *Document Processing Menu*.

**cross-file**

In WPS-PLUS/VMS, to list a *document* title or *folder* under more than one name so you can access the document more easily.

**current document**

The *document* that is currently available for editing or other processing. The document identified in the Current Document Block on some WPS-PLUS/VMS and POS menus.

**Current Document Block**

The window in the upper right of a WPS-PLUS/VMS and POS menus. The Current Document Block displays information about the *document* currently available for processing.

**current ruler**

The *ruler* in effect at any specific point in a *document*.

**current text size (CT)**

The number of lines of text per *page* (not including top and bottom margins) set for the *current document*. The *CT setting* on the WPS-PLUS *Editor Menu* controls current text size.

**cursor**

A blinking indicator, shaped like a rectangle or an underline mark, showing where the next typed *character* will appear.

**customized format**

The format produced when you use a *format string* in *Editor Math* or *List Processing Math*.

**cut**

To remove (or copy) a piece of text from a *document* using the CUT key. The text is copied into the WPS-PLUS *paste area* and can be reinserted into the document using the PASTE key. See *paste*.

**DATE & TIME stamp**

The current date and time when inserted, or “stamped,” into a *document*.

**decimal-aligned tab**

The *tab position* where decimal points are aligned while the text (usually numbers) for a *column* is typed. Use a decimal point (.) in the *ruler* to position a decimal-aligned tab.

**DEC Multinational Character**

A non-English *character* that belongs to the DEC Multinational Character Set.

## DECpage

Optional *software* for WPS-PLUS/VMS that lets you *format* and print high quality output. If DECpage is installed you can access it by entering DP at the *Document Processing Menu*.

## default

A number or name that WPS-PLUS supplies to forms.

## default directory

- 1 In WPS-PLUS/POS, the last *directory* you worked in. WPS-PLUS then defines this as the next directory to be worked in.
- 2 In WPS-PLUS/PC the default directory is the top-level DOS directory, unless you change it.

## default document

The last *document* you worked on. WPS-PLUS supplies its name to the next *form* or *index* that WPS-PLUS displays.

## default format

The format used for results if you do not use a *format string* in *List Processing Math* or *Editor Math*.

## default print settings

The print settings stored under the number 0. See also *stored print settings*.

## default ruler

The *ruler* that WPS-PLUS puts at the beginning of a new *document* when it is created. The ruler is stored under the number 0.

**delete**

- 1 To remove a *document* or part of a document. In some cases, the deleted text can be restored. See also *erase*.
- 2 In WPS-PLUS/VMS, to remove a document from the *File Cabinet*, and place it in the *Wastebasket*.
- 3 In WPS-PLUS/POS, to remove a document, *folder*, or a *drawer* by selecting an *option* from the *File Cabinet Menu*.
- 4 In WPS-PLUS/VMS, to remove a *User-Defined Process* from the UDP Index.
- 5 In WPS-PLUS/POS and PC, to remove a *User-Defined Key* from the UDK Index.

**directory**

A place where information is stored.

WPS-PLUS/POS and PC create an *index* of WPS-PLUS documents stored in a directory.

**diskette drive**

A device on your personal computer where you insert diskettes.

**display**

The text, menus, forms, and messages that appear on the terminal screen.

**displayed ruler**

The *ruler* which appears when you press Gold RULER. You can then change its settings.

**distance key**

Any one of the keys on a keypad (PAGE, SENT, TAB POS, WORD, PARA, LINE, or ENTER) that moves the *cursor* the distance indicated by the name of the key. The ENTER key moves the cursor to the next >.

**document**

The unit in which text typed by the user is stored on the system.

**Document Conversion**

The ability to convert documents from WPS-PLUS format to text (ASCII) format, or DX format.

On WPS-PLUS/VMS, document conversion happens automatically when you use the *Document Transfer Menu*.

On WPS-PLUS/PC, POS, and Rainbow, use the CV (Convert Document) *option* on the *Document Processing Menu*.

**Document Index**

In WPS-PLUS/PC and Rainbow, a list of documents in your *WPS-PLUS Index*.

### document information

In WPS-PLUS/VMS, the *folder*, *document title*, and *document number* that identify a document in your *File Cabinet*.

In WPS-PLUS/POS document information includes a document *location* and *drawer*.

In WPS-PLUS/PC the WPS-PLUS *Document Index* lists all documents in your current DOS *directory*.

Information for the *current document* appears in the *Current Document Block*.

### document number

A number assigned by WPS-PLUS to a *document* when it is created. Unless a document has been cross-filed, no two documents have the same number.

In WPS-PLUS/PC and Rainbow, you can assign a number when you *create* a document.

### document processing

The process of creating, manipulating, and storing text in a computer.

### Document Processing Menu

The list of options displayed on the screen to allow users to *create*, *edit*, and manipulate documents or select features, such as *List Processing*.

### document processing system

A computer system (including *hardware* and *software*) that stores text and makes text available for editing, printing, or transmission to other systems.

document title

The name you assign to a *document* when the document is created.

document transfer

The ability to transfer documents between WPS-PLUS/VMS and WPS-PLUS/PC, WPS-PLUS/POS, WPS-PLUS/Rainbow, DECmate, a VMS *directory*, or the DECdx Index.

On WPS-PLUS/VMS, use the *Document Transfer Menu* to transfer documents. On WPS-PLUS/PC, Rainbow, and POS, you must use optional *software*.

Document Transfer Menu

The WPS-PLUS/VMS *menu* that displays the options used to transfer documents.

draft printer

High-speed printing done on low-quality paper or on a *printer* that lacks fine-quality type. Draft-quality printing may also lack bolding, underlining, and other features. Draft-quality printing is usually done for rough-draft documents.

drawer

In the WPS-PLUS/POS *File Cabinet*, a collection of folders stored at one *location*.

edit

To alter text in an existing *document*.

**editor function**

A function, such as *cut* or *advance*, that allows you to create text, manipulate text, or move the *cursor* through text while you are editing a *document* with the WPS-PLUS Editor.

**Editor Math**

A *feature* that allows WPS-PLUS to perform mathematical computations while you *edit* a *document*.

**Editor Menu**

A WPS-PLUS *menu* that displays additional editing options. *Display* the Editor Menu by pressing Gold MENU while creating or editing a *document*.

**embedded ruler**

A *ruler* placed in a *document* by pressing *RETURN* after the ruler is displayed.

**empty field**

A *field* without a *field value*.

**endnote**

In WPS-PLUS/VMS, a *footnote* printed at the end of a *document*, rather than at the bottom of an individual *page*. You select the endnote *option* at the *Print Settings Menu*. See also *footnote*.

**end record marker (<>)**

The left and right angle bracket characters (<>) with no text between them, used to mark the end of a *record* in a *list document*.

### enter

When used in instructions, enter means, “Type your response, then press *RETURN*.”

### erase

To *delete* text with the RUB CHAR OUT, RUB WORD OUT, Gold RUB LINE, Gold RUB SENT, DEL CHAR, or DEL WORD keys.

### error message

A *message* WPS-PLUS displays when you type an incorrect response. The message explains the problem and tells you what to do next.

### feature

*Software* that performs a specialized task, such as List Processing.

### field

- 1 The basic unit of information on a *form*.
- 2 The basic unit of information in a *record* in *List Processing*. A field consists of a *field name* and a *field value*. For example:  
<FIELD 1>10.

### field name

- 1 The name of a setting on a *form* (for example: Folder, Auto paginate). Each field name is followed by a field value you can type in.
- 2 In *List Processing*, a name enclosed in angle bracket (<>) and followed by a *field value* in a *list document*. Field names are used in a *form document* to tell List Processing where to insert the field values found in the list document.

**field value**

- 1 The text you type after a *field name* on a *form*.
- 2 In *List Processing*, the text or numeric value that follows a field name in a *list document record*.

**file**

To store a *document* in a WPS-PLUS/VMS or POS *File Cabinet folder* for future use.

**File Cabinet**

- 1 The WPS-PLUS/VMS component that stores documents you *create* and *edit*. WPS-PLUS stores each *document* in a *folder* in your File Cabinet.
- 2 The WPS-PLUS/POS component that stores documents in folders; folders are placed in drawers, and drawers in different locations.

**File Cabinet Menu**

The WPS-PLUS/VMS and POS *menu* that displays the options used to manipulate documents in the *File Cabinet*.

**folder**

- 1 The largest storage unit in a WPS-PLUS/VMS *File Cabinet*. WPS-PLUS stores each *document* you *create* or *edit* in a File Cabinet folder.
- 2 A collection of documents in the WPS-PLUS/POS File Cabinet, generally having a common theme, such as Monthly Reports.

### folder name

The name of a *folder* in your WPS-PLUS/VMS and POS File Cabinet. After you *create* or *edit* a *document*, WPS-PLUS files the document in the folder that is listed in the *Current Document Block*.

### footer

Text printed in the *bottom margin* of a printed *page*, such as a *document title*, page number, or date.

### footnote

In WPS-PLUS/VMS, text printed at the bottom of a *page*, used to explain or simplify information in the main part of the *document*. Footnotes are numbered automatically when the document prints. See also *endnote*.

### form

A *display* consisting of fields to fill in. Often, you can accept defaults for one or more fields. See also *menu*. See the *WPS-PLUS on* book for your system.

### format

In text, the layout of the *page* as determined by rulers, spacing, and highlighting.

### format string

A string of characters enclosed in quotation marks at the end of a *FORMULA command* that tells *List Processing Math* and *Editor Math* how to format results.

**form document**

The *document* that tells *List Processing* how to format information from a *list document*. The form document can contain text, such as a form letter, to merge with list document information.

**global search-and-replace**

To locate every occurrence of a word or phrase, *delete* it, and in its place insert a new word, phrase, or blank *space*.

**Gold key**

The gold-colored key on the keypad of a VT100 or LK201 keyboard. On some keypads it is numbered PF1. On the IBM keyboard it is labeled the NUM LOCK key.

In WPS-PLUS, many keys have special editing functions when pressed immediately after the Gold key.

**hardware**

The physical equipment of a word processing system. See also *software*.

**header**

Text printed in the *top margin* of printed pages, such as a *document title*, page number, or date.

**highlight**

To *center*, *underline*, *bold*, or capitalize text in a *document*.

WPS-PLUS/VMS can also redline, double underline, and add *change bars* to highlight text.

### horizontal shift

A technique used in WPS-PLUS/PC and POS to *display* columns in a *wide ruler* beyond 80.

In WPS-PLUS/PC, if you type text beyond *column* 80 when a ruler is displayed, the text on the screen shifts to display the next 28 columns. If you type text beyond column 108, the next 28 columns display. If you type text beyond column 136, the screen shifts to the end of the ruler, column 158.

In WPS-PLUS/POS, if you type text beyond column 80 when a ruler is displayed, the text on the screen shifts to display the next 27 columns. If you type text beyond column 107, the next 27 columns display. If you type text beyond column 134, the screen shifts to the end of the ruler, column 158.

### hyphenation zone

The zone between the H in the *ruler* and the *right margin*.

### hyphen pull

To move characters from a hyphenated word at the end of the previous line to the start of the line the *cursor* is on by pressing Gold HYPH PULL. Reverses the effect of a *hyphen push*.

### hyphen push

To move characters from the start of the line the *cursor* is on back to the end of the previous line by pressing Gold HYPH PUSH, creating a hyphenated word.

### index

The information about documents and folders displayed on the screen when you select the I *option* at the *Document Processing Menu*. Folders are not part of the WPS-PLUS/PC Index.

**initial display**

The TOP marker and ruler that *display* when you enter the WPS-PLUS Editor to *create a document*.

**input field**

A *field* that contains numbers used in *List Processing Math* calculations. Input fields are on the left side of the equals sign in FORMULA commands.

**insert mode**

A mode of entering text that pushes any characters beyond the *cursor* ahead of the cursor as you type. You can use insert mode at WPS-PLUS forms or in the *Two-Dimensional Editor*. See also *overstrike mode*.

**installed area**

In WPS-PLUS/PC and POS, a *directory* for the *printer tables* you are currently using. See *work area*.

**invisible hyphen**

A *view mode symbol* that tells the system where to hyphenate a word at the end of a line. See also *breaking hyphen* and *nonbreaking hyphen*.

**justified text**

Document formatting that adds space between words and/or characters to achieve flush right and left (blocked) text. To *format a document* justified right, use a J in a ruler to mark the *right margin column*. See also *unjustified text*.

landscape mode

The printed format for a laser *printer* in which characters print parallel to the long edge of the paper. Often used to print wide documents. See also *portrait mode*.

leader

The text preceding the `<!S>` *command* at the top of a *form document*. The leader appears at the top of the *output document* after List Processing.

left-justified tab

The *column* where the first *character* of tabbed text is placed when the *ruler* contains a T.

left margin

The *column* where each line of text starts when you *edit* a *document*, as defined by the *left margin setting* in a *ruler*.

letter quality printer (LQP)

The *printer* used to produce high-quality printed copies of documents. See also *draft printer*.

level number

In WPS-PLUS/VMS, a number you assign to a heading or *paragraph* that indicates how it will be numbered and indented when you run *paragraph numbering*. Level numbers are enclosed in brackets ([ ]).

**library document**

A *document* that stores frequently used paragraphs or other sections of text. Each entry is identified by a *short name*, used to invoke the *stored text*. See also *abbreviation document*.

**Linguistic Aids**

The features WPS-PLUS/VMS supplies to help you check your spelling and word choice: *Spell Check*, the *Thesaurus*, and the *Usage Alert*.

**list document**

A *document* containing a list of records. In List Processing, selected records from the list document are merged with a *form document* to produce output documents such as form letters.

**List Processing**

The *feature* that produces many copies of a *document* with certain information changing from one copy to the next. List Processing is used to produce personalized form letters.

**List Processing Math**

The WPS-PLUS *feature* that performs calculations on data you include in a *list document*.

**List Processing Menu**

The WPS-PLUS/VMS *menu* that displays *List Processing* and *Sort Processing* options.

On WPS-PLUS/PC, POS, and Rainbow, this menu only lists List Processing options. See *Sort Processing Menu*.

list specification document

A *document* that tells *List Processing* which records to process in a *list document*.

location

In the WPS-PLUS/POS *File Cabinet*, the name given to the device and *directory* where a *drawer*, folders, and documents are located.

For example, HARD DISK is the location assigned to DW1:[ZZWPS] on the hard disk.

Location Index

In WPS-PLUS/POS, a list of the locations currently named in your *File Cabinet*.

manual pagination

The process by which you divide a *document* into pages by inserting PAGE MARKERs and NEW PAGE marks. See also *automatic pagination* and *Automatic Gold PAGE*.

margin

Space between the edge of the paper and the text, or space between columns (*column margin*).

menu

A list of options from which you select an action by typing the corresponding letter or letters. See the *WPS-PLUS on* book for your system. See also *form*.

**message**

Information displayed by the system in response to your actions.

**missing field**

A *field* name common to other records that does not occur in a specific *record* in a *list document*.

**multicolumn printing**

The process of printing text in two or more columns on a *page*.

**NEW PAGE mark**

A *page-end mark* inserted with Gold NEW PAGE that forces the text following it to the top of the next printed *page*.

**nonbreaking hyphen**

A hyphen joining two parts of a word that must not be divided at the end of a line, such as a telephone number. See also *breaking hyphen* and *invisible hyphen*.

**numeric field**

An *Editor Math* or *List Processing field* with a *field name* that begins with a left angle bracket followed by a colon (<:) and has a numeric value as the *field value*.

Numeric field values contain numbers, but can include a dollar sign (\$), commas (,), a decimal point (.), an asterisk (\*), and a plus sign (+).

**numeric field name**

A *field name* that starts with a left angle bracket and colon, such as <:COST>.

**option**

Any one of the choices labeled on a *menu* for you to select. Usually indicated by a one- to three-character abbreviation.

**output document**

The *document* that receives the output from *List Processing*, *Sort Processing*, or *paragraph numbering*.

**overstrike mode**

A mode of entering text that replaces characters on the screen with the characters you type. Overstrike mode is the default mode for text entry on WPS-PLUS forms, and in the *Two-Dimensional Editor*. See also *insert mode*.

**page**

The text printed on one sheet of paper. If *automatic pagination* is used, each page contains a fixed number of lines. If *manual pagination* or *Automatic Gold PAGE* is used, each page consists of the text between two page-end marks.

**page break**

The point at which one page ends and another begins.

**page-end mark**

A *PAGE MARKER* or a *NEW PAGE mark*.

**PAGE MARKER**

A *page-end mark* inserted with *Automatic Gold PAGE*, *Gold PAGE*, or *Gold PAGE MARKER*. A *PAGE MARKER* forces text following it to be printed on a new *page* if the *Auto paginate print setting* is set to *N*. See the *WPS-PLUS on* book for your system for information about print settings.

**page size**

The number of lines of text on a *page* (including text size and top and bottom margins).

**pagination**

The division of a *document* into pages, either automatically by the system during printing (*automatic pagination*) or as determined by commands previously inserted by the user (*manual pagination*) or by *WPS-PLUS (Automatic Gold PAGE)*.

**paragraph**

Text preceded by two or more *RETURNS* or a paragraph marker.

**paragraph indent**

The *column* (indicated by a *P* in the *ruler*) where the first word after a *paragraph marker* begins.

**paragraph marker**

A *view mode symbol* that indicates the start of a new *paragraph*, if there is a *P* in the *ruler*.

### paragraph numbering

A *feature* with which WPS-PLUS/VMS reads commands inserted in your *document* to number and indent headings or paragraphs. The style of the paragraph numbering depends on selections made on the Numbering Style Settings *form*. You run paragraph numbering by selecting the PN *option* at the *Document Processing Menu*.

### paste

To insert the contents of the *paste area* into the *document* being typed or edited. The user must first *cut* text into the paste area. See *cut*.

### paste area

The storage location where the most recently *cut* text is kept. The contents of the paste area remain unchanged until new text is cut or the user exits WPS-PLUS.

### path

The instruction that tells WPS-PLUS/PC and Rainbow where a *document* is located. See the *WPS-PLUS on* book for your system.

### pitch

The *print setting* by which the user specifies the number of characters printed per horizontal inch.

### portrait mode

The printed format for a laser *printer* in which characters print parallel to the short edge of the paper. See also *landscape mode*.

**print**

The *command* used to produce a copy of a *document* on a *printer*. See the *WPS-PLUS on* book for your system for information about printing WPS-PLUS documents.

**printer**

The device that produces a paper copy of a *document*. WPS-PLUS can print on draft, letter quality, or line printers.

**printer tables**

On WPS-PLUS/PC and POS, *software* code specific to your *printer* that allows you to use all the features of your printer. You can also modify the tables to support printers for which tables are not supplied.

**Print Information form**

A WPS-PLUS/PC and POS *form* that displays the print settings you use to determine the *printer* that prints your *document*, and the number of copies printed.

**Printing Document form**

A WPS-PLUS/VMS *form* that displays the print settings you use to determine the *printer* that prints your *document*, and the number of copies printed.

**print setting**

A *setting* that controls how a *document* is printed. The *Printing Document form* and *Print Settings Menu display* print settings. See the *WPS-PLUS on* book for your system.

### Print Settings Menu

A WPS-PLUS/VMS *menu* that displays print settings you can change.

### printwheel

The wheel-shaped element in the *letter quality printer* that produces printed characters.

### prompt

A displayed *message* requesting a response or indicating what you should do next.

### record

A group of related fields in a *list document*, such as:

```
<name>John Doe  
<addr>P.O. Box 1  
<city>Merrimack  
<state>NH  
<zip>03054  
<>
```

In this example, the five fields contain information about a person. Field names are in angle brackets, < and >, followed by field values. An *end record marker* (<>) marks the end of a record.

### redline characteristic

When *redlining* is enabled at the WPS-PLUS/VMS *Editor Menu*, the highlighting method used to distinguish text that you insert in your *document*. You choose one of four types of highlighting at the Editor Menu: *underline*, *uppercase*, *bold*, or *double underline*.

**redlining**

A method of highlighting in WPS-PLUS/VMS in which a line is drawn through text that has been replaced or revised. When printed, redlining appears as a line of hyphens through the replaced text.

**replace**

Substitutes text from the *paste area* for *selected text* in a *document*. Used in conjunction with the *search-and-replace* or *global search-and-replace* functions.

**replacement character**

Any keyboard *character* you select to be substituted for one of the two extra characters on the *printwheel*. The substitution takes place in printing the *document*.

**restore**

To reinstate deleted text by using Gold DEL CHAR or Gold DEL WORD. These *Gold key* commands reverse the effects of RUB CHAR OUT, RUB WORD OUT, Gold RUB SENT, Gold RUB LINE, DEL CHAR, and DEL WORD.

**result field**

A *field List Processing Math* uses for the result of a calculation. A result field is on the right side of the equals sign in FORMULA commands.

**RETURN**

A key stroke that forces the text that follows to the next line. See also *word wrap*.

### right-justified tab

The *column* where the last *character* of tabbed text is placed before a right-justified *TAB mark*. Create a right-justified tab by placing a right angle bracket (>) in the *ruler*. The text is aligned on the right.

### right margin

The rightmost *column* in which a *character* may appear. The right margin is indicated by R or J in the *ruler*.

### ruler

A horizontal line of dashes and characters that defines the margins, tabs, indentations, *centering point*, and *hyphenation zone* for a *document*.

### ruler setting

A *character* in a *ruler* that defines a *margin*, *tab position*, indent, vertical line spacing, or other layout characteristics of text.

### Script Document

In WPS-PLUS/PC, a *document* that allows you to automatically communicate with a host computer. Using script documents, you can let the system log on for you or run programs on the host automatically.

See *Communications*.

### scroll

To move the *cursor* forward or backward through a *document* while text moves up or down the screen.

**search**

To locate a word or phrase in a *document* and move the cursor to it.

**search-and-replace**

To *search* for a word or phrase and *replace* it with substitute text or a blank *space*.

**search phrase**

The user-specified characters WPS-PLUS searches for in a *search*, *search-and-replace*, or *global search-and-replace* operation.

**select**

To define text, using the *select mark* and the *cursor*, to be *cut*, replaced, or highlighted. WPS-PLUS/VMS also selects text to be spell checked.

**selected areas**

A rectangular area in the *Two-Dimensional Editor* which you define by pressing the SEL key, moving the *cursor* to the desired position, and pressing the appropriate function key. Selected areas can be highlighted, shaded, filled in, moved, or copied.

**selected document**

The *document* whose *document title*, *folder name*, and *document number* appear in the *Current Document Block* on WPS-PLUS/VMS menus and forms. WPS-PLUS/POS lists the *document location* and *drawer* in addition to the previous items. The selected document is the document available for editing and other operations.

**selected text**

The text between the *select mark* and the *cursor*. The selected text may be *cut*, replaced, or highlighted. On WPS-PLUS/VMS it may also be spell checked.

**select mark**

A diamond-shaped marker (◆) that shows where the *cursor* was when the SEL key was pressed. Used together with the distance keys to mark text for highlighting, cutting, or spell checking.

**Sending Document via VMS MAIL form**

The WPS-PLUS/VMS *form* that displays when you select the S *option* from the *Document Processing Menu*.

**setting**

A *field value* that determines how a *document* is formatted or printed.

**shadow printing**

A method of printing text where the characters are overprinted 1/120 of an inch apart, giving the appearance of extra-bolded text.

**short name**

A word enclosed in double angle brackets, such as <<type>>, that identifies a text entry in the *library document*.

**soft spaces**

Spaces added by WPS-PLUS that cause text to conform to a *ruler* or line-end character. Visible as dots or periods in *view mode*. For example, soft spaces are added before centered text. See also *space*.

**software**

A set of instructions for the computer, for example WPS-PLUS. See also *hardware*.

**sort output document**

The *document* that receives the output from *Sort Processing*. The sorted *list document* contains sorted list document records. You can use the sort output document as a list document when you run *List Processing*.

**Sort Processing**

The WPS-PLUS *feature* that arranges the records in a *list document* in ascending or descending order. The sorting is based on the contents of one or more of the fields in each *record*.

**Sort Processing Menu**

The WPS-PLUS/PC, POS, and Rainbow *menu* that lists *Sort Processing* options.

**sort specification document**

A *document* that tells *Sort Processing* how to sort the records in a list document during Sort Processing.

**space**

The blank characters produced by pressing the space bar. Each space occupies one *character* position in the *document*. See also *soft spaces*.

## Spell Check

In WPS-PLUS/VMS, to check the spelling of a word, a selected part of a *document*, or an entire document, using the *SC option* from the Document Processing Menu or Gold SPELL CHECK while editing a document.

## standard text size (ST)

The *setting* that controls the number of lines of text on a *page* (not including the top and bottom margins). WPS-PLUS defines the standard text size as the *current text size* for new documents, unless directed otherwise by the user. The ST setting on the *Editor Menu* sets the standard text size.

## stored print settings

A set of print settings saved for later use. Print settings are stored under a number from 0 to 9, which you type in as the *SS setting* at the *Print Settings Menu*. See also *default print settings*.

## stored ruler

A *ruler* whose settings you have saved. A stored ruler is assigned a number from 0 to 9 and the ruler can be retrieved by typing its number when the *current ruler* is displayed.

## stored text

Text stored in *abbreviation documents* and *library documents* for later insertion in documents you *create* or *edit*.

## subscript

A *character* or characters printed below line level, such as the number 2 in:

H<sub>2</sub>O

**superscript**

A *character* or characters printed above line level, such as the number 2 in:

$$e = mc^2$$

**tab**

To move the *cursor* forward to the next *tab position* and insert a *TAB mark* by pressing the TAB key.

**TAB mark**

A *view mode symbol* that forces the *cursor*, or any following text on the same line, to move forward to the next *tab position*.

**tab position**

One of the locations (specified by certain characters in the *ruler*) to which a *TAB mark* can move text. See *left-justified tab*, *right-justified tab*, and *decimal-aligned tab*.

**TCS Lock**

A WPS-PLUS/VMS *feature* that lets you convert your keyboard to the *Technical Character Set* keyboard.

**Technical Character Library**

An *abbreviation document* containing large and small mathematic symbols and technical characters. Use the Technical Character Library to create complex equations in the *Two-Dimensional Editor*.

### Technical Character Set (TCS)

The set of scientific and mathematical characters, including the Greek alphabet and mathematical symbols, that you use to write formulas or equations. On WPS-PLUS/VMS and WPS-PLUS/POS, you access the Technical Character Set by pressing the ALT CHAR key. On WPS-PLUS/PC, you press ALT/ALT CHAR.

### text size

The number of lines of text on a *page*, not including the top and bottom margins. See *standard text size* and *current text size*.

### Thesaurus

A Linguistic Aid on WPS-PLUS/VMS that helps you choose a more appropriate or precise synonym for a selected word in a *document*.

### top margin

The number of lines between the top edge of a *page* and the first line of text.

### trailer

The text following the `<!E>` *command* in a *form document*. The trailer appears printed at the bottom of the *output document* after *List Processing*.

### Training Menu

The *menu* that displays WPS-PLUS/VMS training options for new users. See *Computer-Based Instruction (CBI)*.

### Two-Dimensional Editor (TDE)

A *feature* that lets you create and *edit* diagrams in documents.

**underline**

To print text with a line under it. The UNDER LINE key underlines text.

**unjustified text**

Text printed ragged on the right. See also *justified text*.

**Usage Alert**

A Linguistic Aid on WPS-PLUS/VMS that helps you check whether you are using a particular word correctly in a given context.

**User-Defined Key (UDK)**

A key or keys you press to invoke a sequence of stored keystrokes. You can invoke a UDK whenever you are using WPS-PLUS/PC and POS.

**User-Defined Process (UDP)**

A *document* you create to store and execute a sequence of keystrokes. You can invoke a User-Defined Process when you are using WPS-PLUS/VMS.

**User-Defined Process Menu**

The WPS-PLUS/VMS *menu* that displays the options used to manipulate User-Defined Processes.

**valid**

Usable or appropriate for the task. For example, plus (+) is a valid *character* for a *numeric field*.

**vertical spacing**

The amount of space between printed lines of text.

**view mode**

The special *display* of text showing characters that are normally hidden, such as *RETURN*.

**view mode symbol**

A *character*, such as a *centering mark*, not visible during normal editing mode, but seen in *view mode*.

**Wastebasket**

The *File Cabinet folder* on WPS-PLUS/VMS that receives documents you *delete* from other folders. Documents are stored in the Wastebasket until you refile the documents or empty the Wastebasket.

**wide document**

A *document* whose text is typed using a *wide ruler*. See *horizontal shift*.

**wide ruler**

A *ruler* in which the *right margin* is set beyond *column 80*.

**wild card**

A symbol in *List Processing* indicating that another *character* or characters can be substituted for that symbol. List Processing has two wild card symbols, the question mark (?) and the asterisk (\*). These symbols can appear in the list specification document to test for *list document* records that contain certain field values.

**word wrap**

The line-end *character* that WPS-PLUS places in a *document* to move a word that crosses the *right margin* to the start of the next line. WPS-PLUS wraps this word automatically as you *advance* the *cursor* in a document. The word wrap is a temporary marker WPS-PLUS deletes and inserts as necessary. See also *RETURN*.

**word-wrap indent (W)**

The *column* to which text is indented when there is a W in the *ruler*. A wrapped word that follows a W is indented to this column.

**work area**

In WPS-PLUS/PC and POS, a *directory* for *printer tables* you are not currently using. See *installed area*.

**working region**

A selected area in the *Two-Dimensional Editor* in which you work separately from the rest of the editor. The text and *cursor* remain within the working region until you restore the region as part of the TDE diagram. Used to align text on the left as you type.

**WPS-PLUS Index**

In WPS-PLUS/VMS and POS, displays a list of folders or documents available in your *File Cabinet*. Enter I (Index) at the *Document Processing Menu*.

In WPS-PLUS/PC and Rainbow, a list of documents in your *Document Index*. See *Document Index*.

**wrapping region**

A selected area in the *Two-Dimensional Editor* in which WPS-PLUS wraps lines as you type, *delete*, or *paste* text. Used to align text on the right as you insert it.

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DIGITAL EQUIPMENT CORPORATION  
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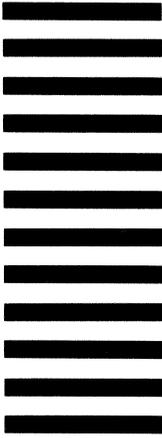
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