

Burroughs 

**B 1000 Series
Text Management and
Communication System
(TMCS)**

CAPABILITIES MANUAL

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INTRODUCTION

The Burroughs Text Management and Communication System (TMCS) is a flexible text processing system. Teamed with your Burroughs B 1000 computer system, TMCS electronically accelerates document production and distribution. This system quickly consolidates and prepares information required by you and your customers.

As a decision-maker, you know the importance of maintaining an efficient office. TMCS helps maintain that effective level of operation. It is easy to operate, and it aids your employees in producing standard documents of high quality.

This manual presents an overview of the capabilities offered by TMCS. Major features of the program are briefly described and sample screens are provided. Convenient services including installation assistance, action-line support, and available documentation are discussed.

Serving as a concise description, this manual is an introduction to TMCS. For specific information included in other TMCS manuals, consult the Documentation Provided section under Support Services.

TMCS is available for B 1000 series of systems, style identification number B1000 TMS.

PRODUCT OVERVIEW

Does your firm operate smoothly? Is information distributed quickly? Are reports prepared and duplicated with few problems?

If the answer to any of these questions is no, then the Burroughs Text Management and Communication System (TMCS) can benefit you.

TMCS can help your company run smoothly. It can distribute information to a variety of locations. And it can be used to prepare and duplicate text and reports with minimal effort.

As a computerized text processing system, TMCS offers the following major features:

1. Rapid computer communication and text entry.
2. Simplified document creation and revision.
3. Spelling verification.
4. Automatic text and page formatting.
5. Automatic form letter production.
6. High-speed printing.

TMCS is economical to use. It allows various departments to share the computer and its related devices. Multiple work stations let both text processing and data processing personnel use the computer system and process various applications at the same time. This system provides increased productivity, quality, and standardization.

As your business grows and changes, the modular design of Burroughs B 1000 computer systems permits expansion without affecting existing text processing or data processing activities. Therefore, your business can increase its capacity and simultaneously continue its daily routine.

MODULE DESCRIPTION

TMCS contains these modules to perform specific functions:

1. PETT - Creates, merges, and edits documents.
2. SPELLER - Verifies spelling.
3. CAT - Formats and prints documents.
4. TOM - Transfers messages to other locations.
5. CATCARE - Maintains the TMCS dictionary.

Each program is discussed in the following paragraphs.

PETT PROGRAM

Document production begins with the PETT Program. PETT stands for Pretty Easy Typing on the Terminal and was developed especially for personnel with a background in typing. Text is entered on a blank terminal display screen and is formatted automatically at the time of printing. The text can be called up on the terminal display screen again, so it can be edited easily.

HELP MESSAGES

Three instructional screens provide necessary help messages. These screens help you move from one screen to another, restore text, and insert text.

SYSTEM MESSAGES

The computer provides system messages which keep the typist informed about the functioning of the program. For example, messages appear when the system is run, text is consolidated, documents are updated, and so on.

DOCUMENT RECOVERY

If the program ends abnormally, a recovery file is available. This file is automatically used to restore the document prior to the last transmission. It allows you to continue without losing recorded information.

You can discontinue a task, eliminate all modifications entered, and restore the document to its original appearance by removing the current recovery file. You can then call up the original file which contained no modifications.

CANDE FILES

Documents can be created efficiently and edited using only the PETT Program and its commands. Since PETT automatically creates a CANDE (Command AND Edit) file, you have the option to expand your editing or hardware capabilities by using CANDE.

CANDE commands allow you to arrange text easily. Text can be moved from one section of a document to another. Standardized text which is used frequently can be duplicated when necessary. Documents can be merged without retyping. CANDE can find and display as well as find and replace specific portions of text.

FORMDATA

Formdata (form letter) capabilities included in the PETT Program increase production of repetitive forms with standard text. The text can be formatted and printed automatically. The sample screen below illustrates a form letter document.

```
*FORMLETTER
*SKIP 10
*R # 5
July 1, 198-
*L # 1
<ADDRESSEE (1)>
<ADDRESSEE (2)>
<ADDRESSEE (3)>
<ADDRESSEE (4)>
*L 5 1
Cust. No. <CUSTNUMBER>
*p
<GREETING>
*p
Thank you very much for your recent purchase,
order number <PONUMBER> for <AMTOFPUR>. This
order is being processed and shipped today.
Please allow <DELIVERY> for delivery.
*p
Since your order was directed to our corporate
office, we thought you would like to know that
we have a local representative near your loca-
tion. <LOCALREP>, <REPAD(1)>, <REPAD(2)> will
be glad to assist you should you need special
information regarding any of our products.
Also, orders placed with our local representa-
tive can save time because they are placed
through a special direct line.
*L # 3
```

SPELLER PROGRAM

The SPELLER Program checks the spelling of a document. It reads the files and compares each word to the computer dictionary. Any differences are noted so corrections can be made.

CAT PROGRAM

The CAT Program (Computer Assisted Typing) speeds document production using automatic formatting standards. The CAT Program processes the formatting commands of the document and prints the finished document on a specified device.

FORMATTING MADE EASY

Certain formatting specifications are basic to all documents. These fundamentals include page size, margin settings, line spacing, lines per page, pitch, and so on. These items are designated in the Format Description File.

Once the Format Description File is established and identified with a key word, you can key in that word and produce text in the required format. TMCS flexibility allows the typist to modify commands within the document as required. The use of this capability ensures standardization of document files.

The following features are available in CAT to assist you in text and page formatting:

1. Automatic hyphenation.
2. Right-margin justification.
3. No-edit options for unique text appearance.
4. Glossary indentation for listings, terms, and definitions.
5. Automatic placement of headings and footings.
6. Automatic generation of table of contents.
7. Multiple-column formatting.
8. Tabular-text alignment.
9. Automatic paragraph formation.
10. Margin control.

11. Appropriate placement and numbering of notes and footnotes.
12. Optional type styles.
13. Pitch specifications.
14. Automatic pagination.
15. Automatic page numbering.

Below is a sample form letter produced using the combined capabilities of the PATT and CAT Programs.

July 1, 198-

Mr. Harry Larson
National Stores
4225 North Adams
Trenton, NJ 08610

Cust. No. 500 1535 181250

Dear Mr. Larson:

Thank you very much for your recent purchase, order number A25006 for \$1,015.50. This order is being processed and shipped today. Please allow two weeks for delivery.

Since your order was directed to our corporate office, we thought you would like to know that we have a local representative near your location. Mark Stevens, 420 South Spring, Trenton, NJ 08610 will be glad to assist you should you need special information regarding any of our products. Also, orders placed with our local representative can save time because they are placed through a special direct line.

Very truly yours,

Jane Martin
Customer Service Representative
The Winton Company

PRINTING OPTIONS

The CAT Program formats and prints the document. Printing may be done on a specified hard-copy terminal, line printer, or display terminal. The entire document, selected pages, or multiple copies may be printed.

Another output device which may be used is the Burroughs B 9270-35 Page Printer. This is a laser printer designed for high-speed, quality printing. The page printer combines computer, xerographic, and laser technologies. It offers many advantages including:

1. Excellent copy quality.
2. Printing speed of two pages per second.
3. Automatically collated output.
4. The use of plain paper of varying weights.
5. Continuous operation capabilities.

In addition, the page printer can be programmed to output text in different fonts, create electronic forms which may be stored, and modify formats. For a complete description of capabilities, refer to the B 9270-35 Page Printer Reference Manual, form 1120490.

TOM PROGRAM

Another important feature of TMCS is the TOM (Transfer of Messages) Program which electronically distributes documents and correspondence to (and from) other locations. Confidential correspondence instructions can be designated.

The TOM directory contains a valid personnel listing. A special program, NAMDIRECTORY, can be executed by appropriate personnel to list the TOM directory.

CATCARE PROGRAM

The CATCARE Program is used to maintain the TMCS dictionary. Words may be added or deleted from the dictionary, and appropriate hyphenation may be indicated. Because of this program, an accurate word base is available on demand.

SUPPORT SERVICES

A number of support services are provided by the Burroughs Corporation. These are discussed briefly in the following sections.

INSTALLATION SERVICES

Using the Burroughs Text Management and Communication System Installation and Implementation User's Guide, installation of TMCS can generally be accomplished in house. If you require further information or assistance, it can be arranged through the local Burroughs marketing office.

INSTALLATION REQUIREMENTS

The following is a list of the hardware and software requirements for installation of TMCS.

HARDWARE

One of the following B 1000 mainframes is needed for TMCS:

1. B 1700
2. B 1800
3. B 1900

The following minimum peripheral devices are recommended for successful operation of TMCS.

1. One magnetic tape drive.
2. One dedicated disk pack drive.
3. One line printer.
4. One or more terminal devices (TD 830 or MT 983). The TD 830 requires a TD 015 or a TD 019 keyboard (not a TD 016). The MT 983 requires a TP 110 keyboard.
5. One or more high-quality printing devices (e.g., Anderson Jacobson AJ 832, Diablo 1650-KSR, Diablo 630, and Agile A-1).

SOFTWARE

The following software is required for TMCS:

1. Master Control Program level 9.1 and related system software.
2. B 1000 Command AND Edit (CANDE) Language.
3. Standard Network Definition Language (NDL).
4. B 1000 Systems Data Management Systems II (DMS II) is required for the TOM Program.

ACTION-LINE CONCEPT

Questions regarding TMCS on the B 1000 computers are handled by action-line to the Customer Support Center, Irvine, California. These questions can deal with any aspect of TMCS. Purchase of the product is the only requirement for access to this action-line.

DOCUMENTATION PROVIDED

The following reference texts are available for TMCS.

1. Burroughs B 1000 Series Text Management and Communication System (TMCS) Capabilities Manual, form 1141355.
2. Burroughs B 1000 Series Text Management and Communication System (TMCS) Installation and Implementation User's Guide, form 1141363.
3. Burroughs B 1000 Series Text Management and Communication System (TMCS) Terminal Operator's Manual, form 1141371.
4. Information regarding the Burroughs Page Printer may be obtained from Burroughs Corporation, Documentation Dept., TIO-Central, 13001 Eckles Road, Plymouth, MI 48170.

NOTES

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