

First Edition (June 1983)

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HOW TO USE THE JOB AIDS

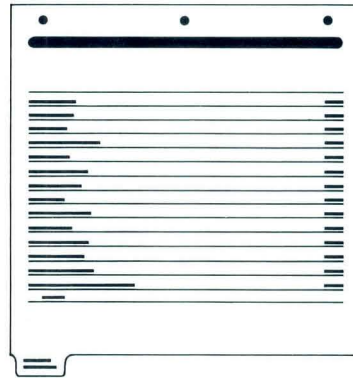
This binder provides a quick look at procedures you have already trained on. It has an easel back that allows it to stand upright for use as a desk-top flip chart.

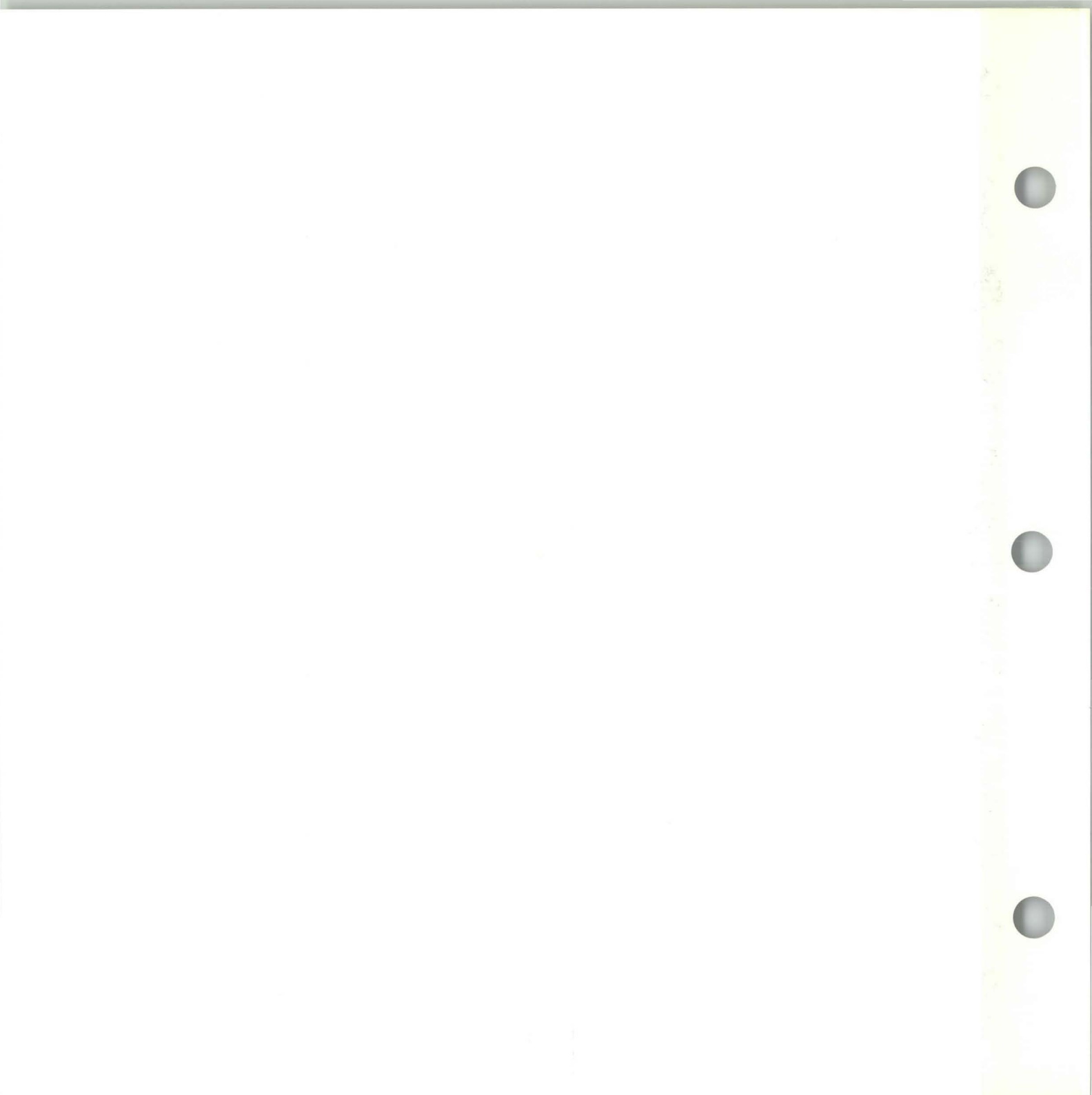
The job aids are organized by major function areas similar to lessons in training. To locate a particular job aid, go to the binder contents page, and find the function. Each function area is represented by a numbered tab. Pull up the correct tab.

You will see a tab contents page listing the job aids in that tab. Identify the job aid you want and go to the appropriate page in the tab. You can also find job aids using the index in the back.

Some pages have more than one job aid. Each job aid has the title of the procedure at the top and a reference to the *training* unit, lesson number, and segment number where the procedure is taught in detail.

Blank pages are provided in the back for you to record special procedures you use that are not in the binder.





Job Aids/**Binder Contents**

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3. Formatting	Tab 3
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Turning On the Power

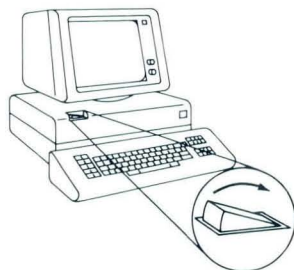
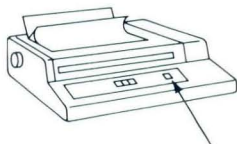
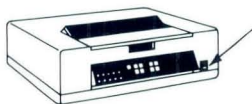
Starting Your Training
Lesson 1
Segment 1

STEPS

To turn on the power for your Displaywriter:

1. Remove any diskettes from the diskette unit.
2. Turn on the power switch at the printer.
3. Turn on the power switch on the electronics module.
4. Wait for the letters *IBM*, and **11** or **15** to appear on the screen before loading.
5. Adjust the position of the display screen.
6. Adjust screen contrast and brightness.

HELP



Loading Programs

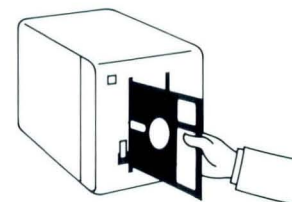
Starting Your Training
Lesson 1
Segment 2

STEPS

To load the Volume 1 program diskette:

1. Remove the Volume 1 program diskette from the protective envelope.
2. Turn the load lever on the left diskette slot up.
3. Insert the diskette into the left slot with the diskette label facing the load lever.
4. Turn the load lever down.
5. Choose the set of tasks in the Task Selection menu for the type of work you want to do.

HELP



Using Menus to Load Tasks

Starting Your Training
Lesson 1
Segment 4

STEPS

HELP

To load a set of tasks:

1. In the Task Selection menu, type the ID letter for a set of tasks you want to use.
2. Press ENTER.
3. Follow the system message, to insert the appropriate program diskette.
4. To choose a different set of tasks in the Task Selection menu, type the ID letter for Go to Task Selection.
5. Press ENTER.

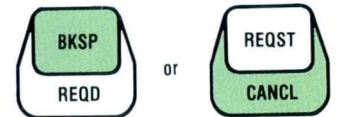


STEPS

HELP

To correct errors on the menu prompt line



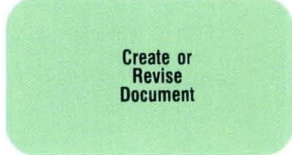
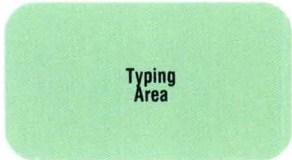



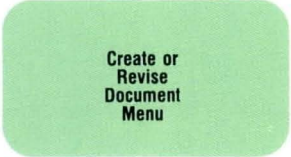

- Press BKSP or CODE + CANCL to erase the error, then type the correct letter(s).
- To clear a message that does not require an action, press MSG.
- To cancel a message instructing you to insert a diskette you do not want to insert or do not have, press REPLY (Code + REPLY).



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Working in the Typing Area

Starting Your Training Lesson 2 Segment 1

STEPS	HELP	STEPS	HELP
<p>To create a document:</p> <ol style="list-style-type: none">1. Choose Typing Tasks in the Task Selection menu.2. Insert the appropriate program diskette if prompted.3. Insert a work diskette.4. Choose Create Document.5. Type the document and diskette names, pressing ENTER after each.6. In the Create or Revise Document menu, type a Document Comment, if desired.7. Change Document Format as needed.8. Press ENTER to go to the typing area.9. Type the text in the typing area.	 <p>Task Selection Menu</p>  <p>Typing Tasks Menu</p>  <p>Create or Revise Document</p>  <p>Typing Area</p>	<p>To end a document:</p> <ol style="list-style-type: none">1. Press END to store the document on the work diskette.2. Remove the diskettes and turn off the power if you are through using the Displaywriter for the day. <p>To access an existing document:</p> <ol style="list-style-type: none">1. Go to the Typing Tasks menu.2. Insert the work diskette containing the document.3. Choose Revise Document.4. Type the document and diskette names, pressing ENTER after each.5. Press ENTER to go to the typing area.	 <p>END</p>  <p>Typing Tasks Menu</p>  <p>Diskette</p>  <p>Create or Revise Document Menu</p>  <p>ENTER</p>

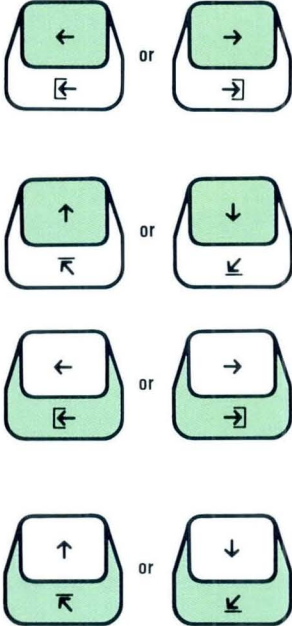

Basic Typing Functions

Starting Your Training
Lesson 2
Segment 2

TYPING FUNCTION	HOW TO USE	TYPING FUNCTION	HOW TO USE
Begin a new line or insert extra space between lines	Press RETURN as many times as needed.	Center text	<ol style="list-style-type: none"> 1. Use TAB or SPACE to place the cursor at the center position. 2. Press CTR (CODE + CTR). 3. Type the text. 4. Press RETURN.
Indent a line of text	Press TAB as many times as needed.	Keeping a string of words together	Press REQUIRED SPACE (CODE + SPACE) between the words to be kept together.
Indent a block of text	<ol style="list-style-type: none"> 1. Press REQD TAB as many times as needed to get to the desired tab stop. 2. Type the block of text. 3. To return to the left margin at the end of the block of text, press RETURN. 	Underlining one word	<ol style="list-style-type: none"> 1. Type the word to be underlined. 2. Press WORD UND (CODE + WORD UND).
		Underlining a series of words	<ol style="list-style-type: none"> 1. Press BEGIN UND (CODE + BEGIN UND). 2. Type the words to be underlined. 3. Press END UND (CODE + END UND).

Moving Through a Document

Starting Your Training
Lesson 4
Segment 1

STEPS	HELP	STEPS	HELP
<p>To use the cursor movement keys:</p> <ul style="list-style-type: none">• To move to the left or right one character at a time, press ← or → .• To move up or down one line at a time, press ↑ or ↓ .• To move directly to the beginning or end of a line, press CODE + ⌊← or CODE + ⌋→ .• To move directly to the beginning or end of a page, press CODE + ⌊↑ or CODE + ⌋↓ .		<p>To use GO TO key:</p> <ul style="list-style-type: none">• Move to the next page by pressing GO TO, then ENTER.• Move to a different page by pressing GO TO, typing the page number, and pressing ENTER.	

Deleting Errors

Starting Your Training
Lesson 4
Segment 2

STEPS

To delete text or codes:

1. Place the cursor under the first character or code you want to erase.
2. Press DEL.
3. Place the cursor under the last character or code you want to erase.
4. Press ENTER to erase the highlighted text.

HELP

the individuals to talk about
their goals and plans.



the individuals to talk about
their goals and plans.



the individuals to talk about
their goals

Using Find

Starting Your Training
Lesson 4
Segment 4

STEPS

To use Find to locate a revision:

1. Make sure the cursor is located before the revision site. Press FIND.
2. Type the sequence of characters or codes you want to locate.
3. Press ENTER.
4. If the character(s) you want to find appears several times in the document and FIND does not move you to this location the first time:
 - a. Press FIND.
 - b. Press ENTER.
 - c. Repeat Steps a and b until the cursor is at the revision site.

HELP



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Understanding Document Format

Common Text Applications

Lesson 1

Segment 1

FORMAT REQUIREMENTS	SYSTEM DEFAULTS
<ul style="list-style-type: none">• Left Margin	18
<ul style="list-style-type: none">• Right Margin	90
<ul style="list-style-type: none">• Tab Settings	Every 5 spaces
<ul style="list-style-type: none">• Type of Tab	Flush Left
<ul style="list-style-type: none">• Line Spacing	Single
<ul style="list-style-type: none">• Line Alignment	Left
<ul style="list-style-type: none">• Pitch and Typestyle	12 pitch, typestyle number 86
<ul style="list-style-type: none">• Size of Paper or Envelope	215.9 x 279.4 mm or 8.5 x 11 in.
<ul style="list-style-type: none">• First Typing Line, First Page	7
<ul style="list-style-type: none">• First Typing Line, Following Pages	7
<ul style="list-style-type: none">• Last Typing Line	60
<ul style="list-style-type: none">• Headers	If created, system prints beginning on line 3
<ul style="list-style-type: none">• Footers	If created, system prints beginning on line 63
<ul style="list-style-type: none">• Paper Source	Determined by program diskette Volume 01
<ul style="list-style-type: none">• Lines per Cm/Inch	2.36/cm or 6/in.

Changing the Document Format

Common Text Applications
Lesson 1
Segment 2

TO MAKE THESE CHANGES	CHOOSE THIS MENU	STEPS	STEPS
<p>Left Margin</p> <p>Right Margin</p> <p>Tab Settings</p> <p>Type of Tab</p> <p>Line Spacing</p> <p>Line Alignment</p> <p>Typestyle & Pitch</p> <p>Size of Paper or Envelope</p> <p>First Typing Line, First Page</p> <p>First Typing Line, Following Pages</p> <p>Last Typing Line</p> <p>Headers</p> <p>Footers</p> <p>Paper Source</p> <p>Lines per Cm/Inch</p>	<p>Change Margins & Tabs</p> <p>Change Margins & Tabs</p> <p>Change Margins & Tabs</p> <p>Change Margins & Tabs</p> <p>Change Line Format</p> <p>Change Line Format</p> <p>Change Line Format</p> <p>Change Page Format</p> <p>Change Page Format</p> <p>Change Page Format</p> <p>Change Page Format</p> <p>Change Header & Footer</p> <p>Change Header & Footer</p> <p>Change Page Format</p> <p>Change Line Format</p>	<p>To access menus to make changes:</p> <ol style="list-style-type: none"> 1. Follow the steps to create or revise a document. 2. Stop when you get to the Create or Revise Document menu. 3. Choose Change Document Format. <p>To move through the Format menus:</p> <ol style="list-style-type: none"> 1. In the Format Selection menu, choose the menu that contains the format item you are looking for. 2. In that menu, look for the format item and setting. 3. Change the items you want to change. 	<ol style="list-style-type: none"> 4. When you complete the menu, press ENTER to return to the Format Selection menu. 5. Repeat the first four steps until you locate all the appropriate format items. <p>To change settings in Your Choice menus:</p> <ol style="list-style-type: none"> 1. Choose the item you want to change. 2. To choose the new setting: <ol style="list-style-type: none"> a. Type the number for the new setting. b. Press ENTER. 3. Press ENTER when you are finished with the menu. <p>To change settings in the Margins and Tabs menu, follow the steps given in the Margins and Tabs menu.</p>

Making Page Format Changes

Common Text Applications Lesson 2 Segment 1

STEPS

HELP

To make page format changes:

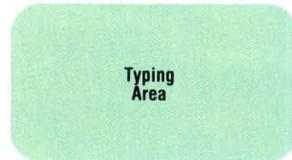
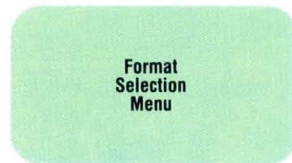
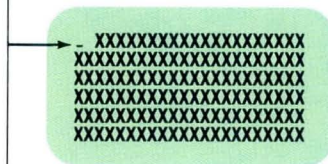
1. Place your cursor at the upper left corner of the page.

Pressing PAGE END automatically puts your cursor at the upper left corner of the new page.

2. Press CHG FMT.

3. Choose the item or items in this Format Selection menu to go to the appropriate formatting items. Change the settings.

4. Return to the typing area and type the text that is in the new format.



STEPS

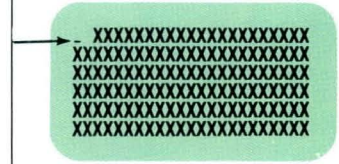
HELP

To return to starting choices:

1. Place your cursor at the upper left corner of the page.

2. Press CHG FMT.

3. Choose the item to return the desired setting or settings to starting choices.



Making Typestyle Format Changes

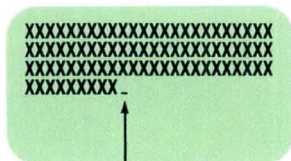
Common Text Applications
Lesson 2
Segment 3

STEPS

To make typestyle format changes:

1. Place your cursor at the first position where the new typestyle is to begin.
2. Press CHG FMT.
3. Change to the typestyle you want. Check the printwheel or printer element you plan to use for the correct typestyle number.
4. Return to the typing area and type the word or words that will be in a different typestyle.

HELP

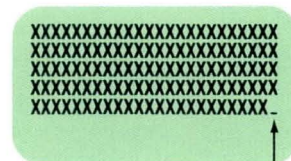


STEPS

To return to starting typestyle:

1. Place your cursor at the position where the original typestyle is to begin again.
2. Press CHG FMT.
3. Choose Return Typestyle to Starting Choice.

HELP



Common Text Applications
Lesson 5
Segment 1

STEPS

To create headers and footers:

1. Choose Change Document Format in the Create or Revise Document menu.
2. Choose Change Header and Footer in the Format Selection menu.
3. Choose Create or Revise Header in the Header and Footer menu.
4. Type the header in the typing area provided and press ENTER to return to the Header and Footer menu.
5. Choose Create or Revise Footer in Header and Footer menu.
6. Type the footer in the special typing area provided and press ENTER.

STEPS

7. Make changes as needed in the Header and Footer menu.
8. Go to the regular typing area to type the document.
9. Paginate the document.

To print page numbers:

1. Go to the special typing area of the header or footer.
2. Tab or space to where you want the page number to appear, and press INSTR.

STEPS

3. In the Instructions menu:
 - Choose System Page Number to print the number that corresponds to the page number on your diskette, or
 - Choose Page Number to assign a number other than the system page number.
4. Return to the regular typing area and type the document.
5. Paginate the document before printing it.

To revise headers or footers for an entire document:

1. Go to the special typing area by choosing Create or Revise Header (or Footer) in the Header and Footer menu.

STEPS

2. Revise the text of the header or footer.
3. Return to the regular typing area.
4. Paginate the document.

To alter headers and footers within a document:

1. Press CHG FMT at the beginning of the page where the change is to occur.
2. Choose Change Header and Footer in the Format Selection menu.
3. Delete the existing headers or footers and type the new one.
4. Paginate the document.

Alternating Headers and Footers

Common Text Applications Lesson 5 Segment 2

STEPS

To create alternating headers and footers:

1. Choose Change Document Format in the Create or Revise Document menu.
2. Choose Change Alternating Headers and Footers in the Format Selection menu.
3. Make these selections in the Alternating Headers and Footers menu:
 - Create or Revise Odd Pages Header
 - Create or Revise Even Pages Header
 - Create or Revise Odd Pages Footer
 - Create or Revise Even Pages Footer

STEPS

4. Type the header or footer in each of the four typing areas as necessary. Press ENTER to return to the Alternating Headers and Footers menu.

5. Change these settings as needed:

- First Header Line
- Print Headers On
- First Footer Line
- Print Footers On

6. Type the document in the regular typing area.

To print page numbers using system page numbers:

1. Go to the special typing area of the odd/even pages header or odd/even pages footer.
2. Tab or space to where you want the page number to appear, and press INSTR.

STEPS

3. Choose System Page Number.

4. Return to the regular typing area and type the document.

5. Paginate the document before printing it.

To print page numbers of your choice:

1. Determine which page number you want to print first.
2. Go to the special typing area of the odd/even page header or odd/even page footer.
3. Tab or space to where you want the page number to appear, and press INSTR.

STEPS

4. Choose Page Number.

5. Type the page number to print first in *both* the odd and even page header or footer typing areas.

6. Type the document in the regular typing area.

7. Paginate the document before printing it.

To revise or delete alternating headers or footers:

1. Go into the appropriate header or footer typing area, then revise or delete as you would any text.
2. Paginate the document.

Reformatting a Document

Common Text Applications

Lesson 5

Segment 3

STEPS

HELP

To reformat a document:

1. Revise the document format if you want the change to affect most or all of your document.

2. Revise format changes within the document if you want the change to affect smaller portions of your document.

3. If format changes exist within the document, check the settings for each format change to ensure that the desired change is made.

4. Paginate to adjust line or page endings according to the revised formats.

Create or
Revise
Document
Menu

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XXXXXXXXXXXXXXXXXXXXXXXX

Format
Selection
Menu

The Alternate Format

Common Text Applications

Lesson 5

Segment 4

STEP

To set up an alternate format:

1. Choose Change Alternate Format in the Create or Revise Document menu.
2. Change the appropriate format settings in the Format Selection menu.

STEPS

To use your alternate format settings within a document:

1. Press PAGE END if your cursor is not already at the beginning of a page.
2. Press CHG FMT.
3. Choose Begin Using Alternate Format in the Format Selection menu.
4. Type the text that will appear in the alternate format.

STEPS

To return to the document format:

1. Press PAGE END if your cursor is not already at the beginning of a page.
2. Press CHG FMT.
3. Choose Begin Using Document Format in the Format Selection menu.
4. Type the text that will appear in the document format.

Format Strategies

Common Text Applications

Lesson 5

Segment 5

FORMAT STRATEGY PLANNING GUIDE		
USAGE	AMOUNT OF TEXT AFFECTED	METHOD
Long Term / Continuous	Whole document or several pages One page or less	<ul style="list-style-type: none"> • Program diskette(s) with personalized settings for document and alternate formats • Format library, containing a different Format Change code on each page
Long Term / Occasional	Whole document or several pages One page or less	<ul style="list-style-type: none"> • Format document • Format library, containing a different Format Change code on each page
Short Term / Continuous	Whole document or several pages One page or less	<ul style="list-style-type: none"> • Format document • Keystroke Store (Textpack 6) • Format library, containing a different Format Change code on each page
Short Term / Occasional	Two or more documents Within a single document	<ul style="list-style-type: none"> • Keystroke Store (Textpack 6) • Format Change codes duplicated using COPY
Short Term / Momentary	Two or more documents Within a single document	<ul style="list-style-type: none"> • Keystroke Save • Format Change codes duplicated using COPY

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Keeping Text Together

Common Text Applications Lesson 3 Segment 1

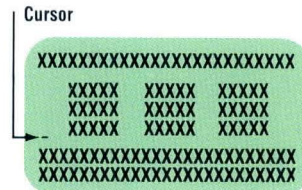
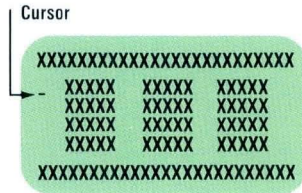
STEPS

HELP

STEPS

To keep text together on one page:

1. Place the cursor on the first character or code of the text to be kept together.
2. Press INSTR.
3. Choose Begin Keep.
4. Place the cursor one space past the last character or code of the text to be kept together.
5. Press INSTR.



6. Choose End Keep.

Delete Begin Keep and End Keep codes as you would delete any codes.

Using Line Adjust

Common Text Applications

Lesson 3

Segment 3

STEPS

To adjust line endings using the **LINE ADJ** key:

1. Place the cursor at the beginning of the first line to be adjusted.

2. Press **LINE ADJ**.

HELP



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XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX



STEPS

3. Respond to the prompt “Hyphenate where?” by doing one of the following:

- Press **ENTER** to move the word to the next line.
- Place the cursor one space past the last character in the word and press **ENTER** to keep the word on the same line.
- Place the cursor one character position past where the hyphen should fall and press **ENTER**.

STEPS

4. Repeat Steps 1 through 3 for each line to be adjusted.

Creating Indented Formats

Common Text Applications
Lesson 3
Segment 4

STEPS

To create indented formats:

1. Decide where tab settings are necessary for each level of indentation.
2. Set the tab settings in the Margins and Tabs menu.
3. Press REQD TAB enough times to get to the appropriate tab setting.
4. Type the text.
5. Press RETURN at the end of the last line you want indented.

HELP



STEPS

To revise indented formats:

- To delete indented text using the Delete function.
- To add a level of indentation, set another tab stop, and add a Required Tab code on the first line of text.
- To take out a level of indentation, by delete a Required Tab code from the first line of text, and a tab stop setting, if necessary.

Creating Simple Tables

Common Text Applications
Lesson 3
Segment 5

STEPS

To create tables with tab stops and format instructions:

1. Plan the table.
 - a. Determine how you want your table to look.
 - b. Determine how you will format the table.
 - c. Determine the types of tab settings you will use for columns and column headings.
 - d. Determine where tab settings are needed.
2. Set up the formats and tab stops.
3. Type the table.
4. If the table is part of a larger document, return to the main document format.

Note: Set Adjust Line Endings to No in the Line Format menu.

Revising Simple Tables

Common Text Applications
Lesson 3
Segment 6

STEPS

To change tab settings and types of tabs:

If you used the document format to create the table:

1. Choose Change Document Format in the Create or Revise Document menu.
2. In the Format Selection menu, choose Change Margins and Tabs.
3. Reset the margins, tab settings, and types of tabs as necessary.
4. Press ENTER twice to return to the typing area.

STEPS

If you used CHG FMT to create the table:

1. Change the tab settings by placing the cursor under the Format Change code.
2. Press ENTER, then choose Change Margins and Tabs in the Format Selection menu.

To change column entries:

1. Delete the old entry.
2. Type the new entry.

Using Screen Movement Keys

Common Text Applications
Lesson 3
Segment 7

STEPS

Partial Screen Movement

To place a particular line at the top of the screen:

- Place the cursor at the line.
- Press SCREEN DOWN.

To place a particular line at the bottom of the screen:

- Place the cursor at the line.
- Press SCREEN UP.

To place a particular character at the left edge of the screen:

- Place the cursor under the character.
- Press SCREEN RIGHT.

To place a particular character at the right edge of the screen:

- Place the cursor under the character.
- Press SCREEN LEFT.

STEPS

Screen Movement

To move the length of the screen up or down, press SCREEN UP or SCREEN DOWN.

To move the width of the screen to the right or left, press SCREEN RIGHT or SCREEN LEFT.

Proportional Spacing

Common Text Applications
Lesson 3
Segment 8

STEPS

To type columns using proportional spacing:

1. Estimate the correct tab settings and type the columns. If you are using Column Layout, type the example entries.
2. Print a copy of the columns.

3. Measure the printed columns with the conversion ruler using the 12-pitch scale.
4. Adjust tab settings to accommodate the text as necessary.

Note: When you print using a proportional space printwheel, the columns created using either tabs or Column Layout may not align the way they appear on your screen.

HELP

<< 2 3 4 ■

```
XXXXX XXXXX XXXXX
XXXXX XXXXX XXXXX
XXXXX XXXXX XXXXX
XXXXX XXXXX XXXXX
```

```
XXXXX XXXXX
XXXXX XXXXX
XXXXX XXXXX
XXXXX XXXXX
```

```
XXXXX XXXXX
XXXXX XXXXX
XXXXX XXXXX
XXXXX XXXXX
```

<< 2 3 4 ■

```
XXXXX XXXXX XXXXX
XXXXX XXXXX XXXXX
XXXXX XXXXX XXXXX
XXXXX XXXXX XXXXX
```


Column Layout for Columns of Text

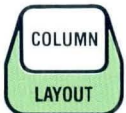
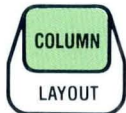
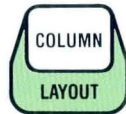
Special Text Applications Lesson 1 Segment 1

STEPS

To set up a table of text columns:

1. Establish the document format.
2. Type the table heading, if any, and the carrier returns.
3. Press LAYOUT.
4. Follow the instructions for column layout to establish column width.
 - a. Press LINE ADJ.
 - b. Type a character for each character to be included in the longest line of the column.
 - c. Press COLUMN.
 - d. Repeat Steps 1 and 2 in the Column Layout instructions for each column.
 - e. Press LAYOUT.
 - f. Press ENTER twice to go to the typing area.

HELP



STEPS

To type text in columns:

After setting up the table:

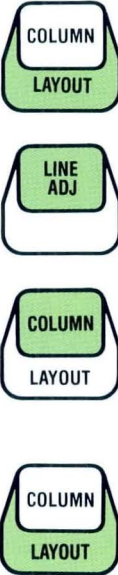


1. Go to the typing area if you are not there.
2. Place the cursor under the Begin Table code.
3. For each column:
 - a. Press COLUMN, then ENTER.
 - b. Type the text column.
 - c. Press ENTER.
 - d. Place the cursor under the Tab symbol on the scale line for the next column and repeat Steps a and c.
4. Press END.
5. Paginate if necessary.

HELP



Column Layout for Aligned Paragraphs

Special Text Applications
Lesson 1
Segment 2

STEPS	HELP	STEPS	STEPS
<p>To create a setup document:</p> <ol style="list-style-type: none">1. Establish the document format.2. Press LAYOUT.3. Follow the Column Layout instructions to establish column width.<ol style="list-style-type: none">a. Press LINE ADJ.b. Type a character for each character to be included in the column.c. Press COLUMN.d. Repeat Steps 1 and 2 in the column layout instructions for each column.e. Press LAYOUT.4. Press ENTER twice to return to typing area, then press END.		<p>To type aligned paragraphs:</p> <ol style="list-style-type: none">1. Establish the document format.2. Type the heading, if any, and the carrier returns.3. For each set of aligned paragraphs:<ol style="list-style-type: none">a. Press GET and type the name of the setup document you just created and the diskette name.b. Place the cursor under the Begin Table code ().c. For each column:<ul style="list-style-type: none">• Press COLUMN, then press ENTER.• Type the paragraph, then press ENTER.• Place the cursor under the Tab code that begins the next column.d. Press  .4. Repeat Step 3 as necessary for each set of aligned paragraphs.5. Press END.6. Paginate if necessary.	

Revising with Column Layout

Special Text Applications

Lesson 1

Segment 3

STEPS

To change the text column format:

1. Place the cursor under the Format under the Format Change code and press ENTER.

2. Change format selections as necessary.

3. Press ENTER.


To adjust column widths:

1. Place the cursor under the Format Change code and press LAYOUT.

2. Delete or add characters to the example entries, as necessary.

3. Press LAYOUT, then press ENTER.

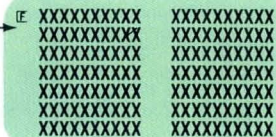
HELP



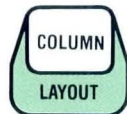
```
IE XXXXXXXXXXXX XXXXXXXXXXXX
XXXXXXXXXXXX XXXXXXXXXXXX
XXXXXXXXXXXX XXXXXXXXXXXX
XXXXXXXXXXXX XXXXXXXXXXXX
XXXXXXXXXXXX XXXXXXXXXXXX
XXXXXXXXXXXX XXXXXXXXXXXX
XXXXXXXXXXXX XXXXXXXXXXXX
```



Format
Selection
Menu



```
IE XXXXXXXXXXXX XXXXXXXXXXXX
XXXXXXXXXXXX XXXXXXXXXXXX
XXXXXXXXXXXX XXXXXXXXXXXX
XXXXXXXXXXXX XXXXXXXXXXXX
XXXXXXXXXXXX XXXXXXXXXXXX
XXXXXXXXXXXX XXXXXXXXXXXX
XXXXXXXXXXXX XXXXXXXXXXXX
```



STEPS

To revise text columns:

1. Place the cursor at the beginning of the column to be revised.

2. Press COLUMN, then press ENTER.

3. Revise text as necessary.

4. Press ENTER.

To adjust line endings for the new column widths:

1. Place the cursor under the first character of the column to be adjusted. Be sure it is on the line with the Begin Table code.

2. Press COLUMN, then ENTER.

STEPS

3. Press LINE ADJ. Respond to the hyphenation prompt by selecting the point of hyphenation you want.

4. Repeat Step 3 for each column line to be adjusted.

	PAGE
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Using Insert/Replace	5-2
Using Global Replace/Delete	5-3
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Using Keystroke Save and Store (Textpack 6)	5-5
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Using Copy

Common Text Applications
Lesson 4
Segment 1

STEPS

HELP

To copy a block of text within a document:

1. Place the cursor under the first character or code to be copied.



XXXXXX
XXXXXX
XXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

2. Press COPY.



3. Place the cursor under the last character or code to be copied, then press ENTER.



XXXXXX
XXXXXX
XXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

4. Move the cursor to the place where you want the text copied, then press ENTER.



XXXXXX
XXXXXX
XXXXXX

Using Get

Common Text Applications
Lesson 4
Segment 2

STEPS

HELP

To get a document:

1. Place the cursor where the document is to appear.



XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

2. Press GET.



3. In the Get menu, name the document and diskette you want.



Get
Menu

4. To get the entire document, press ENTER. To get specific pages, choose the item in the menu to specify the page(s) you want.



5. Press ENTER.

Note: The pages you are getting take on the format of the document you are creating or revising unless the pages contain Format Change codes.



XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXX XX XX XXX
XXX XX XX XXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Using Insert/Replace

Common Text Applications

Lesson 4

Segment 3

STEPS

HELP

To use Insert/Replace:

1. Place the cursor under the the first character to be replaced.

Also included is a business-reply card for your convenience.

2. Press INSERT/REPLACE to turn the Replace mode on.



3. Type the new text.

Also enclosed is a business-reply card for your convenience.

4. Press INSERT/REPLACE to turn the Insert mode back on when you have finished replacing characters.



Using Global Replace/Delete

Advanced Time Savers Lesson 1 Segment 1

STEPS

To use Global Replace/ Delete:

1. Press GLOBAL in the typing area.
2. In the Global Replace/Delete menu, indicate:
 - a. Kind of Search.
 - b. Kind of match.
 - c. Choose Search For and type the characters you are searching for.
 - d. Choose Replace With and type the characters you are replacing with.
3. Press ENTER to begin search.

HELP

```
XXXXXXXXXX red XXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXX | red XXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX red  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
```



Global
Replace/Delete
Menu

```
XXXXXXXXXX blue XXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXX | blue XXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX blue  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
```

STEPS

4. If in Automatic mode, go to Step 5. If in Prompted mode, respond to prompts as follows:

- a. To replace or delete, press ENTER. Then press ENTER again to continue the search.
 - b. To leave the item unchanged, press CANCL. Then press ENTER to continue the search.
5. Press END when finished with the document.

STEPS

To interrupt an Automatic search:

Press CANCL.

To interrupt a Prompted search:

Continue steps until the prompt "Press ENTER to Continue Search" appears. Either:

- Press ENTER to restart search, or
- Press CANCL to cancel function, or
- Press GLOBAL to change menu items.

Using Keystroke Save/Playback (Textpack 4)

Advanced Time Savers
Lesson 1
Segment 2

STEPS

To save one set of keystrokes while typing a document:

1. Press **KEY SAVE** to begin saving keystrokes.
2. Press **MSG** to view message.

3. Type keystrokes that you want saved.

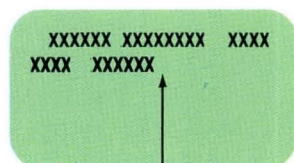
4. Press **KEY SAVE** to stop saving keystrokes.

To play back keystrokes while typing a document:

Press **KEY PLAYBCK** at the location where you want the keystrokes to appear.

Note: To stop playback, press **CANCL**.

HELP



Using Keystroke Save and Store (Textpack 6)

Advanced Time Savers Lesson 1 Segment 3

STEPS

To save keystrokes:

1. Press KEY SAVE to begin saving keystrokes.
2. Press MSG.
3. Type the keystrokes to be saved.
4. Press KEY SAVE to stop saving keystrokes.

To play back keystrokes:

1. Press KEY PLAYBACK.
2. Play back keystrokes:
 - a. All at once by pressing KEY PLAYBACK a second time.
 - b. One at a time by pressing ENTER for each keystroke.

Note: To stop playback, press CANCL.

HELP



or



STEPS

To store the saved keystrokes for future use:

1. After the keystrokes are saved, press REQST.
2. Choose the item to Store Saved Keystrokes.
3. Follow the prompt to name the saved keystrokes.
4. Press ENTER to return to the typing area.

To recall stored keystrokes:

1. Press REQST.
2. Choose the item to Recall Saved Keystrokes.
3. Follow the prompt to type the name of the saved keystrokes.
4. Press ENTER to return to the typing area.

HELP



Textpack
Requests
Tasks
Menu



Textpack
Requests
Tasks
Menu

Revising Keystroke Store (Textpack 6)

Advanced Time Savers
Lesson 1
Segment 4

STEPS

To add keystrokes to existing saved keystrokes:

1. Press KEY PLAYBCK.
2. Press KEY PLAYBCK again to play back keystrokes rapidly.
3. When you approach the revision site, press ENTER to stop the playback.
4. Continue to press ENTER until you reach the revision site.
5. Press KEY SAVE.
6. Press MSG.
7. Type the keystrokes to be added.
8. Press KEY SAVE.
9. Press KEY PLAYBCK or ENTER to play back the remaining keystrokes.

STEPS

To delete keystrokes that have been saved:

1. Press KEY PLAYBCK.
2. Press KEY PLAYBCK again to play back the keystrokes rapidly.
3. Continue to press ENTER until you reach the point to delete keystrokes. Watch the status line to see the next keystroke to be played back.
4. Press DEL to delete a keystroke.
5. Press ENTER.
6. Repeat Steps 4 and 5 until the desired keystrokes are deleted.
7. Press KEY PLAYBCK or ENTER to play back the remainder of the keystrokes.

STEPS

To store revised keystrokes:

Follow the same steps to store original keystrokes. Your revised version will replace the original version.

STEPS

To delete stored keystrokes:

Follow the same steps used to delete a document.

Using Menu Shortcuts

Advanced Time Savers
Lesson 1
Segment 5

STEPS

Use these shortcuts to move through menus quickly:

To avoid the "Type YOUR CHOICE, press ENTER" prompt:

1. Type the letter of the item.
2. Type one space.
3. Type the choice.
4. Press ENTER.

To avoid the "Type Document Name, press ENTER" prompt:

1. Type the letter of the item.
2. Type one space.
3. Type the document name.
4. Press ENTER.

STEPS

To avoid the prompt for document name and diskette name:

1. Type the letter of the item.
2. Type one space.
3. Type the document name.
4. Type the separator character , (CODE +M).
5. Type the diskette name.
6. Press ENTER.

STEPS

Batch Menu Access:

1. Type the item.
2. Press ENTER.
3. Repeat Steps 1 and 2 until you reach the desired point.

STEPS

Menu Bypass:

1. Press MENU BYPASS.
2. Respond to the prompt by typing the keyword or short form of the menu or function desired. Then press ENTER.

Use the Abbreviations for Menu Bypass card for a listing of keywords and short forms the system recognizes.

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Starting your Training
Lesson 3
Segment 2

STEPS

HELP

To paginate a document:

1. In the Typing Tasks menu, choose Paginate Document.
2. Type the document and diskette names as prompted.
3. Make any changes necessary in the Paginate Document menu. Adjust Page Endings must be set to Yes to divide pages.
4. Press ENTER to begin pagination.



Note: Pagination divides a document into individual pages according to the last typing line specified in the document format.

Pagination assigns page numbers but does *not* automatically print the page numbers on the paper.

A light green rounded rectangular button with the text "Typing Tasks Menu" centered inside.A light green rounded rectangular button with the text "Paginate Document Menu" centered inside.An icon of a computer keyboard key with the word "ENTER" written on it.

Using Page Ends and Required Page Ends

Starting Your Training
Lesson 3
Segment 3

STEPS	HELP
<p>To use Page End codes to paginate a document:</p> <ul style="list-style-type: none"> • Enters a Page End code to end the page on the screen. • Takes you to the top of a new page on the screen. • Is ignored during pagination. • To add a Page End code, press PAGE END. <p>To use Required Page End codes to paginate a document:</p> <ul style="list-style-type: none"> • Enters a Required Page End code to end the page in the document. 	<div style="border: 1px solid black; background-color: #c8e6c9; padding: 5px; margin-bottom: 10px;"> XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXX </div> <div style="border: 1px solid black; background-color: #c8e6c9; height: 80px; margin-bottom: 10px;"></div> <div style="text-align: center; margin-bottom: 10px;">  </div> <div style="border: 1px solid black; background-color: #c8e6c9; padding: 5px;"> XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX </div>
<ul style="list-style-type: none"> • <i>Doesn't</i> take you to the top of a new page on the screen. • <i>Is</i> honored during pagination as long as Adjust Page Endings is set to Yes. • To add a Required Page End code, press REQD PAGE END. 	<div style="border: 1px solid black; background-color: #c8e6c9; padding: 5px; margin-bottom: 10px;"> XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXXXXXX XXX </div> <div style="text-align: center; margin-bottom: 10px;">  </div>

Starting Your Training
Lesson 2
Segment 4

STEPS

HELP

To print a document:

1. Press REQST.
2. In the Textpack Request Tasks menu, choose Print Document.
3. Follow the prompts to type the document name and the diskette name.
4. Change any necessary settings in the Print Document menu, and press ENTER when you have finished with the menu.
5. Follow the messages to print the document.

6. Press REQST and choose Start Printer.

Note: You can also choose Print Document in the Typing Tasks menu.



Print Job Management

Printing
Lesson 1
Segment 2

To help manage the printing of your documents, use the following chart.

WHAT YOU WANT TO DO	STATUS OF PRINT JOB	METHOD
View the Print Queue		Press REQST. Choose Display Print Queue or Cancel Print Job.
Interrupt Print Job	Job printing now.	Press Stop at the printer. Press Start to resume printing.
Cancel Print Job	Job printing now.	Press Cancel at the printer or press REQST and cancel job from Display Print Queue or Cancel Print Job menu.
Cancel Print Job	Job not printing yet. Waiting in print queue.	Press REQST. Choose Display Print Queue or Cancel Print Job. Type ID letter of job to be canceled.
Resume Printing of a Canceled Print Job	Job canceled.	Add job to Print Queue. Choose Print From Page. Type page number at which printing was canceled.
Print Rush Job	Another job printing now. Rush Job later in Print Queue.	Press REQST. Choose Change Printing Order. Type the ID letter of the Rush Job. Cancel document currently printing.
Print Rush Job	Job not in Print Queue.	Add Rush Job to Print Queue. Press REQST. Choose Change Printing Order. Type ID letter of Rush Job. Cancel document currently printing if necessary.
Start the printer from your work station.	Job not printing yet. Waiting in print queue.	Press REQST. Choose Start Printer.

Printing Envelopes

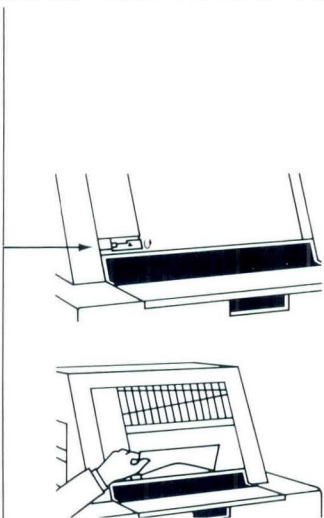
Printing
Lesson 1
Segment 3

STEPS

To manually print envelopes on a printer with a sheet-feed paper handler:

1. Move the paper insertion gate to the manual-feed position.
2. Place the envelope in front of the paper insertion gate and into the opening in the printer cover.
3. Align the envelopes left edge with the alignment mark on the paper insertion gate.
4. Press Load and then Start at the printer.
5. Repeat Steps 2 through 4 as necessary.

HELP



Trail Printing

Printing
Lesson 1
Segment 4

STEPS

Use trail printing to print:

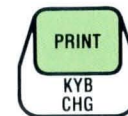
- One page at a time of a document you are creating.
- Selected pages of a document you are revising if the revisions do not affect page endings.

To trail print:

1. Type or revise the page you want to print.
2. Press PRINT to store the page on diskette and send it to the print queue.

Note: You cannot end the document and go on to other document tasks while the page is printing.

HELP



Using the Key-To-Print Function

Printing
Lesson 1
Segment 5

STEPS

To use Key-To-Print with a 5218/5228 Printwheel Printer:

1. Choose Key-To-Print in the Task Selection menu.
2. Load paper into the printer.
3. Choose Change Left Margin and Tabs for Key-To-Print in the Format Selection for Key-To-Print menu.
Be sure to watch the print head, *not* the scale line cursor, to determine the correct margin and tab positions.
4. Press the ↑ and ↓ keys on the keyboard to position and align the paper vertically on the line where you want printing to begin.

STEPS

5. Set left margin and tabs in the Left Margin and Tabs for Key-To-Print menu.
6. Press ENTER twice to get to the Instructions for Key-To-Print menu.
7. Type desired text.
8. Remove page from printer using the ↓ cursor movement key.
9. Press END.

STEPS

To use Key-To-Print with a 5215 Printer:


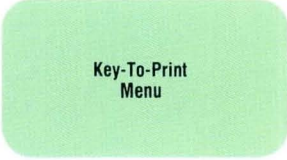
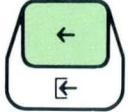
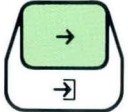


1. Choose Key-To-Print in the Task Selection menu.
2. Load paper into the printer.
3. Align paper vertically to where you want printing to begin.
4. Choose Change Left Margin and Tabs for Key-To-Print in the Format Selection for Key-To-Print menu.
Be sure to watch the print head, *not* the scale line cursor, to determine the correct margin and tab positions.

STEPS

5. Set the left margins and tabs in the Left Margin and Tabs for Key-To-Print menu.
6. Press ENTER twice to get to the Instructions for Key-To-Print menu.
7. Type desired text.
Note: Automatic functions such as Auto Carrier Return, centering, and underlining are not available while using Key-To-Print.
8. Remove the page from printer using the ↓ key.
9. Press END.

Completing Forms Using Key-To-Print

Printing
Lesson 1
Segment 6

STEPS	HELP	STEPS	HELP
<p>To complete a preprinted form using Key-To-Print:</p> <ol style="list-style-type: none">1. Choose Key-To-Print Task in the Task Selection menu.2. Load the form in the printer.3. Choose Change Left Margin and Tabs in the Format Selection for Key-To-Print menu. On the 5218 or 5228 Printwheel Printer press the ↓ and ↑ keys on the keyboard to position the paper vertically on the line where you want printing to begin.4. Reset the left margin as necessary. Watch the printwheel or printer element to determine the correct position.	 <p>Task Selection Menu</p>  <p>Key-To-Print Menu</p>	<ol style="list-style-type: none">5. Clear the old tabs and set new ones as necessary. Use the → and ← keys to move across the form to determine tab settings.6. Press ENTER twice to get to the Instructions for Key-To-Print menu.7. Type the information on the form.8. Remove the form from the printer.9. Press END.	   

Sharing a Printer

Printing
Lesson 1
Segment 7

STEPS

An office sharing a 5218 or 5228 Printwheel Printer:

- Has up to three work stations sharing one printer.
- One of these work stations acts as the primary work station which controls the printer.
- All the other stations are called secondary work stations.

STEPS

To request the printer:

1. Ensure power is on and Volume 1 program diskette is loaded at the primary work station.
2. Request the printer:
 - a. Press REQST.
 - b. Choose Request Printer in the Textpack Request Tasks menu.

As long as the printer is assigned to your work station, it will print all the documents in your print queue.

STEPS

To release the printer:

1. Press REQST.
2. Choose Release Printer in the Textpack Request Tasks menu.

To print a rush job:

1. Queue the rush document and place it at the beginning of the print queue if necessary.
2. Ask the other work stations to release the printer.

When the document that is currently printing has finished, the rush document prints.

3. Release the printer back to the original work station.

STEPS

To start the printer from any work station instead of pressing Start at the printer:






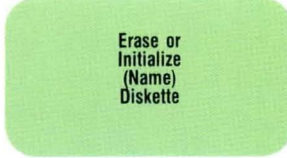

1. Press REQST when the message to load paper appears.
2. Choose Start Printer in the Textpack Request Tasks menu.

Note: Do not use trail print when you share a printer. It ties up the printer until that document is ended.

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Preparing Your Work Diskettes

Starting Your Training Lesson 5 Segment 1

STEPS	HELP	STEPS	HELP
<p>To change the name of a work diskette:</p> <ol style="list-style-type: none">1. Choose Work Diskette Tasks in the Task Selection menu.2. Choose Change Diskette Name in the Work Diskette Tasks menu.3. Choose Change Diskette Name.4. Type the new diskette name. If you have a dual diskette unit, indicate the appropriate slot in which the diskette is inserted.5. Press ENTER to change the name of the diskette.6. Write the new diskette name in the upper right corner of the diskette label.	 <p>Task Selection Menu</p>  <p>Work Diskette Tasks Menu</p>  <p>Change Diskette Name</p>  <p>ENTER</p>	<p>To initialize a work diskette:</p> <ol style="list-style-type: none">1. Choose Work Diskette Tasks in the Task Selection menu.2. Choose Erase or Initialize (Name) Diskette.3. Insert the diskette you want to initialize.4. For dual diskette units, type the number of the slot the diskette to be initialized is in. For single diskette units, go on to Step 5.5. Press ENTER to initialize and follow the prompts.6. Press ENTER again to begin initializing.	 <p>Work Diskette Tasks Menu</p>  <p>Erase or Initialize (Name) Diskette</p>  <p>ENTER</p>

Duplicating Work Diskettes

Starting Your Training
Lesson 5
Segment 2

STEPS

To duplicate a work diskette:

1. Choose Work Diskette Tasks in the Task Selection menu.
2. Choose Duplicate Diskette.
3. Choose From Diskette Name and type the name of the diskette you are duplicating from, if it is not already showing in the menu.
4. Choose To Diskette Name and type the name of the diskette you are duplicating to.
5. Press ENTER.
6. Press ENTER again to begin duplication.
7. Follow the messages telling you to insert diskettes.

HELP



Work
Diskette
Tasks



Duplicate
Diskette



ENTER

Duplicating Program Diskettes

Starting Your Training
Lesson 5
Segment 3

STEPS

To duplicate program diskettes:

1. Load the Volume 1 program diskette.

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

3. Press ENTER to load the Program Diskette Tasks.

4. Insert the program diskette you want to duplicate.

HELP



Task
Selection
Menu

Textpack
Program
Diskette
Tasks
Menu



STEPS

5. Choose Duplicate Program Diskette in the Textpack Program Diskette Tasks menu.

6. Choose From Program Diskette Name and type the name of the diskette you are duplicating from.

7. Choose To Diskette Name and type the name of the diskette you are duplicating to.

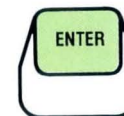
8. Press Enter twice to begin duplication.

9. Insert or remove diskettes as directed by the prompts.

10. Remove and label the duplicated program diskette.

HELP

Duplicate
Program
Diskette
Menu



Naming Work Diskettes and Documents

Diskettes
Lesson 1
Segment 1

CHARACTERISTICS

Organize diskettes by:

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

Work diskette name characteristics:

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

CHARACTERISTICS

Document Name Characteristics

- Can have up to 44 characters, including uppercase and lowercase letters, numbers, most regular keyboard symbols, and spaces.

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 retype.

A **document comment** should be used for any additional information needed to identify the document.

Print and Display Diskette Index

Diskettes
Lesson 1
Segment 2

STEPS

To Display the Index of Diskette Contents:

1. Choose Display Index of Diskette Contents in 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. Use the ↑ key to return to the previous screen.

To print the index:

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

HELP

Textpack
Request
Tasks
Menu

or


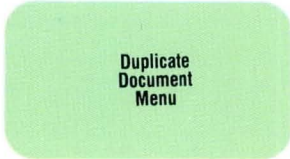





Typing
Tasks
Menu

Task
Selection
Menu

Work
Diskette
Tasks
Menu

Document Tasks

Diskettes
Lesson 2
Segment 1

STEPS	HELP	STEPS	HELP
<p>To duplicate a document:</p> <ol style="list-style-type: none">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.	   	<ol style="list-style-type: none">3. Type the new document name (and new document comment, if necessary) in the Change Document Name menu.4. Press ENTER. <p>To delete a document:</p> <ol style="list-style-type: none">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.	  

Diskette Tasks

Diskettes
Lesson 2
Segment 2

STEPS

HELP

To recover a diskette:

1. Choose Recover Documents in the Work Diskette Tasks menu.
2. Insert the diskette that must to be recovered.
3. Indicate the diskette slot of the diskette that must be recovered 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.

Work
Diskette
Tasks
Menu

Recover
Documents



STEPS

HELP

2. If you are recovering a diskette or more than one document, note the document name and press ENTER to allow the system to go on and recover other documents.
3. Check the recovered document and replace any 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.

Work
Diskette
Tasks
Menu

Condense
Diskette



Personalizing Defaults

Diskettes
Lesson 3
Segment 1

STEPS

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.
3. Choose the appropriate item in the Textpack Program Diskette Tasks menu to change your defaults.
4. Type your choice in the menus.

HELP



Tasks
Selection
Menu

Textpack
Program
Diskette
Tasks

STEPS

The defaults you may personalize are:

- Change Document Format Defaults.
- Change Alternate Format Defaults.
- Change Printer Description.
- Change Work Station Description.
- Change Paginate Document Defaults.
- Change Math Format Defaults.
- Change Check Document Defaults.
- Change Menu Abbreviations.

Updating Program Diskettes

Diskettes
Lesson 3
Segment 2

STEPS

HELP

To duplicate personalized defaults or a stored supplemental dictionary onto the maintenance-release program diskettes:

1. Perform an initial program load with a copy of the new Volume 1 program diskette.
2. Choose Program Diskette Tasks in the Task Selection menu.
3. Press ENTER. In the Textpack Program Diskette Tasks menu
 - Choose Duplicate Machine Setup to duplicate personalized defaults.

OR

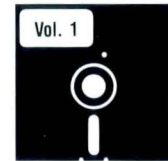
 - Choose Duplicate Spelling Supplement to duplicate a stored supplemental dictionary.



STEPS

HELP

4. Type the name of the old program diskette that contains the personalized defaults, or the spelling supplement.
5. Insert and remove diskettes, following the prompts.
6. Label the updated diskette to indicate what it contains.



Typing with Auto Carrier Return Off

Diskettes
Lesson 3
Segment 3

STEPS

To turn 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.

HELP

Textpack
Program Diskette
Tasks
Menu

Work
Station
Description
Menu

STEPS

To create the document, use the following rules:

- Press RETURN at the end of each line.
- Use *required* carrier returns on short lines.
- Use a 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.

HELP

XXXX ↵

XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

Mother ~ in ~ law

John ~ R ~ Smith

Erasing Program Diskettes

Diskettes
Lesson 3
Segment 4

STEPS

To erase and initialize a program diskette:

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.

HELP



Textpack
Program
Diskette
Tasks
Menu



Erase
Program
Diskette
Menu



Combined Program Diskettes

Diskettes
Lesson 4
Segment 1

STEPS

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.

HELP



Task
Selection
Menu

Creating a Combined Program Diskette

Diskettes
Lesson 4
Segment 2

STEPS

To create a combined program diskette:

1. You must have a 2D diskette unit and an initialized 2D diskette.
2. Load Volume 1 of your current program diskettes.
3. Choose Program Diskette Tasks in the Task Selection menu.
4. Choose Create New Combined Program Diskette in the Textpack Program Diskette Tasks menu.
5. Insert the initialized 2D diskette.
6. Type the name of the 2D diskette and press ENTER as prompted.
7. Press ENTER to begin duplication.

HELP



Task
Selection
Menu

Textpack
Program
Diskette
Tasks
Menu

STEPS

8. Follow prompts to insert Volume 3 and then Volume 2 of the program diskettes.
9. If you do not want to add a feature, press ENTER. To add a feature or Volume 4 (Textpack 6 only), select the desired feature from the Combine Feature Selection menu and insert the feature diskette.
10. If you do not want to add a language, press ENTER. To add a language(s), select the language you want from the Combine Language Selection menu and insert the Languagepack diskette.

STEPS

11. To add stored formats, shells, or other documents, go to the Work Diskette Tasks menu and duplicate them onto the diskette the same as you duplicate a document.

Updating a Combined Program Diskette

Diskettes
Lesson 4
Segment 3

STEPS	STEPS	STEPS	STEPS
<p>To update a maintenance-release program diskette:</p> <ol style="list-style-type: none">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, and follow the prompts.5. Insert Volume 3 and then Volume 2 of the new level program diskettes, as prompted.6. Remove Volume 2 and insert your current combined program diskette.	<ol style="list-style-type: none">7. Press ENTER to display the Combine Feature Selection menu. <p>Note: The Spelling Aid is Volume 4 of Textpack 6. To duplicate the latest level, change Your Choice to From Diskette Type 1.</p> <ol style="list-style-type: none">8. Press ENTER to display the Combine Language Selection menu.9. Press ENTER to display the Additional Updates From Combined Program Diskette menu, and choose any items you <i>do not</i> want transferred to the new combined diskette.10. Press ENTER to complete the update.	<p>To add or update a feature(s) or language(s) on a combined program diskette:</p> <ol style="list-style-type: none">1. Perform an initial program load using the existing combined program diskette.2. Choose Program Diskette Tasks.3. Choose Textpack Program Diskette Tasks.4. Choose Update Combined Program Diskette.5. Insert an initialized 2D diskette, and follow prompts.6. To add or update a feature, choose the desired feature in the Combine Feature Selection menu and change Your Choice to From Diskette Type 1.	<ol style="list-style-type: none">7. Insert the appropriate feature diskette and press ENTER.8. To add or update a language, choose the desired language in the Combine Language Selection menu and change Your Choice to Languagepack.9. Insert the appropriate Languagepack 2 diskette and press ENTER.10. Press ENTER to display the Additional Updates From Combined Program Diskette menu, and choose any items you do <i>not</i> want transferred.11. Press ENTER.12. Insert the existing combined program diskette.

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Checking Spelling Using Prompted Spell Check

Spelling
Lesson 1
Segment 2

STEPS

HELP

To check a document using Prompted Spell Check Without Hyphenation/Pagination:

1. Press SPELL in the typing area of your document.
2. In the Spelling Tasks menu, type document and diskette names, if necessary.
3. In the Check Document menu:
 - Set Kind of Spelling Check to Prompted.
 - Set Hyphenation/Pagination to No.
4. Press ENTER to return to the typing area and begin checking spelling.
5. Follow the instructions to make spelling decisions, and respond to the messages.



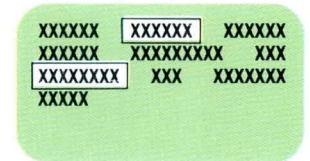
STEPS

HELP

To correct any words that you left highlighted after completing a Spell Check:


Access the document and go to the typing area.

- Locate highlighted words using FIND, then SPELL.
- To cancel highlighting and leave the word unchanged, press CANCL.
- To correct misspelled words, press CANCL, then revise as necessary.
- Continue to press FIND and ENTER to locate all the highlighted words.



Prompted Spell Check: Hyphenation/Pagination

Spelling
Lesson 1
Segment 3

STEPS	HELP	STEPS	STEPS
<p>To use Prompted Spell Check with Hyphenation/Pagination to check, hyphenate, paginate, and print your document:</p>	 <p>The diagram shows three green buttons arranged vertically. The top button is labeled 'SPELL' and has a floppy disk icon. The middle button is labeled 'Spelling Tasks Menu'. The bottom button is labeled 'Check Document Menu'.</p>	<ol style="list-style-type: none">4. Indicate desired hyphenation/ pagination choices in the Hyphenate and Paginate Document menu.5. Press ENTER to return to the typing area and begin checking spelling.6. Follow the instructions on the screen to make spelling decisions.7. Respond to the messages to print your document, if any.	<p>To make hyphenation decisions:</p> <ul style="list-style-type: none">• Press ENTER to accept the point of hyphenation.• Place the cursor one character position past where the hyphen should fall and press ENTER to hyphenate at a different point.• Place the cursor under the first character of the word and press ENTER to move the word to the next line.• Place the cursor one space past the last character of the word and press ENTER to keep the word on the same line.

Using the Spelling Correction Aid (Textpack 6)

Spelling
Lesson 1
Segment 4

STEPS

To view alternate spellings while checking spelling using Prompted Spell Check:

1. When a word appears highlighted, Press AID.
2. Insert the spelling aid program diskette (Volume 4 of your program diskette), and press ENTER.
3. Choose an item for the desired spelling from the list of displayed words.
4. Press ENTER to correct the highlighted word in the document.

HELP

```
XXXXX  XXXXXXXX  XXXXXX  
phazes XXXXXXXXXXXX  XXXX  
XXXX   XXXXXXXX  XXXXXX
```



```
phazes XXXXXXXXXXXXXXXXXXXX  
Possible Words  
ID Word  
a Phases  
b Phrases  
c Patters
```

Checking Spelling Using Automatic Spell Check

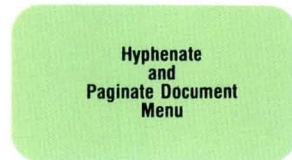
Spelling
Lesson 1
Segment 5

STEPS

HELP

To check a document using Automatic Spell Check from the typing area:

1. Press SPELL.
2. Type document and diskette names in the Spelling Tasks menu, if necessary.
3. Choose Automatic Spell Check and Hyphenation/Pagination in the Check Document menu.
4. Indicate desired hyphenation, pagination, and printing choices in the Hyphenate and Paginate Document menu.
5. Respond to the messages.



STEPS

HELP

To revise your document:

1. Locate highlighted words using FIND and SPELL.
2. Cancel the highlighting by pressing CANCL.
3. Revise misspelled words.



Checking Spelling for Document Portions

Spelling
Lesson 1
Segment 6

STEPS

To indicate portions of a document that you do not want checked for spelling:

1. As you are typing, when you come to a section you do *not* want checked, press INSTR.
2. Choose End Spelling Check.
3. At the end of the section you do *not* want checked, press INSTR.
4. Choose Begin Spelling Check.
5. After you have finished typing press SPELL.
6. Spell check the document using either Prompted or Automatic Spell Check.

HELP

XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX



XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX



Creating Supplements

Spelling
Lesson 2
Segment 2

STEPS

To create a supplemental dictionary:

1. Create a document and go to the typing area.
2. Type each root word and all desired variations. Press RETURN at the end of each word.

If you want the Displaywriter to automatically hyphenate when your words appear in text, do the following:
 - a. Type the first syllable of the word.
 - b. Press CODE + hyphen to insert a syllable hyphen.
 - c. Type the remaining syllables with syllable hyphens.
3. Press END after you have typed all the words in the supplemental dictionary.

HELP

Typing
Area

platelet
platelets
platelet's
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX

plate-let
plate-lets
plate-let's
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX
XXXXXXXXXX

Checking Spelling with Supplements

Spelling
Lesson 2
Segment 3

STEPS

To check spelling using one or more supplemental dictionaries:

1. Choose Spelling Tasks in the Task Selection menu.
2. For each supplement to be loaded:
 - Choose Load Supplement in the Spelling Tasks menu.
 - Type the supplement and diskette names.
3. Choose Check Document.
4. Type the document and diskette names.
5. Check spelling using either the Prompted or Automatic mode.

HELP



Task
Selection
Menu



Spelling
Tasks
Menu

Storing Supplements

Spelling
Lesson 2
Segment 4

STEPS

To store a supplemental dictionary on your program diskette:

1. Choose Spelling Tasks in the Task Selection menu.
2. Choose Load Supplement in the Spelling Tasks menu.
3. Type the supplement name and diskette name.
4. Choose Store Supplement on Program Diskette.
5. Type the program diskette name.

HELP



Task
Selection
Menu



Spelling
Tasks
Menu

Updating Supplements on Work Diskettes

Spelling
Lesson 2
Segment 5

STEPS

To revise a work diskette supplement (not during Spell Check):

Access the supplement and add, revise, or delete words as you would in any document.

To add words to an existing work diskette supplement during a Spell Check:

1. Choose Spelling Tasks in the Task Selection menu.

2. Choose Clear Supplement in the Spelling Tasks menu.

3. Choose Load Supplement and load the supplement to which you want to add words.

HELP



Task
Selection
Menu



Spelling
Tasks
Menu

STEPS

4. Spell check your document using Prompted Spell Check. Press ENTER to add highlighted words to your supplement, as necessary, or press SPELL to go on.

5. Choose Create Document of Supplemental Words.

6. Type the name of the existing work diskette supplement and diskette name if necessary.

7. Press ENTER to add words to the existing supplement.

STEPS

To create a new work diskette supplement during a Spell Check:

1. Choose Spelling Tasks in the Task Selection menu.

2. Choose Clear Supplement in the Spelling Tasks menu.

3. Spell check your document using Prompted Spell Check. Press ENTER to add highlighted words to your supplement, as necessary, or press SPELL to go on.

4. Choose Create Document of Supplemental Words and give the document a name.

Updating Supplements on Program Diskettes

Spelling
Lesson 2
Segment 6

STEPS

To revise a program diskette supplement:

1. Choose Spelling Tasks in the Task Selection menu.
2. Choose Create Document of Supplemental Words and type a document name.
3. Choose Revise Document in the Typing Tasks menu and type the document name you indicated in Step 2.
4. Go to the typing area and add words to or delete words from the supplemental dictionary, as necessary.
5. Choose Spelling Tasks.
6. Choose Clear Supplement.

HELP



Task
Selection
Menu



Spelling
Tasks
Menu



ENTER

or



SPELL



Spelling
Tasks
Menu

STEPS

7. Choose Load Supplement and type the name of the document you indicated in Step 2.
8. Choose Store Supplement on Program Diskette.

To replace a program diskette supplement:

1. Choose Spelling Tasks in the Task Selection menu.
2. Choose Clear Supplemental in the Spelling Tasks menu.
3. Choose Load Supplement and type the work diskette supplement and diskette names.
4. Choose Store Supplement on Program Diskette.

STEPS

To add words to a program diskette supplement during a Spell Check:

1. Choose Spelling Tasks.
2. Choose Check Document.
3. Spell check the document using Prompted Spell Check. Press ENTER to add highlighted words to your supplement, as necessary, or press SPELL to go on.
4. Choose Store Supplement on Program Diskette.

To Delete a Program Diskette Supplement:

1. Choose Spelling Tasks.
2. Choose Clear Supplement.
3. Choose Store Supplement.

Checking Spelling of Foreign Language Documents

Spelling Lesson 3 Segment 1

STEPS

HELP

To specify a foreign language dictionary in the typing area of a document:

1. Press KYB CHG and type the keyboard number of the foreign language you are using, then press INSTR.
2. Choose Language for Spelling Check in the Instructions menu.
3. Choose the item for the language you will use to check the document.
4. Continue to create or revise the document.



STEPS

HELP

To check the spelling of a foreign language document:

1. Choose Spelling Tasks in the Task Selection menu.
2. Select Choose Spelling Language Dictionary in the Spelling Tasks menu.
3. Insert the Languagepack 2 program diskette that contains the language dictionary you want.
4. Choose the item for the language you want in the Spelling Language Dictionaries menu.
5. Press ENTER to load the language dictionary.
6. Spell check the document.



Languagepack 2



Checking Spelling of Multilanguage Documents

Spelling Lesson 3 Segment 2

STEPS

To mark sections of a multilanguage document with Language for Spelling Check codes:

1. At the beginning of a language, press KYB CHG and type the keyboard number of the language you are using, then press INSTR.

2. Choose Language for Spelling Check in the Instructions menu.

3. Choose the item for the language you will use to check this section.

4. Continue to create or revise the document.

5. Repeat Steps 1 through 4 for each language in the document.

HELP



STEPS

To check the spelling of each language in a multilanguage document:

1. Choose Spelling Tasks in the Task Selection menu.

2. Select Choose Spelling Language Dictionary in the Spelling Tasks menu.

3. Insert the Languagepack 2 program diskette that contains the language dictionary you want.

4. Choose the item for the particular language you will use from the Spelling Language Dictionaries menu.

5. Press ENTER to load the language dictionary.

STEPS

6. Spell check the document in the selected language. If you will print the document, be sure to set Hyphenation/Pagination to No in the Check Document menu for all Spell Checks but the final one.

7. Repeat Steps 1 through 6 for each language you want to check.

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Creating the Table

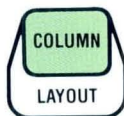
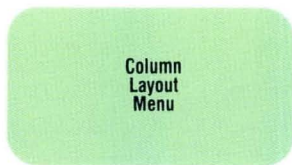
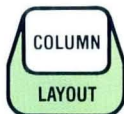
Numeric Tables
Lesson 1
Segment 1

STEPS

To create tables using Column Layout:

1. Press LAYOUT.
2. Follow the Column Layout instructions to:
 - a. Determine the appropriate type of tab.
 - b. Type the longest entry in the first column.
 - c. Press COLUMN.
 - d. Repeat Steps a through c for each column in your table.
 - e. Press LAYOUT to adjust the columns.
 - f. Press ENTER.
3. Type the table.
4. Press ENTER to return to the typing area.

HELP



Revising Within a Column

Numeric Tables
Lesson 1
Segment 2

STEPS

To isolate a column:

1. Move the cursor to the first line of the column you want to revise. The cursor must be on the same line as the Begin Table code.

2. Press COLUMN and ENTER.

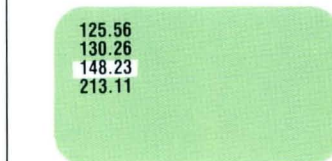
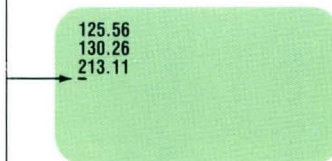
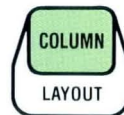
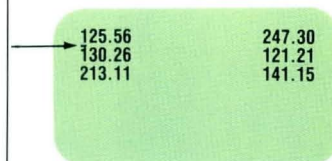
To add an entry:

1. Move the cursor to the space where you want the entry to begin.
2. Type the entry.
3. Press RETURN.

To delete an entry:

1. Place the cursor under the first character to be deleted.
2. Use the Delete function.

HELP



Adding and Deleting Columns

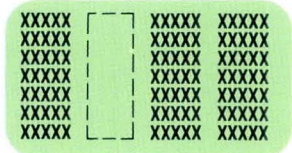
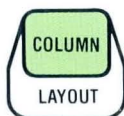
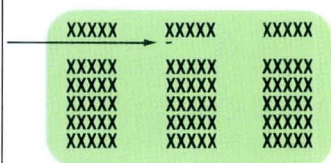
Numeric Tables
 Lesson 1
 Segment 3

STEPS

HELP

To add a column to a table created using Column Layout:

1. Move the cursor to the location where you want the new column to be inserted. Make sure the cursor is on the same line as the Begin Table code.
2. Press COLUMN twice.
3. Follow the Column Layout instructions.
 - a. Type the longest entry for the column. Include the tab settings required for this column.
 - d. Press LAYOUT to readjust the spacing between columns.
 - e. Press ENTER.
4. Type the new column.

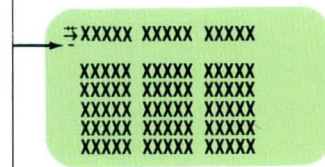
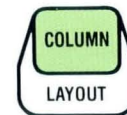
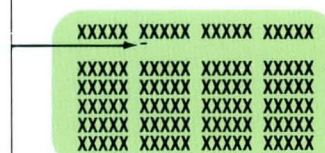


STEPS

HELP

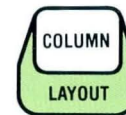
To delete an entire column from a table:

1. Move the cursor to the first character of the first line of the column you want to delete. Make sure the cursor is on the same line as the Begin Table code.
2. Press DEL.
3. Press COLUMN.
4. Press ENTER.



To readjust a table after deleting a column:

1. Place the cursor on the Begin Table code (↵).
2. Press ENTER.
3. Press LAYOUT.
4. Press ENTER.



Revising Formats

Numeric Tables
 Lesson 1
 Segment 5

STEPS	HELP
<p>To revise margins created using Column Layout:</p> <ol style="list-style-type: none"> 1. Change the document format, as necessary. 2. Move the cursor to the Format Change code (⌘) for the table and press ENTER. 3. Choose Change Margins and Tabs in the Format Selection menu. 4. Change the margins, as necessary, and press ENTER. 5. Move the cursor to the Begin Table code, (⇧). 	<div style="border: 1px solid #ccc; background-color: #e0ffe0; padding: 10px; margin-bottom: 20px;"> <p>⌘ XXXXX XXXXX XXXXX</p> <p>XXXXX XXXXX XXXXX</p> <p>XXXXX XXXXX XXXXX</p> <p>XXXXX XXXXX XXXXX</p> <p>XXXXX XXXXX XXXXX</p> </div> <div style="border: 1px solid #ccc; background-color: #e0ffe0; padding: 10px; margin-bottom: 20px; text-align: center;"> <p>Margins and Tabs Menu</p> </div> <div style="border: 1px solid #ccc; background-color: #e0ffe0; padding: 10px;"> <p>⇧ XXXXX XXXXX XXXXX</p> <p>XXXXX XXXXX XXXXX</p> <p>XXXXX XXXXX XXXXX</p> <p>XXXXX XXXXX XXXXX</p> <p>XXXXX XXXXX XXXXX</p> </div>
<ol style="list-style-type: none"> 6. Press ENTER. 7. Press LAYOUT to adjust the columns to the new margins. 8. Press ENTER to return to the typing area. <p>Note: If text follows the table, the Format Change codes must also be revised.</p> <ol style="list-style-type: none"> 9. Paginate the document. 	<div style="border: 1px solid #ccc; background-color: #e0ffe0; padding: 10px; margin-bottom: 20px; text-align: center;"> <p>ENTER</p> </div> <div style="border: 1px solid #ccc; background-color: #e0ffe0; padding: 10px; text-align: center;"> <p>COLUMN LAYOUT</p> </div>

Defining the Reference Area While Revising

Numeric Tables
Lesson 2
Segment 1

STEPS

HELP

To define the column reference areas while revising a table:

1. Place the cursor under the first character of the column you are going to revise. The cursor must be on the same line as the Begin Table code.
2. Press COLUMN.

3. Press SCREEN FORMAT.

Month	Amount	Amount
January	100.00	200.00
February	110.00	210.00
March	120.00	220.00
April	130.00	230.00
May	140.00	240.00



STEPS

HELP

4. Complete the Column Reference Area Setup menu:

- Set Side Reference Area to Yes.
 - Set the Top Reference Area to indicate the number of lines you want to see in the top reference area.
5. Revise the column, then press ENTER.

Column
Reference
Area Setup
Menu

Month	Amount
January	200.00
February	210.00
March	220.00
April	230.00
May	240.00

Revising the Column Reference Area

Numeric Tables
 Lesson 2
 Segment 2

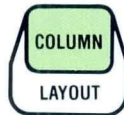
STEPS

HELP

To revise a previously set up top reference area:

1. Place the cursor under the first character of the column you want revised. The cursor must be on the same line as the Begin Table code.
2. Press COLUMN.
3. Press SCREEN FORMAT.
4. Set the number of lines in the top reference area to 0 and return to the typing area.
5. Press ENTER to make the necessary revisions to the text.
6. Press ENTER to return to the typing area.

Month	Amount	Amount
January	100.00	200.00
February	110.00	210.00
March	120.00	220.00
April	130.00	230.00
May	140.00	240.00



Month	Amount
January	200.00
February	210.00
March	220.00
April	230.00
May	240.00

STEPS

HELP

To revise a previously set up side reference area:

1. Place the cursor on the first line of the column currently being used as the side reference area. The cursor must be on the same line as the Begin Table code.
2. Press COLUMN and ENTER.
3. Move the cursor to the revision site.
4. Add or delete text as necessary.

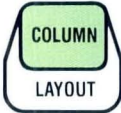


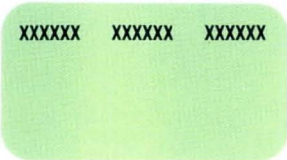
Month	Amount	Amount
January	100.00	200.00
February	110.00	210.00
March	120.00	220.00
April	130.00	230.00
May	140.00	240.00


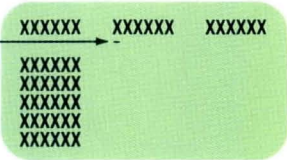

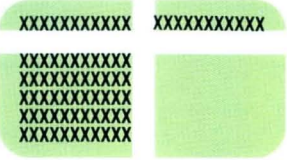


Month	Amount
January	200.00
February	210.00
March	220.00
April	230.00
May	240.00

Creating a Table Using Column Reference

Numeric Tables
 Lesson 2
 Segment 3

- | STEPS | HELP |
|---|---|
| <p>To create a table using column reference areas:</p> <p>1. Set up the table using Column Layout.</p> <p>2. Press SCREEN FORMAT.</p> <p>3. Define areas by using the Column Reference Area Setup menu.</p> <p>4. Press ENTER to go to the Column Layout typing area.</p> <p>5. Type <i>all</i> column headings.</p> | 


 |

- | STEPS | HELP |
|---|---|
| <p>6. Type the left column.</p> <p>7. Press ENTER to go to the regular typing area.</p> <p>8. Place the cursor under the first character of the next column heading.</p> <p>9. Press COLUMN.</p> <p>10. Press ENTER to revise the column.</p> <p>11. Type the column entries and press ENTER.</p> <p>12. Repeat Steps 8 through 11 for the remaining columns.</p> | 


 |

Column Add and Row Add

Numeric Tables
Lesson 3
Segment 2

STEPS

HELP

To perform Column Add:

1. Verify that the numbers are aligned at a decimal tab and that Display Codes is set to No.

2. Place the cursor under the first number to be added.

3. Press and hold COLUMN ADD.

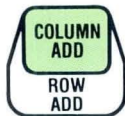
4. Check the total at the bottom of the screen.

5. To insert the total, move the cursor to the location where the total should appear and press ENTER.

6. To add a second column of numbers, press CANCL to clear the total and repeat Steps 2 through 5.

OR

Press CANCL twice to end the Column Add function.



STEPS

HELP

To perform Row Add:

1. Verify the numbers are aligned at a decimal tab, and that Display Codes is set to No.

2. Place the cursor under the first number to be added.

3. Press and hold ROW ADD.

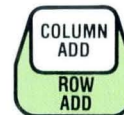
4. Check the total.

5. To insert the total, move the cursor to the decimal tab where the total should appear and press ENTER.

6. To add a second row of numbers, press CANCL to clear the total and repeat Steps 2 through 5.

OR

Press CANCL twice to leave the math operation.



Using the Sign Keys

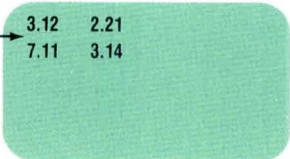
Numeric Tables
Lesson 3
Segment 3

STEPS

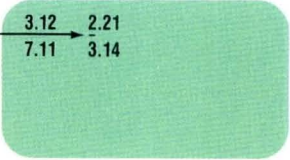
HELP

To use the math sign keys:

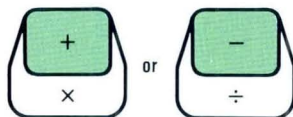
1. Place the cursor under any digit to the left of the decimal tab, or the decimal tab of the number you want to start with.
2. Press + (ADD).
3. Place the cursor under the next number in the operation.
4. Press + (ADD), - (SUBTRACT), × (MULTIPLY), or ÷ (DIVIDE), as appropriate for the operation you want to perform.
5. To insert the total, move the cursor to the place where the number should appear and press ENTER.
6. Press CANCL to clear the total.



3.12 2.21
7.11 3.14



3.12 2.21
7.11 3.14



Using the Constant Key

Numeric Tables
Lesson 3
Segment 4

STEPS

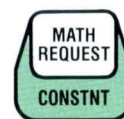
HELP

To type a constant:

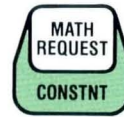
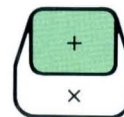
1. In the typing area, press CONSTNT.
2. Type the number you want to use for the constant and press ENTER.

To use a constant:

3. Place the cursor under the number you want to use the constant with.
4. Press + (ADD).
5. Press CONSTNT.
6. Press + (ADD), - (SUBTRACT), × (MULTIPLY), or ÷ (DIVIDE).
7. To insert the total, cursor to the place where you want the total to appear and press ENTER.
8. Press CANCL to clear the total.



Constant = 5%



Math Formats

Numeric Tables
Lesson 3
Segment 5

STEPS

To set up math formats using the MATH REQUEST key:

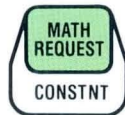
1. Press MATH REQUEST.
2. Change the desired items in the Math Request menu.

Note: The formats changed by the MATH REQUEST key apply to a *single* document.

To change the math formats on the program diskette:

1. Load Program Diskette Tasks.
2. Choose Change Math Format Defaults.
3. Choose the format number to be changed.
4. Change the math formats as appropriate.
5. Choose Active Math Format and type the number of the math format you changed in Step 4.

HELP



Finding Averages

Numeric Tables
Lesson 3
Segment 6

STEPS

To find an average:

1. Add or subtract a row, columns, or numbers by pressing ROW ADD, COLUMN ADD, or + or -.
2. Press MATH REQUEST to display the average.

To use the average:

1. Set Copy Average into Total to YES in the Math Requests menu.
2. In the typing area, move the cursor to the position where you want to insert the average and press ENTER.
3. Press CANCL to clear the total.
4. Press CANCL again to leave the math function.

HELP



or



	PAGE
Creating a Document Containing Footnotes	10-1
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Changing the Footnote Format	10-3
Creating a Footnote Library	10-4
Using a Footnote Library	10-4
Printing a Reference Copy	10-5
Revising Footnotes from a Footnote Library	10-5

Creating a Document Containing Footnotes

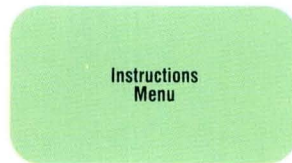
Special Text Applications
Lesson 2
Segment 2

STEPS

To create a document containing footnotes, type the body text. When you reach the place for a footnote reference:

1. Press INSTR.
2. Choose Footnote in the Instructions menu.
3. Press ENTER to go to the footnote typing area.
4. Type the footnote text.

HELP



STEPS

5. Press ENTER to return to the typing area.

When you finish typing the body text, paginate the document.

Note: After pagination, footnotes appear at the bottom of the page on the screen.

Revising a Footnoted Document

Special Text Applications
Lesson 2
Segment 3

STEPS

To add a footnote while revising a document:

1. Place the cursor at the desired location for the new footnote.
2. Press INSTR.
3. Choose Footnote in the Instructions menu.
4. Press ENTER to go to the footnote typing area.
5. Type the footnote text.
6. Return to the typing area.
7. Paginate the document to renumber the footnotes.

STEPS

To revise footnote text:

1. Place the cursor beneath the Footnote code (\uparrow) in the body text.
2. Press ENTER twice.
3. Revise the footnote text using normal revision procedures. Press ENTER to return to the typing area.
4. Press END.
5. Paginate the document.

Note: Revised footnote text does not appear in the document until you paginate.

STEPS

To delete a footnote:

1. Place the cursor beneath the Footnote code (\uparrow).
2. Press ENTER twice.
3. Delete the footnote text, using normal deletion procedures. Press ENTER to return to the typing area.
4. Press DEL.
5. Place the cursor under the End Formatted Text code (\rightarrow). Press ENTER.
6. Paginate to renumber the footnotes.

STEPS

To move text with footnotes:

1. Move text using the normal Move procedure.
2. Paginate the document to renumber the footnotes.

Resetting a Footnote Number

Special Text Applications
Lesson 2
Segment 4

STEPS

To reset the footnote number:

1. Type the footnote instruction in the usual way.
2. Choose Reset Footnote Number or Character in the Footnote menu.
3. Respond to the prompt "Type YOUR CHOICE; press ENTER" by typing your choice of number or character.
4. Type the footnote text using the normal procedure.
5. Paginate to renumber the footnotes.

HELP

Instructions
Menu

Footnote
Menu

Changing the Footnote Format

Special Text Applications
Lesson 2
Segment 5

STEPS

To change the footnote format:

1. Choose Change Document Format in the Create or Revise Document menu.
2. Choose Change Footnote Format in the Format Selection menu.
3. Change the format in the Footnote Format menu or the Footnote Text Options menu.
4. If you selected the alternate format, change the footnote format in both the document format and the alternate format.

HELP

Create
or revise
Document
Menu

Format
Selection
Menu

Footnote
Format
Menu

Footnote
Text
Options
Menu

Creating a Footnote Library

Special Text Applications
Lesson 3
Segment 1

STEPS

To create and store footnotes in a separate document:

1. Type the body text.
2. Press INSTR.
3. Choose Footnote in the Instructions menu.
4. In the Footnote menu, name the document and diskette on which the footnotes will be stored.
5. Type the footnote text.
6. Press ENTER.

HELP



Using a Footnote Library

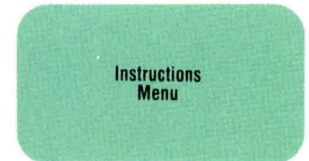
Special Text Applications
Lesson 3
Segment 2

STEPS

To use a footnote stored in one document while creating a new document:

1. Type the body text.
2. Press INSTR.
3. Choose Footnote in the Instructions menu.
4. In the Footnote menu:
 - a. set Create or Revise Footnote to No.
 - b. specify document name, diskette name, and system page number.
5. Repeat Steps 1 through 4 necessary.
6. Paginate and print the document.

HELP



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Resetting the Outline Character	11-2
Changing the Outline Format	11-2
Combining Outline Levels	11-3

Creating an Outline

Special Text Applications
Lesson 4
Segment 1

STEPS

To create an outline using predetermined settings:

1. Press **OUTLINE** repeatedly until you reach the desired outline level.
2. Press **ENTER**.
3. Type the text you want to enter in that outline level.
4. Press **RETURN** to begin a new line.
5. Repeat Steps 1 through 4 as necessary.
6. Paginate the document.

HELP

```
i.XXXXXXXXXX
A.XXXXXXXXXX
 1.XXXXXXXXXX
  a)XXXXXXXXXX
   (1)XXXXXXXXXX
    (a)XXXXXXXXXX
     (i)XXXXXXXXXX
```

Revising an Outline

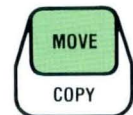
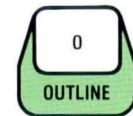
Special Text Applications
Lesson 4
Segment 2

STEPS

To revise an outline:

1. Place the cursor at the left margin of the line where the revision will occur.
2. Make the desired revision:
 - To add an entry, press **OUTLINE** the appropriate number of times, press **ENTER**, type the entry, and press **RETURN**.
 - To delete an entry, use the usual Delete procedure.
 - To move an entry, use the Move procedure.
3. Paginate to resequence the outline.

HELP



Resetting the Outline Character

Special Text Applications
Lesson 4
Segment 3

STEPS

To reset the outline character:

1. Press **OUTLINE** the appropriate number of times to reach the desired outline level.
2. Respond to the prompt “Press **OUTLINE** to change level, or type your choice” by typing a character that is appropriate for the outline level.
3. Press **ENTER**.

HELP



Changing the Outline Format

Special Text Applications
Lesson 4
Segment 4

STEPS

To change the outline defaults:

1. Choose **Change Document Format** in the **Create or Revise Document** menu.
2. Choose **Change Outline Levels** in the **Format Selection** menu.
3. Choose the outline level you want to change in the **Outline Level Format Selection** menu.
4. Make the desired changes in the **Outline Level Format** menu for that level.
5. Press **ENTER** and choose any additional outline levels you want to change in the **Outline Level Format Selection** menu.
6. Make the desired changes in the **Outline Level Format** menus for those levels.

HELP

**Create
or
Revise
Document
Menu**

**Format
Selection
Menu**

**Outline Level
Format Selection
Menu**

Combining Outline Levels

Special Text Applications

Lesson 4

Segment 5

STEPS

To combine outline levels:

1. Choose Change Document Format in the Create or Revise Document menu.

2. Choose Change Outline Level Formats in the Format Selection menu.

3. Choose the appropriate level in the Outline Level Format Selection menu.

4. Make desired choices in the Outline Level Format menu, including:

- Type of Numbering or Lettering
- Leading Characters
- Trailing Characters
- Set Combine with Previous Level to Yes.

HELP

Create or Revise Document Menu

Format Selection Menu

Outline Level Format Selection Menu

Outline Level Format Menu

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<hr/>	
Creating Documents with Stop Codes	
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Creating the Finished Document	12-2
Completing Preprinted Forms Using Stop Codes	12-3
<hr/>	
Building Documents from Stored Paragraphs	
Creating a Library of Paragraphs with Stop Codes	12-4
Creating a Reference Copy	12-5
Creating the Finished Document	12-6

Creating a Shell with Stop Codes

*Creating Documents from Stored Text Using Get
Lesson 1
Segment 1*

STEPS

To create a shell document with Stop codes:

1. Create and name your document, then go to the typing area.
2. Set Display Codes to Yes.
3. Type the constant text to the point where the variable information will begin.
4. Press STOP.
5. Repeat Steps 3 and 4 as necessary.
6. When you have completed your document, press END.

HELP

March 20, 1983



Creating a Reference Copy of the Shell

*Creating Documents from Stored Text Using Get
Lesson 1
Segment 2*

STEPS

To create a reference copy of the shell document:

1. Duplicate the shell document.
2. Go to the typing area of the duplicate copy.
3. Find the first Stop code.
4. Type a description of the information to be entered in the finished document. Enclose this description in parentheses.
5. Repeat Steps 3 and 4, as necessary, to describe the remaining Stop codes. Press END when all Stop codes have been described.
6. Paginate and print the reference copy.
7. Delete the reference copy from the diskette.

HELP

Duplicate Document Menu

March 20, 1983

(inside address)

Dear (name):

We are happy to confirm on April 30, 1983.

Please ask for me upon process your expenses

We are looking forward

Delete Document Menu

Creating the Finished Document

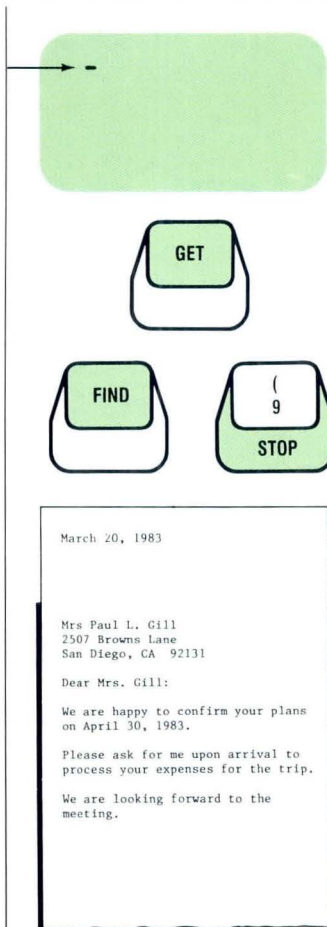
Creating Documents from Stored Text Using Get Lesson 1 Segment 3

STEPS

To use a shell with Stop codes to create a finished document:

1. Create and name a new document.
2. Set up the document format exactly as your shell document was set up.
3. Press GET. Type the name of the shell and diskette, and complete the Get menu.
4. Find the Stop codes and type the variable information at each. If the shell is to be used only once, go to Step 7.
5. Press $\underline{\text{K}}$, REQD PAGE END, then PAGE END.
6. Get another copy of the shell and repeat Steps 4 and 5.

HELP



STEPS

7. After using the last copy of the shell, press END.
8. Paginate and print the document.

Completing Preprinted Forms Using Stop Codes

Creating Documents from Stored Text Using Get Lesson 1 Segment 4

STEPS

To measure the form, use the conversion ruler:

1. Measure the form horizontally for margins and tabs.
2. Measure the form vertically for the line positions.
3. Measure the form vertically and horizontally using the millimeter (mm) scale for the paper size.

STEPS

To create a shell document:

1. Create a document and go to the Create or Revise Document menu.
2. Set up the document format using the measurements you made earlier.
3. Go to the typing area and set Display Codes to Yes.
4. Press CHG FMT and set the tab positions for the first line.

STEPS

5. Tab to each position for variable information and type a Stop code.
6. Press RETURN the appropriate number of times to go to the next typing line.
7. Repeat Steps 4 through 6 for each line of information on the form. Press RETURN after the last line on the form.
8. Press CHG FMT and return to the original format.
9. Press END. *Do not* paginate the document.

STEPS

To create the finished form:

1. Create another document and set up the document format *exactly* as you did for the shell document.
2. Go to the typing area.
3. Get a copy of the shell document.
4. Find the Stop codes and type the variable information. If you are filling out only one form, skip to Step 7.
5. Press **↵**, REQD PAGE END, then PAGE END.
6. Repeat Steps 3 through 5 until you have filled out all of the forms.
7. Press END.
8. Print the document.

Creating a Library of Paragraphs with Stop Codes

Creating Documents From Stored Text Using Get
Lesson 2
Segment 1

STEPS

To store paragraphs with Stop codes in a paragraph library:

1. Create a document.
2. In the Create or Revise Document menu, set Preserve Page Numbers to Yes.

3. In the Screen Format menu, set Display Codes to Yes.

4. Type constant text to the point where the first piece of variable information is to go.

HELP

Create
or Revise
Document
Menu

Screen
Format
Menu

```

XXXXXXXX  XXXXXX  XXXXXXXX
XXXXXXXXXX  XXX
    
```

↑

STEPS

5. Press STOP to insert a Stop code. Be sure to include all punctuation and spacing before *and* after the Stop code.

6. Repeat Steps 4 and 5 until you have finished the paragraph.

7. Press RETURN to insert the number of carrier returns you want to follow the paragraph in the finished document.

8. Press PAGE END.

9. Type the remaining paragraphs using Steps 4 through 8.

10. After typing the last paragraph, press END.

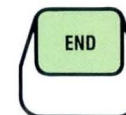
HELP



```

XXXXXXXX  XXXXXX  XXXXXXXX
XXXXXXXXXX  XXXXXX  XX
XXXXXXXX  XXXXXXXX  XXX
    
```

↑



Creating a Reference Copy

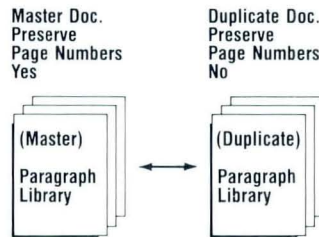
Creating Documents from Stored Text Using Get Lesson 2 Segment 2

STEPS

HELP

To create and print a reference copy of a paragraph library:

1. Duplicate the paragraph library.
2. Set Preserve Page Numbers to No in the duplicate copy.
3. Go to the typing area of the duplicate copy.
4. Press Find then Stop to find the first Stop code.



```

■ XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXX
■ XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXX ■ XXXXX
XXXXXXXXXXXXXXXXXXXXXX
    
```



STEPS

HELP

5. Type a description of the information to be inserted in the finished document. Enclose this description in parentheses.
6. Repeat Steps 4 and 5 as necessary. Press END when all Stop codes have been described.
7. Paginate and print the reference copy.
8. Delete the reference copy from your diskette.
9. Hand-number the paragraphs on your printed reference copy.

```

(Date) ■ XXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXX
■ XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXX ■ XXXXX
XXXXXXXXXXXXXXXXXXXXXX
    
```



Delete
Document
Menu



Reference Copy

Creating the Finished Document

Creating Documents from Stored Text Using Get
 Lesson 2
 Segment 3

STEPS	HELP
<p>To use stored paragraphs with Stop codes to create a finished document:</p> <ol style="list-style-type: none"> 1. Create and name a new document. 2. Set up the document format to match the format of the paragraph library. 3. Type any text that appears before the first stored paragraph. 4. Get the stored paragraph or paragraphs. 5. Find any Stop codes and type the variable information for each. 	<div style="border: 1px solid #008000; background-color: #e0ffe0; padding: 10px; margin-bottom: 20px;"> XXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXX - </div> <div style="text-align: center; margin-bottom: 20px;">  </div> <div style="border: 1px solid #008000; background-color: #e0ffe0; padding: 10px;"> XXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXX March 30, 1983 ■XXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXX ■ XXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXXXXXX </div>
<ol style="list-style-type: none"> 6. Press ↵ and type the rest of the document. Repeat Steps 4 and 5, as necessary. If you are creating only one finished document, skip Steps 7 and 8. 7. Press REQD PAGE END, then press PAGE END. 8. Repeat Steps 3 through 7, as necessary. 9. When you have completed the document, press END. 10. Paginate and print your document. 	<div style="text-align: center; margin-top: 100px;">  </div>

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<hr/>	
Creating Documents with Variable Names	
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<hr/>	
Document Assembly	
Creating the Paragraph Library	13-6
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Creating a Shell for Document Assembly	13-7
Creating a Fill-In Document	13-8
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Creating a Fill-In Document

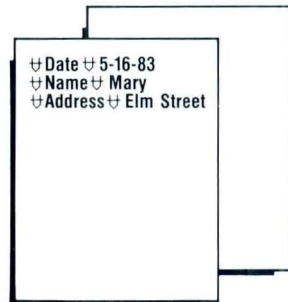
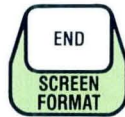
Creating Documents from Stored Text Using Merge Lesson 1 Segment 2

STEPS

HELP

To create a fill-in document:

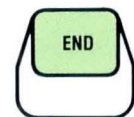
1. Create a document and go to the typing area.
2. Set Display Codes to Yes.
3. Press **VARIABL** and type the first variable name exactly as it appears in the shell.
4. Type the variable information for that variable name exactly as it will appear in the finished document.



STEPS









HELP

5. Continue typing variable names and variable information until you have typed variable information for all the variable names in the shell. If the shell is to be used only once, skip Steps 6 and 7.
6. Press **PAGE END**.
7. Repeat Steps 3 through 6 for each set of variable information.
8. Press **END**. Do not paginate.



Creating the Finished Document

Creating Documents from Stored Text Using Merge Lesson 1 Segment 3

STEPS	HELP	STEPS	HELP
<p>To merge a shell and a fill-in document:</p> <ol style="list-style-type: none">1. Choose Merge Tasks in the Task Selection menu.2. Choose Merge with Named Variables in the Merge Tasks menu.3. Choose Shell Document Name and type the names of the shell document and the diskette, if necessary.4. Choose Fill-in Document Name and type the name of the fill-in document and diskette, if necessary. <p>To print the finished document only:</p> <ol style="list-style-type: none">5. Press ENTER.	 <p>Task Selection Menu</p>  <p>Merge Tasks Menu</p>  <p>Merge with Named Variable Setup Menu</p> 	<p>To store the finished documents only:</p> <ol style="list-style-type: none">1. Choose Merged Document Name and type the name of the finished document. Choose Diskette Name if not already complete.2. Set Print Merged Document to No.3. Press ENTER. <p>To print and store the finished document:</p> <ol style="list-style-type: none">1. Choose Merged Document Name and type the name of the new document and diskette name, if necessary.2. Press ENTER.	 <p>Merge with Named Variable Setup Menu</p>   <p>Merge with Named Variable Setup Menu</p> 

Shortcut for Multipage Fill-In Documents

Creating Documents from Stored Text Using Merge
Lesson 1
Segment 4

STEPS

HELP

To create a shortcut document to type multipage fill-in documents:

1. Create and name a document.
2. Go to the typing area and set Display Codes to Yes.
3. Type all the variable names that appear in the shell document.
4. Press END.



⌘ date ⌘
⌘ amount ⌘



STEPS

HELP

To use the shortcut document when creating a multipage fill-in document:

1. Create and name a fill-in document.
2. Set Display Codes to Yes.
3. Get the document you created in Steps 1 through 4.
4. Press NEXT VARIABLE and type the variable information.
5. Repeat Step 4 for each variable name.
6. Press ↵ and PAGE END and repeat Steps 3 through 5.
7. Press END.



Completing Preprinted Forms Using Merge

Creating Documents from Stored Text Using Merge Lesson 1 Segment 5

STEPS

To measure the form, use the IBM conversion ruler:

1. Measure the form horizontally for margins and tabs.
2. Measure the form vertically for line positions, including first and last typing line.
3. Measure the form vertically and horizontally using the millimeter (mm) scale for the paper size.

STEPS

To create the shell document:

1. Create a document and go to the Create or Revise Document menu.
2. Refer to the measurements you took and make the necessary changes to the document format.
3. Go to the typing area.
4. Set Display Codes to Yes.
5. Press CHG FMT on the first typing line. Set the tab positions for the first line and return to the typing area.

STEPS

6. Tab to each position for variable information and type a Variable code.
7. Press RETURN the appropriate number of times to go to the next typing line on the form.
8. Repeat Steps 5 through 7 for each line of the form. Press RETURN at the end of the last line on the form.
9. Press CHG FMT and return to the original format.
10. Press END.
11. *Do not* paginate the document.

STEPS

To create the fill-in document:

1. Create a document and go to the typing area.
2. Type the variable names exactly as they appear in the shell document, followed by the variable information. If you are completing only one form, skip to Step 5.
3. Press PAGE END.
4. Repeat Steps 2 and 3 until you have created one page of the fill-in document for each copy of the form.
5. Press END.
6. Merge the shell and fill-in documents and print.

Creating the Paragraph Library

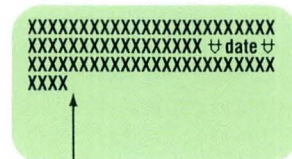
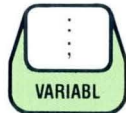
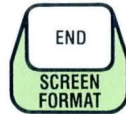
Creating Documents from Stored Text Using Merge Lesson 2 Segment 1

STEPS

To type paragraphs in a paragraph library:

1. Create a document, setting Preserve Page Numbers and Display Codes to Yes.
2. Type constant text for the paragraph until you reach the point where the first piece of variable information will be inserted.
3. Press VARIABL and type the variable name.
4. Continue typing constant text until you come to the next point where variable information will be inserted.
5. Repeat Steps 3 and 4, as necessary.

HELP



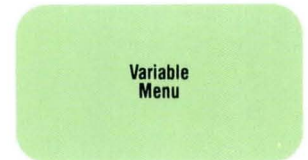
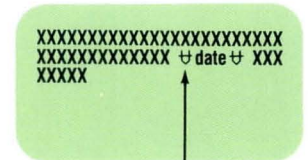
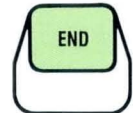
STEPS

6. Type the number of carrier returns you want to follow the paragraphs in the finished document.
7. Press PAGE END.
8. Type the remaining paragraphs using Steps 2 through 7.
9. After typing the last paragraph, press END.

To revise a variable name:

1. Place the cursor beneath the variable code and press ENTER.
2. In the Variable menu, choose Variable Name, type your choice, and press ENTER.

HELP



Creating a Reference Copy

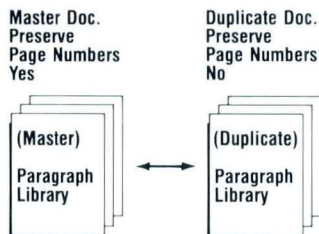
Creating Documents from Stored Text Using Merge
Lesson 2
Segment 2

STEPS

To create and print a reference copy of the paragraph library:

1. Duplicate the paragraph library.
2. Set Preserve Page Numbers to No in the duplicate copy.
3. Go to the typing area of the duplicate copy and press END.
4. Paginate and print the reference copy.
5. Delete the reference copy from your diskette.
6. Hand-number the paragraphs on your printed copy.

HELP



Create or Revise Document Menu

XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

```

1 XXXXXXXXXXXXXXXX
  XXXXXXXXXXXXXXXX
  XXXXXXXXXXXXXXXX

2 XXXXXXXXXXXXXXXX
  XXXXXXXXXXXXXXXX
  XXXXXXXXXXXXXXXX

3 XXXXXXXXXXXXXXXX
  XXXXXXXXXXXXXXXX
  XXXXXXXXXXXXXXXX
    
```

Creating a Shell for Document Assembly

Creating Documents from Stored Text Using Merge
Lesson 2
Segment 3

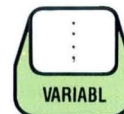
STEPS

To create a shell document for document assembly:

1. Create and name the document.
2. Make any format changes desired through the Create or Revise Document menu.
3. Go to the typing area and set Display Codes to Yes.
4. Press VARIABL and type a variable name that is *different* from the other variable names used in the paragraph library.
5. Press END.

HELP

Create or Revise Document Menu



⌘paragraphs⌘

Creating a Fill-In Document

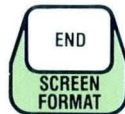
Creating Documents from Stored Text Using Merge Lesson 2 Segment 4

STEPS

HELP

To create a fill-in document for document assembly:

1. Create and name a document.
2. Go to the typing area and set Display Codes to Yes.
3. Type the variable name *exactly* as it appears in the shell document.
4. Press INSTR and go to the Include Instruction menu.
5. Type the name of the paragraph library you are using, and the name of the diskette on which it is found.



⌘ paragraphs ⌘



Include
Instruction
Menu

STEPS

HELP

6. Type the paragraph numbers from the library that you want to include in the document, in the order in which you want them to appear.
7. Type the variable names from the paragraph library you are using, and the variable information for those names.
8. Press PAGE END if you are creating more than one fill-in. Otherwise, go to Step 10.
9. Repeat Steps 3 through 8 for each set of variable information.
10. After you have typed the last set of variable information, press END.

INCLUDE INSTRUCTION

ID ITEM	YOUR CHOICE
a Document Name	Library
b Diskette Name	TRAIN 3
c System Page Number(s)	4 6 2 9



Creating the Finished Document

Creating Documents from Stored Text Using Merge Lesson 2 Segment 5

STEPS

To assemble the final documents using document assembly:

1. Choose Merge Tasks in the Task Selection menu.
2. Choose Merge with Named Variables in the Merge Tasks menu.
3. Choose Shell Document Name and type the names of the shell document and diskette, if necessary.
4. Choose Fill-in Document Name and type the name of the fill-in document and the diskette name if necessary.

To *print* the finished document only:

5. Press ENTER.

HELP

Task
Selection
Menu

Merge
Tasks
Menu

Merge with
Named
Variable
Setup Menu



STEPS

To *store* the finished document *only*:

5. Choose Merged Document Name and type the name of the finished document. Choose Diskette Name if not already complete.
6. Set Print Merged Document to No.
7. Press ENTER.

To *print and store* the finished documents:

5. Choose Merged Document Name and type the name of the finished document. Choose Diskette Name if not already complete.
6. Press ENTER.

Shortcut for Multipage Fill-In Documents

Creating Documents from Stored Text Using Merge Lesson 2 Segment 6

STEPS

To create a shortcut document to type multipage fill-in documents:

1. Create and name a document.
2. Go to the typing area and set Display Codes to Yes.
3. Type the variable name that appears in the shell document, then *all* the variable names from the paragraph library you will be using. Press RETURN after each variable name.
4. Press END.

To use the shortcut document:

1. Create and name a fill-in document.
2. Go to the typing area and set Display Codes to Yes.

HELP



⌘date⌘
⌘amount⌘
⌘contact⌘



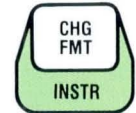
STEPS

3. Press GET to get the document you created in Steps 1 through 4.
4. Press NEXT VARIABLE.
5. Press INSTR. choose Include and type the Include instructions after the first variable name.
6. Using NEXT VARIABLE, type the rest of the variable information for the appropriate variable names.

Note: The variable names with no information will be disregarded during merge.

7. Press PAGE END and repeat Steps 3 through 6.
8. Press END.

HELP



⌘date⌘ May 16, 1983
⌘amount⌘ 100.00
⌘contact⌘



	PAGE
Subscripts and Superscripts	14-1
Constructed Characters	14-1
Block Overstrike	14-2
Matching Printwheels and Keyboards	14-3
Matching Printer Elements and Keyboards	14-4
Typing with an Alternate Keyboard	14-4

Subscripts and Superscripts

Special Text Applications
Lesson 5
Segment 1

STEPS

To type a subscript:

1. In the typing area, press $\frac{1}{2}\downarrow$.
2. Type the characters for the subscript.
3. Press $\frac{1}{2}\uparrow$ to return to the typing line.

To type a superscript:

1. In the typing area, press $\frac{1}{2}\uparrow$.
2. Type the characters for the superscript.
3. Press $\frac{1}{2}\downarrow$ to return to the typing line.

STEPS

To delete a subscript or superscript:

1. Place the cursor under the \downarrow or \uparrow that precedes the subscript or superscript to be deleted.
2. Press DEL and move the cursor to the \uparrow or \downarrow that follows the subscript or superscript.
3. Press ENTER.

Constructed Characters

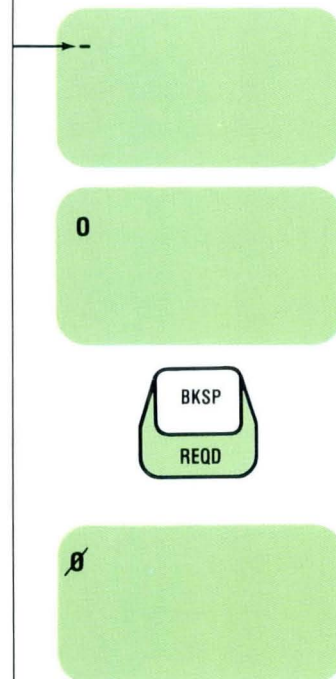
Special Text Applications
Lesson 5
Segment 2

STEPS

To construct a character from two characters or underline a single character in a word:

1. Place the cursor where the desired constructed or underlined character is to be inserted.
 2. Type the first character.
 3. Press REQD BKSP.
 4. Type the second character.
- Note:** To delete constructed characters, use the DEL key.

HELP



Block Overstrike

Special Text Applications Lesson 5 Segment 3

STEPS

HELP

To overstrike text:

1. Place the cursor at the beginning of the text you want to overstrike.

2. Press **OVERSTRIKE**.

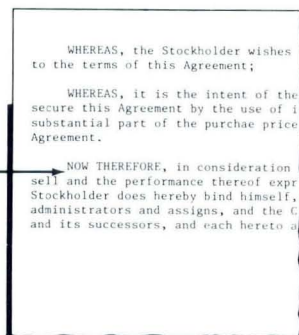
3. Place the cursor at the end of text you want to overstrike.

4. Press **ENTER**.

5. Type the character you want to use to overstrike.

6. Press **ENTER**.

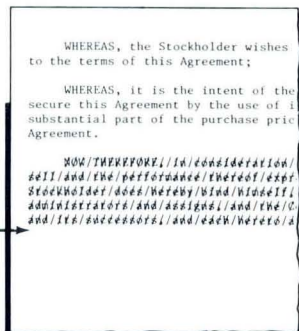
To remove the overstrike, delete the **Begin and End Overstrike codes** (**→** and **←**).



WHEREAS, the Stockholder wishes to the terms of this Agreement;

WHEREAS, it is the intent of the secure this Agreement by the use of a substantial part of the purchase price Agreement.

NOW THEREFORE, in consideration sell and the performance thereof expr Stockholder does hereby bind himself, administrators and assigns, and the C and its successors, and each hereto a



WHEREAS, the Stockholder wishes to the terms of this Agreement;

WHEREAS, it is the intent of the secure this Agreement by the use of a substantial part of the purchase price Agreement.

~~NOW THEREFORE, in consideration sell and the performance thereof expr Stockholder does hereby bind himself, administrators and assigns, and the C and its successors, and each hereto a~~

STEPS

To change the overstrike character:

1. Delete **Begin and End Overstrike codes**.

2. Follow the steps to overstrike, using the new character.

To make text revisions:

1. Make sure that the cursor is between the **Begin and End Overstrike codes**.

2. Revise as desired.

Matching Printwheels and Keyboards

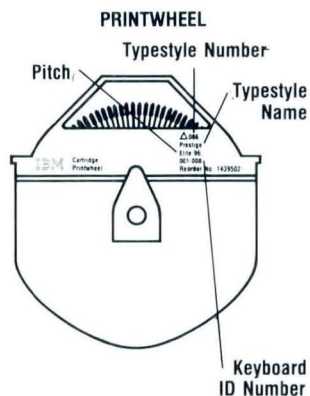
Special Text Applications
Lesson 6
Segment 2

STEPS

To determine typestyle and keyboard numbers for the printwheels:

1. Collect the printwheels you plan to use to print documents.
2. Use the worksheet provided in the segment referenced above to write down the typestyle name, typestyle number, pitch, keyboard number, and reorder number.
3. Make a note of the typestyle number to be used most often and of the keyboard ID numbers required to support all the printwheels to be used.

HELP



STEPS

To determine keyboard arrangement, see the *Reference Book*, **Charts** section, **Keyboard Arrangements**.

In selecting a keyboard, consider the following factors:

- Number of characters on your keyboard module (92 or 96).
- Number of characters on the keyboard number arrangement.
- Characters included on the keyboard number arrangement.
- Layout of characters on the keyboard number arrangement.

Matching Printer Element and Keyboard

Special Text Applications
Lesson 6
Segment 3

STEPS

To determine typestyle and keyboard numbers for the printer elements in your area:

1. Collect printer elements you plan to use to print documents.
2. Use the worksheet in the segment to write the typestyle name, pitch, and part number for each printer element used.
3. Use the list of IBM 5215 Printer Element Descriptions in Appendix A in the *IBM Displaywriter System Printer Guide* to identify the typestyle ID number and keyboard ID number for each printer element you plan to use.

STEPS

4. Make a note of the typestyle numbers you will use most often and of the keyboard ID numbers required to support the printer elements you will need.

Typing with an Alternate Keyboard

Special Text Applications
Lesson 6
Segment 4

STEPS

To prepare to use an alternate keyboard:

1. Before creating a document using an alternate keyboard, personalize the program diskette by adding alternate keyboard numbers to the Work Station Description menu.
2. Set Engraved Keyboard to 2 if you want the first alternate keyboard to be your default for keyboard number.
3. Personalize the program diskette by changing the typestyle number setting to match the number of the most frequently used printer element or printwheel.

STEPS

To change keyboards within a document:

1. Change the typestyle number in the Line Format menu to match the typestyle number of the printer element or printwheel.
 2. Press KYB CHG in the document where an alternate keyboard is required.
 3. Type the keyboard ID number.
 4. Refer to the appropriate keyboard arrangement chart in the *Reference Book* to locate characters for alternate keyboards.
 5. To return to the keyboard or alternate keyboard default, repeat Steps 2 and 3.
- To print the document, change the element or printwheel as prompted.

How to Use the Index

Each entry is followed by two numbers. The first number refers to the *tab* in the binder.

The second number refers to the *page* within the tab.

For example, to find **adding 9-8**, go to **Tab 9** and find page **8**.

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