



WANG

2200

Word Processing Software
Operator's Guide

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WANG

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WHY AN INTERIM MANUAL?

It has become standard policy for Wang Laboratories, Inc., to prepare an Interim User Manual for new products. Due to the planning, writing, screening, and printing procedures that each manual undergoes and the fact that an initial manual is generally written while a product is still under development, it is often impossible to provide a polished manual at the time a new product is delivered.

Therefore, the Interim Manual is provided to give you a working knowledge of the software and to give the Technical Writing Staff of Wang Laboratories, Inc., the opportunity to prepare a polished manual whose quality is equal to the quality of the software. Any comments regarding the contents of an Interim Manual would be greatly appreciated and should be forwarded to the Corporate Publications Department using the Customer Comment Form included as the last page of this manual.

To ensure that you receive a copy of the final manual, please return the Customer Comment Form with your name and address. Any questions you may have during this interim period should be directed in writing to the Corporate Publications Department.

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PREFACE

This manual provides word processing instructions for new users of Wang Laboratories' 2200 Word Processing Software system. It is designed for operator/system interaction in a step-by-step format. You learn how to operate the system by actually using it. As often as possible, pictures of the screens are included to show you exactly how your own screen should appear at each step.

Since the 2200 Word Processing Software system is so easy to learn, in about an hour you should complete the first two chapters: "2200 Word Processing Software System Description" and "Basic Instructions" (creating, editing, and printing your first letter). The other chapters build on the basics you learn in these preliminary chapters.

Chapters 3 through 8 introduce and describe all the keys and functions necessary for creating and editing the majority of your word processing documents. In each chapter you create, print, edit, and reprint a letter, memo, or brochure, practicing and learning use of the keys as you progress.

The remaining chapters describe in detail the other keys and functions available through the 2200 Word Processing Software system. Each chapter has exercises for you to perform using the documents you created in earlier chapters.

We recommend you read and experiment with the entire manual. Sections that may not pertain to your particular applications could prove useful in the future.

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CHAPTER 1
2200 WORD PROCESSING SOFTWARE SYSTEM DESCRIPTION

1.1 INTRODUCTION

2200 Word Processing Software (2200/WP) is designed to run on four computers in Wang's 2200 Series. They are: the VP, SVP, LVP, and MVP. Each of these computers contains unique characteristics which distinguish it from the others. However, all 2200 Series computers have the following four components in common, and you utilize these four components each time you operate your 2200/WP system.

- . A terminal with a typewriter-like keyboard and a Cathode Ray Tube (CRT) viewing screen.
- . A Central Processing Unit (CPU) that connects all other parts of the system.
- . Disk storage devices which provide document filing space and contain the programs and data used in creating, editing, printing, and filing word processing documents.
- . Printers which can produce error-free documents at speeds from 35 characters per second to 18 pages per minute.

Both word processing and data processing functions can be performed from the same 2200/WP terminal; however, this manual provides word processing instructions only.

Word processing is a logical, step-by-step procedure. You type on a familiar keyboard, and everything you type appears on the screen. You make changes, if necessary, and then print error-free documents. If revisions to a printed document are required, you recall the document, make corrections on the screen, and reprint the revised pages or the entire document.

You can change anything you wish. You can insert, delete, or replace words, sentences, paragraphs, or pages, and the 2200/WP automatically realigns the rest of the text as revisions and corrections are made.

You operate at your maximum speed with a 2200/WP, because errors, erasures, and key jams are not a concern. Margins, indented text, centering, and carriage returns are handled automatically, and you can add, delete, or change text by striking over or inserting new text. Revisions are fast, easy, and invisible, because you make them on the screen instead of on the paper.

After reading this chapter, you will have a basic understanding of how the system works, and how these components interact.

1.2 THE KEYBOARD

The 2200/WP terminal keyboard is illustrated in the figures on the following pages. Figure 1-1 is an overall picture of the keyboard, and Figures 1-2 through 1-5 show the four "zones" that make up the complete keyboard. Keys can be used for both data processing (programming mode) and word processing (2200/WP operator's mode), depending on the position of the toggle switch in the upper left corner of the keyboard (Figure 1-5). Key functions vary, depending on the mode, but this manual only provides descriptions of the keys in 2200/WP operator's mode.

The keys in Zone 1 (Figure 1-2) are similar to standard typewriter keys; they are used in essentially the same way. Zone 2 (Figure 1-3) is comprised of the keys to the immediate right of the typewriter-like keys. The keys in Zone 2 are used for moving about and inserting and deleting material within existing text. Zone 3 (Figure 1-4) includes the calculator-style keypad on the extreme right of the keyboard. These keys are used for rapid numeric entry during statistical typing. Zone 4 (Figure 1-5) includes the Special Function Keys (SFKs) located on the top row of the keyboard.

Two SFKs (MERGE and STOP) provided on the 2200/WP terminal keyboard are not functional in the 2200/WP system. These keys are provided with the idea of future enhancements to the 2200/WP system. When these keys are pressed, graphics (| , ■) appear on the screen. The 2200/WP system is not presently capable of interpreting these graphics. However, Wang's Office Information System (OIS) equipment can utilize the messages entered by these keys to perform the specified functions. For further details, see Appendix F of this manual and Wang's OIS Operator Guide.

As you will notice in the illustrations, the Decimal Tab and RETURN keys each appear in two locations (refer to the shaded keys in Figure 1-1). Duplication of these keys aids in rapid entry while performing such operations as heavy text editing or statistical typing.

NOTE

The bracket keys print as 1/2 and 1/4 symbols on some printers.

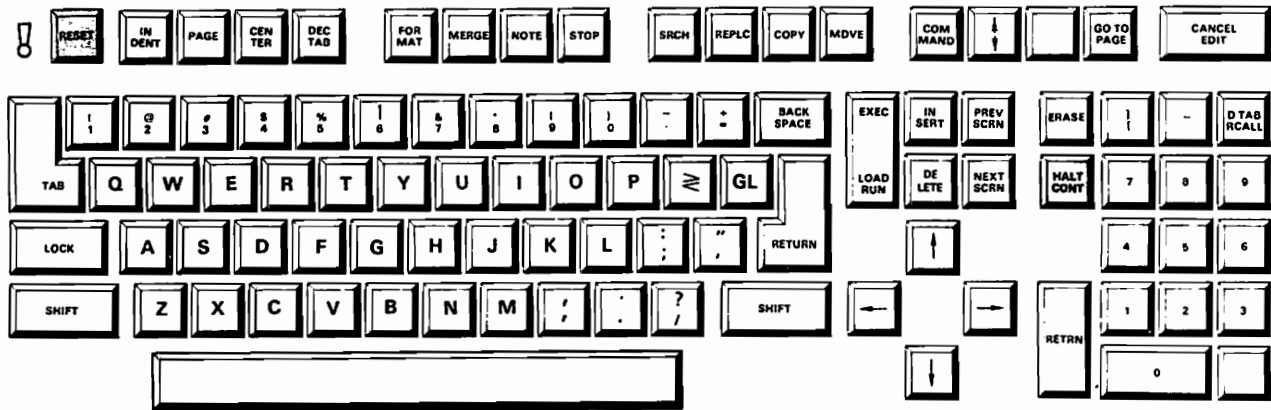


Figure 1-1. 2200/WP Terminal Keyboard

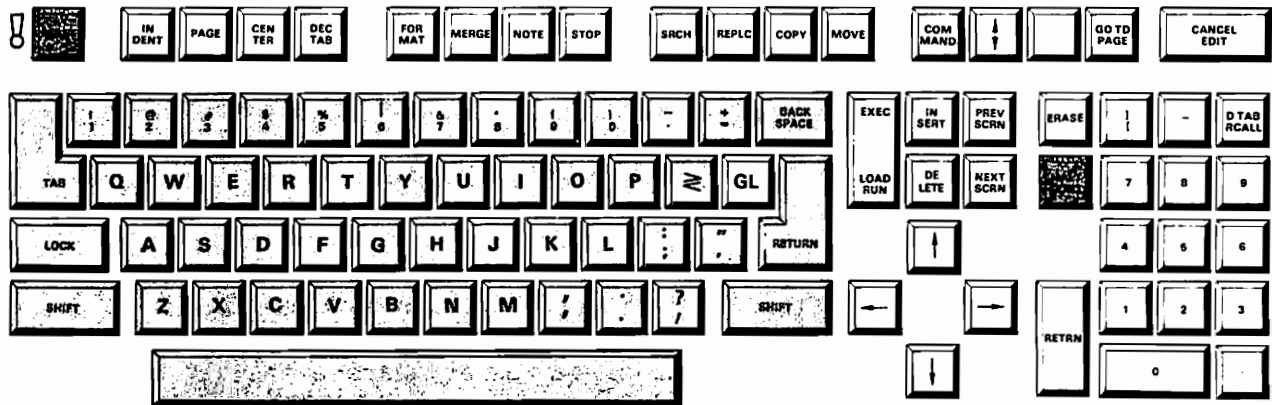


Figure 1-2. Zone 1 (Shaded Keys)

NOTE

With the exception of the SHIFT LOCK key, the key functions are identical to typewriter keys. SHIFT LOCK does not produce uppercase numerics (i.e., !, @, #). In order to produce the uppercase forms of the numeric characters, SHIFT must be pressed and held while pressing the desired key.

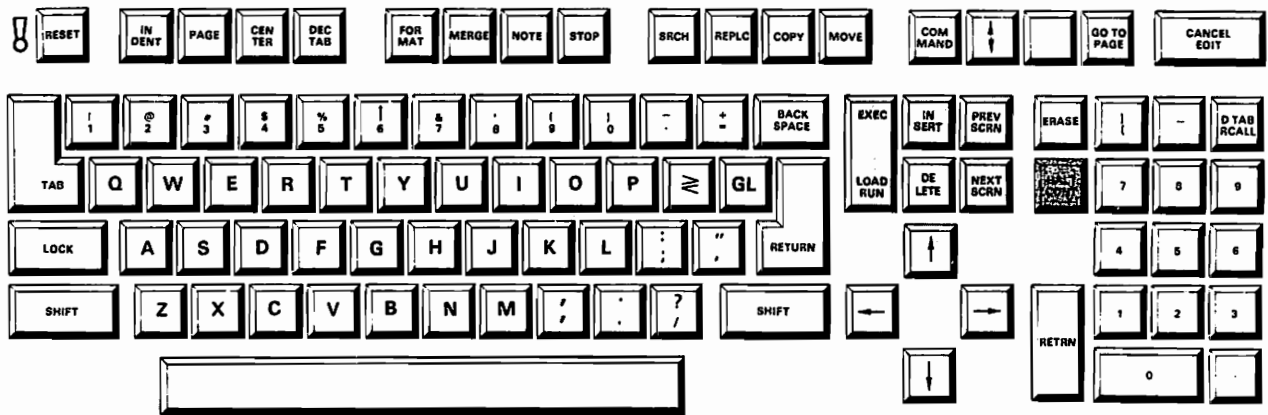


Figure 1-3. Zone 2 (Shaded Keys)

1.2.1 Descriptions of Zone 2 Keys

EXEC LOAD RUN	Pressing EXEC (EXECUTE) accepts or approves an operator function or action. LOAD and RUN are not functional when the WP software is running.
Cursor Control Keys	These keys move the cursor in the indicated directions (north (↑), south (↓), east (→), west (←)).
INSERT	Allows characters, words, sentences, paragraphs, or entire sections of text to be inserted within a document.
DELETE	Allows characters, words, sentences, paragraphs, or entire sections of text to be deleted from a document.
PREV SCRN	Allows the previous screenload of text to be viewed.
NEXT SCRN	Allows the next screenload of text to be viewed.

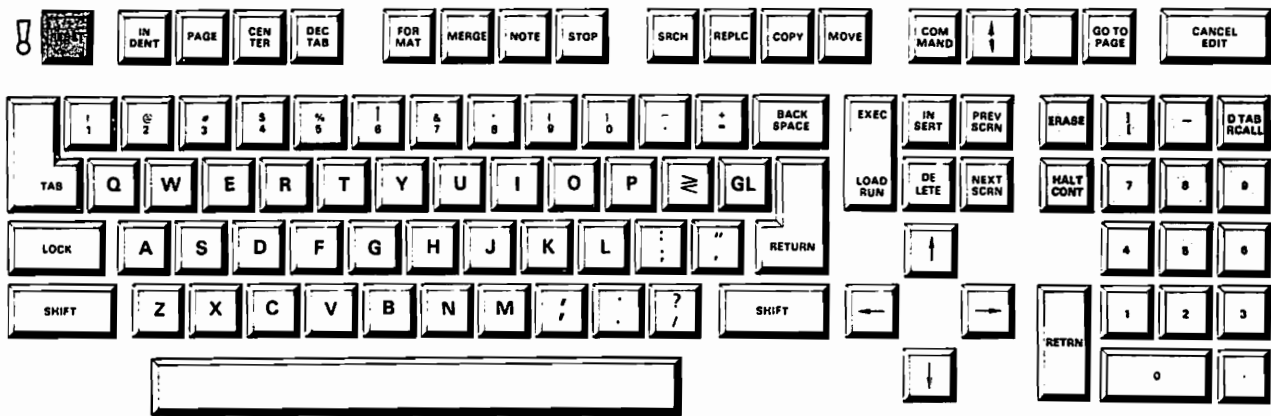


Figure 1-4. Zone 3 (Shaded Keys)

1.2.2 Descriptions of Zone 3 Keys

ERASE Not functional in 2200/WP operator's mode.

HALT CONT Not functional in 2200/WP operator's mode.

] [Brackets.

- Hyphen.

DTAB RECALL DTAB (Decimal Tab) functions identical to DEC TAB in Zone 4 (Figure 1-5). RECALL is not functional in 2200/WP operator's mode.

Numbers 0-9 The Numeric Keypad has a convenient calculator setup for statistical typing. Number characters in both uppercase and lowercase provide rapid numeric entry.

. Decimal Point.

RETRN Functions identical to the RETURN key in Zone 1 (Figure 1-2).

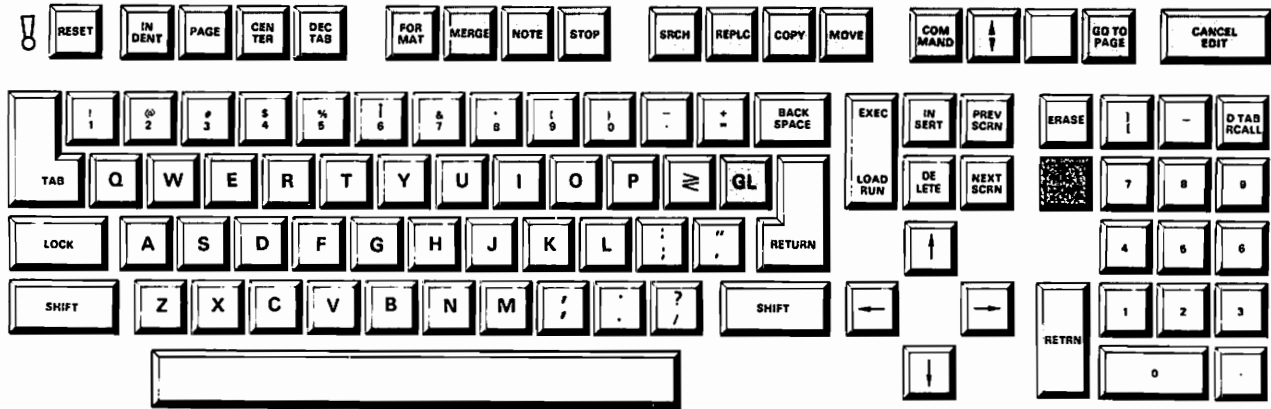


Figure 1-5. Zone 4 (Shaded Keys)

1.2.3 Descriptions of Zone 4 Keys

- Toggle Switch** UP position -- programming mode.
DOWN position -- 2200/WP operator's mode.
- RESET** Not functional in 2200/WP operator's mode.
- INDENT** Indents a line and all subsequent lines until RETURN is touched.
- PAGE** Defines the end of a page of text.
- CENTER** Automatically centers a line of text.
- DEC TAB** Automatically aligns columns of numeric data by decimal points according to specified tab positions.
- FORMAT** Allows you to define vertical spacing, tab stops, and line lengths on a page of text.
- MERGE** Provided for future enhancement and compatibility with an OIS. This function will allow you to combine and print documents for such purposes as personalizing routine mailings.
- NOTE** Allows you to write notes within a document.
- STOP** Provided for compatibility with an OIS.
- SRCH** Allows you to locate a specified character sequence within a document.
- REPLC** Allows a specified character sequence to be replaced with another within a document.

COPY	Allows text to be copied from one portion of a document to another.
MOVE	Allows text to be relocated within a document.
COMMAND	Used in conjunction with other keys, it allows various special operations to be performed.
 	Allows formulas and equations containing super or subscripts to be created.
GO TO PAGE	Instructs the system to proceed directly to a specified page within a document.
CANCEL	Forces the termination of any operator-defined function or operation.
GLOSSARY	Allows commonly used words, phrases, or paragraphs to be stored, then retrieved, in only two keystrokes.

1.3 THE TERMINAL

The terminal consists of these basic parts.

- . A keyboard similar to that of a standard electric typewriter, with the addition of certain keys to make document creation and revision easier. As you type on the keyboard, each character or letter appears on the screen for viewing.
- . A CRT screen, 80 characters wide by 24 lines long, with green, easy-to-read characters. Contrast and brightness controls allow you to adjust the screen as necessary.

Depending on the system configuration, one 2200 CPU running 2200/WP can support up to eight terminals. In addition, each terminal can access the system printer. If desired, a separate printer can be attached to any terminal for exclusive use by that terminal.

1.4 THE CENTRAL PROCESSING UNIT

The Central Processing Unit consists of the following basic parts.

- . An arithmetic unit designed to perform addition and multiplication functions (i.e., calculating total keystrokes).
- . A control unit which connects all parts of the computer. Information entering or leaving any part of the system must pass through the CPU before being sent to its appropriate destination.

1.5 DISK STORAGE DEVICES

Two types of disk storage are available for use with 2200/WP.

- . An archive diskette drive that stores operational instructions and documents. It contains an archive diskette. This is a removable storage device similar in size and shape to a 45 RPM phonograph record. It holds up to 116 pages of text, and can be removed and put in a file for later use.
- . A hard disk drive containing platter-like storage media which can hold various amounts of text depending on the system model.

For further information about disks and diskettes, refer to Chapter 8, "Document Filing (Archiving)" and Appendix E, "Care, Handling, and Filing of Diskettes".

1.6 THE PRINTER

The printer has the following characteristics.

- . Prints either 10-pitch (pica) or 12-pitch (elite). The pitch is determined by a switch on the printer.
- . Prints bidirectionally (left-to-right and then right-to-left on the next line) to make document production faster.
- . Has interchangeable print wheels, called daisy wheels. Each daisy wheel contains 96 characters. These wheels are similar to interchangeable elements on some electric typewriters, except that daisy wheels operate faster.

The recommended printer used with 2200/WP is a character printer that produces documents with a high print quality. The system can also use optional character or line printers to produce copies for various applications at speeds from 35 characters per second to 600 lines per minute. Many of these printers, however, do not produce letter-quality documents. This manual provides printer instructions which assume the operator is using the recommended character printer (unless otherwise specified). For further printer details, refer to Chapter 7 of this document or the appropriate Wang printer guides.

CHAPTER 2 BASIC INSTRUCTIONS FOR WORD PROCESSING

2.1 INTRODUCING THE SYSTEM

Throughout this manual, operations are described and followed with instructions in a step-by-step format. Follow the instructions, and then check the illustrated display to ensure that the appropriate actions were performed. The step-by-step examples allow you to familiarize yourself with all operational functions of the system and to gain proficiency in their use.

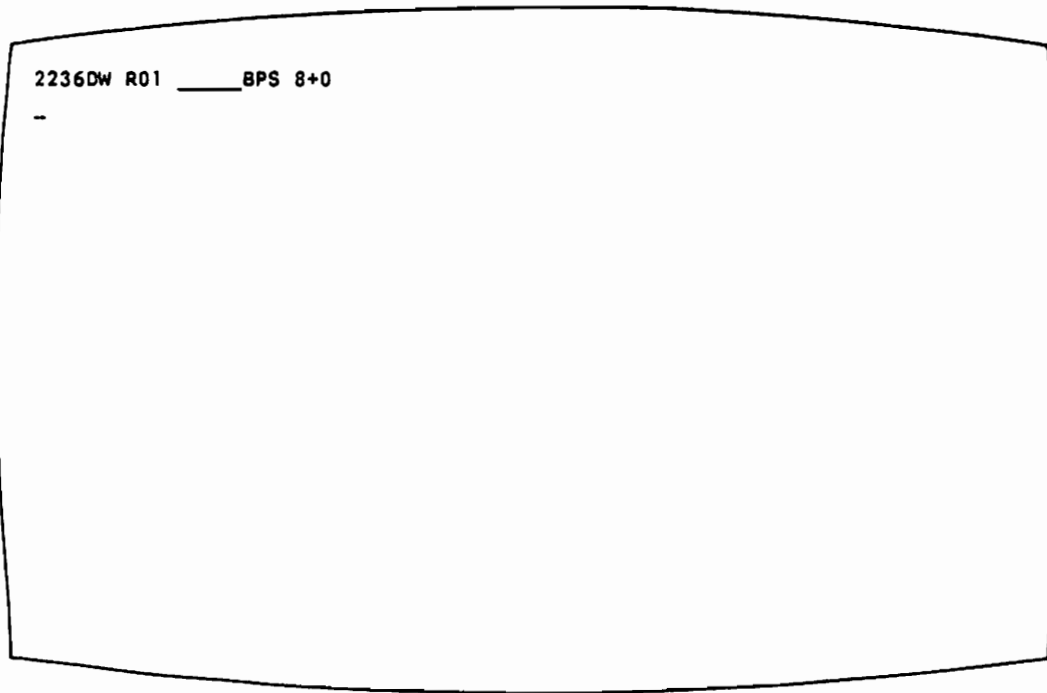
In this chapter, you will turn the system on and begin to acquaint yourself with 2200/WP.

2.1.1 System Startup

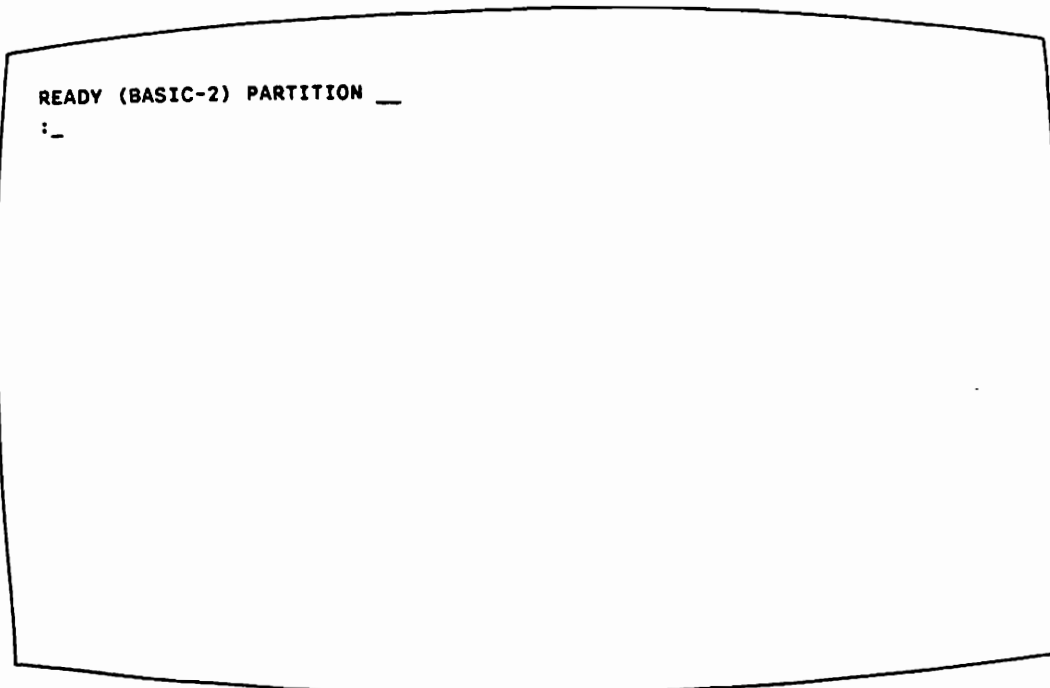
After your supervisor has turned the system on and performed the necessary initialization procedures, you may begin word processing at your terminal. (Instructions for daily initialization are provided in the 2200 Word Processing Software Supervisor's Manual.)

2.1.2 Daily Startup Procedures

1. First turn the terminal on by placing the ON/OFF switch in the UP (ON) position. The switch is located on the back right corner of the terminal. (You will turn the printer on later, when you are ready to use it.) When your terminal is on, a screen similar to the following appears to display the type of terminal you are using.



2. Next, place the toggle switch on the upper left corner of your keyboard in the UP (programming) position, since the next several steps are actually elementary data processing procedures.
3. Press the SHIFT key and the black RESET key simultaneously. The following screen appears.



You must now select the device address where your 2200/WP software is located.

NOTE

Commands typed while in programming mode appear in uppercase, whether or not the SHIFT key is pressed.

4. Without holding down the SHIFT key, type "SELECT DISK __" and press the RETURN key.*
5. When a colon appears, type "LOAD RUN" without holding down the SHIFT key, and then press RETURN. The 2200 Word Processing Software menu appears as follows.

* Device addresses are assigned by your supervisor.

WANG 2200 Word Processing System

Please Select Next Activity:

02/19/81

- Edit Old Document
- . Create New Document
- . Print Document
- . Special Print Functions
- . Document Index
- . Document Filing
- . Utilities
- . Glossary Functions

Notice that the date appears on the upper right of the screen. This date is entered through a system utility. Once entered, this date does not change unless the Change System Date utility is used (refer to Section 11.5).

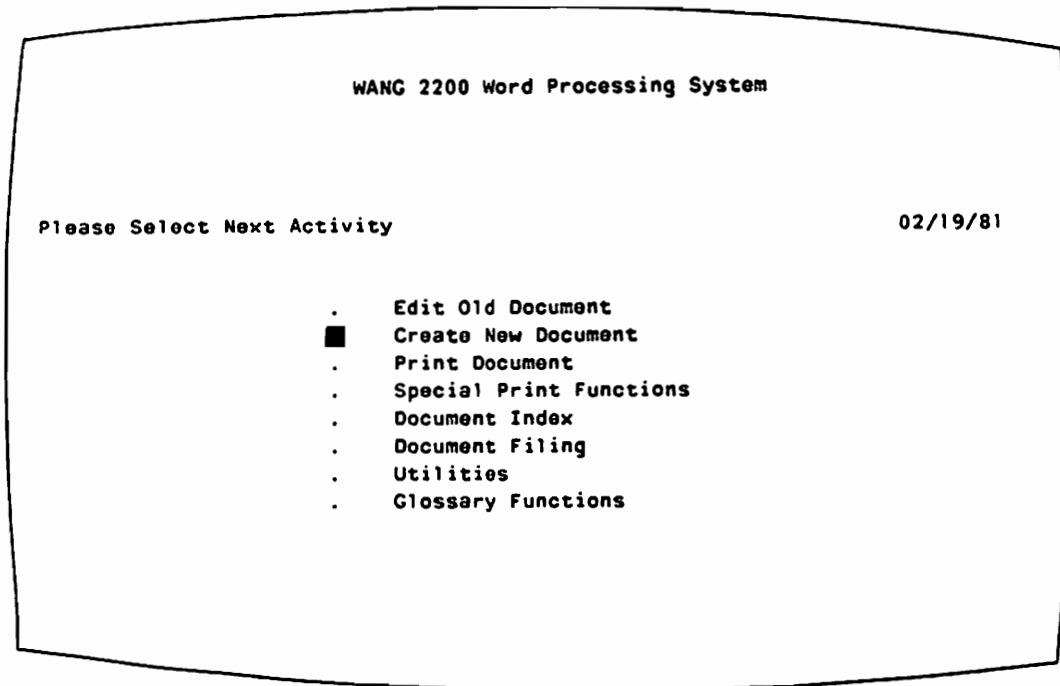
6. Now place the toggle switch in the DOWN (2200/WP operator's mode) position to enable word processing capabilities.

NOTE

It is extremely important that the toggle switch be placed in the DOWN position before attempting to create word processing documents. In programming mode (UP position), the system produces uppercase letter characters only, and interprets the word processing Special Function Keys (top of the keyboard) in an entirely different way.

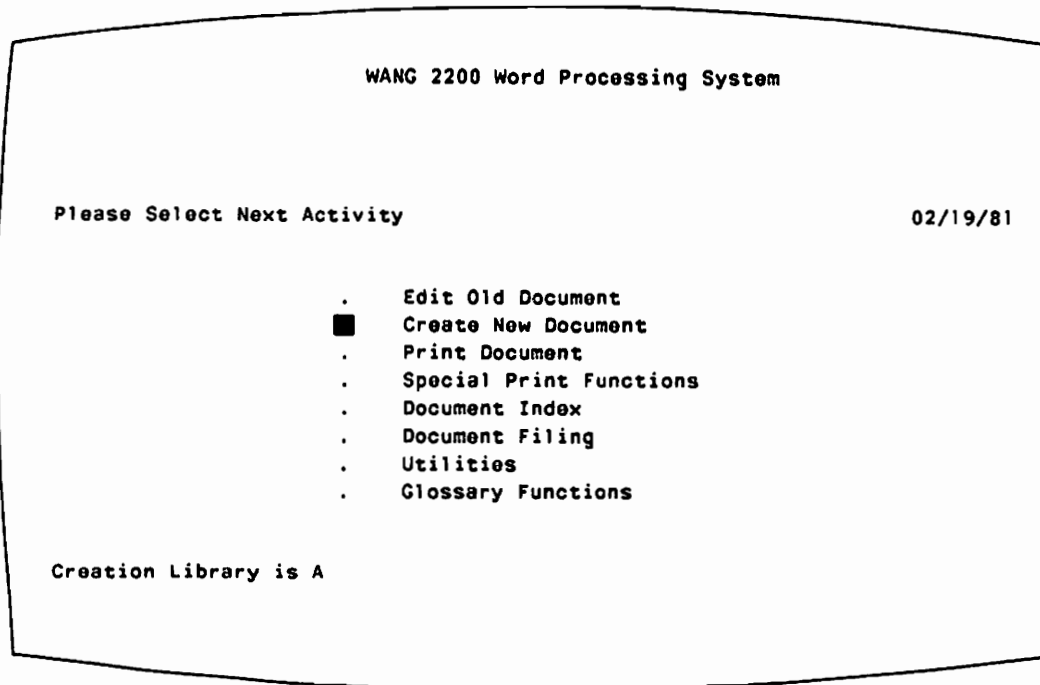
2.2 SYSTEM STARTUP MENU

When system startup is complete, the screen displays the following System Startup menu. You have a choice of several different alternatives. Complete the following steps to create a short document.



1. Press the Space Bar once. The Acceptance Block moves down from Edit Old Document to Create New Document. Press EXEC.

(Refer to Chapter 4 for definitions of some standard terms used in basic word processing operations; e.g., Acceptance Block and cursor positioning.)



The System Startup menu now displays the "Creation Library is __" prompt. This prompt designates which library the system is presently using. This library ID can be changed by striking over the old ID to enter the desired library letter.

Library creation and assignment are supervisory functions which are fully explained in the 2200 Word Processing Software Supervisor's Manual. Documents throughout this manual are created from Creation Library A. Your creation library may be different (any uppercase or lowercase letter from A through Z), as designated by your supervisor.

1. Press EXEC again, and the system displays the flashing message, "Getting Document Number".

2.3 DOCUMENT SUMMARY

After the system stops prompting "Getting Document Number", the Document Summary screen appears as follows. You should review this screen.

DOCUMENT SUMMARY

Document Id: 0001A
Document Name: _____
Operator: _____
Author: _____
Comments: _____

STATISTICS

OPERATION	DATE	TIME	WORKTIME	KEYSTROKES
Created	02/19/81	00:00	0000:00	
Last Revised	00/00/00	00:00	0000:00	
Last Printed	00/00/00	00:00		
Last Archived	00/00/00	00:00	onto Archive	
Total Pages:	1	Total Worktime:	0000:00	
Total Lines:		Total Keystrokes:		

The system has given your document an ID number. It numbers each document as it is created. Write this number down for later reference.

Created Date is preset by the system according to the date entered through the Utilities function. The 2200 is not presently equipped with a system clock; therefore, all fields pertaining to time remain zero-filled. The remaining statistics (i.e., total keystrokes) are reference material, generated by the system to be used later.

1. Type in the title "LEARNING THE KEYS" in the space next to Document Name. Press RETURN to go to the next line.

NOTE

If this title appears in all uppercase letters without holding down the SHIFT key or pressing SHIFT LOCK, you are still in programming mode. In this case, move the toggle switch (upper left corner of the keyboard) to the down (2200 operator's mode) position, and continue typing.

2. Type your name in the space next to Operator. Press RETURN.
3. Type your name in the space next to Author. Press RETURN.

4. Press EXEC to tell the system you have finished filling in this screen. The system displays the flashing message "Creating New Document", as follows.

```
DOCUMENT SUMMARY

Document Id:      0001A
Document Name:    LEARNING THE KEYS
Operator:         YOUR NAME
Author:           YOUR NAME

Comments:         _____

STATISTICS

OPERATION        DATE      TIME      WORKTIME      KEYSTROKES

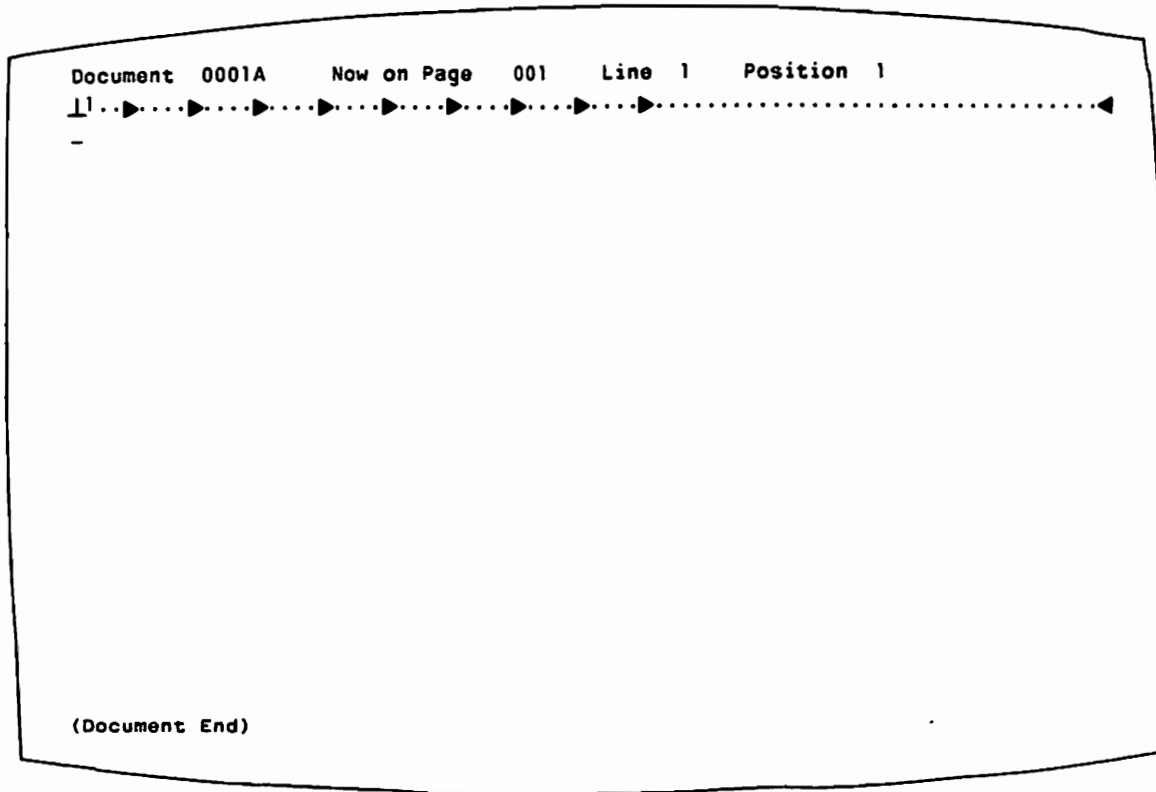
Created          02/19/81  00:00      0000:00
Last Revised     00/00/00  00:00      0000:00
Last Printed     00/00/00  00:00
Last Archived    00/00/00  00:00      onto Archive

Total Pages:     1 Total Worktime:      0000:00
Total Lines:     Total Keystrokes:

Creating New Document
```

2.4 STATUS AND FORMAT LINES

After the "Creating New Document" message has flashed, the following screen appears. A Status Line and a Format Line appear at the top of the screen, and the message "Document End" appears at the bottom. The Status Line displays the document ID and the current page, line, and position of the cursor in this document. The Format Line contains a line spacing indicator (identified by "1" in the following example), preset tabs (identified by ►) and a right margin (identified by ◀).



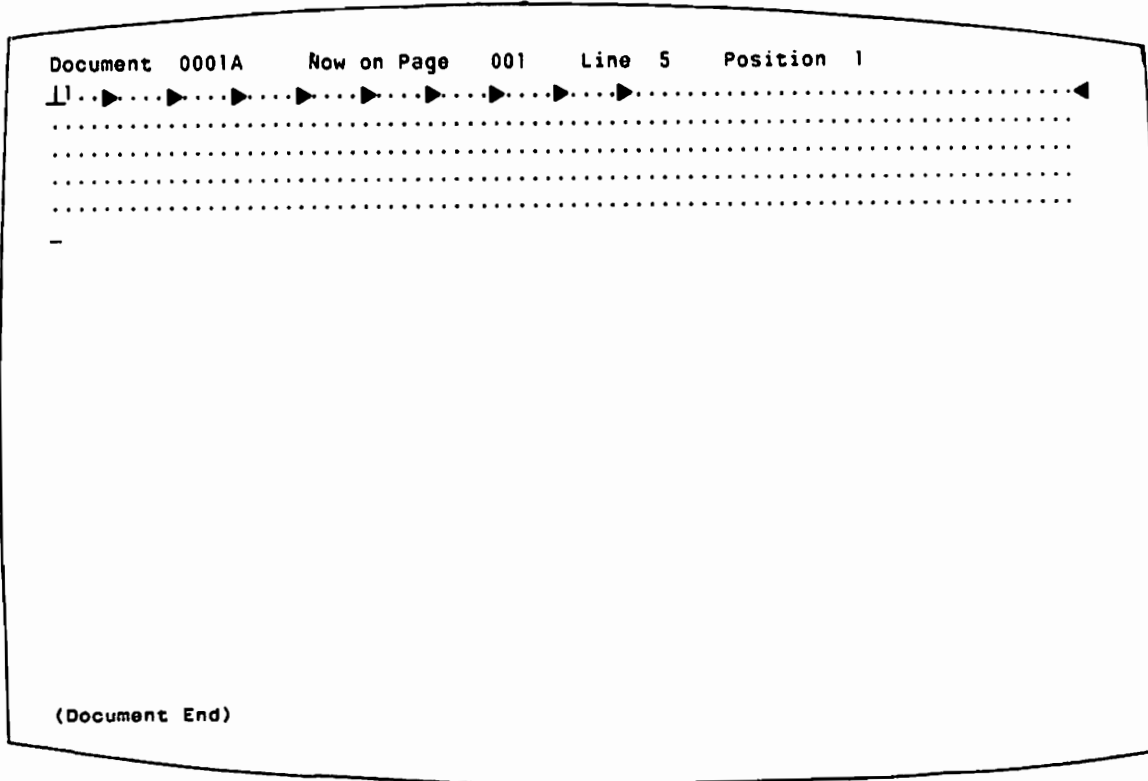
Practice using a few keys, in the next four sections, before beginning a short letter.

2.5 SPACE BAR

Find the Space Bar at the bottom of the keyboard. It functions exactly like a Space Bar on a standard typewriter.

1. Press the Space Bar once; three things happen.
 - a. The cursor moves one space to the right.
 - b. A dot is placed on the screen. This dot simply indicates that you have pressed the Space Bar. This prints as a space on the final document.
 - c. The Position number in the Status Line changes from 1 to 2.

2. Press and hold the Space Bar until you have filled up four lines. Notice how the Line number in the Status Line changes as you finish each line. Notice also that when the end of a line is reached, the system automatically goes to the next line. Text automatically moving to the next line is called wraparound. Your screen should appear as follows. (This exercise is only for practice. Do not be concerned if your spaces run over into Line 5 or 6.)

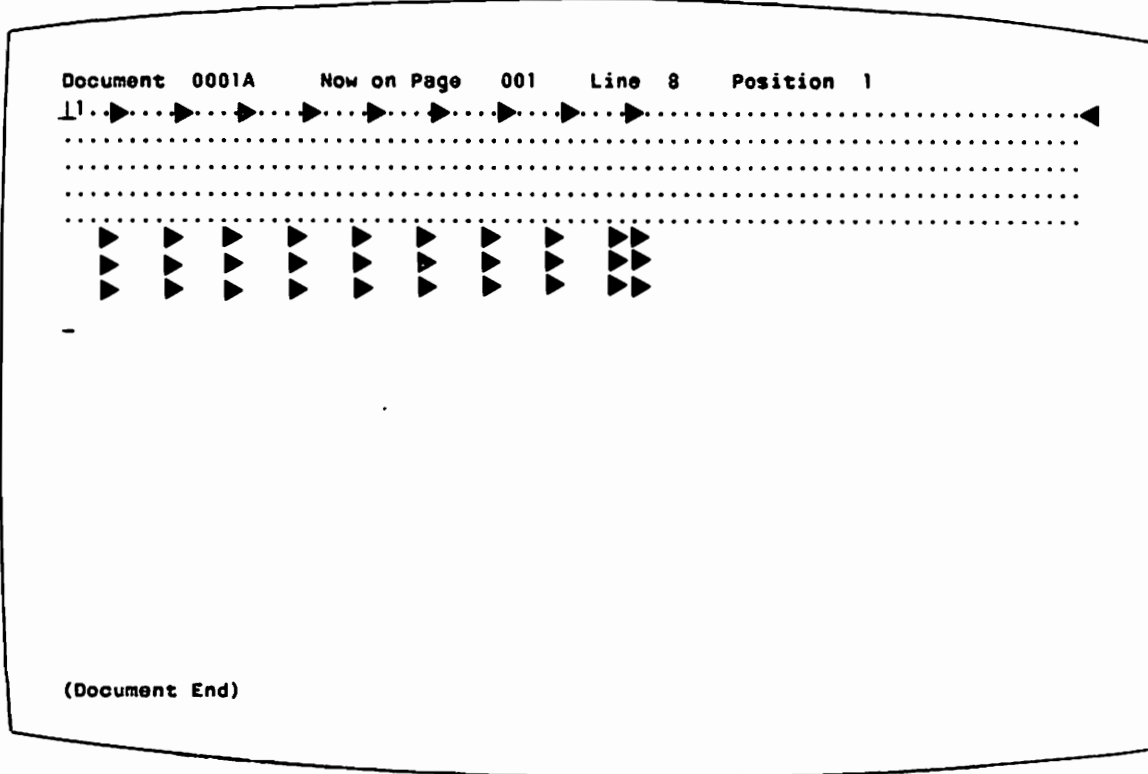


2.6 TAB KEY

Find the TAB key on the upper left of the keyboard. It functions exactly like a TAB key on a standard typewriter.

1. Press the TAB key once; three things happen.
 - a. The cursor moves to the right a few spaces (directly under the first preset tab setting in the Format Line).

- b. A tab graphic is placed on the screen. The graphic shows that you have struck the TAB key to get to this point. (The tab graphic does not print on the final document.)
 - c. The Position number in the Status Line changes from 1 to 5 (or to the position of the first tab setting in the Format Line).
2. Press the TAB key until you have filled up three lines. Tab graphics appear on the screen under every tab stop in the Format Line. (You could have started typing at any tab position you desired.) Notice that, when the last tab entered does not have a corresponding tab setting in the Format Line, a tab graphic is entered next to the last possible tab graphic, and the cursor moves to the next line. Your screen should appear as follows.



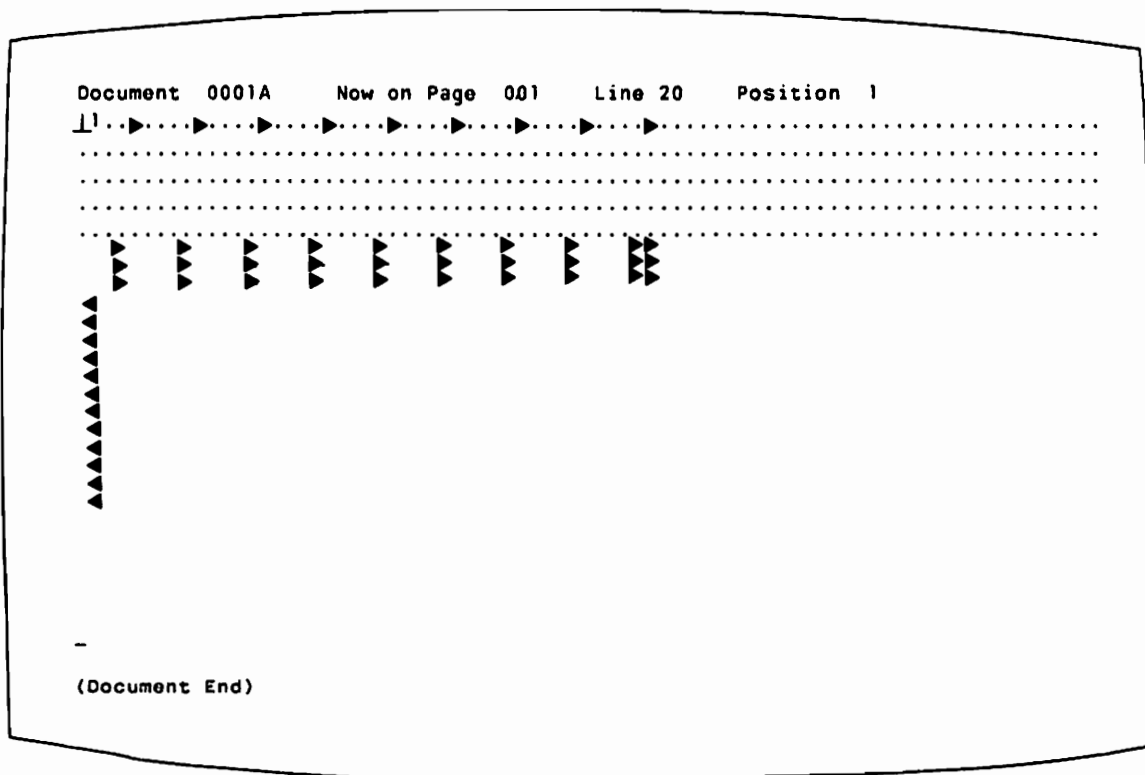
NOTE

Pressing and holding the TAB key causes tab graphics to continue to appear after the key is released, which is due to a "buffer" described in Section 4.1. Do not be concerned if more tab graphics appear on your screen than in the previous example.

2.7 RETURN KEY

Find the RETURN key to the right of the standard alphabet on the keyboard. It functions almost exactly the same as on a standard typewriter.

1. Press the RETURN key once; three things happen.
 - a. The cursor moves down one line.
 - b. A return graphic is placed on the screen. This graphic tells the system that a carriage return was typed there.
 - c. The Line number in the Status Line changes from 8 to 9.
2. Press the RETURN key until the cursor is on Line 20. Watch the Line number in the Status Line change until Line 20 is reached. Your screen should appear as follows.



2.8 CURSOR CONTROL KEYS

Find the four cursor control keys, located on the lower right of the keyboard. They are identified by the arrows pointing up (North), down (South), left (West), and right (East). The cursor control keys can be pressed at any time without affecting existing text and screen graphics. The cursor is simply a position indicator.

1. Press the North Cursor Control key (↑). The cursor moves up. The Line number in the Status Line changes as the cursor moves up. Move the cursor to Line 1.

NOTE

At any time, you can return the cursor to the top left of the screen by merely pressing and holding the north cursor control key. The top left position of the screen is called the Home position.

2. Press the East Cursor Control key (→). The cursor moves to the right. Notice how the Position number in the Status Line changes as the cursor moves along the line. You can hold the East Cursor Control key while the cursor goes across one whole line and wraps around to the next.
3. Press the West Cursor Control key (←). The cursor moves to the left.
4. Press the South Cursor Control key (↓). The cursor moves down. Notice how the Line number in the Status Line changes as the cursor moves down the page. When the cursor reaches the bottom, it jumps to the last position on the last screen line, which is known as Reverse Home position.
5. Return the cursor to the Home position by pressing and holding the North Cursor Control key.
6. Return the cursor to Reverse Home position by pressing and holding the South Cursor Control key.
7. Press the PAGE key at the top left of your keyboard to end this page of text. The system displays "Inserting Page Break," a "clean" screen appears, and the Page number in the Status Line becomes 2.

2.9 TYPING A SHORT DOCUMENT

You are now ready to spend a few minutes typing a short document.

1. Press the TAB key once, and then begin typing in a letter, words, strings of characters, or anything you wish. Use capitals, numbers, spaces, periods -- anything at all. Put in a few tabs and carriage returns. If you make any errors, simply backspace and strike over them. Periodically check the Line number in the Status Line. Do not go beyond Line 20 at this time. A sample screen is shown directly after the following Note.

NOTE

When you come to the end of a line, the system automatically positions the cursor at the beginning of the next line. It is not necessary to press RETURN. If you wish to go to a new line before you reach the end of the current line, simply press RETURN. Use two RETURNS and a TAB at the end of each paragraph.

```
Document 0001A      Now on Page 002      Line 12      Position 1
| | . . . . . <
  ▶ This is a sample letter I am typing on the 2200 Word Processing Software
  system. So far it is pretty easy to learn. At the end of each line I don't
  have to touch the carriage return because it is automatic. At the end of a
  paragraph, I will touch RETURN twice, followed by a TAB for the next paragraph.<
  ◀
  ▶ The second paragraph is very short. Again, I use two RETURNS and one TAB
  at the end.<
  ▶ Now I'll type anything I want. pl elskeisk dk4k593.2xmdjf e w wo2948rkf
  cc.xlskeiriur, idie. spw94 xuw9394-5 d dif7822<
  ◀
  -
```

(Document End)

2.10 STRIKEOVER

When you have finished two or three short paragraphs, stop typing. The following are two simple rules about changing or editing a document.

1. Move through your document only by means of the cursor control keys. Practice by selecting a character or letter and moving the cursor directly under it. Choose several characters and practice moving the cursor to them.

NOTE

When you use the cursor control keys, nothing is changed in the document. Only the Line and Position numbers change in the Status Line.

2. Pressing any key other than the cursor control keys, while in the document, alters what is already typed. While the cursor is at any character, enter any other character. The old character is struck over and replaced by the new character. Any character, including graphic symbols (TAB, RETURN, etc.), can be struck over by any other character.

2.11 END OF DOCUMENT

When you are through experimenting with the system and have practiced striking over existing text, end this practice document using the following instructions.

1. Press CANCEL to tell the system you are through with this practice document. The system prompts "End of Edit?" in the top right-hand corner.
2. Press EXEC, in effect, to tell the system "Yes, this is the end." The system now displays the blinking "Exiting" message.

The system now displays the System Startup menu shown previously in the chapter (page 2-5).

CHAPTER 3 CREATING A SAMPLE LETTER

3.1 INTRODUCTION

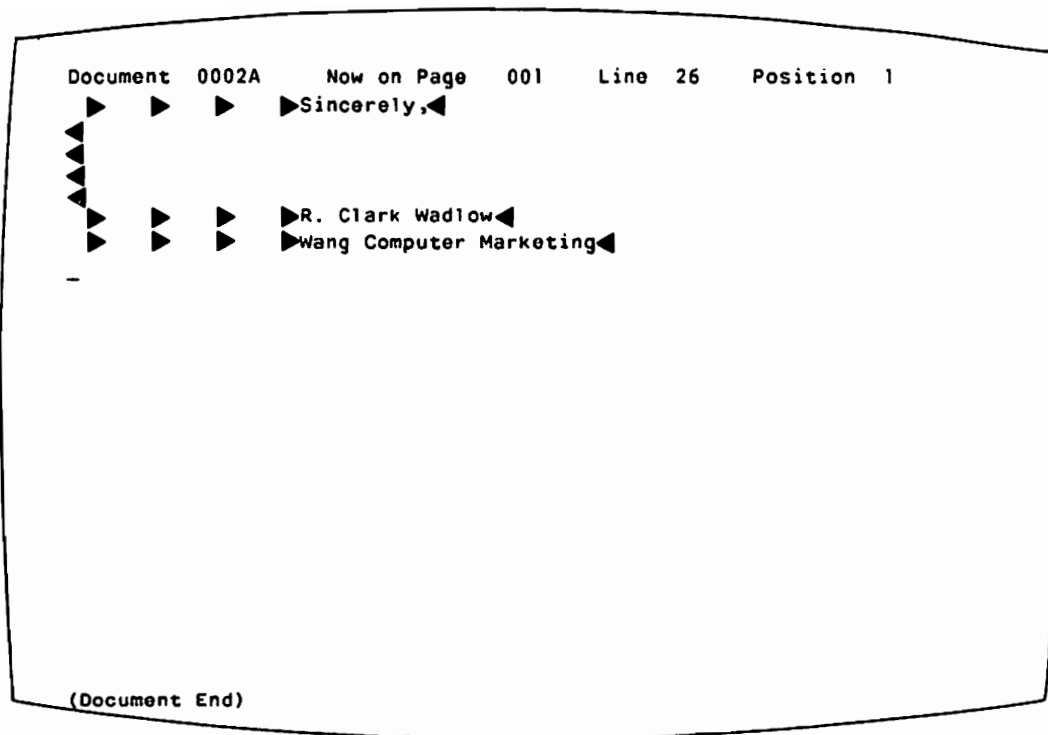
In this chapter, you will type, print, and edit a sample business letter. Errors you catch while typing can easily be corrected by backing up with the cursor controls and striking over with the correct text.

1. Position the Acceptance Block next to Create New Document on the System Startup menu. Press EXEC, and the system displays the appropriate Library letter.
2. Press EXEC. The system displays the flashing message, "Getting Document Number," and the Document Summary screen appears as before. Notice you have a new document ID. Make note of this number, as you will need it very shortly.
3. Type BUSINESS LETTER next to Document Name, press RETURN, then type your name next to both Operator and Author. Your screen should appear as follows.

5. Begin typing the letter exactly as follows, making the same errors.

```
Document 0002A      Now on Page 001   Line 21   Position 1
| | . . . . .
▶ February 19, 1981◀
◀
◀
Mr. Thomas Kuhn◀
2502 Second Street◀
Alexandria, Virginia 22813◀
◀
Dear Mr. Kuhn:◀
◀
▶ Thank you very very much for your proposal too us with regard to a
"silencing hood" for the Model 8300 computer. We have reviewed your
literature and would like to schedule further discussions;◀
◀
▶ Please contact us at your earliest convenience. Wang Laboratories is
always interested in product enhancements which can help our customers. Thank
you for your interest.◀
◀
▶ Sincerely,◀
◀
-
(Document End)
```

6. Enter three more RETURNS, and notice that the screen changes as follows. Type the signature lines and press RETURN to end the last line of text.



You should have noticed two things while typing this letter. First, carriage returns were not needed when you reached the right margin. The system automatically wrapped the text around to the next line. Second, near the bottom of your letter, the system changed to a second screen when the first screen was filled up. One full screenload consists of 21 lines of text. When Line 21 is reached, the system displays the next screen, and the last three lines of the previous screen appear as the first three lines of the new screen.

1. Find and press the PREV SCRN (Previous Screen) key. The system returns to the start of your letter.
2. Find and press the NEXT SCRN (Next Screen) key. The system returns to the end of your letter.
3. Press PREV SCRN and NEXT SCRN as often as you wish, finishing at the beginning of your letter.
4. Find your errors.

When you have finished typing the letter, you should have made three errors. In the first paragraph, the word "very" is repeated, and the word "too" is used incorrectly. Also, the last character of the first paragraph is a punctuation error. We will easily correct all errors before printing out the letter. (For the time being, ignore any other errors you might have made.)

3.2 CHARACTER STRIKEOVER

The easiest and most efficient way to correct the punctuation error in paragraph one is to "strike over" the incorrect character.

1. Using the cursor control keys, position the cursor under the semicolon following the word "discussions."
2. Strike over the ";" with a "."

3.3 DELETE

To delete the extra word "very" in the first paragraph, perform the following steps.

1. Using the cursor control keys, position the cursor under the "v" in the first "very".
2. Find and press the DELETE key.
3. The system displays the prompt "Delete What?" and highlights (brightens) the character "v".
4. Move the cursor to the right until the entire word and the space following it are highlighted. If you move the cursor too far, simply move it back to the left so that the cursor is positioned beneath the space following "very".
5. Press EXEC. The system removes the extra word "very" and the extra space, and adjusts the rest of the text.

3.4 SINGLE CHARACTER DELETE

When the DELETE key is pressed in conjunction with the SHIFT key, it is possible to delete one character at a time in a single keystroke. This option is useful in correcting misspellings, such as the word "too" in the first paragraph.

1. Position the cursor under the second "o" in "too".
2. Press SHIFT and then press DELETE. The unnecessary character is immediately removed.

When you have completed typing the changes to the letter, perform the following steps.

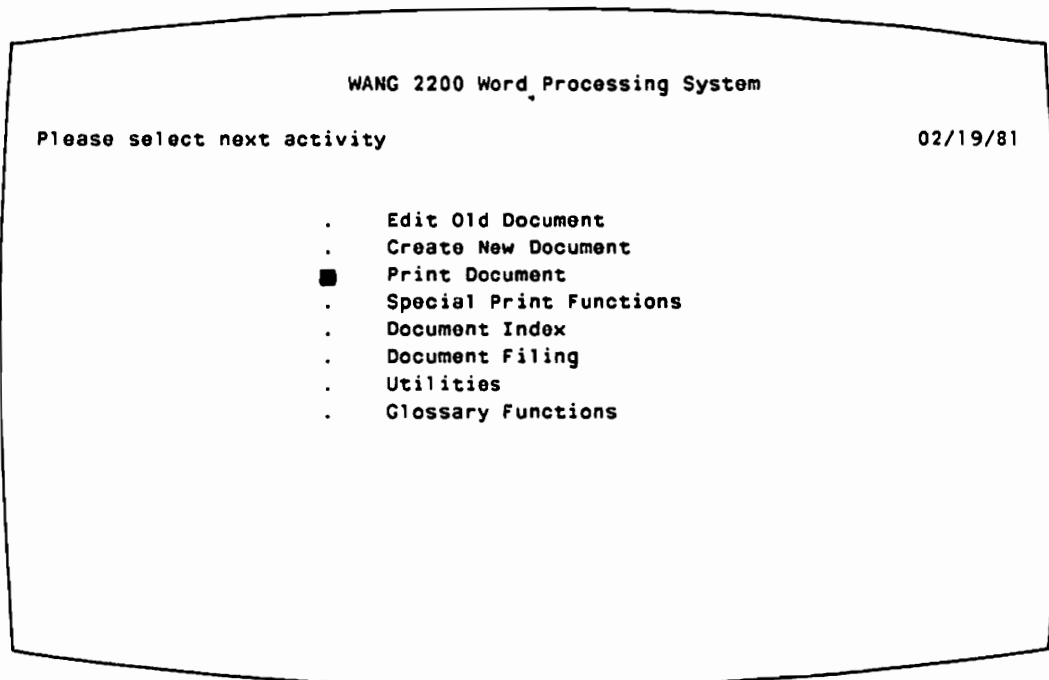
1. Press CANCEL to indicate to the system that editing is complete.
2. When the system displays "End of Edit?" press EXEC.

The system then displays the System Startup menu, as shown previously.

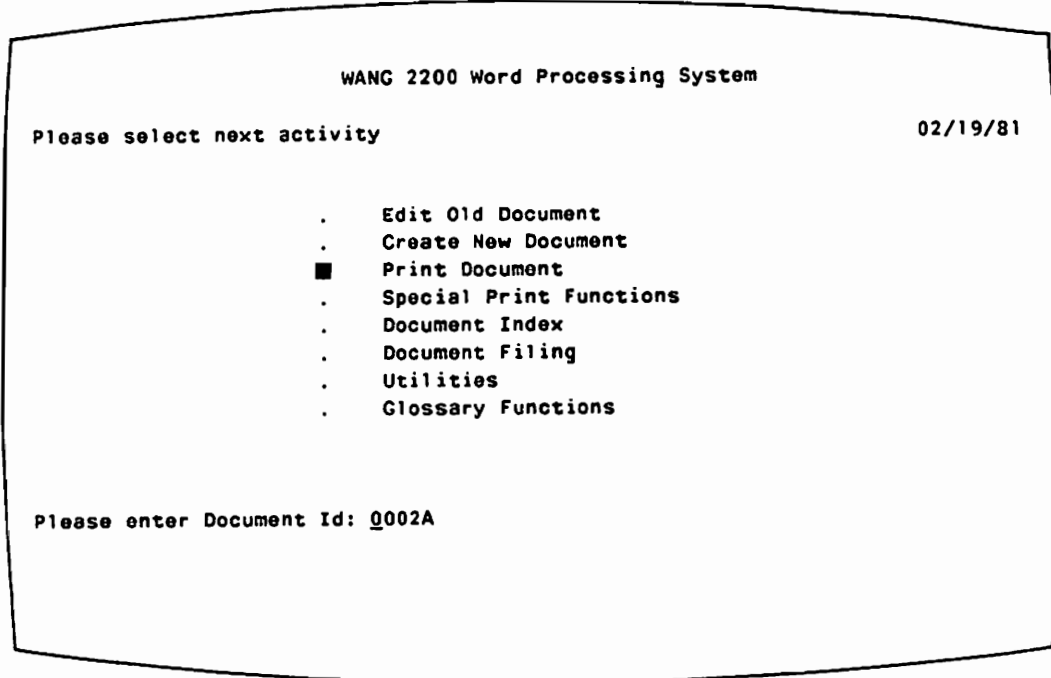
3.5 PRINTING THE SAMPLE LETTER

Once the letter has been typed and edited, it can be printed out. The system should now display the System Startup menu as follows.

1. Move the Acceptance Block next to Print Document, using the Space Bar.



2. Press EXEC. The system displays the following screen.



3. The system has entered the document ID for you. If it is different from the document ID number wanted, enter the document ID number exactly as you wrote it down before.
4. Press EXEC. If the message "Document Unknown" is displayed, retype the document ID and press EXEC again.

3.6 PRINT LIBRARY DOCUMENT MENU

The following Print Library Document menu now appears on the screen. Take a couple of minutes and read it. The system displays the Document Name "BUSINESS LETTER" as a check to be sure you have typed the correct document ID. There are many different fields or positions into which information can be entered.

Notice that all the fields have been preset by the system. If you wanted to change the fields, you could, but it saves time having them preset.

PRINT LIBRARY DOCUMENT

Document Id: 0002A
Document Name: BUSINESS LETTER

Print from Page: 001 Print thru Page: 120 Starting as Page No.: 0002
First Header Page: 002 First Footer Page: 002 Footer Begins on Line: 50

Paper Length: 66 No. of Originals: 01 Character Set Number: 1
Printer Number: 1 Left Margin: 10

Please select one from each column:

DEVICE	PITCH	FORMAT	FORMS	STYLE	SUMMARY	DELETE
<input checked="" type="checkbox"/> Character	<input checked="" type="checkbox"/> 10	<input checked="" type="checkbox"/> Unjustified	<input checked="" type="checkbox"/> Continuous	<input checked="" type="checkbox"/> Final	<input checked="" type="checkbox"/> Print	<input checked="" type="checkbox"/> No
. Line	. 12	. Justified	. Single	. Draft	. Omit	
. CRT Only		. With Notes	. Form 1			
			. Form 2			

If your printer is not turned on, turn it on now. To turn the printer on, simply place the ON/OFF switch to the ON position. (The ON/OFF switch is located on the back of the printer.) Next, insert and align continuous form paper, and press the SELECT button on the front of the printer.

Pressing the SELECT button causes it to illuminate. Pressing it while it is illuminated causes the lamp to go out and printing to stop until it is pressed again. (See Chapter 7 or the appropriate printer manual for more detailed printer instructions.)

When paper is inserted and aligned, and the SELECT button is illuminated, the printer is ready to print your document.

1. At your terminal, press EXEC to print your document. The system prompts you to check the paper and make sure the printer is selected. If this has been done, your document is immediately printed. If not, prepare the printer now.

2. The Document Summary is printed first, then the document itself. Notice that both the Document Summary and the document appear on the screen as they are being printed. When printing is complete, the screen displays the System Startup menu.

NOTES

While your document is printing, your keyboard is nonfunctional (with the exception of the CANCEL key). Screen displays of the printing text help to reassure you that the printer is functioning properly, especially if it is located in another room. If the message PRINTER NOT AVAILABLE. WAIT OR CANCEL appears, or if the document stops scrolling on your screen, there is a problem with the printer (i.e., not turned on or selected, the printer is out of paper, or another operator is accessing the printer).

If you are using a system printer, any other operator attempting to access the system printer is notified that the printer is in use. As soon as printing is complete, the System Startup menu reappears on your screen, and other operators may access the printer.

3.7 EDITING THE SAMPLE LETTER

Your completed letter is now ready for review. When you get it back, you may find the author has marked it up for changes as follows.

February 19, 1981

④ Mr. Thomas Kuhn
2502 Second Street
Alexandria, Virginia 22813

Change to:
Wang Series

Dear Mr. Kuhn:

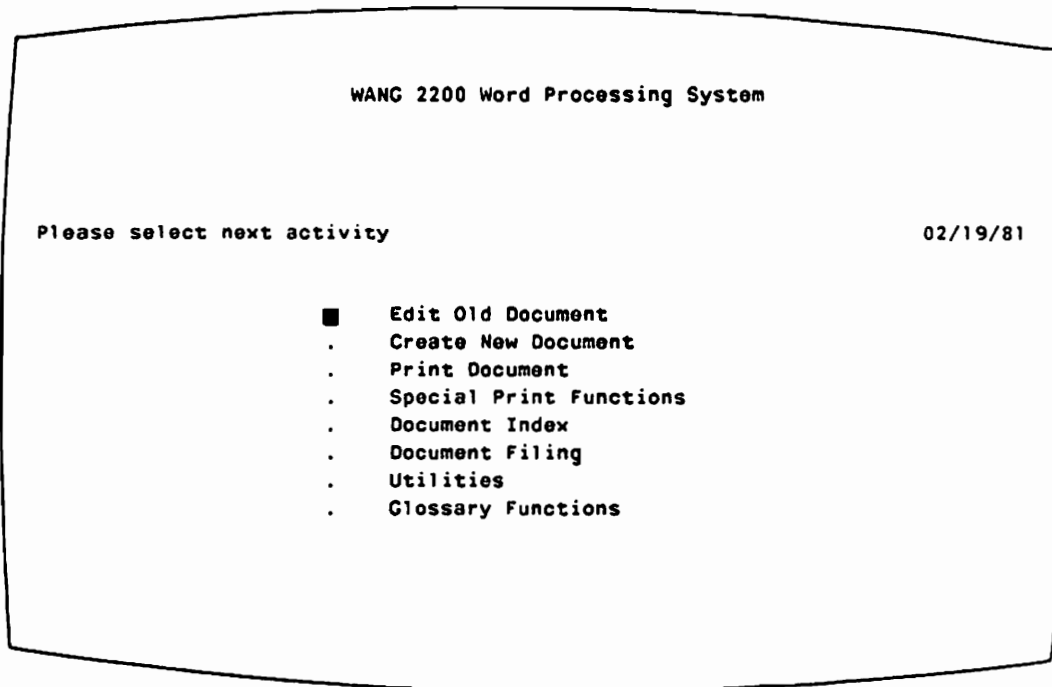
Thank you very much for your proposal to us with regard to a "silencing hood" for the Model 8300 computer. We have reviewed your literature and would like to schedule further discussions. ↗ Move up to first ¶.

Please contact us at your earliest convenience. Wang Laboratories is always interested in product enhancements which can help our customers. Thank you for your interest.

again
Sincerely,

R. Clark Wadlow
Wang Computer Marketing

1. On the System Startup menu, select Edit Old Document.



2. Press EXEC. The system displays the following screen.

WANG 2200 Word Processing System

Please select next activity

02/19/81

- Edit Old Document
- . Create New Document
- . Print Document
- . Special Print Functions
- . Document Index
- . Document Filing
- . Utilities
- . Glossary Functions

Please enter Document Id: 0002A

3. Enter the document ID of BUSINESS LETTER exactly as you wrote it down before. (If the system has entered the correct ID, simply press EXEC.)
4. Press EXEC. The system displays "Opening Document," and the Document Summary screen appears, appears as follows, with the current statistics on this document.
5. Press EXEC after quickly reading the Document Summary. The system displays "Loading Document," and the document appears on the screen.

DOCUMENT SUMMARY

Document Id: 0002A
Document Name: BUSINESS LETTER
Operator: YOUR NAME
Author: YOUR NAME

Comments: _____

STATISTICS

OPERATION	DATE	TIME	WORKTIME	KEYSTROKES
Created	02/19/81	00:00	0000:00	577
Last Revised	00/00/00	00:00	0000:00	
Last Printed	00/00/00	00:00		
Last Archived	00/00/00	00:00	onto Archive	
Total Pages:	1	Total Worktime:	0000:00	
Total Lines:		Total Keystrokes:	577	

Loading Document

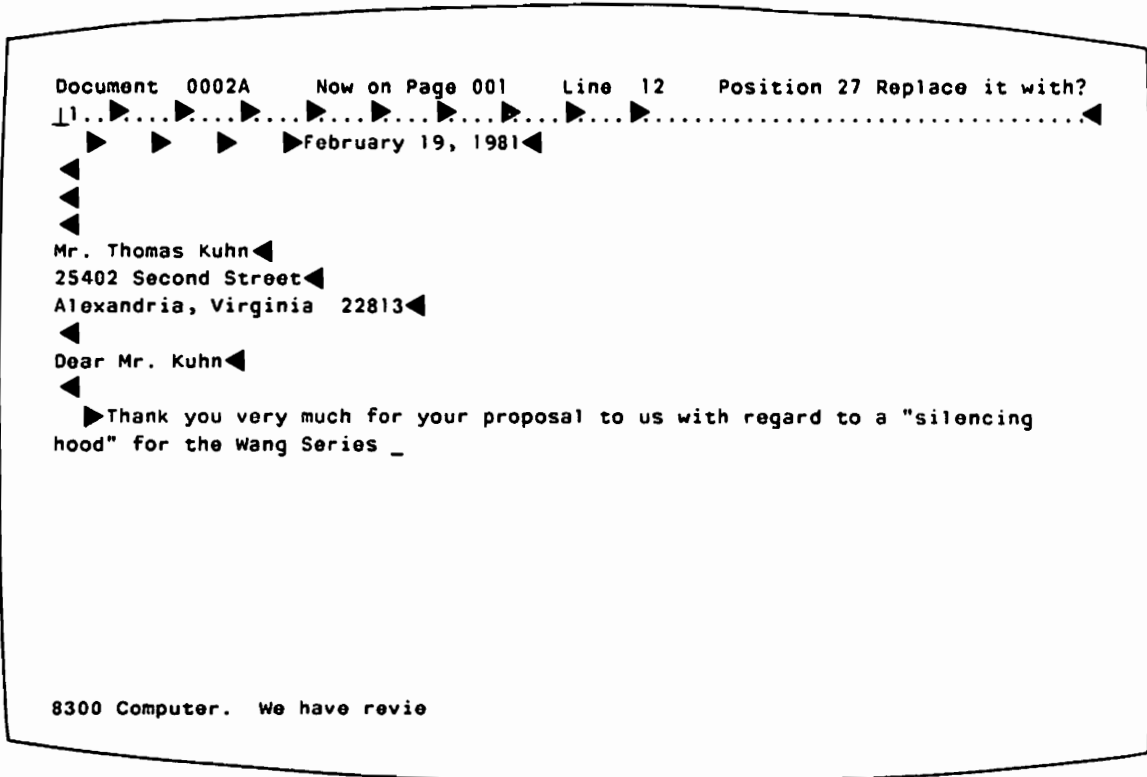
To make the corrections to the letter, four types of editing functions are necessary: move, insert, single-character insert, and replace.

3.8 MOVE

To move an entire sentence from one paragraph to another, perform the following steps.

1. Position the cursor under the first space after the period following the word "convenience" in the second paragraph.
2. Press MOVE. The system displays, "Loading Move," and the message, "Move what?" appears.
3. Highlight the entire sentence by pressing the Period key. (You are telling the system to highlight everything between this space and the period.) Your screen should appear as follows.

4. Press EXEC. The system removes the word "Model." The rest of the screen is cleared except for the next 29 characters which are displayed at the bottom of the screen. The system then prompts "Replace it with?".
5. Type in "Wang Series ", remembering to put a space after Series. (Do not type the quotation marks.) Your screen should appear as follows.



6. Press EXEC. The system puts in "Wang Series " and realigns the rest of the text.

NOTE

Replace is the same action as Delete and Insert, combined, requiring fewer keystrokes.

You have now finished editing the letter with only four small steps, instead of retyping it entirely. Now is the time to correct any other errors made during creation of the letter, either by using the DELETE, INSERT, MOVE, and REPLC keys, or by simply striking over errors. To finish editing and return to the System Startup menu, press CANCEL and EXEC.

To print the letter, follow the steps discussed in Section 3.5, using the preset values on the Print Document Library Document menu. The final draft should appear as follows.

February 19, 1981

Mr. Thomas Kuhn
25402 Second Street
Alexandria, Virginia 22813

Dear Mr. Kuhn:

Thank you very much for your proposal to us with regard to a "silencing hood" for the Wang Series 8300 computer. We have reviewed your literature and would like to schedule further discussions. Wang Laboratories is always interested in product enhancements which can help our customers.

Please contact us at your earliest convenience. Thank you again for your interest.

Sincerely,

R. Clark Wadlow
Wang Computer Marketing

CHAPTER 4
CREATE, PRINT, AND EDIT A MEMO

4.1 BASIC OPERATIONAL FEATURES

Before creating another document, some operational features of the system should be mentioned. These operations make typing on the 2200/WP simple and straightforward.

Illegal Actions Defined by the system with an audible tone and a video message on the bottom line of the screen indicating the type of inappropriate action. Corrective action must be taken before proceeding with the operation. (See "Error/Warning Messages", Appendix C.)

EXECUTE Key Used to inform the system that a function or action is acceptable. After pressing this key, the operator may proceed to the next step in the operation. A function usually cannot be cancelled after this key is pressed.

Spaces Indicated with dots on the screen. Every time the Space Bar is pressed, a dot appears. Dots are used to distinguish between spaces (which may be replaced) and the blank areas on the screen produced by such formatting features as tabs and indents (where no characters exist).

CANCEL Key Used to terminate a function or operation before the EXEC key is pressed. It is also used to exit from both the creating and editing operations when used in conjunction with EXEC.

Cursor Positioning The cursor, which indicates where the next character will be typed or edited, is positioned by using the four cursor control keys.

North Cursor Control Key (↑)
South Cursor Control Key (↓)
East Cursor Control Key (→)
West Cursor Control Key (←)

Holding down the North Cursor Control key brings the cursor to the Home position (first line, first character position on screen). Holding down the South Cursor Control key brings the cursor to the Reverse Home position (last line, last position on the screen).

Acceptance Block In the various summaries and menus, it is necessary to position the Acceptance Block (■) next to the operation to be performed or the field to be accepted. To position this graphic, press the Space Bar repeatedly until the Acceptance Block is beside the desired function.

Repeat Keys Many keys on the 2200/WP keyboard repeat when held down. A "buffer" is built into the CRT which allows you to type faster than the characters appear. In some cases, especially when pressing and holding a repeating key, characters continue to appear on the screen after the key has been released, or operator entry has stopped.

4.2 CREATING A MEMO

Typing (creating) a document on the system is similar to using a standard electric typewriter. The 2200/WP, however, has various format and operational features that simplify the typing operation and allow more types of functions to be performed automatically.

As a document is created (or edited), the system stores everything typed on the system disk. There is never a need to worry about characters being lost or typing too fast; everything displayed is recorded on the disk.

The following sections describe and demonstrate the advantages, features, and functions of the 2200/WP. Step-by-step examples with illustrated display screens also accompany the various functions and operations. Carefully follow the steps and instructions, making sure your screen resembles those illustrated in this manual.

Now type the following memo using the instructions in the following sections.

Typist - send this memo to Department
Managers and Supervisors

March 5, 1981

This is a reminder that all final
budgets for the next fiscal year
are due by April 1, 1981. Please
verify that all items on the Budget
Review Sheet are appropriately filled
in.

If you have any questions regarding
your budget, please call Don
Warner at Extension 183.

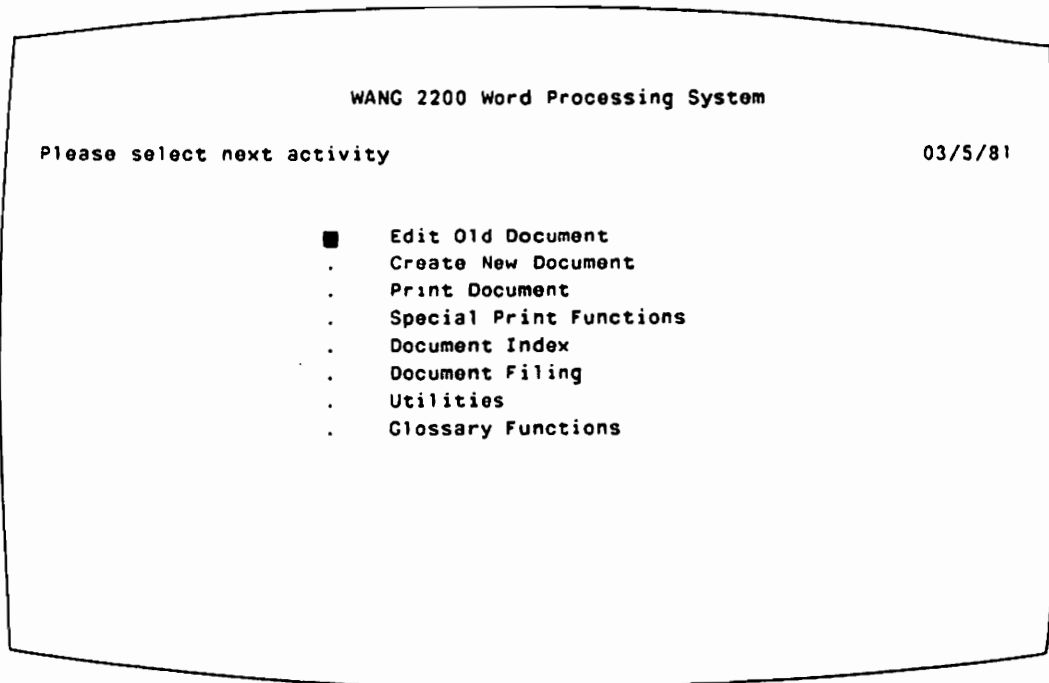
A meeting will be held March 27, 1981
in the Main Street Conference Room
at which time all tentative budgets
must be submitted. Also, please
bring all monthly reports as they
will be reviewed and discussed.

Thank you

John Litman

4.2.1 The System Startup Menu

The System Startup menu displays all available operations. Initially, the Acceptance Block is located next to Edit Old Document. The Acceptance Block is moved by pressing the Space Bar. When it is located next to the desired function, press EXEC to indicate acceptance.



Position the Acceptance Block next to Create New Document and press the EXEC key. The Creation Library is displayed. Press EXEC again, and a Document Summary with the new document ID is automatically displayed.

DOCUMENT SUMMARY				
Document Id:	0003A			
Document Name:	_____			
Operator:	_____			
Author:	_____			
Comments:	_____			
STATISTICS				
OPERATION	DATE	TIME	WORKTIME	KEYSTROKES
Created	03/05/81	00:00	0000:00	
Last Revised	00/00/00	00:00	0000:00	
Last Printed	00/00/00	00:00		
Last Archived	00/00/00	00:00		onto Archive
Total Pages:	1	Total Worktime:	0000:00	
Total Lines:		Total Keystrokes:		

4.2.2 Document Summary

The Document Summary is displayed when either Create New Document or Edit Old Document is selected from the System Startup menu. The Document Summary is a status report whereby all pertinent information concerning a document is displayed. When a document is initially created, the next available document ID number is automatically assigned by the system. The letter following the document ID number indicates the library from which you are working. If specified by the operator, the Document Summary may be printed when Print Document is chosen from the System Startup menu. The Document Summary page identifies both the author and the operator; therefore, printing the Document Summary may be useful to other operators waiting to use a system printer. In addition, the Document Summary page assists in keeping jobs separate in situations where several consecutive jobs are printed on continuous form paper by various operators.

NOTE

When initially creating a document, all fields of the Statistics portion are blank except for the date of creation. The Statistics portion is explained in detail in Subsection 4.4.1, "Document Summary for Document Edit."

When the Document Summary is displayed for the first time, it includes the system-assigned document ID. In addition to the document ID number, the following three fields must be filled in.

1. Type in the document name (maximum of 25 characters): MEMO TO MANAGERS.
2. Press the RETURN key to position the cursor on the next line.
3. Type your name in the Operator field (maximum of 20 characters).
4. Press the RETURN key.
5. Type JOHN LITMAN for the Author field (maximum of 20 characters).
6. Press the RETURN key. The display is shown after the following note.

NOTE

All information entered in the Document Summary should be consistent. For example, entering all names in uppercase simplifies accessing information at a later time.

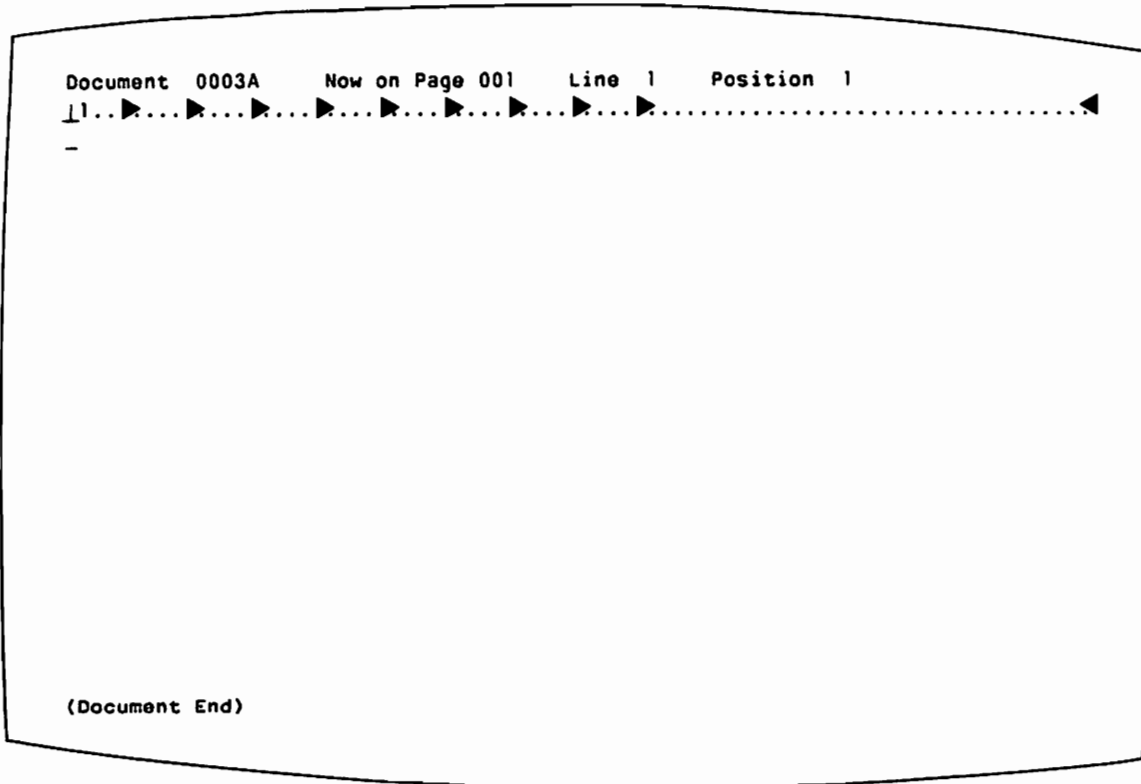
DOCUMENT SUMMARY

Document Id: 0003A
Document Name: MEMO TO MANAGERS
Operator: YOUR NAME
Author: JOHN LITMAN
Comments: _____

STATISTICS

OPERATION	DATE	TIME	WORKTIME	KEYSTROKES
Created	03/05/81	00:00	0000:00	
Last Revised	00/00/00	00:00	0000:00	
Last Printed	00/00/00	00:00		
Last Archived	00/00/00	00:00	onto Archive	
Total Pages:	1	Total Worktime:	0000:00	
Total Lines:		Total Keystrokes:		

7. The Comments field may be used to further identify the document to be created (maximum of 20 characters).
8. Press the EXEC key to indicate acceptance of the Document Summary. The first screen appears as follows.



4.2.3 Status Line

The Status Line is the top line of each screen containing the document ID and the page number on which the cursor is presently located. The line number and the character position at which the cursor is currently located are also contained in the Status Line. Depending on the operation or function being performed, operator prompts may also be displayed on this line.

4.2.4 Communication Line

The Communication Line is the bottom line of the screen and displays such information as error messages and characters following an insert. The middle of this line contains an Information Area. This 16-character area is used with features such as Global Replace to inform the operator of the character sequence input. The various messages and functions that appear in this area are discussed as they are encountered in the manual.

4.2.5 Operator Prompts and Warning Messages

Prompts and messages are displayed on either the Status or the Communication Line. Prompts in the form of questions or instructions guide an operator through the steps necessary to perform various functions. Warning messages inform the operator that an incorrect or inappropriate action has been performed. For a listing of all operator prompts and error/warning messages, refer to Appendices C and D.

4.2.6 Format Line

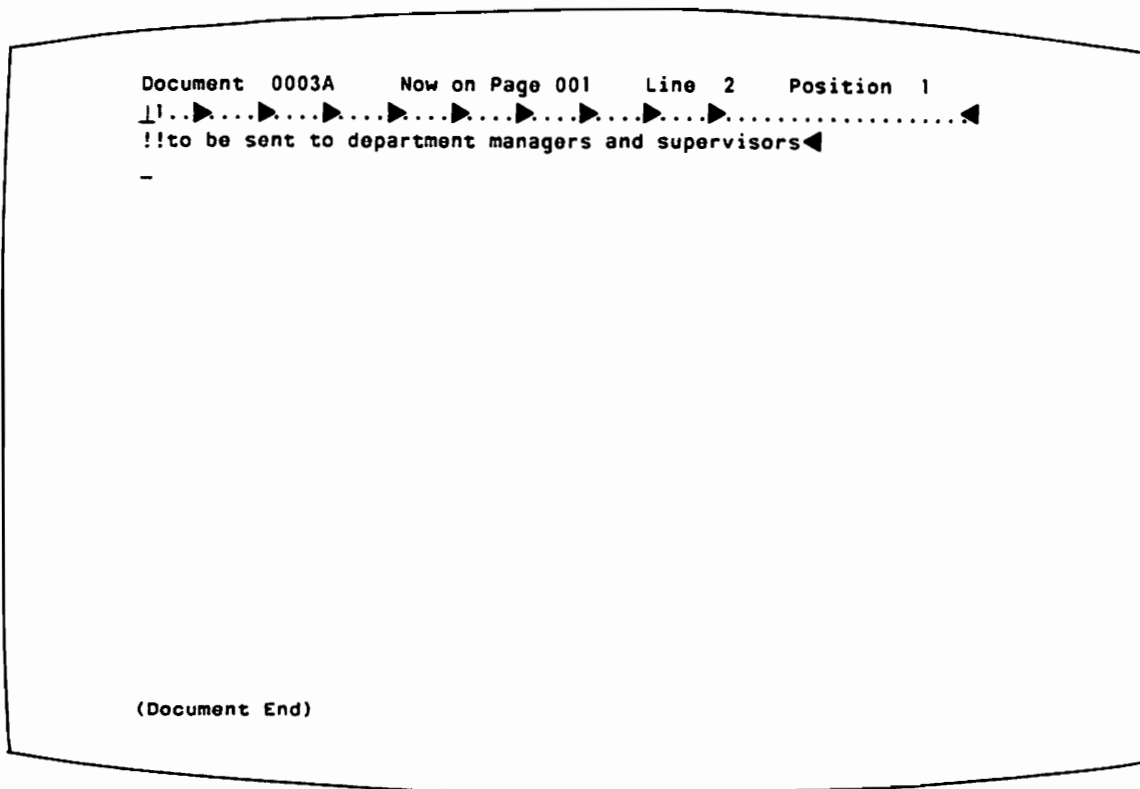
The Format Line determines the location of tabs, the right margin and the type of vertical spacing (refer to Section 7.1, for more details). Before continuing with this example, the right margin should be set at 65. Perform the following steps to check that the right margin is correctly set in the Format Line.

1. Press SHIFT and FORMAT. The cursor moves to the third character position in the Format Line.
2. Using the East Cursor Control key (→), place the cursor in Position 65.
3. If the RETURN (↵) is not located at Position 65, press RETURN, and then press EXEC.
4. If the RETURN is at Position 65, press EXEC.

4.2.7 Operator Note

The NOTE key allows an operator to write personal reminders anywhere within a document. These notes appear on the display, and when specified on the Print Library Document menu, they also appear on printed copy. It is recommended that, when used, an Operator Note always be placed at the beginning of a line. To end an Operator Note, either press the RETURN key to position the cursor on the next line or press the NOTE key once again to enter text in the next character position.

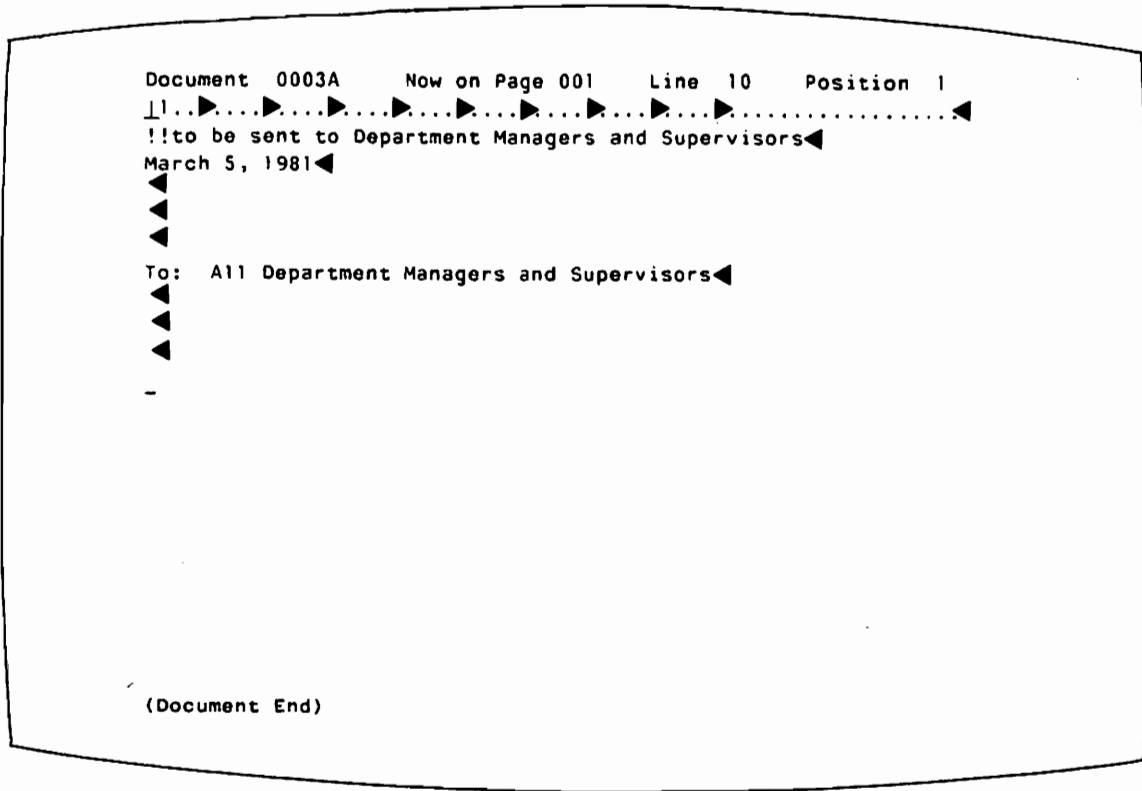
1. Press the NOTE key -- notice how the NOTE graphic (!!) is displayed.
2. Type the note "to be sent to department managers and supervisors".
3. Press the RETURN key to end this Operator Note. Your screen should appear as follows.



4.2.8 New Line (RETURN Key)

The RETURN key is used to end a paragraph or to force the termination of a line (for example, when indenting or entering tabular data). It is also used to enter a blank line. The RETURN key graphic (◀) is a text character which may be inserted or deleted as necessary. Remember -- the RETURN key does not have to be pressed to end each line of text because of automatic word wraparound. Type the following memo, including typographical errors.

1. Type the date "March 5, 1981".
2. Press the RETURN key to end this line of text.
3. Press the RETURN key three times to enter three blank lines.
4. Type "To: All Department Managers and Supervisors".
5. Press the RETURN key four times, once to end the line of text and three times to enter three blank lines. Your screen should appear as follows.



4.2.9 Automatic Word Wraparound

The RETURN key does not have to be pressed to end each line of text. The wraparound feature automatically adjusts text to fit between margins. A word is never split; if a word does not fit at the end of a line, the entire word is dropped down to the beginning of the next line.

1. Type "This is a reminder that all final budgets for the next fiscal year are due by April 1, 1981. Please verify that all items on the Budget Review Sheets are appropriately filled in".
2. Notice how the system automatically dropped the words "year" and "the" to the next line since they did not fit at the end of the current line. Your screen should appear as follows.

1. Type the following, making the indicated errors; "If you have ayy questions regarding yuor budget, pleese call Don Warner at Extension 183". Your screen should appear as follows.

```
Document 0003A      Now on Page 001   Line 16   Position 29
|1...▶...▶...▶...▶...▶...▶...▶...▶...▶...▶...▶...▶...▶...▶...▶...▶...▶...▶...▶...▶...▶...▶
!!to be sent to Department Managers and Supervisors◀
March 5, 1981◀
◀
◀
◀
To:  All Department Managers and Supervisors◀
◀
◀
◀
This is a reminder that all final budgets for the next fiscal
year are due by April 1, 1981. Please verify that all items on
the Budget Review Sheets are appropriately filled in.◀
◀
◀
If you have ayy questions regarding yuor budget, please call
Don Warner at Extension 183._

(Document End)
```

2. To correct the typing errors, position the cursor (with the cursor control keys) under the first error (ayy).
3. Type an "n" to replace the "y".

Notice how the incorrect character is automatically replaced with the correct character. Your screen should appear as follows.

Document 0003A Now on Page 001 Line 15 Position 15
| |
!!to be sent to Department Managers and Supervisors
March 5, 1981

To: All Department Managers and Supervisors

This is a reminder that all final budgets for the next fiscal year are due by April 1, 1981. Please verify that all items on the Budget Review Sheets are appropriately filled in.

If you have any questions regarding your budget, please call Don Warner at Extension 183.

(Document End)

4. Position the cursor to the next error (yor). Overstrike the "u" with "o" and then overstrike the "o" with "u".

NOTE

You can overstrike a word with a new word, if the new word contains the same number of characters as the old word. If the new word contains more or less characters, you must use INSERT and DELETE, or REPLACE.

5. Position the cursor (with the cursor control keys) to the final error (pleese). Strike over the "e" with an "a". Your screen should appear as follows.

Document 0003A Now on Page 001 Line 15 Position 54

| |

!!to be sent to Department Managers and Supervisors◀

March 5, 1981◀

◀

◀

◀

To: All Department Managers and Supervisors◀

◀

◀

◀

This is a reminder that all final budgets for the next fiscal year are due by April 1, 1981. Please verify that all items on the Budget Review Sheets are appropriately filled in.◀

◀

◀

If you have any questions regarding your budget, please call Don Warner at Extension 183.

(Document End)

NOTE

Do not use the Space Bar to move the cursor forward. Doing this overstrikes characters, replacing them with spaces.

6. Press and hold the South Cursor Control key (|) to reposition the cursor to where typing is to resume (the position after the last typed character).
7. Press the RETURN key three times. Your screen should appear as follows.

```

Document 0003A      Now on Page 001      Line 19      Position 1
_!...>...>...>...>...>...>...>...>...>...>...>...>...>...>...<
!!to be sent to Department Managers and Supervisors<
March 5, 1981<
<
<
To:  All Department Managers and Supervisors<
<
<
This is a reminder that all final budgets for the next fiscal
year are due by April 1, 1981. Please verify that all items on
the Budget Review Sheets are appropriately filled in.<
<
<
If you have any questions regarding your budget, please call
Don Warner at Extension 183.<
<
-
      (Document End)

```

4.2.11 New Screen

When the bottom of the screen is reached (Line 21), a new screen is automatically displayed with the last three lines of text from the previous screen carried over.

NOTE

The first line (Line 19) carried over cannot be corrected on the new screen, but the second and third lines may. To correct the first line, press PREV SCRNL, make the corrections to the line, and then move to the next screen by pressing NEXT SCRNL.

1. Type "A meeting will be held March 27, 1981 at 1:30 in the Main Street Conference Room at which time all tentative budgets must be submitted. Also, please bring all monthly reports as they will be reviewed and discussed.".
2. Notice how the next screen was automatically displayed while typing the last sentence. Your screen should appear as follows.

Document 0003A Now on Page 1 Line 22 Position 32
A meeting will be held March 27, 1981 at 1:30 in the Main
Street Conference Room at which time all tentative budgets must
be submitted. Also, please bring all monthly reports as they
will be reviewed and discussed._

(Document End)

3. Press the RETURN key to end this paragraph.
4. Press the RETURN key three times to enter three blank lines.
5. Type "Thank You,".
6. Press the RETURN key three times.
7. Type "John Litman".

End this line with a RETURN.

4.2.12 Previous Screen

Pressing the PREV SCRN key locates the cursor on the previous screen. The cursor is positioned under the last character on the screen if it cannot be positioned at the same location as on the previous screen. (The cursor will go to the Home position if PREV SCRN is pressed while on the first screen of Page 1 of a document.) The PREV SCRN key can be repeatedly pressed to view each preceding screen, until the first screen of the document is reached.

1. Press the PREV SCRN key. The first screen of your document appears.

4.2.13 Next Screen

Pressing the NEXT SCRN key allows you to view the following screen of text. By repeatedly pressing the key, each following screen (if any) of text can be viewed.

1. Press the NEXT SCRN key. The next screen of text is automatically displayed.

4.2.14 Terminating Document Create

When the document is complete, the system must be notified.

1. To indicate that this document is complete, press the CANCEL key. Notice the prompt in the upper right corner of the screen. Your screen should appear as follows.

```
Document 0003A      Now on Page 001      Line 21      Position 62      End of Edit?
A meeting will be held March 27, 1981 at 1:30 in the Main
Street Conference Room at which time all tentative budgets must
be submitted. Also, please bring all monthly reports as they_
will be reviewed and discussed.◀
◀
◀
◀
Thank you,◀
◀
◀
John Litman◀

(Document End)
```

2. Press the EXEC key, indicating to the system that the Create operation is complete. The Exiting message appears, and the System Startup menu is then displayed.

NOTE

If, at any time while a document is being created (or edited), the CANCEL key is mistakenly pressed and the "End of Edit?" prompt appears, simply press the CANCEL key once again to nullify the first Cancel.

4.3 PRINTING THE MEMO

To print the document, perform the following steps.

1. Press the Space Bar twice to position the Acceptance Block next to the Print Document operation and press the EXEC key. Your screen will appear as follows.

```

                                WANG 2200 Word Processing System

Please select next activity                                03/05/81

.   Edit Old Document
.   Create New Document
■   Print Document
.   Special Print Functions
.   Document Index
.   Document Filing
.   Utilities
.   Glossary Functions

Please Enter Document Id: 0003A
```

2. The document ID number is automatically displayed. The system automatically recalls the ID of the document last worked on. Press EXEC to indicate that this is the correct ID number.

NOTE

If the desired document is different from the one whose ID is displayed, simply type in the correct ID number.

- The Print Library Document menu appears, as follows, with the document name automatically displayed. For detailed information regarding the fields of the Print Library Document menu, refer to Chapter 7.

PRINT LIBRARY DOCUMENT

Document Id: 0003A
 Document Name: MEMO TO MANAGERS

Print from Page: 001 Print thru Page: 120 Starting as Page No.: 0002
 First Header Page: 002 First Footer Page: 002 Footer Begins on Line: 50

Paper Length: 66 No. of Originals: 01 Character Set Number: 1
 Printer Number: 1 Left Margin: 10

Please select one from each column:

DEVICE	PITCH	FORMAT	FORMS	STYLE	SUMMARY	DELETE
<input checked="" type="checkbox"/> Character	<input checked="" type="checkbox"/> 10	<input checked="" type="checkbox"/> Unjustified	<input checked="" type="checkbox"/> Continuous	<input checked="" type="checkbox"/> Final	<input checked="" type="checkbox"/> Print	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Line	<input type="checkbox"/> . 12	<input type="checkbox"/> . Justified	<input type="checkbox"/> . Single	<input type="checkbox"/> . Draft	<input type="checkbox"/> . Omit	
<input type="checkbox"/> . CRT Only		<input type="checkbox"/> . With Notes	<input type="checkbox"/> . Form 1			
			<input type="checkbox"/> . Form 2			

- Using the RETURN key, move the cursor to the FORMAT column, under the Acceptance Block next to Unjustified.
- Using the Space Bar move the Acceptance Block to the With Notes field. The document will be printed out with Operator Notes.
- Using the RETURN key, move the cursor under the Acceptance Block next to Final in the STYLE column, and press the Space Bar to move it down to Draft. The document is printed out with the line spacing doubled.

- When the Acceptance Block in the SUMMARY column is positioned next to Print, the Document Summary is printed out before the document itself. Press RETURN, and press the Space Bar once to move the Acceptance Block next to Omit.

PRINT LIBRARY DOCUMENT

Document Id: 0003A
 Document Name: MEMO TO MANAGERS

Print from Page: 001 Print thru Page: 120 Starting as Page No.: 0002
 First Header Page: 002 First Footer Page: 002 Footer Begins on Line: 50

Paper Length: 66 No. of Originals: 01 Character Set Number: 1
 Printer Number: 1 Left Margin: 10

Please select one from each column:

DEVICE	PITCH	FORMAT	FORMS	STYLE	SUMMARY	DELETE
<input checked="" type="checkbox"/> Character	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> Unjustified	<input checked="" type="checkbox"/> Continuous	<input type="checkbox"/> Final	<input type="checkbox"/> Print	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Line	<input type="checkbox"/> 12	<input type="checkbox"/> Justified	<input type="checkbox"/> Single	<input checked="" type="checkbox"/> Draft	<input checked="" type="checkbox"/> Omit	
<input type="checkbox"/> CRT Only		<input checked="" type="checkbox"/> With Notes	<input type="checkbox"/> Form 1			
			<input type="checkbox"/> Form 2			

- Be sure the printer is on, paper is in the printer, and the SELECT light is illuminated (activated by pressing SELECT).
- Press the EXEC key; this indicates operator acceptance of the Print Library Document menu.
- The document is automatically printed out.
- Your document should resemble the following.

!!to be sent to Department Managers and Supervisors
March 5, 1981

To: All Department Managers and Supervisors

This is a reminder that all final budgets for the next fiscal year are due by April 1, 1981. Please verify that all items on the Budget Review Sheets are appropriately filled in.

If you have any questions regarding your budget, please call Don Warner at Extension 183.

A meeting will be held March 27, 1981 at 1:30 in the Main Street Conference Room at which time all tentative budgets must be submitted. Also, please bring all monthly reports as they will be reviewed and discussed.

Thank you,

John Litman

4.4 EDITING THE MEMO

Your document is now printed. It is then reviewed by the author, who makes the following changes.

::to be sent to Department Managers and Supervisors
March 5, 1981

To: ~~all~~ Department Managers and Supervisors

This is a reminder that all final budgets for the next fiscal year are due by April 1, 1981. Please verify that all items on the Budget Review Sheets are appropriately filled in.

If you have any questions regarding your budget, please call Don Warner at Extension 183.

A meeting will be held March 27, 1981 at 1:30 in the Main ~~Street~~ Conference Room at which time all tentative budgets must be submitted. Also, please bring all monthly reports as they will be reviewed and discussed.

Thank you,

D
John Litman

To make the indicated changes, perform the following steps.

1. Select Edit Old Document from the System Startup menu.
2. The document ID number to be edited is displayed.
3. Press EXEC to indicate that this is the document to be edited.

NOTE

The terminal always remembers the last document worked on and automatically displays that document's ID number unless the terminal was used for some function other than 2200/WP.

4. The Document Summary is displayed.

4.4.1 Document Summary For Document Edit

The top portion of the Document Summary has not changed since the document was initially created. To revise the Document Name, Operator Name, Author Name and the Comments fields simply position the cursor on the appropriate line, enter the revisions, and press the RETURN key.

The statistics portion of the Document Summary displays the following information regarding the status of each document. Fields are automatically calculated and filled as various operations are performed.

<u>Created</u>	The date of document creation and total keystrokes used during creation. By definition, Creation is the first editing session.
<u>Last Revised</u>	The date the document was edited since its last printing and the number of keystrokes used for that revision. Each editing session is considered a revision.
<u>Last Printed</u>	The last date the document was printed.
<u>Last Archived</u>	The date of the most recent archiving (filing).
<u>Onto Archive</u>	The archive ID on which the archive document is located.
<u>Total Pages</u>	The total number of pages in the document. This is determined by the number of page breaks within the body of the document.

<u>Total Worktime</u>	Zero-filled.
<u>Total Lines</u>	The approximate number of lines in the document.
<u>Total Keystrokes</u>	The total number of keystrokes (not including the cursor control keys) entered in the document up to this point, including all revisions.

NOTE

Since the 2200 is not presently equipped with a system clock, all fields relating to time (i.e., Total Worktime) are inactive and remain zero-filled throughout document creation and editing. Any document created on a system equipped with a system clock (i.e., OIS) and retrieved onto 2200 will have values here, but the values will not be updated by the 2200.

1. To accept the Document Summary as it is, press EXEC.
2. The document is automatically displayed.

4.4.2 Character Strikeover

Character strikeover in Edit (refer to Section 4.2) is exactly the same as it is in Create. The cursor is positioned beneath the character to be changed, and the correct character is typed over it.

1. Position the cursor beneath the first change (March 5, 1981).
2. Type "6" (the "5" is automatically replaced with "6").
3. Position the cursor to the last change (Don) and strikeover the "o" with an "a". Your screen should appear as follows.

3. By pressing the CENTER, TAB, NOTE, INDENT, PAGE, or DECTAB keys, everything up to and including the corresponding graphic is highlighted.
4. By pressing any character key, everything up to and including that particular character is highlighted.
5. By pressing the East (-) or South (|) Cursor Control keys, the cursor is positioned anywhere in the text.
6. By pressing the Space Bar, the cursor is positioned under the next space. Everything up to and including the next space is highlighted.
7. Pressing the DELETE key moves the cursor one character to the right or to the next line if the cursor is located under the last character of a line.
8. By pressing the NEXT SCRNL key you can delete across screens.

NOTE

Numbers 1 through 6 are effective across screens.

The Delete function can be cancelled by pressing the CANCEL key, provided the EXEC key has not yet been pressed.

At times, you may inadvertently position the cursor beyond a desired point. It is possible to "dehighlight" characters and thereby shorten the region to be deleted by performing one of the following.

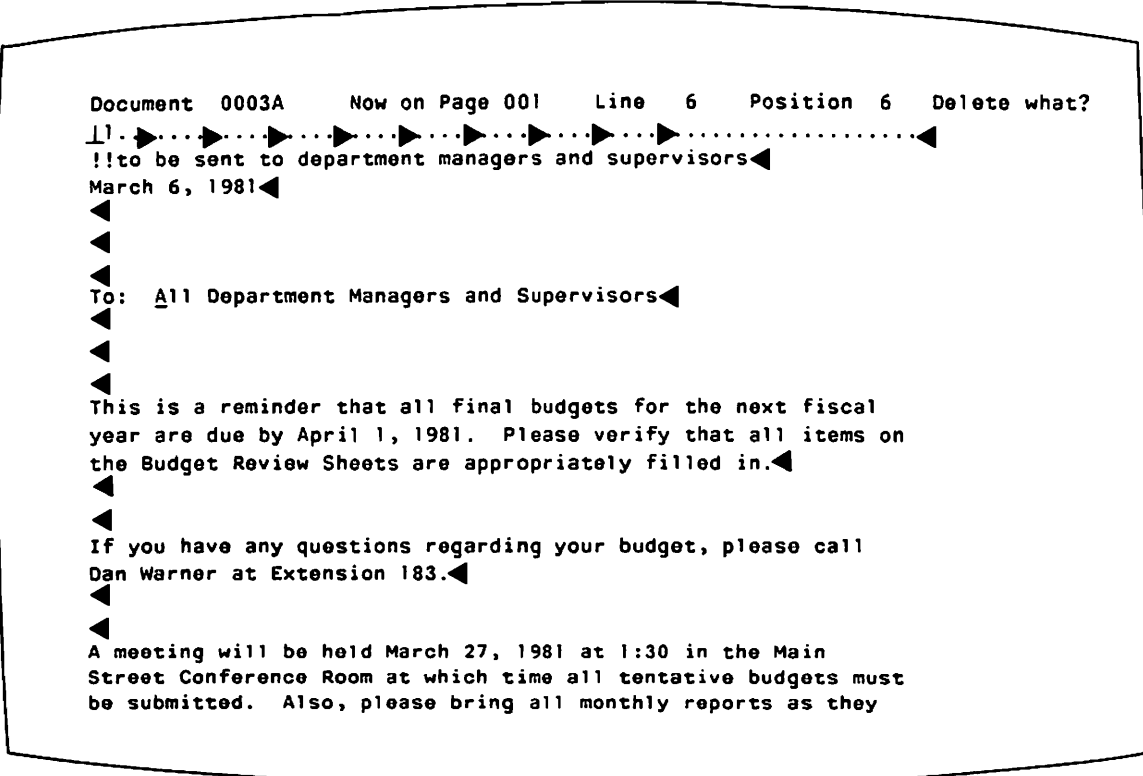
1. Pressing the BACKSPACE key, depending on the amount of text to be dehighlighted.
2. Pressing the west or north cursor control keys.
3. Pressing the PREV SCRNL key.

NOTE

If while deleting, inserting, moving, copying, or replacing text, it becomes necessary to archive or file your document (if, for example, the system disk becomes full), the specified operation is automatically cancelled.

You can now begin editing your document according to the following instructions.

1. To delete the word "All" as indicated on the revised memo, position the cursor beneath the "A" of "All" and press the DELETE key. Notice the prompt. Your screen should appear as follows.



2. Press the Space Bar once to indicate the amount of text to be deleted. The extra space and the word "All" are now highlighted.
3. Press EXEC to indicate acceptance of this operation. Notice how the system automatically closes up the space left by the deletion. Your screen should appear as follows.

Document 0003A Now on Page 001 Line 6 Position 6
| |
!!to be sent to department managers and supervisors
March 6, 1981

To: Department Managers and Supervisors

This is a reminder that all final budgets for the next fiscal year are due by April 1, 1981. Please verify that all items on the Budget Review Sheets are appropriately filled in.

If you have any questions regarding your budget, please call Dan Warner at Extension 183.

A meeting will be held March 27, 1981 at 1:30 in the Main Street Conference Room at which time all tentative budgets must be submitted. Also, please bring all monthly reports as they

4. To delete the word "Street" in the last paragraph, position the cursor beneath the "S" and press the DELETE key.
5. Press the Space Bar to highlight the word to be deleted.
6. Press EXEC to indicate acceptance. Your screen should appear as follows.

Document 0003A Now on Page 001 Line 22 Position 22
A meeting will be held March 27, 1981 at 1:30 in the Main
Conference Room at which time all tentative budgets must be
submitted. Also, please bring all monthly reports and
production schedules as they will be reviewed and discussed.◀

◀

◀

◀

Thank You,◀

◀

◀

John Litman◀

(Document End)

5. To insert the initial "D." between "John" and "Litman", position the cursor beneath the "L" of "Litman".
6. Press the INSERT key.
7. Type: "D. " (be sure to follow the insertion with a space).
8. To accept this highlighted text as part of the document, press the EXEC key. Your screen should appear as follows.

Document 0003A Now on Page 001 Line 29 Position 9

A meeting will be held March 27, 1981 at 1:30 in the Main
Conference Room at which time all tentative budgets must be
submitted. Also, please bring all monthly reports and
production schedules as they will be reviewed and discussed.◀

◀

◀

◀

Thank you,◀

◀

◀

John D. Litman◀

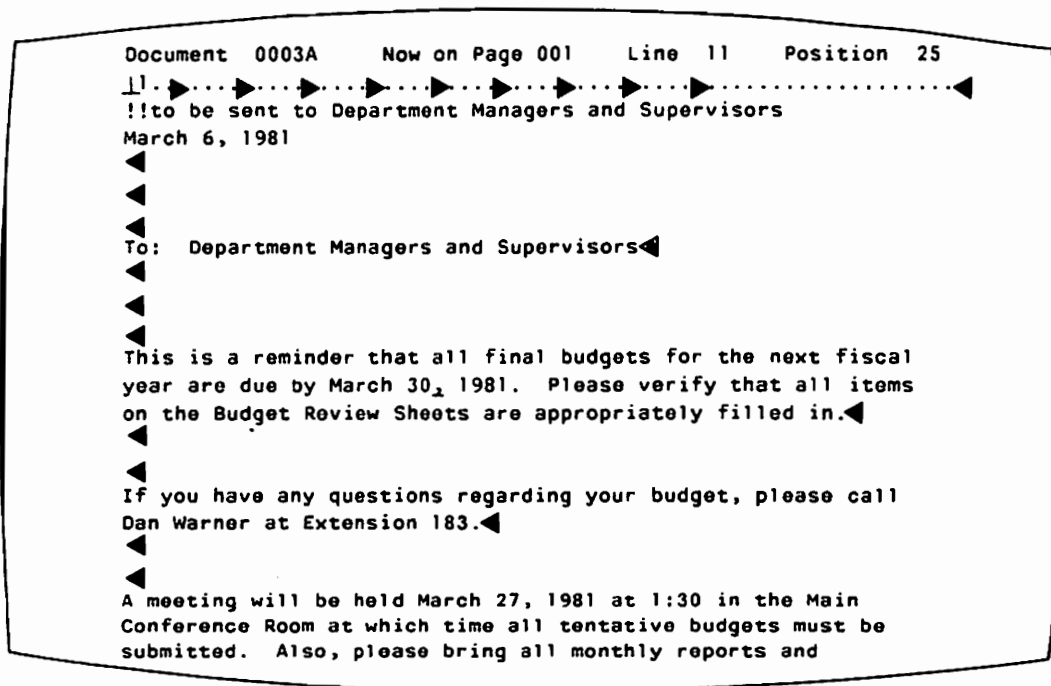
(Document End)

4.4.5 Replace

This function is used to replace any defined character sequence in a document with another. The cursor is positioned under the first character of the text to be replaced and the REPLC key is pressed. The prompt "Replace what?" appears.

To highlight the text to be replaced, the same procedures for highlighting text to be deleted are used. The cursor is positioned on the last character of the text to be replaced and the EXEC key is pressed. The word or phrase is automatically removed. The prompt "Replace what?" appears. The replacement sequence is typed and the EXEC key is pressed. The text is automatically adjusted. This function may be used as many times as necessary and at any point within a document by repeatedly performing the appropriate steps. If, during REPLACE, it is necessary to restore the original text, the CANCEL key is pressed prior to pressing EXEC to accept the replacement.

1. To replace "April 1" in the first paragraph with "March 30", press the PREV SCRN key, and position the cursor under the "A" in "April".
2. Press the REPLC key. Notice the prompt on the Status Line.
3. Highlight the amount of text to be replaced by pressing the "1" key. "April 1" will be highlighted.
4. Press EXEC to indicate that this is the amount of text to be replaced.
5. The system now prompts you to enter the replacement text. Type "March 30".
6. Press the EXEC key. Your screen should appear as follows.



The screenshot shows a terminal window with a document being edited. At the top, the status line reads: "Document 0003A Now on Page 001 Line 11 Position 25". Below this, the first line of the document is "!!to be sent to Department Managers and Supervisors", with the "A" in "April" highlighted by a dotted line. The second line is "March 6, 1981". Below this is a blank line, followed by a prompt "To: Department Managers and Supervisors". Another blank line follows, then the text: "This is a reminder that all final budgets for the next fiscal year are due by March 30, 1981. Please verify that all items on the Budget Review Sheets are appropriately filled in." Below this is another blank line, then the text: "If you have any questions regarding your budget, please call Dan Warner at Extension 183." Below this is another blank line, then the text: "A meeting will be held March 27, 1981 at 1:30 in the Main Conference Room at which time all tentative budgets must be submitted. Also, please bring all monthly reports and".

4.4.6 Terminating Document Edit

When an editing operation is complete, it is terminated exactly as a Document Create operation.

1. Press the CANCEL key. The "End of Edit?" prompt appears.
2. Press the EXEC key; this indicates acceptance of termination and returns the System Startup menu to the screen.

4.5 REPRINTING THE MEMO

Now that the memo has been corrected, it may be printed in its final form.

1. To print the memo, select Print Document from the System Startup menu.
2. Enter the ID of the document to be printed (if it is already displayed, simply press EXEC).
3. The Print Library Document menu is displayed as follows.

```

                                PRINT LIBRARY DOCUMENT

Document Id:      0003A
Document Name:    MEMO TO MANAGERS

Print from Page:  001   Print thru Page:  120   Starting as Page No.:  0002
First Header Page: 002   First Footer Page:  002   Footer Begins on Line:  50

Paper Length:     66   No. of Originals:    01   Character Set Number:   1
Printer Number:   1   Left Margin:         10

Please select one from each column:

DEVICE          PITCH    FORMAT          FORMS           STYLE          SUMMARY        DELETE
■ Character     ■ 10     ■ Unjustified   ■ Continuous    ■ Final        ■ Print        ■ No
. Line          . 12     . Justified     . Single        . Draft        . Omit
. CRT Only
. Image
  
```

4. Using the RETURN key, position the cursor beneath the Acceptance Block next to With Notes in the FORMAT column.

5. Press the Space Bar twice to move the Acceptance Block beside Justified.
6. Press the RETURN key twice to position the cursor beneath the Acceptance Block next to Draft in the STYLE column.
7. Press the Space Bar once to move the Acceptance Block next to Final.
8. Position the cursor next to the Print field under the SUMMARY column.
9. Press the Space Bar once to omit the Document Summary when the document is printed.

PRINT LIBRARY DOCUMENT

Document Id: 0003A
 Document Name: MEMO TO MANAGERS

Print from Page: 001 Print thru Page: 120 Starting as Page No.: 0002
 First Header Page: 002 First Footer Page: 002 Footer Begins on Line: 50

Paper Length: 66 No. of Originals: 01 Character Set Number: 1
 Printer Number: 1 Left Margin: 10

Please select one from each column:

DEVICE	PITCH	FORMAT	FORMS	STYLE	SUMMARY	DELETE
<input checked="" type="checkbox"/> Character	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> Unjustified	<input checked="" type="checkbox"/> Continuous	<input checked="" type="checkbox"/> Final	<input type="checkbox"/> Print	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Line	<input type="checkbox"/> 12	<input checked="" type="checkbox"/> Justified	<input type="checkbox"/> Single	<input type="checkbox"/> Draft	<input checked="" type="checkbox"/> Omit	
<input type="checkbox"/> CRT Only		<input type="checkbox"/> With Notes	<input type="checkbox"/> Form 1			
			<input type="checkbox"/> Form 2			

10. Be sure the printer is on and SELECTed (button is illuminated) and paper is inserted.
11. Press the EXEC key to indicate acceptance of the Print menu.
12. The document is printed out and should appear as follows.

March 6, 1981

To: Department Managers and Supervisors

This is a reminder that all final budgets for the next fiscal year are due by March 30, 1981. Please verify that all items on the Budget Review Sheets are appropriately filled in.

If you have any questions regarding your budget, please call Dan Warner at Extension 183.

A meeting will be held March 27, 1981 at 1:30 in the Main Conference Room, at which time all tentative budgets must be submitted. Also, please bring all monthly reports and production schedules as they will be reviewed and discussed.

Thank you,

John D. Litman

CHAPTER 5
CREATE, PRINT, AND EDIT A LETTER

5.1 CREATING A LETTER

Now type the following letter. To create it, perform the following steps.

Jones Industries
123 Atlantic Lane
Industrial Park
New City, MA 01110

Mr. Hugh Tyler,

Jones Industries will be placing a large order with your company in the near future due to the establishment of a Word Processing Center in our main business office and the expansion of our present office facilities. We would appreciate any assistance you can offer.

All of our past orders and requests with your company have been speedily filled and well received. We know that we can rely on you and your employees for dependable and efficient service. The quality of all products thus received has been excellent. ACME Office Supplies deserves the highest praise and recommendations for exceeding our company's expectations.

Our initial order consists of twenty (20) each of the following items:

PRINT WHEELS (10 Pitch)

ROMAN, TREND, BOLD
GOTHIC, BOLD ITALIC,
ELITE

PRINT WHEELS (12 Pitch)

TROJAN, TITAN,
MANIFOLD, PICA,
TITAN LEGAL,
VINTAGE, TITAN
ITALIC, SCRIPT,
LETTER GOTHIC

NOTE:

PLEASE APPLY YOUR SPECIAL 30 DAY PAYMENT
PLAN.

Also, could you please send me your
most recent catalogues and price
information on the following items:

Carbon Paper
Bond Paper
Continuous Form Paper
Carbon and Fabric Ribbons
Desk Accessories

If you feel there are other items
that would be required or beneficial to our
current expansion, please include this
information as well.

I would appreciate delivery as soon
as possible. Jones Industries thanks you in
advance for your continued good service.

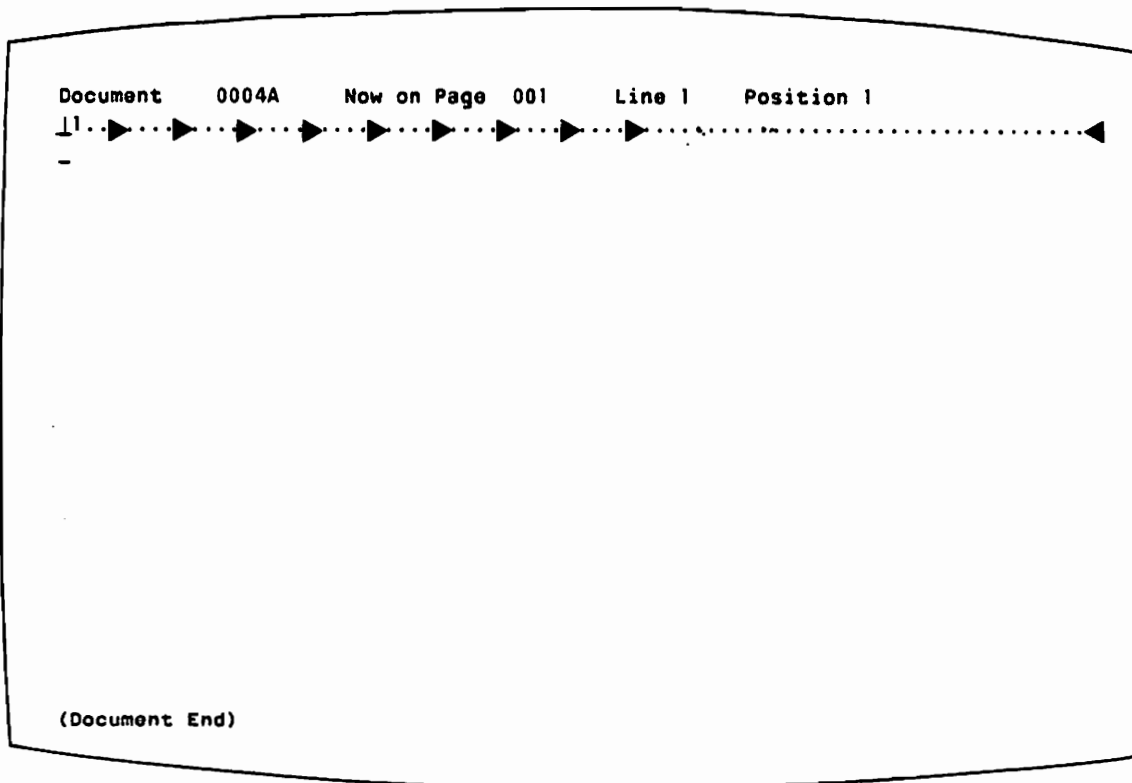
Yours truly,

Larry Jones
Jones Industries

1. To create the letter, select Create New Document from the System Startup menu by positioning the Acceptance Block next to the function and pressing EXEC twice; once to view the Creation Library letter and Document ID, and once to access the Document Summary.
2. Fill in the Document Summary as follows.

DOCUMENT SUMMARY				
Document Id:	0004A			
Document Name:	<u>LETTER TO ACME SUPPLIES</u>			
Operator:	<u>YOUR NAME</u>			
Author:	<u>LARRY JONES</u>			
Comments:	_____			
STATISTICS				
OPERATION	DATE	TIME	WORKTIME	KEYSTROKES
Created	02/12/81	00:00	0000:00	
Last Revised	00/00/00	00:00	0000:00	
Last Printed	00/00/00	00:00		
Last Archived	00/00/00	00:00		onto Archive
Total Pages:		1	Total Worktime:	0000:00
Total Lines:			Total Keystrokes:	

1. Press EXEC when the Document Summary is appropriately filled in. The following first screen is automatically displayed.



5.1.1 Format Line

Beginning each new page, the second line on the screen contains graphics which define vertical spacing, tabs, and the right-hand margin (line length). This line is called the Format Line, and appears only on the screen, never on printed copy. The graphics on this line are as follows.

↓ = Indicates a Format Line at the top of a page.

1 = Indicates the vertical spacing is currently set at single spacing. However, depending on the vertical spacing desired, it may be revised with any of the following characters entered at this position.

- 1 = Single spacing
- 2 = Double spacing
- 3 = Triple spacing
- H = Half spacing
- W = One and a half spacing
- Q = Quarter spacing

NOTE

Printers other than the recommended 2200/WP character printer support only single (1), double (2), and triple (3) spacing characters.

- ▶ = Indicates that a tab is set at this position.
- ◀ = Indicates the right-hand margin (maximum line length).
- . = Indicates a position without a tab (a space).

When the last two documents were created, a preset format (automatically set by the system each time you create a document) was used. The preset format may be different for each library depending on how the supervisor set up the prototype document. In the examples throughout this manual, it is assumed that the preset format was single spacing, with tabs set at positions 5, 10, 15, 20, 25, 30, 35, 40, and 45 with the right margin at position 80.

5.1.2 Revising a Preset Format

The preset format may be revised in the following manner. (Do NOT perform these steps at this time.)

1. Hold down the SHIFT key and press the FORMAT key. The cursor is now at Character Position 3 on the Format Line.
2. To revise the vertical spacing, backspace once to position the cursor beneath the vertical spacing character (Position 2). Then type the character corresponding to the line spacing desired.
3. To remove all tabs, press the RETURN key. The right margin graphic (◀) is now at Position 3 (with the cursor beneath it).
4. To set tabs, position the cursor using the Space Bar, to where a tab is desired (note "Position" in the Status Line) and press the TAB key.
5. To set a right margin, position the cursor at the point desired and press the RETURN key.
6. When the format is completed and correctly entered, press the EXEC key, indicating acceptance of the Format Line. The cursor is then automatically positioned at the first character position of the next line.

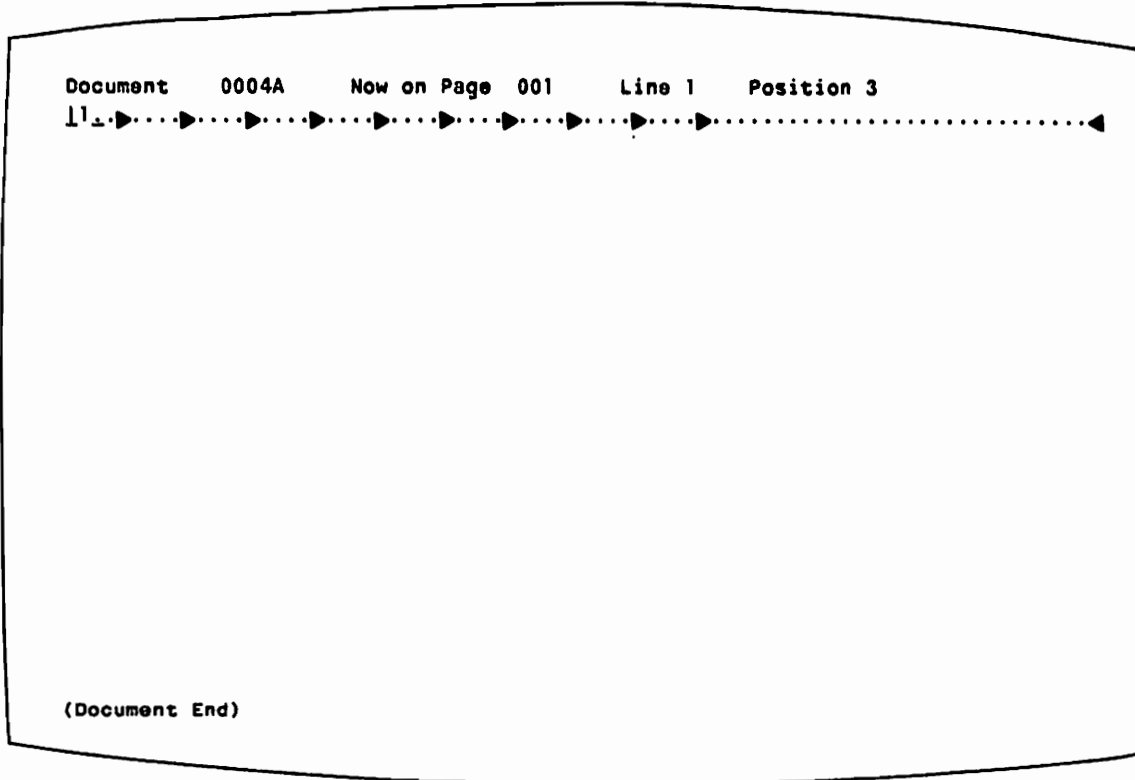
NOTES

To revise a Format Line, it must be visible on the screen.

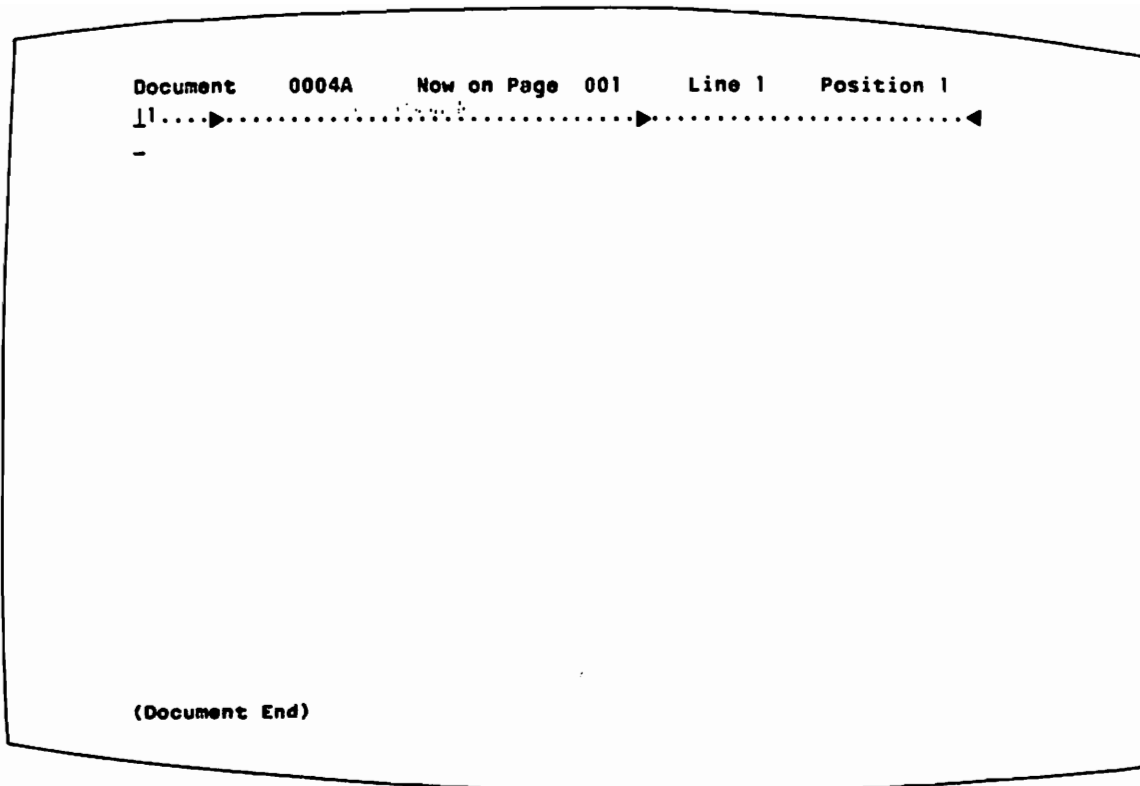
If, in revising the format line, the cursor goes past the desired position, pressing the BACK SPACE key or the West Cursor Control key will move the cursor back to the correct position.

Now perform the following steps to revise the preset format on the screen.

1. Hold down SHIFT and press the FORMAT key. The cursor is now at Position 3. Your screen should appear as follows.



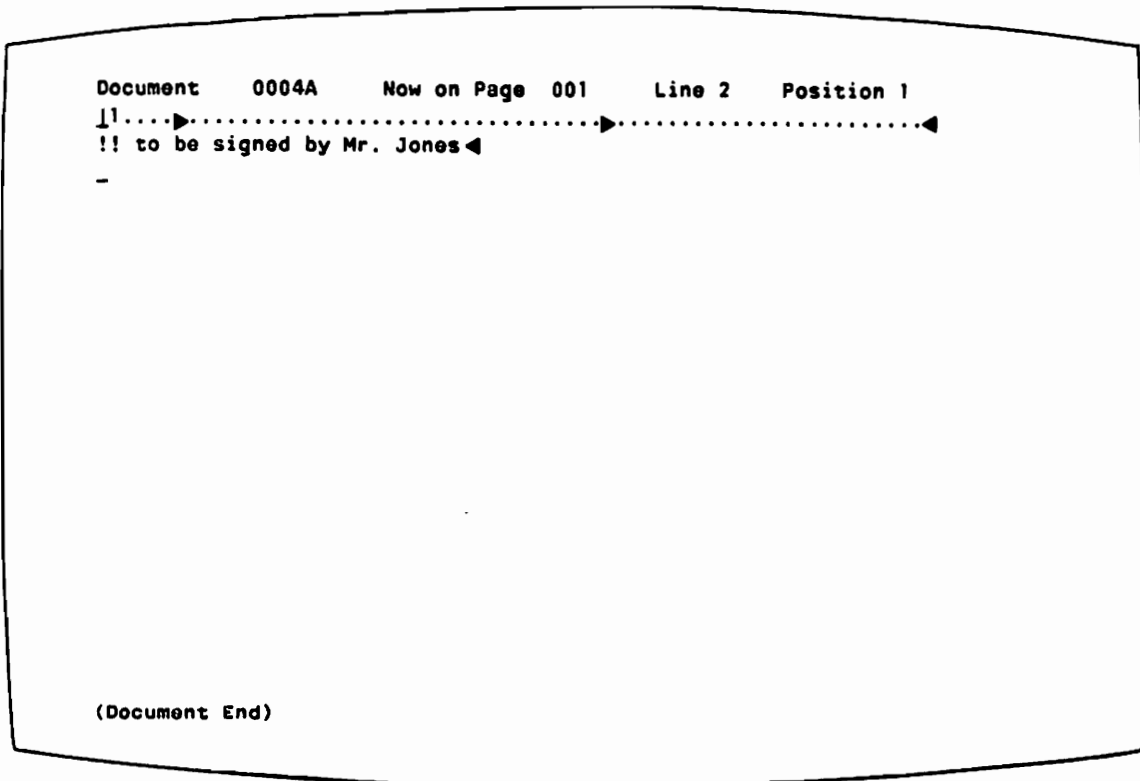
2. Press the RETURN key, which removes all tab settings.
3. Using the Space Bar, locate the cursor at Position 7, and press the TAB key. A tab is now set at Position 7.
4. Space to Position 40 and enter a tab.
5. Space to Position 65 and press the RETURN key. The right margin is set.
6. To accept this format, press the EXEC key. The cursor is now properly positioned on Line 1, Position 1 for resumption of normal typing. Your screen should appear as follows.



5.1.3 Operator Note

To remind yourself that the letter must be signed before it is mailed, you would enter an operator note with the following procedure.

1. Press the NOTE key. The Note graphic (!!) is displayed.
2. Type "to be signed by Mr. Jones".
3. Press the RETURN key to end the note. The cursor is now on the next line. Your screen should appear as follows.

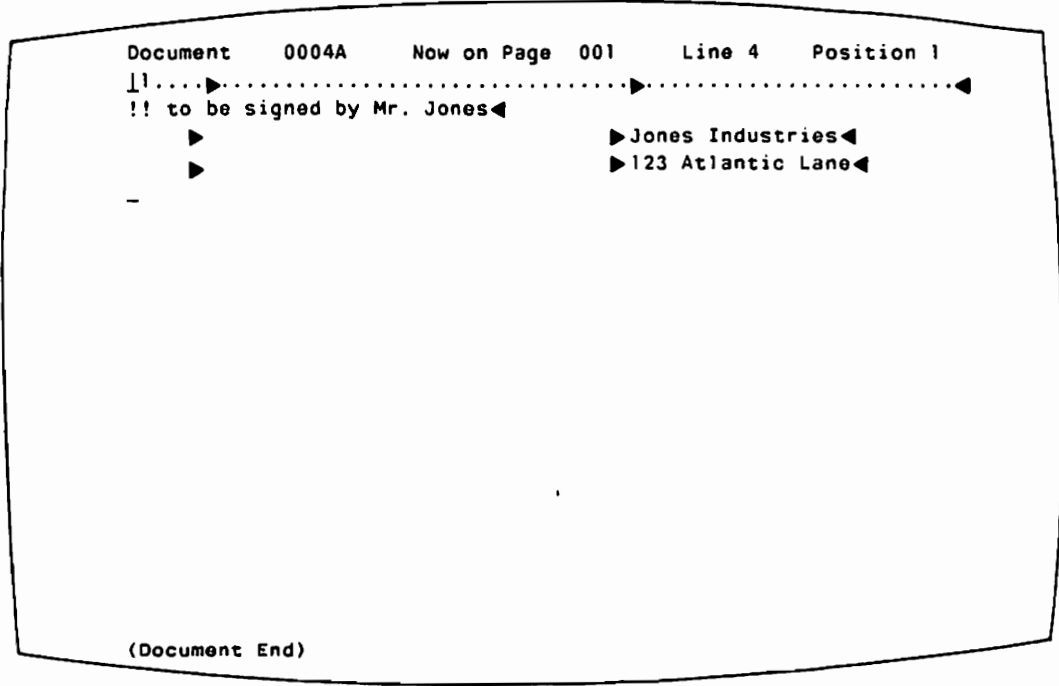


5.1.4 Tab

The TAB key is used to position the cursor under the next tab setting as defined in the Format Line. It can be pressed as many times as there are settings in the Format Line. If pressed beyond the last tab stop on a line, the cursor moves to the first position of the next line. Tabs are text characters; therefore, editing operations can affect them.

1. Press the TAB key once. The Tab graphic is automatically displayed at the position preceding the first tab setting in your Format Line. Putting the tab graphic before the tab setting allows text to be typed at the correct tab position. The cursor is positioned immediately following the graphic. Your screen should appear as follows.

3. Type "Jones Industries".
4. Press the RETURN key to end this line of text.
5. Press the TAB key twice and type "123 Atlantic Lane".
6. Press the RETURN key. Your screen should appear as follows.



7. Enter the next two lines of text in the same manner described in Steps 5 and 6; your screen should appear as follows.

Document 0004A Now on Page 001 Line 26 Position 1

▶ Jones Industries will be placing a large order with your company in the near future due to the establishment of a Word Processing Center in our main business office and the expansion of our present office facilities. We would appreciate any assistance you can offer.◀

◀

◀

-

(Document End)

15. Press the TAB key and type "All of our past orders and requests with your company have been speedily filled and well received. We know that we can rely on you and your employees for dependable and efficient service. The quality of all products thus received has been excellent. ACME Office Supplies deserves the highest praise and recommendations for exceeding our company's expectations."
16. Press RETURN three times, once to end this paragraph and twice for the two blank lines.
17. Press the TAB key and type "Our initial order consists of twenty (20) each of the following items:".
18. Press the RETURN key three times. Your screen should appear as follows.

Document 0004A Now on Page 001 Line 38 Position 1

▶ Jones Industries will be placing a large order with your company in the near future due to the establishment of a Word Processing Center in our main business office and the expansion of our present office facilities. We would appreciate any assistance you can offer.◀

◀
◀

▶ All of our past orders and requests with your company have been speedily filled and well received. We know that we can rely on you and your employees for dependable and efficient service. The quality of all products thus received has been excellent. ACME Office Supplies deserves the highest praise and recommendations for exceeding our company's expectations.◀

◀
◀

▶ Our initial order consists of twenty (20) each of the following items:◀

◀
◀
-

(Document End)

5.1.5 Entering an Alternate Format (Multiformats)

At times, it is necessary to enter a new format when typing text. This may be due to the need for different right margins, tab settings, or vertical spacing. The procedure is very similar to revising the preset format. When the FORMAT key is pressed, the last Format Line entered in the document is displayed. (If SHIFT and FORMAT are pressed, the cursor is positioned at the preceding Format Line in the document.) The Format Line is then revised as in a preset Format Line. Where there are multiple formats in a document, the text following each Format Line conforms to that Format Line.

In the letter presently being created, an alternate Format Line must be entered since the next part of the letter is to have a different right margin and tabs than were set for the previous text. To enter a new Format Line, simply press the FORMAT key. A new Format Line, identical to the previous one, is placed in the document at this point. Now revise the Format Line. Remember, SHIFT and FORMAT places the cursor inside the previous Format Line for revisions; FORMAT places a new Format Line in your document which can be revised in any way.

NOTE

If a new format is being entered (cursor is in the Format Line) and the DELETE key is pressed, the Format Line is automatically deleted.

1. To enter a new Format Line, press the **FORMAT** key. A Format Line identical to the previous Format Line is displayed. Your screen should appear as follows.

```
Document 0004A Now on Page 001 Line 37 Position 3
  ▶Jones Industries will be placing a large order with your
  company in the near future due to the establishment of a Word
  Processing Center in our main business office and the expansion
  of our present office facilities. We would appreciate any
  assistance you can offer.◀
  ◀
  ▶All of our past orders and requests with your company
  have been speedily filled and well received. We know that we
  can rely on you and your employees for dependable and efficient
  service. The quality of all products thus received has been
  excellent. ACME Office Supplies deserves the highest praise
  and recommendations for exceeding our company's expectations.◀
  ◀
  ▶Our initial order consists of twenty (20) each of the
  following items:◀
  ◀
  | | .....▶.....◀
  (Document End)
```

2. Revise this new Format Line. Using the Space Bar and TAB key, set a tab at Position 45 and the right margin at 70.
3. Press **EXEC** to accept this Format Line. Your screen should appear as follows.

```

Document 0004A Now on Page 001 Line 38 Position 1
  ▶Jones Industries will be placing a large order with your
company in the near future due to the establishment of a Word
Processing Center in our main business office and the expansion
of our present office facilities. We would appreciate any
assistance you can offer.◀
◀
▶All of our past orders and requests with your company
have been speedily filled and well received. We know that we
can rely on you and your employees for dependable and efficient
service. The quality of all products thus received has been
excellent. ACME Office Supplies deserves the highest praise
and recommendations for exceeding our company's expectations.◀
◀
▶Our initial order consists of twenty (20) each of the
following items:◀
◀
1).....▶
-
(Document End)

```

5.1.6 Indent

At times, it is necessary to indent entire sections of text. Indenting text is accomplished by pressing the INDENT key before the tab stop where indenting is to begin. The current line and each subsequent line is automatically indented until the RETURN key is pressed. This procedure eliminates the need to enter a TAB and a RETURN on each line.

1. Type: "PRINT WHEELS (10-Pitch)".
2. To indent the following text, press the INDENT key. Notice how the Indent graphic (-) is automatically positioned at the next tab stop. Your screen should appear as follows.

Document 0004A Now on Page 001 Line 38 Position 45

▶ Jones Industries will be placing a large order with your company in the near future due to the establishment of a Word Processing Center in our main business office and the expansion of our present office facilities. We would appreciate any assistance you can offer.◀

◀

◀

▶ All of our past orders and requests with your company have been speedily filled and well received. We know that we can rely on you and your employees for dependable and efficient service. The quality of all products thus received has been excellent. ACME Office Supplies deserves the highest praise and recommendations for exceeding our company's expectations.◀

◀

◀

▶ Our initial order consists of twenty (20) each of the following items:◀

◀

◀

|1.....▶
PRINT WHEELS (10-Pitch) → -

(Document End)

3. Type: "ROMAN, TREND, BOLD, GOTHIC,".
4. Notice how the word GOTHIC was automatically wrapped and dropped down to the next line and positioned at the indent position. Your screen should appear as follows.

Document 0004A Now on Page 001 Line 39 Position 52

▶Jones Industries will be placing a large order with your company in the near future due to the establishment of a word Processing Center in our main business office and the expansion of our present office facilities. We would appreciate any assistance you can offer.◀

◀
◀

▶All of our past orders and requests with your company have been speedily filled and well received. We know that we can rely on you and your employees for dependable and efficient service. The quality of all products thus received has been excellent. ACME Office Supplies deserves the highest praise and recommendations for exceeding our company's expectations.◀

◀
◀

▶Our initial order consists of twenty (20) each of the following items:◀

◀
◀

11.....▶.....◀
PRINT WHEELS (10-Pitch) —ROMAN, TREND, BOLD,
GOTHIC, _

(Document End)

5. Continue typing "BOLD ITALIC, ELITE".
6. Press the RETURN key to end the paragraph and the indenting. (Notice how the next screen is automatically displayed.)
7. Press the RETURN key twice to enter two blank lines.
8. Type "PRINT WHEELS (12-Pitch)".
9. Press the INDENT key and type "TROJAN, TITAN, MANIFOLD, PICA, TITAN LEGAL, VINTAGE, TITAN ITALIC, SCRIPT, LETTER GOTHIC".
10. Press the RETURN key three times, once to end indenting the text and twice to enter two blank lines. Your screen should appear as follows.

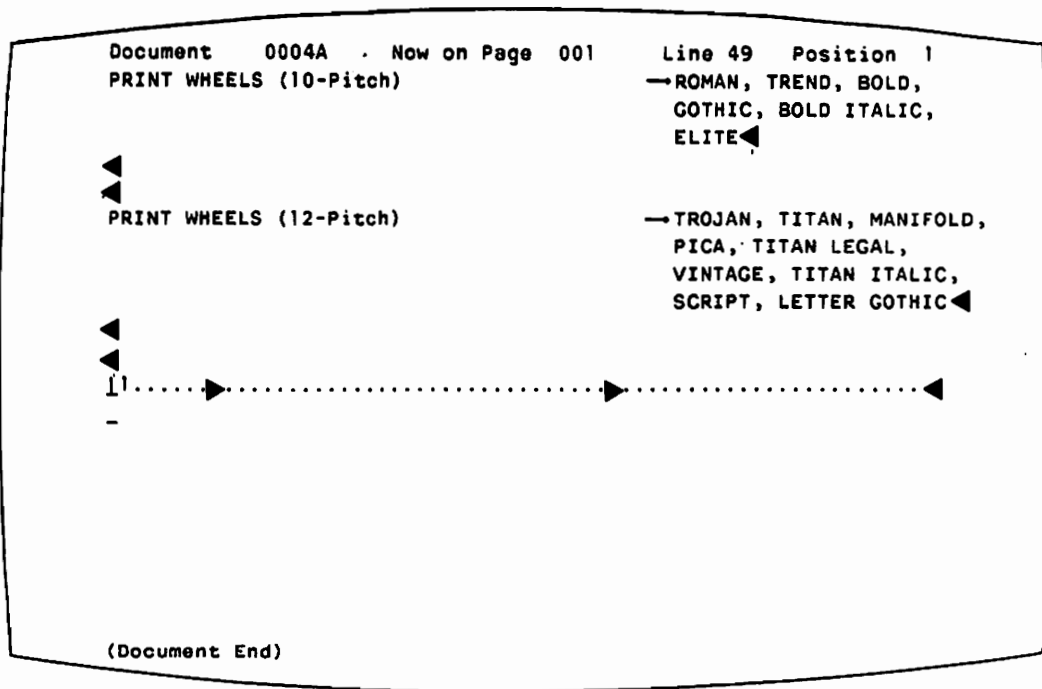
```
Document 0004A Now on Page 001 Line 48 Position 1
PRINT WHEELS (10-Pitch) —ROMAN, TREND, BOLD,
                        GOthic, BOLD ITALIC,
                        ELITE◀

◀◀
PRINT WHEELS (12-Pitch) —TROJAN, TITAN, MANIFOLD,
                        PICA, TITAN LEGAL,
                        VINTAGE, TITAN ITALIC,
                        SCRIPT, LETTER GOTHIC◀

◀◀
-
```

(Document End)

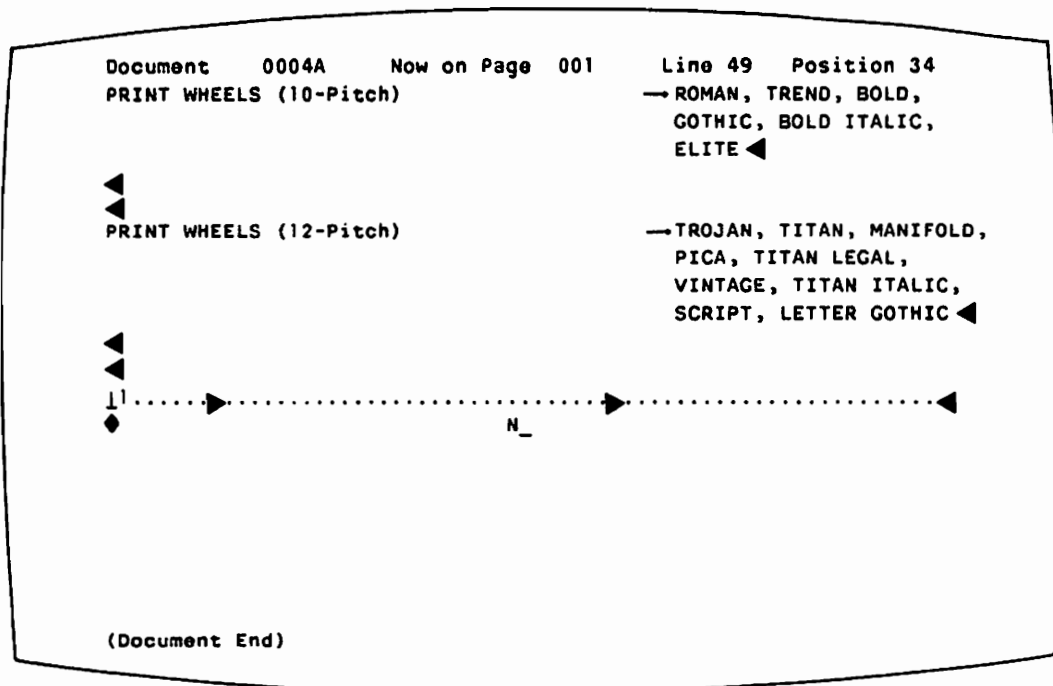
11. Now you need the original format (from the top of Page 1) returned to the screen. Simply press the **FORMAT** key, set tabs at the appropriate positions (7, 40), set the right margin at 65, press **RETURN**, and press **EXEC**. Your screen should appear as follows.



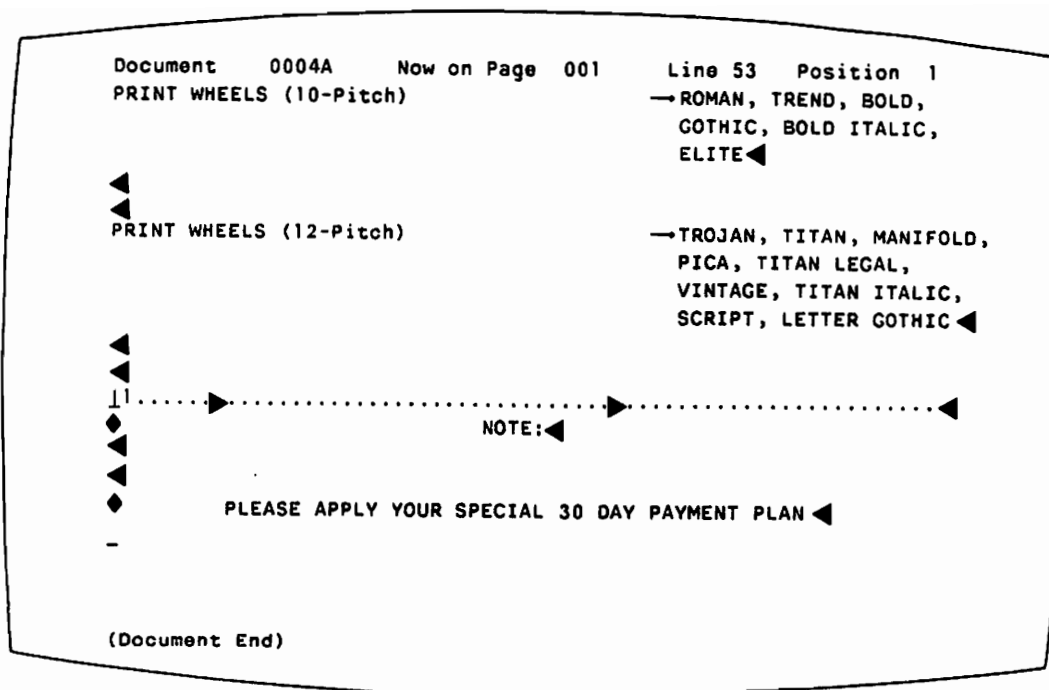
5.1.7 Center

When the CENTER key is pressed, a line of text or a heading is automatically centered. The center of a line is defined by the left and right margin positions. The left margin is specified on the Print Library Document menu, and the right margin (maximum line length) is defined in the Format Line. To end a centered line, simply press the RETURN key. The Center graphic (♦) is a text character and, therefore, can be edited.

1. Press the CENTER key. The Center graphic is automatically displayed.
2. Press the "N" key. As each character is typed it is automatically centered between the left and right margins. Your screen should appear as follows.



3. Continue typing "OTE:".
4. Press the RETURN key to end the centered line.
5. Press the RETURN key twice to enter two blank lines.
6. Press the CENTER key to center the next line of text.
7. Type "PLEASE APPLY YOUR SPECIAL 30 DAY PAYMENT PLAN."
8. Press the RETURN key to end the centered line. Your screen should appear as follows.



5.1.8 New Page

To end one page and begin a new page, simply press the PAGE key. This function tells the printer to begin printing on a new page when using continuous form paper, or to stop when using single sheets of paper. When a page break is entered, the system notifies you that a page break is being inserted, a Page graphic (⊥) is entered, and a new screen containing a Status Line and the last format entered is displayed. The Status Line displays the page number of the newly created page.

The maximum capacity of a standard 2200/WP page is 4096 characters. When you reach the 4096-character limit, the system notifies you that the page is full. If during MOVE, REPLACE, or INSERT, the limit is exceeded, the screen displays "Page Full", aborts the entire request, and returns the text to its original state. In this case, a page break can be inserted, decreasing the amount of text on the page, to allow the required MOVE, REPLACE, or INSERT to take place.

Do not confuse a new page with a new screen. The differences are as follows.

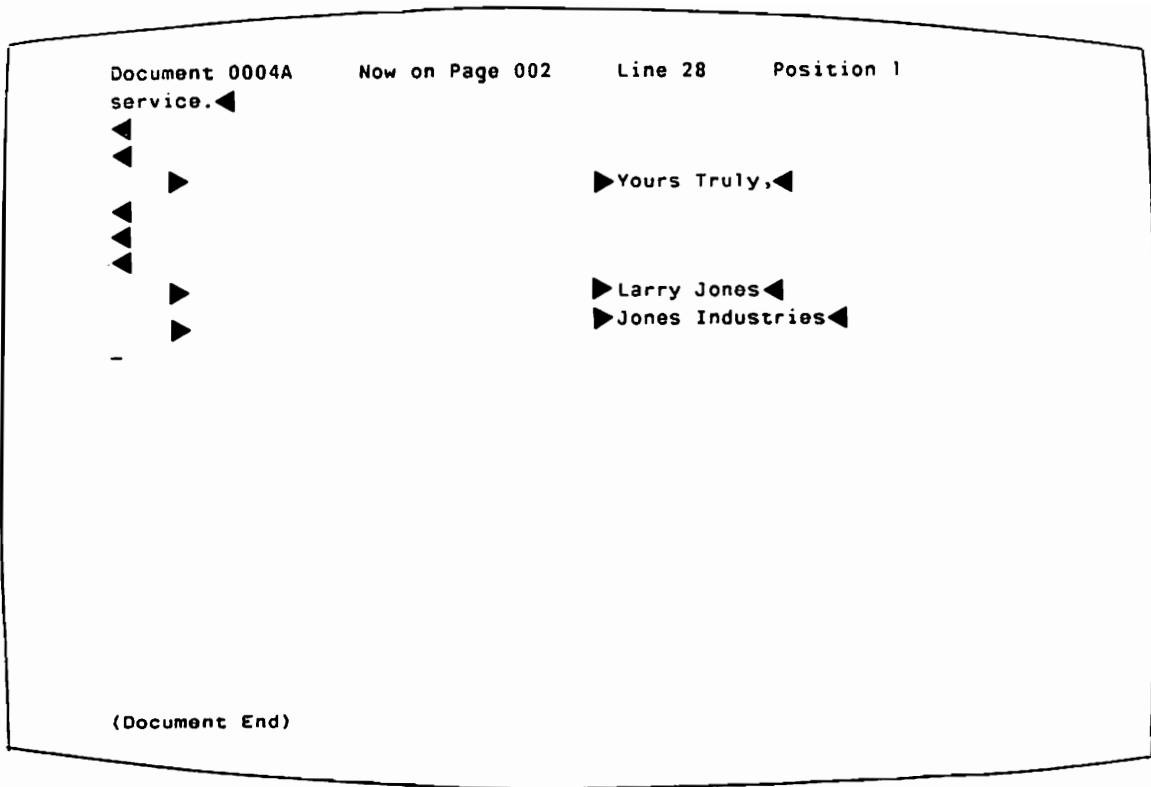
New Page

- . Generated by the operator to define an end page/begin new page.
- . Displays a Status Line with the next consecutive page number automatically generated and restarts the line number count at 1.
- . Displays a Format Line identical to the last Format Line used.
- . Automatically generates a new screen.
- . Maximum of 116 pages per document.

New Screen

- . Automatically generated by the system when the current screen becomes full.
- . Contains a Status Line with the next consecutive line number automatically generated.
- . Maximum of 21 text lines per screen.

1. Since the first page of the letter is to end at this point, press the PAGE key. A Page graphic (⊥) is entered, the system displays "Inserting Page Break", and the next screen (and page) is automatically displayed. This new page contains a Format Line identical to the last one entered in this document.
2. Continue typing the letter entering Returns, Tabs, and Center graphics, so the screen appears as follows.



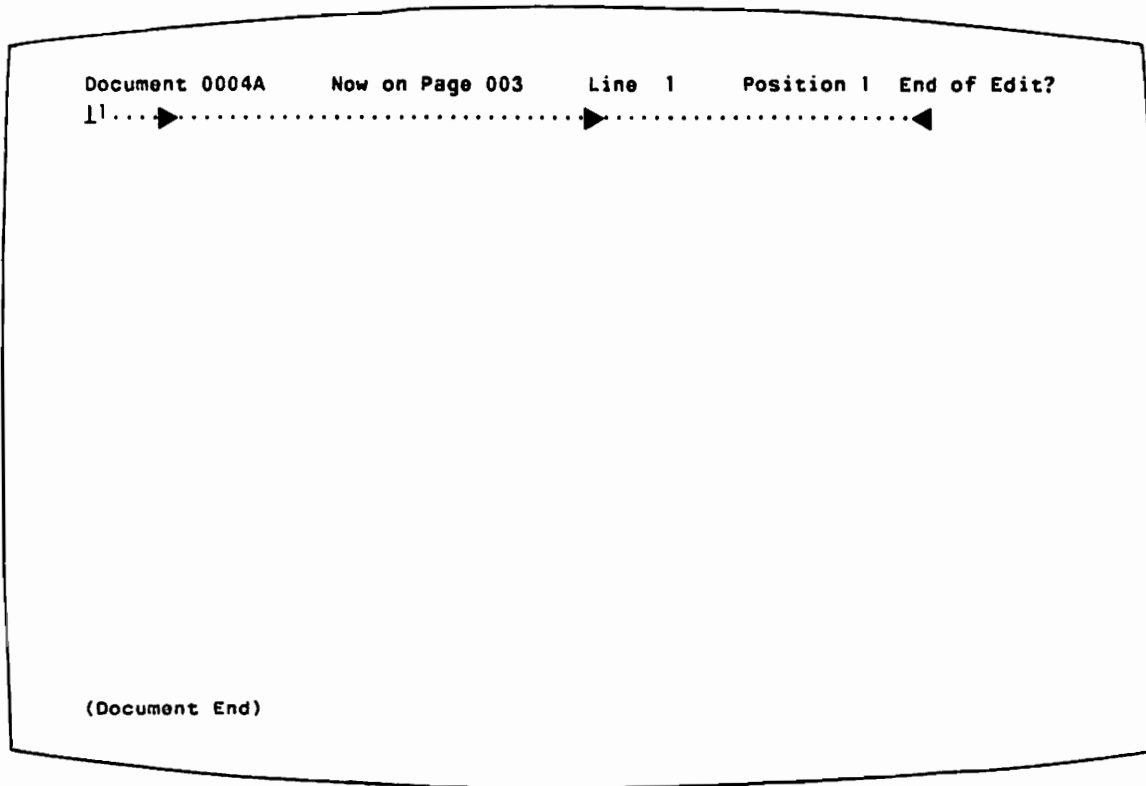
4. Press the PAGE key to create a new page, in order to print the envelope later in the example.

5. The document now consists of three pages. The last page is blank.

5.1.9 Terminating Document Create

Now that the letter is complete, return to the System Startup menu.

1. Press the CANCEL key. Notice the prompt on the Status Line, as follows.



2. Press EXEC to terminate the create operation.
3. The System Startup menu is displayed.

5.2 PRINTING THE LETTER

To print the letter for author review, perform the following.

1. Position the Acceptance Block next to the Print Document option and press the EXEC key.
2. The ID of the document to be printed should be displayed. Press EXEC.
3. The Print Library Document menu appears as follows.

PRINT LIBRARY DOCUMENT

Document Id: 0004A
Document Name: LETTER TO ACME SUPPLIES

Print from Page: 001 Print thru Page: 120 Starting as Page No.: 0002
First Header Page: 002 First Footer Page: 002 Footer Begins on Line: 50

Paper Length: 66 No. of Originals: 01 Character Set Number: 1
Printer Number: 1 Left Margin: 10

Please select one from each column:

DEVICE	PITCH	FORMAT	FORMS	STYLE	SUMMARY	DELETE
<input checked="" type="checkbox"/> Character	<input checked="" type="checkbox"/> 10	<input checked="" type="checkbox"/> Unjustified	<input checked="" type="checkbox"/> Continuous	<input checked="" type="checkbox"/> Final	<input checked="" type="checkbox"/> Print	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Line	<input type="checkbox"/> 12	<input type="checkbox"/> Justified	<input type="checkbox"/> Single	<input type="checkbox"/> Draft	<input type="checkbox"/> Omit	
<input type="checkbox"/> CRT Only		<input type="checkbox"/> With Notes	<input type="checkbox"/> Form 1			
			<input type="checkbox"/> Form 2			

4. The letter is to be printed with operator notes, in draft (double spacing), and without the Document Summary. Therefore, using the Space Bar and the RETURN key, fill in the Print Library Document menu so it appears as follows.

PRINT LIBRARY DOCUMENT

Document Id: 0002A
Document Name: LETTER TO ACME SUPPLIES

Print from Page: 001 Print thru Page: 002 Starting as Page No.: 0002
First Header Page: 002 First Footer Page: 002 Footer Begins on Line: 50

Paper Length: 66 No. of Originals: 01 Character Set Number: 1
Printer Number: 1 Left Margin: 10

Please select one from each column:

DEVICE	PITCH	FORMAT	FORMS	STYLE	SUMMARY	DELETE
<input checked="" type="checkbox"/> Character	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> Unjustified	<input checked="" type="checkbox"/> Continuous	<input type="checkbox"/> Final	<input type="checkbox"/> Print	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Line	<input type="checkbox"/> 12	<input type="checkbox"/> Justified	<input type="checkbox"/> Single	<input checked="" type="checkbox"/> Draft	<input checked="" type="checkbox"/> Omit	
<input type="checkbox"/> CRT Only		<input checked="" type="checkbox"/> With Notes	<input type="checkbox"/> Form 1			
			<input type="checkbox"/> Form 2			

5. Be sure the printer is on, selected, and has continuous paper inserted.
6. Press EXEC to print the letter.

5.3 EDITING THE LETTER

The letter is returned with the following changes.

!!to be signed by Mr. Jones

Jones Industries
123 Atlantic Lane
Industrial Park
New City, MA 01110

Mr. Hugh Tyler
ACME Office Supplies
31 W. 61st Street
Washington, NY 21934

Dear Mr. Tyler,

Jones Industries will be placing a large order with your company in the near future due to the establishment of a Word Processing Center in our main business office and the expansion of our present office facilities. We would appreciate any assistance you can offer.

All of our past orders and requests with your company have been speedily filled and well received. We know that we can rely on you and your employees for dependable and efficient service. The quality of all products thus received has been excellent. ACME Office Supplies deserves the highest praise and recommendations for exceeding our company's expectations.

Move to
before
last R

, which should be applied to your 90 day
payment plan,

Our initial order consists of twenty (20) each of the
following items:

PRINT WHEELS (10 Pitch):

ROMAN, TREND, BOLD,
GOTHIC, BOLD ITALIC,
ELITE

PRINT WHEELS (12 Pitch):

TROJAN, TITAN, MANIFOLD,
PICA, TITAN LEGAL,
VINTAGE, TITAN ITALIC,
SCRIPT, LETTER GOTHIC

NOTE:

PLEASE APPLY YOUR SPECIAL 30 DAY PAYMENT PLAN.

Also, could you please send me your most recent catalogues and price information on the following items:

Carbon Paper

Bond Paper

Continuous-form Paper

Carbon and Fabric Ribbons

Desk Accessories

> File Cabinets

If you feel there are other items that would be required or beneficial to our current expansion, please include this information as well.

← Move ¶ to

I would appreciate delivery as soon as possible. Jones Industries thanks you in advance for your continued good service.

Yours truly,

Larry Jones

Jones Industries

To accomplish these changes, perform the following steps.

1. Select Edit Old Document from the System Startup menu. If the ID number of the document to be edited is correct, press EXEC. (If the ID number is incorrect, enter the correct ID.)
2. Accept the Document Summary by pressing the EXEC key.

5.3.1 Move

The MOVE key allows any specified amount of text to be moved from one location in a document to another. The system automatically adjusts for the move by closing up the space left by the moved text and providing space where the insertion is to occur.

Super Move (SHIFT plus MOVE) allows a specified portion of text to be moved from one document to another document. This moved text is permanently removed from the first document.

1. To move the indicated portion of text, position the cursor beneath the first character of the text to be moved (the Tab graphic (►)), as illustrated in the following screen.

```
Document 0004A Now on Page 001 Line 25 Position 6
  ►Jones Industries will be placing a large order with your
company in the near future due to the establishment of a Word
Processing Center in our main business office and the expansion
of our present office facilities. We would appreciate any
assistance you can offer.◄
◄
◄
  ►All of our past orders and requests with your company
have been speedily filled and well received. We know that we
can rely on you and your employees for dependable and efficient
service. The quality of all products thus received has been
excellent. ACME Office Supplies deserves the highest praise
and recommendations for exceeding our company's expectations.◄
◄
◄
  ►Our initial order consists of twenty (20) each of the
following items:◄
◄
◄
  |1.....►.....◄
PRINT WHEELS (10-Pitch)      →ROMAN, TREND, BOLD,
                              GOthic, BOLD ITALIC,
                              ELITE◄

(Page End)
```

2. Press the MOVE key. Notice the "Move what?" prompt on the Status Line.
3. Highlight the amount of text to be moved (the second paragraph plus the two Returns following it) by pressing the RETURN key three times.
4. Press the EXEC key to indicate that this is the portion of text to be moved. The text is removed from the screen, awaiting the instruction as to where it is to be moved. Notice the "To Where?" prompt.
5. To indicate where the highlighted text is to be moved, press the NEXT SCRN key twice, and position the cursor under the first character directly after the move, as shown in the following screen.

```
Document 0004A      Now on Page 002      Line 17      Position 6      To Where?
└!.....►.....►.....►.....►.....►.....►.....►.....►.....►.....►.....►.....◄
    Also, could you please send me your most recent
    catalogues and price information on the following items:◄
◄
◄
    Carbon Paper◄
    Bond Paper◄
    Continuous-form Paper◄
    Carbon and Fabric Ribbon◄
    Desk Accessories◄
◄
◄
    ►If you feel there are other items that would be required
    or beneficial to our current expansion, please include this
    information as well.◄
◄
◄
    ►I would appreciate delivery as soon as possible. Jones
    Industries thanks you in advance for your continued good
    service.◄
◄
◄
```

6. Press the EXEC key to indicate that this is where the text is to be moved. The system displays "Loading the Editor", and the move is accomplished. (Refer to the following screen.)

```
Document 0004A      Now on Page 002      Line 21      Position 1
↓|.....▶.....▶.....▶.....▶.....▶.....▶.....▶.....▶.....▶.....▶.....▶.....▶
Also, could you please send me your most recent
catalogues and price information on the following items:◀
◀
◀      Carbon Paper◀
◀      Bond Paper◀
◀      Continuous-form Paper◀
◀      Carbon and Fabric Ribbon◀
◀      Desk Accessories◀
◀
▶If you feel there are other items that would be required
or beneficial to our current expansion, please include this
information as well.◀
◀
▶All of our past orders and requests with your company
have been speedily filled and well received. We know that we
can rely on you and your employees for dependable and efficient
service. The quality of all products thus received has been
excellent. ACME Office Supplies deserves the highest praise_
```

5.3.2 Insert

To insert the indicated text in the third paragraph, perform the following steps.

1. Press PREV SCRN twice and then position the cursor beneath the space between the words "order" and "consists". Your screen should appear as follows.

Document 0004A Now on Page 001 Line 26 Position 24

▶Jones Industries will be placing a large order with your company in the near future due to the establishment of a Word Processing Center in our main business office and the expansion of our present office facilities. We would appreciate any assistance you can offer.◀

◀
◀

▶Our initial order_consists of twenty (20) each of the following items:◀

◀
◀

|1.....▶

PRINT WHEELS (10-Pitch)

◀-----▶
—ROMAN, TREND, BOLD,
GOTHIC, BOLD ITALIC,
ELITE

◀
◀

PRINT WHEELS (12-Pitch)

—TROJAN, TITAN, MANIFOLD,
PICA, TITAN LEGAL,
VINTAGE, TITAN ITALIC,
SCRIPT, LETTER GOTHIC◀

◀

2. Press the INSERT key.
3. Type "", which should be applied to your 90 day payment plan,". (Do not type the quotation marks.) The inserted text is highlighted. Your screen should appear as follows.

Document 0004A Now on Page 001 Line 27 Position 14

▶ Jones Industries will be placing a large order with your company in the near future due to the establishment of a Word Processing Center in our main business office and the expansion of our present office facilities. We would appreciate any assistance you can offer.◀

◀
◀

▶ Our initial order, which should be applied to you 90 day payment plan, _

consists of twenty (20) each

4. Press the EXEC key to indicate that you wish the insertion performed. Your screen should appear as follows.

Document 0004A Now on Page 001 Line 27 Position 14

▶ Jones Industries will be placing a large order with your company in the near future due to the establishment of a Word Processing Center in our main business office and the expansion of our present office facilities. We would appreciate any assistance you can offer.◀

◀
◀

▶ Our initial order, which should be applied to you 90 day payment plan, _consists of twenty (20) each of the following items:◀

◀
◀

1.....▶
PRINT WHEELS (10-Pitch)

.....◀
ROMAN, TREND, BOLD,
GOTHIC, BOLD ITALIC,
ELITE◀

◀
◀

PRINT WHEELS (12-Pitch)

TROJAN, TITAN, MANIFOLD,
PICA, TITAN LEGAL,
VINTAGE, TITAN ITALIC,
SCRIPT, LETTER GOTHIC◀

◀

5.3.3 Search

With the Search function, any defined character sequence (maximum of 125 characters) can be located within a document. There are two types of searches. (Do not perform these steps at this time.)

- . Press the SRCH key and type the character sequence to be located. Beginning at the current cursor position, the system searches sequentially through the document to the first instance of the character sequence from the current cursor location and highlights it.
- . Hold down SHIFT, press the SRCH key, and type the character sequence to be located. The system begins searching from the top of Page 1, finds the first instance, and highlights it.

As each key is pressed (when typing the character sequence to be searched), the system searches for the first occurrence of the partial pattern. For example, if "SRCH c" is pressed, the system finds the first "c" in the document. If "a" is then pressed, the system finds the first occurrence of "ca". Finally, if "n" is pressed, the system ends up at the first occurrence of the sequence "can". This procedure does not limit typing speed in any way. The first 17 characters of the searched text appear highlighted in the Information Area of the Communication Line.

Once a character sequence is found, the option is given either to find the next occurrence (by pressing EXEC or SRCH) or to cease the search function (by pressing CANCEL). Once the correct sequence has been found, editing can begin.

If an error occurs while entering a character sequence, characters may be deleted by pressing the BACKSPACE key an appropriate number of times. Each time it is pressed, the system moves the cursor back to the first occurrence of the shorter pattern. Pressing BACKSPACE a sufficient number of times eliminates every character from the pattern, leaving the cursor at the original point at which searching began.

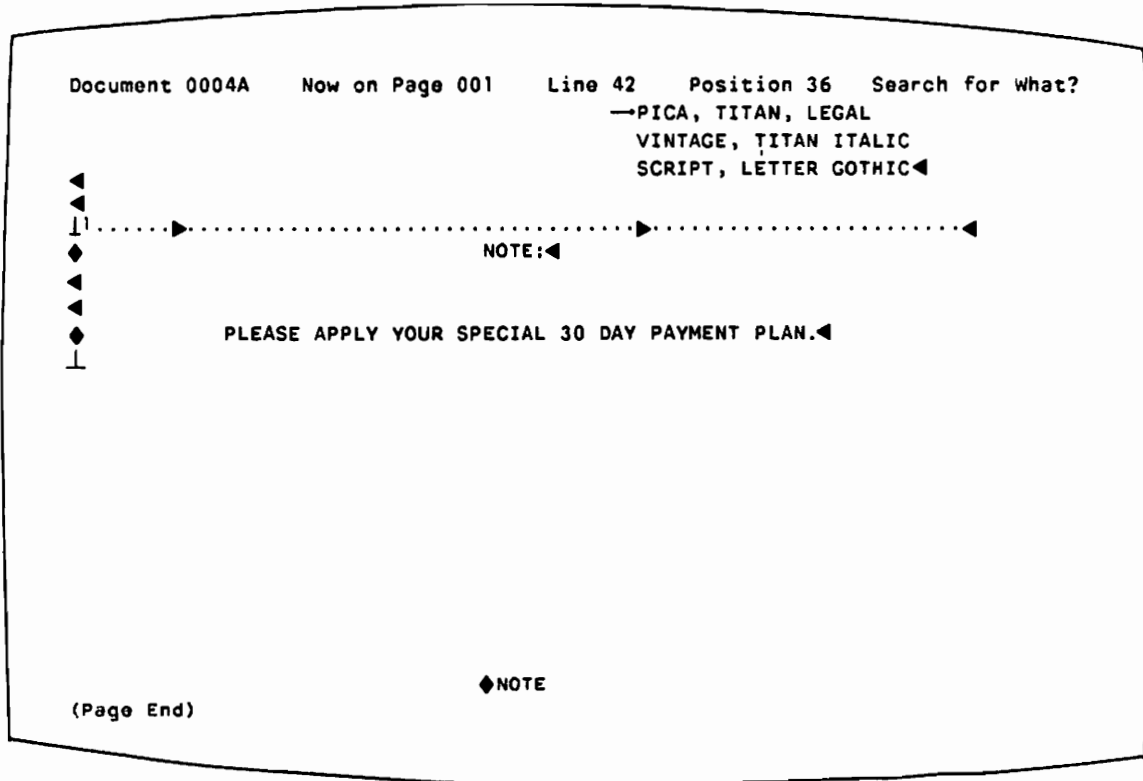
NOTE

During Search, it is necessary to enter the exact character sequence you wish to locate. For example, entering "a" while attempting to search for "A" will result in failure.

If the searched character sequence is not present in the current document, the system automatically positions the cursor at the end of the document. At this point, either cancel the function or, if the sequence was entered incorrectly, backspace to the appropriate characters and type the correct characters. As the incorrect characters are removed, the system backs up to the last instance of the character sequence and if nothing is found, returns to Page 1. As the correct characters are entered, the system starts searching forward through the document again.

To search to the last correction located prior to where the cursor is currently located in this practice document, perform the following steps.

1. Hold down SHIFT and press SRCH.
2. Indicate the characters to be located by pressing the CENTER key and typing "NOTE". Your screen should appear as follows.



3. Press CANCEL to terminate the Search function. The screen displays "Loading the Editor".

5.3.4 Delete

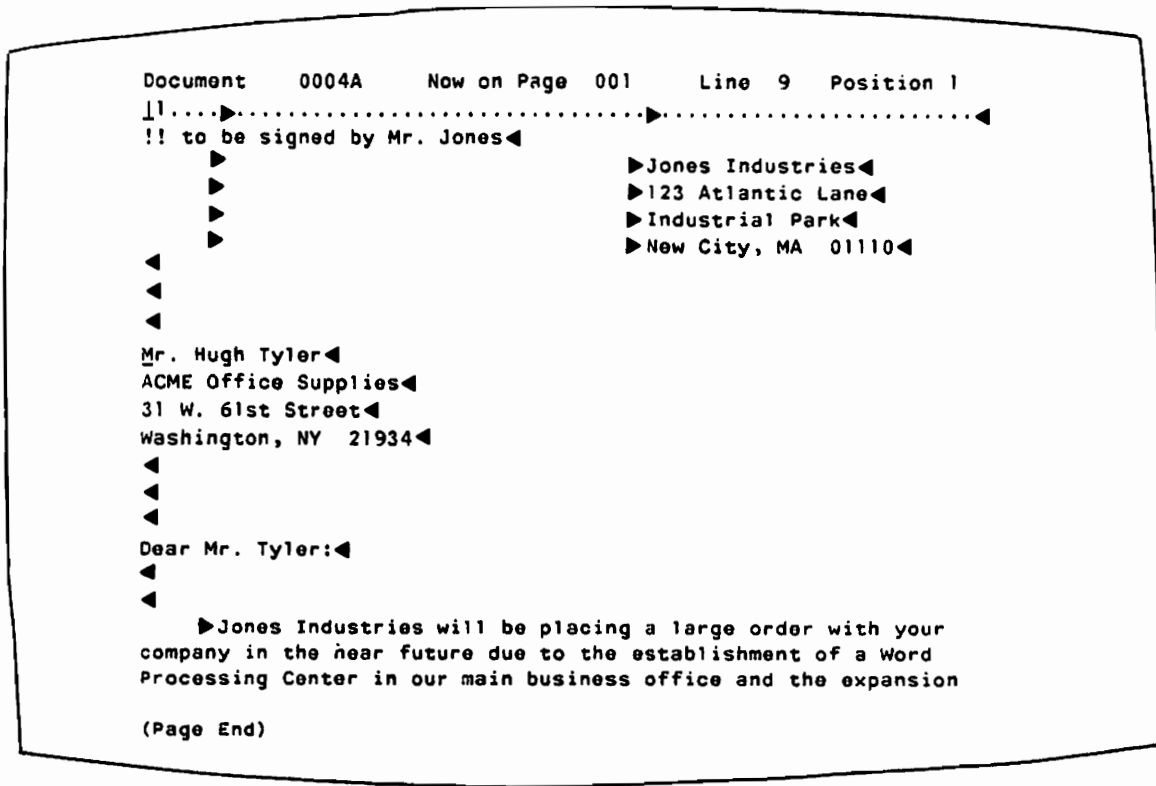
To delete the complete "NOTE" from the letter, perform the following steps.

1. The cursor is currently positioned beneath the CENTER graphic preceding the "NOTE".
2. Press the DELETE key.
3. Highlight the text to be deleted by pressing the RETURN key four times. Your screen should appear as follows.

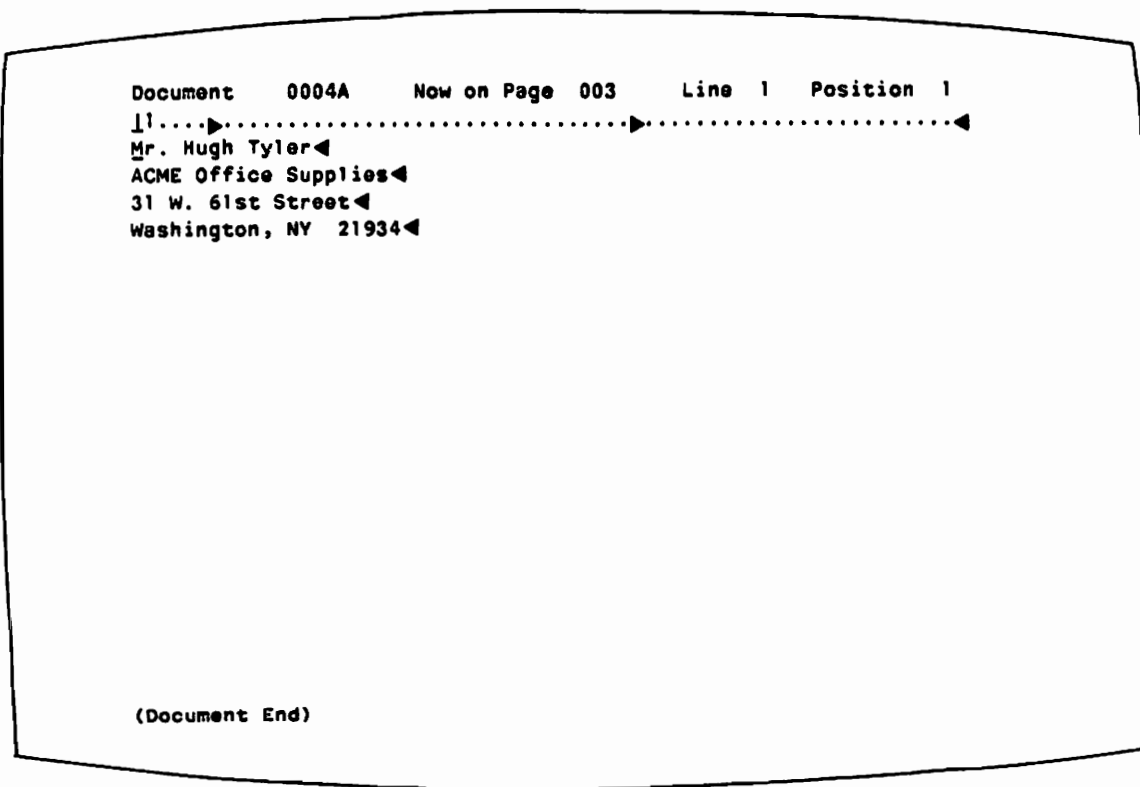
5.3.5 Creating the Envelope (Copy)

When this letter is printed, you will want to print an envelope. To have the name and address from Page 1 printed out on an envelope, use the COPY key to copy to Page 3. This key is used in the same manner as the MOVE key; the only difference is that the specified text is copied, rather than moved, from one location in a document to another.

1. Position the cursor beneath the "M" of "Mr. Hugh Tyler" on the first screen of Page 1. Your screen should appear as follows.



2. Press the COPY key. The system displays "Loading Copy" and then "Copy what?" to request the amount of text to be copied.
3. Press the RETURN key four times. The complete name and address (amount of text to be printed on the envelope) is highlighted. Your screen should appear as follows.



7. The document is now corrected. To terminate Document Edit, press the CANCEL key and then the EXEC key. The System Startup menu is displayed.

5.4 REPRINTING THE LETTER

To print two final copies of the corrected letter, perform the following steps.

1. Select Print Document from the System Startup menu. Be sure the document ID is correct and then press EXEC. The following screen appears.

PRINT LIBRARY DOCUMENT

Document Id: 0004A
 Document Name: LETTER TO ACME SUPPLIES

Print from Page: 001 Print thru Page: 120 Starting as Page No.: 0002
 First Header Page: 002 First Footer Page: 002 Footer Begins on Line: 50

Paper Length: 66 No. of Originals: 02 Character Set Number: 1
 Printer Number: 1 Left Margin: 10

Please select one from each column:

DEVICE	PITCH	FORMAT	FORMS	STYLE	SUMMARY	DELETE
<input checked="" type="checkbox"/> Character	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> Unjustified	<input checked="" type="checkbox"/> Continuous	<input checked="" type="checkbox"/> Final	<input type="checkbox"/> Print	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Line	<input type="checkbox"/> 12	<input type="checkbox"/> Justified	<input type="checkbox"/> Single	<input type="checkbox"/> Draft	<input checked="" type="checkbox"/> Omit	
<input type="checkbox"/> CRT Only		<input checked="" type="checkbox"/> With Notes	<input type="checkbox"/> Form 1			
			<input type="checkbox"/> Form 2			

- Using the RETURN key and the Space Bar to move the cursor, fill in the menu as follows: Print from Page 001 through Page 002 (you do not wish to print the name and address on Page 3 at this time), two originals, justified, single, final copy, and omit the Document Summary. The Print Library Document menu appears as follows.

PRINT LIBRARY DOCUMENT

Document Id: 0004A
 Document Name: LETTER TO ACME SUPPLIES

Print from Page: 001 Print thru Page: 002 Starting as Page No.: 0002
 First Header Page: 002 First Footer Page: 002 Footer Begins on Line: 50

Paper Length: 66 No. of Originals: 02 Character Set Number: 1
 Printer Number: 1 Left Margin: 10

Please select one from each column:

DEVICE	PITCH	FORMAT	FORMS	STYLE	SUMMARY	DELETE
<input checked="" type="checkbox"/> Character	<input checked="" type="checkbox"/> 10	<input type="checkbox"/> Unjustified	<input type="checkbox"/> Continuous	<input checked="" type="checkbox"/> Final	<input type="checkbox"/> Print	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Line	<input type="checkbox"/> 12	<input checked="" type="checkbox"/> Justified	<input checked="" type="checkbox"/> Single	<input type="checkbox"/> Draft	<input checked="" type="checkbox"/> Omit	
<input type="checkbox"/> CRT Only		<input type="checkbox"/> With Notes	<input type="checkbox"/> Form 1			
			<input type="checkbox"/> Form 2			

- When the menu is acceptable, press the EXEC key. When the SELECT light on the printer goes out, be sure the paper is inserted and properly aligned. Each time the SELECT light goes out, insert a new page and press SELECT. Your letter should appear as follows.

Jones Industries
123 Atlantic Lane
Industrial Park
New City, MA 01110

Mr. Hugh Tyler
ACME Office Supplies
31 W. 61st Street
Washington, NY 21934

Dear Mr. Tyler,

Jones Industries will be placing a large order with your company in the near future due to the establishment of a Word Processing Center in our main business office and the expansion of our present office facilities. We would appreciate any assistance you can offer.

Our initial order, which should be applied to your 90 day payment plan, consists of twenty (20) each of the following items:

PRINT WHEELS (10 Pitch):

ROMAN, TREND, BOLD,
GOTHIC, BOLD ITALIC,
ELITE

PRINT WHEELS (12 Pitch):

TROJAN, TITAN, MANIFOLD,
PICA, TITAN LEGAL,
VINTAGE, TITAN ITALIC,
SCRIPT, LETTER GOTHIC

Also, could you please send me your most recent catalogues and price information on the following items:

Carbon Paper
Bond Paper
Continuous-form Paper
Carbon and Fabric Ribbons
Desk Accessories
File Cabinets

If you feel there are other items that would be required or beneficial to our current expansion, please include this information as well.

All of our past orders and requests with your company have been speedily filled and well received. We know that we can rely on you and your employees for dependable and efficient service. The quality of all products thus received has been excellent. ACME Office Supplies deserves the highest praise and recommendations for exceeding our company's expectations.

I would appreciate delivery as soon as possible. Jones Industries thanks you in advance for your continued good service.

Yours truly,

Larry Jones
Jones Industries

5.5 PRINTING THE ENVELOPE

To print the envelope (Page 3 only), perform the following steps.

1. Select Print Document from the System Startup menu and enter the Document ID.
2. The Print Library Document menu is displayed.
3. Fill in the menu as follows. Print from Page 003 through Page 003, set Paper Length at 21, print one original, and set the Left Margin at 25. Print unjustified with Single Forms, and omit the Document Summary.

PRINT LIBRARY DOCUMENT

Document Id: 0004A
Document Name: LETTER TO ACME SUPPLIES

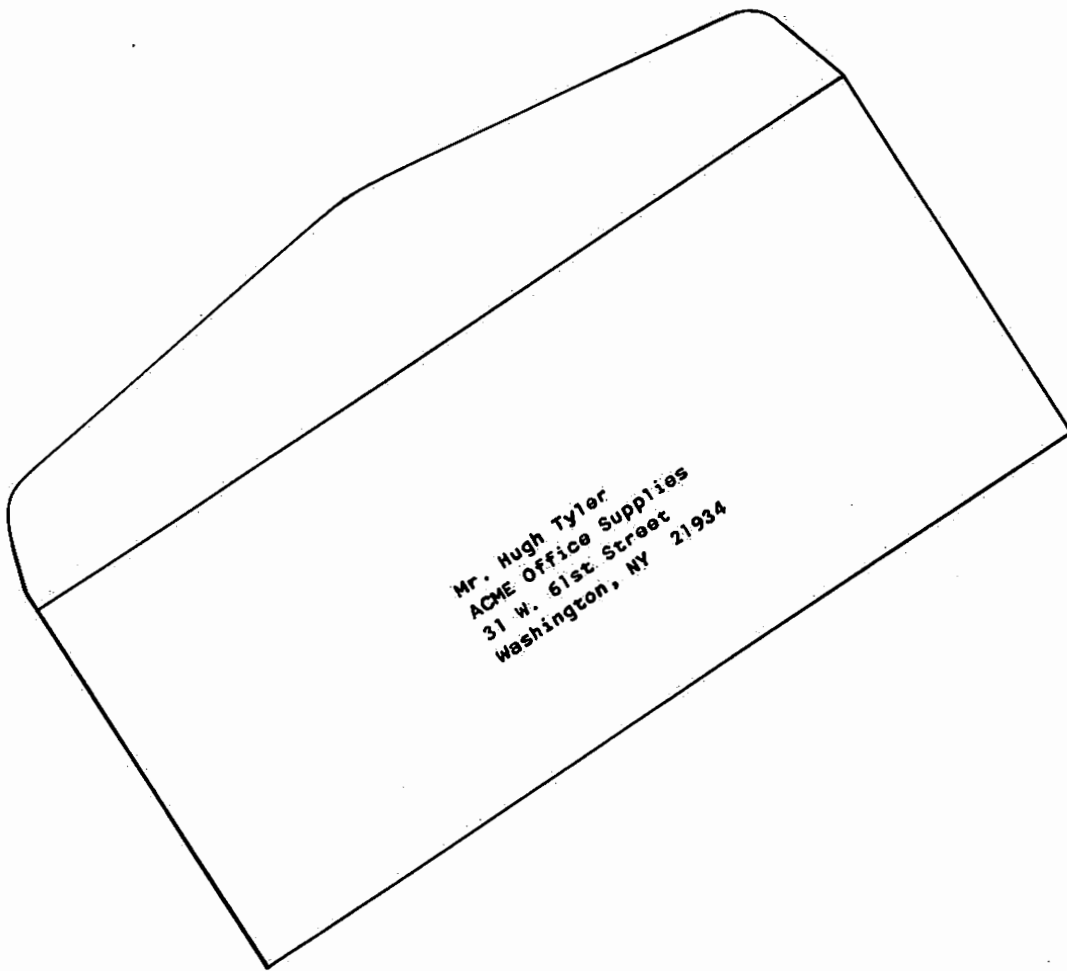
Print from Page: 003 Print thru Page: 003 Starting as Page No.: 0002
First Header Page: 002 First Footer Page: 002 Footer Begins on Line: 50

Paper Length: 21 No. of Originals: 01 Character Set Number: 1
Printer Number: 1 Left Margin: 25

Please select one from each column:

DEVICE	PITCH	FORMAT	FORMS	STYLE	SUMMARY	DELETE
<input checked="" type="checkbox"/> Character	<input checked="" type="checkbox"/> 10	<input checked="" type="checkbox"/> Unjustified	<input type="checkbox"/> Continuous	<input checked="" type="checkbox"/> Final	<input type="checkbox"/> Print	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Line	<input type="checkbox"/> 12	<input type="checkbox"/> Justified	<input checked="" type="checkbox"/> Single	<input type="checkbox"/> Draft	<input checked="" type="checkbox"/> Omit	<input type="checkbox"/>
<input type="checkbox"/> CRT Only		<input type="checkbox"/> With Notes	<input type="checkbox"/> Form 1			
			<input type="checkbox"/> Form 2			

4. When the menu is acceptable, press the EXEC key. When the SELECT light on the printer goes out, be sure the envelope is inserted and properly aligned. Your envelope should appear as follows.



Mr. Hugh Tyler
ACME Office Supplies
31 W. 61st Street
Washington, NY 21934

CHAPTER 6
CREATE, EDIT, AND PRINT A 6-PAGE BROCHURE

6.1 CREATING A 6-PAGE BROCHURE

In this chapter, you will be typing a 6-page advertising brochure about the Wang 2200 Series. You will learn several more powerful editing functions which will make revisions very quick and easy, and you will use Decimal Tab to automatically align columns of numbers.

1. Position the Acceptance Block next to Create Document on the System Startup menu.
2. Press EXEC twice. The Document Summary screen appears as before. Write down the Document ID number, as you will need it shortly.
3. Enter BROCHURE for the Document Name, press RETURN, and then type your name next to both the Operator and Author fields. Your Document Summary should appear as follows.

```

                                D O C U M E N T   S U M M A R Y

Document Id:          0005A
Document Name:       BROCHURE
Operator:            YOUR NAME
Author:              YOUR NAME

Comments:           _____

                                S T A T I S T I C S

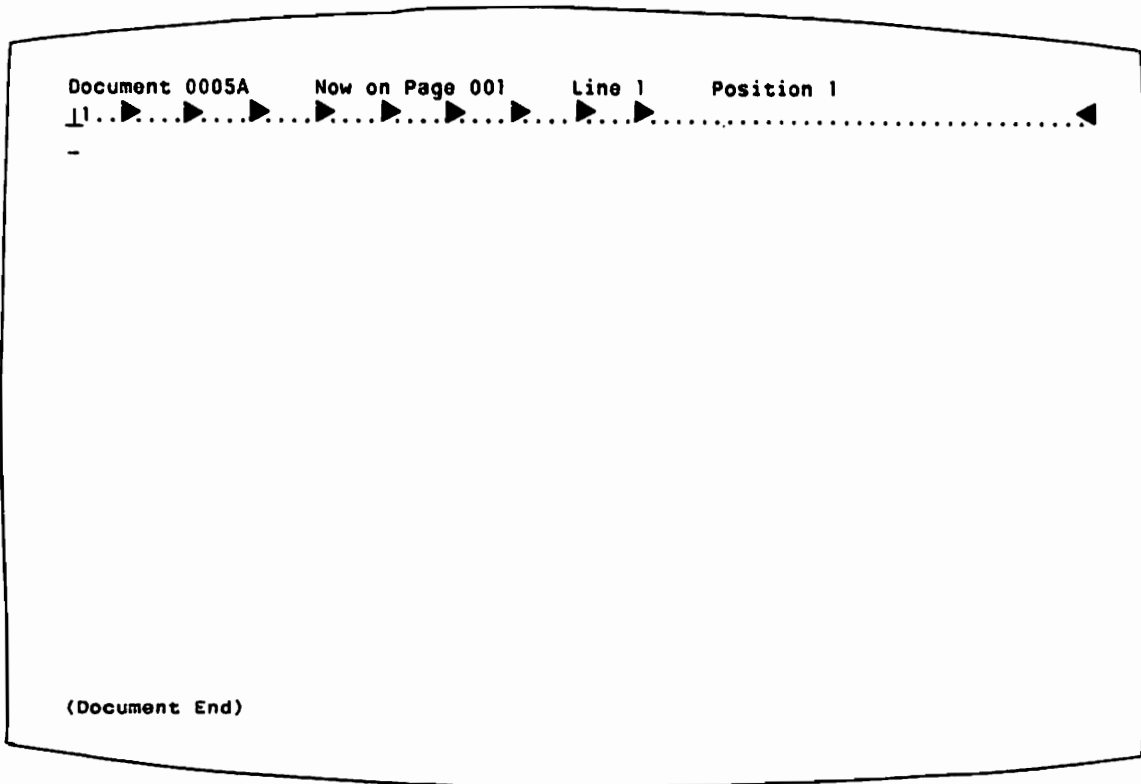
OPERATION            DATE      TIME      WORKTIME      KEYSTROKES

Created              02/20/81  00:00      0000:00
Last Revised         00/00/00  00:00      0000:00
Last Printed         00/00/00  00:00
Last Archived        00/00/00  00:00      onto Archive

Total Pages:         1
Total Lines:         Total Worktime:      0000:00
                    Total Keystrokes:
```


4. Press EXEC.

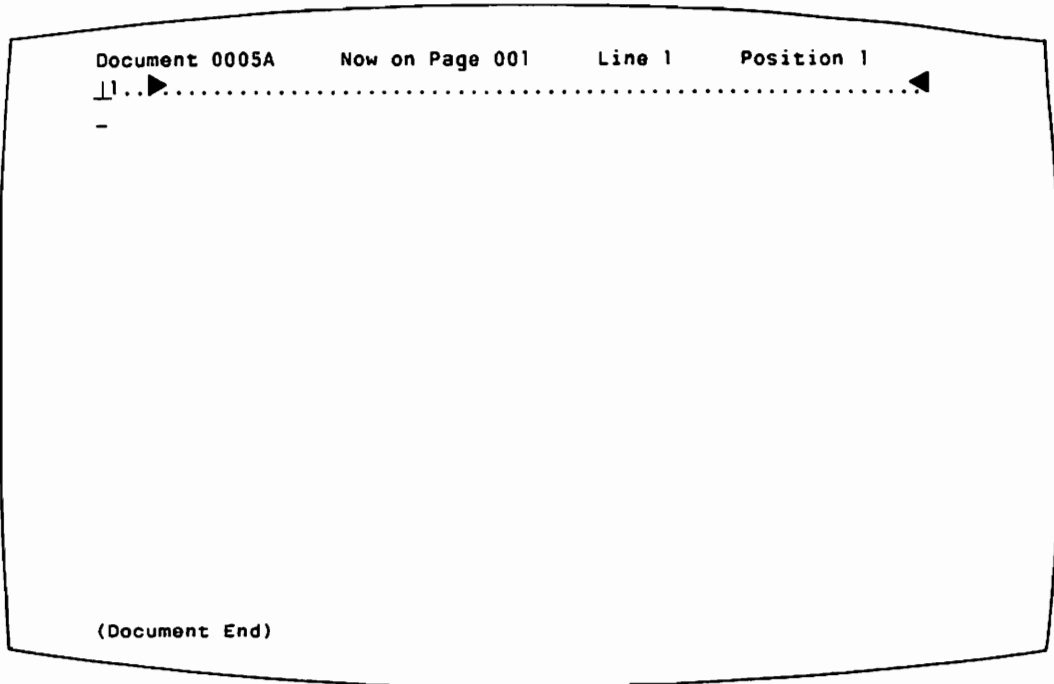
The screen now changes (refer to the following display). During the creation of this document, the format will be different from what has been preset.



6.1.1 Enter a New Format

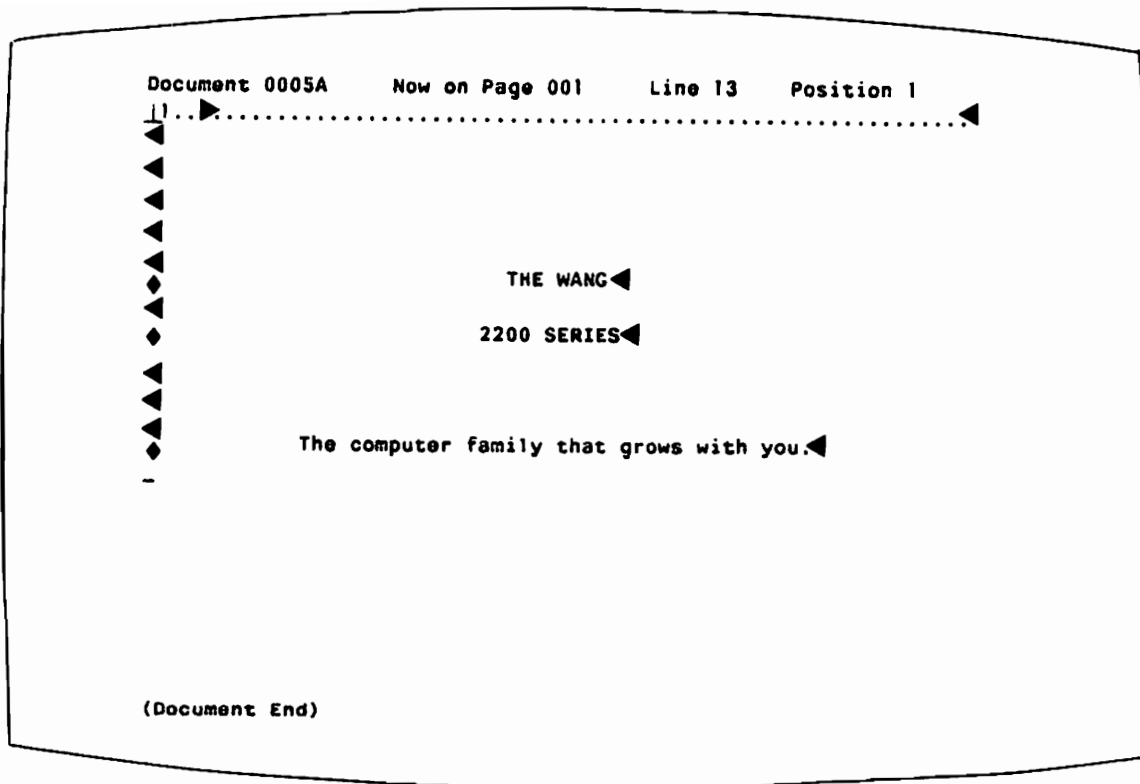
To change the tab settings and the right-hand margin:

1. Press SHIFT and FORMAT; the cursor moves to Position 3 of the Format Line.
2. Using the Space Bar, move the cursor to Position 5; press the TAB key.
3. Use the Space Bar to position the cursor at 65, removing all preset tabs. Press RETURN to enter the right margin.
4. Press EXEC to accept this format. Your screen will appear as follows.



The title page of the brochure must now be typed.

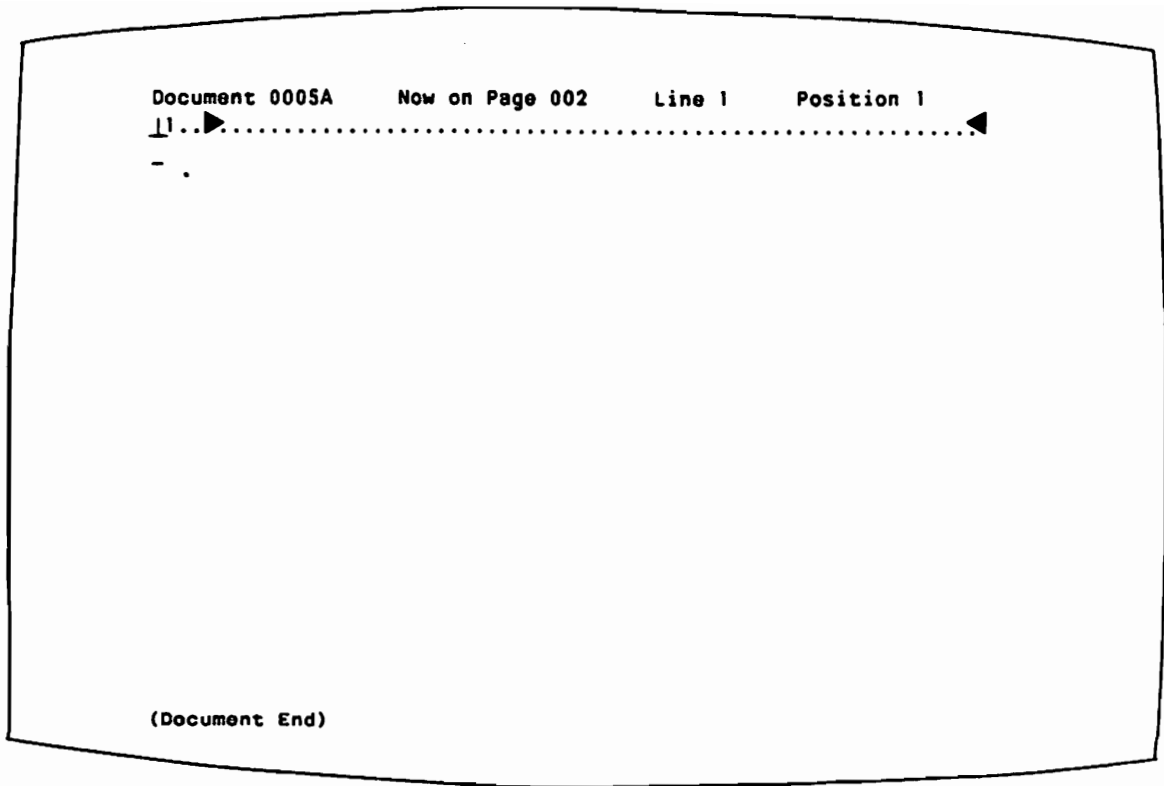
6. Touch RETURN five times.
7. Press CENTER and type "THE WANG".
8. Press RETURN twice.
9. Press CENTER and type "2200 SERIES".
10. Press RETURN four times.
11. Press CENTER and type "The computer family that grows with you."
12. Press RETURN. Your screen should appear as follows.



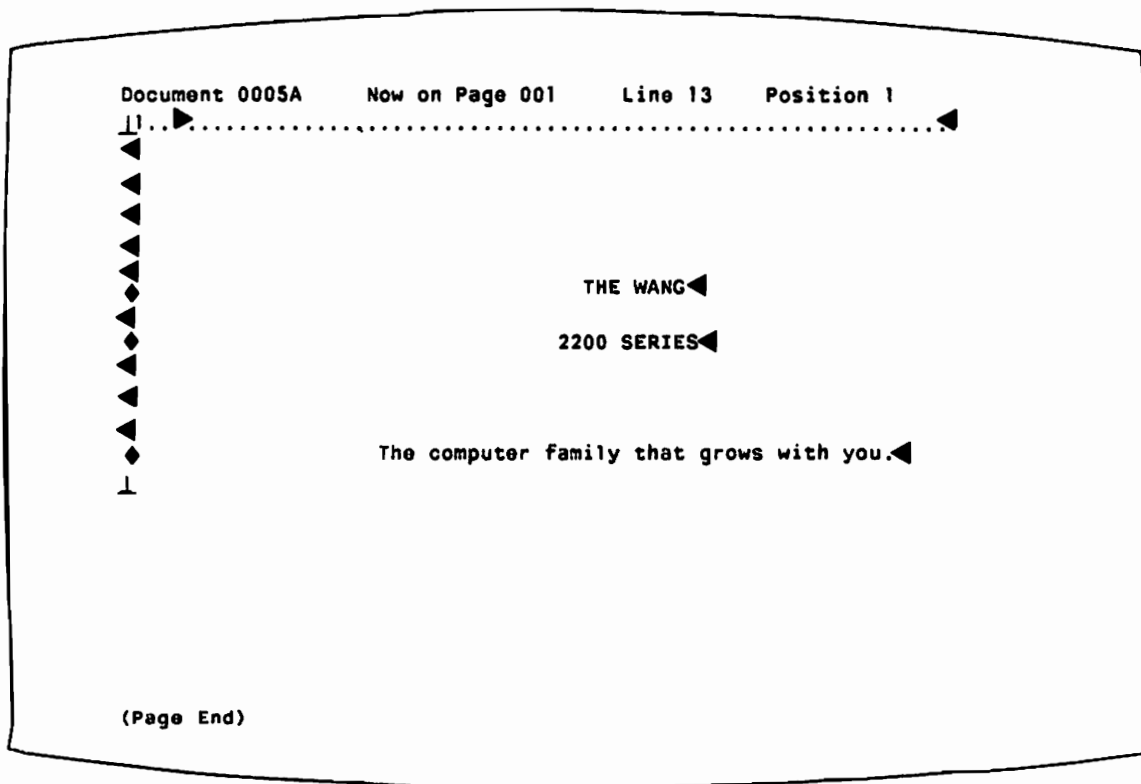
6.1.2 Enter a Page Break

Since this is all the information to be entered on this page, you must tell the system that a page break is now required.

1. Press PAGE. The screen now displays the message "Inserting Page Break" and changes to Page 2 as shown in the following screen. The "(Document End)" message indicates that this is the last page of text. No pages or screens exist beyond this point.



2. Press PREV SCRN to view the title page. Notice that the "(Document End)" message at the bottom of the screen has changed to "(Page End)" as shown in the following screen.



6.1.3 Headers and Footers

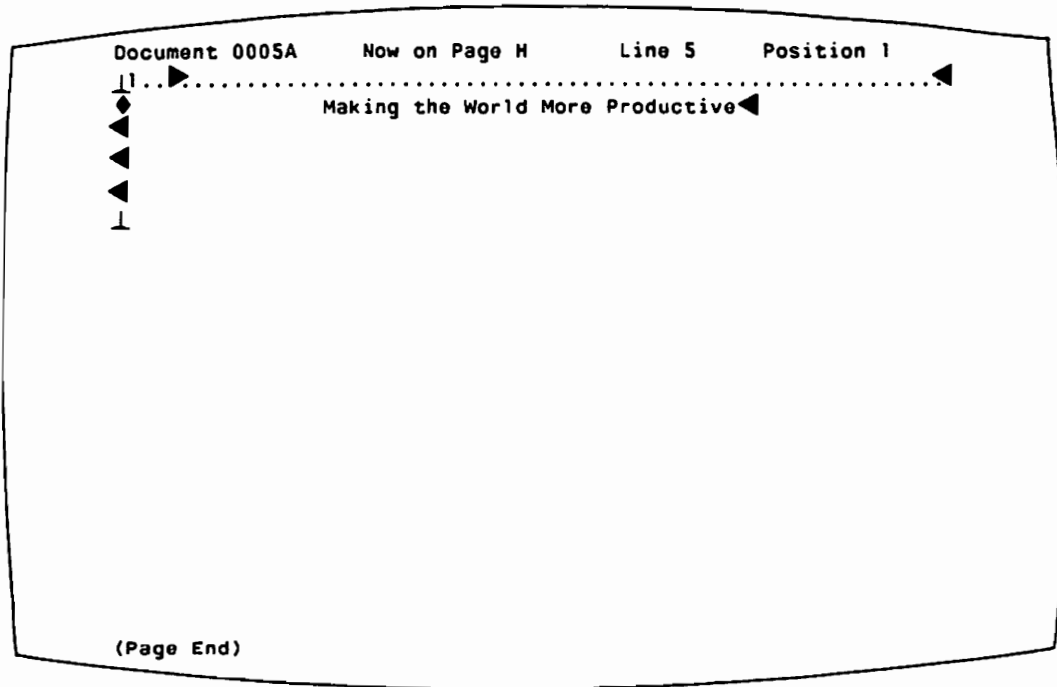
For this brochure, automatic headings are to be printed on the top of each page, and page numbers on the bottom. Headers and footers allow items such as titles and addresses to be printed at either the top or bottom of specified pages of text. The actual text is inserted on the pages while the document is being created or edited. The header and footer fields in the Print Library Document menu allow you to signify on what page headers and footers should start printing when the document is printed.

Pages can be consecutively numbered in a document either at the top or bottom of each page or on a specified range of pages. To number pages automatically, simply type in a number sign (#) anywhere in the header or footer. The system automatically replaces that number sign with the correct page number.

To create the header for this document, perform the following steps.

1. Press GO TO PAGE. The system prompts "Which Page: ".
2. Type "h" (or "H") to create a header page. The message "Now Going to Page H" appears, and the system displays a new page, Page H.
3. Press INSERT. Text in header or footer pages must be created in the Insert mode.
4. Type the header text. In this case, press CENTER, then type "Making the World More Productive".

5. Press RETURN four times to allow for adequate spacing between header text and the start of your document text.
6. Press EXEC. Your screen should appear as follows.



7. Press GO TO PAGE, type "1" (or any page number), and press EXEC to exit from creation of the header page. GO TO PAGE is the only possible way to exit from a Header or Footer page.

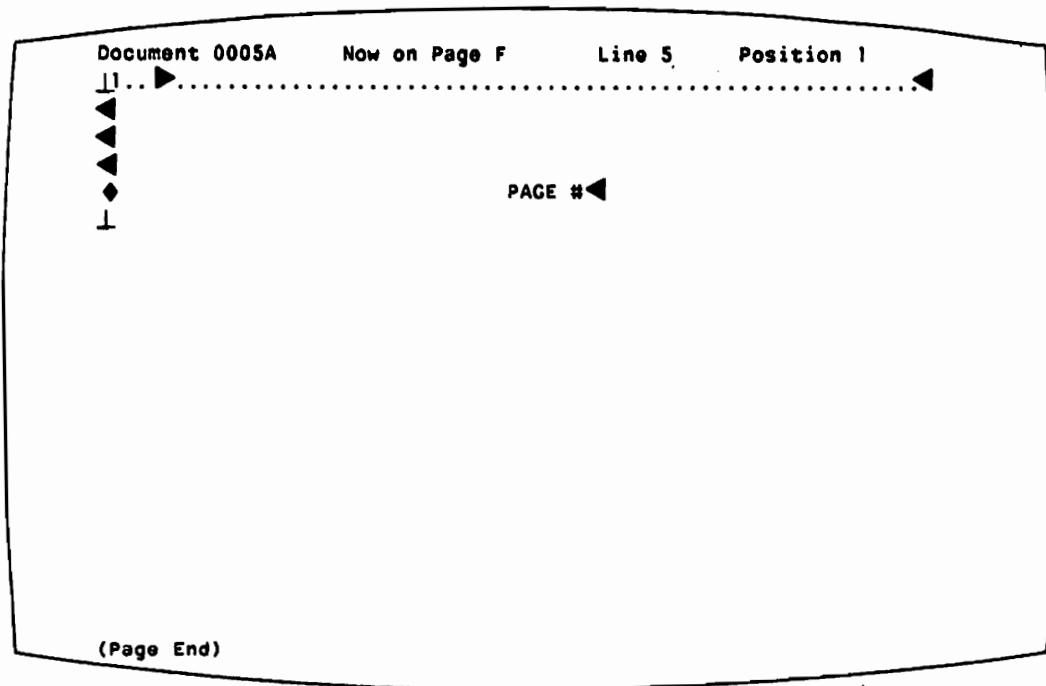
NOTE

To go directly from a header page to a footer page, press GO TO PAGE, then type "F".

To create the footer for this document:

1. Press GO TO PAGE.
2. Type "f" (or "F") to create a footer page. The message "Going to Page F" appears.
3. Press INSERT.
4. Type the footer text. In this case, press RETURN three times, press CENTER, press PAGE, type "#", and press RETURN. (The system replaces the pound sign with the correct page number for each page.)

5. Press EXEC. Your screen should appear as follows.



6. Press GO TO PAGE, type "2" (or any page number), and press EXEC to exit from creation of a footer page.

The numbers of the pages on which headers and footers are to begin printing and the line on which the footer is to be printed are selected on the Print Library Document menu, as follows.

PRINT LIBRARY DOCUMENT

Document Id: 0005A
 Document Name: BROCHURE

Print from Page: 001 Print thru Page: 003 Starting as Page No.: 0002
 First Header Page: 002 First Footer Page: 002 Footer Begins on Line: 50

Paper Length: 66 No. of Originals: 01 Character Set Number: 1
 Printer Number: 1 Left Margin: 10

Please select one from each column:

DEVICE	PITCH	FORMAT	FORMS	STYLE	SUMMARY	DELETE
<input checked="" type="checkbox"/> Character	<input checked="" type="checkbox"/> 10	<input checked="" type="checkbox"/> Unjustified	<input checked="" type="checkbox"/> Continuous	<input checked="" type="checkbox"/> Final	<input checked="" type="checkbox"/> Print	<input checked="" type="checkbox"/> No
. Line	. 12	. Justified	. Single	. Draft	. Omit	
. CRT Only		. With Notes	. Form 1			
			. Form 2			

Usually, an operator enters "2" in First Header Page, and "2" in First Footer Page if using headers or footers (to print them on every page but the first).

Headers are not included in the line count at the top of the screen. They are considered to be line zero; the first line of text is line one. Headers not being included in the line count and the fact that a typical 11-inch page contains 66 lines, should be taken into consideration when you are typing documents of more than one page. (If you are using headers, you probably want fewer lines per page.)

Headers or footers can be several lines long. They can contain different formats, center codes, indents, and decimal tabs (no page breaks, however). Any edit function (e.g., Move and Replace) can be performed while creating or editing headers or footers.

If a blank line is required between the last line of text and the first footer line, a Return is entered as the first line of the footer. Similarly, Returns are entered as the last lines of a header to leave blank lines between the header and the first line of text.

When using a number sign (#) for automatic page numbering, the page number replacing the pound sign is left-adjusted, or aligned to the left. If you precede the pound sign with a Decimal Tab, the page number will be right-adjusted, or aligned to the right. If you precede the page number with a Center, the page number will be centered. Neither the Decimal Tab nor the Center graphic will print on the document.

6.1.4 Autoscore Mode (Automatic Underscore/Deunderscore)

Autoscore is an editing command which causes the 2200/WP to underscore new text and/or inserted characters as they are entered by the operator. During Autoscore, everything typed is automatically underlined until you tell the system to exit from Autoscore.

To use Autoscore (do not perform these steps now):

1. Press the COMMAND key. The system prompts "Which Command?"
2. Press the Underscore key (SHIFT + Underscore). A message reminding the operator that the system is now in the Autoscore mode appears and remains at the bottom of the screen.
3. The system is now in Autoscore. Any character entered by the operator is automatically underscored by the system.

To remove underscoring while in Autoscore (do not perform these steps now):

1. Use the cursor control keys to position the cursor under the first character to be de-underscored.
2. Press the Underscore key (SHIFT and Underscore) to erase the underscoring. This is a repeat key if desired; hold down to de-underscore more than one character.

To exit from Autoscore (do not perform these steps now):

1. Press CANCEL.
2. Do not use CANCEL to exit from Autoscore while in an insert operation, because you will cancel your insert and not your autoscore. Instead press COMMAND, SHIFT, and Underscore.

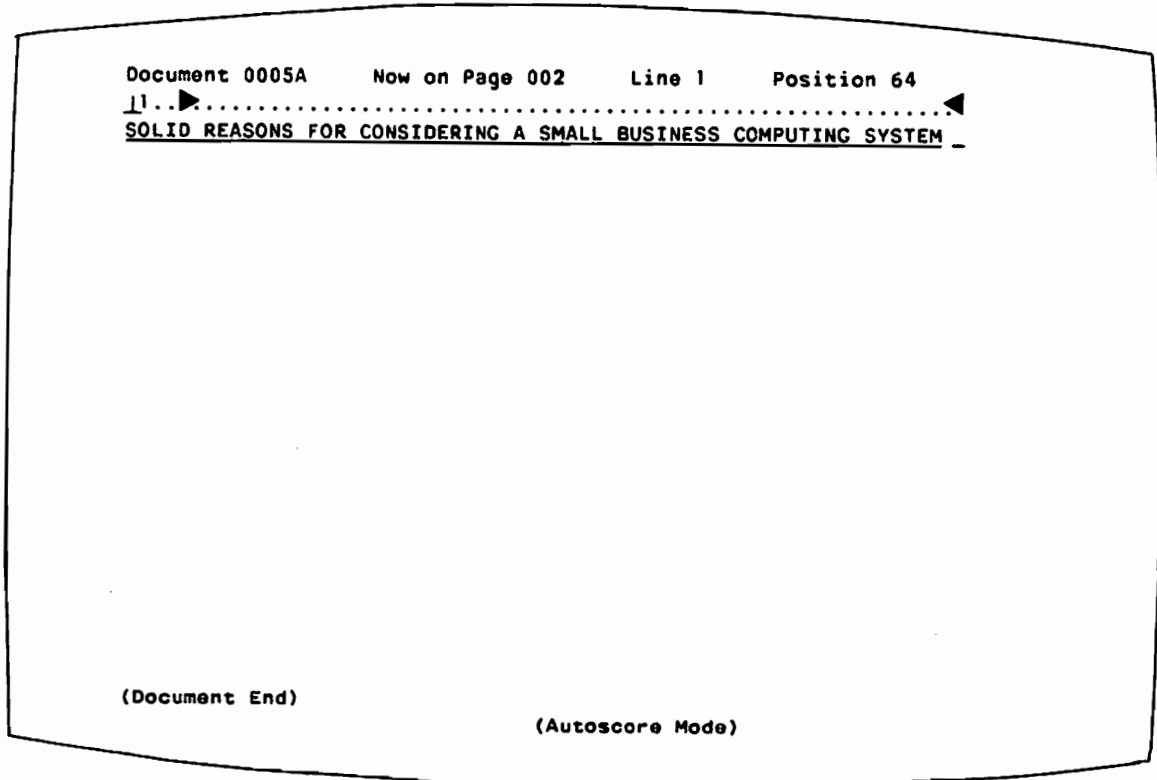
NOTES

The DELETE, INSERT, REPLACE, COPY, or MOVE keys can be used while in Autoscore. The new text is automatically underscored.

The Underscore key, by itself, functions exactly as on a standard typewriter. To underscore text that is already entered, move the cursor to the desired text and press the underscore key. Autoscore allows you to type both the text and the underline in one step.

To automatically underscore this brochure where needed, use Autoscore. Perform the following steps.

1. Press the COMMAND key. The system prompts "Which Command?".
2. Hold down SHIFT and press the Underscore key. The screen displays "(Autoscore Mode)" on the Communication Line at the bottom of the screen.
3. Type "SOLID REASONS FOR CONSIDERING A SMALL BUSINESS COMPUTING SYSTEM". (The system automatically underlines it.) Your screen should appear as follows.



4. Press CANCEL to exit from Autoscore.
5. Now begin typing the text on Page 2 as shown in the following screen. (Remember to enter three Returns for spacing between sections and two Returns for spacing between paragraphs within sections.) Follow the directions on the previous page to automatically underscore each heading.

1).....
SOLID REASONS FOR CONSIDERING A SMALL BUSINESS COMPUTING SYSTEM

▶If you are trying to find ways to fight rising business costs, one approach you should consider is a small business computing system. It's a long-term investment that can successfully combat the high cost of running a business -- both today and tomorrow. It's a powerful tool that gives you the ability to hold operating costs down while increasing productivity.◀

▶Many uncontrollable factors can significantly impact a business. Interest rates have jumped to unprecedented levels. The economy is dynamic, combining both inflationary and recessionary trends. National productivity is decreasing while labor costs are shooting upwards. But one factor is within your control: you can cost-effectively use a computing system to automate your accounting and inventory functions while you maintain tight management over your operation and costs. Here is a typical example of how computing systems provide solutions◀

-
(Document End)

7. Press RETURN twice more for spacing. Notice that a new screen appears when the second RETURN is entered.
8. Type the second section on Page 2 as follows, beginning with the word, "INVENTORY".

Document 0005A Now on Page 002 Line 40 Position 36
is a typical example of how computing systems provide solutions.◀

◀

◀

INVENTORY◀

◀

PROBLEM◀

◀

▶Your inventory must be assessed frequently, and inaccurate counts sometimes lead to stock-outs. You deliberately over-stock items just to make sure you have enough on hand, increasing your inventory costs and decreasing efficient use of space. You need to know how often your inventory turns over each month, and how fast each item moves.◀

◀

SOLUTION◀

◀

▶A computing system can help you instantly track the movement of thousands of items in and out of inventory. You'll have up-to-date information that will help you maintain each stock item at its optimum level, and track those that are good sellers or slow movers. The result: you keep inventory costs to a minimum, without losing sales._

(Document End)

9. Press RETURN and PAGE to indicate the end of the page. The screen displays "Inserting Page Break" and Page 3 appears on the screen.
10. Continue typing the text in the following screen.

_1...▶.....◀
EVALUATING A COMPUTING SYSTEM◀

▶Investment in a computing system is a major step for many small businesses. Choosing the computer company you want to do business with can be a difficult process, but the process becomes manageable once you set up a selection criteria to compare facts about each company and its equipment.◀

▶A computing system consists of hardware, the physical equipment and electronics that you use to enter, retrieve, or store information; and programs, instructions that the computer requires to process an application for you.◀

WANG PRODUCT PHILOSOPHY PROTECTS YOUR INVESTMENT◀

▶For thirty years, Wang has been responding to business concerns with unique information processing solutions. By understanding our users' needs and staying on the leading edge of technology, we have gained the reputation of being the second largest supplier of small business computers, and the number one supplier of CRT-based word processing systems in the_

(Document End)

11. At this point in your typing, the screen changes. Complete the last sentence by typing the word "world". Your screen should appear as follows.

Document 0005A Now on Page 003 Line 22 Position 7
of technology, we have gained the reputation of being the
second largest supplier of small business computers, and the
number one supplier of CRT-based word processing systems in the
world._

(Document End)

12. Enter two Returns to end the paragraph, and continue typing the text in the following screen, beginning with "WANG 2200 SYSTEMS".

Document 0005A Now on Page 003 Line 38 Position 34
of technology, we have gained the reputation of being the
second largest supplier of small business computers, and the
number one supplier of CRT-based word processing systems in the
world.◀

◀
WANG 2200 SYSTEMS WORK IN ALL TYPES OF BUSINESSES◀

◀ ▶ Since Wang Laboratories built its reputation as an industry
leader by serving the needs of the first-time user, we can
offer you proven solutions. Among the more than 70,000 Wang
users around the world, over 35,000 are productively using Wang
2200 systems.◀

◀
UPGRADING WITHIN THE 2200 SERIES◀

◀ ▶ If your business volume outstrips the capacity of your
present 2200 system, you can easily upgrade to a larger
configuration within the 2200 Product Line. Because your
existing system can serve as the foundation for a larger 2200
system, it won't become obsolete._

(Document End)

13. Enter two Returns and press PAGE to go to Page 4. Continue typing the text in the following screen.

Document 0005A Now on Page 004 Line 21 Position 61

|1..▶.....▶

THE WANG 2200 SERIES◀

◀
2200 SVP◀

▶Affordably priced with superior performance, the Wang 2200 SVP single-user system meets a multitude of information processing needs with ease. Whether you require one computing system to handle all your information processing, are responsible for computerizing a specific function in different departments or offices, or need an inexpensive, powerful computer to talk to a larger computer at a company you deal with, the Wang 2200 SVP offers you a low-cost approach with the latest computing technology.◀

◀
2200 VP◀

▶Both the 2200 SVP and the single-terminal 2200 VP offer faster response time than any other computing system in their class. Designed to meet the information processing requirements of small businesses, the 2200 VP performs common business functions and complex calculations with ease. The _

(Document End)

14. At this point in your typing, the screen changes. Continue typing, beginning with "2200 VP".

Document 0005A Now on Page 004 Line 40 Position 63

class. Designed to meet the information processing requirements of small businesses, the 2200 VP performs common business functions and complex calculations with ease. The 2200 VP can support several peripherals and can easily be upgraded to a larger multi-user 2200 MVP.◀

◀
2200 LVP◀

◀
▶The new 2200 LVP can be used as either a single- or multi-terminal system. The 2200 LVP features the same state-of-the-art disk technology used in the 2200 SVP, but it offers larger information storage capacity and multi-user capability. When your business grows, the 2200 LVP efficiently expands with your business.◀

◀
2200 MVP◀

◀
▶At the top of the Wang 2200 Product Line is the 2200 MVP. The system handles several processing jobs at the same time, with optional disk storage and expandable memory designed to match the application. Its processing power delivers extremely fast response time, eliminating long waiting periods for your_

(Document End)

15. The screen changes again at this point in your typing. Continue typing the text shown in the following screen, beginning with "jobs to run".

Document 0005A Now on Page 004 Line 43 Position 56
with optional disk storage and expandable memory designed to
match the application. Its processing power delivers extremely
fast response time, eliminating long waiting periods for your
jobs to run. Everything from accounting, sales orders, and
inventory to extensive scientific computations and distributed
applications can be quickly processed by several users._

(Document End)

16. Press RETURN and PAGE to begin a new page of text. The screen changes to Page 5.

6.1.5 Decimal Tab

When the DEC TAB key is pressed, the numbers following it are automatically aligned on the decimal point positions at the next tab location. Numbers to be aligned may be enclosed in parentheses or may be negative. DEC TAB can be pressed as many times in a line as there are tab settings in the Format Line. RETURN must be pressed at the end of each line. Every time DEC TAB is pressed, the graphic symbol () appears on the screen. Like TAB and RETURN, DECTAB does not print on the final document.

1. Type the following paragraph.

HIGH PERFORMANCE

To illustrate the speed of the 2200 Central Processing Unit, a representative selection of floating-point arithmetic operations is listed below along with the times required for completion. These times assume full 13-digit precision for each operation.

2. Press RETURN twice. Your screen should appear as follows.

```
Document 0005A      Now on Page 005      Line 9      Position 1
┆┆.....▶.....◀
HIGH PERFORMANCE◀
◀
▶To illustrate the speed of the 2200 Central Processing
Unit, a representative selection of floating-point arithmetic
operations is listed below along with the times required for
completion. These times assume full 13-digit precision for
each operation.◀
◀
-

(Document End)
```

Before typing the table, you must enter a new format.

1. Press FORMAT. The preset Format Line is duplicated on the screen. The cursor is at Position 3.
2. Set a Tab at Position 50, and press the Space Bar and RETURN to set a right margin at Position 65.
3. Press EXEC. Your screen should appear as follows.

┆┆.▶.....◀
HIGH PERFORMANCE◀

◀
▶To illustrate the speed of the 2200 Central Processing Unit, a representative selection of floating-point arithmetic operations is listed below along with the times required for completion. These times assume full 13-digit precision for each operation.◀

◀
┆┆.....▶.....◀
-

(Document End)

Now begin typing the table as follows.

1. Press and hold down the Space Bar to enter 65 spaces or the entire line. Press RETURN at the end of this line. (Column headings will be filled in later.)
2. Press RETURN again to enter a blank line. Your screen should appear as follows.

11.....
HIGH PERFORMANCE

▶To illustrate the speed of the 2200 Central Processing Unit, a representative selection of floating-point arithmetic operations is listed below along with the times required for completion. These times assume full 13-digit precision for each operation.

11.....

-

(Document End)

The table appears as follows.

<u>Operation</u>	<u>Central Processing Time</u>
X+Y	0.11 msec
X-Y	0.11 msec
X*Y	0.38 msec
X/Y	0.76 msec
X Y	3.20 msec
10 Y	6.20 msec
LOG	3.20 msec
LGT	2.80 msec
EXP	3.30 msec
SQR	1.70 msec
SIN	4.40 msec
COS	4.50 msec
TAN	7.70 msec
ARCSIN	12.50 msec
ARCCOS	12.60 msec
ARCTAN	9.90 msec
RND	0.27 msec
MOD	1.10 msec
ROUND	0.12 msec
Matrix Inversion (10 x 10)	0.57 sec
Matrix Inversion (20 x 20)	4.30 sec

3. Type "X+Y", starting at the left margin.

7. Press DECTAB, then type "0.11 msec". Note that the numbers move to the left as they are typed until a decimal point is entered.
8. Press RETURN to begin the next line.
9. Enter the next several lines of text in the same manner. All the decimals will be aligned. Press RETURN three times after the last line. The display should appear as follows.

```

Document 0005A      Now on Page 005      Line 19      Position 58
└┐.....┐
HIGH PERFORMANCE ◀
◀
▶ To illustrate the speed of the 2200 Central Processing
Unit, a representative selection of floating-point arithmetic
operations is listed below along with the times required for
completion. These times assume full 13-digit precision for
each operation.◀
◀
└┐.....┐
.....┐
◀
X+Y                                ◀0.11 msec◀
X-Y                                ◀0.11 msec◀
X*Y                                ◀0.38 msec◀
X/Y                                ◀0.76 msec◀
X Y                                ◀3.20 msec◀
10 Y                               ◀6.20 msec◀
LOG                                ◀3.20 msec◀
LGT                                ◀2.80 msec◀
EXP                                ◀3.30 msec◀
SQR                                ◀1.70 msec_

```

(Document End)

10. The screen changes at this point in your typing. Continue typing, beginning with "SIN".

```

Document 0005A      Now on Page 005      Line 31      Position 1
LGT                2.80 msec◀
EXP                3.30 msec◀
SQR                1.70 msec◀
SIN                4.40 msec◀
COS                4.50 msec◀
TAN                7.70 msec◀
ARCSIN            12.50 msec◀
ARCCOS            12.60 msec◀
ARCTAN            9.90 msec◀
RND                0.27 msec◀
MOD                1.10 msec◀
ROUND             0.12 msec◀
Matrix Inversion (10 x 10) 0.57 sec◀
Matrix Inversion (20 x 20) 4.30 sec◀
-
(Document End)

```

6.1.6 Centering Headings Over Columns

To center headings over the columns of numbers, follow these steps.

1. After finishing typing the columns, press PREV SCRNL to view the beginning of the table, and move the cursor back to the line of spaces. Above the columns, type in the appropriate headings, as indicated in the following example. Remember, the line of spaces must have been entered at this point, because the system will not let you enter characters in a blank area on the screen. (Spaces are characters, blanks are not.) If the line of spaces was not created, it can now be entered using INSERT. Your screen should appear as follows.

↓|.....▶.....◀
HIGH PERFORMANCE◀

▶To illustrate the speed of the 2200 Central Processing Unit, a representative selection of floating-point arithmetic operations is listed below along with the times required for completion. These times assume full 13-digit precision for each operation.◀

↓|.....▶.....◀
.....Operation.....Central Processing Time◀

X+Y	└0.11 msec◀
X-Y	└0.11 msec◀
X*Y	└0.38 msec◀
X/Y	└0.76 msec◀
X Y	└3.20 msec◀
10 Y	└6.20 msec◀
LOG	└3.20 msec◀
LGT	└2.80 msec◀
EXP	└3.30 msec◀
SQR	└1.70 msec◀

2. Move to the last line of text by pressing NEXT SCRN and then the South Cursor Control key, and then enter a page break by pressing PAGE.
3. At this point, the format must be revised to the previous format. Press SHIFT and FORMAT. Set a Tab at Position 5, and the right margin at 65. Press EXEC.
4. Type the following paragraphs as the last page of text.

2200 SERIES EQUIPMENT

The 2200 Product Line supports a wide range of optional peripheral equipment, giving you the flexibility to choose terminals, printers, storage devices, and telecommunication options that can meet your current and future business requirements. Wang equipment is designed to be compatible across the 2200 Product Line, protecting your initial investment from costly obsolescence.

TERMINALS

The human-engineered terminal, your vehicle for data entry, has an easy-to-read 12-inch diagonal screen. Sophisticated screen features such as dual intensity, blinking characters, underlining, and business graphics allow you to display bar graphs and charts, or your operators to perform fill-in-the-blank entry of information with greater accuracy. Designed for the office environment, the workstation keyboard combines familiar typewriter-like keys and a ten-key numeric pad for fast data entry.

PRINTERS

For your printing needs, Wang offers a wide variety of high-quality and high-speed printers to match your business requirements.

INFORMATION STORAGE

A variety of data storage media are available with the 2200 Product Line. Flexible diskettes hold from 250,000 to over one million characters of information, while larger fixed/removable disks hold up to 160 million characters. Storage capacity can be increased as your business grows.

3. Press RETURN twice after the last word in the final paragraph.

Once the document is finished, it can be reviewed for completeness and accuracy. There are three ways to view all the text, as explained in the following three subsections.

PREV SCR N

To view the text on the previous screen, simply press the PREV SCR N key. You can repeatedly press this key to view each preceding screen until the first screen is reached.

NEXT SCR N

To view the text on the following screen, simply press the NEXT SCR N key. You can repeatedly press this key to view each following screen until the last screen is reached.

GO TO PAGE

To go to the first text line of any page within a document, press the GO TO PAGE key, enter the number of the page you wish to view, and press EXEC. The first screen of text on that page is displayed.

Perform the following steps.

1. Press GO TO PAGE.
2. Type the number of the page to be displayed. (For example, type 1.)
3. Press EXEC. The title page of the brochure is displayed.
4. Use NEXT SCRN to view the remaining pages in the document.

NOTE

At this time, if you can catch any errors, you should be able to correct them with the editing functions you have learned. After making any necessary corrections, proceed with these instructions.

5. After the last page has been reviewed, press CANCEL. The system prompts "End Of Edit?"
6. Press EXEC.

NOTES

GO TO PAGE, f (or F) is used to create or edit a footer.

GO TO PAGE, h (or H) is used to create or edit a header.

GO TO PAGE, w (or W) is used to go to the Work Page.

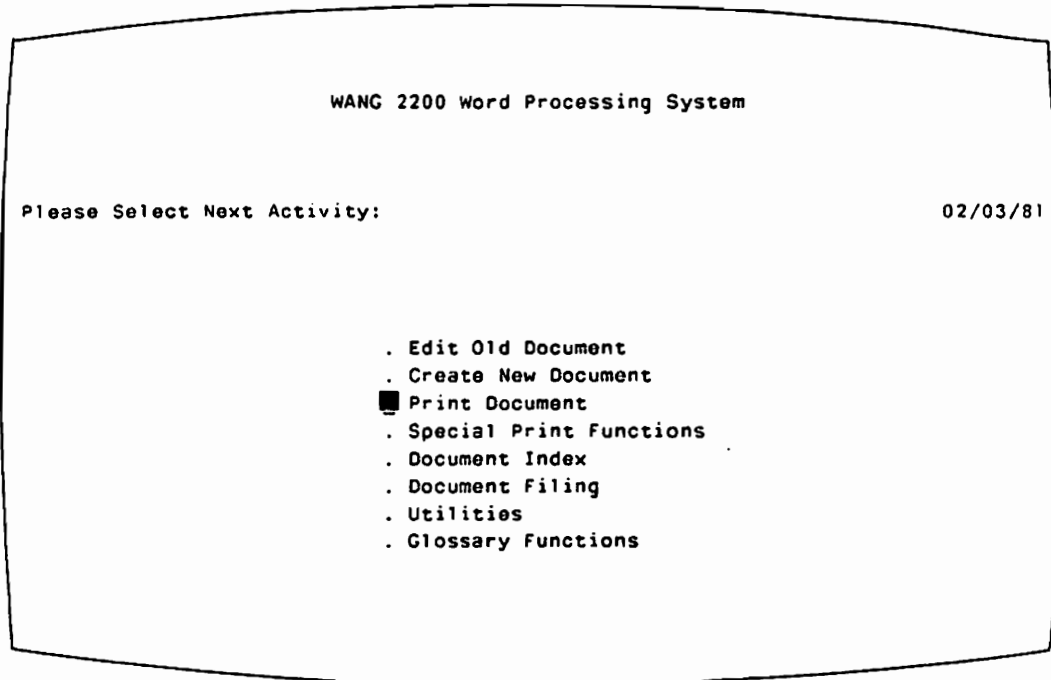
GO TO PAGE, NEXT SCRN is used to display the next page in a document.

GO TO PAGE, PREV SCRN is used to display the previous page in a document.

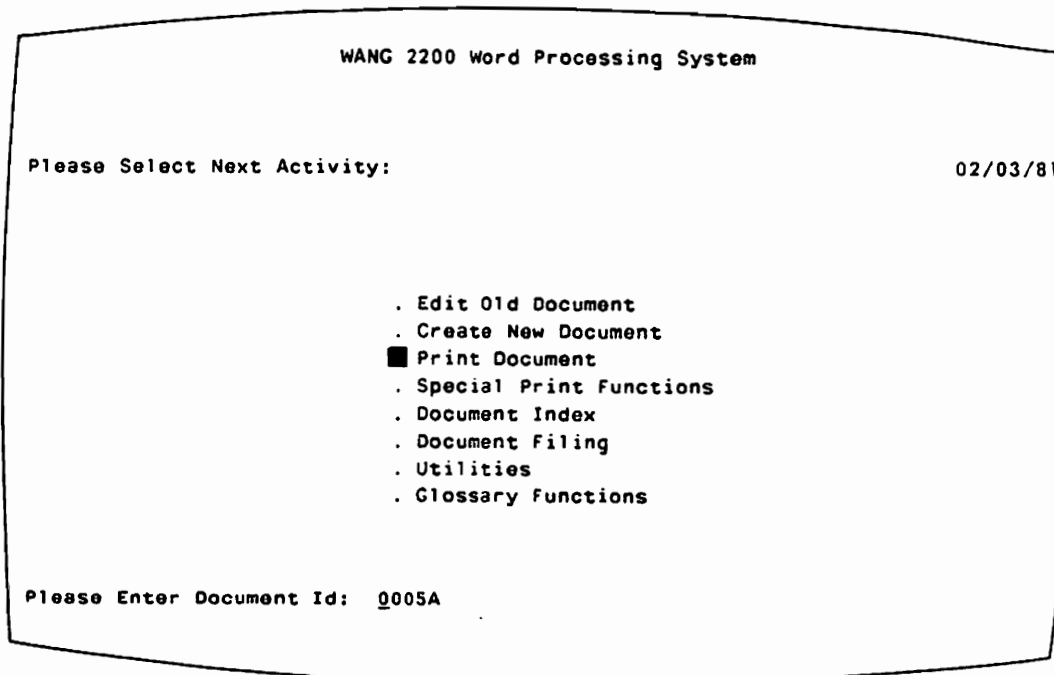
6.2 PRINTING THE 6-PAGE BROCHURE

The system displays the System Startup menu.

1. Using the Space Bar, move the Acceptance Block next to the Print Document option.



2. Press EXEC. The system now displays the following screen. Because the system displays the ID of the last edited document, the document ID number of the brochure appears.



3. Press EXEC. The Print Library Document menu appears on the screen as follows.

PRINT LIBRARY DOCUMENT

Document Id: 0005A
 Document Name: BROCHURE

Print from Page: 001 Print thru Page: 120 Starting as Page No.: 0002
 First Header Page: 002 First Footer Page: 002 Footer Begins on Line: 50

Paper Length: 66 No. of Originals: 01 Character Set Number: 1
 Printer Number: 1 Left Margin: 10

Please select one from each column:

DEVICE	PITCH	FORMAT	FORMS	STYLE	SUMMARY	DELETE
<input checked="" type="checkbox"/> Character	<input checked="" type="checkbox"/> 10	<input checked="" type="checkbox"/> Unjustified	<input checked="" type="checkbox"/> Continuous	<input checked="" type="checkbox"/> Final	<input checked="" type="checkbox"/> Print	<input checked="" type="checkbox"/> No
. Line	. 12	. Justified	. Single	. Draft	. Omit	.
. CRT Only		. With Notes	. Form 1			
			. Form 2			

5. Press RETURN to move the cursor from one field to another. Position the cursor beside the Unjustified field in the FORMAT column.
6. Press the Space Bar to position the Acceptance Block next to Justified.

PRINT LIBRARY DOCUMENT

Document Id: 0005A
Document Name: BROCHURE

Print from Page: 001 Print thru Page: 120 Starting as Page No.: 0002
First Header Page: 002 First Footer Page: 002 Footer Begins on Line: 50

Paper Length: 66 No. of Originals: 01 Character Set Number: 1
Printer Number: 1 Left Margin: 10

Please select one from each column:

DEVICE	PITCH	FORMAT	FORMS	STYLE	SUMMARY	DELETE
<input checked="" type="checkbox"/> Character	<input checked="" type="checkbox"/> 10	. Unjustified	<input checked="" type="checkbox"/> Continuous	<input checked="" type="checkbox"/> Final	<input checked="" type="checkbox"/> Print	<input checked="" type="checkbox"/> No
. Line	. 12	<input checked="" type="checkbox"/> Justified	. Single	. Draft	. Omit	
. CRT Only		. With Notes	. Form 1			
			. Form 2			

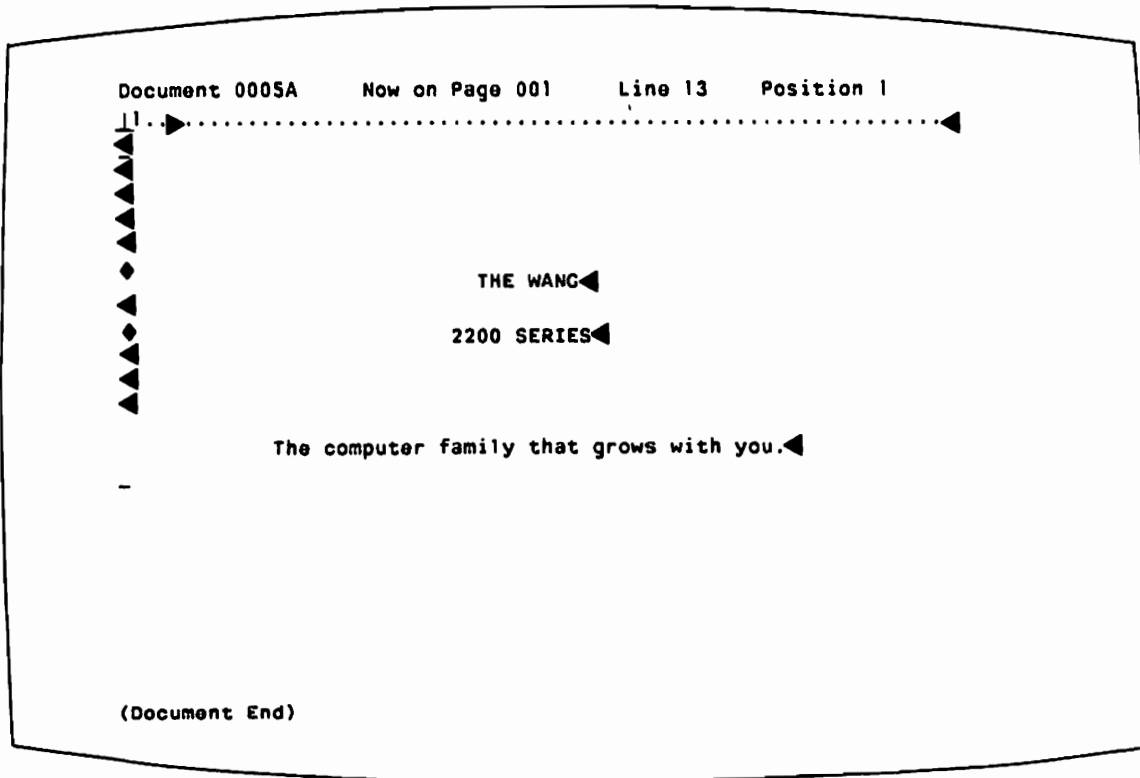
7. Press EXEC to print the document. Make sure the printer is on and Selected and that continuous forms are mounted. When the document is printed, the System Startup menu appears on the screen.

6.3 EDITING THE 6-PAGE BROCHURE

After review of the brochure, it is decided that the following change is necessary.

- . 2200 Product Line must be changed to 2200 Series everywhere it appears in the brochure.
1. On the System Startup menu, position the Acceptance Block next to Edit Old Document.

2. Press EXEC.
3. Enter the document ID number of BROCHURE if different from what the system has entered, or press EXEC if the ID is correct.
4. The system displays the Document Summary screen. Press EXEC. Page 1 is displayed as shown below.



To change "2200 Product Line" to "2200 Series", you can use the editing functions, Search and Global Replace.

6.3.1 Search

This function searches through a document and stops at any defined sequence. (Do not perform these steps at this time.) Press the SRCH key, and type in the character sequence you wish to find. The system stops at the first instance of that character sequence. To find the next instance of that character sequence, simply press SRCH again, or press EXEC. Repeat to find all other instances of that character sequence.

To find each instance of "Product Line", follow these steps.

1. Press SRCH. The system prompts "Loading Search", and then "Search for What?"
2. Type "Product Line". The system finds the first instance of this sequence and highlights it.

Document 0005A Now on Page 003 Line 36 Position 58
of technology, we have gained the reputation of being the
second largest supplier of small business computers, and the
number one supplier of CRT-based word processing systems in the
world.◀

◀
WANG 2200 SYSTEMS WORK IN ALL TYPES OF BUSINESSES◀

◀
▶ Since Wang Laboratories built its reputation as an industry
leader by serving the needs of the first-time user, we can
offer you proven solutions. Among the more than 70,000 Wang
users around the world, over 35,000 are productively using Wang
2200 systems.◀

◀
UPGRADING WITHIN THE 2200 SERIES◀

◀
▶ If your business volume outstrips the capacity of your
present 2200 system, you can easily upgrade to a larger
configuration within the 2200 Product Line. Because your
existing system can serve as the foundation for a larger 2200
system, it won't become obsolete.◀

◀
⊥
(Page End)

3. The cursor is moved to directly under the "P" in "Product Line".

NOTE

After exiting from Search, any editing function can be performed on the character sequence being searched (Replace, Move, Delete, etc.).

6.3.2 Global Replace

This function finds every instance of a defined character sequence in a document and automatically replaces it with other text. (Do not perform these steps at this time.) Global Replace begins by positioning the cursor at the beginning of the text to be replaced, then pressing SHIFT and REPLC simultaneously. The system prompts "Replace What?" The text to be replaced is highlighted using the appropriate keys. EXEC is pressed and the system prompts "Replace it with?" The new text is typed, and when EXEC is pressed the first Replace takes place.

The system prompts "Find next one?" To continue selectively, simply press EXEC again. The system finds the second instance of that character sequence and prompts to replace it; press EXEC again. To leave it as is and find the next one, simply press SRCH. Continue through the document.

To continue searching globally throughout the document, simply hold down SHIFT and press REPLC to tell the system to automatically replace every instance of that character sequence. To exit from Global Replace, press CANCEL.

Begin the exercise as follows.

1. The cursor is presently positioned under the "P" of "Product Line". Press CANCEL to exit from SEARCH. Hold down SHIFT and press REPLC. The system prompts "Loading Replace", and then "Replace What?"
2. Highlight the entire character sequence (Product Line) by pressing "e".

```
Document 0005A      Now on Page 003      Line 36      Position 42      Replace what?
of technology, we have gained the reputation of being the
second largest supplier of small business computers, and the
number one supplier of CRT-based word processing systems in the
world.◀
◀
WANG 2200 SYSTEMS WORK IN ALL TYPES OF BUSINESSES◀
◀
▶Since Wang Laboratories built its reputation as an industry
leader by serving the needs of the first-time user, we can
offer you proven solutions. Among the more than 70,000 Wang
users around the world, over 35,000 are productively using Wang
2200 systems.◀
◀
UPGRADING WITHIN THE 2200 SERIES◀
◀
▶If your business volume outstrips the capacity of your
present 2200 system, you can easily upgrade to a larger
configuration within the 2200 Product Line. Because your
existing system can serve as the foundation for a larger 2200
system, it won't become obsolete.◀
◀
┆
(Page End)
```

3. Press EXEC. The system prompts "Replace It With?"
4. Type "Series".
5. Press EXEC. The Replace occurs and the text realigns. The system prompts "Find Next One?"
6. Hold down SHIFT and press REPLC to make the system globally replace every instance of Product Line with Series. (In general, you should use the shortest character sequence which adequately defines the text to be replaced.)

6.3.3 Copy

The COPY key is used to copy any specified amount of text from one position of a document to another. This operation functions exactly like Move, except that after Copy, the text appears in both positions of the document.

To use Copy, position the cursor beneath the first character to be copied and press COPY (do not perform these steps at this time). The system prompts "Copy What?" Highlight the text by pressing the appropriate keys, and then press EXEC. The system prompts "To Where?" Reposition the cursor to where the copied text is to be placed and press EXEC again. The copy takes place, the text is inserted, the rest of the document realigns, and the original text now is in two locations in the document.

To copy the first sentence in the first paragraph of the second page to the end of the document follow these steps.

1. Press GO TO PAGE, type 2, and press EXEC. Using the cursor control keys, position the cursor at the beginning of the sentence (directly under the "I" in "If".)
2. Press COPY. The system prompts "Loading Copy", and then "Copy What?"
3. Highlight to the end of the sentence by typing a period.
4. Press EXEC. The system prompts "To Where?"
5. Press GO TO PAGE, type 6, press EXEC, and press NEXT SCR. Using the South cursor control key, position the cursor at the first blank space immediately following the final Return in the document. (To do this,)
6. Press EXEC. The Copy takes place.
7. To indent this paragraph, an Indent must be inserted before "If". The cursor should be directly under the "I". Simultaneously press SHIFT and INSERT. A space opens before the word "If."

8. Strike over the space with an Indent.

6.4 REPRINTING THE 6-PAGE BROCHURE

You have now finished editing the brochure. To print the brochure again, follow these steps.

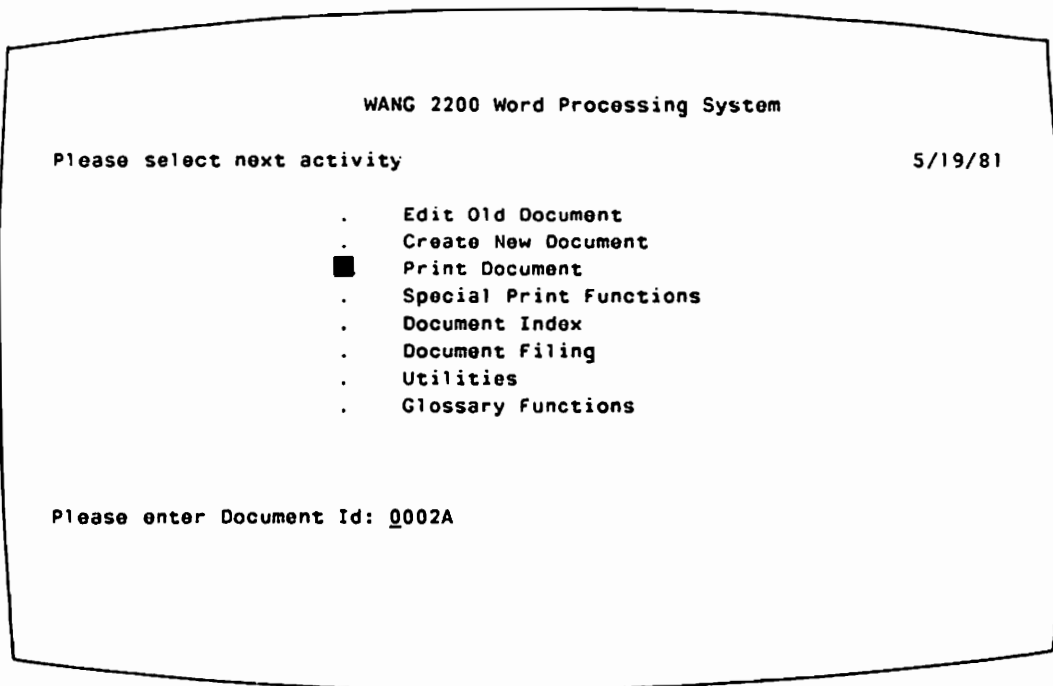
1. Return to the System Startup menu by pressing CANCEL, then EXEC.
2. Follow the instructions in Section 8.2. Remember to print this document justified. (Refer to Chapter 7 for an explanation of justified printing.)

CHAPTER 7
PRINTER PLAYOUT

7.1 INTRODUCTION

Documents can be printed in various ways, depending on operator/author need or preference.

To play out a document, select Print Document from the System Startup menu and press EXEC. The message "Please Enter Document ID: _____" appears. (If the ID you want is on the screen, press EXEC.) Enter the document ID exactly as it appeared before. For example, BUSINESS LETTER was 0002A.



If the message "Document Unknown" is displayed, re-enter the document ID and press EXEC. When the document ID is correct, the Print Library Document menu is displayed.

7.2 PRINT LIBRARY DOCUMENT

The Print Library Document menu contains various fields which allow you to determine how the document will be played out. Each field has been preset by your supervisor. The menu may be accepted as is, or may be modified by the operator.

If an operator modifies any fields before printing a document, the system always remembers the modifications. When that document is reprinted, the fields are set exactly as they were the last time the document was printed, or the fields could be remodified, if desired.

PRINT LIBRARY DOCUMENT

Document Id: 0002A
Document Name: BUSINESS LETTER

Print from Page: 001 Print thru Page: 120 Starting as Page No.: 0002
First Header Page: 002 First Footer Page: 002 Footer Begins on Line: 50

Paper Length: 66 No. of Originals: 01 Character Set Number: 1
Printer Number: 1 Left Margin: 010

Please select one from each column:

DEVICE	PITCH	FORMAT	FORMS	STYLE	SUMMARY	DELETE
<input checked="" type="checkbox"/> Character	<input checked="" type="checkbox"/> 10	<input checked="" type="checkbox"/> Unjustified	<input checked="" type="checkbox"/> Continuous	<input checked="" type="checkbox"/> Final	<input checked="" type="checkbox"/> Print	<input checked="" type="checkbox"/> No
<input type="checkbox"/> Line	<input type="checkbox"/> 12	<input type="checkbox"/> Justified	<input type="checkbox"/> Single	<input type="checkbox"/> Draft	<input type="checkbox"/> Omit	
<input type="checkbox"/> CRT Only		<input type="checkbox"/> With Notes	<input type="checkbox"/> Form 1			
			<input type="checkbox"/> Form 2			

7.3 PRINT LIBRARY DOCUMENT MENU FIELDS

The following are the modifiable fields (to modify any of them, simply strike over with the desired changes).

Print from Page
(preset at 001)

Indicates the page number where printing is to begin.

Print thru Page
(preset at the number of pages in the document)

Indicates the page number where printing is to end. This field cannot contain a number greater than the number of pages in the document.

NOTE

These two fields allow you to print out only those pages needed. If a document is stopped in the middle of printing for any reason, simply restart at the page where printing stopped. To print one page of a document, simply use the same page number for both fields.

To print just the Document Summary, enter Print from Page 000 and Print thru Page 000.

Starting as Page No.
(preset at 002)

Used for automatic page numbering (footers). It indicates the digit with which the system should begin numbering the pages.

First Header Page
(preset at 002)

Indicates the first page of the document on which the header is to be printed. Normally, the title page of a document does not have a header or footer.

First Footer Page
(preset at 002)

Indicates the first page of the document on which the footer is to be printed.

Footer Begins on Line
(preset at 50)

Indicates the line number on which the footer is to begin. If the specified line number contains text, the footer begins on the first (blank) line available after the text.

Paper Length
(preset at 66)

Allows you to specify stationery (66 lines), legal (84 lines), or envelope size (26 lines) to indicate when the printer must eject after encountering an end-of-page on the daisy printer.

Number of Originals
(preset at 01, maximum is 99 per print request)

Indicates the number of original copies of a document to be printed. This has no bearing on the number of carbon copies printed at the same time, if any.

Character Set Number

Not used by the 2200/WP system.

NOTE

The above preset figures may differ according to individual library requirements.

Printer Number

Allows you to specify the printer on which your document is to be played out. Each printer is assigned a device number when the system is installed.

Left Margin
(preset at 10)

Indicates the width (in spaces) of the left-hand margin.

NOTE

If the left margin is so large that text runs off the paper, adjustments to the document may be necessary.

There are two ways to position the cursor and the Acceptance Block to the fields to be modified.

1. Using the RETURN key positions the cursor to the next field.
2. Using the Space Bar or the cursor control keys positions the cursor within the fields.

On the bottom half of the screen, position the cursor under the Acceptance Block and use the Space Bar to position it on the appropriate line.

NOTE

While the document is printing on the printer, it is also displayed on the CRT. Until a document has been completely printed, an operator cannot access the terminal for creating, editing, or printing other documents.

The bottom portion of the Print Library Document menu also allows various options as to the type of layout. Position the Acceptance Block for each column next to the desired option. After all options have been correctly selected, press the EXEC key to indicate acceptance.

7.3.1 Device

Character Prints the document on the character printer.

Line (If available) prints the document on the line printer.

NOTE

Whether the Device is designated as Character or Line, the type of device used depends on the selected printer number specified, and this field has no effect on printing operations.

CRT Only Displays the document on the CRT only. Text can be previewed justified, unjustified, and with notes. Displays do not include graphics (i.e., tabs and RETURNS), so that the layout appears exactly as it does on paper.

7.3.2 Pitch

These fields have no effect when using the recommended printer. Pitch is determined by a printer switch.

10 (Pica) Prints 10 characters to the inch.

12 (Elite) Prints 12 characters to the inch.

7.3.3 Format

Unjustified Prints the document exactly as it was entered on the display. Operator notes are not printed.

Justified Prints the document with perfectly even right margins by evenly distributing spaces between words and letters to produce a more professional printout. Operator notes are not printed.

With notes Prints the document exactly as it was entered (unjustified), including the operator notes.

NOTE

Text cannot be printed both justified and with operator notes.

7.3.4 Forms

Continuous Informs the printer to eject to the top of the next page each time an end-of-page graphic is encountered. This assumes use of continuous form paper.

Single One sheet at a time will be printed. The printer will stop and deselect to allow the operator to enter a new sheet of paper each time it encounters a page graphic.

Form 1 This has no meaning in 2200/WP.

Form 2 This has no meaning in 2200/WP.

7.3.5 Style

Final Prints the document with the vertical spacing designated in the Format Line(s).

Draft Automatically doubles the line spacing set in each Format Line, and ejects to next page (or stops if using single sheets) every time an end-of-page graphic is encountered. On a line printer, underscoring will only appear when printing in draft style.

7.3.6 Summary

Print Prints the Document Summary at the start of the document.

Omit Does not print the Document Summary at the start of the document.

7.3.7 Delete

No Indicates that the document is to remain on the system disk after it is printed.

NOTE

The No option has been preselected.

7.4 PRINTING A DOCUMENT

1. To print a document, select Print Document from the System Startup menu. When the document ID is requested, enter the number of the document to be printed or EXEC if the correct ID is displayed.

WANG 2200 Word Processing System

Please select next activity

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- . Edit Old Document
- . Create New Document
- Print Document
- . Special Print Functions
- . Document Index
- . Document Filing
- . Utilities
- . Glossary Functions

Please enter Document Id: 0002A

2. The Print Library Document menu appears with the document name and ID automatically filled in.

PRINT LIBRARY DOCUMENT

Document Id: 0002A
Document Name: BUSINESS LETTER

Print from Page: 001 Print thru Page: 120 Starting as Page No.: 0002
First Header Page: 002 First Footer Page: 002 Footer Begins on Line: 50

Paper Length: 66 No. of Originals: 01 Character Set Number: 1
Printer Number: Left Margin: 010

Please select one from each column:

DEVICE	PITCH	FORMAT	FORMS	STYLE	SUMMARY	DELETE
<input checked="" type="checkbox"/> Character	<input checked="" type="checkbox"/> 10	<input checked="" type="checkbox"/> Unjustified	<input checked="" type="checkbox"/> Continuous	<input checked="" type="checkbox"/> Final	<input checked="" type="checkbox"/> Print	<input checked="" type="checkbox"/> No
. Line	. 12	. Justified	. Single	. Draft	. Omit	
. CRT Only		. With Notes	. Form 1			
			. Form 2			

3. Modify the fields as desired.

NOTE

Check the printer to be sure it is on and that paper has been correctly inserted.

4. Press EXEC when all fields are acceptable. (Press CANCEL if the document is not to be printed.)
5. The document is automatically printed.

NOTE

Pressing CANCEL while a document is printing terminates printout and returns the system to the System Startup menu.

CHAPTER 8
DOCUMENT FILING (ARCHIVING)

8.1 INTRODUCTION

The Document Filing operation is used to archive (file), retrieve, and delete documents, as well as prepare new archive locations. Depending on the system configuration, several locations are available for archiving documents. Your supervisor can designate any disk or diskette drive as an archive location.

NOTE

In order to keep from filling volumes with inactive documents, it is recommended that they be periodically filed to the various archive locations.

Additionally, in the event of disk drive malfunctions or physical problems with the disks, material could be lost if it has not been backed up (archived).

8.2 ARCHIVING

Once a document has been entered on the system, it may be permanently filed to an archive location. Archiving is a procedure which transfers documents created and stored within volumes to filing spaces designated elsewhere within the system.

Two basic filing methods are available.

- . File to 2200 System Archive
- . File to Archive Diskette

File to System Archive transfers documents from their libraries on the system disk to other disk locations used specifically for filing documents.

File to Archive Diskette moves documents from their libraries on the system disk to diskette locations completely separate from the system disk i.e., filing to diskettes).

NOTE

Archive locations are set up by your supervisor. You will be notified of your recommended archiving location and whether or not it is the system archive. Your terminal automatically defaults to the letter assigned to your particular archive address. Always consult your supervisor before attempting to file elsewhere.

8.3 RETRIEVING

Once a document has been filed to an archive location, it must be replaced in a library before editing; however, 2200/WP allows documents to be printed directly from their archive locations (see Chapter 12). When retrieved onto a library, documents also remain on their archive locations.

8.4 DELETING

Documents may be deleted from either an archive location or a library. Obsolete documents are then removed and space is made available for other documents.

8.5 PREPARE NEW ARCHIVE

Archive locations must be prepared (assigned an archive label) in order for documents to be archived.

8.6 INSERTING DISKETTES

When archiving to diskettes, always observe the following steps for insertion.

1. Remove the diskette from its envelope and check that the Write Protect notch on the diskette jacket is covered with a tab. Only when the notch is covered can text be written on or read from the diskette.
2. To open the archive diskette unit door, simply press the door latch located immediately to the left of the door. The door will slide open.
3. Insert the diskette into the open drive slot. Push the diskette into the drive slot until it catches in place. The plastic jacket in which the diskette platter is sealed is labeled with arrows indicating the proper direction for mounting.
4. Close the drive door by sliding it to the left until it locks in place. Be sure the door is tightly closed.

CAUTION

Never insert a diskette until the system displays a message to do so.

8.7 AVAILABLE FILING OPERATIONS

The following are the filing operations available.

<u>Copy to Archive</u>	Copies specified document(s) from a library to an archive location. (Document(s) then reside on both places.)
<u>File to Archive</u>	Transfers specified document(s) from a library to an archive location for permanent storage. (Deletes it from the library at the same time.)
<u>Retrieve from Archive</u>	Copies specified document(s) from the archive location to a library, usually for editing. (Also leaves document(s) on the archive.)
<u>Delete from Library</u>	Deletes specified document(s) from a library.
<u>Delete from Archive</u>	Deletes specified document(s) from the archive location.
<u>Prepare New Archive</u>	Prepares a location for use as an archive (storage) area. The system automatically assigns numbers at each location.

The following are the types of filing available.

<u>Single</u>	If Single filing is selected, each document is retrieved, copied, or deleted individually.
<u>Range</u>	Allows the operator to specify beginning and ending document IDs (within libraries). All documents between these IDs will be archived.

All filing operations are initiated as follows. Do not perform these steps at present.

1. Position the Acceptance Block in the System Startup menu next to the Document Filing option. Your menu should appear as follows.

WANG 2200 Word Processing System

Please select next activity

05/19/81

- . Edit Old Document
- . Create New Document
- . Print Document
- . Special Print Functions
- . Document Index
- Document Filing
- . Utilities
- . Glossary Functions

2. Press EXEC. The system displays the Document Filing menu shown as follows.

Document Filing

Please select filing operation:

- Copy to Archive
 - . File to Archive
 - . Retrieve from Archive
 - . Delete from Library
 - . Delete from Archive
 - . Prepare New Archive
- . Single
. Range

Archive Location A

3. Using the Space Bar, position the Acceptance Block in the first column next to the desired filing operation.
4. If necessary, press the RETURN key to locate the cursor in the second column and using the Space Bar, position the Acceptance Block next to the type of filing desired (Single or Range). To change the archive location letter, press RETURN and change the letter.
5. When the Acceptance Blocks in both columns are properly positioned and the correct archive location is designated, press the EXEC key.
6. Follow the steps in the following subsections pertaining to the type of filing operation to be performed.

NOTE

Regardless of whether you are filing to a system archive or an archive diskette, the following procedures are basically the same. If you are filing to a system archive, the disk involved is probably already mounted, in which case you can disregard the instructions to mount or dismount diskettes. If you are filing to an archive diskette location, simply disregard step 1 in each of the following sections. Do not perform the instructions in Sections 8.8 through 8.12 at this time.

8.8 COPY TO ARCHIVE

This option allows documents to be copied from a library to an archive location.

8.8.1 Single Copying to Archive

1. The prompt "Enter Archive Label" is displayed. Enter the label of the correct system archive area, and press EXEC. This number was assigned and displayed at the time the archive location was prepared using Prepare New Archive. The number is analagous to the archive ID assigned to diskettes when they are prepared. Simply press EXEC, if the correct label is displayed.
2. The prompt "Please enter document ID:" is displayed. Enter the ID number of the document to be copied, or press EXEC if the ID number is correctly displayed.
3. The name of the document to be copied is automatically displayed as a check, and the screen instructs you to EXEC or CANCEL. If the document name is correct, press EXEC. If not, CANCEL and begin again.

4. A prompt to mount the archive is displayed. At this prompt, mount the correct archive diskette or the disk containing the system archive. Press EXEC, and the archive label is displayed.
5. Press EXEC again and the document is copied to the archive location. When copying is completed, the Document Filing menu returns to the display. Either perform another filing operation or press CANCEL to return to the System Startup menu.

8.8.2 Range Copying to Archive

1. The prompt "Enter Archive Label" is displayed. Enter the label of the correct system archive location, and press EXEC, or simply press EXEC if the correct label is displayed.
2. Two lines appear requesting a starting and ending ID. The first entered ID is the ID of the first document to be copied. The second ID is the ID of the last document to be copied. (IDs entered here must be within the same library.) These and all documents falling between will be copied when this procedure is executed.
3. Enter the ID of the first document to be copied as the starting ID. Enter the ID of the last document to be copied as the ending ID. Press EXEC.
4. The name of the first document to be copied is automatically displayed as a check, and the screen instructs you to EXEC or CANCEL. If the document name is correct, press EXEC. If not, press CANCEL and begin again.
5. A prompt to mount the archive is displayed. At this prompt, mount the correct archive medium if necessary, and press EXEC. The archive label is displayed as a check.
6. Press EXEC, and the document IDs and titles are displayed as they are copied. (Document IDs are not necessarily displayed in numerical order; however, all documents in the range are copied.) When complete, the system displays "Batch request ended. Please Cancel."
7. Press CANCEL. When copying is completed, the Document Filing menu returns to the display. Either perform another filing operation or press CANCEL to return to the System Startup menu.

8.9 FILE TO ARCHIVE

This option allows documents to be archived from the system disk onto an archive location.

8.9.1 Single Filing to Archive

1. The prompt "Enter Archive Label" is displayed. Enter the label of the correct system archive location press EXEC, or simply press EXEC if the correct label is displayed.
2. The prompt "Please enter document ID:" appears. Enter the ID number of the document to be archived, or press EXEC if the ID number is correctly displayed.
3. The name of the document to be archived is automatically displayed. Press EXEC to continue or CANCEL to start over.
4. The system prompts "Mount Archive." At this prompt, insert the archive medium, if necessary.
5. Press EXEC and the archive label is displayed. If incorrect, enter the proper label.
6. When correct, press EXEC again, and the document is automatically archived. When completed, the Document Filing menu returns to the display. Press CANCEL to return to the System Startup menu, or perform another filing operation.

8.9.2 Range Filing to Archive

Range Filing to Archive is performed in exactly the same manner as Range Copying To Archive. For instructions on performing this operation, refer to Section 8.8

8.10 RETRIEVE FROM ARCHIVE

This option allows documents to be retrieved from the archive location onto the system library.

8.10.1 Single Retrieving from Archive

1. The prompt "Enter Archive Label" is displayed. Enter the label of the correct system archive location, press EXEC, or simply press EXEC if the correct label is displayed.
2. The prompt "Please enter document ID:" is displayed. Enter the ID number of the document to be retrieved, or press EXEC if the ID number is correctly displayed.
3. The prompt "Mount Archive" is displayed. At this prompt, mount the archive medium, if necessary. Press EXEC to continue the operation, or press CANCEL to terminate the operation.
4. The name of the document is displayed. Press EXEC if this is the document to be retrieved or CANCEL if this is an incorrect document.
5. The archive label is displayed. Press EXEC to continue.
6. The document title is displayed. Press EXEC again and the document is automatically retrieved. When completed, either perform another filing operation, or press CANCEL to return to the System Startup menu.

8.10.2 Range Retrieving from Archive

Range Retrieving is performed in the same manner as Range Copying and Filing. See Section 8.8.

8.11 DELETE FROM SYSTEM LIBRARY

This option allows documents to be deleted from libraries on the system disk.

8.11.1 Single Deleting From System Library

1. The prompt "Please enter document ID:" is displayed. Enter the ID number of the document to be deleted from the system disk, or press EXEC if the ID number is correctly displayed.

2. The name of the document to be deleted is automatically displayed. Press EXEC if this is the correct document, or press CANCEL if this is not the document to be deleted.
3. The document is automatically deleted from the system disk. When completed, the Document Filing menu is again displayed. Either perform another filing operation, or press CANCEL to return to the System Startup menu.

8.11.2 Range Deleting from System Library

Range Deleting from Library is performed in exactly the same manner as Range Copying to Archive, except that no mounting is necessary, and no archive label is required. For instructions on performing this operation, refer to Section 8.8.

CAUTION

Exercise extreme caution before performing any Range Delete operation, since it is impossible to recover documents even if CANCEL is pressed during filing.

8.12 DELETE FROM ARCHIVE

This option allows documents to be deleted from the archive location.

8.12.1 Single Deleting from Archive

1. The prompt "Enter Archive Label" is displayed. Enter the label of the correct system archive location, press EXEC, or simply press EXEC if the correct label is displayed.
2. The prompt "Please enter document ID:" is displayed. Enter the ID number of the document to be deleted or press EXEC if the ID number is correctly displayed.
3. The prompt "Mount Archive" is displayed. Mount the correct archiving medium if necessary and press EXEC, or press CANCEL to terminate the operation.
4. The archive label is displayed. If correct, press EXEC. The document name is displayed. If correct, press EXEC. If one or both are incorrect, press CANCEL.
5. The requested document is automatically deleted from the archive location. When the operation is completed, the Document Filing menu returns to the display. Either perform another filing operation or press CANCEL to return to the System Startup menu.

8.12.2 Range Deleting from Archive

Range Deleting from Archive is performed in exactly the same manner as Range Retrieving From and Copying to Archive. For instructions on performing Range Deleting from Archive, refer to Section 8.8.

NOTES

If there is insufficient space on a disk or diskette to accomplish any type of filing, the operation ceases. When the diskette is full, an appropriate prompt is displayed.

If you try to file a document that is not resident on the system disk to the archive, the message "Unknown document" is displayed.

If you try to retrieve a document already on the system disk, an appropriate message is displayed, and the filing operation is automatically cancelled.

If you try to copy or file from the system a document already on an archive, the old version of the document on the archive will be replaced when the copy or file operation takes place.

8.13 PREPARE NEW ARCHIVE

This option prepares diskettes or locations on the system disk for use as archive locations by assigning identification numbers (labels/IDs). Once an archive location or diskette is prepared, documents may be stored there.

NOTE

Archive locations and diskettes must be prepared one at a time; therefore, it does not matter whether the Acceptance Block in the second column of the Filing menu is positioned at Single or Range.

8.13.1 Prepare New Archive Diskette

To prepare a diskette for use as a storage medium, perform the following steps.

NOTE

Diskette formatting must precede diskette preparation. Refer to the appropriate 2200 disk manual for diskette formatting procedures.

1. Select Document Filing from the System Startup menu.
2. When the Document Filing menu appears, position the Acceptance Block, using the Space Bar, next to the Prepare New Archive Diskette option. Press EXEC.
3. Enter the Archive Location.

NOTE

Do not prepare a diskette for use as an archive diskette if it already has documents stored on it; the stored documents will be lost.

4. Press EXEC to indicate acceptance of the options as indicated by the positions of the Acceptance Blocks.
5. Your default Creation Library appears. Press EXEC to accept the library, or enter the correct letter, press EXEC, and the system instructs you to mount an archive.

DOCUMENT FILING

Please select filing operation:

. Copy to Archive Diskette	. Single
. File to Archive Diskette	. Range
. Retrieve from Archive Diskette	
. Delete from Library	
. Delete from Archive Diskette	
<input checked="" type="checkbox"/> Prepare New Archive Diskette	

Mount Archive Execute or Cancel

6. Mount the desired diskette, and press EXEC to initiate the operation.
7. The archive ID appears. Press EXEC or CANCEL.
8. If EXEC is pressed, the diskette is processed and the prompt to Execute or Cancel reappears on the screen.
9. Press CANCEL to return to the System Startup menu.
10. Remove the diskette. It is now ready to be used to archive documents.

8.13.2 Prepare New System Archive

To prepare a location on the system disk for use as a storage medium, perform the following steps.

1. Select Document Filing from the System Startup menu.
2. When the Document Filing menu appears, position the Acceptance Block, using the Space Bar, next to the Prepare New Archive option. Press EXEC.
3. Enter the Archive ID.
4. Press EXEC to indicate acceptance of the options, indicated by the positions of the Acceptance Blocks.
5. Your default Creation Library appears. Press EXEC.
6. The screen instructs you to mount an archive. If the disk which is to contain the system archive is mounted, disregard this message, and press EXEC. Notice the message indicating the ID number assigned to this archive. It is very important that you write down this ID. You will need it in order to file to this location. It will not appear automatically during filing.
7. Press EXEC, and a location on the system disk is prepared for archiving.

8.14 FILE DOCUMENTS TO ARCHIVE DISKETTE

To file "BUSINESS LETTER" (created earlier in this manual) to a prepared archive diskette, perform the following steps.

1. Select Document Filing from the System Startup menu.
2. Using the Space Bar, position the Acceptance Block next to the File to Archive option.
3. Since the second column is acceptable (Single, Archive Location A -- in this case, a non-system archive), press EXEC.

Document Filing

Please select filing operation:

.	Copy to Archive	<input type="checkbox"/>	Single
<input checked="" type="checkbox"/>	File to Archive	<input checked="" type="checkbox"/>	Range
.	Retrieve from Archive		
.	Delete from Library		
.	Delete from Archive		
.	Prepare New Archive		
			Archive Location A

4. The system requests a document ID. Enter 0002A as the document ID. Press EXEC.
5. The document name, "BUSINESS LETTER", is displayed. Press EXEC.
6. The system instructs you to mount an archive. Mount your diskette and press EXEC.
7. The system displays the ID of the diskette. Press EXEC, and the screen displays "(In Progress)".
8. When the function is complete, choose another function from the document filing menu (EXEC), or press CANCEL to return to the System Startup menu.

8.15 FILE DOCUMENTS TO SYSTEM ARCHIVE

To file "MEMO TO MANAGERS" to a prepared system archive location, perform the following steps.

1. Select Document Filing from the System Startup menu.
2. Using the Space Bar, position the Acceptance Block next to the File to Archive option.
3. Press RETURN to position the cursor in the second column.

4. Press RETURN again to position the cursor under the Archive Location letter.
5. Type in the letter of the system Archive Location. In this case, the system Archive Location is B.

```
Document Filing

Please select filing operation:

. Copy to Archive           Single
 File to Archive      . Range
. Retrieve from Archive
. Delete from Library
. Delete from Archive
. Prepare New Archive      Archive Location B
```

6. Press EXEC. The system displays, "Enter Archive Label". Enter the ID assigned when the archive location was prepared (Section 8.13). Press EXEC.
7. The system prompts "Please Enter Document ID." Press EXEC if the correct ID is displayed. If not, enter the correct ID for "MEMO TO MANAGERS" (0003A). Press EXEC.
8. The document title is displayed. If the title is correct, press EXEC to continue. Pressing CANCEL allows you to enter a new document ID.
9. You are now instructed to mount an archive. If the disk containing the system archive is not already mounted, mount it and press EXEC. The archive label is verified. Press EXEC, and the system displays "(In Progress)".
10. When the function is complete, choose another function from the document filing menu and press EXEC, or press CANCEL to return to the System Startup menu.

8.16 COPY, RETRIEVE, AND DELETE

To perform these functions, simply follow the steps outlined in 8.8 through 8.12, filling in the desired IDs.

CHAPTER 9
DOCUMENT INDEX

9.1 INTRODUCTION

The Document Index allows you to view the exact status of documents, operators, authors, and archive locations. For example, the index can give a listing of all documents written by a certain author or typed by a certain operator. The Document Index can also list all the documents on a specific library or an archive location.

To access, select Document Index from the System Startup menu. Press EXEC. The system displays the Document Index menu as follows.

```

                                Document Index

Please choose one from each column:

  Location                Which Ones                Author/Operator/Title/Comment

  ■ Library A
  ■ Archive A

  ■ All
  . By Author
  . By Operator
  . By Title
  . By Comment
  . In Use
  . Recovered

```

A selection is made from each column. The Location column defines where the information is obtained. The Which Ones column defines the type of information desired.

9.2 LOCATION COLUMN

Library The document IDs and names currently on that particular library. The library letter can be changed by pressing the RETURN key and entering the desired library letter.

Archive The document IDs and names currently on that particular archive. The archive letter can be changed by pressing the RETURN key twice and entering the desired archive letter.

9.3 WHICH ONES COLUMN

All Each document from that location.

By Author Only the documents written by that particular author. (The author's name is entered under the Author/Operator/Title/Comment column.)

By Operator Only the documents typed by that particular operator. (The operator's name is entered under the Author/Operator/Title/Comment column.)

In Use Only the documents currently being created, edited, or printed in the system. "In Use" means not available for another operator until that step is finished.

By Title A specific document, identified by its title, entered under the Author/Operator/Title/Comment column.

By Comment A specific document, identified by its comment line, entered under the Author/Operator/ Title/Comment column.

Recovered Only the documents that have been recovered from a damaged archive. As soon as such a document is edited, it will no longer be referred to as "recovered".

9.4 EXAMPLES OF SELECTIONS FROM EACH COLUMN

Library, All When these items are selected, the CRT will display a list of all the documents currently in that library.

Archive A, By Author Name This choice produces a list of all the documents at a particular archive location for that author.

Archive A, By Operator, Your Name When this option is used, a list is produced of all the documents at a particular archive location that you have created and archived.

To make a selection from the Location column, position the Acceptance Block on the appropriate line, using the Space Bar. Press RETURN three times to move the cursor to the Which Ones column. Then position the Acceptance Block on the appropriate line of that column using the Space Bar. (Press RETURN and type Author/Operator Title/Comment, if necessary.) Press EXEC to view the first screen of that selected Document Index. Then use NEXT SCRN to view succeeding screens, PREV SCRN to view previous screens, GO TO PAGE to view a specific screen, or CANCEL to return to the System Startup menu.

9.5 VIEWING CREATED DOCUMENTS

To view all the documents you have created follow these steps.

1. From the System Startup menu, select Document Index. Press EXEC.
2. On the Document Index menu, position the Acceptance Block next to Library. (If the library letter is incorrect, press RETURN and enter the correct one.) Press RETURN. The cursor is now positioned beneath the archive letter. Press RETURN to position the cursor in the Which Ones column.
3. Using the Space Bar, position the Acceptance Block next to By Author. Press RETURN.
4. Type in your name exactly as you did when creating the documents in this manual. Your screen should appear as follows.

Document Index

Please choose one from each column:

<u>Location</u>	<u>Which Ones</u>	<u>Author/Operator/Title Name</u>
. Library A	. All	
. Archive A	. By Author	
	. By Operator	YOUR NAME _____
	. By Title	
	. By Comment	
	. In Use	
	. Recovered	

5. Press EXEC. The first screen of documents in that library is displayed. To view the remaining screens, keep pressing NEXT SCR. Your screen should appear as follows.

Document Name	Comments/Archive ID	Author/Operator
_0001A available	LEARNING THE KEYS	YOUR NAME YOUR NAME
_0002B available	BUSINESS LETTER	YOUR NAME YOUR NAME
_0003B available	BROCHURE	YOUR NAME YOUR NAME

6. Press CANCEL. The system displays the System Startup menu.

9.6 VIEWING ARCHIVED DOCUMENTS

To view all the documents you have archived, follow these steps.

1. Select Document Index. Press EXEC.
2. Position the Acceptance Block next to Archive. (If the archive letter is incorrect, press RETURN twice and enter the correct one.) Press RETURN.
3. Position the Acceptance Block next to By Operator. Press RETURN.
4. Type your name exactly as you did when creating the documents. Your screen should appear as follows.

D o c u m e n t I n d e x

Please choose one from each column:

<u>Location</u>	<u>which Ones</u>	<u>Author/Operator/Title Name</u>
. Library A	. All	
<input checked="" type="checkbox"/> Archive A	. By Author	
	<input checked="" type="checkbox"/> By Operator	YOUR NAME _____
	. By Title	
	. By Comment	
	. In Use	
	. Recovered	

5. Press EXEC, mount your archive medium, if necessary, and press EXEC again. Press EXEC again to verify the archive ID and view the first screen of this index.

NOTE

To access documents using the Title, Comment, In Use, and Recovered options, follow the same procedures, supplying the appropriate information.

9.7 INDEX FEATURES

Regardless of the option selected, the Document Index supplies a document ID, a document title, a comment line, and both the author and operator names for each document displayed. The index is designed to assist the operator in finding basic information with one step.

9.8 CURSOR

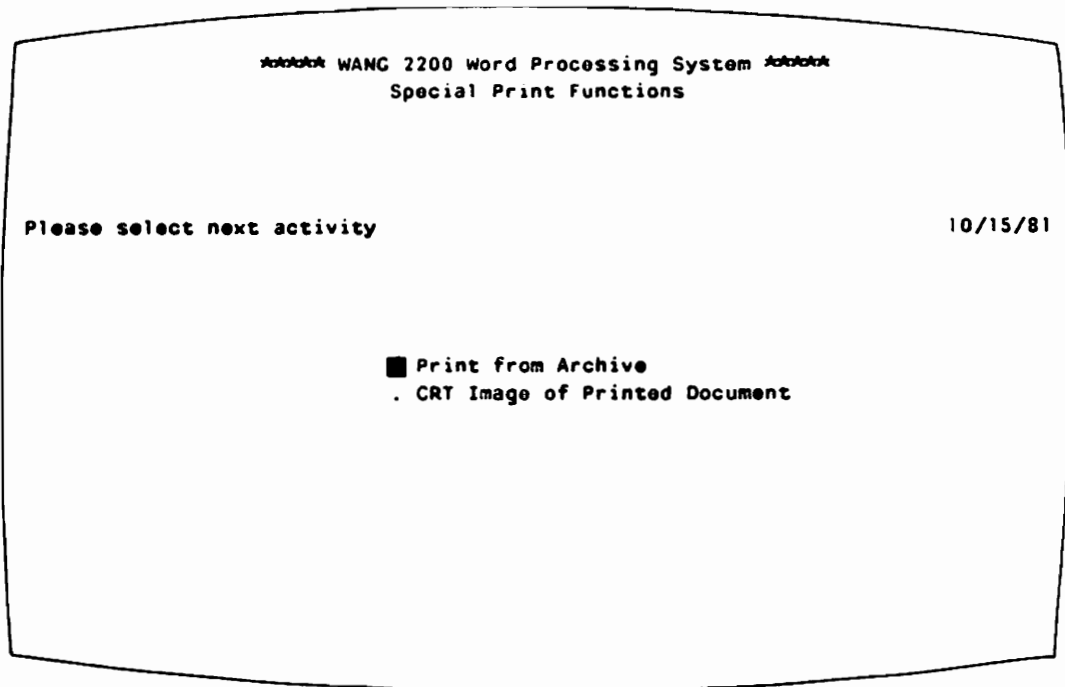
By using the Space Bar or BACKSPACE key, the cursor can be moved from one document to another. The cursor, located next to the ID number, moves only straight up and down and only within that index page. When the desired document number is found, the cursor should be left under it, and EXEC should be pressed. The system returns to the System Startup menu. When the operator selects Edit Old Document, Print Document, Special Print Functions, or Document Filing from that point, the system automatically displays the document ID remembered by the cursor position in the Document Index.

CHAPTER 10
SPECIAL PRINT FUNCTIONS

10.1 INTRODUCTION

The Special Print Functions option allows you to perform two print operations other than simply printing the document, as discussed in Chapter 7. These functions enable you to print a document from an archive location and produce a CRT image of a document before printing.

To select one of the special print functions, move the Acceptance Block to Special Print Functions on the System Startup menu and press EXEC. The Special Print Functions menu appears on the screen as follows.



10.2 PRINT FROM ARCHIVE

The Print from Archive option allows the operator to print a document directly from a system archive or an archive diskette. It is not necessary to retrieve from an archive to the system disk before printing a document. This option functions much like Print Document, except that the document location will be the system archive or an archive diskette.

10.2.1 Print from System Archive

1. Position the Acceptance Block next to the Print from Archive option and press the EXEC Key.
2. The Print Document From Archive screen will appear with the system prompts "Please Enter Data" and "Press EXECUTE to Continue." (The most recently accessed Document ID and archive location will appear on the screen. (Archive B is used in the following example.)

Print Document From Archive

Please Enter Data
Press EXECUTE to Continue

Document ID: _____

Archive Location: B

3. Enter the document ID for the archive document you wish to print. The system archive example created in Section 8.15, "File Documents to System Archive," should be used for this sample exercise (MEMO TO MANAGERS, Document ID 0003A). Enter the archive location (the uppercase or lower case letter labeling the system archive). Press EXEC. Your screen should appear as follows.

Print Document From Archive

Please Enter Data
Press EXECUTE to Continue

Document ID: 0003A

Archive Location: B

NOTE

If an archive diskette location has been entered, "Mount Archive" and "Execute or Cancel" appear. Press CANCEL and RETURN, enter the system archive location and press EXEC.

4. The system prompt "Archive ID: ____" appears. Enter the archive ID number (four digits and an uppercase or lower case letter). This number is the area of the archive where the document is located. (Refer to Chapter 8, "Document Filing".) Press EXEC. Your screen should appear as follows.

Print Document From Archive

Please Enter Data
Press EXECUTE to Continue

Document ID: 0003A
Archive Location: B
Archive ID: _____

5. The prompts "Mount Archive" and "Execute or Cancel" appear. Because a system archive is being used, simply press EXEC. Your screen should appear as follows.

Print Document From Archive

Please Enter Data
Press EXECUTE to Continue

Document ID:	0003A
Archive Location:	<u>B</u>
Archive ID:	_____

Mount Archive Execute or Cancel

6. The message "Archive: ____" with the archive ID included, appears. This message allows you to verify that the correct archive ID has been accessed. If the correct Archive ID is displayed, press EXEC. Your screen should appear as follows.

Print Document From Archive

Please Enter Data
Press EXECUTE to Continue

Document ID: 0003A

Archive Location: B

Archive ID: _____

Archive: _____

Execute or Cancel

- The Print Archive Document menu is displayed. Make the print selections as you would on the Print Document menu. (Refer to Section 7.2 for an explanation of the Print menu fields.) Your screen should appear as follows.

PRINT ARCHIVE DOCUMENT

Document Id: 0003A
 Document Name: Memo to Managers

Print From Page: 001 Print thru Page: 001 Starting as Page No.: 0001
 First Header Page: 002 First Footer Page: 002 Footer Begins on Line: 50

Paper Length: 66 No. of Originals: 01 Character Set Number: 1
 Printer Number: 2 Left Margin: 10

Please select one from each column:

DEVICE	PITCH	FORMAT	FORMS	STYLE	SUMMARY	DELETE
<input checked="" type="checkbox"/> Character	<input checked="" type="checkbox"/> 10	<input checked="" type="checkbox"/> Unjustified	<input checked="" type="checkbox"/> Continuous	<input checked="" type="checkbox"/> Final	<input checked="" type="checkbox"/> Print	<input checked="" type="checkbox"/> No
. Line	. 12	. Justified	. Single	. Draft	. Omit	
. CRT Only		. With Notes	. Form 1			
			. Form 2			

- When you have completed the print menu field selections, press EXEC to print the document. The archive document is automatically printed. The CRT screen will briefly display the document as it is printed and return to the Special Print Functions menu.

10.2.2 Print from Archive Diskette

- At the Special Print Functions menu, position the Acceptance Block next to the Print from Archive option and press EXEC.

2. The Print Document From Archive screen will appear as follows, with the system prompts "Please Enter Data" and "Press EXECUTE to Continue".

Please Enter Data
Press EXECUTE to Continue

Document ID: _____

Archive Location: A

3. Enter the document ID. The archive diskette example, previously created in Section 8. 14, "File Documents to Archive Diskette," can be used in this sample exercise (BUSINESS LETTER, Document ID 0002A). Enter the archive location (the letter label of the diskette drive location) and press EXEC. (Archive A is used in the following example.) Your screen should appear as follows.

```
Print Document From Archive

Please Enter Data
Press EXECUTE to Continue

Document ID:      0002A
Archive Location:  A
```

NOTE

If the system archive location has been entered, the message "Archive Id: _____" appears. Press CANCEL and RETURN, enter the correct archive location and then press EXEC.

4. The prompts "Mount Archive" and "Execute or Cancel" appear. At this time the archive diskette should be mounted at the archive location previously entered. Press EXEC. Your screen should appear as follows.

Print Document From Archive

Please Enter Data
Press EXECUTE to Continue

Document ID: 0002A
Archive Location: A

Mount Archive Execute or Cancel

5. The message "Archive: ____" with the archive number included appears. This archive number refers to the number of the archive diskette you have just mounted. The number allows you to verify that the correct archive diskette has been mounted. If the correct archive number has been displayed, press EXEC. Your screen should appear as follows.

Print Document From Archive

Please Enter Data
Press EXECUTE to Continue

Document ID: 0002A

Archive Location: A

Archive: _____

Execute or Cancel

6. The following Print Archive Document menu is displayed. Make the Print menu selections as you would on the Print Document menu.

PRINT ARCHIVE DOCUMENT

Document Id: 0002A
 Document Name: Business Letter

Print From Page: 001 Print thru Page: 001 Starting as Page No.: 0002
 First Header Page: 002 First Footer Page: 002 Footer Begins on Line: 50

Paper Length: 66 No. of Originals: 01 Character Set Number: 1
 Printer Number: 2 Left Margin: 10

Please select one from each column:

DEVICE	PITCH	FORMAT	FORMS	STYLE	SUMMARY	DELETE
<input checked="" type="checkbox"/> Character	<input checked="" type="checkbox"/> 10	<input checked="" type="checkbox"/> Unjustified	<input checked="" type="checkbox"/> Continuous	<input checked="" type="checkbox"/> Final	<input checked="" type="checkbox"/> Print	<input checked="" type="checkbox"/> No
. Line	. 12	. Justified	. Single	. Draft	. Omit	
. CRT Only		. With Notes	. Form 1			
			. Form 2			

7. When you have completed the Print menu field selections, press EXEC to print the document. The archive document is automatically printed. The CRT screen will briefly display the document as it is printed and return to the Special Print Functions menu.

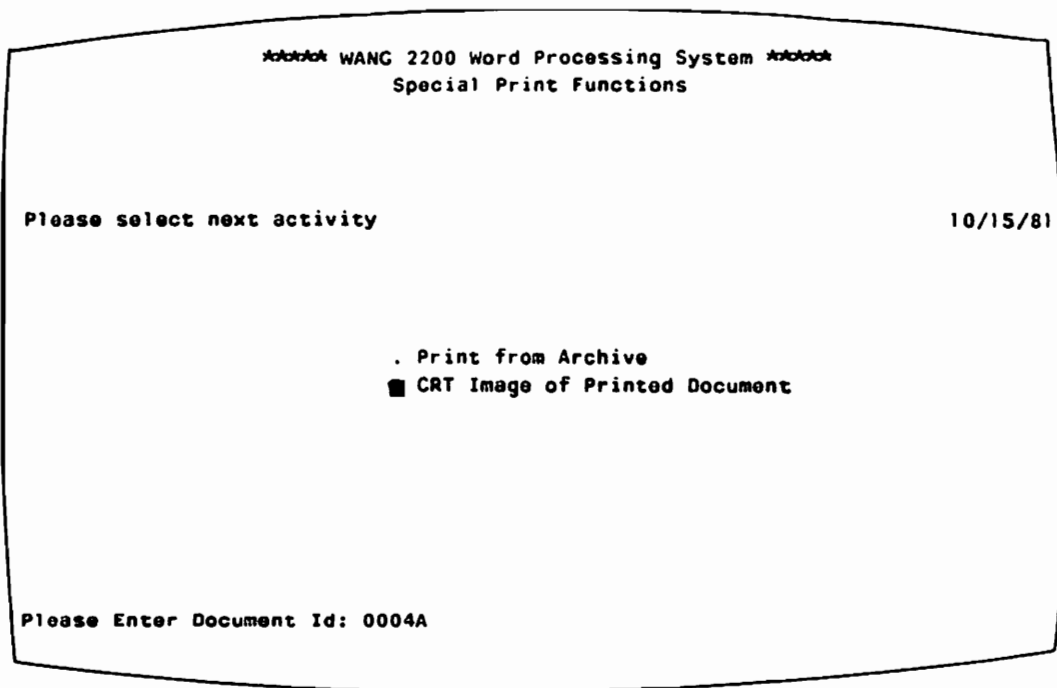
NOTE

Error messages may be displayed if incorrect document ID, archive location, or archive ID information has been entered. Corrections for such errors can be made by referring to Appendix C, "Error/Warning Messages," and following the indicated correction procedures.

10.3 CREATING A CRT IMAGE OF PRINTED DOCUMENT

The CRT Image of Printed Document option produces a compressed image of a page of a document showing the relative location of text as it would appear on an 8 1/2-inch by 11-inch sheet of paper. This option allows you to view a CRT image of each page of a document and is helpful in making format and positioning changes before actually printing the document.

1. While at the Special Print Functions menu, position the Acceptance Block next to the CRT Image of Printed Document option and press the EXEC key.
2. The system prompt "Please Enter Document Id:_____" appears. Enter Document ID 0004A to view "The Letter to Acme Supplies," created in Chapter 5. (The most recently accessed Document ID number will normally default to this position.) Press the EXEC key. Your screen should appear as follows.



3. The following Print Library Document menu is displayed. Each field has been preset, but can be modified to experiment with alternative CRT image displays.

PRINT LIBRARY DOCUMENT

Document Id: 0004A
 Document Name: Letter to Acme Supplies

Print From Page: 001 Print thru Page: 002 Starting as Page No.: 0002
 First Header Page: 002 First Footer Page: 002 Footer Begins on Line: 50

Paper Length: 66 No. of Originals: 01 Character Set Number: 1
 Printer Number: 1 Left Margin: 10

Please select one from each column:

DEVICE	PITCH	FORMAT	FORMS	STYLE	SUMMARY	DELETE
<input checked="" type="checkbox"/> CRT Image	<input checked="" type="checkbox"/> 10 <input type="checkbox"/> .12	<input checked="" type="checkbox"/> Unjustified <input type="checkbox"/> . Justified <input type="checkbox"/> . With Notes	<input checked="" type="checkbox"/> Single	<input checked="" type="checkbox"/> Final	<input checked="" type="checkbox"/> Display <input type="checkbox"/> . Omit	<input checked="" type="checkbox"/> No

A brief discussion of the Print Library Document menu fields follows.

10.3.1 Print Library Document Menu

The Print Library Document menu for the CRT Image of Printed Document option functions the same as it would for the main Print Document function (refer to Section 7.2). This menu contains various fields which allow you to determine how the CRT image is displayed. Each field has been preset by the system.

There are two ways to position the cursor and the Acceptance Block to the fields to be modified.

- . Pressing the RETURN key positions the cursor to the next field.
- . Pressing the Space Bar positions the cursor within the fields.

10.3.2 Print Library Document Menu Fields

The following are the modifiable fields for the CRT Image. To modify them, simply strike over with the desired change or move the Acceptance Block.

<u>Print from Page</u> (preset at 001)	Indicates the page number where CRT Image of Printed Document option is to begin.
<u>Print thru Page</u> (displays maximum pages of document, preset at 120)	Indicates the page number where viewing is to end. This field can only be modified to a number lower than 120.
<u>Starting as Page No.</u> (preset at 0002)	Indicates the number at which the system should begin numbering pages for display.
<u>Left Margin</u> (preset at 10)	Indicates the width (in spaces) of the left-hand margin.

NOTES

If the left margin and Format Line combined are so wide that the text would run off of a standard 8 1/2-inch by 11-inch sheet of paper, the screen shows the right margin extended beyond the right side of the CRT image page.

Left margin, pitch and justification variations will alter the CRT image of the printed document. The left margin setting determines where the text will begin on the left-hand side of the page.

Text centering is set up in relation to the Format Line. A 65-character Format Line and a left margin of 10 that is printed in 10-pitch selection will display a perfectly centered line on an 8 1/2-inch by 11-inch sheet of paper. An 80-character Format Line appears centered when using 12-pitch selection. If other formats are used, the centered material will not appear centered on the CRT image or on the actual printed page.

Pitch
10
12

Prints 10 characters to the inch.
Prints 12 characters to the inch.

NOTE

Selecting 12-pitch allows more characters on each line, thus compacting the amount of space used. The same document displayed in 12-pitch wills narrower and shorter than with 10-pitch type.

Format

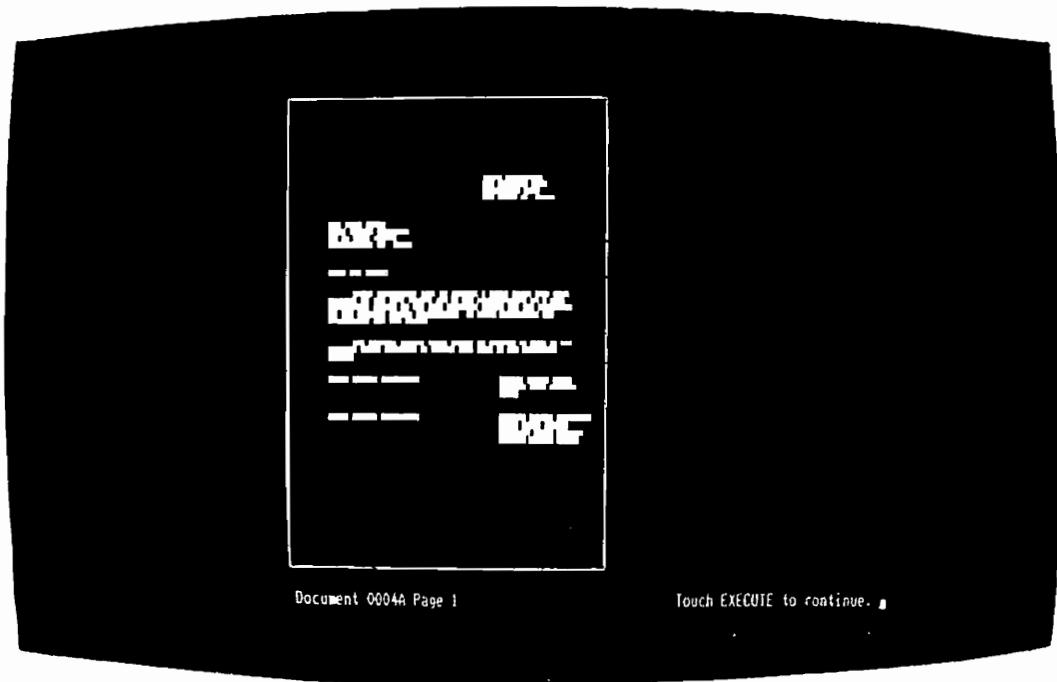
Unjustified	Displays the document exactly as it was typed. Operator notes are not included.
Justified	Displays the document with perfectly even right margins by evenly distributing spaces between words. Operator notes are not included.
With Notes	Displays the document exactly as it was typed (unjustified), including the operator notes.

Summary

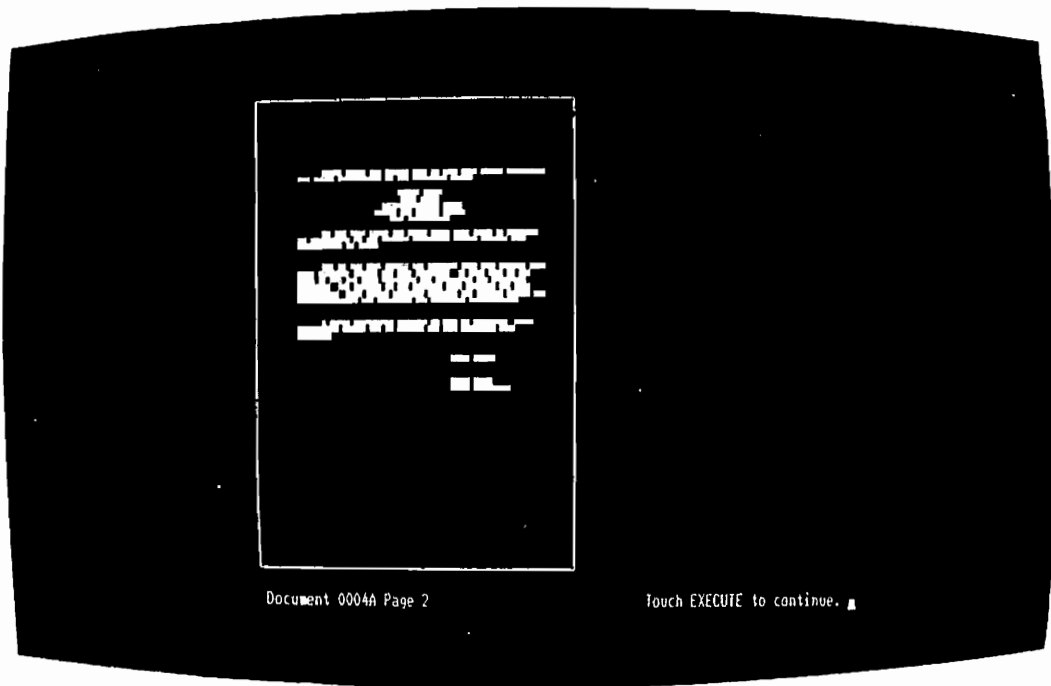
Print	Displays the Document Summary before the CRT image of the first page of the document.
Omit	Does not display the Document Summary before the first page of the document.

10.3.3 Displaying the CRT Image of Printed Document

1. After you have filled in the Print Library Document menu fields, press EXEC.
2. The Document Summary appears unless Omit has been chosen from the Print Library Document menu. Press EXEC.
3. The first page of the indicated document appears in compressed word blocks, showing the relative location of text on that page, as follows.



6. Each successive page in a document can be viewed by pressing the EXEC Key. The document number and page number are displayed below each screen. Press EXEC to view Page 2 of "The Letter to Acme Supplies".



7. To return to the Special Print Functions menu after viewing pages from your document, simply press CANCEL.

10.3.4 Modifying the CRT Image of Printed Document

The CRT Image of Printed Document function can be modified by altering the CRT Print Library Document menu in the areas of margin, pitch and format. You may experiment with modifications in these menu fields and view a variety of CRT displays. Unlike the normal print menu, any changes made to the CRT print menu are not saved. When the final form is determined, the operator must note the field selections and make permanent modifications by using the system Print Document function. To modify the CRT display, the following steps should be used.

1. While at the Special Print Functions menu, select CRT Image of Printed Document and press EXEC.
2. The prompt "Please Enter Document Id:_____" appears. Enter the Document ID: 0004A, if necessary, and press EXEC.
3. The following Print Library Document menu appears. Make the necessary changes to the Print Library Document menu. (The Document Summary can be omitted.) To view "The Letter to Acme Supplies in 12 pitch, select 12 from the Pitch column.

PRINT LIBRARY DOCUMENT

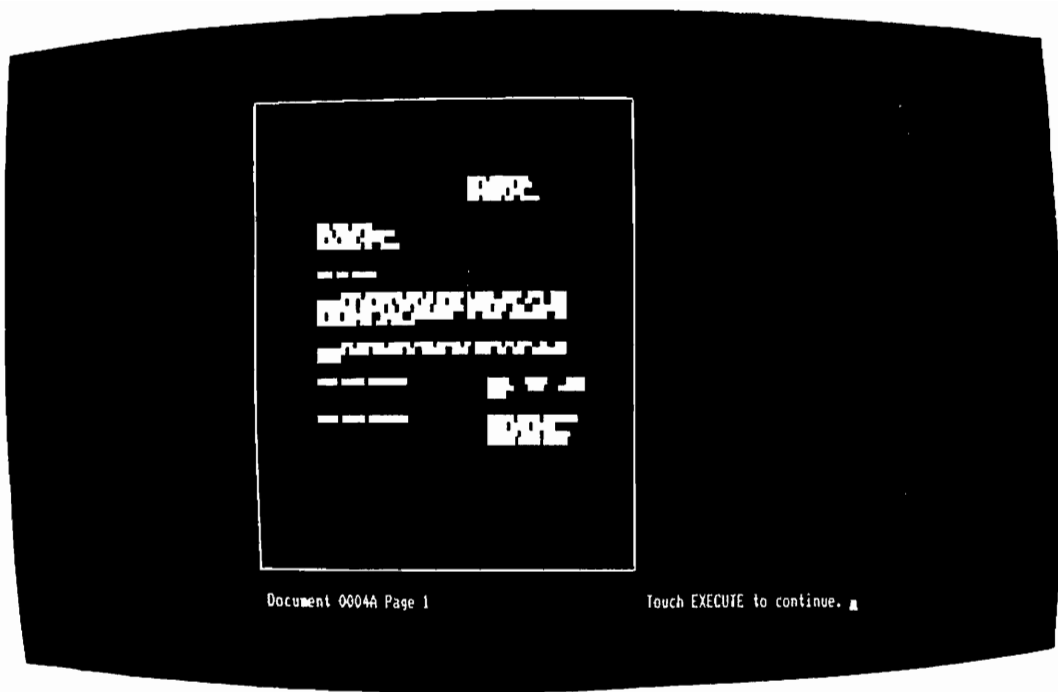
Document Id: 0004A
Document Name: The Letter to Acme Supplies

Print From Page: 001 Print thru Page: 002 Starting as Page No.: 0002
First Header Page: 002 First Footer Page: 002 Footer Begins on Line: 50
Paper Length: 66 No. of Originals: 01 Character Set Number: 1
Printer Number: 1 Left Margin: 10

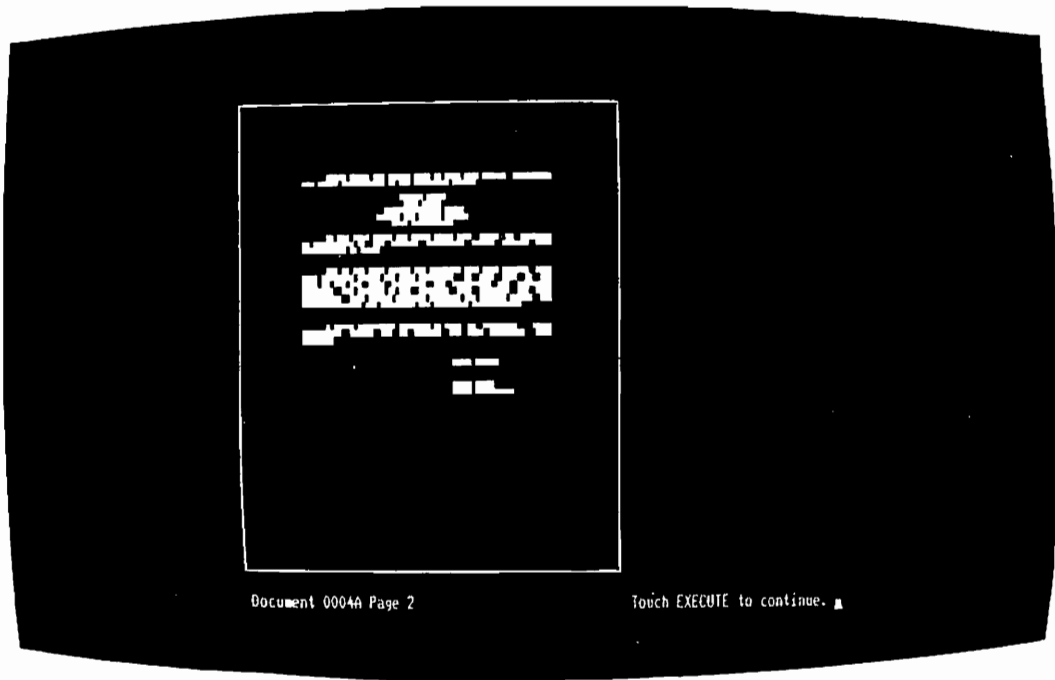
Please select one from each column:

DEVICE	PITCH	FORMAT	FORMS	STYLE	SUMMARY	DELETE
<input checked="" type="checkbox"/> CRT Image	.10 <input checked="" type="checkbox"/> .12	Unjustified <input checked="" type="checkbox"/> Justified . With Notes	<input checked="" type="checkbox"/> Single	<input checked="" type="checkbox"/> Final	. Display <input checked="" type="checkbox"/> Omit	<input checked="" type="checkbox"/> No

4. When all changes have been made, press EXEC to view the modified CRT image display.



5. Press EXEC to view Page 2 of this document.



6. To return to the Special Print Function menu, simply press CANCEL.

The CRT image of the printed document can be modified as often as necessary in order to attain the desired display. Final changes in margin, pitch and justification must later be transferred to the main Print Document menu that is accessed by the Print Document option in the System Startup menu. Additional changes to centering, tabbing, headers, footers, and inter-word spacing can be made from the Edit Old Document option. Such changes can be monitored by using the CRT Image of the Printed Document option.

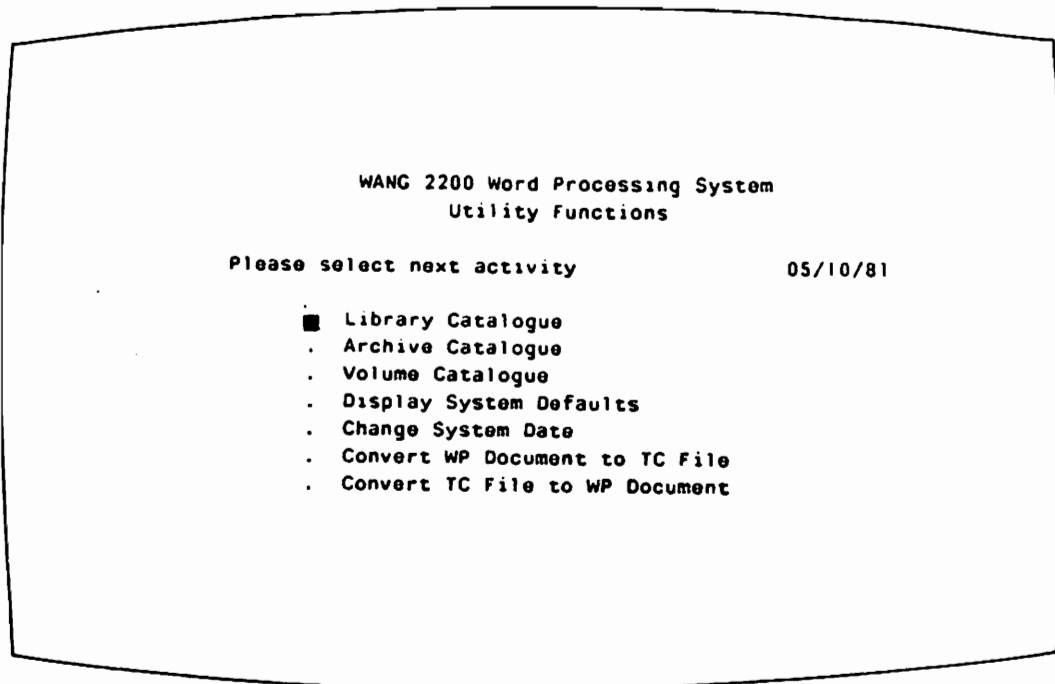
When all modifications are complete, your document is ready to be printed. With the help of the CRT Image of Printed Document option, your first printed copy can also be your final printed copy.

CHAPTER 11 UTILITIES

11.1 INTRODUCTION

Many of the utilities are closely related to supervisory functions. Libraries, volumes, archives, and defaults are all set up through supervisory functions. Many of the utilities simply allow you to view parameters determined by your supervisor in these areas. The utility functions do not allow file, volume, or library alterations. Change System Date and the TC conversion utilities are the only utilities which allow you to enter recorded information.

When Utilities is chosen from the System Startup menu, the following screen appears.



11.2 LIBRARY CATALOGUE

This function allows you to view general information for each library in the system. Proceed with the following example, which represents the basic steps to be followed in utilizing the Library Catalogue function.

NOTE

Each system is set up differently, so the screens shown here may not reflect the setup of your system. This is only an example of what to look for when you use system utilities.

1. With the Acceptance Block next to Library Catalogue on the Utility Functions menu, press EXEC. A screen similar to the following appears.

LIBRARY CATALOGUE			
Please Select Choice			
Press EXECUTE To Continue			
<u>Library/Volume</u>	<u>Library/Volume</u>	<u>Library/Volume</u>	<u>Library/Volume</u>
■ A / VOLA	. N	. a	. n
. B / VOLA	. O	. b	. o
. C / VOLB	. P	. c	. p
. D / VOLC	. Q	. d	. q
. E	. R	. e	. r
. F	. S	. f	. s
. G	. T	. g	. t
. H	. U	. h	. u
. I	. V	. i	. v
. J	. W	. j	. w
. K	. X	. k	. x
. L	. Y	. l	. y
. M	. Z	. m	. z

2. To view information about Library A, position the Acceptance Block next to the Library letter A. Press EXEC. A screen similar to the following appears.

```
LIBRARY CATALOGUE

Press EXECUTE To Continue

Library: A
Volume Name: VOLA
Next Doc: 0008A
Next Archive: 0004
Comment:
```

3. Press EXEC or CANCEL to return to the Library Catalogue menu.
4. Press CANCEL to return to the Utility Functions menu.

11.3 ARCHIVE CATALOGUE

This function allows you to display general information on each archive location. The following example is helpful in distinguishing the system archive locations from other archive locations. In this example, the system disk is located on Device Address B30.

1. Position the Acceptance Block next to Archive Catalogue on the Utilities menu. Press EXEC. A screen similar to the following appears.

ARCHIVE CATALOGUE

Please Select Next Choice
Press EXECUTE To Continue

<u>Archive/Disk</u>	<u>Archive/Disk</u>	<u>Archive/Disk</u>	<u>Archive/Disk</u>
■ A / 310	. N	. a	. n
. B / B30	. O	. b	. o
. C / B10	. P	. c	. p
. D	. Q	. d	. q
. E	. R	. e	. r
. F	. S	. f	. s
. G	. T	. g	. t
. H	. U	. h	. u
. I	. V	. i	. v
. J	. W	. j	. w
. K	. X	. k	. x
. L	. Y	. l	. y
. M	. Z	. m	. z

2. Position the Acceptance Block next to A. Press EXEC. A screen similar to the following appears.

ARCHIVE CATALOGUE

Press EXECUTE To Continue

Archive: A

Disk Address: 310

Type of Archive: WP Archive Diskette

Comment: Left Diskette Slot

NOTE

Archive A is located on Device Address 310, in this case a diskette slot. Therefore, it is a WP Archive Diskette, which indicates that it is not a system archive.

3. Press CANCEL to return to the Archive Catalogue menu.
4. Position the Acceptance Block next to B. Press EXEC. A screen similar to the following appears.

```
          A R C H I V E  C A T A L O G U E

Press EXECUTE To Continue

Archive:  B

Disk Address:  B30

Type of Archive:  2200 System Archive

Comment:  Removable
```

NOTE

Archive B is located on Device Address B30, and it is a 2200 system archive.

4. Press CANCEL to return to the Archive Catalogue menu, and press CANCEL again to return to the Utility Functions menu.

11.4 VOLUME CATALOGUE

This function allows you to view general volume information.

1. Position the Acceptance Block next to Volume Catalogue on the Utility Functions menu, and press EXEC. A screen similar to the following appears.

VOLUME CATALOGUE	
Please Press CANCEL	
<u>Volume Name</u>	<u>Disk Unit</u>
VOLA	B30
VOLB	B30
VOLC	B30

2. This screen indicates that all volumes are located on the system disk at Device Address B30. Press CANCEL to return to the Utility Functions menu.

11.5 DISPLAY SYSTEM DEFAULTS

This function allows you to view such items as the default addresses, libraries, and volumes for your terminal.

1. On the Utility Functions menu, position the Acceptance Block next to Display System Defaults. Press EXEC. A screen similar to the following appears.

WANG 2200 Word Processing System

Please enter correct date and time:

Date: 03/10/81

Time: HH:MM

2. To change the date, enter double digits for the month, day, and year. The slashes remain in place; you do not need to enter them yourself. Because the 2200 does not currently have an internal clock, it is necessary for the operator to manually change the date at the beginning of each new day.

11.7 TC CONVERSION UTILITIES

The last two options on the 2200/WP Utilities menu are: Convert WP Document to TC Data File and Convert TC Data File to WP Document. These options are provided to convert documents to a telecommunications format, and then to convert them back to a WP format so that they can once again be displayed, edited, and printed by a 2200/WP operator.

Telecommunications (TC) is the means by which programs, data, and word processing documents are transmitted to and received by computers in remote locations. In order to send a document from the 2200 to a remote site, the document must be reorganized so that it can be interpreted, sent, and received by other Wang computers equipped with TC software. (The system is not presently capable of communicating with non-Wang computers or word processors.)

Convert WP Document to TC File is a 2200/WP utility that converts WP documents to a standard format, creates a TC file, and puts the documents in the TC file elsewhere within your 2200 system. Once a document has been converted and put in such a file, the document can be sent to a remote site (2200, VS, OIS, or WP), provided both sites are equipped with TC software (e.g., Wang's Binary Synchronous 1 Release 6 (BSC 1)). If the remote site is 2200, Convert TC File to WP Document is then used to convert the TC-formatted file back to a 2200/WP document. The TC conversion utilities provide only TC file conversion; they do not constitute TC software. For full instructions on using the TC software see the appropriate manual accompanying the software.

11.7.1 Convert WP Document to TC Data File

This utility converts 2200/WP documents to TC data files. You are first prompted to enter the ID of the 2200/WP document to be converted. Once a valid document ID is entered, the document name, operator, author, and comments fields appear on the screen for verification. If CANCEL is pressed, the process restarts.

Once these steps have been performed, enter the name and device address of the TC data file to be created and press EXEC. If the utility encounters any errors, you are provided with an appropriate error message.

11.7.2 Convert TC Data File to WP Document

This utility converts 2200 TC data files created by Convert WP Document to TC Data File to 2200/WP documents. The system first requests the name and device address of the TC data file to be converted. The system then requests a 2200/WP document ID. The default is the document ID specified in the TC data file. When the appropriate information is entered, press EXEC. If the utility encounters any errors, you are provided with an appropriate error message.

CHAPTER 12 GLOSSARY FUNCTIONS

12.1 INTRODUCTION TO GLOSSARY

Offices and word processing centers are constantly searching for methods that simplify repetitive tasks, increase productivity, and handle large volumes of paperwork. The Wang 2200 Word Processing Software System has the answer to these needs--Glossary.

Glossary is a function of the Word Processing Software System that stores repetitive keystrokes for later retrieval and use by an operator. However, it is more than just an additional function of the system; rather, it is a function which enhances every existing feature and benefit of the system.

Many assignments require repetitive typing, such as a company name and address, specialized terminology, document assembly, and repetitive editing. With the Glossary feature, an operator can type this text once and recall it all later with only two keystrokes. Glossary is easy to learn and to use--a time-saving feature with an infinite number of uses.

12.1.1 Definitions of Glossary Terms

The following is a list of words and their definitions that are pertinent to understanding the Glossary and its functions. It is important that you familiarize yourself with these terms and refer to them as you read through this chapter.

Attach -- the procedure whereby a Glossary Document is assigned to a particular terminal for use in the Recalling of Glossary Entries.

Attached Glossary -- the Glossary Document which is currently assigned to a particular terminal.

Entry -- underscored keystrokes of up to one full Glossary page which can be Recalled to a 'standard' document at any time, identified by a unique one-character Label enclosed in parentheses.

Glossary Document -- up to 82 Glossary Entries, each on a separate page, and assigned a unique Glossary ID number.

Glossary Document ID Number -- the 4-digit number and library letter assigned to each Glossary Document.

Key Names -- the format and function keys Recalled as part of an Entry to automatically perform their given functions.

Label -- a single character enclosed in parentheses and followed by two Returns that is assigned to an Entry for identification and Recall purposes.

Glossary Functions Menu -- a listing of available Glossary functions that the system is capable of performing. These functions include Editing, Creating, Attaching and Detaching Glossary Documents.

Recall -- the procedure which requests a specified Entry from the Attached Glossary Document to be automatically typed at the current cursor location in the document being created or edited.

Standard Document -- the main document into which Glossary Entries are Recalled.

System Startup menu -- a listing of available operations that may be performed in Word Processing, including the option of selecting the Glossary Functions menu.

Verify -- the procedure which checks a Glossary Document to ensure that all Entries were created or edited in the correct format.

Verified Glossary -- a Glossary Document that has been successfully Verified by the system.

12.1.2 Sample Glossary Exercise

Suppose "Boston, Massachusetts" is typed frequently by operators. By creating it as a Glossary Entry, many keystrokes and time can be saved. The following exercise demonstrates the four basic steps (Create, Verify, Attach, and Recall) a Glossary Document must go through. Try the following example and see how simply a Glossary Document is created.

1. From the System Startup menu, position the Acceptance Block next to Glossary Functions and press the EXEC Key.
2. The Glossary Functions menu is displayed. Position the Acceptance Block next to Create New Glossary and press the EXEC key.

3. The system message "Creation Library is _" is displayed as follows.

```
WANG 2200 Word Processing System
Glossary Functions

Please select next activity          03/17/82

. Edit Old Glossary
■ Create New Glossary
. Attach Glossary
. Detach Glossary

Creation Library is _
```

4. A Glossary Summary is displayed. Fill in the summary as illustrated in the following screen. (For the purpose of this exercise, it is assumed that this is Glossary Document 0001A.)

G L O S S A R Y S U M M A R Y

Glossary Id: 0001A
Glossary Name: Glossary # 1
Operator: YOUR NAME
Author: YOUR NAME

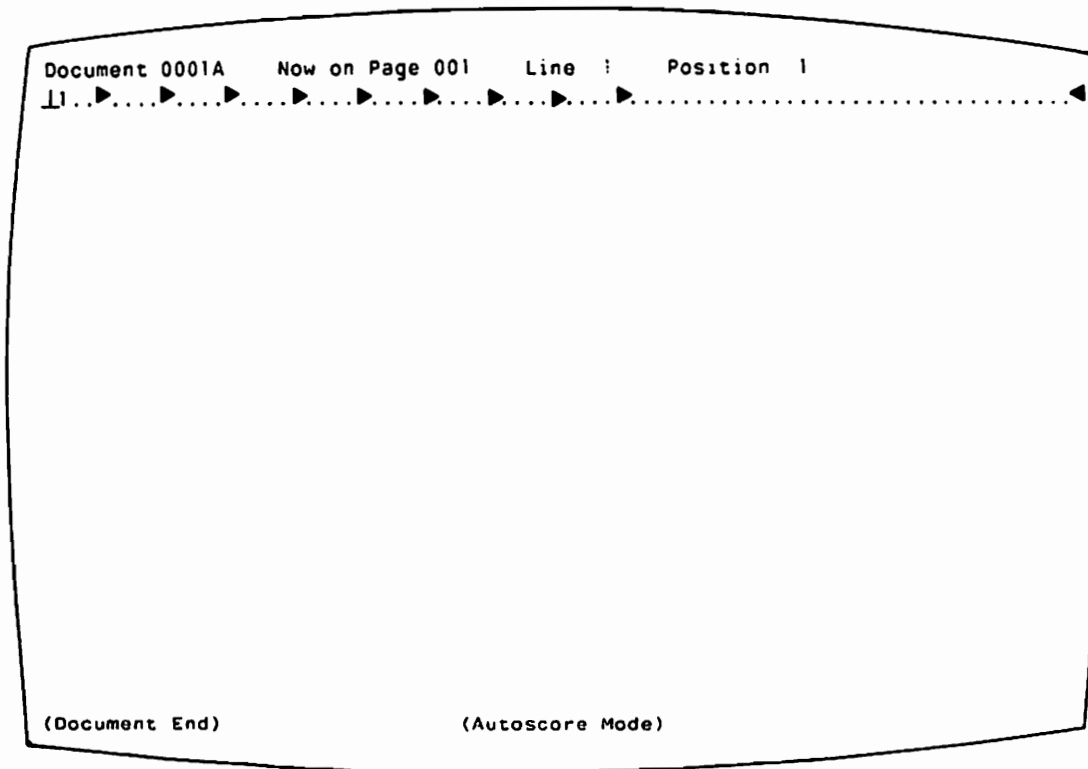
Comments: _____

S T A T I S T I C S

OPERATION	DATE	TIME	WORKTIME	KEYSTROKES
Created	03/17/81	00:00	0000:00	
Last Revised	00/00/00	00:00	0000:00	
Last Printed	00/00/00	00:00		
Last Archived	00/00/00	00:00	onto Archive	

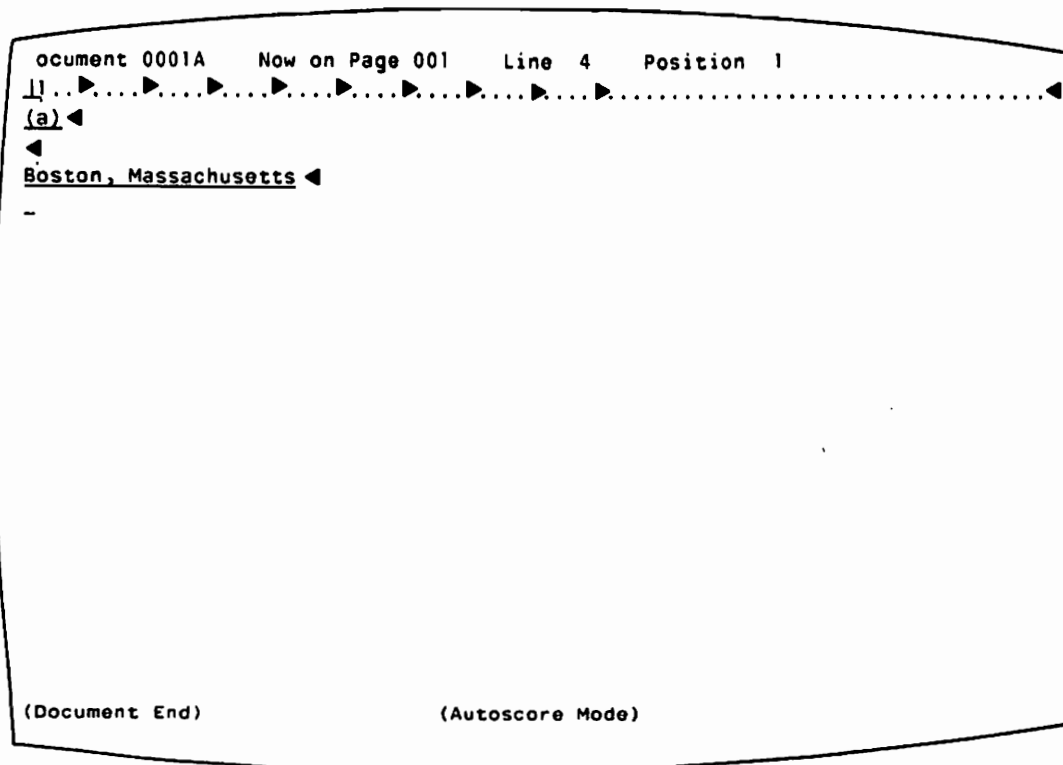
Total Pages: 1 Total Worktime: 0000:00
Total Lines: Total Keystrokes:

5. Press the EXEC key. The first screen of the Glossary Document is displayed. Notice how the terminal is automatically placed in the Autoscore mode (as if COMMAND and Underscore were pressed). All valid Recallable text in a Glossary Document must be underscored.



6. Type "(a)", which is the Label identifying the current Entry for future Recall. Be sure the letter is enclosed in parentheses.
7. Press the RETURN key twice.
8. Type "Boston, Massachusetts". If a mistake is made, simply Backspace and Strike Over.

9. Press the RETURN key. Your screen should appear as follows.

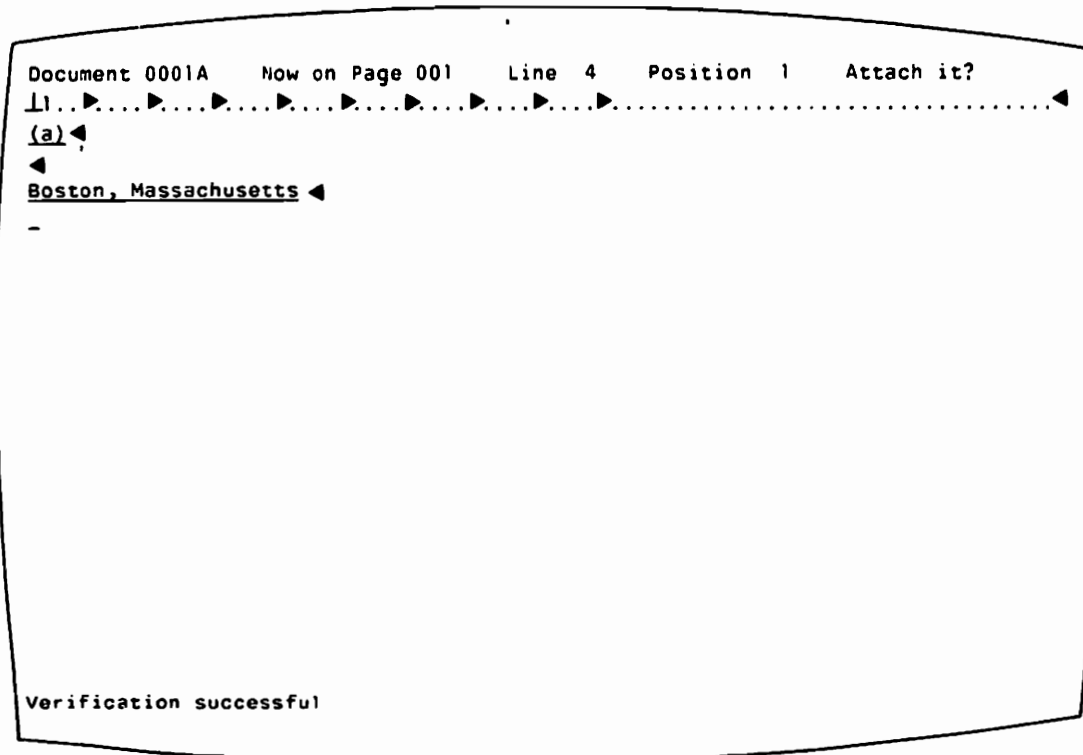


10. Press the CANCEL key to exit the terminal from the Autoscore mode.

11. Press CANCEL once again to terminates the creation of this document. The system prompts "End of Edit?"

12. Press EXEC to accept the termination of this document. The system prompts "Verify it?"

13. Press EXEC to indicate this document should be Verified. If Verification is successful, the system displays the message "Verification successful" and prompts "Attach it?" (If Verification is not successful the Entries must be edited, as in Section 12.2.2, and Verification must be requested again.) Your screen should appear as follows.



14. Press EXEC. to indicate that the document should be Attached to the terminal so that the Entry can later be Recalled. The system message "Glossary ___ attached" appears. The system returns directly to the Glossary Functions menu.
15. Before the Entry just created can be Recalled (automatically typed) a "standard" document is needed. Press CANCEL, select Create New Document from the System Startup menu, and press EXEC. When the Creation Library appears, press EXEC.

16. Fill in the Document Summary as illustrated in the following screen, and then press EXEC.

```

                                D O C U M E N T   S U M M A R Y

Document Id:  0002A
Document Name: SAMPLE GLOSSARY EXERCISE
Operator:     YOUR NAME
Author:       YOUR NAME

Comments:     _____

                                S T A T I S T I C S

OPERATION      DATE      TIME      WORKTIME      KEYSTROKES

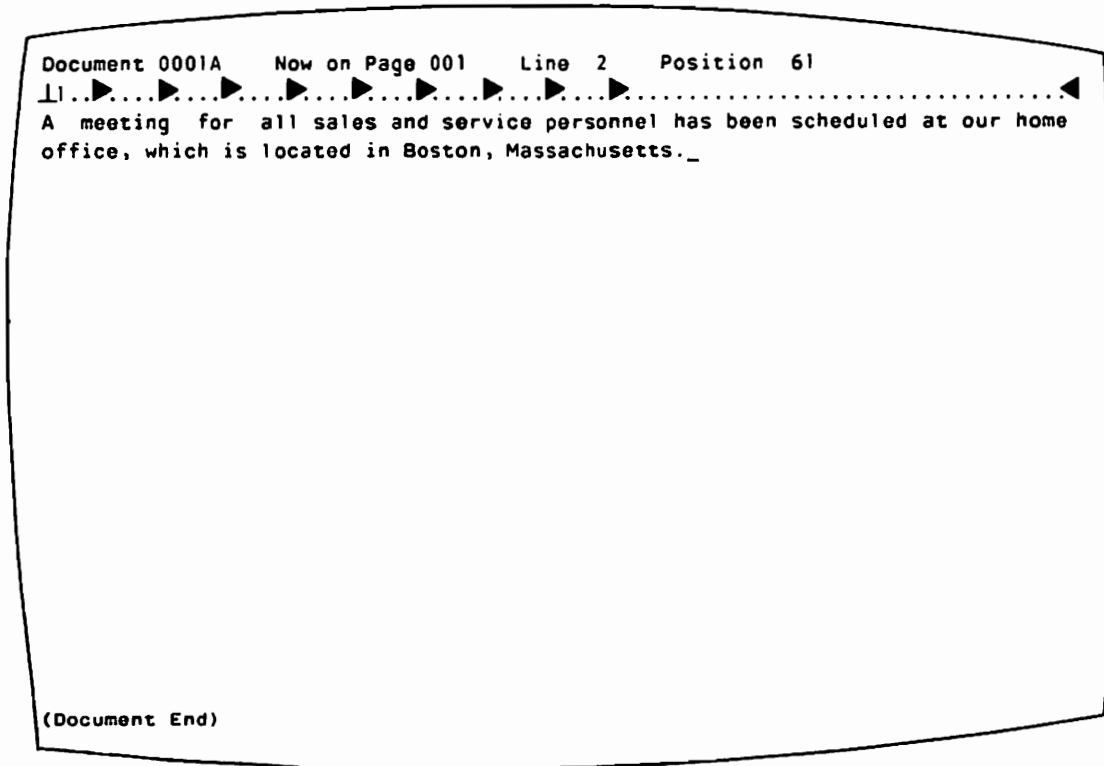
Created        03/17/81    00:00     0000:00
Last Revised   00/00/00    00:00     0000:00
Last Printed   00/00/00    00:00
Last Archived  00/00/00    00:00     onto Archive

Total Pages:   1          Total Worktime:  0000:00
Total Lines:                   Total Keystrokes:

```

17. Type "A meeting for all sales and service personnel has been scheduled at our home office, which is located in". (Follow this text with a space.)
18. Press the GL key. Notice the prompt "Which Entry?"
19. At this point, you must indicate the Label of the Entry so that it may be Recalled from the Glossary to the "standard" document. Type "a" (no parentheses or underscore is necessary).

20. Notice how the correct Entry was automatically typed at the desired location.
21. Type a period. Your screen should appear as follows.



Document 0001A Now on Page 001 Line 2 Position 61
| |
A meeting for all sales and service personnel has been scheduled at our home
office, which is located in Boston, Massachusetts._

(Document End)

22. Press CANCEL and EXEC to terminate the creation process.
23. Your first Glossary Document has now been Created, Verified, Attached, and Recalled.

12.1.3 Basic Glossary Rules

Rules for Creating or Editing Glossary Documents

1. When a Glossary Document is created, it is assigned a special Document ID number by the system. This ID number consists of a 4-digit number and a library letter. There is no limit to the number of separate Glossary Documents that may be created.
2. All text to be Recalled in a valid Glossary Document is underscored when created. To assure that text is underscored, the system automatically puts the terminal into the Autoscore mode. The underscores do not appear on the screen or on printed output when a Glossary Entry is Recalled into another ("standard") document. Underscored text defines the actual keystrokes that are to be Recalled as the Glossary Entry. The underscoring is not part of the Entry, but is only necessary to inform the system what to include in the Entry. Non-underscored text does not appear when Recalled.
3. Each Entry in a Glossary Document must contain a Label on its first line in order to be identified. Each Entry is identified with and given a single character Label in order that an Entry can be Recalled using the GL key. Every Entry in a Glossary Document should be assigned a unique Label enclosed in parentheses and followed by two Returns.
4. A Label can be any uppercase or lowercase letter, a digit, or a punctuation character from the standard keyboard. It cannot be a format character or a function key. The keyboard has 88 typewriter characters, which provide approximately 86 possible Glossary Labels per Glossary Document (the period and comma characters are repeated, but only one of each can be used). A maximum length Glossary Document can contain 82 Entries (or pages of text) and requires up to 82 Label characters.
5. Each Glossary Entry is ended with a page break, except the last one.
6. Each Glossary Entry cannot be longer than one page. A page is approximately 50 full lines of type or 3 full screenloads of text. A maximum number of 82 pages per Glossary Document are available. Documents, including text Recalled by using Glossary Entries, are limited to a total of 116 pages.
7. Old Glossary Entries may be edited and new Glossary Entries may be added by simply using the Edit Glossary function.

Rules for Glossary Verification

1. The Verification procedure checks the Glossary Document for format errors (e.g., missing Label and no parentheses), Key Name spelling and syntax, valid Format Lines and correct pagination. (Refer to Section 12.4 for an explanation of Key Names.)
2. Each Glossary Document must be Verified and contain no structural errors in order for Entries to be Recalled from it.
3. Glossary Entries added after Verifying the Glossary Document must also be Verified before they can be Recalled. If a Glossary Document has been Verified once, it is considered a Verified Glossary, though later Entries still require Verification.
4. Verification is performed as follows.
 - a. While creating or editing a Glossary Document, the operator terminates the process by pressing EXEC in response to the "End of Edit?" prompt. The system asks if the document is to be Verified by giving the prompt "Verify it?".
 - b. Press EXEC. The system automatically displays page numbers as it Verifies each Entry in the Glossary Document.
 - c. If no structural errors are detected, the message "Verification successful" appears. The Glossary Document is ready for Attachment when the prompt "Attach it?" is displayed.
 - d. If an error is found, Verification stops. The page number and an appropriate error message, along with the prompt "Please Cancel" are given. Pressing CANCEL returns the terminal to the Autoscore mode for correction of the error. Verification would then be reinitialized by pressing CANCEL, CANCEL, EXEC, EXEC.

Rules for Glossary Attachment or Detachment

1. A Glossary Document must be Attached to the terminal from which it is to be accessed before Entries can be Recalled from it.
2. Only one Glossary Document can be Attached to any terminal at any one time. However, more than one terminal may Attach the same Glossary Document. If more than one operator wishes to use the same Glossary Document, they each Attach it to their own terminal following the normal Attachment procedure.

3. The only documents that qualify as Glossary Documents are those which have been successfully Verified. If an operator requests Attachment of an unverified Glossary Document, the system prompts "Glossary not Verified" and ignores the request. The system may also prompt "Unknown Document" or "Cannot Access". When these messages occur, a Glossary Document that was Attached will remain Attached, since the new request cannot be carried out.
4. One may Attach a Glossary Document for edit, provided no other operator is using it at the time. All the operators, but one, would Detach the Glossary Document to be edited by selecting Detach Glossary from the Glossary Functions menu.
5. There are two methods of Attaching a Glossary Document.
 - a. When creating or editing a Glossary Document:
 1. After Verifying a Glossary Document, press the EXEC key in reply to the "Attach it?" prompt. The message "Glossary ____ attached" is displayed.
 2. If the document being edited was the most recently Attached Glossary, Step 1 is still necessary to re-establish Attachment.
 - b. Using the Glossary Functions menu:
 1. Select the Glossary Functions option from the System Startup menu and press EXEC.
 2. Select Attach Glossary option.
 3. Enter the Glossary ID number and press EXEC. The system message "Glossary ____ attached" is briefly displayed and the system returns to the Glossary Functions menu.
6. A Glossary Document can also be Detached from a terminal using two methods.
 - a. Using the Glossary Functions menu:
 1. Select the Glossary Functions option from the System Startup menu.
 2. Select the Detach Glossary option.
 3. Enter the Glossary Document ID and press EXEC.
 4. The message "Detaching Glossary" appears and the operation is complete.
 - b. A Glossary Document is also automatically Detached from a terminal if that Document is accessed for edit and then Verified.

Rules for Glossary Recall

1. Any Glossary Entry to be Recalled must be assigned a 1-character Label and must be underscored.
2. A Glossary Document must be Verified and Attached in order for its Entries to be Recalled into a 'standard document'.
3. The following procedure is used to Recall a Glossary Entry.
 - a. Position the cursor at the location where the Glossary Entry is desired.
 - b. Press the GL key. Notice the prompt "Which Entry?".
 - c. Type the single-character Label of the Glossary Entry desired.
 - d. The indicated Entry is automatically entered at the desired location. Text typing may continue directly after the Entry has been Recalled.

NOTE

To insert a Glossary Entry into existing text the INSERT key is pressed before the GL key and the Entry Label.

12.2 CREATING A GLOSSARY DOCUMENT

Creating a Glossary Document is very similar to creating any "standard" document. An unlimited number of Glossary Documents may be created since they can be archived like "standard" documents. When a Glossary Document is created, the first screen displayed is the Document Summary which should always be completed in the same manner as creating a "standard" document.

Glossary Entry text is then typed like "standard" text following the Basic Glossary Rules described in Section 12.1.3. Format Lines used in a Glossary Entry determine the appearance of text in the Glossary Document. When Recalled, the Entry conforms to the format of the document being created or edited. Normal editing procedures, such as character strikeover, Backspace, Insert, and Delete, may be used to make corrections when Entries are created.

Each Entry must be located on a separate page; therefore, each must end with a page graphic, unless it is the last Entry of the Glossary Document. Complete the following examples.

12.2.1 Create, Verify, Attach, and Recall a Glossary Entry

There may be times when a particular phrase, such as "Word Processing Center," is frequently typed. This phrase could be created as a Glossary Entry and easily Recalled to any "standard document."

1. Position the Acceptance Block in the System Startup menu next to the Glossary Functions option and press the EXEC key. The Glossary Functions menu is displayed.
2. Position the Acceptance Block next to the Create New Glossary option and press the EXEC key. The system message "Creation Library is ___" is displayed (The Library letter can be altered.) Press EXEC and the Document Summary is displayed.
3. Fill in the Document Summary as illustrated in the following screen.

```

                                G L O S S A R Y   S U M M A R Y

Glossary Id:    0003A
Glossary Name: Glossary # 2
Operator:      YOUR NAME
Author:        YOUR NAME

Comments:      _____

                                S T A T I S T I C S

OPERATION      DATE          TIME          WORKTIME      KEYSTROKES

Created        03/17/81      00:00         0000:00
Last Revised   00/00/00      00:00         0000:00
Last Printed   00/00/00      00:00
Last Archived  00/00/00      00:00         onto Archive

Total Pages:   1              Total Worktime: 0000:00
Total Lines:   Total Keystrokes:

```

4. Press the EXEC key. The first screen of the Glossary Document is displayed. Notice that the terminal is automatically placed in the Autoscore mode, since all text to later be Recalled must be underscored.

NOTE

One of the most important points to remember when creating a Glossary Entry is that it must be assigned a 1-character Label enclosed in parentheses. If a Label is not placed on the first line of the Entry, the Glossary Document cannot be Verified or Recalled.

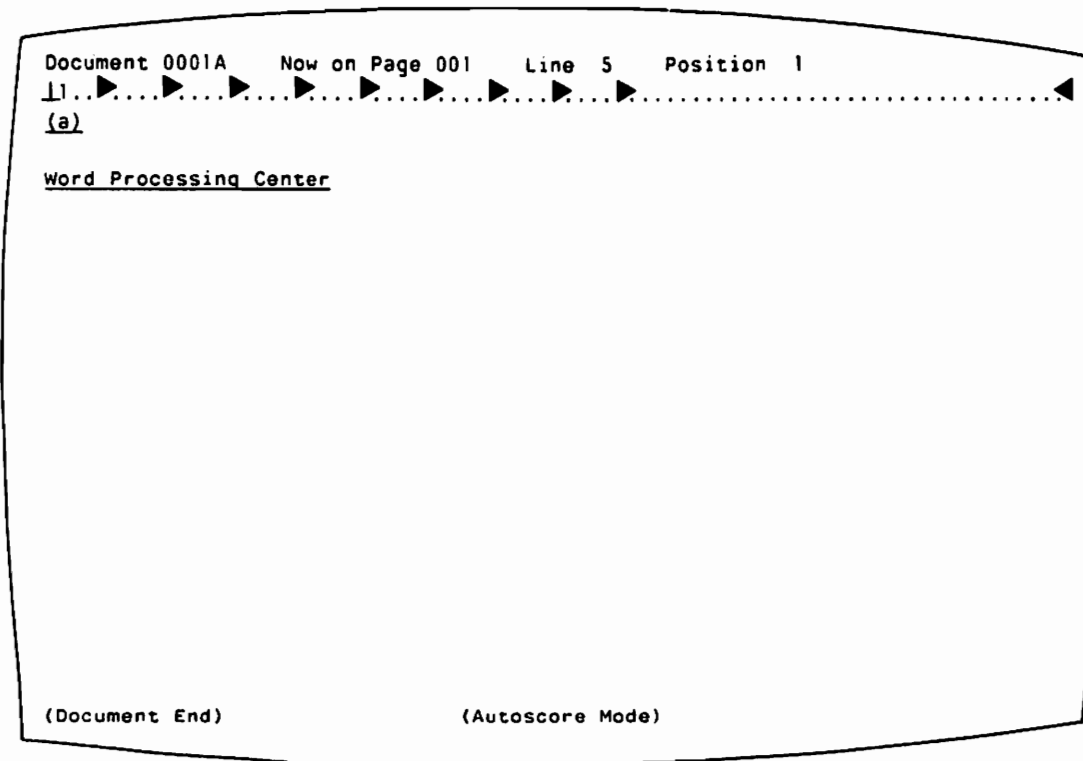
5. Type "(a)". The Label is automatically underscored but will not be Recalled as part of the Entry. It is used for identification purposes only.

NOTE

The same Label may be used in different Glossary Documents but cannot be used more than once in the same Glossary Document.

6. Press the RETURN key twice. Notice that any time a format or edit key (such as RETURN) is pressed, the graphic is displayed. It is not underscored; therefore, it will not be Recalled as part of the Entry. These graphics are for cosmetic purposes only and help to make Entries more readable.

7. Type "Word Processing Center" and press the RETURN key twice. Your screen should appear as the following illustration.



8. Press the CANCEL key to remove the terminal from the Autoscore mode.
9. Press the CANCEL key once again to terminate the document creation. Notice the "End of Edit?" prompt is exactly the same as if a "standard" document were to be terminated.
10. Press the EXEC key to indicate acceptance of "End of Edit." Notice the prompt, "Verify it?"
11. The Glossary Document must now be Verified (checked for errors by the system). Verification must be performed on a Glossary Document before Entries can be Recalled from it. Press EXEC to indicate that the Document should be Verified.
12. When the Glossary Document is Verified, the message "Verification successful" is displayed.

13. Another prompt then appears asking whether this Glossary Document should be Attached. Press EXEC to indicate that it should be Attached to the terminal at which you are currently working. The system states "Glossary 0001A attached."

NOTE

A Glossary Document must be Attached before Entries can be Recalled from it.

14. The Glossary Function menu is then displayed.
15. Press CANCEL and return to the System Startup menu.
16. Select Create New Document and press the EXEC key. The message "Creation Library is _" is displayed. Press EXEC.
17. The Document Summary appears. Fill in the Document Summary as illustrated in the following screen, and then press EXEC.

```
DOCUMENT SUMMARY

Document Id: 0004A
Document Name: WPC
Operator: YOUR NAME
Author: YOUR NAME

Comments: _____

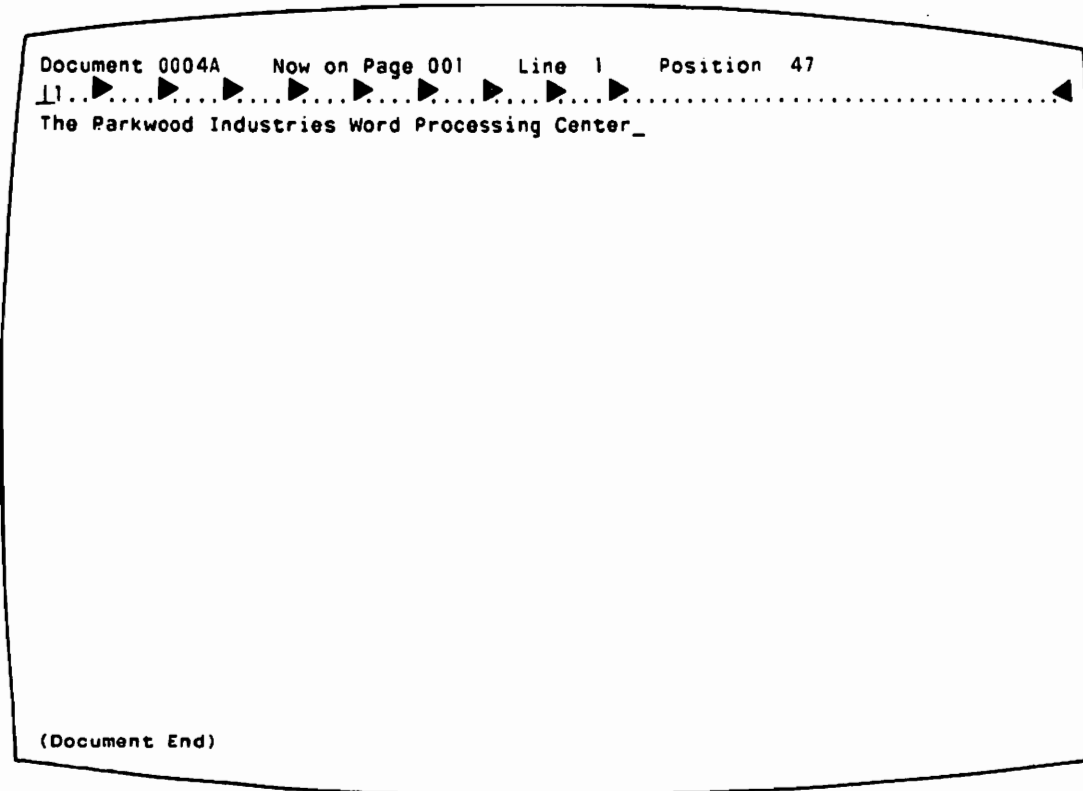
STATISTICS

OPERATION      DATE      TIME      WORKTIME      KEYSTROKES

Created        03/17/81   00:00     0000:00
Last Revised   00/00/00   00:00     0000:00
Last Printed   00/00/00   00:00
Last Archived  00/00/00   00:00     onto Archive

Total Pages:      1      Total Worktime: 0000:00
Total Lines:      Total Keystrokes:
```

18. Type "The Parkwood Industries" (follow this text with a space).
19. Press the GL key. Notice the prompt, "Which Entry?" Type the Label of the Entry to be Recalled. Type "a". Your screen should appear as follows.



20. The Entry was automatically entered at the correct location. Type a space and continue typing "is a model of an exceptionally well run" (follow this text with a space).
21. Press the GL key and then the "a" key.
22. Type a period, two spaces, and continue typing "Tours are available Monday through Thursday from 9:00 to 3:00. For an appointment, write the home office."
23. Press the RETURN key. Your screen should appear as the following one illustrated.

Document 0004A Now on Page 001 Line 4 Position 1
| |
The Parkwood Industries Word Processing Center is a model of an exceptionally
well run Word Processing Center. Tours are available Monday through Thursday
from 9:00 to 3:00. For an appointment, write the home office. ◀

-

(Document End)

24. The Glossary Entry you created, Verified, and Attached has now been Recalled into the "standard" document. Press CANCEL and EXEC to terminate the create operation.

12.3 EDITING A GLOSSARY DOCUMENT

Glossary Documents are edited in much the same manner as "standard" documents. This feature is used for either creating additional Entries in a Glossary Document or making corrections to existing Entries.

Glossary Documents can be directly accessed for edit during the Create Glossary process or from the Glossary Functions menu. In either instance, any changes or additions must be Verified before the Entry can be Recalled for the "standard" document.

12.3.1 Editing While Creating a Glossary Document

During the Create Glossary operation, corrections may be made as they would for a "standard" document. Once Verification has been requested the Create process is ended. If Verification is not successful, pressing CANCEL will return you to the Autoscore mode for editing.

When Verification is successful, the "Attach it?" prompt appears. Pressing EXEC Attaches the Glossary and returns you to the Glossary Functions menu. Pressing CANCEL leaves the Glossary unattached and returns you to the Glossary Functions menu.

12.3.2 Editing from the Glossary Functions Menu

Editing from the Glossary Functions menu is used whenever a Glossary Document or "standard" document is not currently being created or edited.

To use this method, perform the following steps.

1. On the System Startup menu, position the Acceptance Block next to the Glossary Functions option, and press the EXEC key.
2. Position the Acceptance Block next to the Edit Old Glossary option, and press the EXEC key.
3. Enter The ID number of the Glossary Document to be edited, and press EXEC.
4. The Document Summary for this Document is displayed.
5. Press the EXEC key.
6. The first Entry is displayed. All Entries can be edited at this time, or new Entries can be created on additional Glossary pages.
7. When editing is complete, Cancel and Verify this Glossary Document.
8. The document can now be Attached and Entries Recalled into any "standard" document.

NOTE

Glossary Documents that have previously been Attached to a terminal remain Attached when accessed for edit. If Verification is requested, the Glossary is automatically Detached and Attachment must be performed before any Entries can be Recalled to a "standard" document.

Glossary Entries may be password protected from accessing and editing. A password protected Glossary remains available for Recall, printing, and filing without use of the password. (Refer to Chapter 13 for a discussion of password protection.)

12.3.3 Edit Old Glossary

At this point, two Glossary Documents have been created, Documents 0001A and 0003A. To create an additional Entry in the second Glossary Document, perform the following steps.

6. Press the PAGE key. The system message "Inserting Page Break" appears.
7. The second page of the Glossary Document is now available for typing in a Glossary Entry. Proceed to the next exercises in Section 12.4 for more advanced editing procedures.

12.4 KEY NAMES

Key Names refer to the format and special function keys which can be included in a Glossary Entry to actually perform their indicated function when Recalled to a "standard" document. The Key Names are underscored in the Glossary Entry. Upon Recall, the function is automatically performed, though the Key Name does not appear in the Recalled text.

In previous exercises, format keys (such as RETURN) were used solely to make the Entry more readable. When you pressed the RETURN key, the cursor moved to the next line. The Return graphic was displayed as part of the Entry, but was not underscored and therefore, not part of the Glossary Entry when it was Recalled. There is a special way to indicate that a Return should actually occur when an Entry is Recalled -- a Key Name.

Key Names are created by pressing the GL key and then the key of the desired function. The Key Name is automatically displayed; it is underscored, hyphenated, and in parentheses, i.e. (-RETURN-). (Refer to Section 12.11 for a list of valid Key Names.) The Key Name format informs the terminal that the particular function should be performed when the Entry is Recalled.

For example, a Glossary Entry with Key Names would appear in the Glossary Document as follows.

(a)

(-TAB-)This sentence displays how format graphics are utilized
in a Glossary Document.(-RETURN-)
(-RETURN-)

Notice, in this example, how the Key Names are included to perform the appropriate functions. The Key Names appear as words, and while they do not perform their functions on the screen, they will when the Entry is Recalled. The above example, when Recalled, appears in the "standard" document as follows.

This sentence displays how format graphics are utilized in a Glossary Document.

Notice how only the Key Names are Recalled, and not the format graphics.

12.4.1 Creating an Entry with Key Names

Create the following centered, 3-line address using the appropriate Key Names, by following these steps on the second page of Glossary 0003A.

Parkwood Industries
1256 Northwest Seaside Avenue
Lakeview, Louisiana 23890

1. Type in the Label for this Entry "(b)".
2. Press the RETURN key twice to make the Entry more readable. The actual Entry is not affected in any way.
3. To center this line of the Entry, enter the CENTER key Name at the beginning of each line. The CENTER Key Name is entered by pressing the GL key and then the CENTER key. The function is spelled out in capital letters, underscored, hyphenated, and put in parentheses.

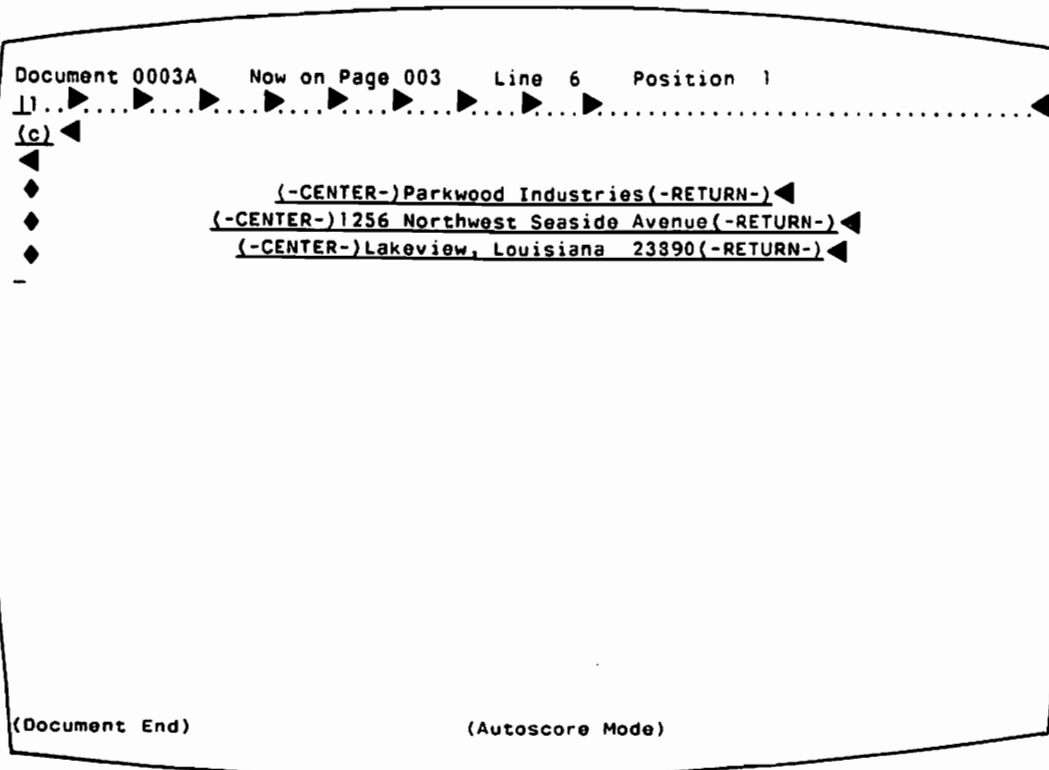
When this Entry is later Recalled, the terminal will automatically center the text following (-CENTER-) until RETURN is encountered.

4. Type "Parkwood Industries".
5. To end the line at this point, press the GL key and then the RETURN key. The format function (-RETURN-) is spelled out.
6. Enter the next two address lines in the same manner. You may continue on this same line. Your screen should appear as follows.

12.4.2 Creating an Entry with Key Names and Graphics

To make the Entry created in Section 12.4.1 more readable, perform the following steps.

1. Press the PAGE key to create a new Entry.
2. Enter the Label "(c)".
3. Press the RETURN key twice.
4. Press the CENTER key.
5. Press GL and CENTER to indicate the appropriate Key Name.
6. Type "Parkwood Industries".
7. Press GL and RETURN to end the centered line when Recalled.
8. Press the RETURN key.
9. Press CENTER, GL, and CENTER and type "1256 Northeast Seaside Ave." Then press GL, RETURN and RETURN.
10. Enter the next line of text in the same manner. Your display should appear as follows.



Notice how Entry (c) is much more readable than Entry (b). This is due to placing format graphics at the appropriate locations on the screen. When this Entry is Recalled, it will appear the same as it appears in the Glossary Document except for the Key Names and format graphics.

11. Proceed to the next exercise, Section 12.4.3, to complete the Glossary creation process.

12.4.3 Verifying and Recalling the Entry

The last two Entries created must now be Verified. Perform Verification by using the following steps.

1. Press the CANCEL key to remove the terminal from the Autoscore mode.
2. Press CANCEL and then EXEC to terminate the edit operation. Notice the "Verify it?" prompt.

3. Press EXEC to Verify the Glossary Document. When Verification is complete the message "Verification successful" appears.
4. The prompt "Attach it?" is displayed. Press EXEC to Attach the Glossary to the terminal. When Attachment is complete, the message "Glossary 0003A attached" is displayed and the system is returned to the Glossary Functions menu.

NOTE

Everytime a Glossary Document is Verified, the terminal displays the page number of the Entry currently being checked. If an error is encountered, the Verification process terminates, and a message indicates the page on which the error is located. The operator must then press CANCEL and correct any errors. The Verification process is reinitiated by pressing CANCEL, CANCEL, and EXEC.

5. The last two Entries created can now be Recalled. Return to the System Startup menu, position the Acceptance Block next to the Edit Old Document option, and press the EXEC key.
6. The ID number of the "standard" document created in Section 12.2.1 is displayed -- Document 0004A. Press the EXEC key.
7. Press the EXEC key to accept the Document Summary and display Page 1 of the document.
8. Position the cursor at the end of the document by holding down the South Cursor Control key. Your screen should appear as follows.

Document 0004A Now on Page 001 Line 4 Position 1

11.....
The Parkwood Industries Word Processing Center is a model of an exceptionally
well run Word Processing Center. Tours are available Monday through Thursday
from 9:00 to 3:00. For an appointment, write the home office.

(Document End)

9. Press the RETURN key twice.
10. To Recall Entry "b," press the GL key and then type "b".
11. Notice how the Entry is automatically typed and formatted.
12. Press the RETURN key twice, and then Recall Entry "c". Your screen should appear as follows.

The procedure used to Verify a Glossary Document is to press the CANCEL key after the Glossary Document is created or edited. This removes the terminal from the Autoscore mode. Press CANCEL and EXEC to terminate the create operation. The system then prompts "Verify it?" To have the document Verified, press the EXEC key. The terminal checks the complete Glossary Document displaying page number and Label as it is currently Verified.

After the Glossary Document is checked (and no errors are found), the message "Verification successful" is displayed. If Verification is not successful, an error message will appear corresponding to the page where the error is found. The operator must return to edit the Entry by pressing CANCEL and the system resumes the Autoscore mode. When the error has been corrected, pressing CANCEL, CANCEL, EXEC and EXEC will reinitiate the Verification process.

NOTE

A Glossary Document must be Verified before any Entries can be Recalled from it. Edited Entries and new Entries must also be Verified before the Glossary can be Attached or Recalled.

It is mandatory that a Glossary Document always be Verified after it is created or each time it is edited. The only time it need not be Verified is when you simply wish to review it and do not make any changes. In this case, when the "Verify it?" prompt appears, you would press the CANCEL key to indicate that the Glossary Document should not be Verified at this time.

12.6 ATTACHING A GLOSSARY DOCUMENT TO A TERMINAL

The Attach operation allows you to specify the Glossary Document to be used on current Recall operations. Before a Glossary Document can be Attached to a terminal, it must be Verified. The Glossary Document can then be Attached in one of two ways -- while creating or editing the Glossary Document or from the Glossary Functions menu.

NOTE

Every system document is not automatically a Glossary Document. The only ones that qualify as Glossary Documents are documents which have been successfully Verified. If an attempt is made to Attach a Glossary Document that has not been Verified, the system prompts "Unknown Document" and "Key EXEC for menu." The system then ignores the request and retains the presently Attached Glossary Document.

NOTES

If a currently Attached Glossary Document is edited, it must be Verified and Attached again before Entries can be Recalled.

Only one Glossary Document can be Attached to a terminal at any one time, although the same Glossary Document may be Attached to multiple terminals.

An operator may edit an Attached Glossary Document only if no other operator is using it at the time.

The Document Index will indicate that a Glossary Document is "In Use" when it is Attached to one or more terminals.

12.6.1 Attaching While Creating or Editing Glossary Document

A newly created Glossary can be Attached directly to a terminal during the creation process. After successful Verification, the prompt "Attach it?" appears. If EXEC is pressed, the terminal automatically Attaches the Glossary Document. If CANCEL is pressed, the terminal does not Attach this Glossary Document, but retains the currently Attached Glossary Document (or none if no Glossary Document is currently Attached). This method of Attaching was performed in the sample exercises in Sections 12.1 and 12.2.

An Attached Glossary which is accessed for edit remains Attached to a terminal until Verification is requested. When Verification is initiated, the Glossary is automatically Detached. Upon successful Verification, the prompt "Attach it?" appears and EXEC should be pressed to automatically Attach the Glossary Document.

12.6.2 Attaching from the Glossary Functions Menu

A second method of Attaching a Glossary Document is to use the Attach Glossary option on the Glossary Functions menu. This method is used whenever a Glossary Document or a "standard" document is not being created or edited.

Attaching from the Glossary Functions menu can be accomplished using the following steps.

1. Position the Acceptance Block next to the Glossary Functions option in the System Startup menu, and press the EXEC key.
2. When the Glossary Functions menu appears, position the Acceptance Block next to the Attach Glossary option, and press EXEC.
3. The prompt "Please enter Glossary ID ____" appears. The ID number of the document most recently accessed is displayed. Type over that ID with the ID number of the Glossary Document to be Attached and press EXEC.

4. This Glossary Document is now automatically Attached. The screen briefly displays "Glossary _____ attached" and returns to the Glossary Functions menu.

NOTE

A Glossary not Verified or an unknown Glossary cannot be Attached. (Refer to Appendix C, "Error/Warning Messages," for correction procedures, if necessary.)

12.6.3 Attaching a Glossary Document for More Than One Operator

There are some general rules which must be adhered to regarding Glossary Document Attachment when more than one operator uses Glossary Documents.

First, review these three points.

1. Glossary Documents appear on the Document Index just like a "standard" document.
2. Glossary Documents can be archived.
3. Glossary Documents increase the "percentage full" on the system disk.

Although a number of Glossary Documents may be resident on the system disk, that does not mean that an operator can Recall any of their Entries. If one operator needs Document 0001A and another operator needs Document 0003A, they must each Attach the desired Glossary Document to their own terminal. After the Attachment is performed, each operator may Recall Entries only from the Glossary Document Attached to her or his terminal.

If two operators both need the same Glossary Document, they both Attach it to their individual terminals. There is no need to duplicate the Glossary Document since the same Glossary Document may be Attached to an unlimited number of terminals.

Once a Glossary Document is Attached to one or more terminals, it is considered "In Use" by the system (displayed on Document Index). To edit a Glossary Document that is "In Use," it can only be Attached to one terminal (the one on which editing is to be performed). All other terminals must Detach the Glossary Document to be edited.

12.7 RECALLING GLOSSARY ENTRIES

Recalling is the most basic of Glossary operations and the one most frequently used. Recall can be performed even when Insert and Delete are in progress, since it only changes the source of the keystrokes received by the terminal. A terminal always processes the keystrokes it receives from the Entry exactly as if they were manually typed.

Recalling requires only two keystrokes.

1. Press the GL key. The terminal temporarily stops and prompts "Which Entry?" At this time the operator must indicate which Entry in the currently Attached Glossary Document is to be Recalled.
2. Type the single-character Label of the Glossary Entry desired. The terminal then resumes its original operation, using the keystrokes from the Entry selected (rather than manual entry from the keyboard) until the Entry is completed. Once the Entry is processed, the terminal returns to its normal method of receiving keystrokes. The operator resumes manual typing or Recalls another Entry to continue.

Recalling a Glossary Entry is equivalent to requesting a terminal to perform some high-speed "automatic" typing or editing, and when finished, to return control back to the operator. The "automatic" typing depends solely on the keystrokes in the Recalled Entry and the Glossary Attached.

Every Entry in a Glossary Document was composed by an operator who decided it could prove useful. Since it is possible to make an operational error when composing Entries, there is always the possibility that a Recalled Entry will not do what is expected, or that an incorrect Entry is Recalled by mistake. As a safeguard against such possibilities, the terminal immediately terminates any Glossary Recall if:

- . Any error message is displayed.
- . The operator presses the CANCEL key.
- . A Glossary Document is not Verified and/or Attached.

NOTES

Recalls can be made only if a Glossary Document is Attached to a terminal. The Attached Glossary Document is entirely independent from the "standard" document being created or edited until an Entry is Recalled, then it becomes part of the "standard" document.

Entries may be used as often as necessary in the "standard" document being created or edited.

There is a limit of 116 pages for the length of a "standard" document. This includes any text entered from the Glossary which becomes part of the "standard" document.

If the GL key is mistakenly pressed, simply press the CANCEL key.

12.8 DETACHING A GLOSSARY DOCUMENT

Glossary Documents can also be Detached from a terminal. Detaching may be necessary for various reasons, e.g., the Glossary Document may be currently Attached to three terminals, and one of the operators needs to edit it. The Glossary Document must be Detached from the other two terminals. Also, the operator may simply wish to Detach one Glossary so that another Glossary can be Attached.

A Glossary can be Detached from a terminal in two ways -- while editing the Glossary Document or from the Glossary Functions menu.

12.8.1 Detaching While Editing a Glossary Document

A Glossary Document that has been Attached to a terminal and then accessed for edit is automatically Detached from that terminal if Verification is requested. The Glossary can be reattached, if necessary. Unless this is done, no Glossary remains Attached to the terminal.

12.8.2 Detaching from the Glossary Functions Menu

A Glossary Document can be Detached from a terminal using the Glossary Functions menu option, Detach Glossary.

To Detach a Glossary, use the following steps.

1. Position the Acceptance Block next to the Glossary Functions option in the System Startup menu, and press the EXEC key.
2. Position the Acceptance Block next to the Detach Glossary option and press EXEC.
3. The message "Detaching Glossary____" is briefly displayed and the Detach operation is complete. There is now no Glossary Attached to the terminal.

12.9 ADVANCED GLOSSARY FEATURES

There are many functions that Glossary Entries are capable of performing. This section demonstrates some of these functions. After performing these examples, try creating some of your own Glossary Entries.

1. Create a new Glossary Document which should be used for all examples in this section.
2. Fill in the Glossary Summary as illustrated in the following screen and press EXEC.

GLOSSARY SUMMARY

Glossary Id: 0005A
Glossary Name: Glossary # 3
Operator: YOUR NAME
Author: YOUR NAME

Comments: _____

STATISTICS

OPERATION	DATE	TIME	WORKTIME	KEYSTROKES
Created	03/17/81	00:00	0000:00	
Last Revised	00/00/00	00:00	0000:00	
Last Printed	00/00/00	00:00		
Last Archived	00/00/00	00:00	onto Archive	
Total Pages:	1	Total Worktime:	0000:00	
Total Lines:		Total Keystrokes:		

3. Press the EXEC key and proceed to Section 12.9.1.

12.9.1 Changing Format Lines in Entries

Format Lines may be stored as Glossary Entries by themselves or as part of a larger Entry. Suppose a Format Line with one and one half spacing, Tabs at Positions 12 and 28, and the Right Margin at Position 63 is frequently used. With Glossary it can be created and later Recalled, whenever needed, with only two keystrokes. Format Lines can be entered as part of a Glossary Entry with the following steps.

1. Type the Label "(u)". Press the RETURN key twice.
2. To enter the Key Name for FORMAT, press the GL key and then the FORMAT key. A Format Line is then entered at the cursor location when Recalled to the "standard" document.
3. This Format Line must now be revised. Since Format Lines usually have a standard setting of single space, it must be revised to one and one half space for this example. Press the GL key and the BACKSPACE key. This would locate the cursor at Position 2 in the Format Line when Recalled.

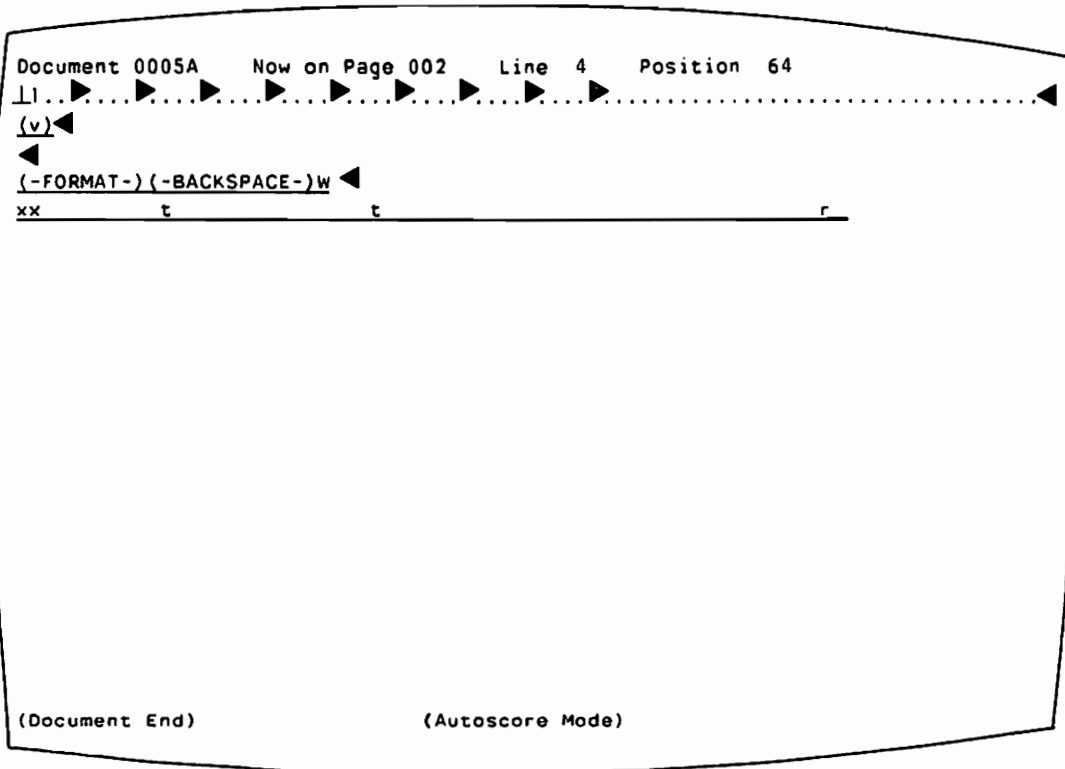
10. Press the PAGE key and continue with the following exercise.

NOTE

Quarter, half, single, one and one half, double, or triple spacing can be set by typing "H", "S", "1", "W", "2", or "3" respectively, at Position 2 in the Format Line. The preset "1" (single space) is overstruck to change the spacing requirements.

There is an alternate method of entering Format Lines as an Entry in a Glossary Document. This method enables you to more efficiently set up Format Lines, since it shows the true character Positions in the Status Line.

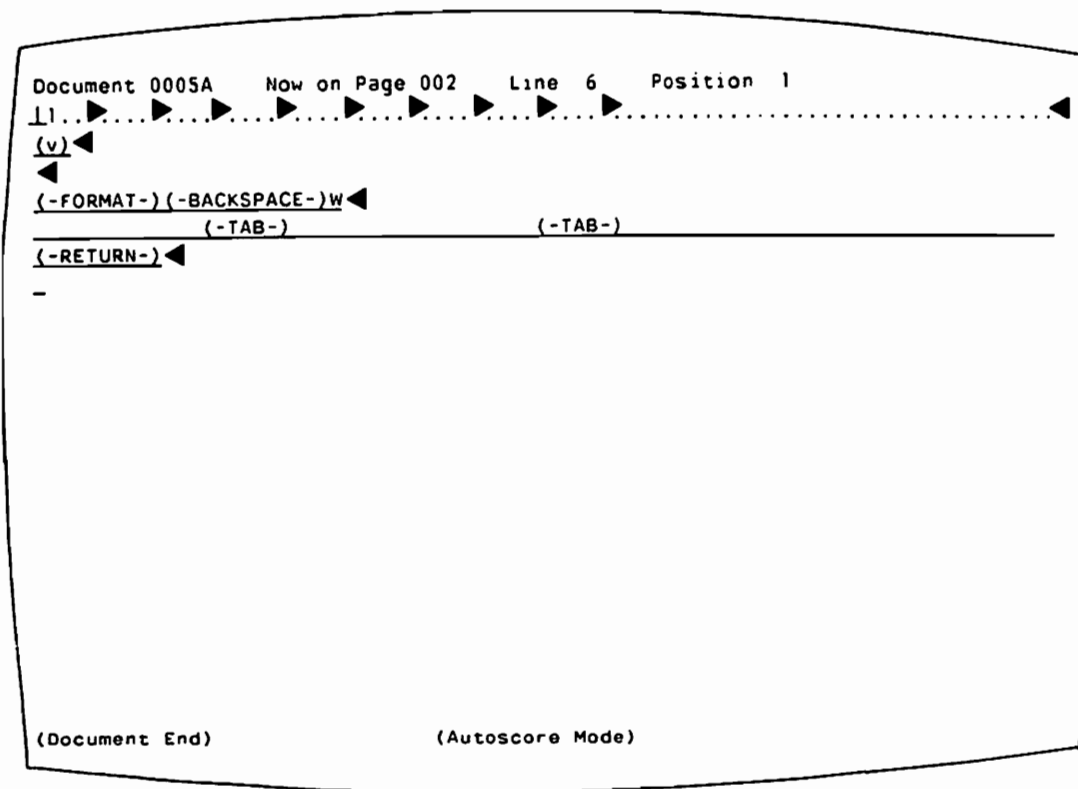
1. Type the Label "(v)". Press the RETURN key twice.
2. Press the GL key and then the FORMAT key.
3. Press the GL key, BACKSPACE, and type an "W" ((-BACKSPACE-)W is displayed). The cursor would now be at Position 3 in the Format Line.
4. Press the RETURN key to place the cursor (in the Glossary Document) at Position 1 on the next line.
5. Since the first two Positions in the Format Line are occupied by the left margin graphic and the line spacing indicator, type two "x"s to temporarily fill Positions 1 and 2.
6. The cursor is now located at Position 3. To set a Tab at Position 12, press the Space Bar nine times (to Position 12) and type a "t" (for TAB). The cursor is now located at Position 13.
7. To set a Tab at Position 28, press the Space Bar 15 times (to Position 28) and type another "t". The cursor is now located at Position 29.
8. To set the right margin at Position 63, press the Space Bar 34 times (to Position 63) and type an "r" to indicate the right margin. The screen should appear as follows.



NOTE

The reason for typing "t"s and an "r" is to denote where the Tab and right margin settings should be placed. They take up only one character Position as opposed to having the system write out the entire Key Name. The "t"s and "r" are used for initial setup use only.

9. Now the true Key Names must be inserted. First, delete the two "x"s originally typed to aid in setting up the Format Line.
10. Position the cursor under the first "t" and replace each "t" with (-TAB-), typed in manually.
11. Position the cursor under the "r" and replace it with (-RETURN-), typed in manually.
12. Press the RETURN key to Position the cursor on the next line.
13. The screen should appear as follows.



14. Cancel, Verify and Attach this Glossary Document.

15. Edit a document previously created and Recall both Entries. Notice how the functions they perform are identical.

12.9.2 Underscoring Text in an Entry

Glossary Entries can be created which will underscore certain text. Text to be underscored when Recalled and printed must be preceded by an Underscore Key Name when initially typed. Using the Key Name places the terminal in the Autoscore mode when the Key Name is encountered in the Entry upon Recall.

Suppose the following text must be created as a Glossary Entry.

REMINDER:

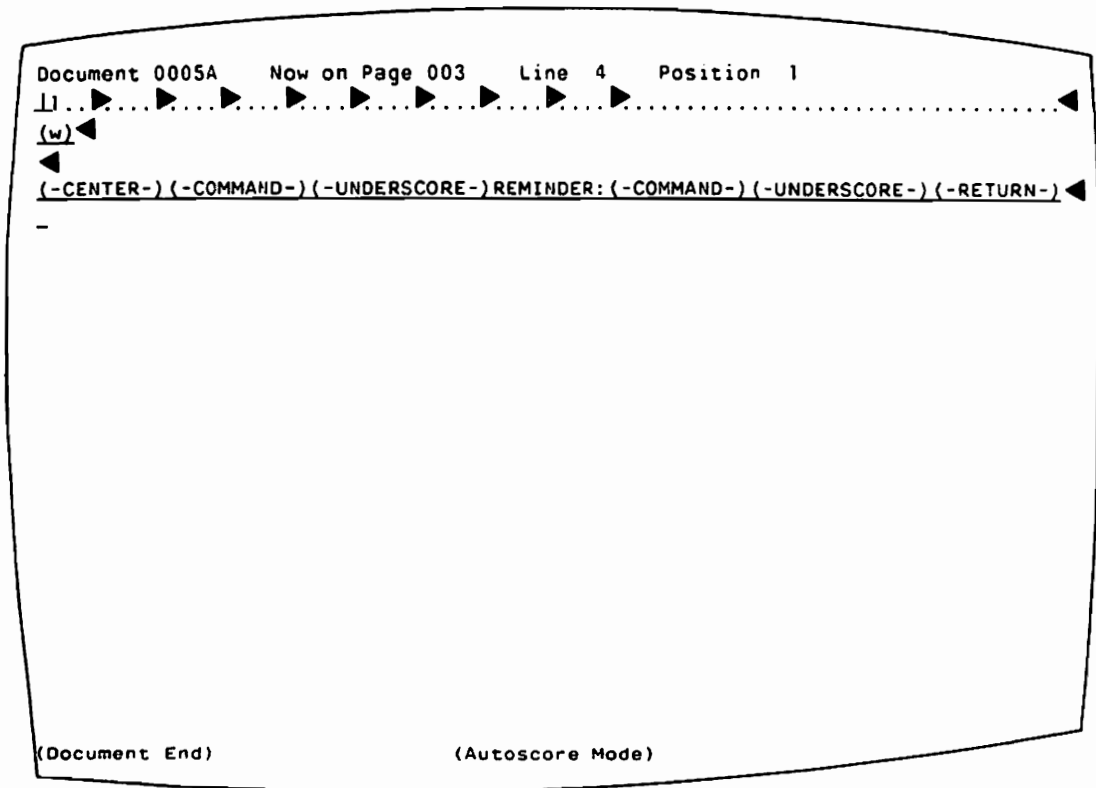
There will be a one o'clock meeting for all sales personnel currently involved in the Concept Design project. See Marjorie Todd for further information.

1. On the next page of the sample Glossary, type the Label "(w)". Press the RETURN key twice.
2. To center "REMINDER:", press the GL key and then the CENTER key ((-CENTER-) displayed). Everything following this Key Name is centered until the RETURN key is encountered.
3. To underscore this title, press GL, COMMAND, GL, and Underscore ((-COMMAND-) (-UNDERSCORE-) displayed). The terminal will be in the Autoscore mode when the Entry is Recalled.
4. Type "REMINDER:".
5. Press GL, COMMAND, GL, and Underscore to indicate that the Autoscore mode should be cancelled at this point.

NOTE

Pressing SHIFT and CANCEL is not used to terminate the Autoscore mode, as in a "standard" document. If it were cancelled in this way, during an Insert and Recall operation it would terminate the Insert rather than Autoscore.

6. Press GL and RETURN to indicate the end of this centered line.
7. Press the RETURN key. Your screen should appear as follows.



8. Press GL, RETURN, GL, and RETURN to have the Entry create two blank lines at this point.
9. Press the RETURN key and the TAB key.
10. Press GL and then TAB to enter the Key Name for a Tab. This indicates that the cursor should be Positioned at the first tab setting in the Format Line.
11. Type "There will be a one o'clock meeting for" (follow this text with a space).
12. To have the next three words underscored, press GL, COMMAND, GL, and Underscore.
13. Type "all sales personnel" (do not type a space after "personnel").
14. Press GL, COMMAND, GL, and Underscore to terminate Autoscore when this Entry is Recalled. Type a space.

12.9.3 Commenting Glossary Entries

As you have probably realized by now, some Glossary Entries may become quite sophisticated. The use of non-underscored format characters can be a great help in making Entries more readable. Another feature, non-underscored Glossary Comments, can be of even greater help. Glossary Entries can contain non-underscored comments that explain to other operators the purpose and/or setup of an Entry, as well as any restrictions regarding when it is Recalled. Since these comments are not underscored, they are not Recalled as part of an Entry; they are only visible when the Entry is displayed in the Glossary Document.

There are two methods of creating non-underscored, non-recalled Glossary Comments in an Entry: (1) creating the entire Entry without underscores and going back and underscoring the text to be Recalled, or (2) underscoring all text and then going back and removing underscoring beneath comments. The method used depends either on the length of the Entry versus the length of the comments or on operator preference.

Suppose a Glossary Entry needed lengthy comments so that another operator would understand the purpose of the Entry. Inserting comments is performed in the following example. Comments are created without underscores; they will be added after the entire Entry is completed.

Perform the following steps to create an Entry containing comments.

1. Position the cursor on the next page of the current Glossary Document.
2. Revise the Format Line so there is a Tab at Position 48 and the right margin is located at Position 80.
3. Since the underscores will be put in after the Entry is completed, the terminal must be removed from the Autoscore mode by simply pressing the CANCEL key.
4. Enter the Label "(x)". Press the TAB key, and type "This is Glossary Entry "x"."
5. Press the RETURN key twice.
6. Continue typing the Entry and comments in manually, exactly as illustrated in the following display. The manual method of text entry must be used to create non-underscored Key Names.

```

Document 0005A   Now on Page 004   Line 10   Position 1
└┐.....▶
(x)                ▶This is Glossary Entry "x".◀
◀
(-CENTER-)NOTE:(-RETURN-)    ▶Center "NOTE:"◀
◀
(-FORMAT-)(-FORMAT-)        ▶Return to original Format Line.◀
◀
(-INDENT-)Our company reserves the right to change all specifications within
this document without prior notice.(-RETURN-)▶Automatically type company◀
▶disclaimer.◀
-
(Document End)

```

Notice how the Entry contains comments on the right describing the purpose of each line to the left.

7. Once the Entry is completed, the text to be Recalled must be underscored. This is performed by returning the cursor to the beginning of the Entry (hold down the North Cursor Control key) and underscoring (in the standard manner) all text to be Recalled. Do not underscore the comments. When finished, your screen should appear as follows.


```

Document 0005A   Now on Page 004   Line 10   Position 1
|1.....▶.....◀
(x)                ▶This is Glossary Entry "x".◀
◀
(-CENTER-)NOTE:(-RETURN-)    ▶Center "NOTE:"◀
◀
(-FORMAT-)(-FORMAT-)        ▶Return to original Format Line.◀
◀
(-INDENT-)Our company reserves the right to change all specifications within
this document without prior notice.(-RETURN-)▶Automatically type company◀
▶disclaimer.◀
-
(Document end)

```

8. Cancel, Verify, and Recall this Entry into a "standard" document containing text and more than one Format Line.

The alternate procedure for creating non-underscored Glossary Comments is accomplished by underscoring all text and later removing underscoring beneath comments. This method is most helpful when using brief comments.

Perform the following steps to create the previous example.

1. Position the cursor on the next page of the current Glossary Document.
2. Revise the Format Line so there is a Tab at Position 48 and the right margin is located at Position 80.
3. Enter the Label "(y)". Press the TAB key, and type "This is Glossary Entry "y"."
4. Press the RETURN key twice.

- Continue typing the Entry and comments exactly as illustrated in the following display. Press the GL key before pressing the various format keys, in order to create Key Names.

```

Document 0005A   Now on Page 005   Line 10   Position 1
|l|.....▶.....◀
(y).....▶This is Glossary Entry "y".◀
◀.....▶Center "NOTE:"◀
(-CENTER-)NOTE:(-RETURN-)
◀.....▶Return to original format line.◀
(-FORMAT-)(-FORMAT-)
◀.....▶Automatically type company◀
(-INDENT-)Our company reserves the right to change all specifications within
this document without prior notice.(-RETURN-)▶disclaimer.◀
-
(Document end)

```

- Once the Entry is completed, the comments must have underscoring removed. Return the cursor to the beginning of the comments and Cancel the Autoscore mode.
- Press **COMMAND** and **Underscore**. (The system is now returned to Autoscore mode for underscoring purposes.)
- Press **SHIFT** and **Underscore** to remove underscoring from beneath all commenting text. Do not remove underscoring from text to be Recalled. When complete, your screen should appear as in the figure on Page 12-45.
- To Cancel the Autoscore Mode used when removing underscoring, press **CANCEL**.
- Press **SHIFT** and **Underscore** to return to the Autoscore mode for creating and editing Glossary Entries.

12.10 FILING GLOSSARY DOCUMENTS

Glossary Documents should be logged and filed in the manner most efficient for your particular needs. This section provides procedures for planning the creation of Glossary Documents and having them readily accessible whenever they are needed.

The following procedure is recommended for the filing of Glossary Documents.

1. File all Glossary Documents on the same archive diskette.
2. File Glossary Documents with related "standard" documents (documents into which these Glossary Entries will be Recalled).

NOTES

It is not necessary to perform both Steps 1 and 2, but, for backup purposes, it is recommended.

Glossary Documents retrieved from archive must be Verified before they can be Attached to a terminal.

12.11 GLOSSARY KEY NAMES FOR FORMAT AND SPECIAL FUNCTION KEYS

This section lists the Glossary Key Names for all the valid format and special function keys on the 2200/WP keyboard. In addition, it states how each Key Name is typed when creating Glossary Entries.

<u>KEY NAME</u>	<u>HOW EACH KEY NAME IS AUTOMATICALLY TYPED</u>
<u>Format Keys</u>	
(-TAB-)	GLOSSARY and TAB
(-RETURN-)	GLOSSARY and RETURN
(-BACKSPACE-)	GLOSSARY and BACKSPACE
(-UNDERScore-)	GLOSSARY and Underscore
(-INDENT-)	GLOSSARY and INDENT
(-PAGE-)	GLOSSARY and PAGE
(-CENTER-)	GLOSSARY and CENTER
(-DEC-TAB-)	GLOSSARY and DECTAB

Special Function Keys

(-FORMAT-)	GLOSSARY and FORMAT (use BACKSPACE to change spacing)
(-MERGE-)	GLOSSARY and MERGE
(-DON'T-MERGE-)	GLOSSARY and SHIFT MERGE
(-NOTE-)	GLOSSARY and NOTE
(-STOP-)	GLOSSARY and STOP
(-COMMAND-)	GLOSSARY and COMMAND (used with (-UNDERSCORE-) only)
(-SUBSCRIPT-)	GLOSSARY and SUBSCRIPT
(-SUPERSCRIP-)	GLOSSARY, SHIFT, and SUPERSCRIP

NOTE

Each Key Name can also be typed in manually by simply using the Key Name format. For example, to create the Key Name "(-TAB-)", type in all the individual characters of the name and underscore them.

12.12 SAMPLE EXERCISES

The following exercises are for practice in creating various types of Glossary Entries. Try creating the Entries before reading the step-by-step instructions. If a problem arises, then refer to the instructions.

12.12.1 Exercise 1 - Glossary Formats

1. Create a Glossary Format as an Entry with Tabs at Positions 7, 35, and 50, and the right margin at Position 54.
2. Create as another Entry, a Glossary Format with Tabs at Positions 45 and 60 and the right margin at Position 75.

For general instructions on creating this type of Entry, refer to Section 12.9.1. These Entries may be created in either of two methods available. After these two Entries are created, Recall them into a "standard" document.

12.12.2 Exercise 2 - Document Assembly

Document Assembly is the procedure used to create documents from paragraphs or pages of prerecorded text. With this feature a great deal of repetitive typing can be eliminated. For example, suppose there are a number of paragraphs that are used to create various letters, although they are not all necessarily used at the same time. With Document Assembly, each paragraph is created as a Glossary Entry and Recalled whenever needed.

For this example, create the following four standard paragraphs, each as an Entry (assigned a 1-character Label and followed by a page graphic). The paragraphs are then Recalled in a different order into "standard" documents, which allows the same paragraphs to create various documents.

Create each of the following four paragraphs as individual Glossary Entries. Assign them Labels 1, 2, 3, and 4.

Paragraph 1

2200 Word Processing Software is an application package that provides powerful word processing capabilities for the Wang 2200 series of small business computers. 2200 Word Processing Software offers the features and flexibility of Wang Word Processing software in conjunction with data processing capabilities.

Paragraph 2

Designed to be operationally similar to Wang's successful Office Information Systems word processing software, 2200 Word Processing Software is easy to learn and simple to operate. In a multi-user environment, 2200 Word Processing can support from one to eight terminals, depending upon the chosen system configuration.

Paragraph 3

2200 Word Processing Software can be run on any Wang 2200 series VP, SVP, LVP, or MVP. The addition of 2200 Word Processing Software costs relatively little, yet enables the user to design a system combining data processing and word processing, regardless of system disk storage and projected applications.

Paragraph 4

The specially designed 2236DW Integrated Terminal supports data processing and word processing functions, so both activities can be performed from a single terminal. Present users of Wang 2200 systems can upgrade existing 2236DE Terminals to make use of 2200 Word Processing Software. New 2200 series users will be able to construct their systems with any combination of 2236DE and 2236DW Terminals, thus allowing a broad range of system configurations.

After the Entries are completed, Verified, and Attached, Recall them into "standard" documents in the following ways.

1. Recall paragraphs 1, 4, and 3.
2. Recall paragraphs 4, 2, and 1.
3. Recall paragraphs 4, 3, 2, and 1.

CHAPTER 13
SYSTEM SECURITY

13.1 INTRODUCTION

The System Security function is designed for companies requiring security for confidential information. Simply assigning a password to one or more documents ensures that only authorized individuals will have access to a document's contents. System Security can be accessed from the 2200/WP Menu and the Document Filing menu.

13.2 PASSWORD PROTECTION

Password Protection is the function that allows a document to be protected with the use of a password. Since the correct password must always be used to access the document, the document is "protected." With a limited number of people knowing the password, the document is only accessible to those chosen few.

The password is first attached to the terminal by the operator and is then automatically assigned to any document created on that terminal after the password attachment. The password remains with the document until the operator chooses to delete it. As long as a document is password protected, the correct password must be attached to the terminal before the document can be accessed for editing, filing, or printing.

A password can consist of a combination of letters (uppercase or lowercase) and numbers (one to six characters in length). Special function keys (e.g., INDENT, COMMAND, RETURN), special character keys, the cursor control keys, and punctuation keys cannot be used as password characters, because they are not compatible with upgraded systems.

After the 6-character password has been entered, subsequent characters that are typed in will replace or type over the existing characters. There is no limit to the number of times the password can be changed, accessed, and removed or the amount of documents to which it may be assigned.

CAUTION

The operator should double check to ensure that the toggle switch is in the WP or Down position before creating a password. Passwords created with the toggle switch in the DP or Up position will always be in uppercase.

Since a password is never visible, the operator must know what keystrokes were used to create the password. If a document's password is not duplicated exactly, it cannot be accessed for any functions. Therefore, it is recommended that a log be maintained for passwords.

13.3 STEPS TO CREATE AND ATTACH A PASSWORD

The following steps are used to create a new password and attach it to a terminal.

1. With the system at the 2200/WP menu, press COMMAND. The system prompt "Which Command?" appears. Type SHIFT and Asterisk (*).
2. The prompt "Please enter password _____" is displayed. Enter the password (one to six keystrokes). Press EXEC and the message "Password active" is displayed.

NOTE

BACKSPACE and cursor movements can be used to make changes in the password while it is being created.

An operator has the option of keeping the password attached to the terminal for as many, or as few, documents as desired. While in the Password Protected mode, documents may be edited, printed or filed directly. When the password is no longer necessary, it is easily removed from the terminal. Documents previously created with an assigned password remain protected by that password; only the terminal is affected by the password removal. Once the password is removed, new documents created are not password protected.

13.4 STEPS TO REMOVE A PASSWORD

There are two methods that can be used to remove a password from a terminal.

1. Press COMMAND, SHIFT, Asterisk (*), and EXEC. In effect, a blank password is overriding the current one, leaving the terminal without an active password. This procedure is recommended for removing a password.

2. While at the 2200/WP menu, turn the system off and then on again. When this method is used, it is necessary to perform the Daily Startup procedures again.

NOTES

You must remove the password from a terminal if the password is not to be attached to any other document. Removing the password from the terminal does not remove the password from previously created documents.

For added security, you should press COMMAND, SHIFT, Asterisk (*), and EXEC when leaving the terminal, so that documents on the system, protected with the currently attached password, may not be accessed by an unauthorized person. This procedure is also a precaution against the possibility of another operator creating a document, not aware of an attached password, and then finding it password protected. Without knowing the password, this document could not be retrieved at a later time.

If a different password is required for a document, the supervisor can attach a new password to the terminal. The new password automatically replaces the old password and is attached to any future newly created documents, until it is either changed or removed.

13.5 ACCESSING, EDITING, AND PRINTING PASSWORD PROTECTED DOCUMENTS

Documents that have previously been protected by attaching a password cannot be accessed, edited, printed, or filed unless the correct password is attached to the terminal. To access a password protected document for editing or printing, use the following procedure.

1. Press CANCEL and return to the 2200/WP menu.
2. Press COMMAND and the prompt "Which Command" appears. Press SHIFT and Asterisk (*). The prompt "Please enter password _____" appears. Enter the correct password for the document and press EXEC.
3. While at the 2200/WP menu, position the Acceptance Block next to your selection and press EXEC twice. (The Document Index and Utilities options do not require a password. For Document Filing, refer to Section 13.6.)
4. The prompt "Please Enter Document Id: _____" appears. Enter the document ID number and press EXEC.

13.6 ACCESSING AND FILING PASSWORD PROTECTED DOCUMENTS

Again, documents previously password protected cannot be accessed or filed unless the correct password is currently attached to the terminal. To access a password protected document for filing, use the following steps.

1. Return to the 2200/WP menu, position the Acceptance Block next to the Document Filing option, and press EXEC.
2. The Document Filing menu appears. Position the Acceptance Block next to your choice of one of the six Document Filing options. Press RETURN and use the Space Bar to choose the Single or Range option.
3. Press RETURN and type in the Archive Location, an uppercase or lowercase letter. Press EXEC.
4. For single documents, the system prompt "Please enter Document ID:_____" appears. Enter the document ID and press EXEC. For a range of documents the system prompts "Enter starting Document ID:_____" and "Enter ending Document ID:_____." Type in the Document ID for each request and press EXEC.
5. The prompt "Enter Document_____Password_____" and the message "Password Protected" appear. Enter the password for the indicated document and press EXEC. (If an incorrect password is given, the system will continue to prompt for the correct password until it is given or CANCEL is pressed.)
6. The message "Document Name:_____" and the prompt "Execute or Cancel" appear. These prompts are an added protection for your document. If the correct document name is given, press EXEC.
7. The prompt "Mount Archive" and the message "Execute or Cancel" appear. If an archive diskette is required, mount it at this time and press EXEC. If the archive used for this option is a system archive, simply press EXEC.

13.7 SUGGESTED PROCEDURES

The following are offered as suggested procedures.

1. The security control supervisor should assign a password to each operator and maintain a log of operators and their assigned passwords. The log should be given to authorized personnel only.
2. Multiple passwords should be kept to a minimum, to avoid confusion.
3. An operator should remove a password from the terminal each time he or she leaves it. Remove passwords by pressing COMMAND, SHIFT, and Asterisk (*), which clears the terminal of the attached password.

NOTES

Resetting or powering down the system will clear all passwords and Glossaries from every terminal.

Glossary Entries may be password protected from accessing and editing. A password protected Glossary remains available for Recall, printing, and filing without use of the attached password. (Refer to Chapter 12 for a discussion of Glossary Documents.)

All password protected documents appear in the Document Index with an Asterisk (*) next to the Document ID number.

CHAPTER 14 SPECIAL OPERATIONAL FEATURES

14.1 INTRODUCTION

There are eight other features available on the 2200/WP System which are less commonly used than those already mentioned. The first four features described in this chapter (Indexing Formulas and Equations, Bold Print, Double Underscore and Overstrike) use the Superscript/Subscript key to create special types of print. Super Copy, Super Move, and Required Space are editing features. Work Page is an additional storage page available in a WP document. The proficient word processing operator will find these features both useful and time-saving.

14.2 INDEXING FORMULAS AND EQUATIONS (SUPERSCRIPTS/SUBSCRIPTS)

The Superscript/Subscript key (|) is used to enter superscripts and subscripts which cue the printer to move up or down one-half space from the main typing line. This feature is used to create formulas and equations which require one or two lines of indexing. The actual indexed space will be one-half of the Line Space (H, l, W, etc.) indicated in the Format Line. Indexing can also be continued in one-half space increments to create multiple level equations and indexed words.

NOTES

When using the Superscript/Subscript key, always have a | following a | and a | following a | . An equal number of up arrows and down arrows are necessary so that you will return to the main line of type after indexing.

When you enter a Return graphic after indexed text the cursor will return to the line following the last line of type.

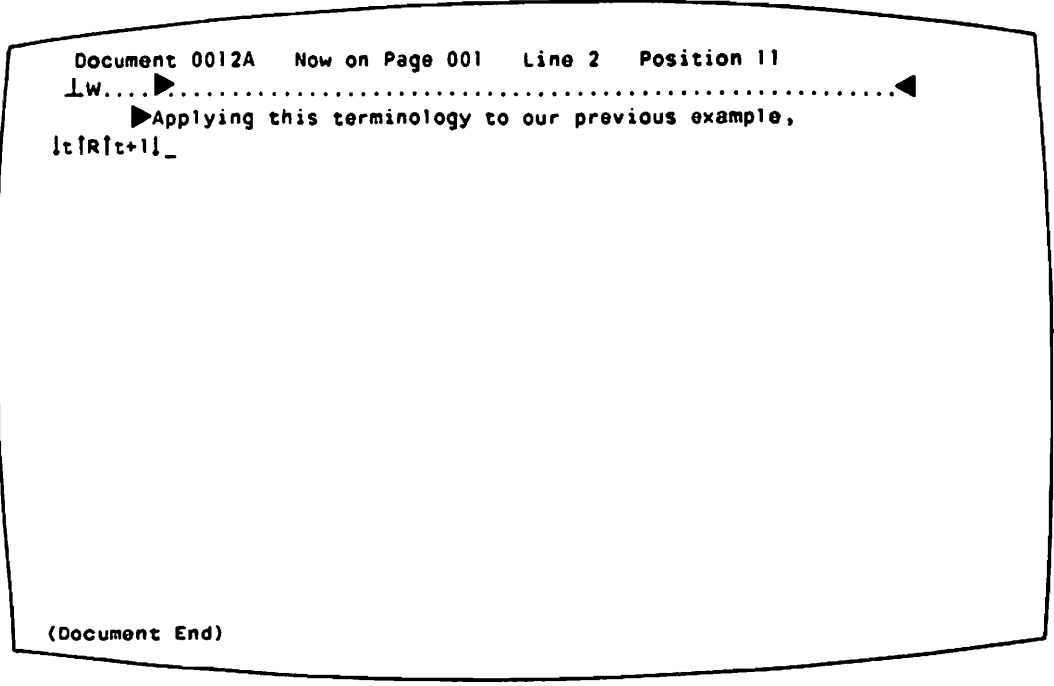
Superscripts and subscripts can be correctly printed out only on the printer recommended for use with 2200/WP. When a document containing superscripts and subscripts is printed on other printers, these graphics are ignored.

To create a subscripted character, press the Subscript key (the Superscript/Subscript key is in the unshifted position -- |) and type the desired character. Then press the Superscript key (press SHIFT and the Superscript/Subscript key -- |). Using the Superscript/Subscript key in this manner cues the printer to index down one-half space, print the text, and then return to the main typing line.

Superscripted material is created in the same manner. Press the Superscript key (press SHIFT and the Superscript/Subscript key -- |) and type the desired text. Then press the Subscript key (the Superscript/Subscript key is in the unshifted position -- |). Using the Superscript/Subscript key in this manner cues the printer to index up one-half space, print the text, and return to the main typing line.

To create the sample text in the following example, perform these steps.

1. Create a new document and revise the preset Format Line to a space and one-half (W), a tab setting at Position 7, and the right margin at 65.
2. Press the TAB key and type "Applying this terminology to our previous example,"
3. Press the Space Bar once.
4. Press the Subscript key (the Superscript/Subscript key is in the unshifted position). Notice the Subscript graphic (|). This graphic informs the printer to index down one-half space when the document is printed.
5. Type "t". Press the Superscript key (press SHIFT and the Superscript/Subscript key). Notice the Superscript graphic (|). This graphic informs the printer to return to the main typing line when the document is printed.
6. Type "R". Press the Superscript key. Type "t+1". Press the Subscript key and type a space. Your screen should appear as follows.



7. Continue typing the following text, using the Superscript/Subscript key as required.

Applying this terminology to our previous example,

$R_{t+1} = R_1 = 4\%$ = the rate today on two-year bonds;

$R_t = 5\%$ = the rate today on one-year bonds; and R_{t+1}

$R_{21} = 3.01\%$ = the rate expected to prevail next year on one-year bonds.

8. When you are finished, print out the document. The display should appear as in the previously illustrated screen. Notice that an equal number of | and | graphics were necessary to create the equations and return to the main line of type.

14.2.1 Multiple Level Indexing (Superscripts/Subscripts)

The Superscript/Subscript key can be used to create additional levels of indexing. This feature is used when creating multiple level formulas and equations. It can also be used to create indexed words.

To create the following indexed text, perform these steps.

1. Return to the document you created for the previous indexing example and revise the Format Line to double space (2).
2. At the end of the existing text, press the Return key eight times and type the following example. Follow each line with a Return.

```
M|U|L|T|I|P|L|E..|LEVEL|..I|N|D|E|X|I|N|G ◀  
▶is created with superscripts and subscripts ◀
```

3. When you are finished, print out the document. It should now appear as follows.

```
          LEVEL  
         E I  
        L N  
       P D  
      I E  
     T X  
    L I  
   U N  
  M G
```

is created with superscripts and subscripts

Notice that the eight Returns you entered before the superscripted text allowed enough space for indexing to occur without printing over existing text. In this example Double Spacing (2) was used in the Format Line. Indexing is always one-half of the indicated Line Space. Therefore, each superscript in the indexed text moved the print up one whole space ($1/2$ of $2 = 1$). Because eight levels of indexing would be entered, eight Returns were required prior to indexing to provide the necessary space ($8 \times 1 = 8$).

NOTE

An adequate number of lines should be entered before and after multiple level indexing to allow enough space for proper print out.

Within indexed text, a Return graphic moves the cursor to the line following the first line of type. When you wish to move the cursor to the line following several lines of subscripting, remember to enter enough Returns to place the cursor below the printed text.

14.3 BOLD PRINT

Bold printing produces characters that are thicker and darker than normal type. It is often used for headings or for emphasis within text. The headings in this section have been printed using the bold print feature.

To produce bold print, perform the following steps.

1. Press SHIFT and the Superscript/Subscript key before the text to be printed in bold and underscore the Superscript graphic. The following symbol appears on the screen--(!). Text will continue in bold until the next (!) graphic is encountered, or up to the page end.
2. Enter the text to be printed in bold.
3. Press SHIFT and the Superscript/Subscript key after the text to be printed in bold and underscore the Superscript graphic to end the bold print.

To bold print the words "bold print example", it would be entered on the screen like -- [bold print example]. When printed it will appear as -- bold print example.

The maximum length of text which can be bold printed is a single page. Thus, every page begins in non-bold type, and if bold is used on the page, it will automatically terminate at the next page break.

14.4 DOUBLE UNDERSCORE

Double underscoring is the creation of a double underline beneath text. It is a useful feature in many documents, particularly financial reports.

To double underscore text, perform the following steps.

1. Press the Superscript/Subscript key (unshift position) and underscore the Subscript graphic. The following symbol appears on the screen -- (|). Text will continue to be double underscored until the next Return or (|) graphic is encountered.
2. Enter and underscore all text to be double underscored.
3. Press the Superscript/Subscript key (unshift position) and underscore the Subscript graphic to end the double underscoring.

To double underscore the words " double underscore example", it would be entered on the screen like -- |double underscore example|. When printed it will appear as -- double underscore example.

14.5 OVERSTRIKE

The overstrike feature instructs the printer to overstrike one or more characters with a slash. This feature is commonly used to highlight text that is being considered for deletion from a document.

To overstrike text, perform the following steps.

1. Press the Superscript/Subscript key (unshift position) twice and underscore the two Subscript graphics. Text will continue to be overstruck until the next Return or (||) graphic is encountered.
2. Enter the text to be overstruck.
3. Press Superscript/Subscript (unshift position) twice and underscore the graphics to end the overstriking.

To overstrike the words "overstrike example", it should be entered on the screen to look like . -- ||overstrike example||. It will print as ~~overstrike/example~~.

14.6 BOLD PRINT, DOUBLE UNDERSCORE, AND OVERSTRIKE ON THE SAME LINE

Bold print, double underscore, and overstrike can be used on the same line if care is taken in entering the Superscript/Subscript keys for each one.

To enter all of these features on the same line, such as in the following example, perform these steps. Use a standard Format Line with the right margin at 80.

1. Press the Superscript key (press SHIFT and the Superscript/Subscript key) and underscore it. Type the text to be printed in bold as in the following example. Upon printing, this text will be printed in bold. Press the Superscript key again and underscore it to end the bold printing.
2. Continuing on the same line, enter a space. Then press the Subscript key (Superscript/Subscript key unshifted) and underscore the graphic. Type the text to be double underscored and underscore it. Upon printing, this text will be double underscored. Press the Subscript key again and underscore it to end double underscoring.
3. Continuing on the same line, enter a space. Then press the Subscript key (Superscript/Subscript key unshifted) twice and underscore the graphics. Type the text to be overstruck. Upon printing this text will be overstruck with slashes. Press the Subscript key twice and underscore both graphics to end the overstriking.

These examples would be entered on the screen to look like --

|bold printed|. |double.underscored|. ||overstruck||

When printed, they will appear as --

bold printed double underscored ~~overstruck~~

14.7 SUPER COPY

The Super Copy function is used to copy specified text from a previously created document to another document which is being created or edited. This feature is used when the document you are creating or editing could include text which already exists in another document. You would super copy the existing text from the old document to the desired location in the new document. The same text now resides in both documents. Super Copy provides a simple alternative to producing repeated text without retyping.

To utilize the Super Copy function follow these steps.

1. Position the cursor in the new document where the super copied text is to be entered.
2. Press SHIFT and COPY together. The system prompts "Document:_____".
3. Enter the ID number of the document that contains the desired text to be super copied and press EXEC. The requested document is then displayed.

Document 0014A Now on Page 001 Line 8 Position 12

|1...▶.....▶.....◀

▶Lifeplan is the ultimate proposal system for the general life insurance agent and/or agency. It is a fully automatic computing system which prepares a wide variety of insurance proposals and the facility of rapid and inexpensive turn-around when he/she wants to make minor changes to a completed proposal. Lifeplan puts the maximum amount of saleable information at the agent's fingertips._

(Document End)

4. At this point (following the last paragraph), you wish to add the last paragraph from the previous document. Press RETURN twice to position the cursor where the super copied text is to appear.

NOTE

Always position the cursor where super copied text is to appear before pressing SHIFT and COPY.

5. Press SHIFT and the COPY key. The prompt "Document ____" is displayed.
6. Enter the ID number of the document from which you wish to super copy text. In this case, enter the ID number of the first document created in this example and press EXEC. The system searches to this document and displays its first screen.
7. The prompt "From where?" is displayed. You must indicate where you wish super copying to begin. Position the cursor beneath the tab graphic which begins the last paragraph. Press EXEC to indicate that highlighting should begin at this location. Notice the prompt "Copy What?".

```

Document 0013A   Now on Page 001   Line 28   Position 6   Copy what?
L1.....
  ▶ You also have:◀
◀
  ▶▶ Capital Needs Analysis◀
  ▶▶ Fixed Income Analysis◀
  ▶▶ Policy Comparisons of any two Policies◀
  ▶▶ Compound Interest Schedule◀
◀
  ▶▶ Lifeplan provides a number of dividend options for ordinary life
  policies:◀
◀
  ▶▶ Non-participating◀
  ▶▶ Premium Reductions◀
  ▶▶ Accumulations at any Selected Interest Rate◀
  ▶▶ Additions◀
  ▶▶ One Year Term/Balance used to reduce premiums◀
  ▶▶ One Year Term/Balance used to accumulate◀
  ▶▶ One Year Term/Balance to purchase additions◀
◀
  (Document End)

```

8. You must now indicate the amount of text to be super copied by highlighting the entire paragraph, including the two Return graphics following it. Hold down the South Cursor Control key () to highlight this text.
9. Press EXEC to indicate that this is the text to be super copied. The system then indicates that it is rearranging text.
10. After the text is rearranged, the document being created is redisplayed with the super copied paragraph properly located. Notice how this paragraph conforms to the format of the new document and not to the format of the document from which it came.

11...▶.....▶
▶Lifeplan is the ultimate proposal system for the general life insurance agent and/or agency. It is a fully automatic computing system which prepares a wide variety of insurance proposals and the facility of rapid and inexpensive turn-around when he/she wants to make minor changes to a completed proposal. Lifeplan puts the maximum amount of saleable information at the agent's fingertips.◀

▶ Lifeplan provides a number of dividend options for ordinary life policies:◀

- ▶▶ Non-participating◀
- ▶▶ Premium Reductions◀
- ▶▶ Accumulations at any Selected Interest Rate◀
- ▶▶ Additions◀
- ▶▶ One Year Term/Balance used to reduce premiums◀
- ▶▶ One Year Term/Balance used to accumulate◀
- ▶▶ One Year Term/Balance to purchase additions◀

(Document End)

11. The new document is now complete. Press CANCEL and then EXEC to return to the Word Processing menu.
12. Print the second document created in this example.

NOTES

Up to one page of text can be super copied in a single operation.

A document, including super copied text, cannot exceed the 4,096-character-per-page limit or the 116-page-per-document limit. If the limits are reached, the system will display an error message and cancel the super copy request before rearranging any text.

To super copy text and include the existing Format Line, press FORMAT before, during, or after highlighting and continue with the super copy procedure.

14.8 SUPER MOVE

The Super Move function is used to move specified text from a previously created document to another document which is being created or edited. This feature is used when you are creating a document which could include text that already exists, but is no longer needed, in another document. You would super move the existing text from the old document to the desired location in the new document. The super moved text now resides only in the new document.

Super Move is performed in exactly the same manner as super copy, except that you press SHIFT and MOVE rather than SHIFT and COPY to begin the operation. The difference in the two operations is that text is removed, not copied, from a document during Super Move.

To utilize the Super Move function, follow these steps.

1. Position the cursor in the new document where the super moved text is to be entered.
2. Press SHIFT and MOVE together. The system prompt "Document: _____" is displayed.
3. Enter the ID number of the document that contains the desired text to be super moved. Press EXEC and the requested document is displayed.
4. Position the cursor at the point where moving is to begin and press EXEC. The prompt "Move What?" is displayed.
5. Highlight the text to be super moved and press EXEC to indicate acceptance. The highlighted text is automatically super moved to the indicated location within the new document.

NOTES

Always position the cursor where super moved text is to appear before pressing SHIFT and MOVE.

Up to one page of text can be super moved in a single operation.

A document, including the super moved text, cannot exceed the 4,096-character-per-page limit or the 116-page-per document limit. If these limits are reached, the system will display an error message and cancel the super move request before rearranging any text.

To super move text and include the existing Format Line, press FORMAT before, during, or after highlighting and continue with the Super Move procedure.

Because Super Copy and Super Move are similar operations, the sample exercise presented in section 14.7, "Super Copy" can also be used to demonstrate Super Move. Simply press SHIFT and MOVE rather than SHIFT and COPY. Notice that the text you super move in the exercise is removed from the old document and resides only in the new document.

14.9 WORK PAGE

The Work Page is an extra page, separate from the main document, which the operator can use to store notes or special instructions. In case of an operator error that might cause loss of information, it is a good idea to keep a copy of any complicated or difficult work on the Work Page as a backup.

Since the Work Page is a single page, it is able to hold approximately two and one-half screens of text and any characters, except a page break. Text can be typed directly to the Work Page. It can also be copied or moved onto the Work Page from the main document. Once text is entered on the Work Page it can be edited using any editing function (Move, Replace, Search, Delete, etc.).

To access the Work Page, press GO TO PAGE, and w (or W). Text to be typed directly on the Work Page is entered by pressing INSERT and then typing the desired text. When the entry is complete, press EXEC to terminate the insert operation. To exit from the Work Page, press GO TO PAGE, and any page number from the document. Then press EXEC.

To copy or move text in the document to the Work Page follow these steps.

1. While creating or editing a document, position the cursor under the first character to be copied or moved to the Work Page.
2. Press the COPY or MOVE key. The system prompts "Copy/Move What?".
3. Highlight the text to be copied or moved to the Work Page.
4. Press EXEC and the system prompts "To Where?".
5. Press the GO TO PAGE key and W. The Work Page appears and the prompt "To Where?" is displayed.
6. Position the cursor on the Work Page where the copied or moved text is to be entered.
7. Press EXEC. The text is entered on the Work Page and available for editing.

NOTE

To copy or move text and include the existing Format Line, press FORMAT before, during, or after highlighting and continue the copy or move procedure.

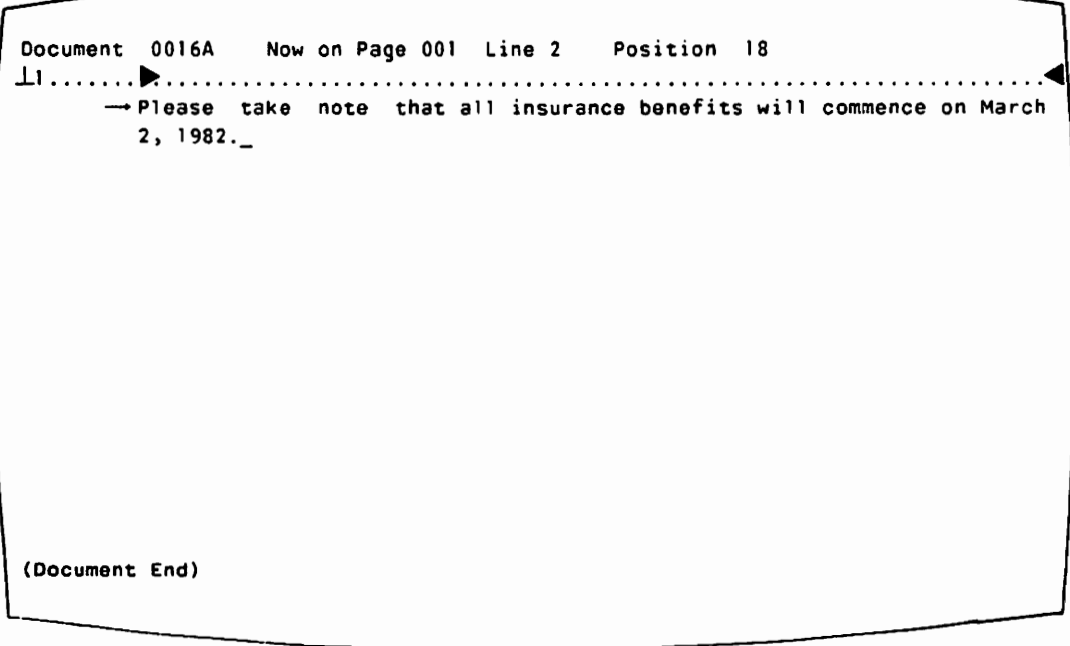
14.10 REQUIRED SPACE

There are occasions when typing names, dates, and phrases, when you want these words or numbers to remain together on the same line and not be split onto two lines by automatic word wraparound.

This can easily be accomplished by the use of a Required Space. A Required Space is entered by pressing **COMMAND** and the Space Bar between numbers, letters, or words that are to remain together. The system then considers this text to be one complete word. If an entire word cannot fit on a line, it remains together and wraps onto the next line. Therefore, a name, date, or phrase containing Required Spaces will be treated as an entire word and remain together on one line.

The following exercise demonstrates how to use a Required Space.

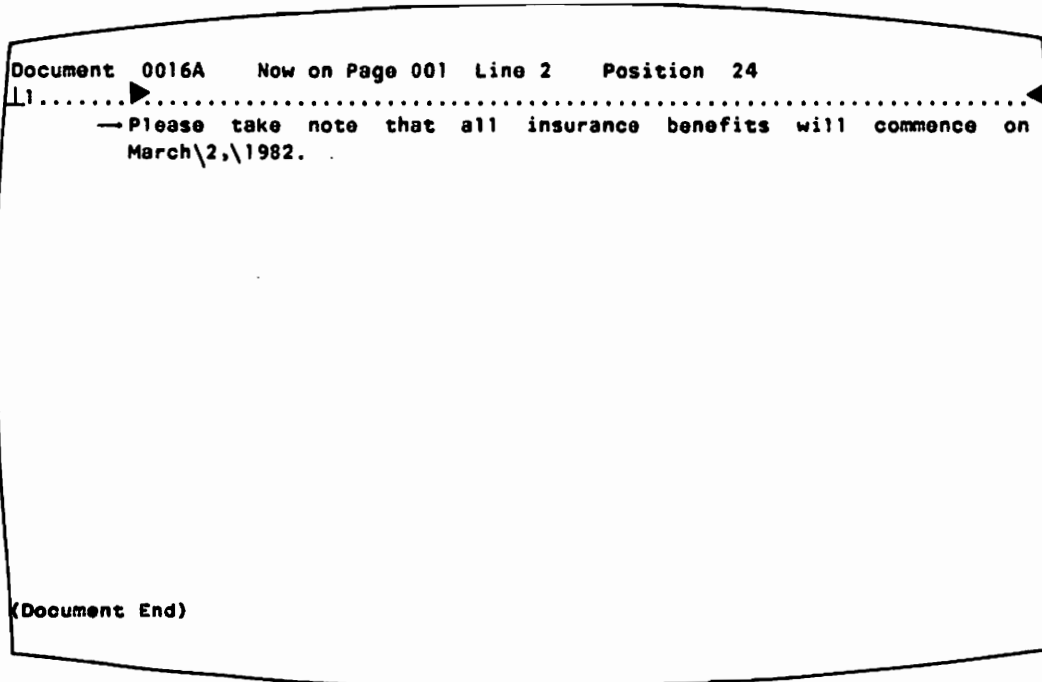
1. Create a new document and revise the Format Line with a tab at 10 and right margin at 80.
2. Press the **INDENT** key and type the following sentence on the screen.



Document 0016A Now on Page 001 Line 2 Position 18
└┘.....▶.....◀.....
→Please take note that all insurance benefits will commence on March
2, 1982._

(Document End)

3. Notice how the date has been split and wrapped around to the next line. To enter a Required Space and have the date remain together on one line, position the cursor after March. Press COMMAND and the Space Bar and the Required Space graphic appears -- \ . Do the same between the comma (,) and 1982.
4. The sentence now appears as follows.



You will notice that "March 2, 1982" wrapped around to the next line. A Required Space slash replaced each space and allowed the system to treat the date as one word.

NOTES

A slash appears on the screen to designate a Required Space, but when the document is printed, the slash prints out as a space.

Using a Required Space does not interfere with the justification of a document.

APPENDIX A
GLOSSARY OF TERMS

Acceptance Block

A small square appearing with a menu on the CRT. Its position indicates to the system which option the operator is selecting from the menu.

Archive

To file a document from the system disk to an archive (storage) location, either the system archive or an archive diskette.

Archive Diskette

Diskette containing filed documents which can be retrieved when desired.

Archive ID

The 4 digit, 1 letter ID number which is assigned to the archive diskette during the Prepare New Archive operation.

Archive Label

The 4 digit, 1 letter ID number which indicates an area of the system archive. It is assigned during the Prepare New Archive operation.

Archive Location

The location of the archive diskette drive(s) or the system archive indicated by a single upper/lower case letter.

Attach

The procedure by which a Glossary Document is assigned to a particular terminal for use in the Recalling of Glossary Entries. Refer to Glossary Document.

Attached Glossary

The Glossary Document which is currently assigned to a particular terminal. Refer to Glossary Document.

Automatic Letter Writing

A method of producing a "personalized" form letter. Each time a boilerplate or standard letter is printed out, variable information (e.g., name and address) is automatically inserted in the appropriate places. This is accomplished using the Merge function which is available on the Office Information System and compatible with 2200/WP.

Automatic Word Wraparound

Feature which automatically drops a word to the next line when it cannot fit on the current line. Eliminates having to return after every line.

Bidirectional

Prints in two directions.

Character

Any letter of the alphabet, any digit 0 through 9, any punctuation mark, or any symbol.

Character Printer

A printer which produces typewriter-quality characters, one character at a time. It is also capable of printing superscripts and subscripts.

Character Set

The letters, symbols, and punctuation that a printer is able to produce. Usually the typeface, pitch, and symbols vary from one character set to another.

Configuration

The various hardware components and the division of memory partitions within the 2200/WP System.

CRT (Cathode Ray Tube)

The video screen which displays up to 24 lines of text containing up to 80 characters per line.

CRT Image of Printed Document

A compressed image of a page of a document showing the relative location of text as it would appear on an 8 1/2-inch by 11-inch piece of paper. The CRT image is helpful in determining how a document will appear when printed.

Cursor

A blinking, one character line which indicates your current editing position on the CRT screen.

DECTAB

A graphic which automatically aligns decimal points on specified Tab locations.

Defined Character Sequence

A specified sequence of keyboard characters.

Display

The appearance of text on the CRT.

Document

A portion of text (from a single character to 116 pages) which the system treats as a single unit.

Document ID

The number, consisting of four digits and 1 letter, which is automatically assigned to a document when it is created. It must be used to access the document for any subsequent system operation (i.e., Editing, Printing, Filing).

Document Index

A feature which stores and displays identifying information which is necessary when accessing a document for system operations or transfer to a peripheral device.

Document Summary

A listing of pertinent statistics and information about each document.

Draft Copy

Printed copy which doubles the line spacing set in the Format Line (character or line printer). It prints all text and may include operator notes.

Field

Preset position where specific information may be entered or modified.

Final Copy

Text, which may include operator notes, printed according to Format Line and print menu specifications.

Font

The character set a printer is capable of producing, also the device which actually produces the characters (e.g., the daisy wheel, the dot matrix array, or print chain element).

Footer

Text which is automatically generated on the bottom of specified pages in a document (e.g., page numbers).

Format

Setting of Tabs, vertical spacing, and the Right-Hand Margin.

Format Line

First line of each page of a document with modifiable vertical spacing, Tab settings, and Right Margin. Format Lines may be inserted anywhere within a document.

Global

Pertaining to an entire document (e.g., Global Replace or Global Search).

Glossary Document

Document used to record up to 82 text entries which can be Recalled to a "standard" document using only two keystrokes. It is assigned a unique Glossary ID number.

Glossary Document ID Number

The four-digit, one-letter identification number assigned to each Glossary Document when it is created.

Glossary Entry

Underscored keystrokes of up to one full Glossary page which can be Recalled to a 'standard' document at any time. Each Entry is identified by a unique 1-character label enclosed in parentheses.

Glossary Functions Menu

A listing of available Glossary functions that the system is capable of performing. These functions include Editing, Creating, Attaching, and Detaching Glossary Documents.

Graphic

A symbol representing a function or format operation on the CRT screen.

Header

Text which is automatically generated on the top of specified pages in a document.

Home Position

Position one of the first line of text on any page of a document.

Key Names

Format and function key words which are included in a Glossary Entry to perform editing tasks.

Illegal Action

A keystroke or action not accepted by the system as a standard function or operation.

Initialize

A mandatory procedure which makes a diskette compatible with the system before preparing the diskette to be used for storing text. Also known as formatting a diskette.

Justify

To create perfectly even Right-Hand and Left-Hand Margins by varying spacing between words.

Label

A single character enclosed in parentheses and followed by two Returns that is assigned to a Glossary Entry for identification and Recall purposes.

Line Printer

Prints draft copy at speeds of either 120 or 200 characters per second.

Menu

A list of available options, one of which may be selected, defining how an operation is to be performed or which operation is to be performed.

Merge

A feature which combines text from two independent documents during printing. This function can be entered using the 2200/WP System, but is operational only on the Office Information System.

Off-Line Storage

Text stored outside system memory (i.e., archive diskettes).

Office Information System (OIS)

A Wang automated word processing system with data processing capabilities. 2200/WP documents and OIS documents are compatible in most cases.

On-Line Storage

Text stored on the system disk.

Operator Prompts

Messages or questions that appear on screen and guide the operator through the steps required to perform various functions and operations.

Page

An amount of text after which an End-of-Page graphic is inserted to indicate where a new page begins. A page limit is 4,096 characters; approximately 50 full lines or 2 1/2 full screens of type.

Page Numbering

Automatic sequential numbering of pages through the creation of a Footer.

Pagination

Separation of text into pages.

Password Protection

Protection of a document from general access through the use of a specified password.

Peripheral

Any device which functions as an extension of the CPU. The CPU and a set of peripherals are the components of a computer or word processing system.

Playout (or Printout)

Automatic displaying or typing of recorded text.

Preset

Predetermined values set within the system.

Print Document Menu

A menu used in the CRT Image of Printed Document function enabling you to change menu fields to see how a document will appear before it is actually printed.

Print Library Document Menu

A menu used to make a variety of print specifications before printing a document.

Print Wheel

A typing element, shaped like a daisy, which is used on bidirectional printers.

Quarter Spacing

A feature which permits text to be moved either above or below the baseline of a line of text in 1/4 space increments, usually used when typing subscripts, superscripts, equations and double horizontal rules. Quarter, half, single, one and one-half, double, and triple spacing can be established in the Format Line.

Recall

The procedure which requests that specified text from the Attached Glossary Document be automatically entered at the current cursor location in a document being created or edited.

Required Space

A feature which prevents dates or words from being separated by automatic word wraparound.

Retrieve

To Recall a document from the archive location to a creation library on the system disk.

Reverse Home Position

The position of the last character on a page.

Screen

What is actually visible on the CRT. It consists of a maximum of twenty-four, 80-character lines of text.

Stand-Alone

A self-contained text processing system able to accomplish all phases of text processing, including entry, recording, text editing and final layout. Stand-alone is the opposite of a shared logic system.

Standard Document

Main document into which Glossary Entries are Recalled.

System Archive

Area of the system disk reserved for storage of documents.

System Disk

A disk containing information controlling the operation of the word processor, and also providing on-line storage of text.

System Startup Menu

A listing of available operations that may be performed in Word Processing.

Telecommunications

The transmission and reception of text over telephone lines. The medium by which a word processor in one location can send to or receive text from a word processor or computer many miles away.

Terminal

A component of the system consisting of a CRT and keyboard at which an operator creates and edits a document. The terminal works in conjunction with the CPU, disk storage devices and printers.

Verify

The procedure which checks a Glossary Document to ensure that all entries were created or edited in the correct format.

Verified Glossary

A Glossary Document that has been successfully Verified by the system.

Work Page

An extra page, separate from the document, which can be used for notes or special instructions to the operator.

1. Most operations can only be performed one at a time. For example, you cannot replace while inserting.
2. Do not worry about the amount of text to be inserted or deleted, since the system automatically adjusts the amount of text to fit between the margins set in the last format. If an insertion will surpass the page limit of a document (e.g., 4,096 characters per page and 116 pages per document), a message will be displayed and the insertion will not be completed.
3. It is better to insert page breaks as a document is being created, rather than after the document is completed. The system does not permit the creation of pages beyond the 4096 character per page limit.
4. If the CANCEL key is mistakenly pressed when creating or editing, the system prompts "End of Edit?" Simply press the CANCEL key once again to exit from this condition.
5. Footnotes can be handled in either of two ways.
 - a. Footnotes can be input at the end of a document. Before final printing, when the document is recalled on the display, the line count per page can be reviewed, taking footnote placement into consideration. Then MOVE can be used to place the footnotes at their appropriate locations within the document.
 - b. Use COPY, rather than MOVE, to place the footnotes at their appropriate positions. COPY achieves the same results as MOVE, and it also provides a list of all footnotes at the end of the document.
6. Characters and format graphics can be repeated by pressing the appropriate key and holding it down.
7. All display graphics are considered text characters by the system; therefore, all creating and editing functions may be performed on them.
8. There is never a need to worry about the printer continuing to print when out of paper. If the printer runs out of paper it is automatically deselected. If a document stops scrolling on the CRT screen during print-out, check the printer as it may be out of paper.

9. When typing page breaks, the following rule should be observed. When the line preceding a page break is to be justified, the page break should be the last character on that line and should be input directly after the last character of the last word with no space between it and the page break.
10. Lines per page for continuous envelopes is determined by the size of the envelopes. For envelope size, measure from the top of the first envelope to the top of the next envelope. Then use the scale of six lines per inch. For example, if the measurement is 3 1/2 inches, the lines per page would be set at 21. (Six lines per inch by 3 1/2 inches equals 21 lines per page.)
11. The following list shows the differences between some keys and functions.

COPY

Allows text to be copied from one location in a document to another location in the same document.

FORMAT

Allows the operator to enter a new format at any point in a document.

MOVE

Allows specified text to be moved from one location in a document to another location in the same document.

REPLC

Allows specified text to be replaced with other text.

SRCH

The system begins searching from where the cursor is currently positioned in the document.

SHIFT & COPY

Allows text to be copied from one document to a specified location in another document.

SHIFT & FORMAT

Allows the operator to revise the last existing format that is displayed on the screen where the cursor is positioned.

SHIFT & MOVE

Allows text to be moved from one document to a specified location in another document.

SHIFT & REPLC

Allows all instances of specified text within a document to be automatically replaced with other text.

SHIFT & SRCH

The system automatically starts searching from the beginning of the document.

12. When defining a region for Move, Copy, Delete, Replace, Global Replace, Super Copy, or Super Move, pressing the SRCH key and then a character key moves the cursor to the next such character on the page, even if it is on a different screen. If no instance of this character is located, the cursor goes to the bottom of the screen and displays the message "Cannot find one."
13. During any Move, Copy, Super Move, or Super Copy, a copy of the format applicable at the first character of the highlighted region can be included with the text to be relocated. The procedure is to press the FORMAT key, after pressing COPY or MOVE, while the cursor is positioned under the first character. The system sounds a tone and displays the message "Format copied." If the text is then relocated to a position immediately following a Format Line, the copied format overrides the previous one. If it is relocated into the middle of text, the copied format precedes it.
14. Text following an indented paragraph may be centered between the start of the indented paragraph and the right margin. This is accomplished by entering a Center graphic immediately after the Indent graphic and preceding the text to be indented. Pressing RETURN would then terminate both centering and indenting.

APPENDIX C
ERROR/WARNING MESSAGES

Archive Does Not Exist

The archive ID is not found on the archive location specified.

Archive Full

The system is unable to copy or file the current document to an archive diskette because the space limitation has been reached.

Archive Not Assigned

No archive device has been assigned to the archive location specified.

Back at beginning

During a Search operation, you have eliminated enough characters from the Search sequence to place you back at the point from which you started.

Batch Request Aborted

The range filing operation has been cancelled.

Cannot Access Glossary

The requested Glossary cannot be accessed; it is in the "In Use Condition." Refer to "Document in Use."

Cannot find one

An attempt has been made to locate a character which does not appear on the current page.

Catalog Index full, Disk full, Error 123 occurred during open (TC)

A BASIC-2 error has been made.

Command Hyphen not implemented

The Command Hyphen operation is not implemented in Phase I.

Command Merge not implemented

The Command Merge operation is not implemented in Phase I.

Command Note not implemented

The Command Note operation is not implemented in Phase I.

Command Page not implemented

The Command Page operation is not implemented in Phase I.

Damaged Document

(Document) The document contains errors and needs to be recovered.

Edit the document so that recovery can be performed.

(Glossary) The Verify program has found an error in the source file.

Data is not stored in TC format

The file has been stored in record format, not TC format.

Document in Use

The document cannot be accessed because it is presently being edited, printed, or filed, or because it was not properly closed when previously accessed. It is in the "In use Condition."

Duplicate glossary label

The same Glossary Label has been used twice within one Glossary.

Enter only letters, numbers, or spaces

These are the only characters that may be used in compiling a password.

Error closing attached glossary

Data file errors when closing the files.

Error closing file

Data file errors when closing the files.

Error closing glossary file

Data file errors when closing the files.

Error closing prototype document

Data file errors when closing the files.

Error in reading Admin Block

The specified document contains invalid or incorrect information.

Error in reading Page Table

The specified document contains invalid or incorrect information.

Error in reading query node

The specified document contains invalid or incorrect information.

Error Occurred While Adding Records

System inability to add information.

Error occurred reading 1234A page table = 12

Data file returned error code specified.

Error writing FCB

The specified document contains invalid or incorrect information.

Execute or Cancel

Only two keys are allowable at this point, CANCEL or EXEC.

File already exists

The document to be retrieved is already on the system disk.

File damaged

The data file is damaged and may have to be recovered.

File name already in use (TC)

An active TC file has been specified.

File is Scratched (TC)

The file specified has been scratched (erased).

First finish Copy

You must press EXEC or CANCEL to leave the Copy operation before proceeding to the next function.

First finish Delete

You must press EXEC or CANCEL to leave the Delete operation before proceeding to the next function.

First finish Insert

You must press EXEC or CANCEL to leave the Insert operation before proceeding to the next function.

First finish Move

You must press EXEC or CANCEL to leave the Move operation before proceeding to the next function.

First finish Replace

You must press EXEC or CANCEL to leave the Replace operation before proceeding to the next function.

Glossary contains no retrievable text

A proper Glossary Label has been specified for Recall, but there is no text in the document that could be retrieved.

Glossary ID already exists

You are attempting to create a Glossary Document with the same ID as an existing Glossary.

Glossary ID does not exist

You are attempting to access a Glossary Document that does not exist.

Glossary not verified

You are attempting to Attach a Glossary that has not been Verified properly.

Improper glossary label

A character used in a Glossary Label is not from the list of acceptable Glossary Label characters.

Incorrect format line

The format line created by a Glossary Entry contains illegal Key Names or characters, is too long, or has the Key Names in the wrong sequence.

Incorrect password

The active password in memory does not correspond to the password of a document you are attempting to access.

Invalid address (TC)

The specified address of a telecommunications (TC) file is incorrect.

Invalid Archive Label

The archive label does not contain proper alphanumeric format (e.g., "0001A").

Invalid Archive Location

An improper archive location (A-Z, a-z) has been given.

Invalid Archive Device Assigned

An invalid device is assigned to the archive location specified.

Invalid Character

The password contains an invalid character, such as an uppercase numeral.

Invalid date (Change System Date)

You have specified an incorrect date. Date parameters are 01-12 for the month, 01-31 for the day.

Invalid Document ID

You have entered a document ID that does not consist of four digits and one letter in the proper sequence.

Invalid Key

You have pressed an incorrect key. Press the correct key.

Invalid Key - Ignored

A typographical error or illegal response has occurred. Re-execute.

Invalid library

The library character (fifth character in Glossary ID) is invalid or no such library exists.

Invalid Numeric Specification

One of the fields entered in the print menu has an invalid character (all should be numbers).

Invalid Printer Number

An incorrect printer number has been entered.

Invalid Range of Print Pages

The numbers specified as the starting and ending pages do not reflect the actual page count in the document to be printed.

Key Name (-XXXXX-) out of syntax

You have entered a Command keyword without previously entering the Command Key Name.

Library A is Empty (Range Filing)

No documents reside in the library specified for a range of documents filing operation.

Library does not exist (Library Catalog)

A nonexistent library ID has been specified.

Move Cursor

The system will not enter text into "dead space." Move the cursor to a space where characters have been typed, or use the Insert function.

No glossary attached

You are attempting to Recall Glossary text when no Glossary is Attached.

No glossary label

The Glossary text is not preceded by a valid Glossary Label (i.e. a valid underscored character in parentheses followed by two Returns).

No Next Screen

There is no screenload following the one on which you are currently located.

No Previous Screen

There is no screenload preceding the one on which you are currently located.

No such glossary entry

You are attempting to Recall text from a non-existent Glossary Entry.

Not a TC Data File (TC)

The file specified is another type of data file; not a TC file.2

Page Full

The 2200/WP page limitation of 4,096 characters has been reached. A page break should be entered to begin a new page.

Page overflow

While Recalling Glossary text, the page boundary of the standard document has been reached. Remember that Glossary text is added to another document, so Glossary text occupying less than a page could still produce an overflow when Recalled.

Page Overflow, Document 1234A partially retrieved

The system tried to retrieve a document with more than 116 total pages; overflow pages have not been retrieved.

Password Protected

The document selected is password protected. The correct password must be entered before the document can be accessed.

Platter mounted is not an initialized archive

The address specified is not an initialized archive.

Printer Not Available. Wait or Cancel

The printer is not available to accept print requests. The request can be made again when the printer is free.

Starting and Ending Documents must be in Same Library (Range Filing)

The range of documents to be filed must be in the same library.

Starting Document must be less than Ending Document (Range Filing)

The document range values were reversed or erroneously entered (e.g., "0100A-0056A").

Too Many Characters

A character sequence has been entered that is too long for the current operation.

Too Many Pages

More than the allowable maximum number of pages (116) have been created in one document.

Too many pages in glossary

The Glossary contains too many Page graphics. A Glossary is limited to 82 pages.

Unknown Command

A nonexistent command has been selected with the COMMAND key.

Unknown Document

The document ID entered is nonexistent; either it has not yet been assigned or it has been deleted. Enter the correct ID.

Unknown Glossary

The Glossary ID entered is nonexistent. Enter the correct ID.

Volume Full

The volume sector limit has been reached and the current document has been partially retrieved; it may be damaged.

Volume does not exist

The volume name entered is not in the master volume list.

Unable to re-use file name (TC)

You have specified filing to re-use space; there is not enough re-use space to complete this operation.

Warning: A page was split in document 1234A

While filing a document containing pages of more than 4,096 characters, the system inserted a page break at the word ending nearest to the 4,096-character limit.

Wrong type of File (TC)

The file specified is not a data file.

(-XXXX is incorrect key name

The Glossary has a misspelled or invalid Key Name, or the Key Name is not preceded by "(-" and followed by "-)".

82 labels are allowed - X is label number 83

The Verified Glossary has a space limitation of 82 Entries; further Entries can not be made.

APPENDIX D
PROMPTS/INSTRUCTIONS/MESSAGES

Archive: 0001A

Indicates the archive location for Prepare New Archive.

Archive diskette is ____ Press Execute or Cancel

Indicates the number of the diskette which you are using as an archive. If this is the correct diskette, press EXEC to continue. Press CANCEL to discontinue.

Attach it?

Press EXEC to have the Glossary Attached to the terminal. Press CANCEL to return to the Glossary Functions menu.

(Autoscore Mode)

Indicates that every text character entered will be underscored.

Copy What?

After pressing COPY, highlight the text to be copied and press EXEC.

Batch Request Ended

The range filing operation requested has been processed and is complete.

Creating New Document

The system is in the process of creating a new document for text entry.

Creation Library is A

Displays the letter of the library in which all documents will be created, unless the letter is changed. Press RETURN to move the cursor to this block.

Detaching Glossary

The Glossary presently Attached to the terminal is now Detached.

Document:

During Super Copy and Super Move, the system requests the ID number of the document from which text will be copied or moved.

(Document End)

The last character and screen of the document are visible on the CRT screen.

Document Name: _____

During the current operation, the system displays the document name to cross-check your request. If correct, press EXEC; if incorrect, press CANCEL.

Documents Processed

Displays list of document IDs being processed in a range filing operation.

End of Edit?

Displayed after pressing the CANCEL key in Document Create or Edit. To terminate the operation, press EXEC; otherwise, press CANCEL.

Enter Archive Label

Indicates that you are to enter the archive label, which consists of four digits and one library letter.

Enter starting Document ID

Enter the first document ID to used in the range filing operation.

Enter ending Document ID

Enter the last document ID to be used in the range filing operation.

Execute or Cancel

Press EXEC to continue the operation. Press CANCEL to discontinue the operation.

Exiting

Displayed when the system is exiting from Document Create or Edit to return to the main menu.

Find next one?

Press EXEC or SRCH to find the next occurrence of the characters specified for the Global Replace operation. Pressing SHIFT and REPLC during the Global Replace operation will replace every instance from this point on. Press CANCEL to terminate either operation.

Format Copied

During Copy, Move, Super Copy or Super Move this message will be displayed if you press the FORMAT key while highlighting. The format of the copied or moved text will then remain intact.

From Where?

Highlight the text for Super Move or Super Copy.

Going to Page *

Indicates that the system is in the process of going to the specified page.

Glossary 0002A attached

Indicates that the specified Glossary Document is Attached to the terminal.

(In Progress)

The filing request is in operation.

Insert what?

After pressing INSERT, type the characters to be inserted, and press EXEC.

Inserting Page Break

A page break is being inserted.

Loading Copy, Loading Super Copy, Loading the Editor, Loading Glossary, Loading Move, Loading Super Move, Loading Replace, Loading Global Replace, Loading Search, Loading Global Search

Indicates that the specified operation is being initiated by the system.

Mount Archive

The archive diskette must be mounted so that the operation requested can be performed.

Move What?

After pressing MOVE, highlight the text to be moved and press EXEC.

Opening Document

The system is in the process of accessing a specified document.

(Page End)

Indicates that a page break ends the page displayed on the current screen.

Password Active

Documents created while this message is displayed will be password protected. The correct password must be entered to access a password protected document for editing, filing, or printing.

Please Cancel

Press CANCEL; it is the only option available.

Please Enter Document ID

Enter the 4-digit, 1-letter document ID and press EXEC.

Please Enter Glossary ID

Enter the Glossary ID (four digits and one letter) and press EXEC.

Please enter password _____

Enter the 6-character password necessary to access a password protected document.

(Rearranging)

Displayed while the system is rearranging a document following an operation that has modified it (e.g., Move, Copy).

Replace it?

During Global Replace, press EXEC or REPLC to replace this occurrence of specified characters. Press SRCH to find the next occurrence, or SHIFT and REPLC to replace every instance from this point on. Press CANCEL to terminate the Global Replace operation.

Replace it with?

After highlighting the text to be replaced, enter the replacement characters and press EXEC.

Replace what?

After pressing REPLC or SHIFT & REPLC, highlight the text to be replaced and press EXEC.

Search for What?

Enter the character sequence to be located.

To Where?

Indicate (by positioning the cursor) where text is to be moved or copied.

Touch EXEC to continue

Press EXEC to continue the operation.

Touch EXECUTE to continue or CANCEL

Press EXEC to continue the operation. Press CANCEL to discontinue the operation.

Which Command?

Press the key corresponding to the command to be performed.

Which Entry?

Indicate the 1-character Glossary Label of the Entry to be Recalled.

Which page:

Appears after pressing the GO TO PAGE key. You must now enter the page number of the screen you want displayed. Press EXEC or one of the cursor control keys.

(Verifying)

The system is checking the the Glossary Document for proper format.

Verify it?

Press EXEC to have the system check the Glossary Document for proper format.

Verification Successful

The Glossary Document has been checked for proper format and found to be in the correct form. It is available to be Attached and Recalled.

APPENDIX E
CARE, HANDLING, AND FILING OF DISKETTES

E.1 INTRODUCTION

The proper care and handling of magnetic diskettes is critical to their reliable performance and life expectancy. Diskettes should be stored under the same environmental conditions in which humans are most comfortable. The ideal condition is a temperature of 70 degrees, humidity at 50 percent, and in an atmosphere free from dust and dirt. While this is the ideal condition, there is a broader range of temperature and humidity under which diskettes can be safely stored and used. The safe ranges are 50 degrees to 125 degrees Fahrenheit (10 degrees to 51.7 degrees Centigrade) and 8 percent to 80 percent relative humidity. Any condition outside of these limits should definitely be avoided.

E.2 THINGS TO DO

- . Store diskettes in an upright position.
- . Write on the label before applying it to the unexposed portion of a diskette.
- . Place a diskette into the outer jacket properly by inserting exposed area first.
- . Fully insert a diskette into the drive and firmly close the door.
- . Maintain a list (record) of document IDs and names of all documents on each diskette.
- . Write on the diskette cover with a felt-tipped pen only.

E.3 THINGS NOT TO DO

- . Never stack or pile diskettes for storage.
- . Do not apply the label before writing on it.
- . Do not apply the label to exposed surface.
- . Never handle exposed surfaces.

- . Do not intentionally expose a diskette to heat, sunlight, dust, ashes, liquids, or extremes of temperature or humidity.
- . Avoid slamming the door of the diskette drive.
- . Do not place objects on top of a diskette.
- . Do not overstuff file drawers. This can cause a diskette to stick in its cover.
- . Never write on a diskette with pencil or ball point pen.

APPENDIX F
DOCUMENT COMPATIBILITY BETWEEN WANG 2200 WORD PROCESSING SYSTEMS
AND WANG OFFICE INFORMATION SYSTEMS

F.1 INTRODUCTION

2200 Word Processing documents are, in most cases, compatible with Wang Office Information Systems. That is, once created on a 2200 Word Processing System, documents can be filed to an archive diskette and transferred to an Office Information System for text manipulation and printing. Likewise, documents which are created on the Office Information System can be filed to an archive diskette and transferred to a 2200 Word Processing System. Documents may also be transferred to and from an Office Information System and a 2200/WP System using telecommunications. This appendix outlines the areas of difference between documents created on a Wang 2200 Word Processing System (2200/WP) and those created on an Office Information System (OIS).

F.2 DISKETTE COMPATIBILITY

An OIS can only read single-sided, single-density diskettes. Therefore, do not attempt to file 2200/WP documents that are stored on a dual-sided, double-density diskette onto an OIS. 2200/WP documents that are stored on double-sided, double-density diskettes can be copied to single-sided, single-density diskettes for use with the OIS. OIS documents (stored on single-sided, single-density diskettes) can be filed directly to a 2200/WP System.

F.3 MERGE/DON'T MERGE

Merge Printing, functional on the OIS, is not supported by the 2200/WP System. However, pressing the MERGE or DON'T-MERGE (SHIFT & MERGE) key on the 2200/WP terminal (2223DW) will display the appropriate graphic, (|) or (|). If a document created on the 2200/WP System contains Merge codes, these graphics will activate the Merge Print function when the document is filed to an OIS. Conversely, Merge & Don't Merge functions entered in documents using the OIS terminal are functional on the OIS, but cannot activate Merge Printing when these documents are filed to a 2200/WP System.

F.4 STOP

The STOP key, functional on the OIS, is not supported by the 2200/WP System. However, pressing the STOP key on the 2236DW terminal will display the Stop graphic, (■). If a document created on the 2200/WP System contains STOP codes, such graphics will stop the printer at the indicated text positions when used on an OIS. Conversely, Stop codes entered in documents using the OIS terminal are functional only on the OIS and cannot activate the Stop function when these documents are filed to a 2200/WP System.

F.5 GLOSSARY

There are two significant differences between Glossary Documents on the 2200/WP System and those on the OIS.

1. The OIS Glossary Document ID number (four digits and a space) is not a valid 2200/WP Glossary Document ID, as the space is not considered a valid library letter. If OIS Glossary Documents are to be filed onto a 2200/WP System, they must first be supercopied into a document in one of the 52 valid letter libraries, filed to the 2200/WP System, and then Verified. Conversely, 2200/WP Glossaries which have a library letter in the Document ID, are acceptable for use on the OIS.
2. The 2200/WP System recognizes only the following 16 keys as valid Glossary Key Names.

(-TAB-)	(-FORMAT-)
(-RETURN-)	(-MERGE-)
(-BACKSPACE-)	(-DON'T MERGE-)
(-UNDERSCORE-)	(-NOTE-)
(-INDENT-)	(-STOP-)
(-PAGE-)	(-COMMAND-)
(-CENTER-)	(-SUBSCRIPT-)
(-DECTAB-)	(-SUPERSCRIP-)

The OIS recognizes other format and special function keys, as well as the Decision Processing commands, as valid Glossary Key Names. If an OIS Glossary containing Key Names other than the 16 listed above is filed onto a 2200/WP System, the system will be unable to Verify the Glossary until the unsupported Key Names are removed.

All Verified Glossaries created on a 2200/WP System can be filed onto an OIS and Verified. Any Glossary Document transferred from one system to another must be reverified before it can be used.

F.6 HORIZONTAL SCROLL

OIS documents which contain the Horizontal Scroll feature (i.e., documents with Format Lines wider than 80 characters) can be filed onto a 2200/WP System, but the system will only display a Format Line of 80 characters. Any text in an OIS document that exceeds the 80-character limit will wrap around to the beginning of the next line whenever the 80-character limit is encountered. The positioning of page breaks and the numbering of pages should be considered before printing such documents.

F.7 PAGE SIZE LIMITATION

On the 2200/WP System, the maximum number of characters per page of text is 4,096 (approximately 50, 80-character lines). If an OIS document containing pages of more than 4,096 characters is filed to a 2200/WP System, the system inserts a page break at the word ending nearest to the 4,096-character limit. When page breaks are automatically inserted, the system displays the message, "Warning: a page was split in document 1234A" at the conclusion of the "Retrieve from Archive" operation.

F.8 PAGES PER DOCUMENT

On the 2200/WP System, the maximum number of pages per document is 116. An OIS has a similar limit of 119 pages per document. If an OIS document which contains more than 116 pages is filed onto a 2200/WP System, the system will retrieve the first 116 pages of the document, display the error message "Too Many Pages", and terminate the function.

NOTE

The foregoing material in this Appendix also applies to the Wang VS/IIS.

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