Diskettes

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Diskettes

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First Edition (June 1983)

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ABOUT THIS BOOK

Purpose and Audience

This book is intended for operators who use the IBM Displaywriter System and have completed *Starting Your Training*.

Contents

This book contains lessons on how to use and maintain work diskettes and program diskettes. In this book you will learn the steps for organizing your work diskette system for work diskette and program diskette tasks, and for combining diskettes.

Related Publications

A description of related publications is provided in the *Operator Guide to Training*.
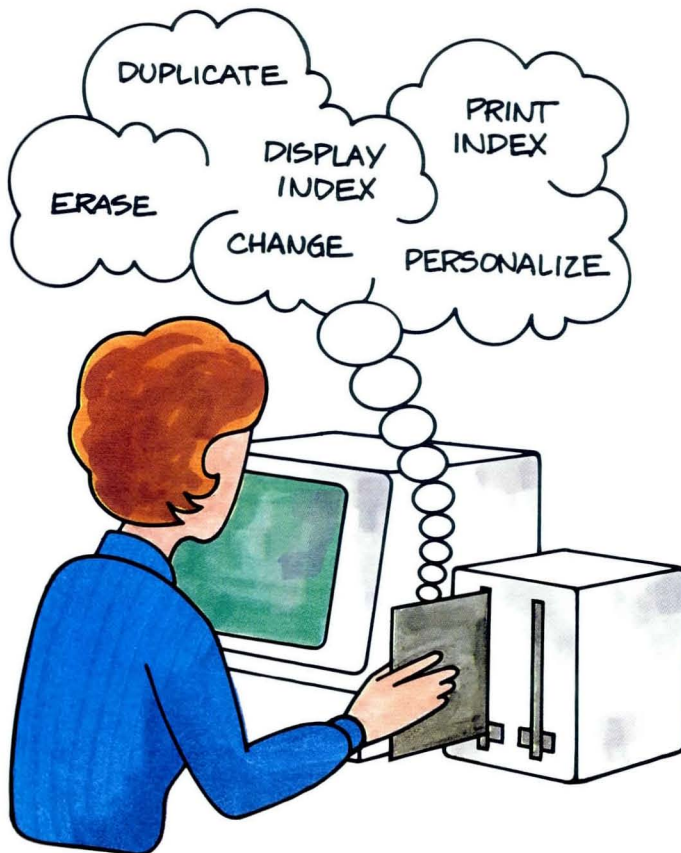
Data Security

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.

Diskettes / Table of Contents

n this unit you will learn more about diskettes. Depending upon their contents, diskettes are divided into two categories: work diskettes and program diskettes. Diskettes are also classified according to the maximum amount of information they can hold: Diskette 1 (single-density) and Diskette 2D (dual-density).

You store the documents you create on work diskettes. You have been using work diskettes (TRAIN and TRAIN2) for all the typing tasks so far in your training. In this unit you will learn to organize your own work diskettes and to erase, duplicate, and make other changes to work diskettes. You will also learn to display and print the Index of Diskette Contents.

You receive program diskettes from IBM. They contain all the instructions, or programs, your Displaywriter needs to accomplish the tasks it performs. They also contain preset formats, called defaults, for typing documents.

In this unit you will learn to change the defaults to personalize your program diskettes. You will also learn how to update and erase program diskettes.

According to storage capacity, two kinds of diskettes are available from IBM — Diskette 1 (single-density) and Diskette 2D (dual-density). A Diskette 2D can store more information. Both types of diskettes can be used as either program or work diskettes. You need to know about the Diskette 2D only if you have a 2D diskette unit.

The program diskettes you receive from IBM are Diskette 1. In this unit you will learn how to combine several program diskettes onto a Diskette 2D.

The training documents for this unit are found on MASTR2. If you have not already done so, duplicate MASTR2 onto TRAIN2. The procedure for duplicating work diskettes can be found in the *Job Aids*, Tab 7, Diskette Tasks.

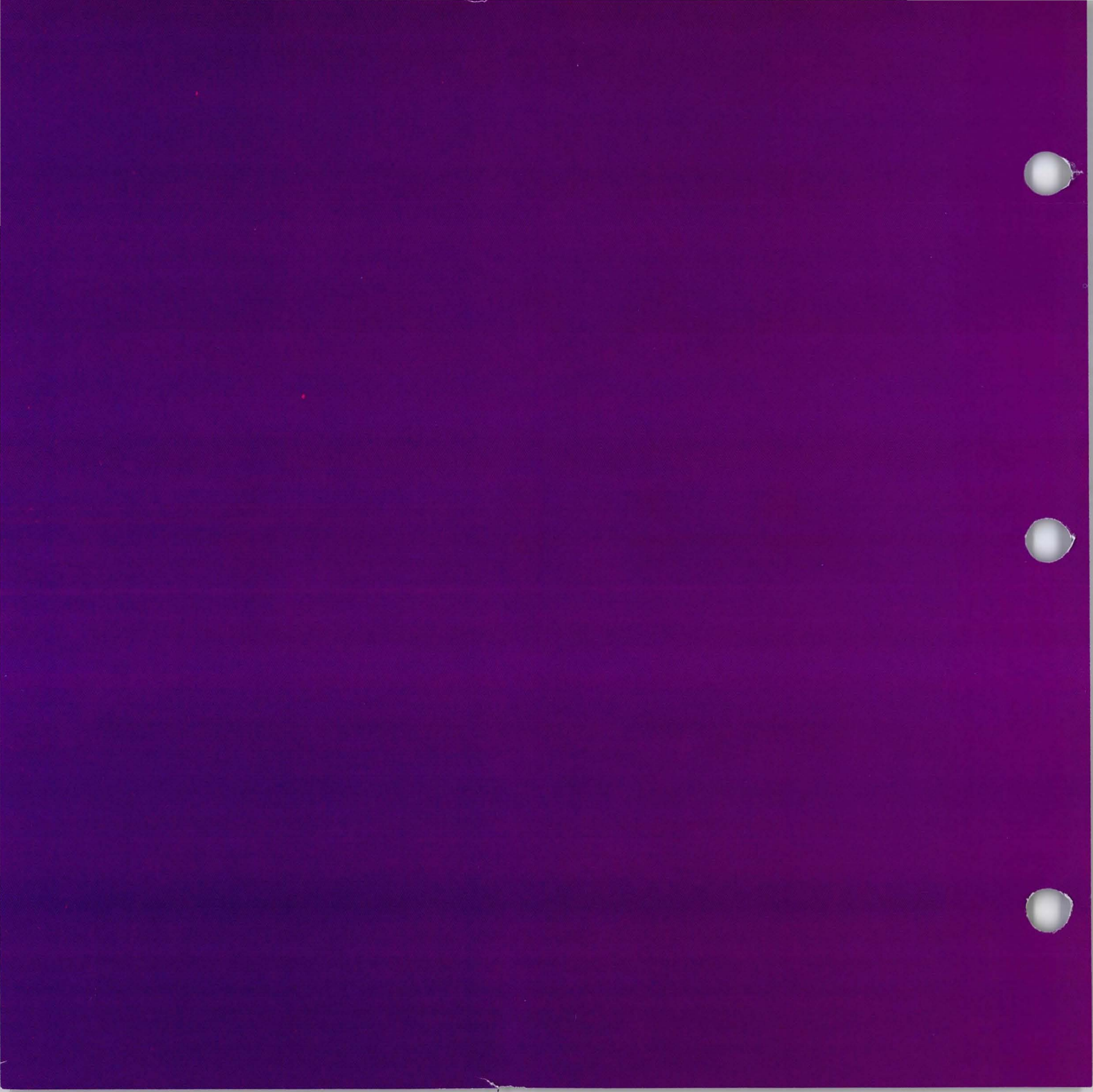**Note:** You cannot use the Duplicate Diskette procedure to duplicate MASTR2 onto a Diskette 2D. If you must use a Diskette 2D, use the Condense Diskette procedure. This procedure can be found in *Diskettes*, Lesson 2, Segment 2.

Unit: Diskettes

1 Setting up a system for handling your work diskettes in an organized manner helps ensure a smooth flow of work. This lesson contains information to help you organize your work diskettes to meet the requirements of your work situation.

The first segment presents guidelines for organizing and naming work diskettes and documents. In Segment 2 you will learn to display and print the Index of Diskette Contents. This index lists all the documents on a given diskette. The last segment covers procedures for filing and retrieving work diskettes.

The training documents for this lesson are found on **MASTR2**. If you have not already done so, duplicate **MASTR2** onto **TRAIN2**.
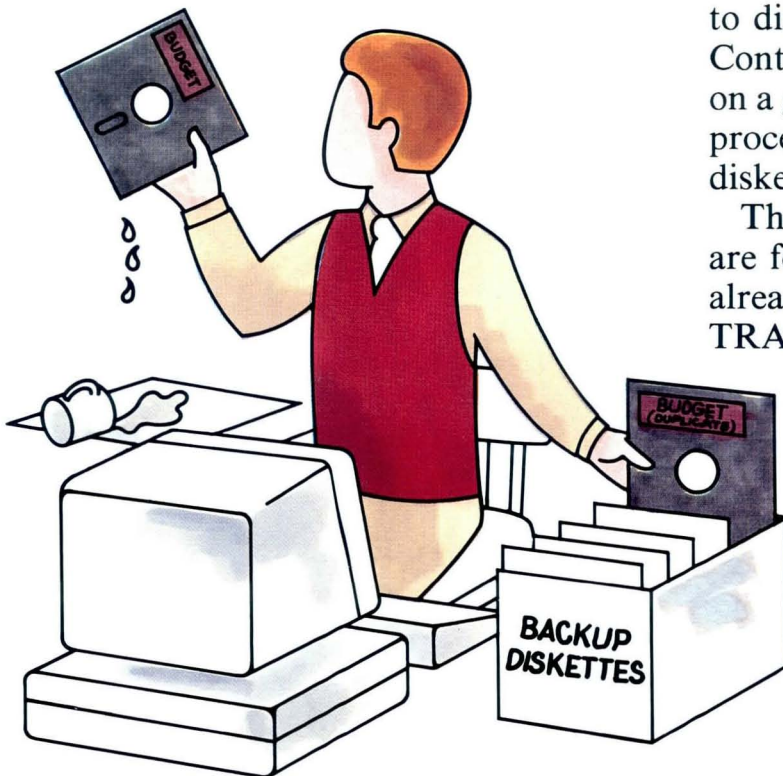
1 A work diskette can hold many documents. In a way, each work diskette is like a small library. In a library, books are organized and identified so that it is easy to find what you want. You can also organize your work diskette to make it easy to find documents.

First, you can set up a system for organizing types of work and naming the work diskettes according to the kind of work each contains. This helps you identify the documents on a diskette.

Then, you can use document names to identify the contents of each document. If a name alone is not enough to identify a document, a document comment can provide the additional information.

An organized system for naming diskettes and descriptive document names and comments will help you access documents quickly.

Your goal for this segment is to be able to evaluate diskette names and document names and comments.

MAIN IDEA

Diskette Organization

Some possible methods of organizing and naming work diskettes are by:

- Special projects
- Repetitive projects
- Author
- Application
- Operator
- Date
- Department

Work Diskette Names

You name work diskettes according to how you organize your diskettes. Diskette names:

- Can have one to six characters.
- Can include numbers, letters, or combinations of numbers and letters.
- Cannot include spaces or symbols.

To label a diskette, write the name in fiber-tip pen on a label placed in the upper right-hand corner of the diskette.

Document Names

Document names can include up to 44 characters, including uppercase and lowercase letters, numbers, most regular keyboard symbols, and spaces. However, the document name cannot begin or end with a space. A document name should:

- Identify the contents of the document.
- Distinguish the document from other documents on the diskette.
- Not repeat information contained in the diskette name.
- Be as short as possible.
- Be easy to type.

Document Comments

- The document comment is used for any additional information needed to identify the document.
- The document comment can contain up to 44 characters, including letters, numbers, symbols, and spaces.

If you have enough information about evaluating diskette and document names and comments, go to the Demonstration. If you would like more detail, read the Help that follows.

HELP

Diskette Organization

Work diskettes can be organized and named in many ways. The method you choose depends on the type of work you do. Some possible organization systems are:

- **Special projects**
  You can set up a diskette or a group of diskettes to be used for all work that is to be done on one particular project. You can name all diskettes one name according to the project title and give each diskette an individual number.

- **Repetitive projects**
  You can organize your diskettes to store the same type of repetitive work, such as form letters, repetitive contracts, or repetitive information. The name of the diskette can correspond to the contents of the documents.

- **Author**
  You can organize diskettes so that each one contains the work of one author. Then you can name each diskette by the author's name.

- **Application**
  If you use a particular format for certain documents, you can name the diskettes by the format used.

- **Operator**
  If you maintain your own work diskettes separate from those of other operators, you can identify your work diskettes with your own name.

- **Date**
  You may choose to organize daily work that you do not have to keep by date. For example, you might have a work diskette for each day of the week that you use for letters and memos that can be deleted after one week.

- **Department**
  If you do work for several departments, you may choose to name your work diskettes according to the department the work is for.

  You may develop your own approach to organizing work diskettes. It is important to have some organization plan and to use it consistently.

Work Diskette Names

You learned the steps for naming work diskettes in *Starting Your Training*, Lesson 5, Segment 1. It is important to choose diskette names carefully.
  Work diskette names:

- **Can have one to six characters**
  TUESDAY could not be used as a diskette name because it has seven characters. However, TUES would be an acceptable name.

- **Can include numbers, letters, or combinations of numbers and letters.**
  The system converts all lowercase letters to uppercase letters. The following are all valid work diskette names: RPORT1, PropA1, monday, ON12, 3241A. The system converts PropA1 to PROPA1 and monday to MONDAY.

- **Cannot include spaces or symbols.**
  A message will indicate an invalid name. For example, names such as $DATA or PROP 1 are not valid.

  When you label a diskette, use a fiber-tip pen. You may want to color-code the labels to indicate the type of work that is included on the diskette.

Document Names

Document names can include up to 44 characters. Document names can contain uppercase and lowercase letters, numbers, most regular keyboard symbols, spaces, or a combination of these characters. However, the document name cannot begin or end with a space.
  A document name should:

- **Identify the contents of the document.**
  The document name should tell you what is in the document. The information should be as specific as possible and still be short.

- **Distinguish the document from other documents on the diskette.**
  The document name must be different from any other document name on the same diskette.

- **Not repeat information contained in the diskette name.**
  The diskette name helps identify what is contained in all the documents stored on that diskette. The document name should identify the information in one particular document.

- **Be as short as possible.**
  The document name can contain up to 44 characters, but only 20 will appear in your displayed index. An example of a displayed index, listing diskette contents, is shown in the illustration. You will learn how to access the index in a later segment.
  You should assign short names to documents so you can type fewer strokes each time you access the document.

- **Be easy to type.**
  You may wish to always type document names in all uppercase or all lowercase. Then you won't have to remember which way you typed them each time.

  All keystrokes typed become part of the name. You must type document names exactly the same way they were originally typed when you reaccess the document.

Document Comments

- **The document comment is used for any additional information needed to identify the document.**

- **The document comment can contain up to 44 characters, including letters, numbers, symbols, or spaces.**
  Additional information can include the latest revision date for a document, the date of a letter, or anything that helps identify the document.

Diskette: DISK01 Available: 70% Unusable: 0% Displaying: 1 to 7 of 7

DOCUMENT NAME	TYPE	COMMENT
Donor Cities	Sys. Doc.	
Donor Info	File	
Donor Setup	File Setup	
Mtg Ltr A	Document	First Notice
Mtg Ltr B	Document	Second Notice
Names	Document	Name and Address List
Outline Format	Keystrokes	

END OF INDEX OF DISKETTE CONTENTS
*indicates that document needs recovery.
Press ↓ key or ↑ key to see more. When finished, press ENTER.

EXAMPLES

This section presents examples of diskette organization and names. Examples of document names and comments are given for each diskette.

Example 1

At State University, diskettes have been set up and named for individual professors. For instance, a diskette named **PETSON** contains all of Professor Petson's work and nothing else.

The following document name and comment is for a document contained on Petson's diskette about a word processing seminar. It has recently been revised.

Document name: **WP**
Comment: 11/6/82

This document name and comment gives no indication of what the document contains. In the following example the contents of the document are identified.

The following is a better example:

Document name: **WP Sem**
Comment: WP Seminar, Rev. 11/6/82

Example 2

The law firm of Jones & Jones uses many form letters and repetitive contracts. A decision was made to store the form letters on a diskette name FRMLET (for form letters) and the contracts on a separate diskette named REPCON (for repetitive contracts).

The examples below are documents contained on the diskette named FRMLET.

Document name: In. Request
Comment: payment

Document name: 1 Request
Comment: payment

These document names and comments make it difficult to tell the two documents apart or to tell what either document contains.

The following document names and comments are better. They give enough information to tell one document from the other and they clearly indicate what each contains.

Document name: Info Request
Comment: Form to get payment
                info

Document name: Pay Request 1
Comment: First follow-up for
                late payment

Example 3

Technical Corporation has special formats for correspondence, reports, and proposals. Diskettes were set up for each special application. The diskettes were named **CORRES** (for correspondence), **RPT** (for reports), and **PROP** (for proposals).

The following examples are for a document contained on the proposal diskette.

Document name: Grand Co Prop
Comment: Proposal to construct
                        warehouse

In this case, the diskette name indicates that all the documents contained on the diskette are proposals. The document name and comment should not repeat this information. Following is a better example:

Document name: Grand Co
Comment: To construct warehouse

Example 4

At Acme Engineering, a decision was made to use one diskette for a single report that was especially long and complex. The diskette was named SEORPT (for South East Oil Report).

The document name and comment below are for one of the sections in the report.

Document name: Projected Costs
Comment: Construction

This clearly identifies the document and its content and does not repeat information contained in the diskette name. However, the name could be shorter.

Following is a better document name. The document is still clearly identified, and it is easier to type when you have to access the document for revisions.

Document name: Costs
Comment: Projected construction

To practice evaluating diskette and document names and comments on your own, go on to the Self-Test.

SELF-TEST

The first three questions below present situations in which you must name diskettes. Select the most appropriate name for each situation. Write your answers on a separate sheet of paper.

1. Top Corporation produces an annual report that is long and complex. A diskette has been designated to contain nothing but documents relating to the annual report. The most appropriate diskette name would be:
   a. ANNREP
   b. PROJ
   c. 1982REP

2. At Smith and Sons, word processor operators keep their diskettes separately. One of the operators is named Mary Brown. A good name for one of her diskettes would be:
   a. CORRES
   b. MB1
   c. MARY#1

3. The Grand Department Store has a particular format for quarterly sales reports. All the reports are on one diskette. The most appropriate diskette name would be:
   a. REPORT
   b. QSREP
   c. 0115

For the next three questions, evaluate the document names. Determine whether each is appropriate and why. Write your answers on a separate sheet of paper.

4. The diskette is a special applications diskette, **REPRT1**, that contains nothing but reports.
   Document name: Tate Report
   Comment: Progress report on
                      construction

5. The diskette is an operator diskette and is named **SA1** for the operator using it.
   Document name: Doc. 1
   Comment: Letter 9/12

6. The diskette is for repetitive form letters and is named **FORLET**.
   Document name: Overdue
   Comment: Reminder of an overdue
                      account

For some feedback on how you did, go on to the next page.

FEEDBACK

Now check your work.

1. a. Correct.
   b. Does not describe the diskette contents.
   c. Has two many characters.
2. a. Not a good name for an operator diskette.
   b. Correct.
   c. Cannot use symbols in diskette names.
3. a. Could be for reports in general, not specifically quarterly sales reports.
   b. Correct.
   c. Does not give any information.
4. Poor. The document name repeats information contained in the diskette name. The document name, Tate, would be better.
5. Poor. Neither the document name nor the comment identifies what is in the document. Use the author's name or the subject, instead of Doc. 1.
6. Good. Given the diskette name, the document name and comment identify the contents of the document. The name is not too long and does not repeat information in the diskette name.

If you had trouble, review the segment and try the Self-Test again.

Prerequisites:
You must have completed
Segment 1 in this lesson

2

In the last segment you learned some ways to assign document names and comments that would help you organize your work. The Index of Diskette Contents can also help.

Each time you type, delete, or change a document name or comment, the Index of Diskette Contents is automatically updated. You can display the index on your screen or print a copy of the index. You can keep a copy with the diskette so you can tell at a glance which documents are stored on it.

Your goal for this segment is to be able to display and print the Index of Diskette Contents.
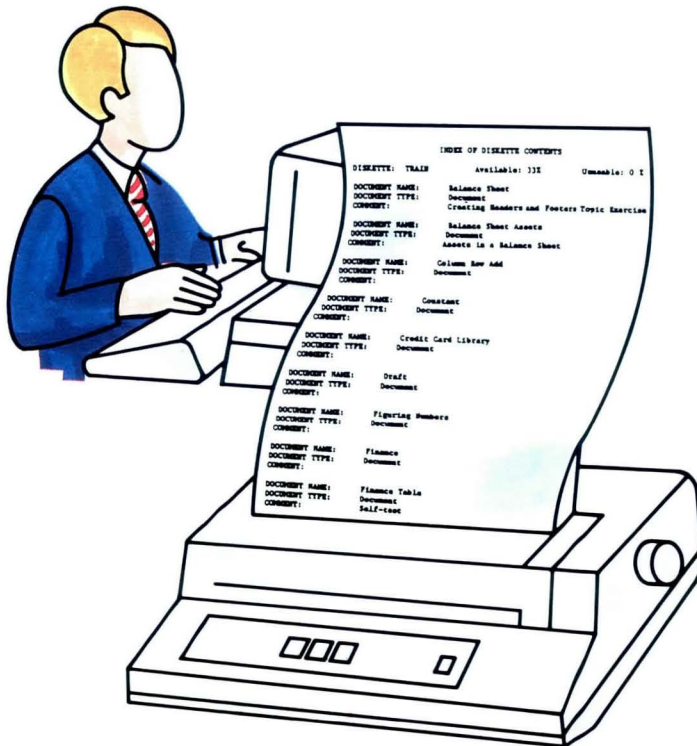
MAIN IDEA

Displaying the Index

When you display the Index of Diskette Contents you will see the document name, type, and comment for each document. The documents are listed alphabetically by document name with symbols first, then lowercase letters, uppercase letters, and finally numbers.

To display the Index of Diskette Contents, follow these steps:

1. Choose Display Index of Diskette Contents in either the Textpack Request Tasks menu or the Typing Tasks menu.
2. Type the diskette name, if necessary.
3. Use the ↓ key to move to the next screen of the index. Use the ↑ key to return to the previous screen of the index.

Printing the Index

To print the index, follow these steps:

1. Choose Work Diskette Tasks in the Task Selection menu.
2. Choose Print Index of Diskette Contents.
3. Type the diskette name, if necessary.

If you have enough information about displaying and printing the Index of Diskette Contents, go on to the Demonstration. If you would like more detail, read the Help that follows.

HELP

Displaying the Index

The Index of Diskette Contents lists the document
name, document type, and document comment for
every document on the diskette. The system creates
and updates the index as documents are added or
deleted. The documents are listed alphabetically by
document name. The document name and comment
appear as you typed them. Only the first 20 characters
of the document name appear. The document type is
assigned by the system to indicate the general class
to which the document belongs, for instance, file setup,
keystrokes, or document. The index also tells the
percentage of the diskette that is available for storing
documents, as well as the percentage that is unusable.

You can use the Index of Diskette Contents to
determine which documents are stored on the diskette.
An asterisk (*) before a document name indicates a
document problem. You will learn to "recover" the
document in a later segment.

Perhaps the most important use of the index is to
check document names. When you revise a document,
you must type the document name exactly as you
originally typed it. If you can't remember the exact
name you gave a document, you can look it up in
the index and see the first 20 characters of the name.
You may have to print the index to see the complete
document name.

To display the Index of Diskette Contents, follow these steps:

1. **Choose Display Index of Diskette Contents in either the Textpack Request Tasks menu or the Typing Tasks menu.**

```
                    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 Printer
h     Start Printer
i     Store Saved Keystrokes
j     Recall Saved Keystrokes



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

```
                        TYPING TASKS

ID    ITEM
a     Create Document
b     Revise Document
c     Paginate Document
d     Print Document
e     Display Index of Diskette Contents
f     Go to Task Selection




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

2. **Type the diskette name, if necessary.**
   Insert the appropriate work diskette and type the diskette name, if necessary.

3. **Use the ↓ key to move to the next screen of the index. Use the ↑ key to return to the previous screen of the index.**

   If the index contains a large number of documents, the entire index may not appear on the screen at once. The top line of the index shows which entries are being displayed and how many documents are stored on the diskette. In the example on the right, for instance, the status line reads: *Displaying: 1 to 7 of 7*. This means that you have seven entries on the diskette and all are being displayed.

Diskette: DISK01 Available: 70% Unusable: 0% Displaying: 1 to 7 of 7

DOCUMENT NAME	TYPE	COMMENT
Donor Cities	Sys. Doc.	
Donor Info	File	
Donor Setup	File Setup	
Mtg Ltr A	Document	First Notice
Mtg Ltr B	Document	Second Notice
Names	Document	Name and Address List
Outline Format	Keystrokes	

END OF INDEX OF DISKETTE CONTENTS
*indicates that document needs recovery. ↓
Press ↓ key or ↑ key to see more. When finished, press ENTER.

To print the index, follow these steps:

1. **Choose Work Diskette Tasks in the Task Selection menu.**
2. **Choose Print Index of Diskette Contents.**
3. **Type the diskette name, if necessary.**
   Insert the appropriate work diskette and type the name, if necessary.
   The Displaywriter then prints a copy of the Index of Diskette Contents.

Note: Make sure the print queue is empty and the printer is available.

The Work Diskette Tasks menu remains on the screen while the index prints.

Note: The printed copy looks different from the displayed index. The printed index shows all of the characters of a document name rather than the first 20 characters only, as on the screen. The printed index lists the document name, type, and comment vertically down the page rather than across the page.

To practice displaying and printing the Index of Diskette Contents, go on to the Demonstration.

```
                    TASK SELECTION

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: ▨
```

```
                 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: ▨
```

DEMONSTRATION

In this Demonstration you will display the Index of Diskette Contents on your screen and print at least one page of the index.

Insert the following diskette:

Diskette name: TRAIN2

Press REQST.

The Textpack Request Tasks menu appears.

Choose Display Index of Diskette Contents.

Type the name of your diskette, if necessary, and press ENTER.

The index displays. Take a moment to look at the screen. Notice that the first line tells you about the space available on your diskette, which documents are currently displayed, and how many documents are stored.

Press the ↓ key.

The screen changes to display the next group of documents listed in the index. Press ↓ again if you want to view more of the index.

Press the ↑ key.

This returns you to the previous screen. Continue to move through the index as necessary.

Press ENTER to leave the index.

You do not have to return to the first screen. Press ENTER any time you want to exit the index.

Now you are going to print at least one page of the index.

Go to the Task Selection menu.

Choose Work Diskette Tasks and load the appropriate program diskette.

Choose Print Index of Diskette Contents.

Type the diskette name, if necessary, and press ENTER.

Follow the messages to print.

The first page of the index prints.

Press Cancel at the printer.

If you don't want to print the entire index, press Cancel at the printer, or cancel the print job through the Textpack Request Tasks menu. For more information on cancelling print jobs, see *Printing*, Lesson 1, Segment 2.

There is no Self-Test for this segment. If you want more practice displaying or printing the Index of Diskette Contents, try it again on your own.

Prerequisites:
You must have completed
all previous segments in
this lesson

3 An important element in organizing your work diskettes is the way you file and retrieve diskettes. This segment presents some procedures to consider when you set up a system for filing diskettes. The exact system you choose depends on your work situation.

Your goal for this segment is to be able to create a system for filing and retrieving work diskettes in your work environment.

MAIN IDEA

Any system you create for filing and retrieving work diskettes should be set up according to your specific work situation. Here are some basic ideas to keep in mind when you start setting up your system.

Physical Storage. The way you choose to physically store your diskettes should ensure that diskettes are not damaged.

Location. Your filing system can include storage units located at each operator's desk, at a central location, or both.

Procedures. If you have central files, the following basic procedures should be set up and used consistently.

- Use a sign-out procedure.
- Use document headers or footers that indicate the diskette and document names.
- Print and date a copy of the index for each work diskette on a regular basis.
- Require all operators to make duplicate, backup copies of diskettes.

If you would like more detail about filing or retrieving work diskettes, read the Help that follows.

HELP

Any system for filing and retrieving work diskettes should be set up according to the work situation. Here is some additional information to help you decide what to include in your system.

Physical Storage. The way you choose to physically store diskettes should ensure that diskettes are not damaged. Be careful to store your diskettes where they will not be crushed or bent. In addition, they must be protected from heat, water, magnetic fields, and other harmful conditions. Refer to the half page on Diskette Care at the beginning of this unit or the back of the diskette's protective envelope for more information on caring for diskettes.

Various storage units are available from IBM.

Location. Your filing system can include storage units located at each operator's desk, at a central location, or both. If there are only a few operators in your office, it may be easiest to keep diskettes at each operator's own work station. If your company has a centralized word processing department or many operators, centrally located storage may be best.

Procedures. If diskettes are used by several operators, basic procedures should be set up, and everyone should use them consistently. These procedures help keep track of diskettes when they are being used by a number of different people.

- **Use a sign-out procedure any time operators take diskettes from a central file.**

  The information you may want to include is the diskette name, the name of the operator, the date the diskette was taken, and the date it was returned. The example on the right is a simple log form. It shows at a glance where a diskette is.

SIGN OUT SHEET			
DISKETTE NAME	OPERATOR NAME	OUT	IN
Budget	Mary	3/8	3/10
SPEREP	Jane	3/10	3/12
Budget	Sue	3/11	
Sales	Mary	3/11	

• **Use document headers and footers that indicate the diskette and document names.**
This information and any other information you want to include will help you determine which diskette the document is stored on. It should be put in a simple, consistent format, and should appear on every page of the document. Refer to *Common Text Applications*, Lesson 5, Segment 1 for more information on headers and footers.

The example on the right shows a footer with the document name on the right exactly as it was entered — SEOIL. The page number is in the center. The date the document was typed is on the left. The diskette name, SPEREP, appears on the right under the document name.

	1-1	
2/2/82		SEOIL
		SPEREP
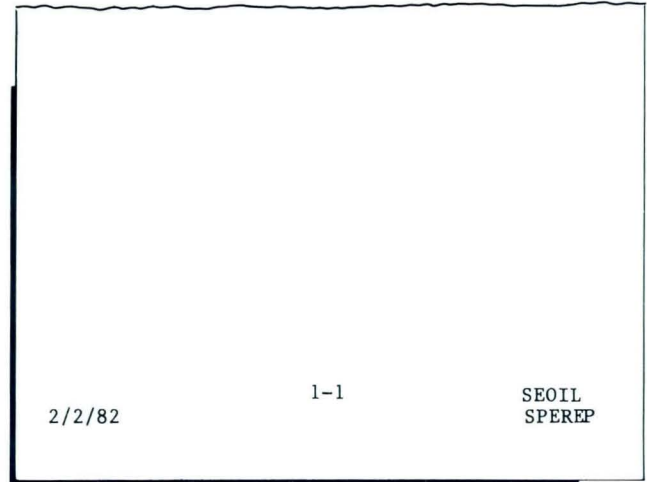
Footer

- **Print and date a copy of the index for each work diskette on a regular basis.**
  You can store the index with the diskette or put it in a folder or binder in a central location. You may want to set up a routine for regularly printing updated diskette indexes.

- **Require all operators to make duplicate, backup copies of diskettes.**
  It is very important to do this so that you have copies of all your documents in case a diskette is damaged or lost.

  You may want to set up a routine for making backup copies, also. For instance, you may make backup copies at the end of every working day or after making extensive revisions. In most cases, you will have to keep only one backup copy for each diskette. Update this backup copy only when you update the work diskette.

  Store the backup diskettes in a separate location.

There is no Demonstration or Self-Test for this segment.
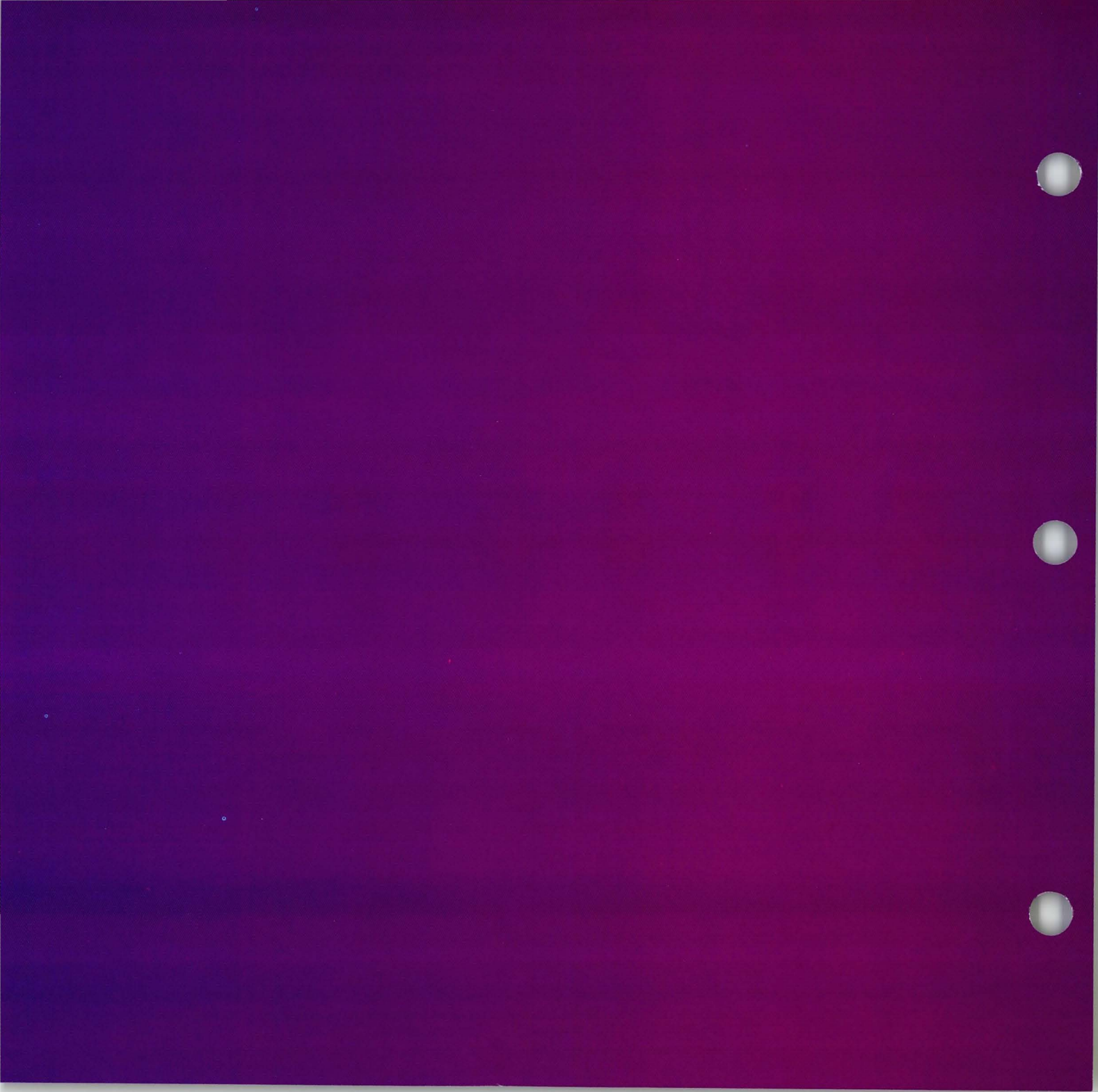
Unit: Diskettes

Lesson 2: Work Diskette Tasks

2

```
                 INDEX OF DISKETTE CONTENTS

DISKETTE:  TRAIN           Available: 34%      Unusable: 0 %

DOCUMENT NAME:    Andreas Memo
DOCUMENT TYPE:    Document
COMMENT:

DOCUMENT NAME:    Article I
DOCUMENT TYPE:    Document
COMMENT:

DOCUMENT NAME:    Articles
DOCUMENT TYPE:    Document
COMMENT:

DOCUMENT NAME:    Business Club
DOCUMENT TYPE:    Document
COMMENT:

DOCUMENT NAME:    Christmas L
DOCUMENT TYPE:    Document
COMMENT:          Thank you le

DOCUMENT NAME:    Company Descri
DOCUMENT TYPE:    Document
COMMENT:          Description of d

DOCUMENT NAME:    Credit Card
DOCUMENT TYPE:    Document
COMMENT:

DOCUMENT NAME:    Credi
DOCUMENT TYPE:    Docu
COMMENT:          Para
```
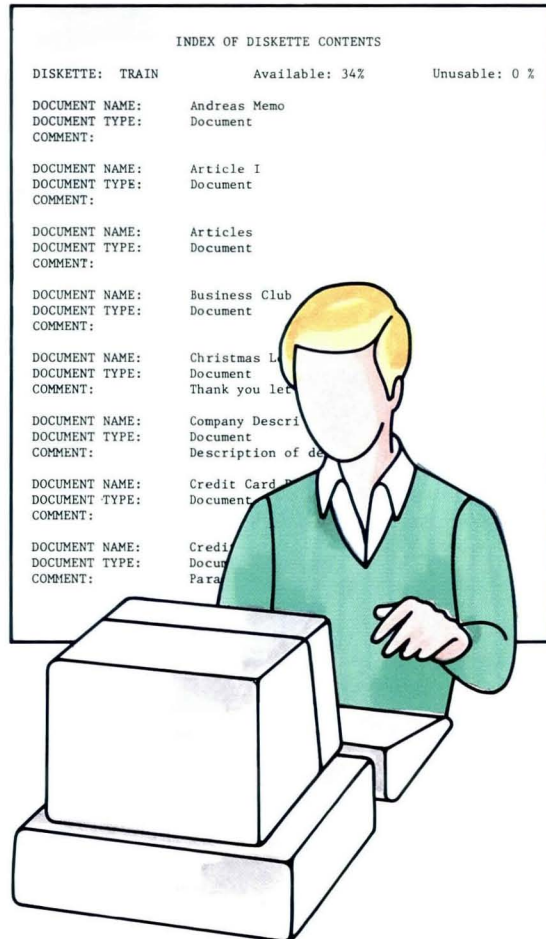
2 This lesson teaches the tasks the Displaywriter can perform on work diskettes. In Lesson 5 of *Starting Your Training* you learned to initialize and name work diskettes. You also learned to duplicate work diskettes. In this lesson you will learn document tasks and some special diskette tasks.

In Segment 1 you will learn to duplicate documents, delete documents, change document names, and convert and display final-form documents. In Segment 2 you will learn to recover documents or diskettes and to condense diskettes.

The training documents for this lesson are found on **MASTR2**. If you have not already done so, duplicate **MASTR2** onto **TRAIN2**.

> I NEED TO
> REVISE THIS REPORT,
> BUT I WANT TO
> KEEP THE ORIGINAL
> ON DISKETTE FOR
> OUR RECORDS ...

1 In this segment you'll learn to duplicate documents, change their names, delete them, and display and convert final-form documents.

Duplicating a document gives you a backup, or "safe," copy to work with while you're revising. You can also duplicate a document and make some changes to the duplicate to produce a different version. Changing the document name allows you to store both versions on the same diskette. You'll want to delete outdated versions of a document or documents that you no longer need.

Documents can be communicated to the Displaywriter from other pieces of equipment. Some of these documents may be stored on the diskette as final-form documents. You can display final-form documents or convert them to Displaywriter documents.

Your goal for this segment is to be able to duplicate documents, change document names, delete documents, and display and convert final-form documents.

MAIN IDEA

To duplicate or delete a document, to change a document name, or to display or convert a final-form document, first choose Work Diskette Tasks in the Task Selection menu.

To duplicate a document:

1. Choose Duplicate Document in the Work Diskette Tasks menu.
2. In the Duplicate Document menu, type the name of the document you want to duplicate, and the name of the diskette it is on.
3. Type the new document and diskette names.
4. Press ENTER.

To change a document name:

1. Choose Change Document Name in the Work Diskette Tasks menu.
2. Type the current name of the document and the name of the diskette it is on.
3. Choose Name of Document and type the new document name.
4. Press ENTER.

To delete a document:

1. Choose Delete Document in the Work Diskette Tasks menu.
2. Type the document and diskette names in the Delete Document menu.
3. Press ENTER.

A final-form document is a document that is communicated to a Displaywriter work diskette by use of the Electronic Document Distribution feature. After you receive the document, you can display it or convert it to a Displaywriter document.

To display a final-form document:

1. Choose Display Final-form Document in the Work Diskette Tasks menu.
2. Follow the prompts to type the final-form document and diskette name.
3. Press ENTER to display the final-form document.
4. Use GO TO and the cursor movement keys to move through the text.
5. Press END when you have finished viewing the document.

Note: When you display a final-form document, you can only view it. You cannot revise any part of it.

To convert a final-form document so it can be revised:

1. Choose Convert Final-form Document in the Work Diskette Tasks menu.
2. Choose Final-form Document Name in the Convert Final-form Document menu.
3. Type the name of the document to be converted and the diskette name, if necessary.
4. Choose New Document Name and type the name of the new document.
5. Choose Diskette Name and type the name of the diskette to receive the new document.
6. Press ENTER to convert the document.

If you have enough information about the document tasks, go on to the Demonstration. If you would like more detail, read the Help that follows.

HELP

To duplicate or delete a document, display or convert a final-form document, or change a document name, first choose Work Diskette Tasks in the Task Selection menu. The Work Diskette Tasks menu appears.

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: ⊠

To duplicate a document:

1. **Choose Duplicate Document.**
   The Duplicate Document menu appears.

2. **Type the name of the document you want to duplicate and the name of the diskette it is on.**
   The diskette name may already have been put in by the system.

3. **Type the new document and diskette names.**
   When you are duplicating a document onto the same diskette, you must give the duplicate document a different name. The system prompts you to do this if you forget.

4. **Press ENTER.**
   If you are duplicating onto a different diskette, the system prompts you to insert the other diskette. The system returns to the Work Diskette Tasks menu, and a message appears telling you that the document has been duplicated.

DUPLICATE DOCUMENT

		YOUR
ID	ITEM	CHOICE
a	Document Name	
b	Diskette Name	
c	New Document Name	
d	Diskette Name	

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ▨

To change a document name:

1. **Choose Change Document Name in the Work Diskettes Tasks menu.**

2. **Type the current name of the document and the name of the diskette it is on.**
   The Change Document Name menu appears. It shows the current document name and document comment.

3. **Choose Name of Document and type the new document name.**
   You may also add a new document comment, if you wish.

4. **Press ENTER.**
   The system returns to the Work Diskette Tasks menu, and a message appears telling you that the document name has been changed.

```
                        CHANGE DOCUMENT NAME
                                      YOUR CHOICE
ID  ITEM
a   Name of Document
b   Document Comment




When finished with this menu, press ENTER.

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

To delete a document:

1. **Choose Delete Document in the Work Diskette Tasks menu.**
   The Delete Document menu appears.

2. **Type the document and diskette names in the Delete Document menu.**
   The system may already have put in the diskette name.

3. **Press ENTER.**
   The system returns to the Work Diskette Tasks menu, and a message appears telling you the document has been deleted.

```
                         DELETE DOCUMENT

                                      YOUR
         ID   ITEM                    CHOICE

         a    Document Name
         b    Diskette Name








         When finished with this menu, press ENTER.

         ┌────────────────────────────────────────┐
         │ Type ID letter to choose ITEM; press ENTER: ¤ │
         └────────────────────────────────────────┘
```

A final-form document is a document that is communicated to a Displaywriter work diskette by use of the Electronic Document Distribution feature. After you receive the document, you can display it or convert it to a Displaywriter document. The document name appears on your Index of Diskette Contents with Final-form in the Type column.

To display a final-form document:

1. **Choose Display Final-form Document in the Work Diskette Tasks menu.**
2. **Follow the prompts to type the final-form document and diskette name.**
3. **Press ENTER to display the final-form document.**
4. **Use GO TO and the cursor movement keys to move through the text.**

   You can display the codes in the document by setting Display Codes to Yes in the Screen Format menu.

   Remember, you can only view the document at this time. You cannot revise it.

5. **Press END when you have finished viewing the document.**

```
                    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: ▨
```

To convert a final-form document so it can be revised:

1. **Choose Convert Final-form Document in the Work Diskette Tasks menu.**

```
                    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:  ¤
```

2. **Choose Final-form Document Name in the Convert Final-form Document menu.**
3. **Type the name of the document to be converted and the diskette name, if necessary.**
   The name of the final-form document and diskette appears.
4. **Choose New Document Name and type the name of the new document.**
   The new name appears in the menu.
   If the new document is to be on the same diskette as the original document, you must give it a different name.
5. **Choose Diskette Name and type the name of the diskette to receive the new document.**
   The diskette name appears on the menu.

```
              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:  ¤
```

6. Press ENTER to convert the document.

A message appears telling you the document is converted. The document is now duplicated as a text document and can be revised or printed the same as any text document.

The new document name appears on your Index of Diskette Contents with Document in the Type column. The document also remains on the diskette with Final-form in the Type column. Delete the original document if you no longer need it, using the Delete Document task.

To print final-form documents without first converting them, you must personalize your program diskette. For more information on personalizing program diskettes, see *Diskettes*, Lesson 3, Segment 1.

In order to print these documents, set Final-form Document Support to Yes in the Work Station Description menu.

There is no Demonstration or Self-Test for displaying or converting final-form documents. To duplicate and delete a document and change a document name, go on to the Demonstration.

WORK STATION DESCRIPTION

		YOUR	POSSIBLE
ID	ITEM	CHOICE	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
			2 = After Fifth Alternate
	Alternate Keyboards		
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: ▯

DEMONSTRATION

In this Demonstration you will duplicate a document onto another diskette, change the name of the document, and delete it.

Before you begin, make sure you have a blank initialized work diskette and your TRAIN2 diskette. Name the *blank* diskette COPY. If you don't remember how to initialize or name diskettes, refer to the *Job Aids*, Tab 7, Diskette Tasks.

Follow these steps to duplicate the document:

Choose Duplicate Document in the Work Diskette Tasks menu.

Type the existing document and diskette names.

Document name: Evaluation
Diskette name: TRAIN2

Type the new document and diskette names.

New document name: Evaluation
New diskette name: COPY

Press ENTER.

The system prompts you to insert the other diskette.

The system duplicates the document and returns to the Work Diskette Tasks menu.

The message "(Evaluation) duplicated" appears.

Remove TRAIN2 from your diskette unit.

This step is for training purposes only.

To change the document name:

**Choose Change Document Name in the Work Diskette
Tasks menu.**

**Type the name of the existing document and the name
of the diskette it is on.**

Document name: Evaluation
Diskette name: COPY

**Type the new document name and comment (shown
below) in the Change Document Name menu.**

Document name: Evaluation 2
Document comment: For supervisor

You may not always want to add a new comment,
but you can do so at this time.

Press ENTER.

The system returns to the Work Diskette Tasks menu
and the message "Document name changed" appears.

To delete the document:

Choose Delete Document in the Work Diskette Tasks menu.

The Delete Document menu appears.

Type the document and diskette names in the Delete Document menu.

Document name: Evaluation 2
Diskette name: COPY

Press ENTER.

The system returns to the Work Diskette Tasks menu and the message "(Evaluation 2) deleted" appears.

There is no Demonstration or Self-Test for displaying or converting final-form documents. To practice duplicating and deleting a document and changing a document name on your own, go on to the Self-Test.

SELF-TEST

In this Self-Test you will duplicate a document onto
another diskette, change the name of the document,
and delete it. Duplicate the following document:
    Document name: Company History
    Diskette name: TRAIN2
    New document name: Company History
    New diskette name: COPY
Remove TRAIN2 from your diskette unit. Change the
name of the duplicated document named Company
History and add the following document comment:
    New document name: Company History 2
    Document comment: For investors
    Diskette name: COPY
Delete the following document:
    Document name: Company History 2
    Diskette name: COPY

*For some feedback on how you did, go on to the next
page.*

FEEDBACK

If you followed all the steps correctly, you should have
received the following messages:

- "(Company History) duplicated."
- "Document name changed."
- "(Company History 2) deleted."

*If you had trouble, review the segment and try the Self-
Test again.*

2 In Lesson 5 of *Starting Your Training* you learned to erase and initialize diskettes, duplicate diskettes, and change diskette names.

In this segment you'll learn about some special diskette tasks — recovering documents and diskettes, and condensing diskettes.

Information may be lost from a diskette. A loss of electrical power or premature removal of the diskette may cause information to be lost. You can usually regain the information using the Recover function.

The Condense function allows you to duplicate information from one diskette to another, condensing the information.

Your goal for this segment is to be able to recover documents and diskettes, and condense diskettes.
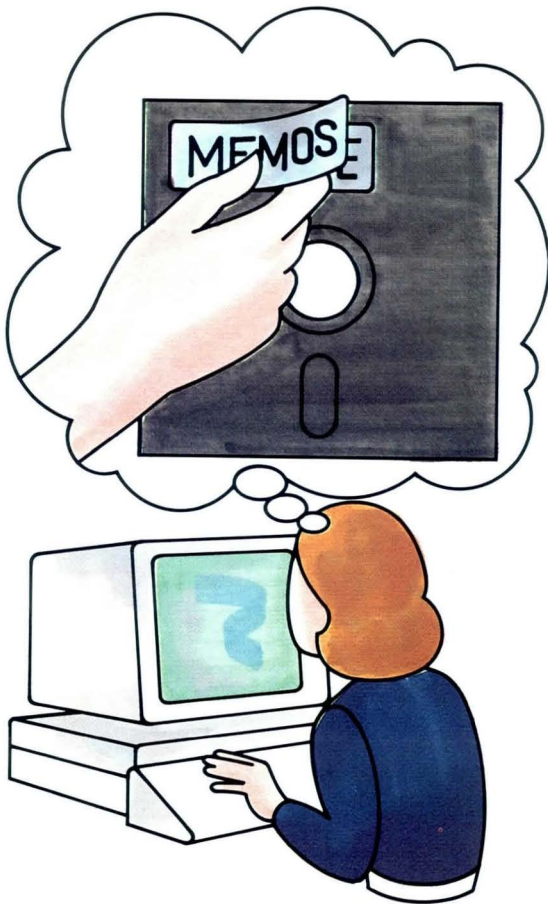
MAIN IDEA

The first step in using the Recover or Condense function is to choose Work Diskette Tasks in the Task Selection menu. You will usually get a message from the system when it is necessary for you to recover a document or diskette or condense a diskette.

    To recover a document or a diskette:

1. Choose Recover Documents in the Work Diskette Tasks menu.
2. Insert the diskette that must be recovered if it is not already in the diskette unit.
3. Indicate which diskette slot the diskette to be recovered is in (if you are using a dual diskette unit).
4. Press ENTER. The message "Recover Documents complete" appears when the task is complete.

    To respond to the message "(Document name) recovered. Check for lost data":

1. If you are recovering a document, go to Step 3.
2. If you are recovering a diskette or more than one document, note the document name, then press ENTER to allow the system to go on and recover other documents.
3. Choose Revise Document in the Typing Tasks menu to access the recovered document(s). Check for and replace the lost information.

To condense a diskette:

1. Choose Condense Diskette in the Work Diskette Tasks menu.
2. Choose From Diskette and type the name of the diskette you are condensing.
3. Choose To Diskette and type the name of the diskette that is to receive the condensed contents.
4. Press ENTER twice.

If you would like more detail about recovering documents and diskettes and condensing diskettes, read the Help that follows.

HELP

When you get a message telling you to recover a document or diskette or condense a diskette, cancel the task you are working on and go to the Task Selection menu.

About Recovering Documents and Diskettes

Information can sometimes be lost from diskettes. For example, if the electricity goes off while you are working on a document, or if you remove a work diskette before you end a document, you may lose some information. You can usually recover the information with the Recover function. However, backup diskettes keep any loss of information to a minimum.

The first step in using the Recover or Condense functions is to choose Work Diskette Tasks in the Task Selection menu.

```
                    TASK SELECTION

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: ▮
```

To recover a document or a diskette:

1. **Choose Recover Documents in the Work Diskette Tasks menu.**
   Choose Recover Documents to recover a diskette, also. The Recover Documents menu appears.

2. **Insert the diskette that must be recovered if it is not already in the diskette unit.**

```
                    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: ▢
```

3. **Indicate which diskette slot the diskette to be recovered is in (if you are using a dual diskette unit).**
   The Recover Documents menu for dual diskette units requires you to identify the slot that contains the diskette to be recovered.

DUAL DISKETTE UNIT

RECOVER DOCUMENTS

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Diskette Slot		1 = Left
			2 = Right

Insert diskette to be recovered into diskette slot.

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ¤

SINGLE DISKETTE UNIT

RECOVER DOCUMENTS

Insert diskette to be recovered into diskette slot; press ENTER: ¤

4. **Press ENTER. The message "Recover Documents complete" appears when the task is complete.**
   This indicates that the document or diskette has been recovered.

To respond to the message "(Document name) recovered. Check for lost data":

1. **If you are recovering a document, go to Step 3.**

2. **If you are recovering a diskette or more than one document, note the document name, then press ENTER to allow the system to continue recovering other documents on the diskette.**

3. **Choose Revise Document in the Typing Tasks menu to access the recovered document(s). Check for and replace any lost information.**
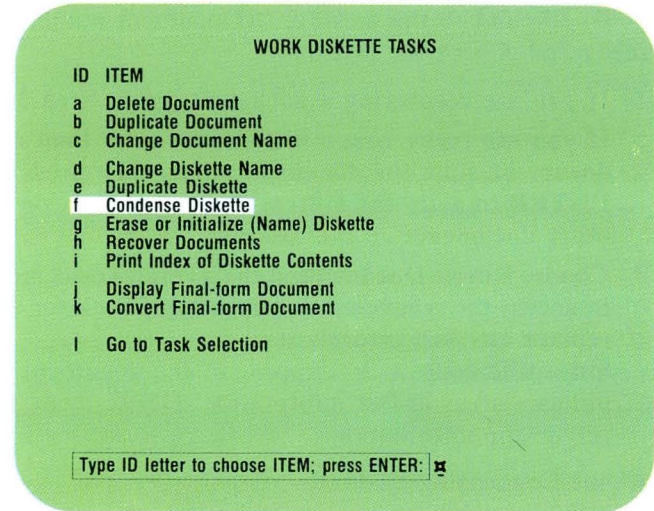   Substitute codes (—) appear in the document to indicate areas of lost information. Delete them and retype the information.
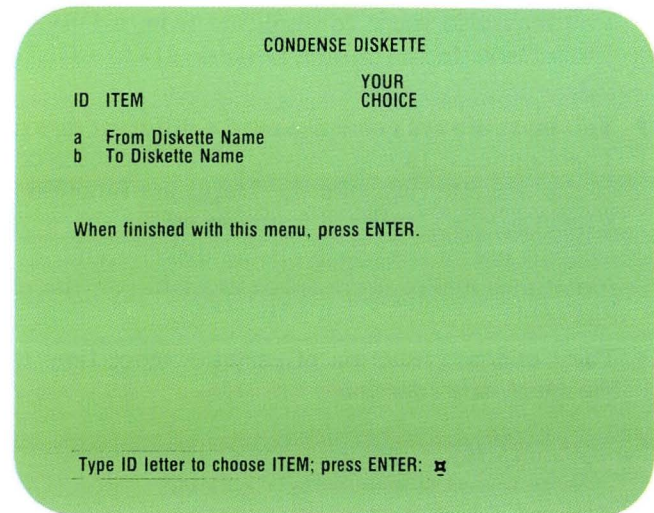
About Condensing Diskettes

- **You *must* use the Condense function to duplicate from a Diskette 1 to a Diskette 2D, or vice versa.**
  You may also use it to duplicate from a Diskette 1 to a Diskette 1 or from a Diskette 2D to a Diskette 2D.

- **You must always condense onto a different diskette.**
  The Condense function gives you a duplicate copy of the diskette, just like the Duplicate function. However, the Condense function makes the most efficient use of the space on the diskette and sometimes makes more space available on the new diskette.

- **The Condense function often takes more time than the Duplicate function.**

To condense a diskette:

1. Choose Condense Diskette in the Work Diskette Tasks menu.

```
                          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: ☒ │
└──────────────────────────────────────────┘
```

The Condense Diskette menu appears.

```
                          CONDENSE DISKETTE

                                         YOUR
ID  ITEM                                 CHOICE

a   From Diskette Name
b   To Diskette Name


When finished with this menu, press ENTER.




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

2. **Choose From Diskette Name and type the name of the diskette you are condensing.**
   The system may already have put the name in.

```
                    CONDENSE DISKETTE

                                      YOUR
      ID   ITEM                       CHOICE

      a    From Diskette Name         SPEREP
      b    To Diskette Name




      When finished with this menu, press ENTER.

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

3. **Choose To Diskette Name and type the name of the diskette that is to receive the condensed contents.**
   Any information that is now on the receiving diskette will be erased.

4. **Press ENTER twice.**
   After you press ENTER once, the system offers you the choice of pressing END to cancel the Condense Diskette task. This is a chance for you to double check and make sure that you want to erase the contents of the diskette you are condensing onto.

```
                    CONDENSE DISKETTE

                                      YOUR
      ID   ITEM                       CHOICE

      a    From Diskette Name         SPEREP
      b    To Diskette Name           REPT2




      When finished with this menu, press ENTER.

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

There is no Demonstration or Self-Test for this segment.
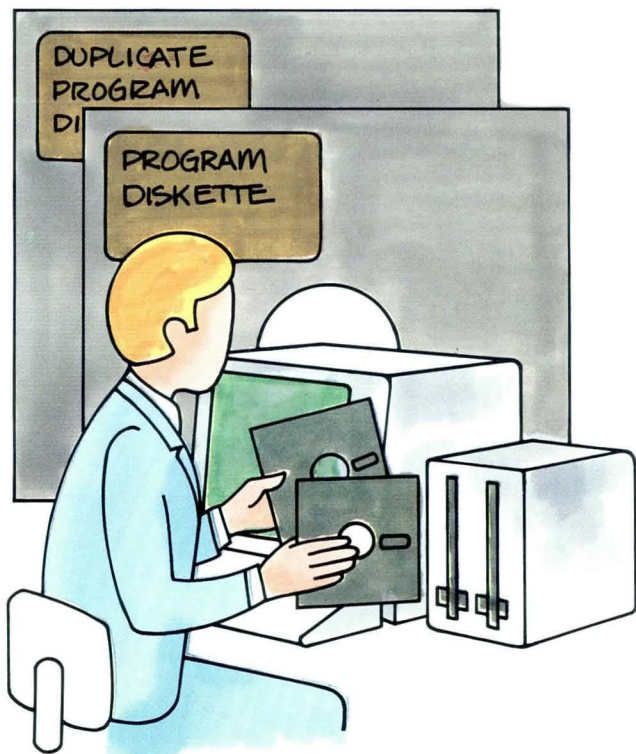
Unit: Diskettes

Lesson 3: Program Diskette Tasks

3
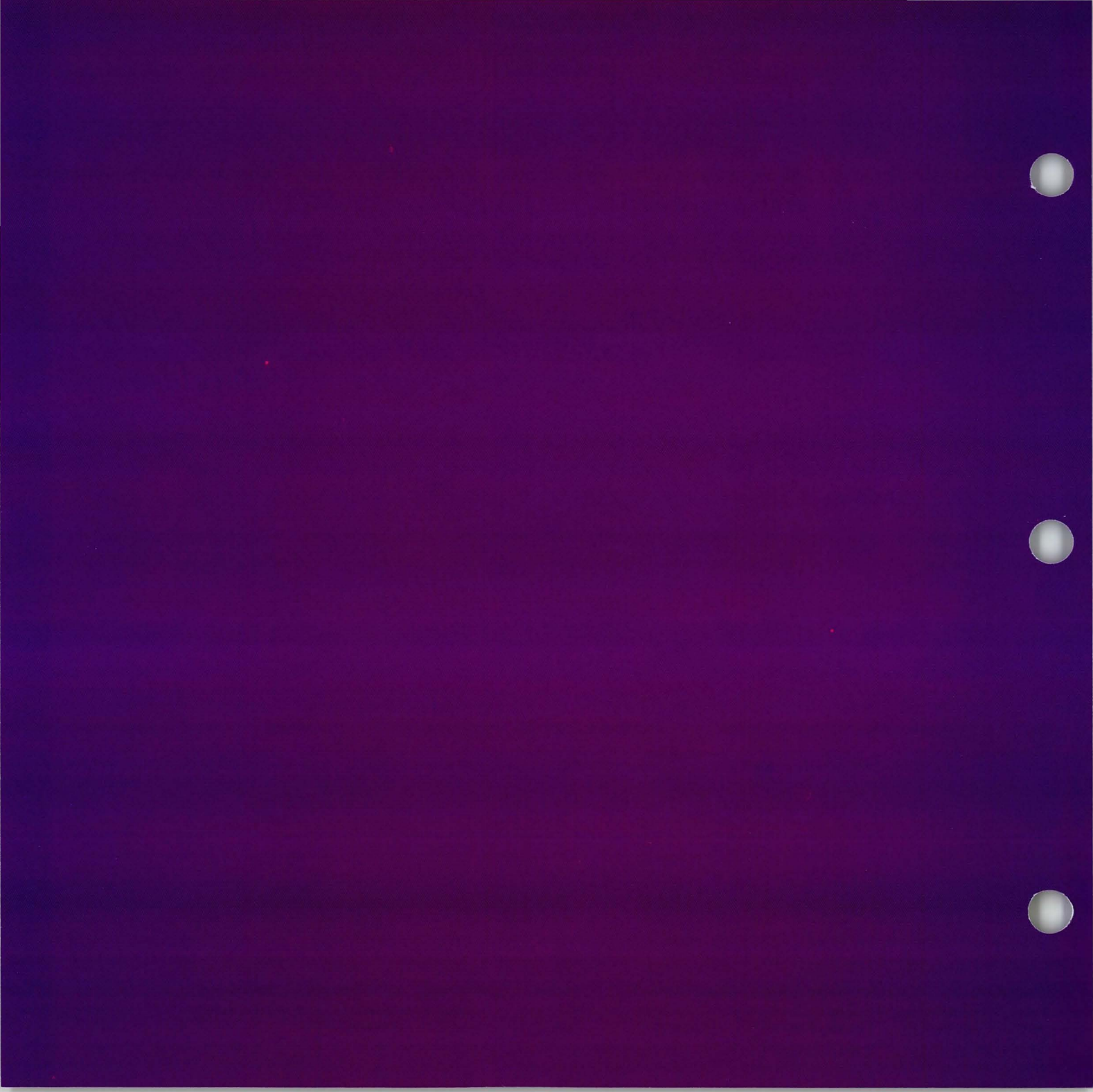
3 This lesson teaches the tasks the system can perform on program diskettes. As you work through the lesson, remember that program diskettes store all the instructions, or programs, necessary for the Displaywriter to perform its functions. You may also hear these programs referred to as software or code. The system cannot operate without valid program diskettes.

Because some programs require more space than is available on one diskette, you may receive several volumes of program diskettes. Each program diskette you receive from IBM is clearly labeled with its name and volume number. The six-digit program diskette name reflects the level of the program it contains. At times you will receive maintenance release program diskettes from IBM. IBM sends these when programs have been updated to a new level. All you must be concerned about is that you use the latest level program diskettes you receive from IBM, and that the level between volumes is the same. To ensure that the level between volumes is the same, make sure that the last five characters of the program diskette names match.

Keep the program diskettes you receive from IBM in a safe place. Make duplicate copies of the originals to use for your daily work. Any changes you make on a program diskette affect all the documents you create using that diskette. Always make changes on a duplicate copy of the program diskette, never on the original from IBM.

The Demonstrations and Self-Tests in Segments 1 and 3 are related. You must complete both the Demonstration and Self-Test in Segment 1 in order to do them in Segment 3. If you complete Segment 1 or 3, you should also complete Segment 4.

In Segment 1 you will learn to change preset formats, called defaults, on your program diskettes in order to meet the requirements of your work situation.

Segment 2 teaches you to update a program diskette that contains your personalized defaults. It also teaches you to update program diskettes that contain supplemental dictionaries.

Segment 3 covers typing with Auto Carrier Return off.

Segment 4, the last segment in the lesson, gives instructions for erasing a program diskette.

The training documents for this lesson are found on TRAIN2. If you have not already done so, duplicate MASTR2 onto TRAIN2.

1 The program diskettes you receive from IBM contain preset formats, called defaults, for a number of system functions, including document format defaults, paginate document defaults, math format defaults, and check document defaults.

You have already used menus in documents to change defaults for a variety of items. The changes you made, however, affected *only* the document you were working on at the time.

As you use the Displaywriter to do your own work, you may find there are certain defaults you change often. In this case, you may want to personalize the defaults on your program diskette. The defaults you set on your program diskette will then be in effect for all the documents you create using that program diskette.

Your goal for this segment is to be able to personalize defaults on your program diskette.
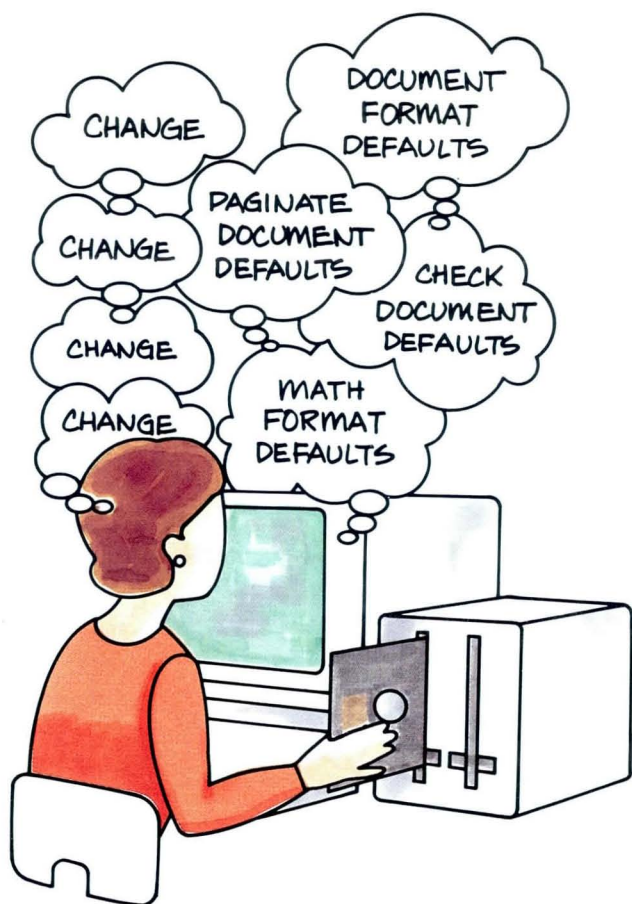
MAIN IDEA

Personalizing Defaults

You change most defaults on your program diskette exactly the same way you change the settings for an individual document. The main difference is that on your program diskette the defaults are permanently changed and affect *all* documents you *create* using the personalized program diskette. However, the personalized defaults do not change any documents you have already created.

You will personalize all defaults on your Volume 1 program diskette. Remember, always personalize defaults on a *duplicate* copy of the program diskette you receive from IBM.

To personalize defaults on your duplicate program diskette:

1. Perform an initial program load with the duplicate Volume 1 program diskette you want to personalize.

2. Choose Program Diskette Tasks in the Task Selection menu and press ENTER twice.

TASK SELECTION

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: ¤

3. Choose the appropriate item in the Textpack Program Diskette Tasks menu to change your defaults. You will select one of the items highlighted in the illustrated menu.

4. Follow the steps you learned for changing Your Choice in the menus.

TEXTPACK PROGRAM DISKETTE TASKS

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 Change Paginate Document Defaults
i Duplicate Spelling Supplement
j Change Math Format 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: ¤

The following chart shows the menu you will see when you choose a particular item in the Textpack Program Diskette Tasks menu. You can then change any of the items shown in the menu. If the menu items are covered elsewhere in your training, a reference directs you to the segment where you can find more information. If not, a brief explanation is given.

IF YOU CHOOSE	YOU CAN CHANGE	REFERENCE/ EXPLANATION
Change Document Format Defaults		Items a-c: See *Common Text Applications*, Lesson 1, Segment 2.
		Items d-e: See *Common Text Applications*, Lesson 5, Segments 1 and 2.
		Item f: See *Special Text Applications*, Lesson 2, Segment 5.
		Item g: See *Special Text Applications*, Lesson 4, Segment 4.

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
f	Change Footnote Format
g	Change Outline Level Formats

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ▉

IF YOU CHOOSE	YOU CAN CHANGE	REFERENCE/ EXPLANATION
Change Alternate Format Defaults		See *Common Text Applications*, Lesson 5, Segment 4.

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
f	Change Footnote Format
g	Change Outline Level Formats

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ▉

Change Printer Description

PRINTER DESCRIPTION

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Printer Type	2	1 = Model 5215
			2 = Model 5218
			3 = Model 5228, Wide Carriage
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: ▉

Item a: Type the appropriate choice for the type of printer you are using.

Item b: Type the appropriate choice for the method of paper handling you are using.

IF YOU CHOOSE	YOU CAN CHANGE	REFERENCE/ EXPLANATION
Change Work Station Description		Items a-c: See *Diskettes*, Lesson 3, Segment 3.
		Items d-i: See *Special Text Applications*, Lesson 6, Segment 4.
		Item 1: See *Diskettes*, Lesson 2, Segment 1.
Change Paginate Documents Defaults		See *Starting Your Training*, Lesson 3, Segment 2.

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 2 = After Fifth Alternate
	Alternate Keyboards		
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: ¤

CHANGE PAGINATE DOCUMENT DEFAULTS

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
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
d	Print Paginated Pages	1	1 = Yes 2 = No

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ¤

IF YOU CHOOSE	YOU CAN CHANGE	REFERENCE/ EXPLANATION
Change Math Format Defaults		See *Numeric Tables*, Lesson 3, Segment 5.

MATH FORMAT SELECTION

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Active Math Format	1	1-4
b	Change Format 1		
c	Change Format 2		
d	Change Format 3		
e	Change Format 4		

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ¤

Change Check Document Defaults

See *Spelling*, Lesson 1, Segments 3 and 5.

CHANGE CHECK DOCUMENT DEFAULTS

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES	
a	Kind Of Spelling Check	1	1 = Prompted	2 = Automatic
			3 = None	
b	Hyphenation/Pagination	1	1 = Yes	2 = No
c	Dictionary Hyphenation	1	1 = Prompted	2 = Automatic
			3 = None	
d	Paginate On Exact Line Count	2	1 = Yes	2 = No
e	Print Paginated Pages	1	1 = Yes	2 = No

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ¤

IF YOU CHOOSE	YOU CAN CHANGE	REFERENCE/ EXPLANATION
Change Menu Abbreviations		Choose the appropriate item and type the abbreviation of your choice, up to six characters.

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	Print Document Being Edited	PRN
f	Display Index of Diskette Contents	I
g	Display Print Queue or Cancel Print Job	CP
h	Change Printing Order	PO
i	Continue Printing With Element Now On Printer	CTP
j	Request Printer	RQP
k	Release Printer	RLP
l	Start Printer	STP
m	Store Saved Keystrokes	SK
n	Recall Saved Keystrokes	RK

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

Type ID letter to choose ITEM; press ENTER: ¤

If you have enough information about personalizing defaults, go on to the Demonstration. If you would like more detail, read the Help that follows.

HELP

Here are some explanations of when you might choose the items in the Textpack Program Diskette Tasks menu to personalize your program diskette.

Change Document Format Defaults

Choose Change Document Format Defaults if a majority of your documents require a document format other than the one supplied by IBM defaults. For example, if most of your documents are for legal-size paper, choose Change Page Format and change your paper size.

```
              TEXTPACK PROGRAM DISKETTE TASKS

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      Change Paginate Document Defaults
i      Duplicate Spelling Supplement
j      Change Math Format 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:  ¤
```

Change Alternate Format Defaults

Choose Change Alternate Format Defaults and make
the appropriate changes if many of your documents
require a different format. For example, you may insert
numeric tables of the same format in many of your
documents. You can personalize the alternate format
on your program diskette with the margins, tabs, and
so on for the numeric tables.

```
              TEXTPACK PROGRAM DISKETTE TASKS

     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    Change Paginate Document Defaults
     i    Duplicate Spelling Supplement
     j    Change Math Format 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: ¤
```

Change Printer Description

Choose Change Printer Description to correctly identify the model of printer and paper-handling mechanism you are using. Determine which model printer you are using and whether you have any paper-handling attachments.

If the printer is being used by only one Displaywriter, the system can automatically change the printer description. Use this procedure:

1. **Turn on the power to the printer.**
2. **Wait a few seconds, then turn on the power to the Displaywriter.**
3. **Insert Volume 1 of the program diskette.**

If the printer is being shared by two or three Displaywriters, change the printer description on all program diskettes to correspond to the model of printer and paper-handling mechanism you are using.

```
                TEXTPACK PROGRAM DISKETTE TASKS

  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    Change Paginate Document Defaults
  i    Duplicate Spelling Supplement
  j    Change Math Format 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:
```

Change Work Station Description

Choose Change Work Station Description if you must make line-ending decisions in most of your documents or if you type using alternate keyboards. For example, if some of your documents are typed in a foreign language, personalize your program diskette with the appropriate alternate keyboard number.

```
              TEXTPACK PROGRAM DISKETTE TASKS

    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     Change Paginate Document Defaults
    i     Duplicate Spelling Supplement
    j     Change Math Format 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:  ▨
```

Change Paginate Document Defaults

Choose Change Paginate Document Defaults if the majority of your documents require pagination choices other than those supplied by IBM defaults. For example, if most of your documents must end on an exact line count, regardless of widow lines, change Paginate on Exact Line Count to Yes.

```
              TEXTPACK PROGRAM DISKETTE TASKS

    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     Change Paginate Document Defaults
    i     Duplicate Spelling Supplement
    j     Change Math Format 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:  ▨
```

Change Math Format Defaults

Math format defaults apply only if you use Displaywriter math *functions*.

Choose Change Math Format Defaults if you want the results of math functions to be in a different format. For example, if you want all math results to be calculated to five decimal places without rounding, personalize your program diskette through this item.

```
            TEXTPACK PROGRAM DISKETTE TASKS

   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    Change Paginate Document Defaults
   i    Duplicate Spelling Supplement
   j    Change Math Format 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:  ¤
```

Change Check Document Defaults

Choose Change Check Document Defaults to make changes in the defaults for performing a spelling check. For example, if you use Automatic Spell Check most often, change Kind of Spelling Check to Automatic.

```
            TEXTPACK PROGRAM DISKETTE TASKS

   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    Change Paginate Document Defaults
   i    Duplicate Spelling Supplement
   j    Change Math Format 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:  ¤
```

Change Menu Abbreviations

Choose Change Menu Abbreviations to change the short form of the menu abbreviations used for Menu Bypass. The current short forms are on the Abbreviations for Menu Bypass card. Mark any changes you make to the program diskette on your Abbreviations for Menu Bypass card as a reference.

Personalized abbreviations *cannot* be duplicated from one program diskette to another.

To change the short form of a menu abbreviation, choose Change Menu Abbreviations in the Textpack Program Diskette Tasks menu. The first screen of the Menu Abbreviations displays. Use the ↓ and ↑ keys to move through the screens until you find the screen that contains the item you want to change.

Short abbreviations can contain up to six characters, including letters, numbers, or a combination of numbers and letters. The system converts all lowercase letters to uppercase letters.

For more information on using Menu Bypass, refer to *Advanced Time Savers*, Lesson 1, Segment 5.

To practice personalizing defaults, go on to the Demonstration.

h	Change Paginate Document Defaults
i	Duplicate Spelling Supplement
j	Change Math Format 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: ¤

ABBREVIATIONS FOR MENU BYPASS

	KEYWORD	SHORT FORM
TYPING TASKS	'	
Create Document	create	c
Display Index of		
Diskett 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

DEMONSTRATION

In this Demonstration you will personalize defaults on the duplicate copy of the program diskette that you made in *Starting Your Training*, Lesson 5. Do *not* use the original program diskette you received from IBM.

Perform an initial program load with the *copy* of the Volume 1 program diskette.

Be sure to perform the initial program load with the duplicate program diskette you are going to personalize.

Choose Program Diskette Tasks in the Task Selection menu.

The prompt "Insert desired program or feature diskette; press ENTER" appears. This prompt refers to the Volume 1 program diskette you have already inserted.

Press ENTER.

The Textpack Program Diskette Tasks menu appears.

First, you will change the first typing line to allow
for a letterhead in your document format.

Choose Change Document Format Defaults.

The Format Selection menu appears.

Choose Change Page Format.

The Page Format menu appears.

Choose First Typing Line, First Page.

Type *12* as your choice.

**Press ENTER enough times to return to the Textpack
Program Diskette Tasks menu.**

Next, you will change the default for Kind of Spelling Check.

Choose Change Check Document Defaults.

The Change Check Document Defaults menu appears.

Choose Kind of Spelling Check.

Type *2* to choose Automatic.

Press ENTER to return to the Textpack Program Diskette Tasks menu.

The changes you have made are recorded on this program diskette and will be in effect for all the documents you create using the program diskette.

These changes will not affect any documents you have already created.

To practice personalizing defaults on your own, go on to the Self-Test.

SELF-TEST

You must have completed the Demonstration in this
segment before you do this Self-Test. Otherwise the
document will not format correctly.

In this Self-Test you will personalize a few more
defaults on the program diskette you used in the
Demonstration. Then you will create and print a
document using the new defaults.

Change the following defaults on the duplicate copy
of the program diskette:

Change Document Format Defaults:
Change Left Margin to 24 and Right Margin to
80.
Change Line Spacing to Double.

The document in the illustration was typed using
the IBM defaults.

Create the illustrated document on your TRAIN2
diskette using the new personalized defaults.
Document name: Gould Letter
Diskette name: TRAIN2
Paginate and print the document.

Mrs. Sharon Gould
500 Elm Street
Frankfort, New Jersey 07458

Dear Mrs. Gould:

We are very interested in your invention idea and would like to discuss
your idea in more detail at your convenience.

We have studied your specifications and feel that our company could make
use of this idea for future products.

Please contact me to set up an appointment.

Sincerely,

John Flood
Development Engineer

For feedback on how you did, go on to the next page.

FEEDBACK

Your printed document should show all the format default changes you made in this segment. The first typing line should be line 12, and the margins and line spacing should be changed. Notice the differences in your printed copy and the one you typed from.

Note: Do not use the copy of the Volume 1 program diskette you personalized for training purposes when you do your real work. You will use this program diskette again in Segment 3 of this lesson, then erase it in Segment 4.

```
Mrs. Sharon Gould

500 Elm Street

Frankfort, New Jersey 07458


Dear Mrs. Gould:


We are very interested in your invention idea and would

like to discuss your idea in more detail at your

convenience.


We have studied your specifications and feel that our

company could make use of this idea for future products.


Please contact me to set up an appointment.


Sincerely,


John Flood

Development Engineer
```
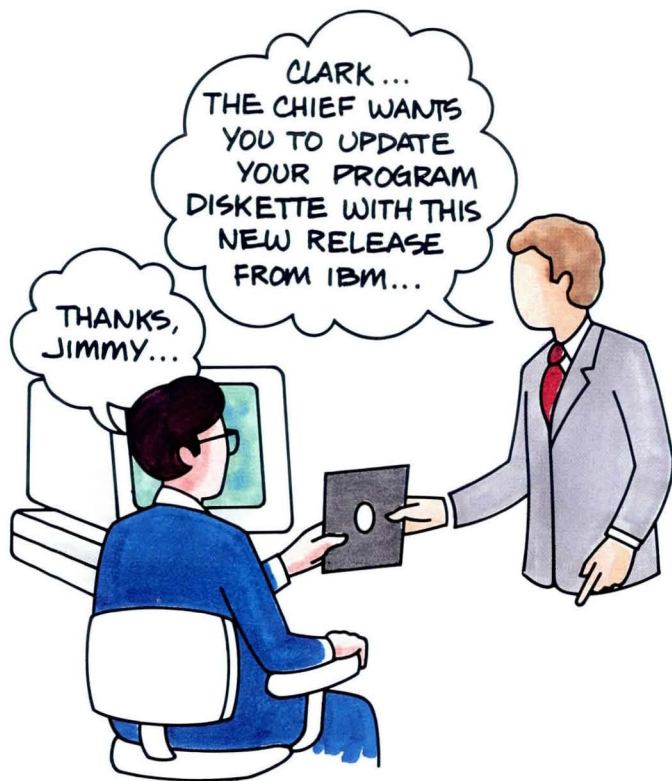
If you had trouble, review the segment and try the Self-Test again.

Prerequisites:
You must have completed
Segment 1 in this lesson if
you will personalize
defaults, and Spelling,
Lesson 2, if you will store
a supplemental dictionary
on your program diskette

2

CLARK...
THE CHIEF WANTS
YOU TO UPDATE
YOUR PROGRAM
DISKETTE WITH THIS
NEW RELEASE
FROM IBM...

THANKS,
JIMMY...

From time to time you may receive maintenance release program diskettes from IBM. These diskettes are updated levels of the same Textpack software. When you receive maintenance release program diskettes, you should make duplicate copies of the new diskettes. If you can't remember how to duplicate program diskettes, refer to the *Job Aids*, Tab 7, Diskette Tasks.

If you have personalized defaults or stored a supplemental dictionary on your current program diskettes, you may want to add them to your updated program diskettes.

Use the procedures presented in this segment *only* when you receive maintenance release program diskettes for the *same* Textpack you were previously using. If you change, or upgrade, to a different Textpack, you must use the procedures given in Segment 1 of this lesson to personalize the new Textpack program diskettes.

Your goal for this segment is to be able to duplicate your personalized defaults and supplemental dictionaries onto copies of maintenance release program diskettes.

MAIN IDEA

Duplicate the maintenance release program diskettes you receive from IBM onto initialized diskettes. You must also duplicate personalized defaults or stored supplemental dictionaries from your *current* program diskettes onto the duplicated maintenance release program diskettes.

Duplicating Personalized Defaults

To duplicate your personalized defaults onto the duplicated copies of the maintenance release program diskettes:

1. Perform an initial program load with a copy of the new Volume 1 maintenance release program diskette and choose Program Diskette Tasks in the Task Selection menu.
2. Press ENTER to load Program Diskette Tasks.
3. Choose Duplicate Machine Setup in the Textpack Program Diskette Tasks menu.
4. Type the name of the old program diskette that contains your personalized defaults.
5. Insert and remove diskettes, following the prompts.
6. Remove and label the updated program diskette to indicate the personalized defaults.

Duplicating a Stored Supplemental Dictionary

To duplicate your stored supplemental dictionary onto the duplicated copies of the maintenance release program diskettes:

1. Perform an initial program load with a copy of the new Volume 1 maintenance release program diskette.
2. Choose Program Diskette Tasks in the Task Selection menu.
3. Press ENTER to load Program Diskette Tasks.
4. Choose Duplicate Spelling Supplement in the Textpack Program Diskette Tasks menu.
5. Type the name of the old program diskette that contains the spelling supplement.
6. Insert and remove diskettes, following the prompts.
7. Remove and label the updated program diskette to indicate the spelling supplement it contains.

If you would like more detail about updating program diskettes, read the Help that follows.

HELP

Duplicate the maintenance release program diskettes you receive onto initialized diskettes.

If you have been using personalized defaults, you will want to duplicate them from your current program diskettes onto the duplicated maintenance release program diskettes.

Duplicating Personalized Defaults

To duplicate your personalized defaults onto the duplicated copies of the maintenance release program diskettes:

1. **Perform an initial program load with a copy of the new Volume 1 maintenance release program diskette and choose Program Diskette Tasks in the Task Selection menu.**
   The prompt "Insert desired program or feature diskette; press ENTER" appears. This refers to the Volume 1 program diskette you have already inserted.

2. **Press ENTER to load Program Diskette Tasks.**

TASK SELECTION

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: ¤

3. **Choose Duplicate Machine Setup in the Textpack Program Diskette Tasks menu.**
   The prompt "Type name of program diskette with setup; press ENTER" appears. This refers to your old program diskette.

4. **Type the name of the old program diskette that contains your personalized defaults.**

```
                    TEXTPACK PROGRAM DISKETTE TASKS

        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    Change Paginate Document Defaults
        i    Duplicate Spelling Supplement
        j    Change Math Format 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 name of program diskette with setup; press ENTER:  ¤
```

5. **Insert and remove diskettes, following the prompts.**
   The words *Duplicating Setup* appear on the status line.

```
    Duplicating Setup │         │     │     │        │     │

                    TEXTPACK PROGRAM DISKETTE TASKS

        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    Change Paginate Document Defaults
        i    Duplicate Spelling Supplement
        j    Change Math Format 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:  ¤
```

Continue to follow the prompts until the process is complete.

The message "Machine setup duplicated" displays when the process is complete. The changes are in effect for any further work you do using this program diskette.

6. **Remove and label the updated program diskette to indicate the personalized defaults.**

TEXTPACK PROGRAM DISKETTE TASKS

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	Change Paginate Document Defaults
i	Duplicate Spelling Supplement
j	Change Math Format 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

⇒ Machine setup duplicated.

Duplicating a Stored Supplemental Dictionary

To duplicate your stored supplemental dictionary onto the duplicated copies of the maintenance release program diskettes:

1. **Perform an initial program load with a copy of the new Volume 1 maintenance release program diskette.**

2. **Choose Program Diskette Tasks in the Task Selection menu.**
   The prompt "Insert desired program or feature diskette; press ENTER" appears. This refers to the Volume 1 program diskette you have already inserted.

```
                         TASK SELECTION

  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: ¤
```

3. **Press ENTER to load Program Diskette Tasks.**
4. **Choose Duplicate Spelling Supplement.**
   The prompt "Type name of program diskette that contains supplement; press ENTER" appears. This refers to your old program diskette.
5. **Type the name of the old program diskette that contains the spelling supplement.**

TEXTPACK PROGRAM DISKETTE TASKS

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	Change Paginate Document Defaults
i	Duplicate Spelling Supplement
j	Change Math Format 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 name of program diskette that contains supplement; press ENTER:

6. **Insert and remove diskettes, following the prompts.**
Follow the prompts to insert the proper diskettes.
The message "Spelling supplement(s) duplicated"
appears when the process is complete.

7. **Remove and label the updated program diskette to**
indicate the spelling supplement it contains.

> **TEXTPACK PROGRAM DISKETTE TASKS**
>
> 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   Change Paginate Document Defaults
> i   Duplicate Spelling Supplement
> j   Change Math Format 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
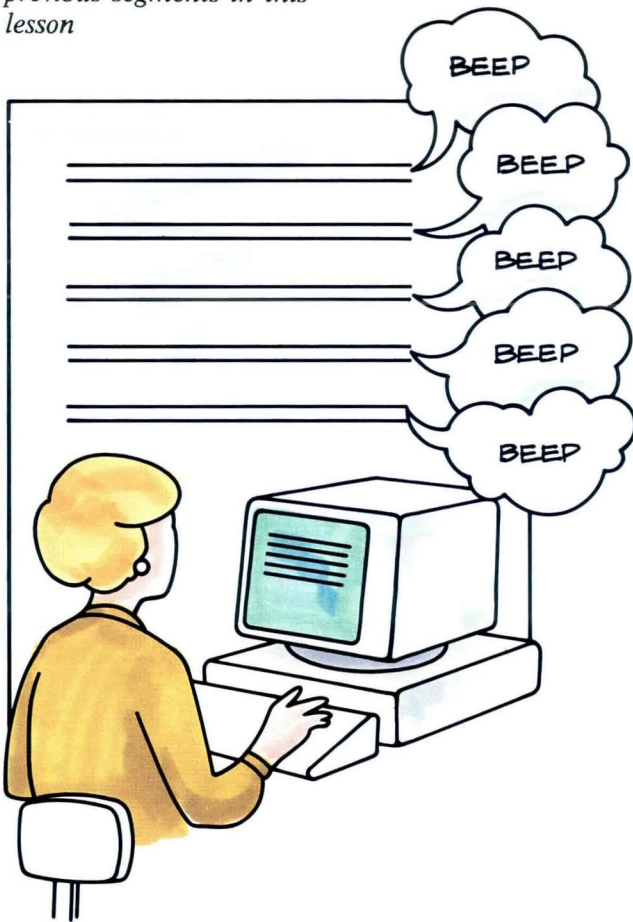>
> ⇒ Spelling supplement(s) duplicated.

Because you may not have received any maintenance
release program diskettes, there is no Demonstration
or Self-Test for this segment.

Prerequisites:
You must have completed
Common Text
Applications, Lesson 3,
Segment 3, and all
previous segments in this
lesson

BEEP

BEEP

BEEP

BEEP

BEEP

3 With Auto Carrier Return off, the Displaywriter does not automatically return to the left margin at the end of each line. You must make the line-ending decisions and press RETURN for each line ending, just as you do on a regular typewriter.

If you ever type with Auto Carrier Return off, you must be aware of some different rules that apply to your typing.

Your goal for this segment is to be able to create a document with Auto Carrier Return off.

MAIN IDEA

You make all line-ending decisions for all documents you create by setting Auto Carrier Return to Off on your program diskette.

If you create many documents where you must make your own line-ending decisions, you should change Auto Carrier Return to Off and follow these steps:

1. Personalize your program diskette by setting Auto Carrier Return to Off and by setting Required Carrier Return and Required Hyphen to Coded in the Work Station Description menu.

2. Create and type the document using the following rules:

   - Press RETURN at the end of each line.
   - Use *required* carrier returns on short lines.
   - Use a regular hyphen for syllable hyphenation at the right margin.
   - Use *required* hyphens for words that always appear hyphenated.
   - Space twice after all ending punctuation, even if the punctuation falls at the end of a line or paragraph.
   - Type *required* spaces between words that should print together on the same line.

Use LINE ADJ to adjust line endings when you revise documents created with Auto Carrier Return off.

You can obtain a more even right margin by changing the Zone Width or by setting Line Alignment to Justify or ½ Justify in the Line Format menu.

If you have enough information about typing with Auto Carrier Return off, go on to the Demonstration. If you would like more detail, read the Help that follows.

HELP

More About Auto Carrier Return

The Displaywriter is initially set with Auto Carrier Return on. This means that the system automatically returns the cursor to the left margin when the line you are typing reaches the right margin. If, however, you want to make the line-ending decisions yourself on all documents, you can change the default in the Work Station Description menu of the program diskette. You do this by setting Auto Carrier Return to Off. Once this setting is changed, you make all line-ending decisions on all the documents you create using that program diskette.

More About Required Carrier Return and Required Hyphen

On the Displaywriter, Required Carrier Return and Required Hyphen are initially set to Non-Coded. This means you do *not* hold CODE while you press RETURN or hyphen. When you type with Auto Carrier Return *on*, the cursor returns to the left margin automatically. Therefore, you want all carrier returns and hyphens you type to be *required* without having to code them.

When you type with Auto Carrier Return *off*, however, you do *not* want every carrier return or hyphen you type to be required. Instead, you press RETURN at the end of each line and hyphenate at the right margin, as needed. When you need a required carrier return for short lines or a required hyphen for words that are always hyphenated, you code the carrier return or hyphen to make it required.

Creating a Document with Auto Carrier Return Set to Off

If you create many documents in which you must make your own line-ending decisions, you should set Auto Carrier Return to Off in the Work Station Description menu of the program diskette. For a single document, you can set Adjust Line Endings to No in the Document Format menu for the document.

You should also follow certain rules while typing with Auto Carrier Return off.

1. **Personalize your program diskette by setting Auto Carrier Return to Off and by setting Required Carrier Return and Required Hyphen to Coded.**
   a. Choose Program Diskette Tasks in the Task Selection menu.
   b. Choose Change Work Station Description in the Textpack Program Diskette Tasks menu.
   c. Choose Auto Carrier Return/Auto Adjust and change the setting to Off.
   d. Choose Required Carrier Return and change the setting to Coded.
   e. Choose Required Hyphen and change the setting to Coded. The new defaults will be in effect when you return to the Task Selection menu.

WORK STATION DESCRIPTION

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Auto Carrier Return/Auto Adjust	2	1 = On 2 = Off
b	Required Carrier Return	1	1 = Coded 2 = Non-Coded
c	Required Hyphen	1	1 = Coded 2 = Non-Coded
d	Engraved Keyboard	1	1 = Before First Alternate
			2 = After Fifth Alternate
	Alternate Keyboards		
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: ▨

2. When creating the document, use the following rules:

- Press RETURN at the end of each line.
  The system beeps when you reach the adjust zone at the right margin.

> Thanks for the lead you gave me at our recent sales meeting.   John ↵
>
> seems like a first-rate guy and is not adverse to taking on another ↵

- **Use *required* carrier returns on short lines.**
  To type a required carrier return, press CODE + RETURN. These lines will not be rearranged when the document is paginated or revised.

> Mr. James R. Randall, Jr. ↵
>
> Randall & Stallings, Inc. ↵
>
> 8904 Steck Avenue ↵
>
> Boston, MA 02299 ↵

- **Use a regular hyphen for syllable hyphenation
  at the right margin.**
  The system drops these hyphens, as needed,
  during pagination and printing.

> little company into a great revenue-producing account. Most manu-
>
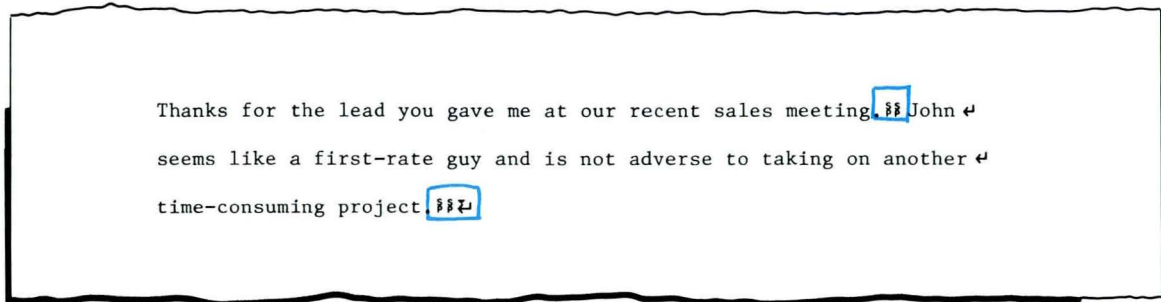> facturers are looking for ways to increase their productivity and I

- **Use *required* hyphens for words that always
  appear hyphenated.**
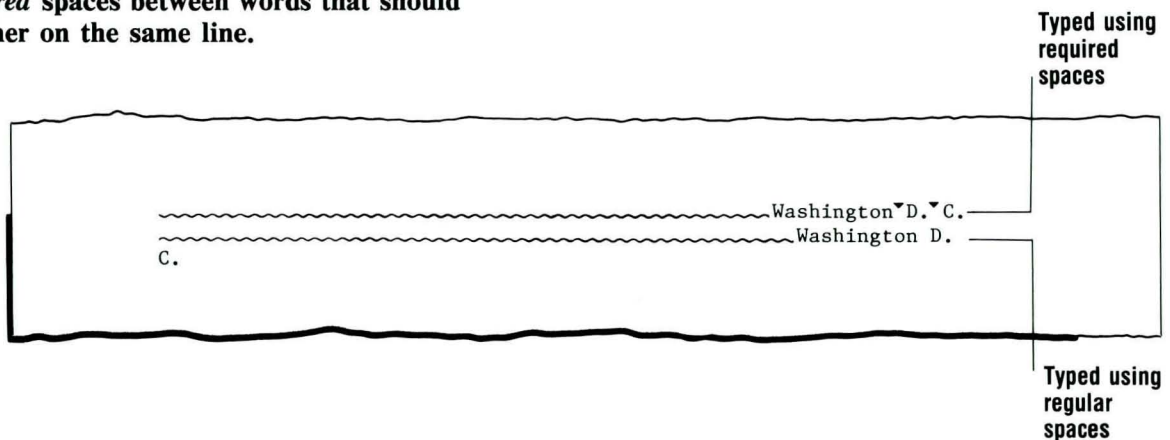 To type a required hyphen, press CODE +
  hyphen.

> Thanks for the lead you gave me at our recent sales meeting. John
>
> seems like a first-rate guy and is not adverse to taking on another
>
> time-consuming project.

- **Space twice after all ending punctuation, even
  if the punctuation falls at the end of a line or
  paragraph.**
  This ensures that there are always two spaces
  after a sentence, even when lines are rearranged
  during Line Adjust, pagination, or when you
  combine two paragraphs.

> Thanks for the lead you gave me at our recent sales meeting. ⸬ John ↵
>
> seems like a first-rate guy and is not adverse to taking on another ↵
>
> time-consuming project. ⸬↵

- **Type *required* spaces between words that should
  print together on the same line.**

Typed using
required
spaces

Washington▾D.▾C.

Washington D.

C.

Typed using
regular
spaces

Diskettes

Use LINE ADJ to adjust line endings when you revise documents created with Auto Carrier Return set to Off. When Auto Carrier Return is set to Off, Auto Adjust is also set to Off. The line endings will *not* be adjusted automatically during revision. You can adjust them by hyphenating using LINE ADJ.

You can obtain a more even right margin by changing the Zone Width or by setting Line Alignment to Justify or ½ Justify in the Line Format menu. For more information, see *Common Text Applications*, Lesson 3, Segment 2.

To create a document with Auto Carrier Return off, go on to the Demonstration.

DEMONSTRATION

You must have completed the Demonstration and Self-Test in Segment 1 of this lesson in order to perform this Demonstration.

In this Demonstration you will change the defaults on a program diskette to Auto Carrier Return off and create a document with Auto Carrier Return off.

Use the duplicate copy of the program diskette you personalized in Segment 1 of this lesson.

If necessary, perform an initial program load using the Volume 1 program diskette with the personalized defaults.

Choose Program Diskette Tasks in the Task Selection menu.

The prompt "Insert desired program or feature diskette; press ENTER" appears. If necessary, insert your duplicate Volume 1 program diskette. Press ENTER to load the Program Diskette Tasks.

Choose Change Work Station Description.

The Work Station Description menu appears.

Choose Auto Carrier Return/Auto Adjust and change the setting to Off.

Choose Required Carrier Return and change the setting to Coded.

Choose Required Hyphen and change the setting to Coded.

Press ENTER to return to the Program Diskette Tasks menu.

Return to the Task Selection menu.

The system loads the new defaults before it returns to the Task Selection menu.

Choose Typing Tasks and load the appropriate program diskette.

Create the following document:

Document name: J. Randall Letter
Diskette name: TRAIN2

Go to the typing area.

Set Display Codes to Yes.

Type the letter.

Press RETURN to end each line. Press CODE + RETURN to type a required carrier return at the end of the short lines. Remember that the default is set for double-spacing. Press CODE + hyphen to type a required hyphen. Space twice after all ending punctuation.

Paginate and print the letter.

Compare your copy with the illustration.

Mr. James R. Randall, Jr.↵

Randall & Stallings, Inc.↵

8904 Stēck Avenue ↵

Boston, MA 02299↵

↵

Dear Jim: ↵

↵

Thanks for the lead you gave me at our recent sales↵

meeting. John seems like a first▼rate guy and is not ↵

adverse to taking on another time▼consuming project.§§↵

↵

With the two of us working together, I think we can turn ↵

this little company into a great revenue▼producing ↵

account. Most manufacturers are looking for ways to ↵

increase their productivity and I think your latest↵

invention will help.§§↵

↵

Sincerely, ↵

↵

↵

↵

Brett Harrington↵

Sales Director ↵

There is no Self-Test. If you need to type documents with Auto Carrier Return off, refer to the Main Idea to ensure that you follow the rules for typing your document.

4 Program diskettes that you no longer need can be erased. After a program diskette has been erased, it is the same as any blank, initialized work diskette. You can use it as a work diskette or duplicate another program diskette onto it. The same task is used to erase and initialize program diskettes.

Your goal for this segment is to be able to erase program diskettes.
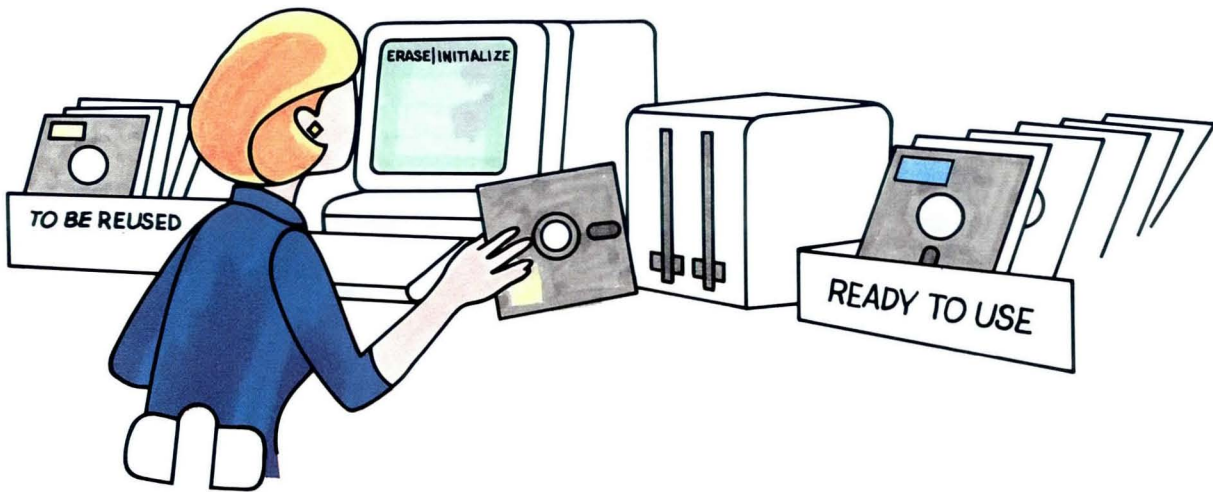
MAIN IDEA

To erase and initialize a program diskette, follow these steps:

1. Choose Program Diskette Tasks in the Task Selection menu.
2. Choose Erase Program Diskette in the Textpack Program Diskette Tasks menu.
3. Insert the program diskette to be erased.
4. Type the name of the program diskette to be erased.
5. Type the new name for the diskette.
6. Press ENTER to erase and initialize the program diskette.

If you have enough information about erasing program diskettes, go on to the Demonstration. If you would like more detail about erasing program diskettes, read the Help that follows.

HELP

A program diskette that is no longer needed can be reused. You can use it as a work diskette or duplicate another program diskette onto it.

To erase and initialize a program diskette, follow these steps:

1. **Choose Program Diskette Tasks in the Task Selection menu.**
   The prompt "Insert desired program or feature diskette; press ENTER" appears.
   Insert Volume 1 of your program diskette and press ENTER.

2. **Choose Erase Program Diskette in the Textpack Program Diskette Tasks menu.**
   The Erase Program Diskette menu appears.

3. **Insert the program diskette to be erased.**

4. **Type the name of the program diskette to be erased.**

5. **Type the new name for the diskette.**
   The prompt "Press ENTER to erase or initialize (name) the diskette" appears. If you are using a combined program diskette, the message "Any user data on this diskette will be erased when ENTER is pressed" may appear. Be sure the diskette does not contain material you want to save.

```
                    ERASE PROGRAM DISKETTE

                                        YOUR
  ID  ITEM                              CHOICE
  a   Name of Program Diskette
      To Be Erased
  b   New Name for Diskette




  When finished with this menu, press ENTER.

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

6. **Press ENTER to erase the program diskette.**
   The words *Erasing Diskette* appear on the status
   line.
   When the task is complete, the message "Diskette
   (name) erased/initialized" appears.

*To practice erasing a program diskette, go on to the
Demonstration.*

DEMONSTRATION

In this Demonstration you will erase a program
diskette. If you completed Segment 1 or 3 of this lesson,
erase the personalized copy of the Volume 1 program
diskette you made in the segment. If not, erase any
other program diskette that contains material you don't
need any more.

**Choose Program Diskette Tasks in the Task Selection
menu.**

The prompt "Insert desired program or feature
diskette; press ENTER" appears.

**Insert Volume 1 of your current program diskettes,
and press ENTER.**

If you completed Segment 1 or 3 during training, this
is your original IBM-supplied Volume 1 program
diskette.

The Textpack Program Diskette Tasks menu appears.

Remove all program diskettes from the diskette unit.

Choose Erase Program Diskette.

The Erase Program Diskette menu appears.

Insert the program diskette you want to erase.

If you completed Segment 1 or 3 during training, this is the Volume 1 program diskette you personalized.

Choose Name of Program Diskette to be Erased.

Type the name of the program diskette you want to erase and press ENTER.

If you type the wrong name and press ENTER, press CANCL and begin again.

Choose New Name for Diskette.

Type *BLANK*

The new diskette name will be BLANK.

Press ENTER.

The prompt "Press ENTER to erase or initialize (name) the diskette" appears. If you are using a combined program diskette, the message "Any user data on this diskette will be erased when ENTER is pressed" may appear. Be sure this diskette does not contain material you want to save. During training, be sure it is the duplicated, personalized Volume 1

program diskette, *not* the IBM-supplied program diskette.

Press ENTER.

The message "Diskette BLANK erased/initialized" appears when the process is complete.

Remove the diskette. It can be used again.

To continue your training, duplicate the original Volume 1 program diskette that you received from IBM onto the diskette you just erased.

If you can't remember how to duplicate program diskettes, refer to your *Job Aids*, Tab 7, Diskette Tasks.

To erase a program diskette on your own, go on to the Self-Test.

SELF-TEST

As a Self-Test, erase any program diskettes you may have that contain material you don't need any more.

For some feedback on how you did, go on to the next page.

FEEDBACK

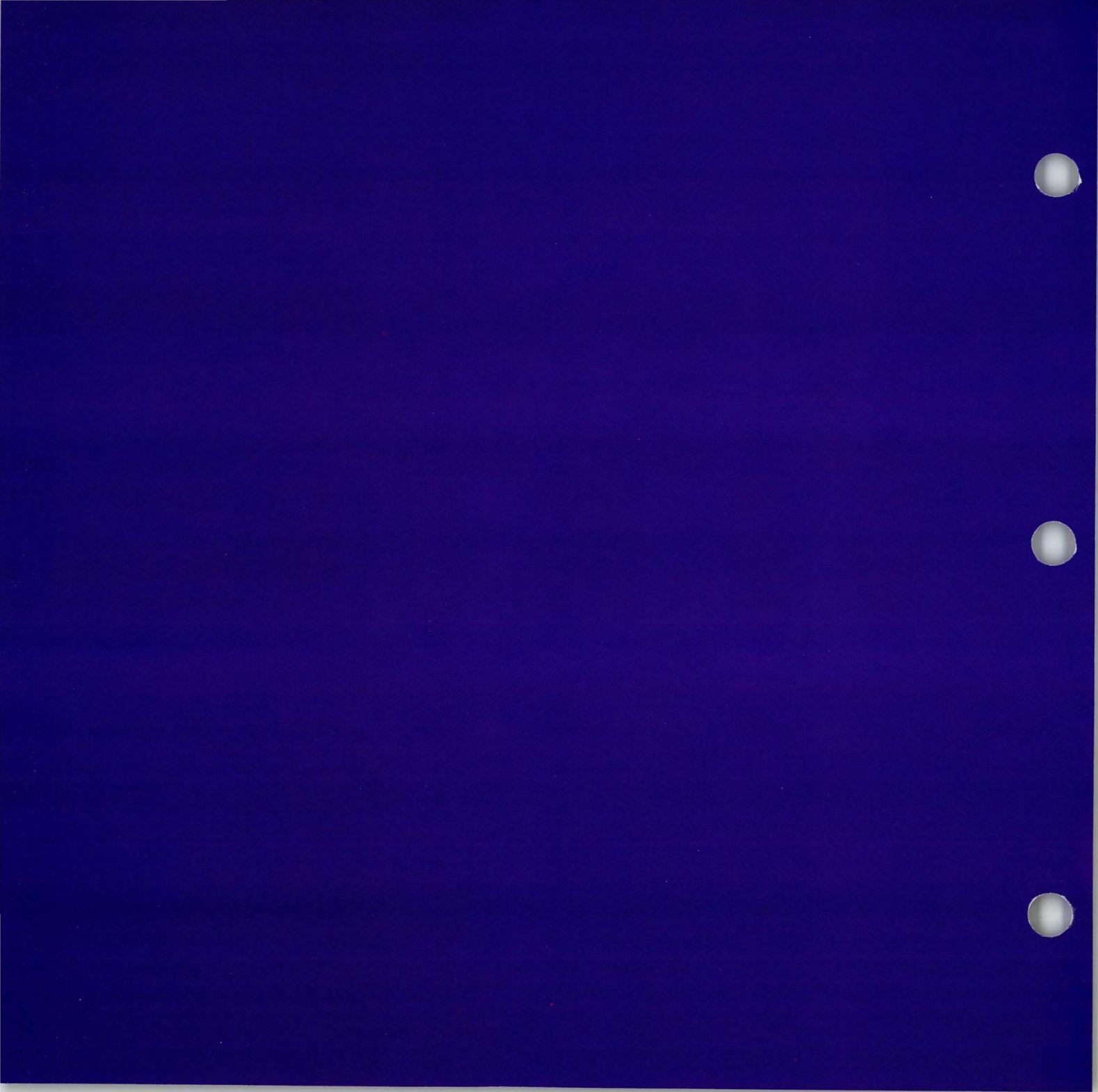You should get the message "Diskette (name) erased/initialized."

If you had trouble, review the segment and try the Self-Test again.

Unit: Diskettes

**Lesson 4: Combining Program
        Diskettes**

4

4 Do you often have to switch back and forth between program diskettes? If so, you may want to speed up your work by creating one or more combined program diskettes. With a combined program diskette, you don't have to load another diskette to go from Typing Tasks to Work Diskette Tasks, or from Textpack Tasks to Feature Diskette tasks.

You must have a 2D diskette unit and 2D diskettes to create combined program diskettes. Look at the load levers on your diskette unit for the symbol 1/2D. This indicates a 2D diskette unit. If you don't have a 2D diskette unit, skip this lesson.

Segment 1 in this lesson explains what combined program diskettes do, and how and when to use them.

Segment 2 teaches you how to create combined program diskettes.

Segment 3 shows you how to update combined program diskettes.

The training documents for this lesson are found on **MASTR2**. If you have not already done so, duplicate **MASTR2** onto **TRAIN2**.
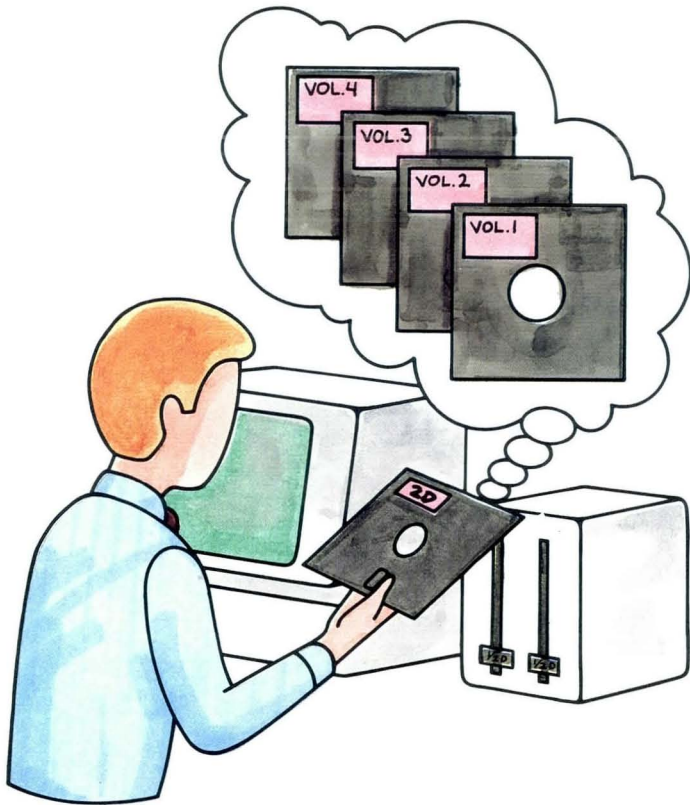
Prerequisites:
You must have completed
Segments 1 and 2 in
Lesson 3 of this unit

1 This segment tells you what a combined program diskette is, what you can put on one, and how it can help you in your work. When you have this information, you will be ready to make a combined program diskette that meets your needs.

Your goal for this segment is to be able to describe what combined program diskettes do, and how and when to use them. In the next segment you'll learn how to create a combined program diskette.

MAIN IDEA

A combined program diskette allows you to combine these items on one diskette:

- Volumes 1, 2, and 3 of the Textpack Program Diskettes.
- At least one feature diskette or the Textpack 6, Volume 4 diskette.
- At least one language.
- A spelling supplement.
- Stored formats, shells, or other documents.

  Use a combined program diskette when:

- You frequently change between Textpack tasks that are on separate program diskettes.
- You frequently change between Textpack and feature diskette tasks.
- You often use a language other than U.S. English in your work.
- You often use stored formats or shell documents in your work.

To use a combined program diskette:

1. Perform an initial program load with the combined program diskette.

2. Choose Program Diskette Tasks in the Task Selection menu to change the defaults on the diskette or to update any feature diskettes.

   OR

   Choose Feature Tasks in the Task Selection menu to use any feature diskettes stored on the combined program diskette.

   OR

   Choose other tasks in the menu as needed.

If you would like more detail about combined program diskettes, read the Help that follows.

HELP

A combined program diskette allows you to combine these items on one diskette:

- **Volumes 1, 2, and 3 of the Textpack program diskettes.**
  You must include all three volumes. All three volumes must be the same level. The last five characters in the diskette names will be the same for all diskettes of the same level. These volumes can be personalized program diskettes.

- **At least one feature diskette or the Textpack 6, Volume 4 diskette.**
  Feature diskettes expand the capability of your Displaywriter. Feature diskettes include such things as Reportpack and Communications. The feature diskette must be compatible with the Textpack level stored on the combined program diskette.

- **At least one language.**
  Languagepack diskettes enable you to perform a Spell Check in other languages. Languagepack diskettes must be compatible with the Textpack level stored on the combined program diskette.

- **A spelling supplement.**
  You can store any spelling supplements that you use in your work. They are not transferred from your personalized diskette automatically. For more information on how to store supplements, refer to *Spelling*, Lesson 2, Segment 4.

- **Stored formats, shells, or other documents.**

You can store formats that you use often, such as formats for letters, reports, tables, or envelopes. You can also store shell documents, such as you might use for form letters or legal documents. You can also store keystrokes or any other documents you can store on a work diskette.

Use a combined program diskette when:

- **You frequently change between Textpack tasks that are on separate program diskettes.**
  With a combined program diskette you don't have to load another diskette to go from Typing Tasks to Work Diskette Tasks.

- **You frequently change between Textpack and feature diskette tasks.**
  With a combined program diskette you don't have to load another program diskette to go from Textpack to Reportpack or to other feature diskette tasks.

- **You often use a language other than U.S. English in your work.**
  You can store a dictionary in another language and do a Spell Check in that language.

- **You often use stored formats, shells, or stored keystrokes in your work.**
  With a combined program diskette you can access the stored formats, shells, or stored keystrokes and use them on your work diskette when necessary.

To use a combined program diskette:

1. **Perform an initial program load with the combined program diskette.**

2. **Choose Program Diskette Tasks in the Task Selection menu to change the defaults on the diskette, or to update any features contained on the diskette.**

   The Program Diskette Tasks menu appears. This menu allows you to do the usual program diskette tasks, update any feature diskettes (whether or not they are on the combined program diskette you are using), or return to the Task Selection menu.

```
                    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:  ¤
```

OR
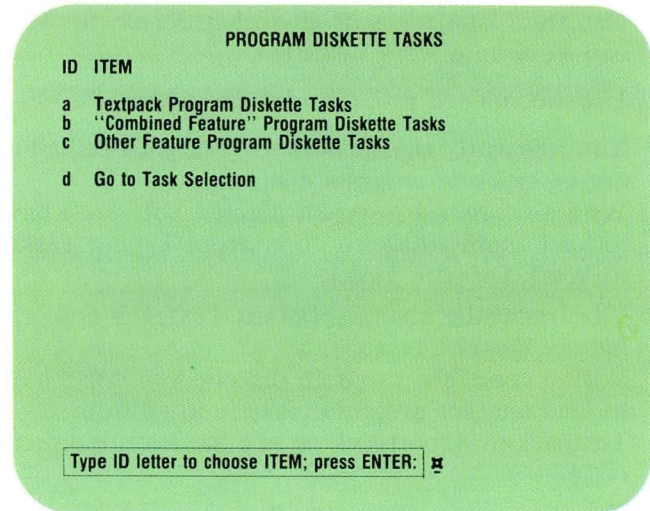
Choose Feature Tasks in the Task Selection menu to use any feature diskettes.

The Feature Tasks menu appears. You can use the features on your combined diskette or other feature diskettes not on your combined diskette or return to the Task Selection menu.

OR

Choose other tasks in the menu as needed.

You will be able to do all the tasks on Volumes 1, 2, 3, and 4 (Textpack 6 only) without changing diskettes.

You will be able to access any stored formats, shells, or stored keystrokes on the combined diskette while you are creating or revising documents.

```
                        FEATURE TASKS

ID      ITEM

a       "Combined Feature"
b       Other Feature

c       Go to Task Selection




When finished with this menu, press ENTER.

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

There is no Demonstration or Self-Test for this segment.

Prerequisites:
You must have completed
Segment 1 in this lesson

2 The previous segment explained how a combined program diskette can be used in your work. In this segment you will learn to create a combined program diskette.

Your goal for this segment is to be able to create a combined program diskette.
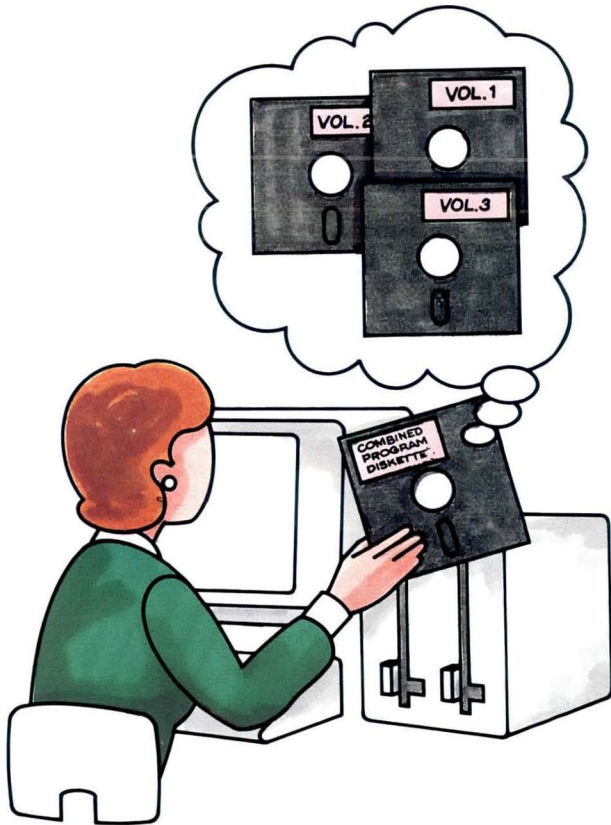
MAIN IDEA

You must have a 2D diskette unit and an initialized 2D diskette to create a combined program diskette.
To create a combined program diskette:

1. Perform an initial program load with Volume 1 of your current program diskettes.
2. Choose Program Diskette Tasks in the Task Selection menu.
3. Choose Create New Combined Program Diskette in the Textpack Program Diskette Tasks menu.
4. Insert the initialized 2D diskette.
5. Type the name of the 2D diskette and press ENTER as prompted.
6. Press ENTER to begin duplication.
7. Follow the prompts to insert Volume 3 and then Volume 2 of the program diskette.

8. If you do not want to add a feature, press ENTER.
   To add a feature or Volume 4 (Textpack 6 only),
   select the feature you want to add from the
   Combine Feature Selection menu and insert the
   feature diskette.

9. If you do not want to add a language, press
   ENTER. To add a language or languages, select
   the language you want to add from the Combine
   Language Selection menu and insert the
   Languagepack diskette.

10. To add stored formats, shells, or other documents,
    go to the Work Diskette Tasks menu and duplicate
    them onto the diskette in the same way that you
    duplicate any document.

*If you have enough information about creating a
combined program diskette, go on to the Demonstration.
If you would like more detail, read the Help that follows.*

HELP

You must have a 2D diskette unit and an initialized 2D diskette to create a combined program diskette.

You can create as many combined program diskettes as you need.

To create a combined program diskette:

1. **Perform an initial program load with Volume 1 of your current program diskettes.**
   The Task Selection menu appears.

2. **Choose Program Diskette Tasks.**
   The prompt "Insert desired program or feature diskette; press ENTER" appears. This prompt refers to Volume 1. Volume 1 is inserted in the diskette unit, so press ENTER to load the Program Diskette Tasks. The Textpack Program Diskette Tasks menu appears.

3. **Choose Create New Combined Program Diskette.**
   The prompt "Type name of 2D diskette to receive programs; press ENTER" appears.

4. **Insert an initialized 2D diskette.**

```
                TEXTPACK PROGRAM DISKETTE TASKS

        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    Change Paginate Document Defaults
        i    Duplicate Spelling Supplement
        j    Change Math Format 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 name of 2D diskette to receive programs; press ENTER. ▉
```

5. **Type the name of the 2D diskette and press ENTER as prompted.**

   When you type the name of the 2D diskette, the prompt "Contents of receiving diskette will be deleted. Press ENTER or press END" appears. The message "Any user data on this diskette will be erased when ENTER is pressed" also appears. Check the name of the 2D diskette that will receive the combined programs. If the diskette contains information you want to save, press END. If the 2D diskette contains nothing you want to save, press ENTER.

   The prompt "Press ENTER to continue" appears. The message "Receiving diskette has been renamed to 999999" also displays. This is a temporary name. The Displaywriter assigns a permanent name when the combining task is complete.

6. **Press ENTER to begin duplication.**

   The system duplicates Volume 1 of the program diskette onto the 2D diskette.

TEXTPACK PROGRAM DISKETTE TASKS

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   Change Paginate Document Defaults
i   Duplicate Spelling Supplement
j   Change Math Format 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

Contents of receiving diskette will be deleted. Press ENTER or press END.
⇒ Any user data on this diskette will be erased when ENTER is pressed.

7. **Follow the prompts to insert Volume 3 and then Volume 2 of the program diskette.**
   Make sure all of your diskettes are of the same level. The system prompts for Volume 3 by name. Insert Volume 3. The system duplicates it onto the 2D diskette. The system then prompts for Volume 2 by name. Insert Volume 2. The system duplicates it onto the 2D diskette.
   The Combine Feature Selection menu appears.

8. **If you do not want to add a feature, press ENTER. To add a feature, select the feature you want to add from the Combine Feature Selection menu and insert the feature diskette.**
   To select the feature, choose the ID letter for the feature you want to combine and type *1* as your choice.
   The system prompts you to insert the feature diskette.
   The system duplicates the feature onto the 2D diskette.
   Note: More than one feature diskette can be combined.
   If you have Textpack 6, you can also choose Spelling Aid from the Combine Feature Selection menu. The system then prompts you to load Volume 4 of the Textpack program diskette.
   The Combine Language Selection menu appears.

COMBINE FEATURE SELECTION

ID	ITEM	YOUR CHOICE	POSSIBLE 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
g	Spelling Aid	2	1 = Yes 2 = No

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ¤

9. If you do not want to add a language press
   **ENTER. To add a language, select the language
   you want to add from the Combine Language
   Selection menu and insert the appropriate
   Languagepack diskette.**
   To select the language or languages, choose the
   ID letter for the language you want to combine
   and type *1* as your choice.
   The system tells you which diskette to insert. The
   system duplicates the language onto the 2D
   diskette.

10. **To add stored formats, shells or other documents,
    go to the Work Diskette Tasks menu and duplicate
    them onto the diskette in the same way that you
    duplicate any document.**
    This allows you to use the documents with any
    work diskettes. You learned to duplicate
    documents in Lesson 2, Segment 1 of this unit.

   The Combine Program Diskette task is completed
when you receive the message "Combine Task
completed. Receiving diskette renamed to (diskette
name)."

```
                COMBINE LANGUAGE SELECTION

                                  YOUR      POSSIBLE
    ID  ITEM                      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: ¤
```

The system assigns the 2D diskette a new name. Remove all diskettes from the diskette unit. To use the combined diskette, perform an initial program load with the new combined program diskette and do your work as usual.

Use a program diskette label to identify the combined program diskette and its contents. Include the following information:

- Combined program diskette name.
- Name of Volume 1, 2, and 3 of the program diskette used to create the combined program diskette.
- The feature combined (if any) or the Textpack 6, Volume 4 program diskette combined.
- The language combined (if any).

To practice creating a combined program diskette, go on to the Demonstration.

DEMONSTRATION

In this Demonstration you will create a combined program diskette. Before you begin, you should have:

- An initialized 2D diskette, which will be your new combined diskette.
- All three volumes of your Textpack program diskettes.
- Any other diskettes containing material you want to add to the combined program diskette. These can include the Textpack 6, Volume 4 program diskette, Languagepack diskettes, feature diskettes, or work diskettes containing stored formats, shells, or other documents.

Follow these steps to create a combined program diskette:

Perform an initial program load with Volume 1 of your current Textpack program diskettes.

The Task Selection menu appears.

Choose Program Diskette Tasks in the Task Selection menu.

When the prompt "Insert desired program or feature diskette; press ENTER" displays, press ENTER.

The Textpack Program Diskette Tasks menu appears.

Choose Create New Combined Program Diskette.

The prompt "Type name of 2D diskette to receive programs, press ENTER" appears.

Insert the initialized 2D diskette.

Type the name of the 2D diskette and press ENTER as prompted.

Check to make sure that you are using the correct initialized 2D diskette. If you have the wrong diskette, press END and remove it. Otherwise, press ENTER and continue.

The message "Receiving diskette has been renamed to 999999" displays.

Press ENTER again to duplicate Volume 1.

Follow the prompts to insert Volume 3 and then Volume 2 of the program diskette.

The system duplicates Volumes 3 and 2.

The Combine Feature Selection menu appears.

If you do not want to add a feature, press ENTER.

To add a feature or features, follow these steps:

In the Combine Feature Selection menu, choose the ID letter for the feature you want to add and type *1* as your choice.

Press ENTER.

Insert the desired feature diskette or Volume 4 program diskette, as prompted, and press ENTER.

If you do not want to add a language, press ENTER.

To add a language or languages, follow these steps:

In the Combine Language Selection menu, choose the ID letter for the language you want to add and type *1* as your choice.

Press ENTER.

Insert the desired language diskette, as prompted, and press ENTER.

The message "Combine Task completed. Receiving diskette renamed to (diskette name)" appears. Before you add any stored formats, shells, or other documents, add all program diskette materials to your combined program diskette.

To add stored formats, shells, or other documents:

Go to the Task Selection menu and choose Work Diskette Tasks.

Choose Duplicate Document and type the name of the stored format or shell document you want to duplicate and the name of the diskette it is on.

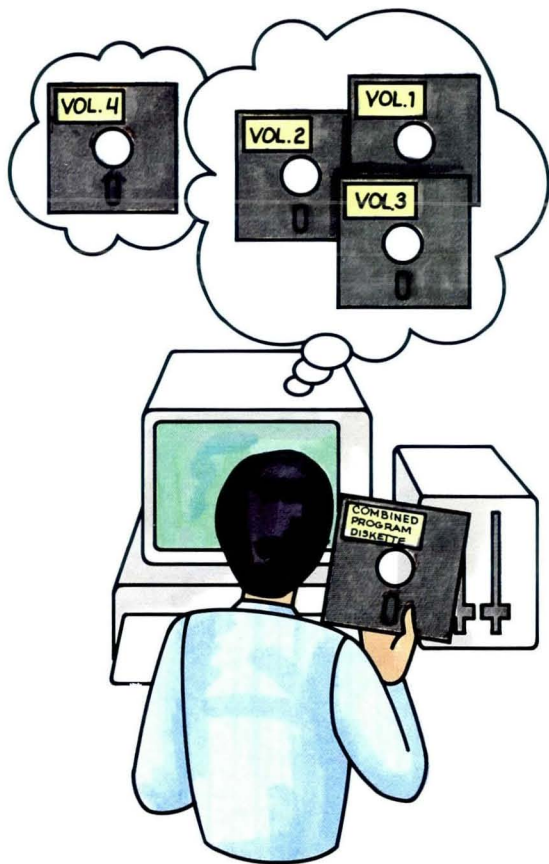**Type the name of your new combined program diskette as the diskette you are duplicating onto.**

Insert diskettes as prompted.

There is no Self-Test for this segment.

Prerequisites:
You must have completed
all previous segments in
this lesson

3

Earlier segments covered updating program diskettes and combining program diskettes. If you have created a combined program diskette and are using it for your work, you may have to update the combined diskette.

You might want to update a combined diskette to replace the Textpack programs with maintenance release Textpack programs, to replace a feature or language with a later release, or to 'add a feature or language.

When you update a combined diskette, you can add the new information from new or updated program diskettes and still keep personalized defaults from your old diskette. To update a combined program diskette, you will need a blank, initialized 2D diskette, plus the combined program diskette to be updated.

Your goal for this segment is to be able to update a combined program diskette.

MAIN IDEA

To update for maintenance release program diskettes, follow these steps:

1. Perform an initial program load using the new level Volume 1 program diskette.
2. Choose Program Diskette Tasks in the Task Selection menu.
3. Choose Update Combined Program Diskette in the Textpack Program Diskette Tasks menu.
4. Insert an initialized 2D diskette.
5. Type the name of the 2D diskette and press ENTER as prompted.
6. Insert Volume 3 of the new level program diskette as prompted.
7. Insert Volume 2 of the new level program diskette as prompted.
8. Remove Volume 2 and insert your current combined program diskette.
9. Press ENTER to duplicate any feature from your current combined program diskette.
10. Press ENTER to display the Combine Language Selection menu.
11. Press ENTER to display the Additional Updates From Combined Program Diskette menu.
12. Choose any items you do *not* want transferred to the new combined diskette in the Additional Updates From Combined Program Diskette menu.
13. Press ENTER to complete the update.

To add or update a feature or features, or language or languages on a combined program diskette:

1. Perform an initial program load using the existing combined program diskette.
2. Choose Program Diskette Tasks in the Task Selection menu.
3. Choose Textpack Program Diskette Tasks.
4. Choose Update Combined Program Diskette in the Textpack Program Diskette Tasks menu.
5. Insert an initialized 2D diskette.
6. Type the name of the 2D diskette and press ENTER as prompted.
7. Choose the desired feature in the Combine Feature Selection menu and change Your Choice to 1.
   Note: If you do not want to add or update a feature, press ENTER.
8. Insert the appropriate feature diskette and press ENTER.
9. To add or update a language, choose the desired language in the Combine Language Selection menu and change Your Choice to 1.
   Note: If you do not want to add or update a language, press ENTER.

10. Insert the appropriate Languagepack 2 diskette and press ENTER.

11. Press ENTER to display the Additional Updates From Combined Program Diskette menu.

12. Choose any items you do *not* want transferred in the Additional Updates From Combined Program Diskette menu.

13. Press ENTER.

14. Insert the existing combined program diskette.

For more detail about updating combined program diskettes, read the Help that follows.

HELP

To perform either procedure described in this segment, you must have a 2D diskette unit, an initialized 2D diskette, and your current 2D combined program diskette. You also must have either the maintenance release Textpack program diskettes or the appropriate feature or Languagepack 2 diskette. All diskettes must be compatible.

To update for maintenance release program diskettes, follow these steps:

1. **Perform an initial program load using the new level Volume 1 program diskette.**

2. **Choose Program Diskette Tasks in the Task Selection menu.**
   Press ENTER when the prompt "Insert desired program or feature diskette; press ENTER" appears.

3. **Choose Update Combined Program Diskette in the Textpack Program Diskette Tasks menu.**
   The prompt "Type name of 2D diskette to receive programs; press ENTER" appears.

4. **Insert an initialized 2D diskette.**

5. **Type the name of the 2D diskette and press ENTER as prompted.**
   When you type the name of the 2D diskette, the prompt "Contents of receiving diskette will be deleted. Press ENTER or press END" displays. Check the name of the 2D diskette that will receive the combined program. If it contains material you want to save, press END. When you press ENTER, the system temporarily renames the diskette 999999. The prompt "Press ENTER to continue" appears. Press ENTER. The system duplicates Volume 1 of the program diskette to the 2D diskette.

6. **Insert Volume 3 of the new level program diskette as prompted.**
   The system duplicates the new level Textpack Volume 3 to the 2D diskette.

7. **Insert Volume 2 of the new level program diskette as prompted.**
   The system duplicates the new level Textpack Volume 2 to the 2D diskette.

8. **Remove Volume 2 and insert your current combined program diskette.**

TEXTPACK PROGRAM DISKETTE TASKS

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	Change Paginate Document Defaults
i	Duplicate Spelling Supplement
j	Change Math Format 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

Contents of receiving diskette will be deleted. Press ENTER or press END.
⇒Any user data on this diskette will be erased when ENTER is pressed.

9. **Press ENTER to duplicate any feature from your current combined program diskette.**
   The system duplicates any feature or Languagepack 2 program from your current 2D diskette to the new 2D diskette.
   The Combine Feature Selection menu displays. The feature that has been transferred is identified in the Possible Choices column of the menu. The choice for the combined feature is 2 = Retain.
   Note: The Spelling Aid is Volume 4 of the Textpack 6 program diskette. To duplicate the latest level to your new combined diskette, change Your Choice to 1.

COMBINE FEATURE SELECTION

ID	ITEM	YOUR CHOICE	POSSIBLE 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 = Replace 2 = Retain
e	Mag Card Feature	2	1 = Yes 2 = No
f	3270 Feature	2	1 = Yes 2 = No
g	Spelling Aid	2	1 = Yes 2 = No

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER:

10. Press ENTER to display the Combine Language Selection menu.

The Combine Language Selection menu displays. The language that has been transferred is identified in the Possible Choices column of the menu. The choice for the combined language is 2 = Retain From 2D.

11. Press ENTER to display the Additional Updates From Combined Program Diskette menu.

12. Choose any items you do *not* want transferred to the new combined diskette in the Additional Updates From Combined Program Diskette menu.

When you press ENTER, the system transfers personalized machine setups, supplemental dictionaries, and documents unless you change the item to No. The item Duplicate Data From Combined Program Diskette refers to any documents that might be stored on the combined diskette.

Note: Remember, if you have changed the Abbreviations for Menu Bypass, the changed abbreviations will not be combined when you update a combined program diskette.

13. Press ENTER to complete the update.

The system completes the combining task and assigns a name to the new combined program diskette.

Remove all diskettes from the diskette unit.

COMBINE LANGUAGE SELECTION

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	U.S. English	2	1 = Languagepack 2 = Retain From 2D
b	U.K. English	2	1 = Languagepack 2 = Do Not Combine
c	German	2	1 = Languagepack 2 = Do Not Combine
d	Dutch	2	1 = Languagepack 2 = Do Not Combine
e	National French	2	1 = Languagepack 2 = Do Not Combine
f	Canadian French	2	1 = Languagepack 2 = Do Not Combine
g	Italian	2	1 = Languagepack 2 = Do Not Combine
h	Spanish	2	1 = Languagepack 2 = Do Not Combine
i	Swedish	2	1 = Languagepack 2 = Do Not Combine
j	Danish	2	1 = Languagepack 2 = Do Not Combine
k	Norwegian	2	1 = Languagepack 2 = Do Not Combine

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER:

ADDITIONAL UPDATES FROM COMBINED PROGRAM DISKETTE

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Update Machine Setups	1	1 = Yes 2 = No
b	Update Spelling Language Supplements	1	1 = Yes 2 = No
c	Duplicate Data From Combined Program Diskette	1	1 = Yes 2 = No

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER:

To add or update a feature or language on a combined program diskette:

1. **Perform an initial program load using the existing combined program diskette.**

2. **Choose Program Diskette Tasks in the Task Selection menu.**
   Press ENTER when the prompt "Insert desired program or feature diskette; press ENTER" appears. The Program Diskette Tasks menu displays.

3. **Choose Textpack Program Diskette Tasks.**

4. **Choose Update Combined Program Diskette in the Textpack Program Diskette Tasks menu.**
   The prompt "Type name of 2D diskette to receive programs; press ENTER" appears.

5. **Insert an initialized 2D diskette.**

6. **Type the name of the 2D diskette and press ENTER as prompted.**
   When you type the name of the 2D diskette, the prompt "Contents of receiving diskette will be deleted. Press ENTER or press END" displays. Check the name of the 2D diskette that will receive the combined program. If it contains material you want to save, press END to cancel the function. When you press ENTER, the system temporarily renames the diskette 999999.
   The prompt "Press ENTER to continue" appears.

TEXTPACK PROGRAM DISKETTE TASKS

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	Change Paginate Document Defaults
i	Duplicate Spelling Supplement
j	Change Math Format 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

Contents of receiving diskette will be deleted. Press ENTER or press END.
⇒Any user data on this diskette will be erased when ENTER is pressed.

Press ENTER. The system duplicates Volumes 1, 2, and 3 from the existing combined diskette to the new diskette.

The Combine Feature Selection menu displays.

7. **To add or update a feature, choose the desired feature in the Combine Feature Selection menu and change Your Choice to 1.**

   Note: If you do not want to add or update a feature, press ENTER.

```
                    COMBINE FEATURE SELECTION

                                      YOUR     POSSIBLE
      ID   ITEM                       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          1        1 = Replace  2 = Retain

      e    Mag Card Feature            2        1 = Yes  2 = No

      f    3270 Feature                2        1 = Yes  2 = No

      g    Spelling Aid                2        1 = Yes  2 = No


      When finished with this menu, press ENTER.

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

8. **Insert the appropriate feature diskette and press ENTER.**

   The feature will be added to or updated on the new diskette.

   The Combine Language Selection menu displays.

9. **To add or update a language, choose the desired language in the Combine Language Selection menu and change Your Choice to 1.**

   Note: If you do not want to add a language, press ENTER.

10. **Insert the appropriate Languagepack 2 diskette and press ENTER.**

    The language will be added to or updated to the new diskette.

```
                COMBINE LANGUAGE SELECTION

                        YOUR    POSSIBLE
      ID  ITEM          CHOICE  CHOICES
      a   U.S. English    1      1 = Languagepack  2 = Retain From 2D
      b   U.K. English    2      1 = Languagepack  2 = Do Not Combine
      c   German          2      1 = Languagepack  2 = Do Not Combine
      d   Dutch           2      1 = Languagepack  2 = Do Not Combine
      e   National French 2      1 = Languagepack  2 = Do Not Combine
      f   Canadian French 2      1 = Languagepack  2 = Do Not Combine
      g   Italian         2      1 = Languagepack  2 = Do Not Combine
      h   Spanish         2      1 = Languagepack  2 = Do Not Combine
      i   Swedish         2      1 = Languagepack  2 = Do Not Combine
      j   Danish          2      1 = Languagepack  2 = Do Not Combine
      k   Norwegian       2      1 = Languagepack  2 = Do Not Combine


      When finished with this menu, press ENTER.

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

11. **Press ENTER to display the Additional Updates From Combined Program Diskette menu.**

12. **Choose any items you do *not* want transferred in the Additional Updates From Combined Program Diskette menu.**

    When you press ENTER, the system transfers personalized machine setups, supplemental dictionaries, and documents from your current diskette to the new combined diskette unless you change the item to No.

```
      ADDITIONAL UPDATES FROM COMBINED PROGRAM DISKETTE

                              YOUR    POSSIBLE
      ID  ITEM                CHOICE  CHOICES

      a   Update Machine Setups   1    1 = Yes   2 = No
      b   Update Spelling Language 1   1 = Yes   2 = No
          Supplements
      c   Duplicate Data From Combined 1  1 = Yes   2 = No
          Program Diskette




      When finished with this menu, press ENTER.

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

13. **Press ENTER.**
14. **Insert the existing combined program diskette.**
    The system completes the combining task and
    assigns a name to the new combined program
    diskette.
    Remove all diskettes from the diskette unit.

Use a program diskette label to identify updated
combined program diskettes. The label should include
the following information:

- The combined program diskette name
- The name of the Volume 1 program diskette used
  to create the combined diskette
- The features combined
- The language combined

Erase the old 2D diskette using the Erase Program
Diskette task.

There is no Demonstration or Self-Test for this segment.
If you are using combined program diskettes and want
to update them, follow the procedure in the Main Idea.

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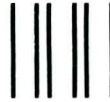Clarity   Accuracy   Completeness   Organization   Coding   Retrieval   Legibility

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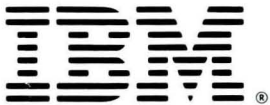
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