# CREATING A DOCUMENT

Use this second option from the Main Menu to create a document, a library, or a data information handling file.

## Naming New Documents

### Naming the Document

Multimate gives you the ability to type document name up to 20 characters long. However, only the first 8 characters of the name are used to identify it and must be different from any existing document name on this drive and path.

(Note: Multimate evolved from the dedicated word processing machine by WANG. The WANG machine could manage 20 character filenames, so the feature was passed on to Multimate even though only the first 8 characters are actually used. This is sometimes confusing for new users.)

A list of existing documents are displayed on screen to aid you in selecting a name that does not currently exist. Multimate will not allow you to duplicate names and will produce the message " ... Sorry, that filename is already in use" if it detects duplication.

## Valid Document Name

Filenames can be made up of any combination of the following characters, numbers and punctuation:

Letters A to Z

Numbers 0 to 9

And the characters

! @ # $ % ' ^ & ( ) ‑ \_

You may enter a filename in upper or lower case. You may NOT use SPACES in a filename. There are also some common symbols that DOS uses in commands and therefore won't allow in a filename. Here is a list of forbidden filename characters:

. \* ? < > / \ | , ; : [ ] "

## Modify Document Defaults Screen

Modify Document Defaults Screen ;When this screen appears, it is already filled in with the System Defaults, but you can change the instructions for a particular document. Press the F10 key if you want to proceed without changes to the defaults.

### Allow Widows and Orphans

In word processing, a widow is a single, usually short line which is separated from its related text and appears at the top of a page or a column. An orphan is a line beginning a paragraph which appears at the bottom of page or column. A "Y" entered here will allow Multimate to start a paragraph at the end of a page, or begin a page with the end of a paragraph. An "N" entered here causes Multimate not to allow widows and orphans. Note: If your specify "N", your document could have less lines per page than you specify.

### Automatic Page Breaks

A "Y" entered here causes the system to automatically break at the number specified in the Number of Lines Per Page field on this screen. If you enter an "N", the automatic feature is turned off, and page breaks must be given manually with the [F2] Page Break key.

### Backup Before Edit Document

If you enter a "Y" in this field, Multimate will automatically make a backup copy of your document before you edit it.

## Document Screen Layout

### Status Line

This is the topmost line on your screen which displays the document name, the column, page, and line position of the cursor. There is also a message area at the upper right hand corner of the screen where Multimate prompts will appear.

### Format Line

This is usually the second line on your display. It scrolls up and disappears if there are more than twenty three lines of text under it, but your document is still formatted. A number or letter at the beginning of the format line indicates line spacing such as single, double or half. Tab symbols indicate the column where your text will be aligned if you press the tab or indent key [F4].

The CARRIAGE RETURN (<<) symbol on the right marks the rightmost end of your document.