

BC - Word-Processing in the SAPscript Editor



HELP.BCSRVS.CREDIT

Release 4.6C



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BC - Word-Processing in the SAPscript Editor

Getting Started with the SAPscript Editor

SAPscript is the integrated text management system of the SAP R/3 System. You will find that it looks and feels a lot like other leading word-processing systems that you may use on your personal computer.

SAPscript is tightly integrated into the SAP System. You will therefore be using it for many different word-processing tasks all over the SAP System.

This section explains how to start SAPscript and how to enter and format text. Only the basics of word-processing and formatting are covered here. For help with more advanced tasks, see [Editing Documents \[Extern\]](#) and [Previewing and Printing SAPscript Documents \[Seite 16\]](#).



If your frontend operates under the 32bit platform Windows 95 or Windows NT 4.0, you can use the **SAPscript PC editor**. This WYSIWYG editor offers the common mouse functions (drag & drop, cut & paste). In addition, you can execute the most important functions via pushbuttons (paragraph and character formats).

SAPscript Line Editor

[Starting SAPscript \[Extern\]](#)

[The SAPscript Text-Entry Screen \[Extern\]](#)

[Creating and Changing Documents \[Seite 8\]](#)

[Entering and Formatting Text \[Seite 42\]](#)

[Saving a Document \[Seite 10\]](#)

[Deleting a Document \[Seite 11\]](#)

SAPscript PC Editor (32bit Version)

[The PC Editor \[Seite 17\]](#)

Creating and Changing Documents

Creating and Changing Documents

Use

If the R/3 system does not automatically call the editor, you can also create and edit a document manually.

Procedure

1. Choose *Tools* → *SAPscript* → *Standard text*.
The dialog window *Standard text: Request* appears.
2. Enter the following:

Field	Enter
<i>Name</i>	The name of the document.
	You can use letters, numbers, spaces, and any special characters other than * (asterisk) and, (comma) in names. Example: Report on Dayton Project
<i>Text ID</i>	Identifies the application to which the document belongs.
	Leave the ID set to the default value <i>ST</i> for standard text. Standard texts are documents that are not specific to any SAP application, or system texts. The SAP applications have their own text ID's for application-specific documents.
<i>Language</i>	The language under which your document should be stored in the SAP System.
	For example, the system can contain English (E) and German (D) versions of a document. The language key is important only if your document is to be translated. Otherwise, you can leave it set to the default value, the language in which you are logged on.

1. To create a new document, choose *Standard text* → *Create*
2. To edit an existing document, choose *Standard text* → *Change*

Result

You are now in the editor and can type in text, edit it, save it, and so on.

Finding Documents

1. Choose *Tools* → *SAPscript* → *Standard text*.
The dialog window *Standard text: Request* appears.
2. Choose *Standard text* → *Find*.
The dialog window for finding standard texts appears.
3. Use the following search criteria and wildcards:

Search criteria

Field	Note
Text	Text name
Text ID	
Language	This is a required input field.
Short title	See also: Entering a Short Title [Seite 15]
Author	
Creation date	
Creation release	
Last person who changed the document	
Change date	
Change release	

Wildcards

Character	Note
+	Placeholder for any single character in the search string. Example: If you enter the search string m++er in the <i>Author</i> field, the result includes any five-letter names that start with M and end with ER. Search result: Mayer, Meier, Moier, and so on.
*	Generic placeholder for one or more characters in a search string. Examples: If you enter the search string m*r in the <i>Author</i> field, the search result contains any names beginning with M and ending with R. Result: Mor, Moor, Meier, and so on. If you enter the search string me* , the search result contains any names beginning with ME.

4. Choose *Execute*.
A list of the selected documents appears.



If you do not make any other specifications except for the language (for example, "D"), the system searches for all text names.

Saving a Document

Saving a Document

Use

Saving a document stores the document in the SAP database, overwriting any previously existing version.

Procedure

In the editor, choose *Text* → *Save*.



Documents are not automatically saved. Therefore, it is a good idea to save a long document periodically. If you log off the SAP System before saving a SAPscript document, the document is also lost.



You can also save several different versions of a document. Choose *Text* → *Save as* and enter the text name, the text ID, and the language.

Deleting Documents

Procedure

1. Choose Tools → *SAPscript* → *Standard text*.
The dialog window *Standard text: Request* appears.
2. Enter the name of the document you want to delete and choose *Standard text* → *Change*.
3. Choose *Text* → *Delete*.
4. Choose *Back*.

Result

The document has been deleted.



A deleted document cannot be restored!

Paragraph Formats

Definition

You use a paragraph format to lay out the paragraphs of the text entered in the editor.

Use

In the SAPscript editors, you can assign a paragraph format to each paragraph.

However, you define the attributes of the paragraph formats in the form and style. After the definition, you can assign the corresponding style or form to a standard text. If you do not choose a form or style explicitly, the R/3 system assigned the default form SYSTEM. For more information, see the documentation Style and Form Maintenance..

Structure

You use a paragraph format to determine

- the font, the font size, and the font style
- the outline attributes of the paragraphs
- the tabs within the paragraph

Integration

If you want to format only a character string, but no entire paragraph, use the appropriate character format.

Character Formats

Definition

You use character formats to lay out character strings within a text.

Use

In the SAPscript editors, you can assign character formats to character strings.

However, you define the attributes of the character formats in the form and style.. For more information, see the documentation Style and Form Maintenance..

Structure

You use a character format to determine

- the font and the font size
- special attributes of characters, such as superscript or subscript

Integration

If you want to format an entire paragraph, use the appropriate paragraph format.

Inserting Special Characters

Inserting Special Characters

Use

You can insert non-typable characters into your document. All characters defined in the character set the R/3 system is using are available to you.

Procedure

1. Choose *Insert* → *Character*.
2. Position the cursor on the desired character and choose *Choose*.
3. Choose *Continue*.



If your R/3 system is using the standard Western European character set (SAP ID number 1100), then you can insert the currency symbol for the Japanese Yen into your document even if it is not available from your keyboard.

Entering a Short Title

Use

You can enter a short title for a document, which you can later use to find the document

Procedure

1. Choose *Tools* → *SAPscript* → *Standard text*.
The dialog window *Standard text: Request* appears.
2. Choose *Standard text* → *Find*.
3. Enter the corresponding short title and choose *Continue*.

For more information on the search procedure, see [Finding Documents \[Seite 9\]](#).

Previewing and Printing Documents

Previewing

Use

You can display a SAPscript document in formatted form on the screen while you are editing it. In the print preview, you can check line feeds and page breaks and. If necessary, correct them before printing the document

Prerequisites

The text is formatted according to the form and style selected. Includes and symbols are replaced in the preview, and hypertext links are also activated.

Procedure

Choose *Text* → *Print preview*.

Printing Documents

Procedure

1. Choose *Text* → *Print*.
The dialog window *Print: General Standard Text <text name>* appears.
2. Enter the name of the printer to which you want to send the text and the number of copies.
3. In the field *Page selection* determine the pages you want to print. The parameters *n* and *m* symbolize the page numbers you select.

Page selection	Output
No value	Entire text
<i>N</i>	Page <i>n</i>
<i>n,m</i>	Pages <i>n</i> and <i>m</i>
<i>n-m</i>	Pages <i>n</i> to <i>m</i>
<i>n-</i>	From page <i>n</i> to end of text
<i>-m</i>	From 1st page to page <i>m</i>

4. Choose *Print*.
The print command is confirmed by a message.



You can also choose a fax machine as output device.

The PC Editor

Use

You use the PC editor to create and edit texts. These texts you can then print using forms (for example, form letters) or use for creating documents in the R/3 system (for example, orders and material texts).

Integration

The PC editor is entirely downward compatible. You can easily use any texts created with the line editor. The system converts the assigned styles and formats appropriately and provides them as before.

Prerequisites

Platform

On your frontend, either WindowsNT 4.0 or Windows95 must be installed as 32-bit operating system. At present, other platforms are not supported.

Control Files

You need several *.DLL and *.OCX files. When you upload these *.DLL and *.OCX files, the SAP GUI automatically installs this required component.

In a dialog window, you can determine whether to automatically update this component.

Functionality

You can edit texts in the PC editor as you would edit documents in any current word processing system.

Among others, the PC editor provides the following functions:

- Cutting and pasting texts
- Directly assigning paragraph and character formats via pushbuttons in the application toolbar
- Displaying all applied paragraph and character formats WYSIWYG, for example, bold face, justified text, different font sizes
- Inserting special text structures (text elements, symbols, and commands)
- Integrated syntax check for the inserted commands to avoid input errors

Activities

The R/3 system automatically calls the PC editor in the corresponding application.

To switch to the line editor, in the PC editor choose *Settings* → *Editor mode*.

Editing Text

Editing Text

To edit texts, proceed as follows

Function	Procedure
Mark text	Keep the left mouse button pressed and drag the mouse over the text you want to mark.
Cut text	Mark the text. Choose <i>Edit</i> → <i>Selected area</i> → <i>Cut</i> .
Copy text	Mark the text. Choose <i>Edit</i> → <i>Selected area</i> → <i>Copy</i> .
Insert (paste) text	Choose <i>Edit</i> → <i>Paste</i> .
Display paragraph tags	Choose <i>Format</i> → <i>Paragraph on/off</i> .
Create new paragraph	Choose <i>Continue</i> .
Assign paragraph format	Position the cursor on the desired paragraph. Choose <i>Format</i> → <i>Paragraph</i> . Position the cursor on the number of the paragraph format and choose <i>Continue</i> . The paragraph format you select overwrites the previously assigned format.
Set tab	Set the tab positions with the tab key of your keyboard. The positions depend on the definitions in the assigned style or form. They are at once visible.
Soft carriage return	Choose <i>Shift+Continue</i> .
Assign character format	Mark the desired character string. Choose <i>Format</i> → <i>Character</i> . Position the cursor on the number of the character format and choose <i>Continue</i> . The character format you select enhances the previously assigned format.
Reset character formats	The system resets all character formats. Mark the formatted character string. Choose <i>Edit</i> → <i>Reset character formats</i> .

Including Texts

Use

You can include standard texts, texts of the online documentation, and hypertext modules into your document. You can include texts directly and by reference.

When including text directly, the text is inserted in the editor in formatted form. You can then edit it further.

To include a text by reference, use the INCLUDE statement. The system does not display the text in the editor. Only if you print or preview the text, does the system include the most up-to-date version of the text.

Procedure

Including Standard Text

1. Choose *Include* → *Text* → *Standard*.
The dialog window for including text appears.
2. Enter the text name, the text ID, and the language. To include the text directly, select *Expand immediately*.
3. Choose *Continue*.

Including Online Documentation

1. Choose *Include* → *Text* → *Documentation*.
The dialog window for including text appears.
2. Enter the text name, the text ID, and the language. To include the text directly, select *Expand immediately*.
3. Choose *Continue*.

Including Hypertext Modules

1. Choose *Include* → *Text* → *Hypertext*.
The dialog window for including text appears.
2. Enter the text name, the text ID, and the language. To include the text directly, select *Expand immediately*.
3. Choose *Continue*.

Expanding Text Included by Reference

1. Select the INCLUDE command line.
2. Choose *Edit* → *Selected area* → *Expand INCLUDE*.
The system includes the text directly.



After expanding the text, the reference no longer exists.

Including Symbols

Including Symbols

Use

You can use symbols to insert program and system data as well as existing texts into your document.

SAPscript supports four types of symbols:

- Text symbols
- Program symbols
- Standard symbols
- System symbols

Integration

To include and change symbols, you can also use the function *Insert command*. If you know the symbol names, you can enter them directly in the dialog window *Create additional information*.

Functionality

Text Symbols

You define text symbols locally in your document.

You use text symbols to define recurring terms or text fragments in your document. In the document, you then use the defined symbol to insert the terms or text fragments at the desired places.

Program Symbols

The values of program symbols come from the tables of programs.

You use either the print program needed to provide the data for the SAPscript document to be printed or data defined globally in programs. The tables must exist in the ABAP Dictionary.

Standard Symbols

The standard symbols are maintained in the SAPscript table TTDTG; they are globally available to all SAPscript documents.

Standard symbols are language-dependent. The form processor replaces the symbol in the language you chose for the document. If the symbol does not exist in this language, the system does not print the symbols.



The symbol &SGDH& contains the text "Dear Madam and Sir".

System Symbols

System symbols come from global system variables.

List of system symbols

System symbol	Description
DATE	Current date
DAY	Day of current date
DEVICE	Ourput device: PRINTER, SCREEN, TELEX, FAX

HOURS	Hours of current time
MINUTES	Minutes of current time
MONTH	Month of current date
NAME_OF_MONTH	Name of the month of current date
NEXTPAGE	Number of the next page
PAGE	Page number of a SAPscript text
SECONDS	Seconds of current time
SPACE	Blank character
TIME	Current time
ULINE	Underscore
VLINE	Vertical line
YEAR	Year of current date

Activities

You can insert the symbols anywhere in the text. When printing or displaying the print preview of the document, the form processor replaces the symbol name with the current symbol value.

Inserting Text Symbols

Inserting Text Symbols

Procedure

Inserting a Text Symbol

1. Choose *Insert* → *Symbols* → *Text*.
2. Place the cursor on the desired text symbol.
3. Choose *Choose*.
4. The system inserts the text symbol.

Editing the Value of a Text Symbol

1. Choose *Insert* → *Symbols* → *Text*.
2. Choose *Edit value bearbeiten*.
The dialog window *Value definition for symbol <text symbol>* appears.
3. Enter the appropriate value definition.
4. Choose *Continue*.
In the dialog window *Text symbols* the specified value appears after the name of the text symbol.
5. Choose *Continue*.

Deleting all Text Symbol Values

1. Choose *Insert* → *Symbols* → *Text*.
2. Choose *Delete all values*.
The system deletes all defined values.
3. Choose *Continue*.

Using Formatting Options for Text Symbols

1. Choose *Insert* → *Symbols* → *Text*.
2. Choose *Options*.
The dialog window *Formatting options for <text symbol>* appears.
3. Fill in the fields.
4. Choose *Continue*.
5. Choose *Continue*.
The system executes the selected formatting option.

Inserting Program Symbols

Choose *Insert* → *Symbols* → *Program symbols*.

1. If no program is selected, choose *Append print program*.
The dialog window *Append print program to form* appears.
Enter the desired print program.
Choose *Copy*.
2. Select a print program.
3. Choose *DDIC fields* or *Global data*.
A list of the fields appears.
4. Select the desired field.
5. Choose *Continue*.
The system inserts the program symbol.

Inserting Standard Symbols

Inserting Standard Symbols

1. Choose *Insert* → *Symbols* → Standard.
The dialog window Standard Symbols in Language <language> appears.
2. Select the desired standard symbol.
3. If you want to use the formatting options for standard symbols, choose Options. Fill in the respective fields and choose *Continue*.
4. Choose *Choose*.
The system inserts the standard symbol.

Inserting System Symbols

1. Choose *Insert* → *Symbols* → *System*.
The dialog window System Symbols: Tables appears.
2. Select the desired table.
3. Choose *Choose*.
The dialog window System Symbols: Fields from <table> appears.
4. Select the desired field.
5. If you want to use the formatting options for system symbols, choose *Options*. Fill in the fields and choose *Continue*.
6. Choose *Choose*.
The system inserts the field.

Starting the PC Editor Manually

Starting the PC Editor Manually

Procedure

1. Choose *Tools* → *SAPscript* → *Standard text*.
The dialog window *Standard text: Requests* appears.
2. Choose *Settings* → *PC editor*.
The dialog window *SAPscript-Editor: Settings* appear. If the line editor is marked, unmark it.
3. Choose *Continue*.
4. Enter a text name. Choose *Standard text* → *Create*.

Result

The PC editor starts.

Creating Additional Information

Use

Additional information consists of symbols, control commands, text elements, comments, SAP characters and links. The PC editor displays them in a different color and read-only.

Procedure

Creating Additional Information

1. Choose *Edit* → *Insert command*.
The dialog window *Create additional information* appears.
2. Select the desired additional information.
 - Symbols
Enter the symbol name of a text symbol, a program symbol, a standard symbol, or a system symbol in the form `&symbolname&`.
For more information, see [Including Symbols \[Seite 20\]](#) and [SAPscript Symbols \[Extern\]](#).
 - Command
Enter the command name in the form `&commandname&`.
For more information, see [SAPscript Control Statements \[Extern\]](#).
 - Text element
Enter the name of the text element.
For more information, see [Text Elements \[Extern\]](#).
 - Comment
Enter the desired comment.
 - SAP character
Enter the number of the SAP character.
 - Link
Enter the character format, the key, and the text of the link.
3. Choose *Continue*.
The system includes the additional information in the PC editor.

Changing Additional Information

1. Double-click on the additional information in the PC editor to select it.
2. Choose *Edit* → *Change command*.
The dialog window *Change additional information* appears.
3. Change the additional information.
4. Choose *Continue*.

Deleting Additional Information

1. Double-click on the additional information in the PC editor to select it.
2. Choose *Edit* → *Delete command*.
The additional information is deleted.

Using Clipboards

Using Clipboards

You can use four types of clipboards for cutting and copying text.

The SAPscript Clipboard

Use

Use the SAPscript clipboard for copying text within or between SAPscript documents.

Prerequisites

You can use the SAPscript clipboard only within one R/3 system and one client.

Procedure

1. To mark the text, choose *Edit* → *Select*.
2. To copy to and from the clipboard, choose *Edit* → *Selected area* → *Copy* or *Edit* → *Selected area* → *Cut*, and *Edit* → *Paste*.

SAPscript User Clipboards

Use

Use the SAPscript user clipboards to copy "permanent" text areas. The "permanent text" is kept in the clipboard until you overwrite it, even if you log off or restart the R/3 system.

Prerequisites

You can use the SAPscript user clipboards only within one R/3 system and one client.

Procedure

1. Choose *Edit* → *Select* to mark the text.
2. Choose *Edit* → *Selected area* → *Copy to user clipboard*
3. Select one of the five available clipboards.
4. To insert the text, choose *Insert* → *Clipboard* → *User clipboard* and select the appropriate clipboard.



You can edit the contents of the SAPscript user clipboards. Choose *Goto* → *User clipboard* to open a normal SAPscript text entry session for the contents of one of the clipboards.

ABAP Editor Clipboards

Use

You use the ABAP editor clipboards for copying blocks of text from the ABAP editor to the line editor.

Prerequisites

You can use the clipboards of the ABAP editor only in one R/3 system and one client.

Procedure

1. To mark text in the ABAP editor, use the line commands *XX*, *YY*, or *ZZ*.

Each command writes to a different clipboard. It must be used in pairs, for example, XX <text to mark> XX.

2. To insert the text in the line editor, choose *Insert* → *Clipboard* → *Line editor*.
3. Select the appropriate clipboard.

PC or Workstation Clipboard

Use

Use the PC or workstation clipboard for copying text

- Between SAPscript documents when you cannot use a SAPscript clipboard.
- Between SAPscript and other programs running at your PC or workstation.
- From SAPscript to the ABAP editor (small blocks of text only).

Prerequisites

If you want to copy texts from external programs into SAPscript, you may have to do it line by line. Text areas that exceed one line are not inserted correctly in SAPscript. However, from ASCII editors such as Microsoft Notepad, these text areas are inserted correctly.

If you copy a text area from an external program into SAPscript, paragraph and character formats are not included.

Procedure

1. Mark the text by dragging the cursor.
In a Microsoft Windows PC, switch to select mode first by pressing `CTRL` and `Y`.
2. Choose `CTRL C` (*Copy*) or `CTRL X` (*Cut*) to copy from SAPscript to the clipboard.
3. Paste the clipboard contents into SAPscript with *Insert* → *Clipboard* → *Clipboard* (or use the hot key `CTRL-V` for *Paste*).

The paragraph formatting in a SAPscript text is correctly copied into the new SAPscript window. Blocks of SAPscript text or editor text that extend beyond the end of the SAPscript screen are correctly inserted too.

Finding and Replacing

Finding and Replacing

Use

You can find and replace words and character strings in the PC editor.

Prerequisites

This function affects the text located between the cursor position and the beginning or end of the text, depending on the search direction you choose.

Procedure

Finding Text

1. Choose *Edit* → *Find*.
2. Enter the desired search term and select the appropriate options.
3. Choose *Find*.
If the search term exists in the text, the system positions the cursor on it.

Finding and Replacing Text

1. Choose *Edit* → *Replace*.
2. Enter the search term and the replacement term and select the desired options.
3. Choose *Replace all*.
If the search term exists in the text, the system replaces it throughout the text by the replacement term.
4. Choose *Replace*. Select the desired option.

Deleting Words and Character Strings Using a Search Term

1. Choose *Edit* → *Replace*.
2. Enter the search term and select the appropriate options.
3. Choose *Replace all*.
The system deletes the search term throughout the text.

Setting a Page Break Manually

Use

If you insert a page break, the page layout of the new page is determined by the form, which may contain several different page layouts. Enter the name of the desired page layout after the NEW-PAGE statement. Choose *Format* → *Page* to display a page layouts available.

Procedure

1. Choose *Edit* → *Insert command*.
The dialog box for entering additional information appears.
2. Enter NEW-PAGE or NEW-PAGE <page layout>.
3. Choose *Continue*.



The form you use for your document defines a page layout called NEW-SECTION. The following command then starts a new page in your document. The page is laid out according to the design specified in the form under NEW-SECTION.

```
NEW-PAGE NEW-SECTION
```

For more information, see [Explicit Page Break: NEW-PAGE \[Extern\]](#).

Numbering and Marking Headings and Paragraphs

Numbering and Marking Headings and Paragraphs

Use

You can number the headings and other paragraph types in your text or mark them in another way. You can create a numerical hierarchy of your paragraphs and, for example, categorize your headings as level 1, 2, and 3 and number them as follows: 1; 1.1; 1.1.1; 1.2 and so on.

Functionality

You have these outline options:

- Letters
- Digits
- Fixed characters, such as *, o, =, -, and so on.

Digits can be Roman or Arabic; letters can be uppercase or lowercase.

You determine the outline options for a certain paragraph format. SAPscript then automatically numbers the paragraphs consecutively or inserts the set fixed characters in front of the paragraphs.

Fixed characters can consist of several characters and contain right or left delimiters. When chaining several numbered paragraphs (for example of different levels), SAPscript uses a period to separate the paragraph level numbers.



Delimiter: a) - (a) - a. ...

Chaining: 1.1 - 1.1.1 - 1.2 - 1.2.1...

The outline functions in the PC editor are displayed only in print preview or when actually printing.

Activities

Resetting the Numbering

1. Choose *Edit* → *Insert command*.
The dialog window for inserting additional information appears.
2. Enter the statement RESET <paragraph format>.
3. Choose *Continue*.

For more information, see [Resetting Paragraph Numbering \[Extern\]](#).

Tabs and Tables

Setting Tabs

Define the tab positions within a paragraph in the paragraph format definition in the style or form you are using. If the paragraph format does not define any tabs, then the tab positions defined in the dialog box *Change form header* under *Basic settings* are used.

Creating Tables

1. Select one of the predefined paragraph formats for tables, if available, in your style or form.
Since tables in SAPscript are laid out using tabs, a paragraph format for a table usually defines the correct tab settings for the table.
2. Enter and format the table header. (Your style or form may provide a special paragraph format for the header, which already includes any special formatting.)
3. Enter and format the text for the table columns. You must ensure that the text for each column fits into the column. Enter one or more tabs to separate the text of one column from that of the next. Use the tab key on your keyboard.
4. Choose *Text* → *Print Preview* to check whether you have correctly laid out the text for the table.

The Line Editor

The Line Editor

Use

You use the line editor to create and edit texts. You need these texts when printing forms (for example, form letters) or when creating documents in the R/3 system (for example, orders and material texts).

Integration

You can easily use texts created with the PC editor. The system converts the assigned formats and styles appropriately and provides them as before.

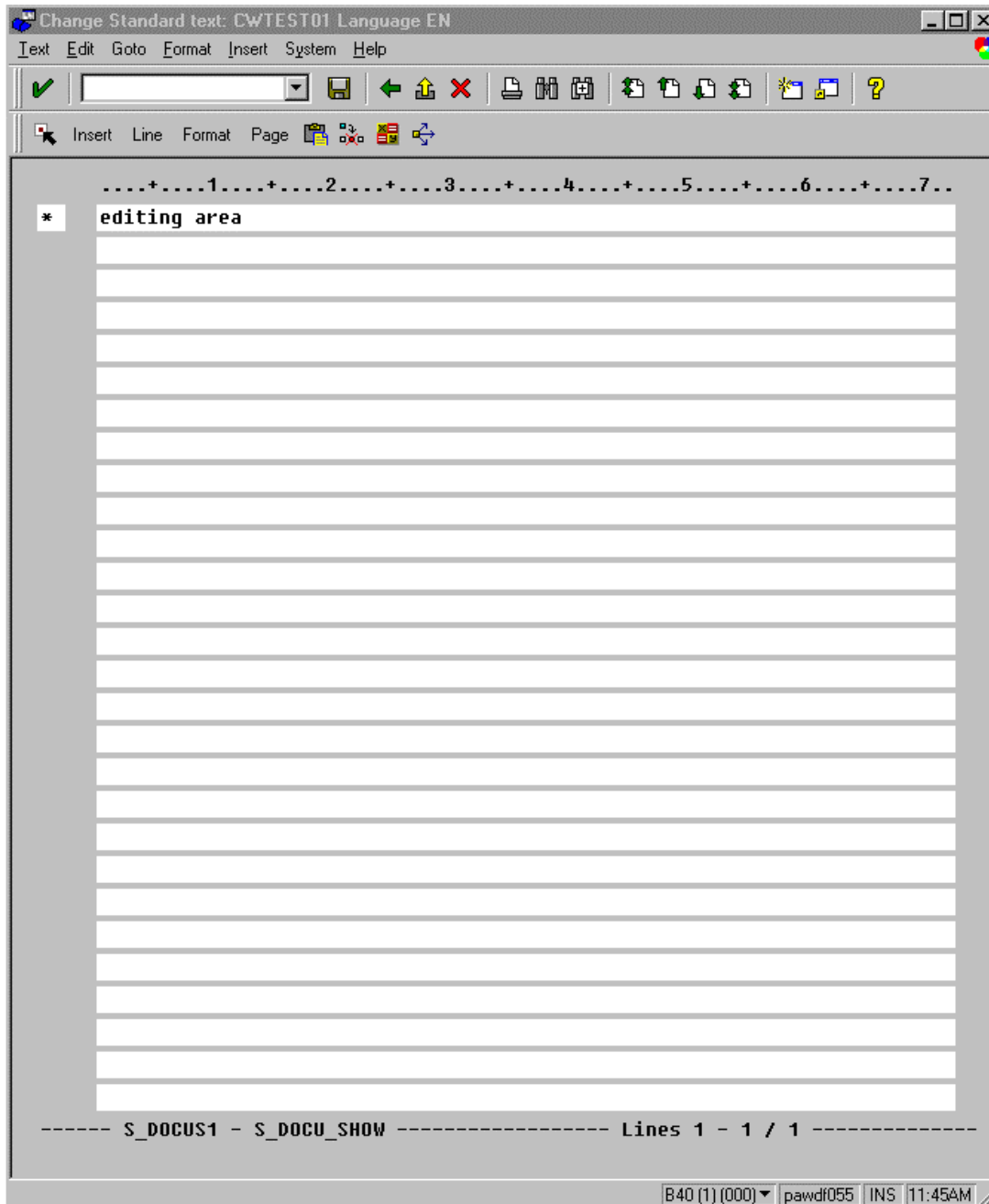
Activities

To switch to the PC editor, choose *Goto* → *Editor mode*.

Line Editor Screen

Below you see the text-entry screen of the SAPscript line editor. The most important areas are:

- The format column, at the left of the editing area.
In this column, you can specify paragraph formats and activate special types of formatting, such as interpreting SAPscript commands.
- Input lines for entering your text.



Title Bar

The title bar contains the following information on the current document:

- Mode:
 - *Display*
 - *Change*
 - *Select*.
Select appears when you select a block of text. For more information, see [Marking Text \[Seite 47\]](#).
- Name of the document, in this example JH_TEST_01.
- Language in which the document is stored, in this example DE.

Ruler**Ruler**

The ruler shows the number of characters you have typed in. The standard line length in the line editor is 72 characters.

If you encounter “long lines” in the line editor, you can shift the display to the left and right to edit the lines. The ruler then helps to remind you whether you are in the left half of a line (1-72) or in the right half (number higher than 72).

Format Tag Column

In the format tag column, enter paragraph formatting tags and formatting commands. The paragraph formatting tag determines how a paragraph is displayed or printed. You use formatting commands to enter command and comment lines. For a list of all formatting tags and commands available, choose the *Possible entries* pushbutton.



The text shown in the line editor is formatted as “A” paragraph, which is the standard paragraph format of the S_OFFICE style. An * asterisk marks the standard paragraph in a style or form.

Text Entry Area

Text Entry Area

Type your text into the text entry lines. You can type continuously: SAPscript fills your text using a line length of 72 characters as soon as you choose `ENTER` or a function.

To enter text in the line editor continuously, the checkbox *Automatic tab at field end* must be marked. For more information on setting automatic tabbing, see [Setting Automatic Tabbing \[Extern\]](#) and [Entering Text \[Seite 43\]](#).

Note that the line editor's text filling has no influence on the final appearance of the text. Your text is formatted no earlier than at the time it is displayed or printed. For more information, see [Previewing and Printing SAPscript Documents \[Seite 16\]](#).

SAPscript Status Line

The status line shows information about the document:

- The style selected for the document, if any. In the example screen, the style is **S_OFFICE**.
- The form selected for the document. In the example screen, the form is **SYSTEM**, the default form.
- The numbers of the lines of text that you currently see on the screen followed by the total number of lines of text in the document. In the example screen, the first line is displayed (**Lines 1 - 1**) and the document length is 1 line (**/1**).

If you select a block of text, then the status line shows the start and end of the selected block instead of the style and form. The status line also shows the most recently used paragraph and character formats.

Entering and Formatting Text

Use

Entering and formatting text in the line editor is different from WYSIWYG word-processing programs on a PC. The main difference is that the text you enter in the line editor is not in its final format. Instead, formatting is applied to a text only when a document is printed, print-previewed, or displayed.

Entering Text

Prerequisites

If the cursor sticks at the end of a line instead of jumping to the next line

1. Click the *SAPGUI options* symbol at the upper right corner of your SAP screen and choose *Options*.
2. In the *Cursor* table, mark *Automatic tab at field end*.

Procedure

Enter your text continuously into the text lines of the line editor. At the end of a line, the cursor automatically jumps to the beginning of the next line.

If you press `ENTER`, or control returns to SAPscript for another reason, SAPscript fills the text in lines that fit the width of the editing screen. It automatically rejoins words that were broken by the line feed.

Do not worry if the line feeds that SAPscript inserts are not where you want them to. The final text-filling and line-feeding takes place only when you print or display the text.

Inserting Text

Inserting Text

Prerequisites

To toggle in the line editor between overwrite and insert mode, use the Insert key on your keyboard. In insert mode, you can type text anywhere into your document.

In the line editor, however, you can insert text by directly typing it in only up to the end of the current line in the text entry area.

To insert more text than will fit in the current line, you can switch the line editor into a special insertion mode. In this insertion mode, you can type text into your document just as in normal text entry mode (for more information, see [Entering Text \[Seite 43\]](#)).

Procedure

1. Position the cursor at the place where you want to insert text.
2. Start the special insertion mode by choosing *Insert*.
SAPscript opens several new lines at the cursor position for inserting your text. The end of the insertion window is shown by two periods in the format tag column.
3. Enter the new text.
If you run out of space while entering your new text, choose *Format*. SAPscript fills the text that you have entered and opens up additional lines for inserting more text.
SAPscript also adds more insert lines if you create a new paragraph in the inserted text with the `ENTER` key.
4. End the insertion procedure with *End insertion*, *Back*, or *Cancel*.
SAPscript deletes any unused insert lines, removes the two periods from the format tag column, and leaves the cursor at the end of the newly inserted text.

Formatting Text

Prerequisites

Styles and Forms: SAPscript contains a basic set of “built-in” paragraph and character formats in the default form SYSTEM. If you use SYSTEM, you can always use the **Block**, **Centered**, and **Left-justified** paragraph formats.

A style contains a larger set of paragraph and character formats, from which you can choose. A form contains the “page design” for your document (letter, check, invoice, and so on). A form may contain character and paragraph formats, as well.

If SAPscript was started for you automatically, the correct style and form for the document you are working on has probably already been selected.

If you started SAPscript yourself, then you should pick out the style that you want to use. Leave the default form SYSTEM unchanged.

For more information, see [Styles and Forms \[Seite 84\]](#).

Procedure

Formatting Paragraphs

1. Enter the paragraph formatting tag into the format tag column.

For a list of available formats choose *Format* → *Paragraph*. The format you choose applies to the entire paragraph, no matter where the cursor is positioned in the paragraph.

An asterisk * in the format column shows that a paragraph is to be formatted with whatever the default paragraph format is. The default format is specified in the style or form assigned to your document.

Formatting Characters

To format one or more characters, enclose the characters in character formatting tags:

1. Mark the character(s) that you want to format. If you want to format an entire word, just put the cursor in the word. You do not need to mark the word.

You can apply a continuous character format only within a single paragraph. To format a character string that crosses to another paragraph, apply the character format separately to each part of the string.

For more information, see [Marking Text \[Seite 47\]](#).

2. To get a list of the available formats, choose *Format* → *Character*.
3. In the dialog window, double-click on the desired character format.

SAPscript enters the “<>” tags for the format around the text you marked. If you have not marked any text, the tags are inserted into the text at the cursor position. You can then type the text that is to be formatted within the format start <nn> and format end </> tags.

You can enclose as many characters as you want in character tags, even several lines of one paragraph.

Your character formatting overrides any character formatting applied by the paragraph formats.



`<K>Cursive text</>` tells SAPscript to format the phrase like this: *Cursive text*. (In online display, the text may instead be highlighted with a different color or intensity.)

Marking Text

Prerequisites

You must mark text before you can carry out operations like *Cut* or *Copy*.

Procedure

Marking text

1. Position the cursor before the first character of the block of text.
2. Choose *Select* or double click with the cursor.
3. Position the cursor before the last character of the block of text.
4. Choose *Select* or do a double click again.

The lines that contain the marked text are highlighted and can now be processed further.

You can see the beginning and ending of the marked text in the status line at the bottom of the screen.

Marking a Word

To mark a word, put the cursor anywhere in the word and either click twice or choose *Select*.

Marking a Line

To mark exactly one line, position the cursor in the format tag column before the line in question. Choose *Select* once.

Marking a Paragraph

To mark a complete paragraph, position the cursor in the format tag column of the paragraph in question. Double click on the format twice or double click on *Select*.

Marking an Entire Document

To mark all of a document, position the cursor in the format tag column and click three times on *Select*.

Extending a Selection

To add more text to a marked block, put the cursor outside the block at the required position and choose *Select*.

Reducing a Selection

To shorten a marked block, put the cursor within the block at the required position and choose *Select*. You can shorten a marked block only from the end of the block.

Undoing a Selection

Choose *Cancel* or *Back*.

Marking Text for the PC or Workstation Clipboard

For operations using the PC or workstation clipboard, mark text with the mouse.

Under UNIX,

1. Hold down the left mouse button.
2. Pull the mouse to mark an area.
3. Cut and paste the marked text using the workstation hot keys.

Under Microsoft Windows,

1. Press CTRL-Y to switch the SAP frontend software into select mode.

Marking Text

2. Hold down the left mouse button.
3. Pull the mouse to mark an area.
4. Cut and paste the marked text using the Windows hot keys: CTRL C for *Copy*; CTRL X for *Cut*; CTRL V for *Paste*.

Cutting, Copying, and Pasting Text

You can rearrange text in your documents by cutting, copying and pasting it: After marking the text, buttons for all three functions appear on the SAPscript text-entry screen. You can also reach these functions by choosing *Edit*.

- **Cut.** Cutting removes a marked block of text from your document and copies it to a clipboard.
- **Copy.** Copying copies a marked block of text to a clipboard.
- **Paste.** Pasting inserts text from a clipboard in your document at the cursor position.

For information on the clipboards available to SAPscript, see [Using Clipboards \[Seite 54\]](#). For information on marking text, see [Marking Text \[Seite 47\]](#).

You can always retrieve the block of text last stored in the clipboard and

- Insert it into the document at another position.
- Insert it into the document at several positions.
- Insert it into one or more documents.



- Only one clipboard is available for each user per client.
- You can reinsert a block of text accidentally cut from your document as long as it has not been overwritten in the clipboard.
- You cannot retrieve text you deleted using the backspace key, the delete key (DEL), or the SAPscript *Delete* function key.

Deleting Text

Deleting Text

Prerequisites

As in most other word-processing programs, you can delete text in the line editor with the backspace and delete keys. This topic describes additional delete functions offered by SAPscript.

Procedure

Deleting Extra Blanks

If your document contains sequences of more than one blank space, you can delete the superfluous blank spaces with the *Compress* command.

1. Mark the text from which you want to remove superfluous blanks.
2. Choose *Edit* → *Selected area* → *Compress*.

All strings of consecutive blank spaces are compressed into a single space.



Compress does not observe the American formatting rule that two spaces should follow a period ending a sentence. If you compress text that includes sentence ends, then you will need to re-insert the second space at the end of each sentence.

Deleting Text Without Overwriting the Clipboard

To delete text without overwriting the contents of the SAPscript clipboard,

1. Mark the text you want to delete.
2. Choose *Delete*.

The selected text is deleted and cannot be reinserted in your document.

Deleting Formats

Deleting paragraph formats

1. Put the cursor on the paragraph format in the format tag column.
2. Delete the format or type it over with blank spaces.
3. Choose *Format* to delete the paragraph format and add the text, if any, to the previous paragraph.

Deleting Character Formats

To delete a character format, delete the angle bracket tags that apply the format.



`<ZK>sample text</>` applies italics formatting to “sample text”:

Remove the italics formatting by deleting `<ZK>` and `</>`. Be sure to remove both the start and end markers of the format. Leaving the end tag `</>` can cause unexpected formatting errors.

Merging and Splitting Paragraphs

Merging and Splitting Paragraphs

In the line editor, you can merge two or more paragraphs into one paragraph. You can also split a paragraph into two or more paragraphs.

Merging Consecutive Paragraphs

1. Delete the paragraph tag in the format column of the second paragraph.
2. Choose *Format*.

The text of the second paragraph is added to the preceding paragraph. The paragraph format of the first paragraph applies to this newly created paragraph. If you delete the paragraph tag of several consecutive paragraphs, they are all added to the first paragraph.

Merging Non-Consecutive Paragraphs

1. Mark the text – but not the paragraph tag – of the paragraph you want to add to or insert into another paragraph.
2. Copy it to the clipboard with *Cut*.
3. Use the Backspace key to delete the paragraph tag of the now empty paragraph.
The blank line disappears automatically the next time you choose *Format* or any other SAPscript function.
4. Place the cursor on the target position and insert the text into the target paragraph with *Edit* → *Paste*.



Be sure to insert your text from the clipboard before you cut or copy another text. Any new cut or copy operation overwrites the contents of the clipboard.

Splitting a Paragraph

1. Put the cursor before the first character of the new paragraph.
2. Choose *Continue* to insert a second paragraph tag.
The new paragraph tag is taken from the original paragraph. You can enter a new paragraph format if required.

Moving Around in the Line Editor

In the line editor, you can scroll or position the cursor on a specific line number.

Scrolling

Use the scroll buttons or the slider bar in the SAP window to scroll forwards and backwards in the line editor. If you scroll ahead by one screen page, then the next screen page starts with the line on which the cursor is positioned.

You can also scroll horizontally in a text with `F20` *Page left/right*.

Going to a Particular Line

To go to a particular line in your document, choose *Edit* → *Position* and specify the desired line number. In the line editor, this line then appears at the top of the screen. SAPscript puts the cursor on the line.

Using Clipboards

Using Clipboards

You can use four types of clipboards for cutting and copying text in SAPscript.

The SAPscript Clipboard

Use

Use the SAPscript clipboard for copying text within one or between different SAPscript documents.

Prerequisites

You can use the SAPscript clipboard only within a single R/3 system and client.

Procedure

1. Choose *Edit* → *Select* to select the text.
2. Choose *Edit* → *Selected area* → *Copy* or *Edit* → *Selected area* → *Cut* and *Edit* → *Paste* to copy text to the clipboard and to reinsert it.

SAPscript User Clipboards

Use

You use the SAPscript user clipboard to copy "permanent" text areas. The "permanent" text persists in the clipboard until you overwrite it, even if you log off or the SAP System is restarted.

Prerequisites

You can use the SAPscript user clipboard only within a single R/3 system and client.

Procedure

1. Choose *Edit* → *Select* to select the text.
2. Choose *Edit* → *Selected area* → *Copy to user clipboard* and choose one of the five available clipboards.
3. To insert the text, choose *Include* → *Clipboard* → *User clipboard* and the desired clipboard.



You can edit the contents of user clipboards. Choose *Goto* → *User clipboard* to open a normal SAPscript text entry session for the contents of one of the clipboards.

ABAP Editor Clipboard

Use

Use the ABAP editor clipboard for copying blocks of text from the ABAP editor to the line editor.

Prerequisites

You can use the ABAP editor clipboard only within a single R/3 system and client.

Procedure

4. To mark text in the ABAP editor, use the line commands XX, YY, or ZZ. Each command copies text to a different clipboard. It must be used in pairs, for example, XX <text to mark> XX.
5. To insert the text into the line editor, choose *Include* → *Clipboard* → *Line editor* and choose the appropriate clipboard.

PC or Workstation Clipboard

Use

Use the PC or workstation clipboard for copying text

- Between SAPscript documents when you cannot use a SAPscript clipboard.
- Between SAPscript and other programs running at your PC or workstation.
- From SAPscript to the ABAP editor (small blocks of text only).

Prerequisites

You may have to copy text from external programs line by line, since text areas exceeding one line are not correctly pasted into SAPscript. However, from ASCII editors, such as Microsoft Notepad, these text areas are copied correctly.

If you paste a text area from an external program into SAPscript, the paragraph and character formats are not copied.

Procedure

4. Mark the text by pulling the cursor.
In a Microsoft Windows PC, press `CTRL` and `Y` first to switch to select mode.
5. Choose `CTRL C` (*Copy*) or `CTRL X` (*Cut*) to copy from SAPscript to the clipboard.
6. Choose *Include* → *Clipboard* → *Clipboard* to paste the clipboard contents into SAPscript.
The paragraph formatting in a SAPscript text is correctly copied into the new SAPscript window. Blocks of SAPscript text or editor text that extend beyond the end of the SAPscript screen are correctly inserted, too You can also use the hot key `STRG-V` (*Paste*).

Finding and Replacing

Finding and Replacing

Use

You can search for and replace both text in the text entry area and paragraph formats in the format tag column.

Procedure

- To search or replace, choose *Edit → Find* or *Edit → Replace*. A search or replace action affects the text between the cursor position and the start or end of the document, depending upon the direction you choose.
- To accept all replacements without check, choose *Replace all*.
- To check each replacement, choose *Confirm replace*.
In this case, you must choose *Replace* to carry out a replacement and *Search forward* or *Search backward* to continue the operation.
- To repeat a search, choose *Search forward* or *Search backward*.

Including Blanks at the End of a Search or Replacement Term

A search or replacement term usually ends with the last non-blank character. However, if you need to include blanks at the end of the search or replacement term, enclose the entire term in inverted commas.



Search term = 'house '

The system searches for the term house with one blank at the end.

If a term that is enclosed in inverted commas already contains an inverted comma, enter this inverted comma twice.



Search term = 'SAP''s R/3 System '

Using *Replace* to Delete a Search Term

As in other word-processors, you can use *Replace* to delete a search term. Simply replace the term with an empty string. To specify an empty string as the replacement term, enter two successive inverted commas ("").



If you enter the search term 'house ' and the replacement term "", then the string **house<space character>** will be deleted from your text.

Setting Breaks Manually

Use

You can insert line feeds, page breaks, and blank lines manually into your document.

When you insert a line feed or blank line, the attributes of the paragraph format and any active character format remain in effect.

When you insert a page break, the form determines the page design for the new page. A form may define several different page designs. You can pick one of these page designs for your new page by name:

1. To see a list of the available page designs, choose *Format* → *Pages*.
2. After NEW-PAGE, specify the page name.



The form you use for your document defines a page layout called NEW-SECTION. The following command then starts a new page in your document. The page is laid out according to the design specified in the form under NEW-SECTION.

/: NEW-PAGE NEW-SECTION

For more information, see [Explicit Page Break: NEW-PAGE \[Extern\]](#).

Procedure

Function	Procedure
Manual line feed	Enter the paragraph tag / into the format tag column (followed by the text in the text input line). When output, the text in the input line appears in a new line.
Manual page break	Choose <i>Page</i> . The command /: NEW-PAGE is inserted into your text.
Blank line	Enter the paragraph tag / into the format tag column (without text in the text input line) When output, a blank line is inserted.
Delete format settings	Delete the appropriate paragraph tag in the format tag column and choose <i>Edit</i> → <i>Format</i> .

Suppressing Text Formatting

Suppressing Text Formatting

You can suppress formatting of particular lines of text or text strings in the line editor or in the output. The following sections show what formatting you can suppress.

Suppressing Automatic Blanks When Lines are Filled

Use

This function allows you to put together text from multiple lines in a single word or character string. It is intended for special formatting situations, for example, if you want to print the first part of a string only if a certain condition is met, but the second part of the string in any case.



You can enter

Go up to the sixth floor with the ele
= vator. Then ring the bell.

The output then looks like this:

Go up to the sixth floor with the elevator. Then ring the bell.

Suppressing Text Filling in the Text-Entry Screen

Use

This function makes long lines in the text-entry screen easier to read. When you load or include text that covers the entire 72 columns of the standard text entry area, the text is easier to read if you preserve the original line structure. Lines with the formatting specifications = and /= can use the entire 132 columns of the text entry lines without being filled.

Procedure

Enter = or /= in the format tag column and choose *Format*. SAPscript then leaves these lines unfilled. That is, no line breaks are inserted in such a line in the editor.

At output, the lines are filled as follows:

- Format =
The text is added to the previous line without an intervening blank. (See also the previous section.)
- Format /=
The text starts on a new line in the printout or screen display.

Suppressing Formatting

Use

You use this function to print or display formatting specifications for certain purposes. These formatting specifications can also be used for long lines, just as = and /=, described above.



You can enter

<(><ZK>Text to be output as cursive text</><)>

The text is displayed or printed like this:

<ZK>Text to be output as cursive text</>

You can also help SAPscript to interpret tabs and commas correctly. If you want your text to have a comma followed by a tab, this requires a sequence of three commas in your text: , , ,

The first two commas are interpreted as a tab, followed by a comma. To ensure the correct interpretation, enter < (> , <) > , ,

Procedure

To prevent formatting of a particular line or character string within a line, enter parentheses (). Tabs and character formats are then not resolved. Instead, they are printed out as normal text.

You can use these formatting tags in the following ways:

- Enter (in the format tag column to prevent the entire adjoining line of text from being formatted. At output, the line is concatenated without an intervening blank space with the end of the previous line.
- Enter / (in the format tag column to prevent the entire adjoining line of text from being formatted. At output, the text starts on a new line in the printout or screen display.
- Enter < (> and <) > around a character string to prevent a character format from being processed.

Tabs and Tables

Tabs and Tables

Setting Tabs

To enter a tab in your text, you must enter two consecutive commas: (, ,). You cannot use the tab key on your keyboard.

Define the tab positions in the paragraph format definition in the style or form you are using. If the paragraph format does not define any tabs, then the tab positions defined in the dialog box *Change form header* under *Basic settings* are used.

Creating Tables

To create a table in SAPscript,

1. Select one of the predefined paragraph formats for tables, if available, in your style or form.
A paragraph format for a table usually defines the correct tab settings for the table, since table formatting in SAPscript is done with tabs.
2. Enter and format the header that you wish to use for the table. (Your style or form may provide a special paragraph format for the header, which already includes any special formatting.)
3. Enter and format the text for the columns in the table. You must ensure that the text for each column fits in the column. Enter one or more tabs to separate the text of one column from that of the next.
4. Choose *Print* → *Preview* or print your table to check that you have correctly laid out the text for the table.



To set up a three-column table, in the text entry area enter

```
<ZK>Style,,Use,,,,Special features</>
s_docus1,,Online docu format,,,,Num. paragraphs
```

Print preview:

<i>Style</i>	<i>Use</i>	<i>Special features</i>
s_docus1	Online docu format	Num. paragraphs

Numbering and Marking Headings and Paragraphs

Use

You can number or otherwise mark headings and other types of paragraphs in your text. You can also number headings hierarchically according to the heading level. For example, you can have heading levels 1, 2, and 3 numbered accordingly: 1; 1.1; 1.1.1; 1.2, and so on.

Functionality


There are several numbering and marking options:

- Letters
- Numbers
- Fixed characters, such as *, o, =, -

Numbers can be represented as Roman or Arabic numerals. Letters can be written as uppercase or lowercase letters.

You specify the numbering or marking you want to apply to a particular paragraph format. SAPscript automatically carries out the numbering or places the fixed character string that you have chosen before each such paragraph.

Fixed character markings can consist of several characters. You can identify them by left or right delimiters. When number-chaining interdependent paragraphs (such as headings on different levels), a period is used to separate the paragraph numbering.



Delimiters:	a) - (a) - a. (and so on)
Chaining:	1.1 - 1.1.1 - 1.2 - 1.2.1 (and so on)

Activities

Resetting Numbering

To reset the numbering scheme of a paragraph, enter the command / : **RESET** <paragraph-tag>.

For more information, see [Resetting Paragraph Numbering \[Extern\]](#).

Copying and Comparing Across Clients

Use

You can compare or copy the following kinds of objects across clients:

- Styles
- Forms
- Standard texts.

Functionality

With the client compare, you can

- Check whether an object exists in both clients.
- Display the differences between the versions of an object.

With the copy tool, you can copy an object from a source client to the client in which you are currently working. You can copy a style or form in all the languages in which it is available.

Both the compare and copy tools support generic specifications, so that you can compare or copy sets of objects or all objects.

Activities

1. Depending on the object type you want to compare or copy, choose *Tools* → *SAPscript* → *Form*, *Standard text*, or *Style*.
2. Choose *Utilities* → *Compare clients* or *Utilities* → *Copy from client*

Copying Client Contents

Use

To copy one or more standard texts, forms, or styles from one client to another client, choose *Copy from client*.



It is not possible to copy styles or forms to client 000.

Procedure

Copying Standard Texts

1. Choose *Tools* → *SAPscript* → *Standard text*
2. Choose *Utilities* → *Copy from client*.
This takes you to the dialog window for copying texts between clients.
3. Make the following entries:

Text name

Enter the name of the standard text you want to copy. You can enter a generic name such as ST* or *.

Text ID

Enter the text ID (type) of the text(s) you have selected.

Language

Enter the appropriate language key.

Source client

Specify the client in which the standard text was created. By default, this is client 000.

Target name

Specify the name of the new standard text.

Action log

Select	to create an action log.
No entry	not to create an action log.

4. Choose *Execute*.
If you selected the field *Action log*, the system displays a log after the copy process.

Copying Forms

1. Choose *Tools* → *SAPscript* → *Form*
2. Choose *Utilities* → *Copy from client*.
This takes you to the dialog window for copying forms between clients.
3. Make the following entries:

Form name

Enter the name of the form you want to copy. You can enter a generic name such as ST* or *.

Source client

Specify the client in which the form was created. By default, this is client 000.

Copying Client Contents*Target form*

Specify the name of the new form.

Action log

Select	to create an action log.
No entry	not to create an action log.

4. Choose *Execute*.

If you selected the field *Action log*, the system displays a log after the copy process.

Copying Styles

1. Choose *Tools* → *SAPscript* → *Style*

2. Choose *Utilities* → *Copy from client*.

This takes you to the dialog window for copying styles between clients.

3. Make the following entries:

Style name

Enter the name of the style you want to copy. You can enter a generic name such as ST* or *.

Source client

Specify the client in which the style was created. By default, this is client 000.

Target style

Specify the name of the new style.

Action log

Select	to create an action log.
No entry	not to create an action log.

4. Choose *Execute*.

If you selected the field *Action log*, the system displays a log after the copy process.

Comparing Client Contents

Use

Choose *Compare clients*

- To check whether a particular standard text, style, or form already exists in another client.
- To identify differences in the object attributes and definitions.

You can mark single objects for a comparison, or generate comparisons of a whole set of objects.



A comparison covers only the attributes and, if applicable, the formal definition of an object. A comparison does not extend to the text level of an object. A comparison can highlight differences in the author of an object or the formats used in a style or form. But a comparison cannot detect differences in standard texts nor in the texts used in forms.

Procedure

Comparing Standard Texts

1. Choose *Tools* → *SAPscript* → *Standard text*
2. Choose *Utilities* → *Compare clients*.

This takes you to the dialog window for displaying standard texts in two different clients.

3. Make the following entries:

Text name

Enter the name of the standard text you want to check. You can enter a generic name such as ST* or *.

Language

Enter the appropriate language key.

Text ID

Enter the text ID (type) of the text(s) you have selected.

Source client

Specify the client, on the basis of which you want the check to be carried out. By default, this is client 000.

Target client

Specify the client you want to check against the source client. By default, this is the client in which you are currently active.

4. Choose *Execute*.

The system displays a list with the source client in the left-hand column and the target client in the right-hand column. An empty line in either column indicates that the standard text does not exist in the corresponding client.

5. To display the differences between the standard texts, select one of the texts and choose *Choose*.
6. You can display detailed information on a standard text. Select the standard text and choose *Text info*.

Comparing Client Contents

Comparing Forms

1. Choose *Tools* → *SAPscript* → *Form*
2. Choose *Utilities* → *Compare clients*.

This takes you to the dialog window for displaying forms in two different clients.

3. Make the following entries:

Form name

Enter the name of the form you want to check. You can enter a generic name such as ST* or *.

Source client

Specify the client, on the basis of which you want the check to be carried out. By default, this is client 000.

Target client

Specify the client you want to check against the source client. By default, this is the client in which you are currently active.

4. Choose *Execute*.

The system displays a list with the source client in the left-hand column and the target client in the right-hand column. An empty line in either column indicates that the form does not exist in the corresponding client.

5. To display the differences between the forms, select one of the forms and choose *Choose*.
6. You can display detailed information on a form. Select the form and choose *Form info*.

Comparing Styles

1. Choose *Tools* → *SAPscript* → *Style*
2. Choose *Utilities* → *Compare clients*.

This takes you to the dialog window for displaying styles in two different clients.

3. Make the following entries:

Style name

Enter the name of the style you want to check. You can enter a generic name such as ST* or *.

Source client

Specify the client, on the basis of which you want the check to be carried out. By default, this is client 000.

Target client

Specify the client you want to check against the source client. By default, this is the client in which you are currently active.

4. Choose *Execute*.

The system displays a list with the source client in the left-hand column and the target client in the right-hand column. An empty line in either column indicates that the style does not exist in the corresponding client.

5. To display the differences between the styles, select one of the styles and choose *Choose*.
6. You can display detailed information on a style. Select the style and choose *Style info*.

Converting SAPscript Texts

Use

SAPscript texts are stored in Interchange Text Format (ITF). SAPscript offers conversion programs for the text file formats Rich Text Format (RTF) and ASCII as an interface to other word processors. And you can convert the edited text to HTML.

RTF files contain all the formatting information for the text and can be both interpreted and generated by all common word processors.

In ASCII files the text is not formatted. The only layout element is the line feed. Various character sets are possible.

HTML files contain the entire formatting information of a text and can therefore be displayed using any HTML3.X browser (Netscape, MS Internet Explorer, and so on). Control commands, symbols, and include texts are resolved, provided that this can be done without processing the form (that is, without using the composer).

Prerequisites

When converting RTF files, you should execute a format conversion from the document template to the SAPscript paragraph and character formats or vice versa. This allows you to replace non-existent paragraph and character formats and to avoid the format names to be copied directly.

For more information, see [SAPscript Format Conversion \[Seite 69\]](#).

Functionality

In the SAPscript editors, you can

- Export texts in the formats ITF, RTF, or ASCII into a local file
- Import local files in the formats ITF, RTF, ASCII, or HTML and insert the texts at the cursor position.

Activities

In the editors, choose *Text → Upload* and *Text → Download* or *Documentation → Upload* and *Documentation → Download* or *Clipboard → Upload* and *Clipboard → Download*.

[SAPscript Format Conversion \[Seite 69\]](#)

SAPscript Format Conversion

Use

The SAPscript format conversion allows you to assign and rename paragraph formats and character formats in the source and target texts when converting formatted texts.

Prerequisites



In releases 2.1 and 2.2, the format conversion was still controlled via the tables TTDCF and TTDCW. If you have already worked with format conversions at that time, you will now have to convert to the new procedure starting from release 3.0. To begin with, start report RSTXDUMS. This report puts all old conversions into the new form, so that you can now process them using the function *Format conversion*.

Functionality

Importing RTF Files

Format conversion is divided into two parts. You can map one paragraph style onto exactly one SAPscript paragraph format, but you can map one character style onto up to four SAPscript character formats.

Exporting RTF Files

Maintaining these conversions is divided into paragraph formats and character formats. You can map one paragraph or character format onto exactly one paragraph or character style.

Word Style Sheets (Prototypes)

Word style sheets (prototypes) are designed for the conversion of SAPscript formats to the formats of an existing style sheet.

Format Conversion in SAPscript Texts

You can convert the paragraph and character formats relevant for text formatting in the form or style to those of another form or style.

You can map a paragraph format onto exactly one paragraph format, but you can map a character format onto up to four character formats.

Activities

Choose *Tools* → *SAPscript* → *Administration* → *Format conversion*.

Mapping Formats for Conversions

Mapping Formats for Conversions

Importing RTF Files

Use

When importing RTF files, you should map the format templates of this file to character and paragraph formats of a SAPscript style or form. The maintenance of these conversions is divided into paragraph formats and character formats. You can map exactly one paragraph style to exactly one SAPscript paragraph format, but you can map one character style onto up to four SAPscript character formats.

Procedure

1. Choose *Tools* → *SAPscript* → *Administration* → *Format conversion*. The dialog window *SAPscript Format conversion* appears.
2. Select *Import RTF files* and choose *Continue*.
3. Enter the name of the document template.
4. Enter the name of the form or style onto which you want to map the format templates.
5. Choose *Format conversion* → *Create/Change*.
6. Choose *Paragraph formats* and/or *Character formats*. Enter the target format for each source format.
7. Choose *Save*. The system saves the format conversion.
8. When loading the RTF file, specify the format conversion of the document template.



Format "Combi" contains the character formats bold and italic. In the style there is only a format ZF (bold) and a format ZK (italic). In the format conversion, a conversion from Combi to ZF and ZK is defined.

Note the special RTF descriptions that correspond to the Word standard descriptions (for example *heading 1*, *annotation text*), as well as the RTF notation of some characters, especially umlauts. Apart from this, the characters '\', '{', '}' and ';' should never appear in the format name. A previous style sheet import is always useful. To display the RTF standard descriptions, choose *Environment* → *RTF descriptions*.

If you have already executed a style sheet import, the formats are already listed as source formats. In any case, the SAPscript character or paragraph formats are suggested as possible entries help for the target formats.

If no SAPscript paragraph is assigned to a paragraph format, the SAPscript default paragraph ("*") is used. If no target format is defined for a character format, this format is not evaluated.

Exporting RTF Files

Use

When exporting documents as RTF files, you should map the character and paragraph formats of a SAPscript style or form onto the format templates of the RTF file. The maintenance of these conversions is divided into paragraph formats and character formats. You can map a paragraph or character format to exactly one paragraph or character template.

Procedure

1. Choose *Tools* → *SAPscript* → *Administration* → *Format conversion*.
The dialog window *SAPscript Format conversion* appears.
2. Select *Export RTF files* and choose *Continue*.
3. Enter the name of the form or style.
4. Enter the name of the document template onto which you want to map the paragraph or character format.
5. Choose *Format conversion* → *Create/Change*.
6. Choose *Paragraph formats* and/or *Character formats*. Enter the target format for each source format.
7. Choose *Save*.
The system saves the format conversion.
8. When downloading the RTF file, specify the format conversion of the document template.



If you do not select a style shoot prototype, you are merely renaming and evaluating the formats. A style sheet with format definitions from style or form is generated, in which only the names of the formats can deviate from the original SAPscript character and paragraph formats.

Via the *dominant* column, you can evaluate the formats. If, for example, these two character formats exist: Z1 meaning bold, Z2 meaning underscored. In Word you do not allow any underscores: but want to use a uniform format “emphasized” instead. Enter the following:

Determine format dominance

Source format	Target format	Dominant
Z1 (bold)	Emphasized	X
Z2 (underscored)	Emphasized	

Word Document Templates (Prototypes)

Use

Word document templates (prototypes) are designed for the conversion of SAPscript formats to the formats of a document template that already exists.

Prerequisites

For example, you are working in Word with the document template ABC.DOT. You want to use this template on texts converted from SAPscript. To do this, you must first save a word text assigned to the document template as RTF file, for example, with the name of XYZ.DOT.

Procedure

1. Choose *Tools* → *SAPscript* → *Administration* → *Format conversion*.
The dialog window *SAPscript Format conversion* appears.
2. Select *Word document templates (prototypes)* and choose *Continue*.
3. Enter the name of the document template.
4. Choose *Prototype* → *Import*.

Mapping Formats for Conversions

5. Enter the name of the appropriate RTF file and choose *Continue*. The system creates the prototype.

Format Conversion Between SAPscript Texts

Use

You can convert the paragraph and character formats of the form or style relevant for the text formatting to those of another form or style.



SAPscript text ABC was until now formatted with the style STYL1 and form LAYOUT1. Now you want to assign a form LAYOUT2 to it.

You can map one paragraph format onto exactly one paragraph format, but you can map one character format onto up to four character formats.



You can execute this format conversion also via the function module EXCHANGE_ITF. For more information, see [EXCHANGE_ITF \[Extern\]](#).

Procedure

1. Choose *Tools* → *SAPscript* → *Administration* → *Format conversion*. The dialog window *SAPscript Format conversion* appears.
2. Select *Format conversion in SAPscript texts* and choose *Continue*.
3. Enter the names of the forms and/or styles.
4. Choose *Format conversion* → *Create/Change*.
5. Choose *Paragraph formats* and/or *Character formats*. Enter the target format for each source format.
6. Choose *Save*. The system saves the format conversion.
7. In the corresponding SAPscript text, assign the other form.

Document Templates and Style Sheets

Word 5.5 for DOS or OS/2

You can define character and paragraph formats in a style sheet (*.dfv). They are identified via the "hot key", a two character key, some of them via predefined descriptions such as "Outline 1".

Word 2.0

In the document template (*.dot), you can define format templates for paragraph formats. Unlike in Word 5.5, their names can be longer than two characters.

Word 6.0 and Higher

In addition to the features in 2.0, you can now define format templates for character formats.

ITF Export and ITF Import

ITF Export

Use

A leader is placed in front of the output file. From this leader a text header is constructed if it is reimported. The text from the editor follows, with all character and paragraph markers, symbols, and commands.

Procedure

1. Choose *Text* → *Download*.
The dialog window *Download* appears.
2. Select *ITF* and choose *Download*.
3. Enter the complete file path and choose *Download*.

ITF Import

Use

If a header with form and style specifications exists, then form and style are set to these values in the editor and in the clipboards.



This does not apply for the documentation editor in the ABAP Workbench.

Procedure

1. Choose *Text* → *Upload*.
The dialog window *Upload* appears.
2. Select *ITF* and choose *Upload*.
3. Enter the complete file path and choose *Upload*.

RTF Export and RTF Import

RTF Export

Use

During the RTF export, an RTF file is created in which the character and paragraph formatting from the original text are mostly contained.

Variable symbols of the ITF text are replaced. Includes and control structures are canceled and comments ignored.

If a document template is specified, a format conversion of the relevant SAPscript formats (style or form) to the Word document template takes place

For more information, see [SAPscript Format Conversion \[Seite 69\]](#).

Prerequisites

Importing RTF files to modern text processors is straightforward, but some preparation is necessary with the older DOS programs.

For example, in Microsoft Word (from Version 5.0) under the operating systems MS DOS or OS/2 the RTF file has to be converted to a Word text file together with a document template with the following command:

Importing RTF files to Microsoft Word

Operating system	Conversion command
MS-DOS	<code>Rtf_dos file1.rtf file2.txt file3.dfv /o/c</code>
	<code>rtf_dos file1.rtf file2.txt file3.dfv /o/m</code>
OS/2	<code>Rtf_os2 file1.rtf file2.txt file3.dfv /o/c</code>
	<code>rtf_os2 file1.rtf file2.txt file3.dfv /o/m</code>
/o	If <code>file2.txt</code> already exists, overwriting takes place without confirmation
/c	Document template <code>file3.dfv</code> is newly created
/m	Document template <code>file3.dfv</code> already exists and may be modified

Procedure

1. Choose *Text* → *Upload*.
The dialog window *Upload* appears.
2. Select *Rich Text Format (RTF)* and choose *Upload*.
3. Enter the complete file path, the document template, and the form or style.
4. Choose *Upload*.

RTF Import

Prerequisites

The source text must have been created using a document template and saved as RTF file. In the R/3 system, a form or style should exist whose paragraph and character formats correspond

RTF Export and RTF Import

to those of the document template. If there is none available, for example because the names of the tags in the document template are different, you can still specify a format conversion.



This conversion was designed for Word starting with 5.0. For RTF files created with WinWord 2.0, character formats cannot be converted. This is possible only with WinWord 6.0 again. However, if you want to save a text created with WinWord 2.0 as RTF file and import it into SAPscript, character formats cannot be converted. You can specify character formats in WinWord 6.0 only via **format templates**, never via Word. Otherwise, up to and including release 2.1K/2.2E, text imported to SAPscript can be lost. In later releases, these character formats again cannot be converted.

For more information, see [SAPscript Format Conversion \[Seite 69\]](#).

Procedure

1. Choose *Text* → *Download*.
The dialog window *Download* appears.
2. Select *Rich Text Format (RTF)* and choose *Download*.
3. Enter the complete file path and the document template.
4. Choose *Download*.

ASCII Export and ASCII Import

ASCII Export

Use

All formats that appear in an ITF text, with the exception of line feeds and tabs, are taken out. The pure ASCII text, as it would appear when printed, is transferred. Some formatting is possible only via the line width parameter. Variable symbols are replaced, includes and control structures are canceled.

The ITF text can be converted to any character set that is maintained in the Spool Administration (SPAD).

Procedure

1. Choose *Text* → *Download*.
The dialog window *Download* appears.
2. Select *ASCII* and choose *Download*.
3. Enter the complete file path as well as line width and character set.
4. Choose *Download*.

ASCII Import

Use

All ASCII files can be loaded into the SAPscript editors. You must specify the character set of the file, that is, its number in the spool administration SPAD. The system then converts it to the system character set.

Procedure

1. Choose *Text* → *Upload*.
The dialog window *Upload* appears.
2. Select *ASCII* and choose *Upload*.
3. Enter the complete file path and the character set.
4. Choose *Upload*.

ASCII Export and ASCII Import

HTML Export

Use

The SAPscript editor internally calls the function module CONVERT_ITF_TO_HTML. This function module is used by other applications as well, for example, when converting OSS Notes, for ABAP documentation, and for glossary and IMG texts.

The function module CONVERT_ITF_TO_HTML converts a SAPscript text to HTML to allow you to display the text using any HTML3.X browser (Netscape, MS Internet Explorer, and so on). The function module requires the text header (DDIC structure THEAD) and the text lines (DDIC structure TDLINES) as input.

After successful conversion, the function module returns a table that contains the corresponding HTML text (DDIC structure HTMLLINE). During the conversion, SAPscript control commands, standard symbols, and include texts are resolved as far as it is possible without processing the form (that is, without using the composer).

To assign SAPscript paragraph and character formats to HTML formats, use the appropriate tables with the function call.

Conversion is controlled via several parameters:

- Checking the syntax of the ITF text
- Resolving symbols, include texts, and control commands
- Printing control commands or text element names that cannot be interpreted
- Representing character and paragraph formats in HTML
- Specifying a CALLBACK routine to interpret links
- Suppressing the HTML header
- Determining the HTML background



For an example of how to use CONVERT_ITF_TO_HTML, refer to the report RSTXHTML. You can use this report to convert any standard texts as well as documentation texts to HTML.

For more information, refer to the documentation of the function module CONVERT_ITF_TO_HTML.

Procedure

1. Choose *Text* → *Download*.
The dialog window *Download* appears.
2. Select *HTML* and choose *Download*.
3. Enter the complete file path and the data format.
4. Choose *Download*.

Exporting to and Importing from Word

Exporting Documents to Word

Use

The Word document keeps the format names specified in the SAPscript style or foem. To convert the SAPscript document to a Word style, specify a format conversion.

After the format conversion, you can export SAPscript documents in RTF format and convert the formatting to the specified Word document template.

Procedure

1. Choose *Tools* → *SAPscript* → *Administration* → *Format conversion*.
The dialog window *SAPscript Format conversion* appears.
2. Select *Word document templates (prototypes)* and choose *Continue*.
3. Enter the name of the document template (*.DOT).
4. Choose *Prototype* → *Import*.
5. Enter the path and the name of the RTF file for the document template.
6. Choose *Import*.
The system creates the document template (prototype).
7. Choose *Back*, select *Export of RTF files* and choose *Continue*.
8. Enter the name of the form or style. The name must correspond to the form or style assigned to your SAPscript document.
9. Enter the name of the above document template (*.DOT).
10. Choose *Format conversion* → *Create/Change*.
11. Choose *Paragraph formats* and/or *Character formats* and enter the target format for each source format.
12. Choose *Continue*.
The system stores the format conversion.
13. Go to your SAPscript document and choose *Text* → *Download*.
14. Select *Rich Text Format (RTF)* and choose *Download*.
15. Enter the path and the name of the Word file (*.RTF), into which you want to export the SAPscript document, and the name of the document template.
16. Choose *Export*.
The system exports the SAPscript document according to the format conversion into Word.

For more information, see [SAPscript Format Conversion \[Seite 69\]](#).

Importing Documents from Word

1. Save the Word document as RTF file.
2. Choose *Tools* → *SAPscript* → *Administration* → *Format conversion*.
The dialog window *SAPscript Format conversion* appears.
3. Select *Word document templates (prototypes)* and choose *Continue*.
4. Enter the name of the document template (*.DOT).
5. Choose *Prototype* → *Import*.
6. Enter the path and the name of the above RTF file.

Exporting to and Importing from Word

7. Choose *Import*.
The system creates the document template (prototype).
8. Choose *Back*, select *Import of RTF files* and choose *Continue*.
9. Enter the name of the document template.
10. Enter the name of the form or style. The name must correspond to the form or style assigned to your SAPscript document.
11. Choose *Format conversion* → *Create/Change*.
12. Choose *Paragraph formats* and/or *Character formats* and enter the target format for each source format.
13. Choose *Continue*.
The system stores the format conversion.
14. Go to your SAPscript document and choose *Text* → *Upload*.
15. Select *Rich Text Format (RTF)* and choose *Upload*.
16. Enter the path and the name of the file you want to import, the name of the document template, and the name of the form or style.
17. Choose *Import*.
The system imports the Word file according to the format conversion.



If necessary, you can upload Word files in RTF format without first setting up format conversions. In this case, the paragraphs in the document are set to the default format (* format). Character formats are named with the first two characters of the name of the Word format.

For more information, see [SAPscript Format Conversion \[Seite 69\]](#).

Transporting Format Conversions and Style Sheet Prototypes

Conversions and style sheet prototypes are stored as SAPscript texts, language 'E' in client '00' and can be transported with the mechanisms intended for SAPscript objects:

1. Create a transport request in client '00' (by hand as shown below, or via report RSTXTRAN).
2. Release the transport.



Format conversions and style sheet prototypes are client-independent.

Transporting Format Conversions

Format conversions are SAPscript texts with text object 'STYLESHEET' and text ID 'ABB'.

The text name is 34 characters long and has the following format:

Text name format

Character	Meaning
1	Type of source format: S (style), F (form), D (document template)
2 to 17	Source format name (as given in initial screen of format conversion)
18	Type of target format: S (style), F (form), D (document template)
19 to 34	Target format name (as given in initial screen of format conversion)

These texts are stored in language 'E' in client '00'.

The entry in the transport request should appear as follows:

R3TR | TEXT | <text object>,<text name>,<text ID>,<language>



You want to transport the format conversion of form **ABC** to the document template **XYZ.DOT** to another system. You create a transport request with the following entry:

R3TR | TEXT | STYLESHEET ,FABC-----Dxyz .dot ,ABB ,E
 (in this example the minus signs signify blanks in the text name)

Alternatively, you can execute report RSTXTRAN and there select the texts you want to transport.

Transporting Style Sheet Prototypes

Style sheet prototypes are SAPscript texts with text object 'STYLESHEET' and text ID 'RTF'.

These are also stored in client '00' in the language 'E'. The text name corresponds to the prototype name.



You want to transport the style sheet prototype **XYZ.DOT** to another system. The entry in the transport request must have the form:

R3TR | TEXT | STYLESHEET ,xyz .dot ,RTF ,E

Style and Form Defined

For more information, see [BC - Style and Form Maintenance \[Extern\]](#).

Styles

A style defines the set of paragraph and character formats that are available for formatting a document.



A typical style contains, for example, a definition for a standard paragraph, list paragraph formats, and possibly special-purpose paragraph formats for headings, data in forms, and so on. A style also defines such character formats as boldface and italics.



If you select a style, this style provides the character and paragraph formats for your document. Any formats defined in the form selected for a document are ignored. Be careful, therefore, about selecting a style if none is currently selected. Selecting a style in this case can override formats in the form and produce unpredictable results.



An include text preserves the style assigned to an included text.



If your document is formatted with the S_OFFICE style and you include a document that uses the S_DOKUS1 style, SAPscript formats the included text according to S_DOKUS1; the other text is formatted with S_OFFICE.

Forms

A form specifies the page design. It defines one or more windows and arranges them on a page. Windows are output areas for texts and information, such as the bank routing information on a check or the items in an invoice.

In a form, you can specify different page designs for different pages, for example, for the first page and for subsequent pages.

A form is language-specific. The language of a form is determined by the print program or by the language you specify. The language is important because a form can contain pre-defined texts which must of course be printed in the correct language.

A print program collects information from the R/3 system and from the form, uses the text you entered in the editors, and then generates the document. The print program uses a form and sometimes also a style to format and generate the document.

The program you use determines the windows into which you can enter text. If, for example, you choose *Tools* → *SAPscript* → *Standard text*, the system automatically opens window MAIN of form SYSTEM for text input.

Changing Styles and Forms

Use

If one of the editors was automatically started by your SAP application, the form and style are already allocated. You should not change these settings.

Prerequisites

If you started one of the editors yourself without giving any specifications, SAPscript by default assigns the *SYSTEM* form and no style to the document.

SYSTEM specifies a simple page design: a single full-page column. This page design is suitable for most general-purpose documents, such as notes that you may write in SAPscript.

Procedure

Changing Forms and Styles

1. Choose *Format* → *Change form* or *Format* → *Change style*.
2. Select the desired form or style.
3. Choose *Choose*.

De-Selecting Forms or Styles



De-selecting forms and styles can be done in the line editor only.

1. Choose *Format* → *Change form* or *Format* → *Change style*.
2. Choose *Reset Assignment*.

Calling the Editor From Within Applications

Use

To edit texts in your application, you can call up the SAPscript Editor either fullscreen or inline.

Features

Fullscreen Editor

To call the fullscreen editor, use function module [EDIT_TEXT \[Extern\]](#). Make sure to pass the appropriate text format in the text header (TDTEXTTYPE).

Inline Editor

If you want to edit or display only the first few lines of a text, you can use the inline editor. With the inline editor, you can edit several text parts on one screen. For more information, see [Displaying Text Lines in Application Screens \[Extern\]](#).

As inline editor, you can use an editor based on screen-processing techniques or on the controls technology.

Screen-Processing Techniques

The screen-processing techniques offer a SAPscript Editor with formatings. To call this editor, use function module [EDIT_TEXT_INLINE \[Extern\]](#).

Compared with the fullscreen editor, the screen-processing techniques have the following restrictions:

- The editor does not automatically unite words that are split up at the end of the line.
- The editing functions available in the fullscreen editor are not supported. You can only use the generally available elementary editing functions for screen fields.
- Scrolling in the text is not possible.
- Only the beginning of the text line is visible. If the text lines are wider than the screen fields, you can process that part of the line that is not displayed only in the fullscreen editor.
- The changes to the text lines are written immediately to the original line table of the text (Save function of the editor applies automatically). Thus, you can no longer reconstruct the original state of the text unless you stop all changes made in the transaction from being updated.

Controls Technology

The controls technology offers a note editor without formatings and without SAPscript support (such as symbols and commands); that is, only pure ASCII text is displayed.

To call this editor, use [SAP TextEdit \[Extern\]](#).



In the development class STXD you can find the sample program SAPSCRIPT_DEMO_NOTE_EDITOR, which demonstrates how to use TextEdit as inline editor. To present the SAPscript texts two conversion modules are used. During the conversion of the SAPscript texts, the formatting information, such as paragraph or character format, is lost.

For general information on controls see [BC - Controls Tutorial \[Extern\]](#) and [SAP Control Framework \[Extern\]](#).