OverNet Computer Services
## Mechanic helpdesk query

How to keep the formatting when using texts and stories.

This document describes how to put formatting characters into a text or story item and then keep the formatting when inserting the text / story onto an invoice.

Texts and stories work in the same way. This document will only work with texts so apply the same procedures to stories.

SUMMARY: Use spaces to format the text and press Ctrl-ENTER to insert the text instead of just ENTER.

From the text maintenance edit / add screen, (program 5,9,1), the required text is created. It is formatted by inserting enough spaces to continue on to the next line. Also, you can leave blank lines by inserting even more spaces.
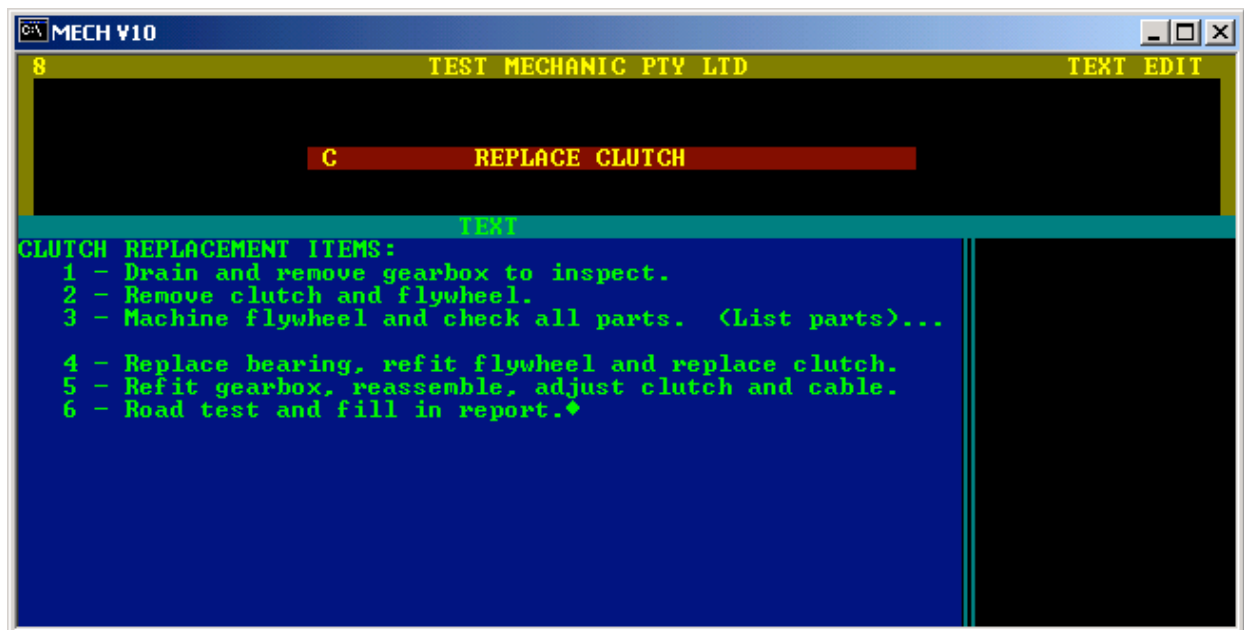
Press F10 to save the text.

NOTE: If you go back into that same text, it will appear to have lost its formatting. But it has not, its just the way its displayed.

From within an invoice, press F3 to list the texts. Arrow down to the required text and press Ctrl-ENTER, (not just ENTER), to insert the text. Ctrl-ENTER is to disable the word-wrapping of the text.

The text will now appear – formatted as it was originally.

NOTE: This method of formatting depends on the number of spaces inserted and therefore, the width of the screen. Because the labour section width is different to the work to be done and sublet and report sections, the text will need a different formatting for each section.