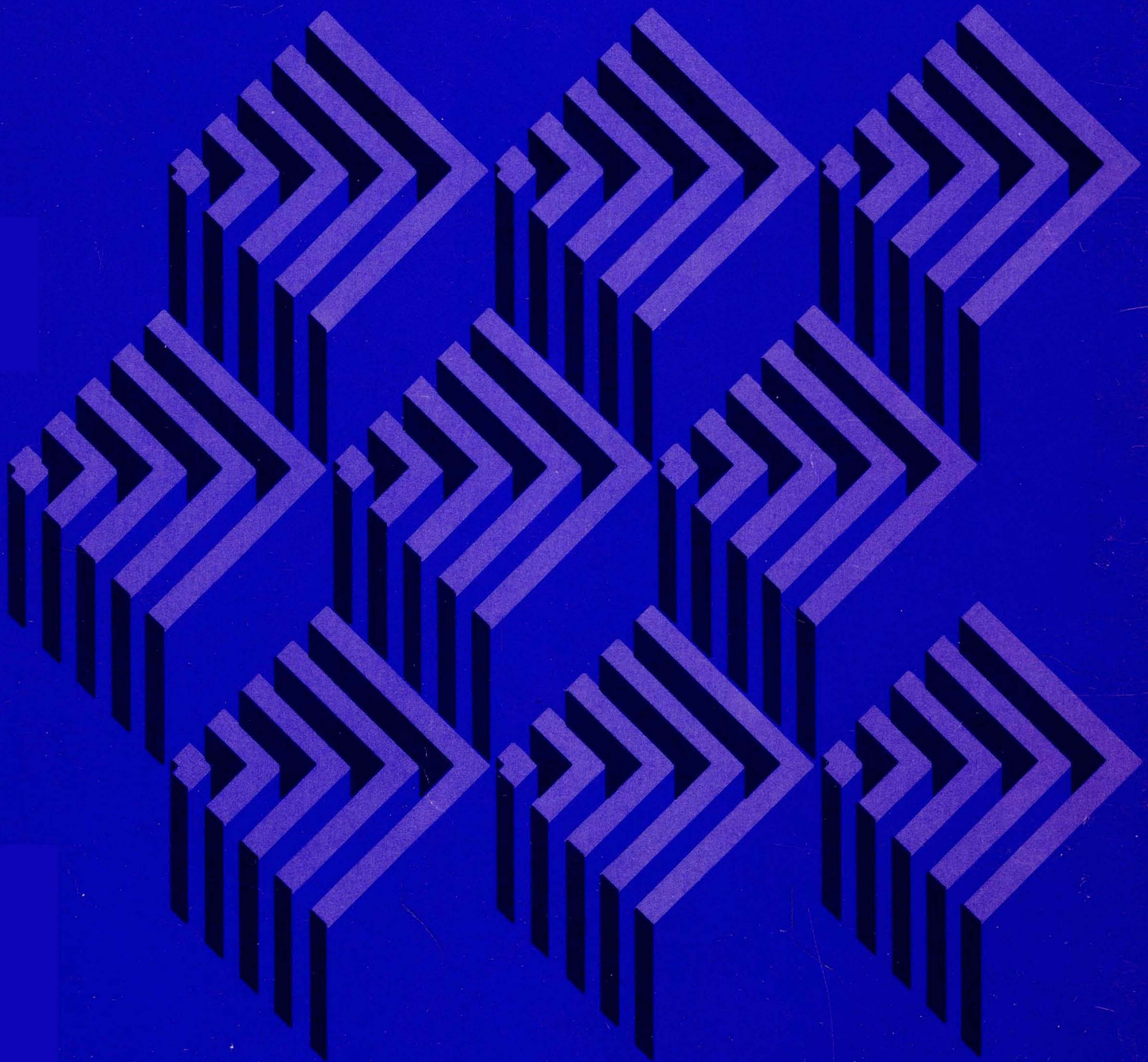




IBM Displaywriter System Operator Reference Guide

Textpack 4/Reportpack



IBM Displaywriter System Operator Reference Guide

Textpack—4/Reportpack



Check the FCC label on the back of the Electronics Module to determine which of the following warning statements applies to your IBM Displaywriter System.

Warning: This equipment generates, uses, and can radiate radio frequency energy and if not installed and used in accordance with the instructions manual, may cause interference to radio communications. As temporarily permitted by regulation, it has not been tested for compliance with the limits for Class A computing devices pursuant to Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference. Operation of this equipment in a residential area is likely to cause interference in which case the user at his own expense will be required to take whatever measures may be required to correct the interference.

Warning: This equipment generates, uses, and can radiate radio frequency energy and if not installed and used in accordance with the instructions manual, may cause interference to radio communications. It has been tested and found to comply with the limits for Class A computing devices pursuant to Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference when operated in a commercial environment. Operation of this equipment in a residential area is likely to cause interference in which case the user at his own expense will be required to take whatever measures may be required to correct the interference.

First Edition (February, 1982)

The instructional materials in this book describe basic procedures for using the IBM Displaywriter System. However, the basic procedures are adaptable to many different procedures.

Changes are periodically made to the information herein; any such changes will be reported in subsequent revisions or Technical Newsletters.

This publication could contain technical inaccuracies or typographical errors.

All names used in this book are purely fictitious and any resemblance to living persons is coincidental.

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Preface

PURPOSE AND AUDIENCE

This Reference Guide is intended for operators who use the IBM Displaywriter System. It contains descriptions of the units that make up the system, and describes the menus that appear on the display. It has quick reference information about producing text on the system. It includes how-to steps that can be used with the Work Station Procedures Guides to produce many kinds of documents.

Major topics are arranged in sections to help you locate information. To keep cross-referencing to a minimum, some duplication does occur.

CONTENTS

Section 1. "System Information," describes the units that make up the system, and explains how each unit is used.

Section 2. "Menus," shows and explains each menu. It also provides menu sequences to guide an operator in making task selections.

Section 3. "Quick Reference," provides information or how-to steps for the tasks an operator performs on the system.

Appendix A. "Metric Conversion Table," converts paper and envelope sizes from inches to metric measurements.

Appendix B. "Function and Symbol Information," lists the information that appears on the first line of the display and explains it.

Appendix C. "Keyboard Arrangements," shows the keyboard arrangements for the system.

Appendix D. "Typestyles," lists the typestyles for the system.

Appendix E. "PSM Value Chart," lists the unit values of all characters typed using a proportional space (PSM) typestyle.

Appendix F. "Sort Order Charts" shows the character sequence honored by the system when sorting a file.

Appendix G. "Text Field Controls" lists the control characters honored in a file Text Field.

The "Glossary. Definitions of Terms and Abbreviations," provides a listing of the terms and abbreviations that are used in the IBM Displaywriter System library.

RELATED PUBLICATIONS

Related publications include:

IBM Displaywriter System Prompts and Messages Guide, Textpack 4/Reportpack, S544-2122. This manual lists, in numeric and in alphabetic order, the Prompts and Messages that can appear on the display during operation. The cause of each prompt or message is explained, and recovery actions listed.

Customer Planning Guide for the IBM Displaywriter System, G544-0852. This manual provides the information the customer needs to prepare for the arrival and setup of the system. The manual discusses such topics as the

size and weight of system components, the required system operating environment, and space requirements.

IBM Displaywriter System Customer Setup Guide, G544-0858. This guide gives detailed step-by-step instructions for system setup. With this guide, customer personnel can, without training or tools, unpack system components, arrange them in a work area, connect power cords and intermachine cables, prepare units for operation, and run the system verifier test. This guide is shipped with the system.

IBM Displaywriter System Operator Training Book 1 -- Basic Topics Textpack 4, S544-2034. This manual is the beginning instruction book for the IBM Displaywriter System. It should be completed by all operators. Once operators complete their training with this book, they should be able to perform basic tasks on an IBM Displaywriter System.

IBM Displaywriter System Operator Training Book 2 -- Selectable Topics Textpack 4, S544-2035. This manual is the second instruction book for the IBM Displaywriter System. It is to be used after the operator has completed Book 1 -- Basic Topics. This manual contains information about topics that not all operators need. An operator should complete only those topics relevant to his or her work.

IBM Displaywriter System Operator Training Book - Reportpack, S555-2030. This manual is the instruction book for using the Reportpack feature on the IBM Displaywriter System. This manual contains information about topics that not all operators need. An operator should complete only those topics relevant to his or her work. A prerequisite for starting this book is completing the IBM Displaywriter

System Operator Training Book 1 -- Basic Topics Textpack 4.

IBM Displaywriter System Problem Determination Guide, S544-0860. This manual lists the problems that may occur during the operation of the system. It also gives the procedures that an operator can follow to determine both the cause of the problem and the solution.

IBM 5218 Printwheel Printer Problem Determination Guide, S544-2000. This manual contains the procedure for an operator to follow when a problem with the printer is suspected.

IBM Displaywriter System Printer Guide, S544-0861. This manual, a part of the IBM Displaywriter System Training/Reference Materials for Textpacks 1, 2, and 3 gives a detailed description of each part of the printer and includes operating instructions for the printer.

IBM 5218 Printwheel Printer Setup Procedures, GA23-1007. This manual describes the procedures used to set up and check out the IBM 5218 Printer after the printer is unpacked and placed where it is intended to be used.

IBM Displaywriter System Work Station Procedures Guide, Textpack 4, S544-2037. This manual, a part of the IBM Displaywriter System Training/Reference Materials for Textpack 4, is designed to be a bridge between the Operator Training Books and the customer's own work. The Procedures Guide section includes guidelines and suggestions for setting up procedures for program and work diskette handling and printer sharing. The "Work Samples Handbook" section contains work samples with step-by-step instructions for processing a document.

IBM Displaywriter System Work Station Procedures Guide, Reportpack, S544-2033. This manual, a part of the IBM Displaywriter System Training/Reference Materials for Reportpack, is designed to be a bridge between the Reportpack Training Book and the customers own files applications. The Procedures Guide section contains suggestions for setting up procedures. The Work Samples section contains work samples with step-by-step instructions for processing file related documents.

IBM Displaywriter System Guide to File Design and Use, S544-2031. This manual contains general files concepts and a detailed description of files, and the text documents used with files. It is designed to aid the person responsible for designing files on the IBM Displaywriter System.

IBM Displaywriter System Office Systems Support Center Guide, S544-0874. This manual contains a description of the services offered, procedures to follow, and information about what to expect when calling the IBM Office Systems Support Center.

IBM Displaywriter System Operator Reference Package Index, Textpack 4, S544-2098. This manual is a master index for the Reference Guide, Printer Guide, Work Station Procedures Guide, Textpack 4, and the Work Station Procedures Guide, Reportpack.

IBM Displaywriter System Asynchronous Communications Guide, S544-2026. This manual provides guidelines and reference material for using the Displaywriter Asynchronous Communications feature.

IBM Displaywriter System Binary Synchronous Communications Guide, S544-2027. This manual provides guidelines and reference material for using the Displaywriter Binary Synchronous Communications feature.

IBM Displaywriter System Communications Link Problem Determination Guide, S544-2051. This manual contains Problem Determination procedures for the Displaywriter System in a communicating environment.

DATA SECURITY

All magnetic media are subject to physical damage, erasure, and loss for a variety of reasons, including operator error, accidental occurrences and machine malfunction. In addition, magnetic media are subject to theft. Therefore, an integral part of any informational system should be to establish and implement backup (duplication) procedures. The customer, not IBM, is solely responsible for establishing and implementing all such procedures.

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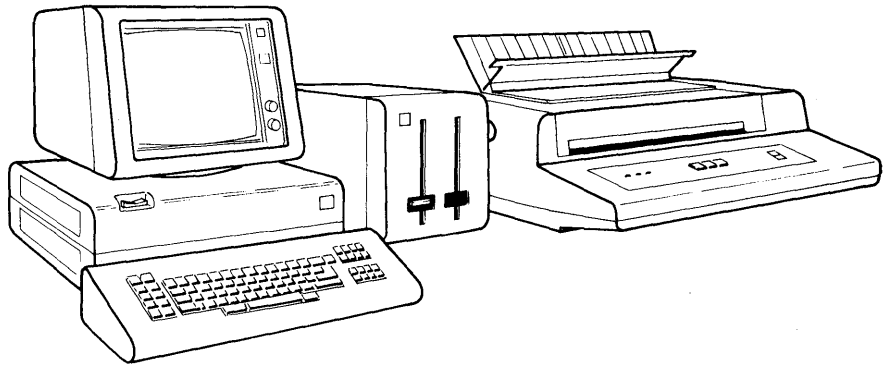
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Section 1. IBM Displaywriter System Information

GENERAL OVERVIEW

This section introduces the parts of the IBM Displaywriter System.

The IBM Displaywriter System consists of a work station and, optionally, a printer. The work station includes a display station and a Diskette Unit. The display station consists of the Display Module, the Keyboard Module, and the Electronics Module.



System Setup

System setup is described in the IBM Displaywriter System Customer Setup Guide. Follow the steps there to set up your IBM Displaywriter System.

Operating requirements for the system are described in the Customer Planning Guide for the IBM Displaywriter System. Follow the recommendations in that book for electrical requirements, temperature, and humidity.

Serial Numbers

The serial numbers for your IBM Displaywriter System are located on each module and unit:

- Display Module: On the left side under the Display Module.
- Electronics Module: On the back of the Electronics Module. This serial number is also the access code for your system. Use it when you call the IBM Office Systems Support Center. The Electronics Module serial number should be written on the first page of the IBM Displaywriter System Customer Setup Guide, and on the IBM Displaywriter System Information Card, during system setup for ease of reference.
- Keyboard Module: On the left side under the Keyboard Module.
- Diskette Unit: On the left side under the Diskette Unit.
- IBM "Selectric" Element Printer: On the left side of the frame under the platen.
- IBM Printwheel Printers: On the left side of the frame under the platen.

Ordering IBM Supplies (USA Use Only)

Any IBM Office Products Division supply item can be ordered in the continental United States by contacting your local IBM Office Products Division branch office, or by calling IBM DIRECT at the following toll-free numbers (Alaska, Hawaii, and Puerto Rico are excluded):

800-631-5582
800-352-4960 (New Jersey)

Work Diskettes

IBM Displaywriter Diskette 1
IBM Displaywriter Diskette 2D

IBM Licensed Programs

IBM 6580 Diskette (Problem Determination)
IBM Memory Record Diskette
Textpack 1 (5608-TR1)
Textpack 2 (5608-TR2)
Textpack 3 (5608-TR3)
Textpack 4 (5608-TR4)
Asynchronous Communications (5608-SR1)

Binary Synchronous Communications (5608-SR2)
 Magnetic Card Conversion (5608-SR3)
 Languagepack (5608-SR4)
 Reportpack (5608-SR5)
 3270 Data Stream Compatibility (5608-SR6)
 Languagepack 2 (5608-SR7)

Printer/System Supplies

IBM 463 Printer Ribbon
 Typing Elements
 Printwheels
 Displaywriter System Information Card (G544-2001)

Training and Reference Materials

The training materials listed below are divided into three groups.

- **Common IBM Displaywriter Training Materials**—These training materials are common to all IBM Displaywriter training, regardless of Textpack Number or features.
- **Textpack 4 Training Materials**—Includes all Textpack 4 Training Materials, and training materials common to both Textpack 4 and the Reportpack Feature.
- **Reportpack Feature Training Materials.**

To order any item, use the Order Number shown beside the item in the list below.

Common IBM Displaywriter Training Materials

Item	Order Number
Grey 1-1/2", 3-ring binder.....	S544-0750
<u>IBM Displaywriter System Printer Guide.....</u>	S544-0861
<u>IBM Displaywriter System Office Systems Support Center Guide.....</u>	S544-0874
<u>IBM Displaywriter System Problem Determination Guide.....</u>	S544-0860
<u>IBM Displaywriter System 5218 Printwheel Printer Problem Determination Guide.....</u>	S544-2000
Vinyl Diskette Holders.....	S544-0880

IBM Displaywriter System Memory Record Diskette.....	S544-0877
Program Diskette (Duplicate) Labels.....	S544-2016
IBM Displaywriter System Divider Cards.....	S544-0879
Training Tent Card.....	S544-2075
Conversion Ruler	S544-2071

Textpack 4 Training Materials

Item	Order Number
IBM Displaywriter System Assembly Card.....	S544-2101
Grey 1", 3-ring easel binder.....	S544-0881
Grey 2", 3-ring binder.....	S544-0887
Grey 2", 3-ring binder.....	S544-0887
Grey 1", 3-ring binder.....	S544-2072
Grey 1-1/2", 3-ring binder.....	S544-0750
<u>IBM Displaywriter System Operator</u> <u>Training Book 1 -- Basic Topics</u> Textpack 4.....	S544-2034
<u>IBM Displaywriter System Operator</u> <u>Training Book 2 -- Selectable Topics</u> Textpack 4.....	S544-2035
<u>IBM Displaywriter System Operator</u> <u>Reference Guide Textpack 4/Reportpack.....</u>	S544-2036
<u>IBM Displaywriter System Prompts and</u> <u>Messages Guide Textpack 4/Reportpack.....</u>	S544-2122
<u>IBM Displaywriter System Work</u> <u>Station Procedures Guide</u> Textpack 4.....	S544-2037
IBM Displaywriter System Training Diskette -- TRAIN Textpack 4.....	S544-2082
IBM Displaywriter System Training Diskette -- MASTER Textpack 4.....	S544-2083

Menu Bypass Abbreviation Card.....	S544-2131
Textpack 4 Keyboard Template.....	S544-2085
Textpack 4/Reportpack Master Index.....	S544-2098
Divider Card For Index.....	S544-2132

Reportpack Feature Training Materials

Item	Order Number
Reportpack Assembly Card.....	S544-2111
Grey 1", 3-ring binder.....	S544-2072
Grey 2", 3-ring binder.....	S544-0887
<u>IBM Displaywriter System Operator Training</u>	
Book - Reportpack.....	S544-2030
<u>IBM Displaywriter System Work</u>	
<u>Station Procedures Guide -</u>	
Reportpack.....	S544-2033
<u>IBM Displaywriter System Guide to</u>	
<u>Files Design and Use.....</u>	
	S544-2031
Reportpack Keyboard Template.....	S544-2084
IBM Displaywriter System Reportpack	
Training Diskette - REPORT.....	S544-2110

Functional Comparison of Textpacks

If you have already been trained on Textpack 1, 2 or 3, refer to the chart below for new functions and enhancements provided with Textpack 4.

FUNCTION	TEXT- PACK 1	TEXT- PACK 2	TEXT- PACK 3	TEXT- PACK 4
Asynchronous Communications**		X	X	X
Batch Menu Access	X	X	X	X
Binary Synchronous Communications**		X	X	X
Block Overstrike			X	X
Change Menu Abbreviations				X
Column Operations			X	X
Combined Program Diskette*****				X
Create Document of Supplemental Words		X		X
Display Codes		X	X	X
Displaywriter Dictionary Hyphenation				X
Duplicate Spelling Supplement	X	X *	X	X
Get Instruction	X	X	X *	X
Global Replace/Delete			X	X
Headers and Footers	X	X	X *	X
Include Instruction			X	X
Keystroke Save				X
Key-To-Print		X		X
Languagepack		X	X	
Languagepack 2				X
Magnetic Card Conversion**		X	X	X

Math Operations			X	X *
Menu Bypass				X
Merge File/Text***				X
Merge Processing			X	X
Reportpack**				X
Screen Movement				X
Spell Check	X	X	X	X *

* Enhancement/Different

** Optional Feature

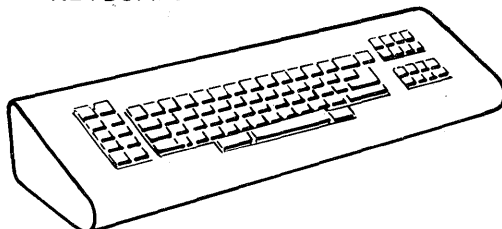
*** Reportpack related text function

**** Only available with 2D Diskette Unit

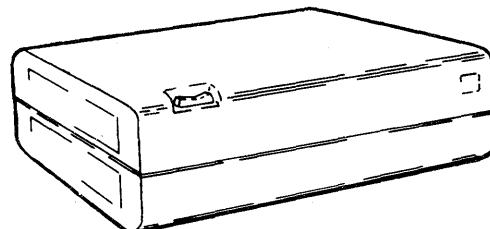
WORK STATION

Each IBM Displaywriter work station consists of a Display Module, an Electronics Module, a Keyboard Module, and a Diskette Unit. The parts of the work station are described in the following topics.

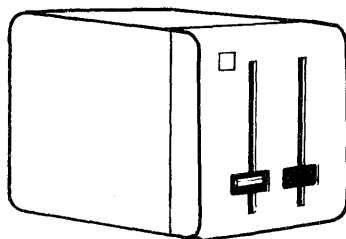
KEYBOARD MODULE



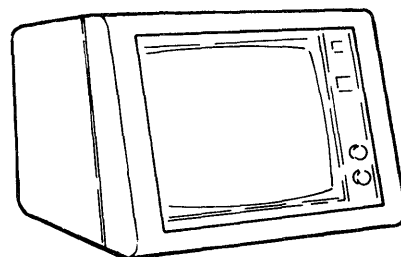
ELECTRONICS MODULE



DISKETTE UNIT

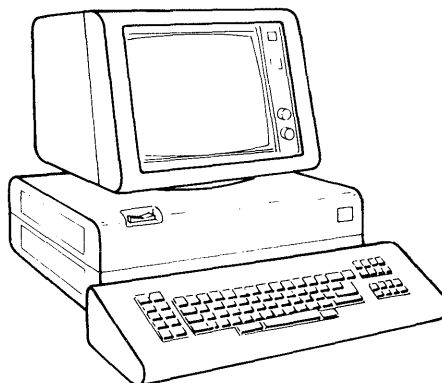


DISPLAY MODULE



Display Station

The parts of the display station are shown in the figure below.



IBM 6580
Display Station

Display Module

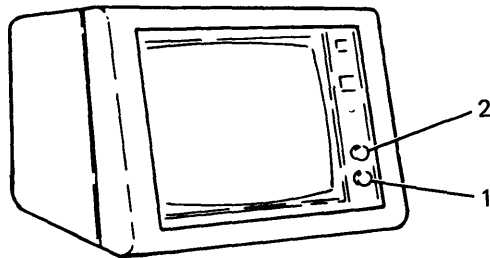
The IBM Displaywriter Display Module allows you to see documents as you create or revise them. Menus, prompts, and messages also appear on the display screen for system functions such as document pagination, diskette tasks, and printing.

The display screen for the 25-line display is a cathode-ray tube (CRT) that measures 304.8 millimeters (12 inches) diagonally. The display area has a capacity of 1600 characters arranged in a format of 20 lines of 80 characters each.

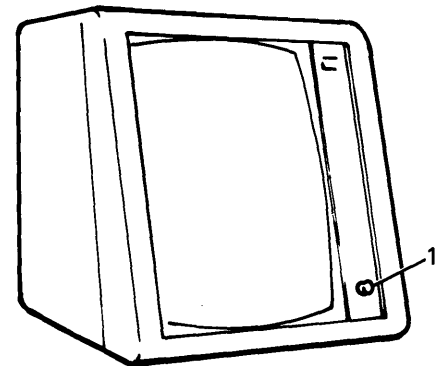
The display area for the large display has a capacity of 6100 characters arranged in a format of 61 lines of 100 characters each.

The display area also includes three additional lines at the top and two additional lines at the bottom of the display screen for formatting and system information.

You can adjust the contrast and brightness to improve the readability of highlighted characters. For your convenience, you can tilt and swivel the display. Use glass cleaner or mild soap and water to clean the display screen.



25 Line Display

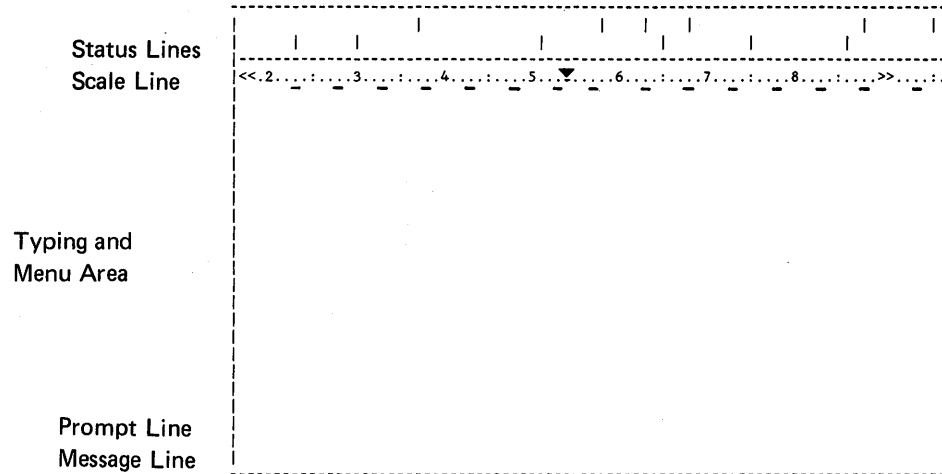


Large Display

1. Brightness Control
2. Contrast Control

Display Format

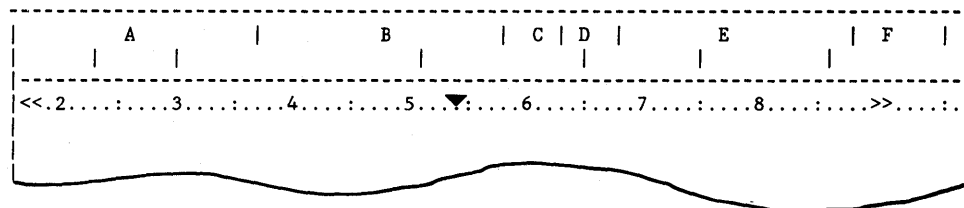
The figure below shows the five areas of the display screen:



1. Status Lines
2. Scale Line
3. Typing and Menu Area
4. Prompt Line
5. Message Line

Each area of the display screen has a specific purpose. The information contained in each area, and its use, is explained in the following sections.

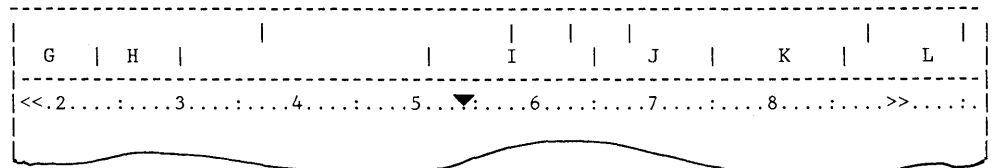
Status Lines: The first status line has information about the current task. Look at the example and explanations below:



- A** - This area displays the function you are currently performing. For example, if you are using the copy function, the words **Copy Text** show in this area.
- B** - This area shows a portion of the name of the document you are currently working on.
- C** - This area shows whether the system is in the Insert Mode or Replace Mode.

- D - This area shows whether the system is saving keystrokes or playing back saved keystrokes.
- E - This area defines symbols that are inserted in the text of a document. When the cursor is under a symbol in a line of text, the symbol is identified in this area. For example, when the cursor is under a word underline instruction, **Word Und** displays. See Appendix B. "Function and Symbol Information," for a list of the information that can appear here.
- F - This area displays the name of the original Vol. 01 Program Diskette and the Feature Diskette used to create a Combined Program Diskette. The original Vol. 01 Program Diskette name or Feature Diskette name displays only when a Program Diskette task or Feature task from the Combined Program Diskette is loaded.

The second status line has information about the current status of the system. It also identifies the diskette(s) inserted. Look at the example and explanations below:



- G - This area displays the name of the diskette inserted in the left slot of a dual diskette system. This is the name of the single diskette inserted in a single diskette system.
- H - This area displays the name of the diskette inserted in the right slot of a dual diskette system. It is always blank if you have a single diskette system.
- I - This area contains the system page number of the document page currently on the display screen. During Update File tasks, this area contains the Record ID of the record being displayed.
- J - This area shows the number of lines from the top edge of the page to the line (of a

document) the cursor is currently on. It includes any blank lines that may be at the top of the page.

K - This area displays the number of the keyboard arrangement you are using. A list of the IBM Displaywriter keyboard arrangements, and their identifying keyboard numbers, is in Appendix C. "Keyboard Arrangements".

L - This area displays the pitch of the typestyle you are currently using. The pitch numbers are:

10 Pitch = Pica (10 characters per inch)

11 Pitch = PSM (Proportional Spacing)

12 Pitch = Elite (12 characters per inch)

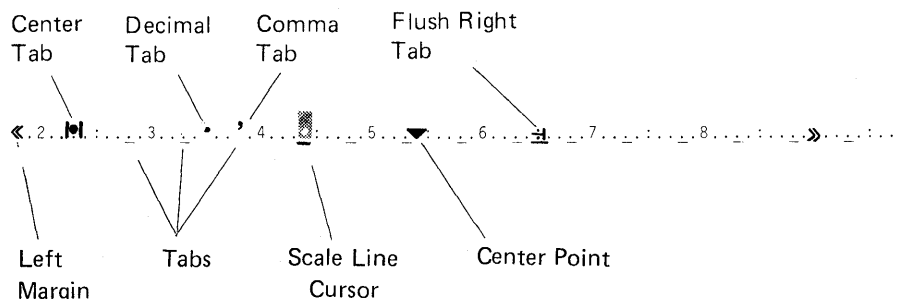
15 Pitch = (15 characters per inch)

See Appendix D. "Typestyles" for a list of typestyles available for use with the IBM Displaywriter System.

Scale Line: The scale line appears on the display screen when you are creating or revising a document. It shows the margins, tabs, center point, and cursor position in effect for the cursored line. The scale line also appears in the MARGINS AND TABS menu as well as when you are creating or revising headers and footers. The figure below shows an example of a scale line.

The scale line matches the current text format. It also segments horizontally as the text segments.

The scale line cursor is represented by a highlighted scale line position. Its location on the scale line matches the location of the cursor in the typing area, except when you are using a proportionally spaced (PSM) typestyle. In that case, the scale line cursor will not always be directly over the cursor appearing in text.



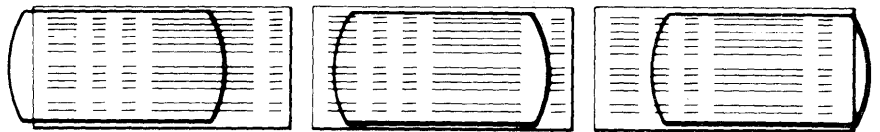
Typing and Menu Area: The typing and menu area displays either menus or the text you are creating or revising. The cursor also displays in this area. It appears as a brightened line under a character position. You can move the cursor anywhere in your document.

In the text, the character directly over the cursor is highlighted to make locating the cursor easier. The current cursor position is also highlighted on the scale line.

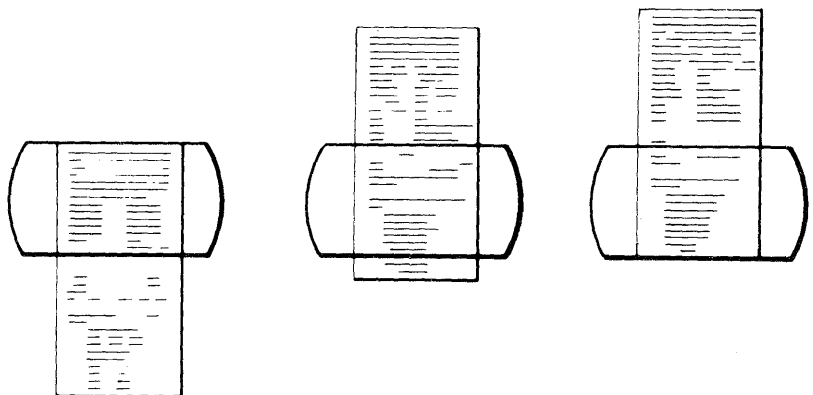
The cursor movement keys are used to move the cursor in text. The cursor movement keys are described later in this section.

In menus, the cursor is on the prompt line. You can move the cursor only by inserting text or pressing the BKSP key. If you press the cursor movement keys, they will not operate.

Line length is the space between the left and right margins. You can see lines longer than the width of the display screen by segmenting. Segmenting moves the text horizontally through the display screen. To segment, press the Cursor Right (->) key or the Cursor Left (<-) key. When the cursor reaches the screen edge, the document text moves through the display as shown in the figure below.



On the 25 line display, twenty lines of text can display at a time. On the large display, 61 lines can display. You can display document pages with more lines than that by scrolling. Scrolling moves the text vertically through the display screen. To scroll, press the Cursor Up (↑) key or the Cursor Down (↓) key. When the cursor reaches the screen edge, the document text moves through the display as shown in the next figure.



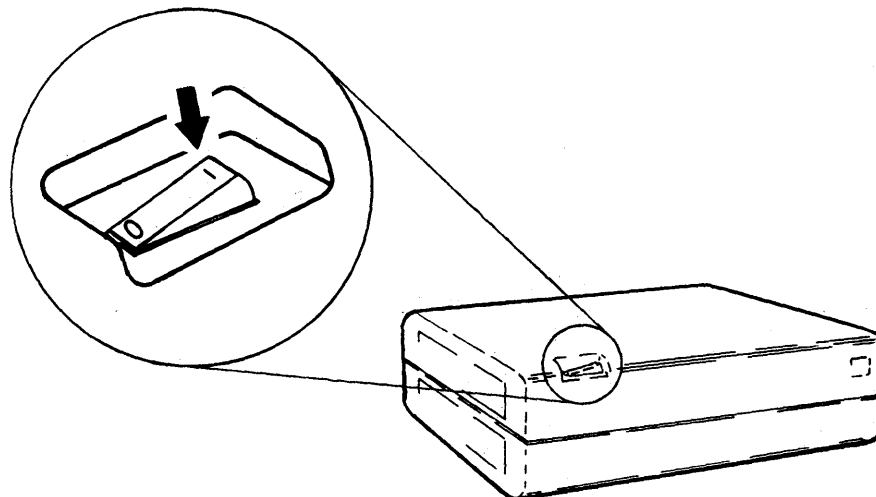
The screen can also be moved over the document page to see blocks of text. The Screen Right, Screen Left, Screen Down, and Screen Up keys move the screen to display lines longer than the width of the screen and lines below and above the screen.

Prompt Line: The system uses the prompt line to tell you about an action you need to take (such as inserting a diskette) or to guide you through functions, a step at a time. The prompt line is highlighted to get your immediate attention. A complete list of the prompts is in the IBM Displaywriter System Prompts and Messages Guide, Textpack 4/Reportpack.

Message Line: The system uses the message line to tell you about the status of tasks you have requested (such as print job completion), printer needs (such as a request for paper), or when an error occurs. A list of the messages is in the IBM Displaywriter System Prompts and Messages Guide, Textpack 4/Reportpack.

Electronics Module

The Electronics Module contains the electronics and power supply for the IBM Displaywriter System. The power switch that turns your system on and off is on the top left side of the electronics module.



Electronics Module

Keyboard Module

The IBM Displaywriter System has a keyboard similar to a typewriter keyboard. Some special keys, including a system entry key (ENTER), have been added. Keys provide standard uppercase and

lowercase characters, symbols, and numbers. Some keys provide control of cursor movement, text functions, and menu selections.

Many of the keys on the keyboard provide additional functions when you press them while holding down the CODE key. Some special keys have a name describing the additional function printed on the front of them. For example, to use the center function, hold down the CODE key, and press the c (CTR) key.

Other special keys have additional function but are not marked. Refer to the Textpack 4 Keyboard Template or the Reportpack Keyboard Template for the location of these keys, and to the Quick Reference section of this Reference Guide for detailed explanation of the function.

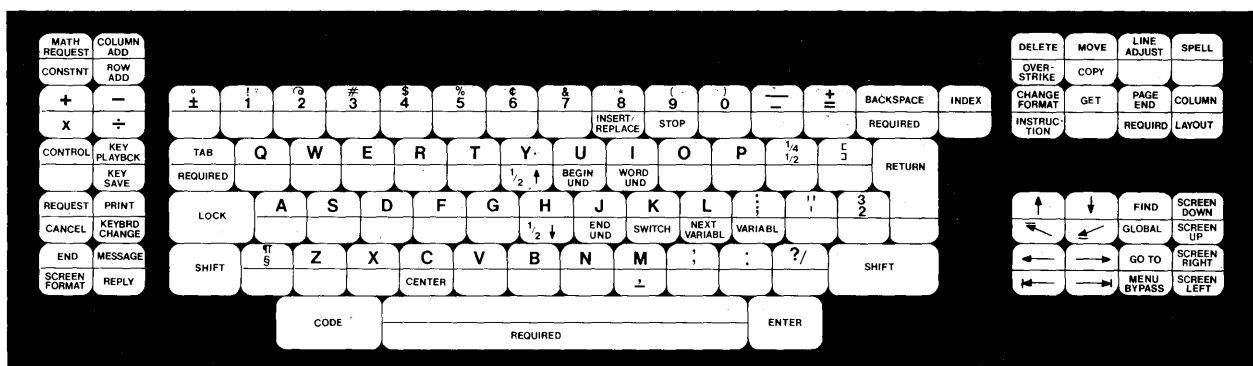
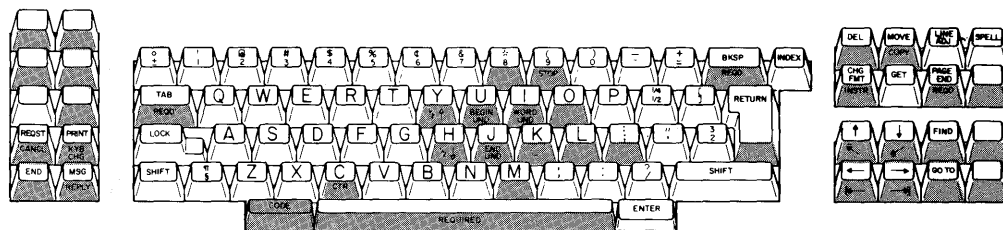
Textpack 4 Keyboard Template

Description of Key Groups

The figures below show a 96-Character Keyboard and a Textpack 4 Keyboard Template. Notice there are four major groups of keys. These groups are shown separately on the following pages. Special keys are described individually for each group.

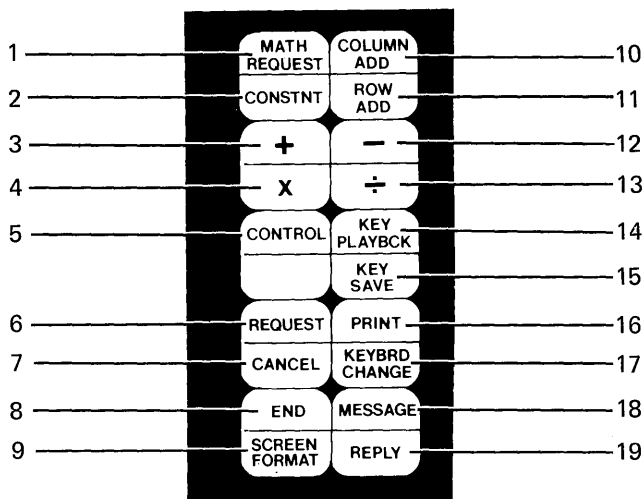
Keys that are shaded on the front in the 96-Character Keyboard figure indicate that you must hold down the CODE key when you want to use the additional function.

Keys that show functions below the horizontal dividing line on the Textpack 4 Keyboard Template indicate that you must hold down the CODE key when you want to use the additional function.



Group 1: The group of keys represented by this portion of the Textpack 4 Keyboard Template is at the left of the keyboard. Read the explanations that follow the figure below. Many of these keys are discussed more fully in the "Quick Reference" section of this book.

These keys may have different functions when you are using Feature tasks.

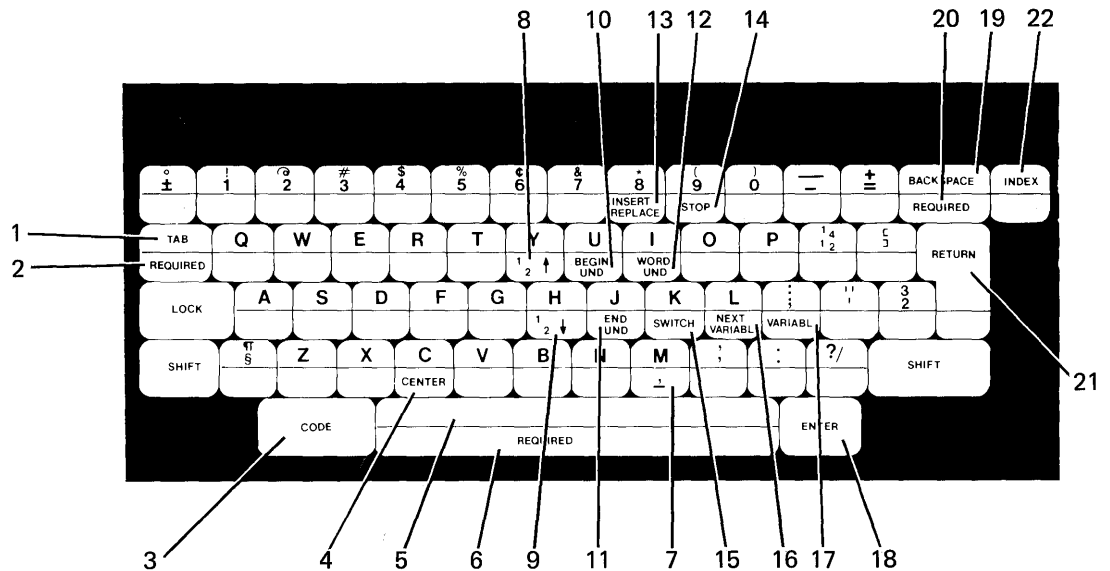


1. MATH REQUEST: Displays the math formats, allows you to change the sign of the active math formats and the total or constant, and allows you to perform other math related functions.
2. CONSTNT: Allows you to enter a constant to be used with math functions.
3. (+) Add: Adds a cursored number to a displayed total.
4. (X) Multiply: Multiplies a number to a displayed total.
5. CONTROL: Allows alternate functions for some of the keys on the keyboard. See "CONTROL KEY" in the "Quick Reference" section.
6. REQUEST: Displays additional functions you can use during a task.
7. CANCEL: Cancels functions and clears prompts.
8. END: Ends a task or job.

9. SCREEN FORMAT: Allows you to choose to display, or not to display, all the codes in your documents.
10. COLUMN ADD: Adds a number in a decimal aligned column to the displayed total and then moves the cursor to the next line.
11. ROW ADD: Adds a number aligned on a decimal tab stop to the displayed total and finds the next decimal tab stop position in the row.
12. (-) Subtract: Subtracts a cursored number from a displayed total or constant.
13. (÷) Divide: Divides a displayed total or constant by the cursored number.
14. KEY PLAYBCK (Key Playback): Allows you to play back in a document, keystrokes that were saved using the key save function.
15. KEY SAVE: Allows you to save keystrokes typed in a document so you can play them back later.
16. PRINT: Prints the page currently displaying in the Create or Revise Document tasks.
17. KEYBRD CHANGE (Keyboard Change): Allows you to change to another keyboard arrangement defined on the program diskette.
18. MESSAGE: Displays and clears messages from the message queue
19. REPLY: Answers an **Insert Diskette** message by telling the system that the required diskette will not be inserted.

Group 2: The group of keys represented by this portion of the Textpack 4 Keyboard Template is at the center of the keyboard. Read the explanations that follow the figure below. Many of these keys are discussed more fully in the "Quick Reference" section of this book.

These keys may have different functions when you are using Feature tasks.



1. TAB: Inserts a tab character and moves the cursor to the next tab setting.
2. REQUIRED (Required Tab): Sets up an indented left margin.
3. CODE: Provides special functions when used with dual function keys.
4. CENTER: Centers text around the cursor position.
5. Space Bar: Adds one character space to the text.
6. REQUIRED (Required Space): Prevents words from being separated on two different lines.
7. , (Comma Separator): Separates the document name from the work diskette name when both are typed on the prompt line.
8. 1/2 ↑ (Superscript): Moves text up one-half line.

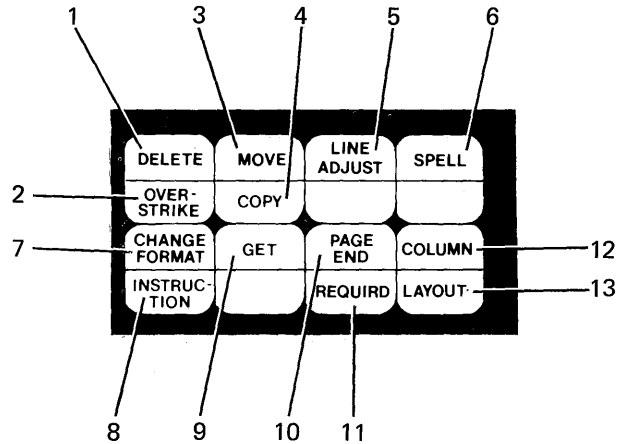
9. 1/2 ↓ (Subscript): Moves text down one-half line.
10. BEGIN UND (Begin Underline): Marks the beginning of text to be underlined.
11. END UND (End Underline): Marks the end of text to be underlined.
12. WORD UND (Word Underline): Underlines the previous word.
13. INSERT/REPLACE: Puts the system into the replace mode which erases existing text as you type over it. Pressing this key again takes the system out of the replace mode and into the insert mode which moves existing text as you type.
14. STOP: Inserts a stop code at the cursor position. This allows operator assistance for use with manual fill-ins.
15. SWITCH: Inserts a switch code at the cursor position. This code is used for compatibility when outputting a document to magnetic cards that will be played out on other IBM word processing equipment.
16. NEXT VARIABL: Moves the cursor to the location of the next variable in text.
17. VARIABL: Inserts a variable indicator into the text. The operator must name the variable. This is used for automatic variable fill-ins.
18. ENTER: Causes the IBM Displaywriter to perform tasks and functions.
19. BACKSPACE: Moves the cursor one character position to the left and deletes the previous character.
20. REQUIRED (Required Backspace): Moves the cursor and print position one character position to the left without deleting characters.
21. RETURN (Carrier Return): ends the current line and moves the cursor and print position to the beginning of the next line.
22. INDEX: Inserts an Index Code into text without causing the cursor to move. The cursor moves

to the next line on the display screen only if the cursor is at the left margin.

When the document is printed, the Index Code causes the print position to move to the next line without any horizontal movement.

Group 3: The group of keys represented by this portion of the Textpack 4 Keyboard Template is at the upper right side of the keyboard. Read the explanations that follow the figure below. Many of these keys are discussed more fully in the "Quick Reference" section of this book.

These keys may have different functions when you are using Feature tasks.



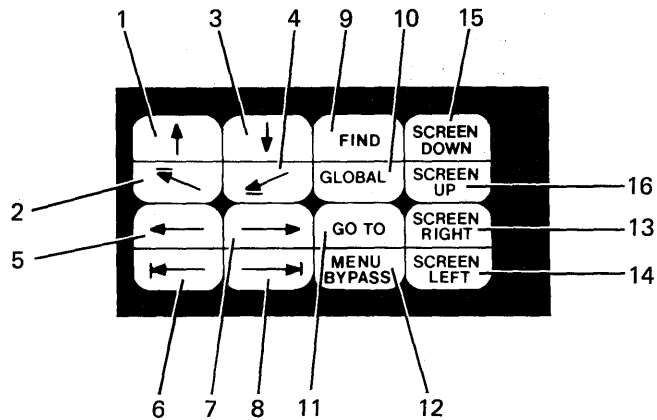
1. DELETE: Allows you to delete text from a document.
2. OVERSTRIKE: Allows you to overstrike text in a document.
3. MOVE: Allows you to move text to another place in a document, removing it from the original location.
4. COPY: Allows you to copy text and put it in another place in a document while leaving it in the original location.
5. LINE ADJUST: Adjusts the cursored line between the margins and may cause the system to prompt you for a hyphenation decision.
6. SPELL: Allows you to check the spelling of words while you are in a document.

It is also used with the FIND key to locate words marked by the Spelling Task for checking.

7. CHANGE FORMAT: Causes the FORMAT SELECTION menu to display during the Create or Revise Document tasks, allowing you to make format changes in a document.
8. INSTRUCTION: Causes the INSTRUCTIONS menu to display, allowing you to put instructions into the text of a document. These instructions will be used by the system during text or records processing.
9. GET: Gets a copy of a document, a page, or pages from a document and puts it in a certain location in the currently displaying document.
10. PAGE END: Inserts a temporary page end into a document. Pagination may move this page end to fit text onto a page, if needed.
11. REQUIRD (Required Page End): Marks the end of a page that will not be changed during pagination. A page will always end at this point, unless you delete the required page end.
12. COLUMN: Aid you when creating, moving, deleting, inserting, or copying columns.
13. LAYOUT: Causes either the CREATE COLUMN LAYOUT or COLUMN INSERT LAYOUT instructions to display. Used to space columns evenly between margins.

Group 4: The group of keys represented by this portion of the Textpack 4 Keyboard Template is at the lower right side of the keyboard. Read the explanations that follow the figure below. FIND, GLOBAL, GO TO, MENU BYPASS, and the Screen Movement keys are discussed more fully in the "Quick Reference" section of this book.

These keys may have different functions when you are using Feature tasks.



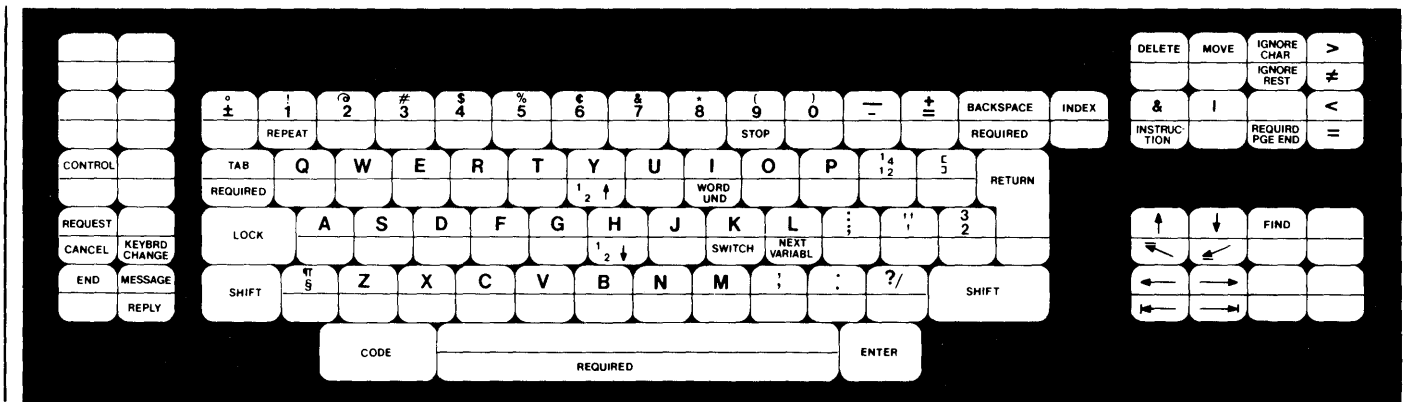
1. ↑ (Cursor Up): Moves the cursor up one line. In Key-To-Print, it moves the print element up one line.
2. ← (Boundary Up): Moves the cursor to the beginning of the page being displayed. In Key-To-Print, it Micro Indexes the print element up the smallest amount available on your printer.
3. ↓ (Cursor Down): Moves the cursor down one line. In Key-To-Print, it moves the print element down one line.
4. → (Boundary Down): Moves the cursor to the end of the page being displayed. In Key-To-Print, it Micro Indexes the print element down the smallest amount available on your printer.
5. ← (Cursor Left): Moves the cursor to the left one character position. In Key-To-Print, it moves the print element one space to the left.
6. ← (Boundary Left): Moves the cursor to the beginning of the line, the left margin or the temporary left margin. In Key-To-Print, it Micro Spaces the print element to the left the smallest amount available on your printer.

7. →(Cursor Right): Moves the cursor to the right one character position. In Key-To-Print, it moves the print element one space to the right.
8. →(Boundary Right): Moves the cursor to the last character of the line being displayed. In Key-To-Print, it Micro Spaces the print element to the right the smallest amount available on your printer.
9. FIND: Moves the cursor to the next location of characters that you identify.
10. GLOBAL: Displays the GLOBAL REPLACE/ DELETE menu. Used to replace or delete words or characters throughout a document. This key is not engraved. Refer to the Textpack 4 Keyboard Template.
11. GO TO: Moves the cursor to the beginning of a page you identify.
12. MENU BYPASS: Allows you to go directly to a menu by typing and entering the abbreviation for the menu.
13. SCREEN RIGHT: Moves the screen right a prescribed distance depending on the cursor position.
14. SCREEN LEFT: Moves the screen left a prescribed distance depending on the cursor position.
15. SCREEN DOWN: Moves the screen down a prescribed distance depending on the cursor position.
16. SCREEN UP: Moves the screen up a prescribed distance depending on the cursor position.

Reportpack Keyboard Template

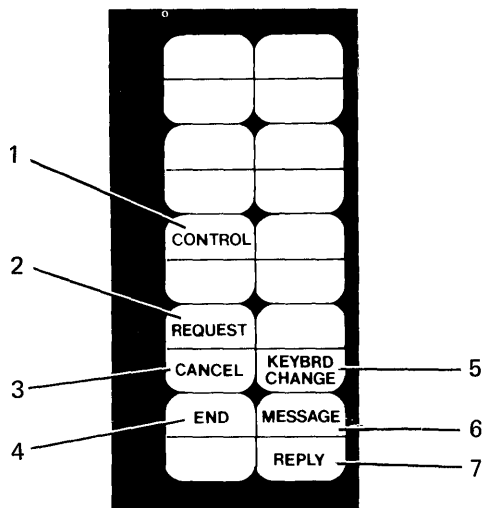
Description of Key Groups

The figure below shows the Reportpack Keyboard Template. The keys shown on the template are the key functions available when the Reportpack Feature Diskette is loaded. Notice it shows four major groups of keys. These groups are shown separately on the following pages. Special keys are described individually for each group. Keys that show functions below the horizontal dividing line indicate that you must hold down the CODE key when you want to use the additional function.



Group 1: This group of keys is at the left of the keyboard. Read the explanations that follow the figure below. Many of these keys are discussed more fully in the "Quick Reference" section of this book.

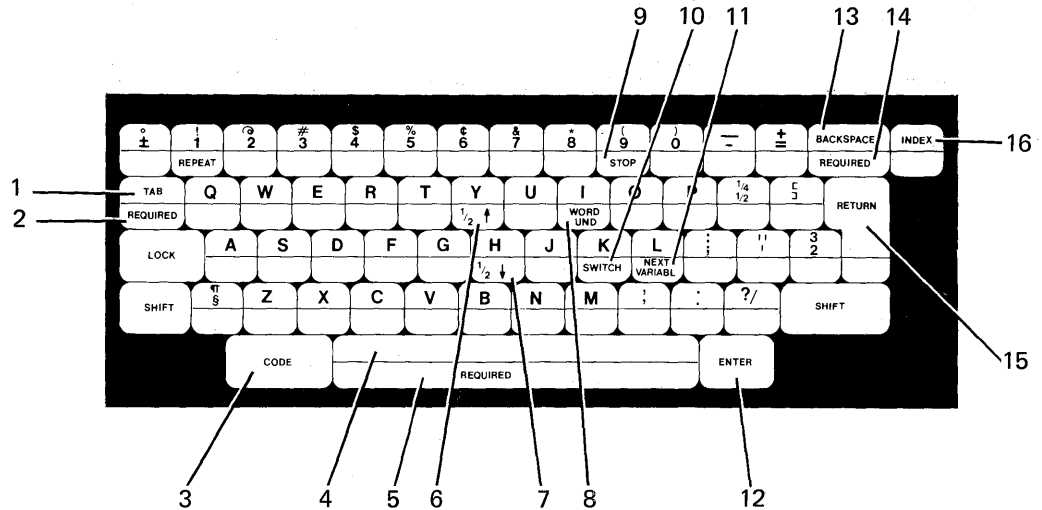
Keys that are not marked on the template are not active while the Reportpack feature is loaded.



1. CONTROL: Allows alternate functions for some of the keys on the keyboard. See "CONTROL KEY" in the "Quick Reference" section.
2. REQUEST: Displays additional functions you can use during a task.
3. CANCEL: Cancels functions, clears prompts, and cancels entries made in the Record Selection frame.
4. END: Ends a task.
5. KEYBRD CHANGE (Keyboard Change): Allows you to change to another keyboard arrangement that is defined on the program diskette.
6. MESSAGE: Displays and clears messages from the message queue.
7. REPLY: Overrides an **Insert Diskette** message by telling the system that the required diskette will not be inserted.

Group 2: This group of keys is at the center of the keyboard. Read the explanations that follow the figure below. Many of these keys are discussed more fully in the "Quick Reference" section of this book.

Keys that are not marked on the template are not active while the Reportpack feature is loaded.



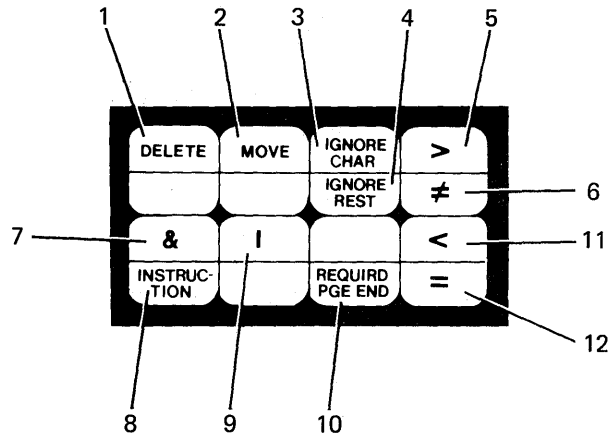
1. Tab: Advances the cursor from one file field to the next. In Text fields, inserts a tab character and moves the cursor to the next tab setting.
2. REQUIRED (Required Tab): Sets up an indented left margin in Text Fields.
3. CODE: Provides special functions when used with dual function keys.
4. Space Bar: Adds one character space to the text.
5. REQUIRED (Required Space): In Text fields, prevents words from being separated on two different lines.
6. 1/2 ↑ (Superscript): In Text Fields, moves text up one-half line.
7. 1/2 ↓ (Subscript): In Text Fields, moves text down one-half line.

8. WORD UND (Word Underline): Underlines the previous word.
9. STOP: In Text Fields, inserts a stop code at the cursor position.
10. SWITCH: In Text Fields, inserts a switch code at the cursor position.
11. NEXT VARIABL: Advances the cursor from one file field to the next.
12. ENTER: Causes the system to perform tasks and functions.
13. BKSP (Backspace): Moves the cursor one character position to the left and deletes the previous character.
14. REQUIRED (Required Backspace): In Text Fields, moves the cursor and print position one character position to the left without deleting characters.
15. RETURN (Carrier Return): In Text Fields, ends the current line and moves the cursor and print position to the beginning of the next line.
16. INDEX: In Text Fields, inserts an Index Code into text without causing the cursor to move. The cursor moves to the next line on the display screen only if the cursor is at the left margin.

When the document is printed, the Index Code causes the print position to move to the next line without any horizontal movement.

Group 3: This group of keys is at the upper right of the keyboard. Read the explanations that follow the figure below. Many of these keys are discussed more fully in the "Quick Reference" section of this book.

Keys that are not marked on the template are not active while the Reportpack feature is loaded.

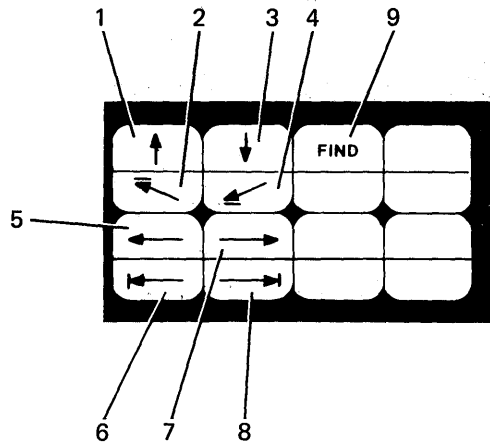


1. DELETE: Allows you to delete file fields from the display and delete entries from fields.
2. MOVE: Allows you to repositon file fields on the display.
3. IGNORE CHAR (Ignore Character): Used in a file field to ignore the contents of a character position for selection purposes.
4. IGNORE REST: Used in a file field to ignore all characters following a typed string of characters.
5. > (Greater Than): Used in a file field to select fields greater than a typed entry.
6. ≠ (Not Equal): Used in a file field to select fields not equal to a typed entry.
7. & (And): Used in a file field to select fields that must meet more than one condition.

8. INSTRUCTION: Causes the INCLUDE menu to display.
9. | (Or): Used in a file field to select fields that can meet any of several conditions.
10. REQUIRED PGE END: Used in Text fields to mark the end of a page.
11. < (Less than): Used in a file field to select fields less than a typed entry.
12. = (Equal): Used in a file field to select fields equal to a typed entry.

Group 4: This group of keys is at the lower right of the keyboard. Read the explanations that follow the figure below.

Keys that are not marked on the template are not active while the Reportpack feature is loaded.



1. ↑(Cursor Up): Moves the cursor up one line.
2. ⏪(Boundary Up): Moves the cursor to the beginning of the record or Text Field.
3. ↓(Cursor Down): Moves the cursor down one line.
4. ⏩(Boundary Down): Moves the cursor to the end of the record or Text Field.
5. ←(Cursor Left): Moves the cursor to the left one character position.
6. ⏪(Boundary Left): Moves the cursor left to the beginning of a field. In Text Fields, moves the cursor to the beginning of the line, the left margin or the temporary left margin.
7. →(Cursor Right): Moves the cursor to the right one character position.
8. ⏩(Boundary Right): Moves the cursor right to the end of a field. In Text Fields, moves the cursor to the last character of the line being displayed.

9. FIND: In Text Fields, moves the cursor to the next location of characters that you identify.

Keyboard Arrangements

Your program diskette supports a default keyboard arrangement (the one engraved on the keys) and five alternate keyboards, which you identify in the WORK STATION DESCRIPTION menu. You can use the engraved keyboard or any one of the five alternate keyboards. See "ENGRAVED KEYBOARD" and "KYB CHG KEY" in the "Quick Reference" section of this book for more information about choosing a keyboard.

For example, you may want to make your keyboard function like a German keyboard. After a keyboard change, the keys look the same, but the system knows their functions as those on a German keyboard. This allows you to use the keyboard arrangement most familiar to those who normally use the German keyboard you selected.

Another example of a keyboard arrangement you may select as an alternate keyboard is the U.S. Accounting keyboard, ID number 17. Look at this keyboard in Appendix C. Charts in Appendix C show you the keyboard arrangements as they would look if engraved on the keys. Notice the (pound sign) over the 1 and the (double underline) over the 1/4. The Printer Message Descriptions in the Printer Guide shows the printer element needed for this keyboard is part number 172.

To print documents you type with alternate keyboards, put the appropriate typing element on the printer when the system prompts you to do so. For example, if you use the German keyboard, put the German element on the printer.

Keyboard Tones

The keyboard has two kinds of tones (beeps). A long beep sounds when a message needs your immediate attention. A short beep sounds when the cursor goes past the line identified as the **Last Typing Line** in the PAGE FORMAT menu. If you are not watching the line number area of the display as you type, the beep alerts you to the page length, so that you can make a page ending decision.

A short beep also sounds when **Auto Carrier Return** is Off and you type into the zone width area near the right margin. It works like the bell you hear on a typewriter when you type close to the right margin. It reminds you to make a line ending decision.

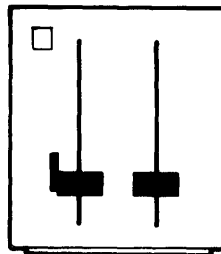
Diskette Unit

You use the diskette unit for storing text on work diskettes and to insert program diskettes. The diskette unit has a slot into which you insert a 203.2 mm (8 inch) magnetic disk.

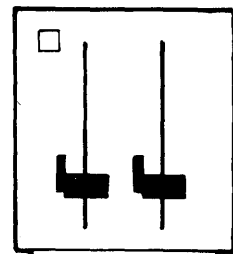
Single and Dual Diskette Units

Two types of Diskette Units are available with an IBM Displaywriter System, Textpack 4. One type uses the IBM Displaywriter Diskette 1. The other type has 1/2D on the load lever. It can use either the IBM Displaywriter Diskette 2D or the IBM Displaywriter Diskette 1.

Both types of Diskette Units can be either a Single Diskette Unit or a Dual Diskette Unit. (See below.) They are similar except you can insert a diskette in each slot of the Dual Diskette Unit. Tasks such as duplicating documents from one diskette to another can be done more quickly when you have a diskette inserted in each slot. You can also use the Dual Diskette Unit to print from one diskette while you perform tasks on the other.



IBM 6360 Single
Diskette Unit



IBM 6360
Dual Diskette Unit

Diskettes

The Diskette Unit uses several types of diskettes: work diskettes, IBM Licensed Programs (program diskettes), Problem Determination Diskette, and Memory Record Diskette.

Work Diskettes

Use work diskettes for all the Typing Tasks and Work Diskette Tasks you do at your Displaywriter work station. You can erase, duplicate, and make other changes to work diskettes. The system will require you to initialize and/or name any unnamed work diskette when you insert it for use.

Diskette 1 is a single-sided work diskette. Diskette 2D is a dual-sided work diskette that allows you to use both sides of the diskette and provides more storage.

Program Diskettes

Textpack 4 has three program diskettes. Use the Vol. 01 Program Diskette for starting the system through an Initial Program Load (IPL) and for all Textpack Program Diskette Tasks. Use the Vol. 02 Program Diskette for Typing, Spelling, and Key-To-Print Tasks. Use the Vol. 03 program diskette for Work Diskette and Merge Tasks.

You can erase, duplicate, and make other changes to program diskettes. When you receive the program diskettes, the Vol. 01 Program Diskette contains IBM-supplied formats for typing documents, called defaults. The defaults are displayed on the menus as YOUR CHOICE. You can change the defaults to personalize your system setup. To learn more about Program Diskette Tasks and how to personalize your system, see "FORMATS" in the "Quick Reference" section of this book.

When updates to your IBM Licensed Programs become available, you will receive new IBM Licensed Program Diskettes. Your personalized setup can be copied to the new updated program diskette for the same program product, using the Duplicate Machine Setup task. See the "DUPLICATE MACHINE SETUP TASK" in the "Quick Reference" section for information about returning the replaced IBM Licensed Program Diskette.

Program diskettes are assigned names before they are shipped to you. You cannot change the name of a program diskette.

Feature Diskette

Feature Diskettes are program diskettes for optional features. Each optional feature is contained on its own Feature Diskette.

To load any Feature Diskette, choose Feature Tasks in the TASK SELECTION menu, and when prompted, insert the Feature Diskette of your choice.

You can erase, duplicate and personalize a Feature Diskette just as you would any program diskette. To do any of these tasks, choose Program Diskette Tasks in the TASK SELECTION menu, and when prompted, load the Feature Diskette of your choice.

Reportpack is the Feature Diskette for the File Feature. It contains the program for loading and running the File tasks.

Special-Purpose Diskettes

Two special-purpose diskettes, Problem Determination and Memory Record, are for use with the Problem Determination Guide.

The following instructions tell you how to use the Diskette Unit to:

- Insert a diskette
- Remove a diskette
- Initial Program Load (IPL) your system

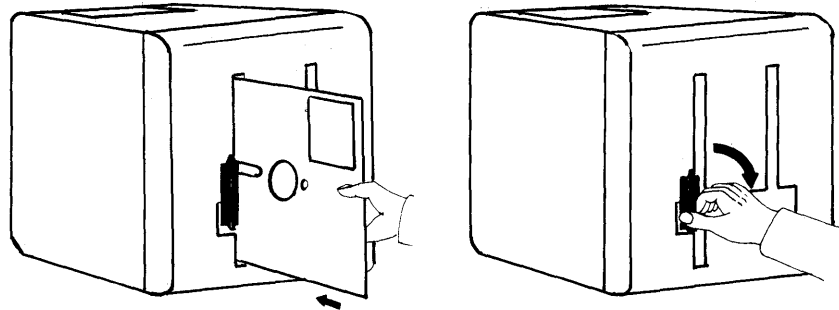
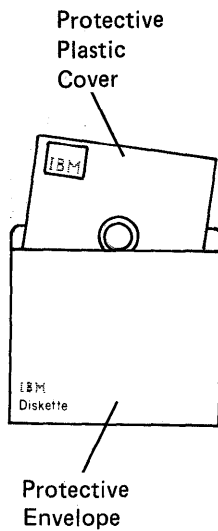
To Insert a Diskette

1. If the load lever is not already vertical (straight up), turn the load lever to the left (counterclockwise).
2. Remove the diskette from its protective paper envelope. (It should slip out easily.) Insert it all the way into the diskette slot with the

labels facing to the left side of the Diskette Unit.

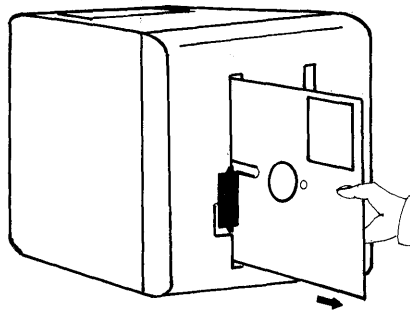
Never try to remove a diskette from its protective plastic cover.

3. Turn the load lever to the right (clockwise).



To Remove a Diskette

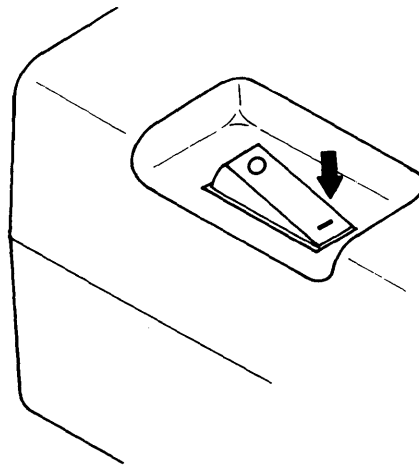
1. Turn the load lever to the left (straight up).
2. Remove the diskette from the slot.
3. If necessary, label the diskette before placing it into its protective paper envelope. (Refer to "Diskette Handling" in this section for handling procedures.)



Initial Program Load (IPL)

You must Initial Program Load (IPL) the system each time you turn it on. This procedure causes the system to begin operation. You must IPL the system before you can do any tasks.

1. Turn the printer power on. The power switch is on the printer.
2. Turn the system power on. The power switch is on the Electronics Module.

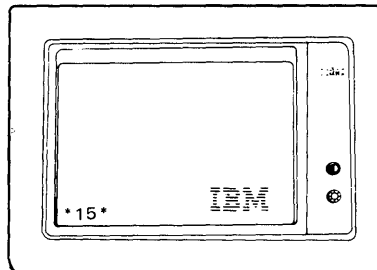


If the system is already turned on, turn it off, then turn it on again.

After you turn on the power, the system performs a Basic Assurance Test. The IBM initials and the numbers *15* or *11* display (unless a program diskette is already correctly inserted) when a successful check is completed.

If the tests do not complete successfully, a number other than *15* or *11* displays on the message line at the bottom left of the display. This number indicates a possible cause of the failure. See the Numerical Listing at the beginning of the IBM Displaywriter System Prompts and Messages Guide, Textpack 4/Reportpack for an explanation of the numbers.

3. When the IBM initials display, insert the Vol. 01 Program Diskette or a Combined Program Diskette.



The message **Loading Program** displays on the first status line.

When the system is ready, the **TASK SELECTION** menu appears.

Note: You can use either slot to Initial Program Load a dual diskette system.

You must turn on and IPL the primary work station before ANY of the work stations can use the printer.

Initial Program Load (IPL) With Another Program Diskette

To IPL again without turning the power off:

1. Go to the **TASK SELECTION** menu.
2. Remove any diskettes.
3. Type a Zero Index Carrier Return (CONTROL + Carrier Return).
4. Press ENTER.

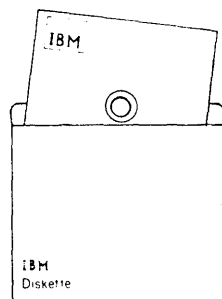
In a few seconds, the IBM initials will display.

5. Insert the Vol. 01 Program Diskette or a Combined Program Diskette to IPL.

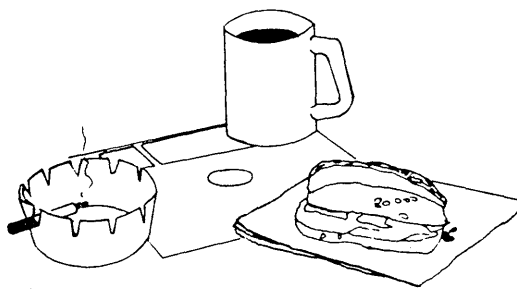
Diskette Handling

To care for your diskettes:

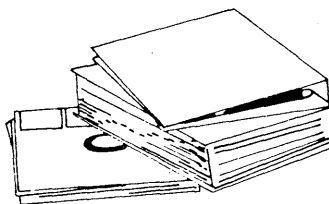
Return a diskette to its envelope after removing it from the diskette slot.



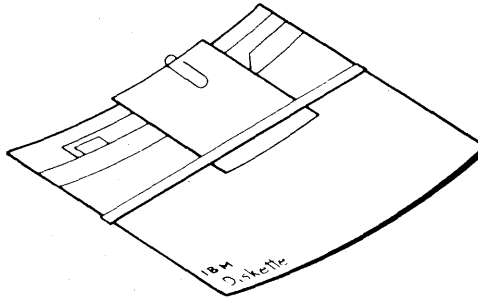
Do not lay diskettes near smoke or other things that can cause the diskettes to be contaminated.



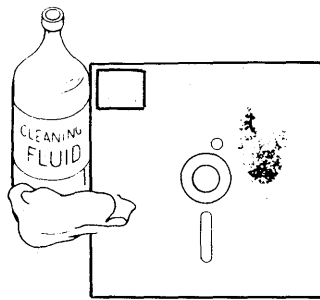
Do not place heavy objects such as books on diskettes.



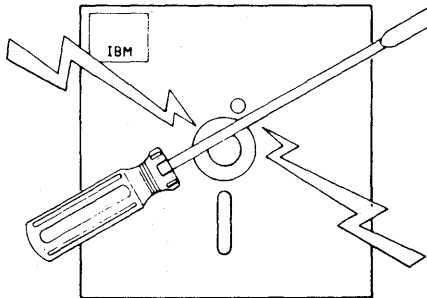
Do not use clips or rubber bands on a diskette.



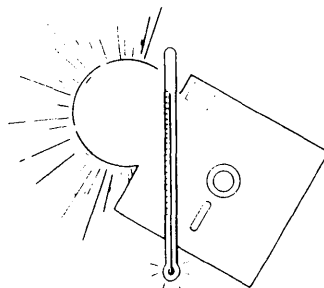
Do not touch or attempt to clean diskette surfaces. Contaminated diskettes will not work correctly.



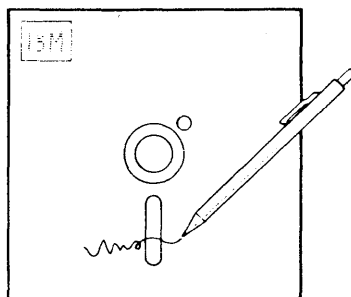
Do not place diskettes near magnetic materials. Data can be lost from a diskette exposed to a magnetic field.



Do not expose diskettes to direct sunlight. Store and use diskettes in temperatures between 10°C -- 50°C (50°F -- 125°F).



Do not write outside the label area on diskettes. Never use an erasable pencil or ballpoint pen for diskette labeling. Use fiber tip pens.



Section 2. Menus

SECTION DESCRIPTION

This section contains: (1) a sequence of menus for each task and function, (2) a list of the menu abbreviations that can be used during Menu Bypass, (3) a description of each menu, and the choices it lists.

Use menus to select the task or function you need for your work.

MENU DESCRIPTION

A menu has three sections: name, choices, and information (see the figure below).

Name	CHECK DOCUMENT		
Choices	ID ITEM	YOUR CHOICE	POSSIBLE CHOICES
	a Kind Of Spelling Check	1	1 = Prompted 2 = Automatic 3 = None
	b System Page Number(s) For Spelling Check		
	c Hyphenation/Pagination	1	1 = Yes 2 = No
Information	When finished with this menu, press ENTER.		
	Type ID letter to choose ITEM; press ENTER: _		

Name

The menu name is centered on the first line.

Choices

This section contains the selections for a task or function. To make a selection, choose the ID (identification) letter of the ITEM, and type on the prompt line. The prompt at the lower part of the display will direct you to press ENTER after typing your selection. Some selections bring another menu to the display. Others may require you to type more information (a name or number, for example). Refer to "Choosing From a Menu" in this section for two ways of making selections.

Some menus display the choices that are already in effect, under the column YOUR CHOICE. You can change them to any of the choices listed under the column POSSIBLE CHOICES. The choices shown on the menus in this section are the IBM-supplied defaults that are on the diskette when it is shipped to you. Defaults are the choices in effect on the program diskette that you load into the system. You can change to defaults for individual documents or portions of a document.

In most instances, after you type and ENTER the last choice you wish to make, you must press ENTER again to leave the menu. The system reminds you by displaying the prompt **When finished with this menu, press ENTER.**

If you do not enter a choice from the list under POSSIBLE CHOICES, the system uses the selection shown under YOUR CHOICE, if there is one.

Information

The information section of the menu gives directions for selecting and changing the menu choices. On some menus you can select and change more than one ITEM. When you make a change, the system highlights your selection.

Whenever the prompt **Type ID letter to chose ITEM; press ENTER** appears on the display, you can press ENTER or CANCL.

When you press ENTER, the system checks the changes highlighted on the menu and enters them into the system. If there are invalid choices, the system displays an error message. The message remains until the menu is cancelled, or a correct choice is made.

When you press CANCL, the system removes entries from a menu, in order, beginning with the one currently displaying. For example, press CANCL four times to remove each of the following in this order: (1) your answer to a prompt, (2) the prompt, (3) all your menu choices, and (4) the current menu.

Choosing From a Menu

You can choose from menus in either of two ways:

1. One way guides you with prompts to type YOUR CHOICE.
 - a. Type the ID letter to choose the ITEM.
 - b. Press ENTER.

The display prompts **Type YOUR CHOICE; press ENTER.**
 - c. Type the information for YOUR CHOICE.
 - d. Press ENTER.
2. Another shorter way allows you to type the information without the prompt.
 - a. Type the ID letter to choose the ITEM, space, then type the information for YOUR CHOICE.
 - b. Press ENTER.

Note: Some menus do not have a YOUR CHOICE column, and sometimes the YOUR CHOICE column will not have a choice displaying. In these cases, type the ID letter and press ENTER. The system will display another menu. Examples are the FORMAT SELECTION menu and the CREATE OR REVISE DOCUMENT menu.

MENU SEQUENCES

The following menu sequences show you how to use the menus to: (a) choose the task or function that you want to do (b) tell the system about any special requirements that are needed.

The sequences for most tasks start at the TASK SELECTION menu, which appears when you IPL the

system. Each sequence level shows the menu choices you can make to get to another menu. In the "Quick Reference" section of this book, some "how-to" steps begin with a certain menu. These menu sequences show how to get to the required menu.

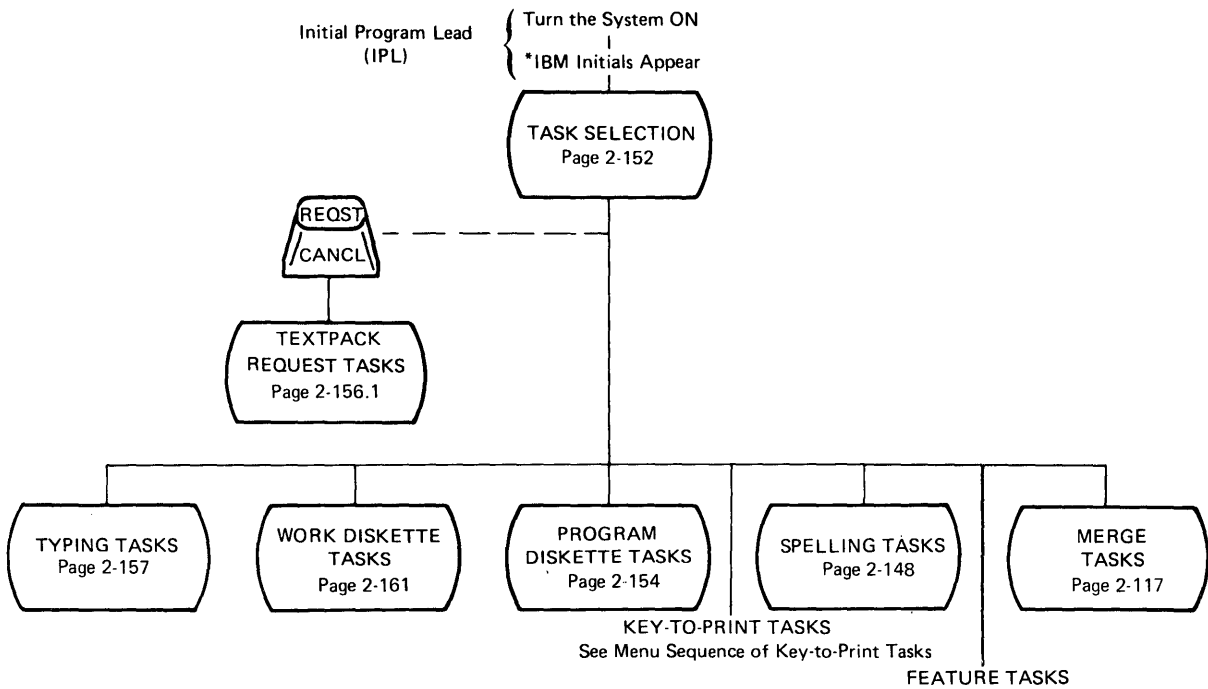
The sequences for Request, Format Changes, or Instructions begin with the task you are using when you press REQST, CHG FMT, or INSTR. The menus shown are those that appear when you press these keys. When you finish with the menus and press ENTER, the system returns you to your prior location.

You can leave a menu in several ways: task completion, cancelling a task, and pressing END, CANCL, or ENTER. (For more information, see END, CANCL, and ENTER in the "Quick Reference" section.)

You do not always start at the beginning of the menu sequence for each task. For example, if you are revising a document and want to paginate it, press END when you finish revising. The TYPING TASKS menu will display. Just choose Paginate Document in the TYPING TASKS menu and press ENTER. There is no need to return to the beginning (TASK SELECTION menu) of the "Typing Tasks Menu Sequence."

Task Selection Menu Sequence

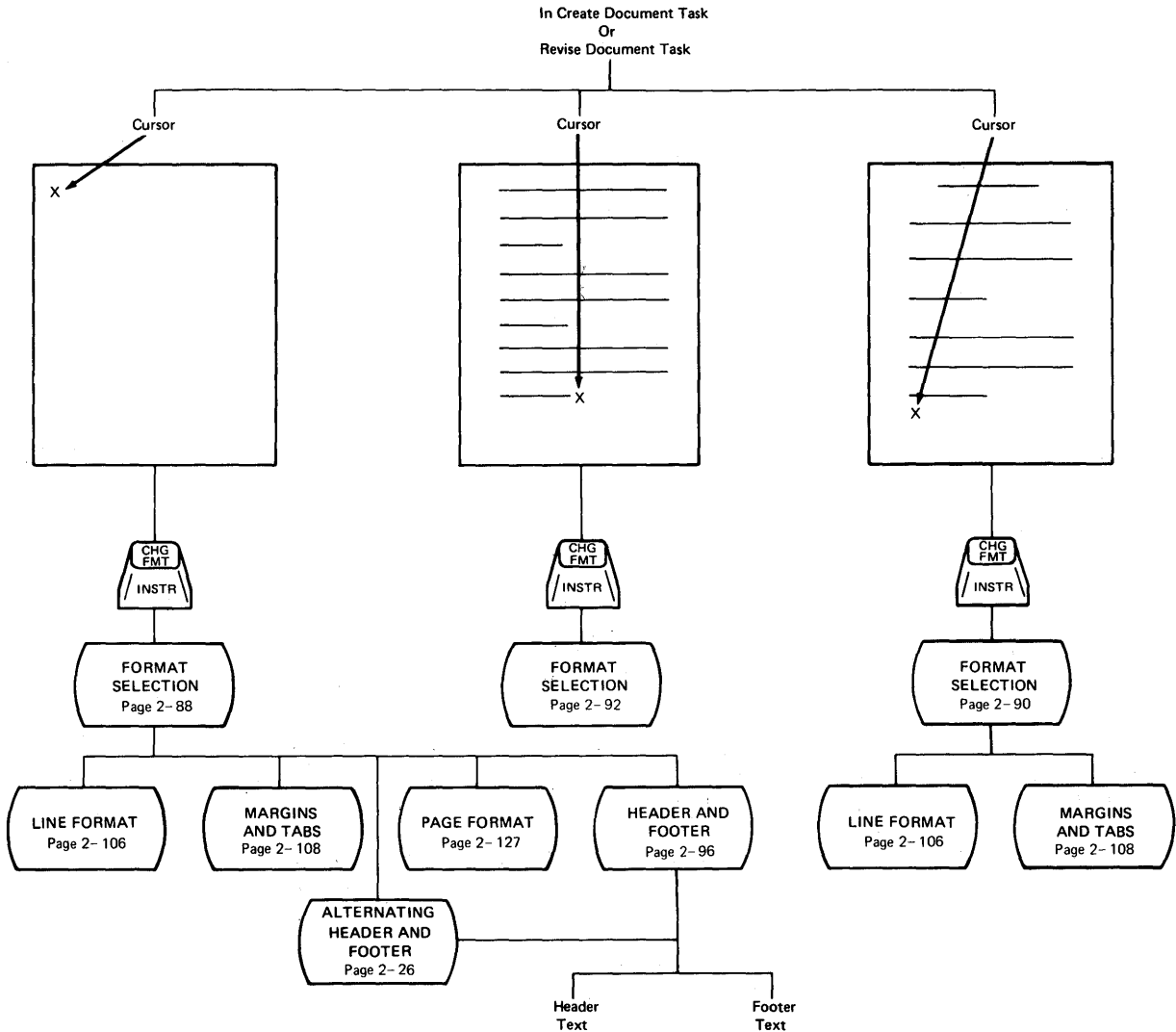
Use this menu sequence to select the appropriate task for your work. For example, if you want to make a change on your program diskette: (1) turn the system ON, (2) when the IBM initials appear, insert the Vol. 01 Program Diskette, (3) when the TASK SELECTION menu appears, select Program Diskette Tasks.



*The IBM initials do not appear if the program diskette is already inserted.

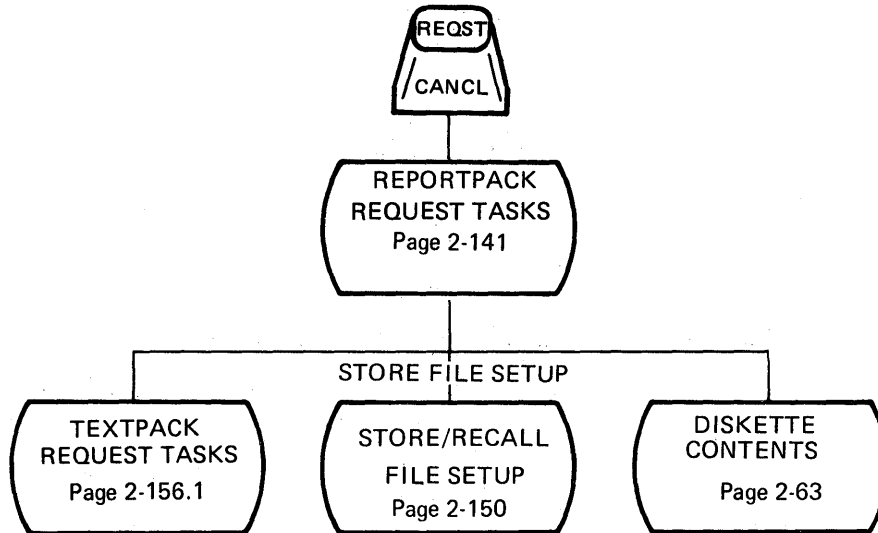
Format Selection Menu Sequence (Using CHG FMT)

The FORMAT SELECTION menus you see when you press the CHG FMT key are available only during the Create Document task or Revise Document task. These menus display when you press CHG FMT to change the current format of a document, or when you move the cursor under a CHG FMT symbol and press ENTER to see an existing format change. Only the choices in the FORMAT SELECTION menu that are available for changing will display. The available choices depend on where the cursor is located when you press CHG FMT.



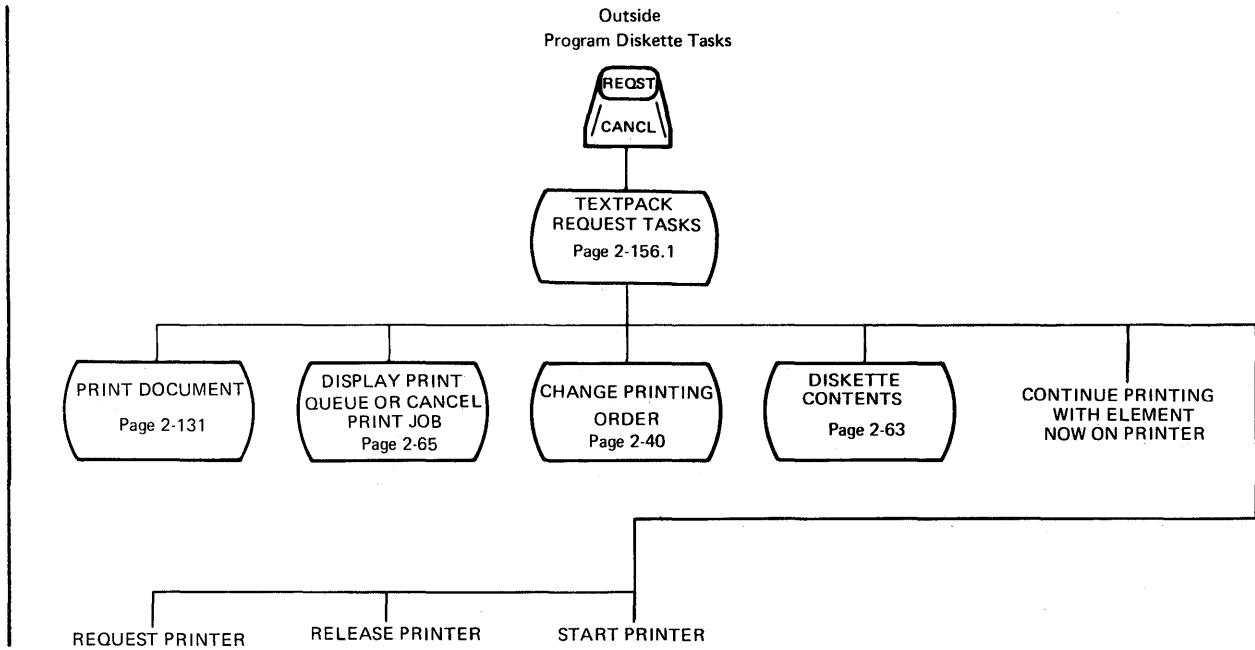
Reportpack Request Tasks Menu Sequence

Use this menu sequence to store or recall a file setup, to go to the TEXTPACK REQUEST TASKS menu, or to display the diskette contents. The REPORTPACK REQUEST TASKS menu is available when you press the REQST key if you are performing Output File Task, Merge File/Text Task, or Duplicate Selected Records Task.



Textpack Request Tasks Menu Sequence

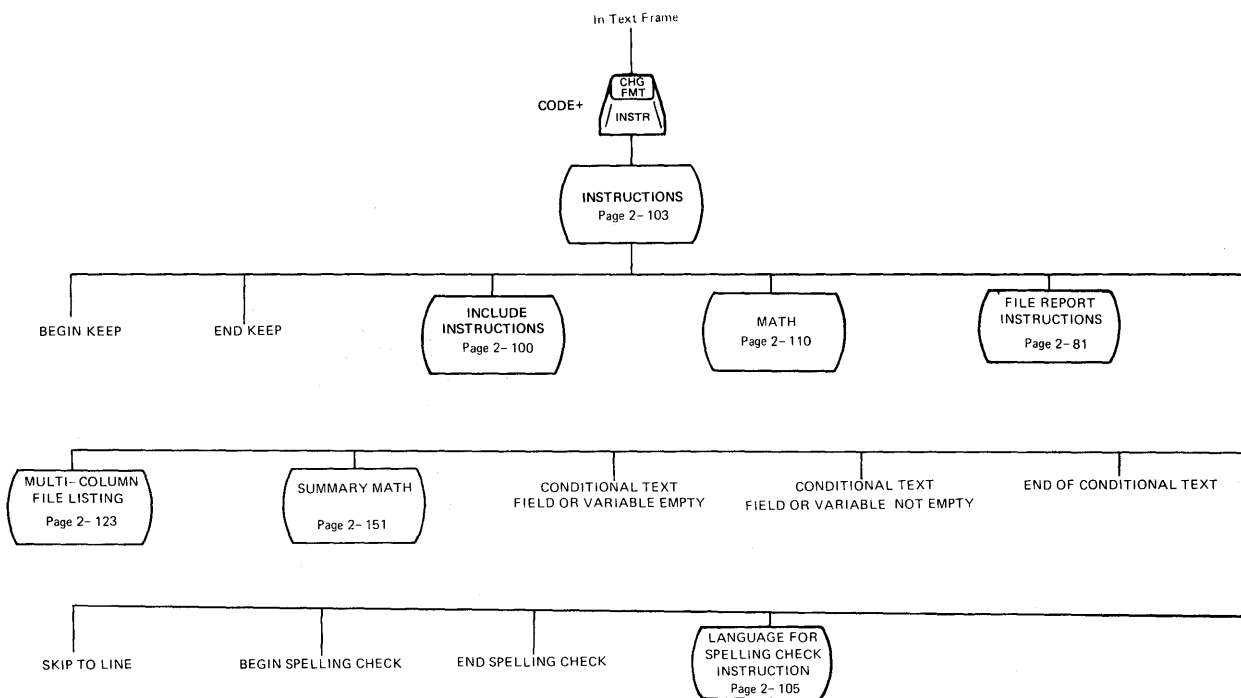
Use this menu sequence to make a print request or display the diskette contents. If you are using Textpack 4, the TEXTPACK REQUEST TASKS menu is available when you press the REQST key, except during Program Diskette Tasks.



TNL SN44-2075 (20 August 1982) to S544-2036-0

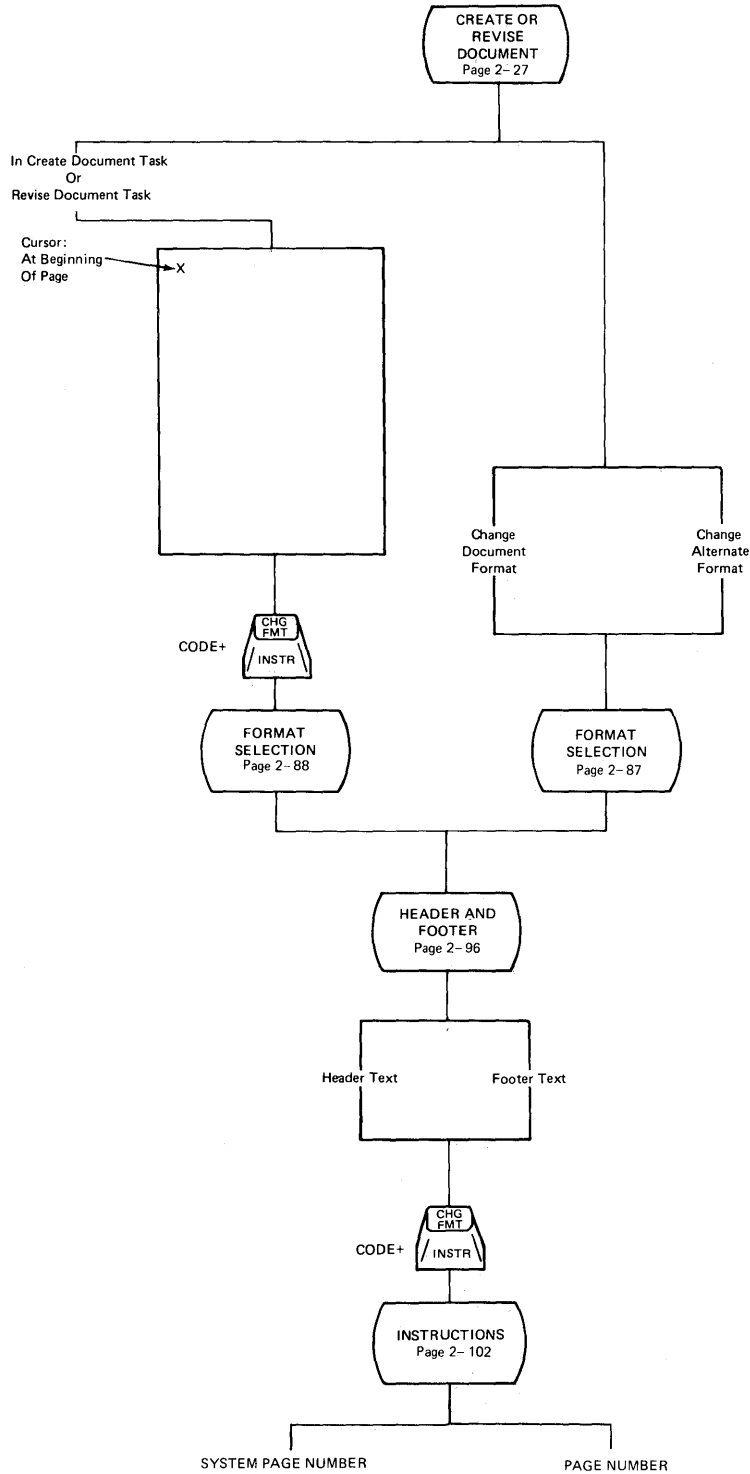
Instructions Menu Sequence (Using INSTR) When Creating Or Revising Text.

This INSTRUCTIONS menu is available when you are creating or revising a document in the Create or Revise Document task. The menu displays when you press INSTR. A different INSTRUCTIONS menu is available when creating or revising a header/footer. See the "Instructions Menu Sequence (Using INSTR) when Creating or Revising a Header Or Footer" on the next page.



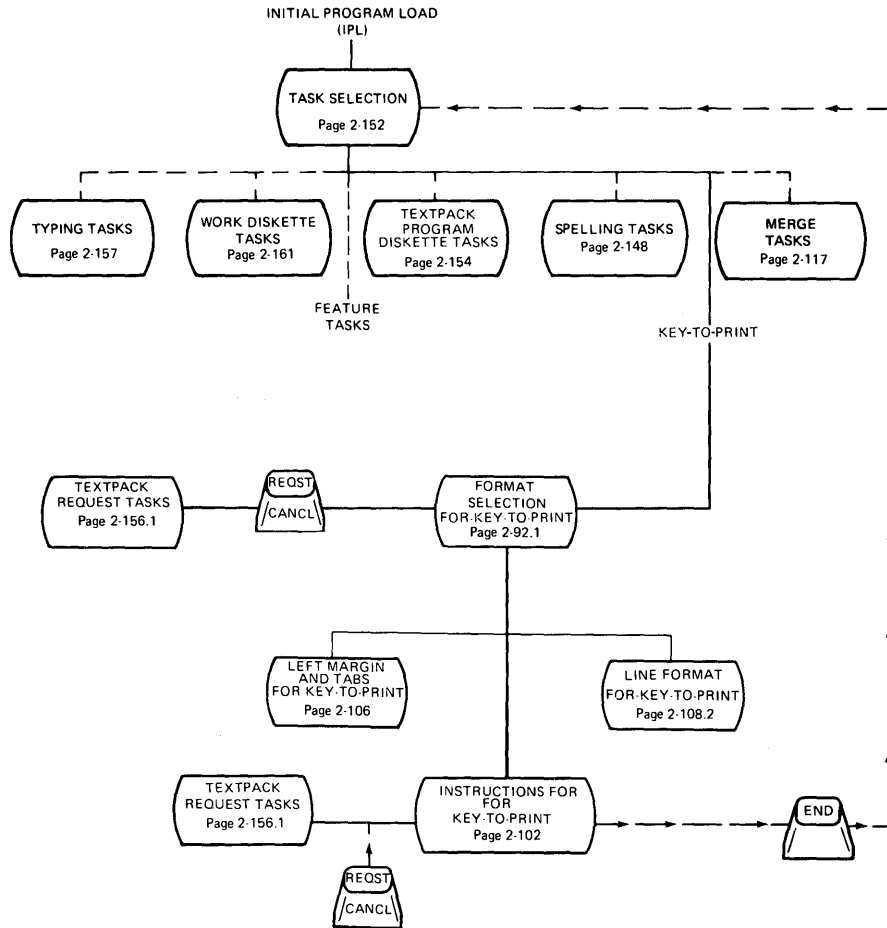
Instructions Menu Sequence (Using INSTR) When Creating Or Revising A Header Or Footer.

This INSTRUCTIONS menu is available when you are creating or revising a header or footer or an alternate header or footer.



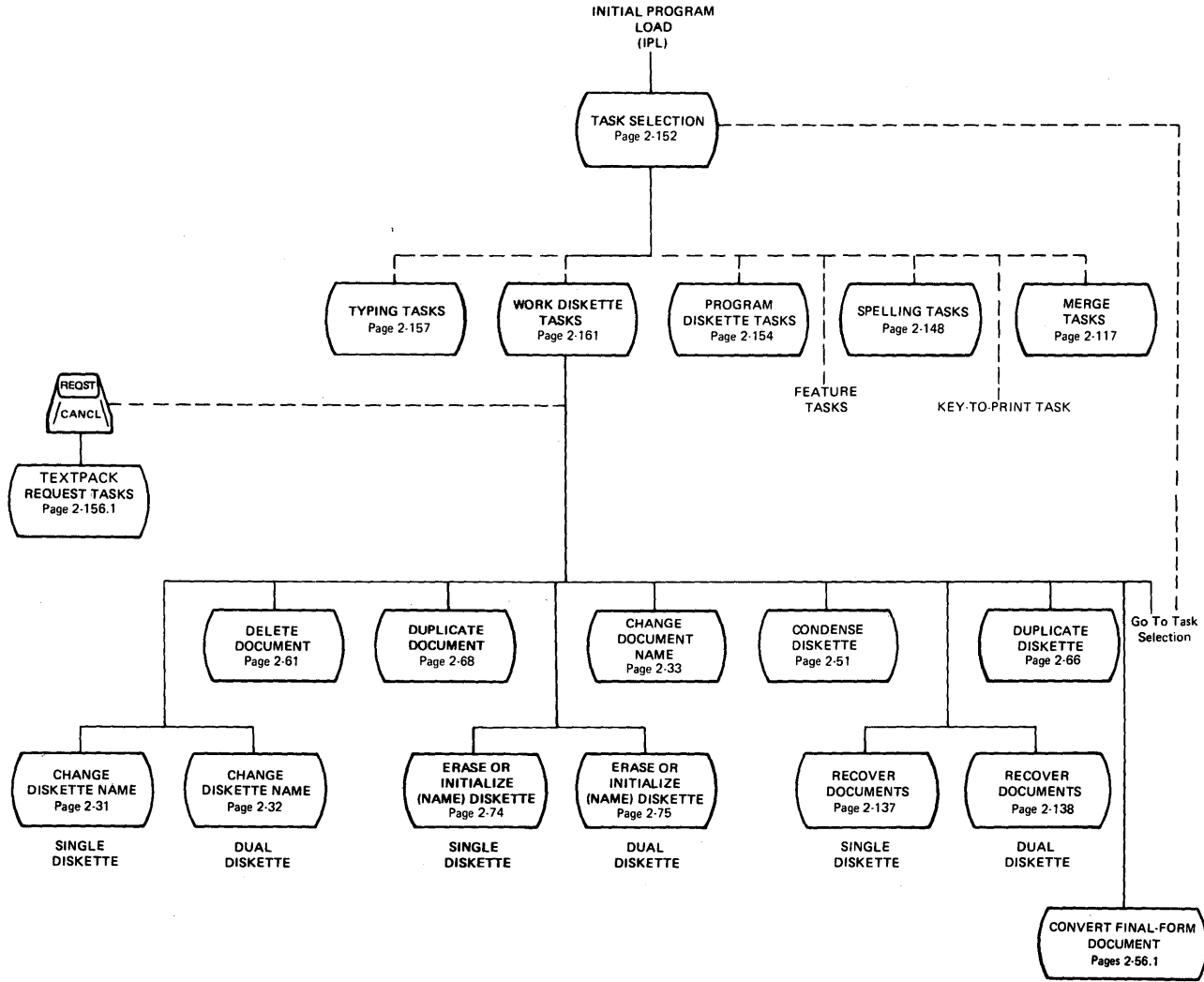
Key-To-Print Task Menu Sequence

Use this menu sequence to type directly onto paper. The text you type will not be displayed and will not be recorded on a diskette. Format changes must be made before the INSTRUCTIONS FOR KEY-TO-PRINT menu displays.



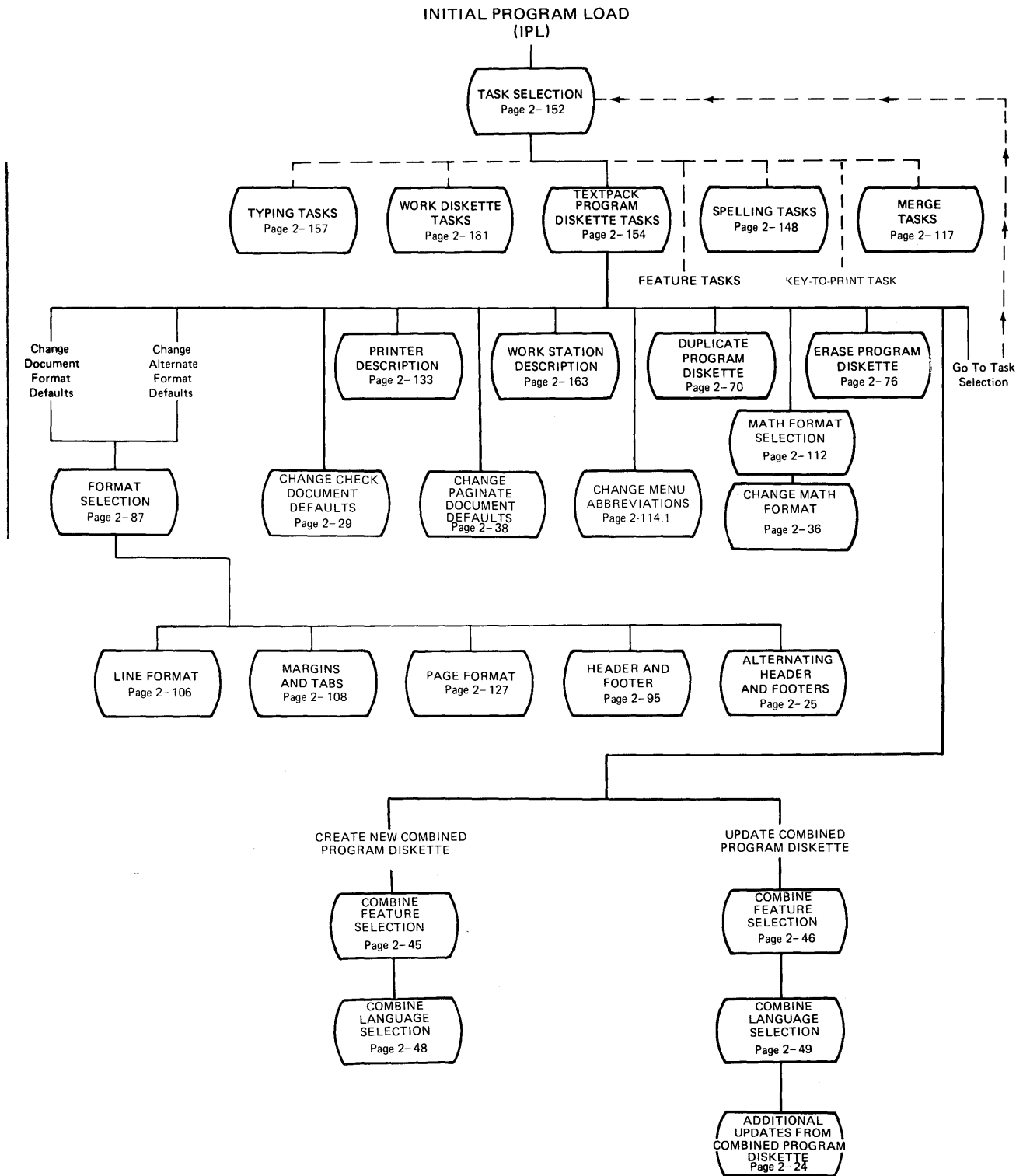
Work Diskette Tasks Menu Sequence

Use this menu sequence to use, update, or change a work diskette and its contents.



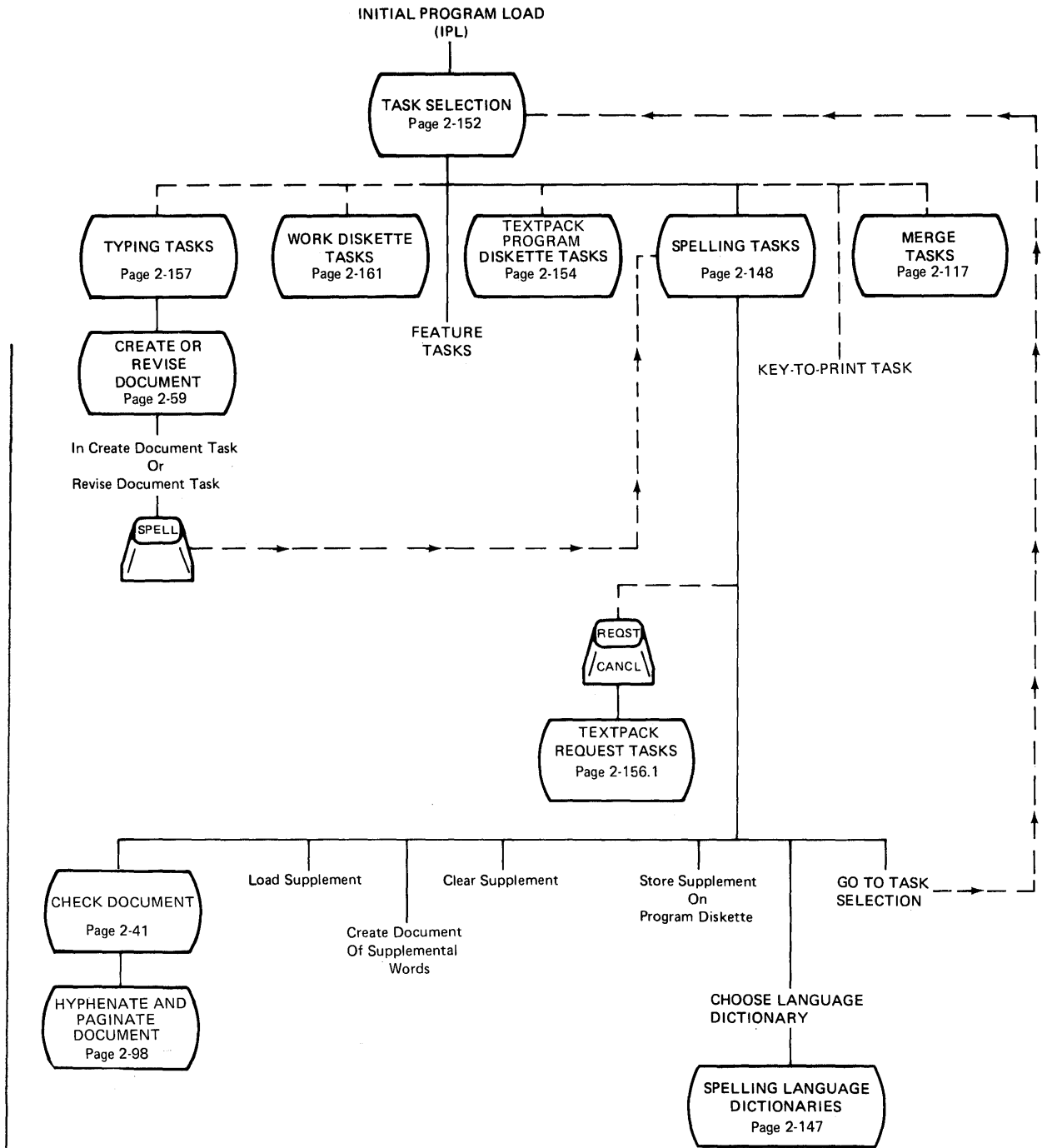
Textpack Program Diskette Tasks Menu Sequence

Use the sequence to use and update a Vol. 01 Program Diskette and change its defaults. The tasks for creating and updating a combined program diskette are also available in this menu sequence.



Spelling Tasks Menu Sequence

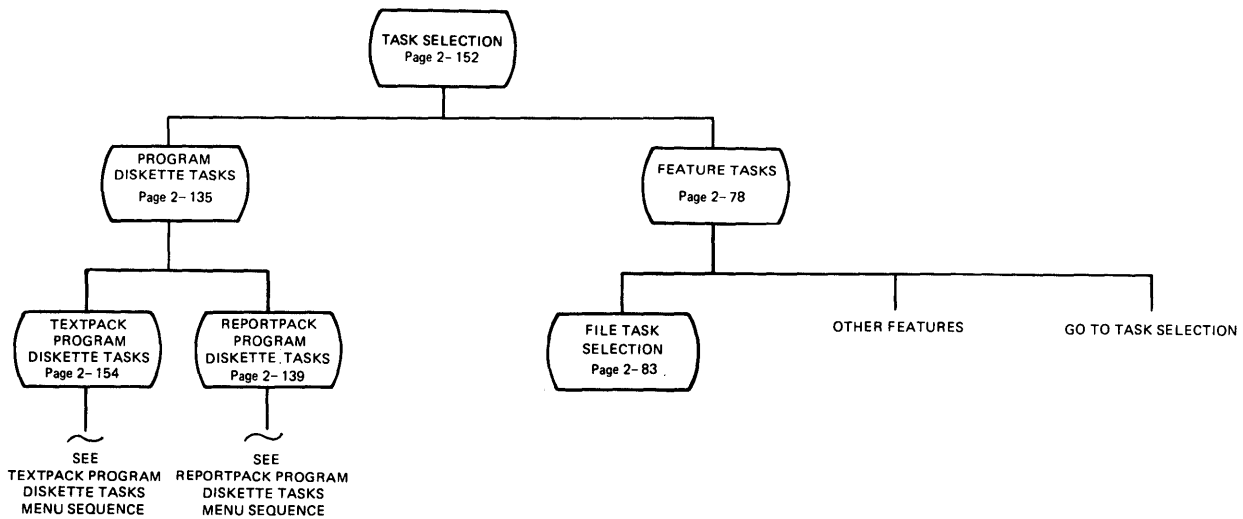
Use the sequence to check the spelling in a document, and to support a spelling dictionary.



Program Diskette Tasks/Feature Diskette Tasks Menu Sequence (Using A Combined Program Diskette)

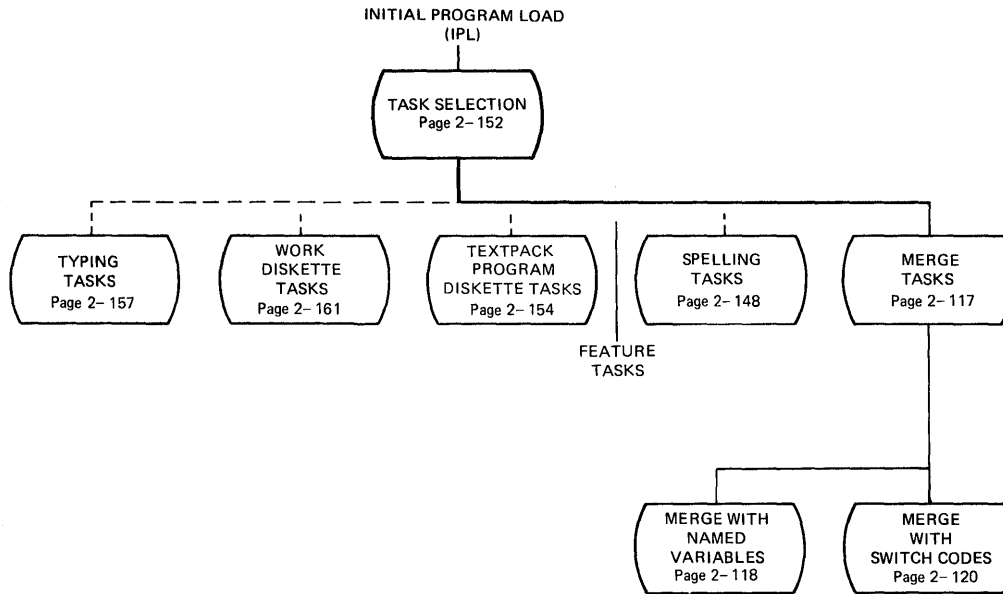
These two menu sequences are only available when using a combined program diskette.

This menu sequence assumes Reportpack is combined with Vol. 01, Vol. 02, and Vol. 03 Program Diskettes. The ITEMS in the Feature Task Selection menu and the Feature Program Diskette Task Selection menu are dependent on the feature, if any, that is on the combined program diskette.



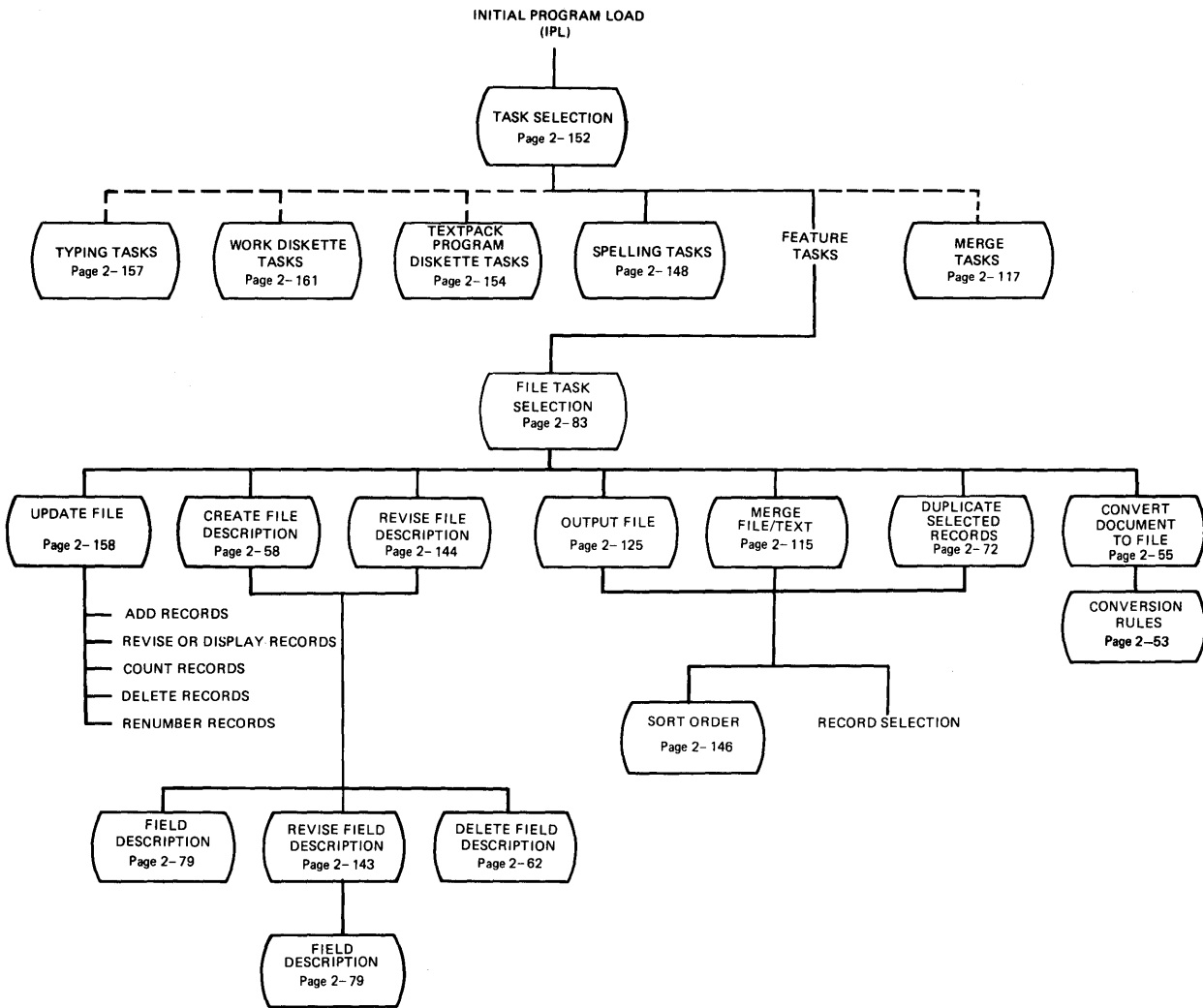
Merge Tasks Menu Sequence

Use the sequence to combine shell documents with fill-in information.



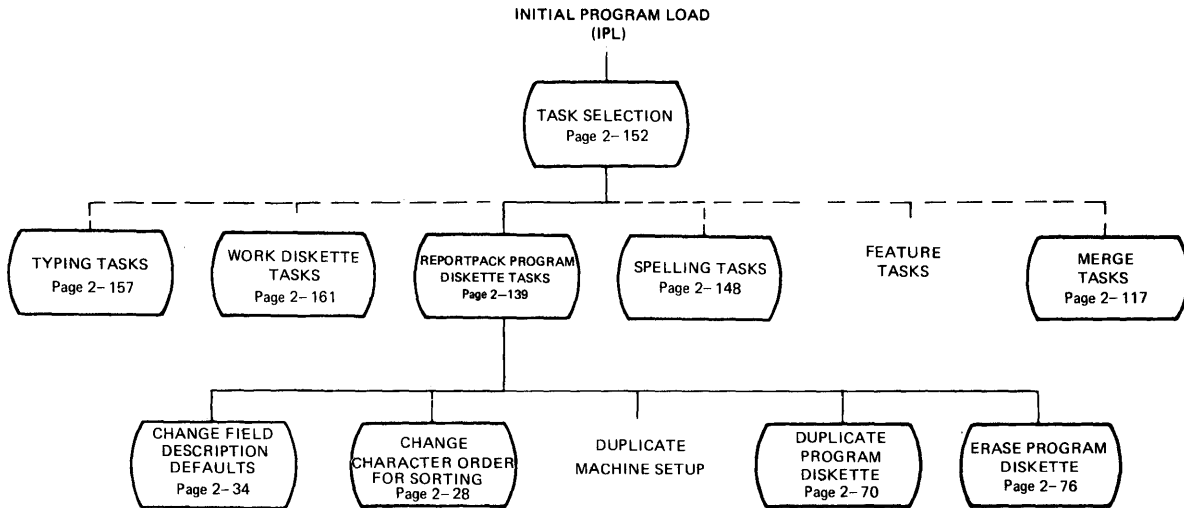
Reportpack Feature Diskette Tasks Menu Sequence

Use this menu sequence to create, revise, maintain, output, or duplicate a file; to merge a file with a text document; or to convert a document to a file.



Reportpack Program Diskette Tasks Menu Sequence

Use this menu sequence to change the file program diskette defaults.



ABBREVIATIONS FOR MENU BYPASS

	KEYWORD	SHORT FORM
TYPING TASKS		
Create Document	create	c
Display Index of Diskette Contents	index	i
Paginate Document	paginate	pg
Print Document	print	p
Revise Document	revise	r
DOCUMENT OPTIONS		
Alternating Header And Footer	althf	ahf
Begin Keep	begkeep	bk
Begin Using Alternate Format	altfmt	af
Begin Using Document Format	docfmt	dcf
Display Codes = No	codeno	cdn
Display Codes = Yes	codeyes	cdy
End Keep	endkeep	ek
Get	get	g
Global Replace/Delete	global	gl
Header and Footer	hf	hf
Include	include	inc
Line Format	linefmt	lf
Margins and Tabs	martab	mt
Mid-Line Typestyle	type	ty
Page Format	pgfmt	pf
Page Number	pgnum	pn
Return All Formats to Starting Choice	retfmt	rf
Return Line Formats, Margins & Tabs to Starting Choice	retlinefmt	rlf
Return to typing area or to CREATE/REVISE DOCUMENT menu	return	rt
Return Typestyle to Starting Choice	rettype	rtty
System Page Number	sysnum	sn
WORK DISKETTE TASKS		
Change Document Name	docname	dcn
Change Diskette Name	diskname	dkn
Condense Diskette	condisk	cdk
Delete Document	deldoc	xdc
Duplicate Diskette	dupdisk	ddk
Duplicate Document	dupdoc	ddc
Erase or Initialize Diskette	erasedisk	e
Print Index of Diskette Contents	printindex	pi
Recover Document	recover	rec

	KEYWORD	SHORT FORM
MERGE TASKS		
Merge with Named Variables	mergevar	mv
Merge with Switch Codes	mergesw	msw
REQUEST TASKS		
Change Printing Order	printorder	po
Continue Printing With Element Now on Printer	contprint	ctp
Display Index Of Diskette Contents	index	i
Display Print Queue or Cancel Print Job	canprint	cp
Print Document	print	p
Release Printer	relptr	rlp
Request Printer	reqptr	rqp
Start Printer	startptr	stp
SPELLING TASKS AND FUNCTIONS		
Begin Spelling Check	begspell	bsp
Check Document	chkdoc	cd
Choose Spelling Language Dictionary	langdic	lgd
Clear Supplement	clearsup	cir
End Spelling Check	endspell	esp
Language for Spelling Check	lang	lg
Load Supplement	loadsup	ld
Store Supplement	storesup	sto
FILES RELATED TEXT FUNCTIONS		
End If	endif	EIF
File-Report Instructions	filerep	f
If Empty	ifempty	ife
If Not Empty	ifnotempty	ifn
Math	math	m
Multi-Column File Listing	multicol	mc
Skip to Line	skip	stl
Summary Math	summath	sm

MENU LISTING

The following pages contain an alphabetical list of menu names and menus. Also included for each menu is the following information:

1. The purpose, or why you would use the menu.
2. How to get to a menu and cause it to display.
3. A list of the available choices, and how to use them.

Some menus may include notes about conditions that affect a menu. For example, a note may say that the menus are identical for Change Document Format Defaults and Change Alternate Format Defaults.

Menu Names Listing (Alphabetical)

Page	
2-24	ADDITIONAL UPDATES FROM COMBINED PROGRAM DISKETTE
2-25	ALTERNATING HEADERS AND FOOTERS (Using a Program Diskette)
2-26	ALTERNATING HEADERS AND FOOTERS (Using a Work Diskette)
2-28	CHANGE CHARACTER ORDER FOR SORTING
2-29	CHANGE CHECK DOCUMENT DEFAULTS
2-31	CHANGE DISKETTE NAME (Single Diskette Unit)
2-32	CHANGE DISKETTE NAME (Dual Diskette Unit)
2-33	CHANGE DOCUMENT NAME
2-34	CHANGE FIELD DESCRIPTION DEFAULTS
2-36	CHANGE MATH FORMAT
2-38	CHANGE PAGINATE DOCUMENT DEFAULTS
2-40	CHANGE PRINTING ORDER
2-41	CHECK DOCUMENT
2-43	CHECK SPELLING OF WORD
2-44	COLUMN INSERT LAYOUT
2-45	COMBINE FEATURE SELECTION (When Creating A New Combined Program Diskette)
2-46	COMBINE FEATURE SELECTION (When Updating A Combined Program Diskette)
2-48	COMBINE LANGUAGE SELECTION (When Creating A New Combined Program Diskette)
2-49	COMBINE LANGUAGE SELECTION (When Updating A Combined Program Diskette)
2-51	CONDENSE DISKETTE
2-53	CONVERSION RULES
2-55	CONVERT DOCUMENT TO FILE
2-57	CREATE COLUMN LAYOUT
2-58	CREATE FILE DESCRIPTION
2-59	CREATE OR REVISE DOCUMENT
2-61	DELETE DOCUMENT
2-62	DELETE FIELD DESCRIPTION
2-63	DISKETTE CONTENTS (DISPLAY INDEX)
2-65	DISPLAY PRINT QUEUE OR CANCEL PRINT JOB
2-66	DUPLICATE DISKETTE
2-68	DUPLICATE DOCUMENT
2-70	DUPLICATE PROGRAM DISKETTE
2-72	DUPLICATE SELECTED RECORDS
2-74	ERASE OR INITIALIZE (NAME) DISKETTE (Single Diskette Unit)
2-75	ERASE OR INITIALIZE (NAME) DISKETTE (Dual Diskette Unit)
2-76	ERASE PROGRAM DISKETTE

- 2-78 FEATURE TASKS
- 2-79 FIELD DESCRIPTION
- 2-81 FILE REPORT INSTRUCTIONS
- 2-83 FILE TASK SELECTION
- 2-85 FORMAT SELECTION (Using Program Diskette)
- 2-87 FORMAT SELECTION (From CREATE OR REVISE DOCUMENT menu)
- 2-88 FORMAT SELECTION (Using CHG FMT Key at the Beginning of a Page)
- 2-90 FORMAT SELECTION (Using CHG FMT Key at the Beginning of a Line)
- 2-92 FORMAT SELECTION (Using the CHG FMT Key Within a Line)
- 2-92.1 FORMAT SELECTION (Using KEY TO PRINT)

- 2-93 GET
- 2-94 GLOBAL REPLACE/DELETE

- 2-95 HEADER AND FOOTER (Using a Program Diskette)
- 2-96 HEADER AND FOOTER (Using a Work Diskette)
- 2-98 HYPHENATE AND PAGINATE DOCUMENT

- 2-100 INCLUDE INSTRUCTION
- 2-102 INSTRUCTIONS FOR KEY TO PRINT
- 2-102.1 INSTRUCTIONS (When Creating or Revising a Header/Footer)
- 2-103 INSTRUCTIONS (When Creating or Revising a Document)

- 2-105 LANGUAGE FOR SPELLING CHECK INSTRUCTION
- 2-106 LEFT MARGIN AND TABS (Using KEY TO PRINT)
- 2-108 LINE FORMAT
- 2-108.2 LINE FORMAT (Using KEY TO PRINT)

- 2-108.4 MARGINS AND TABS
- 2-110 MATH
- 2-112 MATH FORMAT SELECTION
- 2-113 MATH REQUESTS
- 2-114.1 MENU ABBREVIATIONS
- 2-115 MERGE FILE/TEXT
- 2-117 MERGE TASKS
- 2-118 MERGE WITH NAMED VARIABLES SETUP
- 2-120 MERGE WITH SWITCH CODES SETUP
- 2-123 MULTI-COLUMN FILE LISTING

- 2-125 OUTPUT FILE

- 2-127 PAGE FORMAT
- 2-129 PAGINATE DOCUMENT
- 2-131 PRINT DOCUMENT
- 2-133 PRINTER DESCRIPTION
- 2-135 PROGRAM DISKETTE TASKS

2-137 RECOVER DOCUMENTS (Single Diskette Unit)
 2-138 RECOVER DOCUMENTS (Dual Diskette Unit)
 2-139 REPORTPACK PROGRAM DISKETTE TASKS
 2-141 REPORTPACK REQUEST TASKS (REQST KEY)
 2-143 REVISE FIELD DESCRIPTION
 2-144 REVISE FILE DESCRIPTION

 2-145 SCREEN FORMAT
 2-146 SORT ORDER
 2-147 SPELLING LANGUAGE DICTIONARIES
 2-148 SPELLING TASKS
 2-150 STORE/RECALL FILE SETUP
 2-151 SUMMARY MATH

 2-152 TASK SELECTION
 2-154 TEXTPACK PROGRAM DISKETTE TASKS
 2-156.1 TEXTPACK REQUEST TASKS
 2-157 TYPING TASKS

 2-158 UPDATE FILE TASKS

 2-160 VARIABLE

 2-161 WORK DISKETTE TASKS
 2-163 WORK STATION DESCRIPTION

ALTERNATING HEADERS AND FOOTERS (USING A PROGRAM DISKETTE)

Purpose: To change the alternating header and/or footer defaults on the program diskette.

Note: You cannot create or change alternating header or footer text using Program Diskette Tasks.

To Display This Menu: Choose Change Alternating Headers and Footers from the FORMAT SELECTION menu to change the Document Format defaults or the Alternate Format defaults on the program diskette.

See the "Textpack Program Diskette Task Menu Sequence" at the beginning of this section.

```

-----
|Chg Doc Fmt Defaults |      |      |      |      |      |
|PRODSK|              |      |      |      |      |      |      |
|Kyb 1|
-----
                ALTERNATING HEADERS AND FOOTERS

      ID  ITEM                                YOUR  POSSIBLE
      ID  ITEM                                CHOICE CHOICES

      a  First Header Line                    3      1 - 999
      b  Print Headers On                      1      1 = All Pages
                                           2 = All But First Page

      c  First Footer Line                    63     2 - 999
      d  Print Footers On                      1      1 = All Pages
                                           2 = All But First Page

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: _
-----

```

ID	ITEM	EXPLANATION
a	First Header Line	Identifies the line on the page where the alternating header will start printing.
b	Print Headers On	Identifies on which pages the alternating header will print.
c	First Footer Line	Identifies the line on the page where the alternating footer will start printing.
d	Print Footers on	Identifies on which pages the alternating footer will print.

ALTERNATING HEADERS AND FOOTERS (USING A WORK DISKETTE)

Purpose: To create or revise alternating headers and/or footers for an individual document, and identify where they will print (using a work diskette).

To Display This Menu: Choose Change Alternating Headers and Footers from the FORMAT SELECTION menu to change the Document Format, Alternate Format, or Page Format.

See the "Typing Tasks Menu Sequence" and the "Format Selection Menu Sequence (Using CHG FMT)" at the beginning of this section.

```

-----
|Chg Document Fmt      |          |          |          |
|DSK001|              |          |          |          |Kyb 1|
-----
                ALTERNATING HEADERS AND FOOTERS

ID  ITEM                                YOUR    POSSIBLE
                                CHOICE  CHOICES

a   Create or Revise Odd Pages Header
b   Create or Revise Even Pages Header
c   First Header Line                3       1 - 999
d   Print Headers On                  1       1 = All Pages
                                         2 = All But First Page

e   Create or Revise Odd Pages Footer
f   Create or Revise Even Pages Footer
g   First Footer Line                 63      2 - 999
h   Print Footers On                  1       1 = All Pages
                                         2 = All But First Page

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: _
-----

```

ID	ITEM	EXPLANATION
a	Create or Revise Odd Pages Header	Displays either a blank screen for typing an odd pages header, or the current odd pages header for revising. The format used for the alternating header is the Document or Alternate Format currently in effect. Line spacing for the alternating header is always single space, and Auto Carrier is always off.
b	Create or Revise Even Pages Header	Same as odd pages header, except this ITEM applies to the even pages header.

- c **First Header Line** Identifies the line on the page where the header will start printing.
- d **Print Headers On** Identifies on which pages the header will print.
- e **Create or Revise Odd Pages Footer** Displays either a blank screen for typing an odd pages footer, or the current odd pages footer for revising.

The format used for the odd pages footer is the Document or Alternate Format currently in effect. Line spacing for the footer is always single space, and Auto Carrier Return is always off.
- f **Create or Revise Even Pages Footer** Same as odd pages footer, except this ITEM applies to the even pages footer.
- g **First Footer Line** Identifies the line on the page where the footer will start printing.
- h **Print Footers on** Identifies on which pages the footer will print.

CHANGE CHARACTER ORDER FOR SORTING

Purpose: To change the sort sequence defaults on the Reportpack Program Diskette.

To Display This Menu: Choose Change Character Order for Sorting from the REPORTPACK PROGRAM DISKETTE TASKS menu.

See the "Reportpack Program Diskette Tasks Menu Sequence" at the beginning of this section.

```
-----  
PRODSK|          |          |          |          |          |          |  
-----  
                CHANGE CHARACTER ORDER FOR SORTING  
  
ID  ITEM                YOUR    POSSIBLE  
   ITEM                CHOICE   CHOICES  
  
a  Character Order      1          1 = Standard  
                                   2 = German  
                                   3 = Danish, Norwegian  
                                   4 = Swedish, Finnish  
  
When finished with this menu, press ENTER.  
Type ID letter to choose ITEM; press ENTER: _  
-----
```

ID	ITEM	EXPLANATION
a	Character Order	Identifies which of the four sorting sequences is to be used as the default sorting order.

c Dictionary Hyphenation

Prompted - Tells the system to locate words that may need hyphenation.

You will see the words and will be able to accept, reject, or modify the hyphenation decisions.

Automatic - Tells the system to hyphenate words the same way they are hyphenated in the system dictionary.

None - Tells the system not to hyphenate words in the document.

d Paginate on Exact Line Count

Determines whether page-ending decisions will be made automatically by the system to avoid widow lines. A widow line is a single line separated from the rest of the paragraph. A widow line occurs when the last line of a paragraph moves to the following page, or when the first line of a paragraph becomes the last line of a page.

Yes - tells the system to insert a page end into a document each time it reaches the number chosen as the Last Typing Line on the PAGE FORMAT menu. Widow lines may occur.

No - tells the system to automatically keep widow lines with their paragraphs. To do this, the system may insert a page end one line before or after the number chosen for the Last Typing Line on the PAGE FORMAT menu.

e Print Paginated Pages

Tells the system to print the document after it is paginated, hyphenated, and/or spell checked.

CHANGE FIELD DESCRIPTION DEFAULTS MENU

Purpose: To change the Field Description defaults on the Reportpack Program Diskette. The Field Description defaults determine the Field Type defaults and the Field Length defaults that display on the FIELD DESCRIPTION menu when creating field descriptions.

To Display This Menu Choose Change Field Description Defaults from the REPORTPACK PROGRAM DISKETTE TASKS menu.

See the "Reportpack Program Diskette Tasks Menu Sequence" at the beginning of this section.

```

-----
|Chg Field Defaults |           |           |           |           |
|PRODSK|           |           |           |           |Kyb 1|
-----
                CHANGE FIELD DESCRIPTION DEFAULTS

ID  ITEM                                YOUR    POSSIBLE
   a  Field Type                        CHOICE  CHOICES
   b  Math Field Maximum                 2       1 = Math
      Length                               10      2 = Character
   c  Character Field Maximum            30      3 = Text
      Length                               1 - 17
   d  Text Field Maximum                 1 - 80
      Length                               1 - 500

When finished with this menu, press ENTER.
Type ID letter to choose ITEM; press ENTER: _
-----

```

ID	ITEM	EXPLANATION
a	Field Type	Determines which Field Type will display as the default value in the FIELD DESCRIPTION menu.
b	Math Field Maximum Length	Determines the Maximum Length that will display as the YOUR CHOICE default value for all Math fields in the FIELD DESCRIPTION menu.

**c Character Field
Maximum Length**

Determines the Maximum Length that will display as the YOUR CHOICE default value for all Character fields in the FIELD DESCRIPTION menu.

**d Text Field
Maximum Length**

Determines the Maximum Length that will display as the YOUR CHOICE default value for all Text fields in the FIELD DESCRIPTION menu.

CHANGE MATH FORMAT MENU

Purpose: To change any of the four sets of math defaults stored on the program diskette. The math defaults will be used to display a number in the total when doing math calculations in text, or to print an amount when outputting a file job.

To Display This Menu: Choose Change Format (1-4) from the MATH FORMAT SELECTION menu.

See the "Textpack Program Diskette Tasks Menu Sequence" at the beginning of this section.

Note: The menu shown below shows the defaults for Change Format 1.

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Decimal Point Character	1	1 = . 2 = , 3 = :
b	Thousands Separator Character	2	1 = . 2 = , 3 = None 4 = Required Space
c	Number of Positions Past Decimal	2	0 - 15
d	Rounding Rule	1	1 = 1-4 Down, 5-9 Up 2 = 1-9 Up 3 = 1-5 Down, 6-9 Up 4 = 1-9 Down 5 = None
For Positive Numbers:			
e	Leading Characters		Up to 8 characters
f	Trailing Characters		Up to 8 characters
For Negative Numbers:			
g	Leading Characters		Up to 8 characters
h	Trailing Characters		Up to 8 characters
When finished with this menu, press ENTER.			
Type ID letter to choose ITEM; press ENTER: _			

ID	ITEM	EXPLANATION
a	Decimal Point Character	Identifies the character that will represent the decimal point.
b	Thousands Separator Character	Identifies the character, if any, that will appear before every third digit preceding a decimal character.

- c Rounding Rule** Lets you choose the rule that determines what to do with the value of the last digit, when rounding.
- d Number of Positions Past Decimal** Identifies the number of digits to the right of the decimal point.
- e Leading Characters (positive numbers)** Lets you choose up to eight characters to be immediately to the left of a positive number or a zero amount.
- f Trailing Characters (positive numbers)** Lets you choose up to eight characters to be immediately to the right of a positive number or a zero amount.
- g Leading Characters (negative numbers)** Lets you choose up to eight characters to be immediately to the left of a negative number.
- h Trailing Characters (negative numbers)** Lets you choose up to eight characters to be immediately to the right of a negative number.

CHANGE PAGINATE DOCUMENT DEFAULTS MENU

Purpose: To change the defaults the system will use when paginating a document.

To Display This Menu: Choose Change Paginate Document Defaults from the Work Station Description menu.

See the "Textpack Program Diskette Tasks Menu Sequence" at the beginning of this section.

```

-----
|Chg Description      |          |          |          |          |          |
|PRODSK|             |          |          |          |          |Kyb 1|
-----
|
|              CHANGE PAGINATE DOCUMENT DEFAULTS
|
|          YOUR      POSSIBLE
|          CHOICE    CHOICES
|
| ID ITEM
|
| a  Paginate On Exact Line Count      2      1 = Yes      2 = No
| b  Adjust Line Endings                1      1 = Yes      2 = No
| c  Adjust Page Endings                1      1 = Yes      2 = No
|
|
|When finished with this menu, press ENTER.
|
|Type ID letter to choose ITEM; press ENTER: _
-----

```

ID	ITEM	EXPLANATION
a	Paginate on Exact Line Count	<p>Determines whether page-ending decisions will be made automatically by the system to avoid widow lines. A widow line is a single line which is separated from the rest of the paragraph. A widow line occurs when the last line of a paragraph moves to the following page or when the first line of a paragraph becomes the last line of a page.</p> <p>Yes - tells the system to insert a page end into a document each time it reaches the number chosen for the Last Typing Line on the PAGE FORMAT menu. Widow lines may occur.</p> <p>No - tells the system to automatically keep widow lines with their paragraphs. To do this, the system may insert a page end one line before or after the number chosen for the Last Typing Line on the PAGE FORMAT menu.</p>

- b Adjust Line Endings** Indicates whether line endings will be rearranged to fit text between margins during pagination.
- c Adjust Page Endings** Indicates whether page endings will be rearranged to fit text within a defined page length during pagination.

Note: Hyphenation/Pagination must = **No** when spell checking selected pages.

**c Hyphenation/
Pagination**

Displays the HYPHENATE AND PAGINATE DOCUMENT menu.

CHECK SPELLING OF WORD

Purpose: To check the spelling of a word in a document.

To Display Instructions Choose Kind Of Spelling Check **Prompted** in the CHECK DOCUMENT menu.

See the "Spelling Tasks Menu Sequence" at the beginning of this section.

```
-----  
|Spell Check          |Assets      | | |U.S. English      | | |  
|DISK01|            |          |Pg. 2      | |Ln. 53      | |Kyb 1 | |  
-----  
    practical for items with a high unit price.  
  
    2. First in, first out, or FIFO, is another method of costing  
       inventory. It assumes that the first units purchased are the  
       first units sold, that those still in inventory are the last  
       ones purchased.  
  
    3. Last in, first out assumes the opposite -- that the last goods  
       purchased are the first ones sold.  
    <=====CHECK SPELLING OF WORD====>  
  
    To leave highlighting and continue:          Press SPELL  
    To remove highlighting and continue:         Press ENTER  
    To retype and revise word:                   Retype the word.  
                                                    Press ENTER.  
  
    Check spelling of word:  
    FIFO  
    Retype word; Press ENTER. _
```

Note: This menu contains no ID letter for you to choose. Instead the items explain how to check highlighted words when spell checking in the Prompted mode.

In this example menu, the word FIFO does not match a word in the system dictionary. Words that do not match words in the system dictionary:

- will be highlighted.
- will be on the third text line of the display screen.
- will appear above the prompt **Retype word; Press ENTER.**

COLUMN INSERT LAYOUT

Purpose: To insert a column within an existing table.

To Display the Instructions: Move the cursor under the first character of the first column entry where the new column is to be inserted. Press COLUMN twice.

```
-----  
| Create Column          |          |          |          |          |          |  
| DISK01|                |          |          |          |          | Kyb 1 |  
-----  
| <<2.....3.....4.....5...V:....6.....7.....>>:.... |  
|  
| <=====READ ALL INSTRUCTIONS FOR COLUMN LAYOUT=====> |  
| 1. Type longest entry of new column only (o's will appear). |  
|   For Flush Left Column: Press TAB. Type entry. |  
|   For Decimal-Aligned Column: Type number with decimal point. |  
|   For Centered Column: Type entry, then press CTR. |  
|   For Flush Right Column: Type entry, then press RET. |  
|   For Text Column: Type entry. |  
| 2. Press COLUMN to separate each column. |  
| 3. Press LAYOUT again to automatically adjust spacing. |  
| 4. Press ENTER when finished to type new column. |  
|  
|-----|
```

Note: This menu contains no ID letters for you to choose. Instead, each item explains a way to lay out the new column.

COMBINE FEATURE SELECTION MENU (WHEN CREATING A NEW COMBINED PROGRAM DISKETTE)

Purpose: To combine at least one feature diskette on a Diskette 2D when creating a new combined program diskette.

To Display This Menu: Choose Create New Combined Program Diskette from the TEXTPACK PROGRAM DISKETTE TASKS menu.

See the "Textpack Program Diskette Tasks Menu Sequence" at the beginning of this section.

```

-----
| PRODSK|          |          |          |          |          |          |
-----
|                                     COMBINE FEATURE SELECTION
|
| ID  ITEM                                YOUR  POSSIBLE
|                                     CHOICE CHOICES
|
| a  Asynchronous Feature                2     1 = Yes  2 = No
| b  Binary Synchronous Feature          2     1 = Yes  2 = No
| c  EDD Feature                          2     1 = Yes  2 = No
|
| d  Reportpack Feature                  2     1 = Yes  2 = No
| e  Mag Card Feature                    2     1 = Yes  2 = No
|
| f  3270 Feature                        2     1 = Yes  2 = No
|
|When finished with this menu, press ENTER.
|
|Type ID letter to choose ITEM; press ENTER: _
-----

```

ID	ITEM	EXPLANATION
a	Asynchronous Feature	Indicates whether the Asynchronous Communication Feature Diskette should be combined.
b	Binary Synchronous Feature	Indicates whether the Binary Synchronous Communication Feature Diskette should be combined.
c	EDD Feature	Indicates whether the Electronic Document Distribution Feature Diskette should be combined.
d	Reportpack Feature	Indicates whether the Reportpack Feature Diskette should be combined.
e	Mag Card Feature	Indicates whether the Mag Card Program Diskette should be combined.

f 3270 Feature

Indicates whether the 3270 Feature Diskette should be combined.

COMBINE LANGUAGE SELECTION MENU (WHEN CREATING A NEW COMBINED PROGRAM DISKETTE)

Purpose: To combine at least one language from Languagepack 2 to a Diskette 2D when creating a new combined program diskette.

To Display This Menu: This menu is displayed after the features selected in the Combine Feature Selection menu have been combined to a Diskette 2D.

See the "Textpack Program Diskette Tasks Menu Sequence" at the beginning of this section.

```

-----
|PRODSK|           |           |           |           |           |           |
-----
|                                     |
|                COMBINE LANGUAGE SELECTION                |
|                                     |
|   ID  ITEM                YOUR  POSSIBLE                |
|                                     CHOICE  CHOICES                |
|-----|-----|-----|-----|-----|-----|
| a  U.S. English          2      1 = Yes    2 = No                |
| b  U. K. English         2      1 = Yes    2 = No                |
| c  German                 2      1 = Yes    2 = No                |
| d  Dutch                  2      1 = Yes    2 = No                |
| e  National French       2      1 = Yes    2 = No                |
| f  Canadian French       2      1 = Yes    2 = No                |
| g  Italian                2      1 = Yes    2 = No                |
| h  Spanish                2      1 = Yes    2 = No                |
| i  Swedish                2      1 = Yes    2 = No                |
| j  Danish                 2      1 = Yes    2 = No                |
| k  Norwegian             2      1 = Yes    2 = No                |
|-----|-----|-----|-----|-----|-----|
|When finished with this menu, press ENTER.
|Type ID letter to choose ITEM; press ENTER: _
-----
    
```

In this menu, the ID and ITEM indicate the languages available on Languagepack 2. The POSSIBLE CHOICES indicate the following:

POSSIBLE CHOICE	EXPLANATION
Yes	Add the language from Languagepack 2.
No	Do not add the language from Languagepack 2.

POSSIBLE CHOICE

EXPLANATION

Languagepack

Replace the language on the combined program diskette with the language on the Languagepack 2 diskette. (You can only replace like language with like language.)

Add a language from Languagepack 2.

Do Not Combine

Do not combine the language when updating a combined program diskette.

Retain from 2D

Retain the language from the combined program diskette. The language dictionary on the Textpack 4 Program Diskette will always equal **Retain From 2D**.

2. On a Single Diskette Unit, a job queued to print will not start printing until the condensing/duplication task is completed.
3. On a Dual Diskette Unit, a job queued to print will not start printing until the condensing/duplication task has completed, unless the document to be printed is on the From Diskette.
4. When using a Combined Program Diskette, only the documents will be condensed.

appropriate character key. The default value is Index Return. If only one character in the document is used as a field separator, make the Alternate Field Separator the same as the Field Separator.

- c Record Separator** Specifies the character in the document to be recognized as the Record Separator character. Choose by pressing the appropriate character key. The default value is Required Carrier Return.
- d Alternate Record Separator** Specifies an alternate character to be recognized as the Record Separator character. Choose by pressing the appropriate character key. The default value is Required Carrier Return, the same as the Record Separator.
- e Comment Begin** Specifies the character in the document to be recognized as the start of unwanted text or comment. The text is ignored by the conversion task, and is not copied to the file. Choose by pressing the appropriate character key. The default value is Required Space. Comment Begin characters will only be recognized if they occur at the beginning of the document body text, immediately following another comment, or immediately following a Record Separator character.
- f Use of First Field** Specifies whether the first field of each record in the source document should be included as a normal field in the file. The default value 'Ignore' excludes the conversion of the first field (normally a Record ID).

CONVERT DOCUMENT TO FILE MENU

Purpose: To allow converting certain types of documents to file formats -- such as statistical tables, variable fill-in documents, and file data documents compiled from magnetic cards or communicated to a Displaywriter.

To Display This Menu: Choose Convert Document to File from the FILE TASK SELECTION menu.

See the "Reportpack Feature Diskette Tasks Menu Sequence" at the beginning of this section.

```

-----
|Convert Document | | | | | | | | | |
|DISK01| | | | | | | | | |Kyb 1| |
-----
|
|              CONVERT DOCUMENT TO FILE
|
|  ID  ITEM                YOUR    POSSIBLE
|      |                   CHOICE   CHOICES
|-----|-----|-----|-----|
|  a   File Name           Addresses
|  b   Diskette Name       DISK01
|  c   Error Document Name Err
|  d   Cancel on Error     1         1 = Yes   2 = No
|  e   Choose Conversion Rules
|
|When finished with this menu, press ENTER.
|Type ID letter to choose ITEM; press ENTER: _
-----

```

ID	ITEM	EXPLANATION
1	File Name	Indicates the name of the new file that will contain the converted records.
2	Diskette Name	Indicates the name of the diskette on which the file is located, and on which an error document will be created.
3	Error Document Name	Indicates the name of a document to hold error records encountered during conversion. Error records are those that cannot be converted because of such things as field contents too long for the file field, or alphabetic characters going to a math field.

- d **Cancel On Error** Identify whether the system should cancel the conversion task when the first error record is detected, or put error records in an error document and continue the conversion.
- e **Choose Conversion Rules** Displays the CONVERSION RULES menu.

CONVERT FINAL-FORM DOCUMENT MENU

Purpose: To allow converting final-form TYPE documents for revision.

To Display This Menu: Choose Convert Final-form Document from the Work Diskette Tasks menu.

See the "Work Diskette Tasks Menu Sequence" at the beginning of this section.

```

-----
|Convert Document | | | | | | | | | |
|DISK01| | | | | | | | | |Kyb 1| |
-----
|
|              CONVERT FINAL-FORM DOCUMENT
|
|          ID  ITEM                      YOUR
|          |   |                        CHOICE
|
|          a   Final-form Document Name
|          b   Diskette Name
|
|          c   New Document Name
|          d   Diskette Name
|
|          Final-form Document may be deleted by using delete document task
|
|When finished with this menu, press ENTER.
|
|Type ID letter to choose ITEM; press ENTER: _
-----
    
```

ID	ITEM	EXPLANATION
a	Final-form Document Name	Identifies the name of the document to be converted.
b	Diskette Name	Identifies the name of the diskette containing the document to be converted.
c	New Document Name	Identifies the name of a document after conversion. The two documents must have different names if both are to be on the same diskette. If the new document is to be on another diskette, both documents can have the same name.
d	Diskette Name	Identifies the name of the diskette receiving the converted document.

TNL SN44-2021 (22 April 1983) to S544-2036-0

CREATE COLUMN LAYOUT

Purpose: To space columns of a table evenly between margins.

To Display the Instructions: Press LAYOUT (CODE + COLUMN).

```
-----  
|Layout Table          |          |          |          |          |          |  
|DISK01|              |          |          |          |          |          |          |  
-----  
<<2.....3.....4.....5...V:....6.....7.....>>:..  
  
-----  
|<=====READ ALL INSTRUCTIONS FOR COLUMN LAYOUT=====>|  
|1. Type longest entry of each column (a's will appear).  
|   For Flush Left Column: Press TAB, then type entry  
|   For Decimal-Aligned Column: Type number with decimal point.  
|   For Centered Column: Type entry, then press CTR.  
|   For Flush Right Column: Type entry, then press RET.  
|   For Text Column: Type entry.  
|2. Press COLUMN to separate each column.  
|3. Press LAYOUT again to automatically adjust spacing.  
|4. Press ENTER when finished to type new table, or press ↓  
|   to move cursor to last line of existing table, then press ENTER.  
-----
```

Note: This menu contains no ID letters for you to choose. Instead, each item explains a way to lay out the new column.

CREATE FILE DESCRIPTION MENU

Purpose: To create a file description for a new file. In this task you create field names, assign field types and field lengths, and provide a descriptive comment for the file.

To Display This Menu: Choose Create File Description from the FILE TASK SELECTION menu.

See the "Reportpack Feature Diskette Tasks Menu Sequence" at the beginning of this section.

```
-----
|          |File Name |          |          |
|DISK01|          |          |          |Kyb 1 |
|-----|
|          |CREATE FILE DESCRIPTION
|
| ID  ITEM                |YOUR CHOICE
|
| a   File Comment        |
|
| b   Create Field Descriptions
| c   Revise or Display Field Descriptions
| d   Delete Field Descriptions
|
|
|When finished with this menu, press ENTER.
|Type ID letter to choose ITEM; press ENTER: _
|-----
```

ID	ITEM	EXPLANATION
a	File Comment	To provide additional descriptive information about the file.
b	Create Field Descriptions	Displays the FIELD DESCRIPTION menu.
c	Revise or Display Field Descriptions	Displays the REVISE FIELD DESCRIPTION menu.
d	Delete Field Descriptions	Displays the DELETE FIELD DESCRIPTION menu.

- c Change Alternate Format** Displays the FORMAT SELECTION menu on page 2-87.

- d Preserve Page Numbers** Identifies whether the system should automatically paginate and renumber existing pages when the Paginate Document ITEM is selected in the TYPING TASKS menu.

This ITEM should be considered when creating or revising a Paragraph Library or a Fill-In document.

DELETE DOCUMENT MENU

Purpose: To delete (erase) a document from a diskette.

To Display This Menu: Choose Delete Document from the WORK DISKETTE TASKS menu.

See the "Work Diskette Tasks Menu Sequence" at the beginning of this section.

```
-----  
|DISK01|          |          |          |          |          |          |  
-----  
                                DELETE DOCUMENT  
  
ID  ITEM                                YOUR  
a   Document Name                       CHOICE  
b   Diskette Name  
  
When finished with this menu, press ENTER.  
Type ID letter to choose ITEM; press ENTER: _  
-----
```

ID	ITEM	EXPLANATION
a	Document Name	Identifies the name of the document to be deleted.
b	Diskette Name	Identifies the name of the diskette containing the document to be deleted.

Note: You cannot delete a document that is currently printing.

DOCUMENT NAME Name of each document on the diskette. You typed the name when you created the document.

TYPE Each item in the index will be assigned a type by the system. Most of your documents will be type "Document."

You may also see some of the following types listed:

File Created in Reportpack.

File Setup Created in Reportpack.

Sys. Doc. Created in Reportpack or Merge.

Documents not identified by the system will be type "Unknown."

COMMENT Description (if used) of each document on the diskette. You typed the comment when you created the document.

Notes:

1. An asterisk (*) preceding a document name indicates that the document must be recovered before it can be used (see Recover Documents task).
2. If END OF INDEX OF DISKETTE CONTENTS is not on the display, use the cursor movement key (↓ or ↑) to see more of the diskette contents displayed.
3. You cannot request Display Index of Diskette Contents during Program Diskette Tasks.
4. To print the index information, choose Print Index of Diskette Contents in the WORK DISKETTE TASKS menu.

DISPLAY PRINT QUEUE OR CANCEL PRINT JOB MENU

Purpose: To display the print queue (a list of jobs waiting to be printed), to cancel a job that is printing, or to remove a job from the print queue.

To Display This Menu: Choose Display Print Queue or Cancel Print Job from the TEXTPACK REQUEST TASKS menu.

See the "Textpack Request Tasks Menu Sequence" at the beginning of this section.

```

-----
DISK01|          |          |          |          |          |          |
-----
                DISPLAY PRINT QUEUE OR CANCEL PRINT JOB

   ID   DISKETTE NAME          DOCUMENT NAME
# a    DISK01                 Letter
# b    DISK04                 Interviews
# c    DISK01                 Mtg Ltr A
# d    DISK03                 Thank You Ltr

# This document is printing now.

When finished with this menu, press ENTER.

Type ID letter to cancel print job; press ENTER: _
-----

```

Notes:

1. The diskette name and document name display for each job in the print queue.
2. The symbol # identifies the document, if any, currently printing.
3. The print queue can hold a maximum of six job entries at a time.
4. If you are using Key-To-Print, Key-To-Print will be listed as ID #a. However, Key-To-Print cannot be cancelled from this menu. Press ENTER to return to the INSTRUCTIONS FOR KEY-TO-PRINT menu, then press END to end Key-To-Print.

3. On a Dual Diskette Unit, a job queued to print will not start printing until the duplication task has completed, unless the job to be printed is on the From Diskette.
4. This task will erase the contents of the To Diskette and replace it with the contents of the From Diskette.
5. YOUR CHOICE may have a diskette name listed by the system. Make sure the diskette name is the one you want. If it is not, choose the ID and type the diskette name.

If the new document is a text document and has the same name as an existing text document, the new document will be added to the end of the existing one. When this happens, the Document and Alternate Formats are not copied from the duplicated documents.

d Diskette Name

Identifies the name of the diskette receiving the copy of the document.

Note: You cannot duplicate into a job that is currently printing.

Notes:

1. Dual Diskette Unit: If one or both of the named diskettes is not inserted, the system will prompt for the needed diskettes. When you have inserted both of the named diskettes, duplicating will run to completion without your help.
2. Single Diskette Unit: The system will prompt you to insert the appropriate diskette when it is needed.
3. When duplication is complete, the name of the To Diskette automatically is made the same as the name of the From Program Diskette.
4. At completion, the system displays **Diskette (diskette name) duplicated.**

DUPLICATE SELECTED RECORDS MENU

Purpose: To create a new file by duplicating any or all of an existing file onto the same diskette or another diskette.

Note: This task rennumbers records. Do not use this task to make a backup copy of a file. Use the Duplicate Documents task.

To Display This Menu: Choose Duplicate Selected Records from the FILE TASK SELECTION menu.

See the "Reportpack Feature Diskette Tasks Menu Sequence" at the beginning of this section.

```
-----  
|Dupl. Selected Recs. |      |      |      |      |      | | |
|DISK01|DISK02|      |      |      |      |      |      |  
|Kyb 1 |      |      |      |      |      |  
-----  
                        DUPLICATE SELECTED RECORDS  
  
ID   ITEM                YOUR CHOICE  
  
a    New File Name  
b    Diskette Name  
c    Error File Name  
  
d    Choose Sort Order  
e    Select Records or Fields  
  
Error File will not be used if no record fields are in error.  
When finished with this menu, press ENTER.  
Type ID letter to choose ITEM; press ENTER: _  
-----
```

ID	ITEM	EXPLANATION
a	New File Name	The name of the file that will receive the duplicated data. If you enter the name of an existing file, the duplicated data will be added to the end of the existing file.
b	Diskette Name	The name of the diskette on which the new file and the error file will exist.
c	Error File Name	The name of a file to receive any records that cannot be copied into the new file. Required when the New File Name

is an existing file that either has shorter field lengths than the source file, or the field types are not compatible.

- d Choose Sort Order** Displays the SORT ORDER menu. Allows sorting on up to five fields.
- e Select Records or Fields** Displays the RECORD SELECTION frame. Allows specifying which records and/or fields to duplicate.

ID	ITEM	EXPLANATION
a	Name of Program Diskette To Be Erased	Identifies the current name of the diskette to be erased. This is a required ITEM.
b	New Name for Diskette	Identifies the new name that you give to the diskette. This will be the name of the diskette after it has been erased. This is a required ITEM.

FIELD DESCRIPTION MENU

Purpose: To create or revise individual field descriptions in a file. In this menu you can name a field, select the field type, and assign a maximum field length.

To Display This Menu: When creating a field description, choose Create Field Description from CREATE FILE DESCRIPTION Menu or the REVISE FILE DESCRIPTION menu.

When revising a field description, choose a field from the REVISE FIELD DESCRIPTION menu.

See the "Reportpack Feature Diskette Tasks Menu Sequence" at the beginning of this section.

```
-----  
|DISK01|      |      |      |      |      |      |      |      |      |  
-----  
FIELD DESCRIPTION  
  
ID  ITEM                YOUR CHOICE          POSSIBLE CHOICES  
a   Field Name  
b   Field Type           2                  1 = Math  
                                   2 = Character  
                                   3 = Text  
c   Maximum Length      30                 1 - 17 : Math  
                                   1 - 80 : Character  
                                   1 - 500 : Text  
  
When finished with this menu, press ENTER.  
Type ID letter to choose ITEM; press ENTER: _  
-----
```

ID	ITEM	EXPLANATION
a	Field Name	Creating a field -- Enter the name of the field you want to create.
		Revising a field -- Change the name of the field if desired.

b Field Type

Identifies the type of field you are creating or revising.

If the file already contains records, the field type cannot be changed to a type with a lower number.

c Maximum Length

Identifies the maximum number of characters you can type in the selected Field Type.

If the file already contains records, the maximum length cannot be decreased.

- b Page Heading** Inserts the instruction that allows adding page heading text.
- Page headings will appear following the Report Preface on the first page, and at the top of every succeeding page, up to the Report Summary.
- The Page Heading instruction can be used only once in a report.
- c Record Group Definition 1** Identifies the field used for the main record grouping in the output report. Group heading text can be added in the shell document.
- d Record Group Definition 2** Same as Record Group Definition 1. It can be used to identify a sub-group within a larger group.
- e Record Group Definition 3** Same as Record Group Definition 1 and 2. Used with Record Group Definition 1 and 2, it can identify a third level of grouping within the other two.
- f Record Detail** Inserts the instruction that allows listing the information from one or more fields in each record. This instruction can be used alone to create a simple output list, or it can be used with a Record Group Definition instruction to list items within a group.
- The Record Detail instruction can be used only once in a report.
- g Record Group Summary 3** Identifies the field used for inserting summary math and summary text for Record Group Definition 3.
- h Record Group Summary 2** Identifies the field used for inserting summary math and summary text for Record Group Definition 2.
- i Record Group Summary 1** Identifies the field used for inserting summary math and summary text for Record Group Definition 1.
- j Report Summary** Identifies the field to be used for inserting report summary text and summary math instructions.

Note: If Record Group Summaries are used, the file must be sorted on the fields defined in the Record Group Summaries to produce the correct groupings.

FILE TASK SELECTION MENU

Purpose: To select any task in which a file is used.

To Display This Menu: Choose Feature Tasks from the TASK SELECTION menu.

This menu displays again after you complete any file task.

See the "Reportpack Feature Diskette Tasks Menu Sequence" at the beginning of this section.

```
-----  
|DISK01|          |          |          |          |          |          |          |  
-----  
                                FILE TASK SELECTION  
  
ID  ITEM  
  
a  Update File  
    Add, Revise or Display, Count,  
    Delete, or Renumber Records  
b  Output File  
c  Create File Description  
d  Revise File Description  
  
e  Merge File/Text  
  
f  Duplicate Selected Records  
  
g  Convert Document to File  
  
h  Go to Task Selection  
  
|Type ID letter to choose ITEM; press ENTER: _  
-----
```

ID	ITEM	EXPLANATION
a	Update File	Displays the UPDATE FILE TASKS menu.
b	Output File	Displays the OUTPUT FILE menu.
c	Create File Description	Displays the CREATE FILE DESCRIPTION menu.
d	Revise File Description	Displays the REVISE FILE DESCRIPTION menu.
e	Merge File/Text	Displays the MERGE FILE/TEXT menu.

- f Duplicate Selected Records** Displays the DUPLICATE SELECTED RECORDS menu.
- g Convert Document to File** Displays the CONVERT DOCUMENT TO FILE menu.
- h Go to Task Selection** Displays the TASK SELECTION menu.

FORMAT SELECTION MENU (USING A PROGRAM DISKETTE)

Purpose: To change Document Format Defaults or Alternate Format Defaults and store them on the program diskette that you use to Initial Program Load (IPL) your system. The Document Format Defaults are used by the system for each document unless you request the Alternate Format. The defaults can be changed for individual documents.

To Display This Menu: Choose Change Document Format Defaults or Change Alternate Format Defaults from the TEXTPACK PROGRAM DISKETTE TASKS menu.

See "Textpack Program Diskette Tasks Menu Sequence" at the beginning of this section.

```
-----  
|Chg Doc Fmt Defaults |           |           |           |           |  
|PRODSK|           |           |           |           |Kyb 1|  
-----  
                                FORMAT SELECTION  
  
                                ID  ITEM  
  
                                a   Change Line Format  
                                b   Change Margins and Tabs  
                                c   Change Page Format  
                                d   Change Header and Footer  
                                e   Change Alternating Headers and Footers  
  
When finished with this menu, press ENTER.  
Type ID letter to choose ITEM; press ENTER: _  
-----
```

ID	ITEM	EXPLANATION
a	Change Line Format	Displays the LINE FORMAT menu.
b	Change Margins and Tabs	Displays the MARGINS AND TABS menu.
c	Change Page Format	Displays the PAGE FORMAT menu.

- d **Change Header and Footer** Displays the HEADER AND FOOTER menu on page 2-95.
- e **Change Alternating Headers and Footers** Displays the ALTERNATING HEADERS AND FOOTERS menu on page 2-25.

Note: The menus and changes are identical for Change Document Format Defaults and Change Alternate Format Defaults. Information on status line 1 of the display will show **Chg Doc Fmt** or **Chg Alt Fmt**, as appropriate.

- e **Change Alternating Headers and Footers** Displays the ALTERNATING HEADERS AND FOOTERS menu on page 2-26.
- f **Return All Formats to Starting Choice** Returns all formats to those in the Document Format or Alternate Format, whichever was most recently used in the document.
- g **Return Line Format to Starting Choice** Returns the line format, margins and tabs to those in the Document Format or Alternate Format, whichever was most recently used in the document.
- h **Return Typestyle, Margins and Tabs to Starting Choice** Returns the typestyle to the typestyle in the Document Format or Alternate Format, whichever was most recently used in the document.
- i **Begin Using Document Format** Begins using the Document Format on the current page.
- j **Begin Using Alternate Format** Begins using the Alternate Format on the current page.

FORMAT SELECTION MENU (USING CHG FMT KEY AT THE BEGINNING OF A LINE)

Purpose: To display the line formats currently in effect which can be changed within an individual document.

To Display This Menu: Press the CHG FMT when the cursor is at the beginning of any line except the first line of a page.

See the "Format Selection Menu Sequence (Using CHG FMT)" at the beginning of this section.

Note: If the cursor is at the beginning of a page, the menu on page 2-88 will appear.

```
-----  
|Format Change      |          |          |          |          |  
|DISK01|           |          |          |          |          |          |          |  
-----  
                        FORMAT SELECTION  
  
ID    ITEM  
  
a    Change Line Format  
b    Change Margins and Tabs  
  
c    Return Line Format, Margins and Tabs to Starting Choice  
d    Return Typestyle to Starting Choice  
  
When finished with this menu, press ENTER.  
Type ID letter to choose ITEM; press ENTER: _  
-----
```

ID	ITEM	EXPLANATION
a	Change Line Format	Displays the LINE FORMAT menu.
b	Change Margins and Tabs	Displays the MARGINS AND TABS menu.

TNL SN44-2075 (20 August 1982) to S544-2036-0

GET MENU

Purpose: To copy an entire document or pages from a document.

To Display This Menu: Press the GET key, in the typing area, during Create or Revise Document task.

```

-----
|DISK01|          |          |          |          |          |          |
-----
|                                     GET                                     |
|                                     |                                     |
|   ID  ITEM                        YOUR   POSSIBLE                       |
|                                     CHOICE CHOICES                       |
|   a   Document Name                                     |
|   b   Diskette Name                                     |
|   c   System Page Number (s)                           |
|   d   Insert Included Text      2           1 = Yes      2 = No         |
|                                     |                                     |
|If no pages are specified, the entire document will be included.         |
|To specify multiple pages, separate page numbers with spaces.           |
|When finished with this menu, press ENTER.                               |
|Type ID letter to choose ITEM; press ENTER: _                           |
-----
  
```

ID	ITEM	EXPLANATION
a	Document Name	Identifies an existing document containing pages to be copied.
b	Diskette Name	Identifies the diskette containing the pages to be copied.
c	System Page Number(s)	Identifies the pages to be copied by the system. Page numbers must be separated by spaces. If this ITEM is left blank, the system will copy the entire document.
d	Insert Included Text	If the pages being copied contain Include instructions, this ITEM identifies whether the Include instructions should be copied into the new document, or if the text they refer to should be copied into the new document.

GLOBAL REPLACE/DELETE MENU

Purpose: To replace or delete one or more occurrences of a character string.

To Display This Menu: Press the GLOBAL key, in the typing area, during Create or Revise Document task.

```
-----
|DISK01|          |          |          |          |          |          |
|-----|
|                GLOBAL REPLACE/DELETE                |
|ID  ITEM          YOUR   POSSIBLE|
|   |             CHOICE CHOICES|
|a  Kind Of Search 2      1 = Prompted  2 = Automatic|
|b  Kind of Match  1      1 = Word      2 = Exact Character|
|c  Search For:   |
|d  Replace With: |
|e  Search For:   |
|f  Replace With: |
|g  Search For:   |
|h  Replace With: |
|When finished with this menu, press ENTER.           |
|Type ID letter to choose ITEM; press ENTER: _       |
|-----|
```

ID	ITEM:	EXPLANATION
a	Kind of Search	Identifies whether the system will make all the changes automatically, or whether you will make each change individually.
b	Kind of Match	Identifies what the system should consider to be an identical character string.
c,e,g	Search For:	Identifies the character string that is to be replaced or deleted.
d,f,h	Replace With:	Identifies the character string that you want to replace the Search For character string. To delete a Search For character string, leave this ITEM blank.

HEADER AND FOOTER MENU (USING A PROGRAM DISKETTE)

Purpose: To change the header and/or footer defaults on the Textpack Program Diskette.

Note: You cannot create or change the text of any header or footer using this Program Diskette Task.

To Display This Menu: Choose Change Header and Footer from the FORMAT SELECTION menu to change the Document or Alternate Format Defaults on the Program Diskette.

See the "Textpack Program Diskette Tasks Menu Sequence" at the beginning of this section.

```

-----
|Chg Doc Fmt Defaults |      |      |      |      |      |
|PRODSK|              |      |      |      |      |      |      |
-----
                                HEADER AND FOOTER
                                -----
                                YOUR      POSSIBLE
                                CHOICE    CHOICES
ID  ITEM
a  First Header Line           3        1 - 999
b  Print Header On             1        1 = All Pages
                                   2 = All But First Page
c  First Footer Line          63        2 - 999
d  Print Footer On            1        1 = All Pages
                                   2 = All But First Page

When finished with this menu, press ENTER.
Type ID letter to choose ITEM; press ENTER: _
-----

```

ID	ITEM	EXPLANATION
a	First Header Line	Identifies the line on the page where the header will start printing.
b	Print Header On	Identifies the pages where the header will print.
c	First Footer Line	Identifies the line on the page where the footer will start printing.
d	Print Footer On	Identifies the pages where the footer will print.

HEADER AND FOOTER MENU (USING WORK DISKETTE)

Purpose: To create or revise headers and/or footers, and identify where they will print on an individual document (using a work diskette).

To Display This Menu: Choose Change Header and Footer from the FORMAT SELECTION menu to change the Document Format, Alternate Format, or Page Format.

See the "Typing Tasks Menu Sequence" and "Format Selection Menu Sequence (Using CHG FMT)" at the beginning of this section.

Chg Document Fmt									
DISK01									Kyb 1
HEADER AND FOOTER									
ID	ITEM		YOUR CHOICE		POSSIBLE CHOICES				
a	Create or Revise Header								
b	First Header Line		3		1 - 999				
c	Print Header On		1		1 = All Pages 2 = All But First Page				
d	Create or Revise Footer								
e	First Footer Line		63		2 - 999				
f	Print Footer On		1		1 = All Pages 2 = All But First Page				
When finished with this menu, press ENTER.									
Type ID letter to choose ITEM; press ENTER: _									

ID	ITEM	EXPLANATION
a	Create or Revise Header	Allows the system to display either a blank screen for typing a new header, or the current header for revisions. The format used for the header is the Document or Alternate Format currently in effect. Line spacing for the header is always set to single spacing, and Auto Carrier Return is always off.
b	First Header Line	Identifies the line on the page where the header will start printing.

- c Print Header On** Identifies the pages where the header will print.
- d Create or Revise Footer** Allows the system to display either a blank screen for typing a new footer, or the current footer for revisions.

The format used for the footer is the Document or Alternate Format currently in effect. Line spacing for the footer is always set to single spacing, and Auto Carrier Return is always off.
- e First Footer Line** Identifies the line on the page where the footer will start printing.
- f Print Footer On** Identifies the pages where the footer will print.

- b Paginate, Hyphenate, Spell Check from Page** Identifies the system page number at which pagination is to begin. Hyphenation and spell check, if selected, will also begin with that system page number. You can choose any page within the document. Pagination always continues to the end of the document.

Pagination renumbers the pages of the document to whole numbers starting with the selected page.

The numbers under POSSIBLE CHOICES indicate the first and last system page number in the document.

Note: See PAGE NUMBERING in the "Quick Reference" section for more information on system page numbers.

- c Paginate on Exact Line Count** Determines whether page-ending decisions will be made automatically by the system to avoid widow lines. A widow line is a single line separated from the rest of the paragraph. A widow line occurs when the last line of a paragraph moves to the following page or when the first line of a paragraph becomes the last line of a page.

Yes - tells the system to insert a page end into a document each time it reaches the number chosen for the Last Typing Line on the PAGE FORMAT menu. Widow lines may occur.

No - tells the system to automatically keep widow lines with their paragraphs. To do this, the system may insert a page end one line before or after the number chosen for the Last Typing Line on the PAGE FORMAT menu.

- d Print Paginated Pages** Tells the system to print the document after it is paginated.

- e Paper Handling** Identifies the type of paper (cut or continuous) that the printer is to use.

IBM 5215 Printer - Continuous paper must be selected in the PRINTER DESCRIPTION menu in order to select Choice 3 (Continuous Paper) POSSIBLE CHOICE in this menu.

Note: If you change to Continuous Paper in the PRINTER DESCRIPTION menu, the system will automatically re-IPL when you return to the TASK SELECTION menu, to make the change effective.

IBM 5218 Printer - Before selecting Choice 2 (Cut Paper, Automatic Feed), be sure the sheet-feed paper handler is attached to the printer.

Before selecting Choice 3 (Continuous Paper), be sure the tractor feed is attached to the printer.

INCLUDE INSTRUCTION MENU

Purpose: To identify which pages from an existing document should be copied into a new document.

To Display This Menu: Press the INSTR key, and select the Include Instruction ITEM.

See the "Instructions Menu Sequence (Using INSTR) When Creating Or Revising Text" at the beginning of this section.

```
-----  
|DISK01|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |  
-----  
                INCLUDE INSTRUCTION  
  
ID  ITEM                YOUR  
                   CHOICE  
  
a   Document Name  
b   Diskette Name      DISK01  
  
c   System Page Number (s)  
  
When finished with this menu, press ENTER.  
Type ID letter to choose ITEM; press ENTER: _  
-----
```

ID	ITEM	EXPLANATION
a	Document Name	Identifies the existing document containing the pages to be copied.
b	Diskette Name	Identifies the diskette containing the pages to be copied.

Notes:

1. Single Diskette Units always display the name of the diskette currently loaded.
2. Dual Diskette Units display the name of the loaded diskette if only one work diskette is currently loaded.

3. Dual Diskette Units with a Combined Program Diskette and a work diskette loaded will not display a diskette name because documents could also be stored on the Combined Program Diskette.

**c System Page
Number(s)**

Identifies the pages the system is to copy when the new document prints.

If this ITEM is left blank, the system will include the entire document.

INSTRUCTIONS FOR KEY-TO-PRINT MENU

Purpose: To guide you while you are using Key-To-Print.

To Display This Menu: After making any necessary changes in the FORMAT SELECTION FOR KEY-TO-PRINT menu, press ENTER.

See the "Task Selection Menu Sequence" and the "Key-To-Print Task Menu Sequence" in the front of this section.

```
-----  
|Key-To-Print          |          |          |          |          |  
|DSK001|              |          |          |          |          |  
-----  
          INSTRUCTIONS FOR KEY-TO-PRINT  
  
|Before typing, be sure to:  
|  Load paper.  
|  Put on the correct printer element.  
  
|After completing a page:  
|  Remove paper by using ↓ on the keyboard.  
  
|To load a second sheet:  
|  Press STOP on printer  
|  Load paper  
|  Carrier Return  
|  Align paper using ↓ or ↑ on the keyboard.  
  
|When finished with Key-To-Print, press END.  
-----
```

Notes:

1. Be sure to load paper **before** you get to this menu.
2. This menu displays the entire time you are using Key-To-Print. The text you type will **not** be displayed.
3. After you press END to end Key-To-Print, the TASK SELECTION menu displays.

INSTRUCTIONS MENU (WHEN CREATING OR REVISING A HEADER/FOOTER)

Purpose: To insert instructions in a header or footer to cause page numbers to print on a single document.

To Display This Menu: When you are creating or revising a header or footer, space or tab to the location where you want the page number to print. Press the INSTR key.

See the "Instructions Menu Sequence (Using INSTR) When Creating Or Revising A Header Or Footer" at the beginning of this section.

```

-----
|Create/Revise Header |           |           |           |           |           |
|DISK01|           |           |           |           |           |
-----
|
|              INSTRUCTIONS
|
|  ID  ITEM                YOUR  POSSIBLE
|                CHOICE  CHOICES
|
|  a   System Page Number
|
|  b   Page Number         0       0 = Use Current Page
|                                   Number
|                                   1 - 9999 = Reset Page
|                                   Number
|
|When finished with this menu, press ENTER.
|Type ID letter to choose ITEM; press ENTER: _
-----
    
```

ID	ITEM	EXPLANATION
a	System Page Number	Causes the system page number to be printed. See PAGE NUMBERING in the "Quick Reference" section for more information on system page numbers.
b	Page Number	The first page number will be one (1) unless you type a different number for this ITEM. See PAGE NUMBERING in the "Quick Reference" section for more information on page numbers.

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INSTRUCTIONS MENU (WHEN CREATING OR REVISING A DOCUMENT)

- Purpose:**
- To instruct the system to keep sections of text on the same page, and not be split during pagination.
 - To instruct the system to include pages from another document in a new document.
 - To insert math formulas into a shell document.
 - To insert instructions for controlling file formats.
 - To provide for inclusion of conditional text.
 - To skip to a pre-determined line.
 - To insert spelling check instructions.

To Display This Menu: Press the INSTR key while in the CREATE DOCUMENT task, or the REVISE DOCUMENT task.

See the "Instructions Menu Sequence (Using INSTR) When Creating Or Revising Text" at the beginning of this section.

ID	ITEM
a	Begin Keep
b	End Keep
c	Include
d	Math Add, Subtract, Multiply, Divide
e	File Report Instructions
f	Multi-Column File Listing
g	Summary Math Total, Average, Highest, Lowest, Count
h	Conditional Text: Field or Variable Empty
i	Conditional Text: Field or Variable Not Empty
j	End of Conditional Text
k	Skip to Line
l	Begin Spelling Check
m	End Spelling Check
n	Language For Spelling Check

When finished with this menu, press ENTER.
Type ID letter to choose ITEM; press ENTER: _

ID	ITEM	EXPLANATION
a	Begin Keep	Identifies the beginning of a section of text to be kept together on the same page. During pagination, if the entire section of text cannot fit on the current page, the system starts the section on a new page.
b	End Keep	Identifies the end of a section of text to be kept together on the same page.
c	Include	Displays the INCLUDE INSTRUCTION menu.
d	Math	Displays the MATH menu.
e	File Report Instructions	Displays the FILE REPORT INSTRUCTIONS menu.
f	Multi-Column File Listing	Displays the MULTI-COLUMN FILE LISTING menu.
g	Summary Math	Displays the SUMMARY MATH menu.
h	Conditional Text: Field or Variable Empty	Inserts a Conditional Text instruction in a shell document causing conditional text to output if the variable named in the instruction contains no data.
i	Conditional Text: Field or Variable Not Empty	Inserts a Conditional Text instruction in a shell document causing conditional text to output if the variable named in the instruction contains data.
j	End Conditional Text	Inserts an End Conditional Text instruction in a shell document.
k	Skip to Line	(Not available before 5/82) Allows indicating a line number to be skipped to in a shell document.
l	Begin Spelling Check	Identifies the end of a section of text you do not want spell checked or hyphenated using the system dictionary.
m	End Spelling Check	Identifies the beginning of a section of text you do not want spell checked or hyphenated using the system dictionary.
n	Language for Spelling Check	Displays the LANGUAGE FOR SPELLING CHECK INSTRUCTION menu.

LANGUAGE FOR SPELLING CHECK INSTRUCTION MENU

Purpose: To mark the language of blocks of text in a document. When Check Document is selected from the SPELLING TASKS menu, only the sections of text marked in the language that matches the currently loaded dictionary will be spell checked.

To Display This Menu: Press the INSTR key when creating or revising text, and select the Language for Spelling Check ITEM.

See the "Instructions Menu Sequence When Creating Or Revising Text" at the beginning of this section.

```

-----
|Create Document      |example  |   |   |   |   |   |
|DISK01|             |   |   |   |   |   |   |
|-----|
|                LANGUAGE FOR SPELLING CHECK INSTRUCTION                |
|                                                                              |
|          ID    LANGUAGE                                                    |
|          a    U.S. English                                                 |
|          b    U.K. English                                                 |
|          c    German                                                        |
|          d    Dutch                                                         |
|          e    National French                                              |
|          f    Canadian French                                              |
|          g    Italian                                                       |
|          h    Spanish                                                       |
|          i    Swedish                                                       |
|          j    Danish                                                        |
|          k    Norwegian                                                     |
|                                                                              |
|Type ID letter to choose ITEM; press ENTER: _                             |
|-----

```

When the ID of the language is selected, the system will not spell check the following text unless the currently loaded dictionary matches the language instruction.

LEFT MARGIN AND TABS FOR KEY-TO-PRINT MENU

Purpose: To change the left margin and tabs for Key-To-Print.

To Display This Menu: Choose Change Left Margin and Tabs from the FORMAT SELECTION FOR KEY-TO-PRINT menu.

See the "Key-To-Print Task Menu Sequence" at the beginning of this section.

```

-----
|Key-To-Print          |          |          |          |          |          |
|DSK001|              |          |          |          |          |Kyb 1|
-----
|<<2.....:.....3.....:.....4.....:.....5.....:.....6.....:.....7.....:.....8.....:
|
|          LEFT MARGIN AND TABS FOR KEY-TO-PRINT
|
|SET MARGIN: Use ← or → key to move cursor to left margin (<<<).
|          Use SPACE bar or BKSP key to move margin.
|
|SET TAB: Use ← or → key to move cursor to where you want tab;
|          press TAB.
|
|CLEAR TAB: Use ← or → key to move cursor to tab; press DEL.
|
|MOVE TABS: Use ← or → key to move cursor to tab.
|          Use SPACE bar or BKSP key to move tabs.
|
|SET ALL TABS: Use ← or → key to move cursor to left margin (<<<).
|          Type number for spacing between tabs; press ENTER.
|
|CLEAR ALL TABS: Use ← or → key to move cursor to left margin (<<<);
|          press DEL.
|
|MOVE PAPER: Use ↓ or ↑ key on keyboard to move paper
|          in the printer.
|
|When finished, press ENTER.
-----
  
```

Note: This menu contains no ID letters to choose. Instead, each item explains a way to change margins or tabs.

ITEM	EXPLANATION
SET MARGIN	Moves the left margin. The left margin displays on the scale line as the symbol <<.
SET TAB	Sets a tab stop. Tab stops display on the scale line as ____ .

CLEAR TAB	Clears a tab stop.
MOVE TABS	Moves the current tab stops to new locations on the scale line.
SET ALL TABS	Identifies a tab grid (equal number of spaces between tab stops).
CLEAR ALL TABS	Clears all tab stops from the scale line.
MOVE PAPER	Allows you to move the print element up or down on the paper using the ↓ or the ↑ keys on the keyboard.

LINE FORMAT MENU

Purpose: To change the line formats in a document.

To Display This Menu: Choose Change Line Format in the FORMAT SELECTION menu.

See the "Format Selection Menu Sequence (Using CHG FMT)," "Typing Tasks Menu Sequence," and "Textpack Program Diskette Menu Sequence" at the beginning of this section.

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Line Spacing	1	1 = Single 2 = Double 3 = Triple 4 = Half 5 = 1 and 1/2
b	Line Alignment	1	1 = Left 2 = Justify 3 = 1/2 Justify
c	Typestyle Number	86	1 - 31 (10 pitch) 80 - 111 (12 Pitch) 154 - 175 (Proportional) 215 - 230 (15 Pitch)
d	Lines/cm or in.	2	1 = 2.09/cm or 5.3/in. 2 = 2.36/cm or 6/in. 3 = 3.15/cm or 8/in. 4 = 9.45/cm or 24/in. 5 = 2.0/cm or 5.08/in.
e	Adjust Line Endings	1	1 = Yes 2 = No
f	Zone Width	6	1 - 30

When finished with this menu, press ENTER.
Type ID letter to choose ITEM; press ENTER: _

ID	ITEM	EXPLANATION
a	Line Spacing	Defines the spacing between lines for printing a document.
b	Line Alignment	Determines how the lines of text are to be aligned. Choice 1 (Left) provides normal spacing between words. Choice 2 (Justify) provides straight left and right margins. Choice 3 (1/2 Justify) provides a less ragged right margin.

- c Typestyle Number** Identifies the typestyle number to use following this format change.
- This choice determines both typestyle and pitch. The current pitch is at the top of the display.
- The system highlights the changed number.
- d Lines/cm or in.** Identifies the number of vertical lines to print per centimeter or per inch.
- Note:** The first line will always start one inch from the top of the page.
- Choice 1 can be selected on the IBM 5215, 5218, and 5228 printers.
- Choice 2 can be selected on the IBM 5215, 5218, and 5228 printers.
- Choice 3 can be selected only on the IBM 5218 and 5228 printers.
- Choice 4 can be selected only on the IBM 5218 and 5228 printers.
- Choice 5 can be selected on an IBM 5215 printer equipped with a special ratchet, or an IBM 5218 or IBM 5228 printer equipped with a special platen.
- e Adjust Line Endings** Identifies if the line endings will be adjusted during LINE ADJ and pagination.
- f Zone Width** Identifies the number of characters before the right margin where a hyphenation decision can be made to adjust lines using LINE ADJ. The smaller the number, the more even the right margin will be.
- If Auto Carrier Return is OFF, the zone width determines where the system will sound a tone (beep) as you type near the right margin.

LINE FORMAT FOR KEY-TO-PRINT MENU

Purpose: To change the line format for Key-To-Print.

To Display This Menu: Choose Change Line Format from the FORMAT SELECTION FOR KEY-TO-PRINT menu.

See the "Key-To-Print Task Menu Sequence" at the beginning of this section.

```

-----
|Key-To-Print      | | | | | | | | | | |
|DSK001|          | | | | | | | | | |
|Kyb 1 |          | | | | | | | | | |
-----
                    LINE FORMAT FOR KEY-TO-PRINT

ID  ITEM                      YOUR  POSSIBLE
   a  Typestyle Number        CHOICE CHOICES
   a  Typestyle Number        86     1 - 31 (10 pitch)
                                           80 - 111 (12 pitch)
                                           154 - 175 (proportional)
                                           215 - 230 (15 pitch)

   b  Lines/cm or in.         2     1 = 2.09/cm or 5.3/in.
                                           2 = 2.36/cm or 6/in.
                                           3 = 3.15/cm or 8/in.
                                           4 = 9.45/cm or 24/in.
                                           5 = 2.0/cm or 5.08/in.

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: _
-----

```

ID	ITEM	EXPLANATION
a	Typestyle Number	Identifies the typestyle number to use following this format change. This choice determines both typestyle and pitch. The current pitch is at the top of the display. The system highlights the changed number.
b	Lines/cm or in.	Identifies the number of vertical lines to print per centimeter or per inch.

Choice 1 can be selected on the IBM 5215, 5218, and 5228 printers.

Choice 2 can be selected on the IBM 5215, 5218, and 5228 printers.

Choice 3 can be selected only on the IBM 5218 and 5228 printers.

Choice 4 can be selected only on the IBM 5218 and 5228 printers.

Choice 5 can be selected on an IBM 5215 printer equipped with a special ratchet, or an IBM 5218 or IBM 5228 printer equipped with a special platen.

MARGINS AND TABS MENU

Purpose: To change the margins and tab settings.

To Display This Menu: Choose Change Margins and Tabs from the FORMAT SELECTION menu.

See the "Format Selection Menu Sequence (Using CHG FMT)", "Typing Tasks Menu Sequence", and "Textpack Program Diskette Tasks Menu Sequence" at the beginning of this section.

```

-----
|DISK01|          |          |          |          |          |          |          |
-----
|<<2.....3.....4.....5.....6.....7.....8>>.....|
|              MARGINS AND TABS                    |
|                                                    |
|  SET MARGIN: Use <- or -> key to move cursor to margin (<< or >>). |
|              Use SPACE bar or BKSP key to move margin.          |
|                                                    |
|  SET TAB: Use <- or -> key to move cursor to where you want tab. |
|              For Flush Left Tab, Press TAB  For Center Tab, press CTR|
|              For Decimal Tab, press . For Flush Right Tab, press RET|
|              For Comma Tab, press ,                               |
|                                                    |
|  CLEAR TAB: Use <- or -> key to move cursor to tab; press DEL.   |
|                                                    |
|  MOVE TABS: Use <- or -> key to move cursor to tab.              |
|              Use SPACE bar or BKSP key to move tabs.            |
|                                                    |
|  SET ALL TABS: Use <- or -> key to move cursor to left margin (<<). |
|              Type number for spacing between tabs; press ENTER.  |
|                                                    |
|  CLEAR ALL TABS: Use <- or -> key to move cursor to left margin (<<); |
|              press DEL.                                          |
|                                                    |
|When finished, press ENTER.                                     |
-----

```

Note: This menu contains no ID letters to choose. Instead, each item explains a way to change margins or tabs.

ITEM	EXPLANATION
SET MARGIN	Moves the left or right margin. The left margin displays on the scale line as the symbol <<. The right margin displays on the scale line as the symbol >>.

SET TAB

Sets a tab stop.

Tab stops display on a scale line as the following:

left (Normal) Alignment as
Decimal Alignment as .
Comma Alignment as ,
Center Alignment as |•|
Right Alignment as
Colon Alignment as :

CLEAR TAB

Clears a tab stop.

MOVE TABS

Moves the current tab stops to new locations on the scale line.

SET ALL TABS

Identifies a tab grid (equal number of spaces between tab stops).

CLEAR ALL TABS

Clears all tab stops from the scale line.

MATH MENU

Purpose: To insert math formulas into a shell document for use during a Merge File/Text operation.

For example, two numeric fields can be added together to produce a total that is inserted in the merge document. Or, a file field can be multiplied (or divided) by a constant number to produce a total.

To Display This Menu: Choose Math from the INSTRUCTIONS menu.

See the "Instructions Menu Sequence When Creating Or Revising Text" at the beginning of this section.

DISK01		Kyb 1	
MATH			
ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Variable Name for Answer		Up to 16 characters
b	First Number		Field Name, Variable Name, or Constant Number
c	Calculation		1 = Plus(+) 2 = Minus(-) 3 = Times(*) 4 = Divided by(/)
d	Second Number		Field Name, Variable Name, or Constant Number
Type ID letter to choose ITEM; press ENTER: _			

ID	ITEM	EXPLANATION
a	Variable Name For Answer	The name to give to the variable that will hold the result of the math calculation.
b	First Number	One of the operands. May be either the name of a Field in the file, the name of a variable (the result of a previous calculation), or a constant number.
c	Calculation	Choice of add, subtract, multiply, or divide.

d Second Number

The second operand. Required only if you enter a Calculation (ID c). May be either the name of a Field in the file, the name of a variable (the result of a previous calculation), or a constant number.

MATH REQUESTS MENU

Purpose: To display the four math formats on the program diskette and the math format currently in effect.

To change the sign (+/-) of a total or constant.

To use the constant, total, or average when performing math functions.

To Display This Menu: Press the MATH REQUEST key when the cursor is located within a page of a document.

See the "Textpack Program Diskette Tasks Menu Sequence" at the beginning of this section.

Note: This menu assumes the MATH REQUEST key was pressed without a total displayed on the prompt line.

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Active Math Format	1	1 = 0.00 2 = \$0.00 3 = 0 4 = 0.0
b	Change Sign		
c	Copy Constant into Total	2	1 = Yes 2 = No
d	Copy Total into Constant	2	1 = Yes 2 = No
e	Copy Average into Total	2	1 = Yes 2 = No
	Average =		0.00
	Item Count =		0

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: _

ID	ITEM	EXPLANATION
a	Active Math Format	Identifies the active format to be used in formatting the total on the prompt line, and when inserting the total into text. The POSSIBLE CHOICES reflect the defaults in the MATH FORMAT SELECTION menu.
b	Change Sign	Used to change the sign of the Active Math Format POSSIBLE CHOICES to see how either the negative or the positive numbers will be displayed using the present math formats. The sign of the total or the constant on the prompt line is also changed.
c	Copy Constant into Total	Used to copy a constant number to the total for further math calculations or functions.
d	Copy Total into Constant	Used to copy the total to the constant for further math calculations or functions. Note: When performing math calculations, the system maintains a number that is precise to 15 digits. The precise number will be displayed as the constant when this ITEM is chosen.
e	Copy Average into Total	Used to copy the average displayed in the MATH REQUESTS menu to the total, to use for math calculations or functions. Note: If Constant = _ is on the prompt line when the MATH REQUEST key is pressed, this ITEM will not be on the MATH REQUESTS menu.

MENU ABBREVIATIONS MENU

Purpose: To change the short forms of the Menu Abbreviations you use for menu bypass.

To Display This Menu: Choose Change Menu Abbreviations from the TEXTPACK PROGRAM DISKETTE TASKS menu.

Note: Only a portion of this menu displays at one time. Press ↓ or ↑ to see more.

See the "Textpack Program Diskette Tasks Menu Sequence" at the beginning of this section.

```

-----
|Change Abbreviations |           |           |           |           |
|PRODSK|           |           |           |           |Kyb 1|
-----
|
|           MENU ABBREVIATIONS - TYPING/REQUEST TASKS
|
| ID   ITEM                                                    YOUR
|     |                                                    CHOICE
|-----|-----|-----|
| a   Create Document                                         c
| b   Revise Document                                         r
| c   Paginate Document                                       pg
| d   Print Document                                          p
| e   Display Index of Diskette Contents                       i
| f   Display Print Queue or Cancel Print Job                 cp
| g   Change Printing Order                                   po
| h   Continue Printing With Element Now On Printer          ctp
| i   Request Printer                                         rqp
| j   Release Printer                                         rlp
| k   Start Printer                                           stp
|-----|-----|-----|
|Press ↓ or ↑ key for more.  When finished, press ENTER.
|Type ID letter to choose ITEM; press ENTER:  _
-----

```

To change the short form of a menu abbreviation, type the ID letter and press ENTER. Then type the new short form of the abbreviation and press ENTER.

When you finish with this menu, press ENTER. The system will return to the TEXTPACK PROGRAM DISKETTE TASKS menu. When the TEXTPACK PROGRAM DISKETTE TASKS menu displays, the changes are effective.

Note: You cannot use the same short form for two different abbreviations at the same time. You are also limited to six characters.

If the short form you choose is not acceptable, the system will display a message telling you so.

Turn to the next few pages to see the rest of the MENU ABBREVIATIONS menu.

```
|Change Abbreviations |           |           |           |           |           |
|PRODSK|           |           |           |           |           |           |
|-----|-----|-----|-----|-----|-----|-----|
|           MENU ABBREVIATIONS - WORK DISKETTE TASKS           |
| ID      ITEM                                                    YOUR |
|           |                                                    CHOICE |
| a      Delete Document                                         xdc  |
| b      Duplicate Document                                       ddc  |
| c      Change Document Name                                     dcn  |
| d      Change Diskette Name                                     dkn  |
| e      Duplicate Diskette                                       ddk  |
| f      Condense Diskette                                       cdk  |
| g      Erase or Initialize (Name) Diskette                       e    |
| h      Recover Documents                                       rec  |
| i      Print Index of Diskette Contents                          pi   |
|-----|-----|-----|-----|-----|-----|-----|
|Press ↓ or ↑ key for more.  When finished, press ENTER|
|Type ID letter to choose ITEM; press ENTER: _|
|-----|-----|-----|-----|-----|-----|-----|
```

```

|Change Abbreviations |           |           |           |           |
|PRODSK|           |           |           |           |           |
|-----|-----|-----|-----|-----|
|           MENU ABBREVIATIONS - SPELLING/MERGE TASKS           |
| ID   ITEM                                                    YOUR |
|                                           CHOICE |
| a   Check Document                                           cd   |
| b   Load Supplement                                         ld   |
| c   Clear Supplement                                          clr  |
| d   Store Supplement on Program Diskette                     sto  |
| e   Choose Spelling Language Dictionary                     lgd  |
| f   Create Document of Supplemental Words                   cds  |
|                                           |
| g   Merge With Named Variables Menu                          mv   |
| h   Merge With Switch Codes Menu                            msw  |
|                                           |
|Press ↓ or ↑ key for more.  When finished, press ENTER. |
|Type ID letter to choose ITEM; press ENTER:  _ |
|-----|-----|-----|-----|-----|

```



```

Change Abbreviations |           |           |           |           |
PRODSK|           |           |           |           |           |Kyb 1|           |
-----
                MENU ABBREVIATIONS - DOCUMENT FORMAT SELECTION

ID   ITEM                                                    YOUR
    CHOICE

a   Line Format Menu                                          lf
b   Margins and Tabs Menu                                    mt
c   Page Format Menu                                         pf
d   Header and Footer Menu                                   hf
e   Alternating Header and Footer Menu                      ahf
f   Mid-Line Typestyle Menu                                 ty
g   Return All Formats To Starting Choice                   rf
h   Return Line Formats,
    Margins and Tabs To Starting Choice                      rlf
i   Return Typestyle To Starting Choice                     rty
j   Begin Using Alternate Format                             af
k   Begin Using Document Format                             df

Press ↓ or ↑ key for more.  When finished, press ENTER.

Type ID letter to choose ITEM; press ENTER:  _
    
```

```

Change Abbreviations |           |           |           |           |
PRODSK|           |           |           |           |           |
-----
                MENU ABBREVIATIONS - INSTRUCTIONS

ID      ITEM                                           YOUR
        ITEM                                           CHOICE

a      Begin Keep                                       bk
b      End Keep                                         ek
c      Include Menu                                     inc
d      Math                                             m
e      File Report Instructions                         f
f      Multi-Column File Listing                       mc
g      Summary Math                                    sm
h      If Empty                                         ife
i      If Not Empty                                    ifn
j      End If                                           eif
k      Skip-To-Line                                    stl
l      Begin Spelling Check                            bsp
m      End Spelling Check                              esp
n      Language for Spelling Check                    lg

Press ↓ or ↑ key for more.  When finished, press ENTER.

Type ID letter to choose ITEM; press ENTER: _
    
```

Change Abbreviations		
ID	ITEM	YOUR CHOICE
a	System Page Number	sn
b	Page Number	pn
c	Display Codes = No	cdn
d	Display Codes = Yes	cdy
e	Get Menu	g
f	Global Replace/Delete	gl
g	Return to typing area or to Create/Revise Document Menu	rt

Press ↓ or ↑ key for more. When finished, press ENTER.

Type ID letter to choose ITEM; press ENTER: _

MERGE FILE/TEXT MENU

Purpose: To create a merged document by combining a shell document with record fields from a file.

To Display This Menu: Choose Merge File/Text from the FILE TASK SELECTION menu.

See the "Reportpack Feature Diskette Tasks Menu Sequence" at the beginning of this section.

```

Merge File/Text |           |           |           |           |
DISK01|           |           |           |           |
-----
                        MERGE FILE/TEXT

ID  ITEM                                YOUR    POSSIBLE
      CHOICE    CHOICES

a  Document Name for Shell
b  Diskette Name

c  Output Choice                        1        1 = Repetitive Letters
                                          2 = File Listing or Report

d  Restart Number                        Any valid Rec_ID or none

e  Print Merged Document                1        1 = Yes      2 = No

f  Document Name for Output
g  Diskette Name

h  Choose Sort Order
i  Select Records
j  Cancel on Error                      1        1 = Yes      2 = No
k  Paper Handling                        2        1 = Cut Sheet, Manual Feed
                                          2 = Cut Sheet, Automatic Feed
                                          3 = Continuous Paper

When finished with this menu, press ENTER.
Type ID letter to choose ITEM; press ENTER: _
  
```

ID	ITEM	EXPLANATION
a	Document Name for Shell	The name of the document containing text to be merged with the file.
b	Diskette Name	The name of the diskette containing the shell document.
c	Output Choice	Identifies whether the merged document is to be a Repetitive Letter, or a File Listing or Report.
d	Restart Number	Identifies the Record ID number on which to restart an interrupted Repetitive Letters operation.

- e **Print Merged Document** Identifies whether the document is to print.
- f **Document Name for Output** If the merged document is to be stored on a diskette and saved, identifies a name for the stored document.
- g **Diskette Name** The name of the diskette on which the merged document will be stored.
- h **Choose Sort Order** Displays the SORT ORDER menu.
- i **Select Records** Displays the RECORD SELECTION frame.
- j **Cancel on Error** Identifies whether the merge task should be cancelled when an error occurs during merging.
- k **Paper Handling** Identifies the type of paper and type of paper feeding to be used when printing the merged document.

IBM 5215 Printer - Continuous paper must be selected in the PRINTER DESCRIPTION menu in order to select Choice 3 (Continuous Paper) POSSIBLE CHOICE in this menu.

Note: If you change to Continuous Paper in the PRINTER DESCRIPTION menu, the system will automatically re-IPL when you return to the TASK SELECTION menu, to make the change effective.

IBM 5218 Printer - Before selecting Choice 2 (Cut Paper, Automatic Feed), be sure the sheet-feed paper handler is attached to the printer.

Before selecting Choice 3 (Continuous Paper), be sure the tractor feed is attached to the printer.

MERGE TASKS MENU

Purpose: To combine stored text with variables.

To Display This Menu: Choose Merge from the TASK SELECTION menu.

See the "Merge Tasks Menu Sequence" at the beginning of this section.

```
-----  
DISK01|          |          |          |          |          |          |  
-----  
                MERGE TASKS  
  
          ID      ITEM  
  
          a      Merge with Named Variables  
  
          b      Merge with Switch Codes  
  
          c      Go to Task Selection  
  
|Type ID letter to choose ITEM; press ENTER: _  
-----
```

ID	ITEM	EXPLANATION
a	Merge with Named Variables	Displays the MERGE WITH NAMED VARIABLES SETUP menu.
b	Merge with Switch Codes	Displays the MERGE WITH SWITCH CODES SETUP menu.
c	Go to Task Selection	Displays the TASK SELECTION menu.

- d Diskette Name** Identifies the name of the diskette containing the Fill-In Document.
- e System Page Number (s)** Identifies the pages that will be merged with the Shell Document.
- f Merged Document Name** Allows you to name the final merged document, if you want it stored on a diskette.
- If this ITEM is left blank, the final document will print, but will not be stored on diskette.
- g Diskette Name** Allows you to type the name of the diskette where you want the final merged document stored.
- h Print Merged Document** Identifies whether or not the final merged document should print.
- i Cancel On Error** Instructs the system to either cancel or not cancel on each merge error.
- Yes - Cancels printing before the merge is completed. The cause of the error will be in the merged document.
- No - Allows the merge job to continue if a merge error occurs. The cause of the error will be in the merged document.
- j Paper Handling** Identifies the type of paper (cut or continuous) the printer is to use.
- IBM 5215 Printer** - Continuous paper must be selected in the PRINTER DESCRIPTION menu in order to select Choice 3 (Continuous Paper) POSSIBLE CHOICE in this menu.
- Note:** If you change to Continuous Paper in the PRINTER DESCRIPTION menu, the system will automatically re-IPL when you return to the TASK SELECTION menu, to make the change effective.
- IBM 5218 Printer** - Before selecting Choice 2 (Cut Paper, Automatic Feed), be sure the sheet-feed paper handler is attached to the printer.
- Before selecting Choice 3 (Continuous Paper), be sure the tractor feed is attached to the printer.

ID	ITEM	EXPLANATION
a	Shell Document Name	Identifies an existing document containing the pages to be filled-in during the Merge Task.
b	Diskette Name	Identifies the name of the diskette containing the Shell Document. For either a Single or Dual Diskette unit, the system will display the name of the diskette if only one is loaded.
c	Fill-In Document Name	Identifies an existing document containing the variable information to be merged with the Shell Document.
d	Diskette Name	Identifies the name of the diskette containing the Fill-In Document.
e	Merged Document Name	Allows you to name the final merged document, if you want it placed on a diskette. If this ITEM is left blank, the final document will print, but will not be stored on diskette.
f	Diskette Name	Allows you to type the name of the diskette where you want the final merged document stored.
g	Print Merged Document	Identifies whether or not the final merged document should print.
h	Cancel On Error	Instructs the system to either cancel or not cancel on each merge error. Yes - cancels printing before the merge is complete. The cause of the error will appear as an error message in the merged document. No - Allows the merge job to continue if merge errors occur. The causes of the errors will appear in error messages in the merged document.
i	Paper Handling	Identifies the type of paper (cut or continuous) that the printer is to use. IBM 5215 Printer - Continuous paper must be selected in the PRINTER DESCRIPTION menu in order to select Choice 3 (Continuous Paper) POSSIBLE CHOICE in this menu. Note: If you change to Continuous Paper in the PRINTER DESCRIPTION menu, the system will automatically re-IPL when you return to the TASK SELECTION menu, to make the change effective.

IBM 5218 Printer - Before selecting Choice 2 (Cut Paper, Automatic Feed), be sure the sheet-feed paper handler is attached to the printer.

Before selecting Choice 3 (Continuous Paper), be sure the tractor feed is attached to the printer.

MULTI-COLUMN FILE LISTING MENU**Purpose:**

To instruct the system that a file listing should print with multiple sets of columns on a page. For example, a page in a telephone book may have three sets of columns, each set consisting of a Name column, an Address column, and a Telephone Number column.

Up to eight sets of columns are allowed.

Note: After you fill in this menu, the system inserts the Multi-Column and Record Detail instructions into the shell document, and returns the shell document to the display. You can then type the Column Headings and the field variable names directly into the shell document. You need only type the Column Headings and field variable names once, regardless of how many sets of columns are to print on the page.

To Display This Menu:

Choose Multi-Column File Listing from the INSTRUCTIONS menu.

See the "Instructions Menu Sequence (Using INSTR) When Creating Or Revising Text" at the beginning of this section.

```

-----
DISK01|          |          |          |          |          |          |
-----
                MULTI-COLUMN FILE LISTING

ID  ITEM                YOUR    POSSIBLE
   ITEM                CHOICE  CHOICES

a   Sets of Columns     2       2 - 8
b   Width of Each Set  35      3 - 284

Both a Multi-Column Heading and a Record Detail instruction will be
created.
Both instructions must appear in the document in that order.

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: _
-----

```

ID	ITEM	EXPLANATION
a	Sets of Columns	Identifies the number of sets of columns that should print on each page. Note: As an example, a list consisting of a NAME, ADDRESS, and TELEPHONE NUMBER is considered as one set of columns.
b	Width of Each Set	Identifies how many character spaces wide each set of columns is. The width includes the space between sets of columns. It is calculated by counting the number of spaces from the first character in the first set of columns to the first character in the next set of columns.

ID	ITEM	EXPLANATION
a	Restart Number	Identifies the Record ID to restart an interrupted output operation.
b	Print	Choose this ITEM if you want the output printed on paper.
c	Document Name for Output	If the output document is to be stored on diskette and saved, give the stored document a name.
d	Diskette Name	The name of the diskette on which the output document is to be stored.
e	Document Name for Format	The name of an existing document to be used to format the output text. If no document name is specified, the document defaults will be used for the format.
f	Diskette Name	The name of the diskette on which the document in ITEM e is stored.
g	Choose Sort Order	Displays the SORT ORDER menu to allow you to select the fields to be sorted on, and the type of sort. You can sort on up to five fields.
h	Select Records or Fields	Displays the RECORD SELECTION Frame to allow you to select the records and fields, and the order in which you want fields to output.
i	Paper Handling	Identifies the type of paper and method of feeding paper. IBM 5215 Printer - Continuous paper must be selected in the PRINTER DESCRIPTION menu in order to select Choice 3 (Continuous Paper) POSSIBLE CHOICE in this menu. Note: If you change to Continuous Paper in the PRINTER DESCRIPTION menu, the system will automatically IPL when you return to the TASK SELECTION menu, to make the change effective. IBM 5218/5228 Printer - Before selecting Choice 2 (Cut Paper, Automatic Feed), be sure the sheet-feed paper handler is attached to the printer. Before selecting Choice 3 (Continuous Paper), be sure the tractor feed is attached to the printer.

PAGE FORMAT MENU

Purpose: To change the page format in a document.

To Display This Menu: Choose Change Page Format from the FORMAT SELECTION menu.

See the "Format Selection Menu Sequence (Using CHG FMT)", "Typing Tasks Menu Sequence", and the "Textpack Program Diskette Tasks Menu Sequence" at the beginning of this section.

```

-----
|Format Change      |      |      |      |      |      |
|DISK01|           |      |      |      |      |      |
|-----|-----|-----|-----|-----|-----|
|                                     |
|                               PAGE FORMAT                               |
|                                     |
| ID  ITEM                                     YOUR  POSSIBLE |
|                                     CHOICE CHOICES |
| a  First Typing Line,                     7     1 - 999 |
|     First Page                                     |
| b  First Typing Line                     7     1 - 999 |
|     Following Pages                                 |
| c  Last Typing Line                       60    2 - 999 |
| d  Paper or Envelope Size 3                1 = 210x297 mm or 8.27x11.69in. (A4) |
|                                     2 = 297x210 mm or 11.69x8.27in. (A4L) |
|                                     3 = 215.9x279.4 mm or 8.5x11 in. (P4) |
|                                     4 = 279.4x215.9 mm or 11x8.5 in. (P4L) |
|                                     5 = 215.9x355.6 mm or 8.5x14 in. (Legal) |
|                                     6 = 355.6x215.9 mm or 14x8.5in. (Legal L) |
|                                     7 = 241.3x104.8 mm or 9.5x4.13 in. (Env.) |
|                                     8 = 229x162 mm or 9.02x6.38 in. (C5 Env.) |
|                                     9 = Other in mm |
| e  Printing Paper Source 1                1 = Top                               2 = Bottom |
|                                     3 = Bottom,This Page Only 4 = Manual Feed |
|-----|-----|-----|-----|-----|-----|
|When finished with this menu, press ENTER.
|Type ID letter to choose ITEM; press ENTER: _
-----

```

ID	ITEM	EXPLANATION
a	First Typing Line, First Page	Identifies the line on the first page where text will start printing.
b	First Typing Line, Following Pages	Identifies the line on all pages after the first page where text will start printing.
c	Last Typing Line	Identifies the line on the page where text will stop printing.

**d Paper or Envelope
Size**

Identifies paper size (in millimeters and inches).

If you select 9 (Other), you must specify the size in millimeters. The size can be from 1 mm to 999.9 mm (about 39.4 inches).

The millimeters must be in whole numbers or one digit to the right of the decimal. For example, 10 inches would be 254 mm and 10-1/2 inches would be 266.7 mm. See the Metric Conversion Table in Appendix A.

**e Printing Paper
Source**

Identifies the paper source. If your printer has a sheet-feed paper handler attached to it, the paper feeds from a paper drawer. YOUR CHOICE should match your printer's capabilities.

- b Paginate on Exact Line Count** Determines whether page-ending decisions will be made automatically by the system to avoid widow lines. A widow line is a single line separated from the rest of the paragraph. A widow line occurs when the last line of a paragraph moves to the following page, or when the first line of a paragraph becomes the last line of a page.
- Yes - tells the system to insert a page end in a document each time it reaches the exact number chosen for the Last Typing Line on the PAGE FORMAT menu. Widow lines may occur.
- No - tells the system to automatically keep widow lines with their paragraphs. To do this, the system may insert a page end one line before or after the number chosen for the Last Typing Line on the PAGE FORMAT menu.
- c Adjust Line Endings** Indicates whether line endings will be rearranged to fit text between margins during pagination.
- d Adjust Page Endings** Indicates whether page endings will be rearranged to fit text within a defined page length during pagination.

PRINT DOCUMENT MENU

Purpose: To change printing defaults and print a document.

To Display This Menu: Choose Print Document from the REQUEST TASKS menu or the TYPING TASKS menu.

To print one copy of an entire document, press ENTER without changing anything in this menu.

See the "Request Tasks Menu Sequence" and the "Typing Tasks Menu Sequence" at the beginning of this section.

```
-----  
DISK01|          |          |          |          |          |          |          |          |  
-----  
                                PRINT DOCUMENT  
  
ID  ITEM                YOUR  POSSIBLE  
   ITEM                CHOICE CHOICES  
  
a  Print From Page      0      0 = First Page,  
   Print Through Page  0      1 = 9999.9.9  
b  Print Through Page  0      0 = Last Page,  
   Print Quantity      1      1 = 9999.9.9  
c  Print Quantity      1      1 - 99  
d  Paper Handling       2      1 = Cut Paper, Manual Feed  
   Paper Handling       2      2 = Cut Paper, Automatic Feed  
   Paper Handling       2      3 = Continuous Paper  
e  Cancel on Error     2      1 = Yes      2 = No  
  
When finished with this menu, press ENTER.  
Type ID letter to choose ITEM; press ENTER: _  
-----
```

ID	ITEM	EXPLANATION
a	Print From Page	Identifies the system page number of the first page to be printed. Printing begins with this page and continues through the Print Through Page. YOUR CHOICE 0 is the default to begin printing on page 1. Note: See PAGE NUMBERING in the "Quick Reference" section for more information on system page numbers.

b Print Through Page Identifies the system page number of the last page to be printed.

Note: See PAGE NUMBERING in the "Quick Reference" section for more information on system page numbers.

c Print Quantity Identifies the number of times you want a document to print. If you want to print a multi-page document more than once, it will print in collated sequence. The document will print in its entirety for each copy, keeping the pages in order.

d Paper Handling Identifies the type of paper (cut or continuous) that the printer is to use.

IBM 5215 Printer - Continuous paper must be selected in the PRINTER DESCRIPTION menu in order to select Choice 3 (Continuous Paper) POSSIBLE CHOICE in this menu.

Note: If you change to Continuous Paper in the PRINTER DESCRIPTION menu, the system will automatically re-IPL when you return to the TASK SELECTION menu, to make the change effective.

IBM 5218 Printer - Before selecting Choice 2 (Cut Paper, Automatic Feed), be sure the sheet-feed paper handler is attached to the printer.

Before selecting Choice 3 (Continuous Paper), be sure the tractor feed is attached to the printer.

e Cancel On Error Instructs the system to either cancel or not cancel on each printing error. The system sends a message queue for each printing error.

Yes - cancels printing before the print job is complete.

No - allows the print job to continue if a printing error message displays. These are not typing mistakes. Check the printed document for paper size, document format, or possible loss of text.

Notes:

1. A document is queued for printing unless the queue is full (capacity: 6 documents). If the queue is full, a printer message will display. If full, wait until a queue position is available before trying again.
2. The diskette containing the document must be loaded when the document reaches the top of the queue. You will be prompted to insert the correct diskette.

PRINTER DESCRIPTION MENU

Purpose:

To review and/or change the printer type and paper handling defaults for the system.

After making any changes to this menu, the system will automatically re-IPL when you return to the TASK SELECTION menu, to make the changes effective.

Notes:

The system may automatically change the PRINTER DESCRIPTION menu to match the type of printer you use. The system can do this only if ALL of the following conditions are met:

1. The printer must be turned on before you IPL the work station.
2. The program diskette must not be removed at any time during the IPL of the work station.
3. The printer must be directly attached to your work station. This function cannot be done automatically if your work station shares the printer, but is not directly attached to it.

To Display This Menu:

Choose Change Printer Description from the TEXTPACK PROGRAM DISKETTE TASKS menu.

See the "Textpack Program Diskette Tasks Menu Sequence" at the beginning of this section.

```

-----
|Chg Description |      |      |      |      |      |
|PRODSK|        |      |      |      |      |      |
|-----
|
|                PRINTER DESCRIPTION
|
|  ID  ITEM                YOUR  POSSIBLE
|                    CHOICE CHOICES
|
|  a   Printer Model       2      1 = Model 5215
|                                       2 = Model 5218
|                                       3 = Model 5228
|
|  b   Paper Handling       2      1 = Cut Paper, Manual Feed
|                                       2 = Cut Paper, Automatic Feed
|                                       3 = Continuous Paper
|
|
|When finished with this menu, press ENTER.
|
|Type ID letter to choose ITEM; press ENTER: _
|-----

```

ID	ITEM	EXPLANATION
a	Printer Model	Identifies the model number of the printer in your system. YOUR CHOICE should match your printer model number. Model 5215 is the "Selectric" Element Printer. Model 5218 is the Printwheel Printer. Model 5228 is the Wide Carriage Printwheel Printer.
b	Paper Handling	<p>Identifies the paper handling device on the printer. YOUR CHOICE should match your printer's capabilities.</p> <p>If you manually feed each page of a document, choose POSSIBLE choice 1.</p> <p>If you have the optional Sheet-Feed Paper Handler, choose POSSIBLE CHOICE 2.</p> <p>If you have a tractor feed or a pinfeed platen, and you use continuous paper, choose POSSIBLE CHOICE 3.</p>

PROGRAM DISKETTE TASKS MENU

Purpose: To access the TEXTPACK PROGRAM DISKETTE TASKS menu or the Feature Program Diskette Tasks menu for the feature stored on the combined program diskette. Program Diskette Tasks for features not stored on the combined program diskette can also be accessed.

Note: This menu only displays when using a combined program diskette.

To Display This Menu: This menu displays after choosing Program Diskette Tasks in the TASK SELECTION menu.

See the "Program Diskette Tasks Menu Sequence" at the beginning of this section.

```
-----  
|CMBDSK|          |          |          |          |          |          |          |          |          |  
-----  
                PROGRAM DISKETTE TASKS  
  
                ID  ITEM  
  
                a  Textpack Program Diskette Tasks  
                b  "Combined Feature" Program Diskette Tasks  
                c  Other Feature Program Diskette Tasks  
  
                d  Go to Task Selection  
  
|Type ID letter to choose ITEM; press ENTER: _  
-----
```

ID	ITEM	EXPLANATION
a	Textpack Program Diskette Tasks	Displays the TEXTPACK PROGRAM DISKETTE TASKS menu.
b	"Combined Feature" Program Diskette Tasks	If a feature is stored on the combined program diskette, the name of the feature will be displayed here. This ITEM displays the Program Diskette Tasks menu for that feature. If no feature is stored, this ITEM will not be on the menu.

- c Other Feature Program Diskette Tasks** Causes the system to prompt you to insert the feature diskette you want to use. When inserted, the appropriate menu for the feature displays.
- d Go to Task Selection** Displays the TASK SELECTION menu.

RECOVER DOCUMENTS MENU (DUAL DISKETTE UNIT)

Purpose: To attempt to recover documents that did not end properly.

To Display This Menu: Choose Recover Documents from the WORK DISKETTE TASKS menu.

See the "Work Diskette Tasks Menu Sequence" at the beginning of this section.

```
-----  
DISK01|          |          |          |          |          |          |          |  
-----  
                RECOVER DOCUMENTS  
  
ID  ITEM                YOUR    POSSIBLE  
   a  Diskette Slot      CHOICE  CHOICES  
  
                                1 = Left  
                                2 = Right  
  
Insert diskette to be recovered into diskette slot; press ENTER.  
When finished with this menu, press ENTER.  
Type ID letter to choose ITEM; press ENTER: _  
-----
```

ID	ITEM	EXPLANATION
a	Diskette Slot	Identifies the diskette slot that is loaded with diskette needing recovery.

Notes:

1. When you press ENTER to begin recovery, the system scans the diskette for documents that did not end properly (for example, documents being processed when a power or system failure occurred, the system was turned off, or the diskette being used was removed).
2. The system displays the name of each recovered document so that you will know which ones to check for possible loss of text after the Recovery task has completed.

- e **Erase Program Diskette** Displays the ERASE PROGRAM DISKETTE menu.
- f **Go To Task Selection** Displays the TASK SELECTION menu.

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REVISE FIELD DESCRIPTION MENU

Purpose: To select one or more fields for revising the field description.

To Display This Menu Choose Revise or Display Field Description from the CREATE FILE DESCRIPTION menu or the REVISE FILE DESCRIPTION menu.

See the "Reportpack Feature Diskette Tasks Menu Sequence" at the beginning of this section.

```
-----  
|Revise Field      |Recruiting File|      |      |      |  
|DISK01|          |          |          |          |      |  
-----  
                          REVISE FIELD DESCRIPTION  
  
      ID  FIELD NAME  
      a  Last_Name  
      b  First_Name  
      c  MI  
      d  School  
      e  Degree  
      f  City  
      g  State  
      h  Zip  
  
      END OF FIELD NAMES  
|Press | or | key to see more.  
|Type ID letter to choose Field; press ENTER: _
```

Note: This menu displays the names of all fields in the file you selected. Choose the ID of the field you wish to revise. If the end of the field names is not visible on the display, use the Cursor Down key to see more

SCREEN FORMAT MENU

Purpose: To choose to display, or not to display, all codes in documents.

To Display This Menu: Press the SCREEN FORMAT Key.

This menu is only available during the Create or Revise Document Tasks.

See the "Typing Tasks Menu Sequence" at the beginning of this section.

```
DISK01|          |          |          |          |          |
-----|-----|-----|-----|-----|-----|
                SCREEN FORMAT
      ID  ITEM                YOUR  POSSIBLE
      ID  ITEM                CHOICE CHOICES
      a  Display Codes        2      1 = Yes  2 = No

When finished with this menu, press ENTER.
Type ID letter to choose ITEM; press ENTER: _
```

ID	ITEM	EXPLANATION
a	Display Codes	Indicates whether codes (symbols representing functions in a document) will be displayed at all times, or only when censored.

SORT ORDER MENU

Purpose: To print, output to diskette, or duplicate records, in ascending or descending order, by field.

To Display This Menu: Select Choose Sort Order from the OUTPUT FILE, the MERGE FILE/TEXT, or the DUPLICATE SELECTED RECORDS menu.

See the "Reportpack Feature Diskette Tasks Menu Sequence" at the beginning of this section.

```

-----
|DISK01|      |      |      |      |      |      |      |
-----
|
|              SORT ORDER
|
|  ID  ITEM              YOUR      POSSIBLE
|  a  First Field for Sort CHOICE    CHOICES
|  b  Type of Sort        1          1 = Low to High
|                                     2 = High to Low
|  c  Second Field for Sort
|  d  Type of Sort        1          1 = Low to High
|                                     2 = High to Low
|  e  Third Field for Sort
|  f  Type of Sort        1          1 = Low to High
|                                     2 = High to Low
|  g  Fourth Field for Sort
|  h  Type of Sort        1          1 = Low to High
|                                     2 = High to Low
|  i  Fifth Field for Sort
|  j  Type of Sort        1          1 = Low to High
|                                     2 = High to Low
|
|When finished with this menu, press ENTER.
|
|Type ID letter to choose ITEM; press ENTER: _
|
-----
  
```

ID	ITEM	EXPLANATION
a, c, e, g, i	First Field for Sort through Fifth Field for Sort	The name of the fields on which sorting is to be done. Field names should be entered in order of descending importance. For example, if a listing is to be in alphabetical order by state, with the names of cities within each state in alphabetical order, the First Field for Sort is the STATE field, and the Second Field for Sort is the CITY field.
b, d, f, h, j	Type of Sort	Allows each field to be sorted in LOW to HIGH order (0-9 and a-z), or in HIGH TO LOW order (z-a and 9-0). Only Math Fields and Character Fields can be sorted. Text Fields cannot be sorted.

SPELLING LANGUAGE DICTIONARIES MENU

Purpose: To choose another language for checking the spelling of documents or portions of documents typed in a different language.

To Display This Menu: Select Choose Spelling Language Dictionary from the SPELLING TASKS menu.

See the "Spelling Tasks Menu Sequence" at the beginning of this section.

```

-----
|DISK01|          |          |          |          |Kyb 1|          |
-----
|
|          SPELLING LANGUAGE DICTIONARIES
|
|          ID    LANGUAGE
|
|          a    U.S. English
|          b    U.K. English
|          c    German
|          d    Dutch
|          e    National French
|          f    Canadian French
|          g    Italian
|          h    Spanish
|          i    Swedish
|          j    Danish
|          k    Norwegian
|
|Type ID letter to choose ITEM; press ENTER: _
-----

```

When an ID is chosen in this menu, the spelling dictionary and supplement for the corresponding language will load.

- d **Store Supplement on Program Diskette** Stores a loaded supplemental dictionary on a program diskette.
- e **Choose Spelling Language Dictionary** Displays the SPELLING LANGUAGE DICTIONARY menu.
- f **Create Document Of Supplemental Words** Prompts you for the name of the document and diskette where you want your supplemental dictionary stored.

The system displays a message when the supplemental words are stored.
- g **Go To Task Selection** Displays the TASK SELECTION menu.

STORE/RECALL FILE SETUP MENU

Purpose: Store File Setup: To store all or some of the menus and frames from the current file task, for use later with the same file or another file.

Recall File Setup: To get (Recall) previously stored menus and frames from the diskette, for use in the current file task.

To Display This Menu: Choose Store File Setup or Recall File Setup from the REPORTPACK REQUEST TASKS menu.

Note: The frame in which the Request is made determines which frames will be stored or recalled.

```

-----
DISK01|          |          |          |          |          |
-----
                STORE/RECALL FILE SETUP

ID  ITEM                YOUR CHOICE

a  File Setup Comment

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: _
-----
    
```

ID	ITEM	EXPLANATION
a	File Setup Comment	To provide additional descriptive information about the Setup. Maximum length is 44 characters.

SUMMARY MATH MENU

Purpose: Used in a file report Record Group Summary or Report Summary to count the records within groups or in a report, or to calculate the total, average, maximum or minimum values of a field.

To Display This Menu: Choose Summary Math from the INSTRUCTIONS menu.

See the "Instructions Menu Sequence" at the beginning of this section.

```

-----
|Create Document      |          |          |          |
|DISK01|             |          |          |          |Kyb 1|
-----
                                SUMMARY MATH
                                YOUR          POSSIBLE
                                CHOICE        CHOICES
ID  ITEM
a  Variable Name          Up to 16 Characters
   for Answer
b  Calculation            5
                               1 = Total
                               2 = Average
                               3 = Highest Number
                               4 = Lowest Number
                               5 = Count
c  Field Name for Calcu-
   lation Choices 1 - 4    Up to 16 Characters

When finished with this menu, press ENTER.
Type ID letter to choose ITEM; press ENTER: _
-----
    
```

ID	ITEM	EXPLANATION
a	Variable Name for Answer	Name a variable to hold the result of the summary calculation.
b	Calculation	Identify the type of calculation (total, average, highest number, lowest number, or count).
c	Field Name for Calculation Choices 1-4	Identifies the field to perform the calculation on, for all calculations except count.

TASK SELECTION MENU

Purpose: To select the appropriate task for your work.

To Display This Menu: Choose Go To Task Selection from any menu that contains this ITEM.

This menu automatically displays after you Initial Program Load (IPL) the system.

ID	ITEM
a	Typing Tasks: Create, Revise or Paginate Documents
b	Work Diskette Tasks: Delete or Duplicate Documents, Duplicate, Condense or Erase/Initialize(Name) Diskette, Print Index of Diskette Contents, Change Document or Diskette Name, Recover Documents, Display or Convert Final-form Documents
c	Program Diskette Tasks: Default Formats, Duplicate Setups, Printer and Work Station Description, Duplicate and Erase Program Diskette, Feature Program Diskette Tasks, Create and Update Combined Program Diskette
d	Spelling Tasks
e	Feature Tasks
f	Key-To-Print Task
g	Merge Tasks

Type ID letter to choose ITEM; press ENTER: _

Note: This is the first menu in every menu sequence of tasks.

ID	ITEM	EXPLANATION
a	Typing Tasks	Displays the TYPING TASKS menu.
b	Work Diskette Tasks	Displays the WORK DISKETTE TASKS menu.
c	Program Diskette Tasks	Displays the TEXTPACK PROGRAM DISKETTE TASKS menu or the PROGRAM DISKETTE TASKS menu if you are using a Combined Program Diskette.

- d **Spelling Tasks** Displays the SPELLING TASKS menu.
- e **Feature Tasks** Causes the system to prompt you to insert the feature diskette you want to use. When inserted, the appropriate menu for the feature displays.
- f **Key-To-Print Task** Displays the FORMAT SELECTION FOR KEY-TO-PRINT menu.
- g **Merge Tasks** Displays the MERGE TASKS menu.

TEXTPACK PROGRAM DISKETTE TASKS MENU

Purpose: To change system defaults and to use, update and change a Program Diskette.

After making any changes to the PRINTER or WORK STATION DESCRIPTION menus, the system will automatically re-IPL when you return to the TASK SELECTION menu, to make the changes effective.

To Display This Menu: Choose Program Diskette Tasks from the TASK SELECTION menu.

Note: If you are using a combined program diskette, choose Textpack Program Diskette Tasks from the PROGRAM DISKETTE TASKS menu.

This menu displays automatically when any of the Textpack Program Diskette Tasks are completed.

See the "Textpack Program Diskette Tasks Menu Sequence" at the beginning of this section.

```
PRODSK|           |           |           |Kyb 1 |
-----
```

TEXTPACK PROGRAM DISKETTE TASKS

ID	ITEM
a	Change Document Format Defaults
b	Change Alternate Format Defaults
c	Change Printer Description
d	Change Work Station Description
e	Duplicate Machine Setup
f	Duplicate Program Diskette
g	Erase Program Diskette
h	Duplicate Spelling Supplement
i	Change Math Format Defaults
j	Change Paginate Document Defaults
k	Change Check Document Defaults
l	Create New Combined Program Diskette
m	Update Combined Program Diskette
n	Change Menu Abbreviations
o	Go to Task Selection

Type ID letter to choose ITEM; press ENTER: _

ID	ITEM	EXPLANATION
a	Change Document Format Defaults	<p>Displays the FORMAT SELECTION menu.</p> <p>Any changes you make affect the document format defaults in new documents that you create after you return to the TASK SELECTION menu.</p> <p>Note: See FORMAT CHANGE in the "Quick Reference" section for information about changing the formats of a single document</p>
b	Change Alternate Format Defaults	<p>Displays the FORMAT SELECTION menu.</p> <p>Any changes you make affect the alternate format defaults in any new documents you create, after you return to the TASK SELECTION menu.</p> <p>Note: See FORMAT CHANGE in the "Quick Reference" section for information about changing the formats of a single document.</p>
c	Change Printer Description	Displays the PRINTER DESCRIPTION menu.
d	Change Work Station Description	Displays the WORK STATION DESCRIPTION menu.
e	Duplicate Machine Setup	Copies your personalized setups (format defaults) to another program diskette for the same licensed program.
f	Duplicate Program Diskette	<p>Displays the DUPLICATE PROGRAM DISKETTE menu.</p> <p>You cannot duplicate a program diskette to a 2D diskette using this task. Choose Create New Combined Program Diskette to combine program diskettes onto one 2D diskette.</p>
g	Erase Program Diskette	Displays the ERASE PROGRAM DISKETTE menu.
h	Duplicate Spelling Supplement	Copies your Spelling Supplement from a Textpack or a Languagepack program to a Textpack or a Languagepack program diskette of the same level.
i	Change Math Format Defaults	Displays the CHANGE MATH FORMAT DEFAULTS menu.

- j Change Paginate Document Defaults** Displays the CHANGE PAGINATE DOCUMENT DEFAULTS menu.
- k Change Check Document Defaults** Displays the CHANGE CHECK DOCUMENT DEFAULTS menu.
- l Create New Combined Program Diskette** Available only with a 2D Diskette Unit.

Allows you to combine the Textpack 4 Program Diskettes (Vol. 01, 02, and 03) and at least one feature and/or at least one language from Languagepack 2 onto one 2D Diskette.
- m Update Combined Program Diskette** Available only with a 2D Diskette Unit.

Allows you to replace a Textpack 4, feature, and/or language on a combined program diskette with a later level Textpack 4, feature, and/or language. You can replace like program with like program, or you can add a feature or a language if only Vol. 01, 02, and 03 are on the combined program diskette
- n Change Menu Abbreviations** Displays the MENU ABBREVIATIONS menu.
- o Go To Task Selection** Displays the TASK SELECTION menu.

Notes:

1. No print operations are allowed during the Program Diskette Tasks.
2. The TEXTPACK REQUEST TASKS menu is not available during the Program Diskette Tasks.

TEXTPACK REQUEST TASKS MENU (REQST KEY)

Purpose: To make a printing request or to display the diskette contents.

To Display This Menu: Press The REQST Key, or choose Textpack Request Tasks in the REPORTPACK REQUEST TASKS menu.

This menu is not available during Program Diskette Tasks.

See the "Textpack Request Tasks Menu Sequence" at the beginning of this section.

```

-----
|DISK01|      |      |      |      |      |      |      |      |
-----
|                                     |Kyb 1 |
-----
|                                     |
|                                     |
|                               TEXTPACK REQUEST TASKS
|
|      ID      ITEM
|
|      a      Print Document
|      b      Display Print Queue or Cancel Print Job
|      c      Change Printing Order
|
|      d      Display Index of Diskette Contents
|
|      e      Continue Printing With Element Now On Printer
|
|      f      Request Printer
|      g      Release Pinter
|      h      Start Printer
|
|Type ID letter to choose ITEM; press ENTER: _
-----

```

ID	ITEM	EXPLANATION
a	Print Document	Displays the PRINT DOCUMENT menu.
b	Display Print Queue or Cancel Print Job	Displays the DISPLAY PRINT QUEUE OR CANCEL PRINT JOB menu.
c	Change Printing Order	Displays the CHANGE PRINTING ORDER menu.

- d **Display Index of Diskette Contents** Displays the name, type, comment, and status of each document on the diskette. Also shows the percent of the diskette available and the percent unusable.
- e **Print With Element Now On Printer** Instructs the system to use the element currently on the printer, although a message requesting another element has been received. Substitute codes (underlines) will print for characters not on the available keyboards.
- f **Request Printer** Requests exclusive use of the printer in a shared printer environment.
- g **Release Printer** Releases exclusive use of the printer.
- h **Start Printer** Starts the printer from the work station.

TYPING TASKS MENU

Purpose: To create, revise, paginate, or print a document on a work diskette, or to display the contents of the diskette.

To Display This Menu: Choose Typing Tasks from the TASK SELECTION menu.

See the "Typing Tasks Menu Sequence" at the beginning of this section.

```
-----  
|DISK01|          |          |          |          |Kyb 1|  
-----  
                TYPING TASKS  
  
          ID      ITEM  
  
          a      Create Document  
          b      Revise Document  
          c      Paginate Document  
          d      Display Index of Diskette Contents  
          e      Print Document  
  
          f      Go to Task Selection  
  
Type ID letter to choose ITEM; press ENTER: _  
-----
```

ID	ITEM	EXPLANATION
a	Create Document	Displays the CREATE OR REVISE DOCUMENT menu.
b	Revise Document	Displays the CREATE OR REVISE DOCUMENT menu.
c	Paginate Document	Display the PAGINATE DOCUMENT menu.
d	Display Index of Diskette Contents	Displays the name, comment, and status of each document on the diskette. Also shows the percent of the diskette available and the percent unusable.
e	Print Document	Displays the PRINT DOCUMENT menu.
f	Go To Task Selection	Displays the TASK SELECTION menu.

UPDATE FILE TASKS MENU

Purpose: To add records to a new or existing file. To revise, count, delete, and renumber records in an existing file.

To Display This Menu: Choose Update File from the FILE TASK SELECTION menu.

See the "Reportpack Feature Diskette Tasks Menu Sequence" at the beginning of this section.

```
-----  
|DISK01|          |          |          |          |          |  
-----  
                UPDATE FILE TASKS  
  
                ID      ITEM  
  
                a      Add Records  
                b      Revise or Display Records  
                c      Count Records  
                d      Delete Records  
                e      Renumber Records  
  
                f      Go to File Task Selection  
  
|Type ID letter to choose ITEM; press ENTER: _
```

ID	ITEM	EXPLANATION
a	Add Records	Displays the Add Records frame with the Record ID of the next available record showing. Choose this ITEM to create new records and to input information into the fields of the new records.
b	Revise or Display Records	Displays the RECORD SELECTION Frame to allow you to designate which records to revise or display.
c	Count Records	Displays the RECORD SELECTION Frame to allow you to designate which records to count.
d	Delete Records	Displays the RECORD SELECTION Frame to allow you to designate which records to delete.

- e **Renumber Records** Sequentially renumbers, by Record ID, all records currently in the file.
- f **Go To Task Selection** Displays the TASK SELECTION menu.

VARIABLE

Purpose: To insert a variable into a shell document.

To Display This Menu: Press the VARIABL key in Create or Revise Document. When the system responds with the message **Type variable name; press ENTER**, press ENTER without typing a variable name.

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Variable Name		Variable Name, Field Name or Field Number
b	Output Format		0 = Active Format for math answers or No Format for field values 1 - 4 = Format Number

Output Formats are used only for math field values or math answers.

Type ID letter to choose ITEM; press ENTER: _

ID	ITEM	EXPLANATION
a	Variable Name	Identifies the name or number of a file field, or the name for an answer to a math calculation. Note: If you are entering a file field number, precede the number with an underscore.
b	Output Format	Identifies which of the four formats specified on the program diskette is to be used when outputting a math answer variable during a Merge File/Text task. No Output Format is used for field values. Note: If no Output Format is specified for a Math Field, the field will output exactly as entered in the file. If no Output Format is specified for an answer to a math calculation, the default Output format will be used in the output.

WORK DISKETTE TASKS MENU

Purpose: To use, update, and change a work diskette and its contents.

To Display This Menu: Choose Work Diskette Tasks from the TASK SELECTION menu.
See the "Work Diskette Task Menu Sequence" at the beginning of this section.

```

-----
|DISK01|          |          |          |Kyb 1|
-----
|
|          WORK DISKETTE TASKS
|
|          ID  ITEM
|
|          a   Delete Document
|          b   Duplicate Document
|          c   Change Document Name
|
|          d   Change Diskette Name
|          e   Duplicate Diskette
|          f   Condense Diskette
|          g   Erase or Initialize (Name) Diskette
|          h   Recover Documents
|          i   Print Index of Diskette Contents
|          j   Display Final-form Document
|          k   Convert Final-form Document
|
|          l   Go to Task Selection
|
|Type ID letter to choose ITEM; press ENTER: _
-----
    
```

ID	ITEM	EXPLANATION
a	Delete Document	Displays the DELETE DOCUMENT menu.
b	Duplicate Document	Displays the DUPLICATE DOCUMENT menu.
c	Change Document Name	Displays the CHANGE DOCUMENT NAME menu.
d	Change Diskette Name	Displays the CHANGE DISKETTE NAME menu.
e	Duplicate Diskette	Displays the DUPLICATE DISKETTE menu.

- f **Condense Diskette** Displays the CONDENSE DISKETTE menu.
- g **Erase or Initialize
(Name) Diskette** Displays the ERASE OR INITIALIZE (NAME) DISKETTE menu.
- h **Recover Documents** Displays the RECOVER DOCUMENTS menu.
- i **Print Index of
Diskette Contents** Prints the name, type, comment, and status of each document on the diskette. Also shows the percent of the diskette available, and the percent unusable.
- j **Display Final-form
Document** Causes the system to prompt you to type the document name and diskette name of the Final-form TYPE Document you want to display.
- k **Convert Final-form
Document** Displays the CONVERT FINAL-FORM DOCUMENT menu.
- l **Go To Task Selection** Displays the TASK SELECTION menu.

WORK STATION DESCRIPTION MENU

Purpose: To change the keyboard description and to add an alternate keyboard to a program diskette.

After making any changes to this menu, the system will automatically IPL when you return to the TASK SELECTION menu to make the changes effective.

To Display This Menu: Choose Change Work Station Description from the TEXTPACK PROGRAM DISKETTE TASKS menu.

See "Textpack Program Diskette Tasks Menu Sequence" at the beginning of this section.

```

-----
| PRODSK|          |          |          |          |          |          |          |
|-----|-----|-----|-----|-----|-----|-----|-----|
|                                WORK STATION DESCRIPTION                                |
| ID  ITEM                                YOUR CHOICE  POSSIBLE CHOICES |
| a  Auto Carrier Return/Auto Adjust     1           1 = On    2 = Off  |
| b  Required Carrier Return              2           1 = Coded 2 = Non-Coded |
| c  Required Hyphen                      2           1 = Coded 2 = Non-Coded |
| d  Engraved Keyboard                    1           1 = Before First Alternate |
|                               Alternate Keyboards                               |
|                               2 = After Fifth Alternate |
| e  First                                1 - 313 |
| f  Second                               1 - 313 |
| g  Third                                1 - 313 |
| h  Fourth                               1 - 313 |
| i  Fifth                                1 - 313 |
| j  Alternate Task                        2           1 = Yes   2 = No  |
| k  Tone in Alternate Task                1           1 = Yes   2 = No  |
| l  Final-form Document Support           1           1 = Yes   2 = No  |
|-----|-----|-----|-----|-----|-----|-----|-----|
|When finished with this menu, press ENTER.
|Type ID letter to choose ITEM; press ENTER: _
-----

```

ID	ITEM	EXPLANATION
a	Auto Carrier Return/Auto Adjust	<p data-bbox="511 254 1349 310">Identifies how you want to use Auto Carrier Return/Auto Adjust.</p> <p data-bbox="511 348 1349 470">Using 1 (On) puts a carrier return at the beginning of the word that would pass the right margin, moving the word to the next line. It also rearranges (adjusts) text between the margins when you add or delete text.</p> <p data-bbox="511 508 1349 598">With 2 (Off), you must type a RET (carrier return) each time you type to the right margin, or whenever you want to end a line and return to the left margin.</p>
b	Required Carrier Return	<p data-bbox="511 663 1349 720">Identifies how to use the RET key when typing required carrier returns.</p> <p data-bbox="511 758 1349 879">Using 1 (Coded) requires you to hold down the CODE key while pressing the RET key to type a required carrier return. With this choice, you type a regular carrier return by pressing the RET key alone.</p> <p data-bbox="511 917 1349 1129">Using 2 (Non-Coded) automatically inserts a required carrier return each time you press the RET key. With this choice, you type a regular carrier return by holding down the CODE key while pressing the RET key. If you have Auto Carrier Return/Auto Adjust-- On when using this choice, the system will automatically put carrier returns where they are needed.</p>
c	Required Hyphen	<p data-bbox="511 1199 1349 1255">Identifies how to use the hyphen key to type required hyphens.</p> <p data-bbox="511 1293 1349 1415">Using 1 (Coded) requires you to hold down the CODE key while pressing the hyphen key to type a required hyphen. With this choice, you type a regular hyphen by pressing the hyphen key alone.</p> <p data-bbox="511 1453 1349 1570">Using 2 (Non-Coded) automatically inserts a required hyphen each time you press the hyphen key. With this choice, you type a regular hyphen by holding down the CODE key while pressing the hyphen key.</p>

ID	ITEM	EXPLANATION
d	Engraved Keyboard	<p>Identifies the keyboard that will be active when you IPL (Initial Program Load) the system.</p> <p>Using 1 (Before First Alternate) makes the active keyboard match the keys engraved on your keyboard.</p> <p>Using 2 (After Fifth Alternate) makes the active keyboard match the first keyboard you chose as an alternate keyboard.</p>
e-i	Alternate Keyboards	<p>Lists five alternate keyboards you can use with the current program load (in addition to the keyboard arrangement that is engraved on the keys.) The current active keyboard is shown in the upper right corner of the display.</p> <p>The keyboard arrangements are loaded when you IPL (Initial Program Load) the system with this program diskette. Only these six keyboard arrangements are available for typing and printing. (See Appendix C for a list you can choose from.)</p>
j	Alternate Task	<p>This item applies to Displaywriters with specific optional Feature Tasks. If you have these features refer to the feature operator's guide.</p>
k	Tone in Alternate Task	<p>This item applies to Displaywriters with specific optional Feature Tasks. If you have these features refer to the feature operator's guide.</p>
l	Final-form Document Support	<p>Personalizes the Program Diskette to allow a final-form document to be printed on the Displaywriter. For additional information see "FINAL-FORM DOCUMENT SUPPORT" in the "Quick Reference" section of this book.</p>

TNL SN44-2021 (22 April 1983) to S544-2036-0

Section 3. Quick Reference

SECTION DESCRIPTION

This section has quick reference information and "how-to" steps for:

- Typing Tasks: Tasks for creating, revising, or paginating a document.
- Work Diskette Tasks: Tasks for using, updating and changing a work diskette and its contents.
- Program Diskette Tasks: Tasks for using and updating a program diskette and changing its defaults; tasks for creating and updating a Combined Program Diskette.
- Spelling Tasks: Tasks for checking the spelling in a document, supporting a spelling dictionary, and hyphenating words in a document during pagination.
- Feature Tasks (Reportpack): Tasks for creating or updating a file, outputting or duplicating a file, merging a file with a text shell document, or converting a document to a file.
- Key-To-Print: Key-To-Print allows you to type like you would on a typewriter.
- Merge Tasks: Tasks for creating documents by combining pre-stored text or paragraphs with personalized information.
- Request Tasks: Tasks for printing a document or displaying the diskette contents.
- Function Keys: Special keys that do not produce characters for printing when you use them, but allow you to give instructions to the system for additional functions.
- Menu ITEMS: Some ITEMS appearing in menus are not self-explanatory. They are described to give you more information about their use.

Note: The how-to steps assume the WORK STATION DESCRIPTION choices are:

Auto Carrier Return/Auto Adjust — On (1)
Required Carrier Return — Non-Coded (2)
Required Hyphen — Non-Coded (2)

If you want to see your choices, see "CHANGE WORK STATION DESCRIPTION TASK" in this section.

The how-to steps assume you will follow the prompts and messages on the display.

The topics do not tell you how to answer a prompt or message for an error or printer condition that may occur during a task or function. For example, if your current task requires a work diskette and a program diskette is inserted, the system displays a message telling you it is not a work diskette. The Prompts and Messages Guide Textpack 4/Reportpack has a list of actions you can take when you see a prompt or message.

ACTIVE MATH FORMAT

See MATH REQUEST KEY

ADD KEY

See MATH—ADDING AND Subtracting Negative Numbers

ADD RECORDS

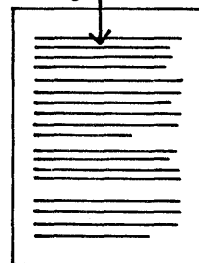
See UPDATE FILE TASKS

ADD TEXT

Add or insert new text to existing text.

1. Move the cursor to the location where you want to insert additional text.

Use any of the cursor movement keys (including FIND and GO TO).



2. Type the text.

As you type, the text following the cursor moves out, making room for the new text.

If the text does not move out, the system is in the Replace mode. Press the INSERT/REPLACE key to put the system in the Insert mode.

3. If you type enough text to overrun the page length, paginate the document when you finish typing.

Note: To add existing text to the document you are revising, also see "COPY KEY," "FIND KEY," "GET KEY," and "MOVE KEY" in this section.

ADJUST LINE ENDINGS

Use this ITEM to tell the system whether to rearrange line endings to fit text between margins during Auto Adjust, pagination, or when you use the LINE ADJ key.

Adjust Line Endings appears in the LINE FORMAT menu, the PAGINATE DOCUMENT menu, and the CHANGE PAGINATE DOCUMENT DEFAULTS menu.

Choose **Yes** for Adjust Line Endings if you want to adjust text.

Choose **No** if you do not want lines to rearrange during Auto Adjust, pagination, or LINE ADJ. Lines that do not adjust will print the way you type them.

ADJUST PAGE ENDINGS

Use this ITEM to tell the system whether to rearrange page endings to fit text between the First Typing Line and the Last Typing Line of pages during pagination.

Adjust Page Endings appears in the PAGINATE DOCUMENT menu and the CHANGE PAGINATE DOCUMENT DEFAULTS menu.

Choose **Yes** for Adjust Page Endings if you want to adjust page endings.

Choose **No** for Adjust Page Endings if you do not want to rearrange page endings during pagination.

Pages that do not adjust will print the way you type them.

ALTERNATE TASKS

A Final-form document is a document that is communicated to a Displaywriter work diskette by use of the Electronic Document Distribution Feature.

This Program Diskette Task allows two selected tasks to run at the same time on properly equipped Displaywriters.

To personalize your program diskette for Alternate Tasks:

1. Choose Program Diskette Tasks in the TASK SELECTION menu.
2. Choose Change Work Station Description.
3. Choose Alternate Tasks **Yes**.

When you return to the TASK SELECTION menu, a 1 displays at the right edge of the first status line. This indicates you are viewing task number 1 at the display.

To switch to task number 2 press CODE + ENTER. A 2 displays on the top status line indicating you are in task number 2.

Pressing CODE + ENTER allows you to switch from one task to another. What you see on the display or key on the keyboard applies only to the task you are viewing.

Prompts and messages may be issued from the alternate task not visible on the display. A 1 or 2 is included in the message indicator (1=> or 2=>) to indicate from which alternate task the message is being issued.

Note: Press MSG to display these messages immediately, otherwise they will be erased by the next keystroke.

ALTERNATING HEADERS AND FOOTERS

See **CHANGE ALTERNATING HEADERS AND FOOTERS**

AND KEY (ε)

See **SELECT RECORDS**

AUTO CARRIER RETURN/AUTO ADJUST

Use **Auto Carrier Return/Auto Adjust** to automatically return the carrier and keep text within the margins when you create or revise a document.

Choose **Change Work Station Description** in the **TEXTPACK PROGRAM DISKETTE TASKS** menu.

Choose **1 (On)** for **Auto Carrier Return/Auto Adjust** in the **WORK STATION DESCRIPTION** menu to use this function.

Using **1 (On)** tells the system to automatically put a carrier return at the beginning of a word that would pass the right margin, moving the word to the next line. It also allows the system to automatically rearrange (adjust) text between the margins when you add or delete from a document.

Choose **2 (Off)** for **Auto Carrier Return/Auto Adjust** in the **WORK STATION DESCRIPTION** menu if you do not want to use this function.

Using **2 (Off)** means you must type a carrier return each time you type to the right margin or want to end a line by returning to the left margin. The system may move these carrier returns to rearrange (adjust) text between the margins during pagination or while using **LINE ADJ**. You can paginate or use **LINE ADJ** to rearrange (adjust) text between the margins when you add or delete text from a document.

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If you make a change on this menu, the system will automatically re-IPL when you return to the TASK SELECTION menu, to make the change effective.

BATCH MENU ACCESS

Batch Menu Access is a function that allows you to make selections in menus before the menus appear on the display. As you use the IBM Displaywriter System, you will become familiar with the sequence of menus and the ID letters you choose in those menus to perform various tasks.

Normally you type and ENTER an ID letter in a menu, wait for the next menu to display, then type and ENTER an ID letter in that menu. You do this until you reach the menu that you need to change the column YOUR CHOICE. Batch Menu Access allows you to make all the selections in the proper sequence without waiting for the appropriate menu to display. For example, if you were in the TYPING TASKS menu and wanted to duplicate a document on a work diskette, you would choose the following ITEMS in the menus to reach the DUPLICATE DOCUMENT MENU.

- Go To Task Selection
- Work Diskette Tasks
- Duplicate Document

To use the Batch Menu Access function to make the menu selections in the above example, you would do the following:

1. f ENTER (f is the ID letter in the TYPING TASKS MENU)
2. b ENTER (b is the ID letter in the TASK SELECTION menu)
3. b ENTER (b is the ID letter in the WORK DISKETTE TASKS menu)

The system will process each of your selections and the DUPLICATE DOCUMENT menu will appear. You can now make your selections in that menu to duplicate the document.

Another example of when you can use Batch Menu Access to make selections in menus is when you are creating a document and want to change the document format. In this example, you want to change the

line spacing from single (the default) to double. To do this you would make the following menu selections:

- Choose Change Document Format
- Choose Change Line Format
- Choose Line Spacing
- Choose double spacing

To use Batch Menu Access to make the menu selection for double line spacing and to go directly to the typing area when the CREATE OR REVISE DOCUMENT menu is displayed, you would do the following:

1. b ENTER (b is the ID letter for Change Document Format in the CREATE OR REVISE DOCUMENT menu)
2. a ENTER (a is the ID letter for Change Line Format in the FORMAT SELECTION menu)
3. a space 2 ENTER (a is the ID letter for Line Spacing in the LINE FORMAT menu, and 2 is YOUR CHOICE for double spacing)
4. Press ENTER three times to go to the typing area.

Batching your responses to prompts and your selections in the menus means you do not have to wait for each menu or prompt to appear on the display before typing your selection. The tasks you perform most frequently and the corresponding ID letters in the menus will probably be the batch selections you will learn and use most often.

BEGIN AND END KEEP

See INSTR KEY

BEGIN SPELLING CHECK

See INSTR KEY

BEGIN TABLE AND END TABLE

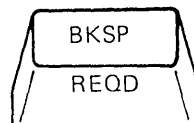
These codes are created automatically by the system during Column Layout to mark the beginning and

ending of a table. (See "COLUMN LAYOUT" in this section.)

BKSP KEY

The BKSP (Backspace) key deletes the character in front of the cursor.

1. If the cursor is not at the right of the characters to be deleted, use the cursor movement keys to put it there.



2. Press BKSP.

The system removes one character at a time.

BKSP is ignored if the cursor reaches the left margin.

BKSP cannot delete some characters. They are listed below. Use the DEL key to remove them.

RET
REQUIRED RET
INDEX
PAGE END
REQ PAGE END
CHG FMT
Return Formats
CTR
INSTR
BEGIN UND
END UND
Spelling Mark Begin
Spelling Mark End
Spelling Language
End Spelling
Begin Spelling
Begin Table
End Table
Begin Keep
End Keep
Include

3. Continue to press BKSP until all of the text you want to delete is removed.

BLOCK OVERSTRIKE

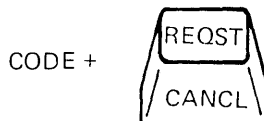
See OVERSTRIKE

CANCL KEY

The CANCL (Cancel) key cancels functions and clears prompts.

Press CANCL to:

- Clear your answers to MOVE, COPY, DEL, GO TO, FIND and OVERSTRIKE.
- Cancel the use of MOVE, COPY, DEL, GO TO, OVERSTRIKE, FIND, GET, KYB CHG and Math operations.
- Clear SPELL highlighting.
- Clear your answers to prompts.
- Clear prompts.
- Clear your entries to menu choices.
- Cancel the current menu.
- End the Create Combined Program Diskette task.
- End the Update Combined Program Diskette task.



When you press CANCL to remove entries in a menu, the system backs you up one step at time. For example, press CANCL four times to back out of a menu by removing each of the following in this order:

1. Your answer to a prompt
2. The prompt
3. Your menu choices (highlighting is removed)
4. The current menu

In Record Selection and Input/Edit Frames

Record Selection Frame

The action of the CANCL key depends on the location of the cursor, and the existence or absence of an entry in the field.

- If the cursor is in a field containing data, or is to the right of the first position in a field, pressing CANCL deletes any data and

positions the cursor in the first position of that field.

- If the cursor is in the first position of a field containing no data, pressing CANCL deletes data in all fields in the same horizontal row and positions the cursor in the first position of the first field.
- If the cursor is in the first position of a field in a horizontal row containing no data, pressing CANCL deletes all data in all rows, and positions the cursor in the first position of the first field.
- If all data is deleted from all rows, pressing CANCL returns rearranged fields, if any, to their proper location.
- Further pressing of the CANCL key is ignored.

Input Edit Frame

- In the Add Records task, pressing CANCL deletes the contents of the field the cursor is in.
- In the Revise or Display Records task, pressing CANCL deletes any revision to a field made during the current displaying of the record, and restores the original field contents.

CENTERING

Two different ways of centering text are listed below. Use the way most appropriate for your centering. For example, the CTR key is the simplest way to center titles, headings, or a few lines of text. Columns in tables and cover sheets with many centered lines are centered more easily with center tab alignment.

CTR Key

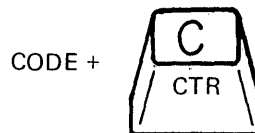
The CTR (Center) key allows you to center text around the cursor location.

1. Space or tab to the **center** of the area where you want centered text.

For example if you want to center a heading in the middle of your line length, space or tab to the center mark (▼) of the scale line.

If you want to center a heading over a column, space or tab to the middle of the column.

2. Press CTR.



3. Type the text to be centered.

The system centers the text as you type it.

4. To end the centering, press any of the following:

RET
REQUIRED RET
INDEX
PAGE END
REQD PAGE END
TAB
REQD TAB

Center Tab

A Center Tab allows you to center text around a tab location.

Note: If you do not already have center tabs set, and you want information on how to set them, see "TABS—Setting Tabs" in this section.

For centering columns in a table, see "COLUMN LAYOUT" in this section.

1. Set the Center Tabs where you want them, if they are not already set. Then return to the typing area.
2. To center the text, tab to the Center Tab setting.

Do not space to the tab setting, because spacing will not make the text center.

3. Type the text to be centered.

The system centers the text as you type it.

4. To end the centering, type any of the following:

RET
REQUIRED RET
INDEX
PAGE END
REQD PAGE END:
TAB
REQD TAB

CHANGE ALTERNATE FORMAT DEFAULTS TASK

This Textpack Program Diskette Task allows you to choose new Alternate Format Defaults for a program diskette.

1. Initial Program Load (IPL) the system with the Vol. 01 Program Diskette containing the defaults you want to change.
2. Choose Change Alternate Format Defaults in the TEXTPACK PROGRAM DISKETTE TASKS menu.
3. Follow the prompts and messages for this task as they appear.
4. Choose the ITEM in the FORMAT SELECTION menu with the default you want to change.
5. When the system displays the appropriate menu for your selection, change any of the defaults (YOUR CHOICE) to the new choice you want.
6. Press ENTER when you finish and no longer need the menu.
7. Repeat Steps 4, 5, and 6 if you want to change additional items in the FORMAT SELECTION menu.
8. Press ENTER when you complete all changes and no longer need the FORMAT SELECTION menu.

The changed defaults are stored on the Vol. 01 Program Diskette. They are effective for all documents you create when you select a task from the TASK SELECTION menu.

CHANGE ALTERNATE FORMAT

This ITEM from the CREATE OR REVISE DOCUMENT menu allows you to change the Alternate Format for a document currently being created or revised.

1. Choose Change Alternate Format in the CREATE OR REVISE DOCUMENT menu.
2. Follow the prompts and messages for this task as they appear.
3. Choose the ITEM in the FORMAT SELECTION menu you wish to change for this document.

4. When the system displays the appropriate menu for your selection, change any of the choices (YOUR CHOICE) to the choice that you want.
5. Press ENTER when you finish and no longer need the menu.
6. Repeat Steps 3, 4, and 5 if you want to change additional formats in the FORMAT SELECTION menu.
7. When you complete all changes, press ENTER enough times to return to the CREATE OR REVISE DOCUMENT menu, or go to the document typing area.

Notes:

- a. This change is stored with the document. It is in effect when you press CHG FMT at the beginning of the document or a page and then choose Begin Using Alternate Format in the FORMAT SELECTION menu that appears.
- b. If you are in the Revise Document Task, you must paginate when you finish revising the document to make the change effective for the document.
- c. Previously typed format changes for portions of the document, which were made by using the CHG FMT key, will remain in effect if any were made even though you change the Alternate Format.
- d. If you want to begin using the Document Format (defaults) or Alternate Format (defaults) on any following pages in the document, move the cursor to the beginning of the page where you want the new format to begin. Press CHG FMT then ENTER the ID (i or j) you want in the FORMAT SELECTION menu.
- e. If you make format changes by using CHG FMT, and then want to return to the Document or Alternate Format currently active, press CHG FMT. (The location of

the cursor when you CHG FMT causes the system to display the formats you can change at that location in your document.) Enter the ID that identifies the format you want to return to the currently active Document or Alternate Format.

CHANGE ALTERNATING HEADERS AND FOOTERS

Choose this ITEM from the FORMAT SELECTION menu to have up to two different headers and two different footers print in a document. You can also change the lines and/or pages where alternating headers or footers will print. One header or footer can print on odd pages, and the other header or footer can print on even pages.

Alternating Header and Footer changes can include any of these ITEMS:

- Create or Revise Odd Pages Header*
- Create or Revise Even Pages Header*
- First Header Line
- Print Headers On
- Create or Revise Odd Pages Footer*
- Create or Revise Even Pages Footer*
- First Footer Line
- Print Footers On

*These ITEMS are not available for the following Program Diskette Tasks:
Change Document Format Defaults
Change Alternate Format Defaults

Alternating header and footer changes are made from the ALTERNATING HEADERS AND FOOTERS menu.

Going to the ALTERNATING HEADERS AND FOOTERS Menu.

You can go to the ALTERNATING HEADERS AND FOOTERS menu in any one of three ways, depending on what you want the change to affect.

1. You can change the alternating header and footer formats on the program diskette. If you change the program diskette, the new format applies to all new documents you create using the changed program diskette.

Note: You cannot enter the text for the header and footer in this menu.

2. You can also create or revise an alternating header and footer in the Document or Alternate Format for each document. In this case, the program diskette defaults remain the same and the new format choices apply only to the single document. They are set at the start of the document.
3. Finally, you can change the alternating header and footer for only a portion of a document. The alternating header and footer starts at the beginning of the page where you press CHG FMT and remains in effect until you change it or until the end of the document. Neither the program diskette defaults nor the Document (or Alternate) Format are changed. This change does not affect the format between the start of the document and your current cursor location.

You go to the ALTERNATING HEADER AND FOOTER menu through a different menu sequence for each of the cases described above.

If you try to create alternating headers or footers and regular headers or footers already exist, the system will display **Headers (or Footers) exist. Type alternating header (or footer) or press CANCL to keep existing one.**

Note: Odd/Even is based upon Page Number, not System Page Number. Refer to "PAGE NUMBERING" in this section.

If you want to change the defaults for a program diskette, follow these steps to go to the ALTERNATING HEADERS AND FOOTERS menu:

1. Insert the Vol. 01 Program Diskette.
2. Choose Program Diskette Tasks in the TASK SELECTION menu.
3. Choose Change Document Format Defaults or Change Alternate Format Defaults in the TEXTPACK PROGRAM DISKETTE TASKS menu.
4. Choose Change Alternating Headers and Footers in the FORMAT SELECTION menu.

Using the ALTERNATING HEADERS AND FOOTERS menu is described under the next heading in this section.

If you want to create an alternating header or footer or change the Document (or Alternate) Format of alternating headers or footers for a single document, follow these steps to go to the ALTERNATING HEADERS AND FOOTERS menu.

1. Choose Change Document Format or Change Alternate Format in the CREATE OR REVISE DOCUMENT menu.
2. Choose Change Alternating Headers and Footers in the FORMAT SELECTION menu.

Using the ALTERNATING HEADERS AND FOOTERS menu is described under the next heading in this section.

If you want to change the alternating headers and/or footers, or the format of either, or both, for the part of the document beginning at the cursored page, follow these steps to go to the ALTERNATING HEADERS AND FOOTERS menu.

1. Position the cursor at the first character position of the page where the change will begin.

Note: If you press the CHG FMT key when the cursor is **not** at the beginning of a page, you cannot change the alternating header and footer.

2. Choose Change Alternating Headers and Footers in the FORMAT SELECTION menu.

Using the ALTERNATING HEADER AND FOOTER menu is described under the next heading in this section.

Using the ALTERNATING HEADERS AND FOOTERS menu

Choose the ITEMS appearing in the ALTERNATING HEADERS AND FOOTERS menu to:

- Create or revise an alternating header and footer.

- Change the format of either, or both. Each choice is discussed below.

Note: If you are using either Change Document Format Defaults or Change Alternate Format Defaults in Program Diskette Tasks, Steps 1 and 2 do not apply. Go to Step 3.

1. Choose one, or both (separately), of the choices below,

For an alternating header, choose either Create or Revise Odd Pages Header or Create or Revise Even Pages Header.

For an alternating footer, choose either Create or Revise Odd Pages Footer or Create or Revise Even Pages Footer.

The system displays a blank screen for you to create an alternating header or footer. If text already exists, the system displays it for you to revise.

Always create the alternating header or footer before changing the First Header Line or First Footer Line to make the change effective.

2. Type or revise the text for the alternating header or footer.

Do not type past the right margin.

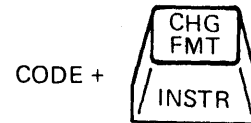
Format changes are not allowed while you are typing alternating headers or footers text.

Auto Carrier Return and LINE ADJ are not active while you are typing alternating header or footer text.

Alternating header or footer text can be no longer than 256 characters each.

The format used for the alternating header or footer is the Document or Alternate Format currently in effect. However, line spacing is **always** set to single spacing.

3. To print page numbers in the alternating header or footer, space or tab to where you want the numbers to print, and press the INSTR key.



The INSTRUCTIONS menu will display.

Choose either page number or system page number and, if necessary, the page number where printing will begin.

Note: If you choose Page Number to number pages beginning with a specific page, type the same page number in both the Odd Pages Header or Footer and the Even Pages Header or Footer. For additional information on page numbers, see "INSTR KEY" and "PAGE NUMBERING" in this section.

4. To change the line where the alternating header will start printing, choose First Header Line in the ALTERNATING HEADERS AND FOOTERS menu.

Type the line number you want.

The line number for the alternating header must not conflict with the first typing line of the document.

5. To change the page where the alternating header will begin printing, choose Print Header On in the ALTERNATING HEADERS AND FOOTERS menu.

Type YOUR CHOICE for the starting page.

Choosing 1 causes the alternating header to print on all the odd or even pages.

Choosing 2 causes the alternating header to print on all the odd or even pages following the current page.

6. To change the line where the alternating footer will start printing, choose First Footer Line in the ALTERNATING HEADERS AND FOOTERS menu.

Type the line number you want.

The line number for the alternating footer must not conflict with the last typing line of the document.

7. To change the page where the alternating footer will begin printing, choose Print Footer On in the ALTERNATING HEADERS AND FOOTERS menu.

Type YOUR CHOICE for the starting page.

Choosing 1 causes the alternating footer to print on all odd or even pages.

Choosing 2 causes the alternating footer to print on all odd or even pages following the current page.

8. When you have completed your changes in the ALTERNATING HEADERS AND FOOTERS menu, press ENTER enough times to return to where you began (the TEXTPACK PROGRAM DISKETTE TASKS menu, the CREATE OR REVISE DOCUMENT menu, or the document typing area).

Note: If you are in the Revise Document task, paginate when you finish revising the document to make the change effective.

CHANGE CHARACTER ORDER FOR SORTING

Use this Reportpack Program Diskette Task to change the Sort Order default values from the sort standard to one of three other sort orders.

1. Choose Program Diskette Tasks in the TASK SELECTION menu.
2. When prompted, load the Reportpack Feature Diskette in the left slot.
3. Choose Change Character Order For Sorting in the REPORTPACK PROGRAM DISKETTE TASKS menu.
4. Choose the Sort Order you want in the CHANGE CHARACTER ORDER FOR SORTING menu.
5. Press ENTER when you complete the change.

The chosen default values are stored on the Reportpack Feature Diskette. The default values are effective for all future Sorting.

CHANGE CHECK DOCUMENT DEFAULTS

Use Change Check Documents Defaults to change the defaults that appear when Check Document is chosen from the SPELLING TASKS menu.

The ITEMS you can change are:

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- Kind Of Spelling Check
- Hyphenation/Pagination
- Dictionary Hyphenation
- Paginate On Exact Line Count
- Print Paginated Pages

To change the Check Document Defaults:

1. Choose Program Diskette Tasks in the TASK SELECTION menu.
2. Insert the Vol. 01 Program Diskette containing the defaults you want to change.
3. Choose Change Check Document Defaults in the TEXTPACK PROGRAM DISKETTE TASKS menu.
4. Change any of the defaults (YOUR CHOICE) to the choice you want.
5. Press ENTER when you finish and no longer need to make changes to the menu.

The system will automatically re-IPL when you return to the TASK SELECTION menu, to make the changes effective.

CHANGE DISKETTE NAME TASK

This Work Diskette Task renames a diskette.

1. Choose Change Diskette Name in the WORK DISKETTE TASKS menu,
2. Choose Diskette Name (to be changed) in the CHANGE DISKETTE NAME menu.
3. Type the new name for the diskette. The name can contain as many as 6 numbers and/or alpha characters.

The system displays a message telling you the diskette name is changed.

CHANGE DOCUMENT FORMAT DEFAULTS TASK

This Program Diskette Task allows you to choose new Document Format Defaults for a program diskette.

1. Use the Vol. 01 Program Diskette containing the defaults you want to change to Initial Program Load (IPL) the system.
2. Choose Program Diskette Tasks in the TASK SELECTION menu.
3. Choose Change Document Format Defaults in the TEXTPACK PROGRAM DISKETTE TASKS menu.
4. Follow the prompts and messages for this task as they appear.
5. Choose the ITEM in the FORMAT SELECTION menu with the default you want to change.
6. When the system displays the appropriate menu for your selection, change any of the defaults (YOUR CHOICE) to the new choice you want.
7. Press ENTER when you finish and no longer need the menu.
8. Repeat Steps 5, 6, and 7 if you want to change additional items in the FORMAT SELECTION menu.
9. Press ENTER when you complete all changes and no longer need the FORMAT SELECTION menu.

The changed defaults are stored on the Vol. 01 Program Diskette. They are effective for all documents you create when you select a task from the TASK SELECTION menu.

CHANGE DOCUMENT FORMAT

This ITEM from the CREATE OR REVISE DOCUMENT menu allows you to change the Document Format for a document currently being created or revised.

1. Choose Change Document Format in the CREATE OR REVISE DOCUMENT menu.
2. Follow the prompts and messages for this task as they appear.
3. Choose the ITEM in the FORMAT SELECTION menu you wish to change for this document.
4. When the system displays the appropriate menu for your selection, change any of the choices (YOUR CHOICE) to the choice you want.

5. Press ENTER when you finish and no longer need the menu.
6. Repeat steps 3, 4, and 5 if you want to change additional formats on the FORMAT SELECTION menu.
7. When you complete all changes, press ENTER enough times to return to the CREATE OR REVISE DOCUMENT menu or to go to the document typing area.

Notes:

- a. This change is stored with the document. It sets the format at the start of the document and is in effect until you change it.
- b. If you are in the Revise Document task, you must paginate when you finish revising the document to make the change effective for the document.
- c. Previously typed format changes made with the CHG FMT key, will remain in effect, even though you change the Document Format.
- d. If you want to begin using the Document Format (defaults) or Alternate Format (defaults) on any following pages in the document, move the cursor to the beginning of the page where the new format is to begin. Press CHG FMT. Enter the ID (i or j) you want in the FORMAT SELECTION menu.
- e. If you make format changes by using CHG FMT, and then want to return to the Document or Alternate Format currently active, press CHG FMT. (The location of the cursor when you press CHG FMT causes the system to display the formats you can change at that location in your document.) ENTER the ID that identifies the format you want to return to the currently active Document or Alternate Format.

CHANGE DOCUMENT NAME TASK

This Work Diskette Task allows you to rename an existing document.

1. Choose Work Diskette Tasks in the TASK SELECTION menu.
2. Choose Change Document Name in the WORK DISKETTE TASKS menu.
3. When prompted, type the name of the document as it is currently stored.
4. Type the diskette name, if necessary.
5. Choose Document Name in the CHANGE DOCUMENT NAME menu.
6. Type the new name (1-44 characters).
7. Press ENTER.

The system displays the new name, and a message that tells you the name is changed.

CHANGE FIELD DESCRIPTION DEFAULTS

Use this Reportpack Program Diskette task to change the default values for Field Type and Maximum Length that appear in the FIELD DESCRIPTION menu.

1. Choose Program Diskette Tasks in the TASK SELECTION menu.
2. When prompted, load the Reportpack Feature Diskette.
3. Choose Change Field Description Defaults in the REPORTPACK PROGRAM DISKETTE TASKS menu.
4. Choose the ITEMS in the CHANGE FIELD DESCRIPTION DEFAULTS menu for the default values you want to change.
5. Press ENTER when you complete all changes.

The default values will be stored on the Reportpack Feature Diskette.

The default values will be effective for all future Field Descriptions created. No existing Field Descriptions will be changed.

CHANGE HEADER AND FOOTER

Choose this ITEM from the FORMAT SELECTION menu to create or revise a header or footer, and to change the lines and/or pages where headers or footers will print.

Header and footer changes can include any of these ITEMS:

- Create or Revise Header*
- First Header Line
- Print Header On
- Create or Revise Footer*
- First Footer Line
- Print Footer On

*These ITEMS are not available for the following Program Diskette Tasks:
Change Document Format Defaults
Change Alternate Format Defaults

Header and footer changes are made from the HEADER AND FOOTER menu.

Going to the HEADER AND FOOTER Menu

Go to the HEADER AND FOOTER menu in any one of three ways, depending on what you want the change to affect.

1. You can change the header and footer formats on the program diskette. If you change the defaults on the program diskette, the new header and footer format applies to all new documents you create using the changed program diskette.
2. You can also create or revise a header and footer or change the Document or Alternate Format of headers and footers for a single document. In this case, the program diskette defaults remain the same and the new format choices apply only to the single document. They are set at the start of the document.
3. Finally, you can change the header and footer for only a portion of a document. In this case, neither the program diskette defaults nor the Document (or Alternate) Format are changed. This change does not affect the format between the start of the document and your current cursor location. It starts at the beginning of

the page where you press CHG FMT and remains in effect until you change it or until the end of the document, whichever comes first.

You go to the HEADER AND FOOTER menu through a different menu sequence for each of the cases described above.

If you want to change the defaults for a program diskette, follow these steps to go to the HEADER AND FOOTER menu.

1. Insert the Vol. 01 Program Diskette.
2. Choose Program Diskette Tasks in the TASK SELECTION menu.
3. Choose Change Document Format Defaults or Change Alternate Format Defaults in the TEXTPACK PROGRAM DISKETTE TASKS menu.
4. Choose Change Header and Footer in the FORMAT SELECTION menu.

If you want to create a header and/or footer or want to change the Document or Alternate Format of headers and footers for a single document, follow these steps to go to the HEADER AND FOOTER menu.

1. Choose Change Document Format or Change Alternate Format in the CREATE OR REVISE DOCUMENT menu.
2. Choose Change Header and Footer in the FORMAT SELECTION menu.

Using the HEADER AND FOOTER menu is described under the next heading in this section.

If you want to change the header and/or footer, or format of either, or both, for the portion of the document beginning at the cursored page, follow these steps to go to the HEADER AND FOOTER menu.

1. Position the cursor at the first character position of the page where the change will begin.

Note: If you press the CHG FMT key when the cursor is **not** at the beginning of a page (it is within a page), you cannot change the header and footer.

2. Choose Change Header and Footer in the FORMAT SELECTION menu.

Using the HEADER AND FOOTER menu is described under the next heading in this section.

Using the HEADER AND FOOTER menu

Choose the ITEMS appearing in the HEADER AND FOOTER menu to create or revise a header and/or footer, or to change the format of either, or both. Each choice is discussed below.

If you are using either Change Document Format Defaults or Change Alternate Format Defaults in Program Diskette Tasks, Steps 1 and 2 do not apply. Go to Step 3.

1. Make either, or both (separately), of the choices below:
 - a. For a header, choose Create or Revise Header in the HEADER AND FOOTER menu.
 - b. For a footer, choose Create or Revise Footer in the menu.

The system displays a blank screen for you to create a header or footer or if text already exists, the system displays it for you to revise.

Always create the header or footer before changing the First Header Line or First Footer Line to make the change effective.

2. Type or revise the text for the header or footer.

Do not type past the right margin.

Format changes are not allowed while you are typing header or footer text.

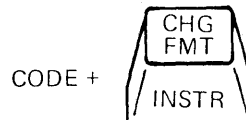
Auto Carrier Return and LINE ADJ are not active while you are typing header or footer text.

Header text or footer text can be no longer than 256 characters each.

The format used for the header or footer is the Document or Alternate Format currently

in effect. Line spacing is **always** set to single spacing.

3. To print page numbers in the header or footer, space or tab to where you want the numbers to print, and press the INSTR key.



The INSTRUCTIONS menu will display.

Choose the page number or system page number and, if necessary, the page number where printing will begin.

For additional information on numbers, see "INSTR KEY" and "PAGE NUMBERING" in this section.

4. To change the line from the top of the page where the header you created will start printing, choose First Header Line in the HEADER AND FOOTER menu.

Type the line number you want.

Allow enough room for the header to print before it reaches the First Typing Line otherwise, it may result in printing a page that is too long.

5. To change the page where the header will begin printing, choose Print Header On in the HEADER AND FOOTER menu.

Type YOUR CHOICE for the starting page.

Choosing **1** causes the header to print on all pages.

Choosing **2** causes the header to print on all pages following the first page.

6. To change the line from the top of the page where the footer you created will start printing, choose First Footer Line in the HEADER AND FOOTER menu.

Type the line number you want.

Allow enough room for the Last Typing Line to print before it reaches the Footer, otherwise, it may result in printing a page that is too long.

7. To change the page where the footer will begin printing, choose Print Footer On in the HEADER AND FOOTER menu.

Type YOUR CHOICE for the starting page.

Choosing 1 causes the footer to print on all pages.

Choosing 2 causes the footer to print on all pages following the first page.

When you have completed your changes in the HEADER AND FOOTER menu, press ENTER enough times to return to the point from which you began (the TEXTPACK PROGRAM DISKETTE TASKS menu, the CREATE OR REVISE DOCUMENT menu, or the document typing area).

Note: The typestyle and margins of headers or footers cannot be changed for individual pages of a multi-page document.

If you are in the Revise Document task, paginate when you finish revising the document to make the change effective.

CHANGE LINE FORMAT

Use Change Line Format to change the format of lines in a document.

Line format changes can include any of these ITEMS:

- Line Spacing
- Line Alignment
- Type Style Number
- Lines/cm or inch
- Adjust Line Endings
- Zone Width

Line format changes are made from the LINE FORMAT menu.

Go to the LINE FORMAT menu in any one of three ways, depending on what you want the change to affect.

1. You can change the line format defaults (choices) on the program diskette.

2. You can also change the Document or Alternate Format of lines for a single document. In this case, the program diskette defaults remain the same and the new line format choices apply only to the single document. They are set at the start of the document.
3. Finally, you can change the line format choices for only a portion of a document. In this case, neither the program diskette defaults nor the Document (or Alternate) Format are changed. This change does **not** affect the format between the start of the document and your current cursor location. It begins where you press CHG FMT and remains in effect until you change it or until the end of the document, whichever comes first.

You go to the LINE FORMAT menu through a different menu sequence for each of the cases described above.

Going to the LINE FORMAT Menu

You can go to the LINE FORMAT menu to:

- Change the line format defaults for a program diskette.
- Change the line format for a single document.
- Change the line format for a portion of a document when you are in the typing area.

To change the defaults for a program diskette follow these steps to go to the LINE FORMAT menu.

1. Insert the Vol. 01 Program Diskette.
2. Choose Program Diskette Tasks in the TASK SELECTION menu.
3. Choose Change Document Format Defaults or Change Alternate Format Defaults in the TEXTPACK PROGRAM DISKETTE TASKS menu.
4. Choose Change Line Format in the FORMAT SELECTION menu. Using the LINE FORMAT menu is described under the next heading in this section.

To change the line format for a single document by changing the Document or Alternate Format, follow these steps to go to the LINE FORMAT menu.

1. Choose Change Document Format or Change Alternate Format in the CREATE OR REVISE DOCUMENT menu.
2. Choose Change Line Format in the FORMAT SELECTION menu.

Using the LINE FORMAT menu is described under the next heading in this section.

To change the line format for a portion of a document beginning at the cursored line, follow these steps to go to the LINE FORMAT menu.

1. Position the cursor at the left margin of the line where the change will begin.

Note: If you press the CHG FMT key when the cursor is not at the left margin (within a line), you can change only the typestyle, not including a pitch change.

2. Choose Change Line Format in the FORMAT SELECTION menu.

Using the LINE FORMAT menu is described under the next heading in this section.

Using the LINE FORMAT Menu

You can change any of the line format choices which appear in the LINE FORMAT menu. Each choice is discussed below.

1. Line Spacing

Use this ITEM to identify the number of spaces that you want between lines when the document prints.

If you are using a 25 line display and you choose any ITEM other than single spacing, lines will still display on the screen as single spacing. If you are using a large display, the line spacing you choose will also display on the screen, except 1 1/2 spacing. 1 1/2 spacing will display as double spacing on a large display. The line number on the status line indicates the correct spacing by increasing the correct number each time the carrier returns.

You may wish to use the line spacing half-numbers with forms that do not fit regular spacing. You can also use the line spacing half-numbers to type several levels of subscripts or superscripts without half-indexing up and down for equations.

YOUR CHOICE should match your printer's capabilities.

2. Line Alignment

Use this ITEM to tell the system how you want a line of text to print.

Choice 1 (Left) provides normal spacing between words with a straight left margin and a ragged right margin. Text prints as it appears on the display.

Choice 2 (Justify) provides straight left and right margins. The system counts the number of spaces left between the end of a line of text and the right margin. It then assigns those spaces evenly by alternating between words at each end of the line. The system starts at the left on one line and the right on the next line, alternating between lines.

Choice 3 (Half-Justify) provides a less ragged right margin than Auto Adjust provides. The system counts the number of spaces left between the end of a line of text and the right margin. It then assigns half of those spaces by alternating between words at each end of the line. The system starts at the left on one line and the right on the next line, alternating between lines.

3. Typestyle Number

Use this ITEM to identify the number of the typestyle you want the system to use.

When the document prints, the system will prompt you to put on the printer element for the typestyle number you chose if it is not already on the printer from a previous print job.

This choice allows you to change both typestyle, for example, Prestige Elite to Courier and pitch, for example, 10 pitch (pica) to 12 pitch (elite). The current pitch displays on the second status line when you are in the Typing Tasks.

If you want to change the typestyle choice, and you need the typestyle number for your printer element/printwheel, see Appendix A. "IBM 5215 Printer Element Descriptions" or Appendix E. "IBM 5218/5228 Printwheel Printer Printwheel Descriptions" in the Printer Guide. Locate the part number

(engraved on the printer element under the release lever) on the chart. The chart provides a listing of typestyle numbers and the keyboard IDs for the available typestyles.

To verify the printer element is supported by your current program load, make a note of its keyboard ID and see "CHANGE WORK STATION DESCRIPTION TASK" in this section.

4. Lines/cm or in.

This ITEM identifies the number of lines to print per centimeter or inch.

YOUR CHOICE should match your printer's capabilities. Printer Model 5215 supports POSSIBLE CHOICE 1 and 2 and supports POSSIBLE CHOICE 5 if the printer is equipped with a special ratchet.

Printer Model 5218/5228 supports POSSIBLE CHOICE 1, 2, 3, and 4. It supports POSSIBLE CHOICE 5 if the printer is equipped with a special platen.

5. Adjust Line Endings

Use this ITEM to tell the system if you want text to be adjusted between margins during LINE ADJ, Auto Adjust, and pagination.

Choosing 1 (Yes) causes the text to adjust between the margins.

Choosing 2 (No) causes text to print exactly as you typed it.

This choice also appears in the PAGINATE DOCUMENT menu.

6. Zone Width

Use this ITEM to identify the number of characters before the right margin where the system will start trying to end a line when you use LINE ADJ. If a long word falls within the zone width, the system will not be able to end the line automatically. It will prompt you for a hyphenation decision.

The smaller the number of the zone width the more even the right margin will be since you will hyphenate more words.

If Auto Carrier Return is Off, the zone width determines where the system will give a tone (beep) as you type near the right margin.

When you have completed your changes in the LINE FORMAT menu, press ENTER enough times to return to the point from which you began (the TEXTPACK PROGRAM DISKETTE TASKS menu, the CREATE OR REVISE DOCUMENT menu, or the document typing area).

If you are in the Revise Document task, paginate when you finish revising the document to make the change effective.

CHANGE MATH FORMAT DEFAULTS TASK

Use this Program Diskette Task to personalize:

- The character to be inserted as the decimal point when working with certain foreign languages.
- Whether a comma should be inserted in a number every three digits (thousands position separator) to the left of the decimal position character (for example, 3,734 vs 3734).
- The number of characters that should appear to the right of a decimal point before the system rounds off a number (for example, 3,734.8935 vs. 3,734.89).
- How to round off numbers to the right of the decimal point.
- Up to eight characters (such as \$, -, +, CREDIT, DEBIT, TOTAL) of description (including spaces) to immediately precede or follow a positive or negative number.

Using the CHANGE MATH FORMAT menu.

1. Insert the Vol. 01 Program Diskette.
2. Choose Program Diskette Tasks in the TASK SELECTION menu.
3. Choose Change Math Format Defaults.

The MATH FORMAT SELECTION menu will display.

The Active Math Format ITEM identifies the number indicating which of the four formats is the current Math Format.

The Change Format (1-4) ITEM is used to change any of the four math formats.

Select the ITEM you want to change and press ENTER.

The CHANGE MATH FORMAT menu will display.

4. The Decimal Point Character ITEM identifies the character to be inserted as the decimal point. This should only be changed if you will be typing numbers in a language that uses a comma or colon as the decimal point.
5. The Thousands Separator Character ITEM identifies whether a comma, a Required Space (blank), or a period is to be used every three digits preceding a decimal point. (In certain foreign languages, a Required Space or a period is used as the thousands separator.)
6. The Number of Positions Past Decimal ITEM identifies the number of digits to be inserted to the right of the decimal point in a number. If you select 0, the number will appear as a whole number.
7. The Rounding Rule ITEM lets you choose what to do with the value of the last digit when rounding. For example, using the default value of 1-4 Down, 5-9 Up, the number 152.838, when rounded to two decimal places, prints as 152.84. The number 152.834, when rounded to two decimal places prints as 152.83.
8. The Leading and Trailing Character ITEMS identify the characters, including spaces (up to eight), to be immediately ahead of, or after, positive or negative numbers. Leading and trailing characters will either display in the total when doing math calculations in text, or print during the output of a file job.
9. Press ENTER.

The changes will be effective when you return to the TASK SELECTION menu.

CHANGE MENU ABBREVIATIONS

To change the short form of a menu abbreviation you use for menu bypass:

1. Choose Change Menu Abbreviations in the TEXTPACK PROGRAM DISKETTE TASKS menu.

Only a portion of the MENU ABBREVIATIONS menu displays at one time. Use ↓ and ↑ to see more.

2. Select the ID letter of the abbreviation you want to change and type in YOUR CHOICE.

Note: You cannot use the same short form for two different abbreviations at the same time. You are also limited to six characters.

If the short form you choose is not acceptable, the system will display a message telling you so.

3. Insert the Vol. 02 and Vol. 03 Program Diskettes when the system prompts you to.

CHANGE PAGE FORMAT

Use Change Page Format to change the format of pages in a document.

Page format changes can include any of these ITEMS:

- First Typing Line, First Page
- First Typing Line, Following Pages
- Last Typing Line
- Paper or Envelope Size
- Printing Paper Source

Page format changes are made from the PAGE FORMAT menu.

Go to the PAGE FORMAT menu in any one of three ways, depending on what you want the change to affect.

1. You can change the page format defaults (choices) on the program diskette. If you change the defaults on the Vol. 01 Program Diskette, the new page format applies to all new documents you create using the changed program diskette.
2. You can also change the Document or Alternate Format of pages for a single document. In this case, the program diskette defaults remain the same and the new page format choices apply only to the single document. They are set at the start of the document.
3. Finally, you can change the page format choices for only a portion of a document. In this case, neither the program diskette defaults nor the the Document (or Alternate) Format are changed. This change does not affect the format between the start of the document and your current cursor location. It begins where you press CHG

FMT and remains in effect until you change it or until the end of the document, whichever comes first.

You go to the PAGE FORMAT menu through a different menu sequence for each of the cases described above.

Going to the PAGE FORMAT Menu

If you want to change the defaults for a program diskette, follow these steps to go to the PAGE FORMAT menu.

1. Insert the Vol. 01 Program Diskette.
2. Choose Program Diskette Tasks in the TASK SELECTION menu.
3. Choose Change Document Format Defaults or Change Alternate Format Defaults in the TEXTPACK PROGRAM DISKETTE TASKS menu.
4. Choose Change Page Format in the FORMAT SELECTION menu.

Using the PAGE FORMAT menu is described under the next heading in this section.

If you want to change the Document or Alternate Format of pages for a single document, follow these steps to go to the PAGE FORMAT menu.

1. Choose Change Document Format or Change Alternate Format in the CREATE OR REVISE DOCUMENT menu.
2. Choose Change Page Format in the FORMAT SELECTION menu.

Using the PAGE FORMAT menu is described under the next heading in this section.

If you want to change the page format for the portion of the document beginning at the cursored page, follow these steps to go to the PAGE FORMAT menu.

1. Position the cursor at the first character position of the page where the change will begin.

If you press the CHG FMT key when the cursor is not at the beginning of a page (within a page), you cannot change the page format.

2. Choose Change Page Format in the FORMAT SELECTION menu.

Using the PAGE FORMAT menu is described under the next heading in this section.

Using the PAGE FORMAT Menu

You can change any of the page format choices appearing in the PAGE FORMAT menu. Each choice is discussed below.

1. First Typing Line, First Page

Use this ITEM to tell the system which line of the first page you want printing to start on. When this page starts to print, the system will move the paper up until it reaches this line for printing to begin on.

If you choose a number larger than the number for the Last Typing Line, the system will prompt you that the choice is invalid.

If you use headers, allow enough room for the header to print before it reaches the First Typing Line; otherwise, it may result in printing a page that is too long.

2. First Typing Line, Following Pages

Use this ITEM to tell the system which line of the pages following the first page that you want printing to start on. When this page starts to print, the system will move the paper up until it reaches this line for printing to begin on.

If you choose a number that is larger than the number for the Last Typing Line, the system will prompt you that the choice is invalid.

If you use headers, allow enough room for the header to print before it reaches the First Typing Line otherwise, it may result in printing a page that is too long.

3. Last Typing Line

Use this ITEM to tell the system which line of the pages you want printing to stop on. When printing reaches this line, the system will move the paper out of the printer.

If you choose a number smaller than the number you choose for the First Typing Line, the system will prompt you that the choice is invalid.

If you use footers, allow enough room for the Last Typing Line to print before it reaches the footer line, otherwise, it may result in printing a page that is too long.

The Last Typing Line may be affected during pagination if you wish to prevent widow lines. For more information, see "PAGINATE ON EXACT LINE COUNT" in this section.

4. Paper or Envelope Size

Use this ITEM to tell the system the size of the paper or envelope you are going to use for printing.

The sizes A4, A4L, P4, P4L, and C5 are international sizes. All sizes are shown in mm and inches.

If you choose 9 (Other), you must specify the size in millimeters. The size can be from 1 mm to 999.9 mm (about 39.4 inches). The millimeters must be in whole numbers or one digit to the right of the decimal. For example, 10 inches would be 254 mm and 10-1/2 inches would be 266.7 mm.

See the Metric Conversion Table in Appendix A and the Conversion Ruler to determine size.

5. Printing Paper Source

This ITEM identifies the paper source to the printer. YOUR CHOICE should match your printer's capabilities.

Printer Model 5215 supports only choice 4 (Manual Feed or Continuous Paper). Any other choice defaults to choice 4.

When you have completed your changes in the PAGE FORMAT menu, press ENTER enough times to return to the point from which you began (the TEXTPACK PROGRAM DISKETTE TASKS menu, the CREATE OR REVISE DOCUMENT menu, or the document typing area).

If you are in the Revise Document task, paginate when you finish revising the document to make the change effective.

CHANGE PAGINATE DOCUMENT DEFAULTS

Use the Change Paginate Document Defaults to change the defaults that appear when Paginate Document is chosen from the TYPING TASKS menu.

The ITEMS you can change are:

- Paginate On Exact Line Count
- Adjust Line Endings
- Adjust Page Endings

To change the paginate document defaults:

1. Choose Program Diskette Tasks in the TASK SELECTION menu.
2. Insert the Vol. 01 Program Diskette containing the defaults you want to change.
3. Choose Change Paginate Document Defaults in the TEXTPACK PROGRAM DISKETTE TASKS menu.
4. Change any of the defaults (YOUR CHOICE) to the choice you want.
5. Press ENTER when you finish and no longer need to make changes to the menu.

The system will automatically re-IPL when you return to the TASK SELECTION menu, to make the changes effective.

CHANGE PRINTER DESCRIPTION TASK

Use this Program Diskette Task to review and/or change the printer choices that are active when you Initial Program Load (IPL) the system.

1. Use the Vol. 01 Program Diskette containing the defaults you want to change to IPL the system.
2. Choose Program Diskette Tasks in the TASK SELECTION menu.
3. Choose Change Printer Description in the TEXTPACK PROGRAM DISKETTE TASKS menu.
4. Follow the prompts and messages for this task as they appear.
5. Change the choices (YOUR CHOICE) in the PRINTER DESCRIPTION menu to the ones your system supports.
6. Press ENTER when you finish and no longer need the menu.

The changes are stored on the program diskette.

The system will automatically IPL when you return to the TASK SELECTION menu to make the changes effective.

Notes:

The system may automatically change the PRINTER DESCRIPTION menu to match the type of printer you use. The system can do this only if all of the following conditions are met:

- a. The printer must be turned on before you IPL the work station.
- b. The program diskette must not be removed at any time during the entire IPL of the work station.
- c. The printer must be directly attached to your work station.

This function is not done automatically for work stations that share the printer but are not directly attached to it.

CHANGE PRINTING ORDER TASK

Use this Textpack Request Task to rearrange the print queue.

Note: If you are in the REPORTPACK REQUEST TASKS menu, select Textpack Request Tasks.

1. Press REQST.



2. Choose Change Printing Order in the REQUEST TASKS menu.
3. Follow the prompts and messages for this task as they appear.
4. Choose the job you wish to print next in the CHANGE PRINTING ORDER menu.

The print queue is updated on the display, showing the job at the top of the queue.

CHANGE SIGN

Use the Change Sign ITEM in the MATH REQUESTS menu to see how the negative or positive numbers can be displayed in the total when doing math calculations in text, or printed during the output of a file job.

When you choose Change Sign, the sign of the Active Math Format POSSIBLE CHOICES will change.

The Change Sign ITEM also changes the sign of the total or constant when either is displayed on the prompt line.

CHANGE WORK STATION DESCRIPTION TASK

Use this Textpack Program Diskette Task to review and/or change the work station choices that are active when you Initial Program Load (IPL) the system, and to match the keyboard IDs to the printer elements or printwheels you want to use.

You can always use the "home" keyboard arrangement—the one engraved on the keys. In addition, you can use as many as five alternate keyboards. There are no IBM-supplied defaults for the alternate keyboards. You must choose or change them in the WORK STATION DESCRIPTION menu. You can also choose an alternate keyboard to be the active keyboard each time you IPL instead of the "home" keyboard.

Printer Model 5215 has Keyboard ID 1 as its active keyboard; however, the system defaults to Keyboard ID 2 for printing. The four extra keys on Keyboard 1 are unavailable for this printer. See Keyboard ID 2 in "Appendix C: Keyboard Arrangements" in the back of this book for the keys that are available. You can change the work station description so that Keyboard ID 2 is the active keyboard each time you IPL the system.

1. Insert the Vol. 01 Program Diskette you used for the IPL.
2. Choose Change Work Station Description in the TEXTPACK PROGRAM DISKETTE TASKS menu.
3. Follow the prompts and messages for this task as they appear.
4. Change any of the choices (YOUR CHOICE) in the WORK STATION DESCRIPTION menu to the choice that you want.
 - To verify that the printer element is currently supported by either the "home" keyboard arrangement or one of the alternate keyboards, see "Appendix A. IBM 5215 Printer Element Descriptions" or "Appendix E. IBM 5218/5228 Printwheel Printer Printwheel Descriptions" in the Printer Guide and locate the keyboard ID for the part number of the print element you wish to use. The part number for the printer element is under the release lever. The part number for the printwheel is on the front of the case.

If the keyboard ID you located is not the same as the "home" keyboard (the keyboard number displaying on the second status line of the WORK STATION DESCRIPTION menu), or is not listed under YOUR CHOICE for Alternate Keyboards, choose one of the Alternate Keyboards and type the keyboard ID you located.

- For additional information on other choices in this menu, see the following topics in this section.

Auto Carrier Return/Auto Adjust
Required Carrier Return
Paginate on Exact Line Count
Adjust Line Endings
Adjust Page Endings
Engraved Keyboard

5. Press ENTER when you finish and no longer need the menu.

The changes are stored on the program diskette.

Note: The system will automatically IPL when you return to the TASK SELECTION menu to make the changes effective.

CHECK DOCUMENT TASK

Use this Spelling Task to:

- Check the spelling of words in a document in either the prompted or automatic mode (all pages or selected pages).
- Hyphenate the document in either the prompted or automatic mode, and/or paginate the document. You can also print the document after pagination.

Note: When checking the spelling of selected pages, you cannot paginate and/or hyphenate.

Check Document Task In The Prompted Mode

Follow these steps to check a document in the prompted mode.

1. Choose Spelling Tasks in the TASK SELECTION menu.
2. Choose Check Document in the SPELLING TASKS menu.

3. When prompted, type the name of the document you want to check and, if necessary, the diskette name.

The CHECK DOCUMENT menu displays.

4. Choose Kind Of Spelling Check **Prompted**.
5. Choose Hyphenation/Pagination **Yes**.
6. Press ENTER.

The HYPHENATE AND PAGINATE DOCUMENT menu displays.

7. Choose Dictionary Hyphenation **Prompted**.
8. If you do not want to print the document as it is being checked, choose Print Paginated Pages **No**.

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9. Press ENTER.
 - The document will be spell checked in the prompted mode.
 - You can change words that are not correctly spelled and identify correctly spelled words as they are checked by the system. Words identified as correctly spelled will not be checked for the rest of the spell check task.
 - You can accept or reject system hyphenation decisions as the system finds words that may need to be hyphenated.
 - The document will be paginated.
10. The SPELLING TASKS menu will display when the Check Document Task is completed.

There are different options you can choose to perform the Check Document Task. For more information and "how to" steps see "KIND OF SPELLING CHECK", "HYPHENATE AND PAGINATE DOCUMENT", "DICTIONARY HYPHENATION", and "SPELL CHECK FUNCTION - Spell Checking Selected Pages" in this section.

Check Document Task In The Automatic Mode

Follow these steps to check a document in the automatic mode.

1. Choose Spelling Tasks in the TASK SELECTION menu.
2. Choose Check Document in the SPELLING TASKS menu.
3. When prompted, type the name of the document you want to check and, if necessary, the diskette name.

The CHECK DOCUMENT menu displays.

4. Choose Kind Of Spelling Check **Automatic**.
5. Choose Hyphenation/Pagination **Yes**
6. Press ENTER.

The HYPHENATE AND PAGINATE DOCUMENT menu displays.

7. Choose Dictionary Hyphenation **Automatic**.
8. Choose Print Paginated Pages **No**.
9. Press ENTER.

The page numbers display as the document is checked.

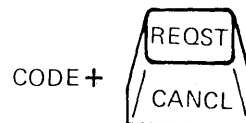
When checking is complete, the system displays the number of words that did not match words in the system dictionary and loaded supplement.

The unrecognized words will be highlighted when you revise the document.

10. To display and revise the highlighted words, choose Go To Task Selection in the SPELLING TASKS menu.
11. Choose Typing Tasks in the TASK SELECTION menu.
12. Choose Revise Document in the TYPING TASKS menu.
13. Go to the typing area of the document you just checked and press FIND, press SPELL, and press ENTER to locate the first word highlighted by the spelling check.



14. Press CANCL to remove the highlighting from a word.

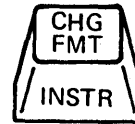


15. Revise the word, if necessary.
16. Press FIND and ENTER to locate the next highlighted word.
17. Repeat Steps 14, 15, and 16 until all highlighted words are checked and revised.
18. When you finish this task, you can END, paginate, or print the document as needed.

Note: See "SPELL KEY" in this section for a fast way to use the Check Document Task when you are creating or revising a document.

CHG FMT KEY

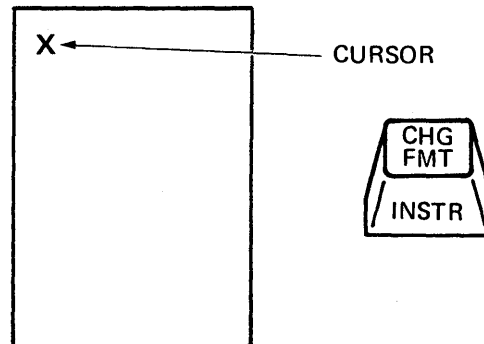
Press the CHG FMT (Change Format) key during the Create or Revise Document Task to change the format of a document beginning at the current cursor location.



The kinds of changes you can make depend on the location of the cursor when you press CHG FMT. The FORMAT SELECTION menu displays **only** the ITEMS you can change at that point in the document.

The ITEMS you change will remain in effect until you change them again or until the end of the document, whichever comes first.

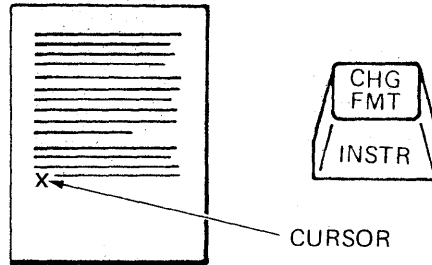
No portion of the document typed **before** you press CHG FMT is affected by the changes.



- When the cursor is located at the first character position of a page, and you press CHG FMT, the FORMAT SELECTION menu displays:
 - Change Line Formats (including pitch)
 - Change Margins and Tabs
 - Change Page Format
 - Change Header and Footer
 - Change Alternating Headers and Footers
 - Return All Formats to Starting Choice
 - Return All Formats to Starting Choice
 - Return Line Format, Margins and Tabs to Starting Choice

- Return Typestyle to Starting Choice
- Begin Using Document Format
- Begin Using Alternate Format

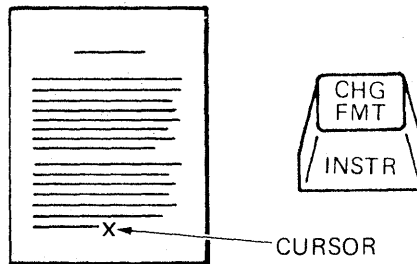
The ITEMS you choose to change will take you to a menu to make the changes.



- When the cursor is located at the first character position of a line (other than the first line of a page) and you press CHG FMT, the FORMAT SELECTION menu displays:

- Change Line Format (including pitch)
- Change Margins and Tabs
- Return Line Format, Margins and Tabs to Starting Choice
- Return Typestyle to Starting Choice

The ITEMS you choose to change will take you to a menu to make the changes.



- When the cursor is located at the character position within a line and you press CHG FMT, the FORMAT SELECTION menu displays:

- Typestyle Number (not pitch)
- Return Typestyle to Starting Choice

When you finish making changes, the system puts a format change symbol [E] at that point in the document and returns the cursor to where it was **before** you pressed CHG FMT.

The changes are stored with the document.

The ITEMS you change will remain in effect until you change them again or until the end of the document, whichever comes first.

To see a format change, move the cursor to the format change symbol \square where CHG FMT was pressed. Press ENTER.

To remove a format change from a document during revision, use DEL to delete the format change symbol \square .

CHOOSE SORT ORDER

Use this task to arrange records sequentially, according to field values, when creating a File Report, Repetitive Letters, Output File, or when Duplicating Selected Records.

You can specify sorting on up to five fields, in ascending (low to high), or descending (high to low) order.

When sorting on more than one field, enter the field names in the order in which you want sequencing to occur. For example, to create a list in order by State, with with Cities listed alphabetically within each State, enter the STATE field as the First Field Name, and the CITY field as the Second Field Name.

1. Select Choose Sort Order in the MERGE FILE/TEXT menu, the OUTPUT FILE menu, or the DUPLICATE SELECTED RECORDS menu.
2. Choose First Field Name, and type the name of the major sort field.
3. Change Type of Sort only if you want to change to a high-to-low sequencing order. The default value is low-to-high.
4. Choose a Field Name and Type of Sort for each field to be sorted.
5. When finished, press ENTER to return to the previous menu.

CHOOSE SPELLING LANGUAGE DICTIONARY

Use this Spelling Task to choose another language for checking the spelling of documents typed in a different language.

If the appropriate Language For Spelling Check Instruction is at the beginning of the document, the document will be checked against the words in the loaded Spelling Language Dictionary and supplement.

1. Select Choose Spelling Language Dictionary in the SPELLING TASKS menu.
2. Choose the language you want to use in the SPELLING LANGUAGE DICTIONARIES menu.
3. When prompted, insert the program diskette that contains the language.

After the language is loaded, the system displays the SPELLING TASKS menu again.

4. Choose Check Document in the SPELLING TASKS menu.
5. When prompted, type the name of the document you want to check, and if necessary, the diskette name.

For more information on how to check the spelling of words in a document, see "CHECK DOCUMENT TASK" in this section.

CLEAR SUPPLEMENT TASK

This Spelling Task clears the supplemental dictionary that is loaded with the spelling dictionary and/or the supplemental dictionaries that are loaded from work diskettes.

1. Choose Spelling Tasks in the TASK SELECTION menu.
2. Choose Clear Supplement in the SPELLING TASKS menu.
 - When the task is completed, the system displays the message **Supplement Cleared**.
 - If you choose the Store Supplement On Program Diskette task following the Clear

Supplement task, the supplemental dictionary that is currently stored on the program diskette will be erased.

COLUMN ADD KEY

See MATH - Adding A Column Of Numbers Using Column Add

COLUMN KEY

Use this key when creating, moving, deleting, inserting, or copying columns in a document. (See "COLUMN LAYOUT" in this section.)

DELETE	MOVE	LINE ADJUST	SPELL
OVER STRIKE	COPY	PAGE END	COLUMN
BACKSPACE	INDEX	CHANGE FORMAT	INSTRUCTION
REQUIRED			LAYOUT

COLUMN LAYOUT

In Column Layout, the CREATE COLUMN LAYOUT menu allows you to type the widest entry for each column in a table. The system will calculate the tab stops for each column within a document. Entries within a column may be aligned flush left, flush right, on a decimal point, or centered within the column.

Column Layout automatically inserts a Format Change, a Begin Table code ($\leftarrow \rightarrow$), an End Table code ($\rightarrow \leftarrow$), a space, and a Format Change. These controls must begin and end all tables if the columns within the tables are to be moved, deleted, copied, revised, or if future columns will be inserted.

Note: The system does not recognize PSM (proportional spacing) values in Column Layout. If a table is to be typed using PSM, use Appendix E: "PSM Value Chart" located in the back this book and the Conversion Scale to calculate the length of the longest column entry for each column. Then convert PSM to 12 pitch. Set tabs in the MARGINS AND TABS menu instead of using the Column Layout instructions.

Column Layout is used to:

Create a new table either one line at a time or one column at a time.

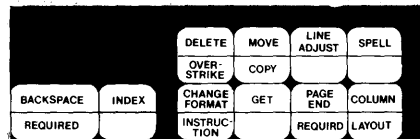
Format an existing table.

Revise the format of an existing table.

Create or revise Text tables. (See "TEXT TABLES" in this section.)

Creating a Table One Line at a Time

1. Press the LAYOUT (CODE + COLUMN) key at the point in the document where you want to begin typing the table.



The Column Layout Instructions will be displayed. Use these instructions to set tabs for each column.

2. If you want white space to the left of the first column, press COLUMN.
3. Type the longest entry of the first column along with the appropriate tab setting.

For each character you type, an **a** will appear on the display.

4. Press the COLUMN key before typing the second entry.
5. Type the longest entry of the rest of the columns along with the appropriate tab settings. Press COLUMN to separate each column.

If you make an error, press BKSP to correct or start over. The DEL key does not function in Column Layout.

6. After the last column entry, press LAYOUT.

The system will adjust the examples entries for each column between the margins.

7. Press ENTER.

A Format Change, a Begin Table code (↵), an End Table code (⇐), a space, and a Format Change will be created and inserted automatically. The cursor will be under the End Table code.

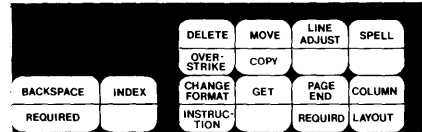
8. Type the table.

A Required Carrier Return will be inserted when you type the first character. The Required Carrier Return, End Table code, and the Format Change will move as you type.

9. Press ENTER when finished.

Creating a Table One Column at a Time

1. Move the cursor to the line where the new table is to appear.
2. Press LAYOUT (CODE + COLUMN).



The Column Layout instructions will be displayed.

3. Type only the longest entry of the first column along with the appropriate tab setting.

For each character you type, an **a** will appear.

If you make an error, press BKSP to correct or start over. The DEL key does not function in Column Layout.

4. Press ENTER.

A Format Change, a Begin Table code (↵), an End Table code (⇐), a space, and a Format Change will be created and inserted automatically. The cursor will be under the End Table code.

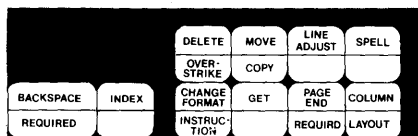
5. Type the first column.

A Required Carrier Return will be inserted when you type the first character. The Required Carrier Return, End Table code, and the Format Change will move as you type.

6. After typing the last entry of the first column, press ENTER.
7. After typing the first column, move the cursor to the top line of the column (the line with the Begin Table Code). Then move the cursor to the right of the column you just typed.
8. To create and insert the rest of the columns, see Inserting a Column.

Creating Centered Headings Over Columns (Heading Shorter than Column)

1. Press LAYOUT (CODE + COLUMN) at the point in the document where the table is to begin.



The Create Column Layout instructions will display.

2. If you want white space left of the first column, press COLUMN.
3. Type the longest entry of the first column.

Follow the Column Layout Instructions for a flush left, flush right, or decimal point tab setting within the column layout example.

For each character you type, an **a** will display.

4. End the longest entry with a Center Tab.
5. Press COLUMN.
6. Type the longest entry of the second column, once again entering flush left, flush right, or decimal tab.

7. End the longest entry with a Center Tab.
8. Press COLUMN.
9. After the last column entry, press LAYOUT.

The system will display the tab stops for each column.

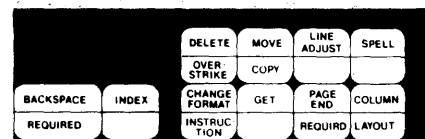
10. Press ENTER.

Typing the Table

1. Tab to each Center Tab (|●|) and type each heading.
2. Type the balance of the table by tabbing to the tab stops for each column, disregarding the Center Tab.

Creating Centered Headings Over Columns (Heading Longer than Column)

1. Press the LAYOUT (CODE + COLUMN) key at the point in the document where the table is to begin.



The Create Column Layout instructions will display.

2. If you want white space to the left of the first column, press COLUMN.
3. Type the headings, ending each with a Center Tab.

An **a** will appear for each character you type.

4. Now you must calculate the placement of the tabs for each column. Follow the instructions below for Flush Left, Decimal, and Flush Right tabs.

Flush Left Tab

1. Subtract the number of characters in the longest column entry from the number of characters in the heading.
2. Divide the answer by 2.
3. Move cursor into the heading example by the answer you calculated in Step 2 above.
4. Set a Flush Left Tab.

Decimal Tab

1. Move the cursor to the last **a** in the heading example.
2. Subtract the number of characters in the longest column from the number of characters in the heading.
3. Divide the answer by 2.
4. Add the answer in Step 3 above to the number of characters that appear to the right of the decimal point within the column.
5. Cursor left by the answer in Step 4 above.
6. Press the Period key to set a Decimal Tab.

Flush Right Tab

1. Move the cursor to the last **a** of the heading example.
2. Subtract the number of characters in the longest column from the number of characters in the heading.
3. Divide the answer by 2.
4. Cursor left by the answer in Step 3 above.
5. Press RET (carrier return) to set a Flush Right Tab.

Typing the Table

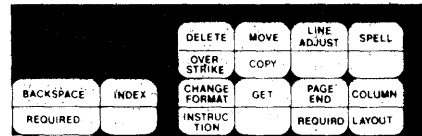
After calculating all tab stops, press ENTER to go to the typing area.

Remember, you may have to tab more than once before you type an entry.

Copying a Column

You can only copy a column within a table or to another table.

1. Move the cursor under any of the characters in the first column entry of the column to be copied.
2. Press COPY.
3. When the system prompts **Copy What?**, press COLUMN.



4. When the system prompts **To Where?**, move the cursor to the location where you want to copy the column.

Note: The cursor must be on the same line as the Begin Table Code.

To place the column at the beginning of a table, move the cursor to the left margin.

To place the column at the end of a table, move the cursor to the right of the right margin. (the cursor will be in the non typing area)

To place the column in front of another column, move the cursor under a character in the column you want to be **after** the column you are copying.

5. Press ENTER.

A copy of the column is placed at the new location.

6. Press LAYOUT (CODE + COLUMN)

The Column Insert Layout menu will display.

7. Press LAYOUT (CODE + COLUMN)

The column headings (aaaaaaa) will be adjusted within the margins.

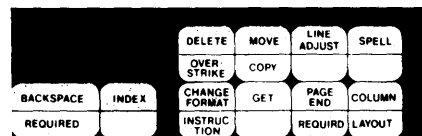
8. Press ENTER to return to the typing area.

The columns are adjusted within the margins.

Copying or Moving a Column to Create a New Table

Before you can copy or move a column to a new table, you must create a Begin Table code at the desired location of the new table. Change Display Codes to **yes** (See "SCREEN FORMAT KEY" in this section.)

1. Move the cursor to the location where you want the new table to begin.
2. Press LAYOUT (CODE + COLUMN).



The Create Column Layout instructions will display.

3. Press ENTER.
4. Press ENTER again when the system prompts **When finished, press ENTER.**

A Format Change, a Begin Table code (↵), a Carrier Return, an End Table code (↵), a space, and a Format Change will be created and inserted into the document.

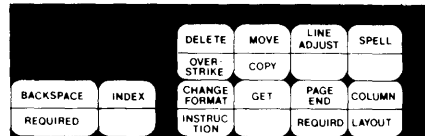
5. Move the cursor under the first character of the column to be copied or moved. The cursor must be on the same line as the Begin Table code.
6. Press COPY or MOVE.

7. When the system prompts **Copy What?** or **Move What?**, press COLUMN.
8. When the system prompts **To Where?**, move the cursor under the Begin Table code (\pm).
9. Press ENTER.

The column will be copied or moved.

Deleting a Column

1. Move the cursor under the first column entry of the column to be deleted.
2. Press DEL.
3. When the system prompts **Delete What?**, press COLUMN.



4. Press ENTER.

The column is deleted.

5. Press LAYOUT (CODE + COLUMN)

The Column Insert Layout menu will display.

6. Press LAYOUT (CODE + COLUMN)

The column headings (aaaaaaa) will be adjusted within the margins.

7. Press ENTER to return to the typing area.

The columns are adjusted within the margins.

Inserting a Column

You can create a new column within an existing table.

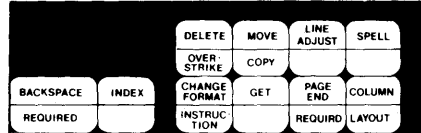
*add this
column*

1977
549,732
148,599
127,421
222,218

1. Move the cursor under the first column entry where the new column is to be inserted.

<u>1977</u>	<u>1976</u>	<u>1975</u>
549,732	472,211	123,573
148,599	132,753	123,573
127,421	109,666	982,543
222,218	314,519	320-612

2. Press COLUMN.



The system will prompt **Press ENTER to revise column. Press COLUMN to create column.**

3. Press COLUMN.

The system displays the previously keyed Column Example line.

The cursor moves to the Column Example line to the left of the cursor column. The system inserts a space to provide the gutter (blank space) between the new column and the existing column.

4. Type the longest entry for the new column.

The letter **o** will appear instead of **a** to distinguish the new column example from the others.

5. Press LAYOUT.

6. Press ENTER.

The system displays the area for you to type the new column as if it were a page by itself.

7. Type the new column.

The system will assume the right margin is the maximum width of the column. Type your column within the indicated margins.

8. Press ENTER when finished.

Note: Only one column can be typed at a time.

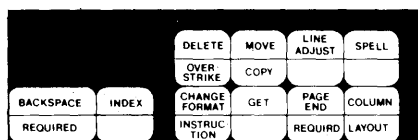
During Column Insert, the following keys cannot be used:

BEGIN and END UND
OVERSTRIKE
REQD TAB

Revising a Column

The system can revise a column as if the column were a page by itself.

1. Move the cursor under the first line of the column to be revised.
2. Press COLUMN.



3. Press ENTER.

The system will display the column as if it is a page by itself.

4. Revise the column.

The system will assume the right margin is the maximum width of the column. Revise the column within the indicated margins.

5. Press ENTER when finished.

Note: Only one column at a time can be revised.

The following keys cannot be used during revision:

BEGIN and END UND
OVERSTRIKE
REQD TAB

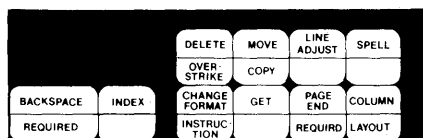
Using Column Layout for an Existing Table

If you typed a table, but did not use the Column Layout function, the system will not recognize it as a table with columns.

It may still be layed out by using the LAYOUT (CODE + COLUMN) key so you can do the following as column functions:

Copy columns
Delete columns
Insert columns
Move columns
Revise columns

1. Move the cursor to the first line of the table.
2. Press LAYOUT.



The Create Column Layout frame will appear.

The cursor will move above the first entry of the table.

3. Type the longest entry of the first column.

If you need blank space to the left of the first column, press the COLUMN key before typing the entry.

Follow the Column Layout instructions for entries with flush left, flush right, decimal point, and center alignment.

4. After typing the longest entry of the first column, press the COLUMN key.
5. Type the longest entry of the second column.
6. Press the COLUMN key.
7. Continue typing and pressing COLUMN until you finish typing the longest entries in each column.
8. Press LAYOUT (CODE + COLUMN) to adjust the column headings within the margins.
9. Press the Cursor Down key (↓).

The system will prompt **Move cursor to last line of table, press ENTER.**

- j. Move the cursor down to the first character of the last line of the table.
- k. Press ENTER.

The system will return to the typing area. A Format Change and a Begin Table code are inserted at the beginning of the table, and an End Table code, a space, and a Format Change are inserted at the end of the table.

The cursor moves up to the Begin Table code (\rightarrow).

Note: The End Table Code, space, and Format Change add a blank line between the table and the text following the table.

Revising the Layout of a Table

1. Move the cursor to the first line of the table.
2. Press LAYOUT (CODE + COLUMN).

		DELETE	MOVE	LINE ADJUST	SPELL
		OVER STRIKE	COPY		
BACKSPACE	INDEX	CHANGE FORMAT	GET	PAGE END	COLUMN
REQUIRED		INSTRUCTION		REQUIRD	LAYOUT

Create Column Layout will appear with the current tab settings.

3. Follow the instructions below for shifting the columns to the right or left.

Shifting a Column to the Right

1. Using the Cursor Movement keys, move the cursor under the first a of the column entry.
2. Press COLUMN.

Each time you press COLUMN, a space will be added in front of the column. The following columns will also be shifted right.

Press ENTER.

Shifting a Column to the Left

1. Using the Cursor Movement keys, move the cursor under the first **a** of the column entry.
2. Press BKSP.

Each time you press BKSP, a space will be deleted in front of the column. The following columns will also shift left.

3. Press ENTER.

Typing Text in a Table

For information about typing text in table using Column Layout, see "TEXT TABLES" in this section.

COMBINED PROGRAM DISKETTE

Note: You must have a 2D Diskette Unit to create a Combined Program Diskette.

A Combined Program Diskette is a 2D Diskette that contains the programs from more than one licensed program diskette. For example, all Textpack 4 Program Diskettes and the Reportpack Feature Diskette can be combined to create a Combined Program Diskette.

A Combined Program Diskette must contain all Textpack 4 Program Diskettes. In addition, at least one of the following feature diskettes can also be stored on a Combined Program Diskette.

- Reportpack
- Mag Card Unit
- Asynchronous Communications
- Binary Synchronous Communications
- At least one language from Languagepack 2
- 3270 Data Stream Compatibility
- Electronic Document Distribution

A Combined Program Diskette will reduce diskette handling. Program diskettes you most frequently use should be stored on the diskette.

Creating A Combined Program Diskette

When you create a Combined Program Diskette, you will put Textpack 4 Vol. 01, Vol. 02, and Vol. 03

Program Diskettes on a Diskette 2D. You will then have an opportunity to put at least one feature diskette or at least one language from Languagepack 2 on the combined program diskette.

To create a combined program diskette, you must have:

- A 2D Diskette Unit
- An initialized Diskette 2D. See "ERASE OR INITIALIZE (NAME) DISKETTE TASK" in this section.

Note: The task of creating a combined program diskette will erase the contents of the Diskette 2D (even if the Diskette 2D is a combined program diskette). You will not need an erased Diskette 2D.

To create a combined program diskette:

1. Turn on the system and load the Vol. 01 Textpack 4 Program Diskette.
2. Choose Textpack Program Diskette Tasks.
3. Choose Create New Combined Program Diskette.

The system will prompt **Type name of 2D diskette to receive programs; press ENTER.**

4. Insert an initialized Diskette 2D.
5. Type the name of the Diskette 2D as it appears on the status line and press ENTER.

The system will prompt **Contents of receiving diskette will be deleted. Press ENTER or press END.**

6. Press ENTER.

The system will rename the diskette **999999**.

The system will prompt **Press ENTER to continue.**

7. Press ENTER.

The system will put Vol. 01 on the Diskette 2D.

8. Insert Vol. 03 Textpack 4 Program Diskette when prompted.

The system will add Vol. 03 to the Diskette 2D.

9. Insert Vol. 02 Textpack 4 Program Diskette when prompted.

The system will add Vol. 02 to the Diskette 2D.

10. After Vol. 02 is added to the Diskette 2D, the COMBINE FEATURE SELECTION menu displays.

If you do not want to add a feature listed in the menu, press ENTER and the COMBINE LANGUAGE SELECTION menu will display.

OR

Choose YOUR CHOICE = **Yes** for the feature you want to add to the Diskette 2D and press ENTER.

Follow the prompt and message to insert the Feature Diskette and press ENTER.

The system will add the feature diskette to the Diskette 2D.

After the feature diskette is added, the COMBINE LANGUAGE SELECTION menu displays.

If you do not want to add a language, press ENTER. The system will assign a program diskette name to the Diskette 2D.

You will receive the message **Combine Task completed. Receiving diskette renamed to (diskette name).**

OR

Change YOUR CHOICE = **Yes** for the language you want to add to the Diskette 2D and press ENTER.

Follow the prompt and message to insert the Languagepack 2 diskette.

When the language is added to the Diskette 2D, you will receive the message **Combine Task completed. Receiving diskette renamed to (diskette name).**

Remove all diskettes from the Diskette Unit. Use a Program Diskette (Duplicate) label to identify the Combined Program Diskette and its contents.

The following should be on the diskette label:

- The Combined Program Diskette name
- The name of the Textpack 4 Vol. 01 Program Diskette that was used to create the Combined Program Diskette
- The Feature combined
- The Language combined

Note: To use the Combined Program Diskette, you will have to IPL the system with the Combined Program Diskette. See "Using A Combined Program Diskette" in this section.

Using A Combined Program Diskette

The Combined Program Diskette does not change the way Textpack 4 or any of the feature or language programs function.

You can store documents on the combined program diskette. To create or revise documents and store them on a combined program diskette, type the name of the combined program diskette when the system prompts **Type diskette name; press ENTER.**

There are two unique menus that are available when using a combined program diskette. The PROGRAM DISKETTE TASKS menu and the FEATURE TASKS menu. The menus are explained below.

- PROGRAM DISKETTE TASKS menu

When Program Diskette Tasks is selected from the TASK SELECTION menu, the TEXTPACK PROGRAM DISKETTE TASKS menu displays.

This menu allows you to choose the Program Diskette Tasks, the "Combined Feature" Program Diskette Tasks for the feature, if any, stored on the combined program diskette, and Other Feature Program Diskette Tasks for features that are not stored on the combined program diskette.

See the "Program Diskette Tasks/Feature Diskette Tasks Menu Sequence" and the "PROGRAM DISKETTE TASKS MENU" in the Menu section.

- FEATURE TASKS menu

When Feature Tasks is selected from the TASK SELECTION menu, the FEATURE TASKS menu displays.

This menu allows you to choose either the feature tasks for the feature, if any, stored on the combined program diskette or feature tasks for the features that are not stored on the combined program diskette.

See the "Program Diskette Tasks/Feature Diskette Tasks Menu Sequence" and the "FEATURE TASKS MENU" in the Menu section.

Update A Combined Program Diskette

The task of updating a combined program diskette is performed only when you want to:

- Update the Combined Program Diskette because you received a new release of Textpack 4.
- Replace the feature or language because you received a new release.
- Add a feature or a language.

You cannot delete a feature or a language and replace it with a different feature or language. To replace features or languages with different features or languages, use the Create A Combined Program Diskette task.

Update A Combined Program Diskette For A New Level Textpack 4

When you receive a new level Textpack 4, you will need to update your combined program diskette.

To update the combined program diskette you must have:

- An initialized Diskette 2D. See "ERASE OR INITIALIZE (NAME) DISKETTE TASK" in this section.

Note: The task of updating a combined program diskette will erase the contents of the receiving Diskette 2D (even if the Diskette 2D is a combined program diskette). You will not need an erased Diskette 2D.

- Your existing Combined Program Diskette.

To update your existing combined program diskette because a modification level was received from IBM:

1. Turn on the system and load the new level Vol. 01 Textpack 4 Program Diskette.
2. Choose Textpack Program Diskette Tasks.
3. Choose Update Combined Program Diskette.

The system will prompt **Type name of 2D diskette to receive programs; press ENTER.**

4. Insert the initialized Diskette 2D.
5. Type the name of the Diskette 2D as it appears on the status line and press ENTER.

Contents of receiving diskette will be deleted. Press ENTER or press END.

6. Press ENTER.

The system will rename the diskette **999999**.

The system will prompt **Press ENTER to continue.**

7. Press ENTER.

The system will put Vol. 01 on the Diskette 2D.

8. Insert the new level Vol. 03 Textpack 4 Program Diskette when prompted.

The system will add Vol. 03 to the Diskette 2D.

9. Insert the new level Vol. 02 Textpack 4 Program Diskette when prompted.

The system will add Vol. 02 to the Diskette 2D.

After Vol. 02 is added to the Diskette 2D, the system will display a message to insert your existing combined program diskette (the one you want to update).

10. Insert your existing combined program diskette and press ENTER.

The system checks the contents of the diskette.

The system transfers the feature and language on your combined program diskette to the Diskette 2D.

The COMBINE FEATURE SELECTION menu displays.

The column YOUR CHOICE will equal **Retain from 2D** for the features that are on your existing combined program diskette.

11. Press ENTER.

The COMBINE LANGUAGE SELECTION menu displays.

The column YOUR CHOICE will equal **Retain from 2D** for the language that is on your existing combined program diskette.

Note: The column YOUR CHOICE will also equal **Retain from 2D** for the language dictionary on the Textpack 4 Program Diskette. For example, if your home language is U.S. English, U.S. English will equal **Retain from 2D**.

12. Press ENTER

The system performs updating procedures to the Diskette 2D.

The ADDITIONAL UPDATES FROM COMBINED PROGRAM DISKETTE menu will display. The column YOUR CHOICE will equal **Yes** for all the ITEMS.

Update Machine Setups means the setups (personalization) on the combined program diskette.

Update Spelling Language Supplements means the supplemental dictionaries on the combined program diskette.

Duplicate Data From Combined Program Diskette means the documents that may be stored on the combined program diskette.

13. Press ENTER.

The system puts the additional update information on the Diskette 2D.

The system assigns a program diskette name to the Diskette 2D, and the task is completed.

14. Remove all diskettes from the Diskette Unit.

15. Use a Program Diskette (Duplicate) label to identify the Combined Program Diskette and its contents.

The following should be on the diskette label:

- The Combined Program Diskette name
- The name of the Textpack 4 Vol. 01 Program Diskette that was used to create the Combined Program Diskette
- The Feature combined
- The Language combined

To use the updated combined program diskette, you must IPL the system using that diskette.

Note: After the Update Combined Program Diskette task completes, you should choose **Erase Program Diskette** from the TEXTPACK PROGRAM DISKETTE TASKS menu to erase the "old" combined program diskette.

Update A Combined Program Diskette
To Add A Feature Or A Language

When you update your combined program diskette to add a feature from a feature diskette or a language from Languagepack 2, your combined program diskette should contain only Vol. 01, Vol. 02, and Vol. 03 Textpack 4 Program Diskettes.

To update the combined program diskette you must have:

- An initialized Diskette 2D. See "ERASE AND INITIALIZE (NAME) DISKETTE" in this section.

Note: The task of updating a combined receiving program diskette will erase the contents of the Diskette 2D (even if the Diskette 2D is a combined program diskette). You will not need an erased Diskette 2D.

- Your existing Combined Program Diskette.

To update your existing combined program diskette:

1. Turn on the system and load your existing combined program diskette.
2. Choose Textpack Program Diskette Tasks.
3. Choose Update Combined Program Diskette.

The system will prompt **Type name of 2D diskette to receive programs; press ENTER.**

4. Insert the initialized Diskette 2D.
5. Type the name of the Diskette 2D as it appears on the status line and press ENTER.

The system will prompt **Contents of receiving diskette will be deleted. Press ENTER or press END.**

6. Press ENTER.

The system will rename the diskette **999999**.

The system will prompt **Press ENTER to continue.**

7. Press ENTER.

The system will put Vol. 01, Vol. 02, and Vol. 03 from your existing combined program diskette onto the Diskette 2D.

The COMBINE FEATURE SELECTION menu will display.

8. If you do not want to add a feature listed in the menu, press ENTER and the COMBINE LANGUAGE SELECTION menu will display.

OR

Choose YOUR CHOICE = **From Diskette Type 1** for the feature you want to add and press ENTER.

Follow the prompt and message to insert the appropriate feature diskette and press ENTER.

The system will add the feature to the Diskette 2D.

The COMBINE LANGUAGE SELECTION menu will display.

9. In the COMBINE LANGUAGE SELECTION menu, the column YOUR CHOICE will equal **Retain from 2D** for the language dictionary that is on Vol. 03 of the Textpack 4 Program Diskette. For example, if your home language is U.S. English, U.S. English will equal **Retain from 2D**.

10. If you do not want to add a language, press ENTER.

The system will continue the update procedure.

The ADDITIONAL UPDATES FROM COMBINED PROGRAM DISKETTE menu will display.

OR

Choose YOUR CHOICE = **From Diskette Type 1** for the language you want to add to the Diskette 2D and press ENTER.

Follow the prompt and message to insert the appropriate Languagepack 2 diskette and press ENTER.

The system will add the language to the Diskette 2D.

The ADDITIONAL UPDATES FROM COMBINED PROGRAM DISKETTE menu will display.

11. In the ADDITIONAL UPDATES FROM COMBINED PROGRAM DISKETTE menu, the column YOUR CHOICE will equal **Yes** for all the ITEMS.

Update Machine Setups means all the setups (personalization) on the combined program diskette.

Update Spelling Language Supplements means the supplemental dictionaries on the combined program diskette.

Duplicate Data From Combined Program Diskette means the documents that may be stored on the combined program diskette.

12. Press ENTER.

The system will prompt you to insert your combined program diskette.

13. Insert your combined program diskette.

The system puts the additional update information on the Diskette 2D.

The system assigns a program diskette name to the Diskette 2D, and the task is completed.

14. Remove all diskettes from the Diskette Unit.

15. Use a Program Diskette (Duplicate) label to identify the Combined Program Diskette and its contents.

The following should be on the diskette label:

- The Combined Program Diskette name
- The name of the Textpack 4 Vol. 01 Program Diskette that was used to create the Combined Program Diskette
- The Feature combined
- The Language combined

Note: After the Update Combined Program Diskette task completes, you can choose **Erase Program Diskette** from the TEXTPACK PROGRAM DISKETTE TASKS menu to erase the "old" combined program diskette.

CONDENSE DISKETTE TASK

This Work Diskette Task makes more diskette space available for creating and/or revising documents while duplicating the entire contents of one work diskette to another work diskette.

When using this task with a Combined Program Diskette, only the documents will be condensed.

The Condense Diskette task is more tolerant of diskette errors than the Duplicate Diskette task and can often be used when the Duplicate Diskette task cannot. The Duplicate Diskette task takes less time.

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Note: Condensing between a Diskette 1 and 2D diskette is only available with Textpack 3 or above.

1. Choose Condense Diskette in the WORK DISKETTE TASKS menu.
2. When prompted, type the From Diskette Name. This identifies the name of the diskette to be condensed and duplicated.
3. When prompted, type the To Diskette Name. This identifies the name of the diskette which will receive the condensed contents of the other diskette.
4. To condense and duplicate, press ENTER (If you want to stop the process, press END **before** pressing ENTER.) The system displays a message to tell you the diskette is condensed.

CONDITIONAL TEXT

See MERGE FILE/TEXT TASK - Adding Conditional Text

CONSTANT KEY

Use this key to add, subtract, multiply, or divide by a number that is not in the document. This key can also initiate the Math function. For more information, see "MATH - Constant Math" in this section.

CONTINUE PRINTING WITH ELEMENT NOW ON PRINTER TASK

You can use this Textpack Request Task when the system displays a message telling you to put a previously chosen element on the printer. The printer will start printing with the current element, printing underlines for each character not on the element.

The requested element may be one that you do not want to use now or one that you do not have.

Note: If you are in the REPORTPACK REQUEST TASKS menu, choose Textpack Request Tasks.

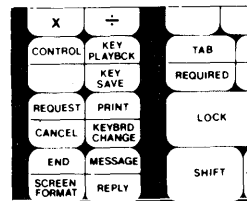
1. Press REQST.



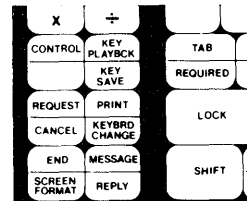
2. Choose Continue Printing with Element Now on Printer in the TEXTPACK REQUEST TASKS menu.
3. Press ENTER when you finish using the TEXTPACK REQUEST TASKS menu.

CONTROL KEY

The CONTROL Key, when held down while pressing certain other keys, provides alternate functions.



CONTROL + Z inserts a Substitute Code into text. Substitute Codes may be inserted by the system during a Recovery operation to identify possible missing characters or codes. You would use CONTROL + Z with the Find and Delete function to find these codes and delete them from the document.



CONTROL + RET inserts a Zero Index Carrier Return (ZICR) into text.

A ZICR (\leftarrow) is a code that returns the cursor to the left margin and moves it to the next line on the display. However, when a ZICR prints, the printer returns to the left margin but does not move to the next line on the paper. This allows the text following the ZICR to print on the same line as the text with the ZICR.

ZICRs are inserted by the system after certain File Report instructions. This allows the instruction and the text to appear on the display as separate lines, but does not add an extra line to the report when it is printed.

Note: ZICRs inserted by the system should not be deleted.

CONVERT DOCUMENT TO FILE

Use this TASK to convert a source document, that can logically be divided into records and fields, into a file format.

Types of Documents That Can Be Converted

IBM Office System 6 files

An IBM OS/6 file can be converted to a Displaywriter file by first reading the IBM OS/6 file into the Displaywriter in document format.

The IBM OS/6 file can be read into the Displaywriter from two sources:

- Mag card output from the IBM OS/6 file.
- Sending the file to the Displaywriter using the Communications feature.

Statistical Tables

Each line of a statistical table can be converted to a single file record, with each column representing a field in the record.

Variable Fill-In Documents

Some Named-Variable lists and Switch Code lists can be converted to file. In a Named-Variable list, the same variables must be present in every list, in the same order.

Source Document

- The Source Document is a text document. It must contain a character that can be recognized by the Displaywriter as the record separator, and a character that can be recognized as the field separator. The two characters cannot be the same.

- If the source document contains text that is not part of a record (Comment text), the beginning of that text must be identified by a particular character. That character cannot be used as a record separator or a field separator.

File

- The receiving file must have an existing File Description. The file may be empty or it may contain records. If no File Description exists, one must be created.
- Field Types and Maximum Field Lengths must support the type and length of the data fields being converted.
- If the data from any record being converted does not match the File Description, the entire record is put in an Error Document on the diskette.

Error Document

- If the source document contains data that cannot be converted (other than Comment text), the entire record is put in an Error Document along with a brief error message.
- The error message contains the sequential error number, the number of the field that contains the error, and a brief description of the error.

To Begin The Conversion

1. Choose Feature Tasks in the TASK SELECTION menu.
2. Choose Convert Document to File in the FILE TASK SELECTION menu.
3. Type the source document name, and the diskette name, when prompted.
4. Choose File Name in the CONVERT DOCUMENT TO FILE menu. Name the file to receive the converted document.

5. Choose Diskette Name if necessary. Name the diskette on which the file that will contain the converted data exists.
6. Choose Error Document Name. Name a document to hold any error records from the source document.
7. If you want the conversion to stop when an error record is found, choose Cancel On Error **yes**.
8. Select Choose Conversion Rules. The CONVERSION RULES menu will display.
9. Choose Field Separator if necessary. Pick the character in the document to be recognized as the Field Separator character.
 - Choose by pressing the appropriate character key.
 - The default value is Tab.
10. Choose Alternate Field Separator if necessary. Pick an alternate character to be recognized as the Field Separator.
 - Choose by pressing the appropriate character key.
 - The default value is Index Return. If only one character in the document is used as a field separator, make the value the same as the Field Separator.
11. Choose Record Separator if necessary. Pick the character in the document to be recognized as the Record Separator character.
 - Choose by pressing the appropriate character key.
 - The default value is Required Carrier Return.
12. Choose Alternate Record Separator if necessary. Pick an alternate character to be recognized as the Record Separator character.
 - Choose by pressing the appropriate character key.

- The default value is Required Carrier Return, the same as the Record Separator.
13. Choose Comment Begin if necessary. Pick the character in the document to be recognized as the start of unwanted or comment text. The text will be ignored by the conversion task, and not copied to the file.
- Choose by pressing the appropriate character key.
 - The default value is Required Space.
 - Comment Begin characters will be recognized only if they occur at the beginning of the document body text, or immediately following another comment line or Record Separator character.

14. Choose Use of First Field if necessary.

Choose this ITEM if you want the first field of each record in the source document to be included as a normal field in the file.

- The default value 'Ignore' excludes the conversion of the first field (normally a Record ID).

15. After making all your selections, press ENTER twice to begin the conversion process.

While conversion is in progress, the CONVERT DOCUMENT TO FILE STATUS FRAME displays, showing the number of records being converted, and the number of records being written to the Error Document.

16. When conversion is complete, the message **Conversion complete** appears on the display.

- The STATUS FRAME shows the number of records converted, and the number, if any, that were sent to the error document.
- If the error document contains no error records, no action is required.
- If the error document contains error records, use the Revise Documents task to examine and revise each record in the error document. Or use the Revise File

Description task to correct the Field Descriptions.

- After making all corrections, convert the error document to the file.

CONVERT FINAL-FORM DOCUMENT

A Final-form document is a document that is communicated to a Displaywriter work diskette by use of the Electronic Document Distribution Feature.

This Work Diskette Task allows you to convert final-form documents to make revisions. Convert Final-form Document duplicates the document and changes the TYPE from Final-form to Document.

1. Choose Work Diskette Tasks in the TASK SELECTION menu.
2. Choose Convert Final-form Document in the WORK DISKETTE TASKS menu.
3. Choose Final-form Document Name in the CONVERT FINAL-FORM DOCUMENT menu.

Type the name of the final-form document you want to convert.

4. Choose Diskette Name.

Type the name of the diskette that contains the final-form document.

5. Choose New Document Name

Type the name of the new document

If the new document is to be on the same diskette as the original, you must give it a different name. If you are duplicating to another diskette, both documents can have the same name.

6. Choose Diskette Name

Type the name of the diskette to receive the new document.

7. Press ENTER to convert the document.

A message displays that tells you the document is converted.

The final-form document is now duplicated and converted to a TYPE Document that can be revised or printed.

The original final-form document remains unchanged.

COPY KEY

Use this function to make a copy of text or a column to go in another place in the same document. The text or the column will not be deleted from its original location.

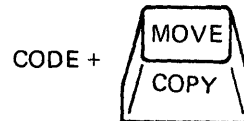
Copying Text

To copy text to another location:

1. Move the cursor under the first character of the text to be copied.

Use any of the cursor movement keys, including FIND and GO TO.

2. Press COPY.



3. When the system prompts **Copy what?**, move the cursor under the last character to be copied (including any punctuation, spaces, or carrier returns that are part of the text).

The system highlights the text to be copied.

4. Press ENTER.
5. When the system prompts **To where?**, move the cursor to the location where you want to copy the text.

6. Press ENTER to copy the highlighted text to the additional location.

When the text is copied, the system places the cursor under the first character of the copied text (in the new location).

Note: The lines where copied text is inserted are not automatically adjusted by the system. Use LINE ADJ, pagination, or insert carrier returns where they are needed.

Copying a Column

You can only copy a column within a table or to another table.

1. Move the cursor under any of the characters in the first column entry of the column to be copied.
2. Press COPY.
3. When the system prompts **Copy what?**, press COLUMN.

		DELETE	MOVE	LINE ADJUST	SPELL
		OVER-STRIKE	COPY		
BACKSPACE	INDEX	CHANGE FORMAT	GET	PAGE END	COLUMN
REQUIRED		INSTRUCTION		REQUIRE	LAYOUT

4. When the system prompts **To where?**, move the cursor to the location where you want to copy the column.

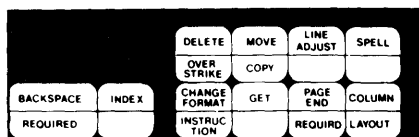
Note: The cursor must be on the same line as the Begin Table Code.

- To place the column at the beginning of a table, move the cursor to the left margin.
- To place the column at the end of a table, move the cursor to the **right** of the right margin (the cursor will be in the non typing area).
- To place the column in front of another column, move the cursor under a character in the column you want to be **after** the column you are copying.

5. Press ENTER.

A copy of the column is placed at the new location.

6. Press LAYOUT (CODE + COLUMN)



The Column Insert Layout menu will display.

7. Press LAYOUT (CODE + COLUMN)

The column headings (aaaaaaa) will be adjusted within the margins.

8. Press ENTER to return to the typing area.

The columns are adjusted within the margins.

COUNT RECORDS

See UPDATE FILE TASKS

CREATE DOCUMENT OF SUPPLEMENTAL WORDS

This Spelling Task allows you to create a document that contains the words in the currently loaded supplemental dictionary.

When a document is created using this task, the words are stored in alphabetical order. You can then revise the document to add, change, or delete words. You can also put syllable hyphens in the words at the appropriate hyphenation points.

The words in the currently loaded supplement can be words that were added when a document was checked in the prompted mode, or words that were added using the Load Supplement task.

Note: You must create a document of supplemental words **before** you leave the SPELLING TASKS menu. When you leave the SPELLING TASKS menu, the system clears:

- words added using the Load Supplement task.
- words identified as correctly spelled during the prompted Check Document task.

To create a document of supplemental words:

7. Type the document.

If you wish to create an envelope for the document, follow the steps below.

a. Press the PAGE END key.

b. Press the CHG FMT key.

Change the margins.

Change the First Typing Line, First Page.

Indicate the envelope size.

Change Adjust Line Endings to **No**.

c. Type the name and address for the envelope.

8. When you have finished typing, press END.

9. Paginate the document, if necessary.

10. Print the document, if necessary.

CREATE FIELD DESCRIPTION

See CREATE FILE DESCRIPTION/REVISE FILE DESCRIPTION

CREATE FILE DESCRIPTION / REVISE FILE DESCRIPTION

Both of these tasks (Create File Description, and Revise File Description) are used to:

- Create individual field descriptions.

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1. Choose Create Document Of Supplemental Words in the SPELLING TASKS menu.
2. Type the document name.
3. Type the diskette name, if necessary.

The system prompts **Press ENTER to continue or press CANCL.**

4. Press ENTER.

The document of supplemental words is created, and the message **Supplement words written to (document name)** is queued.

The SPELLING TASKS menu displays.

CREATE DOCUMENT TASK

This Typing Task allows you to create (type) a new document.

1. Choose Create Document in the TYPING TASKS menu.
2. When prompted, type the name of the document (1-44 characters). You may wish to limit the name to 1-10 characters for easier, faster typing.
3. If prompted, type the diskette name.

Steps 4 and 5 are optional.

4. Choose Document Comment in the CREATE OR REVISE DOCUMENT menu.
5. Type the comment (up to 44 characters).

For more information, see "DOCUMENT COMMENT" in this section.

6. To change the Document Format or Alternate Format, see "CHANGE DOCUMENT FORMAT" or "CHANGE ALTERNATE FORMAT" in this section.

To use the Document Format, simply press ENTER and begin typing the document.

To use the Alternate Format, press ENTER and go to the typing area; then press CHG FMT. Choose Begin Using Alternate Format in the FORMAT SELECTION menu. Press ENTER to return to the typing area, and begin typing the document.

- Revise or display individual field descriptions.
- Delete individual field descriptions.

The Create File Description task is used to create, revise, or delete Field Descriptions for a **new** file, **before** the File Description has been stored on the diskette.

The Revise File Description task is used to add, revise, or delete Field Descriptions from an existing File Description.

Creating a File Description (new file)

1. Choose Create File Description in the FILE TASK SELECTION menu.
2. When prompted, type the name of the file (1-44 characters).
3. If prompted, type the diskette name.
Steps 4 and 5 are optional.
4. Choose File Comment in the CREATE FILE DESCRIPTION menu.
5. Type the comment (1-44 characters).

To Create the Field Descriptions

1. Choose Create Field Description in the CREATE FILE DESCRIPTION menu.
2. Choose Field Name in the FIELD DESCRIPTION menu.
3. Type the field name (1-16 characters).
4. Choose Field Type.
5. Specify the field type.

For more information about field types, see FIELD TYPE in this section.

6. Choose Maximum Length.
7. Specify the maximum length for the field.

If you do not specify maximum length, the maximum field lengths will default to the value shown on the Maximum Length line.

Note: Once records have been entered in the file, field lengths cannot be decreased.

8. Press ENTER. The system will respond with the message **Field added to File Description**.
9. Repeat steps 2 through 8 for each field.
10. After all fields have been defined and entered, press ENTER again to return to the CREATE FILE DESCRIPTION menu.

To Revise or Display the New Field Descriptions

1. Choose Revise or Display Field Descriptions in the CREATE FILE DESCRIPTION menu.
2. In the REVISE FIELD DESCRIPTION menu, choose the ID for the Field Description you wish to revise or display.
3. Revise the Field Description in the FIELD DESCRIPTION menu, and press ENTER.
4. Repeat steps 2 and 3 for each field you wish to revise or display.
5. When finished revising Field Descriptions, press ENTER to return to the CREATE FILE DESCRIPTION menu.

To Delete a New Field Description

1. Choose Delete Field Descriptions in the CREATE FILE DESCRIPTION menu.
2. In the DELETE FIELD DESCRIPTION menu, choose the ID of the field description you wish to delete, and change YOUR CHOICE to Delete.
3. Repeat step 2 for each Field Description you wish to delete.
4. When finished deleting Field Descriptions, press ENTER to return to the CREATE FILE DESCRIPTION menu.

Revising a File Description (existing file)

1. Choose Revise File Description in the FILE TASK SELECTION menu.
2. When prompted, type the name of the file (1-44 characters).
3. If prompted, type the diskette name.
4. (Steps 4 and 5 are optional) Choose File Comment in the REVISE FILE DESCRIPTION menu.
5. Type a comment or revise the existing comment (1-44 characters).

To Add a Field Description to an Existing File Description

1. Choose Create Field Descriptions in the REVISE FILE DESCRIPTION menu.
2. Choose Field Name in the FIELD DESCRIPTION menu.
3. Type the field name (1-16 characters).
4. Choose Field Type.
5. Specify the field type.

For more information about field types, see FIELD TYPE in this section.

6. Choose Maximum Length.
7. Specify the maximum length for the field.

If you do not specify maximum length, the maximum field lengths will default to the value shown on the Maximum Length line.

Note: Once records have been entered in the file, field lengths cannot be decreased.

8. Press ENTER. The system will respond with the message **Field added to File Description**. The new Field Description is added as the last field in the File Description.
9. Repeat steps 2 through 8 for each field you wish to add.

10. After all fields have been defined and entered, press ENTER again to return to the REVISE FILE DESCRIPTION menu.

To Revise or Display an Existing Field Description

1. Choose Revise or Display Field Descriptions in the REVISE FILE DESCRIPTION menu.
2. In the REVISE FIELD DESCRIPTION menu, choose the ID for the Field Description you wish to revise or display.
3. Revise the Field Description in the FIELD DESCRIPTION menu, and press ENTER.

Note: If the file already contains records, you **cannot:**

- Decrease the Maximum Length of a field.
 - Change a Field Type to one with a lower number. For example, you cannot change a Character Field to a Math Field.
4. Repeat steps 2 and 3 for each field you wish to revise or display.
 5. When finished revising Field Descriptions, press ENTER to return to the REVISE FILE DESCRIPTION menu.

To Delete an Existing Field Description

Note: If the file already contains records, you **cannot** delete any Field Descriptions using this task. To delete Field Descriptions in a file that contains records, you must duplicate the file using the Duplicate Selected Records task, and omit the fields you don't want.

If you no longer want the file, delete it using the Delete Documents task.

1. Choose Delete Field Descriptions in the REVISE FILE DESCRIPTION menu.
2. In the DELETE FIELD DESCRIPTION menu, choose the ID of the field description you wish to delete, and change YOUR CHOICE to Delete.

3. Repeat step 2 for each Field Description you wish to delete.
4. When finished deleting Field Descriptions, press ENTER to return to the REVISE FILE DESCRIPTION menu.

CREATE NEW COMBINED PROGRAM DISKETTE

See COMBINED PROGRAM DISKETTE

DELETE A FILE

See DELETE DOCUMENT TASK

DELETE DOCUMENT TASK

Use this Work Diskette Task to erase any document from a work diskette or a document that is stored on a Combined Program Diskette.

1. Choose Work Diskette Tasks in the TASK SELECTION menu.
2. Choose Delete Document in the WORK DISKETTE TASKS menu.
3. Choose Document Name in the DELETE DOCUMENT menu.
4. When prompted, type the name of the document to be deleted, and if necessary, the diskette name.

When deletion is completed, the document is erased from the diskette.

A message displays that tells you the document is deleted.

The name and comment are deleted from the Diskette Contents.

DELETE FIELD DESCRIPTION

See CREATE FILE DESCRIPTION/REVISE FILE DESCRIPTION

DELETE RECORDS

See UPDATE FILE TASKS

DEL KEY

Use the DEL (delete) key to erase a column, character, a word, or a section of text from a document.



To Delete A Column

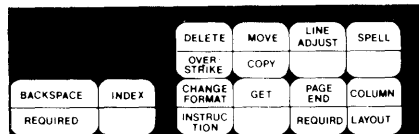
1. Move the cursor under the first column entry of the column to be deleted.
2. Press DEL.
3. When the system prompts **Delete what?**, press COLUMN.

The column is highlighted.

4. Press ENTER.

The column is deleted.

5. Press LAYOUT (CODE + COLUMN)



The Column Insert Layout menu will display.

6. Press LAYOUT (CODE + COLUMN)

The column headings (aaaaaaa) will be adjusted within the margins.

7. Press ENTER to return to the typing area.

The columns are adjusted within the margins.

To Delete One Character

1. Move the cursor under the character to be deleted.

Use any of the cursor movement keys, including FIND and GO TO.

2. Press the DEL key.



3. When the system prompts **Delete what?**, press ENTER.

The system deletes the character from the document.

To Delete A Word

1. Press FIND.



2. When prompted, type the word you want to delete and press ENTER.

- If the word found is not the one you want to delete, press FIND and ENTER until you reach it.

3. Press DEL.



4. When prompted, type a space (to delete the space following the word and the word); press ENTER to delete the word (and the following space).

The system deletes the word from the document.

5. To continue deleting the same word throughout the document, repeat these steps:
 - a. Press FIND.
 - b. When prompted, press ENTER to find the next appearance of the word.
 - c. Press DEL.
 - d. When prompted, type a space; press ENTER to delete the word (and the following space).

To Delete Several Words on a Line

1. Move the cursor under the first character to be deleted.

Use any of the cursor movement keys, including FIND and GO TO.

2. Press DEL.



3. When prompted, type one space for each word that you want to delete.

4. Press ENTER to delete the highlighted text.

The system deletes the words from the document.

To Delete Lines Of Text

1. Move the cursor under the first character to be deleted.

Use any of the cursor movement keys, including FIND and GO TO.

2. Press DEL.



3. When prompted, use one of the following ways to delete a line:

For lines within a paragraph, hold down the CODE key and type a carrier return for each line (normal length) you want to delete.

For short lines and the last line of a paragraph, type a carrier return.

4. Press ENTER to delete the highlighted text.

The system deletes the lines from the document.

To Delete Text Through The End of a Page

1. Move the cursor under the first character to be deleted.

Use and of the cursor movement keys, including FIND and GO TO.

2. Press DEL.



3. When prompted, use one of the following ways to delete through the end of the page:

Press PAGE END, or

PRESS ↵ (Boundary Down).

4. Press ENTER to delete the highlighted text.

The system deletes the text through the end of the page.

To Delete A Section Of Text

1. Move the cursor under the first character of the text to be deleted.

Use any of the cursor movement keys, including FIND and GO TO.

- To move the cursor by using FIND:

- a. Press FIND.
 - b. When prompted, type the first word to be deleted; press ENTER.
- To move the cursor by using GO TO (to get to another page):
 - a. Press GO TO.
 - b. When prompted, type the number of the page containing the text you want to delete; press ENTER.
 - c. Press FIND.
 - d. When prompted, type the first word to be deleted; press ENTER.

2. Press DEL.



3. When the system prompts **Delete what?**, move the cursor under the last character to be deleted. (Include any punctuation, spaces, or carrier returns that are part of the text to be deleted.)

For a fast way to move the cursor, type the character you want to move the cursor under.

The cursor automatically moves to the first location of that character.

Repeat this step, if necessary, to get to the end of the text to be deleted.

Use any of the cursor movement keys, including FIND and GO TO.

- To move the cursor by using FIND:
 - a. Press FIND.
 - b. When prompted, type the first word following the text you want to delete; press ENTER.
- To move the cursor by using GO TO (to get to another page):

- a. Press GO TO.
- b. When prompted, type the number of the page containing the last character of the text you want to delete; press ENTER.
- c. Press FIND.
- d. When prompted, type the first word following the text you want to delete; press ENTER.

The system highlights the text to be deleted.

4. Press ENTER to delete the highlighted text.

The system deletes the section of text from the document.

Deleting File Fields from the RECORD SELECTION frame.

File Fields can be temporarily deleted from the RECORD SELECTION frame using the DEL key in the following tasks:

- Update File Tasks
 - Revise or Display Records
 - Count Records
 - Delete Records
- Output File
- Duplicate Selected Records

Note: Deleting a File Field from the RECORD SELECTION FRAME does **not** delete the field from the file. Once you return to the FILE TASK SELECTION menu, fields deleted with the DEL key will again display when the RECORD SELECTION FRAME displays.

To Delete a File Field from the RECORD SELECTION FRAME:

1. Position the cursor in the Record Heading of the field to be deleted.
2. Press DEL. The field will be deleted from the display.

Note: To return an accidentally deleted field to the display, move the cursor to the field contents area of any field and press CANCL until all fields display again. Re-type any

entries you had made in the RECORD SELECTION frame.

DICTIONARY HYPHENATION

Use this ITEM to tell the system whether or not to hyphenate words in the document. The words are hyphenated, if necessary, according to the hyphenation points in the system dictionary and loaded supplements.

Note: The words in the supplements must be typed with syllable hyphens at the hyphenation points. For example, sup-ple-ments.

Dictionary Hyphenation appears in the HYPHENATE AND PAGINATE DOCUMENT menu and the CHANGE CHECK DOCUMENT DEFAULTS menu.

Choose **Prompted**, and the system will adjust the line endings in the document in the prompted mode.

- The line endings will be adjusted until a word that may need to be hyphenated is found.
- The cursor will be placed under either the first character in the word or a possible hyphenation point.
 - To place the word on the next line, leave the cursor at the beginning of the word and press ENTER.
 - To keep the word on the same line, move the cursor to the right of the last character of the word. The last character may be punctuation. Press ENTER.
 - To hyphenate, move the cursor to the character at the right of where you want the hyphen and press ENTER. The system automatically inserts a hyphen and carrier return.

Choose **Automatic**, and the system will hyphenate words, if necessary, as the lines are adjusted.

- Words that may require hyphenation will be hyphenated according to the hyphenation points in the system dictionary (including supplements).

- Words that may require hyphenation and are not in the system dictionary will be moved to the next line of the document.

Choose **None**, and the system will adjust the line endings in the document, but no dictionary hyphenation will occur.

Note: If syllable hyphens are in a document, the system will hyphenate the word at that point if the syllable hyphen falls inside the zone width. In this case, the word will be hyphenated regardless of the choice in this menu.

DISPLAY FINAL-FORM DOCUMENT

A Final-form document is a document that is communicated to a Displaywriter work diskette by use of the Electronic Document Distribution Feature.

This Work Diskette Task allows you to look at a Final-form TYPE document. You cannot make revisions to the document or print the document using this task.

1. Choose Work Diskette Tasks in the TASK SELECTION menu.
2. Choose Display Final-form Document in the WORK DISKETTE TASKS menu.
3. Follow the prompt to type final-form document and diskette name.
4. The system displays the final-form document.

Display Document appears on the top status line at the left. Pitch on the second status line does not appear. The remaining information contained on the status lines is the same as what appears when you create or revise a document.

The GO TO and Cursor Movement Keys can be used to move through text. The FIND function does not work in this task.

You can choose to display all codes from the SCREEN FORMAT menu.

When finished looking at the final-form document, press END.

DISPLAY INDEX OF DISKETTE CONTENTS TASK

You can display information about the status and documents on a work diskette by choosing Display Index of Diskette Contents in the TYPING TASKS menu or REQUEST TASKS menus.

To display the contents using the REQST Key:

1. Insert the diskette whose contents you want to display.
2. You can request the system to display the Index of Diskette Contents during the Typing Tasks, Work Diskette Tasks, or when the TASK SELECTION menu is displaying.

Choose either one.

3. Press REQST.



4. Choose Display Index of Diskette Contents in the REPORTPACK REQUEST TASKS menu or the TEXTPACK REQUEST TASKS menu.

The display shows the following information:

- Diskette Name
 - Percent Available
 - Percent Unusable
 - Number of document names currently displaying out of the total number on the diskette
 - Name, type, and comment of each document
5. Follow the prompts and messages for this task as they appear.
 6. If necessary, press the Cursor Up key or the Cursor Down key to display more of the index.

DISPLAY PRINT QUEUE OR CANCEL PRINT JOB TASK

This Textpack Request Task allows you to review the jobs queued to print, cancel a job that is printing, or remove a job from the print queue.

1. Press REQST.



2. Choose Display Print Queue or Cancel Print Job in the TEXTPACK REQUEST TASKS menu.

The system displays each job in the print queue by document name and diskette name. The symbol # identifies the job currently printing (if any).

3. To cancel a print job, before or during printing, type its ID letter in the DISPLAY PRINT QUEUE OR CANCEL PRINT JOB menu and press ENTER.

If the job is currently printing, the system stops printing the document and ejects the paper.

If the job is not printing, the system removes it from the print queue.

The system updates the print queue on the display.

4. Follow Step 3 to cancel another print job, or press ENTER if you are finished.

Note: Key-To-Print will be item #a if you are in Key-To Print. However, you cannot cancel Key-To-Print. To end Key-To-Print, press ENTER. Then press END to end Key-To-Print.

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Note: Before cancelling printing of an Output File or Merge File/Text task, end the task by pressing the END key.

DIVIDE KEY (\div)

See MATH - Multiplying and Dividing Numbers.

DOCUMENT AND ALTERNATE FORMAT DEFAULTS

The Document and Alternate Format Defaults on a Vol. 01 Program Diskette allow you to store, use, and change two document setups in your system.

A change in the format defaults on the Vol. 01 Program Diskette affects all new documents you create after changing the Document or Alternate Format Defaults.

To change the Document or Alternate Format Defaults for documents that you type, make a selection from the TEXTPACK PROGRAM DISKETTE TASKS menu.

For information about formats and how they can be changed for a single document or parts of a document, see "FORMATS" in this section.

DOCUMENT COMMENT

Use the Document Comment ITEM in the CREATE OR REVISE DOCUMENT menu to provide additional descriptive information about a document.

1. Choose Typing Tasks in the TASK SELECTION menu.
2. Choose Create or Revise Document in the TYPING TASKS menu.
3. When prompted, type the document name and, if necessary, the diskette name.
4. Choose Document Comment in the CREATE OR REVISE DOCUMENT menu.
5. Type the Document Comment (up to 44 characters).

All 44 characters of the Document Comment will display in the CREATE OR REVISE DOCUMENT menu and will show when you print the index of diskette contents.

To Change The Document Comment

1. Choose Typing Tasks in the TASK SELECTION menu.
2. Choose Revise Document in the TYPING TASKS menu.
3. When prompted, type the document name and, if necessary, the diskette name.
4. Choose Document Comment in the CREATE OR REVISE DOCUMENT menu.
5. Revise the comment (up to 44 characters).

DOCUMENT NAME

Name a document to identify it on a work diskette.

1. Choose Typing Tasks in the TASK SELECTION menu.
2. Choose Create Document in the TYPING TASKS menu.
3. When prompted, type the name (1-44 characters) to identify the document.

You may wish to limit the name to 1-10 characters for easier, faster typing.

Up to 20 characters of the document name display on the status line when you are using the document. When you print the index of diskette contents, up to 44 characters of the document name print.

Note: To change the name of a document after you ENTER it, see "CHANGE DOCUMENT NAME TASK" in this section.

DUPLICATE DATA FROM COMBINED PROGRAM DISKETTE

Choose this ITEM to duplicate any documents that may be stored on the combined program diskette.

Duplicate Data From Combined Program Diskette displays in the ADDITIONAL UPDATES FROM COMBINED PROGRAM DISKETTE menu.

DUPLICATE DISKETTE TASK

Use this Work Diskette Task to duplicate the contents of a work diskette onto another diskette. You cannot duplicate the documents on a Combined Program Diskette using this task. See "CONDENSE DISKETTE TASKS" in this section.

Note: If the system will not allow you to use this task, you may be able to use the Condense Diskette task. Although it is more tolerant of diskette errors, it takes more time to condense than it does to duplicate.

To duplicate a program diskette, use the Duplicate Program Diskette task.

This task cannot be used between diskette 1 and 2D diskettes. Choose the Condense Diskette task. See "Condense Diskette Task" in this section.

1. Choose Work Diskette Tasks in the TASK SELECTION menu.
2. Choose Duplicate Diskette in the WORK DISKETTE TASKS menu.
3. Enter the name of the diskette to be duplicated.

Note: If the From Diskette name is different from the diskette name you want, choose the ID and type the diskette name you want.

4. Enter the To Diskette Name.

Any contents currently on the diskette will be deleted.

5. To duplicate, press ENTER. (If you want to stop the process, press END before pressing ENTER).

The system displays a message to tell you that the diskette is duplicated.

DUPLICATE DOCUMENT TASK

Use this Work Diskette Task to create a duplicate of any document on the same diskette or on a different diskette.

1. Choose Work Diskette Tasks in the TASK SELECTION menu.
2. Choose Duplicate Document in the WORK DISKETTE TASKS menu.
3. Choose Document Name in the DUPLICATE DOCUMENT menu.
4. Type the name of the document you want to duplicate.
5. Choose Diskette Name.
6. Type the name of the diskette that contains the document you want to duplicate.
7. Choose New Document Name.
8. Type the name of the new document.

If the new document is to be on the same diskette as the original, you must give it a different name. If you are duplicating to another diskette, both documents can have the same name.

9. Choose Diskette Name.
10. Type the name of the diskette to receive the new document.
11. Press ENTER to duplicate.

The system displays a message to tell you that the document is duplicated.

Combining Documents

To add a document to the end of an existing document:

1. Choose Work Diskette Tasks in the TASK SELECTION menu.
2. Choose Duplicate Document in the WORK DISKETTE TASKS menu.
3. Choose Document Name in the DUPLICATE DOCUMENT menu.

4. Type the name of the document to be duplicated.
5. Choose New Document Name.
6. Type the same name as the existing document.

If the new document name is the same as that of an existing document, the duplicated document is added to the end of the existing document. When this happens, the Document and Alternate Formats are not copied from the duplicated document.

7. Choose Diskette Name.
8. Type the name of the diskette to receive the duplicated document.
9. Press ENTER to duplicate and combine. (If you want to stop the process, press END **before** pressing ENTER.)

DUPLICATE MACHINE SETUP TASK

Use this Program Diskette Task to duplicate your personalized system setup to a new, updated program diskette for the same licensed program.

1. Initial Program Load (IPL) the system using the new Vol. 01 Program Diskette.
2. Choose Program Diskette Tasks in the TASK SELECTION menu.
3. Choose Duplicate Machine Setup in the TEXTPACK PROGRAM DISKETTE TASKS menu or the REPORTPACK PROGRAM DISKETTE TASKS menu.
4. Enter the name of the program diskette containing the setup.
5. (Dual Diskette Unit) Remove all diskettes; press ENTER.
6. Insert the program diskette with the setup; press ENTER.
7. Remove the program diskette with the setup; press ENTER.
8. Insert the program diskette to **receive** the setup; press ENTER.

The system copies your personalized machine setup to the new program diskette.

The system displays a message to tell you the setup is duplicated.

9. Return the replaced program diskette to the IBM Program Information Department in the mailer that the new, updated diskette was sent in. The replaced program diskette you return is marked "IBM Property—For Distribution Only." Do not return duplicates of the replaced diskette. Erase and reuse them. Refer to the Program Directory sent with the new program diskette for specific mailing instructions.

DUPLICATE PROGRAM DISKETTE TASK

Use this Program Diskette Task to duplicate the contents of a program diskette to another diskette. If you use this task to duplicate a Combined Program Diskette, any documents stored on the Combined Program Diskette will also be duplicated.

Note: Only duplicate program diskettes onto a Diskette 1. To duplicate program diskettes onto a 2D diskette, see "COMBINED PROGRAM DISKETTE" in this section.

1. Insert the program diskette you want to duplicate.
2. Choose Program Diskette Tasks in the TASK SELECTION menu.
3. Choose Duplicate Program Diskette in the TEXTPACK PROGRAM DISKETTE TASKS menu or the REPORTPACK PROGRAM DISKETTE TASKS menu.
4. Choose From Diskette Name in the DUPLICATE PROGRAM DISKETTE menu.
5. Enter the name of the diskette you want to duplicate.
6. Choose To Diskette Name in the DUPLICATE PROGRAM DISKETTE menu.
7. Type the current name of the diskette that will receive the duplicated contents of the program diskette.

8. To duplicate, press ENTER. (If you do not want to duplicate, press END before duplicating begins.)

The system automatically changes the name of the diskette receiving the duplicate (To Diskette) to the same name as the original program diskette (From Program Diskette).

The system displays a message to tell you the diskette is duplicated.

DUPLICATE SELECTED RECORDS

Use this task to duplicate all or part of the data from one file to another file, on the same or on a different diskette. The receiving file can be a new file or an existing file.

With this task you can specify:

- Which records are to be duplicated.
- The Sort Order in which the records are to be duplicated.
- Which fields are to be duplicated.
- The order in which the fields are to appear in the destination file (new file only).

When duplicating to an existing file, the duplicated records are added to the end of the existing file. Record IDs are renumbered sequentially, beginning with the next ID number following the last number in the existing file.

1. Choose Duplicate Selected Records in the FILE TASK SELECTION menu.
2. Type the file name and the diskette name if prompted.
3. Choose New File Name in the DUPLICATE SELECTED RECORDS menu. Name the receiving file.
4. Choose Diskette Name. Type the name of the diskette that will hold the receiving file.
5. Choose Error File Name if you are duplicating to an existing file. Name the error file. The error file will be on the same diskette as the receiving file.

Records containing data that exceed the maximum length of any receiving file field are sent to the error file.

6. Choose Sort Order only if you want the records duplicated in a specific order other than by Record ID. Specify the order in the SORT ORDER menu.
7. Choose Select Records or Fields to select the records and fields to be duplicated. The RECORD SELECTION frame will appear.

If this ITEM is not chosen, the entire file will be duplicated.

To select records:

- Type the selection information below the field headings.

To select fields to be duplicated:

- Move the cursor to the heading of any unwanted field.
- Delete the Field Heading using the DEL key.

To change the order of fields in the destination file (new file only):

- Move the cursor to the heading of the field to be moved.
 - Press the MOVE key. The message **To Where? Move cursor to desired location and press ENTER.** will display.
 - Move the cursor to the desired location in the heading.
 - Press ENTER.
8. Press ENTER. The DUPLICATE SELECTED RECORDS menu will display.
 9. Press ENTER in the DUPLICATE SELECTED RECORDS menu with no choices made. The FROM/TO FILES frame will appear.

Note: Examine the FROM/TO FILES frame. If you want to make changes, press CANCL to return to the DUPLICATE SELECTED RECORDS menu.

10. To begin duplicating, press ENTER. Follow any prompts or messages that appear on the display.

While duplication is in progress the DUPLICATE SELECTED RECORDS STATUS FRAME displays showing the number of records being copied to the New File, and the number of records being copied to the Error File.

11. When duplication is complete, the message **Duplication complete** will appear on the display.

- The STATUS FRAME shows the number of records copied to the New File, and the number, if any, copied to the Error File.
- If the Error File contains no records, no action is required.
- If the Error file contains records:
 - a. Output the Error File.
 - b. Look for field contents longer than the field in the New File, or fields types that do not match.
 - c. Revise or re-create the Field Descriptions in the New File and duplicate the file again.

Restrictions When Duplicating to an Existing File

- No changes can be made to the Field Description of the existing file.
- No new fields can be added to the existing file.
- Field order in the existing file cannot be changed.

DUPLICATE SPELLING SUPPLEMENT

When you receive updated Textpack 4 or Languagepack Program Diskettes from IBM, you should duplicate the supplemental dictionary stored on the current program diskette onto the new program diskette.

The supplement on a Textpack 4 Program Diskette can only be duplicated to an updated Textpack 4 Program Diskette.

Supplements on Languagepack 2 Program Diskettes can only be duplicated to updated Languagepack 2 Program Diskettes.

1. Initial Program Load (IPL) the system using the latest Textpack 4 Program Diskette.
2. Choose Program Diskette Tasks in the TASK SELECTION menu to load the Program Diskette Tasks.
3. Choose Duplicate Spelling Supplement in the TEXTPACK PROGRAM DISKETTE TASKS menu to duplicate the spelling supplement.
4. When the system prompts **Type name of program diskette that contains supplement; press ENTER**, type the name of the Vol 2 Textpack 4 or Languagepack Program Diskette that you are duplicating **from**.
5. If you are duplicating the stored supplement from a Languagepack Program Diskette, the prompt **Type name of languagepack diskette to receive the supplement; press ENTER** appears. Type the name of the Languagepack 2 Program Diskette you are duplicating **to**.
6. If you are using a Dual Diskette Unit, the prompt to **Remove all diskettes; Press ENTER** appears. Remove all diskettes from the Diskette Unit, and then press ENTER.
7. When prompted, insert the Textpack 4 or Languagepack Program Diskette you are duplicating **from**, and then press ENTER.
8. When prompted, remove the Textpack 4 or Languagepack 2 Program Diskette you are duplicating **from**, and then press ENTER.
9. When prompted, insert the Textpack 4 or Languagepack 2 Program Diskette you are duplicating **to**, and then press ENTER.
10. When the system has updated the new Textpack 4 or Languagepack 2 Program Diskettes with the stored supplement(s), the message **Spelling supplement(s) duplicated** appears on the message line.

END KEEP

See INSTR KEY

END KEY

Use the END key to end or stop the current task.



- Press END when you finish with a document. You can END the Create or Revise Document tasks when the CREATE OR REVISE DOCUMENT menu is displaying, or when the document text is displaying.

You cannot END the Create or Revise Document tasks when any of the following are currently in use. CANCL the function and your response, if any; then press END.

Format Change
REQUEST TASKS Menu
Instruction Menus
MOVE, COPY, DEL
GO TO, FIND, GET
LINE ADJ, SCREEN FORMAT
KYB CHG, GLOBAL, MATH REQUEST
Column Insertion and Revision

- Press END to cancel pagination.
- Press END when you finish with any Update File task.
- Press END in the STATUS FRAME to cancel a Duplicate Selected Records or a Convert Document to File Task.
- Press END in the STATUS FRAME to cancel a Merge File/Text or an Output File task. Then Cancel at the printer.
- You can END other tasks during setup of the task. You cannot END a task if it is currently:
 - Duplicating
 - Deleting a document

- Duplicating a diskette
- Duplicating a program diskette
- Erasing or Initializing (naming) a diskette
- Changing a diskette name
- Changing a document name
- Condensing a diskette

END SPELLING CHECK

See INSTR KEY

ENGRAVED KEYBOARD

The keyboard engraved on the keys is active when you IPL the system using the IBM-supplied defaults. This keyboard is called the home keyboard. Up to five alternate keyboard arrangements, in addition to the home keyboard can be identified in the WORK STATION DESCRIPTION menu. You can use an alternate keyboard instead of the engraved keyboard each time you IPL.

1. Insert the program diskette.
2. Choose Program Diskette Tasks in the TASK SELECTION menu.
3. Choose Change Work Station Description in the TEXTPACK PROGRAM DISKETTE TASKS menu.

The WORK STATION DESCRIPTION menu displays.

4. Choose Engraved Keyboard 2 (After Fifth Alternate).
5. Press ENTER to return to the TEXTPACK PROGRAM DISKETTE TASKS menu.
6. When you return to the TASK SELECTION menu, the system will automatically IPL to make the change effective.

When you load the program diskette the first keyboard you chose as an alternate keyboard will be your active keyboard. If you do not identify any alternate keyboards, the system uses Engraved Keyboard Before First Alternate as the default.

Regardless of which keyboard is used when you IPL, the KYB CHG key may be used to change to any keyboards you have chosen in the WORK STATION DESCRIPTION menu.

ENTER KEY



Press ENTER when you want to:

- Put the choice you selected into the system
- Continue to the next menu
- Put your answer to a prompt into the system
- Continue to the next step of a task or function
- See a format change (for more information, see "CHG FMT KEY" in this section).

ERASE OR INITIALIZE (NAME) DISKETTE TASK

This Work Diskette Task erases documents from a used work diskette, or prepares (by initializing and/or naming) an unused or non-supported diskette for use as a work diskette.

Use this task when:

- You have a Displaywriter diskette that has documents that you no longer want or need. With the following steps, you can erase the

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contents of the diskette. Then you can reuse the diskette.

Note: If you are using a Combined Program Diskette with documents stored on it, only the documents will be erased.

- You have either a new Displaywriter diskette or a non-Displaywriter diskette you can use in a Displaywriter system. With the steps given below, you can prepare a diskette for use in a Displaywriter system. You may be prompted to name the diskette. A diskette must have a name in order for you to use it on a Displaywriter system. The name should be no more than 6 numbers and/or alphabetical characters.

Notes:

- a. If you are naming a used diskette, this procedure erases any documents that are currently on the diskette.
- b. To change the name of a work diskette without erasing its contents, use the Change Diskette Name task.
- c. Program diskettes are named before they are shipped to you. In addition, they are protected and cannot be erased using this task. To erase a program diskette for reuse, use the Erase Program Diskette task.

Using the ERASE OR INITIALIZE (NAME) DISKETTE Menu

1. Choose Erase or Initialize (Name) Diskette in the WORK DISKETTE TASKS menu.
2. If you have two diskettes inserted in a Dual Diskette Unit, enter the slot number in the ERASE OR INITIALIZE (NAME) DISKETTE menu.

Note: If you are using a Combined Program Diskette with documents stored on it, only the documents will be erased.

3. Before erasing, check the diskette name displaying on the second line of the display to make sure that diskette is the one you want to erase. To erase, initialize or name, press ENTER again. (If you want to stop the process, press END before pressing ENTER.)

4. If the diskette has no name, type a name in the ERASE OR INITIALIZE (NAME) DISKETTE menu.

The name should be no more than 6 numbers and/or alpha characters.

The system displays a message to tell you the diskette is erased/ initialized.

When the process is complete, the system displays the WORK DISKETTE TASKS menu.

If the diskette has an IBM-supplied name, for example, IBM IRD, or another name you want to change, use the Change Diskette Name task.

ERASE PROGRAM DISKETTE TASK

This Program Diskette Task erases the program diskette's contents and changes it to an initialized work diskette.

Note: This task will also erase any documents that may be stored on a Combined Program Diskette.

Note: Do not erase the program diskette if it is labelled "IBM Property—For Distribution Use Only." See the Program Directory for mailing instructions to return the diskette to the IBM Program Information Department.

1. Choose Program Diskette Tasks in the TASK SELECTION menu.
2. Choose Erase Program Diskette in the TEXTPACK PROGRAM DISKETTE TASKS menu or the REPORTPACK PROGRAM DISKETTE TASKS menu.
3. Enter the name of the program diskette to be erased.
4. Choose New Name of Diskette in the ERASE PROGRAM DISKETTE menu.
5. Type the new name of the diskette. The name should be no more than 6 numbers and/or alpha characters.

When the system completes erasing, the diskette is a named and initialized work diskette.

EQUAL KEY (=)

See SELECT RECORDS

FIELD TYPES

Math Field

A Math Field is a field that can contain only numeric digits, a sign character (+ or -) and a decimal designator. It is the only file field type on which math functions can be performed.

Examples of the types of fields that should be designated as Math Fields are:

- Money amount fields.
- All fields containing numeric digits of varying lengths.

Fields of constant length numbers (eg: ZIP CODE), on which no math operations are to be performed, can be designated as Math Fields or Character Fields. If designated as Math Fields, they cannot be masked (Ignore Character or Ignore Rest), and are restricted to a 15 digit maximum length.

File Functions allowed

- Math
- Sort
- Select

Maximum field length -- 17 characters

- 15 numeric digits
- 1 sign character (+ or -)
- 1 decimal designator (. or , or :)

Character Field

Character Fields can contain both numeric and alphabetic characters. Character Fields can be sorted and selected, but no math functions can be performed on them.

Examples of the types of file fields that can be designated as Character Fields are:

- Names
- Addresses
- ZIP codes
- Telephone numbers

File Functions allowed

- Sort
- Select

Maximum field length -- 80 characters

- numerics
- alphabetic
- punctuation and spaces

Text Field

The main purpose of the Text Field is to hold informative or descriptive information for use in an output document. Text Fields can be multi-line fields.

File functions, such as math, sort, and select, cannot be performed.

File Functions allowed

- None

Maximum field length -- 500 characters

- numerics
- alphabetic
- punctuation and spaces
- control characters

Not all control characters can be used. See Appendix G for a list of control characters supported in a Text Field.

- Include instructions

FINAL-FORM DOCUMENT SUPPORT

A Final-form document is a document that is communicated to a Displaywriter work diskette by use of the Electronic Document Distribution Feature.

This Program Diskette Task allows you to print final-form documents on properly equipped Displaywriters.

You need to personalize your Vol. 01 Program Diskette to print Final-form TYPE documents.

1. Choose Program Diskette Tasks in the TASK SELECTION menu.
2. Choose Change Work Station Description in the TEXTPACK PROGRAM DISKETTE TASKS menu.
3. Choose final-form Document Support **Yes** to load the additional programming support required to print final-form documents.
4. When you return to the TASKS SELECTION menu, the system will automatically IPL to make the changes effective.

FIND KEY

Use this function to move the cursor to the next location of a character, or characters you identify (up to 60 characters.)

1. Press FIND.



2. Type the characters you want to find.

Note: The characters must exactly match the characters you want to find. Uppercase and lowercase characters, spacing, hyphens, and punctuation, must be typed as they appear in the document.

- FIND will **not** search across a PAGE END or REQD PAGE END if you type either as part of the characters to be found.
- You can type the following characters and keys as characters to use with FIND:
 - All alphabetic and numeric characters (uppercase and lowercase)
 - TAB
 - REQD TAB
 - SPACE and REQUIRED SPACE
 - REQD BKSP
 - RET (Coded and Non-Coded)
 - HYPHEN (Coded and Non-Coded)
 - Half Index Up
 - Half Index Down
 - CTR
 - CHG FMT
 - INSTR
 - PAGE END (will end FIND characters)
 - REQD PAGE END (will end FIND characters)
 - WORD UND
 - STOP
 - OVERSTRIKE
 - SWITCH
 - BEGIN UND/END UND

- LAYOUT
- VARIABL
- INDEX
- SPELL (highlighted word)

- If you make an error while typing the characters, press BKSP or CANCL. Then retype the characters.

3. Press ENTER to begin finding the characters(s).

- Finding is in a forward direction only.
- The cursor moves to the first character when the chracter(s) are found.

Press the CANCL key if you decide not to use FIND or want to cancel it after it has begun. If you have already answered the prompt, press CANCL once to clear the answer. Press CANCL again to cancel FIND.

4. Continue to press FIND followed by ENTER to find each location of the characters.

FORMATS

Format determine how the documents you type will be paginated and printed by the system. Formats include margins, tabs, line spacing, headers, and footers.

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The Document Format defaults on the program diskette you use to load your program into the system are probably the defaults you use the most. When you change the defaults, you personalize the way the system formats the documents you create. The system uses the Document Format defaults to automatically set up the Document Format choices.

The other format stored on your program diskette is the Alternate Format. You can personalize it to contain an additional setup for envelopes, a table, memos, or some other format.

The Document Format Defaults on the program diskette you use to load the program into the system are used for all documents that you create. However, if you want to type documents that require different formats, you can use the Alternate Format, or you can change the Document Format for individual documents. You also can change a format for parts of a document.

Format Changes

You can change the defaults for all documents which use the Document or Alternate Formats by updating the program diskette you use to Initial Program Load (IPL) the system. But you can change the format of a single document in the CREATE OR REVISE DOCUMENT menu. You also can change or affect the format of a portion of a document during the Create or Revise Document tasks by using the CHG FMT key.

The CREATE OR REVISE DOCUMENT menu allows changes to the Document or Alternate Formats (pages, lines or typestyles) of a document.

CHG FMT allows format changes to pages, lines, or typestyles without affecting the portion of a document typed before pressing CHG FMT. (See "CHG FMT KEY" in this section.)

Notes:

Multiple format changes can be entered at the same position. Having more than one format change at the same position can cause the formats as you type the document to be different than you expect. If this occurs, you should verify if more than one Format Change has been entered by:

- a. Moving the cursor under the first Format Change $\bar{\square}$.

b. Then, move the cursor to the right.

If the cursor does not move, another Format Change exists.

If more than one Format Change exists, you should delete **all** the Format Changes that are at the same position. Then press CHG FMT and make all the necessary changes in the menus. When you return to the typing area, only one Format Change will be in the document.

To **revise** a Format Change:

1. Move the cursor to the Format Change you want change.
2. Press ENTER.
3. Make all necessary changes in the menus.
4. Press ENTER enough times to return to the typing area.

You have revised the Format Change.

5. Paginate the document after you end it. This will make the Format Changes effective across page boundaries.

The format changes you make stay active until you change them or until the end of the document, whichever comes first. They are stored with the document.

Begin Keep and End Keep allow you to keep a portion of text together during pagination and printing (see "INSTR KEY" in this section).

GET KEY

Use this function to copy one or more pages or an entire document from one document to another.

1. Move the cursor to where you want the copied page inserted.

Use any of the cursor movement keys, including FIND and GO TO.

2. Press GET.



The GET menu will display.

3. Type the document name having the page you want to get.

Single Diskette Unit - You can get a document only from the diskette that is loaded.

Dual Diskette Unit - You can get the document from another diskette if it is loaded.

4. Type the number of the page you want to get.

If you press ENTER without typing a page number, the system gets the entire document.

If you want to get more than one page of a document, type the page numbers separated by spaces.

The system inserts the page at the location you chose and places the cursor under the first character of the inserted page.

The page also remains in the original location.

5. If the document being copied has Include instructions, specify:

If the Include instructions (+) should be copied.

OR

If the text referenced by the Include instructions should be copied.

6. Press ENTER.

The pages will appear. Page End codes are deleted from the pages being copied, therefore, multiple pages will be inserted as one page.

7. Paginate the document when you are through revising.

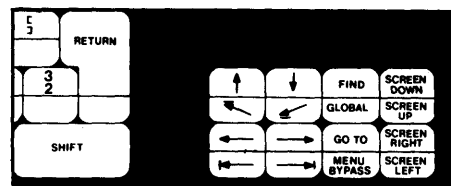
Notes:

- a. The pages are **not** removed from their original location.
- b. You can get from only one document at a time per GET menu. If you need to get from additional documents, re-access the GET menu each time.
- c. The pages being copied take on the format of the document you are creating or revising unless the pages contain format changes. If necessary, ensure format changes are put in the copied text.
- d. You cannot use GET to get a document containing footnote instructions (created on a higher level Textpack).

GLOBAL KEY

Use this function in a document to replace or delete character strings with different words, characters or codes. The system will search through the document until it finds a match.

1. Press the GLOBAL key (CODE + FIND).



The GLOBAL REPLACE/DELETE menu will be displayed.

2. The Kind of Search ITEM identifies whether the system will stop at each occurrence.

POSSIBLE CHOICE 1 (Prompted) means the system will stop at each occurrence.

The default is 2 (Automatic). This means you want the system to search through the entire document and change all occurrences without stopping.

Select the Kind of Search ITEM and press ENTER.

should consider as a match. An occurrence is considered a match if:

- The characters match
- Uppercase and lowercase agree
- The characters are words that are not within other words or characters.

EXAMPLE:

Kind of Match: 1 (Word)
Search For: his
Replace With: hers

The system will change:

his to hers

his. to hers.

(his) to (hers)

but the system will **not** change:

history to herstory

chisel to chersel

this to thers

4. The Exact Character 2 ITEM identifies to the system that an occurrence should be considered as a match if:

- The characters match
- Uppercase and lowercase agree

EXAMPLE:

Kind of Match: 2 (Exact Character)

Search For: boat

Replace With: ship

The system will change:

boat to ship

boats to ships

The system will also change:

boating to shiping

boatman to shipman

5. Type the characters to be replaced or deleted as the Search For ITEM. Press ENTER.

- You may type up to 60 characters.
- You can type the following characters and keys as the characters to use with Search For/Replace With:

- All alphabetic and numeric characters (uppercase and lowercase)

- TAB

- REQD TAB

- SPACE and REQUIRED SPACE

- REQD BKSP

- RET (Coded and Non-Coded)

- 1/2

- 1/2

- CTR

- CHG FMT

- INSTR

- WORD UND

- STOP

- INDEX

- SPELL

- SWITCH

- VARIABL

- OVERSTRIKE

- LAYOUT

- BEGIN UND/END UND

- REPEAT

- If you make an error while typing the characters, press BKSP or CANCL. Then retype the characters.

6. Type the characters you want to have replace the Search For character string.

- You may type up to 60 characters.
- If you want to delete the Search For character string within the text, leave Replace With blank.

You can type three Search For/Replace With pairs. The pairs can be similar or completely different.

EXAMPLE:

All lowercase -- Search For: this Replace With: that

All uppercase -- Search For: THIS Replace With: THAT

Initial cap -- Search For: This Replace With: That

After you type the last entry into the GLOBAL SEARCH/REPLACE menu and press ENTER, the search will begin. It will begin from the location of the cursor when you originally pressed the GLOBAL key. Searching will proceed in a forward direction only.

Prompted Search

When the system finds an occurrence of one of the three Search For character strings, it will stop the search with the cursor on the first character of the character string.

The character string will be highlighted.

The system will prompt **Press ENTER to replace or delete, or press CANCL.**

1. Press ENTER.

The character string will be replaced/deleted.

The system will display **Press ENTER to continue search.**

The system will prompt you at each occurrence until it reaches the end of the document.

2. If you do not want to replace a certain character string, press CANCL and press ENTER. Search will continue.

When the system reaches the end of the document, it will display **Global Replace/Delete completed. (number) phrases changed.**

If necessary, paginate the document before printing it.

Revising Text During Global Replace/Delete

In the Prompted Search, you can make a revision to text. When the system prompts **Press ENTER to continue search:**

1. Press CANCL once to de-highlight the text.
2. Make the revision.
3. Press ENTER.

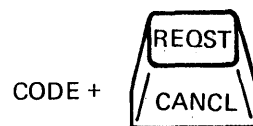
This will cause the search to continue from the location of the cursor.

Note: During this kind of revision, the Math and Column functions cannot be used.

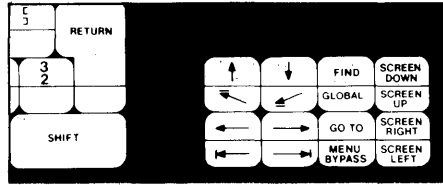
Revising the GLOBAL REPLACE/DELETE Menu During the Global Replace/Delete Function

When the system prompts **Press ENTER to continue:**

1. Press CANCL.



2. Press the GLOBAL key (CODE + FIND).



The GLOBAL REPLACE/DELETE menu will display.

3. Make the revision to the menu.
4. Press ENTER.

Interrupting a Prompted Search

You can interrupt a prompted search while the search is taking place.

1. Press CANCL.

The system will stop at either the next Search For character string or the end of the current page.

The cursor will be either under the first character of the character string or under a Page End code.

2. You can do one of the following:

- Press ENTER. This will cause the search to be re-started.
- Press CANCL. This will cancel the Global Replace/Delete function.
- Press GLOBAL. This will cause the GLOBAL REPLACE/DELETE menu to appear with the current entries.

Automatic Search

At the end of the search the **Global Replace/Delete completed. (number) phrases found** message will display.

If necessary, paginate the document before printing it.

If the end of the document is reached and no replacements or deletions have been made, the message will display **No phrases found. Global Replace/ Delete completed.**

Interrupting the Automatic Search

You can interrupt the Automatic Search while the search is taking place.

1. Press CANCL. The system will stop at either the next occurrence of the Search For character string or at the end of the current page.

The system will change to Prompted Search.

The cursor will be either under the first character of the character string or under a Page End code.

2. You can do one of the following:

- Press ENTER. This will cause a Prompted Search to start.
- Press CANCL. This will cancel the Global Replace/Delete function.
- Press GLOBAL. This will cause the GLOBAL REPLACE/DELETE menu to display with the current entries.

Deleting SPELL Highlighting

To cancel only highlighting, select the following:

Kind of Match: 2 (Exact Character)
Search For: (press SPELL key)
Replace With: (leave blank)

GO TO KEY

Use the GO TO key to move the cursor to the beginning of a page.

1. Press GO TO.



2. Type the number of the page.

The system displays the page. The cursor is under the first character.

The system displays the next page if you do not type a number and press ENTER.

If you type a page number that does not exist, the system displays either the last Page End code or goes to the last character of the last page of the document.

1/2 ↑ AND 1/2 ↓ KEYS

This function allows you to type one-half space above or below the line.

Note: You may want to increase spacing between the lines when you use subscripts and superscripts. See ITEM **d** in the LINE FORMAT menu.

After typing a superscript (↑) character, use a subscript (↓) to return to the original line. After a subscript character, use the superscript to return to the typing line.

EXAMPLES:

Superscript X^{n+1}

Subscript H_2O

You can index up or down one level at a time in either direction. If you type more than one level, the levels do not display or print.

1. Press 1/2 ↑ to type one-half line above the cursor position.



2. Press 1/2 ↓ to return to the original position.
3. Reverse the direction to type one-half line below.

GREATER THAN KEY (>)

SEE SELECT RECORDS

HEADER/FOOTER

See CHANGE HEADER AND FOOTER or See CHANGE ALTERNATING HEADERS AND FOOTERS

HYPHENATION

While creating or revising a document, if you adjust a line by pressing LINE ADJ, you may be prompted for a hyphenation decision.

The zone width you choose in the LINE FORMAT menu affects where the system stops for a hyphenation decision. Zone width is the number of characters before the right margin where a line ending decision can be made. The smaller the number, the more even the right margin will be since you hyphenate more words.

You have the following choices for the word which crosses the margin:

- To place the word on the next line, leave the cursor at the beginning of the word and press ENTER.
- To keep the word on the same line, move the cursor to the right of the last character of the word. The last character may be punctuation. Press ENTER.
- To hyphenate, move the cursor to the character at the right of where you want the hyphen and press ENTER. The system automatically inserts a hyphen and carrier return.

When you are typing hyphens within a document:

Use a regular (syllable) hyphen when you split syllables of a word at the end of a line. Pagination, dictionary hyphenation, and LINE ADJ may rearrange text between margins and put hyphenated words back together without the hyphens, if necessary.

Use a required hyphen when the hyphen must always print as part of a word or when typing dashes (for example, attorney-at-law and 348-3382). Required hyphens are not removed by pagination or LINE ADJ.

There are two ways to type a required hyphen:

- Choose **1** (Coded) in the WORK STATION DESCRIPTION menu.

This choice means you must hold down the CODE key while you press the hyphen key to type a required hyphen.

Using this choice, you can type a regular hyphen by pressing the hyphen key alone.

- Choose **2** (Non-Coded) in the WORK STATION DESCRIPTION menu.

This choice tells the system to automatically insert a required hyphen each time you press the hyphen key.

Using this choice, you can type a regular hyphen by holding down the CODE key while you press the hyphen key.

HYPHENATE AND PAGINATE DOCUMENT

Use this Spelling Task to:

- Hyphenate words in a document, if necessary, the same way they are hyphenated in the system dictionary and loaded supplements
- Paginate the document as it is hyphenated (The document can also be spell checked.)
- Paginate, hyphenate, and spell check from a selected page to the end of the document
- Paginate on the exact line line count
- Print the pages after pagination

To hyphenate and paginate a document:

1. Choose Spelling Tasks in the TASK SELECTION menu.

2. Choose Check Document in the SPELLING TASKS menu.
3. Choose Kind Of Spelling Check **None** in the CHECK DOCUMENT menu.

If you want to spell check the document, you can choose either **Prompted** or **Automatic**. See "KIND OF SPELLING CHECK" in this section for more information.

4. Choose Hyphenation/Pagination **Yes** and press ENTER.

The HYPHENATE AND PAGINATE DOCUMENT menu displays.

5. Choose Dictionary Hyphenation either **Prompted**, **Automatic**, or **None**.

Prompted - The system will show you words that may need hyphenation. You will be able to accept, reject, or modify the system hyphenation decisions.

Automatic - The system will hyphenate words when necessary the same way they are hyphenated in the system dictionary and loaded supplements. Words that may require hyphenation but do not match words in the system dictionary will be moved to the next line.

None - No dictionary hyphenation will occur.

6. Choose Paginate On Exact Line Count **No**.

The system will keep widow lines with their paragraphs.

7. Choose Print Paginated Pages **Yes**.

The system will print the pages as they are paginated.

8. If necessary, choose the correct paper handling for your printer.

9. Press ENTER after making all the necessary choices in the HYPHENATE AND PAGINATE DOCUMENT menu.

The system will hyphenate and paginate the document.

The SPELLING TASKS menu displays when Hyphenation and Pagination completes.

HYPHENATION/PAGINATION (IN SPELLING TASKS)

This ITEM is in the CHECK DOCUMENT menu and the CHANGE CHECK DOCUMENT DEFAULTS menu.

When Hyphenation/Pagination is chosen from the CHECK DOCUMENT menu, the HYPHENATE AND PAGINATE DOCUMENT menu displays. See "HYPHENATE AND PAGINATE DOCUMENT" in this section for more information.

IGNORE CHAR KEY

See SELECT RECORDS

IGNORE REST KEY

See SELECT RECORDS

INCLUDE INSTRUCTION

See INSTR KEY

INITIAL PROGRAM LOAD (IPL)

Initial Program Load (IPL) the system each time you turn it on. This procedure causes the system to begin operation. You **must** IPL the system before you can do any tasks.

1. Turn the system power off.
2. Turn the printer power on.
3. Turn the system power on.
4. When the IBM initials display, insert the program diskette.

If the program diskette is already inserted correctly, the IBM initials do not display.

When the system is ready for use, the TASK SELECTION menu appears on the display.

5. When the system does not IPL successfully, the TASK SELECTION menu does not display. Instead, a number appears on the message line to indicate a possible cause of failure.

See the "NUMERICAL LISTING" at the beginning of the "Prompts and Messages Guide" for an explanation of the numbers.

Note: If you are in a shared printer environment, one where more than one work station shares a single printer, the following power on and IPL sequence must be used before ANY of the work stations can use the printer.

- a. Turn on the printer power.
- b. Turn on the Primary (the one directly connected to the printer) Work Station power.
- c. IPL the Primary Work Station. (Load the program diskette.)
- d. Turn on and IPL the other work stations.

INITIAL PROGRAM LOAD (IPL) WITH ANOTHER PROGRAM DISKETTE

You may need to IPL the system even though you did so when you first turned on the system. For instance, you may wish to use a different Licensed Program Product, or you may have created a Combined Program Diskette and need to IPL with it. You can IPL the Displaywriter without turning it off.

1. Go to the TASK SELECTION menu.
2. Remove all diskettes from the diskette slot(s).
3. In the TASK SELECTION menu, type a Zero Index Carrier Return (CONTROL + RET).
4. Press ENTER.

The IBM initials will display in a few seconds.

5. You may now insert your Vol. 01 Program Diskette or a Combined Program Diskette to Initial Program Load (IPL).

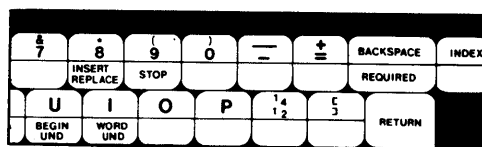
INSERT/REPLACE KEY

The INSERT/REPLACE key is used to instruct the system to type over existing text within a document.

1. Press INSERT/REPLACE (CODE + 8).

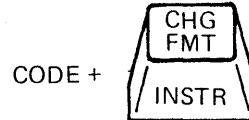
The system is now in the Replace mode.

2. Move the cursor under the first character you want to type over.
3. Type the new text.
4. When finished, press INSERT/REPLACE to return the system to the Insert mode.



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INSTR KEY



The INSTR (Instruction) key (CODE + CHG FMT) allows you to enter certain instructions in the text of a document by making menu selections. The INSTR key can be used in the Create or Revise Document Tasks, in Create or Revise Header/Footer, or in file Text Fields.

In Create or Revise Document Tasks

The following instructions are available in the INSTRUCTIONS menu:

Begin Keep and End Keep

Use these two instructions to keep a specified section of a document on the same page during pagination and printing.

1. Move the cursor to the beginning of the section to be kept together.
2. Press INSTR.
3. Choose Begin Keep in the INSTRUCTIONS menu.
4. When the document displays again, move the cursor to the end of the section to be kept together.
5. Press INSTR.
6. Choose End Keep in the INSTRUCTIONS menu.
7. Press ENTER to display the document again, then continue creating or revising the document.

End Spelling Check and Begin Spelling Check Instruction

Use these two instructions to mark a section of a document you do not want spell checked or hyphenated according to the words in the system dictionary.

1. Move the cursor to the beginning of the section you do not want spell checked.
2. Press INSTR.
3. Choose End Spelling Check in the INSTRUCTIONS menu.
4. When the document displays again, move the cursor to the end of the section you do not want spell checked.
5. Press INSTR.
6. Choose Begin Spelling Check in the INSTRUCTIONS menu.
7. Press ENTER to display the document again, then continue creating or revising the document.

See "SPELL CHECK FUNCTION - Identifying Portions Of A Document That Should Not Be Spell Checked Or Hyphenated" for more information.

Language For Spelling Check Instruction

Use this instruction to mark the position in a document where spell checking and dictionary hyphenation in a selected language will begin.

1. Move the cursor to the beginning of the section you want spell checked in the selected language.
2. Press INSTR.
3. Choose Language For Spelling Check in the INSTRUCTIONS menu.

See "SPELL CHECK FUNCTION - Checking Spelling Of A Multi-language Document" for more information.

Include Instruction

The Include instruction is used when creating a shell or fill-in document for use in a Merge operation. It allows you to include pages from other documents in the text of an output document. The Include instruction places a symbol (†) into the document. During the Merge operation, when an Include instruction is found, the system inserts the included pages in the output document.

If a page being retrieved during a Get function contains an Include instruction, you can choose to copy the pages specified in the Include instruction, or just the Include instruction. (See "GET KEY" in this section.)

Going to the Include Instruction Menu

Note: Choose Display Codes **yes** if you want the system to display the contents of the Include instruction.

1. Press the INSTR key at the location where a page from another document is to be included.
2. Choose the Include ITEM in the INSTRUCTIONS menu and press ENTER.
3. Type the name of the document having the page to be copied.
4. Type the name of the diskette.
5. Type the page numbers or system page numbers (up to 10 pages separated by spaces) to be copied.

If no page numbers or system page numbers are entered, the system will get the entire document.

6. Press ENTER.

The Include instruction will be placed in the text.

The cursor will appear under the next character following the Include instruction.

The included text will print with the document.

Revising an Include Instruction

1. Move the cursor under the Include instruction symbol (I) and press ENTER.

The INCLUDE INSTRUCTION menu will be displayed with the previously selected entries.

2. Revise the menu and press ENTER.

Math Instructions

Choose this ITEM to insert math formulas into a shell document for use during a Merge File/Text operation.

For example, two numeric fields can be added together to produce a result that is inserted in the merge document. Or, a file field can be multiplied (or divided) by a constant number to produce a result.

1. Choose Math in the INSTRUCTIONS menu.

The MATH menu will appear on the display.

2. Choose Variable Name for Answer. Type a variable name to hold the result of the math calculation.

3. Choose First number. Type the first operand name.

- The operand name may be either the name of a Field in the file, the name of a variable (the result of a previous computation), or a constant number.

4. Choose Calculation. Pick the math operator (add, subtract, multiply, or divide).

5. Choose Second Number. Type the second operand name.

- The second operand is required only if you enter a Calculation (ID c).
- The operand may be either the name of a Field in the file, the name of a variable (the result of a previous computation), or a constant number.

6. When all entries have been made, press ENTER.

The typing frame will return to the display with the Math Instruction inserted to the left of the cursor.

File Report Instructions

Choosing this ITEM allows you to insert instructions into a shell document that will determine the format of the file report. The

purpose of each of the instructions follows. To use the File Report Instructions when creating a shell document, see the Merge File/Text task in this section.

- **Report Preface** -- Inserts the instruction that allows adding preface text at the beginning of a report.
- **Page Heading** -- Inserts the instruction that allows adding page heading text. Page headings will appear following the Report Preface on the first page, and at the top of every succeeding page.
- **Record Group Definition** -- Inserts the instruction that allows inserting Group Heading text, and a field name that identifies how the output report will be grouped.
- **Record Detail** -- Inserts the instruction that allows listing the information from one or more fields in each record. This instruction can be used alone to create a simple output list, or it can be used with a Record Group Definition instruction to list items within a group.
- **Record Group Summary** -- Inserts the instruction that allows inserting summary text, and summary math instructions at the end of each group.
- **Report Summary** -- Inserts the instruction that allows adding summary text and summary math instructions at the end of the report.

Multi-Column File Listing

Choose this ITEM to instruct the system that a file listing should print with multiple sets of columns on a page. For example, a page in a telephone book may have three sets of columns, each set consisting of a Name column, an Address column, and a Telephone Number column.

Up to eight sets of columns are allowed.

The system inserts the Multi-Column and Record Detail instructions into the shell document. You can then type the Column Headings and the field variable names directly into the shell document. You need only type the Column Headings and field variable names once, regardless of how many sets of

columns are to print on the page. To use the Multi-Column File Listing instruction when creating a shell document, see the Merge File/Text task in this section.

Summary Math

Choose this ITEM in a Group Summary or Report Summary to count the records within groups or within the entire report, to calculate the total, average, maximum or minimum values of a field.

1. Choose Summary Math in the INSTRUCTIONS menu.
2. Choose Variable Name For Answer in the SUMMARY MATH menu. Name a variable to hold the results of the calculation.
3. Choose Calculation. Type the number for the kind of calculation under YOUR CHOICE.
4. Choose Field Name for Calculation Choices 1-4. Name the field on which the calculation is to be done.

Note: This choice not necessary if the calculation choice is Count.

Conditional Text: Field or Variable Empty

Enter this instruction in a Merge File/Text shell document to specify that certain paragraphs, words, variables, etc. be added to an output document if a field **contains no data**, or if a Math Field or an answer to a math calculation has a value of **zero**.

For information on how to use this instruction, see MERGE FILE/TEXT task, Adding Conditional Text, in this section.

Conditional Text: Field or Variable Not Empty

Enter this instruction in a Merge File/Text shell document to specify that certain paragraphs, words, variables, etc. be added to an output document if a field or answer to a math calculation **contains data** (A Math Field or answer to a math calculation with a value of zero is considered to contain no data).

For information on how to use this instruction, see MERGE FILE/TEXT task, Adding Conditional Text, in this section.

End of Conditional Text

Used with either of the Conditional Text instructions to indicate the end of the conditional text.

For information on how to use this instruction, see MERGE FILE/TEXT task, Adding Conditional Text, in this section of the Reference Guide.

Skip to Line Instruction

Use this instruction in a Merge File/Text shell document to cause text be written beginning on a specified line.

Restrictions

- Line spacing for the document must be 1 or 1/2.
- The Skip to Line number cannot be greater than the specified Last Typing Line number for the page.
- The Skip to Line number must be at least one greater than the line number on which the Skip to Line instruction occurs.

To use the Skip to Line instruction:

1. At the place in the document where the skip should begin, press the INSTR key.
2. Choose Skip to Line in the INSTRUCTIONS menu.
3. Press ENTER. The system will prompt **Skip to what line number?**
4. Type the number of the line to be skipped to.

Note: The line number must be a whole number, or end in .5

5. Press ENTER. The typing area will appear on the display, with the cursor positioned after the Skip to Line instruction.

6. Type the text. In the merged document, the text will appear on the line specified in the Skip to Line instruction.

In Create or Revise Header/Footer (or Alternating Headers/Footers)

1. To number your document pages in the header or footer text, move the cursor to the location you want the number to print.
2. Press INSTR.
3. Choose the ITEM you want in the INSTRUCTIONS menu. If you choose Page Number, type the number only if you want to set it to a specific number.
4. When you are finished with the INSTRUCTIONS menu, press ENTER to put the instruction into the header/footer text, and display the header or footer typing area again.
5. Continue creating or revising the header or footer.

Revising a Page Number/System Page Number (In Text)

1. Move the cursor under the Instruction symbol (+).
2. Press DEL; press ENTER.
3. Press INSTR; press ENTER.
4. Type the new page number choice.
5. Press ENTER.

If the Instruction symbol is not deleted and a second Instruction is entered in order to display the Instruction menu, the last page number typed will print twice (e.g., 2 will print as 22).

In a File Text Field

Include Instruction

The Include Instruction is the only instruction allowed in a file Text Field. Pressing the INSTR

key in a file Text Field displays the INCLUDE INSTRUCTION menu.

Include instructions can be entered in a file field if the field is designated as a Text field. The Text field can then be named as a variable in a shell document. During the Merge File/Text operation, when an Include instruction is found in the Text field, the system will include pages from the document named in the Include instruction.

JUSTIFY/HALF-JUSTIFY

Use the Justify or Half-Justify ITEM in the LINE FORMAT menu to print lines with an even right margin (Justify) or print lines with an uneven right margin (Half-Justify). In Half-Justified text, half of the spaces between the last word and the right margin are put between the words on the line. Half-Justify lines are more even than lines that have been automatically adjusted by the system (Auto Adjust).

1. Choose Change Line Format in the FORMAT SELECTION menu.

If you need information on this see "CHANGE LINE FORMAT" in this section.

2. Choose one of the following in the LINE FORMAT menu.
 - Choose **2** (Justify) for Line Alignment.
 - Choose **3** (Half-Justify) for Line Alignment.
3. Make any necessary additional changes to the menu.
4. Press ENTER when you finish using the menu.

Note: The system will not justify the last line of a page if the line ends with a required carrier return followed by a Required Page End code.

KEEP

See INSTR KEY - Begin Keep and End Keep

KEYSTROKE SAVE

The Keystroke Save function allows you to save up to 250 keystrokes and play them back when in Typing Tasks. Keystroke Save can be used to:

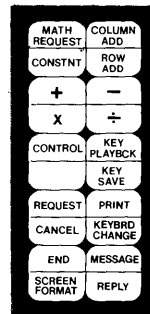
- Save repetitive words that occur in a document being created or revised. These words can be played back in the document by pressing only one key.
- Save the keystrokes required to perform text or math functions that require the exact keystrokes to be typed more than once.

For example, you can add columns of numbers using the COLUMN ADD key easier by saving the keystrokes needed to perform the operation. (For information on using Keystroke Save during Column Add, see Topic 16. "Shortcuts to Check and Figure Numbers" in the Selectable Topics - Book 2.)

KEY SAVE KEY

Use the KEY SAVE key to initiate the Keystroke Save function.

1. Press KEY SAVE (CODE + KEY PLAYBACK).



The message symbol ==> begins flashing to show you are in the key save mode.

The word **Save** displays on the first status line.

A message is queued to remind you to press KEY SAVE to stop saving keystrokes.

2. Type the keys you want to save.

The message symbol ==> flashes to show you are using Keystroke Save.

Note: The system will save all text and function keys except the MSG Key and the KEY PLAYBCK Key.

3. Press KEY SAVE (CODE + KEY PLAYBCK) to stop saving keystrokes.

The message symbol ==> stops flashing to show you are not using Keystroke Save.

Correcting Mistakes When Saving Keystrokes

If you make minor typing errors when saving keystrokes:

1. Use the BKSP key to correct the errors and continue typing.

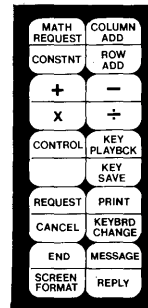
Since the keystrokes used to make the correction are also saved, the play back will be correct.

If you make an error when saving keystrokes that would perform a text or math function, you may want to start saving the keystrokes from the beginning.

For example, if you pressed COLUMN ADD too many times when adding a column of numbers, you would probably want to start over.

Do this type of correction by:

1. Press KEY SAVE (CODE + KEY PLAYBCK)



The message symbol ==> will stop flashing.

You are no longer saving keystrokes.

2. Move the cursor to where it was before you started saving keystrokes.
3. Press KEY SAVE (CODE + KEY PLAYBCK)

The keystrokes you saved previously are deleted.

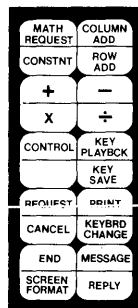
The message symbol ==> will begin flashing to show you are now using Keystroke Save.

4. Retype the keys you want to save.
5. Press KEY SAVE (CODE + KEY PLAYBCK) when you want to stop saving keystrokes.

KEY PLAYBCK KEY

Use this key to play back keystrokes that were saved using the Keystroke Save function.

1. Press KEY PLAYBCK



The word **Play** will display on the first status line, and the system will play back the keystrokes that were saved.

Press CANCL to stop playback. When KEY PLAYBCK is pressed again, the saved keystrokes will play back from the beginning.

Note: Keystrokes are saved until Go To Task Selection is selected from the TYPING TASKS Menu or until the SPELL Key is pressed in a document.

Changing the Keystrokes Saved

1. Press KEY SAVE (CODE + KEY PLAYBCK) to delete previously saved keystrokes.
2. Type the keys you want to save.
3. Press KEY SAVE to stop saving keystrokes

KEY-TO-PRINT

Key-To-Print allows you to type on the Displaywriter like you would on a typewriter. Characters print while you type them, but the characters you type do **not** display and are **not** stored on a diskette. Do not use Key-To-Print for any documents you may need to revise.

Because characters print while you type them, you must be able to see the printer when using Key-To-Print. You cannot use Key-To-Print:

- If the printer is not assigned to your work station.
- If the printer does not match the description in the PRINTER DESCRIPTION menu.

Request the printer, or change the printer description, then try again.

When a document is printing and you select Key-To-Print, the document is interrupted, but the page finishes printing. Printing of the interrupted document resumes after you end Key-To-Print.

Use Key-To-Print to:

- Type forms, envelopes, brief messages, and other short, one-time typing jobs
- Determine tab settings for forms and other jobs.

Using Key-To-Print with a 5215 Printer

1. Choose Key-To-Print in the TASK SELECTION menu.
2. Insert the Vol. 02 Program Diskette to load Key-To-Print.

The FORMAT SELECTION FOR KEY-TO-PRINT menu displays.

Note: You must make all necessary format changes in this menu before continuing. You cannot make format changes (typestyle, line spacing, left margin, or tabs) when typing in Key-To-Print.

3. Load the paper. Use the red line on the bottom of the card holder to help you align the paper.

4. Choose Change Line Format.

The LINE FORMAT FOR KEY-TO-PRINT menu displays.

Make the necessary selections to change typestyle and/or line spacing.

If you need to change typestyle when typing in Key-To-Print:

- a. Press END to end Key-To-Print.
- b. Choose Key-To-Print from the TASK SELECTION menu.
- c. Choose Change Line Format from the FORMAT SELECTION FOR KEY-TO-PRINT menu.
- d. Change the typestyle in the LINE FORMAT FOR KEY-TO-PRINT menu.
- e. Press ENTER enough times to begin typing in Key-To-Print again.

5. Choose Change Left Margin and Tabs.

The LEFT MARGIN AND TABS FOR KEY-TO-PRINT menu displays.

Follow the instructions to change tabs, set the left margin, and move the print element up or down on the paper.

Note: There is no right margin when using Key-To-Print.

6. Press ENTER after making all necessary changes in the FORMAT SELECTION menu.

The INSTRUCTIONS FOR KEY-TO-PRINT menu displays. This menu contains information you can use when typing in Key-To-Print.

7. Type the text as you would when using a typewriter. The characters print as you type them.

Notes:

- a. If you need to change typestyle when typing the text, see step 4 in this procedure.
- b. Anything you type in Key-To-Print will not be stored on a diskette.

8. When you are finished typing in Key-To-Print, press END.

The system returns to the TASK SELECTION menu.

Using Key-To-Print with a 5218/5228 Printer

1. Choose Key-To-Print in the TASK SELECTION menu.
2. Insert the Vol. 02 Program Diskette to load Key-To-Print.

The FORMAT SELECTION FOR KEY-TO-PRINT menu displays.

Note: You must make all necessary format changes in this menu before continuing. You cannot make format changes (typestyle, line spacing, left margin, or tabs) when typing in Key-To-Print.

3. Press the blue LOAD button on the printer to load the paper. If you have a sheet feed paper handler or a tractor feed, see the Printer Guide for information on how to load the paper manually.
4. Choose Change Line Format.

The LINE FORMAT FOR KEY-TO-PRINT menu displays.

Make the necessary selections to change typestyle and/or line spacing.

If you need to change typestyle when typing in Key-To-Print:

- a. Press END to end Key-To-Print. The TASK SELECTION menu appears.
 - b. Choose Key-To-Print in the TASK SELECTION menu.
 - c. Choose Change Line Format in the FORMAT SELECTION FOR KEY-TO-PRINT menu.
 - d. Change the typestyle in the LINE FORMAT FOR KEY-TO-PRINT menu.
 - e. Press ENTER enough times to begin typing in Key-To-Print again.
5. Choose Change Left Margin and Tabs.

The LEFT MARGIN AND TABS FOR KEY-TO-PRINT menu displays.

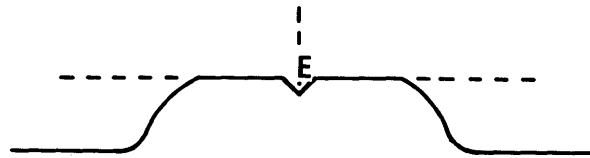
Follow the instructions to change tabs, set the left margin, and move the print element up or down on the paper.

Note: There is no right margin when using Key-To-Print.

6. Press ENTER after making all necessary changes in the FORMAT SELECTION menu.

The INSTRUCTIONS FOR KEY-TO-PRINT menu displays. This menu contains information you can use when typing in Key-To-Print.

7. Align the paper using the Cursor Up and Cursor Down keys so the line you want to type on is even with the top edge of the card holder.



8. Type the text.

When you stop typing, the paper rolls up so you can see what you have typed. When you resume typing, the paper automatically rolls down.

Notes:

- a. If you need to change typestyle when typing the text, see step 4 in this procedure.
 - b. Anything you type in Key-To-Print will not be stored on a diskette.
9. When you are finished typing a page, press and hold the Cursor Down key to remove the paper.
 10. To type another page:
 - a. Press STOP on the printer.
 - b. Press the blue LOAD button on the printer to load the paper.

- c. Carrier Return to move the print element to the left margin.
- d. Align the paper using the Cursor ↓ and Cursor ↑ keys.
- e. Start typing.

Note: Any time you need to lift the cover on a 5218/5228 printer, press STOP on the printer **first**.

- 11. When you are finished typing in Key-To-Print, press END. The system returns to the TASK SELECTION menu.

Micro Space and Micro Index in Key-To-Print

Micro Spacing and Micro Indexing allow you to position the print element at an exact point on the paper.

Micro Spacing moves the print element to the left or right the smallest amount available on the printer.

To Micro Space:

- Press CODE + Cursor → to move the print element to the right.
- Press CODE + Cursor ← to move the print element to the left.

Micro Indexing moves the print element up or down the smallest amount available on your printer.

To Micro Index:

- Press CODE + Cursor ↶ to move the print element up on the paper.
- Press CODE + Cursor ↷ to move the print element down on the paper.

Note: You can Micro Space and Micro Index only when the INSTRUCTIONS FOR KEY-TO-PRINT menu displays.

Correcting Errors in Key-To-Print

You can make corrections when typing in 10, 12, or 15 pitch as you would on a typewriter.

The following keys on the keyboard move the print element on the paper:

- The Space Bar and the Cursor → key move the print element one space to the right.
- The BKSP key and the Cursor ← key move the print element one space to the left.
- The Cursor ↑ key moves the print element up one line on the paper.
- The Cursor ↓ key moves the print element down one line on the paper.
- The $\frac{1}{2}\uparrow$ key, the $\frac{1}{2}\downarrow$ key, and the INDEX key can also be used to move the print element up or down the paper.

Notes:

1. Excessive indexing or reverse indexing may cause paper alignment problems.
2. When you are using PSM (proportional spacing), you must Micro Space (CODE + Cursor → or Cursor ←) to align the print element properly for underlining or typing corrections in text.

Canceling a Print Job While Using Key-To-Print

To cancel a print job while using Key-To-Print:

1. Press REQST.

The TEXTPACK REQUEST TASKS menu displays.

2. Choose Display Print Queue or Cancel Print Job.

The DISPLAY PRINT QUEUE OR CANCEL PRINT JOB menu displays.

Note: Key-To-Print is shown as ID #a, but you cannot cancel Key-To-Print using this task.

3. Type the ID letter of the print job you want to cancel and press ENTER.

The print job is cancelled.

Rearranging the Print Queue While Using Key-To-Print

To rearrange the print queue while using Key-To-Print:

1. Press REQST.

The TEXTPACK REQUEST TASKS menu displays.

2. Choose Change Printing Order.

The CHANGE PRINTING ORDER menu displays.

Key-To-Print displays as ID #a. If you interrupted the printing of a job when you selected Key-To-Print, the interrupted job displays as ID b.

You can rearrange any item in the print queue except Key-To-Print.

3. Type the ID letter of the print job you want to print next and press ENTER.

The print queue will print in order when you end Key-To-Print.

Determining Tab Settings using Key-To-Print

You can determine the tab settings for a form or document by using Key-To-Print instead of the Conversion Ruler by following these steps:

1. Use the procedures appropriate for your printer to go to the LEFT MARGINS AND TABS FOR KEY-TO-PRINT menu.
2. Press DEL to clear all tabs.
3. Use the Space Bar to set the left margin where you want it.
4. Use the Cursor → key to move the print element to the first tab position.
5. Press TAB.

A tab is set on the scale line of the LEFT MARGINS AND TABS FOR KEY-TO-PRINT menu.

6. Repeat steps 4 and 5 to set the remaining tabs.
7. Note the position of the left margin and the tab settings on the scale line.
8. Press ENTER, then press END to end Key-To-Print.

Use the left margin and tab settings you noted when you create a document on the Displaywriter.

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KIND OF SPELLING CHECK

Use this ITEM to tell the system whether to check the spelling in a document.

Kind Of Spelling Check appears in the CHECK DOCUMENT menu and the CHANGE CHECK DOCUMENT DEFAULTS menu.

Choose **Prompted**, and the system will check the spelling of the document in the prompted mode.

- Words that do not match either the system dictionary or the loaded supplement will be highlighted, and the cursor will be under the first character of the word.

When checking the spelling in the prompted mode, you can make any necessary corrections.

Choose **Automatic** and the document will be spell-checked. To see the highlighted words, you must return to the TYPING TASKS menu and revise the document.

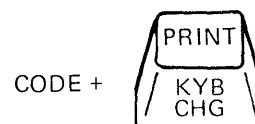
Choose **None** and the document will not be spell checked.

KYB CHG KEY

The KYB CHG (Keyboard Change) key allows you to select another keyboard arrangement from the alternate keyboards supported by your Vol. 01 Program Diskette when you are creating or revising a document.

The Vol. 01 Program Diskette always supports the "home" keyboard arrangement—the one engraved on the keys. In addition, it will support as many as five alternate keyboards. There are no IBM-supplied defaults for the alternate keyboards. You must identify the ones you want to use in the WORK STATION DESCRIPTION menu. You can also change them, if you wish, in the same menu.

1. Press KYB CHG.



Follow the prompts and messages as they appear.

2. Type the new keyboard number you want.

The number you type must be one of the keyboard numbers assigned to the program diskette you are using. (The Change Work Station Description task allows you to see the keyboard numbers assigned to the program diskette.)

If your engraved keyboard is a 92-character keyboard and you change it to a number identifying a 96-character keyboard arrangement, you cannot use the four extra keys since these keys are not physically on the keyboard.

The status line displays the new keyboard number.

The system inserts a Keyboard Change symbol (■) in text and returns the cursor to where you were when you pressed KYB CHG.

Notes:

- a. The system does not automatically reset to the system default at the end of the current document. Unless you change the keyboard again, or Initial Program Load (IPL) the system again, this change is effective for the remainder of the current program load.
- b. To print documents you type with alternate keyboards, the system will prompt you to put the appropriate typing element on the printer. For example, if you use the German Keyboard, put a German element on the printer when the system prompts for it.
- c. Appendix C. "Keyboard Arrangements" for the IBM Displaywriter System, shows the keyboard arrangements for the system. The Printer Message Descriptions in Appendixes B and F in the Printer Guide list the keyboard IDs for printer elements/printwheels.

LANGUAGE FOR SPELLING CHECK

See INSTR Key - Language For Spelling Check

LAYOUT KEY

See COLUMN LAYOUT

LESS THAN KEY (<)

See SELECT RECORDS

LINE ADJ KEY

The line the cursor is on adjusts within the margins when you press the LINE ADJ (Line Adjust) key while creating or revising a document.

1. Move the cursor to the line to be adjusted.
2. Press LINE ADJ.



Make any needed hyphenation decisions.

Notes:

1. For additional information, see "HYPHENATION" in this section.
2. The LINE ADJ key is also used to set tabs for typing text tables. See "TEXT TABLES" in this section.

LOAD SUPPLEMENT TASK

This Spelling Task provides a supplemental dictionary to the standard dictionary for checking spelling.

If the words in the supplemental dictionary are typed with syllable hyphens (non-coded hyphens) at the hyphenation points, the system will also use those hyphenation points during Dictionary Hyphenation.

1. Choose Load Supplement in the SPELLING TASKS menu.
2. When prompted, type the name of the document and, if necessary, the diskette name.

The document can contain a word list you create, or it can be an existing document that contains words that you want to add. Words already in the dictionary will not be added.

3. Choose the task as often as needed to load different words from other documents into the supplemental dictionary.

A maximum of 4500 different characters may be included in the supplemental dictionary. (A message displays when the supplement is full.) Syllable hyphens you type at hyphenation points do **not** count as characters.

When the task is completed, the system displays the message **Supplement loaded. (number) words now in supplement.**

4. Repeat the task for each supplemental dictionary that you create.

MARGINS

Use the Change Margins and Tabs ITEM in the FORMAT SELECTION menu to change the way margins are set up in documents.

Note: If you are also going to change type style pitch (for example, pica [10] to elite [12]), change the pitch **before** changing the margins and/or tabs to prevent errors in alignment.

Margin changes are made from the MARGINS AND TABS menu.

Go to the MARGINS AND TABS menu in any one of three ways, depending on what you want the change.

1. You can change the margin defaults on the program diskette. If you change the defaults on the program diskette, the new margins apply to all new documents you create using the changed program diskette.
2. You can also change the Document or Alternate Format of margins for a single document. In this case, the program diskette defaults remain the same and the new margin choices apply only to the single document. They are set at the start of the document.

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3. Finally, you can change the margins for only a portion of a document. In this case, neither the program diskette defaults nor the Document (or Alternate) Format are changed. This change does not affect the format between the start of the document and your current cursor location. It begins where you press CHG FMT and remains in effect until you change it or until the end of the document, whichever comes first.

You go to the MARGIN AND TABS menu through a different menu sequence for each of the cases described above.

Going to the MARGINS AND TABS Menu

1. If you want to change the defaults for a program diskette, follow these steps to go to the MARGINS AND TABS menu.
 - a. Insert the Vol. 01 Program Diskette,
 - b. Choose Program Diskette Tasks in the TASK SELECTION menu.
 - c. Choose Change Document Format Defaults or Change Alternate Format Defaults in the TEXTPACK PROGRAM DISKETTE TASKS menu.
 - d. Choose Change Margins and Tabs in the FORMAT SELECTION menu.

Note: Using the MARGINS AND TABS menu is described under the next heading in this section.

2. If you want to change the Document or Alternate Format or margins for a single document, follow these steps to go to the MARGINS AND TABS menu.
 - a. Choose Change Document format or Change Alternate Format in the CREATE OR REVISE DOCUMENT menu.
 - b. Choose Change Margins and Tabs in the FORMAT SELECTION menu.

Note: Using the MARGINS AND TABS menu is described under the next heading in this section.

3. If you want to change the margins for the portion of the document beginning at the

cursor on the line, follow these steps to go to the MARGINS AND TABS menu.

- a. Position the cursor at the left margin of the line where the change will begin.

Note: If you press the CHG FMT key when the cursor is not at the left margin (it is within a line), you can change only the typestyle, not including a pitch change.

- b. Choose Change Margins and Tabs in the FORMAT SELECTION menu.

Note: Using the MARGINS AND TABS menu is described under the next heading in this section.

Using the MARGINS AND TABS Menu

You can change either of the margins which appear in the MARGINS AND TABS menu.

Use the steps below to change the left margin in the MARGINS AND TABS menu.

- If the scale line cursor is not already under the left margin symbol (<<), use the <- or -> key to move it there.
- Press BKSP or the Space Bar until the left margin (<<) reaches the new location.

Use the steps below to change the right margin in the MARGINS AND TABS menu.

- Use the <- or -> key to move the scale line cursor under the right margin symbol (>>)
- Press BKSP or the Space Bar until the right margin (>>) reaches the location that you want.

When you have completed your changes in the MARGINS AND TABS menu, press ENTER enough times to return to the point from which you began (the TEXTPACK PROGRAM DISKETTE TASKS menu, the CREATE AND REVISE DOCUMENT menu, or the document typing area).

If you are in the Revise Document task, paginate when you finish revising the document to make the change effective and/or revise all Format Changes you created previously.

Note: Do not change tabs for a table if the table was layed out with Column Layout.

MATH

The Math function provides a basic method of checking addition, subtraction, multiplication, and division within a document. These functions are performed by using the:

- Add key
- Subtract key
- Multiply key (CODE + Add)
- Divide key (CODE + Subtract)
- COLUMN ADD key
- ROW ADD key (CODE + COLUMN ADD)

MATH REQUEST	COLUMN ADD
CONST	ROW ADD
+	-
X	÷
CONTROL	KEY PLAYBCK
	KEY SAVE
REQUEST	PRINT
CANCEL	KEYBRD CHANGE
END	MESSAGE
SCREEN FORMAT	REPLY

To initiate the Math function, the cursor must be positioned under a number (0-9), the decimal point, or a comma (thousands separator) within a number when one of the above keys is pressed.

A number must be less than 16 characters long (not including the decimal point or thousands separator) to perform a math operation.

Negative Numbers

The system recognizes negative numbers and will perform math functions using these numbers. A number will be treated as negative in the following cases:

The left-most digit (or decimal point, if applicable) is immediately preceded by a required hyphen or a required hyphen followed by a space or required space.

For example, -number - number
 - number - number

- The right-most digit (or decimal point, if applicable) is immediately followed by a required hyphen or a required hyphen followed by a space or required space.

For example, number- number -
number - number -

- The number is enclosed in any one of the following parenthesis-like graphic pairs:

()
< >
[]

The closing symbol must immediately follow the right-most digit (or decimal point). The opening symbol can be separated from the left-most digit by one or more characters or spaces.

For example, (number) (number)
(\$number) (\$ number)

Adding and Subtracting Numbers

The Add and Subtract keys are used to add and subtract numbers already existing on the display. These keys initiate the Math function within a document. They may also be used to add and subtract a previously entered constant.

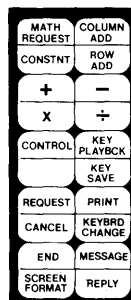
1. Move the cursor to the first number to be added or subtracted.

The system recognizes negative numbers.

Press the Add key to subtract a number that is identified as negative from the total. See "Negative Numbers."

Press the Subtract key to subtract a positive number from the total.

2. Press the Add key or the Subtract key.



The number will be highlighted.

The system will display **Total = (number)**
Item Count = (number) on the prompt line.

3. Move the cursor to the next number to be added or subtracted.
4. Press the Add key or the Subtract key.

The number will be highlighted.

The total and item count will change.

Inserting the Total Into a Document

1. Move the cursor to the position in text where the first character or decimal point of the total should appear.

The cursor cannot be under a number or next to a number.

2. Press ENTER.

The total will be inserted.

Item Count

Each time you add a number to or subtract a number from the total, the item count will increase by one. Multiply and divide do not increase the item count.

Item count is used by the system to figure averages.

You can use item count to compare the number of items to be added or subtracted with the number of times the Add and/or Subtract key was pressed.

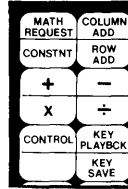
Adding a Column of Numbers Using Column Add

The Column Add function adds **only** decimal aligned numbers.

Note: Display Codes must equal **No** for the Column Add function to work properly.

To add a column of decimal aligned numbers using COLUMN ADD:

1. Move the cursor to the first number in the column to be added.
2. Press the COLUMN ADD key.



The number will be highlighted.

The system will display **Total = (number)**
Item Count = (number) on the prompt line.
The cursor will move down to the next line.

The system will add positive numbers to the total and subtract numbers identified as negative (see "Negative Numbers") from the total.

3. Press the COLUMN ADD key until all the numbers to be added are highlighted.

The total and item count will change.

Note: The COLUMN ADD key is a typematic key and can be held down to add the column.

Adding a Row of Numbers Using Row Add

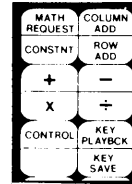
The Row Add function adds **only** decimal aligned numbers.

Note: Display Codes must equal **No** for the Column Add function to work properly.

To add a row of decimal aligned numbers using ROW ADD:

1. Move the cursor to the first number in the row to be added.

2. Press the ROW ADD key (CODE + COLUMN ADD)



The number will be highlighted.

The system will display **Total = (number)**
Item Count = (number) on the prompt line.
The cursor will move to the decimal tab location of the next number in the row.

The system will add positive numbers to the total and subtract numbers identified as negative (see "Negative Numbers") from the total.

3. Press the ROW ADD key until all the numbers to be added are highlighted.

The total and item count will change.

Note: The ROW ADD key is a typematic key and can be held down to add the row.

Inserting the Total Into the Same Column After Using Column Add

1. Move the cursor (if necessary) to the line in the column where the total should appear.
2. Press ENTER.

The total will be inserted into the column.

Inserting the Total Into a Different Column After Using Column Add or Row Add

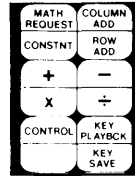
1. Move the cursor (if necessary) to the decimal tab location in the desired column.
2. Press ENTER.

The total will be inserted into the column.

Sub-Totaling and Grand-Totaling

Use the Add and Subtract keys to sub-total and grand-total numbers in a column.

1. Move the cursor to the first column entry to be added or subtracted.
2. Press the Add or Subtract key.



The system will display **Total = (number)**
Item Count = (number) on the prompt line.

3. Move the cursor down to the next number in the column. Press either the Add or Subtract key.

The system will do the Math function and display the total.

4. Repeat these steps until all of the numbers in the column for the sub-total are added or subtracted.
5. Put the sub-total in the place you want by moving the cursor to the desired position and pressing ENTER. See "Adding and Subtracting Numbers - Inserting the Total Into a Document."
6. Press CANCL to clear the total and repeat the above steps for the rest of the columns.
7. For the grand-total of all the numbers, move the cursor to the first sub-total and press the Add key. Add all the sub-totals to obtain the grand-total.
8. Move the cursor to the location where the grand-total should be inserted and press ENTER.

Aligning the Total at a Decimal Tab Stop

1. Move the cursor to the desired decimal tab stop.

The cursor cannot be under a number or next to a number.

2. Press ENTER.

Incoming Sales

<u>Winter</u>	<u>Spring</u>	<u>Summer</u>	<u>Totals</u>
\$ 67,748.30	\$ 81,260.60	\$ (87,773.50)	\$ 61,235.40
91,355.40	103,167.60	(12,006.90)	\$ 128,625.31
(44,672.50)	54,293.80	79,823.80	\$ 89,445.10
85,563.60	52,055.10	103,990.20	\$ 241,608.90
73,913.90	(99,639.80)	165,997.70	\$ 140,271.80
90,054.20	90,337.60	(56,229.50)	\$ 124,162.30
(66,681.70)	24,479.40	62,422.40	\$ 20,220.10
<u>82,158.80</u>	<u>(145,423.40)</u>	<u>63,273.80</u>	\$ 9.20
379,440.00	160,539.90	319,498.00	

EXAMPLE

Clearing the Total

While the total is on the prompt line, press CANCL.

The system will display **Total = 0.00** and **Item Count = 0** on the prompt line.

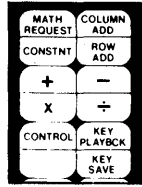
Pressing CANCL again will cancel the Math function.

Multiplying and Dividing Numbers

The Multiply key (CODE + Add key) and the Divide key (CODE + Subtract key) can be used only if the Math function has been initiated. The Math function is initiated in a document by pressing the Add key or the Subtract key.

1. Move the cursor to the first number to be multiplied or divided.

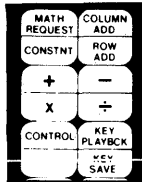
2. Press the Add key.



The number will be highlighted.

The system will display **Total = (number)**
Item Count = (number) on the prompt line.

3. Move the cursor to the number that the total is to be multiplied or divided by.
4. Press the Multiply or Divide key.



The number will be highlighted.

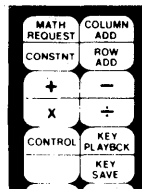
The new total will display.

Constant Math

The system can add, subtract, multiply and divide by a number that is not in the document. This number is called a constant. Cancelling the Math function also cancels the constant.

To Enter a Constant

1. Press the CONSTANT key anywhere within a document.



The system will go into the Math function.

The system will display **Constant = _** on the prompt line.

2. Type the number you want to be the constant.

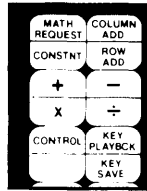
The number can be typed as a percent if you want to figure a percentage. See "Figuring Percentages - Figuring A Percentage Using The Constant."

3. Press ENTER.

The system will display **Total = (number)**
Item Count = (number) on the prompt line.

To Use a Constant

1. Move the cursor to the first number to be added, subtracted, multiplied, or divided by the constant.
2. Press the Add key.



The number will be highlighted.

3. Press CONSTANT.

The system will display the constant number.

4. Press the Add, Subtract, Multiply, or Divide key.

The system will perform the Math function using the constant.

The total will be displayed.

Figuring Percentages

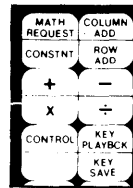
You can figure a percentage by:

1. Multiplying a number by the constant when the constant is typed as a percent.
2. Multiplying a number by a number in the document that is typed as a percent.

You can also figure a percentage and either add or subtract the percentage from the total displayed on the prompt line.

Figuring A Percentage Using The Constant

1. Move the cursor to the number you want to find the percentage of.
2. Press the Add key.



The number will be added to the total.

3. Press CONSTNT (CODE + MATH REQUEST)

Constant = _ will display on the prompt line.

4. Type the percent you want to figure. For example, type 6%.

In this example, **Constant = 6%** will display on the prompt line.

5. Press the Multiply key (CODE + Add key) to multiply the total by the constant (the percent).

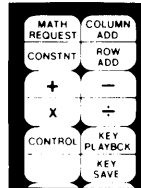
The percentage will display as the total.

Note: You can insert the percentage (total) into text or a column using the same procedures for inserting the total into text or a column.

Figuring A Percentage Using A Number Typed In Text

You can figure a percentage by multiplying a number in text by another number that is typed as a percent.

1. Move the cursor to the number you want to find the percentage of.
2. Press the Add Key.



The number will be added to the total.

3. Move the cursor to the number you want to figure with.

The number must be typed as a percent.

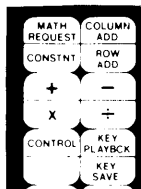
4. Press the Multiply key (CODE + Add key) to multiply the total by the cursored number (the percent).

The percentage will display in the total on the prompt line.

Figuring And Adding A Percentage To The Total

You can figure a percentage and add the percentage to the total displayed on the prompt line.

1. Move the cursor to the number you want to find the percentage of.
2. Press the Add Key.



The number will be added to the total.

3. Move the cursor to the number you want to figure with.

The number must be typed as a percent.

4. Press the Add Key.

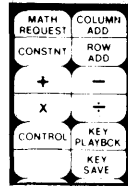
The system will figure the percentage and add it to the total.

The result of the calculation will be displayed in the total on the prompt line.

Figuring And Subtracting A Percentage From The Total

You can figure a percentage and subtract the percentage from the total displayed on the prompt line.

1. Move the cursor to the number you want to find the percentage of.
2. Press the Add Key.



The number will be added to the total.

3. Move the cursor to the number you want to use in the calculation.

The number must be typed as a percent.

4. Press the Subtract Key.

The system will figure the percentage and subtract it from the total.

The result of the calculation will be displayed in the total on the prompt line.

Note: Since the system recognizes negative numbers, you would press the Add Key if the percent is typed with a hyphen in front of it. For example, -12%.

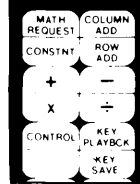
Figuring Averages

The system can figure averages of columns or rows of numbers you have added.

1. Add the column or row of numbers.

The total and item count will increase.

2. Press the MATH REQUEST key.



The MATH REQUESTS Menu will display.

3. The average of the column or row just added will display next to **Average =** .

Inserting the Average Into Text

1. Add the column or row of numbers.

The total and item count will increase.

2. Press the MATH REQUEST key.

The MATH REQUESTS Menu will display.

3. The average of the column or row just added will display next to **Average =** .

4. Choose Copy Average to Total = **yes**.

5. Press ENTER enough times to return to the typing area.

The total is now the average, and the item count is 0.

6. Move the cursor to the position in text where the first character or decimal point of the average (total) should go.

The cursor cannot be under a number or next to a number.

7. Press ENTER.

The average (total) will be inserted.

Inserting the Average Into a Column

1. Add the column or row of numbers.

The total and item count will increase.

2. Press the MATH REQUEST key.

The MATH REQUESTS Menu will display.

3. The average of the column or row just added will display next to **Average =** .

4. Choose Copy Average to Total = **yes**.

The total is now the average, and the item count is 0.

5. Move the cursor to the decimal tab stop in the column where the average (total) should go.

6. Press ENTER.

The total will be inserted.

MATH INSTRUCTION

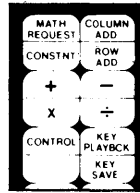
See MERGE FILE/TEXT - Math Instructions

MATH REQUEST KEY

Use this key to see and/or change the active math format that will be used to display the total on the prompt line. Other functions are available in this menu to help you perform math operations within a document.

To display this menu:

1. Press MATH REQUEST.



The MATH REQUESTS menu will display.

Active Math Format

Select the Active Math Format ITEM and the POSSIBLE CHOICE to specify the active format to be used for the total or constant appearing on the prompt line.

See "CHANGE MATH FORMAT DEFAULTS TASK" in this section to change the POSSIBLE CHOICES defaults.

Change Sign

Use the Change Sign ITEM in the MATH REQUESTS menu to see how the negative or positive numbers can be displayed in the total when doing math calculations in text, or printed during the output of a file job.

When you choose Change Sign, the sign of the Active Math Format POSSIBLE CHOICES will change.

The sign (+ or -) of the total or constant on the prompt line is also changed.

Copy Constant Into Total

Choose this ITEM **Yes** to copy the number that is the constant into the total for further math calculations.

Copy Total Into Constant

Choose this ITEM **Yes** to copy the number that is the total into the constant for further math calculations or functions.

Note: When performing math calculations, the system maintains a number that is precise to 15 digits. The precise number will be displayed as the constant when this ITEM is selected.

Copy Average Into Total

Choose this ITEM **Yes** to copy the average that is displayed in the MATH REQUESTS menu into the total for further math calculations or functions.

MENU BYPASS

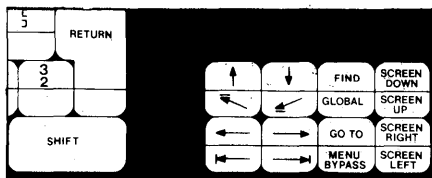
Menu Bypass allows you to skip the menus and the ITEMS you would normally choose to get to the menu you need to perform a task or to make a selection.

To initiate Menu Bypass press MENU BYPASS (CODE + GO TO) key. The prompt **Type Abbreviation; Press ENTER.** will display. You can then type the abbreviation of the menu or function you want to perform.

For example, if you are creating or revising a document and are in the typing area of the document, you could use Menu Bypass to get you to the menu that would allow you to duplicate a document.

To do this, you would:

1. Press MENU BYPASS (CODE + GO TO).



2. Type "dupdoc" and press ENTER.

The system will end the document, load the Work Diskette Tasks, and display the DUPLICATE DOCUMENT menu.

You can now make the necessary choices in the menu.

You have skipped the normal sequence of menus to reach the menu that allows you to perform the task of duplicating a document.

You can also use Menu Bypass to put instructions in text, such as Begin Keep, that you would normally choose from the INSTRUCTIONS menu.

To do this:

1. Press MENU BYPASS (CODE + GO TO).
2. Type **begkeep** (the abbreviation for Begin Keep) and press ENTER.

The Begin Keep instruction is placed in text.

When Menu Bypass Is Not Allowed

The system does not recognize all the abbreviations at all times. When you type an abbreviation that is not allowed, the system will display the message (abbreviation) not allowed at this time.

For example, if you typed the abbreviation for a line format change and the cursor was not at the left margin, the message would display.

In most instances, if you can get to the desired menu by using the normal menu flow, you can bypass the menu(s) by typing the abbreviation for the menu you want.

Note: Menu Bypass cannot be used:

- When the TASK SELECTION menu is displayed.
- When the TEXTPACK PROGRAM DISKETTE TASKS menu is displayed.
- When the PROGRAM DISKETTE TASKS menu is displayed.
- To access the ITEMS in the PROGRAM DISKETTE TASKS menu.
- To access Feature Diskette Tasks.

To Create Or Revise A Document Using Menu Bypass

If you have only one work diskette loaded, the system assumes the loaded diskette is the one you want to use, and you will not be asked for the diskette name.

You can create or revise a document when the menus for other tasks (Work Diskette Tasks, Spelling Tasks, or Program Diskette Tasks) are displayed. For example, if you are in Work Diskette Tasks because you just initialized a work diskette, and you want to create a letter called Jones Letter, you would:

1. Press MENU BYPASS (CODE + GO TO).
2. Type "create Jones Letter" and press ENTER.

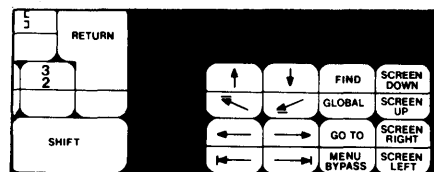
The system will load the Typing Tasks and go directly to the CREATE OR REVISE DOCUMENT menu of the document.

If you have two diskettes loaded in a Dual Diskette Unit, the system will ask you the name of the work diskette you want to use. You can bypass the prompt for the diskette name by typing "create (document name),work" and the system will go directly to the Typing Frame.

To type the separator character (,) between the document name and the diskette name, press CODE + M. Only the separator character should be between the document name and the diskette name.

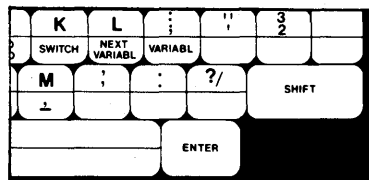
For example, to create a document called "Jones Letter" on a diskette named "work" when two work diskettes are loaded:

1. Press MENU BYPASS (CODE + GO TO).



2. On the same line, do the following:

Type "create Jones Letter"
 Press , (CODE + M)
 Type "work"



Menu Abbreviations

The names of the menus, the functions that can be performed using Menu Bypass, and their abbreviations are listed in the Menu Section. The abbreviations are also listed on the Menu Bypass Abbreviation Card.

Changing the Short Form of a Menu Abbreviation

See "CHANGE MENU ABBREVIATIONS" in this section of the Operator Reference Guide.

MERGE FILE/TEXT TASK

Merge File/Text is used to create output documents by merging constant information in a text shell document with a file. The merged documents can then be stored, printed, or both.

The two major types of Merge File/Text document are:

Repetitive Letters

- Mass mail letters
- Forms

File Listings or Reports

- Reports
- Listings
- Multi-column Listings

Repetitive Letters

Repetitive letters are created by merging a text shell document with variables from a single record in a file, to form one output document. The same shell document is then merged with the variables from a different record to create a second document. This process is repeated, creating an output document (letter) for each qualifying record in the file.

Creating the Shell Document

The Shell Document is the form letter with variables (file field names) inserted in the text at the places where variable text, from the file fields, is to be inserted. A shell document can have any number of pages.

Print the Shell Document after you have created it, to check the placement of the variables.

1. Choose Typing Tasks in the TASK SELECTION menu.
2. Create the Shell Document as follows:

Typing variable names

1. In the typing screen, change Display Codes to **yes**. (See "SCREEN FORMAT KEY" in this section.)
2. In the typing area, when you reach the place in text where you want a variable inserted, press the VARIABL key (CODE + ;).

The system will prompt **Type variable name; press ENTER.**

3. Type the name of the File Field that contains the variable information, exactly as it appears in the File Description (for example, DATE).

If the variable is an answer to a Math calculation, type the Answer Variable name.

Note: An alternate method of entering variables is from the VARIABLE menu. Use this method if you prefer, or if the variable requires an Output Format:

When the prompt **Type variable name; press ENTER.** appears on the display:

- a. Press ENTER without typing the variable name (The VARIABLE menu will appear).
- b. Choose Variable Name in the VARIABLE menu, and type the variable name.
- c. Choose Output Format, and type a Format Code 1-4, if necessary, to choose one of the four Math Formats specified on the program diskette.

The format number will display next to the variable name in the shell (for example \uparrow Amount, 2 \uparrow).

4. Press ENTER.

The document will reappear on the display, with the variable name displayed (for example \uparrow DATE \uparrow).

5. Repeat steps 2 through 4 until all text and variables have been entered.

File Reports

File Reports are created by a single merging of a text shell document with all qualifying records in a file. A single output document (listing or report) is created.

Creating the Shell Document

File Reports can vary from a simple single-column detail listing, to a group or summary report containing multiple math calculations.

The following example is for a shell document containing a Report Heading, a Page Heading, and a detail listing. Following the shell document example, other items in the FILE REPORT menu are explained.

Note: Format changes that precede the first File Report Instruction will not be used. To change the File Report format, press CHG FMT immediately after the File Report Instruction.

For additional examples of File Report shell documents, see the IBM Displaywriter System Guide to File Design and Use and the IBM Displaywriter System Work Station Procedures Guide, Reportpack.

1. Choose Typing Tasks in the TASK SELECTION menu.
2. In the typing frame, change Display Codes to Yes.

Choosing the File Format

1. In the typing frame, press the INSTR key.
2. Choose File Report Instructions in the INSTRUCTIONS menu.
3. Choose Report Preface in the FILE REPORT INSTRUCTIONS menu -- Change to Yes.
4. Choose Page Heading -- Change to Yes.
5. Choose Record Detail -- Change to Yes.
6. Press ENTER with no selections made to return to the typing frame.

The File Report Instructions you chose will display in the text frame. The cursor is on the line after the Report Preface.

7. Type the report preface.

(A Report Preface appears once at the beginning of a merged document.)

8. Move the cursor past the Page Heading instruction and type the page heading.

Note: The Page Heading instruction can be used to type column headings for the listing. The page heading will appear at the top of the listing on every page.

9. Move the cursor past the Record Detail instruction to the place where a variable (field name) should appear in the listing.
10. Press the VARIABL key (CODE + ;).
11. Type the name of the File Field that contains the variable information, exactly as it appears in the File Description.
12. Press ENTER.
13. Repeat steps 10 through 12 until all variable names have been entered.

Typing variable names

1. In the typing area, change Display Codes to **Yes**. (See "SCREEN FORMAT KEY" in this section.)
2. In the typing area, when you reach the place where you want a variable inserted, press the **VARIABLE** key (CODE + ;).

The system will prompt **Type variable name;**
press **ENTER**.

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3. Type the name of the File Field that contains the variable information, exactly as it appears in the File Description (for example, DATE).

If the variable is an answer to a Math calculation, type the Answer Variable name.

Note: An alternate method of entering variables is from the VARIABLE menu. Use this method if you prefer, or if the variable requires an Output Format:

When the prompt **Type variable name; press ENTER.** appears on the display:

- a. Press ENTER without typing the variable name (The VARIABLE menu will appear).
- b. Choose Variable Name in the VARIABLE menu, and type the variable name.
- c. Choose Output Format, and type a Format Code 1--4, if necessary, to choose one of the four Math Formats specified on the program diskette.
- d. Press ENTER.

Record Group Definition

Choose a Record Group Definition Instruction to separate a report into groups by a field name variable (for example: to group by STATE).

Use the additional Record Group Definition instructions to create sub-groups within a main group (for example: CITIES within STATES, and SCHOOLS within CITIES).

In the FILE REPORT INSTRUCTIONS menu, select Record Group Definition and enter the variable name (field name). The Record Group Definition instruction and the field name will appear in the typing frame. If you want the field contents to print, enter a Variable instruction and the field name.

Following a Record Group Definition instruction, you may also add constant text for a group heading.

Record Group Summary

Choose a Record Group Summary Instruction to indicate that Record Group Summary text, totals, etc. are to appear at the end of a group.

Every Record Group Summary instruction must have a matching Record Group Definition instruction of the same level. The variable name used in the two instructions must be the same.

In the typing frame type the Record Group Summary text, Summary Math instructions, etc. following the Record Group Summary instruction.

Report Summary

Choose the Report Summary Instruction to add summary text or math instructions at the end of a report.

In the typing frame type the Report Summary text, Summary Math instructions etc. following the Report Summary instruction.

Adding Conditional Text

Conditional Text: Field or Variable Empty

Use this Conditional Text Instruction to specify that certain paragraphs, words, variables, etc., be added to an output document only if a field or variable **contains no data**. For example, you might include a reminder that a payment is overdue if the PAYMENT field in a record is empty.

Note: A Math Field or an answer variable that contains only zeroes is considered to be empty.

To add this Conditional Text instruction:

1. Use the SCREEN FORMAT key to set Display Codes to **yes**.
2. When the cursor is at the place where the conditional text is to be added, press the INSTR key.
3. Choose Conditional Text: Field or Variable Empty in the INSTRUCTIONS menu.

The message **Type variable name; press ENTER** will appear on the display.

4. Type the name of the variable to be tested for no data.
5. Press ENTER.

The typing area will reappear on the display, with the conditional text instruction inserted as below:

-If Empty,(variable name)-

6. Type the conditional text.
7. Press the INSTR key.
8. Choose End of Conditional Text in the INSTRUCTIONS menu.

The typing area will reappear on the display with the End of Conditional Text instruction inserted as below:

-End If-

Conditional Text: Field or Variable Not Empty

Use this Conditional Text Instruction to specify that certain paragraphs, words, variables, etc., be added to the output document only if a field or variable **contains data**. For example, you might include a paragraph thanking someone for a donation, only if the DONATION field in a record contained an amount.

Note: A Math Field or an answer variable that contains only zeroes is considered to be empty.

To add this Conditional Text instruction:

1. Be sure Display Codes is set to **Yes**.
2. When the cursor is at the place where the conditional text is to be added, press the INSTR key.
3. Choose Conditional Text: Field or Variable Not Empty in the INSTRUCTIONS menu.

The message **Type variable name; press ENTER** will appear on the display.

4. Type the name of the variable to be tested for data.
5. Press ENTER.

The typing area will reappear on the display, with the conditional text instruction inserted as below:

-If Not Empty,(variable name)-

6. Type the conditional text.
7. Press the INSTR key.
8. Choose End of Conditional Text in the INSTRUCTIONS menu.

The typing area will reappear on the display with the End of Conditional Text instruction inserted as follows:

-End If-

Math Instructions

The shell document can contain variable names that hold the results of math calculations. The variable name must be inserted in text at the place where the calculation result should appear.

The Math Instruction that performs the calculation must also be inserted in the shell document at a point prior to the variable name.

Note: The number of variable names used with Math Instructions and Summary Math Instructions cannot exceed a combined total of twenty.

See "INSTR KEY" in this section for more information on Math Instructions.

Skip to Line Instructions

Use this instruction in a repetitive letter or a file report shell document to cause text or variables to begin on a specified line.

To use the Skip to Line instruction:

1. At the place in the document where the skip should begin, press the INSTR key.
2. Choose Skip to Line in the INSTRUCTIONS menu.
3. Press ENTER. The system will prompt **Skip to what line number?**
4. Type the number of the line to be skipped to.

Note: The line number must be in whole space or half-space increments. For example, line 20, 20.5, and so on.

5. Press ENTER. The typing area will appear on the display, with the cursor positioned after the Skip to Line instruction.
6. Type the text or variables.

In the merged document, the text will appear on the line specified in the Skip to Line instruction.

See "INSTR Key" in this section for more information.

Summary Math Instructions

Summary Math instructions can be used in Record Group Summaries and Report Summaries to count the records within groups, or to calculate the total, average, maximum or minimum values of a field.

Note: The number of variable names used with Math Instructions and Summary Math Instructions cannot exceed a combined total of twenty.

See "INSTR KEY" in this section for more information on Summary Math Instructions.

Multi-Column File Listing

A Multi-Column File Listing is a listing such as the listing in a telephone book, where multiple sets of columns appear on a page. The shell document consists of two instructions, a Multi-Column Heading, and a Record Detail instruction. You need only type the Column Heading and field variables once, regardless of how many sets of columns are to appear on the page. You can have up to eight sets of columns on a page.

Creating the Shell Document

1. Choose Typing Tasks in the TASK SELECTION menu.
2. Choose Create Document in the TYPING TASKS menu.

3. Choose Change Document Format in the CREATE OR REVISE DOCUMENT menu.
4. Choose Change Margins and Tabs in the FORMAT SELECTION menu.

Set the tabs necessary for **one set of columns**. Press ENTER when finished in the MARGINS AND TABS menu.

5. In the typing frame, change Display Codes to **Yes**.
6. In the typing frame, press the INSTR key.
7. Choose Multi-Column File Listing in the INSTRUCTIONS menu.
8. Choose Sets of Columns in the MULTI-COLUMN FILE LISTING menu.

For YOUR CHOICE, enter the number of sets of columns that you want to print on a page.

9. Choose Width of Each Set

For YOUR CHOICE, enter the width of **one set of columns**. The width includes the space between sets of columns, and is figured by counting the number of spaces from the first character in one set of columns to the first character in the next set of columns. (See the following example.)

Blair	40.00	Morris	38.00
Edwards	112.00	Owens	58.00
Hall	63.00	Rogers	227.00

<-----column set width----->

10. Press ENTER to return to the typing frame.

The Multi-Column instruction and Record Detail instruction appear in the shell document.

11. Fill in the heading for **one set of columns**.
12. Enter the field name variables after the Record Detail instruction.

Merging the Shell Document With the File

1. Choose Feature Tasks in the TASK SELECTION menu.
2. Load the Reportpack Feature Diskette.
3. Choose Merge File/Text in the FILE TASK SELECTION menu.
4. Choose Document Name for Shell in the MERGE FILE/TEXT menu. Type the shell document name.
5. Choose Diskette Name. Type the name of the diskette that contains the shell document.
6. Choose Output Choice, either Repetitive Letter or File Report.
7. Choose Print Merged Document if you want an immediate printout.
8. Choose Document Name for Output if you want the merged document stored on diskette.
9. Choose Diskette Name. Name the diskette on which to store the merged document.
10. Select Choose Sort Order to put the output document in the field order of your choice. The SORT ORDER menu will display.

Note: A File Report with Record Group Definitions **must** be in the correct sort order to merge correctly.

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11. Choose Select Records to select the records to be included in the merge. The RECORD SELECTION frame will display.
12. Choose Cancel on Error if you wish to cancel the entire task on any merge error.
13. When all selections have been made in the MERGE FILE/TEXT menu, press ENTER to begin the Merge File/Text operation.

MERGE TASKS

The Merge Tasks are used to create documents by combining Shell Documents with Fill-In Documents. The Shell Document can be a form letter or a reference to selected paragraphs from a Paragraph Library.

When you merge a Shell Document with a Fill-In Document, you can store, print, or store **and** print the merged document.

To indicate how far along the Merge Task has progressed, the Page Number field on the status line will display the system page number of the Fill-In Document being used to fill-in the shell.

When creating a Shell Document and a Fill-In Document, use Display Codes **yes** if you want to see how all variables are named. (See "SCREEN FORMAT KEY" in this section.)

Note: If your documents were created by reading cards from the Mag Card Unit and the cards were set up for merging with Switch Codes, see the topic "Converting Switch Codes On Mag Cards to Named Variables On The Displaywriter" in the Work Station Procedures Guide, Textpack 4.

Form Letters with Variable Names

The variable name allows you to "mark" a position in a document where variable text is expected to be inserted.

With Variable Names you:

May control the order the variables are presented for fill-in.

Create names for the variables relating to the text.

Design names for the variables used by both you and the system for reference.

Creating the Shell Document

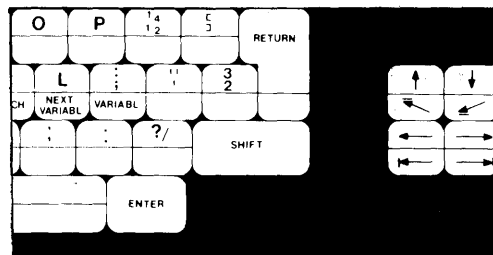
The Shell Document is the form letter with variables at locations corresponding to the places where variable text is to be inserted. A Shell Document can contain one or more pages. Print the Shell Document after you have created it to see the placement of all variables.

Note: If your Shell Document contains more than one page and specific text must begin on a new page, you must create the Shell Document with Required Page Ends separating those pages. The system will paginate during Merge.

1. Choose Typing Tasks from the TASK SELECTION menu.
2. Create the Shell Document with Variable Names as follows:

Creating a Variable Name

1. In the typing area, change Display Codes to **yes**. (See "SCREEN FORMAT KEY" in this section.)
2. When you reach the location where a variable is to be inserted, press the VARIABL key (CODE + ;).



The system will prompt **Type variable name; press ENTER.**

3. Type the name by which you want to reference the variable (for example, @DATE@).

The variable name can be 1 to 16 characters long.

The first character must be a letter (a-z).

The remaining characters may be letters, numerals, spaces, or underscores. A space will display as an underscore after ENTER is pressed. Punctuation marks will be invalid characters.

4. Press ENTER.

The system will return to the form letter and the variable name will display (for example, VDATEV).

If an invalid variable name is entered (for example, one containing a period or comma), the system will display **Invalid variable name**. Press **CANCL** and type name again.

Retype the variable correctly.

Changing a Variable Name

1. Move the cursor to the variable name.

Press the NEXT VARIABL key (CODE + L) to move down through the document and quickly locate a variable.

2. Press the Cursor Left key once.

The cursor is under the Variable symbol (†).

3. Press ENTER.

The VARIABLE menu displays.

4. Choose Variable Name.

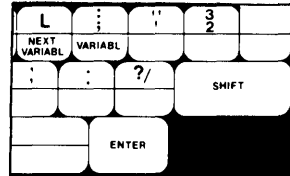
5. Type another variable name to replace the current variable and press ENTER.

To view the current variable name, you must choose Display Codes **Yes**. (See "SCREEN FORMAT KEY" in this section.)

Creating the Fill-In Document

Each variable name and accompanying fill-in information can be typed together on a line by themselves. A Carrier Return, Required Carrier Return, or an Index Return will be ignored.

1. Choose Create Document in the TYPING TASKS menu.
2. In the typing area, change Display Codes to **Yes**.
3. Press VARIABL (CODE + ;).



The system will prompt **Type variable name; press ENTER.**

4. Type the variable name exactly the way it was typed in the Shell Document and press ENTER.
5. Type the fill-in information.
6. Carrier return and do the same procedure for each variable and variable fill-in.

When creating more than one set of variable fill-ins, separate each set with a Page End code.

7. Compare the printed copy of the variable names in the Shell Document with the variable names in the Fill-In Document that appear on the display. They must match exactly.

Merging the Shell Document with the Fill-In Document

Single Diskette Unit - The Shell Document and the Fill-In Document must be on the same diskette.

1. Choose Merge Tasks from the TASK SELECTION menu.

2. Choose Merge with Named Variables.
3. Type the name of the Shell Document at the Shell Document Name ITEM.
4. If the Shell Document is on another diskette, type the name of the diskette at the Diskette Name ITEM.
5. Type the name of the Fill-In Document at the Fill-In Document Name ITEM.
6. If the Fill-In Document is on another diskette, type the name of the diskette at the Diskette Name ITEM.
7. Type the page numbers, separated by spaces, which represent the pages to be merged with the Shell Document.
8. Choose the Merged Document Name ITEM if you want the final document to be stored on diskette.

If this ITEM is left blank, the document will **not** be stored on diskette.

9. Type the name of the diskette that should receive the merged document.
10. If the merged document should be printed, choose **1** (Yes) for the Print Merged Document ITEM.
11. Choose the Cancel On Error ITEM to tell the system if you want to cancel or not cancel the print job if a merge error occurs during printing.

If you chose **No**, merging will continue when an error is detected.

12. Choose Paper Handling to identify the type of paper and printer you use.
13. After the last selection, press ENTER.

Merge will begin.

Cancelling Merge

To cancel a merge operation:

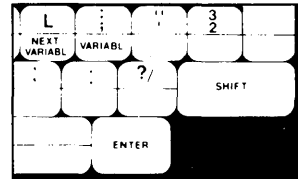
1. Press END to cancel the Merge function.
2. Cancel the print job by pressing Cancel on the printer or by pressing REQST and using Request Tasks.
3. If the merged document is also being stored on a diskette, use Work Diskette Tasks to delete the document.

Getting Variable Names for Frequently Used Form Letters

You can save time by typing the Variable Names for frequently used Form Letters **once** and then using the Get function to repeat them for new documents.

1. Create the Shell Document and Variable Names. See "Creating a Shell Document" and "Creating a Variable Name" in this section.
2. Print the document.
3. Choose Create Document in the TYPING TASKS menu.
4. For easier verification, choose Display Codes **Yes**. (See "SCREEN FORMAT KEY" in this section.)

5. Using the printed copy, type the variable names.
 - a. Press VARIABL (CODE + ;).



The system will prompt **Type variable name; press ENTER.**

- b. Type the variable name exactly the way it was typed in the Shell Document and press ENTER.

Do not type the fill-in information.

- c. Carrier return and follow the same procedure for the rest of the variable names.
 6. When you are ready to create the Fill-In Document:
 - a. Choose Create Document in the TYPING TASKS menu.
 - b. In the typing area, press GET.



The GET menu will display.

- c. Type the document name of the document that has the variable names and press ENTER.

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- d. Using the NEXT VARIABL key (CODE + L) to move the cursor, type the fill-in information.
- e. If you need to create more than one Fill-In Document using the same variable names:
 - 1) Get the Variable Names again for each Fill-In Document.
 - 2) Press PAGE END at the end of each Fill-In Document.

Using Merge with a Paragraph Library

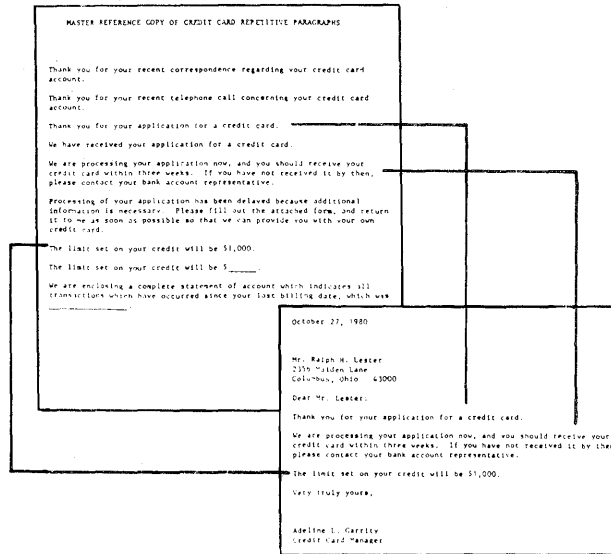
You can store paragraphs that are frequently repeated. These stored paragraphs are called a Paragraph Library.

When you include paragraphs, any pages or paragraphs you include take on the format of the new shell document. See the example illustration on the next page.

Therefore, to preserve the original format of the included pages or paragraphs:

1. Change the document format of the Shell Document if the change is for all the documents, or
2. Type a CHG FMT in the text you are getting and copy this change with the text. (Remember to return to the original format if the change is not for the whole document.)

For more information on this topic, refer to "Repetitive Paragraphs with Instructions to Get Other Paragraphs," in the Work Station Procedures Guide.



Creating a Paragraph Library

1. Choose Create Document in the TYPING TASKS menu.
2. Choose Preserve Page Numbers **1** (yes) to prevent accidentally renumbering page numbers.
3. In the typing area, choose Display Codes **yes**. (See "SCREEN FORMAT KEY" in this section.)
4. Type the first paragraph.
5. At the end of the paragraph, press PAGE END.
6. Type all of the remaining paragraphs, inserting PAGE END codes as necessary.
7. After typing the last paragraph, press END.
8. Print the Paragraph Library.

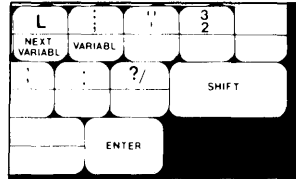
Make a note of each paragraph's system page number.

Creating the Shell Document

1. Choose Create Document in the TYPING TASKS menu.
2. In the typing area, choose Display Codes **yes**. (See "SCREEN FORMAT KEY" in this section.)

This Shell Document will contain only **one** line; the variable name representing the Include instruction which you are about to create in the Fill-In Document.

3. Press VARIABL (CODE + ;) and type the variable name.



For example, the variable name could be `ⓈdocumentⓈ`.

4. Press ENTER.
5. Press END.

Creating the Fill-In Document

1. Choose Create Document in the TYPING TASKS menu.
2. In the typing area, choose Display Codes **yes**. (See "SCREEN FORMAT KEY" in this section.)
3. Press VARIABL (CODE + ;) and type the variable name for the Include instruction.

This variable name will be the same one you typed in the Shell Document. The above example used the variable name `ⓈdocumentⓈ`.

4. Press ENTER.
5. Press INSTR (CODE + CHG FMT).
6. Choose Include Instruction in the INSTRUCTIONS menu. (*p 2-103*)
7. Type the name of the document that contains the Paragraph Library.
8. Type the system page numbers, separated by spaces, that indicate which paragraphs you want in this document.

9. Press ENTER.

Merging the Shell Document and Fill-In Document

1. Choose Merge Tasks in the TASK SELECTION menu.
2. Choose Merge with Named Variables in the MERGE TASKS menu.
3. Type the name of the Shell Document.

This is the document that has only one line.

4. Type the name of the Fill-In Document.

This is the document with the Include instruction.

5. To store the newly created document on diskette, type a Merge Document Name.

If this ITEM is blank, the document will print but will **not** be stored on diskette.

6. To store the document on a different diskette, type the diskette name at **g** (Diskette Name ITEM).
7. Choose the POSSIBLE CHOICES for the rest of the menu.
8. Press ENTER.

Merge will begin.

Paragraphs With Variable Information

A Paragraph Library can have paragraphs containing variable names.

Creating a Variable Name in a Paragraph

Type the variable name within the paragraph the same as you would for a form letter. (See "Creating a Variable Name")

Creating the Shell Document

1. Choose Create Document in the TYPING TASKS menu.
2. In the typing area, choose Display Codes **yes**. (See "SCREEN FORMAT KEY" in this section.)

This Shell Document will contain only **one** line; the variable name representing the Include instruction which you are about to create in the Fill-in document. For example, the variable name could be `⊕document⊕`.

3. Press VARIABL (CODE + ;) and type the variable name.
4. Press ENTER.
5. Press END.

Creating the Fill-in Document

1. Choose Create Document in the TYPING TASKS menu.
2. In the typing area, choose Display Codes **yes**.
3. Press VARIABL (CODE + ;) and type the variable name you used in the Shell Document. In the example above, the variable name is `⊕document⊕`.
4. Press INSTR (CODE + CHG FMT).
5. Choose Include instruction in the INSTRUCTIONS menu.
6. Type the name of the document that contains the Paragraph Library.
7. Type the system page numbers, separated by spaces, indicating which paragraphs you want in this document.
8. Press ENTER.
9. Using the printed copy of the Paragraph Library, find the first paragraph containing a variable name from the ones selected in the Include instruction.
10. Press VARIABL.

11. Type the variable name character for character as it appears in the paragraph. Press ENTER.
12. Type the fill-in information.
13. Type the variable names and fill-in information for all variable names which appear in the paragraphs you have selected.
14. After the last fill-in, press PAGE END.
15. For the next document which may get different paragraphs from the same Paragraph Library, type the variable name. In the example above, the variable name is `␣document␣`. The variable name **must** be the same name as the previous variable name.
16. Press INSTR and type the document name and page numbers of the paragraphs for the next document.
17. Follow steps 8 through 14 for all documents that are to be created.
18. When you have finished the Fill-In Document, press END.

Merging the Shell Document and the Fill-in Document

1. Choose Merge Tasks in the TASK SELECTION menu.
2. Choose Merge with Named Variables in the MERGE TASKS menu.
3. Type the name of the Shell Document.

This is the document that has only one line.
4. Type the name of the Fill-In Document.

This is the document with the Include instruction and the fill-in information.
5. To store the newly created document on diskette, type a Merge Document Name.

If this ITEM is blank, the document will print but will not be stored on diskette.

6. If you want the document stored on a different diskette, type the diskette name at **g** (Diskette Name ITEM).
7. Choose the POSSIBLE CHOICES for the rest of the menu.
8. Press ENTER.

Merge will begin.

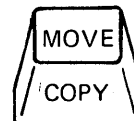
Merging Specific Pages of a Fill-In Document

If the Fill-In Document has more than one page, and you want to merge specific pages:

1. Choose Merge Tasks in the TASK SELECTION menu.
2. Choose Merge with Named Variables in the MERGE TASKS menu.
3. Type the name of the Shell Document.
4. Type the name of the Fill-In Document.
5. Type the system page number(s) of the fill-in document.
6. To store the newly created document on diskette, type a Merge Document Name.
7. If you want the document stored on a different diskette, type the diskette name at the Diskette Name ITEM.
8. Choose the POSSIBLE CHOICES for the rest of the menu.
9. Press ENTER.

The system page number(s) of the fill-in document you selected are merged with the Shell Document.

MOVE KEY



In Create or Revise Document

Use the MOVE key to move text or a column to a different place in the same document. The text or column will be deleted from its original location.

To Move Text

1. Move the cursor under the first character of the text to be moved.
2. Press MOVE.
3. When the system prompts **Move what?**, move the cursor under the last character to be moved (including any punctuation, spaces, or carrier returns that are part of the text).
4. Press ENTER. The system will prompt **To where?**
5. Move the cursor to the place where the first character of the moved text should appear in the document.
6. Press ENTER.

After the text is moved, the system places the cursor under the first character of the relocated text.

Note: The lines where moved text is deleted and inserted are not automatically adjusted by the system. Use LINE ADJ, pagination, or insert carrier returns where they are needed.

To Move A Column Within The Same Table

To move a column within the same table:

1. Move the cursor under any of the characters in the first column entry of the column to be moved.

Note: The cursor must be on the same line as the Begin Table code (\rightarrow).

2. Press MOVE.



- When the system prompts **Move what?**, press **COLUMN**.

		DELETE	MOVE	LINE ADJUST	SPELL
		OVER-STRIKE	COPY		
BACKSPACE	INDEX	CHANGE FORMAT	GET	PAGE END	COLUMN
REQUIRED		INSTRUCTION		REQUIRE	LAYOUT

- When the system prompts **To where?**, move the cursor to the location where you want to move the column.
 - To place the column at the beginning of the table, move the cursor to the left margin.
 - To place the column at the end of the table, move the cursor to the right of the right margin. (The cursor will be in the non typing area)
 - To place the column in front of another column, move the cursor under a character in the column you want to be **after** the the column you are moving
- Press **ENTER**.

The column is placed at the new location.

To Move A Column To A Different Table

To move a column to another table:

- Move the cursor under any of the characters in the first column entry of the column to be moved.
- Press **MOVE**.
- When the system prompts **Move what?**, press **COLUMN**.

		DELETE	MOVE	LINE ADJUST	SPELL
		OVER-STRIKE	COPY		
BACKSPACE	INDEX	CHANGE FORMAT	GET	PAGE END	COLUMN
REQUIRED		INSTRUCTION		REQUIRE	LAYOUT

- When the system prompts **To where?**, move the cursor to the location where you want to move the column.

Note: The cursor must be on the same line as the Begin Table code (\rightarrow).

- To place the column at the beginning of a table, move the cursor to the left margin.
- To place the column at the end of a table, move the cursor to the right of the right margin. (The cursor will be in the non typing area)
- To place the column in front of another column, move the cursor under a character in the column you want to be **after** the the column you are moving

5. Press ENTER.

The column is placed at the new location.

6. Press LAYOUT (CODE + COLUMN)

The Column Insert Layout menu will display.

7. Press LAYOUT (CODE + COLUMN)

The column headings (aaaaaaa) will be adjusted within the margins.

8. Press ENTER to return to the typing area.

The columns are adjusted within the margins.

9. Move the cursor back to the table the column was moved from.

10. Place the cursor on the same line as the Begin Table code (\rightarrow)

11. Press LAYOUT (CODE + COLUMN).

The Column Insert Layout menu will display.

12. Press LAYOUT (CODE + COLUMN)

The column headings (aaaaaaa) will be adjusted within the margins.

13. Press ENTER to return to the typing area.

The columns are adjusted within the margins.

In File Fields (Record Selection frame)

Use the MOVE key to reposition fields on the display.

1. In the Record Selection Frame, position the cursor in the Record Heading of the field to be moved.
2. Press MOVE.

The Field Heading will highlight, and the message **To where? Move cursor to desired location.** will display.

3. Press ENTER to move the field and its contents (or press CANCL to cancel the move).

Note: Moving a field on the display does not change the location of the field in the file. The field will appear in its new location on the display only until you return to the FILE TASK SELECTION menu.

MSG KEY



Press the MSG (Message) key to clear messages and display messages from the message queue every time the blinking arrow appears at the bottom of the display screen.

MULTI-COLUMN FILE LISTING

See MERGE FILE/TEXT Task

MULTIPLY KEY (X)

See MATH - Multiplying and Dividing Numbers

NEXT VARIABL KEY

Press the NEXT VARIABL key (CODE + L) to move the cursor to the first character following a variable name. NEXT VARIABL will search across Page End

codes. (See "MERGE TASKS - Changing a Variable Name.")

In File Frames (Input/Edit and Record Selection)

Press the NEXT VARIABLE (CODE + L) key to move the cursor from one field of a record to the first position of the next field.

NOT EQUAL KEY (#)

See SELECT RECORDS

NUMBERS

See MATH

OR KEY (|)

See SELECT RECORDS

OUTPUT FILE TASK

Use this task to output a simple file listing to print, to be stored as a document on the diskette, or both. The output can be in sorted order, and can contain selected records and/or selected fields if desired.

Going to the Output File menu

1. Choose Output File in the FILE TASK SELECTION menu.
2. In the OUTPUT FILE menu, choose from the descriptions listed below to obtain the type of output you need. After making your choices, press ENTER in the menu with no choices made to begin the output task.

To Print the Output

To get an immediate printout of the file:

1. Choose Print in the OUTPUT FILE menu.

2. Choose Document Name for Format, only if you want the output to be in a format other than the default document format.

Note: If this option is selected, the document format and alternate format will be used to create the output document. However, tabs will not be honored, and a PSM typesyle will be replaced with typestyle 86.

3. (Use only if Step 2 chosen). Choose Diskette Name and name the diskette on which the document in Step 2 is stored.

To Output to Diskette

To store a copy of the output file on the diskette, in **document format**. Choose these items if you want to defer printing until some other time, or if you want a stored copy of the output in addition to your immediate printout.

Note: The output file will be stored on the diskette in document format. To print the document later, choose Print Document from the REQUEST TASKS menu.

1. Choose Document Name for Output, and name the document.
2. Choose Diskette Name, and name the diskette on which you want the output document to be stored.
3. Choose Document Name for Format, only if you want the output to be in a format other than the default document format.

Note: If this option is selected, the document format and alternate format will be used to create the output document. However, tabs will not be honored, and a PSM typesyle will be replaced with typestyle 86.

4. (Use only if Step 3 chosen). Choose Diskette Name and name the diskette on which the document in Step 3 is stored.

To Sort (sequence) the Output

1. Select Choose Sort Order in the OUTPUT FILE menu.

The SORT ORDER menu will appear on the display.

2. Choose the items you want in the SORT ORDER menu.
3. When finished with the SORT ORDER menu, press ENTER.

The OUTPUT FILE menu will return to the display.

To Select Records and Fields

1. Choose Select Records or Fields in the OUTPUT FILE menu.

The RECORD SELECTION frame will appear on the display.

2. Select the records you want to output, and delete unwanted fields in the RECORD SELECTION frame.
3. Rearrange the order of fields, if desired, using the MOVE key.
4. When finished with the RECORD SELECTION frame, press ENTER.

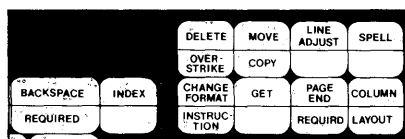
The OUTPUT FILE menu will return to the display.

OVERSTRIKE KEY

Use the OVERSTRIKE (CODE + DEL) Key to overstrike a character, a word, or a section of text in a text document.

To Overstrike a Character

1. Move the cursor under the character you want to overstrike.
2. Press the OVERSTRIKE key.



3. When the system prompts **Overstrike what?**, press ENTER.
4. When the system prompts **Overstrike with what character?**, type the character you want to use as the overstrike character.
5. Press ENTER.

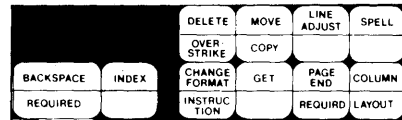
The system will display the overstrike character in place of the original character once the cursor is moved.

To Overstrike a Word

1. Press FIND.



2. When prompted, type the word that you want to overstrike and press ENTER.
3. Press OVERSTRIKE (CODE + DEL).



4. When prompted, type the last character of the word (to overstrike the entire word) and press ENTER.
5. When the system prompts **Overstrike with what character?**, type the character you want to use as the overstrike character. Press ENTER.

The system will overstrike the word with the overstrike character.

6. To continue overstriking the same word throughout the document, repeat these steps:
 - a. Press FIND.
 - b. When prompted, press ENTER to find the next appearance of the word.
 - c. Press OVERSTRIKE.

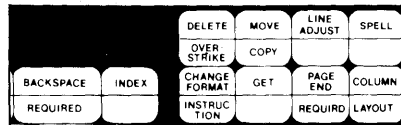
- d. When prompted, type the last character of the word. Press ENTER.
- e. When prompted, type the character that you want to use as the overstrike character. Press ENTER.

To Overstrike Several Words On a Line

1. Move the cursor under the first character you want to overstrike.

Use any of the cursor movement keys, including FIND and GO TO.

2. Press OVERSTRIKE (CODE + DEL).



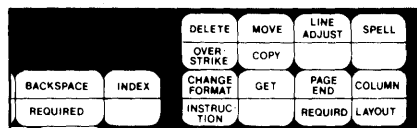
3. When prompted, type one space for each word you want to overstrike. Press ENTER.
4. When prompted, type the character you want to use as the overstrike character.
5. Press ENTER to overstrike the highlighted text.

To Overstrike Lines of Text

1. Move the cursor under the first character you want to overstrike.

Use any of the cursor movement keys, including FIND and GO TO.

2. Press OVERSTRIKE (CODE + DEL).



3. When prompted, use one of the following ways to overstrike a line:

For lines within a paragraph, hold down the CODE key and type a carrier return for each

line (normal length) you want to overstrike.

For short lines and the last line of a paragraph, type a carrier return.

4. Press ENTER.
5. When prompted, type the character you want to use as the overstrike character. Press ENTER.

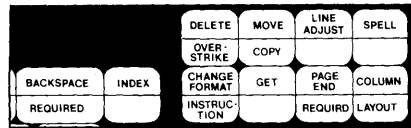
The system will overstrike the highlighted lines.

To Overstrike Text Through the End of a Page

1. Move the cursor under the first character you want to overstrike.

Use any of the cursor movement keys, including FIND and GO TO.

2. Press OVERSTRIKE (CODE + DEL).



3. When prompted, use one of the following ways to delete through the end of the page:

Press PAGE END, or
Press ↵ (Boundary Down).

4. Press ENTER.
5. When prompted, type the character you want to use as the overstrike character.
6. Press ENTER to delete the highlighted text.

The system will overstrike the text through the end of the page.

To Overstrike a Section of Text

1. Move the cursor under the first character of the text you want to overstrike.

Use any of the cursor movement keys, including FIND and GO TO.

- To move the cursor by using FIND:

Press FIND.

When prompted, type the first word you want to overstrike; press ENTER.

- To move the cursor by using GO TO (to get to another page):

Press GO TO.

When prompted, type the number of the page containing the text you want to overstrike; press ENTER.

2. Press OVERSTRIKE (CODE + DEL).

- When the system prompts **Overstrike what?**, move the cursor under the last character you want to overstrike (including any punctuation, spaces, or carrier returns that are part of the text you want to overstrike).

For a fast way to move the cursor, type the character you want to move the cursor under.

The cursor automatically moves to the first location of that character.

Repeat this step, if necessary, to get to the end of the text you want to overstrike.

- Press ENTER.

The system highlights the text that you want to overstrike and prompts **Overstrike with what character?**.

- Type the character you want to use as the overstrike character; press ENTER.

The system will overstrike the section of text from the document.

Deleting OVERSTRIKE Instructions

1. Press FIND.
2. When prompted, press OVERSTRIKE to move the cursor under a BEGIN OVERSTRIKE instruction.
3. Press DEL.
4. When the system prompts **Delete what?**, press ENTER.
5. Press FIND again.
6. When the system prompts **Find what?**, press ENTER.

The system will move the cursor under an END OVERSTRIKE instruction.

7. Press DEL.
8. When the system prompts **Delete what?**, press ENTER.

Deleting Text That Has Been Overstruck

1. Press FIND.
2. When the system prompts **Find what?**, press OVERSTRIKE.

The cursor will move under a BEGIN OVERSTRIKE instruction.

3. Press DEL.
4. When the system prompts, **Delete what?**, move the cursor to the end of the text to be deleted including the END OVERSTRIKE instruction.
5. Press ENTER.

PAGE END KEY

You may wish to type a PAGE END when you hear the tone (beep) when you reach the end of a page. If you type a long document without typing in any Page Ends, the system automatically puts them in for you during pagination.

They are inserted after the Last Typing Line choice from the PAGE FORMAT menu is reached. Page Ends may be moved during pagination to rearrange text to fit between page margins.



Use DEL if you want to delete a Page End. You cannot delete the last Page End in a document.

PAGE NUMBERING

When you press the INSTR key while creating a header or footer, the INSTRUCTIONS menu displays. Choose either System Page Number or Page Number from the INSTRUCTIONS menu.

You can cause page numbers to print on a document by creating a header or a footer and using the INSTR key to create a page numbering instruction. Since you can also create header or footer text, you can cause the page number to print anywhere on the line, with any appropriate text preceding, following, or surrounding the page number. See "Page Numbering" in the Work Station Procedures Guide for more information.

System Page Number

Choose System Page Number from the INSTRUCTIONS menu when you want to keep the printing page number the same as the system page number. The Instruction symbol (++) displays in the header or footer text where the system page number will print. When you print the document, a number prints on every page with the system page number one (1) always printing on the first page.

A system page number is the number you use to identify to the system a page you want to use during GET, GO TO, or request to print. When a document page displays, the system page number displays on the second status line.

System page numbers are usually whole numbers (for example, 1, 2, or 3), but they can go up to 2 decimals if you put additional pages in a document. During revision, when you insert additional text between page 1 and page 2, the system sees the

additional text as a new page and assigns 1.1 as its system page number. The maximum number is 9999.9.9. for a system page number.

Note: System page numbers can be renumbered to consecutive whole numbers with the Paginate Document task.

Page Number

Choose Page Number in the INSTRUCTIONS menu when you want to reset the page numbering of a document beginning with a specific page or cause page numbers to print in a merged document. You can also use Page Number when you want the first page of a document to print with a page number different than 1.

An example of where you would reset page numbers is a document with several sections. Each section could start with a page number of 1, or any other number you choose.

Note: If you enter a page number which is not in logical sequence (for example, you want page 3 to print as page 100), paginate the document before printing it. After pagination, the pages print as 1, 2, 100, 101, 102, 103. If you do not paginate before printing, the pages print as 1, 2, 100, 4, 5, 6.

Preserve Page Numbers

Choose Preserve Page Numbers in the CREATE OR REVISE DOCUMENT menu to prevent accidentally renumbering the pages of a paragraph library during the Paginate Document task and if pagination is selected during the Check Document task.

PAGINATE DOCUMENT TASK

Use this Typing Task to adjust the lines and pages of text and/or renumber the document. This task can only be used if Preserve Page Numbers is No.

1. Choose Typing Tasks in the TASK SELECTION menu.
2. Choose Paginate Document in the TYPING TASKS menu.

3. When prompted, type the document name and, if necessary, the diskette name.
4. Change any ITEM in the PAGINATE DOCUMENT menu, if needed.
 - The number of pages currently in the document displays under POSSIBLE CHOICES for the first ITEM.
 - See "PAGINATE ON EXACT LINE COUNT" for more information on that function and for information on how to prevent headings from separating from text (widow lines).
 - To renumber the document without adjusting lines, paragraphs, or pages, choose **No** for Adjust Line Endings and Adjust Page Endings.
5. Paginate the document.
 - Pagination continues until completion without your assistance.
 - The system displays a message that tells you the document is paginated.
 - When pagination is complete, the TYPING TASKS menu displays.

PAGINATE ON EXACT LINE COUNT

This ITEM determines where the system places a Page End on a page during pagination.

This ITEM appears in the PAGINATE DOCUMENT menu, the HYPHENATE AND PAGINATE DOCUMENT menu, the CHANGE CHECK DOCUMENT DEFAULTS menu, and the CHANGE PAGINATE DOCUMENT DEFAULTS menu.

Choose **Yes** to cause the system to insert a page end in a document when the system reaches the line following the Last Typing Line choice identified in the PAGE FORMAT menu. A widow line may occur. (A widow line is a single line of a paragraph being placed on the separate page from the rest of the paragraph.)

If you wish to prevent widow lines, choose **No** for Paginate On Exact Line Count. This allows the system to automatically keep widow lines with their paragraphs during pagination. It inserts a page end before or after the choice identified for the Last Typing Line in the PAGE FORMAT menu.

PRINT DOCUMENT TASK

Print Document appears in the TYPING TASKS menu and the TEXTPACK REQUEST TASKS menu. Use this task to print a document (after you end it or to print documents you previously stored) in the following ways:

- Print a single-page document.
- Print a document having more than one page.
- Print one copy of the document.
- Print only certain pages of a document.
- Print a document with the type of paper feed that your printer uses.
- Continue to print when an error is found.
- Cancel printing when an error is found.

Note: Only 6 documents can be queued at one time.

Using the Print Document Task

1. Choose Print Document in the TYPING TASKS menu.

OR

Press REQST and choose Print Document in the TEXTPACK REQUEST TASKS menu.

Note: If you are in the REPORTPACK REQUEST TASKS menu, choose Textpack Request Tasks.

2. When prompted, type the document name and, if necessary, the diskette name.
3. If necessary, change any items in the PRINT DOCUMENT menu.

- a. Print From Page.

Use this choice to identify to the system the system page number of the first page to be printed.

If you want to begin printing at a page other than the first page in the document, type the system page number of the page you want to begin printing.

- b. Print Through Page.

Use this choice to identify the last page you want to print.

If you do not want to print the entire document, identify the system page

number of the last page you do want to print.

c. Print Quantity.

Use this choice to tell the system the number of times you want a document to print.

If you want to print a multi-page document more than once, it will print in collated sequence. (The document will print in its entirety for each copy, keeping the pages in order.)

d. Paper Handling.

Use this choice to identify the type of paper feed your printer uses. YOUR CHOICE should match your printer's capabilities.

e. Cancel On Error.

Use this function to tell the system if you want to cancel the print job if a printing error occurs during printing.

Yes will cancel the print job if an error occurs.

No allows the print job to continue if a printing error (not a typing mistake) message displays. Check the complete printed job for paper size, document format, or possible loss of text.

4. Press ENTER when you finish using the PRINT DOCUMENT menu.
5. Load paper into the printer and put on the printer element, when prompted.
6. Press Start on the printer or choose Start Printer in the TEXTPACK REQUEST TASKS menu.

When printing is completed, the system displays a message to tell you the document is printed.

PRINT INDEX OF DISKETTE CONTENTS TASK

Use this Work Diskette Task to print the name, type, comment, and status of each document on the diskette, and the percentage of the diskette which is available and unusable.

1. Choose Work Diskette Tasks in the TASK SELECTION menu.
2. Choose Print Index of Diskette Contents in the WORK DISKETTE TASKS menu.
3. Insert the diskette you want to index.
4. When prompted, load paper into the printer.
5. Press Start on the printer.

The system prints one copy of the index.

An example is shown below.

Notes:

1. The print request is ignored if the printer is printing other documents.
2. The printout is a fixed format and cannot be changed.

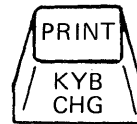
INDEX OF DISKETTE CONTENTS

DISKETTE: KLSAAA	Available: 26%	Unusable: 0 %
DOCUMENT NAME:	Planning	
TYPE:	Document	
COMMENT:	KLS Spring Budget	
DOCUMENT NAME:	Letter	
TYPE:	Document	
COMMENT:	Request For AET Visit	

PRINT KEY

Use the PRINT key to print one copy of a page while you are creating and revising the next page of the same document.

Only 25 pages can be queued at one time.



1. Press PRINT when you finish creating or revising a page.

The system stores the page on the diskette.

The system automatically inserts a PAGE END, if necessary.

The system takes you to the next available page.

2. Load paper into the printer and put on the print element when prompted.
3. Press Start on the printer or choose Start Printer in the TEXTPACK REQUEST TASKS menu.

The system prints one copy of the page.

4. Press END when you finish creating, or revising, and printing the remainder of the pages in the document.

PRINT PAGINATED PAGES

Use this ITEM to tell the system to print the pages in the document during pagination.

Note: Printing will start with the page number selected in the Paginate From Page ITEM.

Print Paginated Pages appears in the HYPHENATE AND PAGINATE DOCUMENT menu and the CHANGE CHECK DOCUMENT DEFAULTS menu.

Choose **Yes**, and the pages in the document will be printed during pagination. After a page is paginated, it is sent to the printer.

Note: In some limited instances, you will not be able to do any other tasks until the first page of the document is printed.

Choose **No** and the document pages will not be printed.

PROPORTIONAL SPACING (PSM)

PSM characters are assigned unit values by the system. (See Appendix E. "PSM Unit Value Chart" in the back of this book.)

Use the Conversion Scale provided to calculate tab stops for documents to be printed in PSM.

Documents typed in 12 pitch, 10 pitch, or 15 pitch and revised to PSM will print differently.

Do not use PSM for Column Layout. The Column Layout function calculates column width in 12 pitch. If a table is typed in PSM, there will probably be tab overrides.

RECALL FILE SETUP

This Reportpack Request Task appears in the REPORTPACK REQUEST TASKS menu during the Merge File/Text, Output File, and Duplicate Selected Records tasks, and during Record Selection in an Update File task. Recall File Setup allows you to use previously stored file setup information with your current file, without having to re-key it.

The frame in which you make the Recall File Setup request determines which part of the setup will be recalled from the diskette. For example, if you make the Recall File Setup request in the RECORD SELECTION frame, only the Record Selection choices are recalled. If you make the Recall File Setup request in the OUTPUT FILE menu, the Output File choices, the Sort Order choices, and the Record Selection choices are all recalled as a single setup.

The following chart shows in which frames the Recall File Setup request can be made, and which choices are recalled.

Note: If the File Setup was created for a different file or a different task, only the compatible frames will be recalled. A message will appear on the display listing the frames that were successfully recalled.

Make the Recall File Setup Request in This Frame	These Choices are Recalled				
	Record Selection	Sort Order	Output File	Merge File/Text	Duplicate Selected Records
Record Selection	X				
Sort Order		X			
Output File	X	X	X		
Merge File/Text	X	X		X	
Duplicate Selected Records	X	X			X

Going to the Store/Recall File Setup Menu

Press the REQST key in any of the frames shown in the chart above.

RECOVER DOCUMENTS TASK

Use this Work Diskette Task to recover documents that did not end properly.

An improper ending can be caused by a loss of power, a system failure, or removing a diskette that is in use.

1. Choose Work Diskette Tasks in the TASK SELECTION menu.
2. Choose Recover Documents in the WORK DISKETTE TASKS menu.
3. Identify the diskette slot if you have a Dual Diskette Unit.
4. Insert the diskette needing recovery if you have a Single Diskette Unit.

Note: If Recover Documents is unsuccessful, the message **Error on Diskette (diskette name)** will be posted. Refer to Prompts and Messages for the appropriate action.

5. Press ENTER to begin recovery.
6. To check recovered documents, use the following steps:

- a. When the system displays the name of the recovered document on the message line, make a note of it. Then press ENTER to allow the system look for other documents that need recovery.
- b. Continue pressing ENTER and note recovered names until the system displays the message **Recover documents complete.**
- c. After you have completed this task, review each recovered document for lost data, and retype if needed.
- d. To check for lost documents, press REQST and choose Display Index of Diskette Contents. Note any that are missing. Create them again if needed.

RELEASE PRINTER TASK

Use this Textpack Request Task to release the exclusive use of the printer. This task makes sure the printer is available to other work stations in a shared printer environment.

Note: This ITEM is in the TEXTPACK REQUEST TASKS menu even though the printer may not be in a shared environment. It can be selected and entered, but it is not necessary since the printer is always assigned to its only work station.

1. Press REQST.
2. Choose Release Printer in the TEXTPACK REQUEST TASKS menu and press ENTER.

Note: If you are in the REPORTPACK REQUEST TASKS menu, choose Textpack Request Tasks.

The system releases the printer from your exclusive use after the current job is printed.

Control of the printer goes to the next work station waiting in the queue.

RENUMBER RECORDS

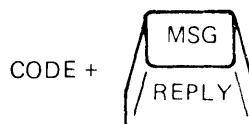
See UPDATE FILE TASKS

REPLACE MODE

See INSERT/REPLACE KEY

REPLY KEY

When a task or function is initiated that requires a diskette to be loaded, the system displays a message telling you to insert the diskette. If you are not going to insert the required diskette, press the REPLY (CODE + MSG) key to cancel the task or function needing the diskette. Then press MSG to clear the message from the display screen.



REQD BKSP KEY

Use the REQD BKSP (Required Backspace) key to create a special character by overstriking that is not available on the keyboard.

EXAMPLE:

1. Type the text to be overstruck.

Do not space, tab, or carrier return after typing the text. The cursor should be in the position immediately following the text.

2. Type the exact number of required backspaces (CODE + BKSP) to place the cursor under the first character of text to be overstruck.



3. Type the overstriking character.

In some instances, only the overstriking characters will show on the display.

4. Continue typing your document.

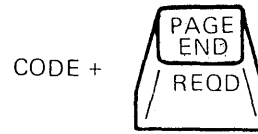
For more information on overstriking, see "OVERSTRIKE KEY" in this section.

REQD PAGE END KEY

Type a Required Page End (CODE + PAGE END) at the end of a page where you want to always eject the current page during printing.

After you type a REQD PAGE END, the cursor does not go to a new page automatically. If you want to go to a new page, type a PAGE END after the REQD PAGE END. A REQD PAGE END will always cause a page to be ended at this point during pagination. Use DEL when you want to delete a REQD PAGE END.

REQD TAB



See TABS - Indent/Required Tab

REQST KEY



In other parts of this book, you may see Request Tasks mentioned. There is more than one REQUEST TASKS menu available. If you press the REQST (Request) key while you are using the Output File Task, the Merge File/Text Task, or the Duplicate Selected Records Task available with Reportpack, the REPORTPACK REQUEST TASKS menu displays. Otherwise, the TEXTPACK REQUEST TASKS menu displays when you press the REQST key. Request Tasks cannot be done during Program Diskette tasks.

The TEXTPACK REQUEST TASKS menu allows you to choose from the following tasks:

Print Document

Use this task to change the printing defaults and to queue a document to print after you end it or to print a document you have previously stored. See "PRINT DOCUMENT TASK" in this section.

Only 6 documents can be queued at one time.

Display Print Queue or Cancel Print Job

Use this task to display the print queue (a waiting line for printings), cancel a job that is printing, or remove a job from the print queue.

Change Printing Order

Use this task to move a job to be printed next.

Display Index of Diskette Contents

Use this task to display the name, type, comment, and status of each document on the diskette. Also, use it to display what percent of the diskette is available and what percent is unusable. See "DISPLAY INDEX OF DISKETTE CONTENTS TASK" in this section.

Continue Printing with Element Now on Printer

Use this task when the system displays a message telling you to put a previously chosen element on the printer. The requested element may be one that you do not want to use now or one that you do not have. See "CONTINUE PRINTING WITH ELEMENT NOW ON PRINTER TASK" in this section.

Request Printer

Use this task to request the printer in a shared printer environment, where more than one work station shares a single printer. See "REQUEST PRINTER TASK" in this section.

Release Printer

Releases exclusive use of the printer.

Start Printer

Starts the printer from the work station.

The REPORTPACK REQUEST TASKS menu allows you to choose from the following tasks:

Textpack Request Tasks

Displays the TEXTPACK REQUEST TASKS menu.

Store File Setup

Use this task to store a File Setup (sort, select, duplicate, Merge File/Text, and output information) for use later with the same or a different file.

By storing a File Setup you save the sort, select, duplicate, Merge File/Text, and output information. This saves having to re-key the setup each time.

Recall File Setup

Use this task to recall a previously stored File Setup (sort, select, duplicate, Merge File/Text, and output information) for use with the same or a different file.

Display Index of Diskette Contents

Use this task to display the name, type, comment, and status of each document on the diskette. Also, use it to display what percent of the diskette is available and what percent is unusable. See "DISPLAY INDEX OF DISKETTE CONTENTS TASK" in this section.

REQUEST PRINTER TASK

Use this Textpack Request Task to request the printer in a shared printer environment, where more than one work station shares a single printer.

Notes:

1. If you are in the REPORTPACK REQUEST TASKS menu, choose Textpack Request Tasks.
2. This ITEM appears in the TEXTPACK REQUEST TASKS menu even though the printer may not be in a shared environment. It can be selected and entered, but it is not necessary since the printer is already assigned to its only work station.

There are three ways you can request the printer in a shared environment:

1. Using Request Printer.
 - a. Press REQST.
 - b. Choose Request Printer in the TEXTPACK REQUEST TASKS menu and press ENTER.

The system automatically enters your request for the printer. If it is currently assigned to another work station, the system places the request in a queue (wait list) with any other work station requests, in order of entry.

Note: Your work station has exclusive use of the printer until you release it.

- c. When your printing is completed, release the printer by pressing REQST, choosing Release Printer, and pressing ENTER.
2. Using Print Document.
 - a. Press REQST.
 - b. Choose Print Document in the TEXTPACK REQUEST TASKS menu and press ENTER.
 - c. When prompted, enter the name of the document you want to print.
 - d. Enter any necessary changes in the PRINT DOCUMENT menu.

The system automatically enters your request for the printer. If it is currently assigned to another work station, the system places the request in a queue (wait list) with any other work station requests, in order of entry.

When your document printing is completed, the system releases the printer from your work station.

3. Using PRINT key.

- a. Press PRINT key on the cursored page that you want to print.

The system automatically enters your request for the printer. If it is currently assigned to another work station, the system places the request in a queue (wait list) with any other work station requests, in order of entry.

When your printing is completed, the system releases the printer from your work station.

- b. Press END when you finish creating, or revising, and printing any remaining pages of the document.

REQUIRED CARRIER RETURN

Use required carrier returns at the end of short lines you do not want rearranged to adjust text when you paginate or use LINE ADJ.

Also use required carrier returns to cancel an indented left margin made by typing required tabs.

There are two ways to type a required carrier return:

Choose 1 (Coded) in the WORK STATION DESCRIPTION menu.

This choice means that you must hold down the CODE key while you press the RET key to type a required carrier return.

Using this choice, you can type a regular carrier return by pressing the RET key alone.

Choose **2** (Non-Coded) in the WORK STATION DESCRIPTION menu.

- This choice tells the system to automatically insert a required carrier return each time you press the RET key.

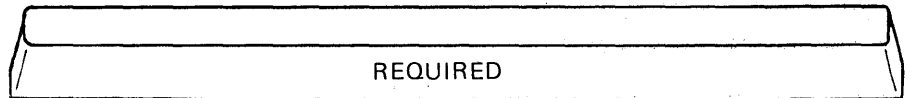
Using this choice, you can type a regular carrier return by holding down the CODE key while you press the RET key.

- If you have Auto Carrier Return/Auto Adjust On when you are using this choice, the system will automatically put carrier returns where they are needed when you type to the right margin.

REQUIRED SPACE

Use required space (CODE + Space Bar) between words that should print together on the same line (for example, May 12), or be underlined using WORD UND (for example, Time Schedule).

CODE +



REQUIRED TAB

See TABS - Indent/Required Tab

REVIEW DOCUMENT

Documents which have been typed on a diskette may be reviewed using the Revise Document Task. When you get to the typing area, you may review the text without revising it. See "REVISE DOCUMENT TASK" in this section.

REVISE DOCUMENT TASK

This Typing Task allows you to revise or review a document.

1. Choose Typing Tasks in the TASK SELECTION menu.

2. Choose Revise Document in the TYPING TASKS menu.
3. When prompted, type the name of the document (if it is not already displaying) and if necessary, the diskette name.

If the name of the document you want to revise is already displaying, press ENTER.

If the name of a document is displaying that you do not want to revise, BKSP or CANCL to remove it before you type the name you want.

4. (Steps 4 and 5 are optional.) To revise a comment, choose Document Comment in the CREATE OR REVISE DOCUMENT menu.
5. Revise the comment (up to 44 character).
6. To change the format you are using, see "CHANGE DOCUMENT FORMAT" or "CHANGE ALTERNATE FORMAT" in this section.
7. Revise the document.

In this section, see the topics ADD TEXT, BKSP, CANCL, COPY, DEL, CHG FMT, GET, GLOBAL, GO TO, INSTR, LINE ADJ, and MOVE for information on making revisions.

8. When you have finished revising the document, press END.
9. Paginate and print the document, if necessary.

REVISE FILE DESCRIPTION

See CREATE FILE DESCRIPTION/REVISE FILE DESCRIPTION

REVISE OR DISPLAY FIELD DESCRIPTIONS

See CREATE FILE DESCRIPTION/REVISE FILE DESCRIPTION

REVISE OR DISPLAY RECORDS

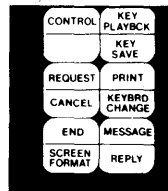
See UPDATE FILE TASKS

ROW ADD KEY

See MATH - Adding A Row Of Numbers Using Row Add

SCREEN FORMAT KEY

Press the SCREEN FORMAT (CODE + END) key to display the SCREEN FORMAT menu.



SCREEN FORMAT is active only when you are creating or revising a document. It is not available if you are currently making a format change or using a Request Task.

The SCREEN FORMAT menu allows you to change the display of symbols that represent functions in a document.

If YOUR CHOICE is 2 (No) for Display codes, the symbols display only when you move the cursor to the character location. The first status line defines the cursored symbol. Using this choice allows text to display on the screen as it would look if printed.

If YOUR CHOICE is 1 (Yes) for Display Codes, the symbols display at all times in the document. The first status line of the display screen will define a symbol as you move the cursor under it. Using this choice may cause some text to appear to be moved to the right of the display screen. It appears this way so all symbols for coded functions can be displayed. Tabs in proportionally-spaced text may appear to go past the actual locations. Actual locations are represented by the scale line cursor. Therefore, in some instances, the scale line cursor may not be directly over the cursor that appears in the text.

Choose **yes** when creating Shell Documents and Fill-In Documents for the Merge Task. Also, choose **yes** when copying or moving columns to create a new table.

SCREEN MOVEMENT

You can move the display screen to see blocks of text on a page by using the screen right, screen left, screen down, and screen up keys.

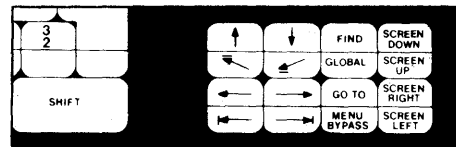
For example, if a document you are revising contains a table that is wider than the display screen, you can use the screen right key to position the screen over the part of the table you want to see.

Screen Right Key

To see text that is past the right edge of the display screen, use the SCREEN RIGHT key.

The position of the cursor on the line determines how far the screen will move.

1. Move the cursor under the character you want to be at the left edge of the screen.
2. Press SCREEN RIGHT.



The left edge of the screen will move to the cursor position.

You can now see the text that was past the right edge of the screen.

Note: When the cursor is at the left edge of the screen and you press SCREEN RIGHT:

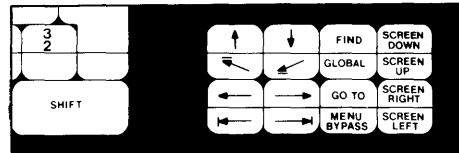
- The screen will move 60 characters to the right.
- The cursor will be at the left edge of the screen.

Screen Left Key

To see text that is past the left edge of the screen, use the SCREEN LEFT key.

The position of the cursor on the line determines how far the screen will move.

1. Move the cursor under the character you want to be at the right edge of the screen.
2. Press SCREEN LEFT (CODE + SCREEN RIGHT).



The right edge of the screen will move to the cursor.

You can now see the text that was to the left of the display screen.

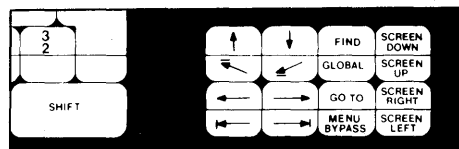
Note: The screen will move to the left boundary of the document if the right edge of the screen cannot move to the cursor position.

Screen Down Key

To see text that is below the last line on the screen, use the SCREEN DOWN key.

The line the cursor is on determines how far the screen will move.

1. Move the cursor to the line you want to be the first line on the screen.
2. Press SCREEN DOWN.



The screen will move down to make the line the cursor is on the first line on the screen.

Note: When the cursor is on the first line on the screen and you press SCREEN DOWN:

- The screen will move down to make the last line on the screen the first line.

OR

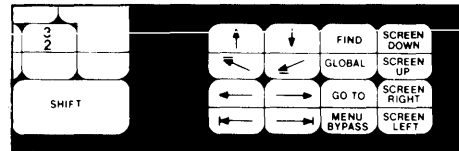
- The screen will move to the next page if a page end code is on the screen.

Screen Up Key

To see text above the first line on the screen, use the SCREEN UP key.

The line the cursor is on determines how far the screen will move.

1. Move the cursor to the line you want to be the last line on the screen.
2. Press SCREEN UP (CODE + SCREEN DOWN).



The screen will move up to make the line the cursor is on the last line on the screen.

Note: If this did not occur when you pressed SCREEN UP:

- The screen moved to the top of the page.

You cannot see two pages at once.

OR

- The screen moved to the bottom of the previous page.

The first line on the screen was the first line of the page when you pressed SCREEN UP.

SELECT RECORDS

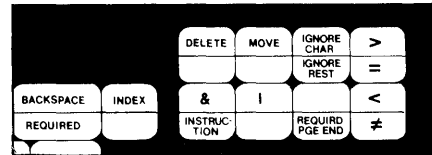
The Select operation is used in several tasks to choose certain records from a file based on the content of one or more fields. The operator supplies the information used in determining which records are selected, by making entries in the Record Selection frame.

The following examples show how to make basic selection entries using the application keys.

Application Keys

The Application keys, Equal (=), Not Equal (≠), Greater Than (>), Less Than (<), And (&), and Or (|), are located in the upper right outboard key group, as shown in the figure below.

These keys can be used individually or in combination to make selection entries in fields of the Record Selection frame. The key symbols display on the typing line, half-indexed up.



Equal Key (=)

Press the Equal key (=) prior to typing a selection entry, to select all records that are equal to the entry.

Note: Pressing no application key will also select all records that are equal to the entry. The default value for a selection is the equal (=) condition.

EXAMPLE:

Last Name
=Smith

 OR

Last Name
Smith

Selects all people whose last name is Smith.

Not Equal Key (#)

Press the Not Equal key (#) prior to typing a selection entry, to select all records that are not equal to the entry.

EXAMPLE:

Last Name
#Smith

Selects all people whose last name is not Smith.

Greater Than Key (>)

Press the Greater Than key (>) prior to typing a selection entry, to select all records of a higher value than the entry.

EXAMPLE:

Amount
>1000

Selects all amounts greater than 1000.

EXAMPLE:

State
>Ohio

Selects all states that come alphabetically after Ohio.

Less Than Key (<)

Press the Less Than key (<) prior to typing a selection entry, to select all records of a lower value than the entry.

EXAMPLE:

Amount
<1000

Selects all amounts less than 1000.

EXAMPLE:

State
<Ohio

Selects all states that come alphabetically before Ohio.

And Key (&)

Use the And key (&) when a field must meet more than one selection condition. Press the And key (&) between the conditions.

EXAMPLE:

Amount
>100&<500

Selects all amounts greater than 100 and less than 500 (101 through 499).

Or Key (|)

Use the Or key (|) when selecting on any of several conditions in the same field. Press the OR key (|) between the conditions.

EXAMPLE:

Last Name
Smith Jones Brown

selects all people whose last name is Smith, or Jones, or Brown.

Ignore Char Key

The Ignore Character key can be used when selecting fields, to ignore specific character positions in which the content does not matter. For example, in a DATE field with the format YR/MO/DY, to select on the month of October regardless of day or year, enter the selection as follows:

DATE
../10/..

The Ignore Character appears in the field as a period indexed half-up, and can be used in combination with other selection keys.

Restrictions

- Can only be used in a Character Field.
- A character must exist in the position.

Ignore Rest Key

The Ignore Rest key can be used when selecting fields, to ignore anything that follows a typed string of characters. For example, in a UNIVERSITY field, to select all Universities beginning with Texas, enter the selection as follows:

UNIVERSITY
Texas?

The system will select Texas, Texas A&I, Texas Tech, Texas Lutheran, etc.

The Ignore Rest appears in the field as a question mark indexed half-up, and can be used in combination with other selection keys.

Restrictions

- Can only be used in a Character Field.

Selecting On More Than One Field

If the records must meet selection conditions on more than one field, make the selections on the same horizontal line.

EXAMPLE:

Occupation	Donation
Merchant	>100&<500

Selects people whose occupation is merchant, and who have donated more than \$100 but less than \$500.

If the records must meet the conditions in one field, **or** the conditions in another field, make the selections for each field on a separate line.

EXAMPLE:

Occupation	Donation
Merchant	
	>100&<500

selects **all** people who are merchants, and **all** people who have donated more than \$100 but less than \$500.

SEQUENCING

See CHOOSE SORT ORDER

SPELL CHECK FUNCTION

The Spell Check function allows you to check the spelling in a document, hyphenate and paginate a document, and print each document page as it is paginated. When you spell check and hyphenate, the system compares the spelling of the words in the document against the system dictionary and loaded supplement. (See "LOAD SUPPLEMENT TASK" in this section.)

The Spell Check function will spell check and hyphenate words in a document that are typed in a foreign language. To do this, a Spelling Language Dictionary from a Languagepack 2 Program Diskette must be loaded. The document will then be checked against the words in the Spelling Language Dictionary if the document begins with the appropriate Language For Spelling Check Instruction.

Spell check and hyphenation/pagination can be initiated by:

1. Pressing the SPELL key when creating or revising a document.
 - The Spelling Tasks will be loaded, the SPELLING TASKS menu will display, and Check Document will be highlighted.
2. Choosing Check Document in the SPELLING TASKS menu.

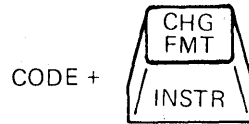
Note: See "SPELL KEY," "CHECK DOCUMENT TASK," or "KIND OF SPELLING CHECK" in this section for more information and "how to" steps.

Identifying Portions Of A Document That Should Not Be Spell Checked Or Hyphenated

You can mark portions of a document you do not want checked by placing an End Spelling Check instruction at the beginning and a Begin Spelling Check instruction at the end of that portion of text.

To type the End Spelling Check and Begin Spelling Check instructions in the document:

1. Press INSTR (CODE +CHG FMT) at the beginning of the text you do not want spell checked.



2. Choose End Spelling Check in the INSTRUCTIONS menu.
3. Type the portion of the document you do not want spell checked.
4. Press INSTR.
5. Choose Begin Spelling Check in the INSTRUCTIONS menu to tell the system you want spell check to begin again at that point in the document.

When the document is spell checked, the portion marked by the End and Begin Spelling Check Instructions will not be checked for spelling and will not be hyphenated.

To Spell Check Selected Pages

If certain pages of a document have been revised and need to be spell checked again, you can tell the system you want just those pages checked.

Note: So the system will check the proper page numbers, you should spell check the selected pages before repaginating.

1. Choose Check Document in the SPELLING TASKS menu.
2. Choose Kind Of Spelling Check **prompted**.
3. Choose System Page Number(s) For Spelling Check.
4. Type the system page numbers on the prompt line separated by spaces and press ENTER.

Note: The system can spell check up to 10 selected pages.

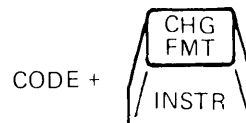
The system will spell check in the prompted mode just the system page numbers you specified.

5. Paginate the document if necessary.

Checking Spelling Of A Multi-language Document

You can tell the system to check a document that is typed in several languages by placing Language For Spelling Check instructions in the text you are creating or revising. These instructions tell the system to check the document against the appropriate spelling language dictionary.

1. Press INSTR (CODE + CHG FMT) at the beginning of the document.



2. Choose Language For Spelling Check in the INSTRUCTIONS menu.

The LANGUAGE FOR SPELLING CHECK INSTRUCTION menu will display.

3. Choose the language you want that part of the document to be checked against.
4. Press ENTER enough times to return to the typing area.

Follow the above procedure at the places in the document where there is a change to another language.

When you spell check the document, you will spell check it once for each language you have identified. You will load the the appropriate Spelling Language Dictionary for those spell checks.

Note: The system does not prompt which dictionary to load. Dictionary hyphenation will also occur during the spell check for each language if Dictionary Hyphenation was selected in the HYPHENATE AND PAGINATE DOCUMENT menu.

SPELL KEY

To use the Spelling Tasks while you are creating or revising a document:



1. Press **SPELL** when you are ready to use the Spelling Task in a document. The system displays the **TASK SELECTION** menu and highlights Spelling Tasks.

Next, the system displays the **SPELLING TASKS** menu and highlights **Check Document**.

Then the system displays on the prompt line the name of the document you were using when you pressed **SPELL**.

2. Press **ENTER**.

The **CHECK DOCUMENT** menu displays.

Notes:

- a. If you want to check the spelling of a different document, **BKSP** or **CANCL** to remove the current document name, then type the name.
 - b. If you do not want to use the **Check Document** task and want to choose another Spelling Task, press **CANCL** twice. Choose the Spelling Task you want to use.
3. Choose **Kind Of Spelling Check Automatic**.
 4. Choose **Hyphenation/Pagination Yes**.
 5. Press **ENTER**.

The **HYPHENATE AND PAGINATE DOCUMENT** menu displays.
 6. Choose **Dictionary Hyphenation Automatic**.
 7. Choose **Print Paginated Pages No**.
 8. Press **ENTER**.

The page numbers display as the document is checked.

When checking is complete, the system displays the number of words that did not match words in the system dictionary and loaded supplement.

The system displays a message that tells you the task is complete.

9. The system displays the TASK SELECTION menu and highlights Typing Task.
10. Next, the system displays the TYPING TASKS menu and highlights Revise Document.
11. Then the system displays on the prompt line the name of the document that you used for the Spelling Task.
12. Press ENTER to revise the document identified on the prompt line.

Notes:

- a. If you want to revise a different document, BKSP or CANCL to remove the current document name, then type the name of the document you want to revise.
- b. If you do not want to use the Revise Document task and want to choose another task, press CANCL twice and then choose the task you want.

To review words highlighted by the Check Document Spelling Task:

1. Move the cursor to the beginning of the document.
2. Press FIND, then press SPELL. Then press ENTER to begin locating the highlighted words.
3. Press CANCL to remove the highlighting.
4. Revise the spelling, if necessary.
5. Press FIND and ENTER to locate the next highlighted word.
6. Continue to press FIND and ENTER for each highlighted word until all have been reviewed.

You can delete the spell highlighting in a document by using the GLOBAL key. See "GLOBAL KEY - Deleting Spell Highlighting" in this section.

SPELLING LANGUAGE DICTIONARY

Spelling language dictionaries are language dictionaries on Languagepack 2 diskettes. Use a spelling language dictionary to check the spelling and to hyphenate the words in a document typed in a foreign language.

Note: The appropriate Language For Spelling Check instruction must be at the beginning of the document.

Each language dictionary on the Languagepack 2 diskettes can contain a 500 word supplement. If the words in the supplements are typed with syllable hyphens (non-coded hyphens), the system can hyphenate those words during Dictionary Hyphenation. See "STORE SUPPLEMENT ON LANGUAGEPACK 2 DISKETTE" in this section.

START PRINTER TASK

Use this Request Task to start the printer from the work station.

STOP CODE

A Stop Code (CODE + 9) can be used in a Shell Document when doing repetitive documents. See "Work Samples — Repetitive Documents" in the Work Station Procedures Guide, Textpack 4.

A Stop Code can also be used in a document when the document is to be recorded on magnetic cards for use on other IBM word processing equipment.

STORE FILE SETUP

This Request Task appears in the REQUEST TASKS menu during a Merge File/Text, Output File, or Duplicate Selected Records task, and during Record Selection in the Update File task. Store File Setup allows you to store the choices that you made in the RECORD SELECTION frame, the SORT ORDER menu, the OUTPUT FILE menu, the MERGE FILE/TEXT menu, and the

DUPLICATE SELECTED RECORDS menu. These choices, stored as a setup, can be recalled from the diskette later, to be used again without having to re-key each frame.

The frame in which the the Store File Setup request is made determines which frames will be stored as the File Setup. For example, if the Store File Setup request is made in the Record Selection frame, only the Record Selection choices are stored. If the Store File Setup request is made in the Output File frame, the Output File choices, the Sort Order choices, and the Record Selection choices are all stored as a single setup.

The chart below shows in which frames the Store File Setup request can be made, and which choices are stored.

Make the Store File Setup Request in This Frame ↓	These Choices are Stored ↓				
	Record Selection	Sort Order	Output File	Merge File/Text	Duplicate Selected Records
Record Selection	X				
Sort Order		X			
Output File	X	X	X		
Merge File/Text	X	X		X	
Duplicate Selected Records	X	X			X

Going to the STORE/RECALL FILE SETUP Menu

Press the **REQST KEY** in any of the frames shown in the chart above.

STORE SUPPLEMENT ON LANGUAGEPACK 2 DISKETTE

This task allows you to store a supplement to a language dictionary on a Languagepack 2 program diskette. When a supplement is stored with a language, both the language and supplement are

loaded when the spelling language is chosen from the SPELLING LANGUAGE DICTIONARIES menu.

Use the Store Supplement On Program Diskette task to:

- Create a stored language supplement
- Add words to a stored language supplement
- Change the words in stored language supplement
- Clear the words in a stored language supplement

"How To" steps to perform these operations are explained in the following headings in this section.

Using Store Supplement To Create A Stored Supplement To A Language Or To Add Words To An Existing Stored Supplement

1. Choose Spelling Tasks in the TASK SELECTION menu.
2. Choose Choose Spelling Language Dictionary in the SPELLING TASKS menu.
3. Choose the language you want to load into the system.
4. Choose Load Supplement in the SPELLING TASKS menu as often as needed to load words from the document into the supplemental dictionary (up to 500 words).

When prompted, type the name of the document, and if necessary, the diskette name.

The document can contain a word list you create, or it can be an existing document that contains words you want to add. Words already in the language dictionary will not be added.

5. Choose Store Supplement On Program Diskette in the SPELLING TASKS menu.
6. Follow the prompts and messages as they appear for this task.

When the task is completed, the system displays the message **Supplement stored**.

Using Store Supplement To Replace The Words In An Existing Stored Language Supplement

1. Choose Spelling Tasks in the TASK SELECTION menu.
2. Choose Choose Spelling Language Dictionary in the SPELLING TASKS menu.
3. Choose the language you want to load into the system.
4. Choose Clear Supplement in the SPELLING TASKS menu.

This clears the supplement that was loaded with the language.

5. Choose Load Supplement in the SPELLING TASKS menu as often as needed to load the new words from the document on a work diskette into the supplemental dictionary (up to 500 words).

When prompted, type the name of the document, and if necessary, the diskette name.

The document can contain a word list you create, or it can be an existing document that contains words you want to add. Words already in the dictionary will not be added.

6. Choose Store Supplement On Program Diskette in the SPELLING TASKS menu.
7. Follow the prompts and messages as they appear for this task.

When the task is completed, the system displays the message **Supplement stored**.

Using Store Supplement To Delete The Words In An Existing Stored Language Supplement

1. Choose Spelling Tasks in the TASK SELECTION menu.

2. Choose Choose Spelling Language Dictionary in the SPELLING TASKS menu.
3. Choose the language you want to load into the system.
4. Choose Clear Supplement in the SPELLING TASKS menu.

This clears the supplement that was loaded with the language.

5. Choose Store Supplement On Program Diskette in the SPELLING TASKS menu.
6. Follow the prompts and messages as they appear for this task.

When the task is completed, the system displays the message **Supplement stored**.

Since no words were in the supplement, the words that were in the supplement stored with the language were deleted.

STORE SUPPLEMENT ON PROGRAM DISKETTE TASK

This task allows you to store a supplemental dictionary on a program diskette. When a supplement is stored on a program diskette, the supplement is loaded with the system dictionary each time the Spelling Task is loaded.

Use the Store Supplement On Program Diskette task to:

- Create a stored supplement
- Add words to a stored supplement
- Change the words in stored supplement
- Clear the words in a stored supplement

"How To" steps to perform these operations are explained in the following headings in this section.

Using Store Supplement To Create A Stored Supplement Or To Add Words To An Existing Stored Supplement

1. Choose Spelling Tasks in the TASK SELECTION menu.
2. Choose Load Supplement in the SPELLING TASKS menu as often as needed to load the additional words from the document on a work diskette into the supplemental dictionary (up to 500 words).

When prompted, type the name of the document, and if necessary, the diskette name.

The document can contain a word list you create, or it can be an existing document that contains words you want to add. Words already in the dictionary will not be added.

3. Choose Store Supplement On Program Diskette in the SPELLING TASKS menu.
4. Follow the prompts and messages as they appear for this task.

When the task is completed, the system displays the message **Supplement stored**.

Using Store Supplement To Replace The Words In An Existing Stored Supplement

1. Choose Spelling Tasks in the TASK SELECTION menu.
2. Choose Clear Supplement in the SPELLING TASKS menu.

This clears the supplement that was loaded with the system dictionary.

3. Choose Load Supplement in the SPELLING TASKS menu as often as needed to load the new words from the document on a work diskette into the supplemental dictionary (up to 500 words).

When prompted, type the name of the document, and if necessary, the diskette name.

The document can contain a word list you create, or it can be an existing document that contains words you want to add. Words already in the dictionary will not be added.

4. Choose Store Supplement On Program Diskette in the SPELLING TASKS menu.
5. Follow the prompts and messages as they appear for this task.

When the task is completed, the system displays the message **Supplement stored**.

Using Store Supplement To Delete An Existing Stored Supplement

1. Choose Spelling Tasks in the TASK SELECTION menu.
2. Choose Clear Supplement in the SPELLING TASKS menu.

This clears the supplement that was loaded with the system dictionary.

3. Choose Store Supplement On Program Diskette in the SPELLING TASKS menu.
4. Follow the prompts and messages as they appear for this task.

When the task is completed, the system displays the message **Supplement stored**.

Since no words were in the supplement, the words that were in the supplement stored on the program diskette were deleted.

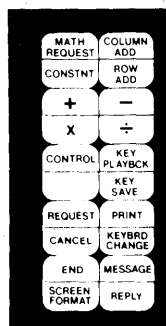
SUBSTITUTE CODE

Substitute codes () may be inserted into a document by the system after a recovery operation, when the system cannot read a character from a magnetic card, or during Communications when there are keyboard differences.

To find Substitute codes in order to delete them:

1. Press FIND.

2. Hold down the CONTROL key while you press the Z key.



3. Press ENTER.
4. Find all of the Substitute codes and replace each with the correct character.

SUBTRACT KEY

See MATH - Adding and Subtracting Numbers

SUMMARY MATH INSTRUCTION

See MERGE FILE/TEXT - Summary Math Instructions

SWITCH CODE

A Switch Code (CODE +k) can be used in a document when the document is to be recorded on magnetic cards for use on other IBM word processing equipment. See "Switch Codes" in the IBM Displaywriter Mag Card Compatibility Guide for more information.

SYSTEM PAGE NUMBER

See PAGE NUMBERING

SYSTEM PAGE NUMBER(S) FOR SPELLING CHECK

System Page Number(s) For Spelling Check displays in the CHECK DOCUMENT menu.

Use this ITEM to tell the system to check the spelling of selected pages in a document. Type the system page numbers (up to a maximum of 10 page

numbers) separated by spaces to spell check more than one page.

Note: To check the spelling of selected pages, Hyphenation/Pagination must = **No**.

TABLES

See COLUMN LAYOUT

TABS

Use the Change Margins and Tabs ITEM in the FORMAT SELECTION menu to change the way tabs are set up in documents.

Tab changes are made from the MARGINS AND TABS menu.

To change tabs in Column Layout, see "COLUMN LAYOUT - Revising the Layout of a Table" in this section.

Go to the MARGINS AND TABS menu in any one of three ways, depending on what you want the change to affect.

1. You can change the tab defaults on the Vol.01 Program Diskette. If you change the defaults on the program diskette, the new tabs apply to all new documents you create using the changed program diskette.
2. You can also change the Document or Alternate Format of tabs for a single document. In this case, the program diskette defaults remain the same and the new tab choices apply only to the single document. They are set at the start of the document.
3. Finally, you can change the tabs for only a portion of a document. In this case, neither the program diskette defaults nor the Document (or Alternate) Format are changed. This change does not affect the format between the start of the document and your current cursor location. It begins where you press CHG FMT and remains in effect until you change it or until the end of the document, whichever comes first.

You go to the MARGINS AND TABS menu through a different menu sequence for each of the cases described.

Going to the MARGINS AND TABS Menu

If you want to change the defaults for a program diskette, follow these steps to go to the MARGINS AND TABS menu.

1. Insert the Vol.01 Program Diskette.
2. Choose Program Diskette Tasks in the TASK SELECTION menu.
3. Choose Change Document Format Defaults or Change Alternate Format Defaults in the TEXTPACK PROGRAM DISKETTE TASKS menu.
4. Choose Change Margins and Tabs in the FORMAT SELECTION menu.

Using the MARGINS AND TABS menu is described under the next heading in this section.

If you want to change the Document or Alternate Format of tabs for a single document, follow these steps to go to the MARGINS AND TABS menu.

1. Choose Change Document Format or Change Alternate Format in the CREATE OR REVISE DOCUMENT menu.
2. Choose Change Margins and Tabs in the FORMAT SELECTION menu.

Using the MARGINS AND TABS menu is described under the next heading in this section.

If you want to change the tabs for the portion of the document beginning at the cursored line, follow these steps to go to the MARGINS AND TABS menu.

1. Position the cursor at the left margin of the line where the change will begin.

Note: If you press the CHG FMT key when the cursor is not at the left margin (within a line), you can change only the typestyle, not including a pitch change.

2. Choose Change Margins and Tabs in the FORMAT SELECTION menu.

Using the MARGINS AND TABS menu is described under next heading in this section.

Using the MARGINS AND TABS Menu

Change any of the tabs in the MARGINS AND TABS menu to the tabs you want.

See "Setting Tabs" and "Clearing Tabs" in this section for more information.

When you have complete your changes in the MARGINS AND TABS menu, press ENTER enough times to return to the point from which you began (the TEXTPACK PROGRAM DISKETTE TASKS menu, the CREATE OR REVISE DOCUMENT menu, or the document typing area).

If you are in the Revise Document task, paginate when you finish revising the document to make the change effective.

Setting Tabs

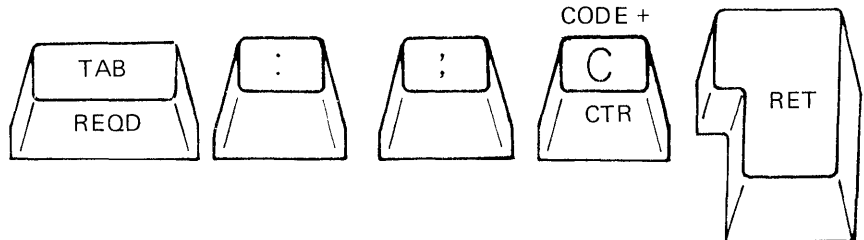
You can set up to 48 tabs on the system.

Note: If you are also going to change the type style pitch (for example, pica [10] to elite [12]), change the pitch before changing the margins and/or tabs to prevent errors in alignment.

Setting Individual Tabs

1. Choose Change Margins and Tabs in the FORMAT SELECTION menu.
2. Press the cursor right (→) key or the cursor left (←) key to move the scale line cursor to the location where you want a tab.
3. Set the tabs in one of the following ways:
 - Press the Tab key for normal left alignment at the tab location. (See Left Alignment.)
 - Press the Period key to align the first period of the group of characters at the tab location. (See Decimal Alignment.)
 - Press the Comma key to align the first comma of a group of characters at the tab location. (See Comma Alignment.)
 - Press the Center key to center characters around the tab location. (See Center Alignment.)

- Press the RET key to align characters to the left of the tab location. (See Right Alignment.)
- Press the Colon key to align the first colon of a group of characters at the tab location. (See Colon Alignment.)



Setting Evenly Spaced Tabs

1. Choose Change Margins and Tabs in the FORMAT SELECTION menu.
2. Press the cursor right (→) key or the cursor left (←) key to move the scale line cursor under the left margin (<<) in the MARGINS AND TABS menu.

Type the number (1 or 2 digits) of spaces between each tab. (The number will not display.) For example, typing the number 12 will give you tabs every 12 spaces.

All previous tabs will be cleared, and the new ones will be set between the margins when you press ENTER.

Moving Tabs

1. Choose Change Margins and Tabs in the FORMAT SELECTION menu.
2. Use the cursor right (→) key or the cursor left (←) key to move the cursor under the first tab to be moved.
3. Press the Space Bar to move all tabs located at the scale line cursor and to the right of the scale line cursor to the right.

Press BKSP to move all tabs located at the scale line cursor and to the right of the scale line cursor to the left.

Clearing Tabs

Individual Tabs

1. Choose Change Margins and Tabs in the FORMAT SELECTION menu.
2. Press the Cursor Right (→) key or the Cursor Left (←) key in the MARGINS AND TABS menu to move the scale line cursor to the tab location (indicated by an underline, , , |●|, , or).
3. Press DEL.

All Tabs

1. Choose Change Margins and Tabs in the FORMAT SELECTION menu.
2. Press the Cursor Right (→) key or the Cursor Left (←) key in the MARGINS AND TABS menu to move the scale line cursor under the left margin (⟨⟨).
3. Press DEL.

Using Tab Alignment

Always use the TAB key to go to the tab location. The tab alignment function is **not** active when you press the Space Bar to reach the tab location.

For tab alignment in tables and columns, see "COLUMN LAYOUT."

Left Alignment

EXAMPLE:

tab set here
↓
OFF
ON
IN USE

1. Press the TAB key to reach the Flush Left Tab location.
2. Type text to be aligned.

The left side of the text automatically aligns at the tab location.

3. Tab to the next tab location if there is one. If not, carrier return and continue typing.

Decimal Alignment

EXAMPLE:

tab set here
↓
123.45
12.345
123
1.23

1. Press the TAB key to reach the Decimal Tab location in the column.
2. Type the number.

The number automatically aligns at the left of the tab location until you type a period (decimal). Then it aligns to the right of the tab location.

If you type a whole number (no decimals), the entire number aligns to the left of the tab location.

3. Tab to the next tab location if there is one. If not, carrier return and continue typing.

Comma Alignment

EXAMPLE:

tab set here
↓
1,000,000
2,000
112,000,000
112
22,000

The primary use for comma alignment is typing numbers for foreign currencies.

1. Press the TAB key to reach the Comma Tab location in the column.
2. Type the number.

The number automatically aligns at the left of the tab location until you type a comma. Then it aligns to the right of the tab location.

If you type a number without a comma, the entire number aligns to the left of the tab location.

3. Tab to the next tab location if there is one. If not, carrier return and continue typing.

Center Alignment

EXAMPLE:

tab set here
↓
International
Business
Machines
Corporation

1. Press the TAB key to reach the Center Tab location.
2. Type the text to be aligned.

The text automatically centers around the tab location.
3. Tab to the next tab location if there is one. If not, carrier return and continue typing.

Right Alignment

EXAMPLE:

tab set here
OFF)
ON)
IN USE

1. Press the TAB key to reach the Flush Right Tab location.
2. Type the text to be aligned.

The right side of the text automatically aligns at the tab location.

3. Tab to the next tab location if there is one. If not, carrier return and continue typing.

Colon Alignment

EXAMPLE:

Tab set here
 ↓
 3:6
 124:86
 30:829
 1:1

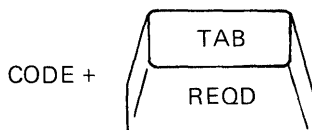
The primary use for colon alignment is for alignment of ratios.

1. Press the TAB key to reach Colon Tab location in the column.
2. Type the ratio.

The ratio automatically aligns at the left of the tab location until you type the colon. Then it aligns to the right of the tab location.

3. Tab to the next tab location if there is one. If not, carrier return and continue typing.

Indent/Required Tab



EXAMPLE:

L	M	R	
1	2	3	Ret
4	5	6	Ret
7	8	9	Ret
0	1	2	Ret

Before using Required Tabs, set a tab (or tabs) for each indent level. You can set as many as 15 levels.

Auto Carrier Return **must** be in use to use the steps exactly as given below.

1. Type enough Required Tabs to move the cursor to the desired indent level (or a new level of indention).

If only the first line of the paragraph is to be indented, use regular tabs.

2. Type the text.
3. Press RET to end each paragraph or to end all indent levels.

To cancel the indented left margin, use one of the following:

RET
 INDEX (coded)
 REQD PAGE END
 Page or Line Format Change
 Begin Using Document Format
 Begin Using Alternate Format
 Return Line Format
 Return All Formats

Note: The CHG FMT key allows you to indent either, or both, left and right margins by changing the margin settings. It prevents having to tab for every indented line. If you are also indenting the right margin, you do not have to type a carrier return for every indented line. However, indenting text by using CHG FMT is not recommended if you have more than one level of indentation.

TEXT TABLES

Text tables are sentences typed in a columnar style.

So, You Want a Projector?

Pros

The equipment handles easily and is inexpensive in general. Even an inexperienced person can use overlays for a step by step presentation while talking.

The large projectors give a brilliant image, even on an oversized screen in a well-lit area. These projectors are good for special occasions.

The contrast, when you use black and white film, is better than when you use color. Additional available equipment includes rear projection units.

Cons

The color intensity on medium size equipment can be weak and ineffective with large overlays.

The large projectors are seemingly contradictory in that while heavy to carry, are quite fragile. These projectors also can be difficult to locate.

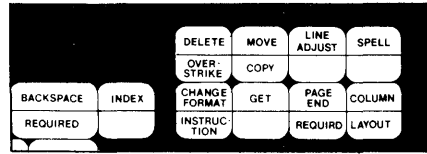
Some of the mountings are expensive when combined with overlays and handart.

Centering is difficult, and absolute darkness may be required, too.

The sentences are typed in a column the same as they are typed in the body of a document. The Column Layout function is used to specify the width and placement of text columns.

Setting up the Text Table

1. Decide the number of characters you want in each column.
2. Press LAYOUT (CODE + COLUMN).



The Column Layout instructions will display.

3. For the left column, press LINE ADJ, then type as many a's as you decided the line length should be. For example, if the first column should be thirty characters wide, type 30 a's.
4. Press the COLUMN key.

This will leave blank space between the columns.

5. For the right column, press LINE ADJ, then type as many a's as you decided the line length of the right column should be.
6. Press LAYOUT.
7. Press ENTER.

The system will display the tab symbols on the scale line to mark where your columns will begin.

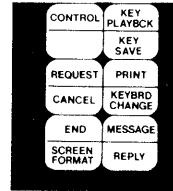
8. Press ENTER again.

You have now created an empty table containing a Format Change, Begin Table code, End Table code, and another Format Change.

Typing the Text Table

Left Column

1. Press SCREEN FORMAT (CODE + END). Set Display Codes = **yes** to display the Begin Table code.



2. Move the cursor under the Begin Table code (→).
3. Once the cursor is under the Begin Table code, press SCREEN FORMAT to change Display Codes = **No**.
4. Press COLUMN.

This tells the system you want to work with columns.

Revise Column will display on the first status line.

5. Type all the text for the left column. Carrier return twice to separate paragraphs.
6. After the last paragraph, press ENTER.

Right Column

1. Move the cursor to the tab symbol for the right column.
2. Press COLUMN.
3. Type all text for the right column. Carrier return twice to separate paragraphs.
4. After the last paragraph, press ENTER.

For information on Advanced Text Tables, see "Creating Advanced Text Tables" in the Selectable Topics—Book 2 .

TYPESTYLE

Change the typestyle number when you want to use a different printer element or printwheel for printing. You can change the typestyle in the LINE FORMAT menu (or a FORMAT SELECTION menu if the change is **within** a line).

If you want to change the typestyle choice and you need the typestyle number for your printer element or printwheel, look at Appendix A or E in the Printer Guide. Locate the part number on the chart. The chart provides a listing of typestyle numbers and the keyboard IDs for the available typestyles.

The part number for the printer element is under the release lever. The part number for the printwheel is on the front of the case.

To verify that the printer element or printwheel is supported by your current program load, make a note of the keyboard ID and see "CHANGE WORK STATION DESCRIPTION TASK" in this section.

For information on PSM see "PROPORTIONAL SPACING (PSM)" in this section.

UNDERLINING

There are several ways to underline. You can underline a single character, a single word, continuously underline text, and double underline. Choose the way that is most appropriate for the kind of underlining you want to do. If you need to underline while using Key-To-Print, see **KEY-TO-PRINT**.

Character Underline

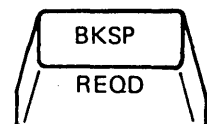
Use the REQD BKSP key to underline one character at a time.

1. Type the character to be underlined. Do **not** space or punctuate.

EXAMPLE:

sit, not set

CODE +



2. Press the character underline () key.

The system underlines the character, however, only the underline displays.



3. Space, punctuate, tab, or carrier return. Continue typing the document.

WORD UND Key

Use the WORD UND (Word Underline) key to underline one word at a time.

1. Type the word. Do **not** space or punctuate unless the punctuation is to be underlined also.

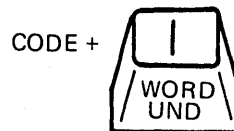
To underline spaces before or following the word or numbers to be underlined, type required spaces (CODE + Space Bar) instead of the spaces you normally type. The system will recognize them as part of the word.

2. Press WORD UND.

The system underlines the word.

EXAMPLE:

sit, not set



Beginning with the cursored character, WORD UND underlines until it is stopped by one of the following:

SPACE
UND
RET (Coded and Non-Coded)
TAB
REQD TAB
INDEX
PAGE END
REQD PAGE END
REQD BKSP

The following characters do not stop WORD UND and can be underlined.

REQUIRED SPACE
STOP
HYPHEN (Coded and Non-Coded)

3. Space, punctuate, tab, or carrier return. Continue typing the document.

Note: To underline an existing word during revision, move the cursor to the space following the word then press WORD UND.

BEGIN UND and END UND Keys

Use the BEG UND (Begin Underline) and END UND (End Underline) keys to continuously underline text.

Note: To underline existing text during revision, move the cursor under the first character to be underlined. All following text on the page will be underlined until you move the cursor to the right of the last character that you want underlined and press END UND.

1. Type up to the words to be underlined.
2. Press BEGIN UND.

EXAMPLE:

sit, not set



3. Type the words to be underlined. At the end of the last word **do not** space or punctuate unless that is to be underlined also.
4. Press END UND.



The words are underlined.

If you want to remove BEGIN UND or END UND, move the cursor to each location where it was inserted and press DEL.

5. Space, punctuate, tab or carrier return.
Continue typing the document.

Underlining Multi-line Headings

Use this procedure when you want multi-line headings underlined as in the following example.

Sales Volume
1982

1. At the end of the line you want underlined, type a Zero Index Carrier Return (CONTROL + RET). See "ZERO INDEX CARRIER RETURN (ZICR)" in this section for information.
2. Press the Space Bar until the cursor is at the place on the line you want the underline to begin.
3. Manually underline.

The underline appears on the next line of the display; but when the document prints, the underline will be under the text.

4. Press RET and continue typing.

Note: This procedure cannot be used to create headings for tables if the tables were created using the Column Layout function and the headings are part of the table.

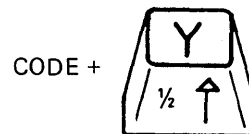
Double Underline

Three ways to double underline text are:

1. Using the underline key
2. Using the equal sign key
3. Making a keyboard change

Underline key ()

1. Type the text to be underlined using any of the underline methods (character, word, or continuous underline) to type the first line under the appropriate text. Carrier return at the end of the line.
2. Press Half Index Up (CODE + Y).



3. Press the Space Bar until the cursor is under the first character to be underlined twice.
4. Underline the text using manual underline. Space between any columns or areas that do not need to be underlined.

EXAMPLE:

sit, not set

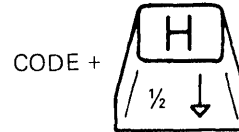
5. Carrier return after you underline the last character to be underlined twice.
6. Press Half Index Down (CODE + H).
7. Continue typing the document.

Equal Sign Key (=)

1. Type the text to be underlined. Do not space, punctuate, or carrier return following the text to be underlined.

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2. Press 1/2 ↓ (CODE + H).



3. Press REQD BKSP until the cursor is under the first character to be underlined twice.

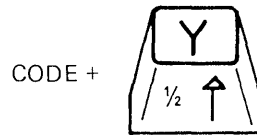
The characters disappear from the display as you backspace over them however, they will be on the document when it prints.

Press the equal sign key (=) for each character.

EXAMPLE:

sit, not set

Press 1/2 ↑ after you underline the last character to be double underlined.



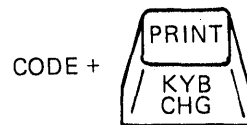
Space, punctuate, tab, or carrier return. Continue typing the document.

KYB CHG Key (IBM 5215 Selectric Element Printer)

(Use this method only if you have a printer element with the double underline character. Your element must match the accounting keyboard used to type the document. Refer to Appendix C "KEYBOARD ARRANGEMENTS" for the accounting keyboard numbers.)

Type the text to be underlined. Do not space, punctuate, or carrier return following the text to be underlined.

1. Press KYB CHG.



2. Type the keyboard number having a double underline character.

This number must be one of the keyboards specified as an Alternate Keyboard on the licensed program diskette you **currently** used to Initial Program Load (IPL) the system. (The Change Keyboard Description task allows you to see the current alternate keyboards.)

3. Press ENTER.

The system returns to the text to be underlined.

4. Press REQD BKSP until the cursor is under the first character to be underlined.

The characters disappear from the display as you backspace over them however, they will be on the document when it prints.

5. Press the double underline key for each character to be underlined.

EXAMPLE:

sit, not set

6. Press KYB CHG and change the keyboard number back to the keyboard number you were using before typing the double underlines.
7. Space, punctuate, or carrier return. Continue typing your document.

KYB CHG Key (IBM 5218 and IBM 5228 Printwheel Printers)

Use this method only if you have the Accounting printwheel — Keyboard #17 which is equipped with a double underline key.

This method causes the underlines to print closer to the text because the line spacing will be changed.

1. At the beginning of the document, press KYB CHG.
2. Type keyboard #17.

This number must be one of the keyboards assigned to the licensed program diskette you **currently** used to Initial Program Load (IPL) the system. (The Change Keyboard Description task allows you to see the current alternate keyboards.)

3. Type until you reach the line containing the words that must be double underlined.
4. Press CHG FMT at the beginning of the line to change the Line Format.

If you are not at the beginning of the line when you press CHG FMT, you will not be able to change the Line Format.

5. Choose Change Line Format in the FORMAT SELECTION menu.
6. Choose the Line/cm or in. ITEM.
7. Choose POSSIBLE CHOICE 4 (9.45/cm or 24/in).
8. Press ENTER enough times to return to the typing area.
9. Type the line and carrier return.
10. Underline the text using the double underline key. Carrier return at the end of the line.
11. Press CHG FMT; change line spacing and typestyle to starting choice.

UPDATE COMBINED PROGRAM DISKETTE

See COMBINED PROGRAM DISKETTE

UPDATE FILE TASKS

Use this task to add, revise, delete, delete, renumber, or count records in a file.

Note: A File Description must exist before an Update File task can be performed.

Add Records

Use this task to enter records into a new file, or to add records to an existing file.

1. Choose Update File in the FILE TASK SELECTION menu.
2. Choose Add Records in the UPDATE FILE TASKS menu.

The Record Input/Edit Frame will appear, with the next sequential Record ID number showing, and the cursor in the first position of the first field in the record.

3. Type the first field contents.
4. Press NEXT VARIABL or TAB to move the cursor to the next field.
5. Type the field contents for each succeeding field in the record, using NEXT VARIABL or TAB to move the cursor between fields.

Note:

To skip over a field, press NEXT VAR or TAB when the cursor is in the first position of the field to be skipped.

To enter information in a Text Field:

- a. With the cursor in the text field, press the ↓ key.

The cursor will move to the left of the screen, below the Record ID field.

- b. Type the contents of the Text field. Use the Carrier Return key to end lines.
 - c. When finished typing, press the ↑ or NEXT VARIABL key to move the cursor back to the record line.
6. When you have finished typing the last field in the record, press ENTER to store the record on the diskette.
 7. Repeat steps 3 through 6 until all records have been added.
 8. Press END to return to the UPDATE FILE TASKS menu.

Revise or Display Records

Use this task to display individual records in a file, or to make revisions to existing records in a file.

1. Choose Update File in the FILE TASK SELECTION menu.
2. Choose Revise or Display Records in the UPDATE FILE TASKS menu.
3. When the Record Selection Frame appears, select the records you wish to edit or display by typing the selection information in the proper fields. (For more information on selecting records, see SELECT RECORDS in this section.)

If you know the Record ID numbers of the records you want to revise or display, you can select on the Record ID number.

4. Press ENTER. The records that you selected will appear on the display one at a time.
5. Revise the first record as needed.
6. Press ENTER to restore the revised record on the diskette. The next selected record will display.
7. Revise each selected record as needed.
8. After revising or displaying the last selected record, the message **Records revised or displayed = (number)** will appear on the message line, showing how many records were selected. The Record Selection Frame will be on the display, showing the selection choices you made.
9. If you have more records to revise, change your selection choices and repeat steps 3 through 7 as often as necessary.
10. When you finish revising or displaying records, press END to return to the UPDATE FILE TASKS menu.

Count Records

Use this task to count the total number of records in a file, or to count records that meet the conditions you select.

1. Choose Update File in the FILE TASK SELECTION menu.
2. Choose Count Records in the UPDATE FILE TASKS menu.
3. When the Record Selection frame appears, select which records you want to count by typing the selection information in the proper fields. If you make no selection, all records in the file will be counted. (For more information on selecting records, see SELECT RECORDS in this section.)
4. Press ENTER.

The Record Selection Frame will remain on the display while the system counts the records.

5. When the count is complete, the message **Records Counted = (number)** will appear on the message line, showing the number of records counted.
6. If you have more record counting to do, change the selection information in the Record Selection Frame, and press ENTER.
7. When finished counting records, press END to return to the UPDATE FILE TASKS menu.

Delete Records

Use this task to delete records that meet the conditions you select.

1. Choose Update File in the FILE TASK SELECTION menu.
2. Choose Delete Records in the UPDATE FILE TASKS menu.
3. When the Record Selection frame appears, select which records you want to Delete by typing the selection information in the proper fields.

(For more information on selecting records, see SELECT RECORDS in this section.)

4. Press ENTER.

The Record Selection Frame will remain on the display while the system deletes the records.

5. When the deleting task is complete, the message **Records Deleted = (number)** will appear on the message line, showing the number of records deleted from the file.
6. If you have more record deleting to do, change the selection information in the Record Selection Frame, and press ENTER.
7. When finished deleting records, press END to return to the UPDATE FILE TASKS menu.

Renumber Records

Use this task if you want to sequentially renumber the records in a file after having deleted records.

1. Choose Update File in the FILE TASK SELECTION menu.
2. Choose Renumber Records in the UPDATE FILE TASKS menu.
3. Press ENTER.

The UPDATE FILE TASKS menu remains on the display during renumbering.

4. When the renumbering task is complete, the message **(number) records renumbered** appears at the bottom of the display.

UPDATE SPELLING LANGUAGE SUPPLEMENTS

This ITEM appears in the ADDITIONAL UPDATES FROM COMBINED PROGRAM DISKETTE menu.

Choose **Yes** to transfer the spelling language supplements from your Combined Program Diskette to the Diskette 2D during the Update Combined Program Diskette task.

UPDATE MACHINE SETUPS

This ITEM appears in the ADDITIONAL UPDATES FROM COMBINED PROGRAM DISKETTE menu.

Choose **Yes** to transfer your personalized setups (format defaults) from the combined program diskette to the Diskette 2D during the Update Combined Program Diskette task.

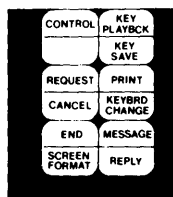
VARIABLE KEY

Use the VARIABLE key (CODE + ;) to create Variable Names in Shell Documents and Fill-In Documents for the Merge task or Merge File/Text task.

For more information, see "MERGE TASKS" or "MERGE FILE/TEXT TASK" in this section.

ZERO INDEX CARRIER RETURN (ZICR)

CONTROL + RET inserts a Zero Index Carrier Return (ZICR) into text.



Using Zero Index Carrier Return to Print

A ZICR (+) is a code that returns the cursor to the left margin and moves it to the next line on the display. However, when a ZICR prints, the printer returns to the left margin but does not move to the next line on the paper. This allows the text following the ZICR to print on the same line as the text with the ZICR.

Zero Index Carrier Return Inserted by the System

ZICRs are inserted by the system after certain File Report instructions. This allows the instruction and the text to appear on the display as separate lines, but does not add an extra line to the report when it is printed.

Note: ZICRs inserted by the system should not be deleted.

Using Zero Index Carrier Return for Initial Program Load

You can use the ZICR to IPL without turning the system off.

1. Go to the TASK SELECTION menu.
2. Remove all diskettes from the diskette slot(s).
3. In the TASK SELECTION menu, type a Zero Index Carrier Return (CONTROL + RET).
4. Press ENTER.

The IBM initials will display in a few seconds.

5. You may now insert your Vol. 01 Program Diskette or a Combined Program Diskette to Initial Program Load (IPL).

ZONE WIDTH

This ITEM in the LINE FORMAT menu defines the number of characters before the right margin used to hyphenate lines during LINE ADJ and Dictionary Hyphenation.

Change the zone width in the LINE FORMAT menu. It can range from 1-30 characters.

The smaller the number chosen for the zone width, the more even the right margin will be, since you hyphenate more words. See "CHANGE LINE FORMAT" in this section for information on changing the zone width.

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Appendix A. Metric Conversion

The following table lists the equivalents of inches to millimeters. If the measurement you require is not in the table, multiply the inch number by 25.4 to find the millimeter equivalent.

Note: If you are using continuous form paper, the paper must be in 1/2 inch increments for the system to automatically index the proper amount.

Inches to mm.		Inches to mm.		Inches to mm.	
2	50.8	7	177.8	12	304.8
2-1/2	63.5	7-1/2	190.5	12-1/2	317.5
3	76.2	8	203.2	13	330.2
3-1/2	88.9	8-1/2	215.9	13-1/2	342.9
4	101.6	9	228.6	14	355.6
4-1/2	114.3	9-1/2	241.3	14-1/2	368.3
5	127	10	254	15	381
5-1/2	139.7	10-1/2	266.7	15-1/2	393.7
6	152.4	11	279.4	16	406.4
6-1/2	165.1	11-1/2	292.1	16-1/2	419.1
				17	431.8

Appendix B. Function And Symbol Information

This appendix explains the symbol information that can appear on the first status line. A special symbol displays when you move the cursor under a coded function or instruction that has been typed in the text. A brief description of the symbol appears in the first line of the display.

```
-----
|Copy Text          |Document Name      | | |Word Und          | | |
|-----|-----|-----|-----|-----|-----|
|<<.2.....3.....4.....5.....6.....7.....8.....>>.....|
```















If necessary, you can remove the function or instruction by deleting the symbol (using DEL).

Function	Symbol	Explanation
Begin Keep	→	The cursor is under a begin keep instruction. This signals the beginning of a text area that will not be split during pagination.
Begin Spelling	+	The cursor is under a begin spelling instruction. This signals the beginning of a text area to be spell checked.
Begin Table	→	The cursor is under a begin table code. This signals the beginning of a table.
Begin Overstrike	→	The cursor is under a begin overstrike instruction. This indicates the beginning of a text area for overstrike.
Begin Und	→	The cursor is under a begin underline instruction. This signals the beginning of a text area for underlining.
BKSP 1	■	The cursor is under a character that was typed on a non-Displaywriter system. Displaywriter ignores this instruction.
BKSP 6	■	The cursor is under a character that was typed on a non-Displaywriter system. Displaywriter ignores this instruction.
Card Rept	■	The cursor is under a card repeat instruction. During text entry, the CODE key and numeric 1 were pressed.

Carrier Return	←	The cursor is under a carrier return. This returns the cursor to the left margin, or temporary left margin, on a new typing line.
Conditional Text	++	The cursor is under a conditional text instruction. Use Display Codes Yes (SCREEN FORMAT) to identify the specific conditional text instruction.
Ctr	●	The cursor is under an instruction to center text around that point.
End Keep	++ ←	The cursor is under an end keep instruction. This signals the end of a text area that will not be split during pagination.
End Overstrike	== ←	The cursor is under an end overstrike code. This signals the end of a text area for overstrike.
End Spelling	++	The cursor is under an end spelling instruction. This signals the beginning of text that is not to be spell checked.
End Table	++ ←	The cursor is under an end table code. This signals the end of a table.
End Und	← ^x	The cursor is under an end underline instruction. This signals the end of a text area for underlining.
File Report Defin.	++	The cursor is under a file report instruction. Use Display Codes Yes (SCREEN FORMAT) to identify the specific file report instruction.
Half Index Down	↓	The cursor is under an instruction to move the cursor or printing position one-half space below the line (subscript).
Half Index Up	↑	The cursor is under an instruction to move the cursor or printing position one-half space above the line (superscript).
Include	+	The cursor is under an include instruction. If Display Codes = Yes , this symbol will display followed by the choices made in the INCLUDE menu. If Display Codes = No , the Instruction symbol (++) will display. You can press ENTER to display the INCLUDE menu.
Index	± ↓	The cursor is under an instruction to move the print position to the next line without any horizontal movement. However, the cursor appears at the left margin (or temporary left margin) of

the next line on the display. The document will print correctly.

Index Return	←†	The cursor is under an index return which, when typing or printing, causes the cursor or print position to return to the left margin and cancels a required tab (if an indent level is in effect).
Keyboard Change	■	The cursor is under a keyboard change instruction.
Line Format Change	⎓	The cursor is under a line format change instruction. You can press ENTER to see it.
Line Format Return	⎓	The cursor is under a line format return instruction that places the original line format back into effect.
Math	++	The cursor is under a Math Instruction.
Multi-Column Head'g	++	The cursor is under a Multi-Column Heading instruction.
Non-Typing Area		The cursor is in an area where you cannot type (for example, to the right of a carrier return). Move the cursor into the typing area.
Null	■	The cursor is under a null (invalid) instruction.
Page End	▲	The cursor is under a temporary page end (the last character of the current page).
Page Format Change	⎓	The cursor is under a page format change instruction. You can press ENTER to see it.
Page Format Return	⎓	The cursor is under a page format return instruction that places the original page format back into effect.
Pg. Number	++	The cursor is under an instruction for a page number that is YOUR CHOICE.
Pg. Number: (number)	++	The cursor is under an instruction for the page number to be reset to the number that is displaying.
Req'd BKSP	←	The cursor is under a required backspace instruction that moves the cursor to the left without erasing.
Req'd Carrier Ret	↵	The cursor is under a required carrier return instruction which, when typing or printing, causes the cursor or print position to return to the left margin and cancels a required tab (if an indent level is in effect).

Req'd Tab		The cursor is under a required tab instruction that sets a temporary left margin.
Required Hyphen		The cursor is under a required hyphen instruction that is a permanent part of the word.
Required Page End		The cursor is under a required page end instruction that causes a page to end during pagination.
Required Space		The cursor is under a required space instruction that keeps words together during pagination.
Right Paper Edge		This symbol appears on the scale line to show the last print position on a line. Text should not extend beyond this symbol.
Space 6		The cursor is under a character that was typed on a non-Displaywriter system. Displaywriter does not honor this instruction.
Spelling Language:(x)		The cursor is under a spelling language instruction. This signals the beginning of a text area that is to be spell checked in a different language. The ID letter (x) of the language that was chosen from the SPELLING LANGUAGE DICTIONARIES menu will also display.
Spelling Mark Begin		The cursor is under a spelling mark begin instruction. This signals the beginning of a word highlighted for a spelling check.
Spelling Mark End		The cursor is under a spelling mark end instruction. This signals the end of a word highlighted for a spelling check.
Start Alternate Fmt		The cursor is under an instruction to start using the alternate format defaults.
Stop		The cursor is under a stop instruction. During text entry, the CODE key and 9 key were pressed.
Substitute		The cursor is under a substitute code that is placed into text for a character that is not available on the current keyboard arrangement, was inserted into text by the system after a recovery operation, or could not be read from a magnetic card.
Summary Math		The cursor is under a Summary Math instruction.
Switch		The cursor is under a switch code instruction. During text entry, the CODE key and k key were pressed.

Syllable Hyphen	-	The cursor is under a hyphen that originally was inserted between syllables in the word. The hyphen does not appear on the display or print unless it ends a line.
System Pg. Number	⊕	The cursor is under a system page number instruction.
Tab	→	The cursor is under a tab that was set on the scale line.
Typestyle Chg ()	⌈	The cursor is under a typestyle change instruction.
Typestyle Return	⌊	The cursor is under a typestyle return instruction that places the original typestyle back into effect.
Unassigned Code	■	The cursor is under an unassigned code instruction.
Und	—	The cursor is under a character underline instruction that underlines a character at a time.
Variable	⊕	The cursor is under a variable name. You can press ENTER to see it.
Word Und	<u>xx</u>	The cursor is under a word underline instruction that underlines a word at a time.
Zero Index RET	←+	The cursor is under a Zero Index Carrier Return. The system does honor this code. No action necessary.

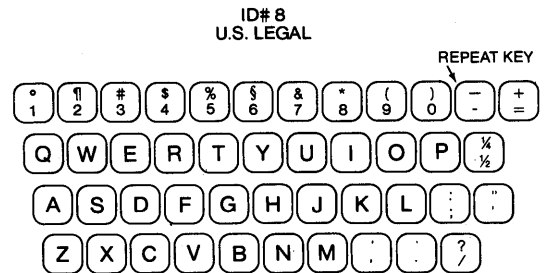
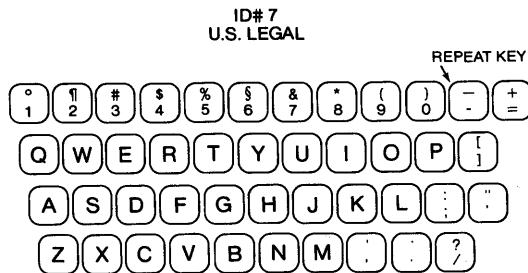
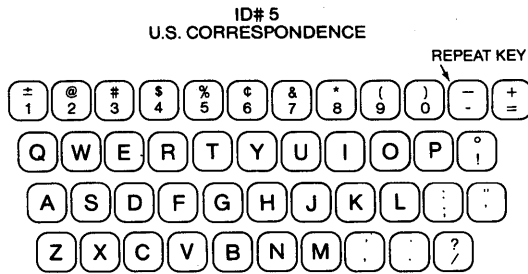
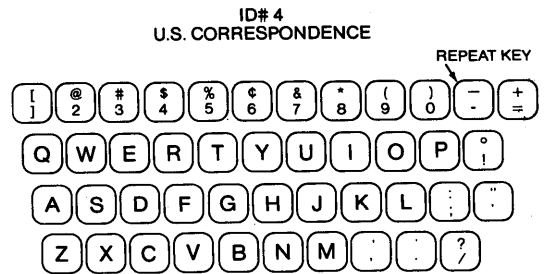
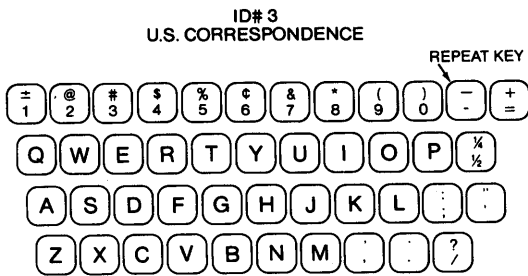
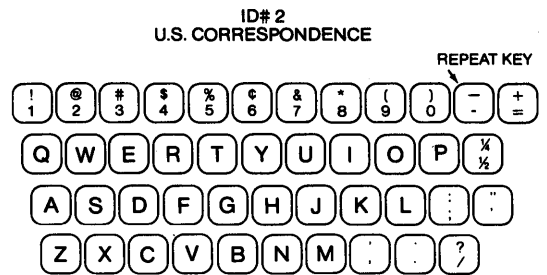
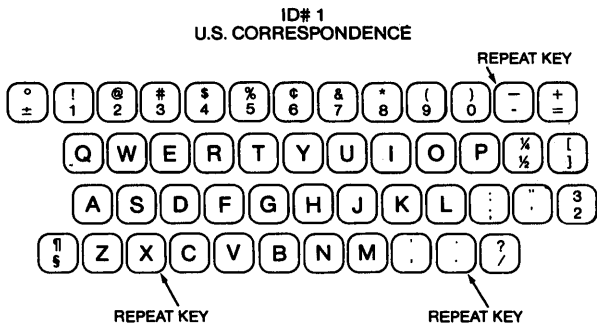
Appendix C. Keyboard Arrangements

The following chart lists the keyboard ID numbers and corresponding countries (language or type of keyboard) that are supported by the IBM Displaywriter System. The ID numbers of 88-character and 96-character keyboards are separated for identification of the ones your printer supports.

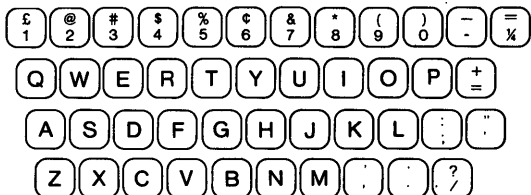
Keyboard ID No. (88 Char.) (96 Char)		Country (Language or Type of Keyboard)
	1*	U.S./Australia/New Zealand
2		U.S. (Correspondence)
3		U.S. (Correspondence)
4		U.S. (Correspondence)
5		U.S. (Correspondence)
6		U.S. (Legal)
7		U.S. (Legal)
8		U.S. (Legal)
17		U.S. (Accounting)
18		U.S. (Accounting)
19		U.S. (Accounting)
20		U.K. (Legal)
24	25	Latin American (Puerto Rico)
26	27	Germany
	29	Austria/Germany
32	31	France/Belgium (AZERTY)
	33	France (QUERTY)
36	37	Canada (English)
38	39	Canada (French)
46	41	Italy
42	43	Netherlands
44	45	Spain
48	49	Switzerland (French)
50		Switzerland/Germany
	51	Switzerland (Germany)
52	53	Finland/Sweden
54	55	Norway
56	57	Denmark
62	63	Portugal
66	67	U.K./Israel
68	69	Japan (English)
74	75	Greece (Latin)

Keyboard ID No. (88 Char.) (96 Char)		Country (Language or Type of Keyboard)
80	81	South Africa
82	83	Czechoslovakia (Czech)
84	85	Czechoslovakia (Slovak)
86	87	Rumania
90	91	Hungary
	93	Poland
94	95	Yugoslavia (Latin)
100	101	U.S. (EBCDIC)
102	103	U.S. (ASCII)
	119	Hong Kong (Latin)
200		Symbol (Selectric)
	201	Symbol (6240)
	202	Symbol (OS/6)
	203	Symbol (6670)
	1-1	U.S. (DVORAK)
	251	France/Belgium (AZERTY)
	251-1	France (QUERTY)

*Printer Model 5215 has Keyboard ID 1 (92-character keyboard) as its home keyboard; however, the system defaults to Keyboard ID 2 for printing. The 4 extra keys on Keyboard ID 1 are unavailable for Printer Model 5215. See Keyboard ID 2 for the keys that are available.



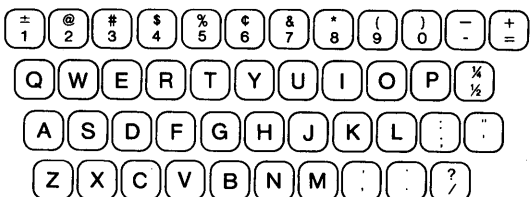
ID# 17
U.S. ACCOUNTING



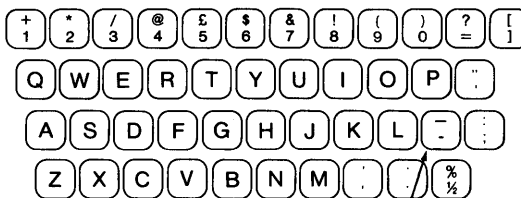
ID# 18
U.S. ACCOUNTING



ID# 19
U.S. ACCOUNTING

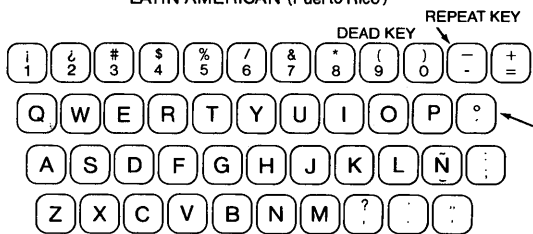


ID# 20
UNITED KINGDOM LEGAL



REPEAT KEY

ID# 24
LATIN AMERICAN (Puerto Rico)



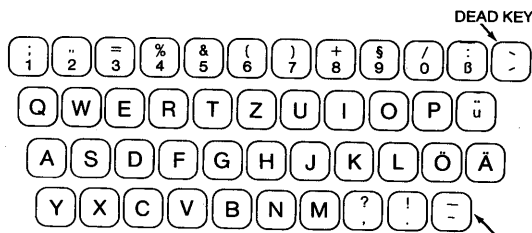
ID# 25
LATIN AMERICAN (Puerto Rico)



REPEAT KEY

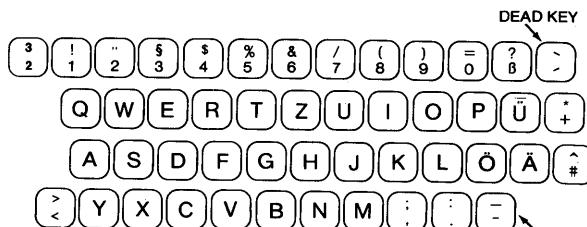
REPEAT KEY

ID# 26
GERMANY

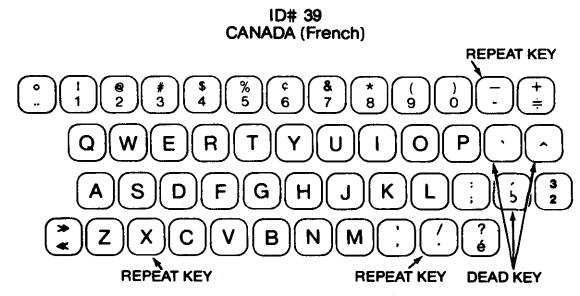
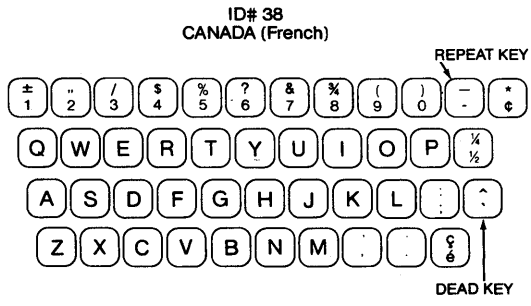
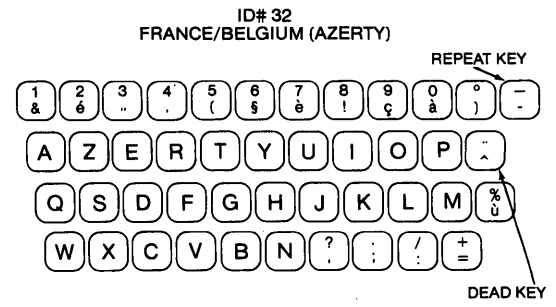


REPEAT KEY

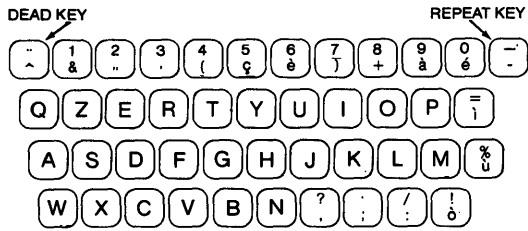
ID# 27
GERMANY



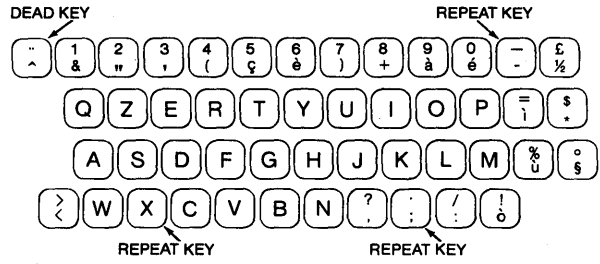
REPEAT KEY



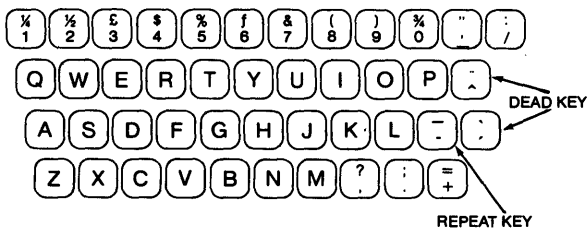
ID# 46
ITALY



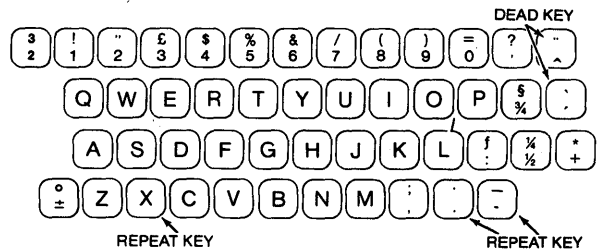
ID# 41
ITALY



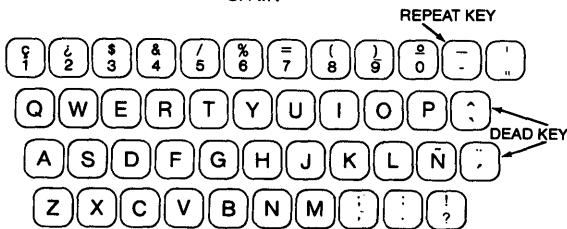
ID# 42
NETHERLANDS



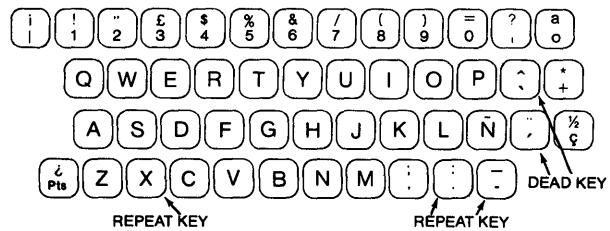
ID# 43
NETHERLANDS



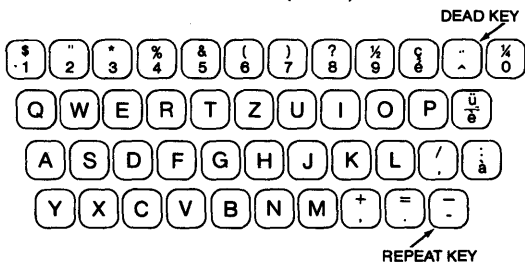
ID# 44
SPAIN



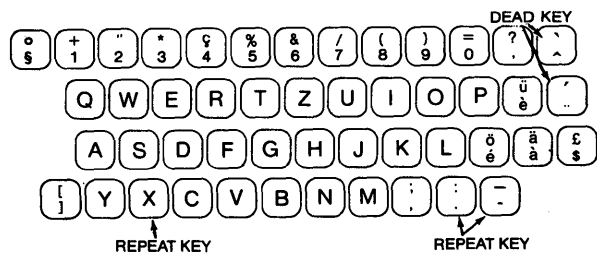
ID# 45
SPAIN



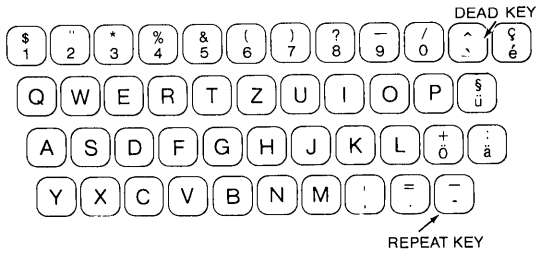
ID# 48
SWITZERLAND (French)



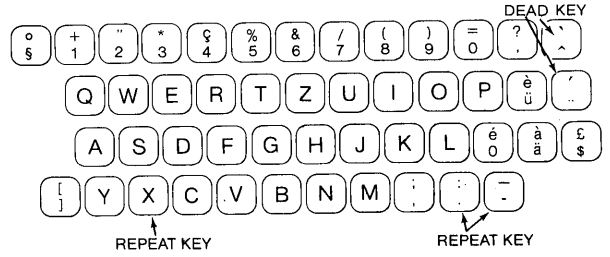
ID# 49
SWITZERLAND (French)



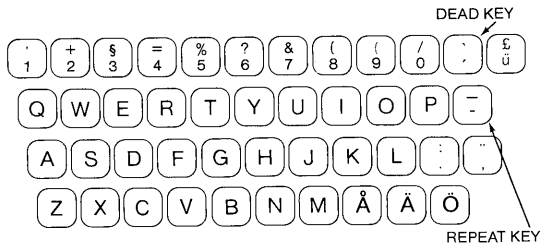
ID# 50
SWITZERLAND /GERMANY



ID# 51
SWITZERLAND (Germany)



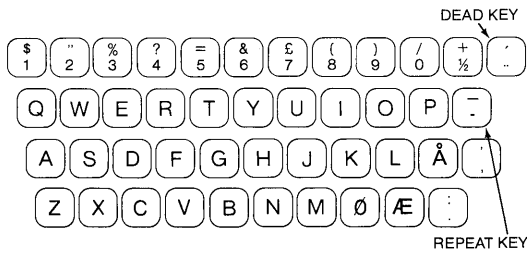
ID# 52
FINLAND/SWEDEN



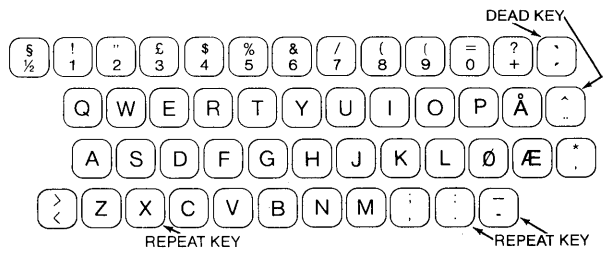
ID# 53
FINLAND/SWEDEN



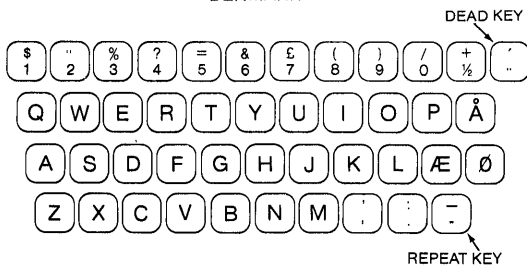
ID# 54
NORWAY



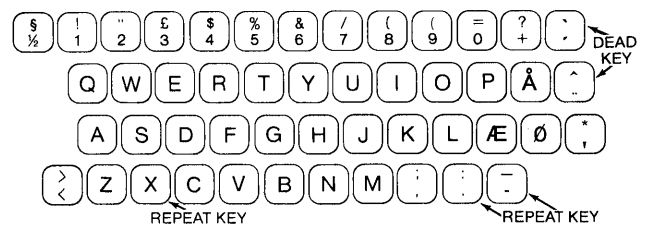
ID# 55
NORWAY



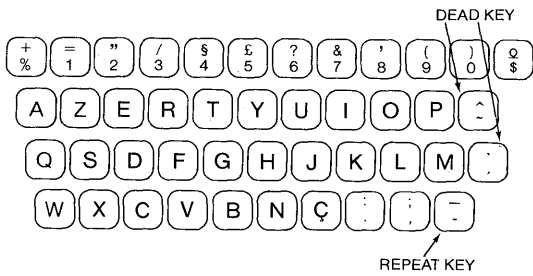
ID# 56
DENMARK



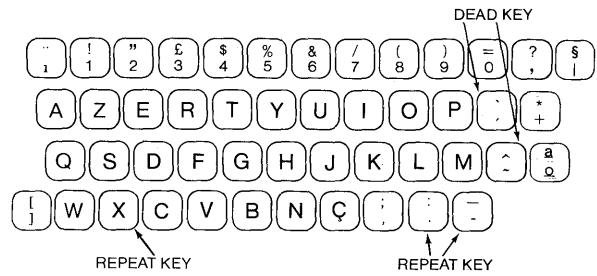
ID# 57
DENMARK



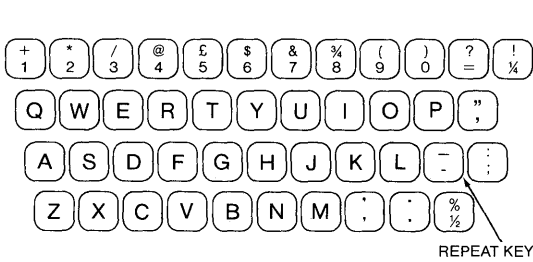
ID# 62
PORTUGAL



ID# 63
PORTUGAL



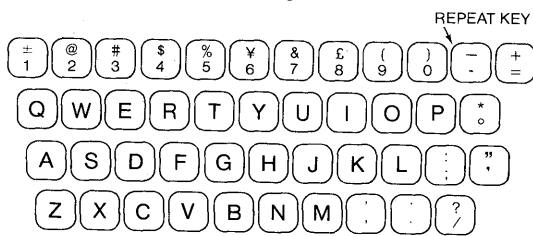
ID# 66
UNITED KINGDOM



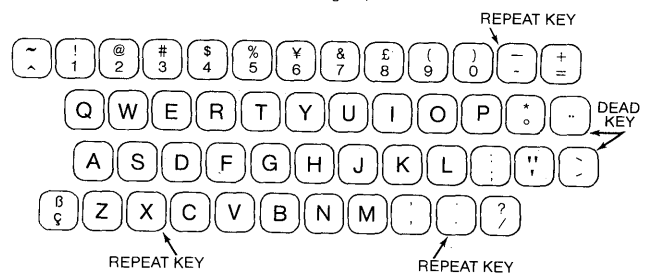
ID# 67
UNITED KINGDOM/ISRAEL



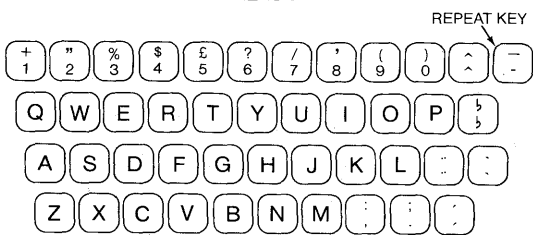
ID# 68
JAPAN (English)



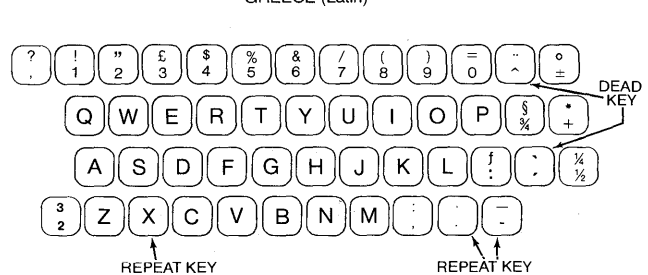
ID# 69
JAPAN (English)



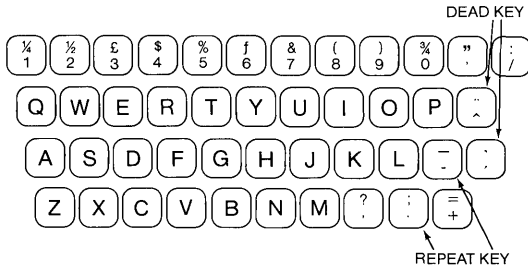
ID# 74
GREECE



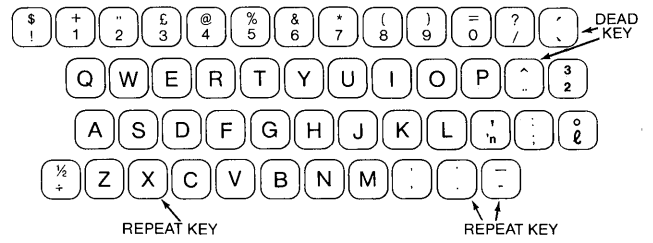
ID# 75
GREECE (Latin)



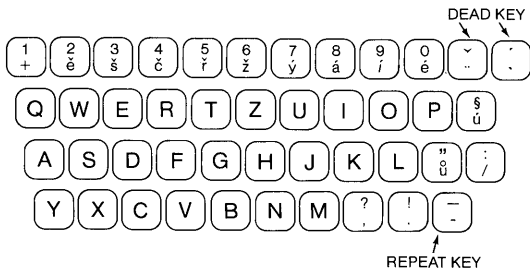
ID# 80
SOUTH AFRICA



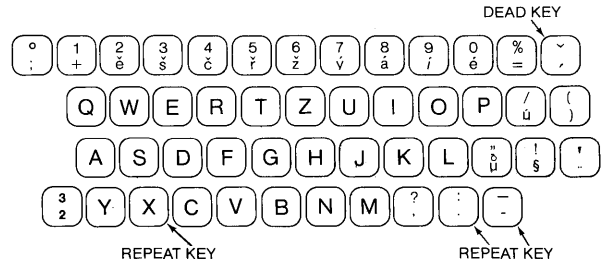
ID# 81
SOUTH AFRICA



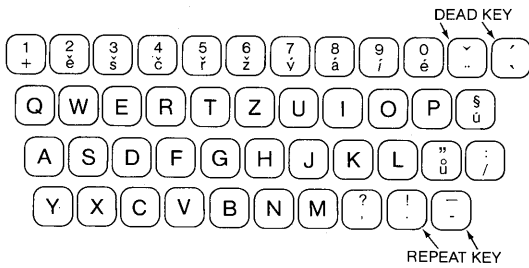
ID# 82
CZECHOSLOVAKIA



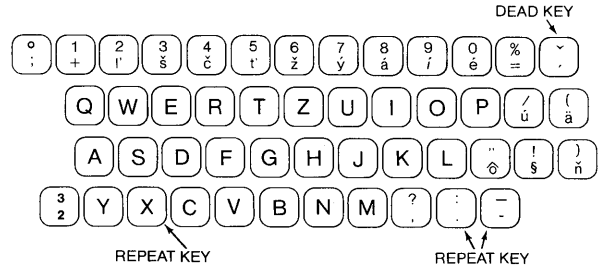
ID# 83
CZECHOSLOVAKIA (Czech)



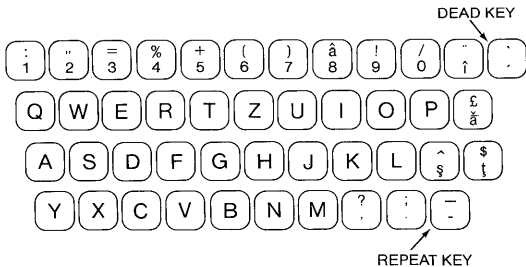
ID# 84
CZECHOSLOVAKIA



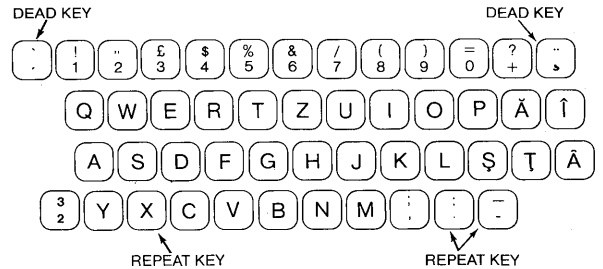
ID# 85
CZECHOSLOVAKIA (Slovak)



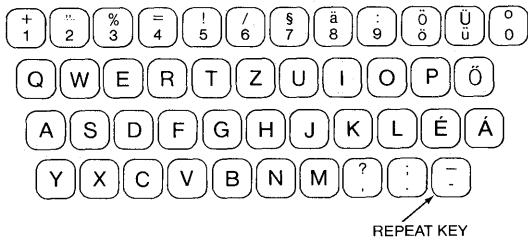
ID# 86
RUMANIA



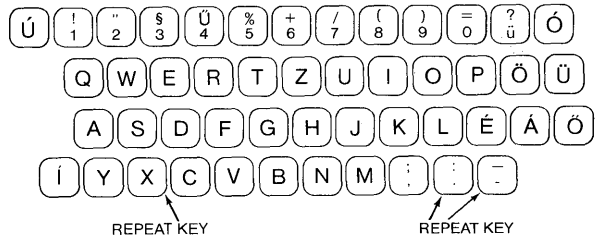
ID# 87
RUMANIA



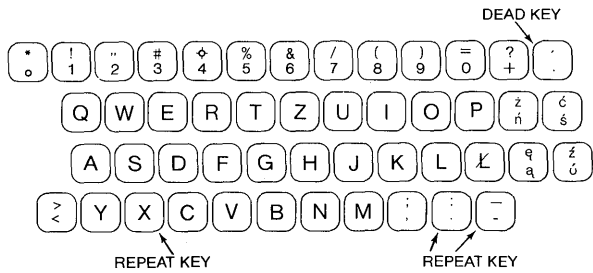
ID# 90
HUNGARY



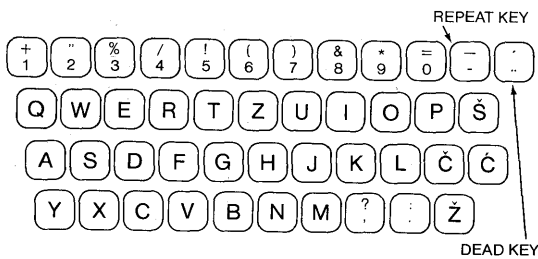
ID# 91
HUNGARY



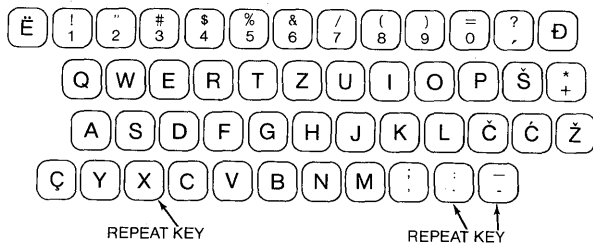
ID# 93
POLAND



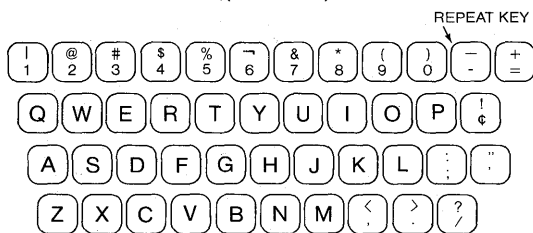
ID# 94
YUGOSLAVIA



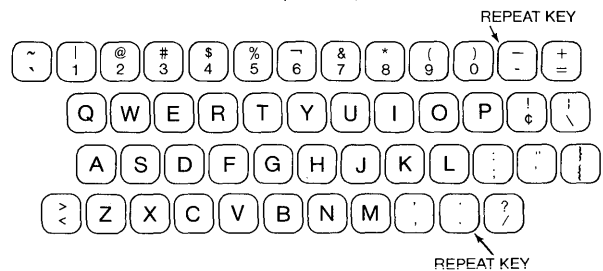
ID# 95
YUGOSLOVAKIA (Latin)



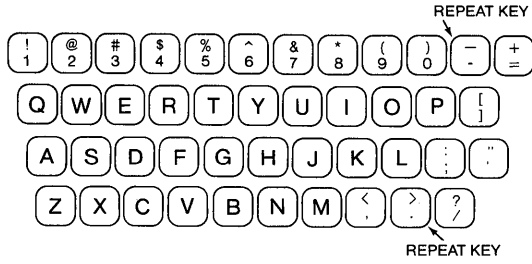
ID# 100
U.S. (EBCDIC 88)



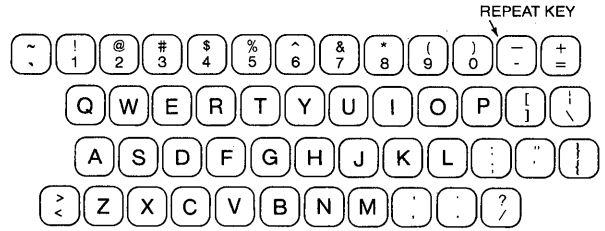
ID# 101
U.S. (EBCDIC)



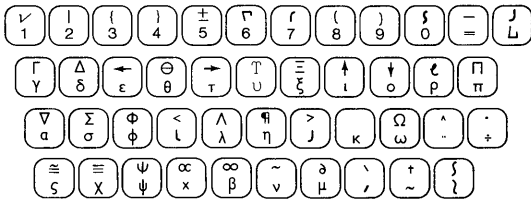
ID# 102
U.S.(ASCII 88)



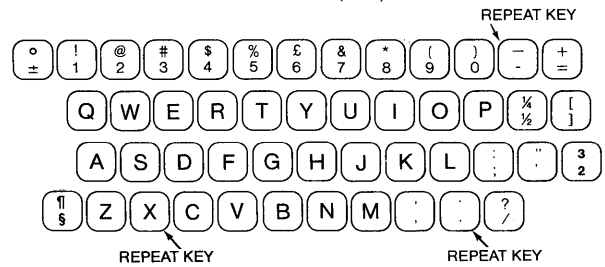
ID# 103
U.S.(ASCII 1)



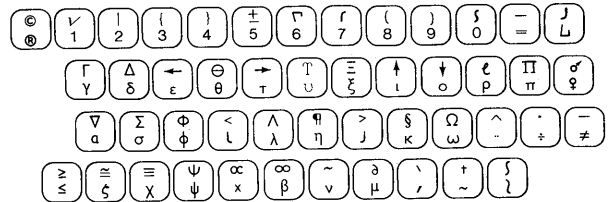
ID# 200
SEL SYMBOL



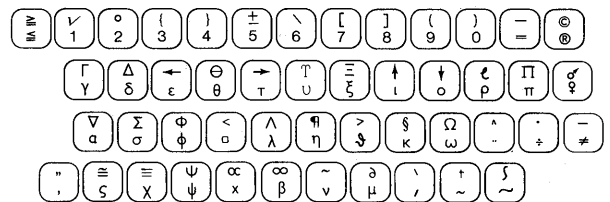
ID# 119
HONG KONG (Latin)



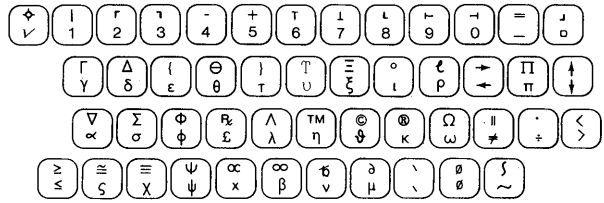
ID# 201
SYMBOL (6240)



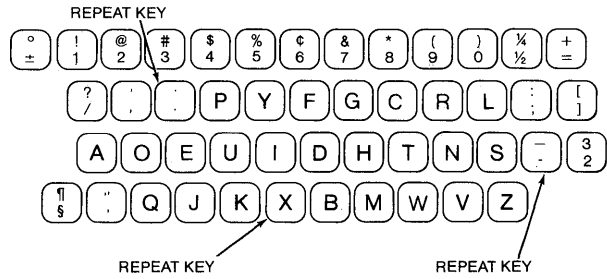
ID# 202
SYMBOL REFERENCE CHART



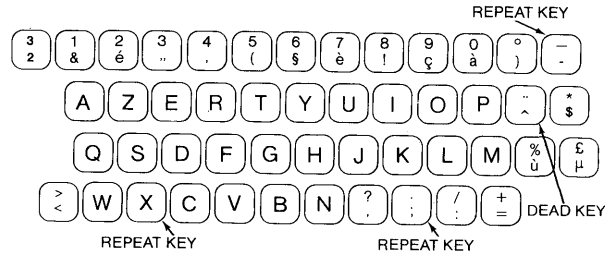
ID# 203
SYMBOL (6670)



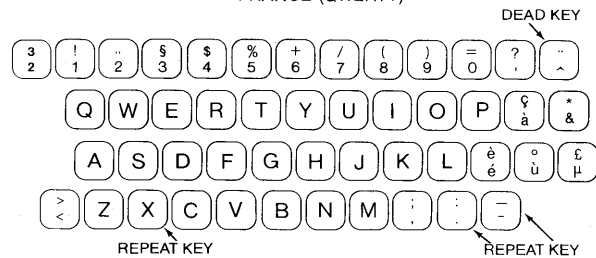
ID# 1-1
U.S. (Dvorak)



ID# 251
FRANCE/BELGIUM (AZERTY)



ID# 251-1
FRANCE (QWERTY)



APPENDIX D. TYPESTYLES

The keyboard ID numbers and corresponding printer element part numbers for the typesyles below are listed in Appendix B or F for the Printer Message Descriptions in the Printer Guide.

Typestyle Number	Typestyle Name	Pitch
1	Advocate	10
2	Delegate	10
4	Polygo Pica	10
5	Orator	10
5	Rhetoric	10
11	Courier 10	10
11	Courier 72	10
12	Prestige Pica	10
13	Artisan All Caps	10
14	Manifold	10
15	Bookface Academic	10
20	Pica	10
80	Scribe	12
81	Artisan 72	12
81	Artisan 12	12
82	Auto Elite	12
83	Elite	12
84	Script	12
85	Courier 12	12
86	Prestige Elite	12
87	Letter Gothic	12
89	Large Elite	12
90	Dual Gothic	12
91	Light Italic	12
92	Courier Italic 12	12
93	Polygo Elite	12
94	Diplomat	12
95	Adjutant	12
158	Modern	PSM
159	Boldface	PSM
160	Essay	PSM
*	Symbol	
221	Prestige 15	15
222	Gothic 15	15

*The symbol printer element does not require a special typestyle number. Use one that is available for your keyboard.

TNL SN44-2021 (22 April 1983) to S544-2036-0

Appendix E. PMS Value Charts

Letter	Number of Units	Letter	Number of Units
a	5	A	7
b	6	B	7
c	5	C	7
d	6	D	7
e	5	E	6
f	4	F	6
g	6	G	7
h	6	H	7
i	3	I	4
j	3	J	5
k	6	K	7
l	3	L	6
m	7	M	7
n	6	N	7
o	5	O	7
p	6	P	6
q	6	Q	7
r	5	R	7
s	5	S	6
t	4	T	7
u	6	U	7
v	6	V	7
w	7	W	7
x	6	X	7
y	6	Y	7
z	5	Z	6

All numbers (0123456789) are 5 units.

All symbols, punctuation marks, and space are 5 units with the following two exceptions:
 ' (apostrophe) = 3 units
 & (ampersand) = 6 units

APPENDIX F. SORT ORDER CHART

The sort charts on the following pages shows the sorting order the system uses to put records in alphabetic or numeric order. The default is low-to-high, so a space is the first character and a nine is the last. A high-to-low sort is done in the opposite order.

Upper and lower case alphabetic characters are sorted as though they were the same character. The capitalized version is sorted before the lower case version only if it was typed in the file first.

A Required Space (SP), a Syllable Hyphen (SHY), and an Apostrophe (') are ignored during a sort.

These sort order charts are for all of the languages available with the system.

SP	Space	d	or	D
NSP	6 Unit Space	e	or	E
¢	Cent Sign	f	or	F
.	Period	g	or	G
(Open Parenthesis	h	or	H
-	Minus/Hyphen	i	or	I
&	Ampersand	j	or	J
¡	Spanish Exclamation Mark	k	or	K
!	Exclamation Mark	l	or	L
f	Florin, Guilder	m	or	M
£	Pound Sterling	n	or	N
Pts	Peseta	o	or	O
\$	Dollar	p	or	P
¥	Yen	q	or	Q
⌧	Int. Currency	r	or	R
±	Plus/Minus	s	or	S
*	Asterisk	t	or	T
)	Close Parenthesis	u	or	U
;	Semicolon	v	or	V
+	Plus	w	or	W
/	Slash/Division	x	or	X
\	Reverse Slash	y	or	Y
÷	Division Sign	z	or	Z
	Split Vertical			
	Logical OR			NUMERICS
,	Comma	0		Zero
_	Underscore	¼		One Quarter
%	Percent	½		One Half
=	Double Underscore	¾		Three Quarters
¿	Spanish Question Mark	1		One
?	Question Mark	2		Two
:	Colon	²		Two Superscript
#	Number Sign	3		Three
@	At Sign	³		Three Superscript
<	Less Than	4		Four
=	Equal To	5		Five
¬	Logical NOT	6		Six
>	Greater Than	7		Seven
"	Quotation Mark	8		Eight
<<	Opening Quote	9		Nine
>>	Closing Quote			
{	Opening Brace			ACCENT MARKS
[Opening Bracket	·		Overdot
}	Closing Brace	/		Acute
]	Closing Bracket	\		Grave
°	Degree	—		Overbar
§	Section Sign	¸		Cedilla
¶	Paragraph Sign	^		Circumflex
		ˇ		Caron
a	or	˜		Tilde
b	or	¨		Diaeresis
c	or			

FOREIGN LANGUAGE SORT ORDER CHART

a	g Breve
A	G Breve
a Acute	h
A Acute	H
a Grave	i
A Grave	I
a Circumflex	I Overdot
A Circumflex	i Grave
a Ogonek	I Grave
A Ogonek	i Circumflex
a Diaeresis/a-umlaut	I Circumflex
A Diaeresis/A-umlaut	i Diaeresis
a Breve	I Diaeresis
A Breve	i Dotless
a Tilde	i Acute
A Tilde	I Acute
b	j
B	J
c	k
C	K
c Cedilla (Sedilla)	l
C Cedilla (Sedilla)	L
c Acute	l Acute
C Acute	L Acute
c Caron	l Slash
C Caron	L Slash
d	l High Comma, off
D	L High comma, off
d Caron	l Caron
D Caron	L Caron
d Icelandic	l Script
D Stroke	m
e	M
E	n
e Acute	N
E Acute	n Acute
e Grave	N Acute
E Grave	Apostrophe-n
e Circumflex	n Caron
E Circumflex	N Caron
e Caron	n Tilde
E Caron	N Tilde
e Ogonek	o
E Ogonek	O
e Diaeresis	o Acute
E Diaeresis	O Acute
f	o Grave
F	O Grave
g	
G	

o Circumflex	u Ring (overcircle)
O Circumflex	U Ring (overcircle)
o Double acute*	u Double acute*
O Double acute*	U Double acute*
o Diaeresis/o-umlaut*	u Diaeresis/u-umlaut*
O Diaeresis/O-umlaut*	U Diaeresis/U-umlaut*
o Tilde	v
O Tilde	V
p	w
P	W
q	x
Q	X
r	y
R	Y
r Caron	y Acute
R Caron	Y Acute
r Acute	y Diaeresis
R Acute	u Double acute**
s	U Double acute**
S	u Diaeresis/u-umlaut**
s Acute	U Diaeresis/U-umlaut**
S Acute	z
s Cedilla (Sedilla)	Z
S Cedilla (Sedilla)	z Overdot
s Caron	Z Overdot
S Caron	z Acute
Sharp s (s-tset)	Z Acute
t	z Caron
T	Z Caron
t Cedilla (Sedilla)	a Overcircle (ring)****
T Cedilla (Sedilla)	A Overcircle (ring)****
t High comma, off	ae Diphthong
T High comma, off	AE Diphthong
t Caron	a Diaeresis/a-umlaut**
T Caron	A Diaeresis/A-umlaut**
Thorn, Small	o Slash
Thorn, Cap.	O Slash
u	o Double acute**
U	O Double acute**
u Acute	o Diaeresis/o-umlaut**
U Acute	O Diaeresis/O-umlaut**
u Grave	a Overcircle (ring)****
U Grave	A Overcircle (ring)****
u Circumflex	
U Circumflex	

- * European Standard, German only
- ** Swedish, Finnish, Danish, Norwegian only
- *** Swedish, Finnish only
- **** European Standard, German, Danish, Norwegian

Appendix G. Controls Allowed in a File Text Field

Backspace
Carrier Return
Horizontal Tab
Include
Indent TAB
Index
Index Return
Keyboard Change
Numeric Backspace
Null
Numeric Space
Required Carrier Return
Required Hyphen
Required Page End
Required Space
Space
Stop
Subscript
Superscript
Substitute
Switch
Syllable Hyphen
Unit Backspace
Word Underscore
Zero-Index Carrier Return (ZICR)

Note: Not every control is supported on all keyboards. Some controls are not supported on any Displaywriter Keyboard, but may be allowed in a Text Field received from another product.

Glossary

DEFINITION OF TERMS AND ABBREVIATIONS

This section of your IBM Displaywriter System Operator Reference Guide contains definitions of terms and abbreviations. The IBM Data Processing Glossary, GC20-1699-5, also contains definitions and data processing terms.

This glossary provides a reference for Displaywriter users. It does not include terms that are defined in nontechnical dictionaries and that have no special meaning in text processing. Some terms may have different meanings in other contexts, or to people not familiar with text processing usage.

In the interest of clarity and consistency of style, the glossary uses the same method of arranging, organizing, and cross-referencing entries as the American National Dictionary for Information Processing.

ARRANGEMENTS OF ENTRIES

Entries are arranged in the same order as in the American National Dictionary for Information Processing and Webster's New and International Dictionary, 1966 edition, published in Springfield, Massachusetts, by the G. & C. Merriam Company. The sequence of entries is determined on a letter-by-letter basis. In other words, only the letters of the alphabet are used to determine sequence; special characters and spaces between words are ignored.

ORGANIZATION OF ENTRIES

The entry for each consists of a singular-word or multiple-word term, the abbreviation or acronym for a term, followed by a commentary. A commentary includes one or more items (definitions or references), organized as follows:

1. An item number if the commentary contains two or more items.
2. A usage label, indicating the area of application of the term; for example, "In the Displaywriter System" or "on a Selectric device."
3. A descriptive phrase, stating the basic meaning of the term. The part of speech being defined is indicated by the opening words of the descriptive phrase: "to..." indicates a verb, "pertaining to..." indicates a modifier, and any other wording indicates a noun.
4. Annotative sentences, providing additional or explanatory information.
5. References, directing the reader to other entries or items in this section of the Glossary.

REFERENCES

The following reference symbols are used in this glossary:

Contrast with. This refers to a term that has an opposed or substantively different meaning.

Synonym for. This indicates that the term has the same meaning as another term, which is defined.

Synonymous with. This identifies terms that are synonyms for the term being defined.

See. This refers to multiple-word terms that have the same last word and are defined.

See also. This refers to related terms that have a similar, but not synonymous, meaning.

Deprecated term for. This indicates that the term should not be used. It refers to a preferred term, which is defined.

audible tone. A sound that is made when operator attention or intervention is required for system operation.

author. The person who originates a document to be typed by the Displaywriter operator.

auto carrier return. The ability of the system to place carrier returns automatically within the text and on the display. This is accomplished by moving whole words that exceed the line end zone to the next line.

auto line adjust. The process of moving text to fit between the left and right margins automatically when text is inserted or deleted and when the left, right, or temporary left margin is changed.

automatic carrier. The unit that carries the type element on Selectric devices.

automatic mode. A form of system operation which requires no operator responses to complete a specific task.

average. The result of dividing the sum of a group of numbers by the number of items in the group.

backspace. To move one character position backward at a time.

backup diskette. A diskette that contains information that was copied from another diskette. It is used in case the original information is unintentionally destroyed.

basic assurance test (BAT). Internal diagnostic program which is activated each time the system is turned on.

batch menu access. In the IBM Displaywriter System, a function that allows the operator to enter, in the proper sequence, menu selections and

SELECTION OF TERMS

A term is a word or group of words to be defined. In this section, the singular of the noun and the infinitive form of the verb are the terms most often selected to be defined. If the term can be abbreviated, the abbreviation is given in parentheses immediately following the term.

adjust. The process of moving text to fit between the left and right margins.

alphabetic. Pertaining to a set of letters a through z.

alphanumeric. Both alphabetic and numeric characters, usually including special symbols.

alternate format. A stored second format that can be changed.

arrangement. See keyboard.

responses to prompts without waiting for the menu or prompt to be displayed.

batch printing. Queueing one or more documents to print as a separate job. The operator can type or revise additional documents at the same time.

block overstrike. See overstrike.

body text. The main body of text, excluding headers and footers on a page.

cancel. To remove or to clear.

carrier return. The function of moving the printer element to the left margin of the next line.

center. To place text at or around a designated position.

char. Character.

character. A letter, number, or symbol that is displayed, entered, or printed.

character field. A file field designated to hold alphabetic, numeric, punctuation and spacing characters, and on which sorting and selecting operations can be performed.

character position. On a display, each location that a character or symbol can occupy.

choice. An option in a menu that may be used to influence the operation of the system.

coded function. A function that occurs when the CODE key is held down while another key is pressed.

collate. To put papers together in proper sequence.

column. A vertical arrangement of text or numbers separated by blank space.

combined program diskette. In the IBM Displaywriter System, a diskette than contains more than one software program product.

comment. An area used in a menu to include descriptive information about a document. Comments are not treated as part of the text for any formatting function.

completion message. A message informing an operator that a function is complete.

constant. A fixed value.

constant text. In a Merge File/Text operation, that part of the output that is not dependant on data from the file or from variables.

continuous paper. Connected paper forms that feed continuously through a printer.

copy. The function of duplicating and moving a portion of text from one part of a document to another.

cr. Carrier Return — the function of moving the printer element to the left margin of the next line.

create document. To name, type, and enter a document for the first time.

cursor. A movable, visible mark used to indicate the current position on a display.

cursor movement keys. The directional, GO TO, and FIND keys used to move the cursor without inserting spaces, characters, or codes in text.

decimal alignment. To type and display aligned entries with a column on the decimal point. This implies right alignment when no decimal point is typed. Also called decimal tab.

dedicated printer. An equipment environment where only one work station has the exclusive use of a printer.

default. A value, attribute, or option that is preassigned and assumed by a system when no other has been specified by the operator.

delete. The function of deleting a defined portion of text.

diagnostic aid. A tool (procedure, program, reference manual) used to detect and isolate a device or program malfunction or error.

dictionary hyphenation. Hyphenation performed, when necessary, by the system. Words are hyphenated as they are hyphenated in the IBM Displaywriter System dictionary.

digit. A numeric character of 0 to 9.

diskette. A thin, flexible, magnetic disk and its semi-rigid, protective jacket, in which the diskette is permanently enclosed. It provides reusable storage of documents that can be used and updated.

diskette contents. On a program diskette, a licensed program of system instructions. On a work (data) diskette, a current list of document names and document information contained on the diskette. The list may be displayed or printed.

diskette name. A series of characters recorded on the diskette to identify that diskette to the system.

diskette slot. The opening in the diskette unit into which a diskette is inserted.

display. (1) To present text on a display surface. (2) Deprecated term for display module.

display codes mode. The mode in which all control codes in the text stream are visible on the display.

display module. A unit that gives a visual interaction between the operator and the system.

display position. On a display screen, each location that a character or a symbol can occupy.

display work station. A device having a display station and a diskette unit.

document. A collection of one or more lines of text that can be named and stored as a separate entity.

document author. The person who writes a document to be typed by an operator.

document comment. An area used in a menu to include descriptive information about a document. It is not treated as part of the text for any formatting function.

document format. The selected arrangement of text for a specific document.

document name. A series of characters identifying a document.

dual. Pertains to two.

duplicate. To copy information from a location, leaving the information at that location unchanged, and to move the copy to another location.

end. To finish, or stop.

enter key. Causes the system to perform whatever task or function the operator has selected from a menu or specified with a function key.

entry. Information put into the system with the ENTER key.

erase. To remove text from a diskette, leaving the diskette available for recording new text.

error message. A displayed indication that an error has been detected by the system.

execute. To carry out an instruction or perform a task or function.

existing. Being in present use; something already there.

failure. The inability of a functional unit to perform its required function.

field. An area of a record containing a specific category of information.

field description. The designated name, type, and maximum length of a particular field in a file.

field name. An operator assigned name that identifies a particular field in a record.

field type. A designation in a Field Description that specifies whether a field is to be a Character field, a Math field, or a Text field.

file. A set of related records, treated as a unit.

file description. All the field descriptions of a particular file, considered as a unit.

file field. A field from the point of view of an entire file.

file name. A string of characters identifying a particular file.

file setup. The combined sort, select, and output information associated with a particular Output File, Merge File/Text, or Duplicate Selected Records task.

find key. Activates a search for a specific character string, up to 60 characters. FIND is an exact-match function.

first status line. A line on the display screen which indicates special functions currently being performed, the document name, and the identity of cursor-coded or symbols.

footer. Constant text that is formatted to be in the bottom margin of one or more pages.

format. A set of specific conditions that determine the final position of text on a page.

format change. A point in the text where a change is made to the previous layout of the document.

function. In a system, the action or purpose of a specified feature.

function keys. Special keys that do not produce characters for printing when they are used, but allow the operator to give instructions to the system for additional functions. Included are the keys that normally produce a printed character, but when used with the code key produce a function instead.

get. The function of retrieving a defined block of text from a document and inserting it into the document currently being created or revised.

global key. Allows the operator to access the GLOBAL REPLACE/DELETE menu.

global search. The process of having the system look through a document for specific characters.

go to key. Allows the operator to access a specific page, by number, within a job.

group definition. In an output document, the ability to separate

portions of the output based on text or formatting controls.

hard copy. A printed copy of machine output in a visually readable form; for example, printed reports, listings, documents, and summaries.

header. Constant text that is formatted to be in the top margin of one or more pages.

highlight. The process of emphasizing an area on the display by brightening the area and reversing the color of any characters within the area.

hyphenation. The process of separating a word by inserting a hyphen to end a line and moving the remainder of the word to the start of the next line.

index. On a diskette, a list of document names and comments. A diskette index can be viewed or printed.

initialize. In the IBM Displaywriter System, to use the initialization procedure to prepare a diskette for use. See also initial program load.

initial program load (IPL). The process by which the system is turned on, then reads and stores the set of instructions which make up a program diskette. Once this process is completed, those instructions remain in effect until changed by loading another program diskette or until the power is turned off.

insert mode. A form of system operation that puts characters typed from the keyboard between existing characters.

instruction. An instruction symbol within the text. Instructions represented by the symbol cause specific system functions to occur.

job. A document that is sent to the printer.

justify. To print a document with even right and left margins.

keystroke. The act of pressing a key on the keyboard.

keystroke save. The system function that allows the operator to save keystrokes for automatic playback.

left margin. The area on a page between the left paper edge and the leftmost character position on the page.

licensed programs. Software programs which remain the property of the manufacturer, for which customers pay a license fee.

line. A row of characters (one or more) entered, displayed or printed.

line adjust key. Causes the system to adjust the line on which the cursor appears. This function is repeat-action for multi-line adjusting, and will stop for hyphenation, if needed.

line end zone. The 1-30 character positions on a line immediately prior to the right margin.

line number. A number associated with a line in a printout or display screen.

line spacing. The spacing between the type line of one printed line and the type line of the preceding line.

load. To put a program or information into the system from a diskette that is inserted into the diskette unit.

load lever. A mechanism on the diskette unit. When closed (horizontal), it causes the system to search, read, or store information on diskettes. When open (vertical), it allows the operator to insert or remove a diskette.

lowercase. The uncapitalized form of characters, such as a, b, c, as opposed to A, B, C.

margin. The space between the text area and the bottom, and side edges of a printed page.

margin text. Information printed in the top and/or bottom margin of a page.

mask. A group of characters used to exclude portions of a field from selection requirements.

math field. A file field designated to hold numeric data, and on which sorting and selecting operations can be performed.

menu. Choices listed on the display that can be selected by an operator.

menu bypass. The system function that allows the operator to skip the normal menu sequence to perform a task or to display a menu.

merge. The function that allows the operator to combine several documents to produce a single output document.

merge file/text. The function that allows the operator to combine fields from a record, and answer variables, with a shell document, to produce an output document.

message. A message issued by the system because of a condition that requires an operator response.

message indicator. A visual indication (==>) on the display informing the operator that a message is waiting.

message line. A line on the display on which messages are displayed.

message queue. A list of up to six messages waiting for operator response.

module. A hardware unit designed for use with other components.

move. The function of moving a portion of text from one part of a document to another, deleting the original occurrence.

msg (message) key. Enables operator to view messages from the Message Queue, such as **Change printer ribbon** and **Load paper in printer**.

negative number. A number that is preceded by or enclosed in certain characters.

non typing area. The blank space within text that occurs following a tab character or carrier return.

number. A numeric character. A digit.

numeric character. Pertaining to numbers. A digit.

operate. To do work or to cause to work.

operator. A person who operates the system.

originator. The person who writes a document to be typed by an operator.

overstrike. To place a typewriter character on a spot occupied by another character.

page. In a document, a defined section formatted to be contained within specified boundaries, ending with a Page End or Required Page End.

pagination. The process of adjusting text to fit within margins and/or page boundaries.

paper jam. A condition in which paper has not fed properly during printing and has become wedged in the feeding or printing mechanism.

paragraph. A subdivision of text that consists of one or more lines.

percent. A part of a hundred.

percentage. The result of multiplying a number by a percent.

pitch. A unit of width of typewriter type, based on the number of times a letter can be set in a linear inch. For example, 10 pitch type has 10 characters per inch.

platen. A backing, commonly cylindrical, against which printing mechanisms strike to produce an impression.

prepare. To make ready.

printer. A device producing copy from a system onto paper.

printer element. A typing ball used on an IBM Selectric Element printer.

print job. A document, or pages of a document, the operator has instructed the system to print.

printwheel. A typing wheel used on an IBM printwheel printer.

problem determination procedure. A prescribed sequence of steps aimed at recovery from, or circumvention of, problem conditions.

program diskette. The diskette on which a software program product is recorded.

prompt. Information that appears on the display to alert the operator to a specific condition or action needed.

prompted mode. A form of system operation that requires operator actions during the task to complete the task.

prompt line. A line of the display screen on which prompts appear.

PSM. Proportional spacing machine.

queue. A waiting line or list formed by items in a system waiting for service; for example, tasks such as printing to be performed or messages to be transmitted.

rearrange. The ability to output fields in an order or format different from the way they exist in a record.

record. A group of related fields, treated as a unit.

reference copy. The file copy of a shell document using variable information to complete it.

repetitive paragraph. See stored paragraph.

replace mode. A form of system operation that puts characters typed from the keyboard over existing characters.

reply key. Enables the operator to clear **Insert Diskette** messages.

request key. Provides the operator with the **REQUEST TASKS** menu.

required page end key. Defines a permanent page ending, which cannot be overridden by pagination; inserted by the operator during text entry or revision.

return. See carrier return.

revision. The process of changing the text and/or format of a document.

right align. The process of aligning lines of text at the right margin or tab setting.

right justify. See right align.

right margin. The area on a page between the last text character and the right paper edge.

row. A series of numbers typed on the same line.

scale line. A line on the display showing margins, tabs, and character positions.

scale line cursor. A visible mark that indicates on the scale line the current position of the cursor character on the display screen.

screen. The display surface of a display device.

screen movement keys. Keys that move the text on the display screen a prescribed distance depending on the cursor position.

scroll. To move the display image vertically to bring into view information that is above or below the display's boundaries.

second status line. A line of the display which includes the diskette name(s), page number, line number, keyboard number, and pitch.

segment. To move the display image horizontally to bring into view

select. The ability to choose records or fields that meet certain conditions specified by the operator. information that is to the left or right of the display's boundaries.

sequence. (1) An order of succession. (2) A series connected at certain intervals.

set, setting. To put something into a predetermined position.

shared printer. An equipment environment where more than one work station shares a single printer.

shell document. A standardized document that uses variable information to complete it.

shift character. A keyboard action to allow uppercase or other characters to be entered.

slot. See diskette slot.

spell key. Used to check spelling during document creation or revision. With the FIND key, allows the operator to access words highlighted by the spelling verification function.

spelling language dictionaries. In the IBM Displaywriter system, dictionaries stored on Languagepack diskettes.

status lines. The first two lines of the display which indicate special functions currently being performed, the document name, the identity of the cursor codes or symbols, the diskette name(s), page number, line number, keyboard number, and pitch.

store. To place information onto a diskette where it is available for retrieval and updating.

stored paragraphs. Text stored in the document library that can be combined with text or other stored material to create document, i.e., stored paragraphs with variable names.

subfield. A subdivision of a field.

substitute code. A code that can be inserted into a document by the system. This occurs when the system is unable to identify a code during a magnetic card read, a receive, or a recover operation.

supplement. An addition to something that already exists. For example, a spelling supplement is one or more words that are added to the system dictionary.

syllable hyphen. A hyphen used to temporarily divide a word at the end of a line.

system page number. System assigned identifier for a page of a document.

task. A type of work to be performed by the operator.

temporary left margin. The position on a page defined by the current indent level.

temporary page end. The position on a page defined by the current indent level.

text. The information displayed or printed of a document.

thousands separator. The character, usually a comma, that separates the hundreds position from the thousands position in a number.

type element. A typing ball used on an IBM Selectric typewriter. On printing devices, it is called a printer element.

typematic key. A repeat-action key.

typestyle. Characters of a given size, style and design.

typing area. Portion of display used to create or revise document text.

unload. To remove.

update. To revise with current information.

uppercase. The capitalized form of letters, such as A, B, C, as opposed to a, b, c.

variable. Information (such as name, date, time) that can be inserted within a standardized document.

widow line. A single first or last line of a paragraph separated from its related text and appearing on a different page.

work station. In the IBM Displaywriter System, the combination of Electronics Module, Display Module, Keyboard Module, and Diskette Unit.

zero index carrier return (ZICR). The function of moving the printer element to the left margin on the same line.

READER'S COMMENT FORM

S544-2036-0

IBM Displaywriter System Operator Reference Guide

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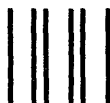
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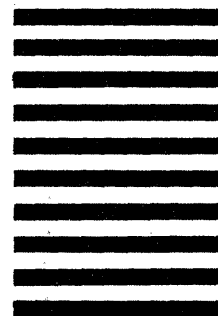


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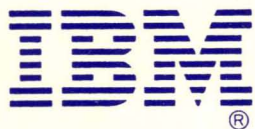
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