IBM Displaywriter System / *Textpacks E, 2, 4 and 6*

Word Processing Concepts

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Word Processing Concepts

IBM

Second Edition (May 1983)

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About This Book

This publication provides an overview of word processing and how it can help you do your work. It is intended for IBM Displaywriter System operators with little or no word processing experience.

The information in this manual applies to the IBM Displaywriter System. Your IBM representative can provide specific information concerning the availability or functions of the IBM Displaywriter System.

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People have always looked for easier ways to do things--including transmitting ideas to other people. Pantomime and words were the two ways first used to transmit ideas.

Man then carved symbols for words into rock and on clay tablets to create a permanent record of his ideas.

From that point, various methods of writing were developed. Documents were time-consuming to produce by these methods, or the results were difficult to transport, or required massive amounts of storage space.

And what about keeping an extra copy? That meant producing the same document twice. The alternative? The typewriter and carbon copies.

The volume of ideas increased with developments in technology, and the speed with which written communication could be produced became more important. Electricity was added.

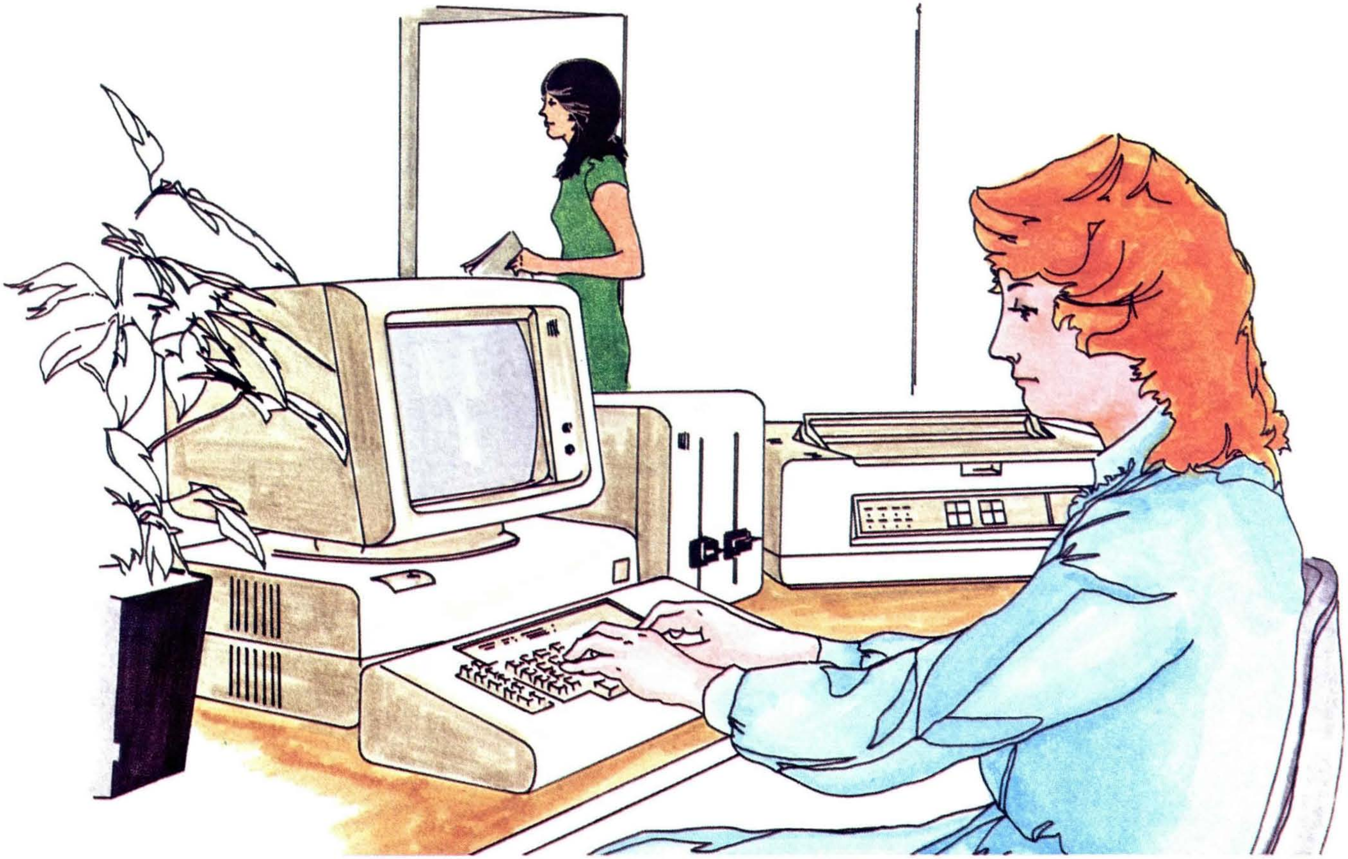
The electric typewriter could do everything the manual typewriter could do, only faster. And some electric typewriters enabled the typist to correct errors without using an eraser or correction fluid.

But, revising still meant retyping the entire document. People wanted written communication to be easier still. They wanted a typewriter that could remember what was typed the first time. Revisions could then be made without retyping the entire document.

The result? *The word processor.*

What is a word processor? It is simply another piece of equipment in the development of technology which enables people to more easily produce written communication.

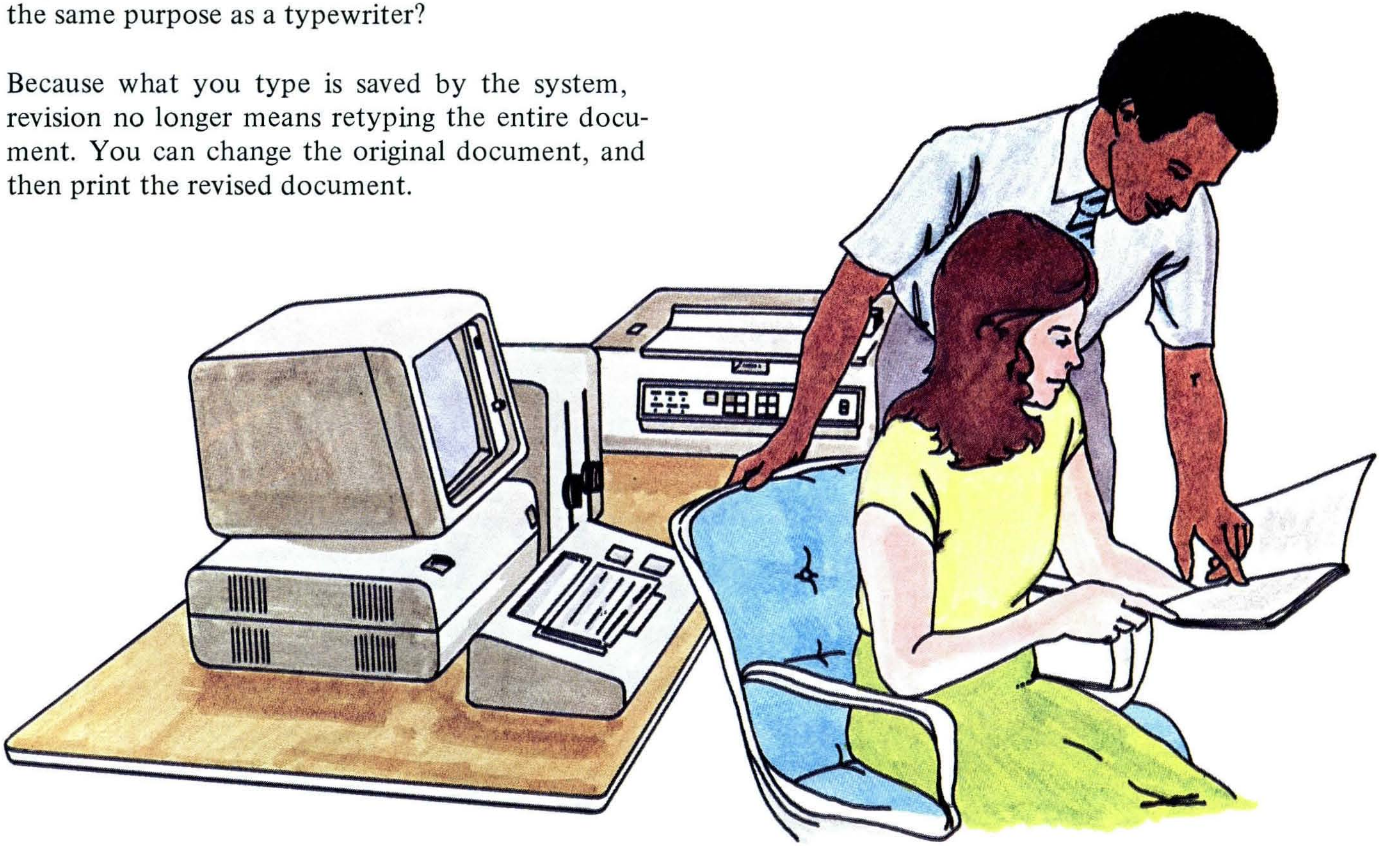
Word processing, then, is the combination of word processing equipment and of the people and procedures necessary to transform ideas into readable forms.



The main purpose of a word processor is the same as that of a typewriter--to produce typed documents. It enables you to type letters, envelopes, statistical tables, reports, forms and so on. A word processor can handle most of the documentation needs of a busy office.

Why do you need a word processor, then, if it serves the same purpose as a typewriter?

Because what you type is saved by the system, revision no longer means retyping the entire document. You can change the original document, and then print the revised document.



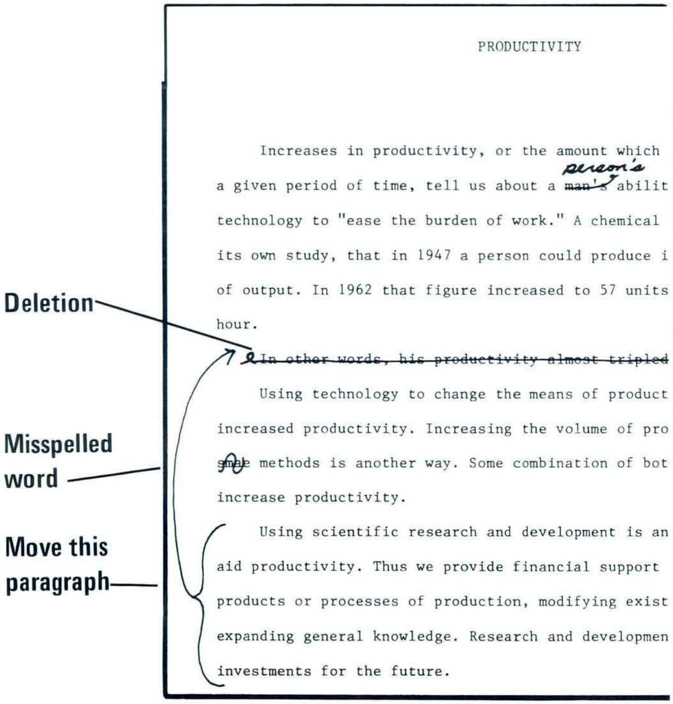
Benefits

What kind of revisions can you make with your word processor?

You can add words or paragraphs, correct typographical errors, and delete words or sections of text anywhere in the document. You can also add whole pages of information in the middle of a document.

With the word processor, you can rearrange or move paragraphs or sections of text from one place to another in the same document. You can copy a section of text from one document and use it to create another document. You can even duplicate an entire document.

ORIGINAL DOCUMENT


Deletion
Misspelled word
Move this paragraph

PRODUCTIVITY

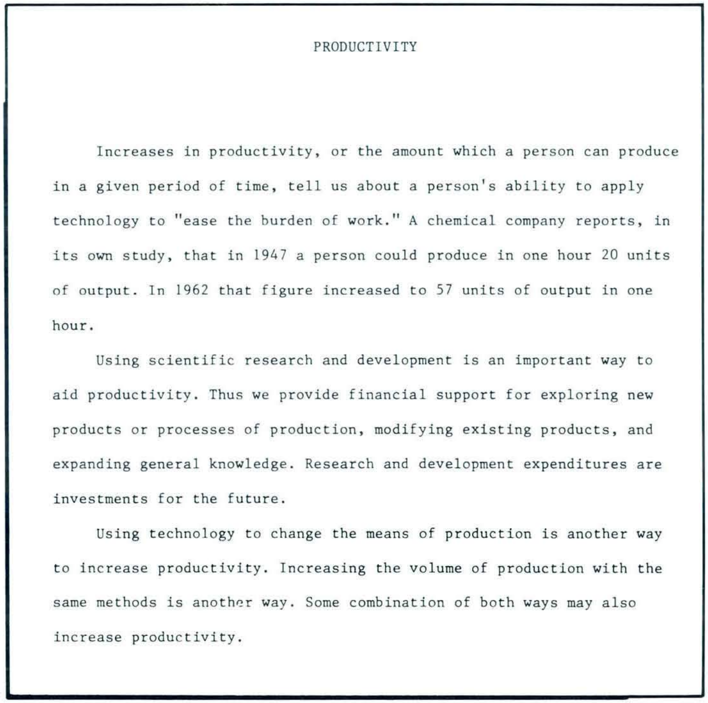
Increases in productivity, or the amount which
a given period of time, tell us about a ~~man's~~ person's abilit
technology to "ease the burden of work." A chemical
its own study, that in 1947 a person could produce i
of output. In 1962 that figure increased to 57 units
hour.

~~In other words, his productivity almost tripled~~

Using technology to change the means of product
increased productivity. Increasing the volume of pro
smae methods is another way. Some combination of bot
increase productivity.

Using scientific research and development is an
aid productivity. Thus we provide financial support
products or processes of production, modifying exist
expanding general knowledge. Research and developmen
investments for the future.

REVISED DOCUMENT



PRODUCTIVITY

Increases in productivity, or the amount which a person can produce in a given period of time, tell us about a person's ability to apply technology to "ease the burden of work." A chemical company reports, in its own study, that in 1947 a person could produce in one hour 20 units of output. In 1962 that figure increased to 57 units of output in one hour.

Using scientific research and development is an important way to aid productivity. Thus we provide financial support for exploring new products or processes of production, modifying existing products, and expanding general knowledge. Research and development expenditures are investments for the future.

Using technology to change the means of production is another way to increase productivity. Increasing the volume of production with the same methods is another way. Some combination of both ways may also increase productivity.

What about the appearance of your document? Line spacing, margins and tab positions, and so on are all part of the *format* of your document.

You can change the format for an entire document, or for a portion of it, such as a page, or a section of a page. Your word processor allows you to change all of these things without retyping anything.

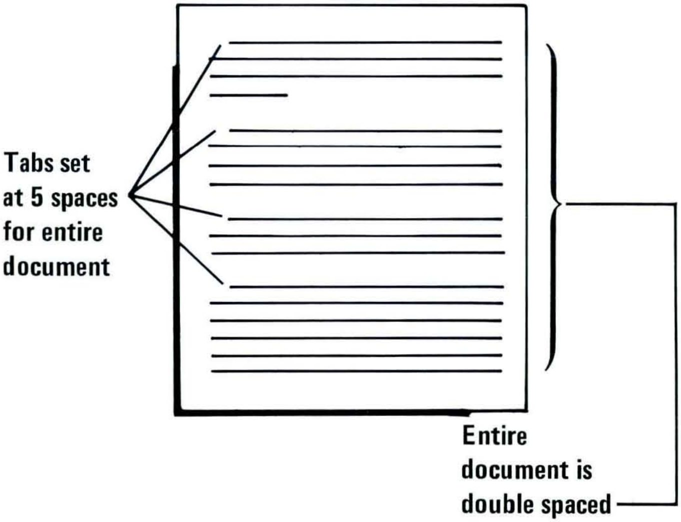
And you don't have to be concerned if your revisions add too much information to fit on a line. Your word processor automatically adjusts the lines to fit within the margins of your document.

If you add more information than will fit on a page, the word processor automatically moves the overflow to the next page. The word processor can even divide the typed information into pages of the same length. This process is called *pagination*.

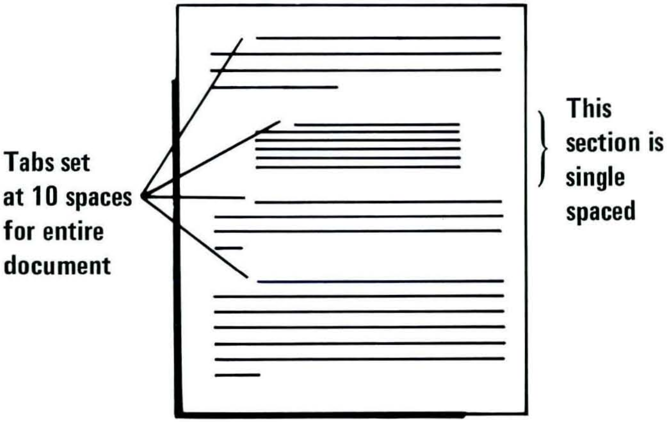
The word processor can number pages for you, or print words or numbers at the top or bottom of each page. Information printed on the top of each page is called a *header*. Information printed on the bottom of each page is called a *footer*.

The word processor allows you to create a document to send to many people. You type the main information once. Then you type the information which changes for each person, such as the name and address, and the word processor combines the two pieces together to produce a separate document for each person.

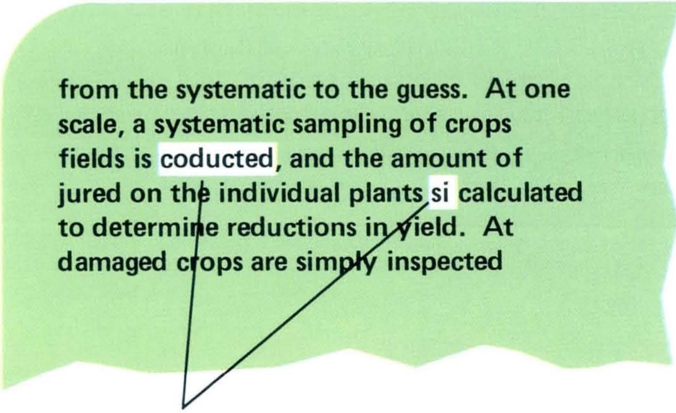
FORMAT OF ORIGINAL DOCUMENT


Tabs set at 5 spaces for entire document
Entire document is double spaced

FORMAT OF REVISED DOCUMENT


Tabs set at 10 spaces for entire document
This section is single spaced

Benefits



from the systematic to the guess. At one
scale, a systematic sampling of crops
fields is coducted, and the amount of
jured on the individual plants si calculated
to determine reductions in yield. At
damaged crops are simply inspected

SPELLING ERRORS

Some word processors check your documents for spelling errors. You can even check documents typed in some foreign languages.

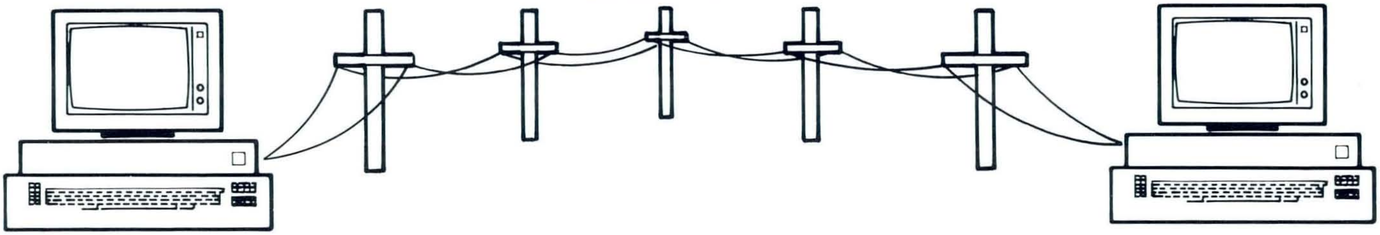
Word processors can make typing and revising columns and tables easier. Some word processors enable you to add, subtract, multiply and divide columns or rows of numbers, or figure percentages.

Some word processors enable you to maintain and update collections or files of information, such as an alphabetical listing of employees, their departments and skills. The information can be temporarily rearranged to produce a different kind of report, listed perhaps by department number.

Some word processors can send typed information over telephone lines to word processors in other locations. This kind of information exchange is referred to as *communication* between systems.

As you can see, a word processor handles many different kinds of work and may eliminate some of the repetition of your job.

COMMUNICATION

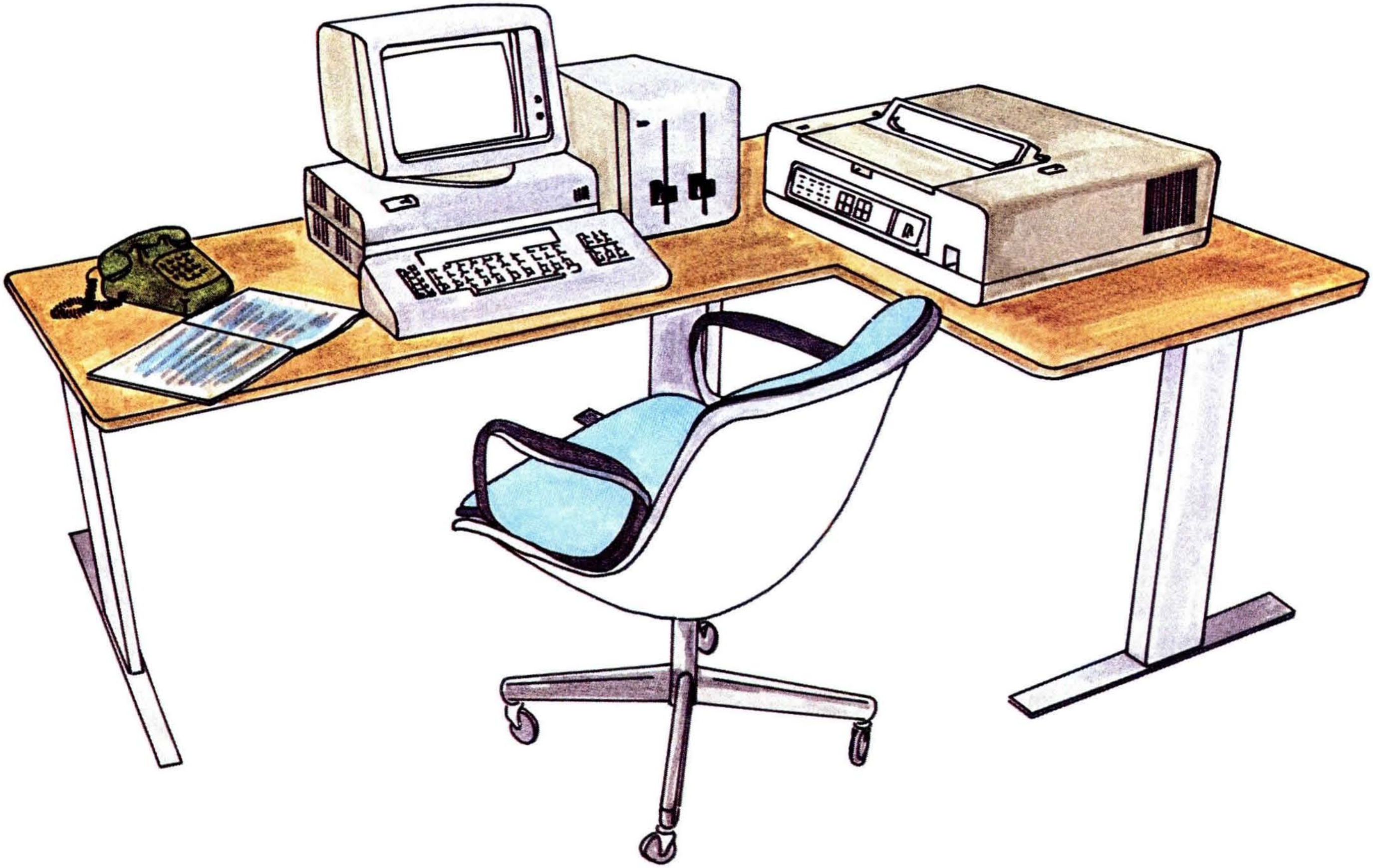


Equipment

You are probably familiar with stereos and their components which plug together to form a stereo system.

Word processors also consist of pieces of equipment which plug together to form *systems*.

What are the pieces of equipment that make up a system? They include a keyboard, a display, a diskette unit, an electronics module and sometimes a printer. The next few pages explain the purpose of each piece of equipment.



KEYBOARD

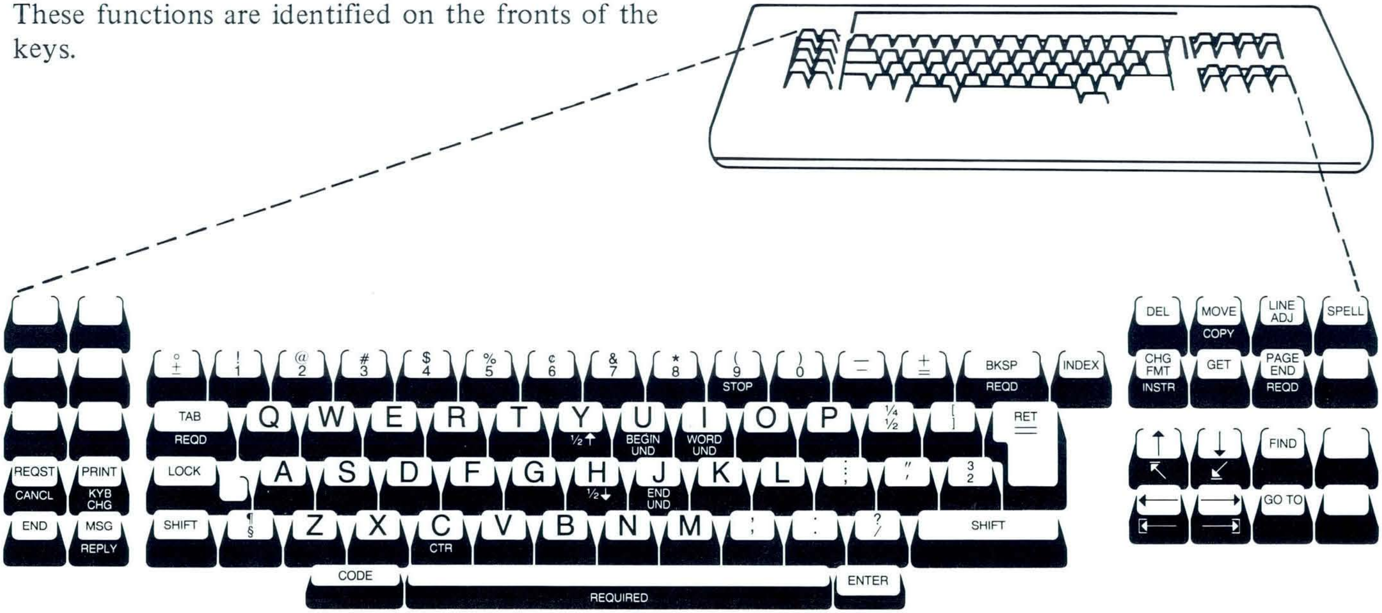
The keyboard is used to type information and to give the word processor instructions for completing special functions.

The keyboard on your word processor is similar to a typewriter keyboard. Some keys provide standard uppercase and lowercase characters, symbols, and numbers. Other keys control special functions of the word processor. Some special function keys have more than one use.

Many of the keys provide additional functions when you press them while holding down the *CODE* key. These functions are identified on the fronts of the keys.

Keys with arrows on them are called cursor movement keys. They are used to position the *cursor*, which is a small horizontal line on the display marking the position of the next character to be typed.

You use the *ENTER* key to transmit your instructions to the system and cause it to perform the operation requested.

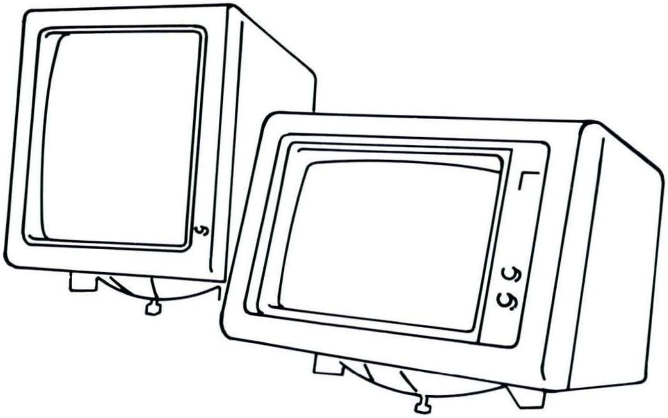

REQST
CANCL
PRINT
KYB CHG
END
MSG
REPLY
BKSP
REQD
INDEX
STOP
TAB
REQD
Q W E R T Y U I O P
½↑
BEGIN UND
WORD UND
RET
LOCK
A S D F G H J K L
½↓
END UND
SHIFT
Z X C V B N M
CTR
SHIFT
CODE
REQUIRED
ENTER
DEL
MOVE
COPY
LINE ADJ
SPELL
CHG FMT
INSTR
GET
PAGE END
REQD
FIND
GO TO

DISPLAY

The display resembles a television screen.

Instead of looking at a piece of paper to see what you've typed, as on a typewriter, you look at the screen of the display. Later, when you are sure the document is typed correctly, you can print the document to create a paper copy.

The display is the piece of the word processor which interacts with you. Information appears on the screen to help you use the word processor.

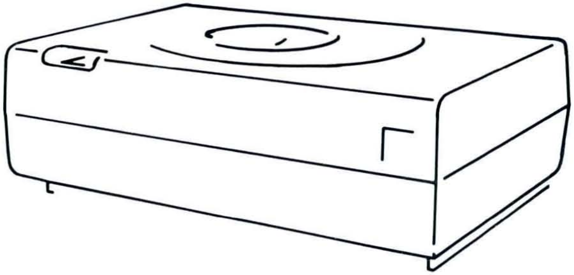


ELECTRONICS MODULE

The electronics module contains the electronic parts and power supply for the word processor. It also controls the other pieces of your system. Each piece of the word processor plugs into the back of the electronics module.

The power switch that turns your system on and off is located on the electronics module.

The electronics module, the keyboard, and the display make up the *work station*.



PRINTER

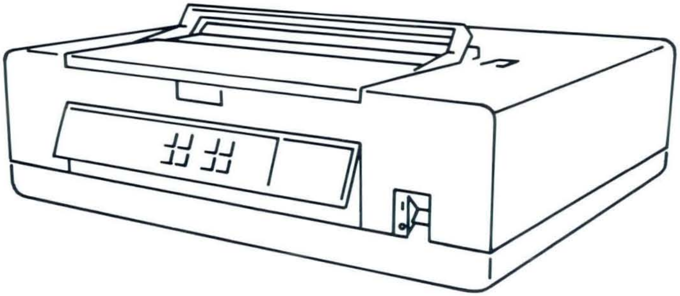
The printer gives you a paper copy of the documents you type.

Different printers are available for word processors. Some look like typewriters without any keys. You insert paper in these printers, just as you would insert paper around the platen of a typewriter.

Other printers automatically roll a sheet of paper around the platen. Some have attachments which automatically load one sheet of paper after another. Other attachments enable you to use continuous paper. Some printers are specifically designed to handle legal-sized paper turned sideways.

Each printer is available with a variety of typestyles.

Up to three work stations can be connected to one printer. This arrangement is known as *printer sharing*.



DISKETTE UNIT

The diskette unit holds the diskettes which come with your word processor. One diskette unit is used with each work station.

A diskette is a thin, magnetic, flexible disk which is enclosed in a semi-rigid protective cover. When not in use, it is placed in an envelope for additional protection.

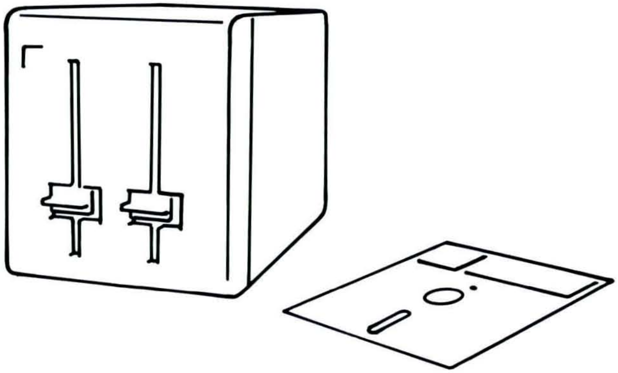
Some diskettes enable your word processor to perform its functions.

Other diskettes are used to keep a copy of the information you type.

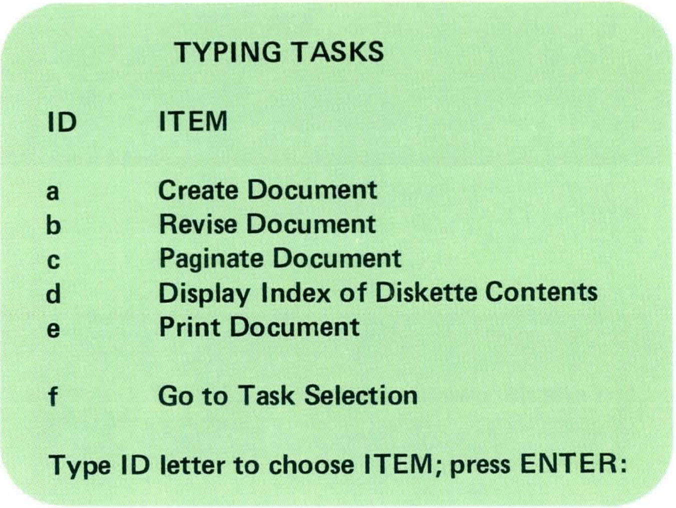
You can compare keeping a copy of a document on a diskette to recording spoken words on a magnetic cassette tape. To record and play back spoken information, you use a cassette recorder and a cassette tape.

The diskette unit of a word processor serves a similar purpose. But, instead of recording spoken information, the diskette unit records typed information on the diskette.

The process of recording typed information is known as *storing*. The stored information can be played back on the display for viewing, or on the printer to produce a paper copy.



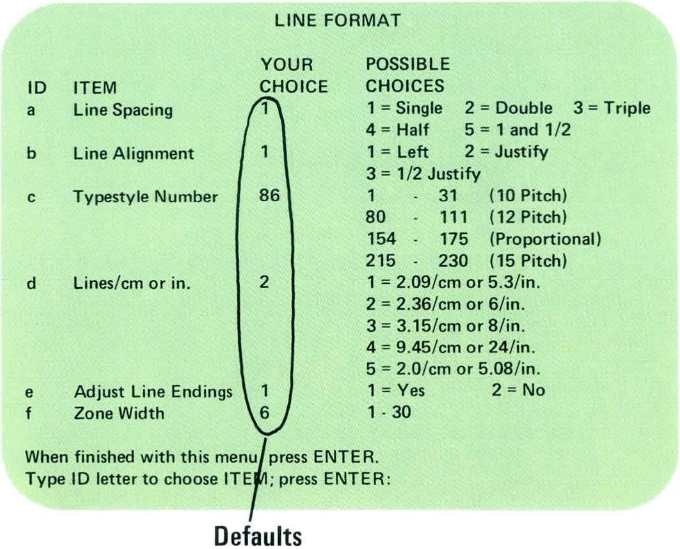
SAMPLE MENUS



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:



LINE FORMAT

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:

Defaults

How do you make the word processor perform?

You use the keyboard to tell the system what you want it to do. Sometimes you simply press a special function key. Other times you type information, such as the name of a document you want to use, in response to a request from the system, and so on.

The word processor uses the display to request information or to guide you through the steps to perform a function.

One way the word processor interacts with you is through *menus*. A menu lists choices you make to define and complete a task on the system. It is similar in principle to a menu in a restaurant.

Some menus have several choices under each item. This type of menu appears on the display with one of the choices already selected by the system.

The system choice is called the *default* for that item. You can use the system defaults, or you can choose one of the other choices if you want.

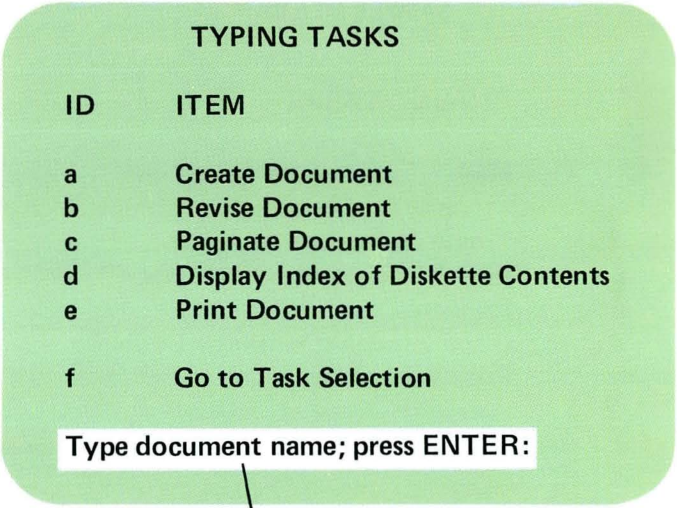
A *prompt* is another way the system guides you through the steps to complete your work. Prompts appear on the lower left of the display.

Prompts help reduce the need to memorize all the steps to perform a task. They act as clues to indicate the next action you must take to enable the system to perform the function requested.

Another way the system interacts with you is with *messages*. A flashing arrow in the lower left-hand corner of the display indicates that a message is waiting to be viewed.

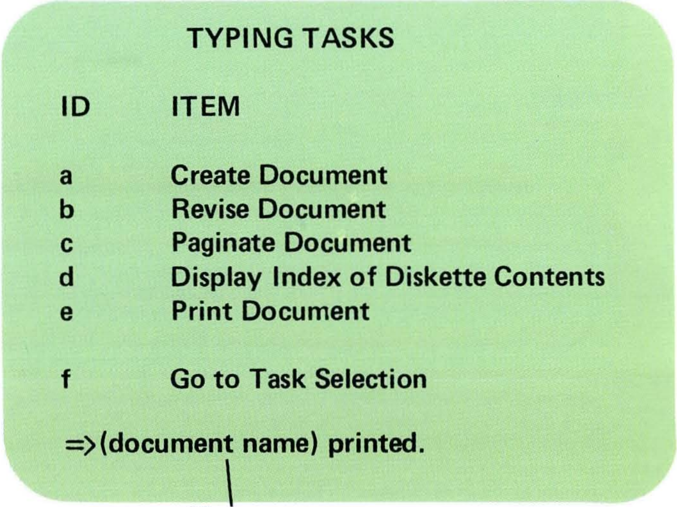
Some messages appear in response to an action you have taken, or to inform you of the status of a function you have requested. Other messages indicate that you must do something to your equipment, such as changing your printer ribbon.

The menus, prompts and messages help you use the word processor to do your work.



```
              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 document name; press ENTER:
```

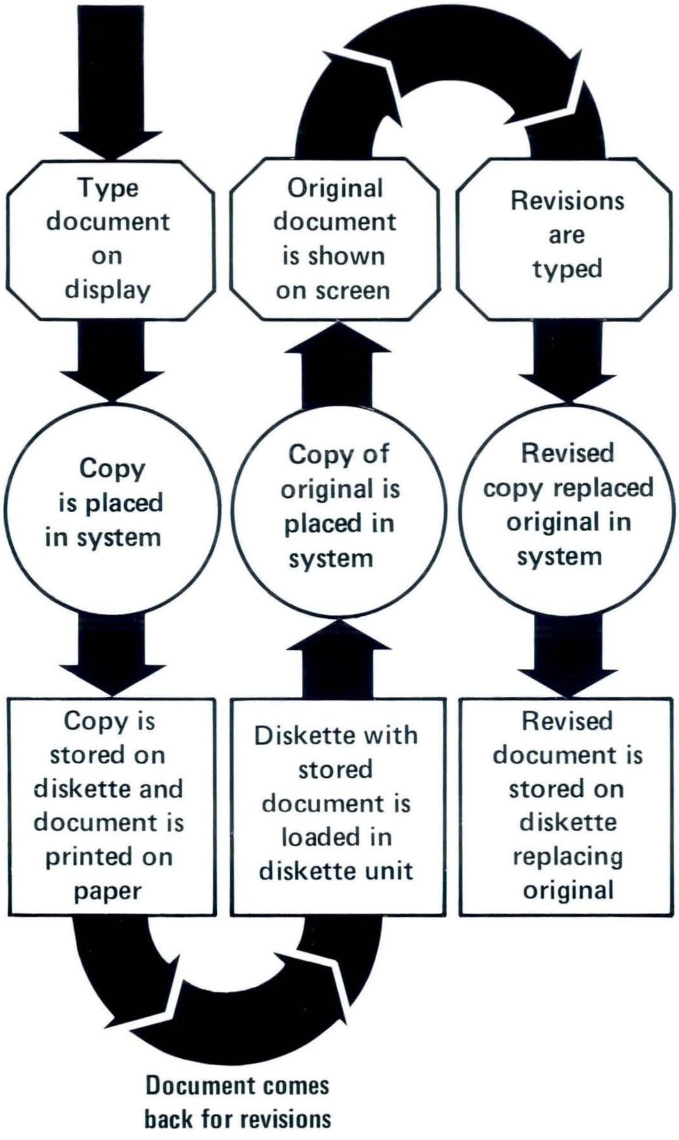
Prompt



```
              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

=>(document name) printed.
```

Message

Creating and Revising Documents


Type document on display
Copy is placed in system
Copy is stored on diskette and document is printed on paper
Document comes back for revisions
Diskette with stored document is loaded in diskette unit
Copy of original is placed in system
Original document is shown on screen
Revisions are typed
Revised copy replaced original in system
Revised document is stored on diskette replacing original

How do you go about typing a document on your word processor?

After you've turned on your word processor and have inserted the appropriate diskettes in the diskette unit, you respond to a series of menus to define how you want the document to appear on the printed page. This is called *setting up the document format*.

When you are through with the menus, you type the information for your document on a blank screen. You can compare this process to typing on a blank sheet of paper in a typewriter.

When you have completed typing the document, you end it, which records the information on a diskette. Then you can print a copy.

What if you find a mistake that you didn't catch while typing the document? Or what if the author of the document requests changes to the text?

Simple. You make the recorded copy appear on the display and then make the necessary corrections and revisions. You can even change the format if you want to.

Terms Review

Some of the terms to which you have been introduced in this book are mentioned in the word processor training manuals.

It is important that you understand these terms. The following includes a quick review of their meanings.

CODE–A key used with certain other keys to provide additional function on the system.

Communication–The transmission of information over telephone lines to another word processor, or other compatible equipment.

Cursor--A small horizontal line that appears on the display to mark the position of the next character to be typed.

Default--The system choice for an item in a menu.

ENTER--The key used to transmit your instructions to the system.

Footer--Numbers or characters which are printed on the bottom of each page of a document.

Format--Those elements which make up a document's appearance, such as margins, tabs, line spacing and so on.

Header--Numbers or characters which are printed on the top of each page of a document.

Menu–A list of functions or choices shown on the display which you can select to perform a task on the system.

Message--Information that appears on the display because of a condition which requires a response from you, or which informs you of the status of a requested function.

Pagination--The system function which automatically divides the information of a document into pages.

Printer sharing--The combination of more than one work station and its diskette unit (up to three) connected to one printer.

Prompt--Information that appears on the display to guide you through the steps to perform a function.

Store--The process of recording or keeping typed information for future use.

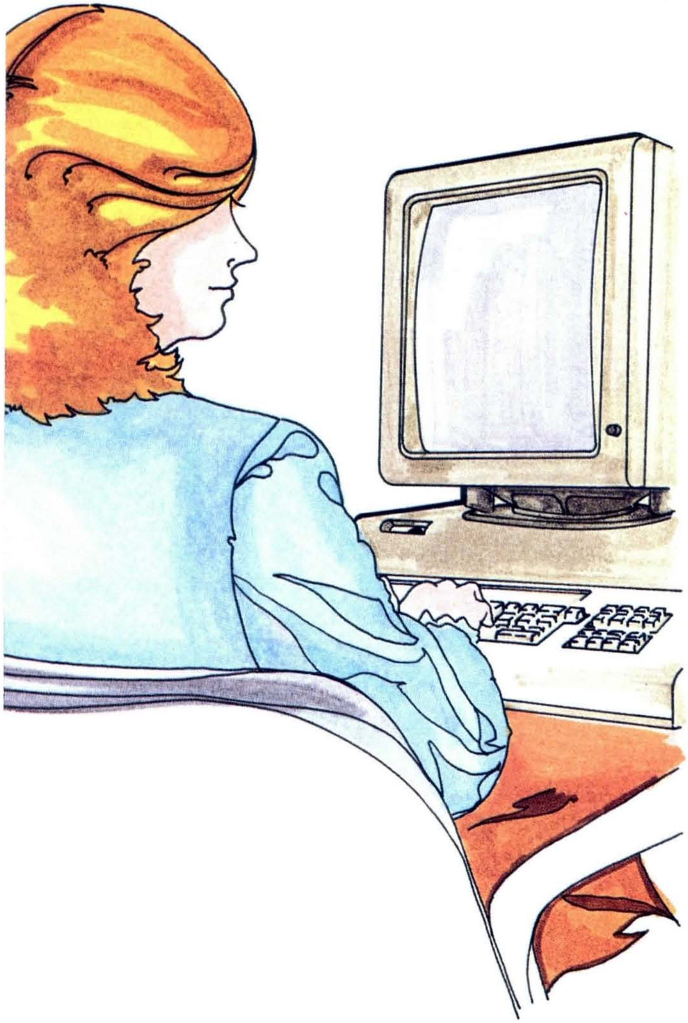
System--The connected components of a word processor.

Terms Review

Word processing--The combination of word processing equipment, people and procedures necessary to transform ideas into readable forms of communication.

Word processor–An advanced piece of equipment used to produce typewritten material.

Work station--The combination of an electronics module, display, and keyboard. It is used with a diskette unit. It may be used with or without a printer.



Your word processor has a self-paced, self-study training program.

The best training environment is a room away from your regular work duties. When you complete training, you can move your word processor to your regular work area.

It is important to be able to train in an uninterrupted environment. You can learn to use your word processor more quickly if you don't have to worry about answering the telephone, or handling your other day-to-day activities.

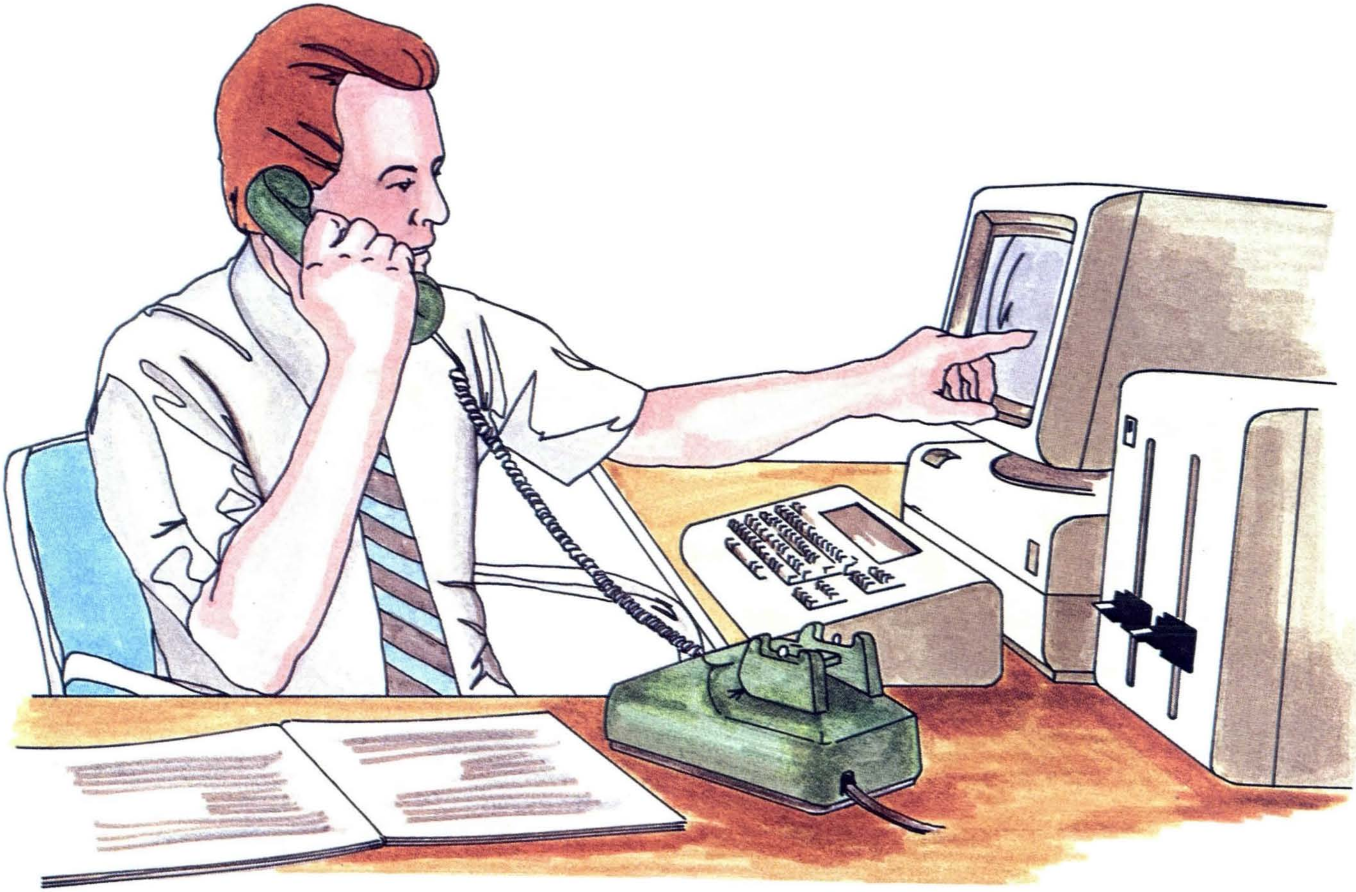
Remember, also, that training takes time. When you learned to type on a typewriter, your speed and proficiency improved with time and practice. You will become more adept at using your word processor with practice.

After you finish training, the word processor's messages, prompts and menus help you use what you have learned to do your own work.

You may be somewhat nervous about learning a new piece of equipment. Just remember that if you make a mistake, or do not follow a training instruction correctly, you can correct the error, or start over very easily with your word processor.

The reference materials in your training package will help you, or you can call the Office System Customer Assistance Center for help. The Center is staffed with professionals who can answer your questions and get you back to training within a short time.

Training



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