



USER'S GUIDE

A tutorial and reference

Tony Lacy-Thompson

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Q-ONE™

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FOREWORD

The advent of the multi-user micro in the early 1980s, particularly in combination with the UNIX operating system, finally provided the opportunity, at reasonable cost, for companies both large and small to pursue their aspirations to automate their office procedures.

In 1983, Quadratron Systems, Inc. was formed for the purpose of providing office automation applications, largely to computer manufacturers, for resale to their clients. We provide a complete range of interconnected OA modules, with emphasis on richness of features and functionality. Five years on, the products constitute the principal OA offering of some thirty manufacturers, either under generic name, or relabelled.

A successful OA implementation in any organisation will be that which matches the rhythm of the business or operation, and the uses made of Quadratron's products will vary between organisations. However, what is likely to be a common trend is that the user population will range over a broad spectrum of skills and interests. The efficient use of any OA system can be shown to be directly proportional to the amount of suitable training received by the user population.

Thus the value of good training cannot be overstated, and so I was gladdened by the reports I was receiving about the Q-OFFICE training courses being given by the author at the Olivetti Training Centre in Haslemere. Here was a man who not only knew his subject, but knew how to teach it and how to apply his knowledge as well. These skills have been used to good effect in the Q-ONE User's Guide.

Traditionally, manuals are not easy reading. There is just not enough room to include all the possible pitfalls and to give fuller explanations of points or concepts that may be difficult to grasp. This book is not a replacement for the manual, but is a valuable extension. New users will find it easy to read, with exercises to reinforce the learning process; existing users will find it a valuable reference, providing good explanations for the more complex features and giving them new ideas and new ways of using the product.

Des J. Barry
General Manager
Quadratron Systems (UK) Ltd

PREFACE

When I started teaching Q-ONE, I knew the manual inside out. But there is a paucity of good examples in the manual, so my lessons consisted of, 'This is how you do searching; this is how you do multi-columns ...'. Then somebody would ask, 'Could you use multi-columns to do *this*?'. At the next lesson I would say, 'This is how you do multi-columns; you can use them to do *this* ...'. This book is full of examples, and the majority of them have evolved from students' questions. Similarly, students would say 'When I do such-and-such, why does *this* happen?'. These types of question are not addressed in the manual, and the need for answers to these questions was the egg out of which this book hatched.

The book is based on versions 1.94i.3 and 1.95, and since it evolved from a set of teaching notes, with examples and exercises, it is well suited as either a self-teaching text or as course material for trainers. The original course lasted for three days: Modules 1 to 5 may be covered in the first day; Modules 6, 7 and 8 on day two; and Modules 9, 10 and 11 on day three. There is also much additional material in the form of notes, warnings, bugs and, particularly in Module 10 (Records processing), advanced sections which, although not necessary in the initial learning stages, provide useful reference material for the experienced user.

The Q-ONE User's Guide was written entirely with Q-ONE and was typeset by the author using LASER-Q - a package written by William Strudwick of the Olivetti Training Centre, Haslemere, the Q-MENU interface being contributed by the author. The book was written on various Olivetti equipment, ranging from an M24SP to a 3B2/400, the camera copy being produced on an Olivetti PG208 laser printer.

The author wishes to thank the following people: William Strudwick of the Olivetti Training Centre, Haslemere, for inventing LASER-Q and for his help in the typesetting and proof reading; Dennis Houlden, also of Haslemere, for his foresight in allowing me to write this book; Chris McNulty of Olivetti Commerce, Industry & Government Division for his support and help in both time and equipment; Des Barry and his team at Quadratron UK for their enthusiasm and guidance, and Glen Murray and Ruth Freestone of Prentice Hall who made the book happen. Lastly I would like to thank my wife, Laura, and daughter, Claire, for their infinite patience and support.

Tony Lacy-Thompson

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MODULE 1

INTRODUCTION TO Q-ONE

1.1 The Q-ONE menu system

Q-ONE consists of a sophisticated and comprehensive word processing package, strung together by menus, and menus, and more menus. To make a selection from a menu, follow these steps:

1. Highlight the required option by one of the following methods:
 - (a) Type the first letter of the option you want, or
 - (b) Use the <UP ARROW> and <DOWN ARROW> keys, or
 - (c) Use the <SPACE> and <BACKSPACE> keys.

2. Press <RETURN> or <EXECUTE>.

Having made your selection, you may quite likely find yourself on another menu, and this is because you have now entered the Q-ONE labyrinth. But you have a ball of wool with which to retrace your steps, in the form of the <CANCEL> key.

Hitting the <CANCEL> key while you are on a menu *always* takes you back to the previous menu.

But take care; if you hit it once too often you will come out of Q-OFFICE altogether!

Notes

- (i) If you are not sure if you hit the <CANCEL> key, or you are not sure if the machine 'heard' you, *do not hit it again*; sometimes the system can be a bit sluggish, depending on its workload. Instead, press <DOWN ARROW>: if the cursor moves, you have not hit the <CANCEL> key properly; if it *does not* move, the machine is working on it, so just be patient!

This page shows the hierarchy of menus for Q-ONE, which is the **Word Processing** selection from the main Q-OFFICE menu.

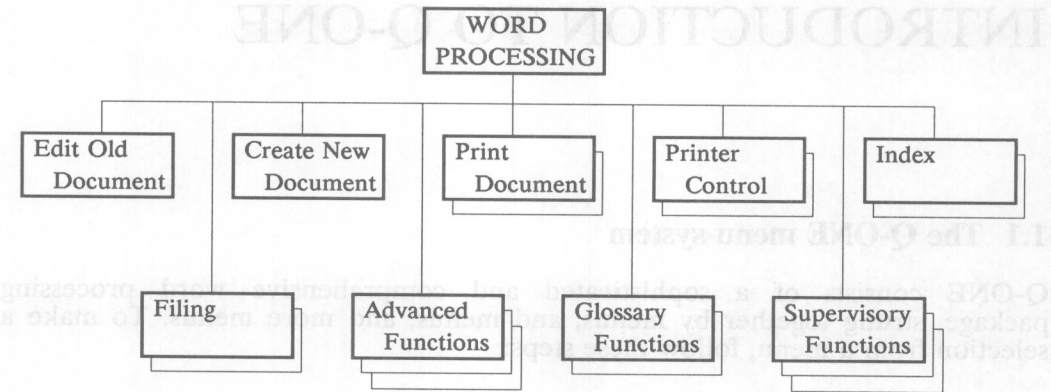


Figure 1.1 The WORD PROCESSING menu.

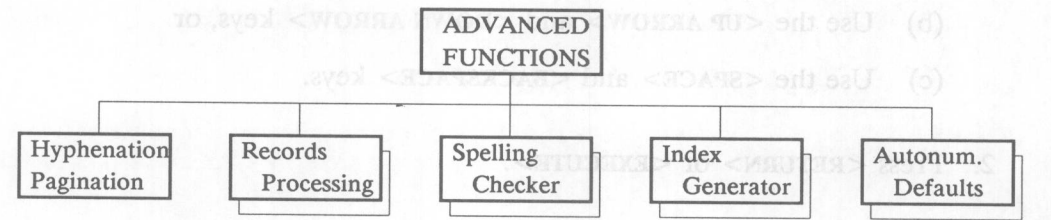


Figure 1.2 The ADVANCED FUNCTIONS menu.

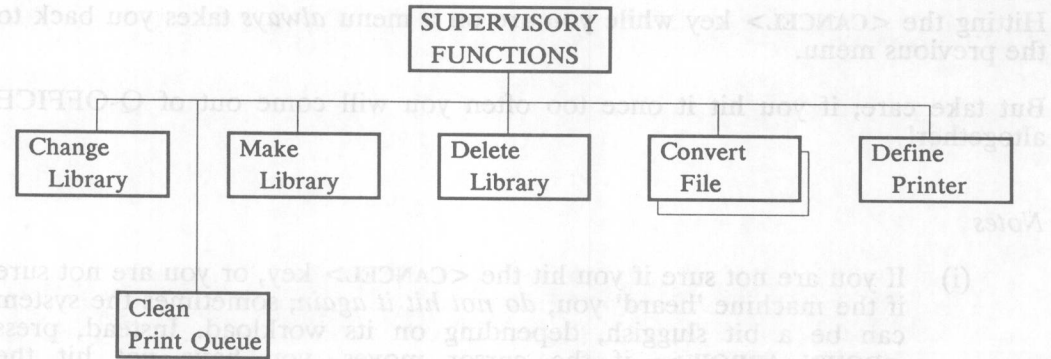


Figure 1.3 The SUPERVISORY FUNCTIONS menu.

1.2 Your terminal

Your terminal is in two parts: screen and keyboard. Q-ONE will work with virtually any terminal and also with PCs using MSDOS. However, terminal screens vary in their display capabilities: the Wyse50 for instance, cannot display reverse video with Q-ONE. Likewise, terminal keyboards vary in their capabilities, particularly in the number of function keys and their positions.

1.2.1 Screen symbols

Every word processing function - <TAB>, <CENTRE>, <RETURN> etc., produces a special control symbol on the screen. These symbols are of course different on different terminals. In this book I have tried to avoid confusion by not using any screen symbols, and to describe the function key instead. This has not always been possible, particularly with regard to the <MERGE ON> and <MERGE OFF> keys used in records processing. I have used « and » to represent these control symbols; you, however, must use the function keys marked <MERGE> or <MRG> and *not* the '<' and '>' keys.

1.2.2 Function keys

Function keys are dedicated word processing keys that perform specific functions. They are written as <FUNCTION>. The two most important function keys in Q-ONE are:

- <CANCEL> This key aborts any operation that has not been confirmed by the <EXECUTE> key. If you are on a menu, it takes you back to the previous menu.
- <EXECUTE> The <EXECUTE> key confirms that you want the specified operation performed. If you are on a menu, it makes the selection which is currently highlighted on the menu.

Function keys are in different places on different keyboards and, because most keyboards do not have sufficient function keys for all the functions in Q-ONE, some require the <CTRL> key (found in the *bottom left* of the keyboard) to be pressed simultaneously with another key. Try to think of the <CTRL> key as another kind of <SHIFT> key.

1.2.3 Keyboard layouts

On the following pages are keyboard layouts for the following terminals:

Wyse 50/60	DEC VT100
Wyse 85	DEC VT220
MSDOS PC	

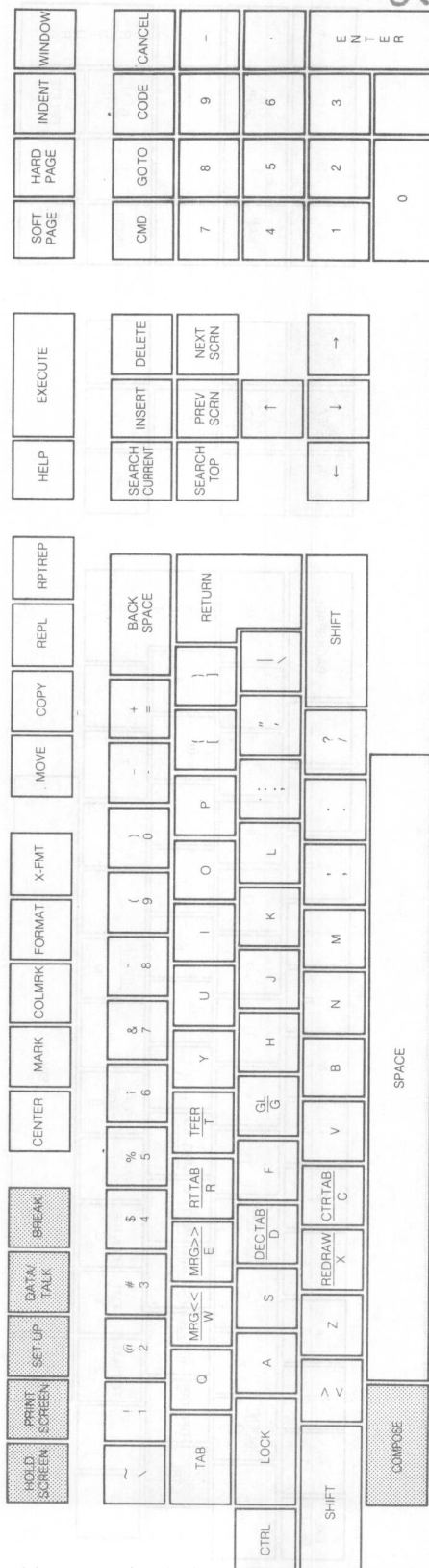
Many others are identical to, or slight variations of these.

Wyse 50/60 Keyboard layout

INDENT	HARD PAGE SOFT	CTR TAB CENTRE	RIGHT TAB DECIMAL	X-FMT FORMAT	MRG>> MRG<<	COL MARK MARK	TRANSFER	TOP SEARCH CURRENT	RPT REPL REPLACE	COPY	MOVE	CMD	WINDOW	CODE	GOTO	SETUP	BREAK
ESC	1 !	2 @	3 #	4 \$	5 %	6 ^	7 &	8 "	9 (0)	+ =	BACK SPACE	CANCEL	7 -	8 /	←	GL HELP
TAB	Q	REDRAW W	E	R	T	Y	U	I	O	P	{ [~ `	EXECUTE	4 _	5 ^	9	-
CTRL	A	S	D	F	G	H	J	K	L	;	" ,	RETURN	PAGE NEXT	6 .	5 ^	6	.
SHIFT	Z	X	C	V	B	N	M	< ,	> .	? /	SHIFT	↑	HOME	1 _	2 ^	3	RETURN
CAPS LOCK	SPACE										 _	BACK SPACE	↓	→	0	.	

Notes

- Do not touch the shaded keys.
- For functions which are underlined, press the <CTRL> key together with the specified key.
- On the Wyse 50, the left arrow key in the cluster of arrows is the same as the <BACKSPACE> key. The *true* <LEFT ARROW> is between the <DELETE> and <GL/HELP> keys. On the Wyse 60 this can be changed – see your supplier.



Notes

- (i) Do not touch the shaded keys.
- (ii) For functions which are underlined, press the <CTRL> key *together with* the specified key.