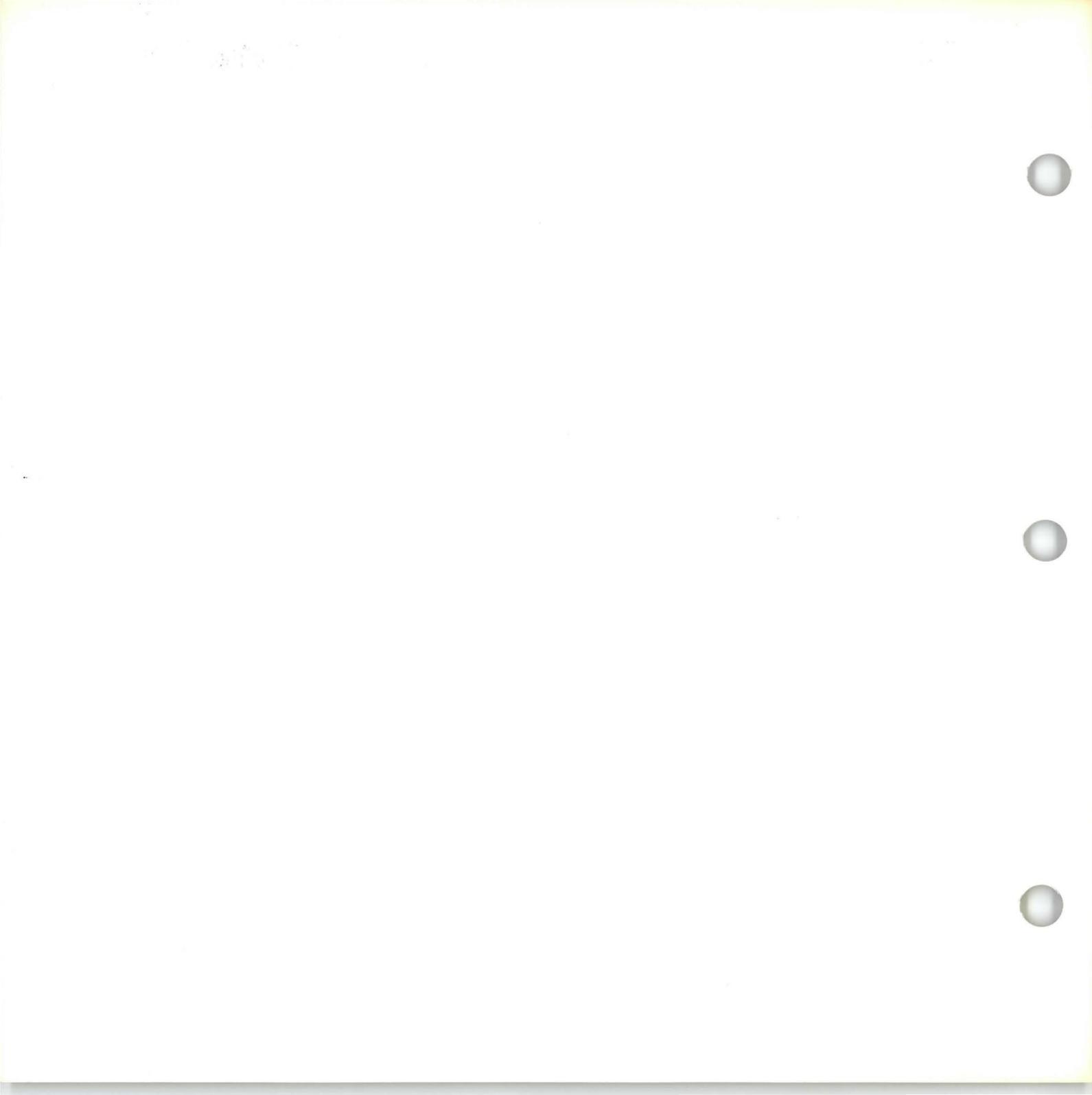


**Stored Text Using Get**

**Stored Text Using Merge**

**Advanced Time Savers**



**Stored Text Using Get**

**Stored Text Using Merge**

**Advanced Time Savers**

**First Edition (June 1983)**

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### ABOUT THIS BOOK

#### Purpose and Audience

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

#### Contents

This book shows how to create documents from stored text. It also shows some advanced functions that can be used for many applications.

#### Related Publications

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

#### Data Security

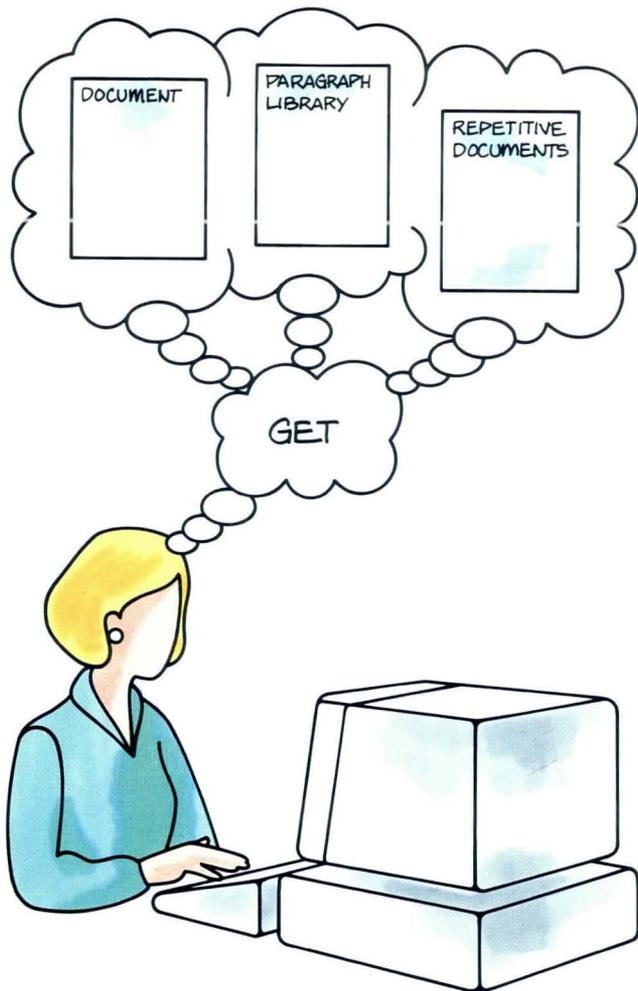
All magnetic media are subject to physical damage, erasure, and loss for a variety of reasons, including operator error, accidental occurrences, and machine malfunction. In addition, magnetic media are subject to theft. Therefore, an integral part of any informational system should be to establish and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



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## Creating Documents From Stored Text Using Get



**T**his unit is about storing text for later use. By storing documents that are used repetitively, you can avoid retyping an entire document each time you want to produce it. As you type these repetitive documents, you assign spaces for the information that you know will change. Each time you need the document, you type only the information that changes.

The Displaywriter also allows you to store parts of documents (paragraphs) which you can later “mix and match” to create finished documents.

Lesson 1 shows you how to create repetitive documents with minimal typing for personalization.

Lesson 2 shows you how to construct a paragraph library and put several of the paragraphs together to create a finished document. These paragraphs may be further personalized with information that changes from document to document.

If you have already completed all or part of *Creating Documents from Stored Text Using Merge*, you will notice many similarities between that Unit and this one. Some parts are nearly identical, but the processes are very different.

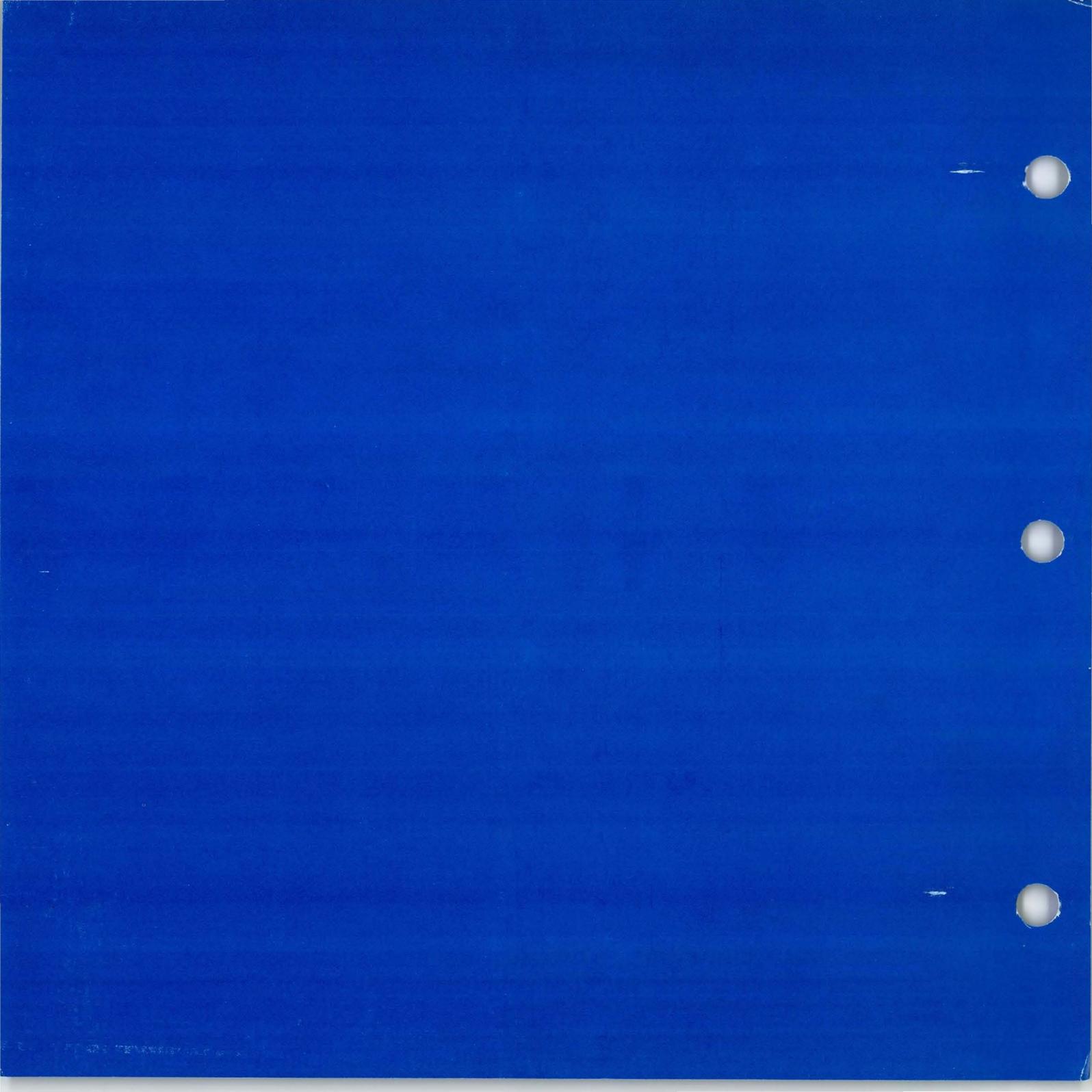


Unit: Creating Documents from  
Stored Text Using Get

**Lesson 1: Creating Documents with  
Stop Codes**

**1**

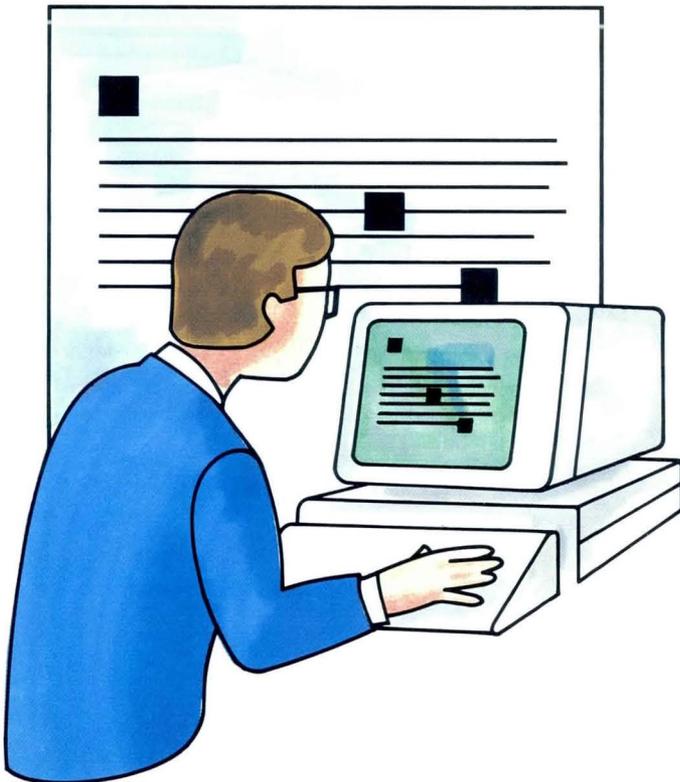
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**1** This lesson discusses using the Displaywriter's ability to store text to create documents with Stop codes.

Suppose you have a document — for example, a letter — that you must send to ten people. Most of the text in the letter is the same for each person, but some information, such as names, addresses, and figures, varies in each letter.

Rather than typing individual copies of the letter, you can type the information that does not change, called constant text, one time. Later, you can insert the information that changes. This information is called variable information. With the Displaywriter you can “save” a place for the variable information in the constant text. To do this, you type a Stop code wherever the variable information is to be inserted. The document that contains the constant text and Stop codes is called a shell document.



In the illustration on the next page, notice the first document, labeled **SHELL DOCUMENT**. The shell document contains mostly constant text, shown by the horizontal lines. The small squares represent the Stop codes — spaces saved for variable information.

The second document labeled **VARIABLE INFORMATION** represents the variable information for the Stop codes in that particular letter. The third document is the finished document; the first and second document combined. You can insert the variable information at the Stop codes in the shell document

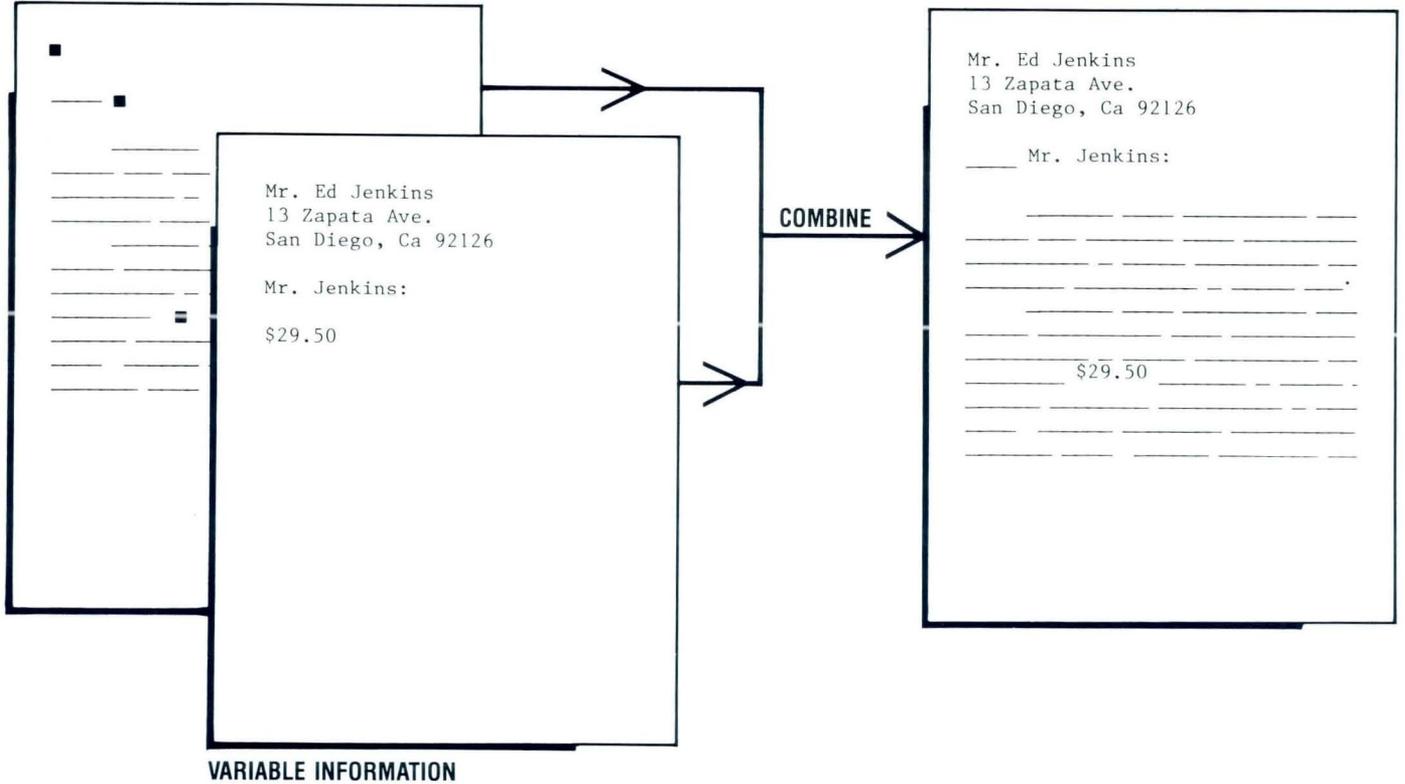
to create personalized documents with minimal typing.

In Segment 1 of this lesson you will learn to create a shell document with Stop codes. In Segment 2 you will learn to create a reference copy of the shell. Segment 3 teaches you to create the finished document by getting a copy of the shell. In Segment 4 you will learn to complete preprinted forms using Stop codes.

There are no training documents for this unit. You will create all the documents you need. Use **TRAIN3** as your diskette.

## Creating Documents with Stop Codes

### SHELL DOCUMENT





## Creating a Shell with Stop Codes

### Prerequisites:

You must have completed *Common Text Applications, Lessons 1 and 2, and Lesson 4, Segment 2, and Diskettes, Lesson 1, Segment 1*



**1** Let's assume you have the same letter to send to several people. Most of the text of the letter does not change, but several items of information (such as the date, address, salutation, and so on) do change. Until now, when you had this kind of repetitive letter to send, you probably had to retype the entire letter for each person.

Your Displaywriter allows you to type the constant text once and insert Stop codes at each point where the text will change, creating what is called a shell document. Then, each time you send the letter, all you do is type the variable information at the Stop codes.

Your goal for this segment is to be able to create a shell document with Stop codes.

**MAIN IDEA**

To create a shell document with Stop codes, follow these steps:

1. Create and name your document, set the document format as you want the finished document to appear, then go to the typing area.
2. Set Display Codes to Yes.
3. Type the constant text until you reach the point where the first piece of variable information goes.
4. Press STOP.
5. Repeat Steps 3 and 4, as necessary.
6. When you have completed your document, press END.

*If you have enough information about creating a shell document with Stop codes, go on to the Demonstration. If you would like more detail, read the Help that follows.*

**HELP**

To create a shell document with Stop codes, follow these steps:

- 1. Create and name your document, set the document format as you want the finished document to appear, then go to the typing area.**

The format of the shell document should be the format of the finished document.

- 2. Set Display Codes to Yes.**

This allows you to see the Stop codes as you type them.

- 3. Type the constant text until you reach the point where the first piece of variable information goes.**  
If you must insert a Stop code before you type any constant text (that is, if the first line in your letter is variable information) go to the next step.

SCREEN FORMAT

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Display Codes	1	1 = Yes 2 = No

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER:

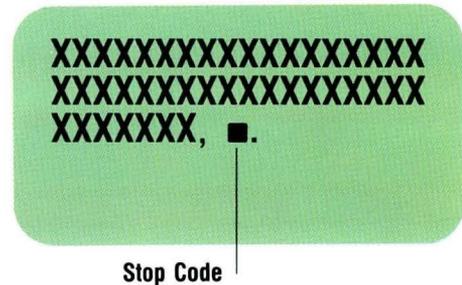
XXXXXXXXXXXXXXXXXXXXX  
 XXXXXXXXXXXXXXXXXXXXX  
 XXXXXXXX

Variable information to go here

## 4. Press STOP.



The Stop code appears on the screen as a small green box when you have set Display Codes to Yes. When you type the variable information later, the Displaywriter adjusts lines and spacing to accommodate the information you enter. Be sure that you include all spacing and punctuation, both before and after the Stop code in the shell document. **Note:** If variable information will take several lines (an inside address, for example), do *not* insert the extra carrier returns in the shell. You will type them when you type the variable information.



**5. Repeat Steps 3 and 4, as necessary.**

After you have typed the first Stop code, continue typing constant text until you come to the place for the next Stop code. Insert this Stop code in the same way, then continue typing.

**6. When you have completed your document, press END.**

```
XXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXX  
XXXX ■ XXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXX ■ XXX
```

*Go on to the Demonstration.*

**DEMONSTRATION**

For this Demonstration you will create a shell document with Stop codes. You will not type the information in parentheses but will insert a Stop code at those places. You will use this shell document for all other Demonstrations throughout the remaining segments of this lesson.

**Create the following document and go to the typing area:**

Document name: New Hours Shell  
Diskette name: TRAIN3

**Set Display Codes to Yes and return to the typing area.**

**Press RETURN three times.**

This gives your document the extra spacing before *(date)*.

**Press STOP.**

This inserts the first Stop code for *(date)*. Do *not* type *(date)*.

**Press RETURN four times.**

**Press STOP to insert the second Stop code for *(address)*.**

Do *not* type *(address)*.

3 RET'S

(date)

4 RET'S

(address)

2 RET'S

Dear (salutation): 2 RET'S

Thank you for writing to us. I am pleased to answer your questions.

I apologize for the inconvenience our incorrect address records have caused you. Trustworthy Savings' constant aim is to provide you with good service.

Our new banking hours are as follows:

Monday through Thursday -- 9:00 AM to 3:30 PM

Friday -- 9:00 AM to 7:00 PM

If I may be of further help, please feel free to contact me.

Sincerely,

Robert Groves  
Customer Service

Press RETURN twice.

Type *Dear*, space once, press STOP to insert a Stop code for (*salutation*), then type a colon.

Press RETURN twice.

Type the rest of the letter.

3 RET'S

(date)

4 RET'S

(address)

2 RET'S

Dear (salutation): 2 RET'S

Thank you for writing to us. I am pleased to answer your questions.

I apologize for the inconvenience our incorrect address records have caused you. Trustworthy Savings' constant aim is to provide you with good service.

Our new banking hours are as follows:

Monday through Thursday -- 9:00 AM to 3:30 PM

Friday -- 9:00 AM to 7:00 PM

If I may be of further help, please feel free to contact me.

Sincerely,

Robert Groves  
Customer Service

Compare the document on the screen with the example below. They should be identical. If there are any errors, correct them now.

Press **END**.

```
␣
␣
␣
■␣
␣
␣
␣
■␣
␣
Dear ■:␣
␣
Thank you for writing to us. I am pleased to answer your questions.␣
␣
I apologize for the inconvenience our incorrect address records have␣
caused you. Trustworthy Savings' constant aim is to provide you with␣
good service.␣
␣
Our new banking hours are as follows:␣
␣
→   →   → Monday through Thursday -- 9:00 AM to 3:30 PM␣
␣
→   →   → Friday -- 9:00 AM to 7:00 PM␣
␣
If I may be of further help, please feel free to contact me.␣
␣
Sincerely,␣
␣
␣
␣
Robert Groves␣
Customer Service␣
▲
```

*When you have finished this Demonstration, go on to the Self-Test.*

**SELF-TEST**

Create the following document:

Document name: Earnings Shell

Diskette name: TRAIN3

Enter the constant text from the following shell document. Where you see information in parentheses, enter a Stop code, *not* the information itself. When you have completed your shell, compare the results on your screen with the Feedback section. Remember, you will use this Self-Test for other Self-Tests in this lesson.

(date)

(address)

Dear (salutation):

Thank you for writing to us. I am pleased to answer your questions.

Your savings account was converted to the new certificate without loss of earnings to you. Earnings of \$(amount) for this quarter were computed at a rate of (percent)% to the end of (month).

If I may be of further help, please feel free to contact me.

Sincerely,

(name-representative),  
Customer Service Representative

**FEEDBACK**

Check your copy to be sure that:

- You typed Stop codes, not the information itself.
- You spaced properly between the Stop codes and the \$, %, and last period in the second paragraph.

Your screen should look similar to the illustration below. You may not have typed the same number of carrier returns before and after the Stop code for the date and inside address.

```

      ␣
      ␣
      ␣
      ■ ␣
      ␣
      ␣
      ␣
      ■ ␣
      ␣
      ␣
      Dear ■: ␣
      ␣
      Thank you for writing to us. I am pleased to answer your questions.␣
      ␣
      Your savings account was converted to the new certificate without loss ␣
      of earnings to you. Earnings of $■ for this quarter were computed at a ␣
      rate of ■% to the end of ■.␣
      ␣
      If I may be of further help, please feel free to contact me.␣
      ␣
      Sincerely,
      ␣
      ␣
      ␣
      ■, ␣
      Customer Service Representative ␣
      ␣
      ^
  
```

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

## Creating a Reference Copy of the Shell

### Prerequisites:

You must have completed Segment 1 in this lesson

# 2

Once you create the shell document and insert Stop codes for the variable information, you should create and print a reference copy for the originator.

This reference copy is used by the originator of the document to tell you what variable information to insert at each Stop code for a particular document. You then know which shell document to use and what to put at each Stop code.

Since you do not want to change your original shell document, you must duplicate it and make your changes to the duplicate. Once you have created your reference copy from the duplicate, you will then delete the duplicate copy, because it is of no further use.

Your goal for this segment is to be able to create and print a reference copy of the shell document.



**MAIN IDEA**

To create and print a reference copy of the shell document, follow these steps:

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 inserted 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.

*If you have enough information about creating and printing a reference copy of the shell document, go on to the Demonstration. If you would like more detail, read the Help that follows.*

**HELP**

To create and print a reference copy of the shell document, follow these steps:

**1. Duplicate the shell document.**

You will use the duplicate document to give to the originator.

**2. Go to the typing area of the duplicate copy.**

You must enter the descriptions of the variable information *in the duplicate*. (If you enter the descriptions in the original shell, the descriptions have to be deleted each time you use the shell.)

**DUPLICATE DOCUMENT**

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

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER:

**3. Find the first Stop code.**

To find the first Stop code, press **FIND**, then **STOP**. This places the cursor directly under the first Stop code in your duplicate shell.



4. **Type a description of the variable information to be entered in the finished document. Enclose this description in parentheses.**

When the symbol for the Stop code is highlighted, type the description of the variable information 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.**

To find the rest of the Stop codes, press FIND and ENTER. This moves the cursor from one Stop code directly to the next. When you have described the last Stop code, press END.

6. **Paginate and print the reference copy.**

7. **Delete the reference copy from your diskette.**

Once the reference copy (the duplicate copy) is printed, you no longer need it on your diskette. If you have forgotten how to delete a document refer to the *Job Aids*, Tab 7, Diskette Tasks.

(date)■

```
XXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXX
```

#### DELETE DOCUMENT

ID	ITEM	YOUR CHOICE
a	Document Name	
b	Diskette Name	

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER:

Go on to the *Demonstration*.

## DEMONSTRATION

For this Demonstration you will create a reference copy of the shell you created in the Demonstration of Segment 1. Steps to create this sample document follow:

**Go to the Work Diskette Tasks menu and duplicate the following document:**

Document name: New Hours Shell

Diskette name: TRAIN3

New Document name: New Hours Shell Dup

Diskette name: TRAIN3

**Return to the Typing Tasks menu.**

**Choose Revise to access the following document and go to the typing area:**

Document name: New Hours Shell Dup

Diskette name: TRAIN3

**Press FIND, STOP, and ENTER to find the first Stop code.**

Now you will type a description, in parentheses, of the variable information to be inserted at the Stop code.

In this case, the date will be inserted at the first Stop code in this shell.

**Type (date)**

Do not type a carrier return after the description.

(date)

(address)

Dear (salutation):

Thank you for writing to us. I am pleased to answer your questions.

I apologize for the inconvenience our incorrect address records have caused you. Trustworthy Savings' constant aim is to provide you with good service.

Our new banking hours are as follows:

Monday through Thursday -- 9:00 AM to 3:30 PM

Friday -- 9:00 AM to 7:00 PM

If I may be of further help, please feel free to contact me.

Sincerely,

Robert Groves  
Customer Service

Now you will find the next Stop code.

**Press FIND and ENTER.**

**Type** *(address)*

**Find the last Stop code.**

**Type** *(salutation)*

Notice that the punctuation is automatically repositioned. (To see the colon, move the cursor one space to the right. It is hidden by the Stop code.)

**Press END.**

**Paginate and print the document.**

**Compare your printed copy with the following example.**

**Check the printed copy for errors.**

**Go to the Work Diskette Tasks menu and delete the duplicate copy of the shell (New Hours Shell Dup) from your training diskette.**

Your finished document should look like this:

(date)

(address)

Dear (salutation):

Thank you for writing to us. I am pleased to answer your questions.

I apologize for the inconvenience our incorrect address records have caused you. Trustworthy Savings' constant aim is to provide you with good service.

Our new banking hours are as follows:

Monday through Thursday -- 9:00 AM to 3:30 PM

Friday -- 9:00 AM to 7:00 PM

If I may be of further help, please feel free to contact me.

Sincerely,

Robert Groves  
Customer Service

*Go on to the Self-Test.*



## SELF-TEST

The following Self-Test will help you determine if you have mastered this segment. Follow the instructions below, and compare your results with the document in the Feedback section.

Duplicate the shell document named Earnings Shell, which you created for the Self-Test in Segment 1 of this lesson. Name your document Earnings Shell Dup. Enter the following Stop code descriptions in the duplicate copy. Paginate and print one copy. Delete the reference copy from the diskette.

- Stop code 1: (*date*)
- Stop code 2: (*address*)
- Stop code 3: (*salutation*)
- Stop code 4: (*amount*)
- Stop code 5: (*percent*)
- Stop code 6: (*month*)
- Stop code 7: (*name-representative*)

Hint: Your cursor may be *on* the first Stop code in the typing area.

*Go on to the Feedback section on the next page.*

**FEEDBACK**

As you compare the document you printed for the Self-Test with the following document, check these points:

- Does your document have a space between *Dear* and the open parenthesis in the salutation?
- Any space after \$?
- Any space before %?
- Space after and before (*month*)?
- Did you delete this reference copy from your diskette?

(date)

(address)

Dear (salutation):

Thank you for writing to us. I am pleased to answer your questions.

Your savings account was converted to the new certificate without loss of earnings to you. Earnings of \$(amount) for this quarter were computed at a rate of (percent)% to the end of (month).

If I may be of further help, please feel free to contact me.

Sincerely,

(name-representative),  
Customer Service Representative

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

*Prerequisites:*

*You must have completed all previous segments in this lesson*

# 3

Now that you have created the shell document with Stop codes, and printed the reference copy of the shell with the descriptions of Stop code contents, you are ready to put all the pieces together and create a finished document. In this segment you will use the Get function to get a copy of your shell. Then you will type the actual information (rather than descriptions) at the Stop codes and print the finished document.

Your goal for this segment is to be able to use a shell with Stop codes to create a finished document.



**MAIN IDEA**

To use a shell with Stop codes to create a finished document, follow these steps:

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 shell and diskette names, if necessary, and complete the Get menu.
4. Find the Stop codes and type the variable information at each.  
**Note:** If the shell is to be used only once, skip Steps 5 and 6.
5. Press **↵**, REQD PAGE END, then PAGE END.
6. Get another copy of the shell and repeat Steps 4 and 5.
7. After using the last copy of the shell, press END.
8. Paginate and print the document.

*If you have enough information about using a shell with Stop codes to create a finished document, go on to the Demonstration. If you would like more detail, read the Help that follows.*

**HELP**

To use a shell with Stop codes to create a finished document, follow these steps:

1. Create and name a new document.
2. Set up the finished document format exactly as your shell document was set up.

If you have been using different margins, spacing, and so on, change the format to the settings you used to type the shell. If you use two different formats, your results, when you print your document, will be unreliable, because a document accessed through GET takes on the format of the new document.

3. Press GET. Type the shell and diskette names, if necessary, and complete the Get menu.

This tells the Displaywriter which document you want to use, and where to find it. You will get and use a *copy* of your shell, not the shell itself. This allows the original shell to remain unchanged, and to be reused as often as necessary.

**FORMAT SELECTION**

ID	ITEM
a	Change Line Format
b	Change Margins and Tabs
c	Change Page Format
d	Change Header and Footer
e	Change Alternating Headers and Footers
f	Change Footnote Format
g	Change Outline Level Formats

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER:

**GET**

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Document Name	Shell	
b	Diskette Name	TRAIN	3
c	System Page Number (s)		
d	Insert Included Text	2	1 = Yes 2 = No

If no pages are specified, the entire document will be included. To specify multiple pages, separate page numbers with spaces. When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER:

**4. Find the Stop codes and type the variable information at each.**

To find the first Stop code, press FIND, STOP, and ENTER. To find the rest, press FIND and ENTER. Type the variable information at each Stop code.

**Note:** If the shell is to be used only once, skip Steps 5 and 6.

**5. Press  $\downarrow$ , REQD PAGE END, then PAGE END.**

This moves the cursor to the end of the page, and tells the Displaywriter to end the page, not the document. It also brings a new page to the screen.

**6. Get another copy of the shell and repeat Steps 4 and 5.**

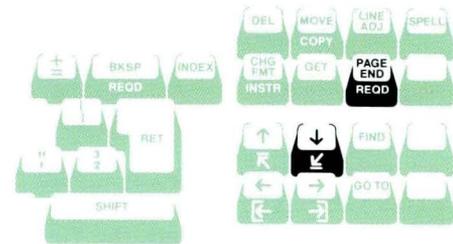
Do this as many times as necessary.

**7. After using the last copy of the shell, press END.**

**8. Paginate and print the document.**

Aug. 5, 1982 ■

XXXXXXXXXX



*Go on to the Demonstration.*

**DEMONSTRATION**

For this Demonstration you will again use the New Hours Shell you created for the Demonstration in Segment 1.

**Create the following document and go to the typing area:**

Document name: Trustworthy  
Diskette name: TRAIN3

**Press GET. Type the shell document name, *New Hours Shell*, and the diskette name, *TRAIN3*.**

**Press ENTER to return to the typing area of your document.**

**Press FIND and ENTER.**

This moves the cursor to the first Stop code.

**Type the following information at the first Stop code: *September 24, 1982***

**Press FIND and ENTER.**

This moves the cursor to the next Stop code.

**Type the following information at the second Stop code:**

*Mr. J. B. Goode  
1984 Future Ave.  
Show Low, AZ 85235*

Remember to press RETURN after each line but the last.

**Press FIND and ENTER.**

This moves the cursor to the next Stop code.

**Type the following information at the third Stop code: *Mr. Goode***

Move the cursor to the right one space to see that the colon (:) has been automatically adjusted.

**Press FIND and ENTER.**

You will see the message "Characters not found from cursor to end of document." The message indicates that there are no more Stop codes in the document.

The first document is finished. Now you are ready to complete a second.

**Press  $\blacktriangleleft$ , REQD PAGE END, then PAGE END.**

**Press GET.**

You don't have to type the document or diskette names because they have already been entered.

**Press ENTER to go to the typing area.**

**Press FIND and ENTER.**

Type the following information at the first Stop  
code: *November 2, 1982*

Press FIND and ENTER.

Type the following information at the second Stop  
code:

*Dr. W. R. Hathaway  
421 S. Howes St.  
Ft. Collins, CO 89302*

Press FIND and ENTER.

Type the following information at the third Stop  
code: *Dr. Hathaway*

Press FIND and ENTER.

Press END.

Paginate and print one copy of this document.

Compare your printed pages with the pages that follow.

Make sure you did not type directly on your original  
shell document.

September 24, 1982

Mr. J. B. Goode  
1984 Future Av.  
Show Low, AZ 85235

Dear Mr. Goode:

Thank you for writing to us. I am pleased to answer your questions.

I apologize for the inconvenience our incorrect address records have caused you. Trustworthy Savings' constant aim is to provide you with good service.

Our new banking hours are as follows:

Monday through Thursday -- 9:00 AM to 3:30 PM

Friday -- 9:00 AM to 7:00 PM

If I may be of further help, please feel free to contact me.

Sincerely,

Robert Groves  
Customer Service

November 2, 1982

Dr. W. R. Hathaway  
421 S. Howes St.  
Ft. Collins, CO 89302

Dear Dr. Hathaway::

Thank you for writing to us. I am pleased to answer your questions.

I apologize for the inconvenience our incorrect address records have caused you. Trustworthy Savings' constant aim is to provide you with good service.

Our new banking hours are as follows:

Monday through Thursday -- 9:00 AM to 3:30 PM

Friday -- 9:00 AM to 7:00 PM

If I may be of further help, please feel free to contact me.

Sincerely,

Robert Groves  
Customer Service

*Go on to the Self-Test.*

**SELF-TEST**

In this Self-Test you will create the following document:

Document name: Conversion Letters

Diskette name: TRAIN3

To create this document, get a copy of Earnings Shell for each page of the document. Use the information on the next page for the Stop codes. Print a copy of the document and compare the pages with the pages in the Feedback section.

	<i>Page 1</i>	<i>Page 2</i>
Get:	Earnings Shell	Earnings Shell
From diskette:	TRAIN3	TRAIN3
STOP 1:	<i>September 29, 1982</i>	<i>September 30, 1982</i>
STOP 2:	<i>Mr. C. Farley 28 Grain Lane Poway, CA 92138</i>	<i>Ms. Jane Wileman 320 Cucumber Circle Chapel Hill, NC 27592</i>
STOP 3:	<i>Mr. Farley</i>	<i>Ms. Wileman</i>
STOP 4:	<i>96.35</i>	<i>63.50</i>
STOP 5:	<i>11.96</i>	<i>11.96</i>
STOP 6:	<i>September</i>	<i>September</i>
STOP 7:	<i>D. W. Bergman</i>	<i>D. W. Bergman</i>

**FEEDBACK**

The first page should look like this:

September 29, 1982

Mr. C. Farley  
28 Grain Lane  
Poway, CA 92138

Dear Mr. Farley:

Thank you for writing to us. I am pleased to answer your questions.

Your savings account was converted to the new certificate without loss of earnings to you. Earnings of \$96.35 for this quarter were computed at a rate of 11.96% to the end of September.

If I may be of further help, please feel free to contact me.

Sincerely,

D. W. Bergman,  
Customer Service Representative

The second page should look like this:

September 30, 1982

Ms. Jane Wileman  
320 Cucumber Circle  
Chapel Hill, NC 27592

Dear Ms. Wileman:

Thank you for writing to us. I am pleased to answer your questions.

Your savings account was converted to the new certificate without loss of earnings to you. Earnings of \$63.50 for this quarter were computed at a rate of 11.96% to the end of September.

If I may be of further help, please feel free to contact me.

Sincerely,

D. W. Bergman,  
Customer Service Representative

Check for:

- Proper spacing or punctuation at Stop codes.
- Proper number of carrier returns before and after the inside address.

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



## Completing Preprinted Forms Using Stop Codes

### Prerequisites:

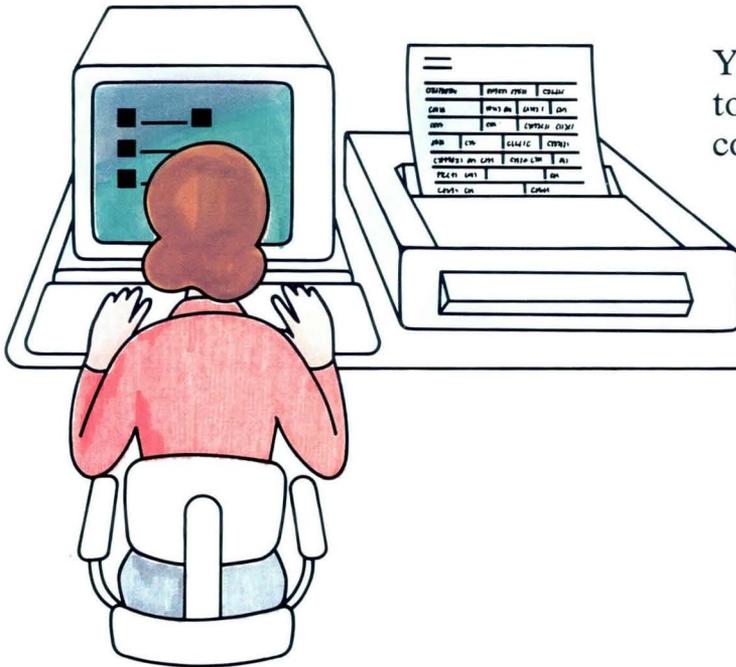
You must have completed  
*Common Text Applications, Lesson 2,*  
*Segment 5 and all previous*  
*segments in this lesson*

# 4

The Displaywriter can be used with preprinted forms. You create a shell document to match the form, and type Stop codes where the variable information will be inserted. Then you can create finished forms.

Before you attempt to print any forms, refer to Appendix G of the *Printer Guide*. It contains procedures for multipart forms you must have in order to print forms successfully.

Your goal for this segment is to be able to complete a preprinted form using Stop codes.



### **MAIN IDEA**

#### **Measuring the Form**

To measure the form, use the IBM conversion ruler and follow these steps:

1. Measure the form horizontally for margins and tabs and write the measurements on a copy of the form.
2. Measure the form vertically for the line positions, including the first and last typing lines, and write the measurements on a copy of the form.
3. Measure the form vertically and horizontally using the millimeter (mm) scale for the paper size. Write the measurements on a copy of the form.

#### **Creating the Shell Document**

To create a shell document, follow these steps:

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 on the first typing line and set the tab positions for the first line.
5. Tab to each position for variable information on the line 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.
10. *Do not* paginate the document.

### Creating the Finished Document

To create the finished form, follow these steps:

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.

*To learn more about completing preprinted forms using Stop codes, go on to the Help on the next page.*

**HELP****Measuring the Form**

To measure the form, use the IBM conversion ruler and follow these steps:

- 1. Measure the form horizontally for margins and tabs.**  
Use the Pica (10) or Elite (12) scale to determine the left and right margin positions. Use the same scale to determine tab settings for each line of the form. Write the measurements on a copy of the form.

- 2. Measure the form vertically for the line positions, including the first and last typing lines, and write the measurements on a copy of the form.**

Use one of the vertical spacing scales on the conversion ruler to measure the line positions.

If you have a 5215 Selectric Element Printer, use the Proportional Vertical Spacing (6) scale.

Either the Proportional Vertical Spacing (6), Vertical Spacing (8), or Vertical Spacing (24) scale can be used if you have a 5218 or 5228 Printwheel Printer. The Vertical Spacing (24) scale allows for the most accurate positioning of typed information. Write the measurements on a copy of the form.

- 3. Measure the form vertically and horizontally using the millimeter (mm) scale for the paper size. Write the measurements on a copy of the form.**

### Creating the Shell Document

To create the shell document of the form, follow these steps:

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.**

- Set line spacing to single spacing.
- Set margins.
- Set first and last typing lines.

Set the last typing line one whole number greater than the last line on the form to allow for a Footnote Return code.

- Set paper or envelope size.
  - Set lines/cm. or in. to match the vertical spacing scale you used to measure the form.
  - Set Adjust Line Endings to No.
  - Set printing paper source to manual feed.
3. **Go to the typing area.**
  4. **Press CHG FMT on the first typing line and set the tab positions for the first line.**  
After the tabs are set, return to the typing area.
  5. **Tab to each position for variable information and type a Stop code.**  
When you create the final document, you will find the Stop codes and type the variable information.

6. Press RETURN the appropriate number of times to go to the next typing line.

Watch the scale line to determine when you are on the next typing line. Refer to the measurements you made earlier for line positions.

If a line has the same tab positions as the previous line, do not press CHG FMT. Tab to the correct positions and type the Stop codes. For lines with different tab positions, always press CHG FMT and set the new tab positions. Then tab and type the Stop codes.

**Note:** If the vertical measurement for a line is between two lines, press  $\frac{1}{2}\downarrow$  in the typing area to move the cursor one-half line down.

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.
10. *Do not* paginate the document.

#### Creating the Finished Document

To create the finished document, follow these steps:

1. **Create another document and set up the document format *exactly* as you did for the shell document.**  
The format must be the same for both the shell and finished documents. Otherwise, when you get a copy of the shell, your margins will not be correct.
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.**

Be sure that the variable information you type does not extend into the next Stop code on the line. If you have only one form, skip to Step 7.
- 5. Press  $\blacktriangleleft$ , REQD PAGE END, then PAGE END.**

This moves the cursor to the end of the page, and creates a new page for the next form to be typed.
- 6. Repeat Steps 3 through 5 until you have filled out all of the forms.**
- 7. Press END.**
- 8. Print the document.**

Print the forms using manual feed. For more information on printing manually, see the *Printer Guide*.

*Go on to the Demonstration on the next page.*

### DEMONSTRATION

For this Demonstration you will use a premeasured form. The form was measured with the Proportional Vertical Spacing (6) scale and the Elite (12) scale. Make several copies of the blank New Employee Data Sheet. Do not make a copy of a copy. Always copy the form provided. Cut the forms out and use them instead of plain paper when you print this demonstration.

**Note:** Because copying an original always distorts the size of the copy, the forms you print may not appear to be aligned correctly. The small percentage of distortion will probably be apparent towards the bottom of the form. When you do your own *real* work, *always* work with originals of the forms. Do not make copies.



Use the information on the premeasured New Employee Data Sheet on the following page. You will type the shell document, then create the finished document.

**Create the following document:**

Document name: Employee Shell

Diskette name: TRAIN3

**Go to the Create or Revise Document menu and choose Change Document Format.**

**Choose Change Line Format and change Adjust Line Endings to No.**

Return to the Format Selection menu.

**Choose Change Margins and Tabs and set the margins.**

The left margin is 4 and the right margin is 78.

**Delete all tabs.**

**Choose Change Page Format and set the first and last typing lines.**

The first typing line is 8. The actual last typing line is 36. However, you must set the last typing line to 37 to allow for a Format Return code at the end of the document.

PAPER LENGTH - 182 mm  
PAPER WIDTH - 176 mm

NEW EMPLOYEE DATA SHEET

8 NAME 12 34 61  
LAST FIRST MIDDLE

12 ADDRESS 14 41 63  
STREET CITY/STATE ZIP CODE

16 HOME PHONE 17 SOCIAL SECURITY 63

19 DATE OF BIRTH 20 MARITAL STATUS 56

22 NAME OF SPOUSE 21 NUMBER OF CHILDREN 67

25 IN CASE OF EMERGENCY NOTIFY: 35

28 RELATIONSHIP 20 PHONE # 54

\*\*\*\*\*  
(for Personnel use only)

34 EMPLOYMENT DATE 22 STARTING SALARY 62

36 JOB TITLE 16 DIVISION 55

**Choose Printing Paper Source and set to Manual Feed.**

You must load the forms manually to print.

**Choose Paper or Envelope Size and set to Other.**

The width is 182 mm and the length is 176 mm.

**Go to the typing area.**

**Press CHG FMT on the first typing line.**

Look at the scale line for the line number.

**Choose Change Margins and Tabs and set the tabs for the first line.**

The tabs are 12, 34, and 61. Set flush left tabs.

**Return to the typing area. Tab to the positions for variable information and type Stop codes at each tab.**

NEW EMPLOYEE DATA SHEET

8 NAME 12 34 61  
LAST FIRST MIDDLE

12 ADDRESS 14 41 63  
STREET CITY/STATE ZIP CODE

16 HOME PHONE 17 SOCIAL SECURITY 63

19 DATE OF BIRTH 20 MARITAL STATUS 56

22 NAME OF SPOUSE 21 NUMBER OF CHILDREN 67

25 IN CASE OF EMERGENCY NOTIFY: 35

28 RELATIONSHIP 20 PHONE # 54

\*\*\*\*\*  
(for Personnel use only)

34 EMPLOYMENT DATE 22 STARTING SALARY 62

36 JOB TITLE 16 DIVISION 55

If you desire, you can set Display Codes to Yes to see the Stop codes.

**Press RETURN enough times to go to the next typing line.**

The next typing line is 12. Watch the scale line to determine when you are on the correct line.

**Press CHG FMT to delete all tabs and set the new tabs as indicated on the premeasured form.**

For the second typing line, set your tabs at 14, 41, and 63.

**Return to the typing area and type a Stop code at each tab position.**

**Continue with the steps to move to the remaining lines on the form, set the tabs, and type Stop codes at each position.**

Refer to the premeasured form to determine the tab settings and line numbers for each line. When you have typed the Stop codes for line 36, press RETURN.

**Press CHG FMT and return to the original format.**

**Press END.**

PAPER LENGTH - 182 mm  
PAPER WIDTH - 176 mm

NEW EMPLOYEE DATA SHEET

8 NAME 12 34 61  
LAST FIRST MIDDLE

12 ADDRESS 14 41 63  
STREET CITY/STATE ZIP CODE

16 HOME PHONE 17 SOCIAL SECURITY 63

19 DATE OF BIRTH 20 MARITAL STATUS 56

22 NAME OF SPOUSE 21 NUMBER OF CHILDREN 67

25 IN CASE OF EMERGENCY NOTIFY: 35

28 RELATIONSHIP 20 PHONE # 54

\*\*\*\*\*  
(for Personnel use only)

34 EMPLOYMENT DATE 22 STARTING SALARY 62

36 JOB TITLE 16 DIVISION 55

Now you will create the finished form.

**Create and name a document using the following information:**

Document name: Employee Form

Diskette name: TRAIN3

**Set up the document format the same way the shell document format was set up.**

Look at the premeasured form for the measurements. Be sure to set Adjust Line Endings to No. Set the margins, first typing lines for the first and all following pages, last typing line, printing paper source, and paper or envelope size.

**Go to the typing area.**

**Set Display Codes to Yes.**

**Press GET and type the document name and diskette name for the shell document.**

The system gets a copy of the shell and returns to the typing area.

**Find the Stop codes and type the variable information.**

Look at a copy of the form to determine which information goes at each Stop code.

Name: *Barnes, Wanda Jean*

Address: *28 Howse Street  
Dallas, Texas 76023*

Home Phone: *(816) 293-1709*

Social Security: *123-45-6789*

Date of Birth: *1/11/43*

Marital Status: *Married*

Name of Spouse: *Franklin*

Number of Children: *2*

In case of emergency notify:  
*Franklin Barnes*

Relationship: *Husband*

Phone #: *(816) 684-2993*

Employment Date: *9/22/82*

Starting Salary: *\$13,928.50*

Job title: *Displaywriter Operator*

Division: *Word Processing*

**Press END.**

You are filling out only one form.

**Do not paginate the document.**

**Print the document.**

Load the form manually at the paper alignment mark.

If you have a sheet-feed paper handler, be sure the paper insertion gate is in the manual-feed position.

Your document should look like this:

*Go on to the Self-Test on page 68.*

NEW EMPLOYEE DATA SHEET

NAME Barnes Wanda Jean  
LAST FIRST MIDDLE

ADDRESS 28 Howse Street Dallas, Texas 76023  
STREET CITY/STATE ZIP CODE

HOME PHONE (816) 293-1709 SOCIAL SECURITY 123-45-6789

DATE OF BIRTH 1/11/43 MARITAL STATUS Married

NAME OF SPOUSE Franklin NUMBER OF CHILDREN 2

IN CASE OF EMERGENCY NOTIFY: Franklin Barnes

RELATIONSHIP Husband PHONE # (816) 684-2993

\*\*\*\*\*  
(for Personnel use only)

EMPLOYMENT DATE 9/22/82 STARTING SALARY \$13,928.50

JOB TITLE Displaywriter Operator DIVISION Word Processing

**SELF-TEST**

Make photocopies of the blank Patient Information form and cut the photocopies out.

PATIENT INFORMATION

Last Name	/First Name	/ Middle Initial	
/	/	/	
/	/	/	
Street	/City	/State	/Zip Code
/	/	/	/
/	/	/	/
Social Security Number	/Telephone Number	/ Marital Status	
/	/	/	
/	/	/	
Sex	/Age	/Weight	/Height
/	/	/	/
/	/	/	/
Emergency Contact	/ Relationship	/Telephone Number	
/	/	/	
/	/	/	
Physician	/Physician Number	/Telephone Number	
/	/	/	
/	/	/	
Insurance Company	/Address		
/	/		
/	/		

Create the shell document and name it Patient Shell.

Refer to the premeasured form when you set up the shell document format. The form was measured with the Elite (12) scale and the Proportional Vertical Spacing (6) scale on the conversion ruler.

Name: *Turner, Robert T.*

Address: *342 First Ave.*

*Flagstaff, AZ 86001*

So.Sec. Number: *987-65-4321*

Telephone Number: *774-0019*

Marital Status: *single*

Sex: *male*

Age: *38*

Weight: *160*

Height: *5' 10"*

Emergency Contact: *J. B. Turner*

Relationship: *father*

Telephone Number: *774-9392*

Physician: *A. Israel*

Physician Number: *AZ12-986*

Number: *774-1384*

Insurance Company: *Grey Cross*

Address: *22 Sitgreaves Rd.*

Create the finished document and name it Patient Form. Print the form on the blank you cut out.

*Go on to the Feedback.*

PAPER LENGTH - 182 mm  
PAPER WIDTH - 176 mm

PATIENT INFORMATION

	Last Name	/First Name	/Middle Initial
12	6	/32	/62
	Street	/City	/State /Zip Code
15		/32	/52 /68
	Social Security Number	/Telephone Number	/Marital Status
18		/32	/52
	Sex	/Age	/Weight /Height
21		/22	/42 /57
	Emergency Contact	/Relationship	/Telephone Number
24		/42	/62
	Physician	/Physician Number	/Telephone Number
27		/32	/57
	Insurance Company	/Address	
30		/42	

### **FEEDBACK**

Your finished document should look like this:

If not:

- Did you set up the document format for the finished document the same as for the shell document?
- Did you press CHG FMT and reset the tabs for each typing line on the form?
- Did you type the Format Change codes on the correct lines?
- Did you type Stop codes at each tab position on each line?
- Did you manually load the form in the printer?

PATIENT INFORMATION

Last Name	/First Name	/ Middle Initial	
Turner	/ Robert	/ T.	
Street	/City	/State	/Zip Code
342 First Ave.	/ Flagstaff	/ AZ	/ 86001
Social Security Number	/Telephone Number	/ Marital Status	
987-65-4321	/ 774-0019	/ single	
Sex	/Age	/Weight	/Height
male	/ 38	/ 160	/ 5'10"
Emergency Contact	/ Relationship	/Telephone Number	
J.B. Turner	/ father	/ 774-9392	
Physician	/Physician Number	/Telephone Number	
A. Isreal	/ AZ12-986	/ 774-1384	
Insurance Company	/Address		
Grey Cross	/ 22 Sitgreaves Rd.		

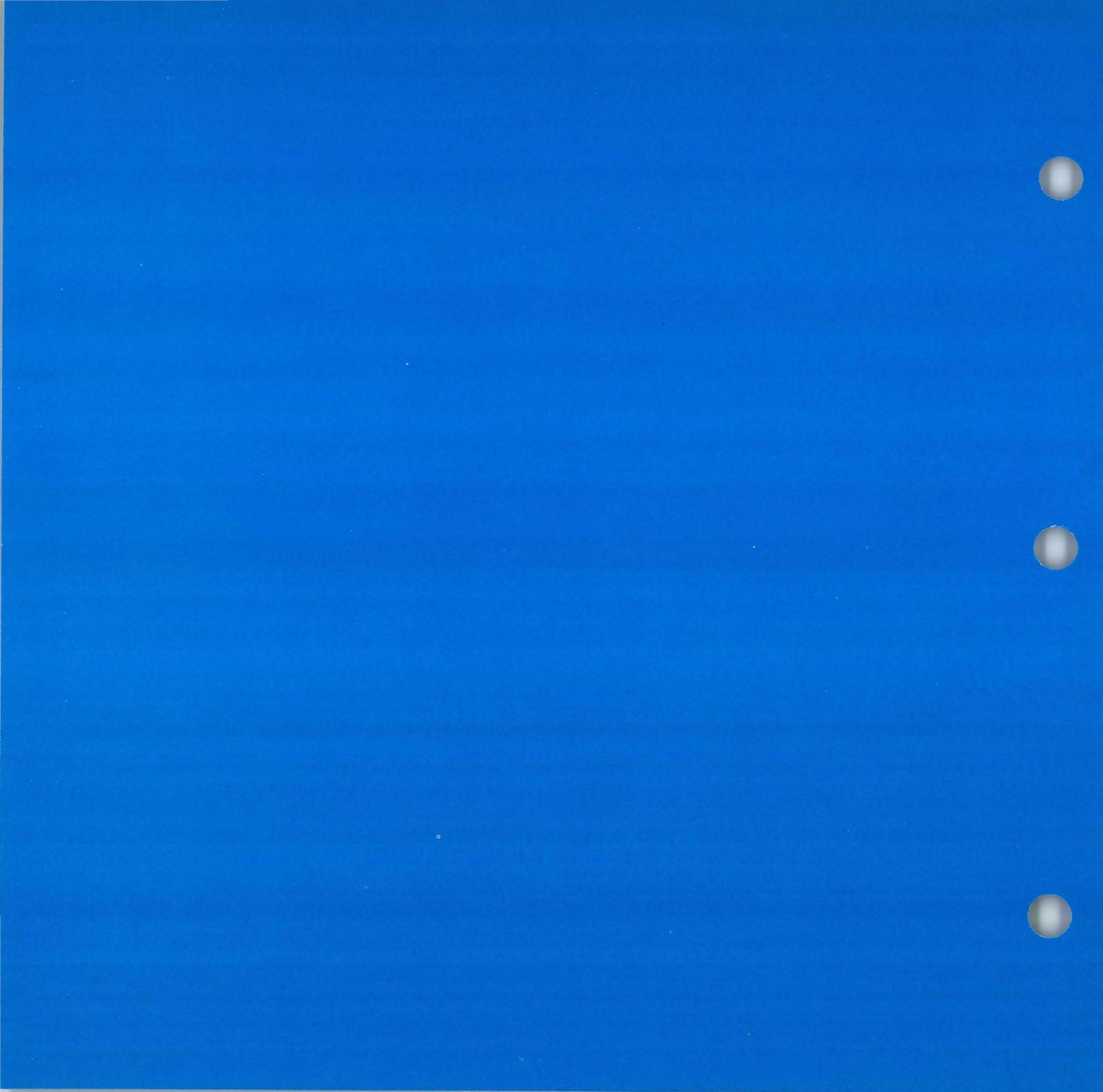


Unit: Creating Documents from  
Stored Text Using Get

**Lesson 2: Building Documents from  
Stored Paragraphs**

**2**

Introduction	77
Segment 1: Creating a Library of Paragraphs with Stop Codes	81
Segment 2: Creating a Reference Copy	93
Segment 3: Creating the Finished Document	105



**2** You already know that the Displaywriter is capable of storing text for later use, a feature that allows you to create documents with minimal additional typing. Now you are about to learn how to store paragraphs, then “mix and match” them to create finished documents.

Many documents you create are similar — letters in response to questions about charge accounts, for example. Each letter must respond to specific questions, and therefore is highly personalized. But over a period of time you may discover that there are twenty answers that are common to most such letters. You can create a paragraph library of twenty paragraphs that answer the common questions. Then, instead of typing the same paragraphs every time for each letter, you can get the paragraphs from the library in the order you want them included in each document. See the paragraph library in the following illustration. The constant text in the illustration is indicated by horizontal lines. The paragraphs you store will consist mostly of information or text that



does not change when it is used in different documents. This type of text is called constant text. Some information in your paragraphs may change from document to document. This type of information is called variable information. Within a paragraph, you can insert a Stop code to mark a place for variable information that you plan to insert later. The small squares in the paragraph library illustrated represent Stop codes.

By using Stop codes to mark the places for variable information, you only have to type the constant text once.

The three finished documents in the illustration each contain a different combination of paragraphs from the paragraph library. The Stop codes have been replaced with the variable information.

The three segments that make up this lesson will take you through the process of creating a paragraph library, printing a reference copy of the library for the originator of the document, getting individual paragraphs for your document, inserting variable information at Stop codes, and printing a copy of your finished document.

## Building Documents from Stored Paragraphs





## Creating a Library of Paragraphs with Stop Codes

*Prerequisites:*

*You must have completed all previous segments in this unit*



**1** To create a document using stored paragraphs, you must first decide what information will go in the paragraphs, how many paragraphs you will need, how they will be formatted, and if you will need Stop codes. Then you can begin typing and storing your text to build a paragraph library.

Your goal for this segment is to be able to store paragraphs in a paragraph library.

### MAIN IDEA

To store paragraphs with Stop codes in a paragraph library, follow these steps:

1. Create a document and set Preserve Page Numbers and Display Codes to Yes.
2. Type constant text until you reach the point where the first piece of variable information is to go.
3. Press STOP to insert a Stop code.  
**Note:** Be sure to include all punctuation and spacing both before and after the Stop code.
4. Repeat Steps 2 and 3 until you have finished the paragraph.
5. Press RETURN to insert the number of carrier returns you want to follow the paragraph in the finished document.
6. Press PAGE END.
7. Type the remaining paragraphs using Steps 2 through 6.
8. After typing the last paragraph, press END.

*If you have enough information about storing paragraphs in a library, go on to the Demonstration. If you would like more detail, read the Help that follows.*

## HELP

To store paragraphs with Stop codes in a paragraph library, follow these steps:

### 1. Create a document and set Preserve Page Numbers and Display Codes to Yes.

Set Preserve Page Numbers to Yes in the Create or Revise Document menu so that you can not accidentally paginate your paragraph library. Set Display Codes to Yes in the Screen Format menu. By setting Display Codes to Yes, you can see where you are inserting Stop codes.

**CREATE OR REVISE DOCUMENT**

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Document Comment		
b	Change Document Format		
c	Change Alternate Format		
d	Preserve Page Numbers	1	1 = Yes 2 = No

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER:

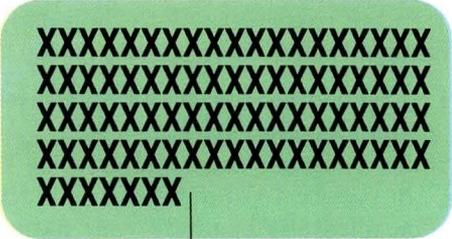
**SCREEN FORMAT**

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Display Codes	1	1 = Yes 2 = No

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER:

2. Type constant text until you reach the point where the first piece of variable information is to go.



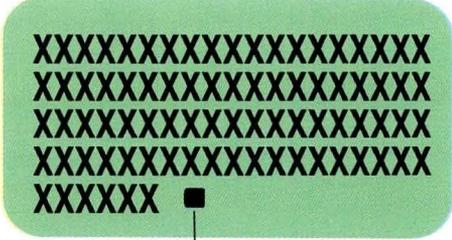
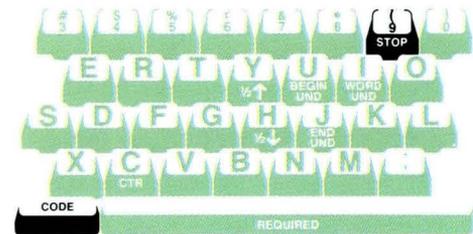
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXX

Variable Information  
To Go Here

3. Press **STOP** to insert a Stop code.

When the cursor is located at the point where you want to insert the Stop code, press the **CODE** and **STOP** keys. Since you have set Display Codes to Yes, your Stop code appears on the screen as a small green box. Even though the Stop code takes up only one space, the Displaywriter will adjust lines and spacing to accommodate all of the information you later insert at the Stop code.

**Note:** Be sure to include all spacing and punctuation both before and after the Stop code.



XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXX  
XXXXXXX ■

Stop Code

**4. Repeat Steps 2 and 3 until you have finished the paragraph.**

After you have typed your first Stop code, continue typing constant text until you come to the place for the next Stop code. Insert it in the same way, then continue typing constant text.

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

The Displaywriter stores the carrier returns, along with the contents of the paragraph. Typing the carrier returns as part of the paragraph saves you from having to type them in the finished document.

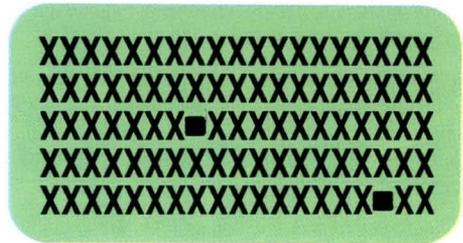
**6. Press PAGE END.**

This takes you to the next page on the screen to type the next paragraph. You put each paragraph on a separate page because the Get menu requires you to specify which page numbers (paragraphs) you want to include.

**7. Type the remaining paragraphs using Steps 2 through 6.**

**8. After typing the last paragraph, press END.**

When you have finished typing everything that you want to be included in your paragraph library, press END. Do not press PAGE END after the last paragraph.



*Go on to the Demonstration.*

### DEMONSTRATION

For this Demonstration you will create a paragraph library on your TRAIN3 diskette. You will use this paragraph library throughout the remaining segments of this lesson.

**Create the following document and stop at the Create or Revise Document menu:**

Document name: Bank Library

Diskette name: TRAIN3

**Set Preserve Page Numbers to Yes in the Create or Revise Document menu.**

**Go to the typing area.**

**Set Display Codes to Yes.**

**Type the first illustrated paragraph. Do not type the paragraph number.**

**Press RETURN twice after . . . *your questions.***

Thank you for writing to us. I am pleased to answer your questions.

Thank you for authorizing us to (action).

I apologize for the inconvenience our incorrect address records have caused you. Trustworthy Savings' constant aim is to provide you with good service.

We regret that your earnings check has been lost. We immediately stopped payment on it, and are sending you a new check.

Your savings account was converted to the new certificate without loss of earnings to you. Earnings of \$(amount) for this quarter were computed at a rate of (percent)% to the end of (month).

Our new banking hours are as follows:

Monday through Thursday -- 9 AM to 3 PM

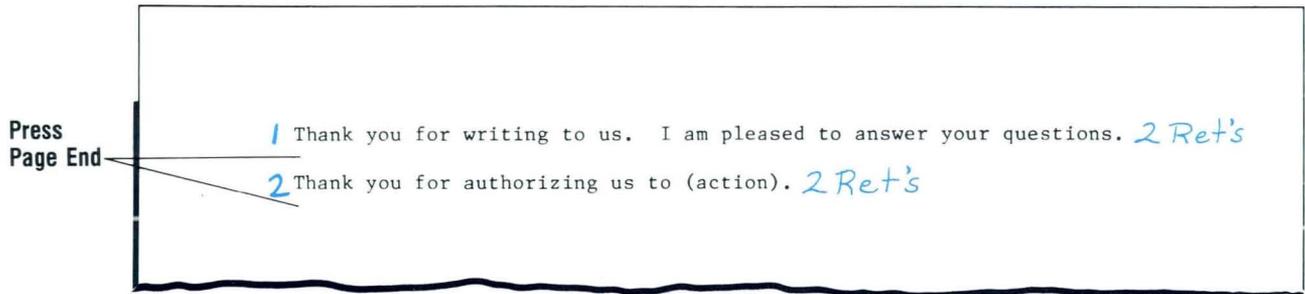
Friday -- 9 AM to 7 PM

If I may be of further help, please feel free to contact me.

## Creating a Library of Paragraphs with Stop Codes / Demonstration 2-1

**Press PAGE END.**

The status line now reads *Pg. 2.*



**Type the second illustrated paragraph.**

**Insert a Stop code after *us to*. Do not type the parentheses or the word *action*.**

Each time you see a word in parentheses, insert a Stop code, not the parentheses or the word. These words are inserted to show you where to type Stop codes, and to tell you what sort of variable information will go there later. Be sure to include all spaces and punctuation before and after Stop codes.

**Type a period and press RETURN twice.**

**Press PAGE END.**

## 2.1 Creating a Library of Paragraphs with Stop Codes / Demonstration

Continue typing the remaining paragraphs.

Remember to insert Stop codes where you see a word in parentheses.

Press PAGE END after you type the two carrier returns at the end of each paragraph.

Do not press PAGE END after the last paragraph. You will not print this Demonstration.

- 1 Thank you for writing to us. I am pleased to answer your questions. 2 RET'S  
PE
- 2 Thank you for authorizing us to (action). 2 RET'S  
PE
- 3 I apologize for the inconvenience our incorrect address records have caused you. Trustworthy Savings' constant aim is to provide you with good service. 2 RET'S  
PE
- 4 We regret that your earnings check has been lost. We immediately stopped payment on it, and are sending you a new check. 2 RET'S  
PE
- 5 Your savings account was converted to the new certificate without loss of earnings to you. Earnings of \$(amount) for this quarter were computed at a rate of (percent)% to the end of (month). 2 RET'S  
PE
- 6 Our new banking hours are as follows: 2 RET'S  
Monday through Thursday -- 9 AM to 3 PM 2 RET'S  
Friday -- 9 AM to 7 PM 2 RET'S
- 7 If I may be of further help, please feel free to contact me. 2 RET'S  
PE

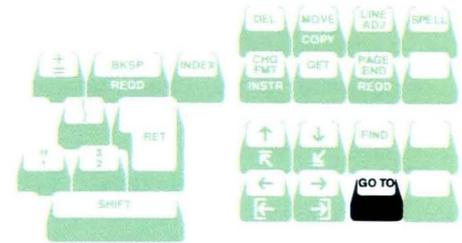
When you have finished typing the last paragraph (*If I . . . contact me.*), check to make sure that each paragraph was followed by two carrier returns and was placed on a separate page using PAGE END, *not* REQ PAGE END. To do this:

**Press GO TO.**

**Type 1 and press ENTER.**

**Continue to press GO TO and ENTER. Your paragraphs should be stored in seven separate pages.**

**Press END.**



*Go on to the Self-Test.*

### SELF-TEST

Type the paragraphs on the next page and store them on your training diskette.

Document name: Diamond Library

Diskette name: TRAIN3

You will use this document in the following segments in this lesson. Insert Stop codes where you see the words in parentheses. Do not type the words themselves. Since you will not print the document, check the document to see that you have typed each paragraph correctly using GO TO.

You will have printed feedback to check when you complete the next segment.

- 1 Thank you for your letter of (date) concerning employment opportunities with the Diamond Corporation.
- 2 Thank you for your recent telephone call concerning employment opportunities with the (division) Division of the Diamond Corporation.
- 3 We have received your letter requesting an interview when our recruiter comes to (university).
- 4 Our recruiter, (name), will be available during the following times:  
Monday -- 9 AM to (mon/time) PM  
Tuesday -- (tue/time) AM to 3 PM  
Wednesday -- 8 AM to 2 PM
- 5 At the present time we have no openings, and we cannot be encouraging about employment opportunities in the near future. However, if you are still interested, please feel free to contact us again in six months.
- 6 Please complete the enclosed application and return it with a current resume. As soon as we receive these documents, we will forward them to the head of the (division) Division for review.
- 7 We wish you success in the future.
- 8 Your interest in the Diamond Corporation is appreciated. We look forward to hearing from you soon.

*Go on to the Feedback section on the next page.*

### FEEDBACK

If your document does not look like the one illustrated, did you remember to:

- Set Preserve Page Numbers to Yes in the Create or Revise Document menu?
- Press RETURN twice after each paragraph?
- Press PAGE END after you type the two carrier returns at the end of each paragraph but the last? Press END after the last paragraph?
- Insert Stop codes for the words in parentheses (and *not* type the parentheses)?
- Use GO TO to verify each paragraph is stored on a separate page?

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

## Creating a Reference Copy

### *Prerequisites:*

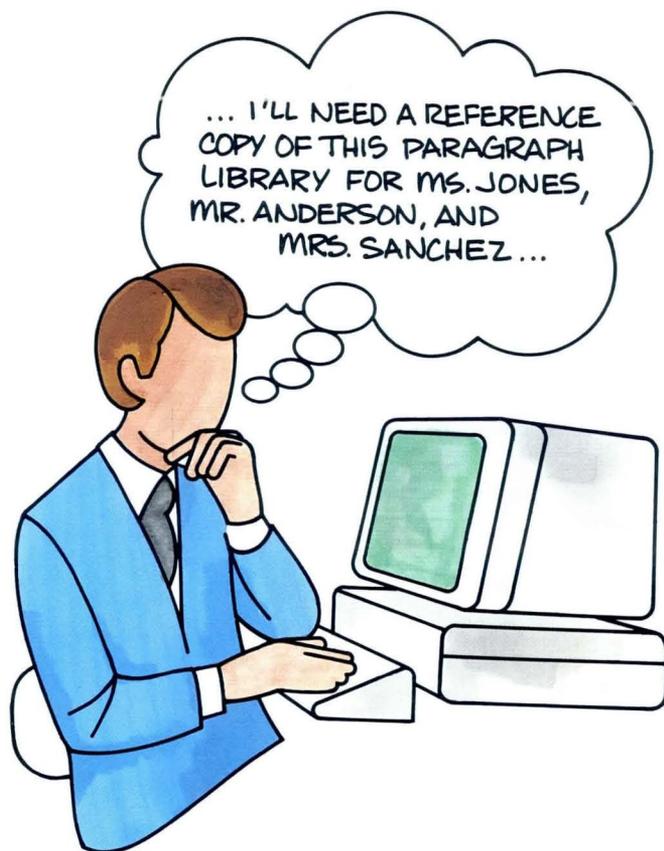
*You must have completed all previous segments in this unit*

# 2

Once you have created the paragraph library, you should create and print a reference copy of the library.

The reference copy is necessary so that the originator of a document can tell you which paragraphs to insert in that document, and what information is to be inserted at each Stop code.

Your goal for this segment is to be able to create and print a reference copy of the paragraph library.



**MAIN IDEA**

To create and print a reference copy of the paragraph library, follow these steps:

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. Find the first Stop code.
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.
7. Press END when all Stop codes have been described.
8. Paginate and print the reference copy.
9. Delete the reference copy from your diskette.
10. Hand-number the paragraphs on your printed reference copy.

*If you have enough information about creating and printing a reference copy of the paragraph library, go on to the Demonstration. If you would like more detail, read the Help that follows.*

**HELP**

To create and print a reference copy of the paragraph library, follow these steps:

**1. Duplicate the paragraph library.**

Go to the Work Diskette Tasks menu and choose Duplicate Document. Because the modifications you make to the library are not permanent, you must duplicate the library and make the changes to the duplicate.

**2. Set Preserve Page Numbers to No in the duplicate copy.**

This allows you to properly paginate your reference copy so that the paragraphs will not print on separate pages.

**3. Go to the typing area of the duplicate copy.**

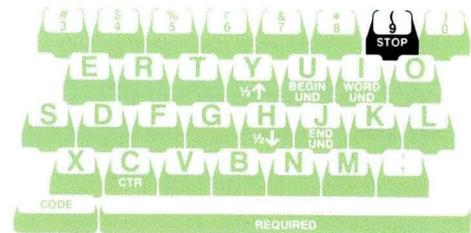
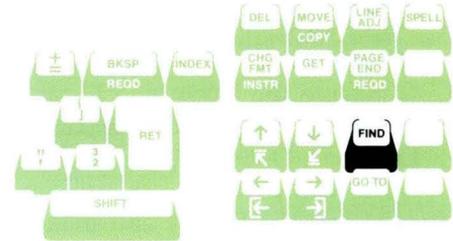
CREATE OR REVISE DOCUMENT			
ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Document Comment		
b	Change Document Format		
c	Change Alternate Format		
d	Preserve Page Numbers	2	1 = Yes 2 = No

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER:

**4. Find the first Stop code.**

Press FIND, STOP, then ENTER. The cursor moves to the first Stop code.



**5. Type a description of the information to be inserted in the finished document. Enclose this description in parentheses.**

```
XXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXX
(date) ■ XXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXX
```

**6. Repeat Steps 4 and 5, as necessary.**

For the rest of the Stop codes, press FIND and ENTER. The cursor moves from one Stop code to the next.

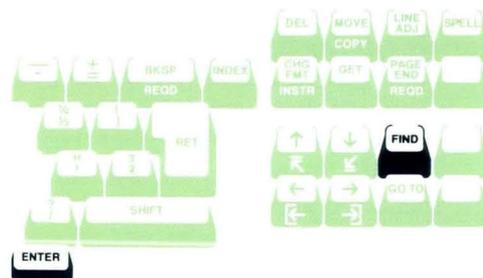
**7. Press END when all Stop codes have been described.**

When you have typed the last Stop code description, press END.

**8. Paginate and print the reference copy.**

**9. Delete the reference copy from your diskette.**

Once you have printed the reference copy, you no longer need it on your diskette. Delete the duplicated document. If you have forgotten how to delete, refer to the *Job Aids*, Tab 7, Diskette Tasks.





**DEMONSTRATION**

For this Demonstration, you will create a reference copy of the paragraph library you created for the Demonstration in Segment 1. It is stored on the TRAIN3 diskette under the name Bank Library.

**Go to the Work Diskette Tasks menu and duplicate the following document.**

Document name: Bank Library

Diskette name: TRAIN3

New Document name: Bank Dup

Diskette name: TRAIN3

**Return to the Typing Tasks menu.**

**Choose Revise to access Bank Dup.**

**In the Create or Revise Document menu, set Preserve Page Numbers to No.**

**Go to the typing area.**

**Press FIND, STOP, and ENTER to find the first Stop code at the end of the second paragraph.**

**Type (*action*), including the parentheses.**

- 1 Thank you for writing to us. I am pleased to answer your questions.
- 2 Thank you for authorizing us to (*action*).
- 3 I apologize for the inconvenience our incorrect address records have caused you. Trustworthy Savings' constant aim is to provide you with good service.
- 4 We regret that your earnings check has been lost. We immediately stopped payment on it, and are sending you a new check.
- 5 Your savings account was converted to the new certificate without loss of earnings to you. Earnings of \$(amount) for this quarter were computed at a rate of (percent)% to the end of (month).
- 6 Our new banking hours are as follows:  
Monday through Thursday -- 9 AM to 3 PM  
Friday -- 9 AM to 7 PM
- 7 If I may be of further help, please feel free to contact me.

**Move the cursor one space to the right to see the punctuation.**

**Press FIND and ENTER.**

This takes you to the next Stop code, which follows the dollar sign (\$) in the fifth paragraph.

**Type (*amount*), including the parentheses.**

**Press FIND and ENTER.**

This takes you to the next Stop code, which precedes the percent sign (%).

**Type (*percent*), including the parentheses.**

**Find the last Stop code and type (*month*), including the parentheses.**

You have described all of your Stop codes. The Typing Tasks menu appears.

**Press END.**

**Paginate and print your reference copy.**

**Select Work Diskette Tasks in the Task Selection menu.**

Select Delete Document in the Work Diskette Tasks menu.

Delete the document named Bank Dup.

Hand-number the paragraphs on the printed copy.

Keep this hand-numbered copy. You will refer to it later.

Compare your hand-numbered copy with the following example.

- 1 Thank you for writing to us. I am pleased to answer your questions.
- 2 Thank you for authorizing us to (action).
- 3 I apologize for the inconvenience our incorrect address records have caused you. Trustworthy Savings' constant aim is to provide you with good service.
- 4 We regret that your earnings check has been lost. We immediately stopped payment on it, and are sending you a new check.
- 5 Your savings account was converted to the new certificate without loss of earnings to you. Earnings of \$(amount) for this quarter were computed at a rate of (percent)% to the end of (month).
- 6 Our new banking hours are as follows:  

Monday through Thursday -- 9 AM to 3 PM

Friday -- 9 AM to 7 PM
- 7 If I may be of further help, please feel free to contact me.

*Go on to the Self-Test.*



**SELF-TEST**

Use the information below to create and print a reference copy of the paragraph library. Name your document Diamond Dup.

Document name: Diamond Library  
Diskette name: TRAIN3  
New Document name: Diamond Dup  
Diskette name: TRAIN3

Stop 1: *(date)*  
Stop 2: *(division)*  
Stop 3: *(university)*  
Stop 4: *(name)*  
Stop 5: *(mon/time)*  
Stop 6: *(tue/time)*  
Stop 7: *(division)*

Print one copy and compare it to the one in the Feedback.

Delete Diamond Dup from your TRAIN3 diskette.

*Go on to the Feedback section on the next page.*

**FEEDBACK**

Did you remember to set Preserve Page Numbers to No? Did you paginate before printing?

Your reference copy should look like this:

- 1 Thank you for your letter of (date) concerning employment opportunities with the Diamond Corporation.
- 2 Thank you for your recent telephone call concerning employment opportunities with the (division) Division of the Diamond Corporation.
- 3 We have received your letter requesting an interview when our recruiter comes to (university).
- 4 Our recruiter, (name), will be available during the following times:  

Monday -- 9 AM to (mon/time) PM

Tuesday -- (tue/time) AM to 3 PM

Wednesday -- 8 AM to 2 PM
- 5 At the present time we have no openings, and we cannot be encouraging about employment opportunities in the near future. However, if you are still interested, please feel free to contact us again in six months.
- 6 Please complete the enclosed application and return it with a current resume. As soon as we receive these documents, we will forward them to the head of the (division) Division for review.
- 7 We wish you success in the future.
- 8 Your interest in the Diamond Corporation is appreciated. We look forward to hearing from you soon.

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

## Creating the Finished Document

*Prerequisites:  
You must have completed  
all previous segments in  
this unit*

**3** Now that you have created the paragraph library with Stop codes and printed a reference copy, you are ready to use the Get function to get your paragraphs, insert variable information at the Stop codes, and print a finished document.

Your goal for this segment is to be able to use stored paragraphs with Stop codes to create a finished document.



**MAIN IDEA**

To use stored paragraphs with Stop codes to create a finished document, follow these steps:

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.
6. Press **↵** and type the rest of the document. Get other paragraphs, if appropriate.  
**Note:** 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.

*If you have enough information about using stored paragraphs with Stop codes to create a finished document, go on to the Demonstration. If you would like more detail, read the Help that follows.*

**HELP**

To use stored paragraphs with Stop codes to create a finished document, follow these steps:

1. **Create and name a new document.**
2. **Set up the document format to match the format of the paragraph library.**  
 If the paragraph library was created with a different format, change the new document format to match the format of the paragraph library. If you do not, your printing results will be unreliable.
3. **Type any text that appears before the first stored paragraph.**  
 This could include such items as the date or inside address.

4. **Get the stored paragraph or paragraphs.**  
 In the Get menu, specify which system pages (paragraph numbers) you want and the order in which you want the Displaywriter to arrange them. (Look at the reference copy to determine the appropriate page numbers.) Separate the system page numbers by a space as you type them in the menu. After the Displaywriter gets the paragraphs, the cursor returns to the point in the text where you pressed GET.

**FORMAT SELECTION**

ID	ITEM
a	Change Line Format
b	Change Margins and Tabs
c	Change Page Format
d	Change Header and Footer
e	Change Alternating Headers and Footers
f	Change Footnote Format
g	Change Outline Level Formats

When finished with this menu, press ENTER.

---

Type ID letter to choose ITEM; press ENTER:

**GET**

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Document Name	Paragraphs	
b	Diskette Name	TRAIN 3	
c	System Page Number (s)	1 3 6 8	
d	Insert Included Text	2	1 = Yes 2 = No

If no pages are specified, the entire document will be included. To specify multiple pages, separate page numbers with spaces. When finished with this menu, press ENTER.

---

Type ID letter to choose ITEM; press ENTER:

5. Find the Stop codes and type the variable information for each.

To find the first Stop code, press FIND, STOP, and ENTER. To find the rest, press FIND and ENTER. Insert the variable information at each Stop code.

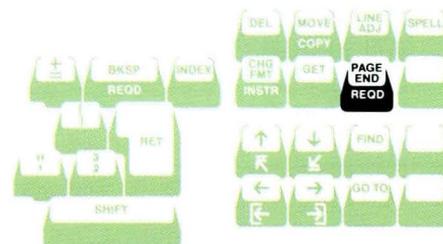
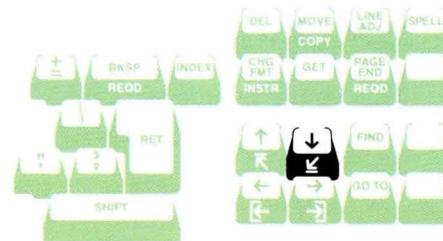
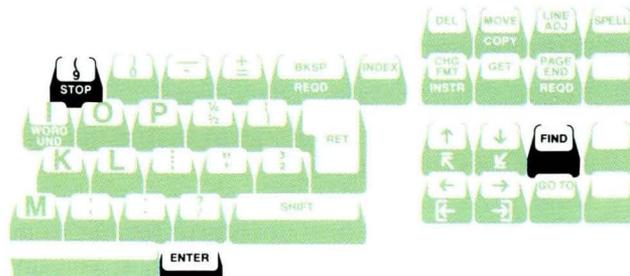
6. Press **↵** and type the rest of the document.

After you have typed all variable information, type whatever text is needed to complete the document. If you wish to insert additional paragraphs, repeat Steps 4 and 5.

**Note:** If you are creating only one finished document, skip Steps 7 and 8.

7. Press **REQD PAGE END**, then press **PAGE END**.

This ends the page and takes you to the next one. You can now create another version using paragraphs from the library.



**Note:** If you do not press **REQD PAGE END**, you will print several letters on one page. **REQD PAGE END** guarantees one letter per page.

8. Repeat Steps 3 through 7, as necessary.
9. When you have completed the document, press **END**.
10. **Paginate and print your document.**  
Each “page” of the document will have different information, depending upon which paragraphs you used and what variable information you inserted at the Stop codes.

*Go on to the Demonstration.*

**DEMONSTRATION**

For this Demonstration you will use the paragraph library you created for the Demonstration in Segment 1 (Bank Library) to create the finished document.

**Create the following document:**

Document name: Bank Finish

Diskette name: TRAIN3

**Go to the typing area.**

**Type the date, inside address, and salutation, as shown.**

September 29, 1982 3 RET'S

Mr. Ed Jenkins  
P.O. Box 49  
Pittsboro, NC 27510 2 RET'S

Dear Mr. Jenkins: 2 RET'S

Now you will get three of the stored paragraphs from the paragraph library.

**Press GET.**

**In the Get menu, type the document name, *Bank Library*. Type the diskette name, if necessary, and choose System Page Numbers 1 5 7.**

Be sure you space once after each of the numbers.

**Press ENTER.**

Your paragraphs appear on the screen. The cursor is on the first line of the first paragraph.

You will add the variable information for each Stop code.

**Press FIND, STOP, and ENTER.**

This places the cursor at the first Stop code (*Earnings of \$ \_\_\_\_\_* ).

**Type 93.50**

**Press FIND and ENTER.**

The cursor moves to the second Stop code (*...rate of \_\_\_\_\_ %*).

**Type 10.62**

**Press FIND and ENTER.**

The cursor moves to the last Stop code (*...end of \_\_\_\_\_*).

Type *August*

Press **↵**.

The cursor moves to the Page End code at the end of the last paragraph.

Type the closing as shown.

Press **REQD PAGE END** then **PAGE END**.

Sincerely,

C. F. Lawson  
Customer Relations

Now you will create a second letter using the same paragraph library.

Type the date, inside address, and salutation for the second letter as shown:

February 16, 1982 3 RET'S

Ms. Susan Talaro  
28 Sycamore Canyon Rd.  
Poway, Ca 92139 2 RET'S

Dear Ms. Talaro: 2 RET'S

**Press GET.**

The Get menu is already filled out for you. The only information you must enter is the System Page Numbers.

**For System Page Numbers, type 2 3 7, separating each number with a space.**

**Press ENTER.**

You will now find the Stop codes the same way you did for the first letter, and enter variable information at each one.

**Press FIND and ENTER.**

This takes you to the first Stop code (us to .).

**Type *open your account***

**Press FIND and ENTER.**

There are no additional Stop codes in these paragraphs.

**Press ↵.**

The cursor moves to the Page End code at the end of the last paragraph.

Type the same closing you used in the first letter as shown.

If I may be of further help, please feel free to contact me.

Sincerely,

C. F. Lawson  
Customer Relations

**Press END.**

**Paginate and print one copy of each of your finished documents.**

**Compare your copies with the following examples.**

Your documents should look like this:

September 29, 1982

Mr. Ed Jenkins  
P.O. Box 49  
Pittsboro, NC 27510

Dear Mr. Jenkins:

Thank you for writing to us. I am pleased to answer your questions.

Your savings account was converted to the new certificate without loss of earnings to you. Earnings of \$93.50 for this quarter were computed at a rate of 10.62% to the end of August.

If I may be of further help, please feel free to contact me.

Sincerely,

C. F. Lawson  
Customer Relations

February 16, 1983

Ms. Susan Talaro  
28 Sycamore Canyon Rd.  
Poway, CA 92139

Dear Ms. Talaro:

Thank you for authorizing us to open your account..

I apologize for the inconvenience our incorrect address records have caused you. Trustworthy Savings' constant aim is to provide you with good service.

If I may be of further help, please feel free to contact me.

Sincerely,

C. F. Lawson  
Customer Relations

*Go on to the Self-Test.*

**SELF-TEST**

Use the information on the next page and print a document from stored paragraphs. The document contains two letters. Each letter will be placed on a separate page. Name your document Diamond Finish.

In addition to the stored paragraphs you will use in each letter, you must type some constant text for each, such as the date, address, salutation, and closing. These are provided for each document you are to create.

Notice that in Document 1 you will get paragraphs 3, 4, and 8, and will fill in four Stop codes. In Document 2 you will get paragraphs 2, 5, and 7, but you will have only one Stop code to fill in.

Notice that, even though you will create two very different letters, you will use the same paragraph library you created in a previous segment for both.

Print your finished document and compare the pages with those in the Feedback section.

	<u>Page 1</u>	<u>Page 2</u>
Date:	September 9, 1982	September 23, 1982
Address:	Mr. Charles Franklin 1984 Ponderosa Ave. Flagstaff, AZ 86091	Ms. Ellen Fitzgerald 320 Courtland Drive Chapel Hill, NC 27514
Salutation:	Mr. Franklin	Ms. Fitzgerald
Library:	Diamond Library	Diamond Library
Diskette:	TRAIN3	TRAIN3
Paragraphs:	3, 4, 8	2, 5, 7
Stop codes:	1-Northern Arizona University 2-Mr. K. Mangum 3-4 4-9:30	1-Research and Development
Closing:	Sincerely, J. Nicholson Recruitment	Sincerely, C. F. Lawson Personnel Officer

Go on to the Feedback on the next page.

**FEEDBACK**

The first page of the document should look like this:

September 9, 1982

Mr. Charles Franklin  
1984 Ponderosa Ave.  
Flagstaff, AZ 86091

Dear Mr. Franklin:

We have received your letter requesting an interview when our recruiter comes to Northern Arizona University.

Our recruiter, Mr. K. Mangum, will be available during the following times:

Monday -- 9 AM to 4 PM

Tuesday -- 9:30 AM to 3 PM

Wednesday -- 8 AM to 2 PM

Your interest in the Diamond Corporation is appreciated. We look forward to hearing from you soon.

Sincerely,

J. Nicholson  
Recruitment

The second page of the document should look like this:

September 23, 1982

Ms. Ellen Fitzgerald  
320 Courtland Drive  
Chapel Hill, NC 27514

Dear Ms. Fitzgerald:

Thank you for your recent telephone call concerning employment opportunities with the Research and Development Division of the Diamond Corporation.

At the present time we have no openings, and we cannot be encouraging about employment opportunities in the near future. However, if you are still interested, please feel free to contact us again in six months.

We wish you success in the future.

Sincerely,

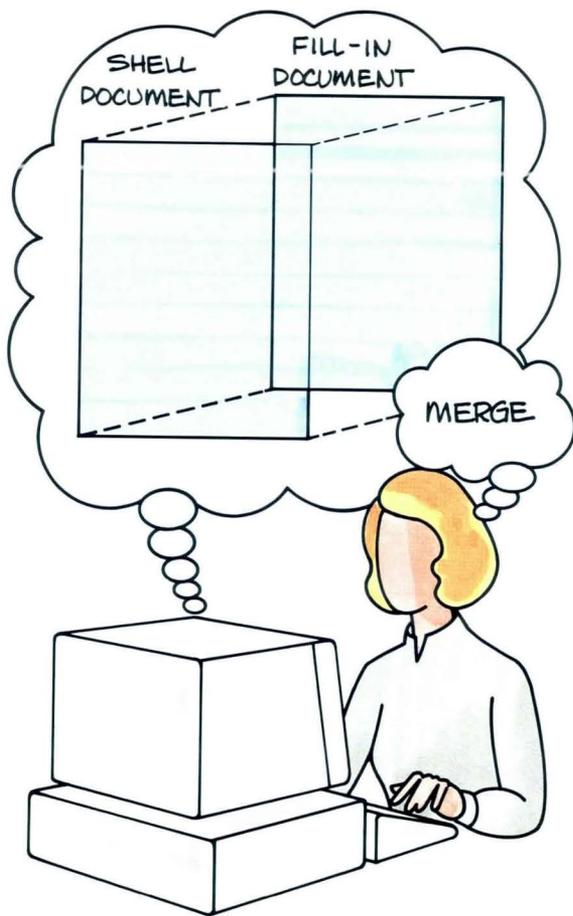
C. F. Lawson  
Personnel Officer

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



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**T**his unit deals with the Displaywriter's ability to store text and combine (or merge) the stored text to create finished documents. This Merge function allows you to create repetitive documents from information typed once and stored on a diskette.

Lesson 1 shows you how to create repetitive documents composed of information that does not change, leaving spaces for the information that does change. You will then fill in the spaces to create a finished document.

Lesson 2 shows you how to create paragraphs composed mostly of information that does not change. You will also learn to create lists of information that do change to be inserted in the paragraphs. You then learn to tell the Displaywriter what changeable information to merge with which paragraphs.

If you have completed Lesson One in *Creating Documents from Stored Text Using Get*, you will notice similarities between these two units. The concept of storing constant text for later use is the same, but the process of Merge is very different from the process of Get.

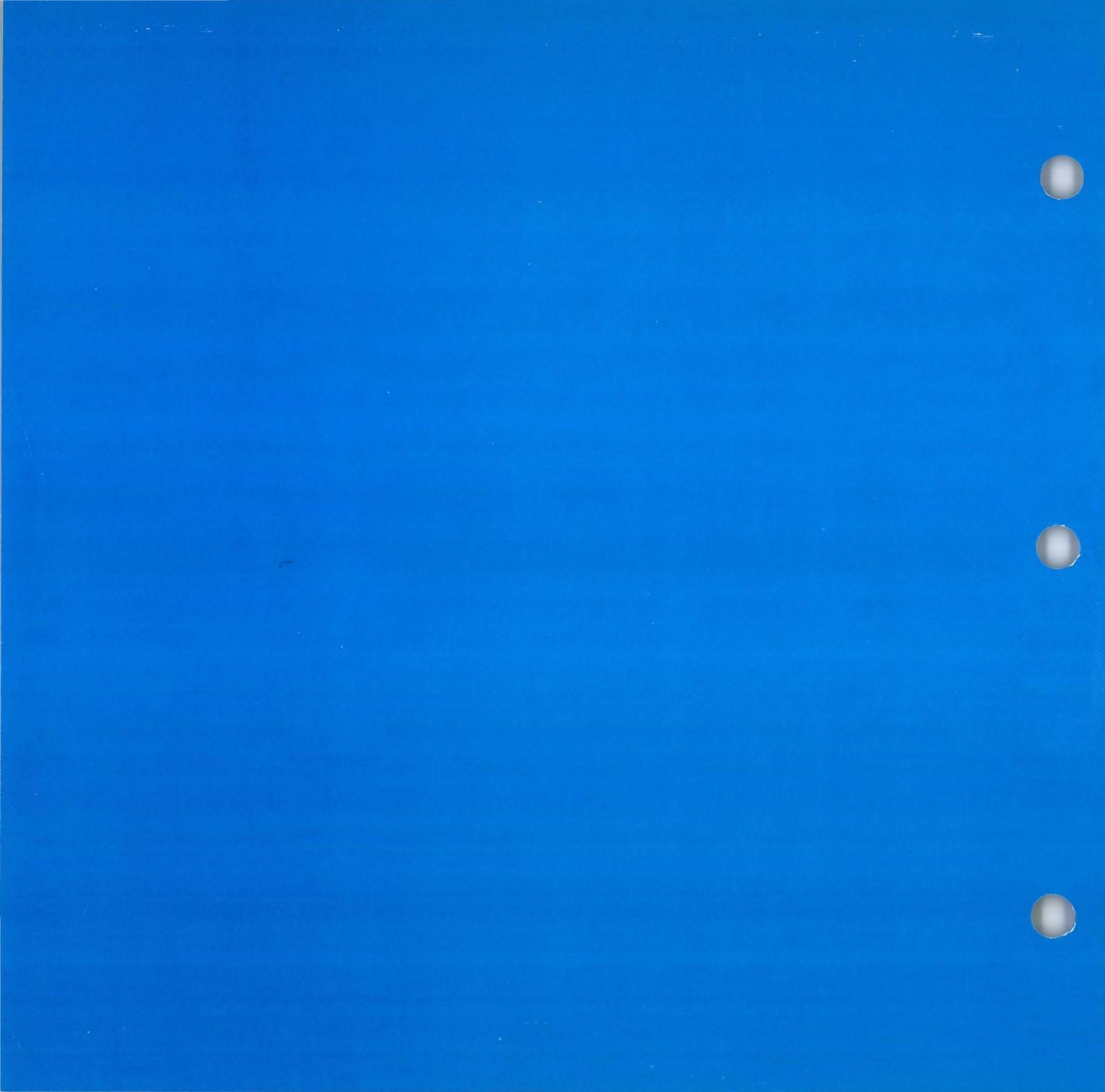


Unit: Creating Documents from  
Stored Text Using Merge

**Lesson 1: Creating Documents with  
Variable Names**

**1**

Introduction	7
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- 1 This lesson discusses the concept of Merge, which is combining one unfinished document with another to create a finished document. In this lesson you will learn how to create documents composed of information that does not change, and merge them with other documents composed of information that does change. With Merge you can personalize the information that does not change without typing each document individually.



Suppose you have a document — a letter, for example — that you must send to fifty people. Most of the text in the letter does not change. To personalize each letter, some information, such as names, addresses, or monetary amounts, must be different for each one.

Rather than typing fifty individual copies of the letter, you can type the information that will not change, called constant text. The constant text is shown as horizontal lines in the illustrations.

You also tell the Displaywriter to save a place for variable information in the constant text. Variable information is the information which personalizes the letter, like names and amounts. To do this, you type the *name* of the variable information to be inserted. This is called a variable name. Variable names are enclosed in  $\Psi$  in the illustration. The document that contains the constant text and variable names is called a shell document. You type the shell once and store it. Refer to the shell document in the following illustration.

Then, you can type a document containing the variable information that personalizes the shell. The document that contains the variable information is called a fill-in document. Refer to the fill-in documents in the following illustration.

Later, you can have the Displaywriter combine the shell (constant text) with the fill-in (variable information) to create a finished document. Refer to the finished documents in the following illustration.

### SHELL DOCUMENT

```
ΨaddressΨ  
Dear ΨnameΨ,  
_____  
_____  
_____ ΨamountΨ _____  
_____  
_____ ΨdateΨ ΨrateΨ _____  
ΨsenderΨ
```



In the preceding illustration, notice that the shell document contains both variable names and constant text. One shell can be combined with as many fill-in documents as necessary. Each time a shell and a fill-in are combined, a finished document results.

Notice that the fill-in documents contain the same list of variable names that appear in the shell. However, the information following each variable name differs from fill-in to fill-in. Combining (merging) one shell with different fill-ins results in personalized finished documents. To get these finished documents, you type the shell once, type each fill-in once, and instruct the Displaywriter to merge.

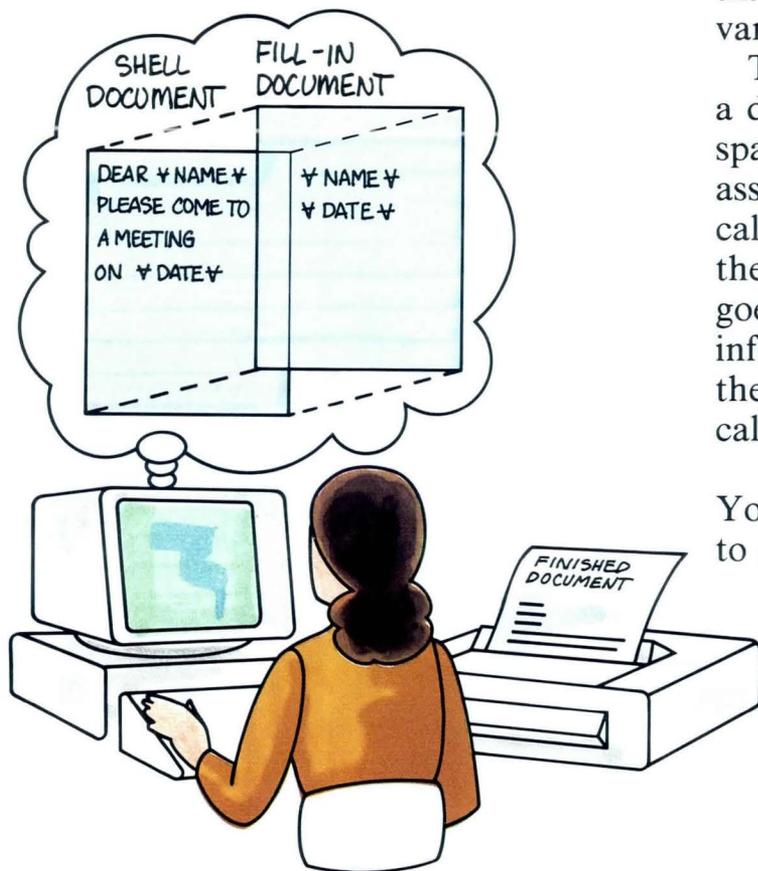
This lesson takes you through creating a shell, creating a fill-in, and merging a shell and a fill-in. You will also learn a shortcut for creating a multipage fill-in.

## Creating a Shell with Variable Names

**1** In order to create a document from stored text using Merge, you must have two kinds of information. The first is information that does not change, called constant text. The other kind of information is information that *does* change from copy to copy, called variable information.

This segment shows you how to create a document with constant text, leaving spaces for your variable information. You assign names to each space. The names are called variable names. Later you will supply the Displaywriter with the information that goes with each name, called variable information. The document that contains the constant text and variable names is called a shell document.

Your goal for this segment is to be able to create a shell document.



**MAIN IDEA**

Before you learn the procedure for typing variable names in a shell, you must know some rules about choosing names for variable information.

**Variable Names:**

- Must be unique.
- Should be descriptive.
- Can be no longer than 16 characters, including spaces.
- Can contain no punctuation marks.
- May contain letters, numbers, spaces, symbols on your keyboard module (\$, for example), or underlines.
- Must start with a letter.
- Are uppercase and lowercase sensitive.
- May be used several times in the document if variable information is identical.

The system prompts you if you type an improper name. You must then correct the name.

To type constant text and variable names in a shell, follow these steps:

1. Create the document and set the document format as you want the finished document to appear.
2. Go to the typing area and set Display Codes to Yes.
3. Type constant text until you reach the place where the first piece of variable information will be inserted.
4. Press **VARIABL** and type the variable name.
5. Continue typing constant text until you come to the next place where variable information will be inserted.
6. Repeat Steps 4 and 5, as necessary.
7. Press **END** when you have finished your shell document.
8. Print the document for reference.

To revise a variable name, follow these steps:

1. Place the cursor under the Variable code.
2. Press **ENTER** to display the Variable menu.
3. Choose Variable Name, type your choice, and press **ENTER**.

*If you have enough information on typing constant text and variable names in the shell, go on to the Demonstration. If you would like more detail, read the Help that follows.*

## HELP

### Variable Names:

- **Must be unique.**  
For example, if you have several different dates to use within your shell, do not name them all *date*. For the Displaywriter to know which date to use, each must have a unique name, such as *shipment date*, *contract date*, and so on.
- **Should be descriptive.**  
Select a name that describes the type of information that will be added to the shell.
- **Can be no longer than 16 characters, including spaces.**
- **Can contain no punctuation marks.**  
The name cannot contain punctuation marks. However, it can contain alphabetic characters, numeric characters, spaces, symbols on your keyboard module (\$, for example), or underlines.
- **Must start with a letter.**  
The name may contain numbers, spaces, symbols, or underlines, but it must *start* with a letter.
- **Are uppercase and lowercase sensitive.**  
If you use both uppercase and lowercase letters in your variable name, you must type it *exactly* that way whenever you use it.
- **May be used several times in the document if variable information is identical.**  
If you use the same variable information several places in the document, you may use the *same* variable name. For example, if you want the date *May 1, 1984*, six places in your finished document, you use the same variable name six times.

To type constant text and variable names in a shell, follow these steps:

- 1. Create the document and set the document format as you want the finished document to appear.**  
Choose Create Document in the Typing Tasks menu. Type the name you have chosen for your shell document.  
The shell document controls the format of the finished document.
- 2. Go to the typing area and set Display Codes to Yes.**

**SCREEN FORMAT**

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Display Codes	1	1 = Yes 2 = No

When finished with this menu, press ENTER.

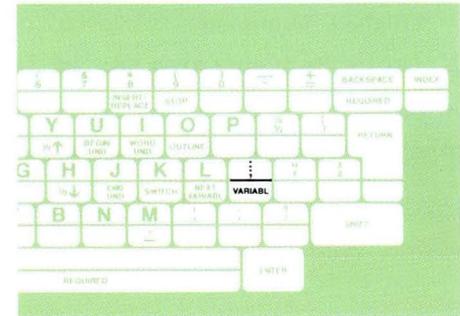
Type ID letter to choose ITEM; press ENTER:

3. **Type constant text until you reach the place where the first piece of variable information will be inserted.**

Type the information that does not change (the constant text) until you come to the first piece of information that will change from copy to copy (variable information). Be sure to include all spacing and punctuation before you type the variable name.

4. **Press VARIABL and type the variable name.**  
Press VARIABL. The prompt “Type variable name; press ENTER” appears. Type your variable name and press ENTER. The Variable code (  $\updownarrow$  ) surrounds the variable name on the screen.

```
XXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXX
XX, VARIABLE
```



#### VARIABLE NAMES

- UNIQUE
- DESCRIPTIVE
  - 16 CHARACTERS
  - NO PUNCTUATION
  - START WITH LETTER
    - CASE SENSITIVE

5. **Continue typing constant text until you come to the next place where variable information will be inserted.**

After you have typed your first variable name, type constant text until you get to the next variable name. Be sure to include any punctuation and spaces that follow the variable name.

Remember that the variable information may be longer than the variable name. This is because the system considers the variable name to be only one character as it appears when you set Display Codes to No. This may affect your format, particularly if you are using tabs following the variable information. Consider setting individual tabs rather than using a tab grid when you plan your format.

```
XXXXXXXXXXXXXXXXXXXXX  
XX ҃name҃, XXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXX ҃date҃. XX
```

**6. Repeat Steps 4 and 5, as necessary.**

Type your variable names and constant text until you have completed your shell document.

**7. Press END when you have finished your shell document.**

**8. Print the document for reference.**

The printed document may look very strange (lines of type running off the paper, short lines, incomplete words, and so on). Don't be concerned. When you merge, the Displaywriter adjusts the lines properly.

To revise a variable name, follow these steps:

- 1. Place the cursor under the Variable code.**  
That Variable code is highlighted.
- 2. Press ENTER to display the Variable menu.**  
You also get this menu if you accidentally press ENTER when you are typing a variable name. If you do, see Step 3.

```
XXXXXXXXXXXXXXXXXXXXX  
XXXXXX  amount  XXXX  
XXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXX
```

**3. Choose Variable Name, type your choice, and press ENTER.**

The first item in this menu is Variable Name. (The other choice, Output Format, applies to the Reportpack feature.) Choose Variable Name, type the correct variable name, and press ENTER. The system returns to the typing area, and the correct variable name is inserted.

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

```

XXXXXXXXXXXXXXXXXXXXX
XXXXXX ⊕date⊕ XXXXXX
XXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXX
    
```

*Go on to the Demonstration.*

**DEMONSTRATION**

For this Demonstration you will create a shell document with variable names and use this shell for the remainder of the Demonstrations in this lesson. Steps to create this sample document follow.

**Create the following document:**

Document name: Adoption Order Shell

Diskette name: TRAIN3

**Change the line format to double spacing.**

**Go to the typing area and set Display Codes to Yes.**

IN THE MATTER OF THE ADOPTION OF  
Baby %gender% %last\_name%, a Minor  
No. %number%

ORDER

This matter coming on for hearing upon the petition of %husband% and %wife%,  
S  
wife, saying that %hospital% Hospital be directed to surrender custody of the  
above-mentioned minor to the petitioners and the answer of %hospital% Hospital  
from all of which the Court doth find that %mother% should be ordered to  
surrender custody of the above-mentioned minor to the petitioners.

IT IS, THEREFORE, BY THE COURT, CONSIDERED AND ORDERED that %hospital%  
Hospital surrender custody of Baby %gender% %last\_name% to the petitioners, %husband%  
%wife%, his  
wife, or their attorney, %attorney%.

JUDGE:

DATE:

**Type the constant text of the shell, through the word *Baby*.**

Following *Baby* the word *gender* appears in parentheses. The baby's gender will appear in the finished document. You type the variable name *gender* in the shell to mark the place where the variable information will be inserted later.

**Space once after *Baby* and press VARIABL.**

The prompt "Type variable name; press ENTER" appears.

**Type the variable name *gender* and press ENTER.**

Look at the screen. The variable name appears, surrounded by the Variable code (  $\updownarrow$  ).

**Space once.**

**Press VARIABL.**

The prompt "Type variable name; press ENTER" appears.

The baby's last name will appear in the finished document. You type the variable name.

**Type *last name* and press ENTER.**

Look at the screen. The variable name appears, surrounded by the Variable code.

**Type a comma, space, and then the remainder of the constant text and variable names.**

The line endings of text on the screen may be very different from the example you type from. This is because you set Display Codes to Yes.

**Press END.**

IN THE MATTER OF THE ADOPTION OF  
Baby (gender) (last name), a Minor  
No. (number)

ORDER

This matter coming on for hearing upon the petition of (husband) and (wife), his wife, saying that (hospital) Hospital be directed to surrender custody of the above-mentioned minor to the petitioners and the answer of (hospital) Hospital from all of which the Court doth find that (mother) should be ordered to surrender custody of the above-mentioned minor to the petitioners.

IT IS, THEREFORE, BY THE COURT, CONSIDERED AND ORDERED that (hospital) Hospital surrender custody of Baby (gender) (last name) to the petitioners, (husband) and (wife), his wife, or their attorney, (attorney).

JUDGE:

DATE:

**Print one copy and compare it with the copy on the next page. Keep the printed copy, as you will use it again in the next segment.**

Note that the Variable codes print around the variable names, and that there are some long lines and incomplete words. Disregard this. When the document is merged, the Displaywriter adjusts the lines correctly.

Your finished document should look like this:

*Go on to the Self-Test.*

IN THE MATTER OF THE ADOPTION OF  
Baby ΨgenderΨ Ψlast\_nameΨ, a Minor  
No. ΨnumberΨ

ORDER

This matter coming on for hearing upon the petition of ΨhusbandΨ and ΨwifeΨ, I  
s  
wife, saying that ΨhospitalΨ Hospital be directed to surrender custody of the  
above-mentioned minor to the petitioners and the answer of ΨhospitalΨ Hospital  
from all of which the Court doth find that ΨmotherΨ should be ordered to  
surrender custody of the above-mentioned minor to the petitioners.

IT IS, THEREFORE, BY THE COURT, CONSIDERED AND ORDERED that ΨhospitalΨ  
Hospital surrender custody of Baby ΨgenderΨ Ψlast\_nameΨ to the petitioners, Ψhusbar  
Ψ and ΨwifeΨ, his  
wife, or their attorney, ΨattorneyΨ.

JUDGE:

DATE:

**SELF-TEST**

The following Self-Test will help you determine if you have mastered this segment.

Create the following document:

Document name: Final Decree Shell

Diskette name: TRAIN3

Type the constant text and variable names (indicated within parentheses) shown in the illustration. Note that the document is double-spaced. You will use the document for all the Self-Tests in the rest of this lesson.

Print one copy of the document and compare your copy with the copy in the Feedback section. Keep the printed copy. You will use it in the next segment.

[[824-16-A]]

IN THE MATTER OF THE ADOPTION OF  
Baby (gender) (last name), a Minor  
No. (number)

FINAL DECREE

This cause comes on for hearing, the petitioners, (husband) and (wife), his wife, appearing in person and by their attorneys, Jones, Anderson & Jones, with the child to be adopted present in Court and this cause is submitted to the Court upon application for final decree of adoption.

Upon testimony taken ore tenus, the Court doth find that a temporary decree of adoption, whereby Baby (gender) (last name) was adopted by the petitioners, was entered in this cause more than six months prior to this date.

IT IS, THEREFORE, CONSIDERED, ORDERED AND DECREED that the child named in the petition as Baby (gender) (last name) shall, to all legal intents and purposes, be the child of the petitioners; that the name of the said child be (new name).

*Go on to the Feedback on the next page.*

**FEEDBACK**

Your final printed document should look like this.

If your document does not look like the one shown, did you remember to:

- Change the Document format to Double Space?
- Space once before each variable name?
- Type proper punctuation and spaces after each variable name?

IN THE MATTER OF THE ADOPTION OF  
Baby  $\Psi$ gender $\Psi$   $\Psi$ last\_name $\Psi$ , a Minor  
No.  $\Psi$ number $\Psi$

FINAL DECREE

This cause comes on for hearing, the petitioners,  $\Psi$ husband $\Psi$  and  $\Psi$ wife $\Psi$ , his wife,  
e,  
appearing in person and by their attorneys, Jones, Anderson & Jones,  
with the child to be adopted present in Court, and this cause is  
submitted to the Court upon application for final decree of adoption.

Upon testimony taken ore tenus, the Court doth find that a  
temporary decree of adoption, whereby Baby  $\Psi$ gender $\Psi$   $\Psi$ last\_name $\Psi$  was adopted by the  
petitioners, was entered in this cause more than six months prior to  
this date.

IT IS, THEREFORE, CONSIDERED, ORDERED AND DECREED that the child  
named in the petition as Baby  $\Psi$ gender $\Psi$   $\Psi$ last\_name $\Psi$  shall, to all legal intents and  
purposes, be the child of the petitioners; that the name of the said  
child shall be  $\Psi$ new\_name $\Psi$ .

JUDGE:

DATE:



### Prerequisites:

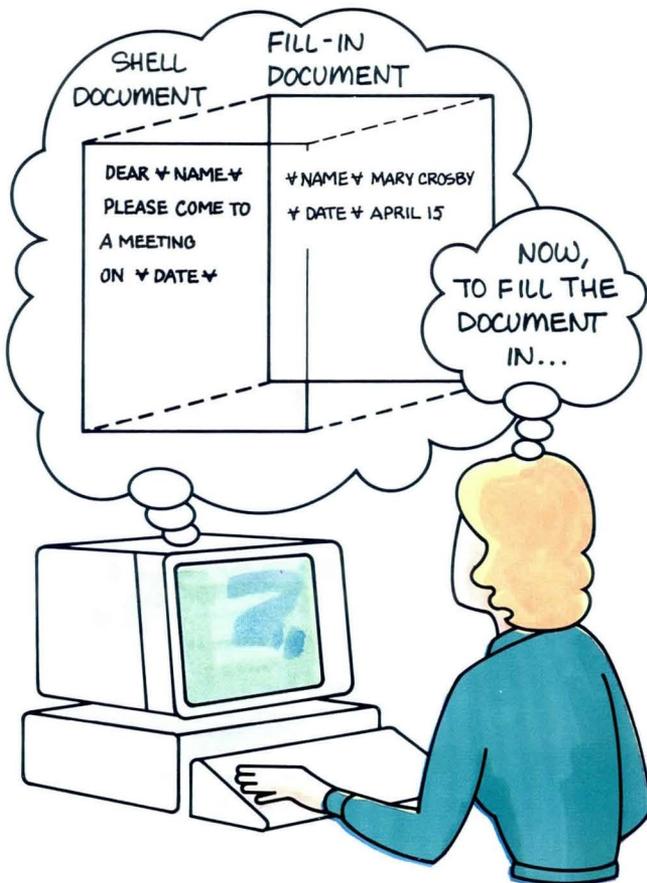
You must have completed Segment 1 in this lesson

# 2

In Segment 1 of this lesson you created a shell document containing several variable names. You must now create a document that tells the Displaywriter what information goes with each variable name. This document, called a fill-in document, does just what its name suggests: it “fills in” the empty spaces in your shell.

Recall that when you inserted variable names in your shell, you chose names that specified the kind of information to be filled in. You will now repeat those variable names in the fill-in document and add the variable information that goes with each variable name. The purpose of your fill-in document, then, is to fill in variable information in your shell document.

Your goal for this segment is to be able to create a fill-in document for the shell you created in Segment 1.



**MAIN IDEA**

To create a fill-in document, follow these steps:

1. Create a document and set Display Codes to Yes.
2. Type the first variable name exactly as it appears in the shell.
3. Type the variable information for that variable name.
4. Continue typing variable names and variable information until you have typed variable information for all variable names in the shell.
5. Press PAGE END, if you are creating more than one fill-in. Otherwise, go to Step 7.
6. Repeat Steps 2 through 5 for each set of variable information.
7. Press END. Do not Paginate.

*If you have enough information about creating a fill-in document, go on to the Demonstration. If you would like more detail, read the Help that follows.*

**HELP**

To create a fill-in document, follow these steps:

**1. Create a document and set Display Codes to Yes.**

Set Display Codes to Yes so that when you type variable names in the next step, the entire name will appear on the screen, rather than just the Variable code.

**SCREEN FORMAT**

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Display Codes	1	1 = Yes 2 = No

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER:

**2. Type the first variable name exactly as it appears in the shell.**

Type the variable name and press ENTER. Remember that variable names must be typed *exactly* the same as in the shell. If necessary, refer to a printed copy of the shell. The Displaywriter recognizes only identical variable names. If variable names differ in any way from shell to fill-in, your merge operation will not be completed.

⌘ date ⌘

**3. Type the variable information for that variable name.**

Do not space between the variable name and the variable information unless you want your document to contain an extra space when it is printed.

If the variable information must appear on separate lines, such as an inside address, press RETURN after each line.

**4. Continue typing variable names and variable information until you have typed variable information for all variable names in the shell.**

As you type the variable names and the information to go with those names, press RETURN after each piece of variable information so that each variable name has its own line.

If you are using a variable name several times in your shell document, you type it only once in the fill-in. The Displaywriter inserts it each time it is needed.

```
␣date␣December 7, 1981
␣name␣George Smith
␣address␣1623 Rose Court ↵
San Antonio, Texas
␣amount␣$376.98
```

5. **Press PAGE END if you are creating more than one fill-in. Otherwise go to Step 7.**  
This tells the Displaywriter that you have finished this page of the fill-in document and are ready to begin the next one. Each page of the fill-in represents a separate finished document.
6. **Repeat Steps 2 through 5 for each set of variable information.**  
You can create as many pages for the fill-in document as you wish by repeating Steps 2 through 5 for each fill-in.
7. **Press END.**  
When you have finished with your last fill-in, press END rather than PAGE END. Do not Paginate.



*Go on to the Demonstration.*

**DEMONSTRATION**

For this Demonstration you will create a fill-in document for the shell you created in Segment 1. You will use this fill-in for all other Demonstrations in this lesson.

**Create the following document:**

Document name: Adoption Order Fill-in

Diskette name: TRAIN3

**Go to the typing area and set Display Codes to Yes.**

**Look at the first variable name in your printed shell.**

Use the printed copy from Segment 1. Notice that the first variable name follows the word *Baby* in the second line. Your first variable name is *gender*. You repeat the variable name from the shell in the fill-in document.

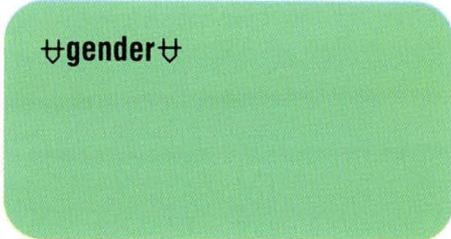
**Press VARIABLE.**

The prompt "Type variable name; press ENTER" appears.

**Type *gender* and press ENTER.**

Look at the screen. It should appear as illustrated.

**Without spacing, type the word *girl*.**



gender

Press RETURN.

Press VARIABLE.

The prompt “Type variable name; press ENTER” appears.

The second variable name in the shell is *last name*. You repeat this in the fill-in.

Type *last name* and press ENTER.

Look at the screen. It should appear as illustrated.

Without spacing, type the word *Williams*.

Press RETURN.

```
gendergirl  
last_name
```

For the rest of the variable names, type the following information:

<i>Variable Name</i>	<i>Variable Information</i>
<i>number</i>	<i>12,234</i>
<i>husband</i>	<i>John Smith</i>
<i>wife</i>	<i>Elizabeth</i>
<i>hospital</i>	<i>St. Mary's</i>
<i>mother</i>	<i>Charlotte Williams</i>
<i>attorney</i>	<i>Charles Wallace</i>

**Press PAGE END.**

You will now create a second page for your fill-in the same way that you created the first.

Type the variable names and variable information below.

<i>Variable Name</i>	<i>Variable Information</i>
<i>gender</i>	<i>boy</i>
<i>last name</i>	<i>Pippin</i>
<i>number</i>	<i>17,008</i>
<i>husband</i>	<i>James Worthy</i>
<i>wife</i>	<i>Beverly</i>
<i>hospital</i>	<i>General</i>
<i>mother</i>	<i>Mary Pippin</i>
<i>attorney</i>	<i>C. A. Darrow</i>

Press **END**. Do not paginate.

Print one copy of each page of your fill-in.

Compare them with your shell document to make sure that your variable names match exactly.

Then compare your fill-ins with the examples shown on the right.

Proofread your documents carefully. The variable names must match exactly so you can create the finished document in the next segment.

```
♀gender♀girl
♀last_name♀Williams
♀number♀12,234
♀husband♀John Smith
♀wife♀Elizabeth
♀hospital♀St. Mary's
♀mother♀Charlotte Williams
♀attorney♀Charles Wallace
```

```
♀gender♀boy
♀last_name♀Pippin
♀number♀17,008
♀husband♀James Worthy
♀wife♀Beverly
♀hospital♀General
♀mother♀Mary Pippin
♀attorney♀C. A. Darrow
```

*Go on to the Self-Test.*

**SELF-TEST**

The following Self-Test will help you determine if you have mastered this segment. As in the Demonstration, you will create the fill-in for future use. This fill-in document will be used with the shell document named Final Decree Shell that you created for Segment 1.

Create the following document:

Document name: Final Decree Fill-in

Diskette name: TRAIN3

Type the following variable names and variable information:

<i>Variable Name</i>	<i>Variable Information (1)</i>	<i>Variable Information (2)</i>
<i>gender</i>	<i>girl</i>	<i>boy</i>
<i>last name</i>	<i>Anderson</i>	<i>Barber</i>
<i>number</i>	<i>23,456</i>	<i>38,524</i>
<i>husband</i>	<i>Thomas Werner</i>	<i>Miller Lawton</i>
<i>wife</i>	<i>Roberta</i>	<i>Heidi</i>
<i>new name</i>	<i>Sarah Elaine Werner</i>	<i>James Lawton</i>

Since you are creating more than one fill-in, press PAGE END before you begin the second fill-in. Remember to type the variable names again on page two. When you have completed the second fill-in, press END.

Print a copy of your fill-in document and compare it with the printed copy of the shell document. Then compare it with the fill-in copy in the Feedback section. Correct any errors now. Remember, your fill-in will print on two sheets of paper.

*Go on to the Feedback on the next page.*

**FEEDBACK**

Your fill-in document should look like this.

Proofread the document carefully. The variable names must match exactly so you can create the finished document in the next segment.

Fill-in page 1

```

$gender$girl
$last_name$Anderson
$number$23,456
$husband$Thomas Werner
$wife$Roberta
$new_name$Sarah Elaine Werner

```

Fill-in page 2

```

$gender$boy
$last_name$Barber
$number$38,524
$husband$Miller Lawton
$wife$Heidi
$new_name$James Lawton

```

If your document does not look like the illustrated documents, did you remember:

- Not to space before typing the variable information?
- To press RET after the variable information?
- To press END, not PAGE END after the second page of variable information?

## Creating the Finished Document

### Prerequisites:

You must have completed all previous segments in this lesson

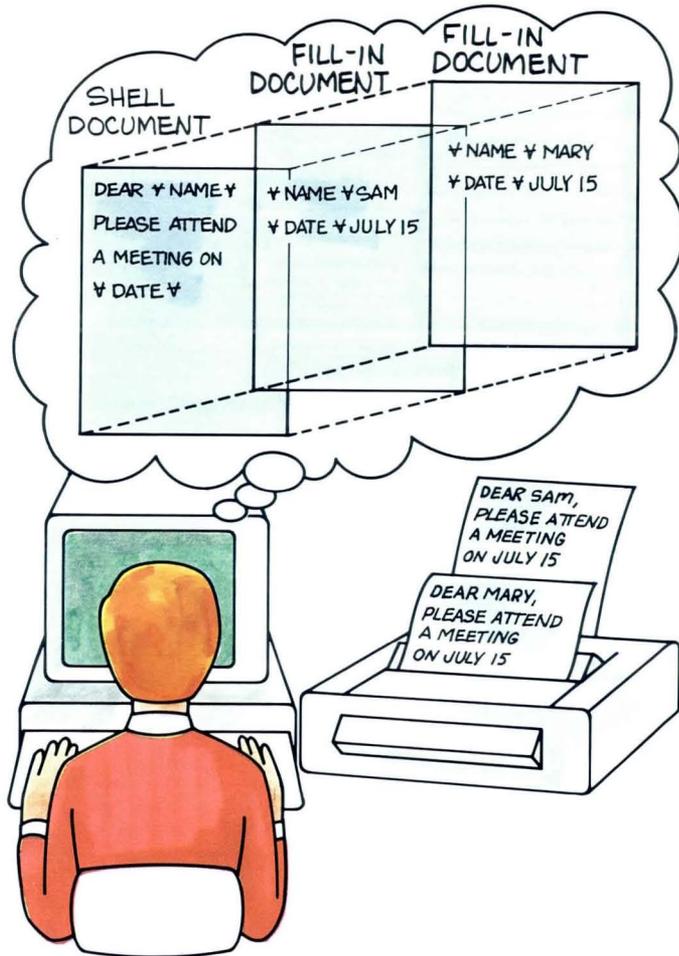
# 3

The purpose in creating a shell document (Segment 1) and a fill-in document (Segment 2) is to be able to merge, or combine, them. Recall from the previous segment that a fill-in document may consist of more than one page. That is, it may consist of more than one set of variable information. During the merge operation, the Displaywriter combines the shell with each page of the fill-in automatically.

During the merge operation you have three choices:

1. You can print merged documents without storing them on a diskette.
2. You can store merged documents without printing them.
3. You can do both — print *and* store merged documents.

Your goal for this segment is to be able to perform all three of these tasks.



**MAIN IDEA**

To merge a shell and a fill-in document, follow these steps:

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 name of the shell document. Choose Diskette Name if not already complete.
4. Choose Fill-in Document Name and type the name of the fill-in document. Choose Diskette Name if not already complete.

To *print* the finished document only:

5. Press ENTER.

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 document:

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

*If you have enough information about merging a shell and a fill-in document, go on to the Demonstration. If you would like more detail, read the Help that follows.*

## HELP

Here is additional information useful when merging a shell and a fill-in document:

1. **Choose Merge Tasks in the Task Selection menu.**  
The Merge Tasks menu displays.

2. **Choose Merge with Named Variables in the Merge Tasks menu.**  
The Merge with Named Variables Setup menu displays.

### TASK SELECTION

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

Type ID letter to choose ITEM; press ENTER:

### MERGE TASKS

- | ID | ITEM                       |
|----|----------------------------|
| a  | Merge with Named Variables |
| b  | Merge with Switch Codes    |
| c  | Go to Task Selection       |

Type ID letter to choose ITEM; press ENTER:

3. **Choose Shell Document Name and type the name of the shell document.**

Choose Diskette Name, if not already complete.

4. **Choose Fill-in Document Name and type the name of the fill-in document.**

Choose Diskette Name, if necessary.

To *print* the finished document without storing it:

5. **Press ENTER.\***

This starts the merge operation and prints the finished document without storing it on diskette.

MERGE WITH NAMED VARIABLES SETUP

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Shell Document Name	Credit Shell	
b	Diskette Name	TRAIN 3	
c	Fill-In Document Name		
d	Diskette Name		
e	System Page Number (s)		
f	Merged Document Name		
g	Diskette Name		
h	Print Merged Document	1	1 = Yes 2 = No
i	Cancel On Error	1	1 = Yes 2 = No
j	Paper Handling	2	1 = Cut Paper, Manual Feed 2 = Cut Paper, Automatic Feed 3 = Continuous Paper
k	Change Pagination Choices		

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER:

MERGE WITH NAMED VARIABLES SETUP

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Shell Document Name	Credit Shell	
b	Diskette Name	TRAIN 3	
c	Fill-In Document Name	Credit Fill-in	
d	Diskette Name	TRAIN 3	
e	System Page Number (s)		
f	Merged Document Name		
g	Diskette Name		
h	Print Merged Document	1	1 = Yes 2 = No
i	Cancel On Error	1	1 = Yes 2 = No
j	Paper Handling	2	1 = Cut Paper, Manual Feed 2 = Cut Paper, Automatic Feed 3 = Continuous Paper
k	Change Pagination Choices		

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER:

To *store* the finished documents without printing them:

**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.**

This prevents the Displaywriter from printing the merged document or documents.

**7. Press ENTER.**

This starts the merge operation and stores the finished document on diskette.

**MERGE WITH NAMED VARIABLES SETUP**

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Shell Document Name	Credit Shell	
b	Diskette Name	TRAIN 3	
c	Fill-In Document Name	Credit Fill-in	
d	Diskette Name	TRAIN 3	
e	System Page Number (s)		
f	Merged Document Name	Finished Credit	
g	Diskette Name	TRAIN 3	
h	Print Merged Document	1	1 = Yes 2 = No
i	Cancel On Error	1	1 = Yes 2 = No
j	Paper Handling	2	1 = Cut Paper, Manual Feed 2 = Cut Paper, Automatic Feed 3 = Continuous Paper
k	Change Pagination Choices		

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER:

**MERGE WITH NAMED VARIABLES SETUP**

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Shell Document Name	Credit Shell	
b	Diskette Name	TRAIN 3	
c	Fill-In Document Name	Credit Fill-in	
d	Diskette Name	TRAIN 3	
e	System Page Number (s)		
f	Merged Document Name	Finished Credit	
g	Diskette Name	TRAIN 3	
h	Print Merged Document	2	1 = Yes 2 = No
i	Cancel On Error	1	1 = Yes 2 = No
j	Paper Handling	2	1 = Cut Paper, Manual Feed 2 = Cut Paper, Automatic Feed 3 = Continuous Paper
k	Change Pagination Choices		

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER:

To *print and store* the finished document:

5. **Choose Merged Document Name and type the name of the finished document.**

Choose Diskette Name, if necessary.

6. **Press ENTER.**

This starts the merge operation, prints the finished document, and stores it on diskette.

#### MERGE WITH NAMED VARIABLES SETUP

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Shell Document Name	Credit Shell	
b	Diskette Name	TRAIN 3	
c	Fill-In Document Name	Credit Fill-in	
d	Diskette Name	TRAIN 3	
e	System Page Number (s)		
f	Merged Document Name	Finished Credit	
g	Diskette Name	TRAIN 3	
h	Print Merged Document	1	1 = Yes 2 = No
i	Cancel On Error	1	1 = Yes 2 = No
j	Paper Handling	2	1 = Cut Paper, Manual Feed 2 = Cut Paper, Automatic Feed 3 = Continuous Paper
k	Change Pagination Choices		

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER:

**Note:** If you are using Textpack 6, notice that the Merge with Named Variables Setup menu contains the option Change Pagination Choices. For more information about the first three items in the Change Pagination Choices menu, see *Starting Your Training*, Lesson 3. For the fourth item, Collect Footnotes in Merged Document, the following applies:

- If the shell document contains footnotes, the merge operation will resolve the footnote instructions. You do not have to paginate to resolve them.
- If your shell document has footnote text stored on System Page Number 9,000 or greater, or if footnote text is stored in a separate document, you may want to store the footnote text in the merged document. Choose Change Pagination Choices in the Merge with Named Variables Setup menu. Then set Collect Footnotes in Merged Document to Yes.

**CHANGE PAGINATION CHOICES**

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Paginate On Exact Line Count	2	1 = Yes 2 = No
b	Adjust Line Endings	1	1 = Yes 2 = No
c	Adjust Page Endings	1	1 = Yes 2 = No
d	Collect Footnotes in Merged Document	1	1 = Yes 2 = No

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER:

*Go on to the Demonstration.*

## DEMONSTRATION

For this Demonstration you will use the shell document named Adoption Order Shell that you created in Segment 1. You will merge it with the fill-in document named Adoption Order Fill-in that you created in Segment 2. You will print the finished document without storing it.

Steps to assemble this sample document follow.

**Choose Merge Tasks in the Task Selection menu.**

**Choose Merge with Named Variables in the Merge Tasks menu.**

**Choose Shell Document Name.**

**Type *Adoption Order Shell***

Type the diskette name, if necessary.

**Choose Fill-in Document Name.**

<p>IN THE MATTER OF THE ADOPTION OF Baby girl Williams, a Minor No. 12,234</p> <p style="text-align: center;"><u>ORDER</u></p> <p>This matter coming on for hearing upon the petition of John Smith and Elizabeth, his wife, saying that St. Mary's Hospital be directed to surrender custody of the above-mentioned minor to the petitioners and the answer of St. Mary's Hospital from all of which the Court doth find that Charlotte Williams should be ordered to surrender custody of the above-mentioned minor to the petitioners.</p> <p>IT IS, THEREFORE, BY THE COURT, CONSIDERED AND ORDERED that St. Mary's Hospital surrender custody of Baby girl Williams to the petitioners, John Smith and Elizabeth, his wife, or their attorney, Charles Wallace.</p> <p style="text-align: center;">JUDGE: DATE:</p>	<p>IN THE MATTER OF THE ADOPTION OF Baby boy Pippin, a Minor No. 17,008</p> <p style="text-align: center;"><u>ORDER</u></p> <p>This matter coming on for hearing upon the petition of James Worthy and Severly, his wife, saying that General Hospital be directed to</p> <p>to the petitioners and ich the Court doth find er custody of the</p> <p>ED AND ORDERED that General to the petitioners, James ey, C. A. Barrow.</p>
--	--

**Type Adoption Order Fill-in**

Type the diskette name, if necessary.

**Press ENTER twice.**

Notice the word *Merging* in the left corner of the status line. The Merge with Named Variables Setup menu remains on the screen while the document prints.

**Compare the printed copies with the examples on the next page.**

If you receive an error message, refer to the discussion on error messages following the example.

Your finished document should look like the illustration shown.

IN THE MATTER OF THE ADOPTION OF

Baby girl Williams, a Minor

No. 12,234

ORDER

This matter coming on for hearing upon the petition of John Smith and Elizabeth, his wife, saying that St. Mary's Hospital be directed to surrender custody of the above-mentioned minor to the petitioners and the answer of St. Mary's Hospital from all of which the Court doth find that Charlotte Williams should be ordered to surrender custody of the above-mentioned minor to the petitioners.

IT IS, THEREFORE, BY THE COURT, CONSIDERED AND ORDERED that St. Mary's Hospital surrender custody of Baby girl Williams to the petitioners, John Smith and Elizabeth, his wife, or their attorney, Charles Wallace.

JUDGE:

DATE:

IN THE MATTER OF THE ADOPTION OF

Baby boy Pippin, a Minor

No. 17,008

ORDER

This matter coming on for hearing upon the petition of James Worthy and Beverly, his wife, saying that General Hospital be directed to surrender custody of the above-mentioned minor to the petitioners and the answer of General Hospital from all of which the Court doth find that Mary Pippin should be ordered to surrender custody of the above-mentioned minor to the petitioners.

IT IS, THEREFORE, BY THE COURT, CONSIDERED AND ORDERED that General Hospital surrender custody of Baby boy Pippin to the petitioners, James Worthy and Beverly, his wife, or their attorney, C. A. Darrow.

JUDGE:

DATE:

### Error Messages

If something goes wrong during the merge process, the Displaywriter gives you an error message.

If the message appears on the screen, it will say:

“Merge unsuccessful. Output contains (number) messages.” Or:

“Merge ended. No variables found in text.”

If the message appears on your printed document, it will say:

“No. (number) variable not found.”

You may get a combination of screen and printed messages. To decide what action to take, refer to the *Reference Book*, Prompts and Messages section.

If you used the default for Cancel on Error (Yes) in the Merge with Named Variables Setup menu, the Displaywriter stops the merge process on the first error. You do not know at this time if there are other errors.

If you set Cancel on Error to No, the Displaywriter does not stop on the first error, but processes the entire document and notes each error where it occurs.

*For a Self-Test, go on to the next page.*

**SELF-TEST**

The following Self-Test will help you determine if you have mastered the material in this segment.

Merge the shell document named Final Decree Shell that you created in Segment 1 and the fill-in document named Final Decree Fill-in that you created in Segment 2. Print one copy *and* store the finished document on your TRAIN3 diskette under the name Final Decree Merged.

Compare your finished, printed copies with the Feedback section.

*Go on to the Feedback on the next page.*

**FEEDBACK**

Your first document should look like this:

IN THE MATTER OF THE ADOPTION OF

Baby girl Anderson, a Minor

No. 23,456

FINAL DECREE

This cause comes on for hearing, the petitioners, Thomas Werner and Roberta, his wife, appearing in person and by their attorneys, Jones, Anderson & Jones, with the child to be adopted present in Court, and this cause is submitted to the Court upon application for final decree of adoption.

Upon testimony taken ore tenus, the Court doth find that a temporary decree of adoption, whereby Baby girl Anderson was adopted by the petitioners, was entered in this cause more than six months prior to this date.

IT IS, THEREFORE, CONSIDERED, ORDERED AND DECREED that the child named in the petition as Baby girl Anderson shall, to all legal intents and purposes, be the child of the petitioners; that the name of the said child shall be Sarah Elaine Werner.

Your second document should look like this:

IN THE MATTER OF THE ADOPTION OF

Baby boy Barber, a Minor

No. 38,524

FINAL DECREE

This cause comes on for hearing, the petitioners, Miller Lawton and Heidi, his wife, appearing in person and by their attorneys, Jones, Anderson & Jones, with the child to be adopted present in Court, and this cause is submitted to the Court upon application for final decree of adoption.

Upon testimony taken ore tenus, the Court doth find that a temporary decree of adoption, whereby Baby boy Barber was adopted by the petitioners, was entered in this cause more than six months prior to this date.

IT IS, THEREFORE, CONSIDERED, ORDERED AND DECREED that the child named in the petition as Baby boy Barber shall, to all legal intents and purposes, be the child of the petitioners; that the name of the said child shall be James Lawton.

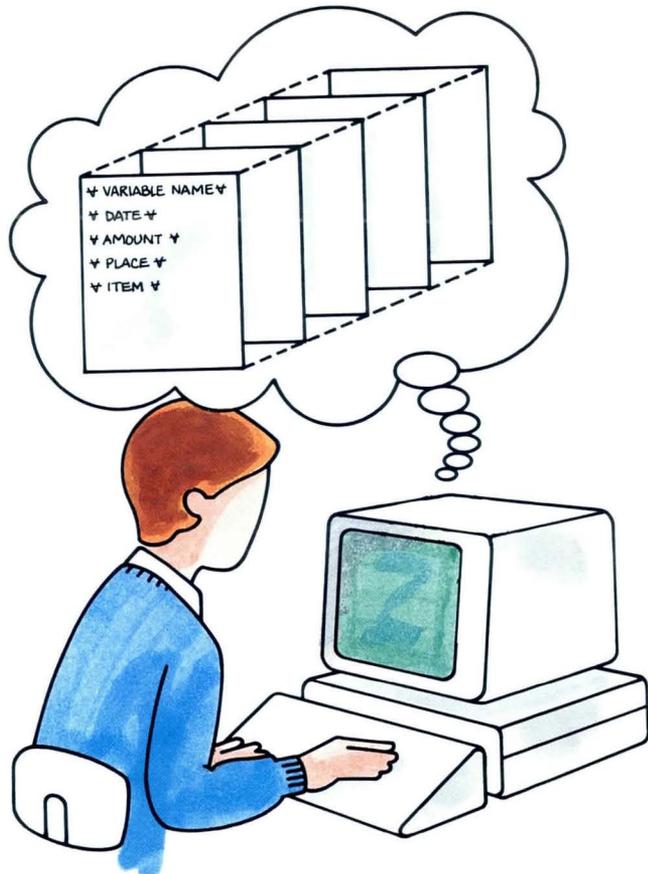
*If your documents did not look like the documents you resolve the problem. You may have to correct the illustrated you may have received error messages to help shell or the fill-in and try the merge operation again.*



## Shortcut for Multipage Fill-In Document

### Prerequisites:

You must have completed  
*Common Text Applications, Lesson 4, Segment 2, and all previous segments in this lesson*



**4** Suppose you have a shell document that you use quite frequently. When you create a multipage fill-in document, you could find yourself typing the same variable names over and over again. The task would be very time consuming, and it would be easy to make mistakes while typing them. Remember that the variable names in the shell and in the fill-in document must always match — otherwise an error will occur.

The shortcut discussed in this segment shows you how to type the variable names just once, then get the list for each page of the fill-in document.

Your goal for this segment is to be able to use this shortcut to type multipage fill-in documents.

**MAIN IDEA**

To create a shortcut document to type multipage fill-in documents, follow these steps:

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

To use the shortcut document when creating a multipage fill-in document, follow these steps:

4. Create a fill-in document and set Display Codes to Yes.
5. Get the document you created in Steps 1 through 3 above.
6. Press NEXT VARIABLE and type the variable information.
7. Repeat Step 6 for each variable name. If the fill-in document contains only one page, skip to Step 9.
8. Press **↵** and PAGE END and repeat Steps 5 through 7.
9. Press END.

*If you have enough information about using a shortcut to type multipage fill-in documents, go on to the Demonstration. If you would like more detail, read the Help that follows.*

## HELP

Here is additional information on using a shortcut to type multipage fill-in documents. Follow these steps to create a shortcut document:

- 1. Create a document and set Display Codes to Yes.**
- 2. Type the variable names that appear in the shell document.**

Type *all* the variable names that you used in your shell document. Press RETURN after you type each variable name. Make sure that they match exactly. This document contains *only* variable names.
- 3. Press END.**

When you have typed all the variable names exactly as they appear in your shell, press END.

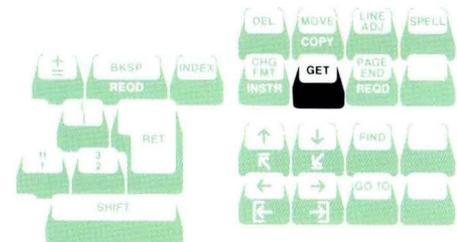
```
⌘ name ⌘  
⌘ road ⌘  
⌘ tree ⌘
```

To use the shortcut document:

4. **Create and name a fill-in document and set Display Codes to Yes.**

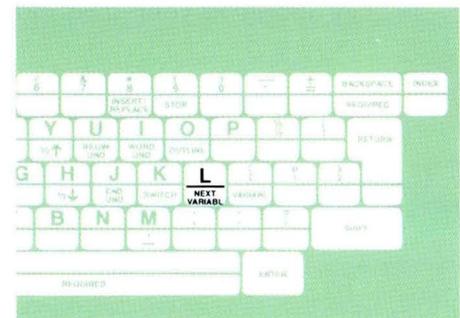
5. **Get the document you created in Steps 1 through 3.**

Press GET. Type the name of the document you want, then press ENTER.



6. **Press NEXT VARIABL and type the variable information.**

When you press NEXT VARIABL, the cursor moves to the carrier return after the first variable name. Type the variable information for that name.



**7. Repeat Step 6 for each variable name.**

When you finish typing the variable information for each name, press NEXT VARIABLE. The cursor moves to the end of the next variable name.

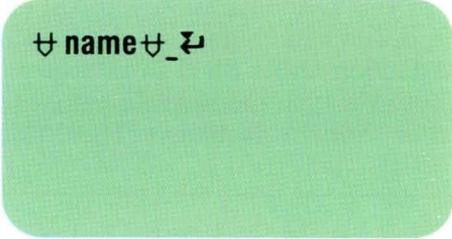
Continue to type variable information for variable names until you've typed information for all variable names. If the fill-in document contains only one page, skip to Step 9.

**8. Press ⏏ and PAGE END and repeat Steps 5 through 7.**

Pressing ⏏ moves the cursor to the bottom of the page. You do this to avoid having an extra carrier return print on the last page of your finished document. Pressing PAGE END brings a new page to your screen. After pressing PAGE END, you must press GET again. The Get menu should already be filled out for you, so press ENTER.

**9. Press END.**

When you have finished with your last fill-in document, press END. If you press PAGE END, you will get an extra blank page when you merge.



name

*Go on to the Demonstration.*

### DEMONSTRATION

For this Demonstration you will create multipage fill-in documents to go with the shell document named Adoption Order Shell from Segment 1 of this lesson. You will type the variable names from that shell in your shortcut document. Then, using two sets of variable information, you will create a two-page fill-in document using the shortcut.

#### **Create the shortcut document:**

Document name: Help

Diskette name: TRAIN3

**Go to the typing area and set Display Codes to Yes.**

**Type the variable names from your shell document, pressing RETURN after each variable name.**

The variable names are listed below.

*gender*

*last name*

*number*

*husband*

*wife*

*hospital*

*mother*

*attorney*

**When you have typed all the variable names, press END.**

The shortcut document is complete.

To use the shortcut document when you create the fill-in document:

**Create a fill-in document, go to the typing area, and set Display Codes to Yes.**

Document name: Help Fill-in

Diskette name: TRAIN3

**Press GET.**

You will get a copy of the shortcut document.

**Choose Document Name and type *Help*. Type the diskette name, if necessary. Press ENTER to return to the typing area.**

Look at the screen. Your list of variable names appears.

**Press NEXT VARIABLE.**

Note that the cursor moves to the Carrier Return code following the variable name ⤴gender⤵.

**Without spacing, type *boy***

Note that the Carrier Return code is automatically moved to the right to make room for the variable information you type.

**Press NEXT VARIABLE.**

The cursor moves to the Carrier Return code following the next variable name, †last\_\_name†.

Without spacing, type *Thompson*

Continue pressing NEXT VARIABLE and typing variable information.

Use the following:

<i>Variable Name</i>	<i>Variable Information</i>
<i>number</i>	<i>98,765</i>
<i>husband</i>	<i>Robert Brown</i>
<i>wife</i>	<i>Mary</i>
<i>hospital</i>	<i>Doctor's</i>
<i>mother</i>	<i>Marianne Thompson</i>
<i>attorney</i>	<i>Charles Markus</i>

**Press PAGE END.**

You have finished the first page of your fill-in, and are now ready for the next page, with the second set of variable information.

**Press GET.**

Note that the menu is already filled out.

**Press ENTER.**

Your list of variable names is once again displayed on the screen.

**Press NEXT VARIABLE.**

This moves the cursor to the Carrier Return code following the first variable name, `␣gender␣`.

Without spacing, type *girl*

Continue pressing **NEXT VARIABLE** and typing variable information.

Use the following:

<i>Variable Name</i>	<i>Variable Information</i>
<i>last name</i>	<i>Ross</i>
<i>number</i>	<i>53,283</i>
<i>husband</i>	<i>Joseph Bridge</i>
<i>wife</i>	<i>Gayle</i>
<i>hospital</i>	<i>General</i>
<i>mother</i>	<i>Barbara Ross</i>
<i>attorney</i>	<i>C. B. Wilson</i>

**Press END.**

Do *not* press **PAGE END**. If you do, you will get an extra blank page when you merge.

**Print your document and compare it with the following example.**

You can merge the shell, Adoption Order Shell, with the fill-in, Help Fill-in, to see the finished documents.

```

gender boy
last_name Thompson
number 98,765
husband Robert Brown
wife Mary
hospital Doctor's
mother Marianne Thompson
attorney Charles Markus

```

```

gender girl
last_name Ross
number 53,283
husband Joseph Bridge
wife Gayle
hospital General
mother Barbara Ross
attorney C. B. Wilson

```

*Go on to the Self-Test.*

**SELF-TEST**

The following Self-Test will help you determine if you have mastered this segment.

Using the variable names from the shell document you created for Segment 1 of this lesson (stored under the name of Final Decree Shell), create a shortcut list of variable names. These variable names are also listed below. Name the shortcut document Template.

Then create a fill-in document with the following variable information. Name the fill-in document Template Fill-in.

<i>Variable Name</i>	<i>Page 1</i>	<i>Page 2</i>
<i>gender</i>	<i>girl</i>	<i>boy</i>
<i>last name</i>	<i>Chalker</i>	<i>Patton</i>
<i>number</i>	<i>58,338</i>	<i>29,124</i>
<i>husband</i>	<i>John Mills</i>	<i>Robert Bruce</i>
<i>wife</i>	<i>Martha</i>	<i>Judy</i>
<i>new name</i>	<i>Jo Ella Mills</i>	<i>Robert Lee Bruce</i>

Print a copy of each page and compare them with the examples in the Feedback section.

*Go on to the Feedback on the next page.*

**FEEDBACK**

Your fill-in document, which will print on two separate pages, should look like this.

You can merge the shell, Final Decree Shell, and the fill-in, Template Fill-in, if you want to see the finished document.

```
♀gender♀girl
♀last_name♀Chalker
♀number♀58,338
♀husband♀John Mills
♀wife♀Martha
♀new_name♀Jo Ella Mills
```

```
♂gender♂boy
♀last_name♀Patton
♀number♀29,124
♀husband♀Robert Bruce
♀wife♀Judy
♀new_name♀Robert Lee Bruce
```

## Completing Preprinted Forms Using Merge

### Prerequisites:

You must have completed  
Common Text

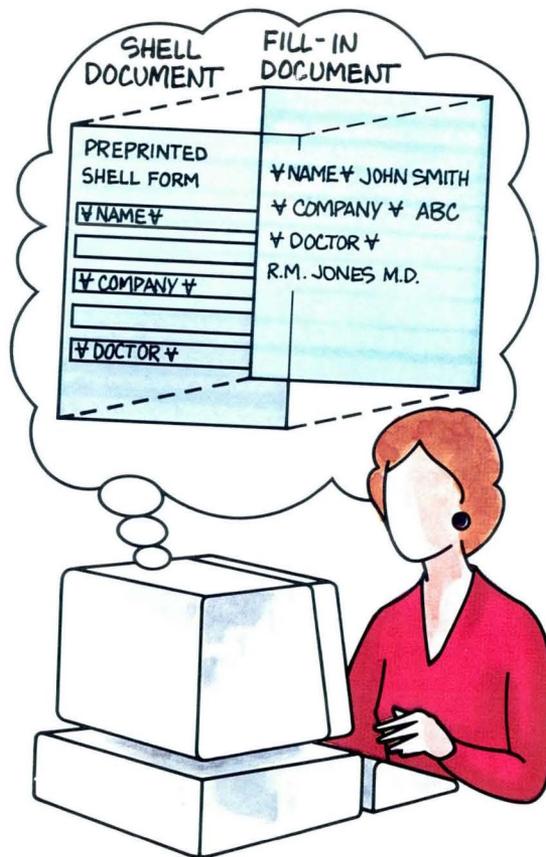
Applications, Lesson 1 and  
Lesson 2, Segments 1,2,4,  
and 5 and all previous  
segments in this lesson

# 5

The Merge function can also be used with preprinted forms. You create a shell document with tabs and returns to match your preprinted form and enter variable names where the variable information is to be inserted. Then you can create a fill-in document and merge it with your shell.

You can store your fill-in document with its list of variable names, and use GET to access it. Then, each time you must complete that particular form, you can get your fill-in, type only the new variable information, and merge it with your shell.

Your goal for this segment is to be able to complete a preprinted form using Merge.



### **MAIN IDEA**

#### **Measuring the Form**

To measure the form, use the IBM conversion ruler and follow these steps:

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

### **Creating the Shell Document**

To create the shell document, follow these steps:

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.
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.
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**.

### Creating the Fill-in Document

To create the fill-in document, follow these steps:

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.

**Note:** You can create a shortcut document for multipage fill-in documents.

### Creating the Finished Form

Merge the shell and fill-in documents and print.

*To learn more about completing preprinted forms using Merge, go on to the Help on the next page.*

## HELP

### Measuring the Form

To measure the form, use the IBM conversion ruler and follow these steps:

**1. Measure the form horizontally for margins and tabs and write the measurements on a copy of the form.**

Use the Pica (10) or Elite (12) scale to determine left and right margin positions. Align the “0” position on the scale with the left paper edge of the form. Use the same scale to determine tab settings for each line on the form.

Write the measurements on a copy of the form.

**2. Measure the form vertically for line positions, including first and last typing line. Write the measurements on a copy of the form.**

Use one of the vertical spacing scales to measure the line positions. If you have a 5215 Selectric Element Printer, use the Proportional Vertical Spacing (6) scale. Either the Proportional Vertical Spacing (6), Vertical Spacing (8), or Vertical Spacing (24) scale can be used if you have a 5128 or 5228 Printwheel Printer. The Vertical Spacing (24) scale allows for the most accurate positioning of typed information.

Write the measurements on a copy of the form.

3. Measure the form vertically and horizontally using the millimeter (mm) scale for the paper size. Write the measurements on a copy of the form.

### Creating the Shell Document

To create the shell document, follow these steps:

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.
  - Set line spacing to single spacing.
  - Set margins.
  - Set first and last typing lines.  
Set the last typing line one whole number greater than the last line on the form to allow for a Format Return code.
  - Set paper or envelope size.
  - Set lines/cm. or in. to match the vertical spacing scale you used to measure the form.
  - Set Adjust Line Endings to No.
  - Set printing paper source to manual feed.
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.
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.

Watch the scale line to determine when you are on the correct line. Refer to the measurements you made earlier for line positions. If a line has the same tab positions as the previous line, do not press CHG FMT. Tab to the correct positions and type the variable names. For lines with different tab settings, always press CHG FMT and set the new tab positions. Then tab and type the variable names necessary.

**Note:** If the vertical measurement for a line is halfway between two lines, press  $\frac{1}{2}\downarrow$  to move the cursor one-half line down.

8. Repeat Steps 5 through 7 for each line on 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.

### Creating the Fill-in Document

To create the fill-in document, follow these steps:

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.**  
This takes you to the next page for the next fill-in page.
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.**

### Creating the Finished Form

Merge the shell and fill-in documents and print.

*Go on to the Demonstration.*

### DEMONSTRATION

In this demonstration you will use the New Employee Data Sheet form. To save time it has been premeasured for you. You will create a shell document, with these measurements. Then you will create a fill-in document. Finally, you will merge the shell and fill-in.

Make several photocopies of the blank New Employee Data Sheet on the next page. Cut them out along the indicated paper edges, and use the photocopies, rather than plain paper, when you print this Demonstration.

**Note:** Because copying an original always distorts the size of the copy, the forms you print may not appear to be aligned correctly. The small percentage of distortion will probably appear towards the bottom of the form. When you do your own real work, *always* work with originals of the form. Do not make photocopies.



**Create the following document:**

Document name: New Data Shell.

Diskette name: TRAIN3

**Go to the Create or Revise Document menu and choose Change Document Format.**

**Choose Change Line Format and change Adjust Line Endings to No.**

**Choose Change Margins and Tabs and set the margins.**

The left margin is 4 and the right margin is 78.

**Delete all tabs.**

**Choose Change Page Format and set the first and last typing lines.**

The first typing line is 8. The actual last typing line is 36. However, you must set the last typing line to 37 to allow for a Format Return code at the end of the document.

**Choose Printing Paper Source and set to Manual Feed.**

You must load the forms manually to print.

**Choose Paper or Envelope Size and set to Other.**

The width is 182 mm and the length is 176 mm.

**Go to the typing area.**

**Set Display Codes to Yes.**

**Press CHG FMT on the first typing line.**

Look at the scale line for the line number.

**Choose Change Margins and Tabs and set the tabs for the first line.**

The tabs are 12, 34, and 61. Set flush left tabs.

**Tab to the position of the first variable name (tab 12).**

**Type the first variable name.**

Use *last* for the first variable name.

**Tab to the position of the second variable name (tab 34).**

**Type the second variable name.**

Use *first* for the second variable name.

**Tab to the position of the third variable name (tab 61).**

**Type the third variable name.**

Use *middle* for the third variable name.

**Press RETURN enough times to go to the next typing line.**

The next typing line is 12. Watch the status line to determine when you are at the correct line number.

**Press CHG FMT, delete all tabs, and set the new tabs as indicated on the premeasured form.**

For the second typing line, set your tabs at 14, 41, and 63.

**Type the variable names for the second line.**

**Continue with the steps to move to the remaining lines and repeat the process of changing line formats, deleting and inserting tabs, and typing variable names until you have completed the form.**

**After typing the last variable name, press RETURN.**

**Press CHG FMT, return to the original format, and press END.**

***Do not* paginate the shell document.**

PAPER WIDTH = 182 mm  
PAPER LENGTH = 176 mm

NEW EMPLOYEE DATA SHEET

8 NAME <sup>12</sup> †LAST† <sup>34</sup> †FIRST† <sup>61</sup> †MIDDLE†  
LAST FIRST MIDDLE

12 ADDRESS <sup>14</sup> †STREET† <sup>41</sup> †CITY STATE† <sup>63</sup> †ZIP†  
STREET CITY/STATE ZIP CODE

16 HOME PHONE <sup>17</sup> †HOME PHONE† SOCIAL SECURITY <sup>63</sup> †SOC SEC†

19 DATE OF BIRTH <sup>20</sup> †DOB† MARITAL STATUS <sup>56</sup> †MARITAL†

22 NAME OF SPOUSE <sup>21</sup> †SPOUSE† NUMBER OF CHILDREN <sup>67</sup> †CHILDREN†

25 IN CASE OF EMERGENCY NOTIFY: <sup>35</sup> †EMERGENCY†

28 RELATIONSHIP <sup>20</sup> †RELATION† PHONE # <sup>54</sup> †PHONE†

\*\*\*\*\*  
(for Personnel use only)

34 EMPLOYMENT DATE <sup>22</sup> †EMPLOY DATE† STARTING SALARY <sup>62</sup> †SALARY†

36 JOB TITLE <sup>16</sup> †TITLE† DIVISION <sup>55</sup> †DIVISION†

Now you will create a fill-in document for this shell.

**Create a fill-in document and name it New Data Fill-in.**

**Go to the typing area.**

**Type the variable names *exactly* as they appear in the shell. Type the variable information after each variable name.**

The variable names and variable information are listed below.

<i>Variable Name</i>	<i>Variable Information</i>
<i>last</i>	<i>Barnes</i>
<i>first</i>	<i>Wanda</i>
<i>middle</i>	<i>Jean</i>
<i>street</i>	<i>28 Howse Street</i>
<i>city state</i>	<i>Dallas, Texas</i>
<i>zip</i>	<i>76023</i>
<i>home phone</i>	<i>(816)293-1709</i>
<i>socsec</i>	<i>123-45-6789</i>
<i>dob</i>	<i>1/11/43</i>
<i>marital</i>	<i>married</i>
<i>spouse</i>	<i>Franklin</i>
<i>children</i>	<i>2</i>
<i>emergency relation</i>	<i>Franklin Barnes</i>
<i>phone</i>	<i>husband</i>
<i>employ date</i>	<i>(816)684-2993</i>
<i>salary</i>	<i>9/22/82</i>
<i>title</i>	<i>\$13,928.50</i>
<i>division</i>	<i>Displaywriter Operator</i>
	<i>Word processing</i>

**Press END.**

If you were filling out more than one form, you would press **PAGE END** and type the next set of variable names and variable information.

Now you are ready to merge the shell and fill-in.

**Merge the shell (New Data Shell) and the fill-in (New Data Fill-in) and print. (Remember to print on the copy of the form that you cut out.)**

**Compare your finished document with the completed example.**

*Go on to the Self-Test.*

NEW EMPLOYEE DATA SHEET

NAME Barnes Wanda Jean  
LAST FIRST MIDDLE

ADDRESS 28 Howse Street Dallas, Texas 76023  
STREET CITY/STATE ZIP CODE

HOME PHONE (816) 293-1709 SOCIAL SECURITY 123-45-6789

DATE OF BIRTH 1/11/43 MARITAL STATUS Married

NAME OF SPOUSE Franklin NUMBER OF CHILDREN 2

IN CASE OF EMERGENCY NOTIFY: Franklin Barnes

RELATIONSHIP Husband PHONE # (816) 684-2993

\*\*\*\*\*  
(for Personnel use only)

EMPLOYMENT DATE 9/22/82 STARTING SALARY \$13,928.50

JOB TITLE Displaywriter Operator DIVISION Word Processing

**SELF-TEST**

Make copies of the blank Patient Information form and cut out the copies.

Create a shell document and name it Patient Info Shell. Use the premeasured form for format information and the variable names.

Create a fill-in document and name it Patient Info Fill-in. The variable names and variable information are listed below:

<i>Variable Name</i>	<i>Variable Information</i>
<i>last</i>	<i>Turner</i>
<i>first</i>	<i>Robert</i>
<i>init</i>	<i>T</i>
<i>street</i>	<i>342 First Ave</i>
<i>city</i>	<i>Flagstaff</i>
<i>state</i>	<i>AZ</i>
<i>zip</i>	<i>86001</i>
<i>socsec</i>	<i>987-65-4321</i>
<i>tele</i>	<i>774-0019</i>
<i>marital</i>	<i>single</i>
<i>sex</i>	<i>male</i>
<i>age</i>	<i>38</i>
<i>weight</i>	<i>160</i>
<i>height</i>	<i>5' 10"</i>
<i>emerg</i>	<i>J. B. Turner</i>
<i>relation</i>	<i>father</i>
<i>telph</i>	<i>774-9392</i>
<i>dr</i>	<i>A. Israel</i>
<i>drno</i>	<i>AZ12-986</i>
<i>drteleno</i>	<i>774-1384</i>
<i>insur</i>	<i>Grey Cross</i>
<i>address</i>	<i>22 Sitgreaves Rd.</i>

Merge the Patient Info Shell and the Patient Info Fill-in to create your finished document. Compare it with the illustrated copy.

*Go on to the Feedback*

PATIENT INFORMATION

Last Name	/First Name	/ Middle Initial	
/	/	/	
Street	/City	/State	/Zip Code
/	/	/	/
Social Security Number	/Telephone Number	/ Marital Status	
/	/	/	
Sex	/Age	/Weight	/Height
/	/	/	/
Emergency Contact	/ Relationship	/Telephone Number	
/	/	/	
Physician	/Physician Number	/Telephone Number	
/	/	/	
Insurance Company	/Address		
/	/		

### **FEEDBACK**

Your finished document should look like this:

PATIENT INFORMATION

Last Name	/First Name	/ Middle Initial	
Turner	/ Robert	/ T.	
Street	/City	/State	/Zip Code
342 First Ave.	/ Flagstaff	/ AZ	/ 86001
Social Security Number	/Telephone Number	/ Marital Status	
987-65-4321	/ 774-0019	/ single	
Sex	/Age	/Weight	/Height
male	/ 38	/ 160	/ 5'10"
Emergency Contact	/ Relationship	/Telephone Number	
J.B. Turner	/ father	/ 774-9392	
Physician	/Physician Number	/Telephone Number	
A.Isreal	/ AZ12-986	/ 774-1384	
Insurance Company	/Address		
Grey Cross	/ 22 Sitgreaves Rd.		

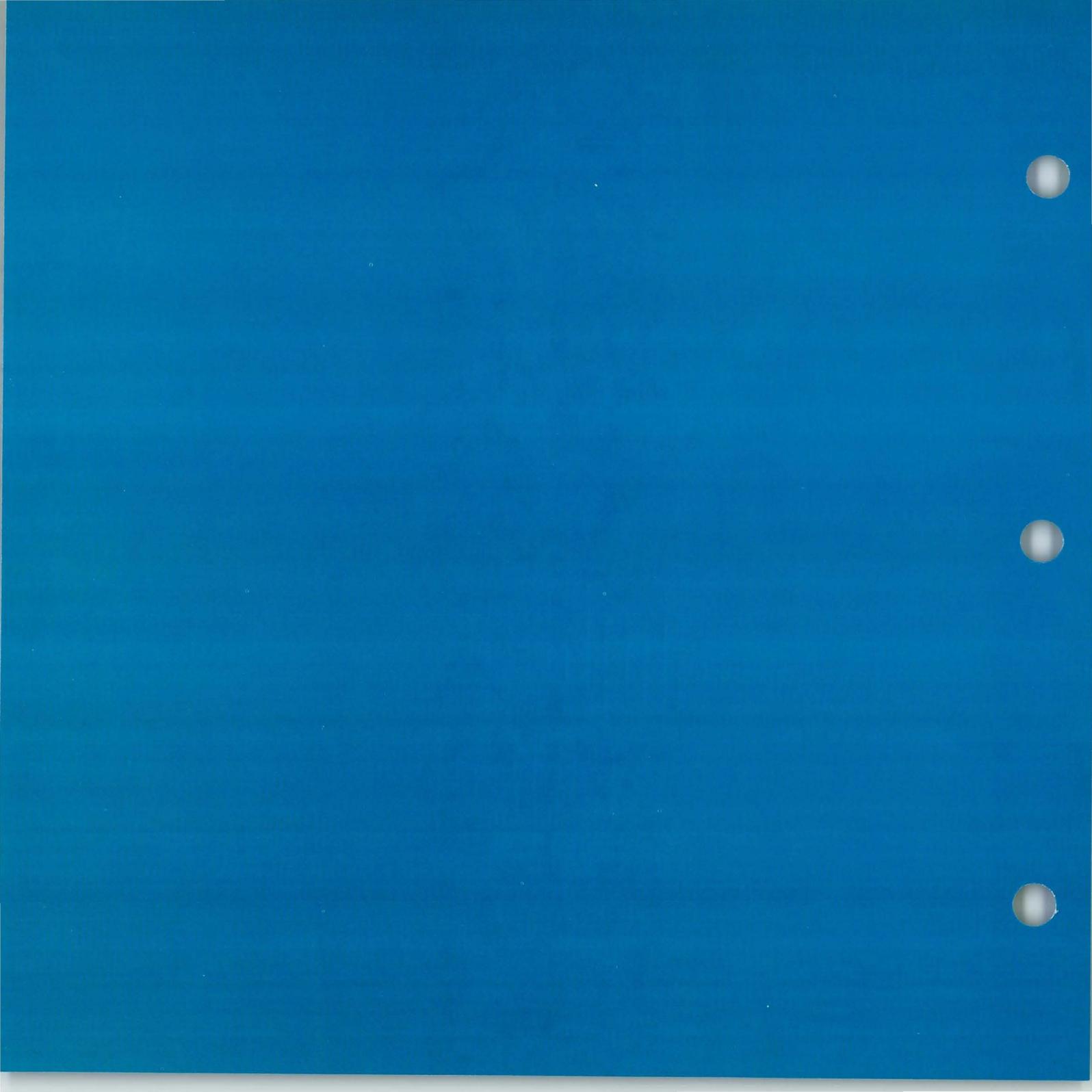


Unit: Creating Documents from  
Stored Text Using Merge

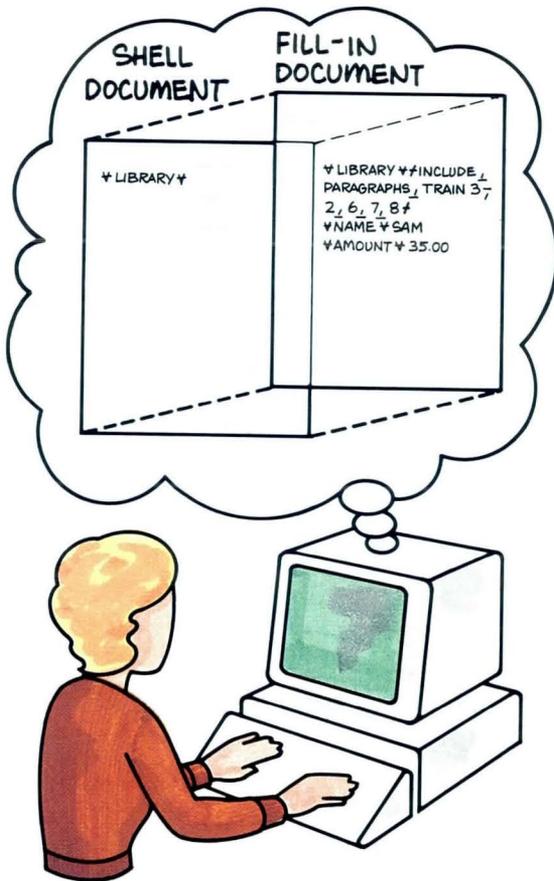
# 2

## Lesson 2: Document Assembly

Introduction	95
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Segment 4: Creating a Fill-In Document	135
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**2** This lesson discusses the concept of document assembly — creating unlike documents from stored paragraphs using the Merge function. This feature allows you to create finished documents with minimal additional typing. In this lesson you will learn to store paragraphs, then “mix and match” them to create finished documents.



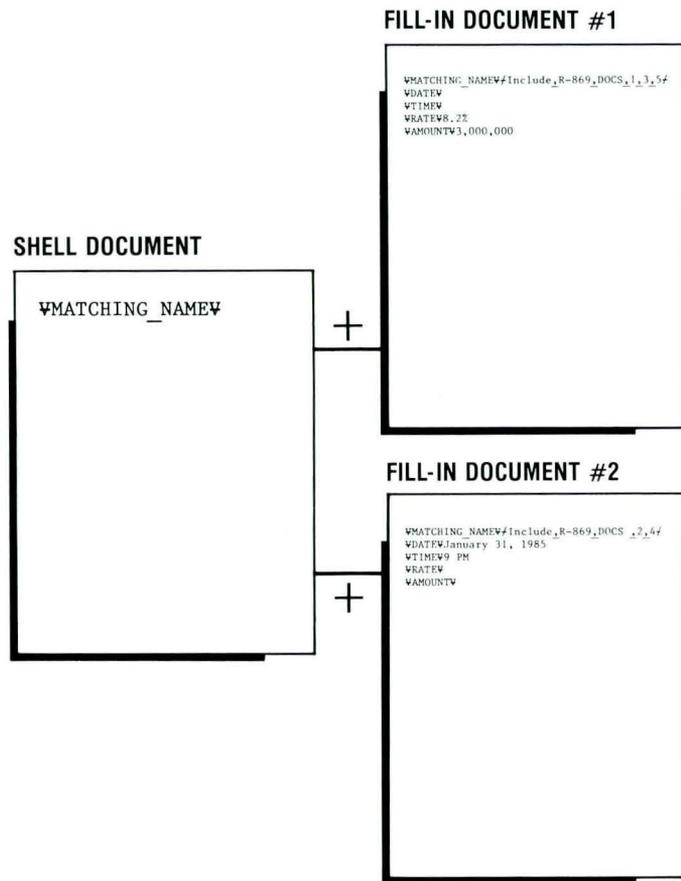
Let's assume you produce many similar documents — letters in response to questions about charge accounts, for example. Each letter must respond to specific questions. Therefore, each letter must be different. Over a period of time you discover that there are common answers that you can use in the majority of these letters.

You can create a paragraph library of paragraphs that answer these questions. Then, rather than typing the necessary paragraphs each time you create a letter, you can choose the paragraphs you want from the library to build your letters.

Your paragraphs will consist mostly of text that does not change when it is used in different documents. This unchanging text is called constant text. The constant text is shown as horizontal lines in the paragraph library illustrated on the right.

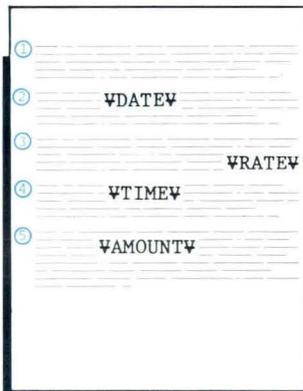
But some information in your paragraphs may change from document to document. This changing text is called variable information. You tell the Displaywriter to save a place for the variable information in the constant text.

To do this you type the name of the variable information to be inserted, called a variable name. Variable names are shown within the Variable codes  $\Psi$  in the paragraph library.

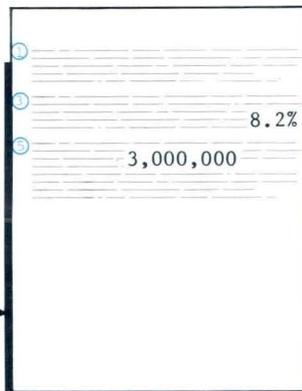


## Document Assembly

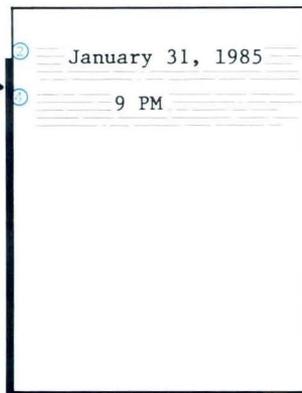
### PARAGRAPH LIBRARY



### FINISHED DOCUMENT #1



### FINISHED DOCUMENT #2



You also create a shell document, usually called a "shell." The shell has two functions. First, it sets the format for your finished documents. Second, it serves as a link between your shell and the fill-in document.

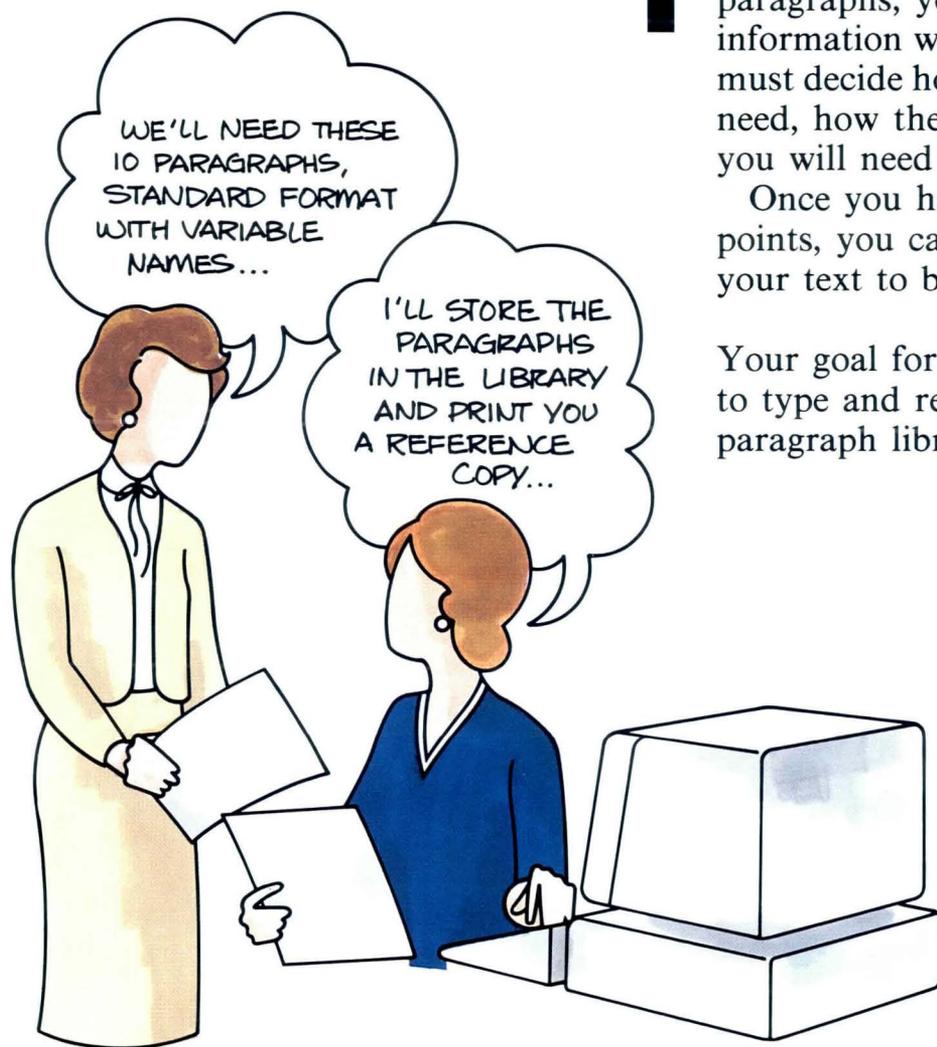
A fill-in document specifies the paragraphs you want included in your finished document. It also fills in the variable information in your paragraphs.

The first item in the fill-in document links the shell and the fill-in. Then the fill-in instructs the Displaywriter which paragraphs from your library to include in each document. The fill-in document also includes the variable names used in the paragraphs and the variable information that goes with them. The fill-in document in the illustration shows the include instruction, the variable names and the variable information.

When you merge the shell and the fill-in, the Displaywriter automatically locates and includes specified paragraphs from your library. The system then inserts the variable information at the correct places and prints your finished documents.

The segments in this lesson take you through the process of creating a paragraph library, printing a reference copy of the library, creating the shell document, creating the fill-in, and creating the finished document. You will also learn a shortcut for creating multipage fill-in documents.

The final segment in this lesson shows you how to use merge with preprinted forms.



**1** To create a document using stored paragraphs, you must first decide what information will go in the paragraphs. You must decide how many paragraphs you will need, how they will be formatted, and if you will need variable names.

Once you have decided all of the above points, you can begin typing and storing your text to build your paragraph library.

Your goal for this segment is to be able to type and revise paragraphs in a paragraph library.

**MAIN IDEA**

Before you learn the procedure for inserting variable names in a paragraph library, there are some rules you must know about choosing names for your variables.

**Variable Names:**

- Must be unique.
- Should be descriptive.
- Can be no longer than 16 characters, including spaces.
- Can contain no punctuation marks.
- May contain letters, numbers, spaces, symbols on your keyboard module (\$, for example), or underlines.
- Must start with a letter.
- Are uppercase and lowercase sensitive.
- May be used several times in the document if variable information is identical.

The system prompts you if you type an unacceptable character. You must then correct the name.

To type paragraphs in a paragraph library, follow these steps:

1. Create a document and set Preserve Page Numbers and Display Codes to Yes.
2. Type constant text until you reach the point where the first piece of variable information will be inserted.
3. 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.
6. Type the number of carrier returns you want to follow the paragraph 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 or change 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.

*If you have enough information about typing paragraphs in a library, go on to the Demonstration. If you would like more detail, read the Help that follows.*

## HELP

### Variable Names:

- **Must be unique.**  
For example, if you have several different dates do not name them all *date*. For the Displaywriter to know which date to use, each must have a unique name, such as *shipment date*, *contract date*, and so on.
- **Should be descriptive.**  
Select a name that describes the type of information that will be added to the shell.
- **Can be no longer than 16 characters, including spaces.**
- **Can contain no punctuation marks.**  
The name *cannot* contain punctuation marks. However, it *can* contain alphabetic and numeric characters, spaces, symbols on your keyboard module (\$, for example), or underlines.
- **Must start with a letter.**  
The name can contain numbers, spaces, symbols, or underlines, but it must *start* with a letter.
- **Are uppercase and lowercase sensitive.**  
If you use both uppercase and lowercase letters in your variable name, you must type it *exactly* that way whenever you use it.

- **May be used several times in the document if the variable information is identical.**

If you use the *same* variable information several places in the document, you may use the *same* variable name.

To type paragraphs in a paragraph library, follow these steps:

### 1. Create a document and set Preserve Page Numbers and Display Codes to Yes.

You set Preserve Page Numbers to Yes in the Create or Revise Document menu. When you set Preserve Page Number to Yes, you cannot paginate the document. If you do not set Preserve Page Numbers to Yes and paginate the document, more than one paragraph would wind up on each page. You could not select the paragraph you wanted by system page number. You set Display Codes to Yes so you can see the entire variable name on the screen.

#### VARIABLE NAMES

- **UNIQUE**
- **DESCRIPTIVE**
  - **16 CHARACTERS**
  - **NO PUNCTUATION**
  - **START WITH LETTER**
  - **CASE SENSITIVE**

CREATE OR REVISE DOCUMENT

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Document Comment		
b	Change Document Format		
c	Change Alternate Format		
d	Preserve Page Numbers	1	1 = Yes 2 = No

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER:

2. **Type constant text until you reach the point where the first piece of variable information will be inserted.**

Type the information that does not change (the constant text) until you come to the first piece of information that will change from copy to copy (variable information).

```
XXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXX
XXXXX VARIABLE
```

3. **Type the variable name.**

Press **VARIABL**. The prompt “Type variable name; press **ENTER**” appears. Type your variable name and press **ENTER**.



4. **Continue typing constant text until you come to the next point where variable information will be inserted.**

After you have typed your first variable name, type constant text until you get to the next variable name.

```
XXXXXXXXXXXXXXXXXXXXX
XX  name, XXXXXXXXX
XXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXX  date. XX
```

**5. Repeat Steps 3 and 4, as necessary.**

Type the constant text and variable names until you have completed the paragraph.

**6. Type the number of carrier returns you want to follow the paragraph in the finished document.**

Carrier returns that fall between paragraphs in the finished document must be typed in the paragraph library.

**7. Press PAGE END.**

This takes you to the next page on the screen so you can type the next paragraph. After you press PAGE END, the page number on the status line corresponds to the number of the paragraph you are typing.

**8. Type the remaining paragraphs using Steps 2 through 7.**

**9. After typing the last paragraph, press END.**

To revise or change a variable name:

1. Place the cursor beneath the Variable code and press ENTER.

Place the cursor as shown in the illustration on the right, then press ENTER. The Variable menu displays.

```
XXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXX
XXXX  ⊕nationality⊕ XXX
```

2. In the Variable menu, choose Variable Name, type your choice, and press ENTER.

When you press ENTER, you return to the typing area, and your revised or new variable name is inserted.

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

```
XXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXX
XXXXX  ⊕country⊕ XXXX
```

*Go on to the Demonstration.*

**DEMONSTRATION**

For this Demonstration you will create a paragraph library that you will use for all other Demonstrations in this lesson.

Steps to type this sample document follow.

**Create the following document:**

Document name: Ruby Library

Diskette name: TRAIN3

**Stop at the Create or Revise Document menu and set Preserve Page Numbers to Yes.**

**Go to the typing area and set Display Codes to Yes.**

**The handwritten paragraph numbers are for your reference only. Do *not* type them.**

The first paragraph contains only a variable name.

1 WdateW

2 Winside\_addressW

3 Dear WsalutationW:

4 Thank you for your letter concerning employment opportunities with the Ruby Corporation.

5 Thank you for your recent telephone call concerning employment opportunities with the WdivisionW Division of the Ruby Corporation.

6 We have received your letter requesting an interview when our recruiter comes to WuniversityW.

7 Our recruiter is scheduling appointments during the week of Wweek\_dateW on:

Monday	8:00 - 11:00
Tuesday	8:00 - 11:00
Thursday	1:00 - 3:00

8 At the present time we have no openings and we cannot be encouraging about employment opportunities in the future. However, if you are still interested, please feel free to contact us again in six months.

9 Please complete the enclosed application and return it with a current resume. As soon as we receive these documents we will forward them to the head of the WdivisionW Division for review.

10 We wish you success in the future.

11 Your interest in the Ruby Corporation is appreciated. We look forward to hearing from you soon.

12 Sincerely,

C. Farley  
Employment Officer

13 Sincerely,

T. M. Jones  
Employment Officer

**Press VARIABLE.**

The prompt “Type variable name; press ENTER” appears.

**Type the variable name *date* and press ENTER.**

Look at your screen. You should see this:

⌘date⌘

**Press RETURN four times.**

You want three blank lines following the date in your finished document.

**Press PAGE END.**

You are now ready to type the second paragraph. Note that it, too, is composed of only a variable name. Notice that the status line also indicates Page 2.

1 ⌘date⌘ 4 RET'S

2 ⌘inside\_address⌘ 2 RET'S

3 Dear ⌘salutation⌘: 2 RET'S

4 Thank you for your letter concerning employment opportunities with the Ruby Corporation. 2 RET'S

Press **VARIABLE**.

Type the variable name *inside address* and press **ENTER**.

Look at your screen. You should see this:

⌘*inside\_\_address*⌘.

Press **RETURN** twice, then press **PAGE END**.

Type *Dear* and space once.

Press **VARIABLE**.

Note the prompt.

Type *salutation* and press **ENTER**.

Your screen should show: Dear ⌘*salutation*⌘

**Without spacing, type a colon after the final Variable code.**

You should now see: *Dear* ⌘*salutation*⌘:

Press **RETURN** twice, then press **PAGE END**.

Type the fourth paragraph, which contains no variable names.

**Press RETURN twice, then press PAGE END.**

**Continue to type the constant text and variable names.  
Type two carrier returns after each paragraph and  
press PAGE END.**

**Do not press PAGE END after the last paragraph.**

**When you have finished typing the last paragraph  
check to make sure that each paragraph was placed  
on a separate page using PAGE END, not REQ PAGE  
END.**

**Press GO TO**

**Type 1 and Press ENTER.**

**Continue to Press GO TO and ENTER. Your  
paragraphs should be stored on thirteen separate pages.**

**Press END.**

**Do not press PAGE END after the last paragraph.**

**You will not print this Demonstration.**

- 5 Thank you for your recent telephone call concerning employment opportunities with the ~~W~~division~~W~~ Division of the Ruby Corporation.
- 6 We have received your letter requesting an interview when our recruiter comes to ~~W~~university~~W~~.
- 7 Our recruiter is scheduling appointments during the week of ~~W~~week\_date~~W~~ on:

Monday 8:00 - 11:00

Tuesday 8:00 - 11:00

Thursday 1:00 - 3:00

- 8 At the present time we have no openings and we cannot be encouraging about employment opportunities in the future. However, if you are still interested, please feel free to contact us again in six months.
- 9 Please complete the enclosed application and return it with a current resume. As soon as we receive these documents we will forward them to the head of the ~~W~~division~~W~~ Division for review.
- 10 We wish you success in the future.
- 11 Your interest in the Ruby Corporation is appreciated. We look forward to hearing from you soon.
- 12 Sincerely,

C. Farley  
Employment Officer

- 13 Sincerely,

T. M. Jones  
Employment Officer

*Go on to the Self-Test.*

**SELF-TEST**

The following Self-Test will help you determine if you have mastered this segment. You will create a paragraph library that you will use for all other Self-Tests in this lesson.

Create the following document:

Document name: Credit Library

Diskette name: TRAIN3

Type the following paragraphs using the same rules that you practiced in the Demonstration.

1 `date`

2 `inside_address`

3 Dear `salutation`:

4 Thank you for your `contact` concerning your credit card account.

5 We have received your application for a credit card.

6 We are processing your application now, and you should receive your credit card within three weeks. If you have not received it by then, please contact your bank account representative.

7 Processing of your application has been delayed because additional information is necessary. Please fill out the attached form, and return it to me as soon as possible.

8 The limit set on your credit will be \$1,000.

9 { You may shop at the following stores without paying a service charge:

Haroldsons

Kramers

Jacobs

10 Enclosed is a statement that lists all transactions which have occurred since your last billing date, `billing_date`.

11 { Very truly yours,

Adeline Garrity  
Credit Manager

12 { Very truly yours,

`signature`  
Credit Representative

*Go to the Feedback on the next page.*

**FEEDBACK**

You will receive your printed feedback in the Self-Test for the next segment.

- Did you remember to press PAGE END between the paragraphs?
- Did you remember to set Preserve Page Numbers to Yes?
- Did you check to make sure each paragraph is on a separate page?

*Prerequisites:*

*You must have completed Diskettes, Lesson 2, Segment 1, and Segment 1 in this lesson*

**2** Once you have created the paragraph library, you should create and print a reference copy of this library.

This reference copy is necessary so that the originator of a document can tell you which paragraphs to insert in a document, and what variable information each should include.

Your goal for this segment is to be able to create and print a reference copy of the paragraph library.



**MAIN IDEA**

To create and print a reference copy of the paragraph library, follow these steps:

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 reference copy.

*If you have enough information about creating and printing a reference copy of a paragraph library, go on to the Demonstration. If you would like more detail, read the Help that follows.*

**HELP**

To create and print a reference copy of the paragraph library, follow these steps:

**1. Duplicate the paragraph library.**

Go to the Work Diskette Tasks menu and choose Duplicate Document. Because you will be making some modifications to the library that you do not want to be permanent, you must duplicate the library and make the changes to the duplicate.

**DUPLICATE DOCUMENT**

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

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER:

**2. Set Preserve Page Numbers to No in the duplicate copy.**

You do this so you can paginate your library before printing. This prevents your paragraphs from printing on separate pages. You don't need separate pages for the reference copy; in fact, you want to print this document on as few pages as possible.

**3. Go to the typing area of the duplicate copy and press END.**

You do not have to make any other changes to the paragraph library.

**4. Paginate and print the reference copy.**

**CREATE OR REVISE DOCUMENT**

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Document Comment		
b	Change Document Format		
c	Change Alternate Format		
d	Preserve Page Numbers	2	1 = Yes 2 = No

**5. Delete the reference copy from your diskette.**

Once you have your printed reference copy, you no longer need the duplicate on your diskette. Go to the Work Diskette Tasks menu and choose Delete Document.

**DELETE DOCUMENT**

<b>ID</b>	<b>ITEM</b>	<b>YOUR CHOICE</b>
a	Document Name	
b	Diskette Name	

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER:

**6. Hand-number the paragraphs on your printed reference copy.**

The paragraphs in your library are now printed, one after the other, on the page. On the diskette, however, each paragraph is still on a separate page. By numbering the paragraphs on your reference copy, you identify the system page number for each paragraph. You also make it easier for an author to tell you which paragraphs to include in the finished document.

**REFERENCE COPY**

1. ....
2. ....
3. ....

*Go on to the Demonstration.*

**DEMONSTRATION**

For this Demonstration you will create a reference copy of the paragraph library you created for the Demonstration in Segment 1. It is stored on your TRAIN3 diskette under the name Ruby Library.

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

**Choose Duplicate Document.**

**Duplicate your paragraph library.**

Name the duplicate copy Ruby Library Dup.

**Go to the Typing Tasks menu.**

**Choose Revise to access Ruby Library Dup.**

**In the Create or Revise Document menu, set Preserve Page Numbers to No.**

**Press ENTER to go to the typing area, then press END.**

**Paginate and print the document.**

**Delete Ruby Library Dup from your diskette.**

**Hand-number the printed copy.**

Compare your copy with the following example.

Your finished document should look like this:

1 `date`

2 `inside_address`

3 Dear `salutation`:

4 Thank you for your letter concerning employment opportunities with the Ruby Corporation.

5 Thank you for your recent telephone call concerning employment opportunities with the `division` Division of the Ruby Corporation.

6 We have received your letter requesting an interview when our recruiter comes to `university`.

Our recruiter is scheduling appointments during the week of `week_date` on:

7 {

Monday 8:00 - 11:00

Tuesday 8:00 - 11:00

Thursday 1:00 - 3:00

8

At the present time we have no openings and we cannot be encouraging about employment opportunities in the future. However, if you are still interested, please feel free to contact us again in six months.

9

Please complete the enclosed application and return it with a current resume. As soon as we receive these documents we will forward them to the head of the `division` Division for review.

10

We wish you success in the future.

11

Your interest in the Ruby Corporation is appreciated. We look forward to hearing from you soon.

12 {

Sincerely,

C. Farley  
Employment Officer

13 {

Sincerely,

T. M. Jones  
Employment Officer

*Go on to the Self-Test.*



**SELF-TEST**

The following Self-Test will help you determine if you have mastered this segment. Using the information below, create and print a reference copy of your paragraph library.

Document name: Credit Library

Diskette name: TRAIN3

Remember: You are creating a *duplicate* of the original paragraph library. Name the duplicate Credit Library Dup.

Compare your results with the example in the Feedback section.


*Go on to the Feedback.*

**FEEDBACK**

Did you:

- Set Preserve Page Numbers to No and paginate?
- Double-space between each paragraph?
- Properly space between punctuation and variable names?
- Remember to delete Credit Library Dup after you printed the reference copy?

1 `¶date¶`

2 `¶inside_address¶`

3 Dear `¶salutation¶`:

4 Thank you for your `¶contact¶` concerning your credit card account.

5 We have received your application for a credit card.

6 We are processing your application now, and you should receive your credit card within three weeks. If you have not received it by then, please contact your bank account representative.

7 Processing of your application has been delayed because additional information is necessary. Please fill out the attached form, and return it to me as soon as possible.

8 The limit set on your credit will be \$1,000.

9 { You may shop at the following stores without paying a service charge:

Haroldsons

Kramers

Jacobs

10 Enclosed is a statement that lists all transactions which have occurred since your last billing date, `¶billing_date¶`.

11 { Very truly yours,

Adeline Garrity  
Credit Manager

Very truly yours,

12 { `¶signature¶`  
Credit Representative

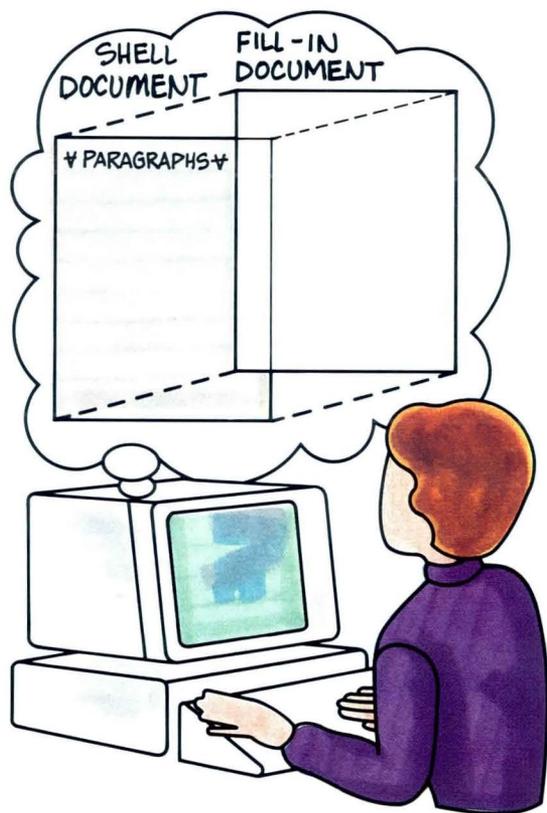


## Creating a Shell for Document Assembly

### *Prerequisites:*

*You must have completed  
Common Text*

*Applications, Lesson 1,  
and Lesson 2, Segments 1  
and 2, and all previous  
segments in this lesson*



**3** Once you have created your paragraph library (Segment 1) and printed a reference copy (Segment 2), you must create a shell document. This shell tells the Displaywriter what format your finished document will take, and serves as a link to the fill-in document you will create in the next segment (Segment 4).

Look back to the illustration in the Introduction to this lesson. Notice that the shell you are about to create serves as a link to your fill-in documents. Without the shell to tell the Displaywriter what to do, the merge operation could not take place. In most cases, all that is needed in this shell is one variable name.

Your goal for this segment is to be able to create a shell document for document assembly.

**MAIN IDEA**

To create a shell document for document assembly, follow these steps:

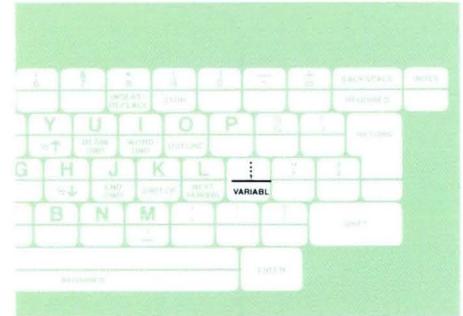
1. Create and name the document.
2. Make any format changes desired.
3. Set Display Codes to Yes.
4. Type the variable name.
5. Press END.

*If you have enough information about creating a shell for document assembly, go to the Demonstration. If you would like more detail, read the Help that follows.*

## HELP

Here is some additional information useful when creating a shell document for document assembly. Follow these steps:

- 1. Create and name the document.**
- 2. Make any format changes desired.**  
Make your changes in the main document format by using the Create or Revise Document menu. If you do not make any changes, the Displaywriter uses the default format settings. Remember that the document format you use for the shell will be the format of the finished document.
- 3. Set Display Codes to Yes in the Screen Format menu.**  
This allows you to see the variable names on the screen as you type them.
- 4. Type the variable name. (Press VARIABL and follow the prompt.)** You must use a unique variable name different from any you used in the paragraph library. You will repeat this unique name in the fill-in document.
- 5. Press END when you have completed your shell.**



*Go on to the Demonstration.*

### DEMONSTRATION

For this Demonstration you will create a shell document that you will use throughout the remainder of this lesson. Steps to create this sample document follow.

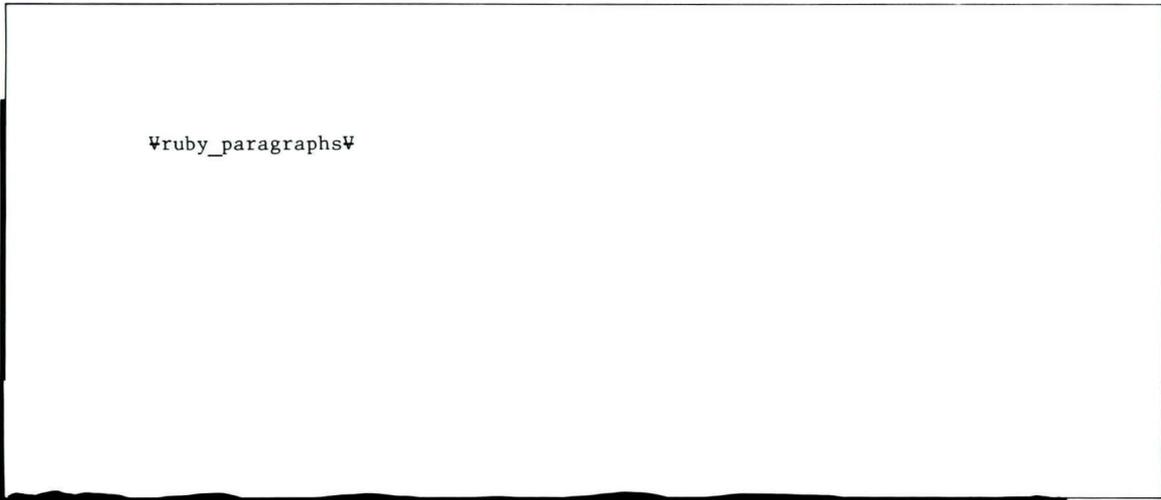
#### **Create the following document:**

Document name: Ruby Shell

Diskette name: TRAIN3

#### **Make no format changes.**

You will use the default format setting for this document. If you did have format changes to make, you would make them now in the Create or Revise Document menu.

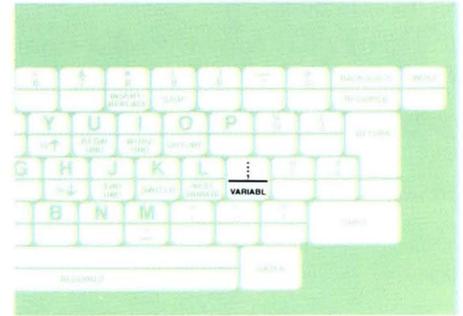


¶ruby\_paragraphs¶

Go to the typing area and set Display Codes to Yes.

Press **VARIABLE**.

The prompt “Type variable name; press ENTER” appears.



Type *ruby paragraphs* and press **ENTER**.

Look at the screen.

It should appear as illustrated.

Press **END**.

Your shell is finished.

⌘ ruby\_paragraphs ⌘

**Print one copy.**

Compare your copy with the example below. Keep this copy for use in the next segment.

¶ruby\_paragraphs¶

*Go on to the Self-Test.*

**SELF-TEST**

The following Self-Test will help you determine if you have mastered this segment. As in the Demonstration, you will create a shell document, which you will also use in the following segments.

Create the following document:

Document name: Credit Shell

Diskette name: TRAIN3

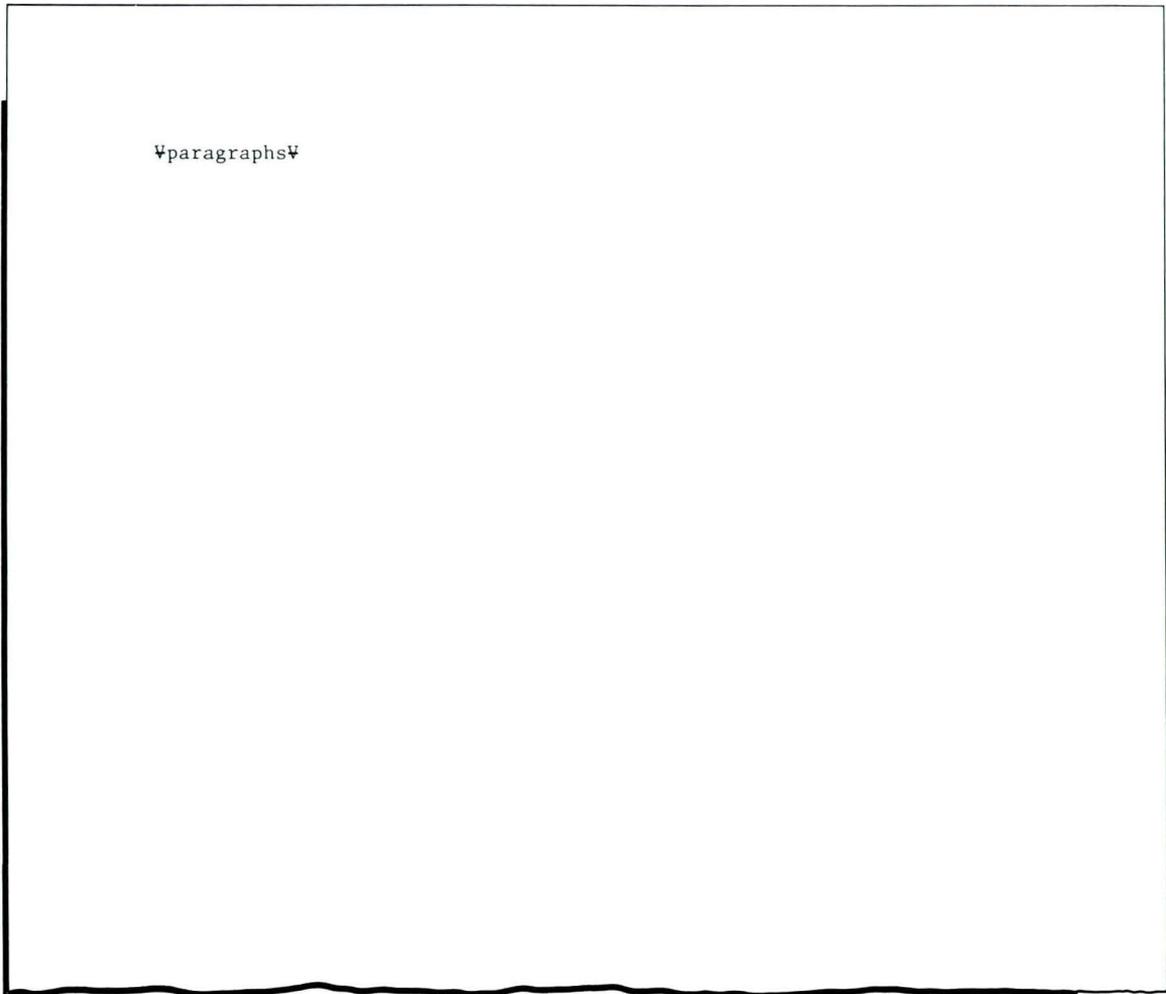
Use the standard format settings. The variable name will be *paragraphs*.

Print a copy of the shell, and compare it with the one in the Feedback section. Keep the copy you print. You will need it in the next segment.

*Go on to the Feedback on the next page.*

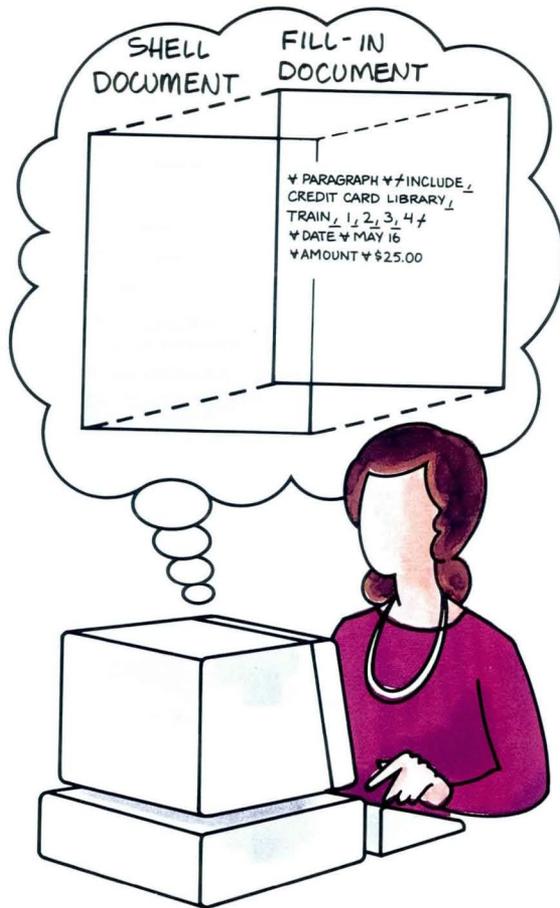
### FEEDBACK

Your shell document should look like this:



## Creating a Fill-In Document

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



**4** In Segment 3 you created a shell document with one variable name. That shell serves two purposes. First, it sets the format for your finished documents. Second, it serves as a link to the document you will create in this segment — a fill-in document.

This fill-in document tells the Displaywriter which paragraphs from which library or libraries (you may use several) to put into your finished document. It also specifies the order in which the paragraphs are to be used.

Finally, the fill-in lists the variable names in each of the paragraphs, and supplies the necessary variable information for those names.

Your goal for this segment is to be able to create a fill-in document for document assembly.

**MAIN IDEA**

To create a fill-in document for document assembly, follow these steps:

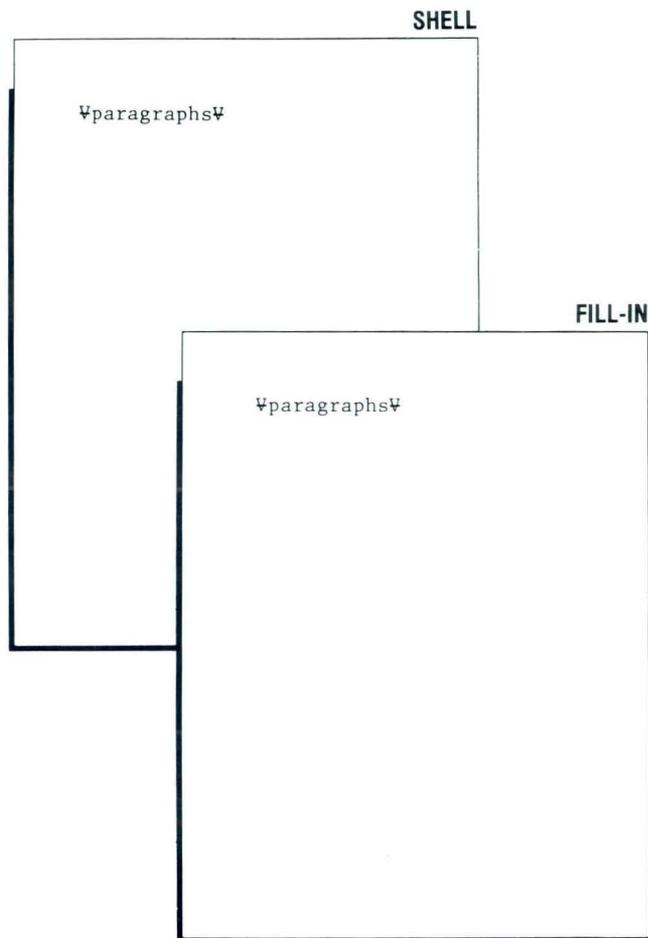
1. Create a document and set Display Codes to Yes.
2. Type the variable name *exactly* as it appears in the shell document.
3. Press INSTR and go to the Include Instruction menu.
4. Type the name of the paragraph library you are going to use and the name of the diskette on which it is found.
5. Type the paragraph numbers you want to include in the document, in the order in which you want them to appear.
6. Type the variable names from the paragraph library you are using, and the variable information for those names.
7. Press PAGE END if you are creating more than one fill-in. Otherwise, go to Step 9.
8. Repeat Steps 2 through 7 for each set of variable information.
9. After you have typed the last set of variable information, press END. Do not paginate.

*If you have enough information about creating a fill-in for document assembly, go on to the Demonstration. If you would like more detail, read the Help that follows.*

**HELP**

To create a fill-in document for document assembly, follow these steps:

1. **Create a document and set Display Codes to Yes.**
2. **Type the variable name *exactly* as it appears in the shell document.**



3. **Press INSTR and go to the Instructions menu.**  
You now tell the Displaywriter which paragraphs from which library to use, and in what order to arrange them. To do this, press INSTR. Choose Include in the Instructions menu.
4. **Type the name of the paragraph library you are going to use and the diskette name.**  
Choose Document name and type the name of the paragraph library.

5. **Type the paragraph numbers (system page numbers) you want to include in the document *in the order you want them to appear in your finished document*.**  
As you type the paragraph numbers, separate each by a space.
- Note:** Each Include instruction can contain a maximum of ten paragraphs. To include more than ten paragraphs, or paragraphs from different paragraph libraries, you must type additional Include instructions.

INSTRUCTIONS

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

Type ID letter to choose ITEM; press ENTER:

INCLUDE INSTRUCTION

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

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER:

6. **Type the variable names from the paragraphs you are using, and the variable information for those names.**

Make sure that you type the variable names in the fill-in document exactly as they appear in the paragraph library. Type each variable name on a separate line, followed by the variable information. If the variable information must appear on separate lines in the finished document, such as the inside address, press RETURN after each line.

7. **Press PAGE END if you are creating more than one fill-in. Otherwise, go directly to Step 9.**  
Pressing PAGE END brings a blank page to the screen so that you can create the next fill-in.
8. **Repeat Steps 2 through 7 for each set of variable information.**  
If you are creating more than one page of a fill-in, go back and repeat Steps 2 through 7 for each page.
9. **After you have typed the last set of variable information, press END. Do not paginate.**  
If you press PAGE END before pressing END, you will get an extra blank page at the end of the merge operation.

```
⊕name ⊕ Include_Credit Library_TRAIN3_1_2_3_4 ⊕  
⊕date ⊕ February 18, 1983  
⊕address ⊕ Mrs. Jo Smith  
4233 Grand Ave.  
Austin, TX 78712
```

*Go on to the Demonstration.*

**DEMONSTRATION**

In this Demonstration you will create a fill-in document for the shell you created in Segment 3 of this lesson (Ruby Shell). You will use the paragraph library you created in the Demonstration for Segment 1 of this lesson (Ruby Library). Steps to create this sample document follow.

```
¶ruby_paragraphs¶/Include_Ruby Library_TRAIN3_1_2_3_6_8_10_13/
¶date¶September 26, 1982
¶inside_address¶Mr. Ed Jenkins
28 Village Green
Durham, NC 27710
¶salutation¶Mr. Jenkins
¶university¶Eastern Carolina University
```

**Create the following document:**

Document name: Ruby Fill-in

Diskette name: TRAIN3

**Go to the typing area and set Display Codes to Yes.**

**Press VARIABLE.**

Now you will type the variable name from your shell document.

**Type *ruby paragraphs* exactly as it appears in the shell.**

**Press ENTER.**

Do not space.

Your screen should appear as shown.

Now you will tell the system which paragraphs from which paragraph library you want to include in your finished document.

**Press INSTR.**

The Instructions menu appears.

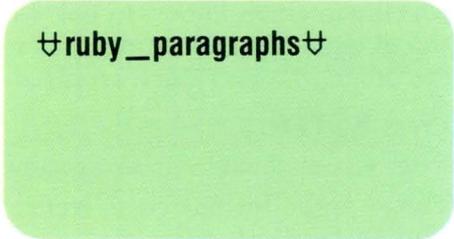
**Choose Include, then press ENTER.**

The Include Instruction menu appears.

The paragraphs are in the paragraph library named Ruby Library.

**Choose Document Name and type *Ruby Library***

**Choose Diskette Name and type *TRAIN3*, if necessary.**



‡ruby\_paragraphs‡

Select System Page Number(s) and type *1 2 3 6 8 10 13*. Separate each number by a space.

To see which paragraphs you are including in your document, refer to the reference copy of your paragraph library (Ruby Library).

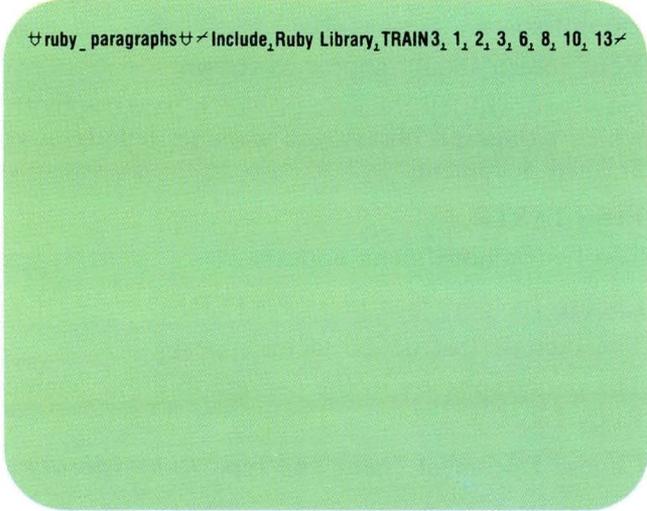
In the last three steps you have told the Displaywriter which paragraph library to use, which diskette it is stored on, and which paragraphs to use (as well as the order you want them arranged.)

**Press ENTER.**

Your screen should appear as shown.

The  $\neq$  is the Include code. Notice that it surrounds your Include instruction.

Take a moment to proofread the screen. If you have made any errors in your Include instruction, you can correct them by placing the cursor under the Include code (  $\neq$  ) and pressing ENTER. Make the necessary corrections in the Include Instruction menu.



```
ruby_paragraphs $\neq$ Include, Ruby Library, TRAIN3, 1, 2, 3, 6, 8, 10, 13 $\neq$ 
```

**Press RETURN at the end of the Include instruction.**

The paragraphs you have included contain variable names. You will now begin typing your variable names and variable information to be inserted.

**Press VARIABLE.**

The prompt appears.

**Type *date* and press ENTER.**

**Without spacing, type *September 26, 1982***

**Press RETURN.**

Type the rest of the variable names, followed by the variable information.

Use the following information:

<i>Variable Name</i>	<i>Variable Information</i>
<i>inside address</i>	<i>Mr. Ed Jenkins 28 Village Green Durham, NC 27710</i>
<i>salutation</i>	<i>Mr. Jenkins</i>
<i>university</i>	<i>Eastern Carolina University</i>

Look at the fill-in document as shown. Notice the way the inside address appears. Did you remember to press RETURN after each line of the inside address?

**Press END.**

Do not paginate this document.

This is only a one-page fill-in. Had it been more than one page, you would press PAGE END after each page, then END after the final page.

**Print one copy and compare it with the example on the next page.**

Your fill-in document should look like this:

```
¶ruby_paragraphs¶/Include,Ruby Library,TRAIN3,1,2,3,6,8,10,13¶  
¶date¶September 26, 1982  
¶inside_address¶Mr. Ed Jenkins  
28 Village Green  
Durham, NC 27710  
¶salutation¶Mr. Jenkins  
¶university¶Eastern Carolina University
```

*Go on to the Self-Test.*



**SELF-TEST**

The following Self-Test will help you determine if you have mastered this segment. As in the Demonstration, you will create a fill-in document for the shell you created in Segment 3 of this lesson (Credit Shell).

Use the following information for this Self-Test:

- Create the following document:  
Document name: Credit Fill-in  
Diskette name: TRAIN3
- The variable name from the shell document is *paragraphs*.
- Use the library you created in Segment 2 of this lesson (Credit Library).
- Include paragraph numbers 1, 2, 3, 4, 10, and 12.  
Use the following variable names and information:

<i>date</i>	<i>May 1, 1983</i>
<i>inside address</i>	<i>Ms. May Poole</i> <i>24 Lea Court</i> <i>Dallas, TX 76092</i>
<i>salutation</i>	<i>Ms. Poole</i>
<i>contact</i>	<i>letter</i>
<i>billing date</i>	<i>April 19, 1983</i>
<i>signature</i>	<i>E. Rentz</i>

If you wish, look at the document in the Feedback section as you do this Self-Test. Print a copy of your fill-in and compare it with the one in the Feedback section.

*Go on to the Feedback on the next page.*

**FEEDBACK**

Your fill-in document should look like this:

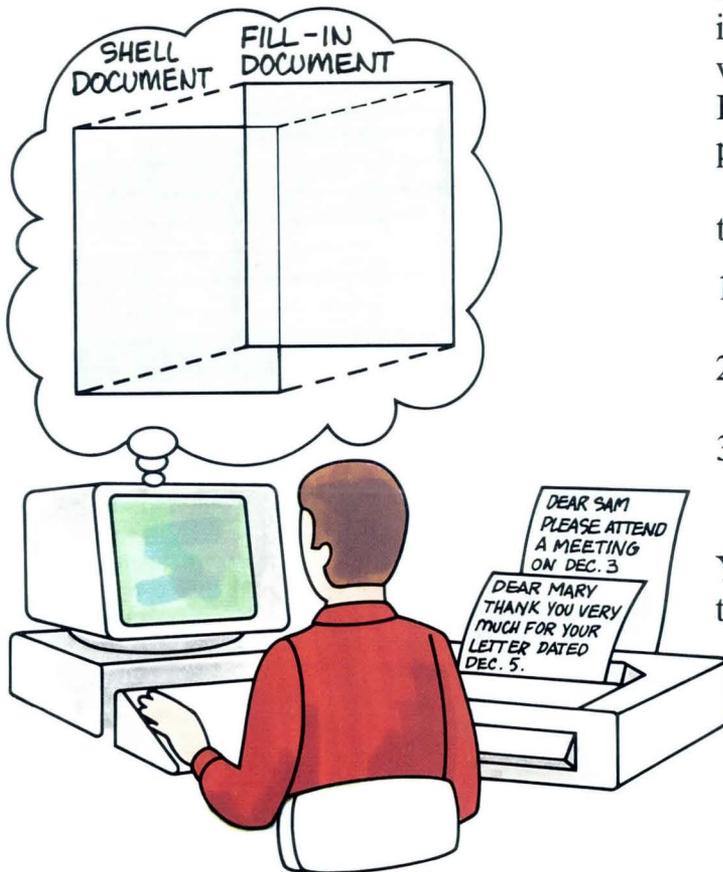
```
¶paragraphs¶/Include_Credit Library_TRAIN3,1,2,3,4,10,12/  
¶date¶May 1, 1983  
¶inside_address¶Ms. May Poole  
24 Lea Court  
Dallas, TX 76092  
¶salutation¶Ms. Poole  
¶contact¶letter  
¶billing_date¶April 19, 1983  
¶signature¶E. Rentz
```

- Did you press RETURN after each line of the inside address?

## Creating the Finished Document

### Prerequisites:

You must have completed all previous segments in this lesson



**5** Once you have created a paragraph library (Segment 1), a shell document (Segment 3), and a fill-in (Segment 4), you can assemble, or merge, them. Recall from the previous segment that a fill-in document may consist of more than one page. That is, it may consist of more than one set of variable information. During Merge, the Displaywriter merges the shell with each page of the fill-in automatically.

During the merge operation you have three choices:

1. You can print the new document, but not store it on diskette.
2. You can store the document, but not print it.
3. You can both print *and* store the document.

Your goal for this segment is to be able to perform all three of these tasks.

**MAIN IDEA**

To assemble the final document, follow these steps:

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 name of the shell document. Choose Diskette Name if not already complete.
4. Choose Fill-in Document Name and type the name of the fill-in document. Choose Diskette Name if not already complete.

To *print* the finished document only:

5. Press ENTER.

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.

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

**HELP**

To assemble the final document, follow these steps:

- 1. Choose Merge Tasks in the Task Selection menu.**  
The Merge Tasks menu displays.

**TASK SELECTION**

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

Type ID letter to choose ITEM; press ENTER:

- 2. Choose Merge with Named Variables in the Merge Tasks menu.**  
The Merge with Named Variables Setup menu displays.

**MERGE TASKS**

ID	ITEM
a	Merge with Named Variables
b	Merge with Switch Codes
c	Go to Task Selection

Type ID letter to choose ITEM; press ENTER:

**3. Choose Shell Document Name and type the name of the shell document.**

Choose Diskette name if not already complete.

**4. Choose Fill-in Document Name and type the name of the fill-in document.**

Choose Diskette Name if necessary.

To *print* the finished document without storing it:

**5. Press ENTER.**

This starts the merge operation and prints the finished document without storing it on diskette.

MERGE WITH NAMED VARIABLES SETUP

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Shell Document Name	Credit Shell	
b	Diskette Name	TRAIN 3	
c	Fill-In Document Name		
d	Diskette Name		
e	System Page Number (s)		
f	Merged Document Name		
g	Diskette Name		
h	Print Merged Document	1	1 = Yes 2 = No
i	Cancel On Error	1	1 = Yes 2 = No
j	Paper Handling	2	1 = Cut Paper, Manual Feed 2 = Cut Paper, Automatic Feed 3 = Continuous Paper
k	Change Pagination Choices		

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER:

MERGE WITH NAMED VARIABLES SETUP

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Shell Document Name	Credit Shell	
b	Diskette Name	TRAIN 3	
c	Fill-In Document Name	Credit Fill-in	
d	Diskette Name	TRAIN 3	
e	System Page Number (s)		
f	Merged Document Name		
g	Diskette Name		
h	Print Merged Document	1	1 = Yes 2 = No
i	Cancel On Error	1	1 = Yes 2 = No
j	Paper Handling	2	1 = Cut Paper, Manual Feed 2 = Cut Paper, Automatic Feed 3 = Continuous Paper
k	Change Pagination Choices		

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER:

To *store* the finished document without printing it:

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

**MERGE WITH NAMED VARIABLES SETUP**

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Shell Document Name	Credit Shell	
b	Diskette Name	TRAIN 3	
c	Fill-In Document Name	Credit Fill-in	
d	Diskette Name	TRAIN 3	
e	System Page Number (s)		
f	Merged Document Name	Finished Credit	
g	Diskette Name	TRAIN 3	
h	Print Merged Document	1	1 = Yes 2 = No
i	Cancel On Error	1	1 = Yes 2 = No
j	Paper Handling	2	1 = Cut Paper, Manual Feed 2 = Cut Paper, Automatic Feed 3 = Continuous Paper
k	Change Pagination Choices		

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER:

6. **Set Print Merged Document to No.**  
This prevents the Displaywriter from printing the merged document or
7. **Press ENTER.**  
This starts the merge operation and stores the finished document on diskette.

**MERGE WITH NAMED VARIABLES SETUP**

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Shell Document Name	Credit Shell	
b	Diskette Name	TRAIN 3	
c	Fill-In Document Name	Credit Fill-in	
d	Diskette Name	TRAIN 3	
e	System Page Number (s)		
f	Merged Document Name	Finished Credit	
g	Diskette Name	TRAIN 3	
h	Print Merged Document	2	1 = Yes 2 = No
i	Cancel On Error	1	1 = Yes 2 = No
j	Paper Handling	2	1 = Cut Paper, Manual Feed 2 = Cut Paper, Automatic Feed 3 = Continuous Paper
k	Change Pagination Choices		

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER:

To *print and store* the finished document:

**5. Choose Merged Document Name and name the new document.**

Make sure that Print Merged Document is set to Yes.

**6. Press ENTER.**

This starts the merge operation, prints the finished document, and stores it on diskette.

**Note:** If you are using Textpack 6, notice that the Merge with Named Variables Setup menu contains a Change Pagination Choices option. For more information about the first three items in the Change Pagination Choices menu, see *Starting Your Training*, Lesson 3. For the fourth item, Collect Footnotes in Merged Document, the following applies:

- If the shell document contains footnotes, the merge operation will resolve the footnote instructions. You do not have to paginate to resolve them.
- If your shell document has footnote text stored on System Page Number 9,000 or greater, or if footnote text is stored in a separate document, you may want to store the footnote text in the merged document. Choose Change Pagination Choices in the Merge with Named Variables Setup menu. Then set Collect Footnotes in Merged Document to Yes.

Go on to the *Demonstration*.

MERGE WITH NAMED VARIABLES SETUP

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Shell Document Name	Credit Shell	
b	Diskette Name	TRAIN 3	
c	Fill-In Document Name	Credit Fill-in	
d	Diskette Name	TRAIN 3	
e	System Page Number (s)		
f	Merged Document Name	Finished Credit	
g	Diskette Name	TRAIN 3	
h	Print Merged Document	1	1 = Yes 2 = No
i	Cancel On Error	1	1 = Yes 2 = No
j	Paper Handling	2	1 = Cut Paper, Manual Feed 2 = Cut Paper, Automatic Feed 3 = Continuous Paper
k	Change Pagination Choices		

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER:

CHANGE PAGINATION CHOICES

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Paginate On Exact Line Count	2	1 = Yes 2 = No
b	Adjust Line Endings	1	1 = Yes 2 = No
c	Adjust Page Endings	1	1 = Yes 2 = No
d	Collect Footnotes in Merged Document	1	1 = Yes 2 = No

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER:

## DEMONSTRATION

For this Demonstration you will use the shell document named *Ruby Shell* you created for Segment 3 and merge it with the fill-in document named *Ruby Fill-in* you created for Segment 4. Merge and print the finished document *without* storing it.

Steps to assemble this sample document follow.

**Choose Merge Tasks in the Task Selection menu.**

**Choose Merge with Named Variables in the Merge Tasks menu.**

**Choose Shell Document Name.**

Type *Ruby Shell*

Type diskette name if necessary.

**Choose Fill-in Document Name.**

Type *Ruby Fill-in*

Type diskette name if necessary.

**Press ENTER.**

**Compare the printed copy with the following example.**

If you receive an error message, refer to the discussion on error messages following the example.

September 26, 1982

Mr. Ed Jenkins  
28 Village Green  
Durham, NC 27710

Dear Mr. Jenkins:

We have received your letter requesting an interview when our recruiter comes to Eastern Carolina University.

At the present time we have no openings and we cannot be encouraging about employment opportunities in the future. However, if you are still interested, please feel free to contact us again in six months.

We wish you success in the future

Sincerely,

T. M. Jones  
Employment Officer

Your finished document should look like this:

September 26, 1982

Mr. Ed Jenkins  
28 Village Green  
Durham, NC 27710

Dear Mr. Jenkins:

We have received your letter requesting an interview when our recruiter comes to Eastern Carolina University.

At the present time we have no openings and we cannot be encouraging about employment opportunities in the future. However, if you are still interested, please feel free to contact us again in six months.

We wish you success in the future.

Sincerely,

T. M. Jones  
Employment Officer

### Error Messages

If something goes wrong during the merge process, the Displaywriter gives you an error message.

If the message appears on the screen, it will say:

“Merge unsuccessful. Output contains (number) messages.” Or:

“Merge ended. No variables found in text.”

If the message appears on your printed document, it will say:

“No. (number) variable not found.”

You may get a combination of a screen and printed messages. To decide what action to take, refer to the *Reference Book*, Prompts and Messages section.

If you used the standard setting for Cancel on Error (Yes) in the Merge with Named Variables Setup menu, the Displaywriter stops the merge process on the first error. You do not know at this time if there are other errors.

If you set Cancel on Error to No, the Displaywriter does not stop on the first error, but processes the entire document and notes each error where it occurs.

*Go on to the Self-Test.*



**SELF-TEST**

The Self-Test that follows will help you determine if you have mastered the material in this segment.

Merge the shell document you created for Segment 3 (Credit Shell) and the fill-in document you created for Segment 4 (Credit Fill-in). Print one copy and store the finished document on your training diskette under the name Credit Final.

Compare your finished, printed copy with the one in the Feedback section. Then choose Revise to access the finished document named Credit Final.


*Go on to the Feedback on the next page.*

**FEEDBACK**

Your finished, merged document should look like this:

May 1, 1983

Ms. May Poole  
24 Lea Court  
Dallas, TX 76092

Dear Ms. Poole:

Thank you for your letter concerning your credit card account.

Enclosed is a statement that lists all transactions which have occurred since your last billing date, April 19, 1983.

Very truly yours,

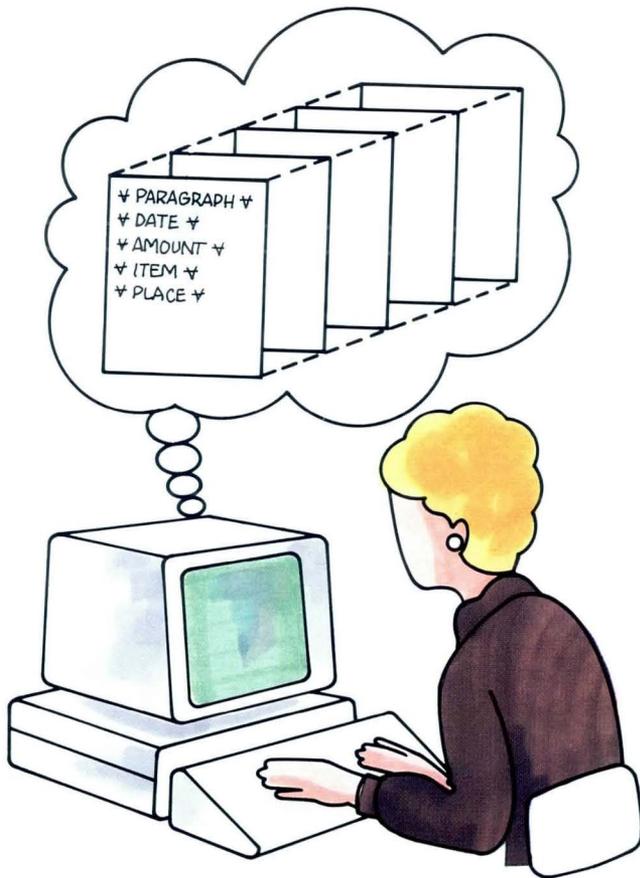
E. Rentz  
Credit Representative

- Did you remember to press RETURN after each line of the inside address?
- Did you remember to select Merged Document Name and Diskette Name?

## Shortcut for Multipage Fill-In Document

### Prerequisites:

You must have completed *Common Text Applications, Lesson 4, Segment 2*, and all previous segments in this lesson



**6** Assume that you have ten responses to create in answer to some complaint letters. You will use paragraphs from your standard Complaint Letter library to answer the letters. All ten responses will be typed in one multipage fill-in document.

When you create a multipage fill-in document, you could find yourself typing the same variable names that go with the paragraphs over and over again. The task could be very time consuming, and it would be easy to make mistakes while typing them. Remember that the variable names in the paragraphs and in the fill-in document must always match—otherwise an error will occur during merge.

The shortcut discussed in this segment shows you how to type the variable names used with the paragraphs just once, and then get the list for each response you create.

Your goal for this segment is to be able to use this shortcut to type multipage fill-in documents.

**MAIN IDEA**

To create a shortcut document to type multipage fill-in documents, follow these steps:

1. Create a document and set Display Codes to Yes.
2. Type the variable name that appears in the shell document, then *all* the variable names from the paragraph library you plan to use.
3. Press END.

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

4. Create a fill-in document and set Display Codes to Yes.
5. Get the document you created in Steps 1 through 3 above.
6. Press NEXT VARIABLE.

7. Press INSTR, and type the Include instructions following the variable name from the shell.
8. Continue to press NEXT VARIABLE and type the rest of the variable information for the appropriate variable names.  
**Note:** The variable names with no information will be disregarded during Merge. If the fill-in document contains only one page, skip to Step 10.
9. Press PAGE END and repeat Steps 5 through 8.
10. Press END.

*If you have enough information about using a shortcut to type multipage fill-in documents, go on to the Demonstration. If you would like more detail, read the Help that follows.*

## HELP

To create a shortcut to type multipage fill-in documents, follow these steps:

1. **Create a document and set Display Codes to Yes.**
2. **Type the variable name that appears in the shell document, then *all* the variable names from the paragraph library you plan to use.**

Press RETURN after you have typed each variable name.

3. **Press END.**

When you have typed all the variable names exactly as they appear in your shell and paragraph library, press END.

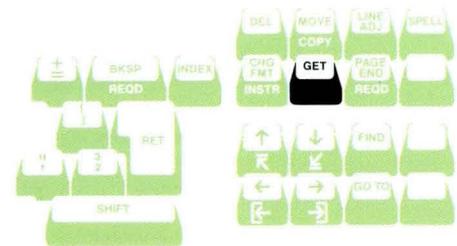
To use the shortcut document:

4. **Create a fill-in document and set Display Codes to Yes.**
5. **Get a copy of the document you created in Steps 1 through 4.**

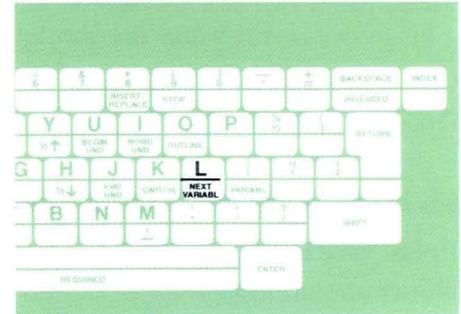
Press GET, type the name of the document you created in Steps 1 through 3, and press ENTER.

6. **Press NEXT VARIABLE.**

NEXT VARIABLE moves the cursor to the Carrier Return code after the first variable name.



7. Press **INSTR**, and type the Include instructions following the first variable name.  
Type your Include instruction.
8. **Type the rest of the variable information.**  
Using **NEXT VARIABLE**, type the rest of the variable information for the rest of the variable names. The variable names for which you type no information will be ignored during Merge.
9. Press **PAGE END** and repeat Steps 5 through 8.
10. Press **END** when you have finished the last page of your fill-in document.  
If you press **PAGE END** before you press **END**, you get an extra blank page when you print your document.



*Go on to the Demonstration.*

### DEMONSTRATION

For this Demonstration, create a multipage fill-in document to go with the shell document from Segment 3 of this lesson (Ruby Shell). Type the variable name from that shell in a shortcut document. Then, using two sets of variable information, create a fill-in document using the shortcut.

#### **Create the shortcut document:**

Document name: Shortcut

Diskette name: TRAIN3

**Go to the typing area and set Display Codes to Yes.**

**Press VARIABLE.**

Notice the prompt.

You type the variable name from the shell document.

**Type *ruby paragraphs*, and press ENTER.**

**Press RETURN.**

The cursor moves to the next typing line.

Now you type the variable names from all the paragraphs in the paragraph library.

Type the variable names below, remembering to press RETURN after each one.

*date*  
*inside address*  
*salutation*  
*division*  
*university*  
*week date*

Proofread the variable names on your screen and correct any errors.

Press END.

The shortcut document is complete.

To use the shortcut document when you create the fill-in document create the following fill-in document:

Document name: Employment Fill-in  
Diskette name: TRAIN3

Go to the typing area and set Display Codes to Yes.

Press GET.

You will get a copy of the shortcut document.

In the Get menu, type *Shortcut for Document Name*.

Press **ENTER** to return to the typing area.

The variable names are correct. All you have to type now is the variable information.

Press **NEXT VARIABLE**.

This places the cursor under the Carrier Return code following `ruby__paragraphs`.

The first variable information is the Include instruction.

Press **INSTR**.

Choose **Include**, then press **ENTER**.

For **Document Name**, type *Ruby Library*

Type diskette name if necessary.

Type *1 2 3 4 9 11 12* for **System Page Number(s)**.

Be sure to separate each paragraph number with a space.

Press **ENTER**.

Look at the screen. It should appear as shown.

Press **NEXT VARIABLE**.

The cursor moves to the Carrier Return code at the end of `date`.

```
ruby_paragraphs Include_Ruby Library TRAIN3_1_2_3_4_9_11_12  
date  
inside_address  
salutation  
division  
university  
week_date
```

Type the following variable information opposite each variable name:

<i>Variable Name</i>	<i>Variable Information</i>
<i>date</i>	<i>October 24, 1982</i>
<i>inside address</i>	<i>Mrs. Jane Nicholson 11355 Height St. Williams, AZ 85293</i>
<i>salutation</i>	<i>Mrs. Nicholson</i>
<i>division</i>	<i>Product Development</i>

Notice that you did not type variable information for two of the variable names. The system will ignore those variable names during merge.

Press **↵**, then press **PAGE END**.

You have completed the first page of your fill-in.

Press **GET**.

The Get menu is already filled out.

Press **ENTER**.

Press **NEXT VARIABL** to place the cursor under the Carrier Return code after the variable name from the shell.

Press **INSTR** and type your **Include instructions**.

The document and diskette names are correct.

For this page of your fill-in, you want paragraphs 1  
2 3 6 8 10 13.

Using **NEXT VARIABLE**, type the following variable information:

<i>Variable Name</i>	<i>Variable Information</i>
<i>date</i>	<i>November 3, 1982</i>
<i>inside address</i>	<i>Mr. Jim Brown 1825 Apex Way Del Mar, CA 92196</i>
<i>salutation</i>	<i>Mr. Brown</i>
<i>university</i>	<i>Pan-American University</i>

Be sure you placed the university name next to the correct variable name.

Notice that you did not type variable information for two variable names. The system will ignore those variable names during merge.

**Press END.**

You have completed both pages of your fill-in and are now ready to print a copy of each.

**Print one copy of each page and compare them with the following examples.**

You can merge the shell, Ruby Shell, with this fill-in, Employment Fill-in, if you want to see the finished documents.

Your first page should look like this:

```
¶ruby_paragraphs¶/Include_Ruby Library_TRAIN3_1_2_3_4_9_11_12/  
¶date¶October 24, 1982  
¶inside address¶Mrs. Jane Nicholson  
11355 Height St.  
Williams, AZ 85293  
¶salutation¶Mrs. Nicholson  
¶division¶Product Development  
¶university¶  
¶week_date¶
```

Your second page should look like this:

```
¶ruby_paragraphs¶/Include,Ruby Library,TRAIN3,1,2,3,6,8,10,13/  
¶date¶November 3, 1982  
¶inside_address¶Mr. Jim Brown  
1825 Apex Way  
Del Mar, CA 92196  
¶salutation¶Mr. Brown  
¶division¶  
¶university¶Pan-American University  
¶week_date¶
```

*Go on to the Self-Test.*



**SELF-TEST**

The following Self-Test will help you to determine if you have mastered the material in this segment.

Using the paragraph library you created for the Self-Test in Segment 2 (Credit Library) and the shell document you created in Segment 3 (Credit Shell), create a three-page fill-in document using the shortcut described in this segment. Name the shortcut document Credit Shortcut. Name the fill-in Credit Shortcut Fill-In. The information you need for your fill-in document is shown on the opposite page.

When you have finished, print a copy of each page and compare them with the ones in the Feedback section.

You can merge the shell, Credit Shell, and the fill-in document, Credit Shortcut Fill-In, if you want to see the finished document.

Name of paragraph library: Credit Library

Variable name from shell: paragraphs

	<u>Page 1</u>	<u>Page 2</u>	<u>Page 3</u>
Paragraphs	1, 2, 3, 5, 7, 11	1, 2, 3, 4, 6, 12	1, 2, 3, 4, 10, 11

Variable names

date	May 14, 1983	June 12, 1983	October 3, 1983
inside address	Mrs. Jane Rule 33 Loma Court Escondido, CA 92189	Mr. Bob Jones 8-B Raye Road Raleigh, NC 26399	Ms. L. Finney 28 del Dios Rd. Tucson, AZ 85923
salutation	Mrs. Rule	Mr. Jones	Ms. Finney
contact		letter	telephone call
billing date			September 15, 1983
signature		R. Heinline	

Hint: Be sure to press **↵** before you press PAGE END.

*Go on to the Feedback on the next page.*

**FEEDBACK**

Your documents, which will print on separate pages, should look like this:

```
¶paragraphs¶/Include,Credit Library,TRAIN3,1,2,3,5,7,11¶  
¶date¶May 14, 1983  
¶inside_address¶Mrs. Jane Rule  
33 Loma Court  
Escondido, CA 92189  
¶salutation¶Mrs. Rule  
¶contact¶  
¶billing_date¶  
¶signature¶
```

```
¶paragraphs¶/Include,Credit Library,TRAIN3,1,2,3,4,6,12¶  
¶date¶June 12, 1983  
¶inside_address¶Mr. Bob Jones  
8-B Raye Road  
Raleigh, NC 26399  
¶salutation¶Mr. Jones  
¶contact¶letter_  
¶billing_date¶  
¶signature¶R. Heinline
```

```
¶paragraphs¶/Include,Credit Library,TRAIN3,1,2,3,4,10,11¶  
¶date¶October 3, 1983  
¶inside address¶Ms. L. Finney  
28 del Dios Rd.  
Tucson, AZ 85923  
¶salutation¶Ms. Finney  
¶contact¶telephone call  
¶billing_date¶September 15, 1983  
¶signature¶
```

### **Lesson 1: Advanced Time Savers**

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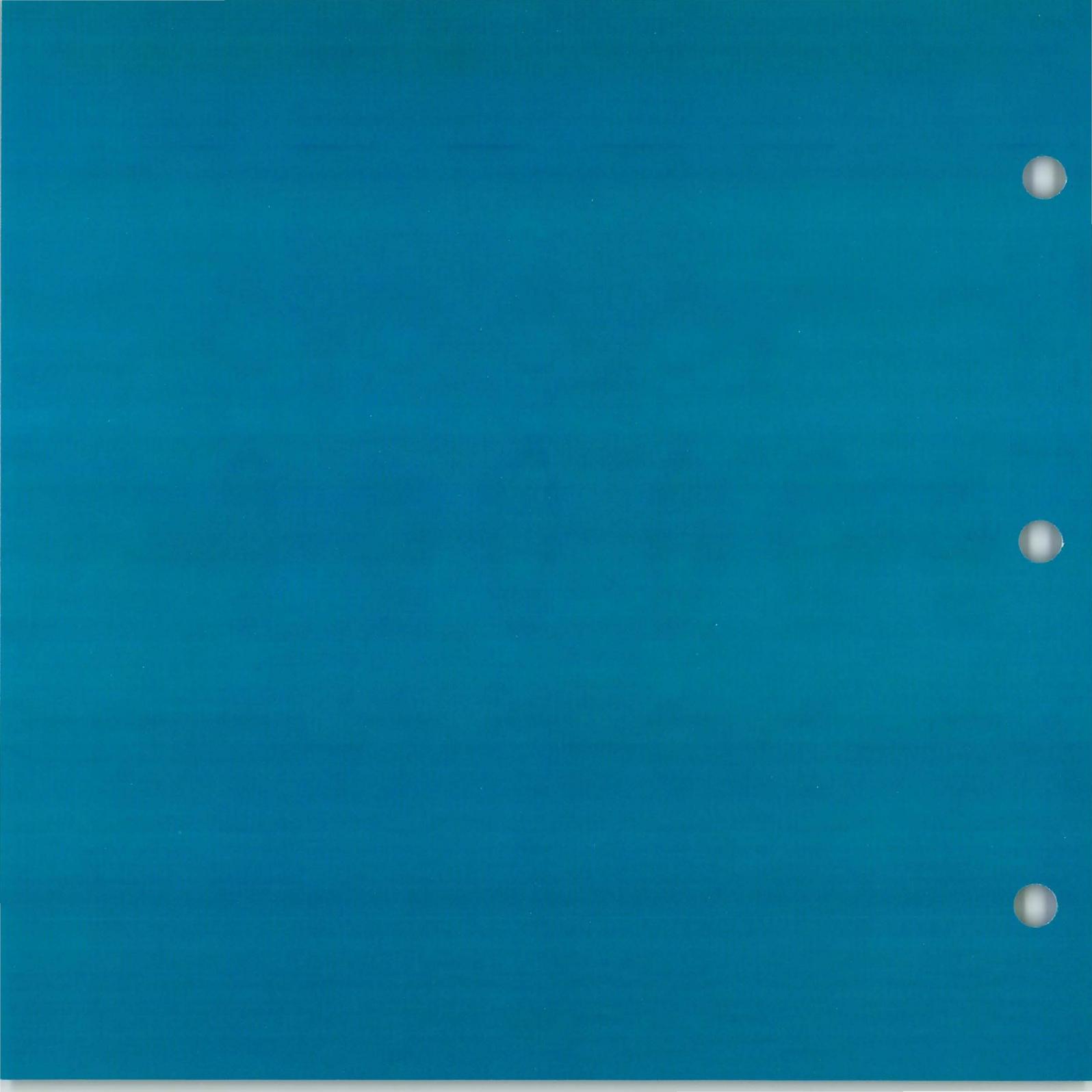


Unit: Advanced Time Savers

# 1

**Lesson 1: Advanced Time Savers**

Introduction	5
Segment 1: Using Global Replace/ Delete	7
Segment 2: Using Keystroke Save/ Playback (Textpack 4)	29
Segment 3: Using Keystroke Save and Store (Textpack 6)	49
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**1** This lesson introduces you to several Displaywriter functions designed to save you time in your daily work. Segment 1 teaches you to use the Global Replace/Delete function. You can use this function when you want to make the same change many times throughout a document. Segment 2 (for Textpack 4 only) shows you how to save and play back a series of keystrokes. Segments 3 and 4 (for Textpack 6 only) show you how to store and revise keystrokes. Finally, Segment 5 shows you how to go quickly from one menu to another by using shortcuts. The training documents for this lesson are found on MASTR2. If you have not already done so, duplicate MASTR2 onto TRAIN2. If you have forgotten how to duplicate, refer to the *Job Aids*, Tab 7, Diskettes.





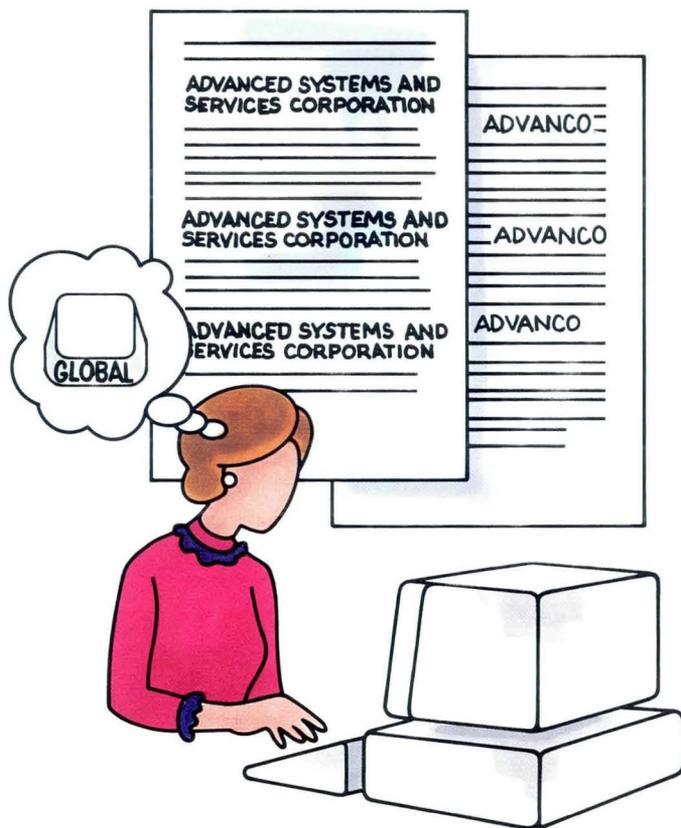
## Using Global Replace/Delete

**1** Suppose you have been asked to revise a document in which a company name has to be changed due to a recent merger. The name appears frequently throughout the document.

With the Displaywriter, you can make the change just once. The remaining changes will be made for you automatically.

Using Global Replace/Delete, up to three different changes can be made at once throughout your document. Each change can be up to 60 characters long. You can choose to have all the changes made at once automatically, or you can oversee the changes one at a time.

Your goal for this segment is to be able to use Global Replace/Delete to make changes in a document.



**MAIN IDEA**

To use Global Replace/Delete, follow these steps:

1. Press GLOBAL.
2. Determine Kind of Search desired and indicate your choice, as necessary.
3. Determine Kind of Match desired and indicate your choice, as necessary.
4. Indicate the searched-for character string.
5. Indicate the replacement character string.
6. Press ENTER to begin search.
7. If in automatic mode, go to Step 8. If in prompted mode, respond to the 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.
8. Press END when finished with the document.

To interrupt an automatic search while the search is taking place, press CANCL.

To interrupt a prompted search while the search is taking place, continue the steps until the prompt “Press ENTER to continue search” appears. Then you can do either of the following:

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

*If you have enough information about using Global Replace/Delete, go on to the Demonstration. If you would like more detail, read the Help that follows.*

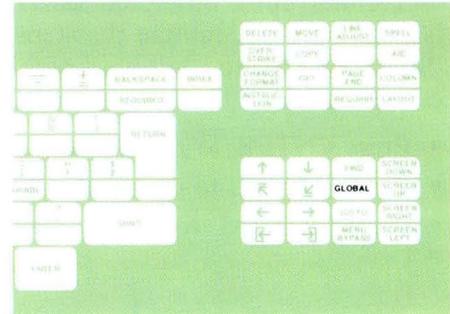
## HELP

Global Replace/Delete allows you to repeat the same revision throughout a document. Follow these steps:

### 1. Press GLOBAL.

Use your template to locate this key.

You must be in the typing area when you press GLOBAL.



The Global Replace/Delete menu appears on the screen.

### 2. Determine Kind of Search desired and indicate choice, as necessary.

The two choices for Kind of Search are:

- Prompted

The system stops at each occurrence of the searched-for character string. Choose Prompted if you want to double-check each change as you go through the document.

- Automatic

The system searches through the entire document, making all changes without stopping. Automatic is the system default.

#### GLOBAL REPLACE/DELETE

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Kind Of Search	2	1 = Prompted    2 = Automatic
b	Kind Of Match	1	1 = Word        2 = Exact Character
c	Search For:		
d	Replace With:		
e	Search For:		
f	Replace With:		
g	Search For:		
h	Replace With:		

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER:

**3. Determine Kind of Match desired and indicate choice, as necessary.**

The two choices for Kind of Match are:

- **Word**  
An occurrence is considered a match if the characters match, uppercase and lowercase agree, and the string of characters is not within another word.
- **Exact Character**  
An occurrence is considered a match if the characters match and uppercase and lowercase agree. Occurrences can be *within* another word.

**4. Indicate the searched-for character string.**

You can choose up to three Search For/Replace With pairs.

You can type up to 60 characters. The characters can be any alphabetic or numeric characters, both uppercase and lowercase. The following codes and instructions can also be included: Tab; Required Tab; Space and Required Space; Carrier Return and Required Carrier Return; Half Index Up; Half Index Down; Center; Format Change; Instruction; Word Underline; Stop; Index; Spell; Switch; Variable; Overstrike; and Column Layout.

**5. Indicate the replacement character string.**

The same number and type of characters can be included here as in the searched-for character string. If you want to delete the searched-for character string within the text, leave Replace With blank.

**6. Press ENTER.**

The search begins from the location of the cursor when you pressed GLOBAL. Global searches in a forward direction *only*.

**7. If in automatic mode, go to Step 8. If in prompted mode, respond to the prompts.**

The system stops for every occurrence of the searched-for character strings. The cursor is on the first character of the character string and the character string is highlighted. The prompt “Press ENTER to replace or delete, or press CANCL” appears.

- a. To replace or delete, press ENTER. The character string is replaced or deleted. The system then displays the prompt “Press ENTER to continue search.” Press ENTER again. This sequence continues until the system reaches the end of the document.
- b. To leave the item unchanged, press CANCL. The character string is *not* replaced or deleted. Press ENTER to continue the search.

When the system reaches the end of the document, the prompt “Global Replace/Delete completed. (number) phrases changed” appears on the screen.

**8. Press END when finished with the document.**

The Typing Tasks menu appears.

### Interrupting a Search

You can interrupt a search while the search is taking place.

To interrupt an automatic search, press **CANCL**. The system stops at either the next searched-for character string or at the end of the current page. The system then changes to a prompted search.

To interrupt a prompted search, do one of the following when the prompt “Press **ENTER** to continue search” appears:

- **Press ENTER.**  
This causes the search to restart. If you were originally in automatic search, the search continues as a prompted search.
- **Press CANCL.**  
This cancels the Global Replace/Delete function.
- **Press GLOBAL.**  
This causes the Global Replace/Delete menu to appear with the current entries.

*To practice using Global Replace/Delete, go on to the Demonstration.*

## DEMONSTRATION 1

In this Demonstration you will revise a document with changes due to a change in marital status. Three items must be changed: Doe to Smith, Family to Marital, and father to husband. For this Demonstration you will use the prompted search and word match.

TRUST AGREEMENT

The **Family** Trust Agreement, entered into by and between Jane **Doe** and ABC Trust Company, WITNESSETH:

1. TRUST ESTATE. Jane **Doe** has transferred and delivered to the ABC Trust Company, in trust, certain life insurance policies on her life payable to the ABC Trust Company the "Trust Estate," which are itemized on Schedule A attached to and made a part of the **Family** Trust Agreement, the receipt of which the Trustee hereby acknowledges. The entire Trust Estate shall be managed and administered by the Trustee and the principal thereof and the income therefrom held and distributed in accordance with the following provisions and for the following purposes.
2. PAYMENT OF PREMIUMS. Although Jane **Doe** intends promptly to pay all premiums, assessments, or other charges necessary to keep the policies in force, she shall be under no duty to anyone to do so and shall be under no liability to anyone if she should permit the policies or any of them to lapse for non-payment of premiums, assessments, or other charges, or otherwise permit the policies or any of them to become uncollectible.

**Family** Trust Agreement. If the Grantor **father** survives her,

TRUST AGREEMENT

The **Marital** Trust Agreement, entered into by and between Jane **Smith** and ABC Trust Company, WITNESSETH:

1. TRUST ESTATE. Jane **Smith** has transferred and delivered to the ABC Trust Company, in trust, certain life insurance policies on her life payable to the ABC Trust Company the "Trust Estate," which are itemized on Schedule A attached to and made a part of the **Marital** Trust Agreement, the receipt of which the Trustee hereby acknowledges. The entire Trust Estate shall be managed and administered by the Trustee and the principal thereof and the income therefrom held and distributed in accordance with the following provisions and for the following purposes.
2. PAYMENT OF PREMIUMS. Although Jane **Smith** intends promptly to pay all premiums, assessments, or other charges necessary to keep the policies in force, she shall be under no duty to anyone to do so and shall be under no liability to anyone if she should permit the policies or any of them to lapse for non-payment of premiums, assessments, or other charges, or otherwise permit the policies or any of them to become uncollectible.

**Marital** Trust Agreement. If the Grantor **husband** survives

**Choose Revise to access the following document:**

Document name: Trust Agreement

Diskette name: TRAIN2

**Go to the typing area.**

**Press GLOBAL.**

The Global Replace/Delete menu appears.

**Change Kind of Search to Prompted.**

You will use word match, so you don't have to change Kind of Match.

**Set the first Search For to: *Doe***

**Set the first Replace With to: *Smith***

**Set the second Search For to: *Family***

**Set the second Replace With to: *Marital***

**Set the third Search For to: *father***

**Set the third Replace With to: *husband***

GLOBAL REPLACE/DELETE			
ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Kind Of Search	1	1 = Prompted    2 = Automatic
b	Kind Of Match	1	1 = Word        2 = Exact Character
c	Search For:	Doe	
d	Replace With:	Smith	
e	Search For:	Family	
f	Replace With:	Marital	
g	Search For:	father	
h	Replace With:	husband	

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER:

**Press ENTER.**

The system begins searching and stops at *Family*, with the cursor under the *F* and *Family* highlighted. The prompt “Press ENTER to replace or delete, or press CANCL” appears.

**Press ENTER.**

*Family* changes to *Marital*. The prompt “Press ENTER to continue search” appears.

**Press ENTER.**

The search resumes and the word *Doe* is highlighted.

**Press ENTER.**

*Doe* changes to *Smith*. The prompt “Press ENTER to continue search” appears.

**Continue to press ENTER until all of the words have been found and changed.**

The prompt “Global Replace/Delete complete. 9 phrases changed” appears.

**Return to page 1 of the document and look at the changes.**

**Press END.**

**Note:** In the Demonstration above, you could have made changes to the menu when the prompt “Press ENTER to continue search” appeared. If you had wanted to change the menu, you would have pressed GLOBAL, which would have interrupted the search and displayed the menu.

**DEMONSTRATION 2**

In this Demonstration you will delete an asterisk marking words you wanted to check for capitalization. You will use automatic search and the kind of match will be exact character.

Most people, when they hear the word **plasma,\*** think of the blood derivative. To the research scientist, however, **plasma\*** is a very hot gas, perhaps millions of degrees in temperature. At these temperatures, it is possible to fuse together atoms of hydrogen, with a great release of energy. If the process can be successfully sustained and controlled, we would have a virtually limitless source of power, because there is an abundance of hydrogen in the world's oceans. One of the still unresolved problems is how to measure the temperature of **plasma\***. The concept of temperature is based on the average amount of energy of the molecules that have been torn apart by the high temperatures. Faced with these conditions, scientists must turn to new concepts and perhaps new definitions of temperatures before they can devise methods for measuring **plasmas\***. If they are successful, the world may never again have to worry about having enough energy and power.

Most people, when they hear the word **plasma**, think of the blood derivative. To the research scientist, however, **plasma** is a very hot gas, perhaps millions of degrees in temperature. At these temperatures, it is possible to fuse together atoms of hydrogen, with a great release of energy. If the process can be successfully sustained and controlled, we would have a virtually limitless source of power, because there is an abundance of hydrogen in the world's oceans. One of the still unresolved problems is how to measure the temperature of **plasma**. The concept of temperature is based on the average amount of energy of the molecules that have been torn apart by the high temperatures. Faced with these conditions, scientists must turn to new concepts and perhaps new definitions of temperatures before they can devise methods for measuring **plasmas**. If they are successful, the world may never again have to worry about having enough energy and power.

**Choose Revise to access the following document:**

Document name: Plasma

Diskette name: TRAIN2

**Go to the typing area.**

Look through the document. Notice the asterisk that follows each occurrence of the word *plasma*. Assuming you have decided you do not want to capitalize *plasma*, do the following to remove the asterisks:

**Press GLOBAL.**

The Global Replace/Delete menu appears.

Your choice for Kind of Search is Automatic, so this choice doesn't have to be changed.

**Set Kind of Match to Exact Character.**

**Set Search For to: \***

Because you just want to delete the asterisk, leave Replace With blank.

**Press ENTER.**

The system searches the document and deletes the asterisks.

The message, “Global Replace/Delete completed. 4 phrases changed” appears when all the asterisks have been replaced.

**Move the cursor to the top of the page and check the changes made.**

**Press END.**

*To practice using Global Replace/Delete on your own, go on to the Self-Test.*

## SELF-TEST 1

In this Self-Test the word *receivable* was misspelled as *receivable* throughout the document. Because the word also appears capitalized and in plural form, you can use an exact character match to search for and replace a portion of the word.

## ASSETS IN A BALANCE SHEET

A balance sheet lists in one section all the assets of the business as of the last day of the accounting period and in another section all claims against these assets. Claims against assets include creditors' claims, or liabilities, and owner's claims, or investments (also called equity or net worth).

Assets

Cash -- This asset includes cash balances in the bank, cash on hand (including change and petty-cash funds), funds held in trust, sinking funds, and funds in time deposits. Not all the cash will necessarily be available for payment of liabilities. Change funds, for example, must be retained in order to have the change necessary for doing business.

Account **Receivable** An entry that has the designation "trade" after it refers to account **receivable**, customers only. Notes or accounts from officers, employees or owners of the business are considered non **receivables** should be entered as a separate item.

Prepaid and deferred items -- Prepaid expenses are prepayments for goods or services that will be consumed in the near future. Deferred charges are prepayments that will benefit the company over a period of years, such as the cost of moving to a new location.

Marketable securities -- Included in this classification are such items as United States Treasury bills and perhaps stocks and bonds.

These assets are most commonly shown on the balance sheet at their cost to the business or their market value.

Allowance for bad debts -- This is an account that is deducted from the account to give a more accurate valuation to account **receivable**. Suppose the business has account **receivable** \$100,000 and experience indicates that 5 percent of this amount will be uncollectible. There is no way of knowing which specific accounts will not be collected, but it can be estimated that \$5,000 will eventually be uncollectible.

Purchased inventories -- If the business buys merchandise or raw materials which it merely holds for a time and then sells with little or no alteration, the inventory is valued either at cost or at the replacement price if the latter is below cost.

1. First in, first out, or FIFO, is another method of costing inventory. It assumes that the first units purchased are the first units sold, that those still in inventory are the last ones purchased.
2. Last in, first out, or LIFO, assumes the opposite -- that the last goods purchased are the first ones sold.
3. The average cost method is merely an average. It aims to find a middle ground between the two extremes.

Note **Receivable** This account includes the face amount of all notes that have been given the company and that are still unmatured, even those that have been discounted at the bank.

Choose Revise to access the following document:

Document name: Balance Sheet

Diskette name: TRAIN2

Use the Global Replace/Delete function to search for *ceivable* and replace it with *ceivable*, checking each change before you make it.

Complete the Self-Test and compare your finished document with the one illustrated.

#### ASSETS IN A BALANCE SHEET

A balance sheet lists in one section all the assets of the business as of the last day of the accounting period and in another section all claims against these assets. Claims against assets include creditors' claims, or liabilities, and owner's claims, or investments (also called equity or net worth).

#### Assets

Cash -- This asset includes cash balances in the bank, cash on hand (including change and petty-cash funds), funds held in trust, sinking funds, and funds in time deposits. Not all the cash will necessarily be available for payment of liabilities. Change funds, for example, must be retained in order to have the change necessary for doing business.

Account **Receivable** An entry that has the designation "trade" after it refers to account **receivable** customers only. Notes or accounts from officers, employees or owners of the business are considered nontrade **receivables** should be entered as a separate item.

Prepaid and deferred items -- Prepaid expenses are prepayments for goods or services that will be consumed in the near future. Deferred

Allowance for bad debts -- This is an account that is deducted from the account to give a more accurate valuation to account **receivable**. Suppose the business has account **receivable** \$100,000 and experience indicates that 5 percent of this amount will be uncollectible. There is no way of knowing which specific accounts will not be collected, but it can be estimated that \$5,000 will eventually be uncollectible.

Purchased inventories -- If the business buys merchandise or raw materials which it merely holds for a time and then sells with little or no alteration, the inventory is valued either at cost or at the replacement price if the latter is below cost.

1. First in, first out, or FIFO, is another method of costing inventory. It assumes that the first units purchased are the first units sold, that those still in inventory are the last ones purchased.
2. Last in, first out, or LIFO, assumes the opposite -- that the last goods purchased are the first ones sold.
3. The average cost method is merely an average. It aims to find a middle ground between the two extremes.

Note: **Receivable**'s account includes the face amount of all notes that have been given the company and that are still unmatured,

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

**FEEDBACK 1**

If your document was different from the one on the previous page, check the following:

- Did you select the following:
  - Kind of Search: 1 = Prompted
  - Kind of Match: 2 = Exact Character
  - Search For: *ceivable*
  - Replace With: *ceivable*
- Did you press ENTER to begin the search?
- Did you press ENTER to replace each occurrence of the word?
- Did you press ENTER to continue the search?

*To practice using Global Replace/Delete on your own again, go on to the next Self-Test.*



**SELF-TEST 2**

When the rough draft of the illustrated document was prepared, the lengthy phrase *Management by Objectives* was abbreviated *MBO*. For this Self-Test you are to replace the abbreviation with the phrase in every occurrence using the Global Replace/Delete function in the prompted mode.

Choose **Revise** to access the following document:

Document name: Management by Objectives

Diskette name: TRAIN2

**Note:** As you replace the words, the replacement string may extend past the right margin. Paginating the document with **Adjust Line Endings** set to **Yes** will adjust the lines to fit within the margins.

After completing the Self-Test, paginate and print the document, and compare your document with the one illustrated.

## MANAGEMENT BY OBJECTIVES AND PROGRAM EVALUATION

The process of evaluating organizational programs -- particularly social programs -- has gained widespread interest. At the national level alone, program expenditures exceed \$250 billion dollars a year. Yet, many organizational programs appear to have had little impact on the problems they were thought to address. When these apparent failures are considered in the light of growing demands to reduce soaring expenditures, the importance of determining which programs are effective becomes clear.

Program evaluations provide the means for making such determinations for **MBO**. In their most complete form, program evaluations provide a meaningful assessment of effectiveness, efficiency, and financial and legal compliance. However, there are problems within the program process that affect the quality of program evaluations; poorly defined program goals, and non-existent standards for measuring performance often make an objective assessment nearly impossible. In addition, program managers frequently resist implementing evaluation results. **MBO** helps offset these program problems. **MBO** is a modern management concept that stresses goals and objectives. It involves managers in the goal development process and measures manager's accomplishments against objectives that they themselves have set. By encouraging the development of clearly defined goals and standards, and the implementation of evaluation results, **MBO** helps establish program evaluation as a meaningful decision-making tool.

## MANAGEMENT BY OBJECTIVES AND PROGRAM EVALUATION

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*Go on to the Feedback.*

**FEEDBACK 2**

If your document was different from the one on the previous page, check the following:

- Did you select:
  - Kind of Search: 1 = Prompted
  - Kind of Match: 1 = Word
  - Search For: *MBO*
  - Replace With: *Management by Objectives*
- Did you press ENTER to begin the search?
- Did you press ENTER to replace each occurrence of the word?
- Did you press ENTER to continue the search?

## Using Keystroke Save/Playback (Textpack 4)

### Prerequisites:

You must have completed  
Common Text

Applications, Lesson 1,  
and Lesson 2, Segments 1  
and 2, and Printing,  
Lesson 1, Segment 3

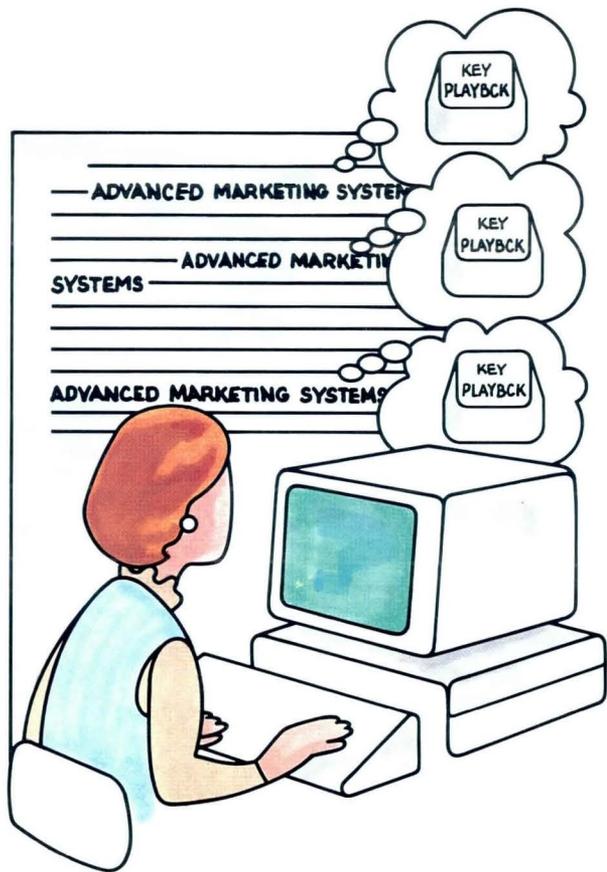
# 2

This segment is for Textpack 4 users only. Suppose a company's name is repeated a number of times throughout a quarterly report. The name is unusual and quite long. If you were using a typewriter, you could flag the name so you could take special care each time you typed it.

On the Displaywriter, however, you can save the name as you type it, then repeat it as many times as necessary by pressing a single key — **KEY PLAYBCK**.

Using the Key Save and Key Playback function, you can save up to 250 keystrokes at a time. The keystrokes may consist of text, codes, menu selections, or even format changes.

Your goal for this segment is to be able to use Key Save and Key Playback to save and play back keystrokes as you type a document.



### MAIN IDEA

To save one set of keystrokes while typing a document, follow these steps:

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

To play back keystrokes while typing a document, press **KEY PLAYBCK** at any location in the document where you want to use the saved keystrokes.

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

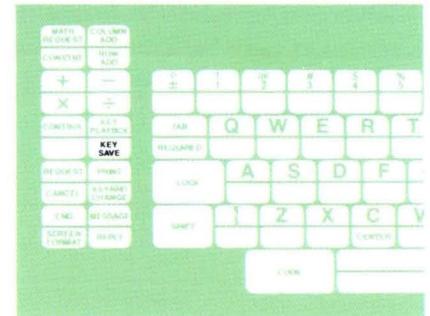
*If you have enough information about using Keystroke Save/Playback, go on to the Demonstration. If you would like more detail, read the Help that follows.*

## HELP

### Saving Keystrokes

To save one set of keystrokes while typing a document, follow these steps:

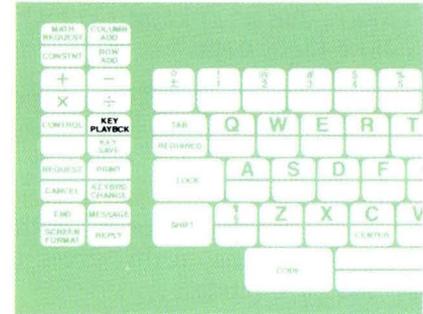
- 1. Press KEY SAVE to begin saving keystrokes.**  
KEY SAVE is located on the left side of your keyboard. Use the Textpack 4 keyboard template to locate this key.  
The word *Save* appears on the first status line. This code remains on the screen as long as you are in the Save mode.  
The message symbol begins to flash.
- 2. Press MSG to view the message.**  
The message "When finished saving keys, press KEY SAVE again" appears on the message line.
- 3. Type the keystrokes to be saved.**  
With Key Save you can save up to 250 keystrokes at a time. In addition to saving text keystrokes and codes, Key Save can save the keystrokes of functions such as Find, Delete, or Change Format.
- 4. Press KEY SAVE to stop saving keystrokes.**  
This ends the saving of keystrokes. Keystrokes remain in the keystroke memory until you replace them with other keystrokes, turn off the power, or until you load another task. Only one set of keystrokes can be saved at a time.



### Playing Back Keystrokes

To play back keystrokes, press **KEY PLAYBCK**. **KEY PLAYBCK** is located on the top of the **KEY SAVE** key on the left side of your keyboard. Use the Textpack 4 keyboard template to locate this key. Note that keystrokes play back continuously.

The message “Playback completed” appears on the message line.



*To practice using Keystroke Save/Playback, go on to the Demonstration.*

## **DEMONSTRATION 1**

For this Demonstration you will type a letter and save the name and address using Key Save. You will then play the keystrokes back for the envelope.

### **Create the following document:**

Document name: Gould Letter

Diskette name: TRAIN2

**Go to the typing area.**

**Type today's date on the first typing line.**

**Press RETURN until the cursor is on line 20.**

**Press KEY SAVE.**

A blinking arrow appears, indicating a message waiting.

**Press MSG.**

The message "When finished saving keys, press KEY SAVE again" appears.

Now you will begin saving the inside address keystrokes.

**Type the name and address as they appear below.**



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

**Press KEY SAVE.**

The keystrokes are saved and the Key Save mode is ended.

**Type the remainder of the illustrated letter.**

Since Key Save is no longer in effect, these keystrokes will not be saved.

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

Dear Mrs. Gould:

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

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

Please contact me to set up an appointment.

Sincerely,

John Flood  
Development Engineer

**Press PAGE END.**

PAGE END takes you to a new page for the envelope. Now you are ready to change the format to one for the standard-size envelope.

**Press CHG FMT and change the page format settings to the following:**

- First Typing Line to 14
- Last Typing Line to 20
- Paper or Envelope Size to 7
- Printing Paper Source to Manual Feed
- Left Margin to 55

**Press ENTER to return to the typing area.**

**Press KEY PLAYBCK.**

The saved keystrokes are played back. The message "Playback completed" appears.

**Press END.**

**Print the letter and envelope and compare them with those illustrated on the next page.**

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

Dear Mrs. Gould:

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

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

Please contact me to set up an appointment.

Sincerely,

John Flood  
Development Engineer

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

### DEMONSTRATION 2

For this Demonstration you will save the keystrokes to find and delete underlines in a document, and then play the keystrokes back throughout the document.

**Choose Revise to access the following document:**

Document name: Key Save Delete

Diskette name: TRAIN2

Data processing can and is being used in just about every field. It aids many businesses by maintaining complete inventories, ordering materials, and adjusting work schedules. Engineers, with the help of computers, are able to make complex mathematical calculations in just a fraction of the time required by people using slide rules or pencil and paper. Through the speed and the ability to handle complex data, computers routinely solve problems which were unsolvable twenty years ago. As a result, the world has a new record of total achievement in science, medicine, government, and industry.

**Go to the typing area.**

**Press KEY SAVE.**

A blinking arrow appears, indicating a message waiting.

**Press MSG.**

The message “When finished saving keys, press KEY SAVE again” appears.

**Press FIND.**

The prompt “Find what?” appears.

**Press WORD UND, then press ENTER.**

The system finds the first Word Underline code in the document and the cursor appears under the code.

**Press DEL.**

**Press ENTER.**

The system saves the keystrokes FIND, WORD UND, DEL and ENTER.

**Press KEY SAVE again.**

Each time you press KEY PLAYBCK, the system finds and deletes the next Word Underline code.

**Press KEY PLAYBCK until each remaining Word Underline code in the document is deleted.**

If the system cannot find the desired characters, Key Playback is terminated.

**Compare your document with the one illustrated.**

Data processing can and is being used in just about every field. It aids many businesses by maintaining complete inventories, ordering materials, and adjusting work schedules. Engineers, with the help of computers, are able to make complex mathematical calculations in just a fraction of the time required by people using slide rules or pencil and paper. Through the speed and the ability to handle complex data, computers routinely solve problems which were unsolvable twenty years ago. As a result, the world has a new record of total achievement in science, medicine, government, and industry.

*To try Keystroke Save/Playback on your own, go on to the Self-Test.*

**SELF-TEST 1**

In the document below, *Amalgamated Petroleum Products of America, Inc.*, is repeated several times.

For this Self-Test, type this document, using Key Save to save the words *Amalgamated Petroleum Products of America, Inc.*, and play back the keystrokes as necessary.

Create the following document:

Document name: Amalgamated Petroleum

Diskette name: TRAIN2

The antitrust suit against Amalgamated Petroleum Products of America, Inc. went to trial in May, 1982, and so far only the plaintiff has presented its case. Amalgamated Petroleum Products of America, Inc. expects to start its defense this year, and will need considerable time to present its side.

The District Court hearing antitrust charges brought against Amalgamated Petroleum Products of America, Inc., by ABC Company dismissed the action at the close of the presentation of its case. The court ordered a directed verdict in favor of Amalgamated Petroleum Products of America, Inc.

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

### FEEDBACK 1

Compare your document with the one on the next page.

If your document is different from the one below, check the following:

- Did you begin saving keystrokes by pressing **KEY SAVE**?
- Did you end saving keystrokes by pressing **KEY SAVE**?
- Was your cursor at the correct location when you pressed **KEY SAVE** (after any appropriate punctuation or spaces)?

The antitrust suit against Amalgamated Petroleum Products of America, Inc. went to trial in May, 1982, and so far only the plaintiff has presented its case. Amalgamated Petroleum Products of America, Inc. expects to start its defense this year, and will need considerable time to present its side.

The District Court hearing antitrust charges brought against Amalgamated Petroleum Products of America, Inc., by ABC Company dismissed the action at the close of the presentation of its case. The court ordered a directed verdict in favor of Amalgamated Petroleum Products of America, Inc.

*For more practice on using Keystroke Save/Playback, go on to the next Self-Test.*

### SELF-TEST 2

Look at the following document. Notice that the same format change is required in two places in the document. For this Self-Test, save the keystrokes for the Line Format Change code and play them back as needed. You will not be able to save keystrokes to return to the original format, since you can save only one series of keystrokes in a document.

Create the following document:

Document name: Bicycle Program

Diskette name: TRAIN2

When you reach the point to save the Line Format Change code, use the following settings:

- Line Spacing to 2
- Adjust Line Ending to No
- Tabs at 28, 51, and 69

Be sure to return to the original format after typing the columns.

When you have completed the document, print it and compare it with the one in the Feedback section.

## NEED FOR INSTRUCTIONAL PROGRAM FOR BICYCLE RIDERS

Because the council deemed it proper to refuse the Parks and Recreation Department the necessary monies last year to begin an instructional program for bicycle riders, a comprehensive study was completed during the past six months to substantiate the need for such a program. The study has been completed and the results are contained in this report.

<u>Response</u>	<u>Number</u>	<u>Percent</u>
Have license	756	42%
No license	1044	58%
Total	1800	100%

Separating the above data into female and male responses, it was determined that 500 (62.5%) hold valid city licenses.

<u>Response</u>	<u>Number</u>	<u>Percent</u>
Have license	500	62.5%
No license	300	37.5%
Total	800	100.0%

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

### NEED FOR INSTRUCTIONAL PROGRAM FOR BICYCLE RIDERS

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<u>Response</u>	<u>Number</u>	<u>Percent</u>
Have license	500	62.5%
No license	300	37.5%
Total	800	100.0%

## FEEDBACK 2

If your document is different from the one on the previous page, check the following:

- Did you begin saving keystrokes by pressing **KEY SAVE**?
- Did you press **KEY SAVE** before you pressed **CHG FMT**?
- Did you stop saving keystrokes by pressing **KEY SAVE**?
- Did you press **KEY PLAYBCK** *after* you typed two carrier returns?



## Using Keystroke Save and Store (Textpack 6)

### Prerequisites:

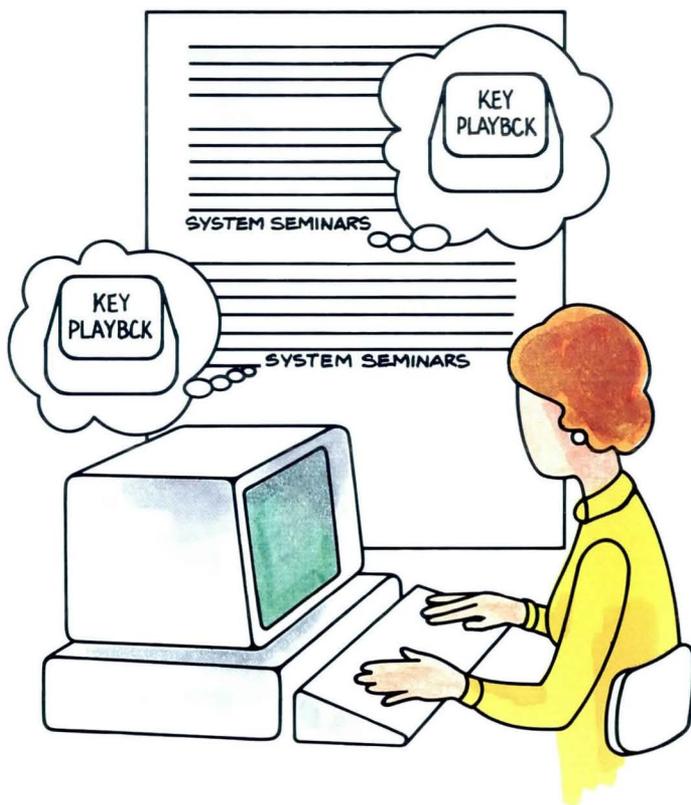
You must have completed  
Common Text  
Applications, Lesson 1,  
and Lesson 2, Segments 1  
and 2, and Printing,  
Lesson 1, Segment 3

**3** This segment is for Textpack 6 users only. Suppose a company's name occurs several times throughout a quarterly report. This repetition occurred in the last quarterly report and is likely to occur in future ones.

You can save the name as you type it, then repeat it as many times as necessary by pressing a single key — **KEY PLAYBCK**. You can then store the name, and use it in the next report or in any other document.

You can save up to 500 keystrokes at a time, store the keystrokes indefinitely, and recall and revise them as needed.

Your goal for this segment is to be able to save, play back, store, and recall keystrokes.



### MAIN IDEA

To save keystrokes, follow these steps:

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

**Note:** You can press **KEY PLAYBCK** to temporarily stop saving keystrokes. This causes the system to pause in a sequence of keystrokes. To start saving keystrokes again, press **KEY SAVE**.

To play back keystrokes, follow these steps:

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

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

To store the saved keystrokes for future use, follow these steps:

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, follow these steps:

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.

*If you have enough information about using Keystroke Save and Store, go on to the Demonstration. If you would like more detail, read the Help that follows.*

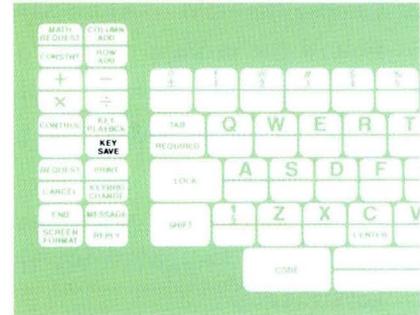
## HELP

### Saving Keystrokes

The Key Save mode saves keystrokes as you type them. Follow these steps:

- 1. Press KEY SAVE to begin saving keystrokes.**  
Use the Textpack 6 keyboard template to locate the key.  
The word *Save* appears on the first status line. This remains on the screen as long as you are in the Save mode.
- 2. Press MSG to view message.**  
The message “When finished saving keys, press KEY SAVE again” appears.
- 3. Type the keystrokes to be saved.**  
With Key Save you can save up to 500 keystrokes at a time.  
The keystrokes can be text or codes. You can also save the keystrokes of functions such as Change Format, Find, and Delete.  
This function is available for all operations in any task or feature.
- 4. Press KEY SAVE to stop saving keystrokes.**  
This stops the saving of keystrokes.  
The keystrokes remain in the keystroke memory until you either replace them with other keystrokes, or turn off the power.

**Note:** Storing Keystrokes does not delete them from the keystroke memory.



Press **KEY PLAYBCK** to pause from saving keystrokes. You may want to stop saving keystrokes in the middle of a sequence of keystrokes, type keystrokes you do *not* want to save, and then save more keystrokes. You can do this in the following way:

1. Press **KEY SAVE** to start saving keystrokes.
2. Type the keystrokes you want saved before the pause.
3. Press **KEY PLAYBCK** to temporarily interrupt the saving of keystrokes.
4. Type anything you don't want saved.
5. Press **KEY SAVE** to start saving keystrokes again.
6. Type the remaining keystrokes you want saved.
7. Press **KEY SAVE** to end saving keystrokes.

## Playing Back Keystrokes

Key Playback allows you to play back keystrokes as if you were typing them.

### 1. Press KEY PLAYBCK.

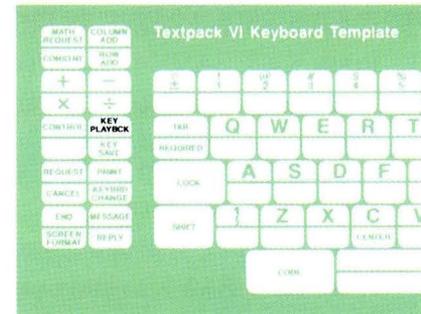
Use the Textpack 6 keyboard template to locate this key.

The message “Press KEY PLAYBCK to play all keystrokes; or press ENTER to single-step” appears. The word *Play* appears on the first status line.

### 2. Play back keystrokes:

- a. All at once by pressing KEY PLAYBCK a second time.
- b. One at a time by pressing ENTER for each keystroke.  
The message “Playback completed” appears.  
If you no longer want to play back keystrokes one at a time, press KEY PLAYBCK. The remaining keystrokes will play back all at once.

If you want to stop playing back keystrokes, press CANCL. The next time you press KEY PLAYBCK, the keystrokes start over.



### Storing Keystrokes

You can store saved keystrokes on a diskette to be recalled and played back later. Keystrokes stored from one document can be played back in any document. You can store as many sets of saved keystrokes as you wish. After you save keystrokes:

1. Press **REQST**.  
The Textpack Request Tasks menu appears.
2. Choose the item to Store Saved Keystrokes.
3. Type the name of the saved keystrokes after the prompt "Type name of saved keystrokes; press ENTER" appears.
4. Press **ENTER** to return to the typing area.

#### TEXTPACK REQUEST TASKS

ID	ITEM
a	Print Document
b	Display Print Queue or Cancel Print Job
c	Change Printing Order
d	Display Index of Diskette Contents
e	Continue Printing With Element Now on Printer
f	Request Printer
g	Release Printer
h	Start Printer
i	Store Saved Keystrokes
j	Recall Saved Keystrokes

Type name of saved keystrokes; press ENTER:

### Recalling Stored Keystrokes

1. Press **REQST**.  
The Textpack Request Tasks menu appears.
2. Choose the item to **Recall Saved Keystrokes**.
3. Type the name of the saved keystrokes after the prompt “Type name of saved keystrokes; press **ENTER**” appears. Type the Diskette name if necessary.
4. Press **ENTER** to return to the typing area.  
The message “Saved keystrokes recalled from (document name)” appears.  
The next time you press **KEY PLAYBCK**, the recalled keystrokes will play back.

#### TEXTPACK REQUEST TASKS

ID	ITEM
a	Print Document
b	Display Print Queue or Cancel Print Job
c	Change Printing Order
d	Display Index of Diskette Contents
e	Continue Printing With Element Now on Printer
f	Request Printer
g	Release Printer
h	Start Printer
i	Store Saved Keystrokes
j	Recall Saved Keystrokes

Type name of saved keystrokes; press **ENTER**:

*To practice using Keystroke Save and Store, go on to the Demonstration.*

**DEMONSTRATION 1**

For this Demonstration you will type a letter, saving the name and address using Key Save. You will then play the keystrokes back for the envelope.

**Create the following document:**

Document name: Gould Letter

Diskette name: TRAIN2

**Go to the typing area.**

**Type today's date on the first typing line.**

**Press RETURN until the cursor is on line 20.**

**Press KEY SAVE.**

A blinking arrow appears indicating a message waiting.

**Press MSG.**

The message "When finished saving keys, press KEY SAVE again" appears.

Now you will begin saving the inside address keystrokes.

**Type the name and address as they appear below.**

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

**Press KEY SAVE.**

The keystrokes are saved and the Key Save mode is ended.

**Note:** Be sure to press KEY SAVE and not KEY PLAYBCK.

**Type the remainder of the letter.**

Since Key Save is no longer in effect, these keystrokes will not be saved.

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

Dear Mrs. Gould:

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

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

Please contact me to set up an appointment.

Sincerely,

John Flood  
Development Engineer

**Press PAGE END.**

PAGE END takes you to a new page for the envelope. Now you are ready to change the format to one for a standard-size envelope.

**Press CHG FMT and change the settings to the following:**

- First Typing Line to 14
- Last Typing Line to 20
- Paper or Envelope Size to 7
- Printing Paper Source to Manual Feed
- Left Margin to 55

**Return to the typing area.**

**Press KEY PLAYBCK.**

The message “Press KEY PLAYBCK to play all keystrokes, or press ENTER to single-step” appears.

**Press KEY PLAYBCK again.**

The saved keystrokes are played back on page 2. The message “Playback completed” appears.

**Press END.**

**Print the letter and envelope and compare them with those on the next page.**

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

Dear Mrs. Gould:

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

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

Please contact me to set up an appointment.

Sincerely,

John Flood  
Development Engineer

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

### DEMONSTRATION 2

In this Demonstration use Key Save to save keystrokes and codes. Look at the sample document below. Notice that the same format change is required in two places in the document. You will be using Key Save to save and play back the keystrokes and codes for the address shown.

The following report is issued on behalf of:

Research Foundation of America  
789 California Street  
San Francisco, California 94104

We believe that in a high-technology, rapidly developing industry such as ours, the necessary worldwide coordination of research, development, manufacturing, sales and service can best be carried out with full ownership of subsidiaries. Subject to the approval of other governments, we can receive authorized requests for our products and services throughout the world.

For further additional information regarding this year's international business activities, contact the Overseas Operations Department of:

Research Foundation of America  
789 California Street  
San Francisco, California 94104

You will save the keystrokes as you create the Format Change code, the company name and address, and the Format Return code. You will then store the codes for use later. After you type the remainder of the document, you will recall the stored keystrokes and use them to create the last portions of the document.

**Create the following document:**

Document name: Annual Report

Diskette name: TRAIN2

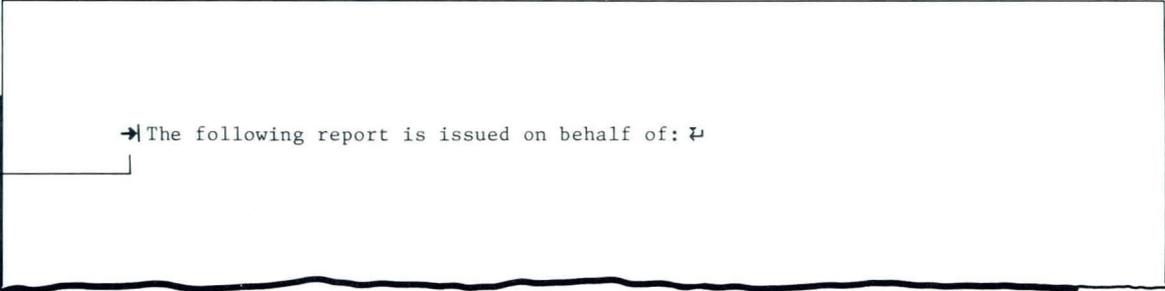
Set up the document format for double spacing.

**Go to the typing area.**

**Type the first line of the document below.**

Be sure to press RETURN only once after the colon, since the document is double-spaced.

Press Tab



→ The following report is issued on behalf of: ↵

Now you will save the keystrokes for the format change, the address, and the return to format.

**Press KEY SAVE.**

The message symbol appears.

**Press MSG.**

The message “When finished saving keys, press KEY SAVE again” appears.

**Press CHG FMT.**

The Format Selection menu appears.

**Select the item to Change Margins and Tabs.**

The Margins and Tabs menu appears.

**Set the left margin at 40, then press ENTER.**

**Select the item to Change Line Format.**

The Line Format menu appears.

**Set Line Spacing to Single.**

**Return to the typing area.**

**Type the company name and address.**

Be sure to press RETURN twice after the zip code.

The following report is issued on behalf of:

☐ Research Foundation of America  
789 California Street  
San Francisco, California 94104☐  
☐

**Press CHG FMT.**

The Format Selection menu appears.

**Select the item to Return Line Format, Margins and Tabs to Starting Choice.**

The system returns to the typing area.

**Press KEY SAVE.**

The system stops saving keystrokes.

Now you will store the saved keystrokes for use at a later time.

**Press REQST.**

The Textpack Request Tasks menu appears.

**Choose the item to Store Saved Keystrokes and press ENTER.**

The prompt “Type name of saved keystrokes; press ENTER” appears.

**Type *RFA* and press ENTER.**

The prompt “Type diskette name; press ENTER” appears.

**Type *TRAIN2*, if necessary, and press ENTER.**

The message “Saved keystrokes stored in (RFA)” appears.

**Type the next two paragraphs of the report.**  
Be sure to press RETURN only once after *of*.

We believe that in a high-technology, rapidly developing industry such as ours, the necessary worldwide coordination of research, development, manufacturing, sales and service can best be carried out with full ownership of subsidiaries.

For further additional information regarding this year's international business activities, contact the Overseas Operations Department of: ↵

Now you will recall the stored keystrokes.

**Press REQST.**

The Textpack Request Tasks menu appears.

**Choose the item to Recall Saved Keystrokes.**

The prompt “Type name of saved keystrokes; press ENTER” appears.

**Type RFA and press ENTER.**

The prompt “Type diskette name; press ENTER” appears.

**Type TRAIN2, if necessary, and press ENTER.**

The system returns to the typing area and the message “Saved keystrokes recalled from (RFA)” appears.

Now you have recalled the stored keystrokes. You are ready to play them back. In Demonstration 1 you learned to play them back all at once by pressing **KEY PLAYBCK** twice. In this Demonstration you will play them back one keystroke at a time.

**Press KEY PLAYBCK.**

The message “Press **KEY PLAYBCK** to play all keystrokes; or press **ENTER** to single-step” appears.

**Press ENTER.**

The first keystroke for changing the format is played back and the Format Selection menu appears.

**Continue pressing ENTER to play back some of the keystrokes, then press KEY PLAYBCK to play back the remainder of the keystrokes all at once.**

**Look at your document, then press END.**

**Print the document if you wish.**

**DEMONSTRATION 3**

This Demonstration reviews recalling stored keystrokes. You will recall keystrokes that have already been stored.

**Create the following document:**

Document name: Greetings

Diskette name: TRAIN2

**Go to the typing area.**

**Press REQST.**

The Textpack Request Tasks menu appears.

**Choose the item to Recall Saved Keystrokes and press ENTER.**

**Follow the prompts to name the stored keystrokes.**

The keystrokes you want are *Time Savers* on the TRAIN2 diskette.

**After you have returned to the typing area you will see the message “Saved keystrokes recalled from (Time Savers).”**

**Press KEY PLAYBCK.**

**Press MSG.**

The message “Press KEY PLAYBCK to play all keystrokes; or press ENTER to single-step” appears.

**Press KEY PLAYBCK again.**

The keystrokes play back just as they were created. You receive a message like the one below.

```
WELCOME TO TIME SAVERS
  I hope you are having fun
    while you are learning
      when and how to use
        T I M E S A V E R S .
          You can do fun things
            with time savers, but
              most important, they help
                you be more efficient.
```

**Press END. Print the document if you wish.**

*To practice using Keystroke Save and Keystroke Store on your own, go on to the Self-Test.*

### SELF-TEST

Look at the document on the next page. Notice that the format changes and tables are identical. In this Self-Test you will:

- Save the keystrokes for the Format Change code, the table, and the Format Return code.
- Play back the keystrokes where needed.
- Store the keystrokes for future use. Name the keystrokes Bicycle Tables. You will use them in the next segment.

Create the following document:

Document name: Instructional Program

Diskette name: TRAIN2

Type the heading and first paragraph. Change the format using the following settings:

- Line Spacing to 2
- Adjust Line Endings to No
- Tabs at 30, 50, and 70

Remember to return to the original format.

Complete the document, playing back the keystrokes as needed. When you have completed the document, print it and compare it with the one on the next page.

## NEED FOR INSTRUCTIONAL PROGRAM FOR BICYCLE RIDERS

Because the council deemed it proper to refuse the Parks and Recreation Department the necessary monies last year to begin an instructional program for bicycle riders, a comprehensive study was completed during the past six months to substantiate the need for such a program. The study has been completed and the results are contained in this report.

<u>Response</u>	<u>Number</u>	<u>Percent</u>
Have license		
No license		
Total		

Separating the above data into female and male responses, it was determined that 500 (62.5%) hold valid city licenses.

<u>Response</u>	<u>Number</u>	<u>Percent</u>
Have license		
No license		
Total		

*To find out how you did, go on to the Feedback.*

### FEEDBACK 1

If your document is different from the one on the previous page, check the following:

- Did you begin saving keystrokes by pressing KEY SAVE?
- Did you press KEY SAVE before you pressed CHG FMT?
- Did you include the Format Return codes in your saved keystrokes?
- Did you stop saving keystrokes by pressing KEY SAVE?
- Did you press KEY PLAYBCK twice?
- Did you press REQST to store the keystrokes?

*For more practice using Keystroke Save and Store on your own, go on to the next Self-Test.*

**SELF-TEST 2**

In this Self-Test, you will recall keystrokes that have been stored.

Create the following document:

Document name: Keystrokes

Diskette name: TRAIN2

Recall the following stored keystrokes:

Name: Farewell

Diskette name: TRAIN2

When you have completed playing back the keystrokes, compare them with the document below.

```
I hope you have enjoyed
learning about
keystroke
save
and
p
l
a
y
b
a
c
k.
```

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

### FEEDBACK 2

If your document is different from the one on the previous page, check the following:

- Did you recall the keystrokes by pressing REQST and giving the name for the keystrokes?
- Did you play back the keystrokes by using KEY PLAYBCK?

*Prerequisites:*

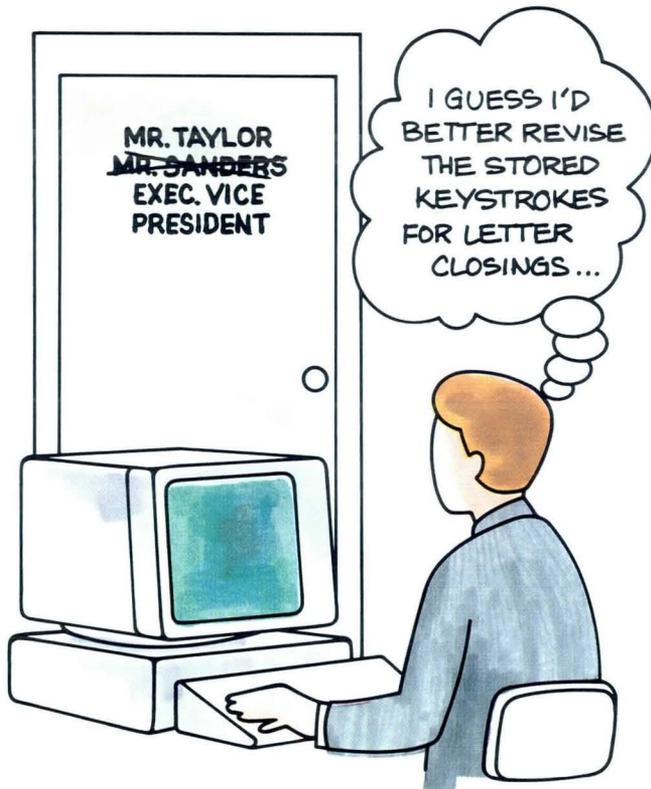
*You must have completed Diskettes, Lesson 2, Segment 1, and Segment 3 in this lesson*

# 4

This segment is for users of Textpack 6 only.

Assume you have saved a series of keystrokes and have stored them for future use. Now you find that you must change some of the keystrokes. Instead of completely retyping the keystroke sequence, you can revise the stored keystrokes. The Displaywriter allows you to add or delete keystrokes as you play them back.

Your goal for this segment is to be able to revise keystrokes.



**MAIN IDEA**

To add keystrokes, follow these steps:

1. Press **KEY PLAYBCK**.
2. Press **KEY PLAYBCK** again, then **ENTER** when you approach the point where you want to add keystrokes.
3. Continue to press **ENTER** until you reach the point where you want to add keystrokes.
4. Press **KEY SAVE**.
5. Press **MSG**.
6. Type the keystrokes to be added.
7. Press **KEY SAVE**.
8. Press **KEY PLAYBCK** or **ENTER** to play back the remainder of the keystrokes.

To delete keystrokes, follow these steps:

1. Press **KEY PLAYBCK**.
2. Press **KEY PLAYBCK** again, then **ENTER** when you approach the point where you want to delete keystrokes.
3. Continue to press **ENTER** until you reach the point where you want to delete keystrokes.
4. Press **DEL**.
5. Press **ENTER**.
6. Repeat Steps 3 and 4 until the desired keystrokes are deleted.
7. Press **KEY PLAYBCK** or **ENTER** to play back the remainder of the keystrokes.

To store the revised keystrokes:

- Store just as you stored the original keystrokes. Your revised version will replace the original version.

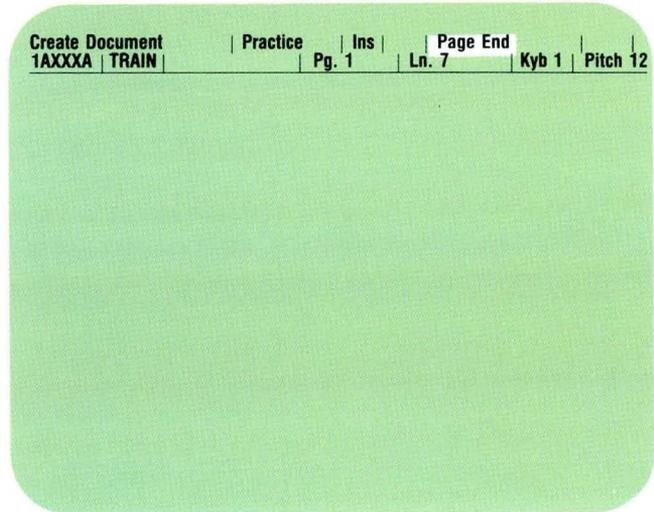
*If you have enough information about revising Keystroke Store, go on to the Demonstration. If you would like more detail, read the Help that follows.*

## HELP

### Adding Keystrokes

To add keystrokes:

1. Press **KEY PLAYBCK**.
2. Press **KEY PLAYBCK** again, then **ENTER** when you approach the point where you want to add keystrokes. Watch the far right of the first status line to see the next keystroke to be played back.
3. Continue to press **ENTER** until you reach the point where you want to add keystrokes.
4. Press **KEY SAVE** to begin saving keystrokes.
5. Press **MSG**.
6. Type the keystrokes to be added.
7. Press **KEY SAVE** to stop saving keystrokes.
8. Press **KEY PLAYBCK** or **ENTER** to play back the remainder of the keystrokes.



### Deleting Keystrokes

To delete keystrokes:

1. Press **KEY PLAYBCK**.
2. Press **KEY PLAYBCK** again, then **ENTER** when you approach the point where you want to delete keystrokes. Watch the far right of the first status line to see the next keystroke to be played back.
3. Continue to press **ENTER** until you reach the point where you want to delete keystrokes.
4. Press **DEL** to delete a keystroke.
5. Press **ENTER**.
6. Repeat Steps 3 and 4 until the desired keystrokes are deleted.
7. Press **KEY PLAYBCK** or **ENTER** to play back the remainder of the keystrokes.  
You can also press **CANCL** if you do not want to play back the remaining keystrokes.

### Storing Revised Keystrokes

When you recall stored keystrokes and then revise them, you can store the revised keystrokes and replace the keystrokes that were originally stored. You store revised keystrokes just as you store original keystrokes. You store them with the same name, replacing the previous unrevised version. Follow the same steps to store the revised keystrokes you used to store the original keystrokes.

You will find the stored keystrokes listed in the Index of Diskette Contents under the name that you have given them. Stored keystrokes differ from documents in that typing tasks do not apply to them. That is, you cannot create, revise, or print keystrokes using the typing tasks. Work diskette tasks, however, do apply to stored keystrokes. For example, you can change a keystroke name, duplicate keystrokes to another diskette, or delete keystrokes.

*To practice revising Keystroke Store, go on to the Demonstration.*

**DEMONSTRATION**

In this Demonstration you will revise keystrokes that have been stored for you. The keystrokes are similar to the ones you saved in the previous segment. In the text below, notice that the indented text is somewhat different from the keystrokes you stored earlier.

California (the state name, not the street name) is abbreviated rather than spelled out. In this Demonstration you will revise the state name to look like the one shown.

The following report is for the period July, 1983, through September, 1983. Additional copies of this report can be obtained from the Public Relations and Advertising Department:

Research Foundation of America  
789 California Street  
San Francisco, CA 94104

Selling, development and engineering, and general and administrative expenses increased 12.0% in this quarter. This increase was in line with the growth in the business, and reflects higher costs of employee compensation and benefits, and a continued buildup of resources to meet increased business demands. An additional discussion of these increases can be obtained by writing:

Research Foundation of America  
789 California Street  
San Francisco, CA 94104

**Create the following document:**

Document name: Quarterly Report

Diskette name: TRAIN2

**Go to the typing area.**

**Type the paragraph below.**

The following report is for the period July, 1983, through September, 1983. Additional copies of this report can be obtained from the Public Relations and Advertising Department: ↵

↵

Now you will recall the saved keystrokes for the Format Change code, company name and address, and Format Return code.

The name of the stored keystrokes is *Address*, which is stored on the TRAIN2 diskette.

**Recall saved keystrokes named Address.**

**Press KEY PLAYBCK once.**

The message "Press KEY PLAYBCK to play all keystrokes, or press ENTER to single-step" appears.

**Look at the highlighted area on the first status line.**

The words *Change Format* appear. This is the first keystroke to be played back.

Now you want to play back the keystrokes until the first *a* in *California* (the state, not the street) appears highlighted on the first status line.

To do this you will press KEY PLAYBCK to begin playing back all keystrokes, then press ENTER when you approach the first *a*.

**Press KEY PLAYBCK then ENTER when you approach the *a* in *California* (state).**

**Continue to press ENTER until you reach the first *a* in *California* (state).**

Now you will delete the keystrokes *alifornia*.

**Press DEL.**

The prompt “Press ENTER to delete the next keystroke or press CANCL” appears.

**Press ENTER.**

The character *a* is deleted.

**Press DEL.**

**Press ENTER.**

**Continue to delete the characters until SPACE appears on the first status line.**

To add the letter *A*:

**Press KEY SAVE.**

The system begins saving keystrokes.

**Press MSG.**

The message “When finished saving keys, press KEY SAVE again” appears.

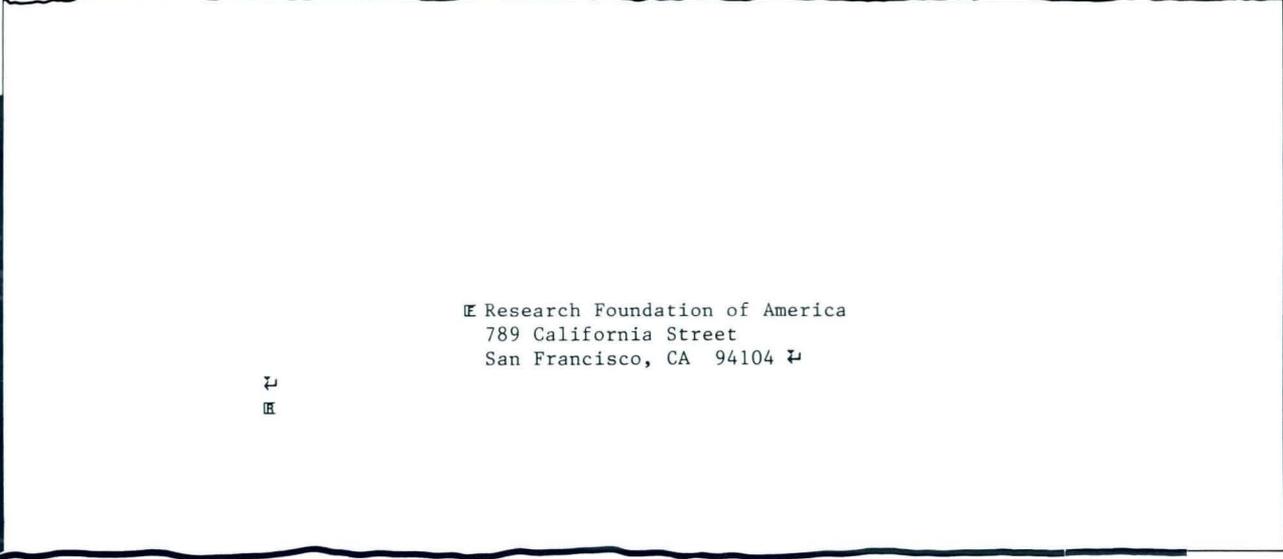
**Type A**

**Press KEY SAVE.**

The system stops saving the keystrokes.

Press **KEY PLAYBCK** to play back the remaining stored keystrokes.

The zip code plays out.



Ⓜ Research Foundation of America  
789 California Street  
San Francisco, CA 94104 ↵

↵  
Ⓜ

**Type the second paragraph.**

Selling, development and engineering, and general and administrative expenses increased 12.0% in this quarter. This increase was in line with the growth in the business, and reflects higher costs of employee compensation and benefits, and a continued buildup of resources to meet increased business demands. An additional discussion of these increases can be obtained by writing: ¶

**Press KEY PLAYBCK twice.**

The revised keystrokes play back for the bottom part of the document.

¶ Research Foundation of America  
789 California Street  
San Francisco, CA 94104 ¶

Now you will store the revised keystrokes for future use.

**Press REQST.**

The Textpack Request Tasks menu appears.

**Choose Store Saved Keystrokes.**

The name of the original stored keystrokes is Address. You will replace the original keystrokes with the revised version.

**Type *Address* and diskette name if necessary**

The message “(Address) already exists” appears.

The prompt “Press ENTER to continue or press END” appears.

**Press ENTER to continue.**

The revised keystrokes replace the original keystrokes named Address.

*To revise Keystroke Store on your own, go on to the Self-Test.*

**SELF-TEST**

The illustrated document is a revision to the document named Instructional Program that you created in the previous segment. There are two revisions to the keystrokes that you saved and stored. One is to delete the third column heading and the other is to change *Have* to *Current*.

Create the following document:

Document name: Instructional Program Update

Diskette name: TRAIN2

Type the heading and first paragraph.

Recall and revise the keystrokes named Bicycle Tables. Play back the revised keystrokes as needed. Then store the revised keystrokes for future use.

Complete the Self-Test, then compare your document with the one in the Feedback section.

## NEED FOR INSTRUCTIONAL PROGRAM FOR BICYCLE RIDERS

Because the council deemed it proper to refuse the Parks and Recreation Department the necessary monies last year to begin an instructional program for bicycle riders, a comprehensive study was completed during the past six months to substantiate the need for such a program. The study has been completed and the results are contained in this report.

<u>Response</u>	<u>Number</u>	<u>Percent</u>
<i>e</i> <u>Current</u> Have license		
No license		
Total		

Separating the above data into female and male responses, it was determined that 500 (62.5%) hold valid city licenses.

<u>Response</u>	<u>Number</u>	<u>Percent</u>
<i>e</i> <u>Current</u> Have license		
No license		
Total		

To see how you did, go on to the Feedback.

**FEEDBACK**

If your document is different from the one illustrated on the next page, check the following:

- Did you recall the keystrokes by pressing REQST and giving the name of the keystrokes?
- Did you play back the keystrokes by using ENTER?
- Did you revise the keystrokes by using DEL to delete and KEY SAVE to add?
- Did you press REQST and store the revised keystrokes replacing the original version?

## NEED FOR INSTRUCTIONAL PROGRAM FOR BICYCLE RIDERS

Because the council deemed it proper to refuse the Parks and Recreation Department the necessary monies last year to begin an instructional program for bicycle riders, a comprehensive study was completed during the past six months to substantiate the need for such a program. The study has been completed and the results are contained in this report.

<u>Response</u>	<u>Number</u>
Current license	
No license	
Total	

Separating the above data into female and male responses, it was determined that 500 (62.5%) hold valid city licenses.

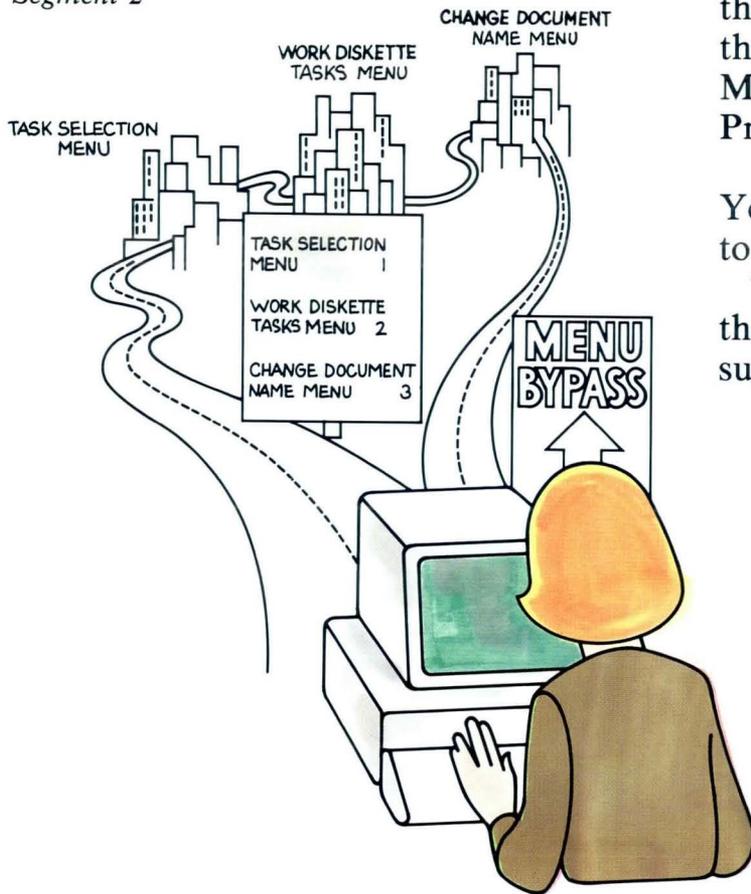
<u>Response</u>	<u>Number</u>
Current license	
No license	
Total	



## Using Menu Shortcuts

### Prerequisites:

You must have completed  
*Common Text Applications, Lessons 1 and 2, Segments 1 and 2, and Diskettes, Lesson 2, Segment 2*



**5** When you have worked with the Displaywriter functions, you will become familiar with the sequence in which menus appear.

The Displaywriter has three functions that help you to move more quickly through the menus. These functions are Menu Bypass, Batch Menu Access, and Prompt Line Shortcuts.

Your goal for this segment is to be able to use the three menu shortcuts.

To complete this segment, you must use the Abbreviations for Menu Bypass card supplied with your Displaywriter.

**MAIN IDEA**

The three shortcuts that can speed your progress through the Displaywriter menus are:

- Prompt Line Shortcuts
- Batch Menu Access
- Menu Bypass

**Prompt Line Shortcuts**

*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.

*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.

#### **Batch Menu Access**

If you know the order of the menus you want and the selections in each menu, you can make all the selections at once.

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

#### **Menu Bypass**

You can access a menu or function directly without going through the standard sequence of menus.

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.

*If you have enough information about using menu shortcuts, go on to the Demonstration.*

**HELP**

As you become familiar with the system, and do certain jobs often, you may find yourself wishing to move through menus faster. You can do so by using the following three shortcuts.

**Using Prompt Line Shortcuts**

**Shortcut for Your Choice Menus.** Menus with Your Choice selections prompt “Type ID letter to choose ITEM; press ENTER.” You can respond by typing *both* the menu item and choice.

CREATE OR REVISE DOCUMENT			
ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Document Comment		
b	Change Document Format		
c	Change Alternate Format		
d	Preserve Page Numbers	2	1 = Yes 2 = No

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: a Correspondence 10/15/82

**Shortcut for Naming Document.** You can save time by typing the task item, a space, and the document name all at once after the prompt “Type ID letter to choose ITEM; press ENTER” appears.

**Shortcut for Naming Document and Diskette.** When you specify the document and diskette names, you can save time by selecting the task item, naming the document, and naming the diskette all at once.

## TYPING TASKS

## ID ITEM

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

Type ID letter to choose ITEM; press ENTER: a Randall letter

## TYPING TASKS

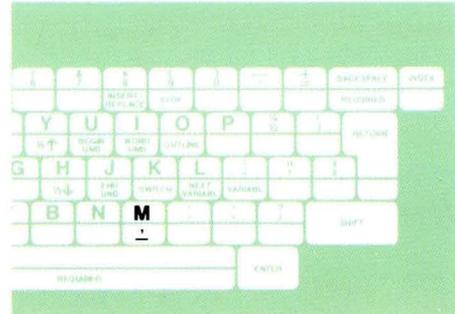
## ID ITEM

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

Type ID letter to choose ITEM; press ENTER: a Randall letter , TRAIN

When the prompt “Type ID letter to choose ITEM; press ENTER” appears:

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



### Using Batch Menu Access

Batch Menu Access allows you to make selections in menus before the menus appear on the screen. Instead of waiting for each menu to appear before making your choice, you can enter all your selections in sequence. The menus begin to appear as soon as you enter your first selection. All of the menus will appear in the proper sequence, but the process is completed in less time.

You may not want to use Batch Menu Access when you first begin doing your own work, because you may not remember the order in which the menus appear. After some practice, however, you may remember the order of the selections and may be able to use Batch Menu Access easily.

#### TYPING TASKS

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

#### TASK SELECTION

ID	ITEM
a	Typing Tasks: Create, Revise or Paginate Documents
b	Work Diskette Tasks: Delete or Duplicate Documents, Duplicate, Condense or Erase/Initialize (Name) Diskette,

#### WORK DISKETTE TASKS

ID	ITEM
a	Delete Document
b	Duplicate Document
c	Change Document Name
d	Change Diskette Name
e	Duplicate Diskette

#### CHANGE DOCUMENT NAME

ID	ITEM	YOUR CHOICE
a	Document Name	Letter
b	Document Comment	Word Processing Slides for Melrose



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

A reference card with Abbreviations for Menu Bypass lists the keywords and short forms that the system recognizes. This reference card is included in your training materials. You can use either the keyword or the short form. Keep the reference card in a convenient place and refer to it when necessary. You can also create your own abbreviations for the Menu Bypass items. To learn how to do this, see *Diskettes*, Lesson 3, Segment 1.

Not all Menu Bypass options are recognized at all times. When you type an abbreviation that is not allowed, the message “(abbrv) not allowed at this time” appears. Menu Bypass *cannot* be used:

- From the Task Selection menu.
- From the Textpack Program Diskette Tasks menu.
- To access items in the Textpack Program Diskette Tasks menu.
- To access Feature Diskette Tasks.

*To practice using menu shortcuts, go on to the Demonstration.*

#### ABBREVIATIONS FOR MENU BYPASS

	KEYWORD	SHORT FORM
<b>TYPING TASKS</b>		
Create Document	create	c
Display Index of Diskett Contents	index	i
Paginate Document	paginate	pg
Print Document	print	p
Revise Document	revise	r
<b>DOCUMENT OPTIONS</b>		
Alternating Header and Footer	althf	ahf
Begin Keep	begkeep	bk
Begin Using Alternate Format	altfmt	af
Begin Using Document Format	docfmt	dcf
Display Codes = No	codeno	cdn
Display Codes = Yes	codeyes	cdy
End Keep	endkeep	ek
Get	get	g
Global Replace/Delete	global	gl
Header and Footer	hf	hf
Include	include	inc
Line Format	linefmt	lf
Margins and Tabs	martab	mt
Mid-Line Typestyle	type	ty
Page Format	pgfmt	pf
Page Number	pgnum	pn
Return All Formats to Starting Choice	retfmt	rf
Return Line Formats, Margins & Tabs to Starting Choice	retlinefmt	rlf
Return to Typing Area or to CREATE/REVISE		

**DEMONSTRATION 1**

In this Demonstration you will use Prompt Line Shortcuts and Batch Menu Access. You will add a document comment, and change line spacing from single spacing to double spacing.

To revise the document named Menu Shortcuts using the shortcut for naming the document:

**Type the letter in the Typing Tasks menu for Revise Document.**

**Type one space.**

**Type *Menu Shortcuts***

**Press ENTER.**

**If necessary, type diskette name, TRAIN2**

**Press ENTER.**

The Create or Revise Document menu for menu shortcuts appears.

Now you will add a document comment using the shortcut for Your Choice menus.

**Type the letter for the document comment item.**

**Type one space.**

**Type *ABC Company***

**Press ENTER.**

*ABC Company* appears under the YOUR CHOICE column.

**DEMONSTRATION 2**

This portion of the Demonstration teaches you to make a line format change using Batch Menu Access. Because you probably don't remember the exact selections from each menu, the selections are provided.

When you reach the step to type the selections, read the list first. Then, following the list, type the selections one right after the other. Do not pause or wait for a menu to appear before typing the next selection.

**Go to the typing area.**

**Leave the cursor under the *T* in *The ABC Company*.**

**Read the following list of keys. Then press each key in the sequence listed without pausing.**

- CHG FMT
- a
- ENTER
- a
- Space
- 2
- ENTER
- ENTER
- ENTER

The ABC Company is organized to conduct business throughout the world. We are organized into the following areas:

**Real Estate:**

This area manages the selection and acquisition of sites, the design and construction of buildings, and the purchase or lease of facilities for all operations throughout the world. Members of this staff are highly trained and qualified to assess real estate projects in the United States, as well as our worldwide environmental programs and provide facility services to selected headquarters locations.

**Marketing:**

This area is responsible for the marketing of our wide range of products in the United States and its territories. An internal function of this area is to provide maintenance and related services for customers.

**Development and Manufacturing:**

This area has world-wide development and U.S. manufacturing responsibility for the technology requirements of all products.

The three areas operate as independent units and are coordinated by corporate headquarters in New York City.

Each of the keys you pressed was a step in the sequence of steps to create a line format change. Even though you typed them very quickly, the system remembered the sequence and then caused the correct menus to appear in order. After all the menus appeared, the system returned to the typing area.

Now you will return to the original format.

**Place the cursor under the Required Carrier Return code that appears on the line below *areas*:**

**Press CHG FMT.**

**Type *c***

**Press ENTER.**

The typing area appears.

**Press END.**

The ABC Company is organized to conduct business throughout the world. We are organized into the following areas: 2

**Real Estate:**

This area manages the selection and acquisition of sites, the design and construction of buildings, and the purchase or lease of facilities for all operations throughout the world. Members of this staff are highly trained and qualified to assess real estate projects in the United States, as well as our worldwide environmental programs and provide facility services to selected headquarters locations.

**Marketing:**

This area is responsible for the marketing of our wide range of products in the United States and its territories. An internal function of this area is to provide maintenance and related services for customers.

**Development and Manufacturing:**

This area has world-wide development and U.S. manufacturing responsibility for the technology requirements of all products.

The three areas operate as independent units and are coordinated by corporate headquarters in New York City.

**DEMONSTRATION 3**

In this Demonstration you will use Prompt Line Shortcuts and Menu Bypass. You will change line spacing from single spacing to double spacing and change the document name.

You will choose Revise to access the document named Menu Shortcuts using the shortcut for naming document and diskette.

**Type the letter in the Typing Tasks menu for Revise Document.**

**Type one space.**

**Type *Menu Shortcuts***

**Type the , separator character (CODE + M).**

**Type *TRAIN2***

**Press ENTER.**

**Press ENTER.**

Now you will make a line format change using Menu Bypass.

Place the cursor under the Tab code ( →| ) in front of *The three areas*.

Press **MENU BYPASS**.

The prompt “Type abbreviation; press ENTER” appears. Now you will go to the Line Format menu.

Type *lf*, then press **ENTER**.

The Line Format menu appears.

Type *a*

Type one space.

Type *2*, then press **ENTER**.

The *2* appears under the **YOUR CHOICE** column.

Press **MENU BYPASS**.

The prompt “Type abbreviation; press ENTER” appears. Now you will return to the typing area.

Type *rt*, then press **ENTER**.

You are now back in the typing area.

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**Real Estate:**

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**Marketing:**

This area is responsible for the marketing of our wide range of products in the United States and its territories. An internal function of this area is to provide maintenance and related services for customers.

**Development and Manufacturing:**

This area has world-wide development and U.S. manufacturing responsibility for the technology requirements of all products.

→ The three areas operate as independent units and are coordinated by corporate headquarters in New York City.

Now you will return the line format to the starting choice.

**Place the cursor under the Required Carrier Return code on the line after *City*.**

**Press MENU BYPASS.**

**Type *rlf*, then press ENTER.**

To see the Line Format Return code, move the cursor to the left.

Now you will go to the Change Document Name menu using Menu Bypass.

**Press MENU BYPASS.**

**Type *dcn*, then press ENTER.**

**Load the program diskette, if necessary.**

**Type *Menu Shortcuts***

**Press ENTER to go to the Change Document Name menu.**

The ABC Company is organized to conduct business throughout the world. We are organized into the following areas:

**Real Estate:**

This area manages the selection and acquisition of sites, the design and construction of buildings, and the purchase or lease of facilities for all operations throughout the world. Members of this staff are highly trained and qualified to assess real estate projects in the United States, as well as our worldwide environmental programs and provide facility services to selected headquarters locations.

**Marketing:**

This area is responsible for the marketing of our wide range of products in the United States and its territories. An internal function of this area is to provide maintenance and related services for customers.

**Development and Manufacturing:**

This area has world-wide development and U.S. manufacturing responsibility for the technology requirements of all products.

The three areas operate as independent units and are coordinated by corporate headquarters in New York City. ㄱ

ㄱ

Now you will change the document name and document comment using the shortcut for Your Choice menus.

Type *a*

Type one space.

Type *ABC Company*.

Press ENTER.

Type *b*

Type one space.

Type *Menu Shortcuts*

Press ENTER.

*There is no Self-Test for this segment.*

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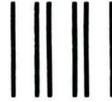
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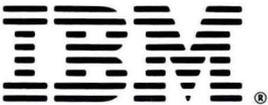
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