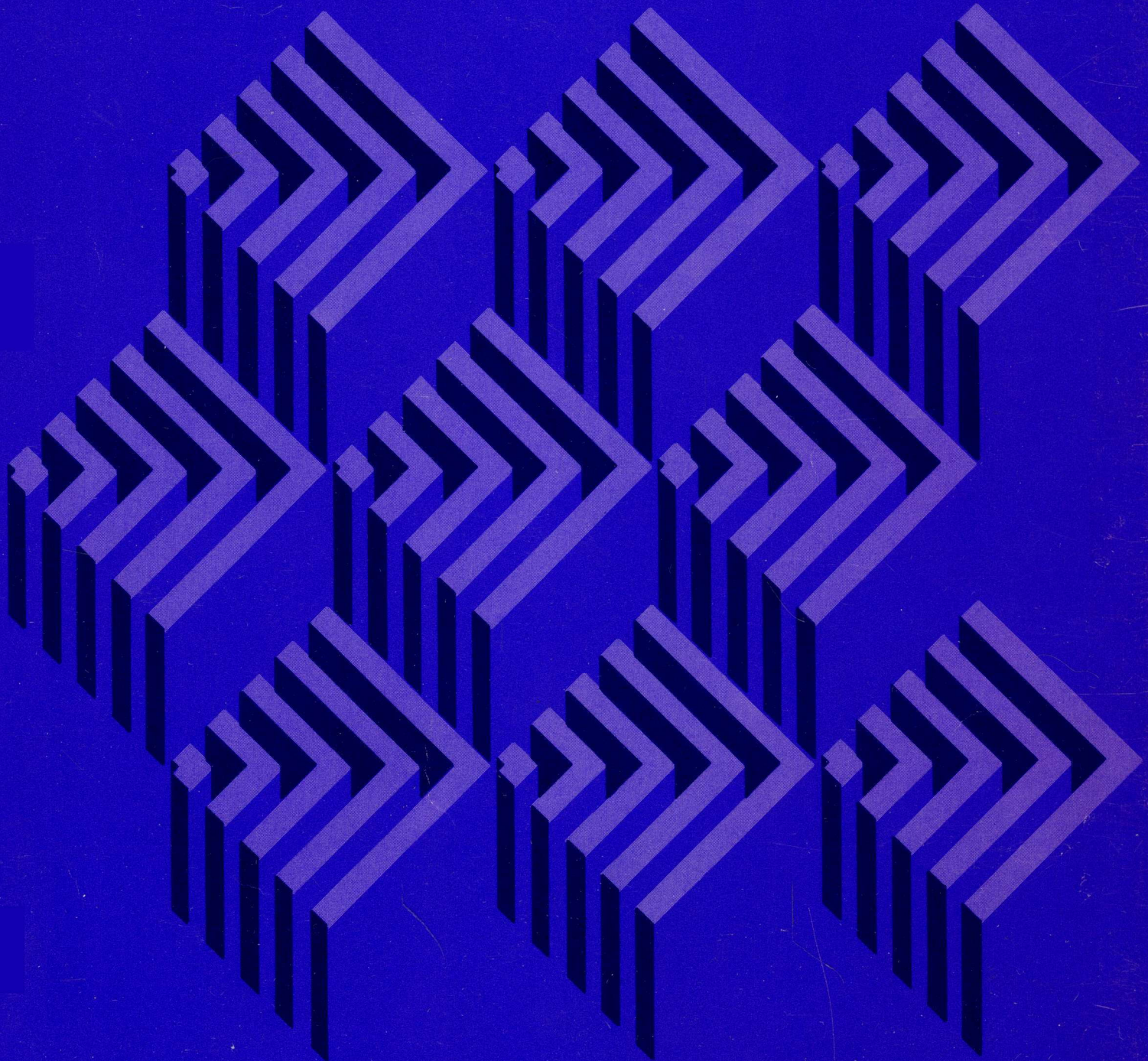


**IBM Displaywriter System
Operator Training
Book 2-Selectable Topics**

Textpack 4



S544-2035-0

**IBM Displaywriter System
Operator Training
Book 2--Selectable Topics**

Textpack-4

IBM

Check the FCC label on the back of the Electronics Module to determine which of the following warning statements applies to your IBM Displaywriter System.

Warning: This equipment generates, uses, and can radiate radio frequency energy and if not installed and used in accordance with the instructions manual, may cause interference to radio communications. As temporarily permitted by regulation, it has not been tested for compliance with the limits for Class A computing devices pursuant to Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference. Operation of this equipment in a residential area is likely to cause interference in which case the user at his own expense will be required to take whatever measures may be required to correct the interference.

Warning: This equipment generates, uses, and can radiate radio frequency energy and if not installed and used in accordance with the instructions manual, may cause interference to radio communications. It has been tested and found to comply with the limits for Class A computing devices pursuant to Subpart J of Part 15 of FCC Rules, which are designed to provide reasonable protection against such interference when operated in a commercial environment. Operation of this equipment in a residential area is likely to cause interference in which case the user at his own expense will be required to take whatever measures may be required to correct the interference.

First Edition (February 1982)

Changes are periodically made to the information herein; these changes will be incorporated in new editions of this publication.

Use this publication only for the purpose stated in the "Preface."

Publications are not stocked at the address below. Requests for copies of IBM publications and for technical information about the system should be made to your IBM representative or to the branch office serving your locality.

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Preface

PURPOSE

This publication provides operating instructions for the IBM Displaywriter System.

The instructional material in this book describes basic procedures used with the IBM Displaywriter System.

All names used in the examples in this book are purely fictitious, and any resemblance to living persons is coincidental.

AUDIENCE

This publication is intended for IBM Displaywriter System customer personnel who are responsible for operating the system.

CONTENTS

This publication has six major sections:

- The first section contains topics related to creating and revising text documents. It also contains additional information on printing and how to use the Spelling Verification Aid to check the spelling of words in a document.
- The second section contains topics related to creating and revising documents containing tables. It also contains information on using the Math functions to verify totals in a table.
- The third section contains topics related to creating documents from stored text.
- The fourth section contains topics related to creating and printing documents in different formats. These topics include such things as adding headers and footers to a document and printing a document in a different typestyle.

- The fifth section includes topics related to the program diskettes. These topics include how to duplicate and personalize the program diskettes.
- The last section contains steps to help you continue if you need assistance during training.

A description of each topic is given in Topic 1, "Guide to Choosing Your Selectable Topics."

Students should read this section first and choose only those topics that relate to their own work.

For easy identification, topics that contain new information for Textpack 4 are indicated in the Training Checklist in Topic 1.

RELATED PUBLICATIONS

IBM Displaywriter System Operator Training Book 1 -- Basic Topics, S544-2034. This publication is the first instruction book for the IBM Displaywriter System and should be completed by all operators.

IBM Displaywriter System Operator Reference Guide, S544-2036. This publication, a part of the IBM Displaywriter System Reference Package, is the basic reference book for the IBM Displaywriter System's functions. It is a detailed guide to the system.

IBM Displaywriter System Problem Determination Guide, S544-0860. This publication, a part of the IBM Displaywriter System Reference Package, lists the problems that may occur during the operation of the system. It also gives the procedures that an operator can follow to determine both the cause of the problem and the solution.

IBM Displaywriter 5218 Printwheel Printer Problem Determination Guide, S544-2000. This publication, a part of the IBM Displaywriter System Reference Package, lists the problems that may occur during operation of the IBM Displaywriter 5218 Printwheel Printer. It also gives the procedures that an operator can follow to determine both the cause of the problem and the solution. The IBM 5228 Wide-Carriage printer will be covered in this book at a later date.

IBM Displaywriter System Printer Guide, S544-0861. This publication, a part of the IBM Displaywriter System Reference Package, is divided into two sections. The first section deals with the IBM 5215 "Selectric " Element

Printer. The second section deals with the IBM 5218 Printwheel Printer. Each section gives a description of each part of the printer and includes operating instructions for the printer.

IBM Displaywriter System Prompts and Messages Guide, S544-2122, lists the prompts and messages that appear on the display and explains what they mean.

IBM Displaywriter System Work Station Procedures Guide, S544-2037. This publication, a part of the IBM Displaywriter System Reference Package, is a bridge between the Operator Training Books and the customer's own work. The "Procedures Guide" section includes suggestions for setting up procedures, and guidelines for procedures for program and work diskette handling and printer sharing. The "Work Samples Handbook" section contains work samples with step-by-step instructions for processing a document.

DATA SECURITY

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

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Topic 1. Guide to Choosing Your Selectable Topics

Before you begin training in this book, you must complete IBM Displaywriter System Operator Training Book 1 - Basic Topics. If you have not completed Book 1, return to it now.

DECIDING WHICH SELECTABLE TOPICS TO TAKE

This book contains selectable topics organized into five major sections plus a Help During Training section. You should take only those selectable topics which relate to the types of work you will be doing using your IBM Displaywriter System.

Note: If you have already trained on Textpack 1, Textpack 2 or Textpack 3, refer to the Training Checklist to see which topics have been changed or added for Textpack 4.

This book is designed for operators of an IBM Displaywriter System using either a 5215 "Selectric" element printer, a 5218 printwheel printer, or an IBM 5228 wide-carriage printer.

A 5218 printwheel printer or a 5228 wide-carriage printer may be shared by up to three work stations. In addition, the optional Sheet-Feed Paper Handler may be attached to the printer.

Within some topics, where appropriate, additional information regarding 5218 or 5228 printers and the Paper Handler is included. This information will be segregated by a subtopic heading at the left margin. In these instances, operators using a 5215 "Selectric ©" element printer should skip this material and read the next subtopic heading.

In instances where the information is the same for both types of printers, the words "printer element/printwheel" will be used.

To decide which selectable topics to take:

1. Read the topic descriptions, and look at the examples.

2. Choose only those topics which compare to the types of work you will create in your office. Skip topics that do not apply to your work.

3. Mark these topics on your Training Checklist.

Either make a copy of the Training Checklist or write down the topics in the order you want to take them.

Note: Some of the selectable topics have a prerequisite, another topic you must take before this topic. Keep this in mind when you are checking off your topics on the Training Checklist.

4. Complete the topics that apply to your daily work first. Train later on applications you do less frequently.

Remember, if you have a question regarding which selectable topics to choose or have any problems, call the IBM Office Systems Support Center. Center personnel will answer your questions or direct you to the IBM Branch Office for additional support if appropriate.

TOPIC CHECKLIST

Topic No.	Selectable Topic	Estimated Training Times	Prerequisite	Take Topics In This Order	Check When Completed	Topics Changed or Added for Textpack 4
CREATE, REVISE, CHECK SPELLING AND PRINT TEXT						
1	Guide to Choosing Your Selectable Topics	1/2 hr.	---	1		X
2	Creating an Envelope With a Letter	1/2 hr.	---	2		
3	Creating a Multi-Page Document	1/2 hr.	---	3		
4	Checking Spelling, Hyphenating, and Paginating	1/2 hr.	3	4		X
5	Supplemental Dictionaries	1/2 hr.	4	5		X
6	Checking Spelling and Hyphenating a Foreign Language	1/2 hr.	---			X
7	Revising a Multi-Page Document	1/2 hr.	3	6		X
8	Making Recurring Changes Using the GLOBAL Key	1/2 hr.	4	7		
9	Creating Overstrike Characters	1/4 hr.	---			
10	Superscripts and Subscripts	1/4 hr.	---			
11	Additional Print Information	1/4 hr.	---			
CREATE, REVISE AND CHECK TABLES						
12	Creating Simple Tables	3/4 hr.	---			X
13	Creating Advanced Tables	1 hr.	11			X
14	Revising Tables	3/4 hr.	11			X
15	Checking Numbers	3/4 hr.	---			X
16	Figuring Numbers to Complete a Table	1/4 hr.	14			
17	Shortcuts to Check and Figure Numbers	1/2 hr.	---			X
18	Creating Simple Text Tables	1/2 hr.	11			X
19	Creating Advanced Text Tables	3/4 hr.	11 & 16			X
CREATING DOCUMENTS FROM STORED TEXT						
20	Form Letters with Stored Variable Information	1 hr.	---	8		
21	Repetitive Paragraphs with Variable Information	3/4 hr.	3			
22	Repetitive Paragraphs with Stored Variable Information	1 hr.	19			
FORMATS						
23	Adding Headers and Footers to a Document	3/4 hr.	3	9		
24	Indented Formats	1/4 hr.	---			
25	Making Changes to the Page Format	3/4 hr.	3			
26	Determining Where Lines and Pages Should End	1/2 hr.	3			
27	Making Typestyle Changes	1/2 hr.	---			
28	Justifying a Document	1/4 hr.	3			
PROGRAM DISKETTES						
29	Duplicating the Program Diskette	3/4 hr.	---			
30	Changing Your Program Diskette to Match Your Printer Elements and Keyboard Numbers	3/4 hr.	27			
31	Changing Your Program Diskette to Match Your Printwheels and Keyboard Numbers	3/4 hr.	27			
32	Changing the Program Diskette to Create Documents with Auto Carrier Return Off	3/4 hr.	3 & 27			
33	Personalizing a Program Diskette	1/4 hr.	27	10		X
34	Combining Program Diskettes Onto a 2D Diskette	3/4 hr.	---			X
35	Duplicating Your Personalized Program Diskette to a New Program Diskette	1/4 hr.	31			
HELP DURING TRAINING						
36	What to do if?					X

TOPIC CHECKLIST FOR OPERATORS WITH NO PREVIOUS TRAINING

If you have had no previous training on the IBM Displaywriter System, take those topics which apply to your work.

Topic No.	Selectable Topic	Estimated Training Times	Prerequisite	Take Topics In This Order	Check When Completed
CREATE, REVISE, CHECK SPELLING AND PRINT TEXT					
1	Guide to Choosing Your Selectable Topics	1/2 hr.	----		
2	Creating an Envelope With a Letter	1/2 hr.	----		
3	Creating a Multi-Page Document	1/2 hr.	----		
4	Checking Spelling, Hyphenating, and Paginating	1/2 hr.	3		
5	Supplemental Dictionaries	1/2 hr.	4		
6	Checking Spelling and Hyphenating a Foreign Language	1/2 hr.	----		
7	Revising a Multi-Page Document	1/2 hr.	3		
8	Making Recurring Changes Using the GLOBAL Key	1/2 hr.	4		
9	Creating Overstrike Characters	1/4 hr.	----		
10	Superscripts and Subscripts	1/4 hr.	----		
11	Additional Print Information	1/4 hr.	----		
CREATE, REVISE AND CHECK TABLES					
12	Creating Simple Tables	3/4 hr.	----		
13	Creating Advanced Tables	1 hr.	11		
14	Revising Tables	3/4 hr.	11		
15	Checking Numbers	3/4 hr.	----		
16	Figuring Numbers to Complete a Table	1/4 hr.	14		
17	Shortcuts to Check and Figure Numbers	1/2 hr.	----		
18	Creating Simple Text Tables	1/2 hr.	11		
19	Creating Advanced Text Tables	3/4 hr.	11 & 16		
CREATING DOCUMENTS FROM STORED TEXT					
20	Form Letters with Stored Variable Information	1 hr.	----		
21	Repetitive Paragraphs with Variable Information	3/4 hr.	3		
22	Repetitive Paragraphs with Stored Variable Information	1 hr.	19		
FORMATS					
23	Adding Headers and Footers to a Document	3/4 hr.	3		
24	Indented Formats	1/4 hr.	----		
25	Making Changes to the Page Format	3/4 hr.	3		
26	Determining Where Lines and Pages Should End	1/2 hr.	3		
27	Making Typestyle Changes	1/2 hr.	----		
28	Justifying a Document	1/4 hr.	3		
PROGRAM DISKETTES					
29	Duplicating the Program Diskette	3/4 hr.	----		
30	Changing Your Program Diskette to Match Your Printer Elements and Keyboard Numbers	3/4 hr.	27		
31	Changing Your Program Diskette to Match Your Printwheels and Keyboard Numbers	3/4 hr.	27		
32	Changing the Program Diskette to Create Documents with Auto Carrier Return Off	3/4 hr.	3 & 27		
33	Personalizing a Program Diskette	1/4 hr.	27		
34	Combining Program Diskettes Onto a 2D Diskette	3/4 hr.	----		
35	Duplicating Your Personalized Program Diskette to a New Program Diskette	1/4 hr.	31		
HELP DURING TRAINING					
36	What to do if?				

TOPIC CHECKLIST FOR OPERATORS TRAINED ON TEXTPACK 1

trained previously
Textpack 1, review
the topics which have
changed for Textpack 4.
New topics have also
been added. Take the
new topics which apply
to your work.

Topic No.	Selectable Topic	Estimated Training Times	Prerequisite	Take Topics In This Order	Check When Completed	Topics Changed or Added for Textpack 4
CREATE, REVISE, CHECK SPELLING AND PRINT TEXT						
1	Guide to Choosing Your Selectable Topics	1/2 hr.	---			X
2	Creating an Envelope With a Letter	1/2 hr.	---			X
3	Creating a Multi-Page Document	1/2 hr.	---			
4	Checking Spelling, Hyphenating, and Paginating	1/2 hr.	3			X
5	Supplemental Dictionaries	1/2 hr.	4			X
6	Checking Spelling and Hyphenating a Foreign Language		---			X
7	Revising a Multi-Page Document	1/2 hr.	3			X
8	Making Recurring Changes Using the GLOBAL Key	1/2 hr.	4			X
9	Creating Overstrike Characters	1/4 hr.	---			X
10	Superscripts and Subscripts	1/4 hr.	---			X
11	Additional Print Information	1/4 hr.	---			X
CREATE, REVISE AND CHECK TABLES						
12	Creating Simple Tables	3/4 hr.	---			X
13	Creating Advanced Tables	1 hr.	11			X
14	Revising Tables	3/4 hr.	11			X
15	Checking Numbers	3/4 hr.	---			X
16	Figuring Numbers to Complete a Table	1/4 hr.	14			X
17	Shortcuts to Check and Figure Numbers		---			X
18	Creating Simple Text Tables	1/2 hr.	11			X
19	Creating Advanced Text Tables	3/4 hr.	11 & 16			X
CREATING DOCUMENTS FROM STORED TEXT						
20	Form Letters with Stored Variable Information	1 hr.	---			X
21	Repetitive Paragraphs with Variable Information	3/4 hr.	3			X
22	Repetitive Paragraphs with Stored Variable Information	1 hr.	19			X
FORMATS						
23	Adding Headers and Footers to a Document	3/4 hr.	3			X
24	Indented Formats	1/4 hr.	---			
25	Making Changes to the Page Format	3/4 hr.	3			X
26	Determining Where Lines and Pages Should End	1/2 hr.	3			X
27	Making Typestyle Changes	1/2 hr.	---			X
28	Justifying a Document	1/4 hr.	3			
PROGRAM DISKETTES						
29	Duplicating the Program Diskette	3/4 hr.	---			X
30	Changing Your Program Diskette to Match Your Printer Elements and Keyboard Numbers	3/4 hr.	27			
31	Changing Your Program Diskette to Match Your Printwheels and Keyboard Numbers	3/4 hr.	27			
32	Changing the Program Diskette to Create Documents with Auto Carrier Return Off	3/4 hr.	3 & 27			X
33	Personalizing a Program Diskette	1/4 hr.	27			X
34	Combining Program Diskettes Onto a 2D Diskette	3/4 hr.	---			X
35	Duplicating Your Personalized Program Diskette to a New Program Diskette	1/4 hr.	31			X
HELP DURING TRAINING						
36	What to do if?					X

TOPIC CHECKLIST FOR OPERATORS TRAINED ON TEXTPACK 2

If you trained previously on Textpack 2, review the topics you took which have changed for Textpack 4. New topics have also been added. Take the new topics which apply to your work.

Topic No.	Selectable Topic	Estimated Training Times	Prerequisite	Take Topics In This Order	Check When Completed	Topics Changed or Added for Textpack 4
CREATE, REVISE, CHECK SPELLING AND PRINT TEXT						
1	Guide to Choosing Your Selectable Topics	1/2 hr.	----			X
2	Creating an Envelope With a Letter	1/2 hr.	----			
3	Creating a Multi-Page Document	1/2 hr.	----			
4	Checking Spelling, Hyphenating, and Paginating	1/2 hr.	3			X
5	Supplemental Dictionaries	1/2 hr.	4			X
6	Checking Spelling and Hyphenating a Foreign Language	1/2 hr.	----			X
7	Revising a Multi-Page Document	1/2 hr.	3			X
8	Making Recurring Changes Using the GLOBAL Key	1/2 hr.	4			X
9	Creating Overstrike Characters	1/4 hr.	----			X
10	Superscripts and Subscripts	1/4 hr.	----			X
11	Additional Print Information	1/4 hr.	----			X
CREATE, REVISE AND CHECK TABLES						
12	Creating Simple Tables	3/4 hr.	----			X
13	Creating Advanced Tables	1 hr.	11			X
14	Revising Tables	3/4 hr.	11			X
15	Checking Numbers	3/4 hr.	----			X
16	Figuring Numbers to Complete a Table	1/4 hr.	14			X
17	Shortcuts to Check and Figure Numbers	1/2 hr.	----			X
18	Creating Simple Text Tables	1/2 hr.	11			X
19	Creating Advanced Text Tables	3/4 hr.	11 & 16			X
CREATING DOCUMENTS FROM STORED TEXT						
20	Form Letters with Stored Variable Information	1 hr.	---			X
21	Repetitive Paragraphs with Variable Information	3/4 hr.	3			X
22	Repetitive Paragraphs with Stored Variable Information	1 hr.	19			X
FORMATS						
23	Adding Headers and Footers to a Document	3/4 hr.	3			X
24	Indented Formats	1/4 hr.	----			X
25	Making Changes to the Page Format	3/4 hr.	3			X
26	Determining Where Lines and Pages Should End	1/2 hr.	3			X
27	Making Typestyle Changes	1/2 hr.	----			X
28	Justifying a Document	1/4 hr.	3			
PROGRAM DISKETTES						
29	Duplicating the Program Diskette	3/4 hr.	----			X
30	Changing Your Program Diskette to Match Your Printer Elements and Keyboard Numbers	3/4 hr.	27			
31	Changing Your Program Diskette to Match Your Printwheels and Keyboard Numbers	3/4 hr.	27			
32	Changing the Program Diskette to Create Documents with Auto Carrier Return Off	3/4 hr.	3 & 27			
33	Personalizing a Program Diskette	1/4 hr.	27			X
34	Combining Program Diskettes Onto a 2D Diskette	3/4 hr.	----			X
35	Duplicating Your Personalized Program Diskette to a New Program Diskette	1/4 hr.	31			X
HELP DURING TRAINING						
36	What to do if?					X

Topic 3. Creating a Multi-Page Document

This topic teaches you how to create a multi-page document using the defaults stored on the IBM program diskette. You will learn how to type the entire document from beginning to end. Then you will automatically divide the total document into pages. This process is called pagination.

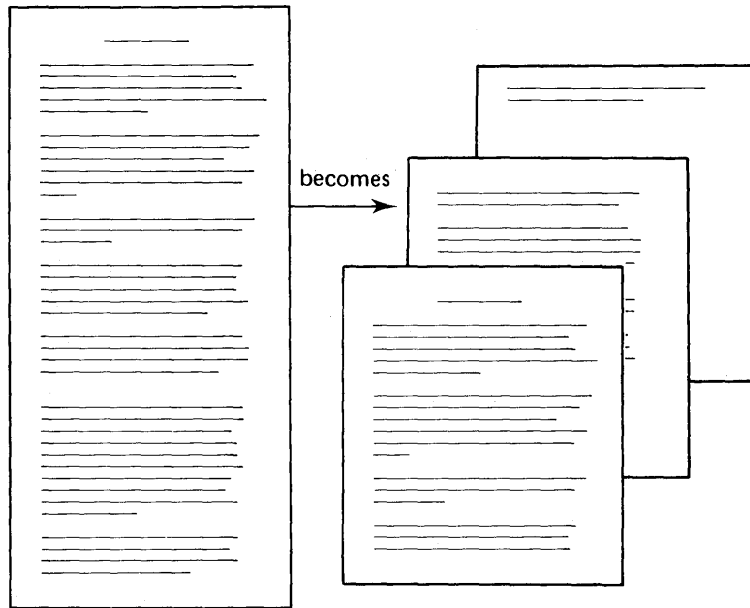


Figure 1-2. Paginating a Multi-Page Document

Topic 4. Checking Spelling, Hyphenating and Paginating

Prerequisite: Topic 3. Creating a Multi-Page Document

This topic teaches you how to use Spelling Tasks to check for spelling errors in a document and hyphenate words at the right margin while you paginate (have the system automatically determine where each page should end).

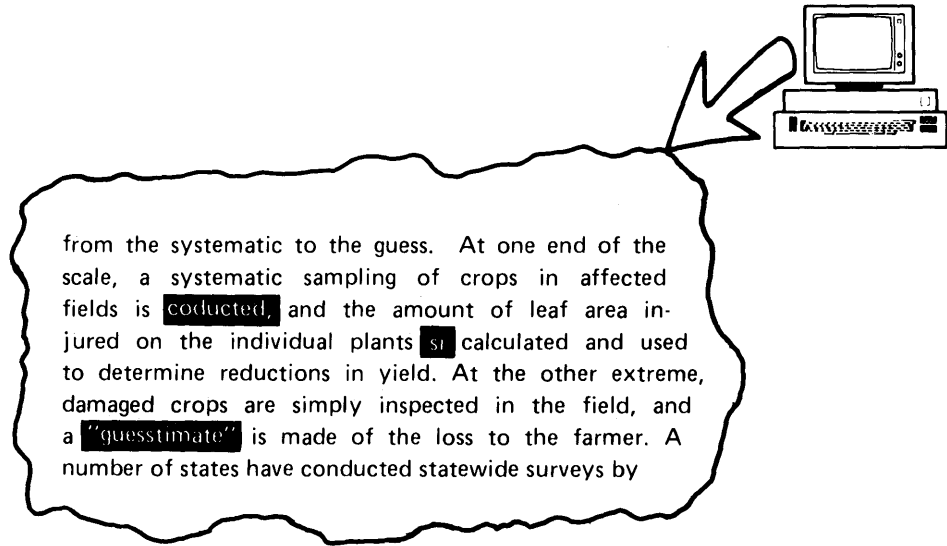


Figure 1-3. Words Marked by the Spelling Task

The Displaywriter analyzes each typed word and compares it to a Displaywriter dictionary of approximately 50,000 commonly used business words stored on the IBM program diskette. Unmatched words are highlighted, and you can correct misspelled words. If a correctly spelled word is highlighted, you can indicate that it is correct so that it will not be highlighted again.

At the same time, the Displaywriter hyphenates words contained in the Displaywriter dictionary to give you a more even right margin.

Topic 5. Supplemental Dictionaries

Prerequisite: Topic 4. Checking Spelling, Hyphenating and Paginating

This topic teaches you how to create and add supplemental dictionaries of your own words to the standard dictionary. The benefit you gain from adding supplemental dictionaries is that during a spell-check, words or names that you frequently use which are spelled correctly are not highlighted.

Topic 6. Checking Spelling and Hyphenating in a Foreign Language

Prerequisites: Topic 4. Checking Spelling, Hyphenating and Paginating, and Topic 5. Supplemental Dictionaries

In this topic you will learn to use the Languagepack 2 program diskettes to check for spelling errors in documents typed in a foreign language. Eleven language dictionaries are available.

You also can check multi-language documents.

Topic 7. Revising a Multi-Page Document

Prerequisites: Topic 3. Creating a Multi-Page Document and Topic 4. Checking Spelling, Hyphenating and Paginating

This topic teaches you how to make revisions to a multi-page document. You will learn how to quickly go to the desired revision points in a document, how to move text from one page to another, and how to divide and combine paragraphs.

You also will learn how to check spelling, hyphenate and paginate the pages that have been affected by revisions.

FIRST DRAFT

THE BALANCE SHEET

A balance sheet lists in one section all the assets of the business as of the last day of the accounting period and in another section all claims against these assets. Claims against assets include creditors' claims, or liabilities, and owner's claims, or investments (also called equity or net worth).

Assets

Cash -- This asset includes cash balances in the bank, cash on hand (including change and petty-cash funds), funds held in trust, sinking funds, and funds available for payment to be retained in one or more accounts receivable from officers, employees, and nontrade receivables.

Allowance for uncollectible accounts receivable -- This allowance is established for the estimated amount of uncollectible accounts receivable. It is generally agreed that if the cost of transportation of the goods to the company is included in the cost, in a sale could justifiably be included in the cost of the goods.

Once it has been determined that there is an inventory account, there are several methods of determining the cost of the inventory:

1. If a business uses the first-in, first-out method, the first units purchased are the first units sold.
2. First in, first out -- The first units purchased are the first units sold.
3. Last in, first out -- The last units purchased are the first units sold.
4. The average cost method -- The average cost of all units purchased is used to determine the cost of the units sold.

Move to Page 3

FIRST DRAFT

These assets are most commonly shown on the balance sheet at their cost to the business or their market value.

Prepaid and deferred items -- Prepaid expenses are prepayments for goods or services that will be consumed in the near future. Deferred charges are prepayments that will benefit the company over a period of years, such as the cost of moving to a new location.

Purchased inventories -- If the business buys merchandise or raw materials which it merely holds for a time and then sells with little or no alteration, the inventory is valued either at cost or at the replacement price if the latter is below cost.

It is generally agreed that if the cost of transportation of the goods to the company is included in the cost, in a sale could justifiably be included in the cost of the goods.

Once it has been determined that there is an inventory account, there are several methods of determining the cost of the inventory:

1. If a business uses the first-in, first-out method, the first units purchased are the first units sold.
2. First in, first out -- The first units purchased are the first units sold.
3. Last in, first out -- The last units purchased are the first units sold.
4. The average cost method -- The average cost of all units purchased is used to determine the cost of the units sold.

The choice of inventory valuation will affect the reported cost of goods sold on the income statement and also the reported net income.

Manufactured inventories -- If the company manufactures goods from purchased raw materials, the inventory costing or valuation method is somewhat different. Any raw materials on hand are valued by one of the methods described for purchased inventories. Valuation of work in process and finished goods inventories involves cost of the raw materials used, cost of the direct labor used in converting the raw materials, and factory overhead, or indirect cost.

Total indirect costs do not vary with the amount of goods produced, or at least not proportionately. This means that if the plant is not operated at its maximum capacity, the indirect costs per unit of production will be more than would be the case if the plant were operated at a higher level of production.

Notes receivable -- This account includes the face amount of all notes that have been given the company and that are still unmatured, even those that have been discounted at the bank. Notes receivable discounted is a contingent (possible) liability account. If a note receivable has been discounted at the bank, the company has had to guarantee its payment. Thus until the maker of the note pays the bank, the company has a possible notes payable.

New paragraph here

Figure 1-4. Revisions to a Multi-Page Document

Topic 8. Making Recurring Changes Using the GLOBAL Key

Prerequisite: Topic 4. Checking Spelling, Hyphenating and Paginating

The GLOBAL key is used to make a change that occurs several times throughout a document.

This topic teaches you how to make the change only once and have that change made for you each time it occurs in the document.

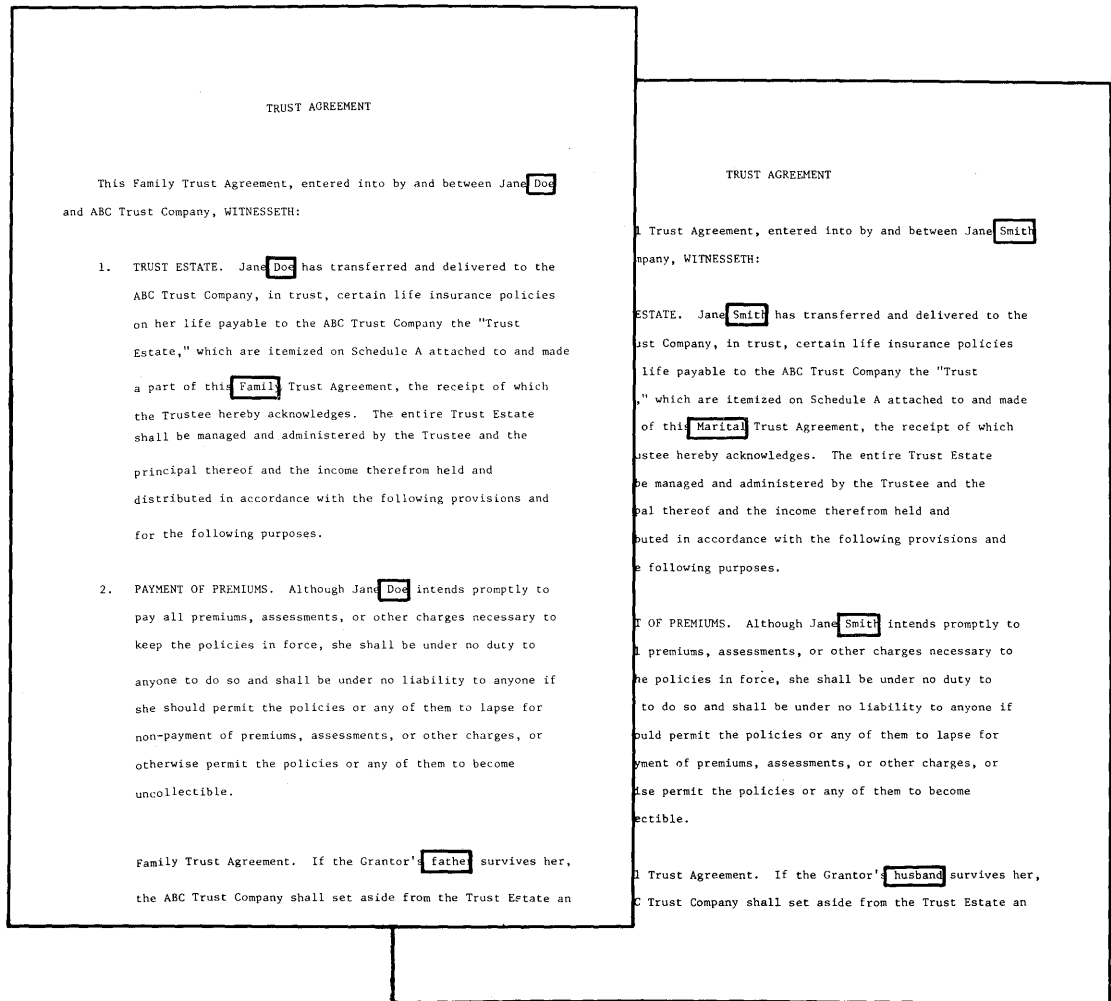


Figure 1-5. Example of Global Changes Throughout a Document

Topic 9. Creating Overstrike Characters

This topic teaches you how to construct characters by typing one character on top of another.

You will also learn how to strike over a block of characters at one time. This is useful when marking a block of text on the printed page to indicate to the reader that this text is to be deleted later.

Example:

PURCHASE AGREEMENT

This Agreement, entered into this 3rd day of April, 1982, by and between the Philadelphia Corporation, a Pennsylvania corporation with principal offices at 1601 Liberty Avenue, hereinafter called the "Corporation," and Richard Michaelson, of 1865 Conway, hereinafter called the "Stockholder," WITNESSETH:

WHEREAS, the Stockholder owns 200,000 of the 1,350,000 outstanding shares of capital stock of the Corporation;

WHEREAS, the Stockholder wishes to make all of said stock subject to the terms of this Agreement;

WHEREAS, it is the intent of the Corporation and the Stockholder to secure this Agreement by the use of insurance to provide all or a substantial part of the purchase price when needed to carry out this Agreement.

~~////NOW/THEREFORE//IN/CONSIDERATION//OF//THE//ORIGINAL//COVENANTS//TO//BUY//AND//SELL//AND//THE//PERFORMANCE//THEREOF//EXPRESSED//HEREIN//BY//THE//PARTIES//THE//STOCKHOLDER//DOES//HEREBY//BIND//HIMSELF//HIS//HEIRS//EXECUTORS//ADMINISTRATORS//AND//ASSIGNS//AND//THE//CORPORATION//DOES//HEREBY//BIND//ITSELF//AND//ITS//SUCCESSORS//AND//EACH//HEREIN//AGREE//~~

Example: ϕ

In this topic you will also learn how to underline one character in a word.

Example: sit and set

Figure 1-6. Overstriking a Block of Characters

Topic 10. Superscripts and Subscripts

This topic teaches you how to type a superscript or a subscript code in order to type one-half space above or below the line.

<u>Superscript</u>	<u>Subscript</u>
$10^{(n-3)} + y = 120$	H_2O

Figure 1-7. Example of Superscripts and Subscripts

Topic 11. Additional Print Information

In this topic, you will learn how to print selected pages from a document and how to queue (line up) more than one document at a time for printing.

In addition, you will learn how to display a list of the documents in the print queue, how to cancel a job from printing, and how to change the printing order of the documents selected for printing.

CREATE, REVISE AND CHECK TABLES

Topic 12. Creating Simple Tables

This topic teaches you how to use the Column Layout function to create a table of words and to create a table of numbers.

Several employees have been promoted this month. Please make the necessary changes in your personnel files.

Ross	Engineering	Associate Engineer
Monteith	Sales	Assistant Manager
Galloway	Communication Center	Staff Assistant
Blanche	Data Processing	Payroll Supervisor
Sylvester	Engineering	Staff Manager

Please contact each of these people and congratulate them on their achievements within the company.

Figure 1-8. Table of Words

Memo to Robert Lore:

\$200,451.15	\$965,791.33	\$ 142.00
12,937.40	506,400.00	187.23
56,279.28	89,436.42	3,436.49
7,633.82	6,393.01	175.89
919,391.10	935,140.38	24,637.19

These are the regional sales figures for the last 3 years. They should be helpful in your forecasting.

Figure 1-9. Table of Numbers

The benefit of using the Column Layout function to create a table is that when you type columns, you no longer have to determine the space between columns and where to set the tabs. The Column Layout function does this for you.

Topic 13. Creating Advanced Tables

Prerequisite: Topic 12. Creating Simple Tables

This topic teaches you how to use the Column Layout function to create tables that have headings centered over columns, tables that have columns made with different kinds of tabs, and tables that have long centered headings made with different kinds of tabs.

These are advanced tables because each column requires more than one kind of tab.

The different kinds of tabs explained are:

- Center Tab
- Flush Right Tab

These are in addition to the two you learned about in Creating Simple Tables:

- Flush Left Tab
- Decimal Tab

The benefit of using the Column Layout function to create an advanced table is that you no longer have to determine the space between columns and where to set the tabs. The Column Layout function does this for you.

<u>Part Number</u>	<u>Equipment Description</u>	<u>Price of One</u>	<u>Quantity</u>
XT4804	thermometer	7.50	320
XQ556	oscilloscope	2,999.99	2
XQ582	electrocardiograph	3,255.95	1
XT5743	hemostat	12.50	115
XR9	one-liter beaker	4.95	18
XT4877	balance	950.00	3

Handwritten annotations:
 - "center tab" above Part Number
 - "flush right" above Part Number
 - "flush left" above Equipment Description
 - "center tab" above Equipment Description
 - "center tab" above Price of One
 - "decimal tab" above Price of One
 - "center tab" above Quantity
 - "flush right" above Quantity

Figure 1-10. Advanced Table

Topic 14. Revising Tables

Prerequisites: Topic 12. Creating Simple Tables and Topic 13. Creating Advanced Tables

This topic teaches you how to make changes to a table created using the Column Layout function. These changes include:

- Deleting or adding entries within a column
- Replacing an entry within a column
- Adding an entire column to a table
- Copying or moving a column into another table
- Adjusting space between columns
- Deleting an entire column from a table
- Viewing portions of a large table

Another benefit of creating a table using the Column Layout function is the ease of making minor or major changes. You can delete, add, copy, or move entries in a column or entire columns without affecting the position of the rest of the table.

You also will learn to use the screen-movement keys to view a large table.

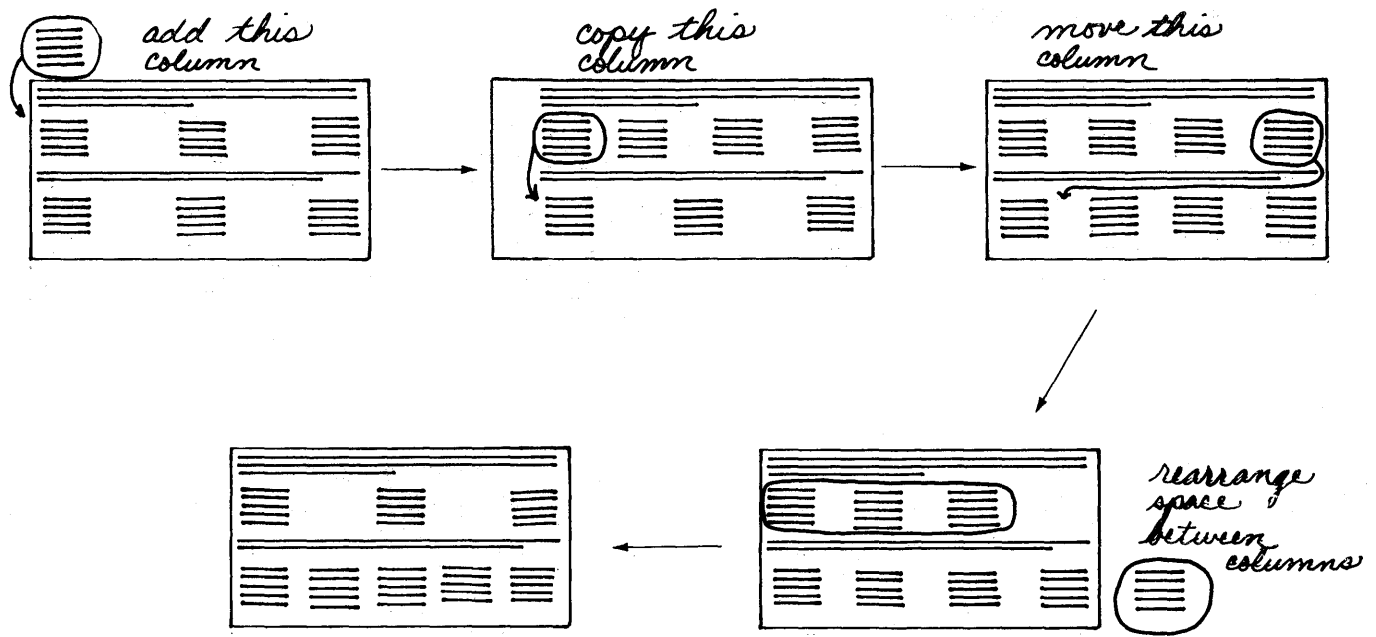


Figure 1-11. Revisions to a Table

Topic 15. Checking Numbers

Prerequisites: Topic 12. Creating Simple Tables and Topic 13. Creating Advanced Tables

After you have created a table of numbers that are totaled, you should check to see if the totals are correct. The Math functions add, subtract, multiply and divide numbers in a row or a column.

Then, you can check the total in the table against the total the system finds.

This topic teaches you how to use the Math functions to:

- Check totals in a column
- Check totals in a row
- Insert a checked total into a table
- Replace a number
- Delete a number

So, the Math functions are similar to the Spelling Verification Aid--these functions help you see if you have typed something incorrectly.

The Math functions work on tables created with or without the Column Layout function.

You also will learn to change the format of the total to match the kind of work you do.

<u>INCOMING SALES</u>			
<u>Winter</u>	<u>Spring</u>	<u>Summer</u>	<u>Totals</u>
\$ 67,748.30	\$ 81,260.60	\$ (87,773.50)	\$ 61,235.40
91,355.40	54,293.80	(12,006.90)	128,625.31
(44,672.50)	103,176.60	79,823.80	138,318.90
85,563.60	52,055.10	103,990.20	241,608.90
73,913.90	(99,639.80)	165,997.70	140,271.80
90,054.20	90,337.60	(56,229.50)	124,162.30
(66,681.70)	24,479.40	62,422.40	20,220.10
82,158.80	(145,423.40)	63,273.80	9.20
<u>379,440.00</u>	<u>160,530.90</u>	<u>319,498.00</u>	

These figures were reported by our Marketing Center in Carrollton, Texas. Refer to your conversion table for more information.

Figure 1-12. Checking Numbers in a Table

Topic 16. Figuring Numbers to Complete a Table

Prerequisites: Topic 12. Creating Simple Tables, Topic 13. Creating Advanced Tables and Topic 15. Checking Numbers

Sometimes when you type a table, you need to figure a number that is not in that table yet is needed to complete the table.

For example, you know the monthly estimate and need the yearly estimate, as in the illustration below.

<u>Utility Service Transcript</u>			
	<u>Company A</u>	<u>Company B</u>	<u>Company C</u>
monthly estimate	450.00	550.00	650.00
yearly estimate	?	?	?

Figure 1-13. Figuring Numbers to Complete a Table

To figure the yearly estimate, you need to use the number 12 (12 months = one year).

The Displaywriter can add, subtract, multiply or divide by a number that is not in the table. This number is a constant.

In the illustration above, 12 is the number used as the constant to figure out the yearly estimate and complete the table. This topic teaches you how to use a constant to figure an average, to perform the same operation on several numbers or to figure a percentage.

You also will learn to use a number typed as a percent to figure another number in the table, and how to use MATH REQUEST to figure an average.

Topic 17. Shortcuts to Check and Figure Numbers

Prerequisites: Topic 12. Creating Simple Tables, Topic 13. Creating Advanced Tables, Topic 15. Checking Numbers and Topic 16. Figuring Numbers to Complete a Table

This topic teaches you how to use KEY SAVE and KEY PLAYBCK to store the keystrokes used to check numbers and figure numbers in a table.

Topic 18. Creating Simple Text Tables

Prerequisites: Topic 12. Creating Simple Tables and Topic 14. Revising Tables

The benefit of using the Column Layout function to create text tables is that you can type sentences in a column just as you type sentences in the body of a document. The cursor automatically returns to the next line as you type.

So, You Want a Projector?	
<u>Pros</u>	<u>Cons</u>
The equipment handles easily and is inexpensive in general. Even an inexperienced person can use overlays for a step by step presentation while talking.	The color intensity on medium size equipment can be weak and ineffective with large overlays.
The large projectors give a brilliant image, even on an oversized screen in a well-lit area. These projectors are good for special occasions.	The large projectors are seemingly contradictory in that while heavy to carry, are quite fragile. These projectors also can be difficult to locate.
The contrast, when you use black and white film, is better than when you use color. Additional available equipment includes rear projection units.	Some of the mountings are expensive when combined with overlays and handart.
	Centering is difficult, and absolute darkness may be required, too.

Figure 1-14. Simple Text Table

Topic 19. Creating Advanced Text Tables

Prerequisites: Topic 12. Creating Simple Tables, Topic 14. Revising Tables and Topic 18. Creating Simple Text Tables

You may want to type text tables where the paragraphs in the left column always begin on the same line as the paragraphs in the right column, as in the illustration below. These tables are called lined-up text tables.

Dental Benefit Plan	
<u>Questions</u>	<u>Answers</u>
Will the plan cover my total dental expenses?	The plan will assist you with dental expenses and is not intended to cover the full cost.
How do I apply for benefits?	Complete and sign the Dental Benefit Plan form. Ask your dentist to complete the "Dentist Section" on the reverse side of the application form and return it to This is Your Life Insurance Company.
What else do I need to know about eligibility?	Charges for dental services are considered to be incurred on the date the services are completed. "Dentist" means a person licensed as such by the state in which such person practices. Eligible family members are your spouse and your unmarried children under age 19.
What about conversion privileges?	There is no conversion privilege for the Dental Benefit Plan.

Figure 1-15. Advanced Text Table

This topic teaches you how to use the Column Layout function to create lined-up text tables.

Lined-up text tables are advanced because they require a thorough understanding of the Column Layout function and simple text tables.

The benefit of using the Column Layout function to type lined-up text tables is that you can type sentences in a column just as you type sentences in the body of a document. The cursor automatically returns to the next line as you type.

CREATING DOCUMENTS FROM STORED TEXT

Topic 20. Form Letters with Stored Variable Information

Form letters are letters which are sent to a number of people. Most of the letter is the same for each person. Only the name and address and a few other words need to change from letter to letter.

The parts of the form letter that stay the same from one letter to the next are typed as a shell document. The information that changes from one letter to the next is called variable information. It is stored in a separate document called a fill-in document.

In this topic, you will learn how to:

- Create a shell document
- Create a fill-in document
- Join the shell document and fill-in document together

Choose this method of sending form letters if:

- The variable information to be inserted will be used for other form letters
- You are sending a large number of form letters
- You want the system to process the documents so you can be away working on something else
- The variable information is repeated within the same letter

Topic 21. Repetitive Paragraphs with Variable Information

Prerequisite: Topic 3. Creating a Multi-Page Document

Repetitive Paragraphs (also referred to as standard paragraphs) are paragraphs that can be typed once and then used over and over again in many different documents.

Topic 21 and 22 explain two different methods of creating documents from stored paragraphs. Be sure to read both topic descriptions before you choose the better method for your work.

In this topic, you will learn how to type repetitive paragraphs and how to set up a Paragraph Library. Then, you will learn how to assemble a document made up of repetitive paragraphs. You also will learn how to revise and add paragraphs to a Paragraph Library.

Choose this method of assembling documents from stored paragraphs if:

- The variable information to be inserted will be used for this document only
- You have only a few documents to build at one time
- You want to see the documents produced on the display

Topic 22. Repetitive Paragraphs with Stored Variable Information

Prerequisite: Topic 21. Repetitive Paragraphs with Variable Information

Repetitive Paragraphs (also referred to as standard paragraphs) are paragraphs that can be typed once and then used over and over again in many different documents.

Topic 21 and 22 explain two different methods of creating documents from stored paragraphs. Be sure to read both topic descriptions before you choose the best method for your work.

In this topic, you will learn how to assemble several different documents made up of repetitive paragraphs.

Choose this method of assembling documents from stored paragraphs if:

- The variable information to be inserted will be used for another document
- You have many documents to build at one time
- You want the system to assemble the documents so you can be away from the Displaywriter working on something else
- The variable information is repeated within the same document

Topic 23. Adding Headers and Footers to a Document

Prerequisite: Topic 3. Creating a Multi-Page Document

This topic teaches you how to set up the menus to create a header or a footer to print on each page of a document (see the example below). You type the header and footer only once. During printing, the Displaywriter adds the appropriate text to the top and bottom of each page as specified.

This topic also teaches you how to set up the system to number the pages of a document for you.

You will also learn how to alternate the placement of headers and footers when the document is going to be printed on both sides of the page.

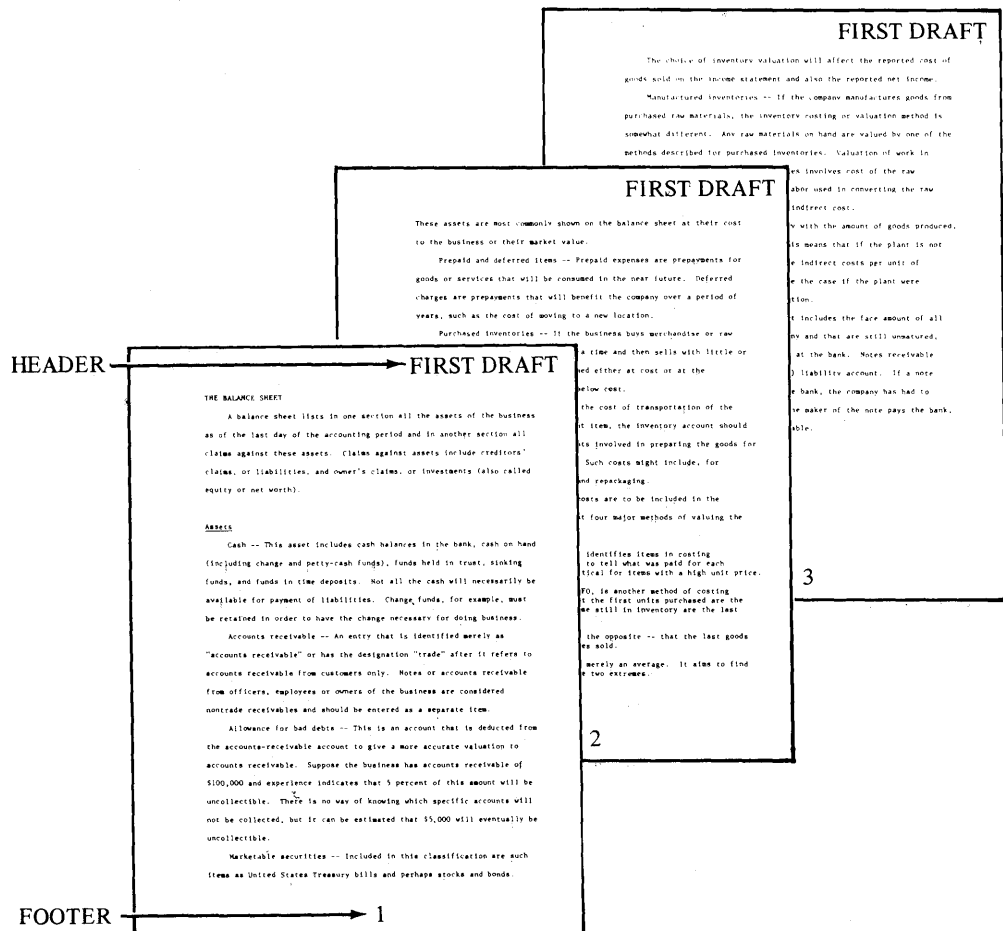


Figure 1-16. Headers and Footers in a Document

Topic 24. Indented Formats

This topic teaches you how to type documents in which you want several lines to be indented (see the example below).

You will learn how to type a Required Tab on the first line of a paragraph. The Displaywriter remembers that you typed a Required Tab and will continue to indent the remainder of the lines automatically until you tell it to stop.

Required Tabs should be used in all documents which use an outline format.

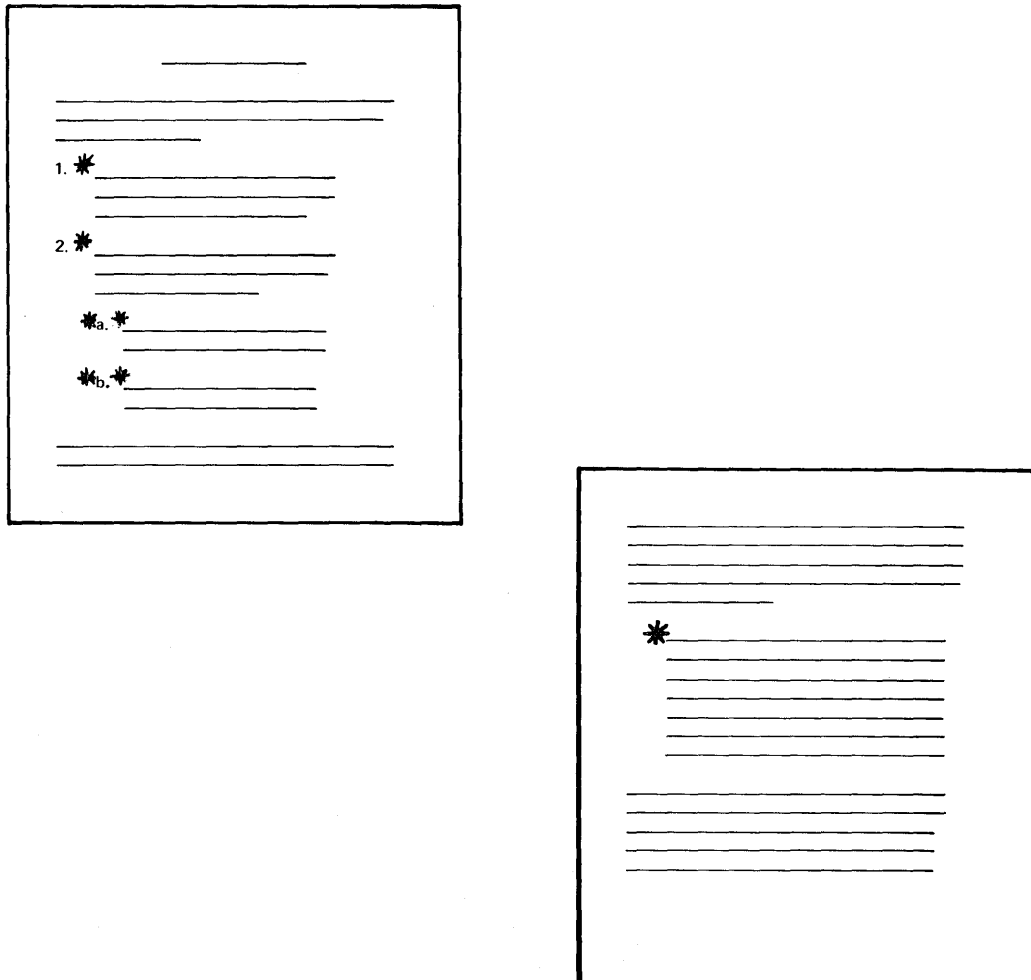


Figure 1-17. Documents with Indented Formats

Topic 25. Making Changes to the Page Format

Prerequisite: Topic 3. Creating a Multi-Page Document

This topic teaches you when, where, and how to make changes to the page format for a total document or within a document. You need to make a page format change when you want a certain portion of your document to use a:

- Different First Typing Line for a page
- Different Last Typing Line for a page
- Different Paper or Envelope Size

If you have the optional Sheet-Feed Paper Handler attached to a 5218 printwheel printer or 5228 wide-carriage printer, you should take this topic to learn to change the Printing Paper Source.

The Printing Paper Source controls the paper trays from which paper feeds during printing.

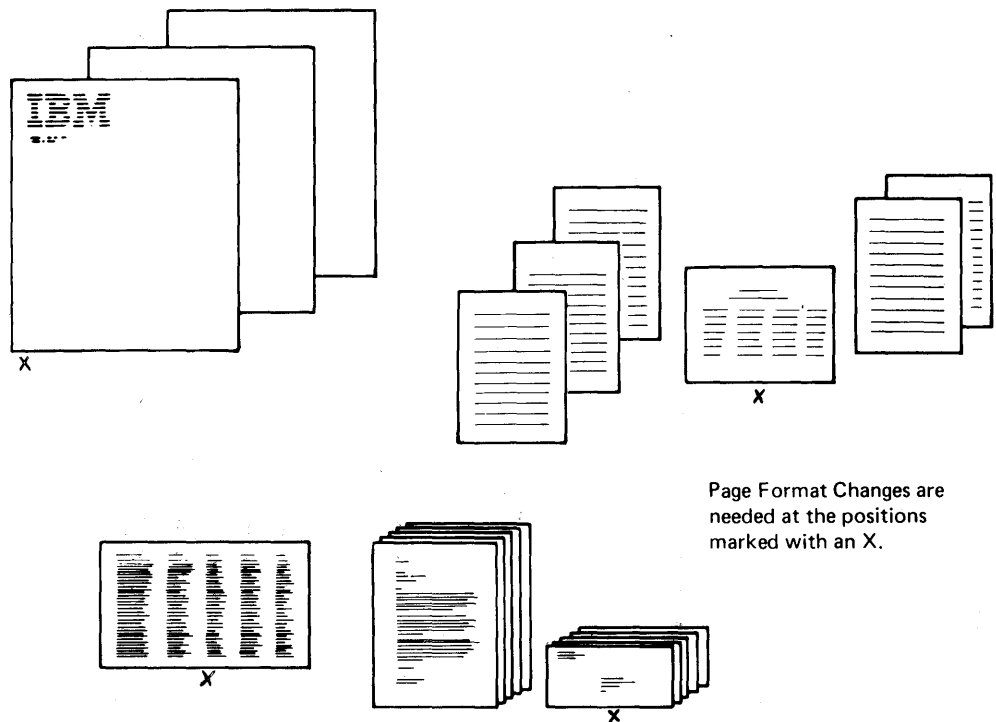


Figure 1-18. Documents with Changes to the Page Format

**Topic 26. Determining Where Lines
and Pages Should End**

Prerequisite: Topic 3. Creating a Multi-Page Document

This topic teaches you how to determine specific line endings and page endings in a document you will paginate.

You will learn how to:

1. Use REQUIRED SPACE to prevent words that must be kept together from splitting into two lines because of Auto Carrier Return or pagination.

The diagram illustrates two lines of text. The first line contains the name 'Peter' at the end of the line, and 'I. Miller' at the beginning of the line. The second line contains 'April' at the end of the line, and '2, 1981' at the beginning of the line. Each line is represented by a horizontal line with the text positioned above and below it.

Figure 1-19. Determining Where a Line Should End

2. Use REQUIRED PAGE END to end a page when you want to specify that the following text must start on a new page.

3. Use INSTR (Instruction) to keep a section of text from splitting across page boundaries during pagination.

ANALYZING FINANCIAL STATEMENTS

When Financial Statements have been made as accurate as possible, the buyer or his accountant should analyze the information they contain. Some comparisons and ratios that can be used to bring out trends and relations are discussed in this report.

Probably the first analysis to be made is to compare financial statements for the past ten years or as close to that length of time as possible. Has the trend over the years been up or down, or has there been no significant change? All items on the statements should be studied.

The changes from one year to another will be more helpful if they are stated in percentages. On each year's income statement, the net sales figure is taken as 100 percent, and each item is stated as a percent of the net sales. On the balance sheet, the net assets are taken as 100 percent and other items are stated as a percent of the net assets. Such statements are called "common-size" statements. Here are two comparative statements covering two years, with the 1978 figures shown as follows:

COMPARATIVE BALANCE SHEET		December 31, 1978 and December 31, 1977	
		1978	1977
Current Assets			
Cash	\$ 28,000	\$ 28,000	100.00
Marketable Securities	0	0	0.00
Accounts Receivable (net)	136,000	136,000	100.00
Notes Receivable	8,000	8,000	100.00
Inventories	380,000	380,000	100.00
Prepaid Expenses	11,600	11,600	100.00
Total Current Assets	563,600	563,600	100.00
Property, Plant, and Equipment (net)	396,200	396,200	100.00
Total Assets	\$1,059,800	\$1,059,800	100.00

→

→
Pagination Point

LIABILITIES AND OWNER'S EQUITY			
Current Liabilities:			
Accounts Payable	\$ 100,000	\$ 120,000	9.51 12.42
Notes Payable	0	20,000	0.00 2.07
Accrued Taxes Payable	1,600	2,400	0.15 0.25
Unearned Revenue	6,000	0	0.57 0.00
Total Current Liabilities	108,400	142,400	10.23 14.74
Mortgage Payable	120,000	20,000	11.32 2.07
TOTAL LIABILITIES	228,400	162,400	21.55 16.81
Owner's Equity			
Original Investment	500,000	500,000	47.18 51.76
Retained Earnings	331,400	303,600	31.27 31.43
Total Owner's Equity	831,400	896,600	78.45 83.19
Total Liabilities and Owner's Equity	\$1,059,800	\$1,059,800	100.00 100.00

Ratios and Other Analyses

Certain ratios and other expressions showing relationships between items on the financial statements are also helpful in interpreting the statements.

Current Ratio: This ratio compares current assets to current liabilities. The current ratio establishes an important relationship between the business' current debt and its ability to pay the debt. The assumption is that a company should be comfortably able to pay current debts from current assets if necessary. In many businesses, however, especially service businesses, current assets are proportionately smaller because there is little inventory. In these businesses, the relationship of current assets to current liabilities may be less important.

You would not want your document to break for pagination like the example shown here.

The entire table should stay together as one block of text.

Figure 1-20. Determining Where a Page Should End

Topic 27. Making Typestyle Changes

This topic teaches you how to make a typestyle change for an entire document or within a document. A typestyle change is necessary when you want to change to a different typestyle and/or pitch.

The following books are part of the IBM Displaywriter System Training library.

OPERATOR TRAINING BOOK 1 -- Basic Topics
OPERATOR TRAINING BOOK 2 -- Selectable Topics

It is **very important** that you start training in Book 1.

Figure 1-21. Typestyle Changes in a Document

Topic 28. Justifying a Document

Prerequisite: Topic 3. Creating a Multi-Page Document

This topic teaches you how to create and print a document with even left and right margins (see the example below). This is called justification. You will learn how to set up the menus for justified line alignment.

MARGIN AS TYPED	PARTIALLY JUSTIFIED	JUSTIFIED MARGIN
e the same amount of work as m. The secret lies largely ousands of microscopic han a tiny pencil eraser.	uce the same amount of work as oom. The secret lies largely k thousands of microscopic than a tiny pencil eraser.	duce the same amount of work as oom. The secret lies largely pack thousands of microscopic than a tiny pencil eraser.

Figure 1-22. Justified Text

PROGRAM DISKETTES

Topic 29. Duplicating the Program Diskettes

This topic teaches you how to duplicate the contents of an IBM program diskette onto another diskette. It is recommended that duplicate copies of program diskettes be made for backup purposes.

Topic 30. Changing Your Program Diskette to Match Your Printer Elements and Keyboard Numbers (5215 Printers Only)

(Topic 30 applies to operators using a 5215 "Selectric" element printer.)

Prerequisite: Topic 29. Duplicating the Program Diskettes

In this topic, you will learn how to change your IBM program diskette to match the printer element you will use most frequently. You also will learn how to add any required keyboard numbers to your program diskette.

If your primary printer element (the one you use most often) does not match the IBM-supplied default on the program diskette (Prestige Elite Typestyle, Part No. 143), you should take this topic.

In addition, if your printer elements are in a different pitch or keyboard--for example, the element contains [] (brackets) on the number 1 key--or if you type symbols, use a legal or accounting keyboard, or type in a foreign language, you should take this topic.

**Topic 31. Changing Your Program
Diskette to Match Your
Printwheels and Keyboard Numbers
(5218/5228 Printers Only)**

(Topic 31 applies to operators using a 5218 printwheel printer, or 5228 wide-carriage printer.)

Prerequisite: Topic 29. Duplicating the Program Diskettes.

In this topic, you will learn how to change your IBM program diskette to match the printwheel you will use most frequently. You also will learn how to add any required keyboard numbers to your program diskette.

If your primary printwheel (the one you use most often) does not match the IBM-supplied default on the program diskette (Prestige Elite, Typestyle Number 86), you should take this topic.

In addition, if your printwheels are in a different pitch or keyboard, or if you type symbols, use a legal or accounting printwheel, or type in a foreign language, you should take this topic.

**Topic 32. Changing the Program
Diskette to Create Documents
With Auto Carrier Return Off**

Prerequisites: Topic 3. Creating a Multi-Page Document and Topic 29. Duplicating the Program Diskettes

This topic teaches you how to change your program diskette defaults to turn Auto Carrier Return from On to Off. When you do this, you type a carrier return at the end of each line, not the system. You decide when and how you want to end each line.

In addition, you will learn some typing rules which must be followed when using Auto Carrier Return Off. You also will learn how to paginate a document so that the line endings will not be adjusted.

Topic 33. Personalizing A Program Diskette

Prerequisite: Topic 29. Duplicating the Program Diskettes

When your IBM program diskettes arrive, they contain a set of defaults. These defaults include margins and tabs the Displaywriter uses, the line spacing, typestyle, first typing line, last typing line, paper size, and so forth.

You can change these program diskette defaults to defaults you use more frequently in your own work. This topic teaches you how to change the defaults for:

- Document formats
- Alternate document formats
- Printer description
- Work station description (auto carrier return, etc.)
- Keyboard numbers
- Paginating
- Math formats (the format of the total, etc.)
- Checking spelling and hyphenating words

Topic 34. Combining Program Diskettes Onto a 2D Diskette

This topic teaches you how to combine onto one 2D diskette:

- Both Textpack 4 program diskettes
- At least one Feature Licensed Program
- At least one language dictionary from Languagepack 2 program diskettes
- Documents you want to store with your programs

You also will learn to update combined program diskettes when modification level program diskettes are available.

Combining program diskettes eliminates much diskette handling which can save processing time.

Topic 35. Duplicating Your Personalized Defaults to a New Program Diskette

Prerequisite: Topic 33. Personalizing a Program Diskette

This topic teaches you what to do when you receive new program diskettes from IBM and your current program diskettes contain personalized defaults. You will learn how to duplicate your personalized defaults to a new program diskette. Rather than having to make each individual change, you can duplicate all your personalized defaults at once by choosing Duplicate Machine Setup, a PROGRAM DISKETTE task.

HELP DURING TRAINING

Topic 36. What To Do If . . .

Refer to this topic for the steps to help you continue if you need assistance during training.

BEFORE YOU START YOUR SELECTABLE TOPICS

You have finished choosing your selectable topics and are ready to take your first topic.

Remember the following:

- Use the same work diskette named TRAIN that you used during training on the Basic topics.

If you need to reduplicate TRAIN for some reason, duplicate the contents of the diskette named MASTER onto the diskette named TRAIN. These diskettes are stored in Operator Training Book 1. Follow the steps found in the topic "Work Diskette Tasks" in Operator Training Book 1.

- Steps to do an exercise appear in bold-face type and all capital letters. Read all the text in a topic until you come to instructions in bold-face type, then "do" the instruction.
- If you have a question or a problem during and after training is completed, consult the Reference Guide or Work Station Procedures Guide.
- If you should decide to do some of your own work in between your training topics, refer to the Work Station Procedures Guide of the Reference Package for assistance if necessary.

The first chapter, "Setting Up Procedures," will guide you in setting up your program diskette. You can then match the work you want to do to a work sample, and follow the step-by-step instructions for completing the job.

**TRAINING IN A SHARED
PRINTER ENVIRONMENT
(5218/5228 PRINTERS ONLY)**

Up to three work stations can share one 5218 printwheel printer or one 5228 wide-carriage printer. The work station which has the 5218 or 5228 printer attached to it is the primary (main) work station. The other work stations are secondary work stations.

If you are using a secondary work station, always make sure that the printer is turned on at the primary work station. Also make sure that the Vol. 01 program diskette has been loaded at the primary work station.

REFER TO YOUR TRAINING CHECKLIST AND TURN TO YOUR FIRST SELECTABLE TOPIC.

Topic 2. Creating an Envelope with a Letter

In this topic, you will learn how to set up the IBM Displaywriter System to type envelopes. To type an envelope after typing a letter, you must change the document format.

Before starting this topic, you should complete:

All Basic Topics

TYPING THE LETTER

Beginning the Exercise

CREATE A DOCUMENT USING THE FOLLOWING INFORMATION, AND GO TO THE TYPING AREA:

Document name: Harrison Letter
Diskette name: TRAIN

TYPE THE FOLLOWING LETTER:

7 CR's
(Type today's date)

4 CR's

Mr. John R. Harrison
9242 Westview Drive
Austin, TX 78758

Dear Mr. Harrison:

Thank you for your continuing support of L. D. Jones University. Your generous contribution is greatly appreciated and has enabled us to continue granting scholarships covering tuition to high school students coming to L. D. Jones University from all over the United States.

Sincerely,

Dr. George R. Emery
Chairperson, Alumni Fund



Before typing the envelope, you must indicate the end of the page the letter is on. You do this with PAGE END. The PAGE END key is located in the group of keys on the upper-right side of the keyboard.

PRESS PAGE END.

SETTING UP THE MENUS TO TYPE THE ENVELOPE

You are ready to type the envelope which counts as the last page of the document. To type the envelope, you need to change the:

1. Paper or Envelope Size
2. First Typing Line
3. Left Margin

In this exercise, you will use a standard-size No. 10 business envelope. A left margin of 48 and a First Typing Line of 13 will cause printing to begin at the center of the envelope.

Changing the Format for the Envelope

PRESS THE CHG FMT KEY.

**CHOOSE THE ITEM IN THE FORMAT SELECTION MENU
TO CHANGE THE PAGE FORMAT.**

**TAKE A MOMENT TO LOOK AT THE ITEMS IN THE PAGE
FORMAT MENU.**

Changing to an Envelope Size

The possible choices for envelope size are 7, 8, and 9. A standard-size envelope is choice 7. You will learn more about envelope size later in this topic.

CHOOSE THE ITEM IN THE PAGE FORMAT MENU FOR PAPER OR ENVELOPE SIZE.

WHEN THE PROMPT Type YOUR CHOICE; press ENTER APPEARS, TYPE THE NUMBER FROM THE POSSIBLE CHOICES COLUMN THAT EQUALS AN ENVELOPE SIZE 241.3 x 104.8 mm (9.5 x 4.13 inches).

Changing the First Typing Line, First Page

CHOOSE THE ITEM IN THE PAGE FORMAT MENU TO CHANGE THE FIRST TYPING LINE, FIRST PAGE.

WHEN THE PROMPT Type YOUR CHOICE; press ENTER APPEARS, TYPE THE NUMBER: 13

Changing the Last Typing Line

CHOOSE THE ITEM IN THE PAGE FORMAT MENU TO CHANGE THE LAST TYPING LINE.

WHEN THE PROMPT Type YOUR CHOICE; press ENTER APPEARS, TYPE THE NUMBER: 22

If you have a 5218 printwheel printer or a 5228 wide-carriage printer with the automatic Sheet-Feed Paper Handler attached to it, continue reading below. If not, skip to the heading "Changing the Left Margin for the Envelope."

Changing the Printer Paper Source (5218/5228 Printers Only)

If your Displaywriter System has the automatic Sheet-Feed Paper Handler attached to it, cut sheet paper can be fed from one of two paper trays for each page you print. Envelopes, however, should be manually fed. Therefore, you need to indicate to the system that you will manually feed the paper for the page that is the envelope.

CHOOSE THE ITEM IN THE PAGE FORMAT MENU TO CHANGE THE PRINTING PAPER SOURCE.

WHEN THE PROMPT Type YOUR CHOICE; press ENTER APPEARS, TYPE THE NUMBER FROM THE POSSIBLE CHOICES COLUMN FOR MANUAL FEED.

Changing the Left Margin for the Envelope

PRESS ENTER TO RETURN TO THE FORMAT SELECTION MENU.

CHOOSE THE ITEM IN THE FORMAT SELECTION MENU TO CHANGE THE MARGINS AND TABS.

FOLLOW THE DIRECTIONS IN THE MENU TO SET THE LEFT MARGIN AT 48.

PRESS ENTER ENOUGH TIMES TO GO TO THE TYPING AREA.

Completing the Exercise

TYPE THE NAME AND ADDRESS FOR THE ENVELOPE:

Mr. John R. Harrison
9242 Westview Drive
Austin, TX 78758

PRESS END.

PRINT THE DOCUMENT.

Notice the message line as you print the document. The message to load paper or envelope is different for page 2. The paper size is different because you need to load an envelope.

If you have a Sheet-Feed Paper Handler, you will see a message to manually load an envelope for the second page.

Follow the steps on the next page to manually load the envelope.

1. The paper insertion gate (B) is shown below. Pull the gate to the right and then turn the bottom of the gate toward the front. This will position the gate to the manual-feed position.

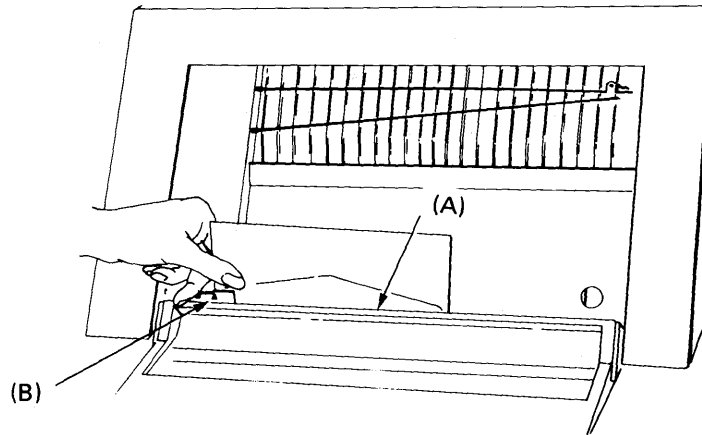


Figure 2-1. Manually Loading an Envelope

2. Place the envelope behind the paper insertion gate and into the opening in the printer cover (A).
3. Align the envelope using the alignment mark on the paper insertion gate.
4. Press Load, and the top of the envelope will be positioned at the top of the cardholder.
5. Continue to press Start until printing starts.
6. When the envelope has printed, rotate the paper insertion gate back to the automatic-feed position.

ADDITIONAL INFORMATION

You have learned that envelope size is indicated in the PAGE FORMAT menu and that the possible choices are 7, 8, and 9.

Possible Choice 7 is for a standard-size No. 10 business envelope, and Possible Choice 8 is for a C5 envelope. If the envelope you are using is other than these two sizes, you must select Possible Choice 9.

```

Format Change |          |          |          |          |          |
DISK01 |          |          |          |          |          |
-----|-----|-----|-----|-----|-----|
                                PAGE FORMAT
ID  ITEM                YOUR  POSSIBLE
   a  First Typing Line,  7    CHOICE CHOICES
      First Page
   b  First Typing Line  7    1 - 999
      Following Pages
   c  Last Typing Line   60   2 - 999
   d  Paper or Envelope Size 3
      1 = 210x297 mm or 8.27x11.69in. (A4)
      2 = 297x210 mm or 11.69x8.27in. (A4L)
      3 = 215.9x279.4 mm or 8.5x11 in. (P4)
      4 = 279.4x215.9 mm or 11x8.5 in. (P4L)
      5 = 215.9x355.6 mm or 8.5x14 in. (Legal)
      6 = 355.6x215.9 mm or 14x8.5in. (Legal L)
      7 = 241.3x104.8 mm or 9.5x4.13 in. (Env.)
      8 = 229x162 mm or 9.02x6.38 in. (C5 Env.)
      9 = Other in mm
   e  Printing Paper Source  1    1 = Top                2 = Bottom
      3 = Bottom,This Page Only  4 = Manual Feed
When finished with this menu, press ENTER.
Type ID letter to choose ITEM; press ENTER: _
-----|-----|-----|-----|-----|

```

Figure 2-2. PAGE FORMAT Menu

The system then will prompt you to type the envelope size in millimeters. Use the IBM Conversion Ruler in the back pocket of your Reference Package to measure the envelope. Refer to "Appendix A. Metric Conversion Table" in the Reference Guide to convert to millimeters. Or use the equation of 25.4 mm = 1 inch. Round off to the nearest millimeter. For example, 266.7 x 114.4 mm rounds off to 267 x 114 mm.

Right Margin Setting

You changed only the left margin in the MARGINS AND TABS menu. It is not necessary to change the right margin unless the name and address on the envelope are extremely long. If the name and address are long, Auto Carrier Return could move some of the text to the next line.

To prevent text from moving to the next line, move the right margin indicator >> to the space before the ■ (which indicates the right paper edge); or change to Adjust Line Endings = No in the LINE FORMAT menu.

To Copy the Inside Address to the Envelope

You can use the COPY key (located on the front of the MOVE key) to copy a block of text from one part of a document to another part of the same document. For example, you can copy an inside address for an envelope.

The COPY key does not delete the original block of text.

When the text of the letter is on the display, follow these steps to copy the inside address:

1. Move the cursor under the first character you want to copy.
2. Press CODE + COPY.
3. When the prompt **Copy what?** appears on the prompt line, move the cursor to the line after the last line you want to copy.

All of the text to be copied will be highlighted.

4. Press ENTER.

5. When the prompt **To where?** appears on the prompt line, move the cursor to the end of the letter.
6. Press ENTER.
7. Press PAGE END.
 - The inside address for the envelope will be on page 2. Before you can print the letter and the envelope, however, you must change the format on page 2 to the format for an envelope.
 - Follow the steps you learned in this topic to change the format for the envelope and print the envelope.

Note: If the letter is more than one page, you should press CODE + PAGE END and then PAGE END and paginate the letter. Refer to "Topic 3. Creating a Multi-Page Document" for more information on paginating a document.

Other Ways to Prepare Envelopes

There are several other ways to prepare envelopes. Refer to the following topics in the "Work Samples" section of the Work Station Procedures Guide.

- Using the Document Format for Both the Letter and the Envelope
- Copying the Name and Address from the Letter to the Envelope Using the Alternate Format for the Envelope
- Letters with Carbon Copies and Envelopes
- Letters with Carbon Copies, Blind Carbon Copies and Envelopes
- Envelopes Only
- Envelopes with Typed Return Addresses
- Using the Alternate Format for the Envelope
- Letters and Envelopes Using Merge

READ THE TOPIC SUMMARY ON THE NEXT PAGE.

TOPIC SUMMARY

To Create an Envelope for a Letter

- A. Type the letter.
- B. Press PAGE END.
- C. Press the CHG FMT key.
 - Change the Paper or Envelope Size to an Envelope Size.
 - Change the First Typing Line, First Page.
 - Change the Last Typing Line, First Page.
 - Change the Left Margin.
 - Change Printing Paper Source to Manual Feed if your system has a Sheet-Feed Paper Handler.
 - If necessary, change to Adjust Line Endings = No, or move the right margin to the right edge of the paper.
- D. Type the name and address for the envelope.
- E. Press END.
- F. Print the document.

You have completed this topic. Choose the next topic from your Training Checklist.

Topic 3. Creating a Multi-Page Document

In this topic, you will learn how to type a multi-page document. First you will learn how to type the document from beginning to end as one page. Second, you will learn how to divide the document into pages or paginate.

Before starting this topic, you should complete:

All Basic Topics

SETTING UP THE MENUS TO CREATE A MULTI-PAGE DOCUMENT

CREATE A DOCUMENT USING THE FOLLOWING INFORMATION, AND GO TO THE CREATE OR REVISE DOCUMENT MENU:

Document name: Change
Diskette name: TRAIN

CHOOSE THE ITEM IN THE CREATE OR REVISE DOCUMENT MENU TO CHANGE THE DOCUMENT FORMAT.

You will type this document using double spacing.

CHOOSE THE ITEM IN THE FORMAT SELECTION MENU TO CHANGE THE LINE FORMATS.

CHOOSE THE ITEM IN THE LINE FORMAT MENU TO CHANGE LINE SPACING.

WHEN THE PROMPT Type YOUR CHOICE; press ENTER APPEARS, TYPE THE NUMBER FROM THE POSSIBLE CHOICES COLUMN THAT EQUALS DOUBLE SPACING.

WHEN FINISHED, PRESS ENTER TO GO TO THE TYPING AREA.

Before you had the IBM Displaywriter System, you probably typed a multi-page document one page at a time, using a new sheet of paper to start each page. You also probably were careful about how much text to type on each page.

With the IBM Displaywriter System, however, you can type the entire document from beginning to end as if it were one long page. When you finish, you then have the system organize and paginate the document for you.

In the exercise below, you will type a document that contains more text than can fit on a single sheet of 215.9 x 279.4 mm paper (8.5 x 11 inches).

TYPE THE FOLLOWING ILLUSTRATION.

You will hear a beep after typing Line 60. Just ignore it for now. The meaning of the beep will be explained later.

THE EVER-WHIRLING WHEEL OF CHANGE

America in 1890. It was census time, and if the government people were edgy, who could blame them? After all, it had taken seven long years to complete the 1880 count. Now, moving more deeply into its second century, America wanted a self-profile of its makeup, literacy, health, and employment quickly and accurately.

So, the Census Board had done something very American. It set up a contest to see who could devise the best way to count people. Herman Hollerith, a young statistician from Buffalo, New York, won it hands down. He devised an electro-mechanical machine that could be set in action by punched cards. The entire 1880 count, which tallied a population that had grown by 25 percent since the 1880 count to 63 million, was completed in half the time. *(Continue typing on the next page.)*

Hollerith's invention caught the fancy of people who liked things done fast. Some of the praise was downright lavish. An 1891 article in The Electrical Engineer spoke of his tabulator in these terms. "This apparatus works unerringly as the mills of the gods, but beats them hollow as to speed." Even before the U. S. Census was completed, Canada used Hollerith's machines to do its own census, and Norway and Russia quickly followed suit.

Today, the computer is as much a part of life as the automobile in the driveway or the television set in the living room. It may not be as visible as those two mainstays, but its effect on our lives is no less tangible. For most people, the computer is no further away than their next pay check, plane or automobile reservation, telephone or electric bill.

It's getting across that computers are not only the best way to accomplish many things, they are the only way. Too many of us are going places, buying things, registering for courses, having medical checkups, taking out library books, checking in and out of places, and hopping planes for it to be otherwise.

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After you have finished typing the document, you press END.

PRESS END.

PAGINATING A DOCUMENT

The next step is to paginate the document. When the system paginates a document, it takes the text you typed line after line and divides it into pages as in the example below.

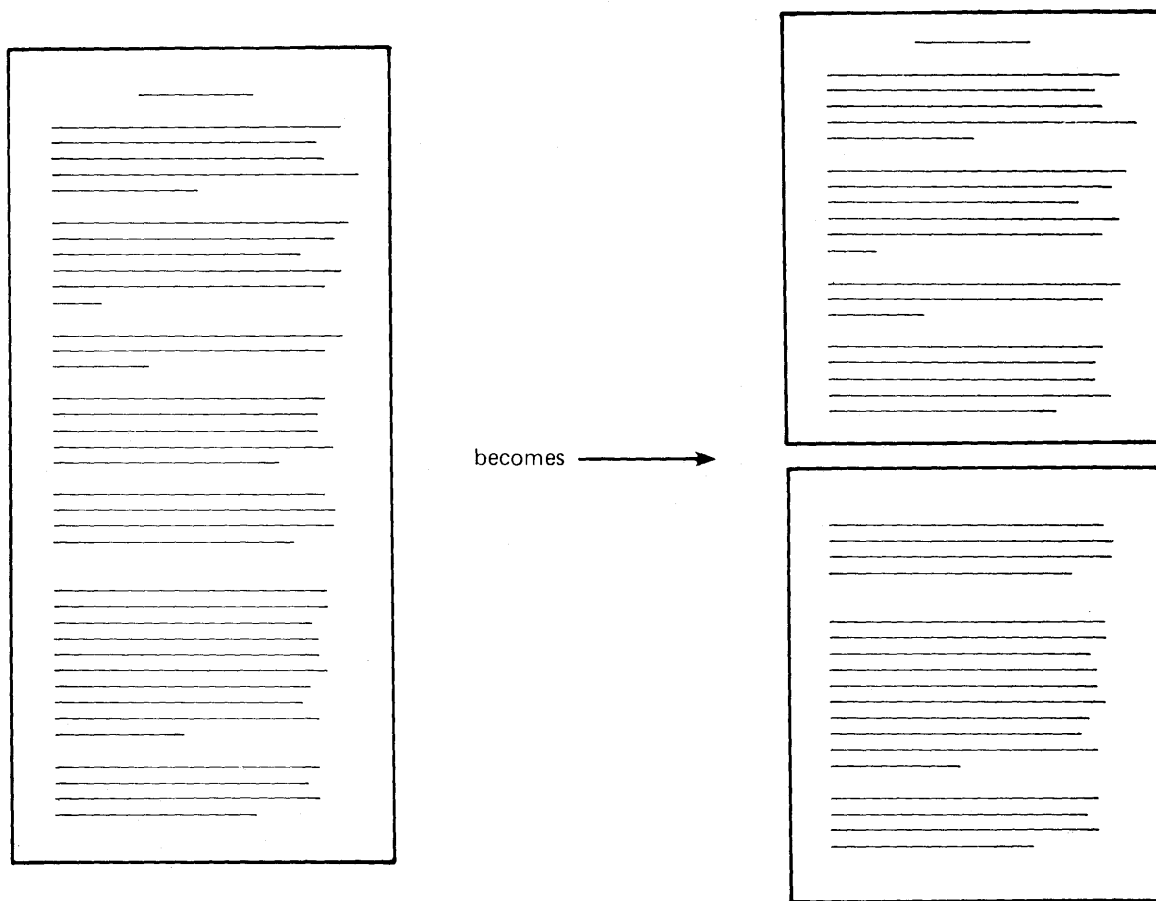


Figure 3-1. Paginating a Multi-Page Document

To Paginate a Document

CHOOSE THE ITEM IN THE TYPING TASKS MENU TO PAGINATE A DOCUMENT.

USE THE FOLLOWING INFORMATION:

Document name: Change
Diskette name: TRAIN

Completing the Exercise

As you have seen in this topic, the only new step in typing a document is pagination.

Once you have paginated a multi-page document, the last step is to print it.

PRINT THE DOCUMENT.

ADDITIONAL INFORMATION

For a description of each item in the PAGINATE DOCUMENT menu, refer to the "PAGINATE DOCUMENT Menu" in the "Menu" section of the Reference Guide.

Using Menu Bypass To Paginate

If you are using the defaults in the PAGINATE DOCUMENT menu, you can paginate a document directly from another document or another task.

1. Press CODE + MENU BYPASS.
2. Type `paginate document name`

Paginating ends the task you are in and returns to the TYPING TASKS menu when complete.

Manual Pagination

Do you remember hearing a beep when you were typing near the end of the exercise? The system beeped after you typed Line 60, the Last Typing Line.

To manually paginate a multi-page document (type one page at a time), press the PAGE END key when you hear the beep, and then continue typing.

For more information on manual pagination, refer to "Multi-page Document with Manual Pagination" in the "Work Samples" chapter of the Work Station Procedures Guide.

Spelling Task

While paginating a document, you can also use the the Spelling Verification Aid to check for spelling errors in the document and hyphenate long words at the right margin. To learn more about the Spelling Task, be sure to take "Topic 4. Checking Spelling, Hyphenating and Paginating" in this book.

READ THE TOPIC SUMMARY ON THE NEXT PAGE.

TOPIC SUMMARY

To Create a Multi-page Document

- A. Choose Create Document in the TYPING TASKS menu.
- B. Follow the prompts to type the document name and diskette name (if necessary).
- C. Type a document comment if desired, or press ENTER to go to the typing area.
- D. Type the entire document.
- E. Use the Spelling Verification Aid to verify the spelling in the document if desired.

To Paginate a Multi-page Document

- A. Choose Paginate Document in the TYPING TASKS menu.
- B. Follow the prompts to type the document name and diskette name (if necessary).
- C. Press ENTER in the PAGINATE DOCUMENT menu to start pagination from Page 1.

You have completed this topic. Choose the next topic from your Training Checklist.

Topic 4. Checking Spelling, Hyphenating and Paginating

You have already learned to type, paginate and print a document. You also can check for spelling errors and hyphenate words at the right margin while you are paginating.

In this topic you will learn to:

- Check for spelling errors in a document
- Hyphenate words at the right margin
- Use the same menu to paginate and print the document.

Before starting this topic, you should have completed:

1. All Basic Topics
2. Topic 3. Creating a Multi-page Document

THE SPELLING VERIFICATION AID

The Spelling Verification Aid identifies and locates misspelled words so you can correct them. The system checks the spelling of words in your document against the words in a Displaywriter standard dictionary. This standard dictionary is stored on the program diskette and contains the equivalent of approximately 50,000 words commonly used in business. Words in your document that do not match the words in the standard dictionary are marked (highlighted on the display) by the Spelling Task so that you can correct them easily.

When checking for words that do not match the words in the standard dictionary, the Displaywriter:

- Ignores capitalization. A word can be uppercase or lowercase and still match the word in the standard dictionary.
- Ignores apostrophes and syllable hyphens in words. This means that even if a correctly spelled word has been hyphenated at the right margin, the system still considers it a match.

- Checks only alphabetical characters (numbers are not marked as being misspelled).
- Does not mark words that are spelled correctly, but are not used correctly in the sentence. For example, if you type too instead of two or is instead of if, these words are not marked as being misspelled.
- Checks for the root words in the Displaywriter dictionary and then allows prefixes and suffixes to be added to them. If a root word in the standard dictionary is combined with a valid prefix or suffix, the word is not highlighted, even though it may not be correct. (For example, if you type preform instead of perform, the system does not mark preform.)

CHECKING FOR HYPHENATION POINTS AT THE RIGHT MARGIN

The words in the standard dictionary contain hyphens at up to three points in the root word; for example, "ver-i-fy." If you choose to hyphenate the words in a document, the system hyphenates according to the hyphenation points designated in the dictionary. This means you don't have to decide where hyphens should go--the system decides for you.

The system also accepts words that you hyphenated when you typed the document.

USING THE SPELL KEY TO CHECK SPELLING AND HYPHENATE WORDS

You probably will want to check for spelling errors and hyphenate words to adjust your right margin as soon as you have typed a document.

Beginning the Exercise

To save training time, you will check for spelling errors in a document that has been typed for you.

REVISE THE FOLLOWING STORED DOCUMENT AND GO TO THE TYPING AREA:

Document name: Assets
Diskette name: TRAIN

The SPELL key is located in the group of keys to the right of the keyboard.

PRESS THE SPELL KEY.

The document automatically ends, and the TASK SELECTION menu appears with Spelling Tasks highlighted.

The Spelling Tasks program loads, and the SPELLING TASKS menu displays with Check Document highlighted.

PRESS ENTER WHEN THE PROMPT Type document name; press ENTER APPEARS.

PRESS ENTER WHEN THE PROMPT Type diskette name; press ENTER APPEARS.

The CHECK DOCUMENT menu appears on the display.

The default for Kind of Spelling Check is Prompted. This means the system will highlight and stop at each word that needs to be checked.

The default for Hyphenation/Pagination the document is Yes.

PRESS ENTER IN THE CHECK DOCUMENT MENU.

The HYPHENATE AND PAGINATE DOCUMENT menu appears.

The default for Dictionary Hyphenation is Prompted.

The default for Print Paginated Pages is Yes.

For training, you will not print this document. You will change the item in the menu to NO.

CHOOSE THE ITEM IN THE HYPHENATE AND PAGINATE DOCUMENT MENU TO PRINT THE PAGINATED PAGES.

WHEN THE PROMPT Type YOUR CHOICE; press ENTER APPEARS, TYPE: 2

Note: When doing your own work, if you select 1 = Yes, the system prints each page after it checks for spelling, hyphenation, and pagination, instead of printing all of the pages at the end of the document. You will not be able to perform another task until the last page is paginated and printed.

PRESS ENTER AGAIN.

As the system begins to paginate and check the document, the HYPHENATE AND PAGINATE DOCUMENT menu remains on the display.

When a word is found that does not match a word in the dictionary, checking stops and a portion of the document appears at the top of the display with the word highlighted.

The bottom of the display contains instructions for you to follow, which depend on what you want to do with the highlighted word. For example:

- If the word is misspelled, you can retype the word to correct the error.
- If you do not know whether the word is misspelled or you do not know how to correct the word, you can leave the word highlighted in the document so you can check the spelling later.
- If the word is spelled correctly, you can indicate to the system that it is correct. Thereafter, the system does not highlight the word when it appears later in the document.

Correcting Misspelled Words

Because the word exampel is misspelled, you will want to follow the instruction to retype the word.

RETYPE THE WORD: example

PRESS ENTER.

Words That You Want to Leave Highlighted In the Document

If the system highlights a word which you are unsure is spelled correctly, such as "contra,"

PRESS SPELL TO LEAVE THE HIGHLIGHTING AND CONTINUE.

You can check the spelling of "contra" in a dictionary later.

Correctly Spelled Words

Because the Spelling Task marks all words that do not match one of the words in the standard dictionary, some highlighted words may not require revision.

The word "FIFO" is highlighted on the screen.

"FIFO" is a correct abbreviation, but not all acronyms and abbreviations are included in the standard dictionary. You can remove the highlighting because it is spelled correctly.

PRESS ENTER TO REMOVE THE HIGHLIGHTING AND CONTINUE CHECKING.

The word "ABC" is highlighted.

The name of the company, "ABC," occurs several times in the document.

When a word that occurs more than once in the document is highlighted, you can indicate to the system that this word is spelled correctly.

It is recognized as a correctly spelled word throughout the rest of the document.

PRESS ENTER TO REMOVE THE HIGHLIGHTING AND CONTINUE CHECKING.

The system does not stop for "ABC" again.

When you find words or abbreviations that you frequently use marked in your documents, you may want to add them to a supplemental dictionary. You will learn how to create and use supplemental dictionaries in the next topic.

HYPHENATING WORDS AT THE RIGHT MARGIN

At the same time it checks for spelling errors, the system honors words that are already hyphenated and checks for other words that can be hyphenated at the right margin. When a word is reached that can be hyphenated to create a more even right margin, the system refers to the Displaywriter dictionary to determine where the word could be hyphenated. The cursor is automatically placed at the hyphenation point nearest the right margin.

You can:

- Press ENTER to accept the hyphenation point selected by the system
- Move the cursor to a different syllable in the word and press ENTER to hyphenate the word
- Move the cursor under the first character of the word to move entire word to the next line
- Move the cursor past the last character of the word to leave the entire word on the current line, even if it is beyond the right margin

To Leave Entire Word on the Same Line

The system has stopped on the word "company's" for a hyphenation decision. To leave the entire word on this line,

MOVE THE CURSOR PAST THE LAST CHARACTER IN THE WORD AND PRESS ENTER.

To Hyphenate a Word At the Cursor Position

The system has stopped on the word "materials" and placed the cursor on the hyphenation point closest to the right margin.

PRESS ENTER TO HYPHENATE THE WORD.

When the document has been checked, hyphenated and paginated, press MSG to see **(Assets) paginated**, the TASK SELECTION MENU displays and then the TYPING TASKS menu returns to the display with Revise Document highlighted. Press MSG to see **Spelling Check complete. Words marked: 1.**

To return to the document to check the word "contra," which you were not sure was spelled correctly,

PRESS ENTER WHEN THE PROMPT Type document name; press ENTER APPEARS.

PRESS ENTER WHEN THE PROMPT Type diskette name; press ENTER APPEARS.

The document text appears on the display.

Using SPELL to Locate Marked Words

To locate words you left highlighted, use the FIND key and SPELL.

PRESS FIND.

WHEN THE PROMPT Find what? APPEARS, PRESS SPELL.

A ■ symbol appears on the prompt line.

PRESS ENTER. THE CURSOR MOVES TO THE HIGHLIGHTED WORD "contra."

The word "contra" is an accounting term and is spelled correctly.

After checking to see that the word is spelled correctly,

PRESS CODE + CANCL TO REMOVE THE HIGHLIGHTING.

PRESS END.

USING THE AUTOMATIC MODE

Checking Spelling

Instead of using the system default for prompted spelling, you may want to check for spelling errors using automatic spelling check. For example, when typing a rough draft, you might want to check the document for spelling errors, but may not intend to correct the errors at that time. Later on, when making revisions to the rough draft, you can make the necessary spelling corrections to the words that were highlighted.

If you want to use automatic spelling check:

- Use the steps you learned to go to the CHECK DOCUMENT menu.
- Choose the ITEM for Kind of Spelling Check in the CHECK DOCUMENT menu.
- When the prompt, **Type YOUR CHOICE;** press ENTER appears on the prompt line, type the number 2 for Automatic and press ENTER.
- Press ENTER again.
- The HYPHENATE AND PAGINATE DOCUMENT menu appears on the screen. Select the ITEM for Dictionary Hyphenation and type the number 2 for automatic.
- Press ENTER. The system checks the document.
- When checking is complete, the TASK SELECTION menu appears with Typing Tasks highlighted. The Typing Tasks program loads, and the TYPING TASKS menu appears with Revise Document highlighted.
- A message at the bottom of the display indicates how many words do not match one of those in the Displaywriter dictionary. If the message indicates that words are marked, you can return to the document and correct them.
- When you return to the document you checked, the words that were marked by the Spelling Task appear highlighted on the display.
- To locate each highlighted word quickly, use FIND and the SPELL key.

- After locating/correcting each highlighted word, you can press CODE + CANCL to remove the highlighting.
 - If you do not remove the highlighting, the word remains highlighted on the display, even if you correct it.
 - You do not have to cancel the highlighting of marked words. The highlighting appears only on the display. It does not print.
 - You can use GLOBAL to remove all the highlighting at one time. Refer to the topic "Making Recurring Changes Using the GLOBAL Key" for more information.

Hyphenating Words

If you choose Automatic Dictionary Hyphenation, the system automatically adjusts the right margin and hyphenates according to the hyphenation points in the Displaywriter dictionary.

ADDITIONAL INFORMATION

**Changing the Defaults
On the Program Diskette**

The defaults for the CHECK DOCUMENT menu and the HYPHENATE AND PAGINATE DOCUMENT menu are shown below. If you wish to change the defaults on your program diskette, refer to "Topic 33. Personalizing Program Diskettes" in this book.

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

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: _

Figure 4-1. CHANGE CHECK DOCUMENT DEFAULTS Menu

**Ending a Document
During Spelling Tasks**

You may want to end a document in which you are using Spelling Tasks to check spelling, hyphenation and pagination. Pressing the END key terminates the spelling and hyphenation check in the middle of the

document. However, the system continues to renumber the remaining pages in the document. When renumbering is complete, the system ends the document.

Not Checking Spelling of a Portion of a Document

You can choose ITEMS from the INSTRUCTIONS menu to indicate the portions of a document you do not want checked by the Spelling Verification Aid.

For example, if you have a list of proper names that would be marked because they are not in the Displaywriter dictionary, you can indicate that you do not want that part of the document checked.

INTERVIEWS

The following schedule lists each student to be interviewed the afternoon of October 25. If you will not be able to meet at the specified time, please notify the Placement Office.

Each student must be fully aware of the total number of hours that will be required, and each company must present an interview outline.

<u>STUDENT</u>	<u>TIME</u>	<u>COMPANY</u>
Robert Carlson	2:00	Ace Liability Finance
Martha Haley	2:30	Acme Airline Service
Jerry Hill	3:00	Mill Electronics, Inc.

Any students interested in interviewing with other companies in the future, please notify the Placement Office.

All interviews will be in the Student Union Building in the second floor ballroom.

End Spelling Check instruction →

begin Spelling Check instruction →

DO NOT WANT TO CHECK SPELLING OF THIS SECTION

Figure 4-2. Portion of a Document You Do Not Want Checked

To choose the End Spelling Check and Begin Spelling Check instructions:

- Move the cursor to the end of the first section you want checked.
- Press CODE + INSTR.
- Choose the ITEM in the INSTRUCTIONS menu to End Spelling Check and return to the typing area.
- Type the section you do not want checked.
- Press CODE + INSTR.
- Choose the ITEM in the INSTRUCTIONS menu to Begin Spelling Check.
- Type the next section of text that you do want checked for spelling and hyphenation.
- When you have completed typing the document, press END.
- Follow the steps you learned to check the document.

Checking Spelling Of Specific Pages

The ITEM System Page Number in the CHECK DOCUMENT menu allows you to check only specific pages of a document. When you choose this ITEM in the menu you can type the page numbers you want to be checked for spelling errors. The system checks only those page numbers. You cannot, however, check the spelling of specific pages and paginate the entire document at the same time.

READ THE TOPIC SUMMARY ON THE NEXT PAGE.

TOPIC SUMMARY

To Check for Spelling Errors in the Prompted Mode

- A. After typing the document, press the SPELL key.
- B. When the prompt **Type document name;** press ENTER appears, press ENTER.
- C. When the prompt, **Type diskette name;** press ENTER appears, press ENTER.
- D. Press ENTER in the CHECK DOCUMENT menu to check the entire document.
- E. Make any changes, if necessary, in the HYPHENATE AND PAGINATE DOCUMENT menu.
- F. Press ENTER to begin checking Spelling.
- G. When the system highlights a word, follow the instructions that appear at the bottom of the display to correct the spelling, leave the word highlighted, or remove the highlighting from words that are spelled correctly.

To Hyphenate Words at the Right Margin in the Prompted Mode

Press ENTER in the HYPHENATE AND PAGINATE DOCUMENT menu and do one of the following:

- Press ENTER to accept the hyphenation point selected by the system.
- Move the cursor to a hyphenation point in the word and press ENTER to hyphenate the word.
- Move the cursor to the beginning of the word to move the entire word to the next line.
- Move the cursor to the end of the word to leave the entire word on the current line, even if it is beyond the right margin.

You have completed this topic. You will check the document again, using a supplemental dictionary, in the next topic. Continue with the next topic, "Supplemental Dictionaries."

Topic 5. Supplemental Dictionaries

As you learned in the previous topic, not all words are in the Displaywriter dictionary. In this topic, you will learn how to create a dictionary of your own words and add it to the standard dictionary. Your own dictionaries are called supplemental dictionaries. They contain words you frequently use and want your IBM Displaywriter System to check for you. This keeps the system from marking unusual words, names, or abbreviations that are not in the standard dictionary.

Before starting this topic, you should have completed:

1. All Basic Topics
2. Topic 3. Creating a Multi-page Document
3. Topic 4. Checking Spelling, Hyphenating and Paginating

SUPPLEMENTAL DICTIONARIES

The Displaywriter dictionary may not contain all the words you frequently use in your documents. For this reason, you can create your own supplemental dictionaries. Each supplemental dictionary can contain up to 4500 characters.

Types of words you might want to include in your supplemental dictionaries are:

- Words and abbreviations you use daily that are unique to your office. Each industry uses its own terminology. For example, in the medical profession, the word "enzyme" is quite common, but it is not contained in the standard Displaywriter dictionary.
- Proper names and addresses of business associates that you correspond with regularly. For example, if you have branch offices in Osawatamie, KS; Ypsilanti, MI; and Chillicothe, MO, you can put these in your dictionary and have the spelling checked for you.
- Foreign terms or even informal expressions that you use frequently.

Note: Many foreign letters and symbols are accented. When creating the supplemental dictionary, the letter or symbol is counted as one character. Any accent at the beginning of a word is counted as an additional character.

To help you start building your supplemental dictionaries, look at the reference materials you use:

- Your company's internal directory
- Card file for names and addresses
- Industry terminology handbooks
- Telephone directory

Select words from these references you frequently use when you compile your supplement.

As you use the standard dictionary for checking, you will find other words that the system marks because they are not in the dictionary (like FIFO and ABC Company in the exercise document in the previous topic). If you use these marked words frequently, you should add them to your supplemental dictionary.

Words in the supplemental dictionary are not processed the same as the words in the standard dictionary. Therefore, you should add all forms of the words (for example, singular, plural and possessive) that might be included in your documents.

When you type the words for the supplemental dictionary, remember to type hyphens at the acceptable hyphenation points. Then, the words in the supplement can be hyphenated like the words in the standard dictionary.

CREATING A SUPPLEMENTAL DICTIONARY

Beginning the Exercise

To create a supplement:

CREATE A DOCUMENT USING THE FOLLOWING INFORMATION, AND GO TO THE TYPING AREA:

Document name: Supplement
Diskette name: TRAIN

You can type the words in your dictionary just like text with regular spaces between them. Be sure to type a syllable hyphen (CODE + -) between the syllables of words you want hyphenated. Syllable

hyphens do not count as a character in the supplemental dictionary.

TYPE: FIFO

TYPE A CARRIER RETURN.

TYPE: ABC

TYPE A CARRIER RETURN.

TYPE: con

TYPE: CODE + -

TYPE: tra

TYPE A CARRIER RETURN.

PRESS END.

Note: When doing your own work, if you have changed the default in the WORK STATION DESCRIPTION menu to Required Hyphen = 1 (Coded) you create a syllable hyphen by typing a hyphen. You do not press CODE before typing the hyphen.

LOADING A SUPPLEMENTAL DICTIONARY

Once you have created your supplemental dictionary, you can load it with the standard dictionary.

CHOOSE THE ITEM IN THE TYPING TASKS MENU TO GO TO THE TASK SELECTION MENU.

CHOOSE THE ITEM IN THE TASK SELECTION MENU FOR SPELLING TASKS.

CHOOSE THE ITEM IN THE SPELLING TASKS MENU TO
LOAD THE SUPPLEMENT.

USE THE FOLLOWING INFORMATION:

Document name: Supplement
Diskette name: TRAIN

When the supplement is loaded, the message,
Supplement loaded. 3 words now in supplement
appears on the display.

You are ready to check your document against both
the standard dictionary and the supplemental
dictionary.

To see that the words in the supplement have been
loaded, check the document "Assets" again.

CHOOSE THE ITEM IN THE SPELLING TASKS MENU TO
CHECK THE SPELLING IN YOUR DOCUMENT.

USE THE FOLLOWING INFORMATION:

Document name: Assets
Diskette name: TRAIN

IN THE CHECK DOCUMENT MENU, PRESS ENTER.

CHOOSE THE ITEM FOR DICTIONARY HYPHENATION =
AUTOMATIC IN THE HYPHENATE AND PAGINATE
DOCUMENT MENU.

CHOOSE THE ITEM FOR PRINT PAGINATED PAGES =
NO.

PRESS ENTER.

After the spelling check is complete, you will notice
the message (Assets) paginated.

Once you store a supplement on the program diskette, that supplement loads automatically with the standard dictionary from the program diskette each time you choose the Spelling Tasks.

USING MORE THAN ONE SUPPLEMENT

Only one supplemental dictionary can be stored on the program diskette and automatically loaded with the standard dictionary.

But, if you work in an area where you type many different kinds of documents, you might need more than one supplemental dictionary. For example, your stored supplement should contain the proper names, initials and abbreviations you use most often. Other supplements could include words you use when you type specialized documents (legal or financial documents, for example).

Creating Additional Supplements

You create all supplemental dictionaries the same way. Just remember that each one is a different document with a unique document name. It is also a good idea to store multiple supplemental dictionaries on one work diskette.

Each additional supplement should have its own common group of words, so that you can load supplements individually as they are needed.

For example, one supplement could contain medical terminology and another supplement could contain legal terms, abbreviations and foreign phrases.

Loading Additional Supplements

You can load approximately 4500 characters at any one time. If the stored supplement contains 2500 characters, each additional supplement should not exceed 2000 characters, so you can load it with the stored supplement.

You can load more than one supplemental dictionary temporarily by continuing to select Load Supplement in the SPELLING TASKS menu. Words that are duplicates of words in another loaded supplement will

Then, you can follow the steps you just learned to load a different supplement.

UPDATING STORED SUPPLEMENTAL DICTIONARIES

Unlike the standard dictionary, you can change, delete, or add to the contents of stored supplemental dictionaries.

The easiest way to revise a supplemental dictionary is to use Create Document of Supplemental Words.

- Choose SPELLING TASKS in the Task Selection menu to load the standard dictionary and the stored supplement.
- Choose Create Document of Supplemental Words in the SPELLING TASKS menu. Follow the prompts to type the name of the document and diskette where you are storing the supplemental words.
- Press ENTER to store the words in your supplement into the document.
- When the message Supplement words written to (document name) appears, choose Go to Task Selection in the SPELLING TASKS menu.
- Choose Typing Tasks in the TASK SELECTION menu.
- Choose the Revise Document task in the TYPING TASKS menu. Follow the prompts, and type the name of the document and diskette containing the supplemental words.

Note: When you create a document of words from the supplemental dictionary, the words are stored in alphabetical order, one word per line. **YOU CAN ADD, REVISE, OR DELETE WORDS IN THIS DOCUMENT JUST AS YOU WOULD IN ANY OTHER DOCUMENT.** Use Display Codes = Yes to see the hyphenation points in the words.

- When you are finished with your revisions, press END.
- Choose Go to Task Selection in the TYPING TASKS menu.
- Choose Spelling Tasks in the TASK SELECTION menu.

- Choose Clear Supplement in the SPELLING TASKS menu. The "old" stored supplement will be cleared.
- Choose Load Supplement. Type the name of the document that contains the supplemental words.
- Choose Store Supplement on the Program Diskette. The "revised" supplement will be stored.

```

DISK01|          |          |          |          |          |
-----|-----|-----|-----|-----|-----|
                SPELLING TASKS

      ID   ITEM
      a   Check Document
      b   Load Supplement
      c   Clear Supplement
      d   Store Supplement On Program Diskette
      e   Choose Spelling Language Dictionary
      f   Create Document Of Supplemental Words

      g   Go To Task Selection

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

Figure 5-3. SPELLING TASKS Menu

REPLACING ONE STORED SUPPLEMENT WITH ANOTHER

To store a different supplemental dictionary on the program diskette:

- Choose Spelling Tasks from the TASK SELECTION menu
- Choose Clear Supplement from the SPELLING TASKS menu to clear the stored supplement that was automatically loaded with the standard dictionary
- Choose Load Supplement and name the document containing the supplement you want to store on the program diskette
- Choose Store Supplement on Program Diskette to store the supplement

ADDITIONAL INFORMATION

Creating a Supplement With Prompted Spell Check

During a prompted spelling check, correctly spelled words may be highlighted, because they are not in the Displaywriter standard dictionary. By pressing ENTER, you remove the highlighting and temporarily place these words in the supplemental dictionary. You can create a supplemental dictionary of these words with the following steps:

- Choose Spelling Tasks in the TASK SELECTION menu.
- Choose Check Document in the SPELLING TASKS menu. Follow the prompts to type the name of the document and diskette, if necessary.
- Press ENTER enough times to begin the spelling check.
- When a highlighted word is spelled correctly, press ENTER. Continue until the spelling check is complete.
- When the spelling check is complete, follow the steps you have already learned to Create Document of Supplemental Words.
- Go to the TYPING TASKS menu and choose the Revise Document task. Review the document with the supplemental words, and make any necessary changes.

Note: A word in the supplemental dictionary may be lowercase or contain capitalized characters. If the word is all lowercase, it will not highlight the same word during a spelling check. However, a capitalized word in the supplemental dictionary will highlight the same word if the capitalized characters are not identical.

You can now use this document as a supplement whenever you use the Spelling Tasks. You can also store this supplement on your program diskette through the following steps:

- Return to SPELLING TASKS menu.
- Choose Load Supplement. Type the name of the document containing the supplemental words.

- Choose Store Supplement on Program Diskette to store the supplement.

Creating a Supplement From Existing Documents

Perhaps you have several documents stored on a diskette that have been checked for spelling. In these documents are words that are spelled correctly, but have been highlighted because they are not in the Displaywriter standard dictionary. You can use these documents to create a supplemental dictionary using these words.

- Choose Spelling Tasks in the TASK SELECTION menu.
- Choose Load Supplement in the SPELLING TASKS menu. Follow the prompts to give the names of the first document and the diskette, if necessary. Remember, only those words not in the standard dictionary will be loaded in the supplement.
- Repeat the previous step until you have no more documents with words you want to load in the supplement, or you have reached the 4500 character limit.
- Follow the steps you have already learned to Create Document of Supplemental Words.
- Go to the TYPING TASKS menu and choose the Revise Document task. Review the document with the supplemental words, and make any necessary changes.

Note: A word in the supplemental dictionary may be lowercase or contain capitalized characters. If the word is all lowercase, it will not highlight the same word during a spelling check. However, a capitalized word in the supplemental dictionary will highlight the same word if the capitalized characters are not identical.

You can now use this document as a supplement whenever you use the Spelling Tasks. You could also store this supplement on your program diskette with the following steps:

- Return to the SPELLING TASKS menu.

- Choose Load Supplement. Type the name of the document containing the supplemental words.
- Choose Store Supplement on Program Diskette to store the supplement.

READ THE TOPIC SUMMARY ON THE NEXT PAGE.

TOPIC SUMMARY

To Create a Supplemental Dictionary

- A. Create a document on a work diskette containing the words for your supplemental dictionary.

To Store One Supplement With the Standard Dictionary

- A. Choose Spelling Tasks in the TASK SELECTION menu.
- B. Choose Load Supplement in the SPELLING TASKS menu.
- C. Type the name of the document that contains the supplement.
- D. Choose Store Supplement on Program Diskette in the SPELLING TASKS menu.

To Use a Stored Supplemental Dictionary

- A. Choose Check Spelling in the SPELLING TASKS menu.

The system automatically checks your document against the words in the stored supplemental dictionary and the standard dictionary.

To Load a Supplemental Dictionary with the Stored Supplement

- A. Choose Load Supplement in the SPELLING TASKS menu.
- B. Type the document name when prompted.

You can load any number of supplemental dictionaries, as long as their total number of characters does not exceed 4500.

To Clear Supplements

- A. Choose Clear Supplement in the SPELLING TASKS menu.

All supplements are cleared. The stored supplement is still on the program diskette.

To Update Stored Supplements

- A. Choose Create Document of Supplemental Words in the SPELLING TASKS menu.

A document containing the words in the supplemental dictionary is stored on the work diskette. These words are listed one per line, and in alphabetical order.

- B. Choose Revise Documents in the TYPING TASKS menu.

You can add, revise, or delete words just as you would in any document.

- C. Choose Load Supplement in the SPELLING TASKS menu. Type the name of the document containing the supplemental words.

- D. Choose Store Supplement on the Program Diskette in the SPELLING TASKS menu.

**To Replace One Stored Supplement
with Another**

A. Choose Clear Supplement in the SPELLING TASKS menu.

B. Choose Load Supplement and name the document containing the supplement.

C. Choose Store Supplement on Program Diskette.

The new supplement replaces the previously stored supplement on the program diskette.

You have completed this topic. Choose the next topic from your Training Checklist.

Topic 6. Checking Spelling and Hyphenating in a Foreign Language

In this topic you will learn to use the Languagepack 2 program diskettes* to:

- Check documents that are typed in a foreign language
- Create a supplement to a foreign language dictionary and store it on the Languagepack 2 program diskette
- Check a document that is typed in more than one language

Before starting this topic, you should have completed:

1. All Basic Topics
2. Topic 4. Checking Spelling, Hyphenating and Paginating
3. Topic 5. Supplemental Dictionaries
4. Topic 30. Changing Your Program Diskette to Match Your Printer Elements and Keyboard Numbers (if your printer is an IBM 5215 "Selectric" Printer)

or

5. Topic 31. Changing Your Program Diskette to Match Your Printwheels and Keyboard Number (if your printer is an IBM 5218 or an IBM 5228 "Printwheel" Printer)

CHECKING SPELLING IN A FOREIGN LANGUAGE

If you have the Languagepack 2 program diskettes, you can check the spelling and hyphenation of documents typed in a foreign language. Eleven language dictionaries are available.

*Only Languagepack 2 Program Diskettes can be used with Textpack 4.

Languagepack 2 Program Diskettes

There are three Languagepack 2 program diskettes. Two contain the Displaywriter standard dictionaries for four languages each, and one contains the Displaywriter standard dictionaries for three languages.

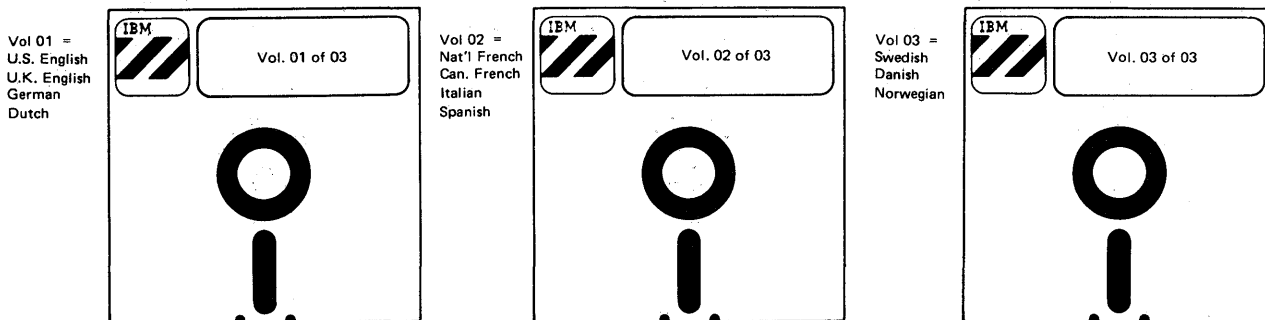


Figure 6-1. Languagepack 2 Program Diskettes

In "Topic 29. Duplicating Program Diskettes" you learn how to use the program diskette (duplicate) labels to identify the contents of the diskettes. When you duplicate a Languagepack 2 program diskette, write the languages contained on the program diskette in the "Comments" section of the label.

PROGRAM DISKETTE (DUPLICATE)	
Diskette Name <u>6XXXXX</u>	Program Type:
Date _____	Textpack No. <u>4</u>
IBM-supplied _____	Vol. <u>01</u> of <u>03</u>
Personalized _____	Feature Diskette Name _____
Defaults _____	Languagepack Vol. _____ of _____
Comments _____	

Form No. S544-2016-0	

Figure 6-2. Program Diskette (Duplicate) Label

Checking Spelling of a Document Typed in a Foreign Language

When typing a document in a foreign language which you intend to check for spelling errors:

- Be sure that you have specified the appropriate keyboard numbers on your program diskettes for the language you will be typing in. See "Topic 30. Changing Your Program Diskette to Match Your Printer Elements and Keyboard Numbers" or "Topic 31. Changing Your Program Diskette to Match Your Printwheels and Keyboard Numbers."
- In the typing area, type a keyboard change for the language you are typing in.
- Press CODE + INSTR.
- Choose the ITEM in the INSTRUCTIONS menu to indicate the Language for Spelling Check.
- Choose the ITEM in the LANGUAGE FOR SPELLING CHECK INSTRUCTION menu for the language you are using.
- Return to the typing area.
- Type the document in the foreign language.
- When you have completed typing the text, type a keyboard change to return to the original keyboard number.
- Press END.
- Choose the ITEM for Spelling Tasks.

To check the spelling of a document typed in a foreign language:

- Select Choose Spelling Language Dictionary in the SPELLING TASKS menu.

```

DISK01|          |          |          |          |          |
-----|-----|-----|-----|-----|-----|
                SPELLING TASKS

                ID    ITEM
                --    ---
                a    Check Document
                b    Load Supplement
                c    Clear Supplement
                d    Store Supplement On Program Diskette
                e    Choose Spelling Language Dictionary
                f    Create Document Of Supplemental Words
                g    Go To Task Selection

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

Figure 6-3. SPELLING TASKS Menu

- The SPELLING LANGUAGE DICTIONARIES menu appears.

```

DISK01|          |          |          |          |          |
-----|-----|-----|-----|-----|-----|
                SPELLING LANGUAGE DICTIONARIES

                ID    LANGUAGE
                --    ---
                a    U.S. English
                b    U.K. English
                c    German
                d    Dutch
                e    National French
                f    Canadian French
                g    Italian
                h    Spanish
                i    Swedish
                j    Danish
                k    Norwegian

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

Figure 6-4. SPELLING LANGUAGE DICTIONARIES Menu

- Insert the Languagepack 2 program diskette that contains the language dictionary you need.
- Choose the language you want in the SPELLING LANGUAGE DICTIONARIES menu.
- Press ENTER when the prompt Type Diskette Name; press ENTER appears on the display.

- **Loading Language** appears on the first status line while the selected language dictionary is being loaded.
- The **SPELLING TASKS** menu appears when the selected language dictionary has been loaded.
- Follow the steps you learned to check the spelling of a document.

USING SUPPLEMENTS WHEN CHECKING SPELLING IN A FOREIGN LANGUAGE

If you have the Languagepack 2 program diskettes, you can use supplements with each of the language dictionaries. Once the specified standard language dictionary is loaded, you can use supplemental dictionaries the way you have just learned for U.S. English.

When you type the document containing the foreign language supplemental words, be sure to first type a keyboard change for the language you are typing in. After you type the words in the supplement, type a keyboard change to return to the original keyboard before pressing END.

Remember to also type a syllable hyphen (CODE + -) between the syllables of the words if you want the system to hyphenate them.

- **Note:** If you have changed the default in the WORK STATION DESCRIPTION menu to Required Hyphen = 1 (Coded), you create a syllable hyphen by typing a hyphen; do not type CODE + hyphen.

There is enough room on the Languagepack 2 program diskettes for a supplement of 4500 characters for each of the eleven languages.

To store the supplement on the Languagepack 2 program diskette:

1. Choose Spelling Tasks from the TASK SELECTION menu.
2. Select the ITEM in the SPELLING TASKS menu to Choose Spelling Language Dictionary.
3. Choose the ITEM for the language dictionary you want to use. Follow the prompt to type the

diskette name for the appropriate Languagepack 2 dictionary and press ENTER.

4. After the language dictionary has been loaded, choose Load Supplement from the SPELLING TASKS menu.
5. Follow the prompts to type the document name and diskette name of the language supplement document and load the supplement.
6. If you want to store the supplement on the Languagepack program diskette, choose Store Supplement on Program Diskette from the SPELLING TASKS menu. Follow the prompts to store the supplement.

If a supplement is stored on the Languagepack program diskette, it is automatically loaded with the specified language dictionary when that language is selected.

CHECKING SPELLING OF A MULTI-LANGUAGE DOCUMENT

If a document is typed in more than one language, you can check each part of the document in its own language.

For example, if you have typed a document in English and French, you can instruct the system to check only the English portion using the English dictionary and only the French portion using the National French dictionary.

The French words will not be marked as misspelled when checking in English, and the English words will not be marked as misspelled when checking in National French.

SAMPLE MULTI-LANGUAGE DOCUMENT

<i>Language for Spelling Check instruction: a</i>	<u>English Version</u> I am really delighted to be in France. I had never been to Europe. I have already received the invitation. I leave for Nice on Monday. I am going to study, and afterwards I am going to rest a little. What are you going to do?
<i>Language for Spelling Check instruction: E</i>	<u>French Translation</u> Je suis vraiment enchanté d'être en France. Je n'avais jamais été en Europe. J'ai déjà reçu l'invitation: Je pars pur Nice lundi. Je vais étudier; et après je vais me reposer un peu. Qu'est-ce que vous allez faire?

Figure 6-5. Multi-Language Document

Note: Be sure that you have specified the correct keyboard numbers on your program diskette for the language you will be typing in.

To check the sample document you would follow these steps:

1. In the typing area, press CODE + INSTR to display the INSTRUCTIONS menu.
2. Choose the ITEM in the INSTRUCTIONS menu to indicate the Language for Spelling Check.
3. Choose the ITEM in the LANGUAGE FOR SPELLING CHECK INSTRUCTIONS menu for U.S. English.
4. Type the English portion of the document.
5. Press KYB CHG and type the keyboard number for National French.
6. Press CODE + INSTR to display the INSTRUCTIONS menu.

7. Choose the ITEM in the INSTRUCTIONS menu to indicate the Language for Spelling Check.
8. Choose the ITEM in the LANGUAGE FOR SPELLING CHECK INSTRUCTIONS menu for National French.
9. Type the National French portion of the document.
10. Press KYB CHG and type the number to return to the original keyboard.

Note: Be sure to mark each section of a multi-language document with the appropriate Language for Spelling Check instruction.

You must check the document twice -- once using the English dictionary and once using the National French dictionary.

To check the English portion of the document:

1. Select Choose Language Dictionary in the SPELLING TASKS menu.
2. Insert the Vol. 02 program diskette or the Languagepack 2 program diskette containing the U.S. English dictionary.
3. Choose the ITEM in the SPELLING LANGUAGE DICTIONARIES menu for U.S. English.
4. Check the document and make the necessary corrections. If you left some words highlighted to be checked later, be sure to correct them, if necessary, before checking in the next language.

To check the National French portion of the document:

- a. Select Choose Language Dictionary in the SPELLING TASKS menu.
- b. Insert the Languagepack 2 program diskette containing the National French dictionary.
- c. Choose the ITEM in the SPELLING LANGUAGE DICTIONARIES menu for National French.

READ THE TOPIC SUMMARY ON THE NEXT PAGE.

TOPIC SUMMARY

To Check Documents Typed in a Foreign Language

- A. In the typing area, type a keyboard change for the language you will be typing in.
- B. Return to the typing area, and type the document in the foreign language.
- C. Type a keyboard change to return to the original keyboard.
- D. Press END and go to the TASK SELECTION menu.
- E. Choose the ITEM for Spelling Tasks.
- F. Select Choose Spelling Language Dictionary in the SPELLING TASKS menu.
- G. Insert the appropriate Languagepack 2 program diskette
- H. Choose the appropriate language in the SPELLING LANGUAGE DICTIONARIES menu.
- I. Press ENTER when the prompt **Type Diskette Name**; press ENTER appears on the display.
- J. The SPELLING TASKS menu appears when the selected language dictionary has been loaded.
- K. Follow the steps to check the spelling of a document.

To Store a Supplement On a Foreign Language Program Diskette

- A. Choose Spelling Tasks from the TASK SELECTION menu.
- B. Select Choose Spelling Language Dictionary from the SPELLING TASKS menu.
- C. Choose the ITEM for the language dictionary you want to use. Follow the prompts to type the

diskette name for the appropriate Languagepack 2 program diskette.

D. After the language dictionary is loaded, choose Store Supplement on Program Diskette from the SPELLING TASKS menu.

E. Follow the prompts to type the document name and diskette name of the language supplement document and load the supplement onto the Languagepack 2 program diskette.

To Check Documents Typed In More Than One Language

A. Press CODE + INSTR in the typing area.

B. Choose the ITEM in the INSTRUCTIONS menu to indicate the Language for Spelling Check.

C. Choose the appropriate language in the LANGUAGE FOR SPELLING CHECK INSTRUCTIONS menu.

D. Type the section in the first language.

E. At the end of the first language, type a keyboard change for the language you will type in next.

F. Press CODE + INSTR.

G. Choose the ITEM in INSTRUCTIONS menu to indicate the Language for Spelling Check.

H. Choose the appropriate language in the LANGUAGE FOR SPELLING CHECK INSTRUCTIONS menu.

I. Type the section in the second language.

J. Type a keyboard change to return to the original keyboard, and press END.

K. Follow the steps to check the document using the appropriate Languagepack 2 program diskettes.

You have completed this topic. Continue with your training with the next topic on your Training Checklist.

Topic 7. Revising a Multi-Page Document

In this topic, you will make revisions to a multi-page document. You will learn how to:

- Locate the pages that need to be changed
- Move paragraphs
- Combine and divide paragraphs
- Check spelling, hyphenate and paginate revised portions of a document

Before starting this topic, you should have completed:

1. All Basic Topics
2. Topic 3. Creating a Multi-page Document
3. Topic 4. Checking Spelling, Hyphenating and Paginating

REVISING A DOCUMENT

Beginning the Exercise

REVISE THE STORED DOCUMENT USING THE FOLLOWING INFORMATION, AND GO TO THE TYPING AREA:

Document name: Revision
Diskette name: TRAIN

A copy of the document you will revise begins on the next page. Take a moment to look at the kinds of revisions you will be making.

THE BALANCE SHEET

A balance sheet lists in one section all the assets of the business as of the last day of the accounting period and in another section all claims against these assets. Claims against assets include creditors' claims, or liabilities, and owner's claims, or investments (also called equity or net worth).

Assets

Cash -- This asset includes cash balances in the bank, cash on hand (including change and petty-cash funds), funds held in trust, sinking

funds, and funds available for payments to be retained in order

Accounts receivable -- Accounts receivable from officers, employees, and nontrade receivable

Allowance for doubtful accounts -- An allowance for doubtful accounts receivable of \$100,000 and expenses uncollectible. The amount not collected, uncollectible.

Marketable securities -- Items as United States

These assets are most commonly shown on the balance sheet at their cost to the business or their market value.

Prepaid and deferred items -- Prepaid expenses are prepayments for goods or services that will be consumed in the near future. Deferred charges are prepayments that will benefit the company over a period of years, such as the cost of moving to a new location.

Purchased inventories -- If the business buys merchandise or raw materials which it merely holds for a time and then sells with little or no alteration, the inventory is valued either at cost or at the replacement price if the latter is below cost.

It is generally agreed that if the cost of transportation of the

goods to the company is

include this cost. In fact,

sale could justifiably be

example, certain costs of

Once it has been determined

inventory account, there is

inventory.

1. If a business uses the first-in, first-out method of inventory, it is the first units purchased are sold.
2. First in, first out inventory. It is the first units purchased are sold.
3. Last in, first out inventory. It is the last units purchased are sold.
4. The average cost method. It is a middle ground between the first-in, first-out and last-in, first-out methods.

Move to page 3

Smart paragraph from Page 2 Here

The choice of inventory valuation will affect the reported cost of goods sold on the income statement and also the reported net income.

Manufactured inventories -- If the company manufactures goods from purchased raw materials, the inventory costing or valuation method is somewhat different. Any raw materials on hand are valued by one of the methods described for purchased inventories. Valuation of work in process and finished goods inventories involves cost of the raw materials used, cost of the direct labor used in converting the raw materials, and factory overhead, or indirect cost.

Total indirect costs do not vary with the amount of goods produced, or at least not proportionately. This means that if the plant is not operated at its maximum capacity, the indirect costs per unit of production will be more than would be the case if the plant were operated at a higher level of production.

Notes receivable -- This account includes the face amount of all notes that have been given the company and that are still unmatured, even those that have been discounted at the bank. Notes receivable discounted is a contingent (possible) liability account. If a note receivable has been discounted at the bank, the company has had to guarantee its payment. Thus until the maker of the note pays the bank, the company has a possible notes payable.

New paragraph here

Add New Paragraph

Figure 7-1. Multi-Page Revision

LOCATING PAGES IN A MULTI-PAGE DOCUMENT

Notice that the first revision is on page 2. Page 1 is currently showing on the display. A quick way to go to a page other than page 1 is to use the GO TO key.

The GO TO key is located in the group of keys on the lower-right side of the keyboard.

PRESS GO TO.

When you see the prompt, **Type page number; press ENTER,**

PRESS ENTER.

You press ENTER only to go to the very next page.

If you want to go to a page other than the next page, you type the desired page number, then press ENTER.

Once you are on the page you want to revise, use FIND or the cursor-movement keys to get to the first revision point.

COMBINING PARAGRAPHS

The two revisions on page 2 involve moving a paragraph to page 3 and combining two paragraphs into one.

Since it makes sense first to complete any revisions which are confined to just the page you are on, you will combine the paragraphs first.

To combine two paragraphs, you move the cursor to the end of the first paragraph, and then delete the paragraph separator.

A paragraph separator is the combination of key strokes you use to separate one paragraph from

another. You can use either two carrier returns to separate paragraphs or a carrier return followed by a tab. A carrier return followed by a tab is used in this exercise.

A quick way to get to the point of revision is to use FIND.

The cursor should be at the top of page 2.

PRESS FIND.

WHEN THE PROMPT Find what? APPEARS, CARRIER RETURN ONCE, AND THEN PRESS ENTER.

The cursor moves to the end of the first paragraph, past the word "value." Notice that Req'd Carrier Ret shows on the first status line on the display, and the symbol ⏏ shows above the cursor.

PRESS FIND AGAIN.

The system remembers that you are finding carrier returns. Therefore:

WHEN THE PROMPT Find what? APPEARS, JUST PRESS ENTER.

The cursor moves to the end of the second paragraph.

PRESS FIND AGAIN.

PRESS ENTER.

The cursor is now at the end of the third paragraph, under the carrier return. You are ready to delete the paragraph separator (the carrier return and the tab) and combine the paragraphs.

PRESS DEL.

**WHEN THE PROMPT Delete what? APPEARS, TAB ONCE,
AND THEN PRESS ENTER.**

The two paragraphs are combined.

You may need to add a space(s) between sentences
after the paragraphs are combined so that the two do
not run together.

These assets are most commonly shown on the balance sheet at their cost to the business or their market value.

Move to Page 3

Prepaid and deferred items -- Prepaid expenses are prepayments for goods or services that will be consumed in the near future. Deferred charges are prepayments that will benefit the company over a period of years, such as the cost of moving to a new location.

Purchased inventories -- If the business buys merchandise or raw materials which it merely holds for a time and then sells with little or no alteration, the inventory is valued either at cost or at the replacement price if the latter is below cost.

It is generally agreed that if the cost of transportation of the goods to the company is a significant item, the inventory account should

include this cost. In fact, for sale could justify an example, certain costs of

Once it has been debited to the inventory account, there is no change in the inventory.

1. If a business sells inventory, it is sold at the item. This method is called the first in, first out method.
2. First in, first out inventory. It is the first units sold are the first ones purchased.
3. Last in, first out inventory. The last units purchased are the first ones sold.
4. The average cost method is a middle ground between the first in, first out and last in, first out methods.

Insert Paragraph from Page 2 here →

The choice of inventory valuation will affect the reported cost of goods sold on the income statement and also the reported net income.

Manufactured inventories -- If the company manufactures goods from purchased raw materials, the inventory costing or valuation method is somewhat different. Any raw materials on hand are valued by one of the methods described for purchased inventories. Valuation of work in process and finished goods inventories involves cost of the raw materials used, cost of the direct labor used in converting the raw materials, and factory overhead, or indirect costs.

Total indirect costs do not vary with the amount of goods produced, or at least not proportionately. This means that if the plant is not operated at its maximum capacity, the indirect costs per unit of production will be more than would be the case if the plant were operated at a higher level of production.

Notes receivable -- This account includes the face amount of all notes that have been given the company and that are still unmatured, even those that have been discounted at the bank. Notes receivable discounted is a contingent (possible) liability account. If a note receivable has been discounted at the bank, the company has had to guarantee its payment. Thus, until the maker of the note pays the bank, the company has a possible notes payable.

New Paragraph here

Add New Paragraph

Figure 7-2. Multi-Page Revision

MOVING A PARAGRAPH TO A DIFFERENT PAGE

In the basic topics (Book 1), you learned how to move a paragraph from one place on a page to another place on the same page.

To move a paragraph to a different page, you follow the same steps as you learned before. You also tell the system the page number you want the text to move to.

To move a paragraph, move the cursor (using FIND or the cursor-movement keys) to the first character you want to move.

PRESS CODE +  TO RETURN THE CURSOR TO THE TOP OF THE PAGE.

MOVE THE CURSOR UNDER THE TAB BEFORE THE WORD Prepaid IN THE SECOND PARAGRAPH.

Notice in the upper-right corner of the first status line that the system indicates the cursor is sitting under a tab.

PRESS MOVE.

When the prompt **Move what?** appears, move the cursor to the last character you want to move.

MOVE THE CURSOR UNDER THE CARRIER RETURN AT THE END OF THE PARAGRAPH AFTER THE WORD: location.

The symbol  will show at the end of the line.

PRESS ENTER.

When the prompt **To where?** appears, you indicate where you want this paragraph moved to.

PRESS GO TO.

WHEN THE PROMPT Type page number; press ENTER APPEARS, PRESS ENTER TO GO TO THE NEXT PAGE.

PRESS THE ↓ KEY TO MOVE THE CURSOR UNDER THE TAB → BEFORE THE WORDS Total indirect IN THE THIRD PARAGRAPH.

PRESS ENTER.

The paragraph is moved and inserted on page 3.

DIVIDING PARAGRAPHS

The last revision on page 3 is to divide one paragraph into two paragraphs.

To divide one paragraph into two, just move the cursor to the word you would like to start the new paragraph with, then type a paragraph separator.

Remember, all paragraphs in this exercise are separated by a carrier return and a tab.

PRESS FIND.

WHEN THE PROMPT Find what? APPEARS, TYPE THE WORDS: If a

There is more than one "if" on this page, so typing a second word isolates which "if" you want to find.

PRESS ENTER.

TYPE A CARRIER RETURN AND TAB ONCE.

The paragraphs are now separated. Move the cursor down to adjust the lines.

Adding a Paragraph

MOVE THE CURSOR TO THE PAGE END SYMBOL (▲).

TYPE THE FOLLOWING PARAGRAPH:

In a stable market where prices remain unchanged, the method of inventory pricing is of little importance. This is true because when prices are unchanged over a long period of time, all methods give the same cost figures. However, in a changing market where prices are rising and falling, each method may give a different result. This may be seen by a comparison of the cost of goods sold for an article under each of the methods. Since the method used may affect the amounts of the reported ending inventory and cost of goods sold, a company should show on its statements by means of footnotes or other manner the pricing method used. Also, accountants are of the opinion that a company should select for use the method that best reflects its periodic net income.

Checking Spelling of the Revised Portion

If you make extensive revisions to a document, you should check the revised portion of the document for spelling errors.

If the revisions to a multi-page document affect the page length, you also should paginate the document.

Follow these steps to check and paginate the revised portion of the document through the end of the document.

PRESS THE SPELL KEY.

WHEN THE PROMPT Type document name; press ENTER
APPEARS, PRESS ENTER.

WHEN THE PROMPT Type diskette name; press ENTER
APPEARS, PRESS ENTER.

The CHECK DOCUMENT menu appears.

PRESS ENTER TO CHECK IN THE PROMPTED MODE AND
HYPHENATE AND PAGINATE THE DOCUMENT.

The HYPHENATE AND PAGINATE DOCUMENT menu
appears.

CHOOSE THE ITEM IN THE HYPHENATE AND PAGINATE
DOCUMENT MENU TO PAGINATE FROM PAGE.

Since you didn't make any revisions on page 1, you
can start pagination on the page where the first
revision was made (page 2).

WHEN THE PROMPT Type page number; press ENTER
APPEARS, TYPE THE NUMBER: 2.

For training, you do not need to print this document.

CHOOSE THE ITEM TO PRINT PAGINATED PAGES.

WHEN THE PROMPT Type YOUR CHOICE; press ENTER
APPEARS, TYPE: 2

PRESS ENTER AGAIN.

The pages that were revised will be checked for
spelling errors and the document will be paginated
through the end of the document.

CORRECT SPELLING ERRORS AND MAKE HYPHENATION
DECISIONS USING THE METHODS YOU HAVE LEARNED.

The TYPING TASKS menu returns to the display. Press the MSG key. If the message indicates words were left highlighted, return to the document to correct the highlighted words. If the message indicates no words are left highlighted, press CODE + CANCL to delete the highlighting in the TYPING TASKS menu.

ADDITIONAL INFORMATION

In the exercise that you just revised, you used GO TO and made revisions in a forward direction only.

When doing your real work, you can use the GO TO key to make revisions to pages both in a forward and backward direction. For example, you can revise page 25 first, return to revise page 13, go forward to page 17, return to revise page 7, and so on.

FIND, however, works only in the forward direction.

Getting a Page

You can use the GET key (located in the group of keys on the upper-right side of the keyboard) to locate and copy a page of text from one part of a document to another part of the same document or a different document. The copied text also stays in its original place and is not deleted.

Remember, MOVE deletes the text from its original place and moves it to the new location.

To get a page, you should follow the steps below:

1. Display the page into which you want to insert text.
2. Move the cursor to the point where you want the text to be inserted.
3. Press GET.
4. Choose the ITEM in the GET menu to give the name of the document and diskette you want the system to get.
5. If you want to get the entire document, you do not have to make any other choices in the GET menu.
6. If you want to get only certain pages, choose the ITEM in the GET menu to tell the system which system page numbers.

Changing Formats When Getting Text

When you get page(s) from another document, any pages or paragraphs you get take on the format of the new document (the one you are inserting them into.)

For instance: If the page(s) you get is set up for Single Line Spacing in the document you are getting it from,

But the new document you are inserting it into is set for Double Line Spacing, the page(s) you get will automatically take on Double Line Spacing.

Note: The exception to this is if the page(s) you get has Change Format instructions in it. If it does, that format is retained. An example would be a table created using Column Layout.

To preserve the original format of the pages or paragraphs you get:

- Change the document format of the new document if the change is for all the pages, or
- Type a CHG FMT in the document you are creating. Make the necessary changes in the appropriate menus. Then, GET the page(s) you want to insert. (Remember to return to the original format if the change is not for the whole document.)

Using GET for Creating Stored Documents

GET is used frequently to create repetitive letters and to create documents made up of repetitive paragraphs. If you do these types of work in your office, refer to "Topic 22. Repetitive Paragraphs with Stored Variable Information."

READ THE TOPIC SUMMARY ON THE NEXT PAGE.

TOPIC SUMMARY

To Revise a Multi-page Document

- A. Choose Revise Document in the TYPING TASKS menu.
- B. Type the document name and diskette name, if necessary.
- C. Press ENTER to go to the typing area.

Page 1 of the document appears.

To Go to the Next Page for Revision

- A. Press GO TO.
- B. Press ENTER. (It's not necessary to type the number of the page you want when it is the next page.)

To Go to a Different Page for Revision

- A. Press GO TO.
- B. Type the number of the page you want.
- C. Press ENTER.

To Combine Paragraphs

- A. Move the cursor under the carrier return at the end of the first paragraph (past the ending punctuation).
- B. Press DEL.
- C. Delete the paragraph separator (two carrier returns, a carrier return and a tab--whatever has

been used to divide the two paragraphs you want to combine).

To Divide a Paragraph

A. Move the cursor (using the cursor-movement keys or FIND) to the word you would like to start the new paragraph.

B. Type the paragraph separator (two carrier returns, a carrier return and a tab--whatever has been used to divide paragraphs in the document).

To Move Text from One Page to Another Page

A. Move the cursor to the first character to be moved, then press MOVE.

B. When the prompt **Move what?** appears, move the cursor to the last character to be moved and press ENTER.

C. When the prompt **To where?** appears, press GO TO.

D. When the prompt **Type page number** appears, type the number of the page where the text is to be moved.

E. When this page appears, move the cursor to the point where the text is to be inserted.

F. Press ENTER to move and insert the text.

Checking Spelling and Paginating Through the End of the Document

A. In the typing area, press the SPELL key.

B. Follow the prompts to go to the CHECK DOCUMENT menu.

C. Press ENTER in the CHECK DOCUMENT menu.

D. Choose the ITEM in the HYPHENATE AND PAGINATE DOCUMENT menu to Paginate, Hyphenate, Spell Check from Page.

E. When the prompt Type YOUR CHOICE; press ENTER appears, type the page number where pagination should begin. The revised pages will be checked for spelling errors, and the document will be paginated through the end of the document.

You have finished this topic. Choose the next topic from your Training Checklist.

Topic 8. Making Recurring Changes Using the GLOBAL Key

Sometimes you may need to change an item that appears several times in a document. This is called a "global" change. You can use GLOBAL (Global Replace/Delete) to change a character, word or phrase throughout a document. You type the change only once, and the system makes that change automatically throughout the document. In this topic, you will learn to use GLOBAL to:

- Search for a word and replace it with another word throughout a document
- Search for different forms (upper/lowercase) of the same word throughout a document
- Automatically delete a character throughout a document

Before starting this topic, you should complete:

1. All Basic Topics
2. Topic 4. Checking Spelling, Hyphenating and Paginating

You have already learned how to use FIND to quickly locate a word in a document. GLOBAL works in much the same way.

When you press GLOBAL, a menu displays. You can type as many as three sets of characters, words or phrases in the menu. These three sets will be searched for at the same time.

GLOBAL also enables you to automatically replace or delete the located characters.

TO REPLACE ONE WORD WITH ANOTHER WORD

Use GLOBAL when a revision requires you to replace one or more words with other words throughout a document.

EXAMPLE:

TRUST AGREEMENT

This Family Trust Agreement, entered into by and between Jane Doe and ABC Trust Company, WITNESSETH:

1. TRUST ESTATE. Jane Doe has transferred and delivered to the ABC Trust Company, in trust, certain life insurance policies on her life payable to the ABC Trust Company the "Trust Estate," which are itemized on Schedule A attached to and made a part of this Family Trust Agreement, the receipt of which the Trustee hereby acknowledges. The entire Trust Estate shall be managed and administered by the Trustee and the principal thereof and the income therefrom held and distributed in accordance with the following provisions and for the following purposes.
2. PAYMENT OF PREMIUMS. Although Jane Doe intends promptly to pay all premiums, assessments, or other charges necessary to keep the policies in force, she shall be under no duty to anyone to do so and shall be under no liability to anyone if she should permit the policies or any of them to lapse for non-payment of premiums, assessments, or other charges, or otherwise permit the policies or any of them to become uncollectible.

Family Trust Agreement. If the Grantor's father survives her, the ABC Trust Company shall set aside from the Trust Estate an

TRUST AGREEMENT

This Trust Agreement, entered into by and between Jane Smith and ABC Trust Company, WITNESSETH:

TRUST ESTATE. Jane Smith has transferred and delivered to the ABC Trust Company, in trust, certain life insurance policies on her life payable to the ABC Trust Company the "Trust Estate," which are itemized on Schedule A attached to and made a part of this Marital Trust Agreement, the receipt of which the Trustee hereby acknowledges. The entire Trust Estate shall be managed and administered by the Trustee and the principal thereof and the income therefrom held and distributed in accordance with the following provisions and for the following purposes.

PAYMENT OF PREMIUMS. Although Jane Smith intends promptly to pay all premiums, assessments, or other charges necessary to keep the policies in force, she shall be under no duty to anyone to do so and shall be under no liability to anyone if she should permit the policies or any of them to lapse for non-payment of premiums, assessments, or other charges, or otherwise permit the policies or any of them to become uncollectible.

Marital Trust Agreement. If the Grantor's husband survives her, the ABC Trust Company shall set aside from the Trust Estate an

Original Document

Revised Document

Search For: Doe
Search For: father
Search For: Family

Replace With: Smith
Replace With: husband
Replace With: Marital

Figure 8-1. Global Changes Throughout a Document

Beginning the Exercise

In this exercise, you will use a document already stored on the diskette.

REVISE A STORED DOCUMENT USING THE FOLLOWING INFORMATION, AND GO TO THE TYPING AREA:

Document name: Trust
Diskette name: TRAIN

The GLOBAL Key

GLOBAL is located on the front of the FIND key.

PRESS CODE + GLOBAL TO DISPLAY THE GLOBAL REPLACE/DELETE MENU.

Prompted Search

In this exercise, you will choose the "prompted" kind of search. This displays each word as it is located.

Word Match

Because you will be searching for words to be replaced with other words, you will use the "word" kind of match.

Note: You must type the words you are searching for exactly as they appear in the document. The sample menu is set up to use the prompted kind of search and to search for and replace words.

<u>ID</u>	<u>ITEM</u>	<u>YOUR CHOICE</u>	<u>POSSIBLE CHOICES</u>
a	Kind of Search	1	1 = Prompted 2 = Automatic
b	Kind of Match	1	1 = Word 2 = Exact Character
c	Search For:	Doe	
d	Replace With:	Smith	
e	Search For:	father	
f	Replace With:	husband	
g	Search For:	Family	
h	Replace With:	Marital	

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: _

Figure 8-2. GLOBAL REPLACE/DELETE Menu (Sample)

To use the prompted kind of search:

CHOOSE THE ITEM FOR Kind of Search.

WHEN THE PROMPT Type YOUR CHOICE; press ENTER APPEARS, TYPE: 1

To search for and replace words:

CHOOSE THE FIRST Search For ID LETTER.

WHEN THE PROMPT Type YOUR CHOICE; press ENTER APPEARS, TYPE: Doe

CHOOSE THE FIRST Replace With ID LETTER.

WHEN THE PROMPT Type YOUR CHOICE; press ENTER APPEARS, TYPE: Smith

Refer to the sample menu for the other sets of words.

REPEAT THE STEPS FOR THE NEXT TWO SEARCH FOR/REPLACE WITH SETS OF WORDS.

PRESS ENTER AGAIN WHEN THE MENU ON THE DISPLAY MATCHES THE SAMPLE MENU.

The system starts to search through the document. The cursor stops when it locates one of the words you are searching for, and the prompt, **Press ENTER to replace or delete, or press CANCL** appears on the prompt line.

To replace this word with the new word,

PRESS ENTER.

The new word replaces the original word.

PRESS ENTER AGAIN TO CONTINUE SEARCHING.

Searching continues until the next occurrence of a word you are searching is located.

WATCH THE DISPLAY AND FOLLOW THE PROMPTS UNTIL ALL WORDS ARE REPLACED AND THE MESSAGE Global Replace/Delete completed. (number) phrases changed. APPEARS ON THE MESSAGE LINE.

Completing the Exercise

PRESS END.

**TO SEARCH FOR
DIFFERENT FORMS OF THE
SAME WORD**

GLOBAL can also be used to search for the same word when it appears in different forms (capitalized/lowercase, singular/plural) throughout a document.

For example, when you see that a word has been misspelled, you can search for all forms of that word and replace it with the correctly spelled word.

**Beginning the
Exercise**

In this exercise, you will use a document already stored on the diskette.

**REVISE THE STORED DOCUMENT USING THE
FOLLOWING INFORMATION, AND GO TO THE TYPING
AREA:**

Document name: Balance Sheet Assets
Diskette name: TRAIN

Notice that the word "receiveable" is highlighted because it has been misspelled throughout the document. Sometimes it is capitalized, and sometimes it is not. It also appears both singular and plural.

**PRESS CODE + GLOBAL TO DISPLAY THE GLOBAL
REPLACE/DELETE MENU.**

CHOOSE THE ITEM FOR Kind of Search.

**WHEN THE PROMPT, Type YOUR CHOICE; press ENTER
APPEARS, TYPE: 1**

Since "receivable" has been misspelled throughout the document, you want to replace it with the correctly spelled word and cancel the highlighting.

To search for a misspelled word, press the SPELL key before and after typing it in the menu.

CHOOSE THE FIRST Search For ID LETTER.

WHEN THE PROMPT Type YOUR CHOICE; press ENTER APPEARS, PRESS THE SPELL KEY, TYPE receiveable AND PRESS THE SPELL KEY AGAIN.

CHOOSE THE FIRST Replace With ID LETTER.

WHEN THE PROMPT Type YOUR CHOICE; press ENTER APPEARS, TYPE: receiveable

Refer to the sample menu for the other sets of words.

REPEAT THE STEPS FOR THE NEXT TWO SEARCH FOR/REPLACE WITH SETS OF WORDS.

```

DISK01|          |          |          |          |          |          |          |          |          |          |
-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
                                GLOBAL REPLACE/DELETE
ID  ITEM                      YOUR  POSSIBLE
   CHOICE                     CHOICES
a   Kind Of Search            2      1 = Prompted   2 = Automatic
b   Kind of Match             1      1 = Word       2 = Exact Character
c   Search For:               receiveable
d   Replace With:             receiveable
e   Search For:               Receiveable
f   Replace With:             Receivable
g   Search For:               receiveables
h   Replace With:             receivables
When finished with this menu, press ENTER.
Type ID letter to choose ITEM; press ENTER: _
  
```

Figure 8-3. GLOBAL REPLACE/DELETE Menu(Sample)

PRESS ENTER AGAIN WHEN THE MENU ON THE DISPLAY MATCHES THE SAMPLE MENU.

The system begins to search for the words you have requested. The cursor stops when it locates the first highlighted word.

WATCH THE DISPLAY AND FOLLOW THE PROMPTS UNTIL ALL WORDS ARE REPLACED AND THE MESSAGE Global Replace/Delete completed. 6 phrases changed. APPEARS ON THE MESSAGE LINE.

Each occurrence of the highlighted word has been replaced with the correct spelling of the word.

Completing the Exercise

PRESS END.

**TO AUTOMATICALLY
DELETE A CHARACTER
THROUGHOUT A DOCUMENT**

**To Delete a "Searched
For" Character**

GLOBAL can also be used to search for a word or character and delete it. You do this by searching for the word or character and not replacing it with anything.

To search for a single character, you must choose Kind of Match = Exact Character.

**To Search in the
Automatic Mode**

Now that you have seen how searching through a document works, you are ready to search in an unattended or automatic mode.

In the next exercise you will learn to delete a character in the automatic mode. This is a quick way to cancel the highlighting of words marked by the Spelling Verification Aid.

Beginning the Exercise

In this exercise you will revise a document already stored on the diskette.

**REVISE A STORED DOCUMENT USING THE FOLLOWING
INFORMATION, AND GO TO THE TYPING AREA:**

Document name: Balance Sheet Assets
Diskette name: TRAIN

**PRESS CODE + GLOBAL TO DISPLAY THE GLOBAL
REPLACE/DELETE MENU.**

To search for a specific character:

CHOOSE THE ITEM FOR Kind of Match.

WHEN THE PROMPT, Type YOUR CHOICE; press ENTER
APPEARS, TYPE: 2

CHOOSE THE FIRST Search For ID LETTER.

WHEN THE PROMPT Type YOUR CHOICE; press ENTER
APPEARS, PRESS SPELL.

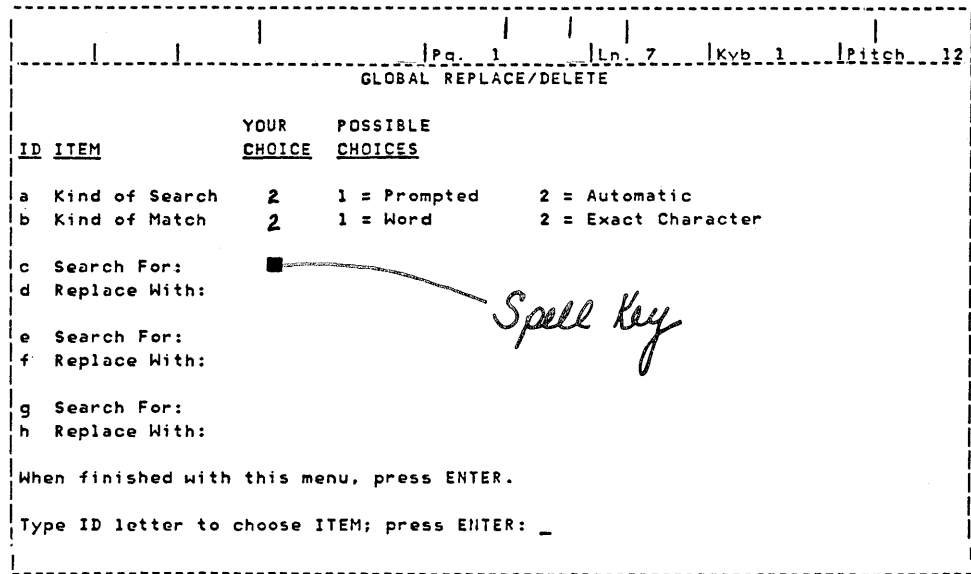


Figure 8-4. GLOBAL REPLACE/DELETE Menu (Sample)

PRESS ENTER AGAIN WHEN YOU HAVE FINISHED
MAKING CHOICES IN THE MENU.

The system searches through the entire document.

The message Global Replace/Delete completed.
(number) phrases changed. appears on the message
line when all the highlighting has been deleted.

Completing the Exercise

PRESS END.

ADDITIONAL INFORMATION

What GLOBAL Searches for

- GLOBAL can search for up to 60 characters at a time.
- Searching begins at the current cursor position and moves forward.
- The "search for" characters are located, even if they have been hyphenated or surrounded by punctuation.
- Use "Kind of Match = Word" to locate the "search for" characters only when they appear in the text as a word (usually followed by a space).
- Use "Kind of Match = Exact Character" to locate all occurrences of the "search for" characters, even when they appear within other words. For example, searching for "his" would also locate "history."

To Revise While Searching in the Prompted Mode

After you locate a word or character and replace it or press CODE + CANCL, you can move the cursor to revise other text if necessary. When you press ENTER again, the searching starts from the current cursor position.

To Stop Searching Through a Document

In either the prompted or automatic kind of search, you can stop the searching before it is completed.

- When you search automatically, the first time you press CODE + CANCL the system goes into the prompted kind of search.
- When you press CODE + CANCL in the prompted kind of search, you cancel the highlighting of the "searched for" characters.

- The next time you press CODE + CANCL, you cancel the GLOBAL function completely.

To Review or Revise the GLOBAL Menu

While searching through a document in the prompted mode, you can review or revise the choices you have made in the GLOBAL REPLACE/DELETE menu by pressing CODE + GLOBAL to display the menu. Press ENTER to return to the typing area.

For more information on the Global Replace/Delete function, see "GLOBAL key" in the "Quick Reference" section of the Reference Guide.

READ THE TOPIC SUMMARY ON THE NEXT PAGE.

TOPIC SUMMARY

To Replace One Word with Another Word in the Prompted Mode

A. In the typing area, press CODE + GLOBAL to display the GLOBAL REPLACE/DELETE menu.

B. Choose the ITEM in the GLOBAL REPLACE/DELETE menu to select a prompted search.

C. Choose the ITEMS in the menu to:

Search For: One Word
Replace With: Another Word

- Three sets of "searched for" characters, words or phrases can be searched for simultaneously.
- Individual characters, words or phrases (up to 60 characters) can be included in each set.

D. When you have finished with the menu, press ENTER again to start searching.

E. Press ENTER each time the prompt, **Press ENTER to replace or delete, or press CANCL** appears, to replace each original (search for) word with the new (replace with) word.

F. Press ENTER again to continue searching.

G. Press END when the message, **Global Replace/Delete completed. (number) phrases changed.** appears on the message line.

**To Search for Different
Forms of the Same Word
in the Prompted Mode**

- A. In the typing area, press CODE + GLOBAL to display the GLOBAL REPLACE/DELETE menu.
- B. Choose the ITEM in the GLOBAL REPLACE/DELETE menu to select a prompted search.
- C. Choose the ITEMS in the menu to:

 Search For: One Form of Word
 Replace With: Correct Form

 Search For: Another Form of Word
 Replace With: Correct Form

 As many as three forms of the same word (or phrase or character) can be searched for at the same time.
- D. When you have finished with the menu, press ENTER again to start searching.
- E. Press ENTER each time the prompt, Press ENTER to replace or delete, or press CANCL, appears.
- F. Press ENTER again to continue searching.
- G. Press END when the message, Global Replace/Delete completed. (number) phrases found. appears on the message line.

**To Delete a Character
Automatically Throughout a
Document**

- A. In the typing area, press CODE + GLOBAL to display the GLOBAL REPLACE/DELETE menu.
- B. Choose the ITEM in the GLOBAL REPLACE/DELETE menu to select an exact character match.
- C. Choose the ITEM in the GLOBAL REPLACE/DELETE menu to "Search for" the exact character.
- D. When finished with the menu, press ENTER again to begin searching.

E. Press END when the message Global Replace/Delete completed. (number) phrases changed appears on the message line.

You have completed this topic. Choose the next topic from your Training Checklist.

Topic 9. Creating Overstrike Characters

In this topic, you will learn to type one character on top of another character to create overstrike characters. Overstrike characters are used to:

- Indicate that a block of characters should be overstruck with another character
- Construct characters (print one character on top of another character)
- Underline individual characters within a word

Before starting this topic, you should complete:

All Basic Topics

USING OVERSTRIKE TO MARK A BLOCK OF TEXT TO BE OVERSTRUCK

While making revisions, you can use OVERSTRIKE to make the system "mark over" a block of text. This indicates that the text is to be deleted later.

For example, when you revise legal documents, you may want to print the document showing what text is to be deleted so that all parties can approve the draft.

Beginning the Exercise

In this exercise you will revise a document already stored on the diskette.

REVISE A STORED DOCUMENT USING THE FOLLOWING INFORMATION, AND GO TO THE TYPING AREA:

Document name: Purchase Agreement
Diskette name: TRAIN

In this exercise, you are going to strike over the fifth paragraph to indicate that it is to be deleted.

IN THE TYPING AREA, MOVE THE CURSOR TO LINE 26 (beginning with the words NOW THEREFORE).

OVERSTRIKE is located on the front of DEL.

PRESS CODE + OVERSTRIKE.

The prompt **Overstrike what?** appears on the Prompt Line.

To indicate the block of text that you want to overstrike,

PRESS THE ↓ KEY FIVE TIMES TO MOVE THE CURSOR TO THE END OF THE PARAGRAPH.

PRESS ENTER.

The prompt **Overstrike with what character?** appears on the Prompt Line.

TYPE A SLASH (/).

PRESS ENTER.

Slashes (//////) replace the text on the display. If you move the cursor through the text, only the text appears on the display. Or, if you choose Display Codes = Yes in the SCREEN FORMAT menu, the text appears on the display.

When you print the document, both the text and the slashes appear. This indicates on the printed page that this paragraph is to be deleted.

Completing the Exercise

PRESS END AND PRINT.

USING THE REQUIRED
BACKSPACE KEY TO
CONSTRUCT A CHARACTER

Required Backspace (CODE + BKSP) is used to construct characters (print one character on top of another).

The symbol Ø is used to differentiate between a zero and the letter O.
You sit down on a chair.
You set the book down on the table.


Figure 9-1. Examples of Constructed Characters


Beginning the Exercise


CREATE A DOCUMENT USING THE FOLLOWING
INFORMATION, AND GO TO THE TYPING AREA

Document name: Required Backspace
Diskette name: TRAIN

FOLLOW THE STEPS BELOW THE EXERCISE TO TYPE
THE EXERCISE:

The symbol  is used to differentiate between a zero and the letter O.

You s  it down on a chair.

You s  et the book down on the table.

TYPE TO THE FIRST  .

TYPE THE NUMBER: 0

PRESS CODE + BKSP ONCE.

TYPE A SLASH (/).

Only the slash (/) appears on the display. Both the
/ and the 0 will print.

FINISH TYPING THE SENTENCE, THEN TYPE TWO
CARRIER RETURNS.

USING THE REQUIRED
BACKSPACE KEY TO
UNDERLINE INDIVIDUAL
CHARACTERS IN A WORD

CODE + BKSP is also used to underline individual characters within a word.

TYPE TO THE NEXT  .

TYPE THE LETTER: i

To underline the i in sit:

PRESS CODE + BKSP ONCE.

TYPE AN UNDERLINE.

When you underline, both characters appear on the display.

TYPE THE REMAINDER OF THE SENTENCE, THEN TYPE TWO CARRIER RETURNS.

TYPE TO THE NEXT  .

TYPE THE LETTER: e

To underline the e in set:

PRESS CODE + BKSP ONCE.

TYPE AN UNDERLINE.

Completing the Exercise

TYPE THE REMAINDER OF THE SENTENCE, THEN TYPE TWO CARRIER RETURNS.

Depending on what characters are constructed, the display will show one or both characters. Printing will show both characters.

PRESS END AND PRINT.

ADDITIONAL INFORMATION

Deleting Overstrike Characters

When you strike over text using OVERSTRIKE, a Begin Overstrike code (`↵`) is placed at the beginning of the overstruck text.

To delete the overstriking, move the cursor to the `↵` and delete the Begin Overstrike code.

Revising Overstruck Text

To revise text that is overstruck using OVERSTRIKE, choose Display Codes = Yes in the SCREEN FORMAT menu to display the text. Then, you can make revisions as usual. All the text from the Begin Overstrike code to the End Overstrike code is overstruck when the text is printed.

To revise text that is overstruck using CODE + BKSP, choose Display Codes = Yes in the SCREEN FORMAT menu. This displays the text and the Required Backspaces to make it easier to revise the text.

Using More than One Overstrike Character

You can use different overstrike characters to mean different things throughout a document. For example, you could use slashes to indicate that a paragraph is to be deleted later and the letter "x" to indicate that certain text has been added. All alpha and numeric characters can be used as overstrike characters.

READ THE TOPIC SUMMARY ON THE NEXT PAGE.

TOPIC SUMMARY

To Overstrike a Block of Text

- A. Move the cursor to the beginning of the block of text.
- B. Press CODE + OVERSTRIKE.
- C. When the prompt **Overstrike What?** appears, move the cursor to the end of the block of text, and then press ENTER.
- D. When the prompt **Overstrike with what character?** appears, type the character you want to strike over the text, and then press ENTER.
- E. Only the characters used to "strike over" appear on the display.

If you choose Display Codes = Yes in the SCREEN FORMAT menu, the text appears on the display.
- F. When you print the document, both the text and the "strikeover" characters appear.

To Construct a Character or Underline Individual Characters

- A. Type the character.
- B. Press CODE + BKSP once.
- C. Type the second character or the underline.

You have completed this topic. Choose the next topic from your Training Checklist.

Topic 10. Superscripts and Subscripts

In this topic, you will learn how to type superscripts and subscripts, similar to those you see in the example below:

<u>Superscript</u>	<u>Subscript</u>
$10^{(n-3)} + y = 120$	H_2O

Figure 10-1. Superscripts and Subscripts

Before starting this topic, you should complete:

All Basic Topics

Beginning the Exercise

CREATE A DOCUMENT USING THE FOLLOWING INFORMATION, AND GO TO THE TYPING AREA:

Document name: Supsub
Diskette name: TRAIN

TYPING A SUPERSCRIPIT AND A SUBSCRIPT

You use two keys to type superscripts and subscripts:

Press CODE + $\frac{1}{2}\uparrow$ (located on the front of the Y key) to type one-half space above the line. As you type, the text of the superscript displays one-half space above the line.

Press CODE + $\frac{1}{2}\downarrow$ (located on the front of the H key) to type one-half space below the line. As you type, the text of the subscript displays one-half space below the line.

Superscripts and subscripts usually are used in pairs. If you index up to type a superscript, you should index down after typing the superscript to return to the original typing line.

Do the following equation: $10^{\text{STOP}}(n-3)^{\text{STOP}} + y = 120.$

The symbol H_2O = water.

TYPE TO THE FIRST STOP .

PRESS CODE + $\frac{1}{2}\uparrow$.

TYPE TO THE NEXT STOP .

Notice how the text shows one-half space above the line.

PRESS CODE + $\frac{1}{2}\downarrow$.

You are back to the original typing line.

FINISH TYPING THE SENTENCE, AND TYPE TWO CARRIER RETURNS.

TYPE TO THE NEXT STOP .

TYPE: H

PRESS CODE + $\frac{1}{2}\downarrow$.

TYPE THE NUMBER: 2

PRESS CODE + $\frac{1}{2}\uparrow$.

Completing the Exercise

FINISH TYPING THE SENTENCE, THEN PRESS END.

PRINT THE DOCUMENT.

ADDITIONAL INFORMATION

Levels of Superscripts or Subscripts

You should type only one level of superscript or subscript at a time (one-half space above or below the original typing line). The system ignores any additional levels that you type.

Deleting Superscripts and Subscripts

You delete superscript and subscript codes just as you delete other characters.

You simply move the cursor to the superscript or subscript you want to delete.

When the cursor is positioned under the code instruction, the words **Half Index Up** or **Half Index Down** appears on the first status line and the symbol \uparrow or \downarrow shows above the cursor. Press DEL, and then PRESS ENTER. If desired, also delete the text of the superscript or subscript.

Since the codes used to create a superscript and subscript are usually in pairs, be sure to delete the second superscript or subscript code that follows the text.

Line Spacing Selection

When you are typing text with superscripts or subscripts, you may want to change the line spacing in the LINE FORMAT menu from single to at least space and a half or double spacing. This prevents your superscripts or subscripts from running into the lines of text that precede or follow.

Footnotes

Refer to "Documents With Footnotes" in the "Work Samples" chapter of the Work Station Procedures Guide for instructions on using superscripts and subscripts for footnote numbers.

READ THE TOPIC SUMMARY ON THE NEXT PAGE.

TOPIC SUMMARY

To Type a Superscript

- A. Press CODE + $\frac{1}{2}\uparrow$.
- B. Type the superscript.
- C. Press CODE + $\frac{1}{2}\downarrow$ to return to the original typing line.

To Type a Subscript

- A. Press CODE + $\frac{1}{2}\downarrow$.
- B. Type the subscript.
- C. Press CODE + $\frac{1}{2}\uparrow$ to return to the original typing line.

You have completed this topic. Choose the next topic from your Training Checklist.

Topic 11. Additional Print Information

In this topic, you will learn how to:

- Select specific pages to print from the PRINT DOCUMENT menu
- Queue (line up) more than one document for printing
- Display a list of the documents in the print queue and cancel a print job from the print queue
- Change the order of documents queued for printing
- Use Proportional Spacing (PSM)

SELECTING SPECIFIC PAGES TO PRINT

LOOK AT THE PRINT DOCUMENT MENU BELOW, AND THEN CONTINUE READING.

```
-----
DISK01|          |          |          |          |          |          |          |
-----
                                PRINT DOCUMENT
ID  ITEM                    YOUR  POSSIBLE
   ITEM                    CHOICE CHOICES
a  Print From Page         0      0 = First Page,
   Print From Page         1      1 = 9999.9.9
b  Print Through Page      0      0 = Last Page,
   Print Through Page      1      1 = 9999.9.9
c  Print Quantity          1      1 - 99
d  Paper Handling          2      1 = Cut Paper, Manual Feed
   Paper Handling          2      2 = Cut Paper, Automatic Feed
   Paper Handling          3      3 = Continuous Paper
e  Cancel on Error         2      1 = Yes    2 = No

When finished with this menu, press ENTER.
Type ID letter to choose ITEM; press ENTER: _
-----
```

Figure 11-1. PRINT DOCUMENT Menu

As you have seen, to print one copy of a complete document, you do not have to make any changes in the PRINT DOCUMENT menu.

If you want printing to start with any page after the first page, you must select the ITEM Print From Page and type the page number of your choice.

If you want printing to stop at any page other than the last page, you must select the ITEM Print Through Page and type the page number of your choice.

For more information on the other items in this menu, refer to the "Menu" section of the Reference Guide.

QUEUING MORE THAN ONE DOCUMENT FOR PRINTING

During training, you have been printing one document at a time. As soon as you end a document and request that it be printed, you can continue working with another document.

It is also possible to request that several documents be printed, one right after another.

When you request that a document be printed, it is placed in a print queue (waiting line). A maximum of six documents (any number of pages each) at a time can be waiting to print.

To queue several documents to print, simply repeat for each document the steps that you have been using to print one document:

1. Press REQST.
2. Choose the item in the REQUEST TASKS menu to print a document.
3. Respond to the prompts for document name and diskette name.
4. If necessary, change the items in the PRINT DOCUMENT menu.
5. Press ENTER again when you have finished using the PRINT DOCUMENT menu.

To change the printing order of documents in the print queue:

- Choose the **ITEM Change Printing Order** in the **REQUEST TASKS** menu.
- Type the ID letter of the document you want to print next.

USING THE PRINT KEY TO PRINT PAGES

You also can use **PRINT** to print pages of a document while you are creating or revising.

For example:

A. When you make minor revisions to selected pages of a document, you may want to print only those pages that are changed. If the revisions do not affect page endings, you can use **PRINT** to print each page as you revise it.

or

B. You can type a page and then press **PRINT**. As the page is printing, you can type the next page of the document. When you press **END** to continue with another job on the diskette, you may have to wait until the page that is printing has printed.

When using **PRINT**, you can queue a maximum of 25 pages within each document.

PRINTING IN PROPORTIONAL SPACING (PSM)

In Proportional Spacing (PSM), each character has a unit value varying from 3-7 units, depending on the width of the character. For example, a "W" is 7 units, and an "i" is 3 units.

Adjust Line Endings = Yes

When you type with Adjust Line Endings = Yes, the system calculates each character's unit value and adjusts the line accordingly. The text on the display is still shown in 12-pitch. Therefore, your printed document will not look exactly like the display.

Adjust Line Endings = No

The system calculates the unit values. When you reach the right margin, the system beeps. The line may look short or long on the display, but the printed document will be accurate.

Typing Text with Tab Settings

Be sure to use tabs set for the exact width of the text printed in PSM, instead of using the 5-space tab grid or spaces for alignment. If you use the tab grid or spaces, text may appear aligned on the display, but not when printed in PSM.

EXAMPLE:

MEMO TO: _____
DATE: _____

Figure 11-4. Example of Proportional Spacing Using Tab Grid or Spaces

Typing Tables Using Column Layout

The table may appear correct on the display, but the printed document may not align properly. The Column Layout function recognizes every character in the example entries as a lowercase "a." If the unit values are greater than that of the "a's," tabs will not be set accurately.

If printing cancels because of a long line, print the document again, and set Cancel on Error to No. Then, use the printed document to find the line that printed through a tab setting, causing the following entries to be out of alignment.

Measuring Column Widths

Use the conversion ruler to measure columns printed in PSM. To determine where to set the tabs on the display, measure the printed text using the 12-pitch scale. Count how many 12-pitch characters are required to match the width of the printed columns. Set the tabs accordingly.

If you would like to find the exact unit value of each character, refer to "Appendix E. PSM Value Chart" in the Reference Guide.

READ THE TOPIC SUMMARY ON THE NEXT PAGE.

TOPIC SUMMARY

To Select Specific Pages to Print

- A. Press REQST.
- B. Choose the ITEM in the REQUESTS TASKS menu to print a document.
- C. Respond to the prompts for document name and diskette name.
- D. Choose the ITEM **Print From Page** in the PRINT DOCUMENT menu and type the page number of your choice.
- E. Choose the ITEM **Print Through Page** in the PRINT DOCUMENT menu and type the page number of your choice.
- F. Press ENTER when finished with the PRINT DOCUMENT menu.

To Display the Print Queue

- A. Press REQST.
- B. Choose the ITEM **Display Print Queue** or **Cancel Print Job** in the REQUEST TASKS menu.

To Cancel a Print Job from the Print Queue

- A. Press REQST.
- B. Choose the ITEM **Display Print Queue** or **Cancel Print Job** in the REQUEST TASKS menu.
- C. Type the ID letter of the document you want to cancel and press ENTER.

To Change the Printing Order

- A. Press REQST.
- B. Choose the ITEM Change the Printing Order in the REQUEST TASKS menu.
- C. Type the ID letter of the document you want to print next.

You have completed this topic. Choose the next topic from the Training Checklist.

Topic 12. Creating Simple Tables

In this topic, you will learn to use the Column Layout function to create:

- A table of words
- A table of numbers

Typing tables and columns takes a little more setup than typing straight text. This is true whether you use a regular typewriter or the Displaywriter. The Column Layout function makes the setup (setting tabs, leaving space between columns) much easier.

Before starting this topic, you should have completed:

All Basic Topics

Display Codes must = No for this topic.

TABLE OF WORDS

Beginning the Exercise

CREATE A DOCUMENT USING THE FOLLOWING INFORMATION AND GO TO THE TYPING AREA.


Document name: Words
Diskette name: TRAIN

TYPE THE FOLLOWING ILLUSTRATION UNTIL YOU REACH THE FIRST .

Remember to type two carrier returns after typing the first paragraph in the following illustration.

Several employees have been promoted this month. Please make the necessary changes in your personnel files.



Ross	Engineering	Associate Engineer
Monteith	Sales	Assistant Manager
Galloway	Communication Center	Staff Assistant
Blanche	Data Processing	Payroll Supervisor
Sylvester	Engineering	Staff Manager 

Please contact each of these people and congratulate them on their achievements within the company.

When you type columns, you no longer have to determine the space between columns and where to set the tabs. The Column Layout function does this for you.

Look at the upper right corner of the keyboard template. The key that says "COLUMN" on the top and "LAYOUT" on the bottom is one that you will be using for this exercise. When you are asked to "PRESS COLUMN" or "PRESS CODE PLUS LAYOUT" in these exercises, it is this key you will use.

The Column Layout Function

PRESS CODE PLUS LAYOUT TO SEE AND USE THE COLUMN LAYOUT INSTRUCTIONS

The lower half of the display now shows the Column Layout Instructions. The cursor is in the upper left corner of the display, under a Required Carrier Return.

TAKE A MOMENT TO READ ALL OF THE INSTRUCTIONS, 1-4, ON THE SCREEN.

Now, you are ready to type the longest entry in each column, according to instruction 1 on the screen. Only "a's" will appear.

Notice that the longest entries in each column in this exercise are:

Sylvester	Communication Center	Associate Engineer
-----------	----------------------	--------------------

For this exercise, all tabs will be flush left. The terms "flush left tab" and "normal tab" mean the same thing.

Using the Column Layout Function

Now you are ready to follow instruction 1 in the Column Layout Instructions on the screen.

PRESS TAB TO INDICATE YOU WANT A FLUSH LEFT TAB.

TYPE THE WORD: Sylvester

If you make a mistake (forget how many characters you have typed, or enter the wrong kind of tab symbol, for example) you can press BKSP and re-type the characters.

Now you are ready to follow instruction 2 in the Column Layout Instructions on the screen.

PRESS COLUMN TO TELL THE SYSTEM TO LEAVE SPACE BETWEEN THE COLUMNS.

ACCORDING TO INSTRUCTION 1 ON THE SCREEN, PRESS TAB AND TYPE THE WORDS: Communication Center

PRESS COLUMN ACCORDING TO INSTRUCTION 2 ON THE SCREEN.

ACCORDING TO INSTRUCTION 1 ON THE SCREEN, PRESS TAB AND TYPE THE WORDS: Associate Engineer

Now you are ready to follow instruction 3 on the screen.

When you press CODE PLUS LAYOUT, the space between columns is allowed for.

ACCORDING TO INSTRUCTION 3, PRESS CODE PLUS LAYOUT.

Notice that the example entries have been adjusted between the left and right margin and should look like the following illustration.

<u>aaaaaaaaa</u>	<u>aaaaaaaaaaaaaaaaaaaaa</u>	<u>aaaaaaaaaaaaaaaaaaaaa</u>
------------------	------------------------------	------------------------------

FOLLOW INSTRUCTION 4 ON THE SCREEN TO PRESS ENTER.

Pressing ENTER brings you back to the typing area and enters:

the tab settings

a format change $\boxed{\text{F}}$

a Begin Table code $\boxed{\text{++}}$

an End Table code $\boxed{\text{--}}$

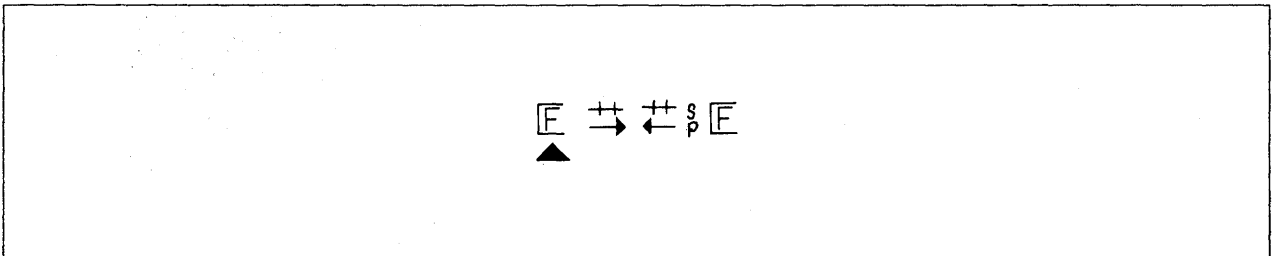
a space, and

a format change $\boxed{\text{F}}$

The Begin and End Table codes tell you where your table will begin and end.

TO SEE THE LOCATION OF THE TABLE CODES, PRESS CODE PLUS SCREEN FORMAT (it is at the lower left-hand side of the keyboard), AND SET DISPLAY CODES = YES.

They will look like this on your screen.



You should not have Display Codes = Yes when you create or revise a table. In order for you to see the location of the "hidden" table codes, the alignment of the column entries is off by a few spaces. To avoid confusion, always be sure Display Codes = No when you create or revise a table.

AFTER YOU HAVE SEEN THE LOCATION OF THE TABLE CODES, PRESS CODE PLUS SCREEN FORMAT AND SET DISPLAY CODES = NO.

A blank typing area appears on the screen for you to type the table. The cursor is under the End Table code $\overline{\leftarrow}$. When you type the first character or tab, the system displays a Required Carrier Return $\overline{\leftarrow}$ directly after the first character or tab. The cursor remains under that Required Carrier Return symbol while you type the table. This causes each table to end with a Required Carrier Return.

The scale line now shows the tabs you set using the Column Layout function.


The flush left tab is represented by the symbol — .

Now you are ready to type the table. Remember, the first column begins at the left margin. You don't have to tab for the first column.

Typing the Table

TYPE THE FIRST ENTRY: Ross

TAB TO MOVE TO THE NEXT FLUSH LEFT TAB SYMBOL — AND TYPE THE NEXT ENTRY: Engineering



CONTINUE TO TAB AND TYPE THE ENTRIES IN THE COLUMNS UNTIL YOU REACH THE LAST  .

You will hear a beep when the typing approaches the right margin.

When typing tables using Column Layout, the system is not using auto carrier return as it does in text. Therefore, you must type a carrier return after each entry in the last column, except the last entry, "Staff Manager".

The Required Carrier Return already there when you are typing the table gives you one blank line. In addition, the End Table code and Format Change always provide a blank line at the end of a table.

Several employees have been promoted this month. Please make the necessary changes in your personnel files.

 Ross	Engineering	Associate Engineer
Monteith	Sales	Assistant Manager
Galloway	Communication Center	Staff Assistant
Blanche	Data Processing	Payroll Supervisor
Sylvester	Engineering	Staff Manager 

Please contact each of these people and congratulate them on their achievements within the company.

WHEN YOU FINISH TYPING THE TABLE, IMMEDIATELY AFTER YOU TYPE "Staff Manager", FOLLOW THE PROMPT ON THE SCREEN TO PRESS ENTER.

Completing the Exercise

The scale line now shows your original tab settings. You have returned to the original format, and auto carrier return is again in effect.

TYPE THE REMAINING TEXT.

PRESS END AND PRINT THE DOCUMENT.

TABLE OF NUMBERS

You use the Column Layout function to type a table of numbers the same way you just typed a table of words. But, since numbers are not lined up on a flush left tab, as words are, you must tell the system that you want a decimal tab.

Decimal Tab

The decimal tab lines up numbers around a decimal point. You can type columns of numbers of different lengths and the system will line up the numbers correctly.

A large dot ● appears on the scale line where the decimal tab is set.

Beginning the Exercise

CREATE A DOCUMENT USING THE FOLLOWING INFORMATION AND GO TO THE TYPING AREA.

Document name: Numbers
Diskette name: TRAIN

TYPE THE FOLLOWING ILLUSTRATION UNTIL YOU REACH THE FIRST .

Memo to Robert Lore:

STOP \$200,451.15	\$965,791.33	\$ 142.00
12,937.40	506,400.00	187.23
56,279.28	89,436.42	3,436.49
7,633.82	6,393.01	175.89
919,391.10	935,140.38	24,637.19 STOP

These are the regional sales figures for the last 3 years. They should be helpful in your forecasting.

Using the Column Layout Function

PRESS CODE PLUS LAYOUT.

The display now shows the Column Layout Instructions on the lower half of the screen. The cursor is in the upper left-hand corner of the screen, under a Required Carrier Return.

You are ready to type the longest entry in each column. Only "a's" will appear.

Notice that the longest entries in the exercise are: (The "SP" in the following illustration refer to "spaces" between the \$ sign and the 1.)

\$200,451.15	\$965,791.33	\$ ^{SP} ^{SP} ^{SP} 142.00
--------------	--------------	---

space 3 times

Refer to Column Layout Instructions 1-4 on the screen as you use the Column Layout function.

TYPE \$200,451.15 ACCORDING TO INSTRUCTION 1 ON THE SCREEN.

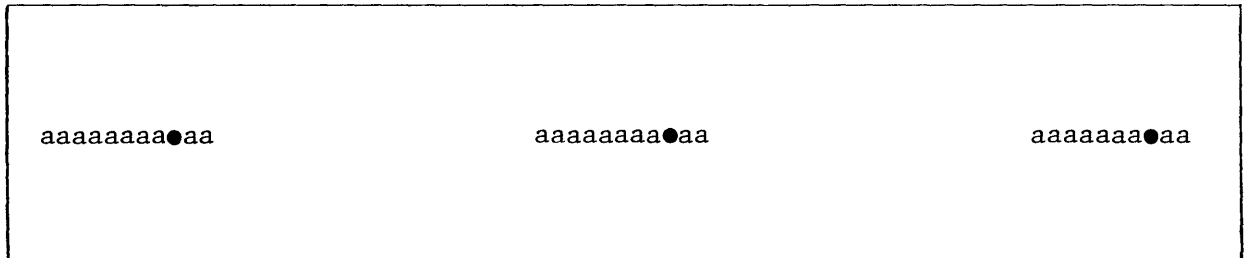
Notice that the symbol \cdot appears where you pressed the period key. This symbol marks the decimal tab.

PRESS COLUMN ACCORDING TO INSTRUCTION 2 ON THE SCREEN.

FOLLOW THE SAME STEPS FOR THE OTHER LONGEST EXAMPLE ENTRIES. DO NOT PRESS COLUMN AFTER THE LAST EXAMPLE ENTRY.

WHEN YOU HAVE TYPED ALL THREE EXAMPLE ENTRIES, PRESS CODE PLUS LAYOUT TO TELL THE SYSTEM TO DETERMINE THE SPACING AND SET THE TABS ACCORDING TO INSTRUCTION 3 ON THE SCREEN.

The example entries should look like the following illustration.



PRESS ENTER ACCORDING TO INSTRUCTION 4 ON THE SCREEN.

A blank typing area should appear on the screen now for you to type the table. The cursor is under the End Table code. When you type the first character or tab, the system displays a Required Carrier Return.

The scale line now shows the tabs you set using the Column Layout Instructions.

Typing the Table

Remember to type a carrier return after each entry in the last column, except the last entry.

TAB TO THE FIRST DECIMAL TAB SYMBOL **•** AND TYPE THE FIRST ENTRY.

TAB TO THE NEXT DECIMAL TAB SYMBOL AND TYPE THE ENTRY.

CONTINUE TO TAB AND TYPE THE ENTRIES IN THE COLUMNS UNTIL YOU REACH THE LAST **⊠**.

Since the Required Carrier Return already there and the End Table code and Format Change generate two blank lines, don't type a carrier return after "24,637.19".

Memo to Robert Lore:

⊠ \$200,451.15	\$965,791.33	\$ 142.00
12,937.40	506,400.00	187.23
56,279.28	89,436.42	3,436.49
7,633.82	6,393.01	175.89
919,391.10	935,140.38	24,637.19 ⊠

These are the regional sales figures for the last 3 years. They should be helpful in your forecasting.

FOLLOW THE PROMPT ON THE SCREEN TO PRESS ENTER.

Completing the Exercise

TYPE THE REMAINING TEXT.

PRESS END AND PRINT THE DOCUMENT.

ADDITIONAL INFORMATION

Typing Example Entries

Since your example entries appear as "a's," you may prefer to type an "a" for each character in the example entry instead of the entry itself. This is helpful when the example entry is a number. Another benefit is that you do not have to worry about typographical errors.

Remember, though, if you want a decimal tab set, you do have to type the period in the example entry.

Typing One's and Lowercase "l"s

Be sure to type a one (1) and not a lowercase "l" when you are typing numbers. The system will recognize a lowercase "l" as a lowercase "l" and not as a one (1).

Underlining Columns

If you would like to underline a column (of numbers for example), refer to "Underlining a Table When Using Decimal Tab" and "Underlining Columns and the Space Between Them" in the "Work Samples Handbook" chapter of the Work Station Procedures Guide and to "Underlining" in the "Quick Reference" section of the Reference Guide.

Adjusting Space Between Columns

After you have typed the example entries, if you want less space between the columns, you can press BKSP to delete spaces. You must have the Column Layout Instructions and example entries on the screen to do so.

After you have typed the example entries, if you want more space between columns, you can press COLUMN to add spaces. You must have the Column

Layout Instructions and example entries on the screen to do so.

Indented Tables

If you want space between the left margin and the first column, press COLUMN before you type the example entry for the first column.

If you want space between the last column and the right margin, press COLUMN after you type the example entry for the last column.

For more information on indented tables, refer to "Shifting a Column to the Right" and "Shifting a Column to the Left" in the "Quick Reference" section of the Reference Guide.

To Type One Column at a Time

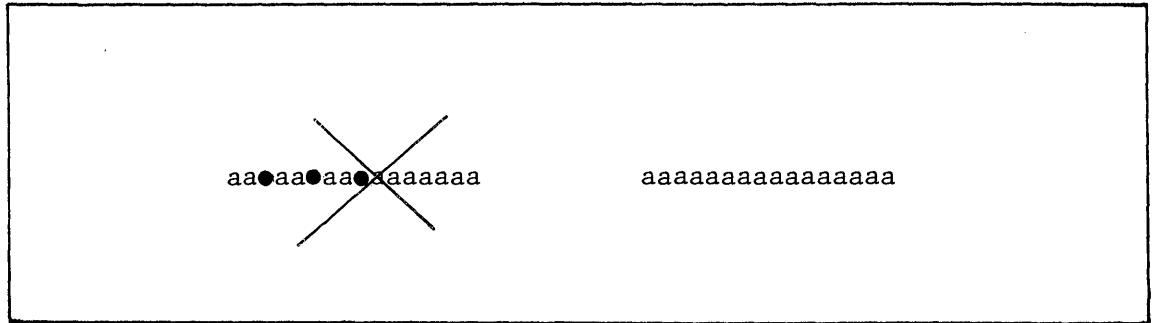
Instead of typing the columns across the page, one entry at a time as you did in this topic, you may want to type one entire column at a time.

The steps to type one column at a time are similar to those you learned in this topic.

For specific information, refer to "Creating a Table One Column at a Time" in the "Quick Reference" section of the Reference Guide.

To Type Periods in a Table

If your example entry contains a period (Mr. J. R. Gaston), but you do not want to set a decimal tab for that entry, you must type an "a" instead of pressing the period key. When you press the period key you get a decimal tab, not a period.



After you have typed your example entries and are ready to type the table in the typing area, you may type the entry and press the period key when you want a period.

Paper Size

For this exercise, you typed the table on 216 x 280 mm (8.5 x 11 inch) paper. Sometimes you will want to use a different size paper or turn the paper sideways.

When you do this, remember to choose Change Page Format in the FORMAT SELECTION menu. Then change to the appropriate Paper or Envelope Size in the PAGE FORMAT menu.

You will also need to change Last Typing Line in the PAGE FORMAT menu to match the new paper size.

(5218/5228 Printers Only)

In addition, if you have the optional Sheet-Feed Paper Handler attached to your 5218 or 5228 printer, you also may want to change the Printing Paper Source to indicate another paper tray choice or to indicate that you will manually feed the sheet of paper for this page. You make this change in the Page Format menu.

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	First Typing Line, First Page	7	1 - 999
b	First Typing Line Following Pages	7	1 - 999
c	Last Typing Line	60	2 - 999
d	Paper or Envelope Size	3	1 = 210x297 mm or 8.27x11.69in. (A4) 2 = 297x210 mm or 11.69x8.27in. (A4L) 3 = 215.9x279.4 mm or 8.5x11 in. (P4) 4 = 279.4x215.9 mm or 11x8.5 in. (P4L) 5 = 215.9x355.6 mm or 8.5x14 in. (Legal) 6 = 355.6x215.9 mm or 14x8.5in. (Legal L) 7 = 241.3x104.8 mm or 9.5x4.13 in. (Env.) 8 = 229x162 mm or 9.02x6.38 in. (C5 Env.) 9 = Other in mm
e	Printing Paper Source	1	1 = Top 2 = Bottom 3 = Bottom, This Page Only 4 = Manual Feed

When finished with this menu, press ENTER.
 Type ID letter to choose ITEM; press ENTER: _

Figure 12-1. PAGE FORMAT Menu

You may wish to take "Topic 25. Making Changes to the Page Format" in this book, or refer to "Tables and Columns" in the "Work Samples Handbook" chapter of the Work Station Procedures Guide.

Printing in Proportional Spacing

For more information on printing in PSM, refer to "Additional Print Information," in "Chapter 36. What to do if," and to "Proportional Spacing (PSM)" in the "Quick Reference" section of the Reference Guide.

For more information on creating tables, refer to "Tables and Columns" in the "Work Samples Handbook" chapter of the Work Station Procedures Guide and to "Creating a Table One Line at a Time" in the "Quick Reference" section of the Reference Guide.

READ THE TOPIC SUMMARY ON THE NEXT PAGE.

TOPIC SUMMARY

To Type a Table of Words or Numbers

- A. In the typing area, press CODE PLUS LAYOUT to see the Column Layout Instructions. The cursor is under a Required Carrier Return.
- B. Determine the longest entry in the column.
- C. According to instruction 1, type the longest entry in the column, setting the appropriate tab.
- D. According to instruction 2, press COLUMN to leave space between the columns.
- E. Repeat steps "B." through "D." for each column. Do not press COLUMN after the last example entry unless you want space between the last entry and the right margin.
- F. When you have typed all of the example entries (and set the appropriate tabs), press CODE PLUS LAYOUT according to instruction 3, to adjust the space between the columns and set tabs.
- G. Press ENTER to go to the typing area according to instruction 4.
- H. The system has determined the space between columns, set the tabs, and entered a format change \boxed{E} , a Begin Table code $\boxed{++}$, an End Table code $\boxed{--}$, a space, and another format change \boxed{E} .
- I. The cursor is under the End Table code. When you type the first character or tab, the system displays a Required Carrier Return directly after that character.
- J. Tab to the correct tab symbol and type each entry. Type a carrier return after each entry in the last column except the last entry.
- K. When you finish typing the table, do not type a carrier return. Follow the prompt on the screen to press ENTER.
- L. Type any text that may follow the table. Remember, the system is again using auto carrier return.

You have completed this topic. Choose the next topic from your Training Checklist.

Topic 13. Creating Advanced Tables

In this topic you will learn to use the Column Layout function to create tables that have:

- Headings centered over columns
- Columns made with different kinds of tabs
- Long centered headings over columns made with different kinds of tabs

These are advanced tables because each column requires more than one kind of tab. They also require a good understanding of the Column Layout function.

Before starting this topic, you should have completed:

1. All Basic Topics
2. Topic 12. Creating Simple Tables

Display Codes must = No for this topic.

COLUMNS WITH CENTERED HEADINGS

Beginning the Exercise



CREATE A DOCUMENT USING THE FOLLOWING INFORMATION AND GO TO THE TYPING AREA:

Document name: Centered Headings
Diskette name: TRAIN

TYPE THE FOLLOWING ILLUSTRATION UNTIL YOU REACH THE FIRST  .

Remember to type two carrier returns after typing the first paragraph.

Regions two, three, and four have selected these people as outstanding county representatives.

 <u>REGION</u>	<u>PERSON #</u>	<u>REP</u>	<u>STATUS</u>
Twenty-four	458-80-3609	Reaves	retired veteran
Thirteen	349-57-2230	Silverman	employed veteran
Twenty-two	425-12-5576	Earle	retired civilian
Thirty-three	334-00-4910	Huston	employed civilian 

If you need more information on any of them, refer to the region number and person number above.

Using the Column Layout Function

PRESS CODE PLUS LAYOUT TO SEE AND USE THE COLUMN LAYOUT INSTRUCTIONS.

Just as you typed the longest entry in each column for simple tables, you type the longest entry in each column for tables with headings centered over columns. (Be sure to see if the heading is the longest entry. The heading is part of the column, too.)

Notice that the longest entries are:

Thirty-three	458-80-3609	Silverman	employed civilian
--------------	-------------	-----------	-------------------

In this exercise, you will set flush left tabs and center tabs.

Now you are ready to use the Column Layout function according to instructions 1-4 on the screen.

PRESS TAB TO SET A FLUSH LEFT TAB.

TYPE THE WORD: Thirty-three

Now you are ready to set a center tab.

Center Tab

You already know how to use CODE PLUS CENTER to center text on a line. A center tab |●| centers what you type around the center tab setting. The headings over each column in this exercise are centered.

Even though the word "Thirty-three" is not centered, you want a center tab for this column. You will use the center tab when you type the heading for the column in the typing area.

PRESS CODE PLUS CTR TO SET A CENTER TAB.

PRESS COLUMN TO LEAVE SPACE BETWEEN THE COLUMNS.

PRESS TAB TO SET A FLUSH LEFT TAB.

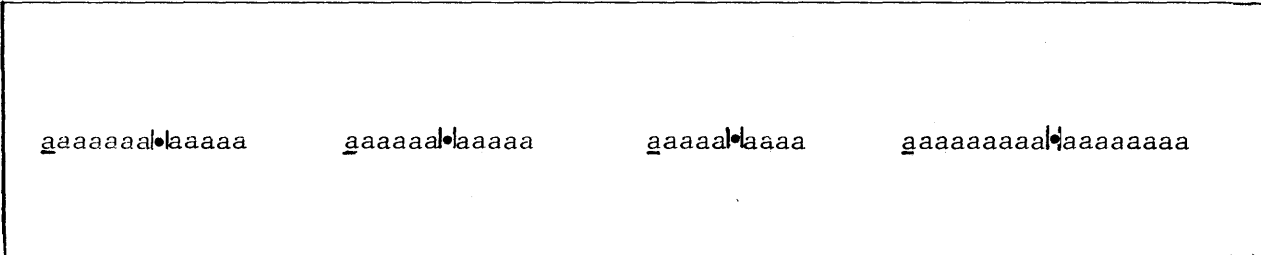
TYPE THE CHARACTERS: 458-80-3609

PRESS CODE PLUS CTR TO SET A CENTER TAB.

CONTINUE TO FOLLOW THE COLUMN LAYOUT INSTRUCTIONS TO SET FLUSH LEFT AND CENTER TABS FOR Silverman AND employed civilian. DO NOT PRESS COLUMN AFTER THE LAST EXAMPLE ENTRY.

WHEN YOU FINISH TYPING ALL OF THE EXAMPLE ENTRIES, PRESS CODE PLUS LAYOUT.

The system has adjusted your entries. They should look like the following illustration.



FOLLOW THE INSTRUCTION ON THE SCREEN TO PRESS ENTER.

A blank typing area appears on the screen for you to type the table. The cursor is under the End Table code. When you tab, the system displays a Required Carrier Return. The cursor remains under the Required Carrier Return symbol while you type the table.

Notice the flush left tabs and center tabs on the scale line.

Typing the Table

Now you are ready to type the table.

Remember to type a carrier return after each entry in the last column, except the last entry, "employed civilian."

Regions two, three, and four have selected these people as outstanding county representatives.

<u>REGION</u>	<u>PERSON #</u>	<u>REP</u>	<u>STATUS</u>
Twenty-four	458-80-3609	Reaves	retired veteran
Thirteen	349-57-2230	Silverman	employed veteran
Twenty-two	425-12-5576	Earle	retired civilian
Thirty-three	334-00-4910	Huston	employed civilian

If you need more information on any of them, refer to the region number and person number above.

Typing the Headings

To underline, you may use either WORD UND, or BEGIN UND and END UND with each heading.

TAB TO THE FIRST CENTER TAB SYMBOL |•| AND TYPE THE HEADING.

FOLLOW THE SAME STEP TO TYPE THE HEADINGS FOR THE OTHER COLUMNS.

Look at the scale line to assure the cursor is under the center tab symbol when you type each heading.

Remember to type a carrier return after the last entry in the heading.

Typing the Column Entries

Since the flush left tab symbol for the first column is at the left margin, you do not have to tab to the flush left tab symbol--the cursor returned to the left margin when you typed the carrier return. You are ready to type the first entry.

TYPE THE FIRST ENTRY.



TAB TO THE NEXT FLUSH LEFT TAB SYMBOL — .
(Look at the scale line to assure the cursor is under the flush left tab before you type.)

TYPE THE ENTRY.

FOLLOW THE SAME STEPS FOR THE OTHER COLUMNS.

WHEN YOU REACH THE LAST  FOLLOW THE PROMPT ON THE SCREEN TO PRESS ENTER.

Regions two, three, and four have selected these people as outstanding county representatives.

<u>REGION</u>	<u>PERSON #</u>	<u>REP</u>	<u>STATUS</u>
 Twenty-four	458-80-3609	Reaves	retired veteran
Thirteen	349-57-2230	Silverman	employed veteran
Twenty-two	425-12-5576	Farle	retired civilian
Thirty-three	334-00-4910	Huston	employed civilian 

If you need more information on any of them, refer to the region number and person number above.

Completing the Exercise

TYPE THE REMAINING TEXT.

PRESS END AND PRINT THE DOCUMENT.

COLUMNS MADE WITH DIFFERENT KINDS OF TABS


You used flush left tabs and decimal tabs in "Topic 12. Creating Simple Tables."

You just finished using center tabs and flush left tabs in the same table.

Now you will learn how to use flush right tabs, flush left tabs and decimal tabs in the same table.

CREATE A DOCUMENT USING THE FOLLOWING INFORMATION AND GO TO THE TYPING AREA:

Document name: Kinds of Columns
Diskette name: TRAIN

TYPE THE FOLLOWING ILLUSTRATION UNTIL YOU REACH THE . (The title "MEDICAL SUPPLY REQUISITION" is not part of the column layout.)

Remember to type two carrier returns after you center and type "MEDICAL SUPPLY REQUISITIONS".

You may use either WORD UND, or BEGIN UND and END UND to underline.

	<i>flush right</i>	<i>flush left</i>	<u>MEDICAL SUPPLY REQUISITION</u>	<i>decimal tab</i>	<i>flush right</i>	
STOP XT4804			thermometer	7.50		20
XQ556			oscilloscope	2,999.99		2
XQ582			electrocardiograph	3,255.95		1
XT5743			hemostat	12.50		15
XR9			one liter beaker	4.95		8
XT4877			balance	950.00		3

1. Tab center - code + center (c)

Flush Right Tab

A flush right tab lines up numbers or text on the right. You can type words or numbers of different lengths and the system will line them up correctly.

A $\overline{\text{I}}$ appears on the scale line where the flush right tab is set.

Using the Column Layout Function

PRESS CODE PLUS LAYOUT TO USE THE COLUMN
LAYOUT FUNCTION.

Notice that the longest entries in each column are:

XT4804	electrocardiograph	2,999.99	20
--------	--------------------	----------	----

TYPE THE CHARACTERS: XT4804

PRESS RET TO TELL THE SYSTEM THAT YOU WANT A
FLUSH RIGHT TAB.

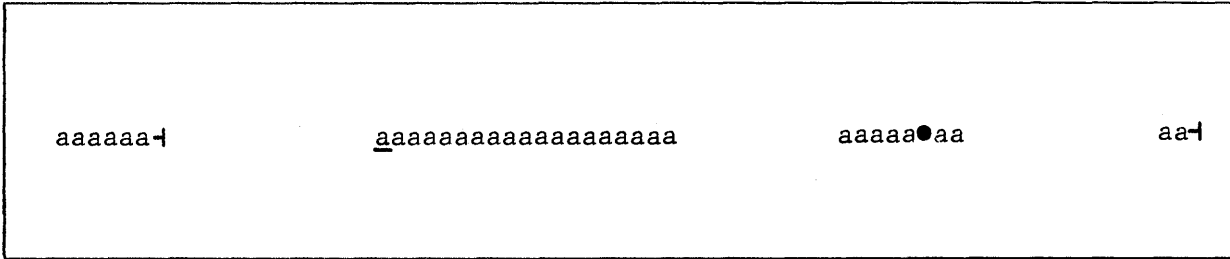
PRESS COLUMN.

For the other example entries, you want to tell the system to set a flush left tab for "electrocardiograph," a decimal tab for "2,999.99," and a flush right tab for "20."

FOLLOW THE COLUMN LAYOUT INSTRUCTIONS TO
TYPE THESE EXAMPLE ENTRIES. REMEMBER TO PRESS
COLUMN TO LEAVE SPACE BETWEEN THE COLUMNS

PRESS CODE PLUS LAYOUT.

Notice that the system has adjusted your example entries. They should look like the following illustration.



PRESS ENTER TO GO TO THE TYPING AREA.

Typing the Table

Remember, the first column is flush right.

TAB TO THE FLUSH RIGHT TAB SYMBOL \rightrightarrows , AND TYPE THE ENTRY.

TAB TO THE FLUSH LEFT TAB SYMBOL \leftarrow , AND TYPE THE ENTRY.

CONTINUE TO TAB AND TYPE THE ENTRIES IN THE COLUMNS.

	<u>MEDICAL SUPPLY REQUISITION</u>		
XT4804	thermometer	7.50	20
XQ556	oscilloscope	2,999.99	2
XQ582	electrocardiograph	3,255.95	1
XT5743	hemostat	12.50	15
XR9	one liter beaker	4.95	8
XT4877	balance	950.00	3

WHEN YOU FINISH TYPING THE TABLE, FOLLOW THE PROMPT ON THE SCREEN TO PRESS ENTER.

Completing the Exercise

PRESS END AND PRINT THE DOCUMENT.

**LONG CENTERED HEADINGS
OVER COLUMNS MADE WITH
DIFFERENT KINDS OF TABS**

This section explains how to use the Column Layout function to create tables with long centered headings over columns made with different kinds of tabs.

The first section in this topic taught you to center headings. The next section taught you how to use different kinds of tabs. This section combines the information you learned in the first two sections.

Beginning the Exercise

CREATE A DOCUMENT USING THE FOLLOWING INFORMATION AND GO TO THE TYPING AREA.

Document name: Long Headings
Diskette name: TRAIN

TYPE THE FOLLOWING ILLUSTRATION UNTIL YOU REACH THE .

Remember to type two carrier returns after Medical Supply Requisition.

You may use either WORD UND, or BEGIN UND and END UND to underline.

<u>Medical Supply Requisition</u>			
<u>Part Number</u>	<u>Equipment Description</u>	<u>Price of One</u>	<u>Quantity</u>
XT4804	thermometer	7.50	320
XQ556	oscilloscope	2,999.99	2
XQ582	electrocardiograph	3,255.95	1
XT5743	hemostat	12.50	115
XR9	one-liter beaker	4.95	18
XT4877	balance	950.00	3

Using the Column Layout Function

PRESS CODE PLUS LAYOUT TO USE THE COLUMN
LAYOUT FUNCTION.

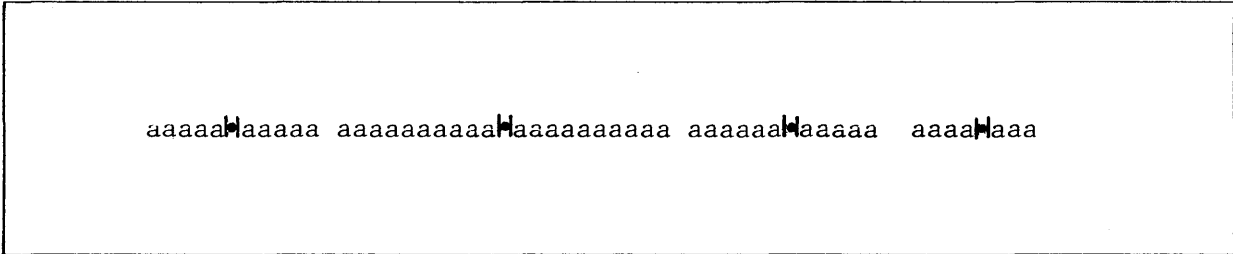
The Headings

In each column, the heading is the longest entry.
Each heading is centered over the shorter entries.

FOLLOW THE COLUMN LAYOUT INSTRUCTIONS TO
TYPE THE HEADINGS AS THE EXAMPLE ENTRIES,
SETTING A CENTER TAB FOR EACH.

PRESS COLUMN AFTER EACH EXAMPLE ENTRY EXCEPT
THE LAST. (DO NOT PRESS CODE PLUS LAYOUT YET.)

The example entries should look like the following
illustration.



```
aaaaa|aaaaa  aaaaaaaaa|aaaaaaaaaaaa  aaaaaa|aaaaa  aaaa|aaa
```

Because the heading is the longest entry, you must
do some figuring to get the rest of the column entries
to align as you want.

Figuring the Other Entries

Flush Right Tab

Part Number is 11 characters long.

MOVE THE CURSOR TO THE LAST "a" OF THE EXAMPLE
ENTRY FOR: Part Number

The longest entry under the heading Part Number is
six characters long (XT4804).

$$\begin{array}{r} 11 \text{ heading} \\ -6 \text{ longest entry} \\ \hline 5 \text{ left over} \end{array}$$

So, the heading is five characters longer than the
rest of the entries.

Since the heading should be centered, you want the
heading to extend about the same number of
characters on the right and on the left.

Five characters divided by two equals the whole
numbers 2 and 3.

So, the heading should extend two characters on one
side and three characters on the other. You can move
the cursor ← two or three spaces. In this example,
two spaces looks better than three.

The cursor should be under the last "a" of the first
example entry.

MOVE THE CURSOR ← TWO SPACES.

PRESS RET TO SET A FLUSH RIGHT TAB.

Flush Left Tab

MOVE THE CURSOR TO THE FIRST "a" OF THE
EXAMPLE ENTRY FOR: Equipment Description

Equipment Description is 21 characters long.

The longest entry under the heading Equipment
Description is 18 characters long
(electrocardiograph).

$$\begin{array}{r} 21 \text{ heading} \\ -18 \text{ longest entry} \\ \hline 3 \text{ left over} \end{array}$$

| Three can be divided into the whole numbers 1 and
2. So, you can move the cursor → one or two
spaces. In this example, two spaces looks better than
one.

| MOVE THE CURSOR → two SPACES.

PRESS TAB TO SET A FLUSH LEFT TAB.

Decimal Tab

MOVE THE CURSOR TO THE LAST "a" OF THE EXAMPLE
ENTRY FOR: Price of One

Price of One is 12 characters long.

The longest entry under the heading Price of One is
eight characters long (2,999.99).

$$\begin{array}{r} 12 \text{ heading} \\ -8 \text{ longest entry} \\ \hline 4 \text{ left over} \end{array}$$

Four can be divided into the whole numbers 2 and 2.

Since this column is made with a decimal tab, you
must add the number of decimal places to the number
of characters the heading extends on the right.

In this exercise, the number has two decimal places.

$$\begin{array}{r} 2 \text{ decimal places} \\ +2 \text{ extra characters} \\ \hline 4 \end{array}$$

| MOVE THE CURSOR ← FOUR SPACES.

PRESS THE PERIOD KEY TO SET A DECIMAL TAB.

Flush Right Tab

The last column is made with a flush right tab, like the first column is.

MOVE THE CURSOR TO THE LAST "a" OF THE EXAMPLE ENTRY FOR: Quantity

Quantity is eight characters long.

The longest entry under the heading Quantity is three characters long (320).

$$\begin{array}{r} 8 \text{ heading} \\ -3 \text{ longest entry} \\ \hline 5 \text{ left over} \end{array}$$

Five can be divided into the whole numbers 2 and 3. So, you can move the cursor ← two or three spaces. In this example, two looks better than three.

MOVE THE CURSOR ← TWO SPACES.

PRESS RET TO SET A FLUSH RIGHT TAB.

Now you are ready to tell the system to determine the space between the columns and set the tabs.

PRESS CODE PLUS LAYOUT.

The example entries should look like the following illustration.


```
aaaaaHaa-aaa      aaaaaaaHaaaaaaaaa      aaaaaaHaaaaa      aaaaH-aaa
```

PRESS ENTER TO GO TO THE TYPING AREA.

The system automatically set an additional flush left tab in the example entry for the second column. Remember to tab past this extra tab when you are typing the table.

Typing the Table

Now you are ready to type the table. Remember, you may have to tab more than once before you type an entry. Just check the scale line to assure the cursor is at the correct tab before you type each entry.

TAB TO THE CENTER TAB SYMBOL FOR EACH COLUMN, AND TYPE THE HEADINGS.

TAB TO THE CORRECT TAB SYMBOL FOR EACH COLUMN, AND TYPE THE ENTRIES.

<u>Medical Supply Requisition</u>			
<u>Part Number</u>	<u>Equipment Description</u>	<u>Price of One</u>	<u>Quantity</u>
XT4804	thermometer	7.50	320
XQ556	oscilloscope	2,999.99	2
XQ582	electrocardiograph	3,255.95	1
XT5743	hemostat	12.50	115
XR9	one-liter beaker	4.95	18
XT4877	balance	950.00	3

Handwritten annotations:
 - "center tab" above Part Number, Equipment Description, and Quantity.
 - "flush right" above Part Number.
 - "flush left" above Equipment Description.
 - "decimal tab" above the decimal point in 2,999.99.
 - "flush right" at the bottom right of the table.

WHEN YOU FINISH TYPING THE TABLE, FOLLOW THE PROMPT ON THE SCREEN TO PRESS ENTER.

Completing the Exercise

PRESS END AND PRINT THE DOCUMENT.

For more information on creating advanced tables, refer to "Tables and Columns" in the "Work Samples Handbook" chapter of the Work Station Procedures Guide and to "Creating Centered Headings Over Columns" in the "Quick Reference" section of the Reference Guide.

ADDITIONAL INFORMATION

Space Between Left Margin and First Entry

If you pressed COLUMN to leave space between the left margin and the first entry (at a flush left tab,) you would tab to the flush left tab before you type that entry.

Different Tabs for Same Column

You can not have two different kinds of tabs set at the same location in the example entries or on the scale line.

If the calculations end up that way (for instance, you have a center tab set for the heading, and when figuring the place to set another kind of tab, it should be in the same place), you will have to make a choice. Set the second tab for that column either one space to the right or left of the center tab.

READ THE TOPIC SUMMARY ON THE NEXT PAGE.

TOPIC SUMMARY

Columns with Centered Headings and Flush Left Tabs

- A. In the typing area, press CODE PLUS LAYOUT to see the Column Layout Instructions. The cursor is under a Required Carrier Return.
- B. Determine the longest entry in the column (check the length of headings).
- C. Press TAB and type the longest example entry in the column.
- D. Press CODE PLUS CTR to set a center tab.
- E. Press COLUMN to leave space between the columns.
- F. Repeat steps "B." through "E." for the other columns. Do not press COLUMN after the last entry.
- G. When you have typed all of the example entries and set the kind of tabs you want, press CODE PLUS LAYOUT to adjust the space between the columns and to set the tabs.
- H. Press ENTER to go to the typing area.
- I. The cursor is under the End Table code. When you type the first character or tab, the system displays a Required Carrier Return.
- J. Tab to each center tab |•| and type each heading. Type a carrier return after the last heading.
- K. Tab to each flush left tab and type each entry. Type a carrier return after each entry in the last column except the last entry.
- L. When you finish typing the table, press ENTER. Do not type a carrier return after the last entry.
- M. Type any text that may follow the table.

**Columns Made With
Different Kinds of Tabs
(With No Headings)**

- A. In the typing area, press CODE PLUS LAYOUT to see the Column Layout Instructions. The cursor is under a Required Carrier Return.
- B. Determine the longest entry in the column.
- C. Type the longest entry in the column, setting the appropriate tab.
- D. Press COLUMN to leave space between the columns.
- E. Repeat steps "B." through "D." for each column. Do not press COLUMN after the last example entry.
- F. When you have typed all of the example entries and set the kind of tabs you want, press CODE PLUS LAYOUT to adjust the space between the columns and to set the tabs.
- G. Press ENTER to go to the typing area.
- H. Tab to the correct tab symbol and type each entry. Type a carrier return after each entry in the last column except the last entry.
- I. When you finish typing the table, press ENTER. Do not type a carrier return after the last entry.
- J. Type any text that may follow the table.

**Long Centered Headings
Over Columns Made With
Different Kinds of Tabs**

- A. In the typing area, press CODE PLUS LAYOUT to see the Column Layout Instructions. The cursor is under a Required Carrier Return.
- B. Make sure the heading is the longest entry.
- C. Type the headings as example entries, setting a center tab for each.
- D. Press COLUMN to leave space between the columns. Do not press COLUMN after the last example entry. Do not press CODE PLUS LAYOUT yet.

- E. Count the number of characters in the heading.
- F. Count the number of characters in the longest entry under the heading.
- G. Subtract the number found in "F." from the number found in "E." to see how much longer the heading is than the longest entry under the heading.
- H. Divide the answer in "G." by 2 to see how many characters (in whole numbers) the heading should extend on each side.
- I. Move the cursor to the first or last "a", in the example entry, that is closest to where you want the tab.
- J. Move the cursor in by the number of characters you want to extend over the side. If the number of characters is not the same, decide which number looks best. For decimal tabs, add the number of decimal places to the number of characters that extend on the right.
- K. Set the appropriate tab.
- L. Repeat steps "E." through "K." for each column.
- M. When you have typed all of the example entries and set the tabs, press CODE PLUS LAYOUT to adjust the space between the columns and set the tabs.
- N. Press ENTER to go to the typing area.
- O. Tab to the correct tab symbols and type the table.
- P. When you finish typing the table, press ENTER.
- Q. Type any text that may follow the table.

You have completed this topic. Choose the next topic from your Training Checklist.

Topic 14. Revising Tables

In this topic, you will learn how to make changes to a table created using the Column Layout function. These changes include:

- Deleting or adding entries within a column
- Replacing an entry within a column
- Adding an entire column to a table
- Copying or moving a column into another table
- Adjusting space between columns
- Deleting an entire column from a table
- Viewing portions of a large table

Before starting this topic, you should have completed:

1. All Basic Topics
2. Topic 12. Creating Simple Tables
3. Topic 13. Creating Advanced Tables

If you want to revise a table created without using the Column Layout function, refer to:

1. "Revising a Table Not Set up Using Column Layout" in the "Work Samples Handbook" chapter of the Work Station Procedures Guide
2. "Using Column Layout for an Existing Table" in the "Quick Reference" section of the Reference Guide, and
3. "Revising the Layout of a Table" in the "Quick Reference" section of the Reference Guide.

Display Codes must = No for this topic.

**TO DELETE OR ADD ENTRIES
WITHIN A COLUMN**

For this section, you will use a document already stored on the diskette. This document was created with the Column Layout function, using flush left tabs.

Beginning the Exercise

**REVISE THE STORED DOCUMENT USING THE
FOLLOWING INFORMATION, AND GO TO THE TYPING
AREA.**

Document name: Revise
Diskette name: TRAIN

The following illustration should be on the screen.

The illustration is in the form that the originator might give to you, with written instructions to make the indicated revisions.

The Annual Sales Report includes income from securities, less custodian fees, gain/loss on sale of securities, and contributions received for support of accounting research programs.

TOP TABLE

<u>1980</u>	<u>1979</u>	<u>1978</u>
719,343	653,948	602,344
179,835 ← <i>delete this entry</i>	131,162 ← <i>163,487</i>	154,773
137,720	732,325	129,671
512,111		482,609
398,356		

Financial figures have fluctuated in the last few years, making comparisons valuable to our marketing departments.

replace with 76

BOTTOM TABLE

<u>1977</u>	<u>1976</u>	<u>1975</u>
549,732	472,211	123,573
148,599	132,753	345,987
127,421	109,666	982,543
222,218	314,519	320,612

Notice that the exercise consists of two tables, a top table and a bottom table.

To Delete an Entry Within a Column

The column for 1980 has five entries. The correct number of entries for this column is four. The second entry, "179,835," was typed by mistake. You will learn how to delete this entry without affecting the other entries in the other columns.

The Revision Setup

When you make revisions like the ones taught in this topic, you usually want to isolate the column affected and work only with it. This reduces the chance of error.

To do so, you must first have the cursor on the first line of the column you want to work with.

MOVE THE CURSOR TO THE 1 of 1980. (You must be past the Format Change and the Begin Table code.)

PRESS COLUMN.

FOLLOW THE PROMPT ON THE SCREEN TO REVISE THE COLUMN.

The column for 1980 appears on the screen by itself. Now you can delete or add entries without affecting the other columns in the table.

Deleting

MOVE THE CURSOR TO THE 1 OF 179,835.

You will delete the entire entry.

PRESS DEL.

WHEN THE PROMPT Delete what? APPEARS, MOVE THE CURSOR UNDER THE CARRIER RETURN SYMBOL

FOLLOWING THE NUMBER 179,835 (Be sure to delete the carrier return symbol).

PRESS ENTER TO DELETE 179,835 AND THE CARRIER RETURN FOLLOWING IT.

When you delete "179,835," the other entries move up.

WHEN YOU HAVE DELETED THE ENTRY, FOLLOW THE PROMPT ON THE SCREEN TO PRESS ENTER.

The column for 1980 is in the table with the correct number of entries.

To Add an Entry Within a Column

The column for 1979 has three entries only. You will type an entry before "131,162." The new entry is "163,487."

The Revision Setup

MOVE THE CURSOR TO THE 1 of 1979.

PRESS COLUMN.

FOLLOW THE PROMPT ON THE SCREEN TO REVISE THE COLUMN.

The column for 1979 appears on the screen by itself. Remember that now you can delete or type entries without affecting the other columns in the table.

Adding

MOVE THE CURSOR TO THE FIRST 1 OF 131,162.

TYPE 163,487 AS THE NEW ENTRY, THEN TYPE A CARRIER RETURN.

Now 163,487 is on a line by itself.

WHEN YOU HAVE FINISHED, FOLLOW THE PROMPT TO PRESS ENTER.

The column for 1979 now appears as part of the table, with the new number that you just typed.

TO REPLACE AN ENTRY WITHIN A COLUMN

The column for 1978 has an entry that was typed incorrectly. The number "129,671" should be "129,761." You can use the Replace mode to correct this entry.

MOVE THE CURSOR TO THE 6 OF 129,671.

PRESS CODE PLUS INSERT/REPLACE TO USE THE REPLACE MODE.

TYPE: 76

PRESS CODE PLUS INSERT/REPLACE TO GO OUT OF THE REPLACE MODE.

You did not have to use COLUMN to revise the column for 1978. If you simply want to replace one number or part of another, use the Replace mode.

Note: Be sure you do not type over numbers you want to keep. If you want to put three numbers where there were only two, go out of the Replace mode to type the last of the three numbers.

TO ADD AN ENTIRE COLUMN

Now you will learn how to add an entire column into a table.

Notice in the following illustration that the originator wants a column for Current added in front of the column for 1980.

Current
 695,441
 200,765
 150,422
 879,881

← *Type this Column before 1980*

The Annual Sales Report includes income from securities, less custodian fees, gain/loss on sale of securities, and contributions received for support of accounting research programs.

TOP TABLE

<u>1980</u>	<u>1979</u>	<u>1978</u>
719,343	653,948	602,344
137,720	163,487	154,773
512,111	131,162	129,761
398,356	732,325	482,609

Financial figures have fluctuated in the last few years, making comparisons valuable to our marketing departments.

BOTTOM TABLE

<u>1977</u>	<u>1976</u>	<u>1975</u>
549,732	472,211	123,573
148,599	132,753	345,987
127,421	109,666	982,543
222,218	314,519	320,612

The Revision Setup

MOVE THE CURSOR TO THE 1 OF 1980. (Past the Format Change and the Begin Table Code.)

It is very important to have the cursor exactly at the point where you want the new column to be--on the first character of the column in front of which the new column should be.

PRESS COLUMN TO INDICATE THAT YOU WANT TO WORK WITH A COLUMN.

FOLLOW THE PROMPT ON THE SCREEN TO CREATE A COLUMN.

Using the Column
Layout Function

**TAKE A MOMENT TO READ THE COLUMN LAYOUT
INSTRUCTIONS ON THE SCREEN.**

These instructions are similar to the Column Layout
Instructions you know already.

Each of these columns is set on a flush left tab.

**FOLLOW THE INSTRUCTIONS ON THE SCREEN, FOR
THE NEW COLUMN ONLY.**

"o's" will appear as the example entry for the new
column.

Don't forget to press CODE PLUS LAYOUT after you
have typed the new example entry.

The example entries should look like the following
illustration.

<u>o</u> ooooooo	<u>a</u> aaaaaaaa	<u>a</u> aaaaaaaa	<u>a</u> aaaaaaaa
------------------	-------------------	-------------------	-------------------

PRESS ENTER.

A blank typing area appears, as if you were typing the column on a page by itself.

Now you may type the new column. Do not type a carrier return after the last entry.

You should not tab either. The column typing area is set up as if you were typing the column on a page by itself. The cursor is already at the tab symbol for the column.

As you type, you will hear a tone when you reach the right margin of the column.

TYPE THE NEW COLUMN.

<u>Current</u>
695,441
200,765
150,422
879,881

WHEN YOU FINISH, FOLLOW THE PROMPT TO PRESS ENTER.

The new column now appears as part of the table.

TO COPY OR MOVE A COLUMN INTO ANOTHER TABLE

To Copy a Column Into Another Table

Now you will learn how to copy a column from one table (already created using the Column Layout function) into another table (already created using the Column Layout function). The steps are similar to those used to copy text.

Remember, COPY does just that. It copies the text or column to another location, and leaves it in the original location, too.

In the following illustration, the new column you just typed for Current is the one you will copy.

The Annual Sales Report includes income from securities, less custodian fees, gain/loss on sale of securities, and contributions received for support of accounting research programs.

TOP TABLE

<u>Current</u>	<i>Copy this Column before 1977</i>	<u>1980</u>	<u>1979</u>	<u>1978</u>
695,441		719,343	653,948	602,344
200,765		137,720	163,487	154,773
150,422		512,111	131,162	129,761
879,881		398,356	732,325	482,609

Financial figures have fluctuated in the last few years, making comparisons valuable to our marketing departments.

BOTTOM TABLE

<u>1977</u>	<u>1976</u>	<u>1975</u>
549,732	472,211	123,573
148,599	132,753	345,987
127,421	109,666	982,543
222,218	314,519	320,612

The Revision Setup

Make sure the cursor is under the first entry of the column that you want to copy, under the "C" of Current. (Past the Format Change and the Begin Table code.)

Using COPY

PRESS CODE PLUS COPY.

WHEN THE PROMPT Copy what? APPEARS, PRESS COLUMN.

The entire column is highlighted.

WHEN THE PROMPT To where? APPEARS, MOVE THE CURSOR WHERE YOU WANT THE COLUMN TO BE COPIED (TO THE 1 OF 1977).

It is very important to move the cursor to the exact place you want the column copied. The cursor must be under the first character of the column in front of which the copied column should be. Do not place the cursor in the space between columns.

PRESS ENTER AND WATCH THE LINE NUMBER ON THE STATUS LINE TO SEE HOW THE NUMBERS CHANGE AS THE COLUMN IS COPIED.

The screen now shows the column copied.

To Move a Column to Another Table

Now you will learn how to move a column from one table (already created using the Column Layout function) into another table (already created using the Column Layout function). The steps are similar to those used to move text.

Remember, MOVE does just that. It moves the text or column to another location, and deletes it from the original location.

In the following illustration, the column you want to move is the column for 1978.

The Annual Sales Report includes income from securities, less custodian fees, gain/loss on sale of securities, and contributions received for support of accounting research programs.

TOP TABLE

<u>Current</u>	<u>1980</u>	<u>1979</u>	<u>1978</u>
695,441	719,343	653,948	602,344
200,765	137,720	163,487	154,773
150,422	512,111	131,162	129,761
879,881	398,356	732,325	482,609

Move this column before 1977

Financial figures have fluctuated in the last few years, making comparisons valuable to our marketing departments.

BOTTOM TABLE

<u>Current</u>	<u>1977</u>	<u>1976</u>	<u>1975</u>
695,441	549,732	472,211	123,573
200,765	148,599	132,753	345,987
150,422	127,421	109,666	982,543
879,881	222,218	314,519	320,612

The Revision Setup

MOVE THE CURSOR UNDER THE FIRST CHARACTER OF THE FIRST ENTRY IN THE COLUMN YOU WANT TO MOVE (UNDER THE 1 OF 1978).

Using MOVE

PRESS MOVE.

WHEN THE PROMPT Move what? APPEARS, PRESS COLUMN.

The entire column is highlighted.

WHEN THE PROMPT To where? APPEARS, MOVE THE CURSOR WHERE YOU WANT THE COLUMN TO BE MOVED (TO THE 1 OF 1977).

It is very important to move the cursor to the exact location you want to move the column. The cursor must be under the first character of the column in front of which the moved column should be. Do not place the cursor in the space between columns.

PRESS ENTER AND WATCH THE LINE NUMBER ON THE STATUS LINE.

The column for 1978 has been moved from the top table to the bottom table.

ADJUSTING SPACE BETWEEN COLUMNS

The screen now shows the column moved.

The columns in the top table, however, do not fill the space between the left and right margins. Also, the column for 1975, in the bottom table, is past the right margin.

The Annual Sales Report includes income from securities, less custodian fees, gain/loss on sale of securities, and contributions received for support of accounting research programs.

TOP TABLE

<u>Current</u>	<u>1980</u>	<u>1979</u>
695,441	719,343	653,948
200,765	137,720	163,487
150,422	512,111	131,162
879,881	398,356	732,325

adjust these columns between the left and right margins

Financial figures have fluctuated in the last few years, making comparisons valuable to our marketing departments.

BOTTOM TABLE

<u>Current</u>	<u>1978</u>	<u>1977</u>	<u>1976</u>
695,441	602,344	549,732	472,211
200,765	154,773	148,599	132,753
150,422	129,761	127,421	109,666
879,881	482,609	222,218	314,519

Bring this column back within the margins

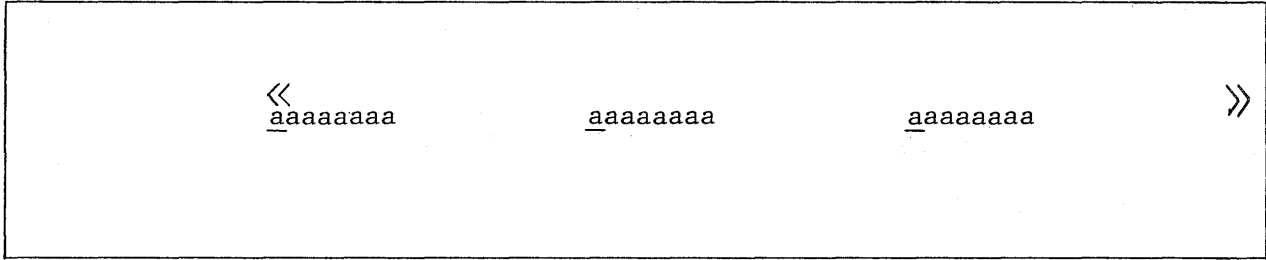
<u>1975</u>
123,573
345,987
982,543
320,612

Adjusting the Top Table

MOVE THE CURSOR TO THE FIRST LINE OF THE TOP TABLE.

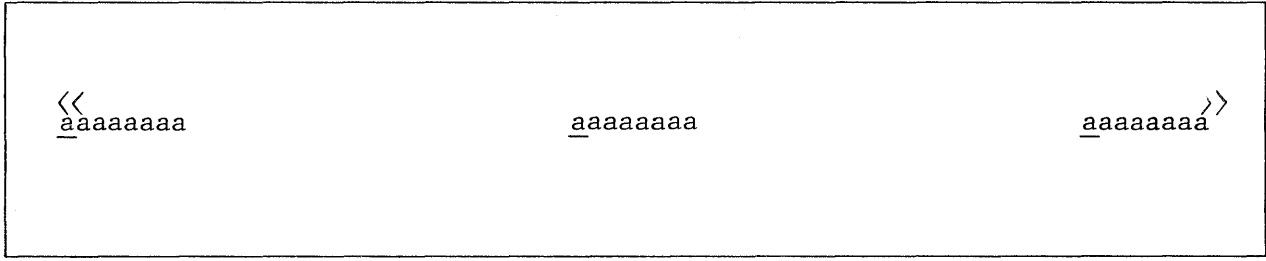
PRESS CODE PLUS LAYOUT TO BRING THE EXAMPLE ENTRIES TO THE SCREEN.

The three columns are represented by "a's" that start at the left margin symbol « and stop before they reach the right margin symbol » , as in the following illustration.



PRESS CODE PLUS LAYOUT TO READJUST THE EXAMPLE ENTRIES.

Now the three columns are represented by "a's" within the margin symbols << >> ,as in the following illustration.



PRESS ENTER TO RETURN TO THE TABLE ON THE SCREEN.

Notice that the top table is adjusted correctly and looks like the following illustration.

The Annual Sales Report includes income from securities, less custodian fees, gain/loss on sale of securities, and contributions received for support of accounting research programs.

TOP TABLE

<u>Current</u>	<u>1980</u>	<u>1979</u>
695,441	719,343	653,948
200,765	137,720	163,487
150,422	512,111	131,162
879,881	398,356	732,325

Financial figures have fluctuated in the last few years, making comparisons valuable to our marketing departments.

BOTTOM TABLE

<u>Current</u>	<u>1978</u>	<u>1977</u>	<u>1976</u>
695,441	602,344	549,732	472,211
200,765	154,773	148,599	132,753
150,422	129,761	127,421	109,666
879,881	482,609	222,218	314,519

This table is not adjusted

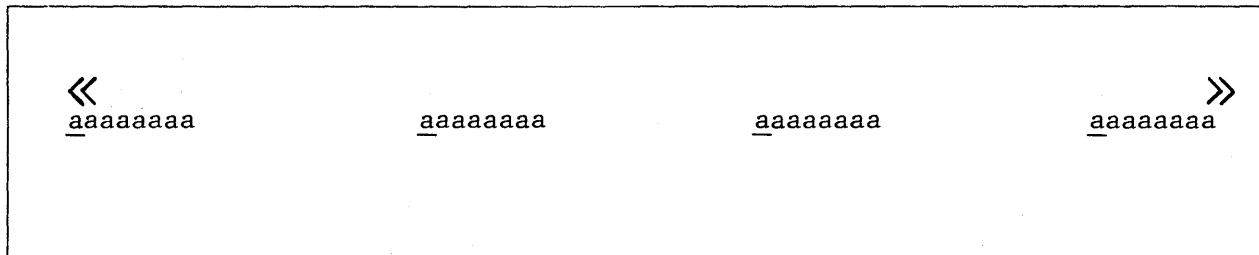
Adjusting the Bottom Table

MOVE THE CURSOR PAST THE RIGHT MARGIN UNDER THE 1 OF THE COLUMN FOR 1975 IN THE BOTTOM TABLE. (If you have the 25-Line Display, this column is to the right of what is currently displayed on the screen.)

To bring this column back within the correct margins, you must adjust the spacing between the columns, the same way you just adjusted the top table between the margins.

PRESS CODE PLUS LAYOUT TO BRING THE EXAMPLE ENTRIES TO THE SCREEN.

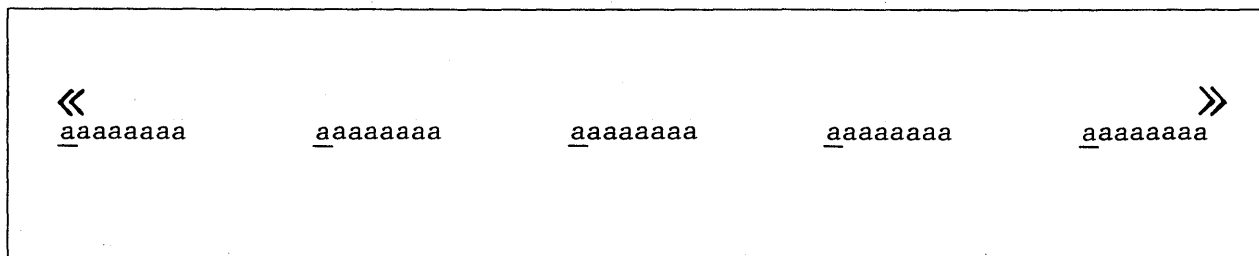
Only four columns are represented by "a's" within the margin symbols << >>. As in the following illustration, the "a's" for 1975 are past the right margin. (If you have the 25-Line Display, the "a's" for this column are to the right of what is displayed on the screen.)



PRESS CODE PLUS LAYOUT TO READJUST THE EXAMPLE ENTRIES.

Now all five columns are represented by "a's" within the margin symbols << >>, as in the following illustration.

It is very important to adjust the columns. If you don't, the last column won't print. You will get the message: "Long line on (document name). Last characters not printed."



PRESS ENTER TO RETURN TO THE TABLE.

Notice that the bottom table is adjusted correctly and looks like the following illustration.

The Annual Sales Report includes income from securities, less custodian fees, gain/loss on sale of securities, and contributions received for support of accounting research programs.

TOP TABLE

<u>Current</u>	<u>1980</u>	<u>1979</u>
695,441	719,343	653,948
200,765	137,720	163,487
150,422	512,111	131,162
879,881	398,356	732,325

Financial figures have fluctuated in the last few years, making comparisons valuable to our marketing departments.

BOTTOM TABLE

<u>Current</u>	<u>1978</u>	<u>1977</u>	<u>1976</u>	<u>1975</u>
695,441	602,344	549,732	472,211	123,573
200,765	154,773	148,599	132,753	345,987
150,422	129,761	127,421	109,666	982,543
879,881	482,609	222,218	314,519	320,612

TO DELETE AN ENTIRE COLUMN

Now you will learn to delete an entire column from a table. The steps are similar to those used to delete text.

In the following illustration, you will delete the column for 1975.

The Annual Sales Report includes income from securities, less custodian fees, gain/loss on sale of securities, and contributions received for support of accounting research programs.

TOP TABLE

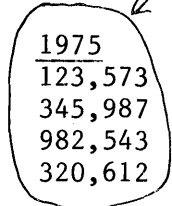
<u>Current</u>	<u>1980</u>	<u>1979</u>
695,441	719,343	653,948
200,765	137,720	163,487
150,422	512,111	131,162
879,881	398,356	732,325

Financial figures have fluctuated in the last few years, making comparisons valuable to our marketing departments.

Delete this column

BOTTOM TABLE

<u>Current</u>	<u>1978</u>	<u>1977</u>	<u>1976</u>	<u>1975</u>
695,441	602,344	549,732	472,211	123,573
200,765	154,773	148,599	132,753	345,987
150,422	129,761	127,421	109,666	982,543
879,881	482,609	222,218	314,519	320,612



MOVE THE CURSOR UNDER THE 1 OF 1975.

PRESS DEL.

WHEN THE PROMPT Delete what? APPEARS, PRESS COLUMN.

The entire column is highlighted.

PRESS ENTER.

The screen now shows the column deleted.

Adjusting the Bottom Table

The columns in the bottom table are not properly adjusted between the margins. When you delete an entry, you should adjust the spacing as you did when you moved a column.

The Annual Sales Report includes income from securities, less custodian fees, gain/loss on sale of securities, and contributions received for support of accounting research programs.

TOP TABLE

<u>Current</u>	<u>1980</u>	<u>1979</u>
695,441	719,343	653,948
200,765	137,720	163,487
150,422	512,111	131,162
879,881	398,356	732,325

Financial figures have fluctuated in the last few years, making comparisons valuable to our marketing departments.

BOTTOM TABLE

<u>Current</u>	<u>1978</u>	<u>1977</u>	<u>1976</u>
695,441	602,344	549,732	472,211
200,765	154,773	148,599	132,753
150,422	129,761	127,421	109,666
879,881	482,609	222,218	314,519

Adjust these columns between the left and right margins

Be sure the cursor is on the first line of the bottom table.

PRESS CODE PLUS LAYOUT TO USE THE COLUMN LAYOUT FUNCTION.

PRESS CODE PLUS LAYOUT AGAIN TO ADJUST THE SPACING OF THE EXAMPLE ENTRIES.

PRESS ENTER.

The bottom table is adjusted and should look like the following illustration.

The Annual Sales Report includes income from securities, less custodian fees, gain/loss on sale of securities, and contributions received for support of accounting research programs.

TOP TABLE

<u>Current</u>	<u>1980</u>	<u>1979</u>
695,441	719,343	653,948
200,765	137,720	163,487
150,422	512,111	131,162
879,881	398,356	732,325

Financial figures have fluctuated in the last few years, making comparisons valuable to our marketing departments.

BOTTOM TABLE

<u>Current</u>	<u>1978</u>	<u>1977</u>	<u>1976</u>
695,441	602,344	549,732	472,211
200,765	154,773	148,599	132,753
150,422	129,761	127,421	109,666
879,881	482,609	222,218	314,519

PRESS END.

USING SCREEN-MOVEMENT KEYS TO VIEW A LARGE TABLE

You may need to revise a table that is very wide or very long. Sometimes you can't see all of a large table at one time on the screen.

Use the screen-movement keys to see specific portions of the large table at one time.

The screen-movement keys are located in the lower right-hand corner of the keyboard.

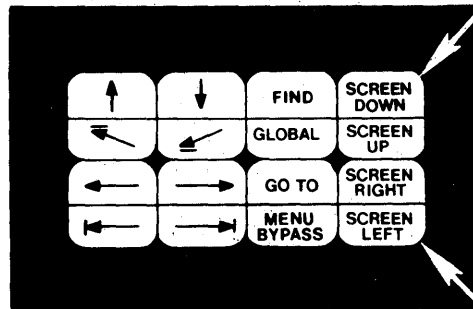


Figure 14-1. Textpack 4 Keyboard Template

Refer to the following example. The screen does not show the entire table.

FINANCE

Most Businesses will have at least two basic financial statements prepared at the end of the annual accounting period -- a statement of income and a balance sheet. There may also be other statements containing important information. These might include a reconciliation of retained earnings in the business, a statement of source and application funds, and listings of such items as inventories, accounts receivable, and accounts payable. However, the statement of income and the balance sheet are basic financial statements. Any business can reasonably be expected to have these two available.

If they have not been prepared, it may be necessary to construct approximate statements -- particularly statements of income -- based on the best information available. If they are available but were not prepared in accordance with generally accepted accounting principles, they will probably have to be adjusted.

Sample Comparative Balance Sheet

ASSETS	1981	1980	1978	1979	1977	1976	1975
January	\$189,000	\$173,000	\$159,000	\$168,000	\$140,000	\$130,000	\$120,000
February	162,000	155,000	138,000	144,000	120,000	110,000	100,000
March	165,000	158,000	141,000	147,000	123,000	113,000	103,000
April	166,000	159,000	142,000	148,000	124,000	114,000	104,000
May	168,000	161,000	144,000	150,000	126,000	116,000	106,000
June	169,000	162,000	145,000	151,000	127,000	117,000	107,000
July	189,000	182,000	155,000	161,000	142,000 137,000	127,000	117,000
August	200,000	190,000	165,000	181,000	148,000	147,000	128,000
September	250,000	195,000	185,000	191,000	154,000	158,000 153,000	138,000
October	255,000	205,000	195,000	200,000	164,000	163,000	148,000
November	260,000	210,000	100,000	205,000	169,000	168,000	153,000
December	261,000	211,000	101,000	206,000	170,000	169,000	154,000

For most of the columns in the wide table, you can use the cursor-movement keys to position the whole column on the screen.

But if the column begins just before and ends just after the right edge of the screen, use SCREEN RIGHT to move the screen in order to see the right side of the wide table.

Or, once all the revisions have been made, you may want to see the revised portions of the table to verify that you made the revisions correctly.

Beginning the Exercise

REVISE THE STORED DOCUMENT USING THE FOLLOWING INFORMATION, AND GO TO THE TYPING AREA.

Document name: Wide Table
Diskette name: TRAIN

This table was created with the Column Layout function, using center and flush right tabs.

Using SCREEN DOWN

Use SCREEN DOWN to see information below the last line on the screen.

The cursor position determines how far the screen moves.

For example, to move the first line of the table to the top of the screen:

MOVE THE CURSOR TO THE LINE STARTING WITH "ASSETS."

PRESS SCREEN DOWN.

Notice that the line starting with "ASSETS" is now the first line on the screen.

Using SCREEN RIGHT

Use SCREEN RIGHT to see information past the right edge of the screen.

The cursor position determines how far the screen moves.

For example, to see all of the revised columns at one time on the screen:

MOVE THE CURSOR TO THE BEGINNING OF THE 1980 COLUMN.

PRESS SCREEN RIGHT.

Now you can see all of the columns that were revised.

Using SCREEN UP

Use SCREEN UP to see information that is above the top line of the screen.

The cursor position on the line determines how far the screen moves.

For example, to move the screen so that the last line of the table is the last line that appears on the screen:

MOVE THE CURSOR TO THE LAST LINE OF THE TABLE.

NOTE: If you have the Large Display, the last line of text does not appear as the last possible line of the screen. This is because the document does not contain enough lines of text to fill the screen on the Large Display.

PRESS CODE PLUS SCREEN UP.

Using SCREEN LEFT

Use SCREEN LEFT to see information that is before the left edge of the screen.

The cursor position on the line determines how far the screen moves.

For example, to view as much of the wide table as possible at one time:

PRESS CODE PLUS  TO MOVE THE CURSOR TO THE LAST CHARACTER ON THE LINE.

PRESS CODE PLUS SCREEN LEFT.

If you wish to become more familiar with the screen-movement keys, experiment with them using the "Additional Information" and "Topic Summary."

PRESS END WHEN YOU HAVE SEEN HOW EACH OF THE SCREEN-MOVEMENT KEYS POSITIONS THE TEXT AND COLUMNS.

ADDITIONAL INFORMATION

To Add More than One Column

For specific information on how to add more than one column to a table, refer to "Copying a Column" and to "Inserting a Column" in the "Quick Reference" section of the Reference Guide.

To Copy a Column Within a Table

To copy a column within a table, follow the same steps that you learned to copy a column to another table. Only one step is different: when the prompt **To where?** appears, you simply move the cursor where you want the column to be copied within the table.

It is very important to move the cursor to the exact place you want the column copied--to the first character of the column. Do not place the cursor in the space between columns.

You can copy only one column at a time using COLUMN.

To Move a Column Within a Table

To move a column within a table, follow the same steps that you learned to move a column to another table. Only one step is different: when the prompt **To where?** appears, you simply move the cursor where you want the column to be moved within the table.

It is very important to move the cursor to the exact place you want to move the column--to the first character of the column. Do not place the cursor in the space between columns.

You can move only one column at a time using COLUMN.

To Create a New Table by Using COPY or MOVE

For specific information on how to create a new table from an existing table by using COPY or MOVE, refer to "Copying or Moving a Column to Create a New Table" in the "Quick Reference" section of the Reference Guide.

To Insert a New First or Last Column

To insert a column before the first column in a table, the cursor should always be under the first character of that column. Make sure the cursor is past the Format Change and the Begin Table code.

To insert a column after the last column in a table, the cursor should be to the right of the right margin >> .

For more information on revising tables, refer to "Tables and Columns" in the "Work Samples Handbook" chapter of the Work Station Procedures Guide and to "Revising a Column" and "Revising the Layout of a Column" in the "Quick Reference" section of the Reference Guide.

SCREEN DOWN

If the cursor is on the first line of a screen, SCREEN DOWN causes the screen to move down. The last line you saw on the screen will be the first line at the top of the screen. The cursor is at the same position on the scale line as it was before you pressed SCREEN DOWN.

If the cursor is on the first line of a screen which is not full, SCREEN DOWN causes the screen to move down, and the cursor will be on the first line of the next page.

SCREEN RIGHT

If the cursor is at the left margin, SCREEN RIGHT moves the screen to the right (60 characters on the 25-Line Display and 75 characters on the Large Display) on the same line.

SCREEN UP

If the cursor is on the last line of a screen, SCREEN UP causes the screen to move up so the first line you saw on the screen is the last line at the bottom of the screen. The cursor is at the same position on the scale line as it was before you pressed CODE PLUS SCREEN UP.

If the cursor is in a screen which is the first page of a document, when you press CODE PLUS SCREEN UP, you will receive the message: "Cannot move above start."

SCREEN LEFT

If the cursor is in a screen where you can see the left margin on the scale line, SCREEN LEFT does not work. There is nothing to the left for you to see. You will receive the message: "Cannot move past boundary."

If the cursor is in a screen where you cannot see the left margin, SCREEN LEFT moves the screen to the left (60 characters on the 25-Line Display and 75 characters on the Large Display) on the same line.

For more information on using SCREEN DOWN, SCREEN RIGHT, SCREEN UP, and SCREEN LEFT, refer to the "Quick Reference" Section of the Reference Guide.

READ THE TOPIC SUMMARY ON THE NEXT PAGE.

TOPIC SUMMARY

To Delete an Entry Within a Column

- A. Move the cursor to the first line of the column that contains the entry you want to delete.
- B. Press COLUMN to indicate you want to work with the column.
- C. Follow the prompt on the screen to revise the column.
- D. The column you want to delete an entry from now appears on the screen by itself.
- E. Delete the entry you no longer want. (This includes the carrier return symbol.)
- F. Press ENTER to return to the typing area.

To Add an Entry Within a Column

- A. Move the cursor to the first line of the column you want to add to.
- B. Press COLUMN to indicate you want to work with the column.
- C. Follow the prompt on the screen to revise the column.
- D. The column you want to add an entry to now appears on the screen by itself.
- E. Move the cursor to the first character of the entry you want to add an entry in front of.
- F. Type the addition.
- G. Press RET to put the entry you are typing on a line by itself.
- H. Press ENTER to return to the typing area.

To Replace an Entry Within a Column

- A. Move the cursor to the character(s) you want to replace.
- B. Press CODE PLUS INSERT/REPLACE to indicate you want to use the Replace mode.
- C. Type the replacement characters you want in your column. Be sure you do not type over numbers you want to keep. If you want to put three numbers where there were only two, go out of the Replace mode to type the last of the three numbers.
- D. Press CODE PLUS INSERT/REPLACE to indicate you want to go out of the Replace mode.

To Add an Entire Column

- A. Move the cursor to the first character of the first line of the table where you want the new column to be. Do not place the cursor in the space between columns.
- B. Press COLUMN to indicate you want to work with a column.
- C. Follow the prompt on the screen to create a column.
- D. Follow the Column Layout Instructions on the screen for the new column only.
- E. When the blank typing area appears on the screen, type the new column. Do not type a carrier return after the last entry.
- F. Follow the prompt on the screen to press ENTER.

To Copy a Column into Another Table

- A. Move the cursor to the first line of the column you want to copy.
- B. Press CODE PLUS COPY.
- C. When the prompt Copy what? appears, press COLUMN.

D. When the prompt **To where?** appears, move the cursor to the first character of the column where you want this column to be copied. Do not place the cursor in the space between columns.

E. Press ENTER.

To Move a Column into Another Table

A. Move the cursor to the first line of the column you want to move.

B. Press MOVE.

C. When the prompt **Move what?** appears, press COLUMN.

D. When the prompt **To where?** appears, move the cursor to the first character of the column where you want this column to be moved. Do not place the cursor in the space between columns.

E. Press ENTER.

Adjusting Space Between Columns

A. Move the cursor to the first line of the table you want to adjust.

B. Press CODE PLUS LAYOUT to bring the example entries to the screen.

C. Press CODE PLUS LAYOUT again to readjust the space between the example entries.

D. Press ENTER to return to the table.

To Delete an Entire Column

A. Move the cursor to the first line of the column you want to delete.

B. Press DEL.

C. When the prompt **Delete what?** appears, press **COLUMN**.

D. Press **ENTER**.

**To Use
SCREEN DOWN**

A. Move the cursor to the line you want to be the first line on the screen.

B. Press **SCREEN DOWN**.

C. The screen moves down to make the cursored line the first line on the screen.

**To Use
SCREEN RIGHT**

A. Move the cursor under the character you want to be at the left edge of the screen.

B. Press **SCREEN RIGHT**.

C. The left edge of the screen moves to the cursor position.

**To Use
SCREEN UP**

A. Move the cursor to the line you want to be the last line on the screen.

B. Press **CODE PLUS SCREEN UP**.

C. The screen moves up to make the cursored line the last line on the screen.

**To Use
SCREEN LEFT**

A. Move the cursor to the place on the line you want to be at the right edge of the screen.

B. Press **CODE PLUS SCREEN LEFT**.

C. The right edge of the screen moves to the cursor position.

You have completed this topic. Choose the next topic from the Training Checklist.

Topic 15. Checking Numbers

After you have created a table of numbers with totals, you should check to see if the totals are correct. The Math functions on the Displaywriter will add, subtract, multiply and divide numbers in a row or a column. These functions also allow you to check the totals as you create a table of numbers.

You can check the total typed in the table against the Total the system finds.

If the totals do not match, you know that:

- You may have typed one of the numbers incorrectly (for example, typed 2,586.27 as 2,568.27).
- The total or one of the numbers given to you by the originator is incorrect.

So, the Math functions are similar to the Spelling function--these functions help you see if you typed anything incorrectly.

The Math functions work on tables created using the Column Layout function as well as those created without using the Column Layout function.

In this topic, you will learn how to use the Math functions to:

- Check totals in a column or row already stored on a diskette
- Check totals in a column or row when you create a table
- Insert a checked total into a table
- Replace a number
- Delete a number

Before starting this topic, you should have completed:

1. All Basic Topics
2. Topic 12. Creating Simple Tables

3. Topic 13. Creating Advanced Tables

Display Codes must = No for this topic.

Look at the keyboard template. In the far upper-left corner are the symbols for some unmarked keys on the keyboard. These are the Math keys you will use in this topic.

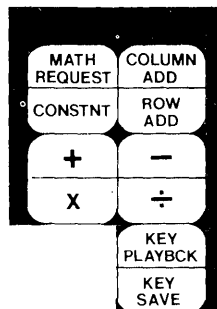


Figure 15-1. Textpack 4 Keyboard Template

CHECKING NUMBERS IN A COLUMN (ADD/SUBTRACT)

For this section, you will use a document already stored on the diskette.

This document was created with the Column Layout function, using decimal tabs and center tabs.

Beginning the Exercise

REVISE THE STORED DOCUMENT USING THE FOLLOWING INFORMATION, AND GO TO THE TYPING AREA.

Document name: Add Sub
Diskette name: TRAIN

The following illustration should be on the screen.

Quarterly Income Table

	<u>Region</u>	<u>First</u>	<u>Second</u>	<u>Year-to-Date</u>
Gains	A	7,748.30	1,260.60	9,008.90
	B	1,355.40	4,293.80	3,290.49
	C	4,672.50	3,176.60	7,840.10
	D	5,563.60	2,055.10	7,618.70
Total Gains		19,339.80	10,777.10	
Losses	A	3,913.90	639.80	4,553.70
	B	54.20	37.60	91.80
	C	6,681.70	4,479.40	11,161.10
	D	2,158.80	423.40	2,582.20
Total Losses		12,808.60	5,580.20	
First Quarter Net Worth		6,531.20		
Second Quarter Net Worth		5,196.90		

In your real work, you can use this method to check the totals that have been typed in a table. This can be quicker and more accurate than proofreading.

Just as with other functions, if you make a mistake using the Math functions, you can press CODE PLUS CANCL and try again.

Using ADD in a
Column Already Created

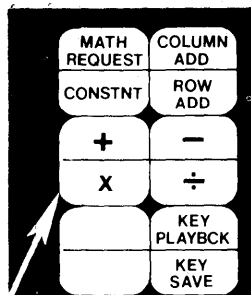


Figure 15-2. Textpack 4 Keyboard Template

Look at the keyboard template and the above illustration. Whenever you are asked to "PRESS ADD" in these exercises, it is this key you press.

Now you will learn to use ADD to add in a column.

PRESS ADD TO INDICATE THAT YOU WANT TO USE THE MATH FUNCTIONS.

Note: The message **Cursor not on decimal point or number** will appear. The step you just did is for training only. In your real work, you will not press ADD until the cursor is under a number or decimal point. You do the step in training in order to understand how something is added to the Total displayed at the bottom of the screen. Do not be concerned about the message at this time.

Total = 0.00 is at the bottom of the screen. The Displaywriter does the actual "scratchwork" of math in the Total.

You must put "7,748.30" from the column for "First" in the Total so that it can be worked with.

MOVE THE CURSOR TO 7,748.30 UNDER THE COLUMN "First."

Note: Do not move the cursor to a dollar sign, a tab symbol, or any character other than a decimal point or a number. If you try to add the number to the Total when the cursor is not actually on a decimal point or a number, the system will not add the number to the Total. You will get the message, **Cursor not on decimal point or number**.

PRESS ADD TO ADD 7,748.30 TO THE TOTAL.

The system added or "put" the number that you had the cursor under, "7,748.30," to the Total.

Notice also that "Item Count = 1" is at the bottom of the screen. This indicates you have added one item to the Total. "Item Count" will increase by one each time you use the Math functions to change the Total.

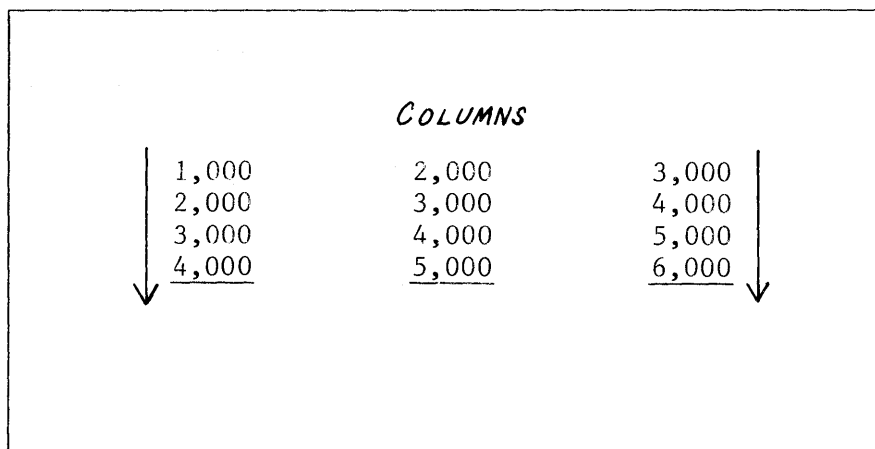


Figure 15-3. Column Definition

The above illustration defines a column. It is vertical. That is what you are adding now, a "column." Therefore, you move the cursor down each time you want to add another number.

MOVE THE CURSOR DOWN TO 1,355.40 AND PRESS ADD TO ADD 1,355.40 TO THE TOTAL.

CONTINUE TO MOVE THE CURSOR DOWN AND PRESS ADD UNTIL YOU HAVE FOUND THE TOTAL FOR THE COLUMN.

To Check the Total

WHEN YOU FINISH, NOTICE THAT THE TOTAL FOR "Total Gains" IN THE TABLE AND THE TOTAL AT THE BOTTOM OF THE SCREEN ARE THE SAME.

You have checked the total of the numbers in the column.

To Clear the Total

Before you can use the Math functions to check another total, you must clear the present Total.

PRESS CODE PLUS CANCL TO CLEAR THE TOTAL.

The Total on the screen is now 0.00.

The Item Count is also 0.

Continuing the Exercise

MOVE THE CURSOR TO 3,913.90 UNDER THE COLUMN "First."

TO FIND Total Losses, PRESS ADD TO ADD 3,913.90 TO THE TOTAL.

MOVE THE CURSOR DOWN TO 54.20, AND PRESS ADD TO ADD 54.20 TO THE TOTAL.

CONTINUE TO MOVE THE CURSOR DOWN AND PRESS ADD UNTIL YOU HAVE FOUND THE TOTAL OF THE COLUMN.

To Check the Total

<u>Quarterly Income Table</u>				
	<u>Region</u>	<u>First</u>	<u>Second</u>	<u>Year-to-Date</u>
Gains	A	7,748.30	1,260.60	9,008.90
	B	1,355.40	4,293.80	3,290.49
	C	4,672.50	3,176.60	7,840.10
	D	<u>5,563.60</u>	<u>2,055.10</u>	<u>7,618.70</u>
Total Gains		19,339.80	10,777.10	
Losses	A	3,913.90	639.80	4,553.70
	B	54.20	37.60	91.80
	C	6,681.70	4,479.40	11,161.10
	D	<u>2,158.80</u>	<u>423.40</u>	<u>2,582.20</u>
Total Losses		12,808.60	5,580.20	
First Quarter Net Worth		6,531.20		
Second Quarter Net Worth		5,196.90		

WHEN YOU FINISH, NOTICE THAT THE TOTAL FOR "Total Losses" IN THE TABLE AND THE TOTAL AT THE BOTTOM OF THE SCREEN ARE THE SAME.

You have checked the total of the numbers in the column.

To Clear the Total

PRESS CODE PLUS CANCL TO CLEAR THE TOTAL.

The Total on the screen is now 0.00.

The Item Count is also 0.

Using SUBTRACT in a Column Already Created

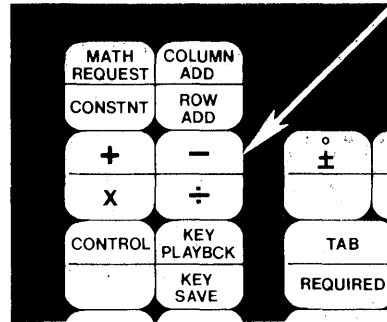


Figure 15-4. Textpack 4 Keyboard Template

Look at the keyboard template and the above illustration. Whenever you are asked to "PRESS SUBTRACT" in these exercises, it is this key you press.

Now you will learn to use SUBTRACT to subtract in a column.

To find the "First Quarter Net Worth," you will subtract "Total Losses" from "Total Gains."

MOVE THE CURSOR TO THE Total Gains, 19,339.80.

PRESS ADD TO ADD 19,339.80 TO THE TOTAL.

MOVE THE CURSOR DOWN TO THE Total Losses, 12,808.60.

PRESS SUBTRACT TO SUBTRACT 12,808.60 FROM THE TOTAL.

To Check the Total

WHEN YOU FINISH, NOTICE THAT THE TOTAL FOR THE First Quarter Net Worth AND THE TOTAL AT THE BOTTOM OF THE SCREEN ARE THE SAME.

<u>Quarterly Income Table</u>				
	<u>Region</u>	<u>First</u>	<u>Second</u>	<u>Year-to-Date</u>
Gains	A	7,748.30	1,260.60	9,008.90
	B	1,355.40	4,293.80	3,290.49
	C	4,672.50	3,176.60	7,840.10
	D	<u>5,563.60</u>	<u>2,055.10</u>	<u>7,618.70</u>
Total Gains		19,339.80	10,777.10	
Losses	A	3,913.90	639.80	4,553.70
	B	54.20	37.60	91.80
	C	6,681.70	4,479.40	11,161.10
	D	<u>2,158.80</u>	<u>423.40</u>	<u>2,582.20</u>
Total Losses		12,808.60	5,580.20	
First Quarter Net Worth		6,531.20		
Second Quarter Net Worth		5,196.90		

You have checked the total of the numbers in the column.

To Clear the Total

Before you can use the Math functions to check another total, you must clear the present Total.

PRESS CODE PLUS CANCL TO CLEAR THE TOTAL.

The Total on the screen is now 0.00.

The Item Count is also 0.

Instead of checking the numbers in the column for Second, you will now learn how to check numbers in a row.

CHECKING NUMBERS IN A ROW (ADD)

Using ADD in a Row Already Created

You add in a row the same way that you added in a column.

The diagram shows a grid of numbers within a rectangular border. The word "Rows" is written in a cursive font above a horizontal arrow pointing to the right. Below this, there are four rows of numbers. The first row contains 1,000, 2,000, and 3,000. The second row contains 2,000, 3,000, and 4,000. The third row contains 3,000, 4,000, and 5,000. The fourth row contains 4,000, 5,000, and 6,000. The numbers 4,000, 5,000, and 6,000 in the fourth row are underlined. A second horizontal arrow pointing to the right is located below the entire grid of numbers.

<i>Rows</i> →		
1,000	2,000	3,000
2,000	3,000	4,000
3,000	4,000	5,000
<u>4,000</u>	<u>5,000</u>	<u>6,000</u>

Figure 15-5. Row Definition

The above illustration defines a row. It is horizontal. That is what you are adding now, a "row." Therefore, you move the cursor across to the right each time you want to add another number.

MOVE THE CURSOR TO 7,748.30 FOR REGION A GAINS.

PRESS ADD TO ADD 7,748.30 TO THE TOTAL 0.00.

The system added the number "7,748.30" to the Total.

MOVE THE CURSOR ACROSS TO THE NEXT NUMBER IN THE ROW.

PRESS ADD TO ADD 1,260.60 TO THE TOTAL.

To Check the Total

The Year-to-Date total for Region A and the Total at the bottom of the screen are the same. You have checked the total of the numbers in the row.

To Clear the Total

PRESS CODE PLUS CANCL TO CLEAR THE TOTAL.

Continuing the Exercise

MOVE THE CURSOR TO 1,355.40 FOR REGION B GAINS.

When you check the total in this row, the Total at the bottom of the screen will not be the same as the total in the table.

FOLLOW THE STEPS THAT YOU HAVE LEARNED TO FIND THE Year-to-Date (Total) OF THIS ROW.

Since the totals do not match, one of the entries may have been typed incorrectly.

COMPARE THE NUMBERS IN THE ROW ON THE SCREEN WITH THE NUMBERS IN THE SAME ROW IN THE FOLLOWING ILLUSTRATION TO SEE IF ANY WERE TYPED INCORRECTLY.

Quarterly Income Table

	<u>Region</u>	<u>First</u>	<u>Second</u>	<u>Year-to-Date</u>
Gains	A	7,748.30	1,260.60	9,008.90
	B	1,355.40	4,293.80	3,290.49
	C	4,672.50	3,176.60	7,840.10
	D	5,563.60	2,055.10	7,618.70
Total Gains		19,339.80	10,777.10	
Losses	A	3,913.90	639.80	4,553.70
	B	54.20	37.60	91.80
	C	6,681.70	4,479.40	11,161.10
	D	2,158.80	423.40	2,582.20
Total Losses		12,808.60	5,580.20	
First Quarter Net Worth		6,531.20		
Second Quarter Net Worth		5,196.90		

The numbers are all typed correctly. Since the numbers are all correct, the Year-to-Date total the originator used must be wrong.

Note: When there is a difference like this, you may not be sure which entry is wrong (the numbers in the column or the total). In your real work, you would want to check with the originator to make sure.

For this exercise, you will now learn how to correct the total by inserting the checked Total into the table.

TO INSERT THE CHECKED
TOTAL INTO A TABLE

First, you must delete the incorrect total in the table. Be careful not to delete the carrier return following it.

MOVE THE CURSOR TO THE 3 of 3,290.49.

PRESS DEL.

WHEN THE PROMPT Delete what? APPEARS, MOVE THE CURSOR UNDER THE LAST 9, AND THEN PRESS ENTER. (Do not delete the carrier return symbol.)

The system deleted the number "3,290.49."

Now, you are ready to insert the checked Total into the table.

PRESS ENTER.

The correct total "5,649.20" is now in the table.

PRESS CODE PLUS CANCL TO CLEAR THE TOTAL.

TO REPLACE A NUMBER

When you check the total in the next row, the Total at the bottom of the screen will not be the same as the total in the table.

CHECK THE Year-to-Date FOR REGION C GAINS.

Since the totals do not match, one of the entries may have been typed incorrectly.

COMPARE THE NUMBERS IN THE ROW ON THE SCREEN WITH THE NUMBERS IN THE SAME ROW IN THE FOLLOWING ILLUSTRATION TO SEE IF ANY WERE TYPED INCORRECTLY.

<u>Quarterly Income Table</u>				
	<u>Region</u>	<u>First</u>	<u>Second</u>	<u>Year-to-Date</u>
Gains	A	7,748.30	1,260.60	9,008.90
	B	1,355.40	4,293.80	5,649.20
	C	4,672.50	3,167.60	7,840.10
	D	<u>5,563.60</u>	<u>2,055.10</u>	<u>7,618.70</u>
Total Gains		19,339.80	10,777.10	
Losses	A	3,913.90	639.80	4,553.70
	B	54.20	37.60	91.80
	C	6,681.70	4,479.40	11,161.10
	D	<u>2,158.80</u>	<u>423.40</u>	<u>2,582.20</u>
Total Losses		12,808.60	5,580.20	
First Quarter Net Worth		6,531.20		
Second Quarter Net Worth		5,196.90		

The second number is typed incorrectly. The correct number is "3,167.60." So, you will correct the table on the screen by using the Replace mode.

Replacing a number in a table is the same as replacing a character in text.

MOVE THE CURSOR TO THE 7 of 3,176.60.

PRESS CODE PLUS INSERT/REPLACE TO INDICATE YOU WANT TO USE THE REPLACE MODE.

Now you are in the Replace mode. You simply type the correct number over the incorrect number rather than deleting the incorrect number and then typing the correct one. When you are merely correcting an error like this, it is quicker to use the Replace mode.

Note: Be sure you do not type over numbers you want to keep. If you want to put three numbers where there were only two, go out of the Replace mode to type the last of the three numbers.

TYPE: 67

The numbers in the table are now correct.

PRESS CODE PLUS INSERT/REPLACE TO GO OUT OF THE REPLACE MODE.

PRESS CODE PLUS CANCL TO CLEAR THE TOTAL.

Checking the Correction

Now you are ready to check the correction.

CHECK THE Year-to-Date FOR REGION C GAINS AGAIN.

The numbers and total are correct.

You have checked, corrected, and rechecked the totals.

PRESS CODE PLUS CANCL TO CLEAR THE TOTAL.

In your real work, you would probably use the Math functions to check all the column totals first and then check all the row totals. You would do this for the

entire table. You would also want to compare the totals you get for the "Year-to-Date" columns with the totals you get for the "Total Gains" row and the "Total Losses" row. To save training time, the exercise stops here. You may check the rest of the totals if you wish.

Completing the Exercise

PRESS CODE PLUS CANCL AGAIN TO INDICATE THAT YOU HAVE FINISHED USING THE MATH FUNCTIONS.

PRESS END.

CHECKING NUMBERS IN A ROW (MULTIPLY/DIVIDE)

You have learned to add numbers in a row. Now you will learn to multiply and divide in a row. You will:

- Add (to the Total at the bottom of the screen) the number you want to be multiplied or divided.
- Move the cursor to the number you want to multiply or divide by.
- Press the appropriate key (MULTIPLY or DIVIDE) to indicate which Math function you want.
- See the answer displayed in the Total.
- Move the cursor to where you want to insert the Total.
- Press ENTER to insert the Total.

For this section, you will use a document already stored on the diskette. This document was created with the Column Layout function, using decimal tabs, center tabs and flush right tabs.

Beginning the Exercise

REVISE THE STORED DOCUMENT USING THE FOLLOWING INFORMATION AND GO TO THE TYPING AREA.

Document name: Multiply Divide
Diskette name: TRAIN

The following illustration should be on the screen.

INVENTORY AND COSTS TABLE

Below are the totals of sales for this quarter.

TABLE 1

<u>Sales</u>	<u>Cost per Item</u>	<u>Total</u>
45	250.75	11,283.75
53	183.11	9,704.83
29	99.45	2,884.05

Below are the averages per salesman for this quarter.

TABLE 2

<u>Total</u>	<u>Salesmen</u>	<u>Average</u>
11,283.75	14	805.98
9,704.83	27	567.89
2,884.05	18	160.23

**Using the Math
Functions**

**MOVE THE CURSOR TO 45, UNDER THE COLUMN FOR
Sales IN TABLE 1.**

You are multiplying the number of sales times the cost per item to arrive at the total (e.g. $45 \times 250.75 = 11,283.75$).

Since the actual "scratchwork" is done in the Total, you must put "45" in the Total in order to work with it.

PRESS ADD TO ADD 45 TO 0.00.

To Multiply Numbers Typed in a Row

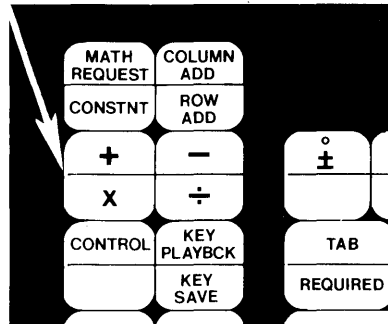


Figure 15-6. Textpack 4 Keyboard Template

Look at the keyboard template and the above illustration. Whenever you are asked to "PRESS CODE PLUS MULTIPLY" in these exercises, it is this key you press.

Now you will learn to multiply in a row.

MOVE THE CURSOR TO 250.75.

PRESS CODE PLUS MULTIPLY TO MULTIPLY THE TOTAL BY THE NUMBER THAT THE CURSOR IS UNDER.

To Check the Total

Notice that the total in the table and the Total at the bottom of the screen are the same.

To Clear the Total

PRESS CODE PLUS CANCL TO CLEAR THE TOTAL.

Completing Multiplication

FOLLOW THE SAME STEPS TO CHECK THE TOTAL IN THE NEXT TWO ROWS.

To Divide in a Row

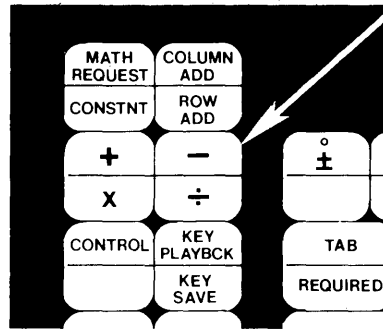


Figure 15-7. Textpack 4 Keyboard Template

Look at the keyboard template and the above illustration. Whenever you are asked to "PRESS CODE PLUS DIVIDE" in these exercises, it is this key you press.

IN TABLE 2, MOVE THE CURSOR TO 11,283.75 UNDER THE COLUMN FOR Total .

You are dividing the total by the number of salesmen to arrive at the average (e.g. 11,283.75 divided by 14 = 805.98).

The Total is 0.00.

PRESS ADD TO ADD 11,283.75 TO 0.00.

MOVE THE CURSOR TO 14, THE NUMBER THAT YOU WANT TO DIVIDE 11,283.75 BY.

PRESS CODE PLUS DIVIDE TO DIVIDE THE TOTAL BY 14, THE NUMBER THE CURSOR IS UNDER.

To Check the Total

The "Average" in the table and the Total at the Bottom of the screen are the same. You will receive the message: "Total rounded."

INVENTORY AND COSTS TABLE

Below are the totals of sales for this quarter.

TABLE 1

<u>Sales</u>	<u>Cost per Item</u>	<u>Total</u>
45	250.75	11,283.75
53	183.11	9,704.83
29	99.45	2,884.05

Below are the averages per salesman for this quarter.

TABLE 2

<u>Total</u>	<u>Salesmen</u>	<u>Average</u>
11,283.75	14	805.98
9,704.83	27	567.89
2,884.05	18	160.23

To Clear the Total

PRESS CODE PLUS CANCL TO CLEAR THE TOTAL.

Completing Division

FOLLOW THE SAME STEPS TO CHECK THE Average IN THE NEXT ROW. THE TOTAL AT THE BOTTOM OF THE SCREEN AND THE Average WILL BE DIFFERENT..

The Average in the table was typed incorrectly.

MOVE THE CURSOR TO THE 5 OF 567.89.

PRESS CODE PLUS INSERT/REPLACE TO INDICATE YOU WANT TO USE THE REPLACE MODE.

TYPE: 359.44

The number for Average in the table is now correct.

PRESS CODE PLUS INSERT/REPLACE TO GO OUT OF THE REPLACE MODE.

You could delete "567.89" and insert "359.44." INSERT/REPLACE was used here to show you can do it either way.

PRESS CODE PLUS CANCL TO CLEAR THE TOTAL.

Completing the Exercise

FOLLOW THE SAME STEPS TO CHECK THE Average IN THE NEXT ROW.

PRESS CODE PLUS CANCL AGAIN TO INDICATE THAT YOU ARE FINISHED USING THE MATH FUNCTIONS.

PRESS END.

CHECKING NUMBERS IN A COLUMN (COLUMN/ROW ADD)

In your real work, if you know you will want to check the totals in a table as you create the table, you should use the method in this section.

First, you should type all of the entries in the table, but not the totals.

Instead of typing the totals, you should use COLUMN ADD and ROW ADD to find the Totals. (These keys are located at the upper left side of the keyboard.)

Note: Display Codes must = No to use COLUMN ADD and ROW ADD. Otherwise, the numbers on the screen do not line up, and the Math functions don't work properly.

If the Total the system finds matches the total the originator used, you know you typed the entries correctly. Then, rather than type the total yourself, let the system insert it for you when you press ENTER.

If the Total the system finds differs from the total the originator used, compare the entries with those the originator gave you. If an entry was typed incorrectly, you can delete or replace the incorrect number. Then, use COLUMN ADD or ROW ADD to check the total again.

This method saves you steps and cuts down on the possible number of mistakes.

To save training time, you will use a document that already is stored on the diskette. It has the entries (but not the totals) typed.

This document was created with the Column Layout function, using decimal tabs and center tabs.

Beginning the Exercise

REVISE THE STORED DOCUMENT USING THE FOLLOWING INFORMATION, AND GO TO THE TYPING AREA.

Document name: Column Row Add
Diskette name: TRAIN

The following illustration should be on the screen.

The illustration is in the form that the originator might use, with instructions for you to create the table and check the numbers and totals.

<u>INCOMING SALES</u>			
<u>Winter</u>	<u>Spring</u>	<u>Summer</u>	<u>Totals</u>
67,748.30	81,260.60	-87,773.50	61,235.40
91,355.40	54,293.80	-12,006.90	133,642.30
-44,672.50	103,176.60	79,823.80	138,318.90
85,563.60	52,055.10	103,990.20	241,608.90
73,913.90	-99,639.80	165,997.70	140,271.80
90,054.20	90,337.60	-56,229.50	124,162.30
-66,681.70	24,479.40	62,422.40	20,220.10
<u>82,158.80</u>	<u>-145,423.40</u>	<u>63,273.80</u>	<u>9.20</u>
<i>379,440.00</i>	<i>160,530.90</i>	<i>319,498.00</i>	<i>859,468.90</i>

These figures were reported by our Marketing Center in Carrollton, Texas. Refer to your conversion table for more information.

For training purposes, assume you are creating this table and have just finished typing the entries.

You are ready to check and enter the totals.

Now you will learn to use COLUMN ADD.

You know how to add columns and rows by pressing ADD, moving the cursor, pressing ADD, and so on. A much quicker way is to use COLUMN ADD and ROW ADD.

In order to take advantage of COLUMN ADD and ROW ADD, you must have decimal tabs set in your table.

The system highlights each number as it is added to the Total. When you hold COLUMN ADD or ROW ADD down, the function repeats itself, adding the column or row all the way down or across the page.

For example, to add a column with eight entries, you can hold COLUMN ADD down instead of pressing COLUMN ADD eight times.

Note: As you get towards the end of the column, be sure to release COLUMN ADD before the cursor goes past the location where you want to insert the Total. Otherwise, the cursor continues to move down the page. You will quickly get a feel for how long to hold it down.

If you do go too far and add a number you didn't intend to, Press CODE PLUS CANCL and start again.

Because it is so much quicker, you should use COLUMN ADD and ROW ADD in tables where you have not typed the totals. You can use COLUMN ADD and ROW ADD in tables where you have already typed the totals. Just take care that you don't accidentally add the typed total in with the entries. In this case, it is better to press COLUMN ADD or ROW ADD once for each entry.

Since the Displaywriter highlights all the numbers as you press COLUMN ADD or ROW ADD, you can quickly tell if you have added a number you didn't intend to. Another check is to look at the Item Count.

In this exercise, you will add columns and rows which have been typed at decimal tabs. They have also been typed with decimal points in each entry (e.g. "67,748.30").

In order to use COLUMN ADD and ROW ADD, each entry must be typed at a decimal tab. Entries typed at a flush left, flush right or center tab will not be properly added. For further guidelines on this, see the "Additional Information" at the end of this topic.

Using COLUMN ADD

Note: The Displaywriter automatically recognizes numbers with a minus sign or parentheses as negative numbers (numbers to be SUBTRACTED from the Total).

So, when you use COLUMN ADD or ROW ADD as you do in this exercise, the negative numbers will automatically be subtracted.

Negative numbers are also recognized if you press ADD, move the cursor to the next number, press ADD, and so on.

If, in your real work you use parentheses to identify negative numbers, see the "Additional Information" at the end of this topic.

MOVE THE CURSOR TO 67,748.30 IN THE COLUMN FOR Winter. When using COLUMN ADD and ROW ADD, always move the cursor under a number to the left of the decimal point or under the decimal point.

HOLD COLUMN ADD DOWN TO ADD THE COLUMN FOR Winter. (The COLUMN ADD key is at the upper left side of the keyboard.)

Be sure to release COLUMN ADD as you approach the last entry.

Notice the system adds and highlights the numbers.

To Check the Total

WHEN YOU FINISH, NOTICE THAT THE TOTAL IN THE ILLUSTRATION AND THE TOTAL AT THE BOTTOM OF THE SCREEN ARE THE SAME.

You have used COLUMN ADD to check the total in the column. Now, you are ready to insert the checked Total into the table.

To Insert the Checked Total into a Table

Be sure the cursor is on the row below the underline, aligned with the decimal tab symbol on the scale line.

PRESS ENTER TO INSERT THE TOTAL.

The Total is now in the table.

To Clear the Total

PRESS CODE PLUS CANCL TO CLEAR THE TOTAL.

In your real work, you would add the other columns now. To save training time, you will learn to use ROW ADD.

Using ROW ADD

MOVE THE CURSOR TO 67,748.30 IN THE COLUMN FOR Winter. When using COLUMN ADD and ROW ADD, always move the cursor under a number to the left of the decimal point or under the decimal point.

HOLD CODE PLUS ROW ADD DOWN TO ADD THE FIRST ROW. (The ROW ADD key is at the upper left side of the keyboard.)

Notice the system adds and highlights the numbers.

To Check the Total

WHEN YOU FINISH, COMPARE THE TOTAL IN THE FOLLOWING ILLUSTRATION WITH THE TOTAL AT THE BOTTOM OF THE SCREEN.

INCOMING SALES

<u>Winter</u>	<u>Spring</u>	<u>Summer</u>	<u>Totals</u>
67,748.30	81,260.60	-87,773.50	61,235.40
91,355.40	54,293.80	-12,006.90	133,642.30
-44,672.50	103,176.60	79,823.80	138,318.90
85,563.60	52,055.10	103,990.20	241,608.90
73,913.90	-99,639.80	165,997.70	140,271.80
90,054.20	90,337.60	-56,229.50	124,162.30
-66,681.70	24,479.40	62,422.40	20,220.10
<u>82,158.80</u>	<u>-145,423.40</u>	<u>63,273.80</u>	<u>9.20</u>
379,440.00	160,530.90	319,498.00	857,468.90

These figures were reported by our Marketing Center in Carrollton, Texas. Refer to your conversion table for more information.

The totals match.

You have used CODE PLUS ROW ADD to check the total in the row. Now you are ready to insert the checked Total into the table.

**To Insert the Checked
Total into a Table**

MOVE THE CURSOR SO IT IS LINED UP WITH THE DECIMAL TAB SYMBOL ON THE SCALE LINE IN THE COLUMN FOR Totals.

PRESS ENTER TO INSERT THE TOTAL.

The Total is now in the table.

To Clear the Total

PRESS CODE PLUS CANCL TO CLEAR THE TOTAL.

Continuing the Exercise

MOVE THE CURSOR TO 91,355.40 ON THE NEXT ROW.

USE CODE PLUS ROW ADD TO FIND THE TOTAL OF THIS ROW.

COMPARE THE TOTAL AT THE BOTTOM OF THE SCREEN WITH THE TOTAL IN THE SAME ROW IN THE FOLLOWING ILLUSTRATION.

<u>INCOMING SALES</u>			
<u>Winter</u>	<u>Spring</u>	<u>Summer</u>	<u>Totals</u>
67,748.30	81,260.60	-87,773.50	<i>61,235.40</i>
91,355.40	54,293.80	-12,006.90	<i>133,642.30</i>
-44,672.50	103,176.60	79,823.80	<i>138,318.90</i>
85,563.60	52,055.10	103,990.20	<i>241,608.90</i>
73,913.90	-99,639.80	165,997.70	<i>140,271.80</i>
90,054.20	90,337.60	-56,229.50	<i>124,162.30</i>
-66,681.70	24,479.40	62,422.40	<i>20,220.10</i>
<u>82,158.80</u>	<u>-145,423.40</u>	<u>63,273.80</u>	<u>9.20</u>
<i>379,440.00</i>	<i>160,530.90</i>	<i>319,498.00</i>	<i>859,468.90</i>

These figures were reported by our Marketing Center in Carrollton, Texas. Refer to your conversion table for more information.

The totals match.

To Insert the Checked Total into a Table

LINE THE CURSOR UP WITH THE DECIMAL TAB SYMBOL UNDER Totals.

PRESS ENTER TO INSERT THE TOTAL.

To Clear the Total

PRESS CODE PLUS CANCL TO CLEAR THE TOTAL.

Continuing the Exercise

USE CODE PLUS ROW ADD TO CHECK THE TOTAL IN THE THIRD ROW.

COMPARE THE TOTAL AT THE BOTTOM OF THE SCREEN WITH THE TOTAL IN THE SAME ROW IN THE FOLLOWING ILLUSTRATION.

Since the totals do not match, one of the entries may have been typed incorrectly.

COMPARE THE NUMBERS IN THE ROW ON THE SCREEN WITH THE NUMBERS IN THE SAME ROW IN THE FOLLOWING ILLUSTRATION TO SEE IF ANY WERE TYPED INCORRECTLY.

<u>INCOMING SALES</u>			
<u>Winter</u>	<u>Spring</u>	<u>Summer</u>	<u>Totals</u>
67,748.30	81,260.60	-87,773.50	61,235.40
91,355.40	54,293.80	-12,006.90	133,642.30
-44,672.50	103,167.60	79,823.80	138,318.90
85,563.60	52,055.10	103,990.20	241,608.90
73,913.90	-99,639.80	165,997.70	140,271.80
90,054.20	90,337.60	-56,229.50	124,162.30
-66,681.70	24,479.40	62,422.40	20,220.10
<u>82,158.80</u>	<u>-145,423.40</u>	<u>63,273.80</u>	<u>9.20</u>
379,440.00	160,530.90	319,498.00	859,468.90

These figures were reported by our Marketing Center in Carrollton, Texas. Refer to your conversion table for more information.

The second number is typed incorrectly. The correct number is "103,167.60." Correct the table on the screen by using the Replace mode.

To Replace a Number

MOVE THE CURSOR TO THE 7 of 103,176.60.

PRESS CODE PLUS INSERT/REPLACE TO USE THE REPLACE MODE.

TYPE: 67

The numbers in the table are now correct.

PRESS CODE PLUS INSERT/REPLACE TO GO OUT OF THE REPLACE MODE.

Completing the Exercise

PRESS CODE PLUS CANCL TO CLEAR THE TOTAL.

Checking the Correction

Now you are ready to check the correction.

CHECK THE TOTAL IN THE THIRD ROW AGAIN.

Now, the Total at the bottom of the screen matches the total in the illustration.

To Insert the Checked Total into a Table

LINE THE CURSOR UP WITH THE DECIMAL TAB SYMBOL UNDER Totals.

PRESS ENTER TO INSERT THE TOTAL INTO THE TABLE.

To Clear the Total

PRESS CODE PLUS CANCL TO CLEAR THE TOTAL.

In your real work, you would probably use COLUMN ADD to check all the column totals first and then use ROW ADD to check all the row totals. You would then compare the total for the Totals column with the Total you receive when you ROW ADD the Winter, Spring, and Summer columns.

To save training time, stop the exercise here.

The following illustration is how the table looks if completed.

PRESS CODE PLUS CANCL AGAIN TO INDICATE THAT YOU HAVE FINISHED USING THE MATH FUNCTIONS.

PRESS END.

<u>INCOMING SALES</u>			
<u>Winter</u>	<u>Spring</u>	<u>Summer</u>	<u>Totals</u>
67,748.30	81,260.60	-87,773.50	61,235.40
91,355.40	54,293.80	-12,006.90	133,642.30
-44,672.50	103,167.60	79,823.80	138,318.90
85,563.60	52,055.10	103,990.20	241,608.90
73,913.90	-99,639.80	165,997.70	140,271.80
90,054.20	90,337.60	-56,229.50	124,162.30
-66,681.70	24,479.40	62,422.40	20,220.10
82,158.80	-145,423.40	63,273.80	9.20
<u>379,440.00</u>	<u>160,530.90</u>	<u>319,498.00</u>	<u>859,468.90</u>

These figures were reported by our Marketing Center in Carrollton, Texas. Refer to your conversion table for more information.

ADDITIONAL INFORMATION

Typing One's and Lowercase "l"s

Be sure to type a one (1) and not a lowercase "l" when you are typing numbers. The system recognizes a lowercase "l" as a lowercase "l", not as a one (1).

Using Math in Columns and Rows

You can subtract in a row the same way you learned to subtract in a column.

You can multiply or divide in a column the same way you learned to multiply or divide in a row.

Inserting a Total Into Text

You can insert a Total into lines of text the same way you insert a Total into a table.

When **Total = (a number)** is on the screen, move the cursor where you want the total to appear, then press ENTER.

Changing the Format of the Decimal Point

COLUMN ADD or ROW ADD add only numbers set on a decimal tab symbol. This decimal point can be a period, comma, or colon. The default for a decimal point is a period. For information on changing this default, refer to "Change Math Format Defaults" in the "Quick Reference" section and to "Change Math Format Menu" in the "Menu" section of the Reference Guide.

Typing Numbers
Without Decimal
Points at a
Decimal Tab Symbol

Your work may require typing numbers without decimal points, for instance: "100,000" not "100,000.00". You can still take advantage of COLUMN ADD and ROW ADD. The table must be set up with decimal tabs. In effect, what happens is that these numbers are lined up at the right of the column. Following is the procedure you should use:

A. Count the characters for the longest entry in each column, and set decimal tabs for each column.

B. Type the table. Ensure that the cursor is lined up with the decimal tab symbol on the scale line before you type each entry.

C. If you plan to insert totals in a blank column on the right using ROW ADD, you must have a decimal tab set for that column also.

D. Follow the procedures you have learned in this topic to use COLUMN ADD and ROW ADD to check your totals.

E. If you do all of your work this way, you will want to change the Active Math Format to "0" instead of "0.00" when you personalize your Program Diskette. This is a permanent change and will be in effect for all your documents.

If your work requires changing the Active Math Format, refer to the topic "Personalizing a Program Diskette" in this book.

For more information on changing the Math formats, refer to "Change Math Format Defaults" in the "Quick Reference" section and to "Change Math-Format Menu" in the "Menu" section of the Reference Guide.

F. If you don't change the Active Math Format permanently on your Program Diskette, you can change it temporarily for one document as follows:

1) Press MATH REQUEST, and choose the ITEM for Active Math Format.

2) Type the choice that indicates "0" as the Active Math Format.

3) Press ENTER to return to the typing area. Then, when you insert totals, they will be in the right format, e.g. "100,000" instead of "100,000.00".

Note: If you CODE PLUS CANCL to go out of the Math functions, this "temporary" choice is gone.

G. If you are inserting checked Totals, ensure that the cursor is lined up with the decimal tab symbol on the scale line for that column before you press ENTER to insert the Total.

Typing Negative Numbers with Parentheses

If your work requires that you type parentheses instead of minus signs to indicate negative numbers, for instance: (100,000.00) not -100,000.00, there are some things you should be aware of:

- You should change the default for negative numbers to be parentheses when you personalize your Program Diskette. Otherwise, if a column or row adds up to a negative total, the minus sign will appear for the total and not the parentheses.
- If the negative number is the last number in the column and you use Word Underscore to underline it, you must type the whole number, including the closing parentheses, then press CODE PLUS WORD UND. The last numeral and the closing parentheses cannot be separated by a WORD UND.
- If you must not have the closing parentheses underlined, use BEGIN and END UND.

If you type negative numbers with parentheses and without decimal points at a decimal tab, use the following procedure:

A. Tab to the decimal tab and type the negative number, for instance: (100,000).

B. Press CODE PLUS REQUIRED BACKSPACE once.

C. Tab to the next column or carrier return if your next entry is on the next line.

D. If the negative number typed with parentheses is the last number in the column, and you use WORD UND to underline it, type the closing parentheses, press CODE PLUS WORD UND, CODE PLUS REQUIRED BACKSPACE, and tab or carrier return to the next entry.

E. If the column has negative numbers with parentheses, but the last number in the column is not in parentheses, and you must have the parentheses underscored, do the following:

- 1) Tab to the decimal tab.
- 2) Press CODE PLUS REQUIRED SPACE.
- 3) Type the number.
- 4) Press CODE PLUS REQUIRED SPACE.
- 5) Press CODE PLUS WORD UND.
- 6) Press CODE PLUS one REQUIRED BACKSPACE.
- 7) Tab or carrier return to the next column.

Using Subtotals and Grand Totals

For information on subtotals and grand totals refer to "Checking Subtotals and Grand Totals" in the "Work Samples Handbook" chapter of the Work Station Procedures Guide and to "Subtotaling and Grand Totaling" under "Math" in the "Quick Reference" section of the Reference Guide.

Using the Math Functions for Numbers with Graphics

For information on using the Math functions for numbers with graphics, for example, * , - , or) , refer to "Numbers with Graphics" in the "Work Samples Handbook" chapter of the Work Station Procedures Guide.

Using Item Count As a Check

Item Count = 0 is at the bottom of the screen next to Total = 0.00. The system figures Item Count as you add the numbers in a column or row.

Each time you add a number to the Total, Item Count increases by one (1). For example, if you add five numbers, Item Count increases from 1 to 2 to 3 to 4 to 5.

If you meant to add five numbers, but Item Count equals 6 or more, you know you made an error.

If you make an error, Press CODE PLUS CANCL and try again.

For more information on numbers, refer to "Tables and Columns" in the "Work Samples Handbook" chapter of the Work Station Procedures Guide and to "Math" in the "Quick Reference" section of the Reference Guide.

READ THE TOPIC SUMMARY ON THE NEXT PAGE.

TOPIC SUMMARY

Using ADD in a Column or in a Row Already Created

- A. Move the cursor to the number you want to add.
- B. Press ADD to add the number in "A." to the Total.
- C. Move the cursor to the next number you want to add to the Total.
- D. Repeat steps "A." through "C." until you have added all the numbers in the column or in the row.
- E. Check to see if the Total on the screen matches the total in the table.
- F. Make any necessary corrections.
- G. Press CODE PLUS CANCL to clear the Total.

Using SUBTRACT in a Column or in a Row Already Created

- A. Move the cursor to the number you want to subtract from.
- B. Press ADD to add the number in "A." to the Total.
- C. Move the cursor to the number you want to subtract from the Total.
- D. If the number in "C." is identified as a negative number by a minus sign or parentheses, press ADD to subtract it from the Total.
- E. If the number in "C." is not identified as a negative number, press SUBTRACT to subtract it from the total.
- F. Repeat steps "C." through "E." until you have subtracted all of the numbers in the column.
- G. Check to see if the Total on the screen matches the total in the table.

- H. Make any necessary corrections.
- I. Press CODE PLUS CANCL to clear the Total.

Using MULTIPLY in a Row

- A. Move the cursor to the number you want to multiply.
- B. Press ADD to add to the number in "A." to the Total.
- C. Move the cursor to the number you want to multiply the Total by.
- D. Press CODE PLUS MULTIPLY.
- E. Repeat steps "C." through "D." until you have multiplied all of the numbers in a row that you wanted to multiply.
- F. Press CODE PLUS CANCL to clear the Total.

Using DIVIDE in a Row

- A. Move the cursor to the number you want to divide.
- B. Press ADD to add the number in "A." to the Total.
- C. Move the cursor to the number you want to divide the Total by.
- D. Press CODE PLUS DIVIDE.
- E. Repeat steps "C." through "D." until you have divided all of the numbers in a row that you wanted to divide.
- F. Press CODE PLUS CANCL to clear the Total.

Inserting the Checked Total

- A. Complete the appropriate Math function.

- B. If necessary, delete any incorrect totals in the table.
- C. Move the cursor where you want to insert the Total.
- D. Press ENTER.
- E. Notice that the Total at the bottom of the screen is now in the table, also.
- F. Press CODE PLUS CANCL to clear the Total.

**Checking Numbers in
a Column or in a Row
(COLUMN/ROW ADD)**

- A. Type all of the entries in the column or row but do not type the totals.
- B. Move the cursor to the first number you want to add in the column or row (under the decimal point or to its left).
- C. Hold COLUMN ADD or ROW ADD down until the system has added the column or row.
- D. Compare the Total at the bottom of the screen to the total the originator used. If the Total you find is different from the originator's total, make the necessary corrections.
- E. Be sure the cursor is at the decimal tab symbol where you want to insert the Total.
- F. Press ENTER to insert the correct Total.
- G. Press CODE PLUS CANCL to clear the Total.
- H. Repeat steps "B." through "G." until you have checked and inserted all the Totals into your table.

Note: Display Codes must = No when using COLUMN ADD or ROW ADD.

To use COLUMN ADD or ROW ADD, decimal tabs must be set for each column or row (including the total).

You have completed this topic. Choose the next topic from your Training Checklist.

Topic 16. Figuring Numbers to Complete a Table

Sometimes when you type a table, you need to figure a number that is not actually in the table. This number is necessary to complete the table.

The Displaywriter can add, subtract, multiply, or divide by a number not in the table. You use this number to figure an average, to perform the same operation on several numbers that are in the table, or to figure a percentage.

You can also use a number typed as a percent to figure another number you need in the table.

In this topic, you will learn how to figure numbers to complete a table using:

- A number not in the table (a constant)
- A constant to figure percentages
- A number typed as a percent to figure another number in the table
- MATH REQUEST to figure an average

Before starting this topic, you should have completed:

1. All Basic Topics
2. Topic 12. Creating Simple Tables
3. Topic 13. Creating Advanced Tables
4. Topic 15. Checking Numbers

Display Codes must = No for this topic.

USING A NUMBER NOT IN THE TABLE (A CONSTANT)

Beginning the Exercise

For this section, you will use a document already stored on the diskette. This document was created

with the Column Layout function, using decimal tabs and center tabs.

REVISE THE STORED DOCUMENT USING THE FOLLOWING INFORMATION AND GO TO THE TYPING AREA.

Document name: Constant
Diskette name: TRAIN

The following illustration should be on the screen.

	<u>Company A</u>	<u>Company B</u>	<u>Company C</u>
monthly estimate	450.00	550.00	650.00
yearly estimate			

MOVE THE CURSOR TO THE DECIMAL POINT OF 450.00 AND PRESS ADD.

A Constant

Total = 450.00 should be at the bottom of the screen.

You can add, subtract, multiply, or divide by a number that is not in the table. When you want to use this number to perform the same operation on several numbers that are in the table, you use a constant.

You must indicate what number to use as the constant.

In the exercise below, to find the yearly utility estimate, you must multiply the monthly estimate by 12 (12 months = one year).

Since 12 is the number you must use to figure out the yearly estimate to complete the table, 12 is the constant.

PRESS CODE PLUS CONSTNT. (The CONSTNT key is at the upper left side of the keyboard.)

Notice that "Constant = 12" appears in the bottom left-hand corner of the screen where Total was. The cursor is in the bottom left-hand corner, also.

TYPE: 12

Now you are ready to figure the number to complete the table.

Completing the Table

PRESS CODE PLUS MULTIPLY TO MULTIPLY THE TOTAL, 450.00, BY THE CONSTANT, 12.

The Total now equals the yearly utility estimate.

MOVE THE CURSOR TO THE DECIMAL TAB UNDER THE COLUMN FOR Company A in the yearly estimate row.

PRESS ENTER TO INSERT THE TOTAL, 5,400.00, INTO THE TABLE AS THE YEARLY ESTIMATE OF Company A.

CLEAR THE TOTAL.

Continuing the Exercise

MOVE THE CURSOR TO 550.00.

PRESS ADD TO ADD 550.00 TO THE TOTAL.

PRESS CODE PLUS CONSTNT.

Since "12" still is the Constant, you do not have to type it again.

PRESS CODE PLUS MULTIPLY TO MULTIPLY THE TOTAL, 550.00, BY THE CONSTANT, 12.

MOVE THE CURSOR TO THE DECIMAL TAB UNDER THE COLUMN FOR Company B in the yearly estimate row.

INSERT THE TOTAL , 6,600.00 , INTO THE TABLE AS THE YEARLY ESTIMATE OF Company B.

CLEAR THE TOTAL.

FOLLOW THE SAME STEPS TO FIND AND INSERT THE YEARLY ESTIMATE OF Company C.

Completing the Exercise

CLEAR THE TOTAL.

PRESS CODE PLUS CANCL AGAIN TO INDICATE THAT YOU HAVE FINISHED USING THE MATH FUNCTIONS.

PRESS END.

FIGURING PERCENTAGES

Beginning the Exercise

For this section, you will use a document already stored on the diskette. This document was created with the Column Layout function, using decimal tabs and center tabs.

REVISE THE STORED DOCUMENT USING THE FOLLOWING INFORMATION AND GO TO THE TYPING AREA.

Document name: Percentages
Diskette name: TRAIN

The following illustration should appear on the screen.

<u>ABC Company Seasonal Sale</u>	
<u>Regular Price</u>	<u>7% Discount</u>
10.95	
14.35	
7.52	

Using a Constant To Figure Percentages

When the percent is the same throughout a table, the system also can multiply by a constant to figure a percentage.

In the exercise below, you will figure a 7% discount on the regular price.

When a percent sign (%) immediately follows a number, the number is treated as a percentage. When you multiply or divide by this number with a percent sign, the percentage is calculated and replaces the Total.

MOVE THE CURSOR TO 10.95 IN THE COLUMN FOR Regular Price.

PRESS ADD TO ADD 10.95 TO THE TOTAL.

PRESS CODE PLUS CONSTNT.

Constant = $\frac{\text{X}}{\text{Y}}$ appears at the bottom of the screen where Total was.

TYPE: 7%

Figuring Percentages

Now you are ready to figure the percentage.

PRESS CODE PLUS MULTIPLY TO MULTIPLY THE TOTAL, 10.95, BY THE CONSTANT, 7%.

Total = 0.77 and Item Count = 1 appears at the bottom of the screen.

Now you have found the actual number that is 7% of "10.95."

MOVE THE CURSOR TO THE DECIMAL TAB UNDER THE COLUMN 7% Discount. (It is necessary to have a decimal tab set in this column to correctly insert totals.)

INSERT THE TOTAL.

CLEAR THE TOTAL.

REPEAT THESE STEPS (NUMBERED BELOW) UNTIL YOU HAVE FIGURED THE PERCENTAGE FOR THE NEXT TWO AMOUNTS UNDER THE COLUMN Regular Price.

1. MOVE THE CURSOR TO THE NUMBER YOU WANT TO FIND A PERCENT OF.
2. PRESS ADD TO PUT THE NUMBER IN THE TOTAL.
3. PRESS CODE PLUS CONSTNT.
4. PRESS CODE PLUS MULTIPLY.
5. MOVE THE CURSOR TO THE DECIMAL TAB UNDER THE COLUMN 7% Discount.
6. INSERT THE TOTAL.
7. CLEAR THE TOTAL.

Completing the Exercise

PRESS CODE PLUS CANCL TO INDICATE THAT YOU HAVE FINISHED USING THE MATH FUNCTIONS.

The following illustration shows how the table should look when you are finished.

<u>ABC Company Seasonal Sale</u>	
<u>Regular Price</u>	<u>7% Discount</u>
10.95	0.77
14.35	1.00
7.52	0.53

PRESS END.

**USING A NUMBER TYPED AS
A PERCENT TO FIGURE
ANOTHER NUMBER**

If the number you need in order to figure a percentage already appears in the table, and is typed as a percent (%), you can use it to figure a percentage. In this case you would not need to use a constant.

You can then use the number typed as a % to arrive at another number you need to complete the table.

Beginning the Exercise

For this exercise, you will use a document already stored on the diskette. This document was created with the Column Layout function, using decimal tabs, center tabs and flush right tabs.

REVISE THE STORED DOCUMENT USING THE FOLLOWING INFORMATION AND GO TO THE TYPING AREA.

Document name: Figuring Numbers
Diskette name: TRAIN

The following illustration should appear on the display.

<u>ABC Company Price Changes</u>			
<u>Current Price</u>	<u>% Increase</u>	<u>% Decrease</u>	<u>New Price</u>
110.95	10%		
214.35		15%	
97.52	5%		
453.67		20%	

In this exercise, you are going to find the percentage of the current price using "% increase" or "% decrease" to arrive at the new price.

Figuring a Percentage

MOVE THE CURSOR TO THE FIRST CURRENT PRICE.

This is the number you want to find the percentage of.

PRESS ADD TO ADD THE NUMBER TO THE TOTAL.

MOVE THE CURSOR TO THE NUMBER WITH THE PERCENT SIGN (%) IN THAT ROW.

This is the number you want to figure with.

Figuring the Result

You will add the percentage to the total if you are increasing the price, or subtract the percentage from the total if you are decreasing the price.

PRESS ADD TO FIGURE THE PERCENTAGE AND ADD IT TO THE TOTAL.

MOVE THE CURSOR TO THE DECIMAL TAB UNDER THE New Price COLUMN. (It is necessary to have a decimal tab set in this column to correctly insert totals.)

INSERT THE NEW PRICE.

CLEAR THE TOTAL.

MOVE THE CURSOR TO THE SECOND CURRENT PRICE.

PRESS ADD TO ADD THE NUMBER TO THE TOTAL.

MOVE THE CURSOR TO THE NUMBER WITH THE PERCENT SIGN (%) IN THAT ROW.

PRESS SUBTRACT TO FIGURE THE PERCENTAGE AND SUBTRACT IT FROM THE TOTAL.

MOVE THE CURSOR TO THE DECIMAL TAB UNDER THE New Price COLUMN.

INSERT THE NEW PRICE.

CLEAR THE TOTAL.

REPEAT THESE STEPS (NUMBERED BELOW) UNTIL YOU HAVE FIGURED THE PERCENTAGE FOR THE NEXT TWO AMOUNTS UNDER THE COLUMN Current Price.

1. MOVE THE CURSOR TO THE NUMBER YOU WANT TO FIND A PERCENT OF.
2. PRESS ADD TO PUT THE NUMBER IN THE TOTAL.
3. MOVE THE CURSOR TO THE NUMBER WITH THE PERCENT SIGN IN THAT ROW (THE ONE YOU WANT TO FIGURE WITH).
4. PRESS ADD IF YOU WANT TO ADD THE PERCENTAGE TO THE TOTAL, OR
5. PRESS SUBTRACT IF YOU WANT TO SUBTRACT THE PERCENTAGE FROM THE TOTAL.
6. MOVE THE CURSOR TO THE DECIMAL TAB UNDER THE New Price COLUMN.
7. INSERT THE TOTAL.
8. CLEAR THE TOTAL.

Completing the Exercise

PRESS CODE PLUS CANCL TO INDICATE THAT YOU HAVE FINISHED USING THE MATH FUNCTIONS.

The following illustration shows how the table should look when you are finished.

ABC Company Price Changes

<u>Current Price</u>	<u>% Increase</u>	<u>% Decrease</u>	<u>New Price</u>
110.95	10%		122.05
214.35		15%	182.20
97.52	5%		102.40
453.67		20%	362.94

PRESS END.

USING MATH REQUEST TO FIGURE AVERAGES

Beginning the Exercise

For this section, you will use a document already stored on the diskette. This document was created with the Column Layout function, using decimal tabs and center tabs.

REVISE THE STORED DOCUMENT USING THE FOLLOWING INFORMATION, AND GO TO THE TYPING AREA.

Document name: Averages
Diskette name: TRAIN

The following illustration should be on the screen.

<u>Big Three Weekly Stock Averages</u>			
<u>Day</u>	<u>Company A</u>	<u>Company B</u>	<u>Company C</u>
M	55.20	87.22	72.56
T	56.75	87.29	70.49
W	58.00	90.03	70.53
TH	56.50	89.99	75.38
F	<u>55.25</u>	<u>89.25</u>	<u>76.61</u>
Wk. Avg.	?	?	?

Using the Math Functions

When you want to figure an average, you use COLUMN ADD and MATH REQUEST.

In this exercise, the Displaywriter figures the Total for each column. Then it automatically figures the average for each column.

MOVE THE CURSOR TO: 55.20 IN THE COLUMN FOR Company A.

HOLD COLUMN ADD DOWN TO ADD THE COLUMN FOR Company A.

Now you will learn to figure an average.

Using MATH REQUEST

PRESS MATH REQUEST TO SEE THE MATH REQUESTS MENU. (The MATH REQUEST key is at the upper left-hand side of the keyboard.)

Notice that ITEM e, Copy Average into Total, includes Average = (a number) and Item Count = (a number).

CHANGE THE ITEM Copy Average into Total TO Yes.

The average has been figured.

PRESS ENTER ENOUGH TIMES TO RETURN TO THE TYPING AREA.

Notice that the Total at the bottom of the screen now equals the average of Company A, "56.34."

Inserting the Average (Total)

LINE THE CURSOR UP WITH THE DECIMAL TAB SYMBOL FOR Company A ON THE ROW FOR Wk. Avg.

PRESS ENTER TO INSERT THE TOTAL.

PRESS CODE PLUS CANCL TO CLEAR THE TOTAL.

Continuing the Exercise

REPEAT THESE STEPS (NUMBERED BELOW) UNTIL YOU HAVE FIGURED THE AVERAGE FOR Company B and Company C.

1. MOVE THE CURSOR TO THE FIRST ENTRY IN THE COLUMN YOU WANT TO AVERAGE.
2. HOLD COLUMN ADD DOWN AS YOU ADD THE COLUMN.
3. PRESS MATH REQUEST TO SEE THE MATH REQUESTS MENU.
4. CHANGE THE ITEM TO Copy Average into Total TO Yes.
5. PRESS ENTER ENOUGH TIMES TO RETURN TO THE TYPING AREA.
6. LINE THE CURSOR UP WITH THE DECIMAL TAB SYMBOL FOR THE COLUMN.
7. PRESS ENTER TO INSERT THE TOTAL.
8. PRESS CODE PLUS CANCL TO CLEAR THE TOTAL.

Completing the Exercise

PRESS CODE PLUS CANCL TO INDICATE THAT YOU HAVE FINISHED USING THE MATH FUNCTIONS.

Big Three Weekly Stock Averages

<u>Day</u>	<u>Company A</u>	<u>Company B</u>	<u>Company C</u>
M	55.20	87.22	72.56
T	56.75	87.29	70.49
W	58.00	90.03	70.53
TH	56.50	89.99	75.38
F	55.25	89.25	76.61
Wk. Avg.	56.34	88.76	73.11

The above illustration shows what the finished table should look like.

PRESS END.

ADDITIONAL INFORMATION

To Change the Constant

If you entered a constant to add, subtract, multiply, or divide, and you want to change to a different constant, press CODE PLUS CANCL to clear the Constant as you would to clear the Total.

You can use any of the Math keys to add, subtract, multiply, or divide using CONSTNT.

Numbers with a Percent Sign

When a percent sign immediately follows a number, the number is treated as a percentage. The following results will occur:

If you ADD or SUBTRACT, the percentage is calculated and is added to or subtracted from the Total. For example:

Total = 100.00

The cursor is under 5%.

ADD is pressed.

$100 \times .05 = 5.00$ (Percentage is calculated)

Total = 105.00 (Percentage added to Total)

If you MULTIPLY or DIVIDE, the percentage is calculated and replaces the total. For example:

Total = 100.00

The cursor is under 5%.

CODE PLUS MULTIPLY is pressed.

$100 \times .05 = 5.00$ (Percentage is calculated)

Total = 5.00 (Percentage replaces Total)

MATH FORMATS

Four math formats are included on your program diskette from IBM. The active math format determines how the Total will display on the prompt line and how it appears if inserted into the text. So far, you have been using the default active math format. To see the four math formats you can use, press MATH REQUEST to display the MATH REQUESTS menu. (You must be in the typing area to use MATH REQUEST.)

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Active Math Format	1	1 = 0.00 2 = \$0.00 3 = 0 4 = 0.0
b	Change Sign		
c	Copy Constant into Total	2	1 = Yes 2 = No
d	Copy Total into Constant	2	1 = Yes 2 = No
e	Copy Average into Total	2	1 = Yes 2 = No
	Average =		0.00
	Item Count =		0

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: _

Figure 16-1. MATH REQUESTS Menu

Changing the Active Math Format

If you would like the total to use the format of another of the possible choices, choose the ITEM for Active Math Format and type the number that identifies your choice.

Displaying the Negative Math Formats

As you learned when using COLUMN ADD and ROW ADD, the system automatically recognizes numbers with a minus sign or a parentheses as negative numbers. The Total is automatically represented in a negative form of the

TOPIC SUMMARY

To Use A Number Not In The Table (A Constant)

- A. You can add, subtract, multiply, or divide by a number that is not in the table. When you want to use this number to perform the same operation on several numbers that are in the table, you use a constant.
- B. Move the cursor to the number you want to add to, subtract from, multiply or divide by.
- C. Press ADD to put it in the Total.
- D. Press CODE PLUS CONSTNT to bring Constant = X to the bottom left-hand corner of the screen.
- E. Type the number you want the system to use as the constant.
- F. Press the key to do the Math function you want: to add the Constant to or subtract the Constant from the Total, or to multiply or divide the Total by the constant.
- G. Move the cursor to the location you want to insert the Total.
- H. Press ENTER to insert the Total.
- I. Press CODE PLUS CANCL to clear the Total.
- J. Repeat steps "B." through "I." until the table is complete.
- K. Press CODE PLUS CANCL to indicate you have finished using the Math functions.

To Use the Constant To Figure Percentages

- A. The system also can multiply by a constant to figure a percentage.
- B. Move the cursor to the number you want to find a percentage of, and press ADD.
- C. Press CODE PLUS CONSTNT.

D. When **Constant =** $\frac{\square}{\square}$ appears, type the number you want to use as the percent and the percent sign (for example, "5%").

E. Press **CODE PLUS MULTIPLY**.

F. Move the cursor where you want to insert the percentage just figured.

G. Press **ENTER** to insert the Total.

H. Press **CODE PLUS CANCL** to clear the Total.

I. Repeat steps "B." through "H." until the table is complete.

J. Press **CODE PLUS CANCL** to indicate you have finished using the Math functions.

To Use a Percentage to Figure Another Number In the Table

A. Move the cursor to the number you want to find a percentage of.

B. Press **ADD** to put the number in the Total.

C. Move the cursor to the number you want to figure with (the number with the percent sign).

D. To figure the percentage and add it to or subtract it from the Total:

- Press **ADD** if you want to add the percentage to the Total.
- Press **SUBTRACT** if you want to subtract the percentage from the Total.

E. Move the cursor where you want to insert the number just figured.

F. Press **ENTER** to insert the Total.

G. Press **CODE PLUS CANCL** to clear the Total.

H. Repeat steps "A." through "G." until the table is complete.

I. Press **CODE PLUS CANCL** to indicate you have finished using the Math functions.

To Use MATH REQUEST To Figure Averages

- A. When you want to figure an average, use COLUMN ADD and MATH REQUEST. The system automatically figures the average as you add. The system divides the Total by Item Count, and gives you the Average.
- B. Press COLUMN ADD or ROW ADD to add the entries you want to figure an average for.
- C. Press MATH REQUEST to see the menu.
- D. Change the ITEM Copy Average into Total to Yes
- E. Press ENTER enough times to return to the typing area.
- F. Move the cursor where you want to insert the average (Total).
- G. Press ENTER to insert the Total.
- H. Press CODE PLUS CANCL to clear the Total.
- I. Repeat steps "B." through "H." until the table is complete.
- J. Press CODE PLUS CANCL to indicate you have finished using the Math functions.

You have completed this topic. Choose the next topic from your Training Checklist.

Topic 17. Shortcuts to Check and Figure Numbers

In this topic, you will learn to use KEY SAVE and KEY PLAYBCK to:

- Check numbers you have typed
- Figure numbers to complete a table

Before starting this topic, you should have completed:

1. All Basic Topics
2. Topic 12. Creating Simple Tables
3. Topic 13. Creating Advanced Tables
4. Topic 15. Checking Numbers
5. Topic 16. Figuring Numbers to Complete a Table

Display Codes must = No for this topic.

To save training time, you will use a document that already is stored on the diskette. It has the entries typed, but not the totals. This document was created with the Column Layout function, using decimal tabs and center tabs.

Beginning the Exercise

REVISE THE STORED DOCUMENT USING THE FOLLOWING INFORMATION, AND GO TO THE TYPING AREA.

Document Name: Shortcuts to Check
Diskette Name: TRAIN

The following illustration should be on the screen. The written totals do not appear on the screen.

The illustration is in the form that the originator might give to you, with instructions to create the

table, check the numbers and insert the correct totals.

<u>Quarterly Income Table</u>					
	<u>Region</u>	<u>First</u>	<u>Second</u>	<u>Third</u>	<u>Fourth</u>
Gains	A	7,748.30	1,260.60	1,000.00	7,008.90
	B	1,355.40	4,293.80	1,500.00	5,345.89
	C	4,672.50	3,167.60	2,789.56	1,563.33
	D	5,563.60	2,055.10	5,456.25	456.78
Total Gains		<u>19,339.80</u>	<u>10,777.10</u>	<u>10,745.81</u>	<u>14,374.90</u>
Losses	A	3,913.90	639.80	678.78	567.23
	B	54.20	37.60	478.34	2,345.90
	C	6,681.70	4,479.40	67.89	23.78
	D	2,158.80	423.40	456.12	100.01
Total Losses		<u>12,808.60</u>	<u>5,580.20</u>	<u>1,681.13</u>	<u>3,036.92</u>
Quarterly Net Worth		<u>6,531.20</u>	<u>5,196.90</u>	<u>9,064.68</u>	<u>11,337.98</u>

In Basic Topics--Book 1, you learned to use KEY SAVE and KEY PLAYBCK to perform the same series of keystrokes in text.

You also can use KEY SAVE and KEY PLAYBCK to perform the same series of keystrokes and cursor movements to check numbers and to figure numbers to complete a table.

As you use KEY SAVE, you can see what you have done, so you can usually tell if you make a mistake. It is important, however, to not move the cursor unnecessarily. Remember, each cursor movement is being "saved" for later use.

You can use KEY SAVE and KEY PLAYBCK with all of the Math keys and functions.

Look at the keyboard template. The KEY SAVE and KEY PLAYBCK key at the left side of the keyboard is the key you will be using.

SHORTCUTS TO CHECK NUMBERS

Now you will learn shortcuts to check numbers.

For training purposes, assume you are creating the table on the screen, and have just finished typing the entries without the totals.

Now you want to check the numbers and insert the correct totals.

Using KEY SAVE

MOVE THE CURSOR TO 7,748.30 IN THE COLUMN FOR First.

PRESS CODE PLUS KEY SAVE TO TELL THE SYSTEM YOU ARE READY TO SAVE KEYSTROKES.

You will receive the message: "When finished saving keys, press KEY SAVE again." This serves as a reminder to you.

Each of the columns has four entries with the total on the fifth line.

Rather than hold COLUMN ADD down and risk passing by the fifth line, you will press COLUMN ADD once for each entry.

Adding Gains

PRESS COLUMN ADD FOUR TIMES.

The column has been added. You are ready to insert the Total.

PRESS ENTER TO INSERT THE TOTAL.

PRESS CODE PLUS CANCL TO CLEAR THE TOTAL.

Adding Losses

MOVE THE CURSOR DOWN TO 3,913.90 IN THE COLUMN FOR First.

PRESS COLUMN ADD FOUR TIMES.

INSERT THE TOTAL.

CLEAR THE TOTAL.

Subtracting

MOVE THE CURSOR UP TO THE TOTAL YOU INSERTED AS Total Gains UNDER THE COLUMN FOR First.

PRESS ADD.

MOVE THE CURSOR DOWN TO THE TOTAL YOU INSERTED AS Total Losses UNDER THE COLUMN FOR First.

PRESS SUBTRACT TO SUBTRACT Total Losses FROM Total Gains.

MOVE THE CURSOR DOWN TO THE ROW FOR Quarterly Net Worth UNDER THE COLUMN FOR First.

Be sure the cursor is lined up with the decimal tab symbol in the column for First.

INSERT THE TOTAL.

CLEAR THE TOTAL.

Setup for the
Next Column

MOVE THE CURSOR UP TO THE DECIMAL POINT OF
7,748.30 UNDER THE COLUMN FOR First.

PRESS FIND. WHEN THE PROMPT Find What? APPEARS,
TYPE A PERIOD.

PRESS ENTER.

You have just checked the numbers and inserted the
correct totals for the column First. You have also
done the setup for the playback of these keystrokes
and cursor movements for the next column.

Notice that the cursor is under the period in
1,260.60. When you pressed FIND and typed a
period, the system "found" the next period for you.

Completing Use
of KEY SAVE

PRESS CODE PLUS KEY SAVE TO INDICATE YOU HAVE
SAVED ALL THE KEYSTROKES YOU WANT.

Compare the totals for the column First in the table
on the screen with the written totals in the following
illustration.

Quarterly Income Table

	<u>Region</u>	<u>First</u>	<u>Second</u>	<u>Third</u>	<u>Fourth</u>
Gains	A	7,748.30	1,260.60	1,000.00	7,008.90
	B	1,355.40	4,293.80	1,500.00	5,345.89
	C	4,672.50	3,167.60	2,789.56	1,563.33
	D	5,563.60	2,055.10	5,456.25	456.78
Total Gains		<u>19,339.80</u>	<u>10,777.10</u>	<u>10,745.81</u>	<u>14,374.90</u>
Losses	A	3,913.90	639.80	678.78	567.23
	B	54.20	37.60	478.34	2,345.90
	C	6,681.70	4,479.40	67.89	23.78
	D	2,158.80	423.40	456.12	100.01
Total Losses		<u>12,808.60</u>	<u>5,580.20</u>	<u>1,681.13</u>	<u>3,036.92</u>
Quarterly Net Worth		<u>6,531.20</u>	<u>5,196.90</u>	<u>9,064.68</u>	<u>11,337.98</u>

The totals are the same. If they were different, you would follow the method you learned in "Topic 15. Checking Numbers" in this book to make any corrections.

Now, you are ready to use KEY PLAYBCK to do the work on the next three columns.

Using KEY PLAYBCK

PRESS KEY PLAYBCK TO TELL THE SYSTEM TO DO THE SAME WORK ON THE COLUMN FOR Second.

When the system has finished, compare the totals and make any necessary corrections.

You will receive the message: "Playback completed." You get this same message each time the keystrokes you "saved" are "played back."

FOLLOW THE SAME STEP FOR THE COLUMNS Third AND Fourth.

Completing the Exercise

PRESS CODE PLUS CANCL TO INDICATE YOU HAVE FINISHED USING THE MATH FUNCTIONS.

As you can see, using KEY SAVE and KEY PLAYBCK saves you time and effort.

The following illustration shows how the table should look when you are finished.

<u>Quarterly Income Table</u>					
	<u>Region</u>	<u>First</u>	<u>Second</u>	<u>Third</u>	<u>Fourth</u>
Gains	A	7,748.30	1,260.60	1,000.00	7,008.90
	B	1,355.40	4,293.80	1,500.00	5,345.89
	C	4,672.50	3,167.60	2,789.56	1,563.33
	D	<u>5,563.60</u>	<u>2,055.10</u>	<u>5,456.25</u>	<u>456.78</u>
Total Gains		19,339.80	10,777.10	10,745.81	14,374.90
Losses	A	3,913.90	639.80	678.78	567.23
	B	54.20	37.60	478.34	2,345.90
	C	6,681.70	4,479.40	67.89	23.78
	D	<u>2,158.80</u>	<u>423.40</u>	<u>456.12</u>	<u>100.01</u>
Total Losses		12,808.60	5,580.20	1,681.13	3,036.92
Quarterly Net Worth		6,531.20	5,196.90	9,064.68	11,337.98

PRESS END.

SHORTCUTS TO FIGURE NUMBERS

Now you will learn shortcuts to figure numbers.

Beginning the Exercise

REVISE THE STORED DOCUMENT USING THE FOLLOWING INFORMATION, AND GO TO THE TYPING AREA.

Document Name: Shortcuts to Figure
Diskette Name: TRAIN

The following illustration should be on the screen. This document was created with the Column Layout function, using center tabs and decimal tabs.

<u>Big Three Weekly Stock Averages</u>			
<u>Day</u>	<u>Company A</u>	<u>Company B</u>	<u>Company C</u>
M	55.20	87.22	72.56
T	56.75	87.29	70.49
W	58.00	90.03	70.53
TH	56.50	89.99	75.38
F	55.25	89.25	76.61
Wk. Avg.	?	?	?

In this section, you will use KEY SAVE and KEY PLAYBCK to figure averages.

Using KEY SAVE

MOVE THE CURSOR TO 55.20 IN THE COLUMN FOR Company A.

PRESS CODE PLUS KEY SAVE TO INDICATE YOU ARE READY TO SAVE KEYSTROKES.

Each column has five entries with the average on the sixth line.

Remember, if you make a mistake, press CODE PLUS KEY SAVE to stop saving keystrokes and start over.

Adding

PRESS COLUMN ADD FIVE TIMES.

Now you are ready to figure the average.

Using MATH REQUEST

PRESS MATH REQUEST. (The MATH REQUEST key is at the upper left side of the keyboard.)

CHANGE THE ITEM Copy Average into Total TO Yes.

PRESS ENTER ENOUGH TIMES TO RETURN TO THE TYPING AREA.

PRESS TAB TWO TIMES TO LINE THE CURSOR UP WITH THE DECIMAL TAB SYMBOL FOR THE COLUMN, Company A, ON THE ROW FOR Wk. Avg.

PRESS ENTER TO INSERT THE AVERAGE (TOTAL).

CLEAR THE TOTAL.

Setup for the Next Column

MOVE THE CURSOR UP TO THE DECIMAL POINT OF 55.20 IN THE COLUMN FOR Company A.

PRESS FIND. WHEN THE PROMPT Find what? APPEARS, TYPE A PERIOD.

PRESS ENTER.

You have figured the "Wk. Avg." for the column Company A and have saved keystrokes and cursor movements for playback in the next column.

Completing Use
of KEY SAVE

PRESS CODE PLUS KEY SAVE TO INDICATE YOU HAVE SAVED ALL THE KEYSTROKES YOU WANT.

Using KEY PLAYBCK

Now you are ready to use KEY PLAYBCK to do the work on the next two columns.

<u>Big Three Weekly Stock Averages</u>			
<u>Day</u>	<u>Company A</u>	<u>Company B</u>	<u>Company C</u>
M	55.20	87.22	72.56
T	56.75	87.29	70.49
W	58.00	90.03	70.53
TH	56.50	89.99	75.38
F	55.25	89.25	76.61
Wk. Avg.	56.34		

PRESS KEY PLAYBCK TO TELL THE SYSTEM TO DO THE SAME WORK ON THE COLUMN FOR Company B.

WHEN THE SYSTEM HAS FINISHED, FOLLOW THE SAME STEP FOR THE COLUMN FOR Company C.

Completing the Exercise

PRESS CODE PLUS CANCL.

The following illustration shows how the table should look when you are finished.

<u>Big Three Weekly Stock Averages</u>			
<u>Day</u>	<u>Company A</u>	<u>Company B</u>	<u>Company C</u>
M	55.20	87.22	72.56
T	56.75	87.29	70.49
W	58.00	90.03	70.53
TH	56.50	89.99	75.38
F	55.25	89.25	76.61
Wk. Avg.	56.34	88.76	73.11

PRESS END.

For more information on KEY SAVE and KEY PLAYBCK, refer to the "Quick Reference" section of the Reference Guide.

READ THE ADDITIONAL INFORMATION AND TOPIC SUMMARY WHICH FOLLOW

ADDITIONAL INFORMATION

There are many different ways to use KEY SAVE and KEY PLAYBCK. The important thing to remember is that when you are saving keystrokes and cursor movements, the area (column, text, and so on) must have something in common with the area in which you want to play them back.

For instance, if you type numbers at decimal tabs and don't type decimal points in the numbers, how will you use KEY SAVE and KEY PLAYBCK when you don't have a decimal point to find? If each number in the first row has a comma in it (e.g. 100,000 200,000 and so on) you can find commas.

If you are using KEY SAVE and KEY PLAYBCK in columns, the columns must be of equal length. Otherwise, pressing COLUMN ADD five times for the first column (with five entries) while you are using KEY SAVE, won't be of much use to you if the second and third columns have six entries.

Tables of numbers for which you want to insert totals is probably one of the most frequently used applications for KEY SAVE and KEY PLAYBCK.

If you have two tables using the same tab settings which are separated by text between the tables (especially if the column layout is complicated) you might want to use KEY SAVE and KEY PLAYBCK. To do so, use the following steps:

1. Press CODE PLUS KEY SAVE.
2. Press CODE PLUS LAYOUT.
3. Type your example entries, setting appropriate tabs for each column.
4. Press COLUMN to separate columns.
5. Press CODE PLUS LAYOUT to adjust the example entries.
6. Press ENTER to return to the typing area.
7. Press CODE PLUS KEY SAVE to stop saving keystrokes.

8. Type your first table. When finished, press ENTER.
9. Type the text separating the two tables.
10. Press KEY PLAYBCK. The example entries will be done for you, and you are ready to type your second table.
11. If you then want to also use KEY SAVE and KEY PLAYBCK to insert totals in the columns, you can do so after you have finished using these keys for the example entries.

The above may give you some ideas for using KEY SAVE and KEY PLAYBCK in your own work. You will probably think of more.

Although the training exercises concentrated on the COLUMN ADD function, you can also use KEY SAVE and KEY PLAYBCK with any of the Math functions (ADD, SUBTRACT, MULTIPLY or DIVIDE).

TOPIC SUMMARY

Shortcuts to Check Numbers

- A. Type all of the entries in the table, but do not type the totals.
- B. Move the cursor to the first number in the column you want to check.
- C. Press CODE PLUS KEY SAVE to indicate you are ready to save keystrokes.
- D. Press COLUMN ADD once for each entry you want to add.
- E. Press ENTER to insert the Total.
- F. Press CODE PLUS CANCL to clear the Total.
- G. Move the cursor to the decimal point in the first number in the column you just added.
- H. Press FIND, then type a period.
- I. Press ENTER.
- J. Press CODE PLUS KEY SAVE to indicate you have saved all the keystrokes you want.
- K. Press KEY PLAYBCK for each column you want to check numbers in.
- L. Press CODE PLUS CANCL to indicate you are finished using the Math functions.
- M. Compare the Totals on the screen with the totals the originator used. If they are different, check and correct any errors.

Shortcuts to Figure Numbers

- A. Move the cursor to the first number in the column.
- B. Press CODE PLUS KEY SAVE to indicate you are ready to save keystrokes.

C. Press COLUMN ADD once for each entry you want to add.

D. Press MATH REQUEST.

E. Change the ITEM Copy Average into Total to Yes.

F. Press ENTER enough times to return to the typing area.

G. Line the cursor up with the decimal tab symbol for the column.

Note: Sometimes, using the cursor movement keys to do this may result in incorrect placement of the total you want to insert. This could be caused by uneven space between columns. If that is the case, you should TAB to the decimal tab to assure the cursor is in the correct location. Again, remember, you are using KEY SAVE and KEY PLAYBCK. The columns must have the decimal tab in the same location.

H. Press ENTER to insert the Total.

I. Press CODE PLUS CANCL to clear the Total.

J. Move the cursor to the decimal point in the first number in the column you just added.

K. Press FIND, then type a period.

L. Press ENTER.

M. Press CODE PLUS KEY SAVE to indicate you have saved all the keystrokes you want.

N. Press KEY PLAYBCK for each column you want to figure the average for.

O. Press CODE PLUS CANCL to indicate you are finished using the Math functions.

You have completed this topic. Choose the next topic from your Training Checklist.

Topic 18. Creating Simple Text Tables

Besides typing columns of words or numbers, you may want to type sentences in a column just as you type sentences in the body of a document. Auto Carrier Return is in effect, and the cursor will automatically return to the next line as you type.

In this topic, you will learn to use the Column Layout function to:

 Create text tables

Before starting this topic, you should have completed:

1. All Basic Topics
2. Topic 12. Creating Simple Tables
3. Topic 14. Revising Tables

Display Codes must = No for this topic.

CREATING TEXT TABLES

The document you create will look like the following illustration.

So, You Want a Projector?

Pros

The equipment handles easily and is inexpensive in general. Even an inexperienced person can use overlays for a step by step presentation while talking.

The large projectors give a brilliant image, even on an oversized screen in a well-lit area. These projectors are good for special occasions.

The contrast, when you use black and white film, is better than when you use color. Additional available equipment includes rear projection units.

Cons

The color intensity on medium size equipment can be weak and ineffective with large overlays.

The large projectors are seemingly contradictory in that while heavy to carry, are quite fragile. These projectors also can be difficult to locate.

Some of the mountings are expensive when combined with overlays and handart.

Centering is difficult, and absolute darkness may be required, too.

You will type all of the paragraphs in the left column first, then all of the paragraphs in the right column. Refer to the following illustration to see what this topic refers to as a paragraph and as a column.

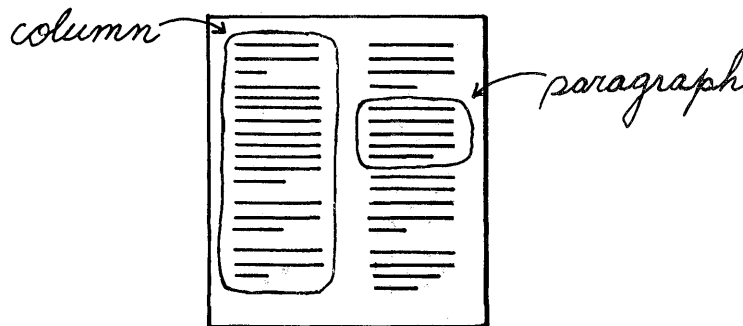



Figure 18-1. Column and Paragraph

Beginning the Exercise

CREATE A DOCUMENT USING THE FOLLOWING INFORMATION AND GO TO THE TYPING AREA.

Document name: Text Tables
Diskette name: TRAIN

The following illustration is not in the correct format. It is in the format the originator might give you, with instructions for you to create a text table.

TYPE THE FOLLOWING ILLUSTRATION UNTIL YOU REACH THE FIRST . TYPE TWO CARRIER RETURNS AFTER YOU TYPE THE TITLE "So, You Want a Projector?"

So, You Want a Projector?

STOP

Pros

The equipment handles easily and is inexpensive in general. Even an inexperienced person can use overlays for a step by step presentation while talking.

The large projectors give a brilliant image, even on an oversized screen in a well-lit area. These projectors are good for special occasions.

The contrast, when you use black and white film, is better than when you use color. Additional available equipment includes rear projection units.

Cons

The color intensity on medium size equipment can be weak and ineffective with large overlays.

The large projectors are seemingly contradictory in that while heavy to carry, are quite fragile. These projectors also can be difficult to locate.

Some of the mountings are expensive when combined with overlays and handart.

Centering is difficult, and absolute darkness may be required, too.

Using the Column Layout Function

PRESS CODE PLUS LAYOUT TO USE THE COLUMN
LAYOUT FUNCTION.

Just as you typed the longest entry in each column for simple tables, you type the longest entry in each column for text tables. The longest entry in text tables is whatever width you want the column to be.

Tab symbols have been automatically set on the scale line to mark where your columns begin. You should have a tab symbol at the left margin (18) and at 59.

Placing the Codes Into the Document

In order to type text columns, you must first create an empty table.

To do this, do not type the text columns now. Instead, you will simply press ENTER to place the following codes into the document:

a format change [F

a Begin Table code $\begin{matrix} ++ \\ \rightarrow \end{matrix}$

a carrier return \leftarrow

an End Table code $\begin{matrix} ++ \\ \leftarrow \end{matrix}$

a space, and

a format change [F

FOLLOW THE PROMPT ON THE SCREEN TO PRESS ENTER.

When you pressed ENTER, you created an empty table.

Now the regular typing area is on the screen.

Typing the Table

When you are ready to type the table, you will type all of the paragraphs in the left column, then all of the paragraphs in the right column.

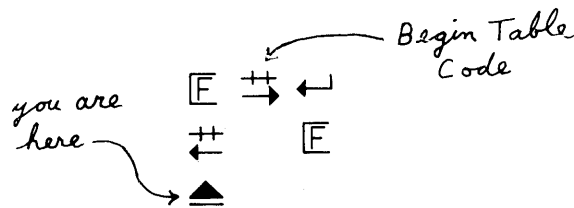
TO DO THE NEXT STEP, PRESS CODE PLUS SCREEN FORMAT AND SET DISPLAY CODES = YES.

Look at the keyboard template. The SCREEN FORMAT key is at the lower left side of the keyboard.

Remember, because of the "hidden" codes, what you see on the screen when Display Codes = Yes is out of alignment.

The cursor must be on the Begin Table code when you type the first left-column paragraph in text columns.

MOVE THE CURSOR TO THE BEGIN TABLE CODE \Rightarrow .
USE THE FOLLOWING ILLUSTRATION TO HELP YOU
LOCATE THE CORRECT CODE.



PRESS CODE PLUS SCREEN FORMAT AND SET DISPLAY
CODES = NO.

Remember, Display Codes must = No when you type a
table.

PRESS COLUMN TO TELL THE SYSTEM THAT YOU WANT
TO WORK WITH COLUMNS.

The Left Column

The system does not know you did not type anything
in the table. Since all of the codes for a table are in
the document, the system thinks you have created a
table, and you have--an empty table.

So, you will "revise" the empty column on the left for
which you entered the codes.

FOLLOW THE PROMPT ON THE SCREEN TO REVISE THE
COLUMN.

A blank typing area should appear on the screen for you to type the text column. Remember to type carrier returns only to separate paragraphs. The system will automatically return the cursor to the left margin as you type.

So, You Want a Projector?

Pros

The equipment handles easily and is inexpensive in general. Even an inexperienced person can use overlays for a step by step presentation while talking.

The large projectors give a brilliant image, even on an oversized screen in a well-lit area. These projectors are good for special occasions.

The contrast, when you use black and white film, is better than when you use color. Additional available equipment includes rear projection units.

Cons

The color intensity on medium size equipment can be weak and ineffective with large overlays.

The large projectors are seemingly contradictory in that while heavy to carry, are quite fragile. These projectors also can be difficult to locate.

Some of the mountings are expensive when combined with overlays and handart.

Centering is difficult, and absolute darkness may be required, too.

TYPE ALL OF THE PARAGRAPHS IN THE LEFT COLUMN, INCLUDING THE HEADING, Pros, AT THE LEFT MARGIN.

WHEN YOU FINISH TYPING THE LAST PARAGRAPH IN THE LEFT COLUMN, FOLLOW THE PROMPT ON THE SCREEN TO PRESS ENTER.

Now the regular typing area is on the screen. The column you just typed is part of the table, like the following illustration.

So, You Want a Projector?

Pros

The equipment handles easily and is inexpensive in general. Even an inexperienced person can use overlays for a step by step presentation while talking.

The large projectors give a brilliant image, even on an oversized screen in a well-lit area. These projectors are good for special occasions.

The contrast, when you use black and white film, is better than when you use color. Additional available equipment includes rear

The Right Column

Now you are ready to type all of the paragraphs in the right column.

MOVE THE CURSOR TO THE TAB SYMBOL FOR THE RIGHT COLUMN (at 59 on the scale line).

Pros

The equipment handles easily



PRESS COLUMN TO INDICATE THAT YOU WANT TO WORK WITH COLUMNS.

Now you will "revise" the empty column on the right for which you entered the codes.

FOLLOW THE PROMPT ON THE SCREEN TO REVISE THE COLUMN.

A blank typing area should appear on the screen for you to type the paragraphs for the right column. Remember to type carrier returns only to separate paragraphs.

TYPE ALL OF THE PARAGRAPHS IN THE RIGHT COLUMN, INCLUDING THE HEADING, Cons.

Cons

The color intensity on medium size equipment can be weak and ineffective with large overlays.

The large projectors are seemingly contradictory in that while heavy to carry, are quite fragile. These projectors also can be difficult to locate.

Some of the mountings are expensive when combined with overlays and handart.

Centering is difficult, and absolute darkness may be required, too.

WHEN YOU FINISH TYPING THE LAST PARAGRAPH IN THE RIGHT COLUMN, FOLLOW THE PROMPT ON THE SCREEN TO PRESS ENTER.

The two columns of text are in the table now, and should look like the following illustration.

So, You Want a Projector?	
<u>Pros</u>	<u>Cons</u>
<p>The equipment handles easily and is inexpensive in general. Even an inexperienced person can use overlays for a step by step presentation while talking.</p> <p>The large projectors give a brilliant image, even on an oversized screen in a well-lit area. These projectors are good for special occasions.</p> <p>The contrast, when you use black and white film, is better than when you use color. Additional available equipment includes rear</p>	<p>The color intensity on medium size equipment can be weak and ineffective with large overlays.</p> <p>The large projectors are seemingly contradictory in that while heavy to carry, are quite fragile. These projectors also can be difficult to locate.</p> <p>Some of the mountings are expensive when combined with overlays and handart.</p> <p>Centering is difficult, and absolute darkness may be</p>

PRESS END AND PRINT THE DOCUMENT.

ADDITIONAL INFORMATION

Dual Language Columns

For information on dual language columns, refer to "Dual Language Columns" in the "Work Samples Handbook" chapter of the Work Station Procedures Guide.

Pagination

For text tables, the system adjusts lines within a column, not between columns.

For example, if the last two lines of the left column go past the Last Typing Line, when you paginate, the system will not move those two lines from the left column to the right column.

What you type as the left column remains in that column.

The extra lines in the left column will become the first lines on page two when you paginate.

If you want the last lines of the left column to be in the right column, you must type them in the right column yourself.

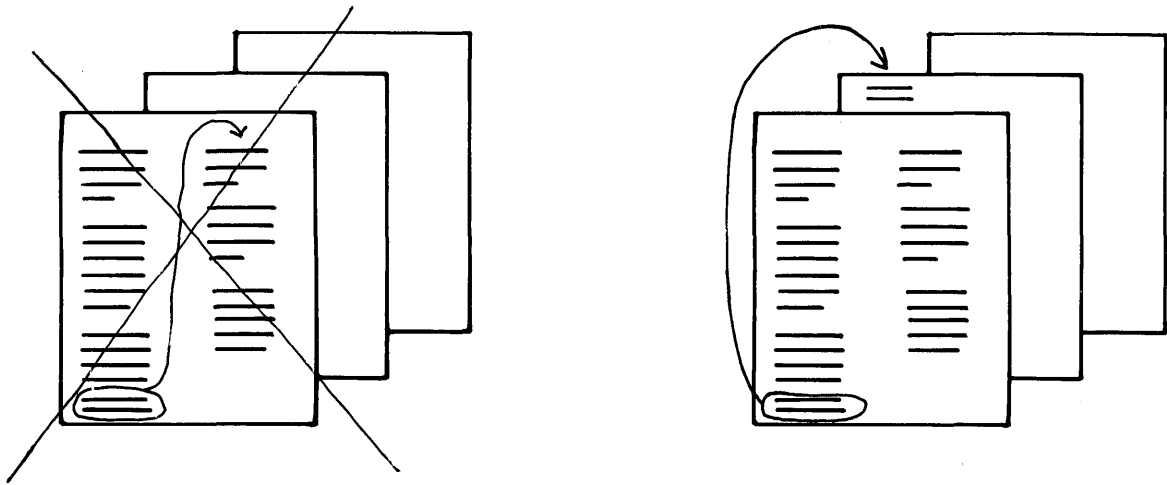


Figure 18-2. Paginating Text Columns

For more information on pagination of text tables refer to "Paginating Tables" in the Work Station Procedures Guide.

Revising Simple Text Tables

Just as with revision of regular tables, revision of "Simple Text Tables" requires that you isolate the column affected and work only with it.

Remember, you are working with TEXT, and Auto Carrier Return is in effect.

To revise "simple text tables," use the following procedure:

1. Choose "Revise Document" to display the document.
2. Move the cursor to the first line of the column to be revised.
3. Press COLUMN.
4. Press ENTER to revise the column.

5. Move the cursor to the point of revision (use the cursor movement keys to do so).
6. Type any additional text. If you are adding a whole new paragraph, remember to type carrier returns to separate it from the paragraphs that follow it.
7. Delete any unwanted words. (Don't delete any carrier returns unless you delete a whole line. Take particular care not to delete any carrier returns separating paragraphs.) The text will be adjusted for you.
8. Since Auto Carrier Return is in effect, don't type carrier returns except to separate paragraphs. (The text will be adjusted for you.)
9. Press ENTER.
10. Press END and print the document.

If you want to add new paragraphs at the end of the existing paragraphs, follow the steps above. The only difference is in step 5.

1. In step 5, Move the cursor to the Page End symbol after the last paragraph.
2. Type the new paragraphs.

You can also use the Replace mode to make revisions.

READ THE TOPIC SUMMARY ON THE NEXT PAGE.

TOPIC SUMMARY

Creating Simple Text Tables

- A. Decide the width you want the columns to be--the width will be the example entries.
- B. Follow the Column Layout Instructions For Text Columns: Press LINE ADJ and type the first example entry. Press COLUMN. Press LINE ADJ and type the next example entry. Don't press COLUMN after the last example entry unless you want space between it and the right margin.
- C. Create an empty table. To do this, do not type the text column in the table typing area. Instead, press ENTER to place the codes into the table.
- D. When the regular typing area is on the screen, move the cursor to the Begin Table code $\begin{matrix} \uparrow \\ \rightarrow \\ \downarrow \end{matrix}$.
- E. Press COLUMN to tell the system you want to work with columns.
- F. Press ENTER to "revise" the left column you entered the codes for.
- G. Type all of the paragraphs for the left column in this typing area.
- H. Press ENTER to return to the regular typing area.
- I. Move the cursor to the tab symbol for first line of the right column.
- J. Press COLUMN to tell the system you want to work with columns.
- K. Press ENTER to "revise" the right column you entered the codes for.
- L. Type all of the paragraphs for the right column in this typing area.
- M. Press ENTER to return to the regular typing area.
- N. Press END and print the document.

You have completed this topic. Choose the next topic from the Training Checklist.

Topic 19. Creating Advanced Text Tables

You may want to type text tables in which the paragraphs in the left column always begin on the same line as the paragraphs in the right column (like the following illustration). These tables are called lined-up text tables.

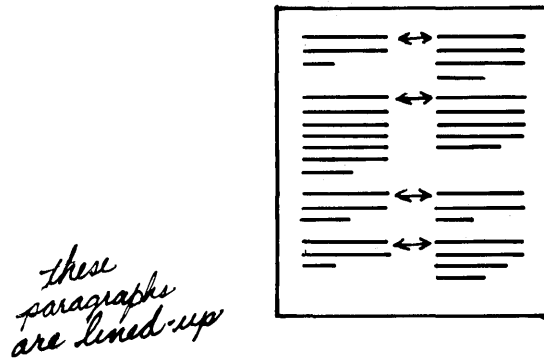


Figure 19-1. Lined-Up Text Tables

Lined-up text tables are advanced because they require a good understanding of the Column Layout function and text tables.

In this topic, you will learn to use the Column Layout function to:

Create lined-up text tables

Before starting this topic, you should have completed:

1. All Basic Topics
2. Topic 12. Creating Simple Tables
3. Topic 14. Revising Tables
4. Topic 18. Creating Simple Text Tables

Display Codes must = No for this topic.

The lined-up text tables you create will look like the following illustration.

Dental Benefit Plan

Questions

Will the plan cover my total dental expenses?

How do I apply for benefits?

What else do I need to know about eligibility?

What about conversion privileges?

Answers

The plan will assist you with dental expenses and is not intended to cover the full cost.

Complete and sign the Dental Benefit Plan form. Ask your dentist to complete the "Dentist Section" on the reverse side of the application form and return it to This is Your Life Insurance Company.

Charges for dental services are considered to be incurred on the date the services are completed. "Dentist" means a person licensed as such by the state in which such person practices. Eligible family members are your spouse and your unmarried children under age 19.

There is no conversion privilege for the Dental Benefit Plan.

CREATING LINED-UP TEXT TABLES

Defining the Terms and the Steps

Before you begin typing, some clarifications may be helpful.

The Terms

Each pair of paragraphs is a table.

Each pair of paragraphs is a table because each pair has a Begin Table code $\overleftrightarrow{+}$ where the paragraph on the left starts, and an End Table code $\overleftarrow{+}$ after the last line of the longest paragraph. (The longest paragraph could be on either the left or the right.) Refer to the following illustration.

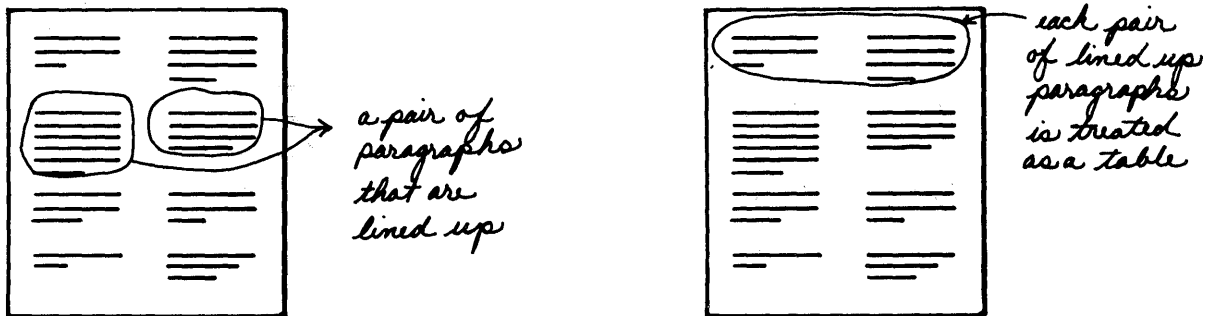


Figure 19-2. Pairs of Lined-up Paragraphs

Since each pair of paragraphs is a table, each paragraph is a column.

For this topic, you have two definitions of "column."
"Column" refers to:

1. Text on the left or right, and
2. A paragraph.

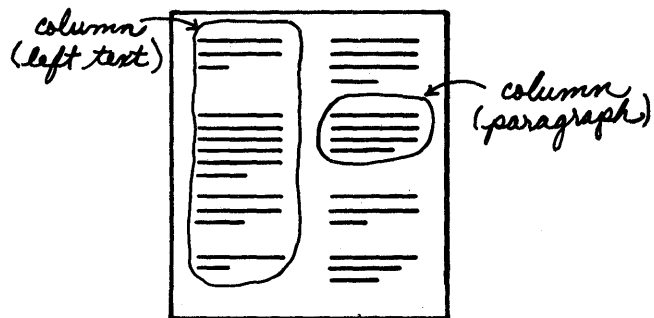


Figure 19-3. Columns and Paragraphs

The Steps

First, you must create a "dummy" document that contains only the codes for a table. This document is similar to the empty table you created when you typed simple text tables. Even though a pair of paragraphs is a table, you type all of the paragraphs on the left before you type any of the paragraphs on the right.

Next, you create the "real" document. You use the GET Menu to get the table codes ("dummy" document) before you type each paragraph on the left. You get them before you type each paragraph on the left so that the Begin Table code will be at the beginning of the table. After you get the table codes, you type one paragraph on the left.

Then, you get the table codes again for the next paragraph on the left.

After you have gotten the table codes for each pair of paragraphs and typed the left-column paragraph for each pair, you are ready to type the paragraphs on the right.

The table codes are already in the document, so you do not need to get them again. Remember, once the table codes are in the document, the system thinks you have created a table; so, you must "revise."

Just as you pressed COLUMN to "revise" the columns in simple text tables when you were ready to type, so you will press COLUMN to "revise" the paragraphs on the right when you are ready to type them.

To type the paragraphs on the right, you move the cursor to the tab symbol for the right column and press COLUMN.

Then, you will:

1. Type one right-column paragraph.
2. Move the cursor down to the first line of the next left-column paragraph under the tab symbol for the right-column paragraph.
3. Press COLUMN, and "revise" (type) the next right-column paragraph.

When you have typed all of the right-column paragraphs, you have finished typing the table.

Beginning the Exercise

CREATE A DOCUMENT USING THE FOLLOWING INFORMATION AND GO TO THE TYPING AREA.

Document name: Text Table Codes
Diskette name: TRAIN

Using the Column Layout Function

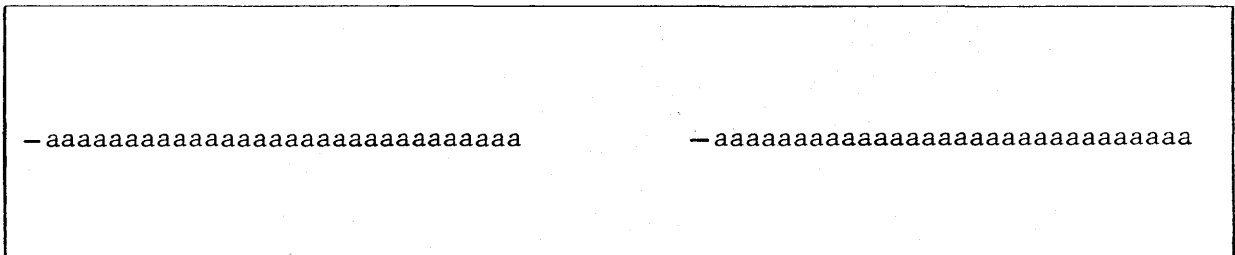
PRESS CODE PLUS LAYOUT TO USE THE COLUMN LAYOUT FUNCTION.

For this exercise, the longest entries (width of the columns) should be 30 characters each.

TYPE THE EXAMPLE ENTRIES FOR BOTH COLUMNS ACCORDING TO INSTRUCTIONS 1 AND 2. (Remember to press LINE ADJ before you type each example entry.)

FOLLOW INSTRUCTION 3 WHEN YOU HAVE TYPED BOTH EXAMPLE ENTRIES.

The entries are adjusted. They should look like the following illustration.



FOLLOW THE INSTRUCTION TO PRESS ENTER WHEN FINISHED.

A blank typing area should be on the screen.

Tab symbols have been set on the scale line to mark where the columns begin. You should have a tab symbol at the left margin (18) and at 59.

Placing the Codes Into the Document

Since you are creating a "dummy" document, you will not type the text columns now.

You will simply press ENTER to place the following codes into the document:

a format change `␣`

a Begin Table code `⇨`

a carrier return `↵`

an End Table code `⇧`

a space, and

a format change `␣`

**FOLLOW THE PROMPT ON THE SCREEN TO PRESS
ENTER.**

Now the regular typing area is on the screen.

You do not need (or want) a format change before and after each paragraph.

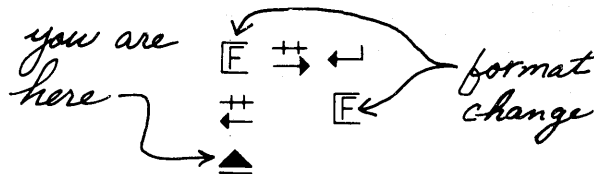
Because you may later want to change this document's format (typestyle change for example), you don't want these format changes in it. Otherwise, you would have to enter a typestyle change twice for each paragraph.

If you delete these format changes, you can make one change at the beginning of the document.

One format change at the beginning of the document is all that is necessary. You will enter that format change in the "real" document.

TO DO THE NEXT STEP, PRESS CODE PLUS SCREEN FORMAT AND SET DISPLAY CODES = YES.

DELETE THE TWO FORMAT CHANGES \boxed{E} . USE THE FOLLOWING ILLUSTRATION TO LOCATE THE CHANGES.



PRESS CODE PLUS SCREEN FORMAT AND SET DISPLAY CODES = NO.

PRESS END.

Now you have created your "dummy" document. You will use it when you type the actual text of the text tables in the "real" document.

Creating the "Real" Document

Now you will create the "real" document--the one where you actually type the lined-up text tables.

CREATE A DOCUMENT USING THE FOLLOWING INFORMATION. DO NOT GO TO THE TYPING AREA.

Document name: Lined-up Text Tables
Diskette name: TRAIN

Setting up the Document

The CREATE OR REVISE DOCUMENT Menu should be on the screen.

Since you deleted the format changes in the "dummy" document, you now should create the one format change you do need.

IN THE CREATE OR REVISE DOCUMENT MENU, CHOOSE CHANGE DOCUMENT FORMAT.

Using the Line Format Menu

IN THE FORMAT SELECTION MENU, CHOOSE CHANGE LINE FORMAT.

IN THE LINE FORMAT MENU, CHOOSE ADJUST LINE ENDINGS = NO TO PREVENT THE LEFT AND RIGHT COLUMNS FROM RUNNING INTO EACH OTHER.

RETURN TO THE FORMAT SELECTION MENU, AND THEN CHOOSE CHANGE MARGINS AND TABS.

Using the Margins
and Tabs Menu

IN THE MARGINS AND TABS MENU, CLEAR ALL THE TABS ON THE SCALE LINE.

Remember, in the "dummy" document, the system adjusted the example entries so that the columns began at the left margin and at 59.

Now, in this document, you must tell the system that the columns should begin at the left margin and at 59.

SET A NORMAL TAB WHERE EACH COLUMN SHOULD BEGIN--AT THE LEFT MARGIN AND AT 59.

PRESS ENTER ENOUGH TIMES TO GO TO THE TYPING AREA.

The following illustration is not in the final format. It is in the form that the originator might give you, with instructions for you to create a lined-up text table.

Dental Benefit Plan

*These
are the
left
paragraphs*

Questions

- Will the plan cover my total dental expenses?
- How do I apply for benefits?
- What else do I need to know about eligibility?
- What about conversion privileges?

Answers

*These
are the
right
paragraphs*

The plan will assist you with dental expenses and is not intended to cover the full cost.

Complete and sign the Dental Benefit Plan form. Ask your dentist to complete the "Dentist Section" on the reverse side of the application form and return it to This is Your Life Insurance Company.

Charges for dental services are considered to be incurred on the date the services are completed. "Dentist" means a person licensed as such by the state in which such person practices. Eligible family members are your spouse and your unmarried children under age 19.

There is no conversion privilege for the Dental Benefit Plan.

Typing the Title

The title is centered. The only tabs you have are before and after the center symbol ▼

SPACE TO THE CENTER SYMBOL, PRESS CODE PLUS CTR, AND TYPE THE TITLE: Dental Benefit Plan

TYPE TWO CARRIER RETURNS.

Now you are ready to type the left and right headings.

The heading Questions should begin at the left margin. Answers should begin at 59.

TYPE THE HEADINGS: Questions Answers

You type the headings separately from the tables. This is for revision purposes. Should you want to move, copy, or delete the first table (pair of paragraphs) under the heading, you probably do not want to move, copy, or delete the heading as well.

TYPE TWO CARRIER RETURNS.

Now you are ready to get the "dummy" document.

Using the
Get Menu

PRESS GET TO USE THE GET MENU.

USE THE FOLLOWING INFORMATION IN THE GET MENU:

Document name: Text Table Codes

PRESS ENTER ENOUGH TIMES TO GO TO THE TYPING AREA.

The system has "gotten" the table codes in the "dummy" document and placed them in the "real" document you are creating now.

The cursor should be on the Begin Table code $\overline{++}$.

Now you are ready to type the first left-column paragraph. The steps are similar to the way you typed simple text tables.

Typing the First
Paragraph on the Left

**PRESS COLUMN TO INDICATE YOU WANT TO WORK
WITH A COLUMN.**

Remember, when table codes are in a document, the system thinks you have created the columns already, and you have--empty columns.

FOLLOW THE PROMPT TO REVISE THE COLUMN.

A blank typing area should appear on the screen for you to type the first paragraph.

TYPE THE FIRST LEFT-COLUMN PARAGRAPH IN THE FOLLOWING ILLUSTRATION. DO NOT TYPE A CARRIER RETURN.

Dental Benefit Plan

These are the left paragraphs

Questions

Will the plan cover my total dental expenses?

How do I apply for benefits?

What else do I need to know about eligibility?

What about conversion privileges?

These are the right paragraphs

Answers

The plan will assist you with dental expenses and is not intended to cover the full cost.

Complete and sign the Dental Benefit Plan form. Ask your dentist to complete the "Dentist Section" on the reverse side of the application form and return it to This is Your Life Insurance Company.

Charges for dental services are considered to be incurred on the date the services are completed. "Dentist" means a person licensed as such by the state in which such person practices. Eligible family members are your spouse and your unmarried children under age 19.

There is no conversion privilege for the Dental Benefit Plan.

WHEN YOU FINISH, FOLLOW THE PROMPT TO PRESS ENTER.

The regular typing area is now on the screen. The paragraph you just typed is in place.

Now you are ready to type the second left-column paragraph.

PRESS CODE PLUS \swarrow TO MOVE THE CURSOR TO THE PAGE END SYMBOL \blacktriangle . (This puts the cursor past the End Table code--which generates one carrier return.)

TYPE A CARRIER RETURN. (This gives you the second carrier return you need to separate paragraphs.)

Typing the Second Paragraph on the Left

PRESS GET TO SEE THE GET MENU.

Notice that the system "remembers" the document you want to get. You do not have to type anything in this menu.

PRESS ENTER.

The system has "gotten" the table codes for you again.

PRESS COLUMN.

FOLLOW THE PROMPT TO REVISE THE COLUMN.

TYPE THE SECOND LEFT-COLUMN PARAGRAPH. DO NOT TYPE A CARRIER RETURN.

WHEN YOU FINISH, FOLLOW THE PROMPT TO PRESS ENTER.

The regular typing area is now on the screen. The paragraph you just typed is in place.



Now you are ready to type the next left-column paragraph.

PRESS CODE PLUS \swarrow TO MOVE THE CURSOR TO THE PAGE END SYMBOL \blacktriangle .

TYPE A CARRIER RETURN.

Continuing To Type the
Paragraphs on the Left

REPEAT THESE STEPS (NUMBERED BELOW) UNTIL YOU
HAVE TYPED ALL OF THE PARAGRAPHS ON THE LEFT.

1. Press GET.
2. Press ENTER.
3. Press COLUMN.
4. Follow the prompt to revise the column.
5. Type the paragraph, then follow the prompt on the screen to press ENTER.
6. Press CODE PLUS  to move the cursor to the PAGE END symbol .
7. Type a carrier return.

Dental Benefit Plan

*These
are the
left
paragraphs*

Questions

- Will the plan cover my total dental expenses?
- How do I apply for benefits?
- What else do I need to know about eligibility?
- What about conversion privileges?

*These
are the
right
paragraphs*

Answers

- The plan will assist you with dental expenses and is not intended to cover the full cost.
- Complete and sign the Dental Benefit Plan form. Ask your dentist to complete the "Dentist Section" on the reverse side of the application form and return it to This is Your Life Insurance Company.
- Charges for dental services are considered to be incurred on the date the services are completed. "Dentist" means a person licensed as such by the state in which such person practices. Eligible family members are your spouse and your unmarried children under age 19.
- There is no conversion privilege for the Dental Benefit Plan.

When you finish typing all of the left-column paragraphs, your screen should look like the following illustration.

Dental Benefit Plan

Questions

Answers

Will the plan cover my total dental expenses?

How do I apply for benefits?

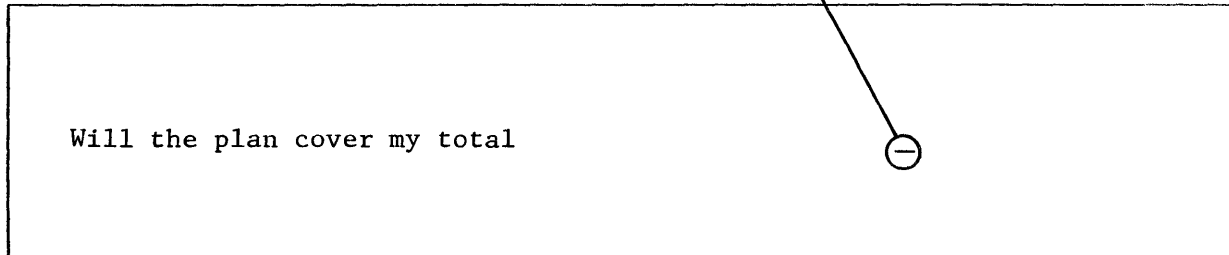
What else do I need to know about eligibility?

What about conversion privileges?

Now, you are ready to type the right-column paragraphs.

Typing the First
Paragraph on the Right

MOVE THE CURSOR TO THE FIRST LINE OF THE FIRST
LEFT-COLUMN PARAGRAPH, UNDER THE TAB SYMBOL
FOR THE COLUMN ON THE RIGHT.



Note: ALWAYS use the cursor movement key to move the cursor to the tab for the right-column paragraphs. Do NOT space to do so. This is to ensure that you don't move the carrier return symbol that the system put after each line in the left column. After you type each right-column paragraph, the system changes these carrier return symbols to tab symbols. If you move the carrier return symbol, the alignment of the right-column paragraphs might be off.

You already got the table codes from the "dummy" document when you typed the left-column paragraphs. So, you do not have to get them again.

Instead, you will "revise" the same way you "revised" the columns when you created simple text tables.

PRESS COLUMN.

FOLLOW THE PROMPT TO REVISE THE COLUMN.

TYPE THE FIRST PARAGRAPH ON THE RIGHT.
(Remember, don't type a carrier return.)

*These
are the
right
paragraphs*

Answers

The plan will assist you with dental expenses and is not intended to cover the full cost.

Complete and sign the Dental Benefit Plan form. Ask your dentist to complete the "Dentist Section" on the reverse side of the application form and return it to This is Your Life Insurance Company.

Charges for dental services are considered to be incurred on the date the services are completed. "Dentist" means a person licensed as such by the state in which such person practices. Eligible family members are your spouse and your unmarried children under age 19.

There is no conversion privilege for the Dental Benefit Plan.

WHEN YOU FINISH, FOLLOW THE PROMPT TO PRESS
ENTER.

The right-column paragraph you just typed should be lined up with the first left-column paragraph, as in the following illustration.

Will the plan cover my total dental expenses?

The plan will assist you with dental expenses and is not intended to cover the full cost.

How do I apply for benefits?

What else do I need to know about eligibility?

What about conversion privileges?

Now you are ready to type the second right-column paragraph.

Typing the Second Paragraph on the Right

MOVE THE CURSOR TO THE FIRST LINE OF THE SECOND LEFT-COLUMN PARAGRAPH, UNDER THE TAB SYMBOL FOR THE RIGHT COLUMN.

How do I apply for benefits?



PRESS COLUMN.

FOLLOW THE PROMPT TO REVISE THE COLUMN.

TYPE THE SECOND RIGHT-COLUMN PARAGRAPH.

These are the right paragraphs

Answers

The plan will assist you with dental expenses and is not intended to cover the full cost.

Complete and sign the Dental Benefit Plan form. Ask your dentist to complete the "Dentist Section" on the reverse side of the application form and return it to This is Your Life Insurance Company.

Charges for dental services are considered to be incurred on the date the services are completed. "Dentist" means a person licensed as such by the state in which such person practices. Eligible family members are your spouse and your unmarried children under age 19.

There is no conversion privilege for the Dental Benefit Plan.

WHEN YOU FINISH, FOLLOW THE PROMPT TO PRESS ENTER.

The paragraphs on the screen should look like those in the following illustration.

How do I apply for benefits?

Complete and sign the Dental Benefit Plan form. Ask your dentist to complete the "Dentist Section" on the reverse side of the application form and return it to This is Your Life Insurance Company.

What else do I need to know about eligibility?

What about conversion privileges?

Continuing to Type
Paragraphs on the Right

REPEAT THESE STEPS (NUMBERED BELOW) UNTIL YOU HAVE TYPED ALL OF THE RIGHT-COLUMN PARAGRAPHS.

1. Move the cursor to the same line as the next left-column paragraph, under the tab symbol for the right column.
2. Press COLUMN.
3. Follow the prompt to revise the column.
4. Type the paragraph.
5. Press ENTER.

WHEN YOU FINISH TYPING ALL THE PARAGRAPHS,
PRESS END AND PRINT THE DOCUMENT.

The document should look like the following
illustration.

Dental Benefit Plan	
<u>Questions</u>	<u>Answers</u>
Will the plan cover my total dental expenses?	The plan will assist you with dental expenses and is not intended to cover the full cost.
How do I apply for benefits?	Complete and sign the Dental Benefit Plan form. Ask your dentist to complete the "Dentist Section" on the reverse side of the application form and return it to This is Your Life Insurance Company.
What else do I need to know about eligibility?	Charges for dental services are considered to be incurred on the date the services are completed. "Dentist" means a person licensed as such by the state in which such person practices. Eligible family members are your spouse and your unmarried children under age 19.
What about conversion privileges?	There is no conversion privilege for the Dental Benefit Plan.

For more information on advanced text tables, refer to "Tables and Columns" in the Work Station Procedures Guide.

ADDITIONAL INFORMATION

Revising Lined-up Text Tables

Just as with revision of regular tables and simple text tables, revision of lined-up text tables requires that you isolate the column affected, and work only with it.

Remember, you are working with TEXT, and Auto Carrier Return is in effect. To revise "lined-up text tables" use the following procedure:

1. Choose "Revise Document" to display the document.
2. Move the cursor to the first line of the column to be revised.
3. Press COLUMN.
4. Press ENTER to revise the column.
5. Move the cursor to the point of revision (use the cursor movement keys to do so).
6. Type any additional text, or,
7. Delete any unwanted words. (Don't delete any carrier returns unless you delete a whole line. Take particular care not to delete any tabs, Begin Table codes or End Table codes.) The text will be adjusted for you.
8. Since Auto Carrier Return is in effect, don't type carrier returns. (The text will be adjusted for you.)
9. Press ENTER.
10. Press END and print the document.

If you want to add whole new paragraphs to "lined-up text tables," use the following procedure: (Remember, these are "lined-up text tables." You

need both a left-column paragraph and a right-column paragraph.)

1. Move the cursor to the Begin Table code of the left-column paragraph you want to add this new paragraph in front of.
2. Press GET and get the document with the table codes in it.
3. Press ENTER.
4. Press COLUMN, and press ENTER to "revise" the column.
5. Type the new left-column paragraph. Don't type carrier returns.
6. Press ENTER.
7. Move the cursor to the tab for the right column. (Use the cursor movement key; don't space.)
8. Press COLUMN and press ENTER to "revise" the column.
9. Type the new paragraph. Don't type a carrier return.
10. Press ENTER.
11. Press END and print the document.

If you want to add new paragraphs at the end of the existing lined-up paragraphs, use the above procedure. There are only two differences: In step "1." above, move the cursor to the Page End symbol. Then, continue through step "4." above. In step "5." and "6." above, substitute the following: Type the new left-column paragraph, press ENTER, move the cursor to the Page End symbol, type one carrier return.

You can also use the Replace mode to make revisions.

READ THE TOPIC SUMMARY ON THE NEXT PAGE.

TOPIC SUMMARY

Creating a "Dummy" Document

- A. Decide the width you want the columns to be--the width will be the example entries.
- B. Follow the Column Layout Instructions for text columns.
- C. Create an empty table as the "dummy" document. To do this, do not type the text columns in the typing area. Instead, simply press ENTER to place the codes into the table.
- D. When the regular typing area is on the screen press CODE PLUS SCREEN FORMAT and set Display Codes = Yes.
- E. Delete the two format changes
- F. Press CODE PLUS SCREEN FORMAT and set Display Codes = No.
- G. Press END.

Creating a "Real" Document

- A. In the CREATE OR REVISE DOCUMENT Menu,
- B. Choose Change Document Format.
- C. Choose Change Line Format.
- D. Choose Adjust Line Endings = No to prevent the left and right columns from running into each other.
- E. Return to the FORMAT SELECTION Menu and choose Change Margins and Tabs.
- F. Clear all tabs on the scale line and set a normal tab where each column should begin.
- G. Go to the typing area.
- H. Space to the center symbol ▼, press CODE PLUS CTR, and type the title. Type the appropriate number of carrier returns.

I. Type the first heading at the left margin (or whatever your format calls for). Tab to the tab for the right column and type the next heading. Type the appropriate number of carrier returns.

J. Repeat the steps below until you have typed all of the paragraphs on the left.

1. Press GET. Fill in any information as necessary.

2. Press ENTER enough times to go to the typing area.

3. Press COLUMN.

4. Follow the prompt to revise the column.

5. Type the first left-column paragraph. Do not type carrier returns. Then, follow the prompt on the screen to press ENTER.

6. Press CODE PLUS  to move the cursor to the PAGE END symbol .

7. Type a carrier return.

K. Repeat the steps below until you have typed all of the right-column paragraphs.

1. Move the cursor to the first line of the left-column paragraph (that you want to line up with), under the tab symbol for the right column.

2. Press COLUMN.

3. Follow the prompt to revise the column.

4. Type the paragraph.

5. Press ENTER.

L. When you have typed all of the right-column paragraphs, Press END, and print the document.

You have completed this topic. Choose the next topic from the Training Checklist.

Topic 20. Form Letters with Stored Variable Information

You already know how to send a letter to one person. But how do you send the same letter to many people and personalize it for each individual?

You begin by creating a document that contains the text that stays the same for all letters. You type this document once and use it over and over.

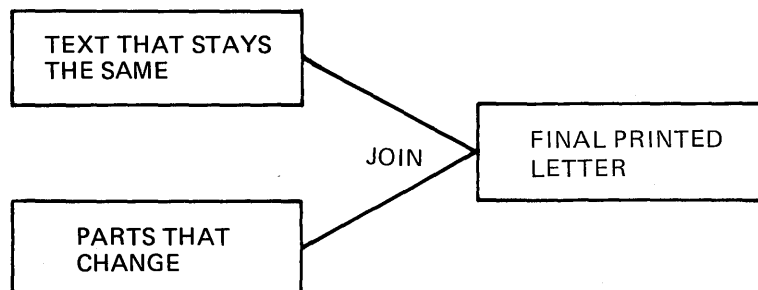
TEXT THAT STAYS
THE SAME

The second step is to create another document that contains only the parts of the letter that change for each person. These might be the name, address, and a few other words.

TEXT THAT STAYS
THE SAME

PARTS THAT
CHANGE

Finally, you combine the text that stays the same and the parts that change for each person into one final letter.



Each of the documents just described has a name. The document containing the text that stays the same is called a "shell document."

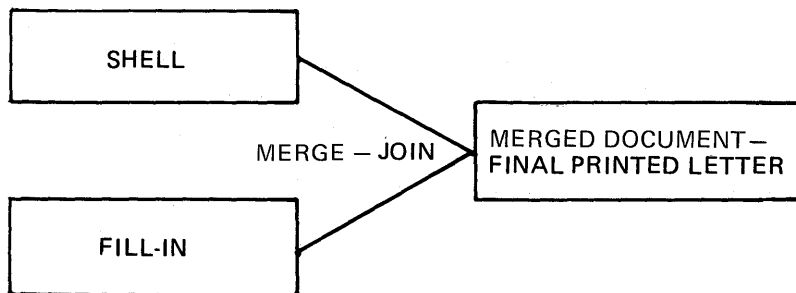
SHELL – TEXT THAT STAYS THE SAME

The document containing the parts that change is called the "fill-in document." The parts that change are called "variable information."

SHELL

FILL-IN – PARTS THAT CHANGE

The process of joining the shell document with the fill-in document is called "merging." The final document is called the "merged document."



In this topic you will learn to:

- Create the shell document containing the text that stays the same
- Create the fill-in document containing the variable information
- Join (merge) the shell document and the fill-in document to produce your final documents

Before starting this topic, you should complete:

All Basic Topics

How Merge Works

You know that the shell document contains the text that remains the same. You also know that the fill-in document contains the variable information. But what actually connects the two?

Variable names act as a link between the two. You give each kind of variable information a different name. For example, one variable name might be inside address, another might be salutation name. Variable names are shown with this symbol \dagger before and after them.

In the shell document you type the variable name where the variable information will be inserted later. In the fill-in document you type the variable name again followed by the variable information. When you merge, the variable name acts as a link. The Displaywriter matches the variable names and inserts the variable information into the shell.

Example A shows a shell document with variable names.

Example B shows a fill-in document with matching variable names and the variable information for one letter.

Example C shows the final merged document that is created when you merge Example A with Example B.

Example B - Fill-In Document With Variable Names And Variable Information

Example A - Shell Document With Variable Names

June 19, 1981

Winside_addressW

Dear Wsalutation_nameW:

The enclosed note represents the dollar amount you invested, plus interest through WmonthW.

The quarterly interest payment due Wpayment_dateW will be added to the principal amount on Wadded_dateW, and you will receive a check shortly thereafter.

Very truly yours,

Evelyn A. Leger
Vice-President

Winside_addressW Ms. Alice R. Parker
Parker and Taintor, Inc.
909 N. Wilson
Austin, TX 78759
Wsalutation_nameW Ms. Parker
WmonthW June
Wpayment_dateW September 30th
Wadded_dateW October 5th

Example C - Final Merged Document

June 19, 1981

Ms. Alice R. Parker
Parker and Taintor, Inc.
909 N. Wilson
Austin, TX 78759

Dear Ms. Parker:

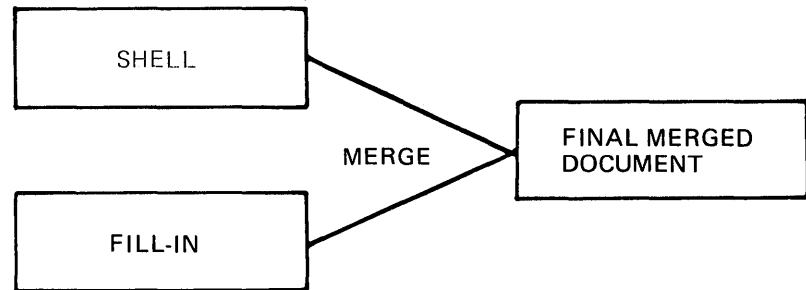
The enclosed note represents the dollar amount you invested, plus interest through June.

The quarterly interest payment due September 30th will be added to the principal amount on October 5th, and you will receive a check shortly thereafter.

Very truly yours,

Evelyn A. Leger
Vice-President

CREATING A SHELL DOCUMENT



You type a shell document exactly as you type any other letter. When you reach a spot where variable information will be inserted later, press CODE + VARIABL (located on the semicolon key). When the prompt **Type variable name** appears, type the variable name and press ENTER.

Pressing ENTER inserts \uplus into the text to mark the location of the variable name.

To see the variable names as they appear in the examples on the previous pages, choose Display Codes = Yes.

Punctuation in the Shell Document

When you type the shell document, remember to type punctuation and spaces before and after the variable names. Typing punctuation once in the shell document will save you time when you type the fill-in document.

Beginning the Exercise

CREATE A DOCUMENT USING THE FOLLOWING INFORMATION, AND GO TO THE TYPING AREA:

Document name: Interest Shell
Diskette name: TRAIN

Variable names appear as Ψ on the display.

To see the variable names as you type them:

PRESS CODE + SCREEN FORMAT.

You cannot press CODE + SCREEN FORMAT unless you are in the typing area.

CHOOSE DISPLAY CODES = YES AND RETURN TO THE TYPING AREA.

Typing the Shell

Shell Document

June 19, 1981

^{4CR}
Vinside_addressV

^{2CR}
Dear Vsalutation_nameV:

The enclosed note represents the dollar amount you invested, plus interest through VmonthV.

The quarterly interest payment due Vpayment_dateV will be added to the principal amount on Vadded_dateV, and you will receive a check shortly thereafter.

Very truly yours,

^{4CR}
Evelyn A. Leger
Vice-President

TYPE THE SHELL DOCUMENT ABOVE UNTIL YOU REACH THE FIRST VARIABLE NAME (inside address).

PRESS CODE + VARIABL.

WHEN THE PROMPT Type variable name APPEARS;
TYPE: inside address

This is for the inside address.

PRESS ENTER.

Pressing ENTER moves the variable name to the
typing area and adds † before and after it.

CONTINUE TYPING UNTIL YOU REACH THE VARIABLE
NAME AFTER DEAR.

Remember to type the space after Dear.

PRESS CODE + VARIABL.

WHEN THE PROMPT Type variable name APPEARS;
TYPE: salutation name

This is for the salutation name.

PRESS ENTER.

June 19, 1981

4CR
Vinside_addressV

2CR
Dear Vsalutation_nameV:

The enclosed note represents the dollar amount you invested, plus interest through VmonthV.

The quarterly interest payment due Vpayment_dateV will be added to the principal amount on Vadded_dateV, and you will receive a check shortly thereafter.

Very truly yours,

4CR
Evelyn A. Leger
Vice-President

TYPE A COLON (:), AND CONTINUE TYPING UNTIL YOU REACH THE VARIABLE NAME AFTER THROUGH.

Remember to type the space after through.

PRESS CODE + VARIABL.

WHEN THE PROMPT Type variable name APPEARS;
TYPE: month

PRESS ENTER.

TYPE A PERIOD (.) AND CONTINUE TYPING UNTIL YOU REACH THE VARIABLE NAME AFTER DUE.

Remember to type the space after due.

PRESS CODE + VARIABL.

WHEN THE PROMPT Type variable name APPEARS;
TYPE: payment date

PRESS ENTER.

SPACE ONCE AND CONTINUE TYPING UNTIL YOU
REACH THE VARIABLE NAME AFTER ON.

Remember to type the space after on.

PRESS CODE + VARIABLE.

WHEN THE PROMPT Type variable name APPEARS;
TYPE: added date

PRESS ENTER.

TYPE A COMMA (,) AND SPACE ONCE.

Completing the Exercise

FINISH TYPING THE SHELL.

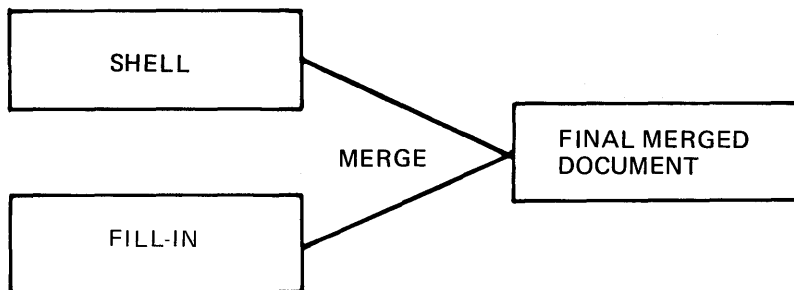
PRESS END.

Printing the Shell Document

Use the steps you have learned before to print the shell document. You need a printed copy to set up the fill-in document.

The variable names always print when you print the shell document.

CREATING A FILL-IN DOCUMENT



You have stored and printed a shell document named Interest Shell. Now you will create the fill-in document to send Interest Shell to one person.

The fill-in document contains the variable names from the shell and the variable information to personalize the letter. You type the variable names exactly as you typed them in the shell with \uplus before and after. Then you type the variable information after the variable names.

Follow the steps to type the fill-in document for the example shown below.

Fill-In Document

```

 $\uplus$ inside address $\uplus$ Ms. Alice R. Parker
Parker and Taintor, Inc.
909 N. Wilson
Austin, TX 78759
 $\uplus$ salutation_name $\uplus$ Ms. Parker
 $\uplus$ month $\uplus$ June
 $\uplus$ payment_date $\uplus$ September 30th
 $\uplus$ added_date $\uplus$ October 5th
```

Beginning the Exercise

CREATE A DOCUMENT USING THE FOLLOWING
INFORMATION, AND GO TO THE TYPING AREA.

Document name: Interest Fill-in
Diskette name: TRAIN

Be sure Display Codes = Yes.

Typing the Variable
Names And Variable
Information

PRESS CODE + VARIABL.

WHEN THE PROMPT Type variable name APPEARS;
TYPE: inside address

PRESS ENTER.

Pressing ENTER moves the variable name to the
typing area and adds + before and after it.

TYPE MS. PARKER'S NAME AND ADDRESS SHOWN ON
THE FILL-IN DOCUMENT.

TYPE A CARRIER RETURN.

REPEAT THE FOLLOWING STEPS FOR THE REMAINING
VARIABLE INFORMATION:

1. PRESS CODE + VARIABL.
2. WHEN THE PROMPT Type Variable name APPEARS;
TYPE THE NEXT VARIABLE NAME SHOWN IN THE
EXAMPLE.
3. PRESS ENTER.
4. TYPE THE VARIABLE INFORMATION FOLLOWING
THE VARIABLE NAME.
5. TYPE A CARRIER RETURN.

Checking the Fill-In Document

The variable names you type in the fill-in document and in the shell document act as a link between the two during merge. To act as a link each pair must match exactly. Both words or phrases must be spelled and capitalized alike.

When you typed the shell, you also printed a copy of it. Look at your printed copy now. Check to see that the variable names in the shell exactly match the variable names on the display.

**COMPARE THE VARIABLE NAMES ON THE DISPLAY
WITH THOSE IN THE SHELL DOCUMENT.**

If all variable names match exactly, continue reading. If the variable names do not match, refer to the "Help During Training" section at the end of this book.

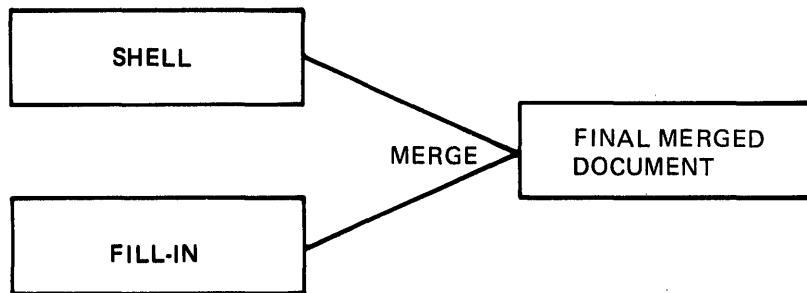
**CORRECT ANY VARIABLE NAMES WHICH DO NOT
MATCH.**

Completing the Exercise

The fill-in document is now complete.

PRESS END.

**JOINING (MERGE) THE
SHELL DOCUMENT AND
THE FILL-IN DOCUMENT**



You have created a shell and a fill-in document. Now you merge them together.

CHOOSE THE ITEM IN THE TYPING TASKS MENU TO GO TO THE TASK SELECTION MENU.

LOAD THE VOL. 03 PROGRAM DISKETTE.

The program for Merge Tasks is on the Vol. 03 program diskette.

CHOOSE THE ITEM IN THE TASK SELECTION MENU TO MERGE.

Look at the MERGE TASKS menu and then continue.

If you have not already done so, insert your TRAIN diskette.

CHOOSE THE ITEM IN THE MERGE TASKS MENU TO MERGE WITH NAMED VARIABLES.

Look at the MERGE WITH NAMED VARIABLES SETUP menu.

In this menu you specify the name of the shell document and the name of the fill-in document you want to merge.

CHOOSE THE ITEM IN THE MERGE WITH NAMED VARIABLES SETUP MENU TO GIVE THE NAME OF YOUR SHELL DOCUMENT.

Your shell document is named: Interest Shell

WHEN THE PROMPT Type YOUR CHOICE; Press ENTER APPEARS, TYPE: Interest Shell

CHOOSE THE ITEM IN THE MERGE WITH NAMED VARIABLES SETUP MENU TO GIVE THE NAME OF YOUR FILL-IN DOCUMENT.

Your fill-in document is named: Interest Fill-in

WHEN THE PROMPT Type YOUR CHOICE; Press ENTER APPEARS; TYPE: Interest Fill-in

LOOK AT ID h IN THE MENU.

When you press ENTER, the system merges the shell and the fill-in and automatically prints the final document.

PRESS ENTER TO BEGIN MERGE.

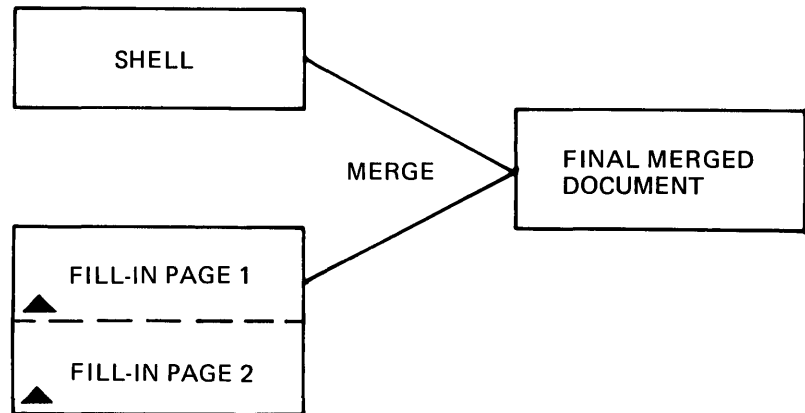
LOOK AT ID i IN THE MENU.

If an error occurs, merging is cancelled and the error message appears within your printed document.

RESPOND TO MESSAGES AS THEY OCCUR.

For further information on each error message, refer to the Prompts and Messages Guide.

SENDING THE FORM LETTER
TO MORE THAN ONE PERSON



To send the shell (form letter) document to more than one person, you create a multi-page fill-in document. Each page of the fill-in document contains the variable names from the shell and one set of variable information.

When you merge, the Displaywriter gets a copy of the shell and merges page one of the fill-in document. Then it gets another copy of the shell and merges page two of the fill-in document. Merging continues until there are no more pages in the fill-in document.

Example D below shows the shell document.

Example E shows the fill-in document containing two sets of variable information.

Example F shows the final merged document.

Example D - Shell Document

June 19, 1981

4CR

*V*inside_address*V*

2CR

Dear *V*salutation_name*V*:

The enclosed note represents the dollar amount you invested, plus interest through *V*month*V*.

The quarterly interest payment due *V*payment_date*V* will be added to the principal amount on *V*added_date*V*, and you will receive a check shortly thereafter.

Very truly yours,

4CR

Evelyn A. Leger
Vice-President

Example E - Fill-In Document, page 1

*V*inside_address*V*Mr. A.E. Baker
8203 Winter street
Austin, TX 78759
*V*salutation_name*V*Mr. Baker
*V*month*V*July
*V*payment_date*V*October 30th
*V*added_date*V*November 6th

Fill-In Document, page 2

*V*inside_address*V*Mr. John Stone
8700 Valley
Austin, TX 78750
*V*salutation_name*V*Mr. Stone
*V*month*V*August
*V*payment_date*V*November 30th
*V*added_date*V*February 5th

Example F - Final Merged Document, Page 1

June 19, 1981

Mr. A. E. Baker
8203 Winter Street
Austin, TX 78759

Dear Mr. Baker:

The enclosed note represents the dollar amount you invested, plus interest through July.

The quarterly interest payment due October 30th will be added to the principal amount on November 6th, and you will receive a check shortly thereafter.

Very truly yours,

Evelyn A. Leger
Vice-President

Example F - Final Merged Document, Page 2

June 19, 1981

Mr. John Stone
8700 Valley
Austin, TX. 78759

Dear Mr. Stone:

The enclosed note represents the dollar amount you invested, plus interest through August.

The quarterly interest payment due November 30th will be added to the principal amount on February 5th, and you will receive a check shortly thereafter.

Very truly yours,

Evelyn A. Leger
Vice-President

VARIABLE NAMES IN THE FILL-IN DOCUMENT

The variable names from the shell must be typed again on each page of the fill-in document. If you were sending the shell 50 times, that would mean retyping the list of variable names 50 times.

Since the variable names must be exactly correct, that would be a lot of chances for mistakes and a waste of time. There is a shortcut.

Before you create the fill-in document, create another document. Type only the list of variable names in it. Then create the fill-in document. Instead of retyping the list of variable names on each page, use the GET key to bring the list stored in the other document into each page of the fill-in document. Then type only the variable information.

Example G shows the list of variable names stored as a separate document.

Example H shows the fill-in document.

Example G - List Of Variable Names

```
^inside_address^
^salutation_name^
^month^
^payment_date^
^daded_date^
```

GET →

Example H - Fill-In Document

```
^inside_address^Dr. I.M. Kind
1812 Louis Lane
Austin, TX 78759
^salutation_name^Dr. I.M. Kind
^month^March
^payment_date^April 3rd
^daded_date^May 13th
```

Creating a List Of Variable Names

Now you will create a separate document which contains only the list of variable names. Then you will use the list when you create the fill-in document.

Beginning the Exercise

CREATE A DOCUMENT USING THE FOLLOWING INFORMATION AND GO TO THE TYPING AREA.

Document name: Interest List
Diskette name: TRAIN

Each time you select a new task or turn the system off, the system returns to Display Codes = No.

To see the variable names as you type them:

PRESS CODE + SCREEN FORMAT.

CHOOSE DISPLAY CODES = YES AND RETURN TO THE TYPING AREA.

Typing the Variable Names from the Shell

When you typed your shell document, you printed a copy of it. Look at your printed copy of Interest Shell now. You will type only the variable names.

FOLLOW THE STEPS BELOW TO TYPE THE LIST OF VARIABLE NAMES.

1. PRESS CODE + VARIABLE.
2. WHEN THE PROMPT Type variable name APPEARS; TYPE THE VARIABLE NAME FROM THE SHELL.
3. PRESS ENTER.
 - Pressing ENTER moves the variable name to the typing area and adds the \uparrow before and after it.
4. TYPE A CARRIER RETURN.

5. REPEAT STEPS 1 THROUGH 4 UNTIL YOU HAVE TYPED ALL VARIABLE NAMES FROM THE SHELL. DO NOT TYPE A CARRIER RETURN AFTER THE LAST VARIABLE NAME.
6. PRESS END.

Using the Stored List of Variable Names to Create a Fill-In Document

Now you will use the list of variable names to complete a fill-in document. You will send the same shell to two different people. Follow the steps to type the fill-in document for the examples shown.

Beginning the Exercise

CREATE A DOCUMENT USING THE FOLLOWING INFORMATION, AND GO TO THE CREATE OR REVISE DOCUMENT MENU.

Document name: Two Letters
Diskette name: TRAIN

LOOK AT ID d IN THE MENU.

Normally, when you paginate a text document, the system determines the page endings. Text is moved from one page to another, according to the number of lines required for a full page.

When you are working with a fill-in document, you always want each set of instructions to remain on the same page in the system. Changing ID d to Preserve Page Numbers = Yes prevents you from paginating the document.

CHOOSE THE ITEM IN THE CREATE OR REVISE DOCUMENT MENU TO PRESERVE THE PAGE NUMBERS.

CHOOSE PRESERVE PAGE NUMBERS = YES.

Getting the List of Variable Names

PRESS ENTER TO GO TO THE TYPING AREA.

To avoid retyping the list of variable names, get a copy of the stored list of variable names.

PRESS THE GET KEY.

Look at the GET menu.

CHOOSE THE ITEM IN THE GET MENU TO GIVE THE NAME OF THE DOCUMENT YOU WANT THE SYSTEM TO GET.

When the prompt **Type YOUR CHOICE; Press ENTER:** appears, you type the document name of your list of variable names.

TYPE: Interest List

PRESS ENTER TO RETURN TO THE TYPING AREA.

The list of variable names appears on your display.

Filling in the Variable Information

Fill-In Document, page 1

Winside_address	Mr. S.T. Baker
	1812 Louis Lane
	Austin, TX 78759
Wsalutation_name	Mr. Baker
Wmonth	March
Wpayment_date	April 3rd
Wadded_date	May 13th

FillIn Document, page 2

Winside_address	Ms. S.B. Anthony
	2345 School Road
	Austin, TX 78765
Wsalutation_name	Ms. Anthony
Wmonth	September
Wpayment_date	February 11th
Wadded_date	March 30th

This list of variable names is now ready for you to add the variable information. Look at page one of the fill-in document shown above. You will fill out the list with this variable information.

To go directly to the spot where the next variable information should be typed, use the NEXT VARIABLE key. NEXT VARIABLE is located on the "L" key.

PRESS CODE + NEXT VARIABLE.

The cursor moves to the end of the variable name + inside address + .

TYPE MR. BAKER'S NAME AND ADDRESS SHOWN IN THE EXAMPLE ABOVE. DO NOT TYPE A CARRIER RETURN AFTER THE ZIP CODE.

PRESS CODE + NEXT VARIABLE.

The cursor moves to the end of the variable name + salutation name + .

TYPE THE SALUTATION NAME SHOWN IN THE EXAMPLE ABOVE.

PRESS CODE + NEXT VARIABLE.

TYPE THE MONTH SHOWN IN THE EXAMPLE ABOVE.

PRESS CODE + NEXT VARIABLE.

TYPE THE PAYMENT DATE SHOWN IN THE EXAMPLE ABOVE.

PRESS CODE + NEXT VARIABLE.

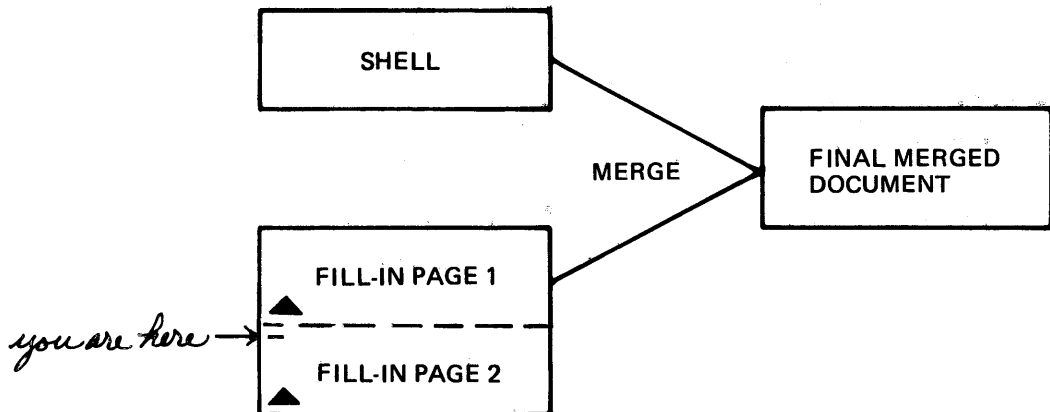
TYPE THE ADDED DATE SHOWN IN THE EXAMPLE ABOVE.

Ending the First Set of Variable Information

You have completed the first set of variable information and are ready to type the second set. Each set of variable information is stored on a separate page.

PRESS PAGE END (NOT END).

You are now on the second page of the fill-in document.



Creating the Second Set Of Variable Information

Fill-In Document, page 1

```
¶inside_address¶Mr. S.T. Baker
1812 Louis Lane
Austin, TX 78759
¶salutation_name¶Mr. Baker
¶month¶March
¶payment_date¶April 3rd
¶added_date¶May 13th
```

Fill-In Document, page 2

```
¶inside_address¶Ms. S.B. Anthony
2345 School Road
Austin, TX 78765
¶salutation_name¶Ms. Anthony
¶month¶September
¶payment_date¶February 11th
¶added_date¶March 30th
```

To avoid retyping the list of variable names, get a copy of the stored list.

PRESS THE GET KEY.

The system remembers the document you are getting.

PRESS ENTER.

**FILL OUT THE LIST FOR FILL-IN DOCUMENT, PAGE 2,
USING THE STEPS BELOW:**

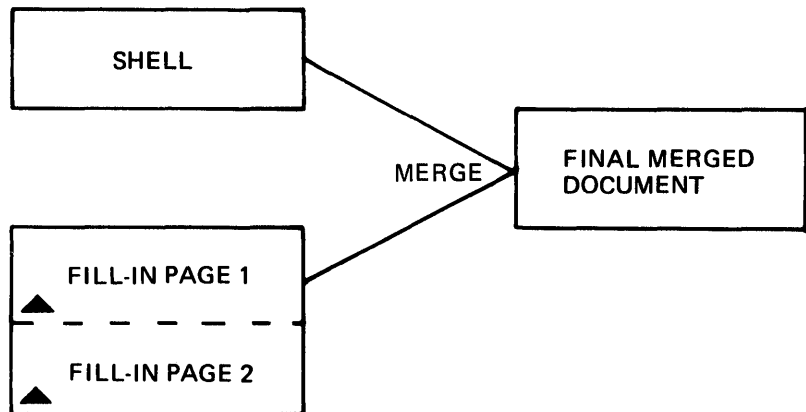
1. **PRESS CODE + NEXT VARIABLE.**
2. **TYPE THE VARIABLE INFORMATION.**
3. **REPEAT STEPS 1 AND 2 UNTIL YOU HAVE TYPED ALL THE VARIABLE INFORMATION.**
4. **PRESS PAGE END.**

Ending the Document

When all sets of the fill-in document are complete:

PRESS END.

**MERGING THE SHELL DOCUMENT
AND THE FILL-IN DOCUMENT**



CHOOSE THE ITEM IN THE TYPING TASKS MENU TO GO TO THE TASK SELECTION MENU.

LOAD THE VOL. 03 PROGRAM DISKETTE.

CHOOSE THE ITEM IN THE TASK SELECTION MENU TO MERGE.

CHOOSE THE ITEM IN THE MERGE TASKS MENU TO MERGE WITH NAMED VARIABLES.

If you have not already done so, insert your TRAIN diskette.

COMPLETE THE MERGE WITH NAMED VARIABLES SETUP MENU USING THE FOLLOWING INFORMATION:

Shell Document Name: Interest Shell
Fill-in Document Name: Two Letters

PRESS ENTER TO BEGIN MERGE.

RESPOND TO MESSAGES AS THEY OCCUR.

ADDITIONAL INFORMATION

Using Menu Bypass To Merge

To go quickly from the TYPING TASKS menu to the MERGE WITH NAMED VARIABLES SETUP MENU:

1. Press CODE + MENU BYPASS.
2. Type mergevar
3. Follow the prompt to load the Vol. 03 program diskette, if necessary.

Order of Variable Names

You can type the variable names in the fill-in document in any order.

Repeating Variable Information

You can type the variable names in the fill-in document once, even if they are used more than once in the shell. For example, if the name appears in the letter several times, you type it only once in the fill-in document.

Choosing Variable Names

When you choose variable names for your own work, be sure they are specific. For example, if a meeting date and a cancellation date appear in a single final document, give each date a unique variable name. Do not call each one \uplus date \uplus unless you want the same date to appear throughout. If the dates are different, give each one a different variable name.

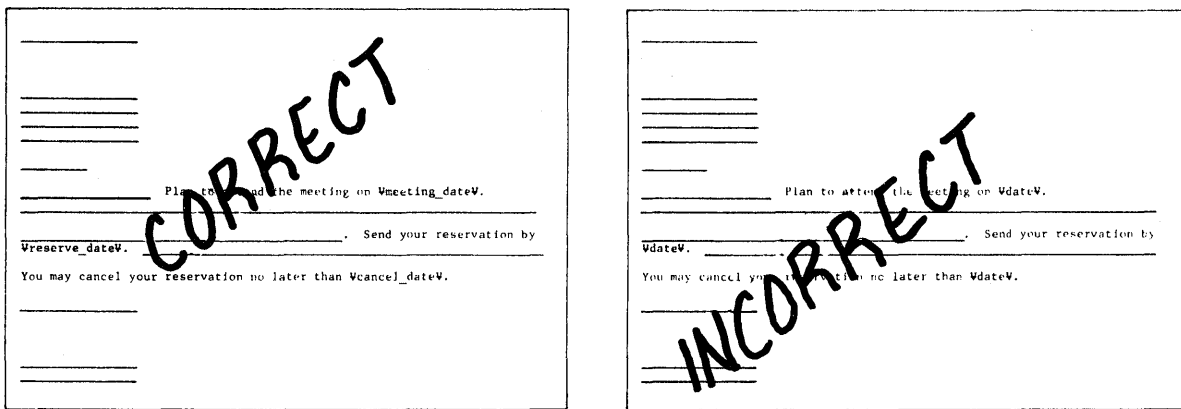


Figure 20-2. Correct and Incorrect Use of Variable Names

Multiple Shells

You can use the same fill-in document for different shell documents. No one shell has to use all items in the fill-in document. Variable names in the fill-in document without a match in the shell are ignored during merge. (However, variable names in the shell without a match in the fill-in cause an error during merge.)

Format Changes

If your shell document and your fill-in document are created with different formats, your final merged document will match the format of your shell document.

Form Letters With Stop Codes

You know how to type a form letter with a variable name. There is another method of typing form letters using stop codes. You might use this method if you have only a few letters to send, or you want to see the form letters created on your display. For further information see the "Repetitive Documents Samples" chapter in the Work Station Procedures Guide.

READ THE TOPIC SUMMARY ON THE NEXT PAGE.

TOPIC SUMMARY

To Create a Shell Document

- A. Choose Create Document in the TYPING TASKS menu.
- B. Set up the menus, then type the text until you reach a point where you will insert variable information later.
- C. Press CODE + VARIABL.
- D. When the prompt Type VARIABLE NAME appears, type the name of the variable and press ENTER.
 - To see the variable name, select Display Codes = Yes in the SCREEN FORMAT menu.
 - Remember to type any necessary spaces, punctuation or carrier returns as a part of the shell.
- E. Press END.

To Create a Fill-in Document Typing Variable Information

- A. Choose Create Document in the TYPING TASKS menu.
- B. Set up the menus.
 - Remember to choose Preserve Page Number = Yes to avoid paginating the document.
- C. Type the variable name from the shell, followed by the variable information.
- D. Repeat step C until you have typed all variable names from the shell and all variable information.
- E. Press PAGE END.

F. Repeat steps C through E until you have typed all sets of variable information.

G. Press END.

To Create a Fill-in Document with a List of Variable Names

A. Create a document containing a list of variable names.

B. Choose Create Document in the TYPING TASKS menu.

C. Set up the menus.

- Remember to choose Preserve Page Number = Yes to avoid paginating the document.

D. Press the GET key.

E. Choose ID a in the GET menu to get the list of variable names.

F. Use the NEXT VARIABL key and type the first set of variable information.

G. Press PAGE END.

H. Repeat steps C through G until you have typed all sets of variable information.

I. Press END.

To Merge the Shell Document and the Fill-in Document

Use Menu Bypass, or do the following:

A. Choose Merge Tasks in the TASK SELECTION menu.

B. Follow the prompt to load the Vol. 03 program diskette, if necessary.

C. Choose Merge With Named Variables in the MERGE TASKS menu.

D. Choose ID a and give the name of your shell document.

E. Choose ID c and give the name of your fill-in document.

F. To store the merged document choose ID f and name the merged document.

G. Press ENTER.

Remember, you can also use Menu Bypass to go to the menus to perform the tasks.

You have completed this topic. Choose the next topic from the Training Checklist.

Topic 21. Repetitive Paragraphs with Variable Information

In this topic you will learn how to type and revise repetitive paragraphs--paragraphs that you can use in more than one document.

Repetitive paragraphs are useful when you want to type the same information (such as clauses in a contract or will, articles of incorporation, engineering specifications, personnel responses, etc.) in several different documents. See the example below.

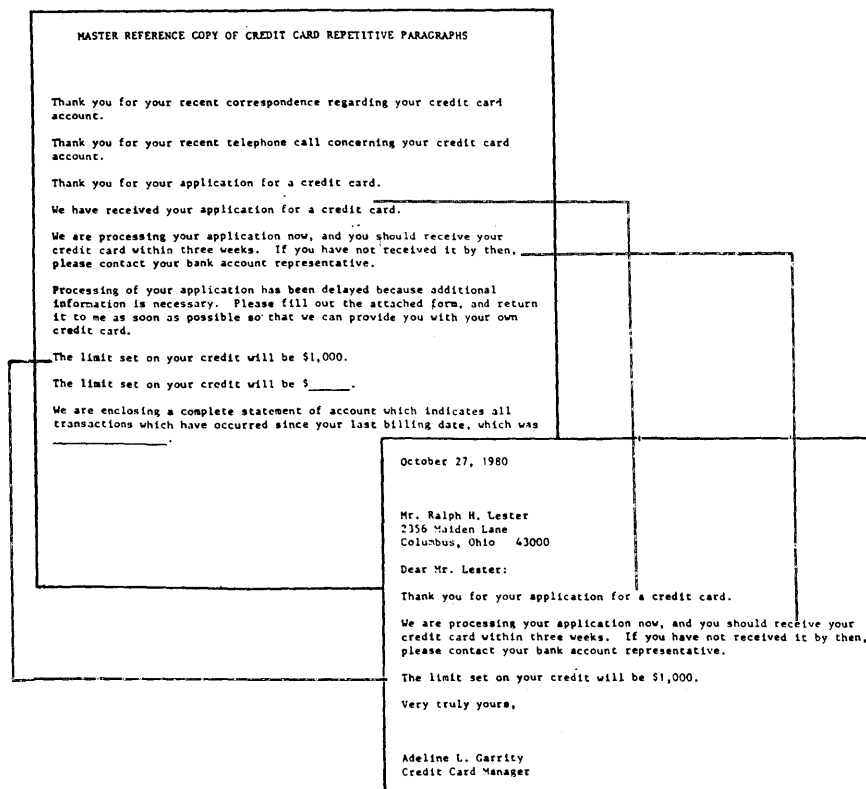


Figure 21-1. Paragraph Library and Completed Letter

If you type this kind of information as repetitive paragraphs and then store these paragraphs on a work diskette, you do not have to type them over and over for each separate document.

Instead, you just choose the paragraphs you want from a Paragraph Library you previously created and

put together an original document from these paragraphs. This procedure saves you and the author a great deal of time.

Before starting this topic, you should complete:

1. All Basic Topics
2. Topic 3. Creating a Multi-page Document

TYPING REPETITIVE PARAGRAPHS

Beginning the Exercise

CREATE A DOCUMENT USING THE FOLLOWING INFORMATION, AND GO TO THE CREATE OR REVISE DOCUMENT MENU.

Document name: Paragraphs
Diskette name: TRAIN

Preserve Page Numbers

LOOK AT ID d IN THE CREATE OR REVISE DOCUMENT MENU.

Normally, when you paginate a text document, the Displaywriter determines the page endings. Text is moved from one page to another according to the number of lines required for a full page.

When you are working with a paragraph libaray you always want the paragraphs to remain on the same page in the system. Changing ID d to Preserve Page Numbers = Yes prevents your having to paginate the document.

CHOOSE THE ITEM IN THE CREATE OR REVISE DOCUMENT MENU TO PRESERVE THE PAGE NUMBERS.

CHOOSE PRESERVE PAGE NUMBERS = YES AND GO TO THE TYPING AREA.

You type repetitive paragraphs the same way you type other documents. The only major difference is that you type each paragraph as a separate page, and press the PAGE END key after each paragraph.

Before you type the paragraphs, however, decide how you want to separate the paragraphs in the final document. Usually two carrier returns are used as a paragraph separator. This is what will be used in this topic.

TYPE THE FIRST PARAGRAPH FOLLOWING THE STEPS BELOW:

1. TYPE THE TEXT OF THE FIRST PARAGRAPH.
2. TYPE TWO CARRIER RETURNS.
3. PRESS THE PAGE END KEY (located in the group of keys on the upper-right side of the keyboard).

Thank you for your recent telephone call concerning your credit card account. *ZCR*

TYPE THE SECOND PARAGRAPH USING STEPS 1 THROUGH 3 ABOVE.

Thank you for your recent correspondence regarding your credit card account. *ZCR*

Completing the Exercise

After typing the last paragraph in the Paragraph Library, you press END.

PRESS END.

To save training time, you will not type a complete Paragraph Library. You will use a pre-recorded exercise containing nine paragraphs to continue with this topic.

CREATING A REFERENCE
COPY OF THE
REPETITIVE PARAGRAPHS

After you have typed and stored the repetitive paragraphs, you may want to print a copy to refer to when choosing which paragraphs you want to create a document.

If you were to print the two paragraphs you just typed, each paragraph would print as a separate page. To use the printed copy for reference, you will want more than one paragraph on each page.

Turn now to "Creating a Reference Copy of the Paragraph Library" in the "Work Samples Handbook" chapter of the Work Station Procedures Guide to read the specific steps you should follow to create a Master Reference Copy. When you follow the steps shown, more than one paragraph will print on a page.

The following figure is an example of a reference copy with the number of the paragraph written by the operator next to each paragraph.

MASTER REFERENCE COPY OF CREDIT CARD REPETITIVE PARAGRAPHS

- 1 Thank you for your recent correspondence regarding your credit card account.
- 2 Thank you for your recent telephone call concerning your credit card account.
- 3 Thank you for your application for a credit card.
- 4 We have received your application for a credit card.
- 5 We are processing your application now, and you should receive your credit card within three weeks. If you have not received it by then, please contact your bank account representative.
- 6 Processing of your application has been delayed because additional information is necessary. Please fill out the attached form, and return it to me as soon as possible so that we can provide you with your own credit card.
- 7 The limit set on your credit will be \$1,000.
- 8 The limit set on your credit will be \$_____.
- 9 We are enclosing a complete statement of account which indicates all transactions which have occurred since your last billing date, which was _____.

Figure 21-2. Paragraph Library

PUTTING TOGETHER
A DOCUMENT MADE UP
OF REPETITIVE PARAGRAPHS

To put together a document made up of repetitive paragraphs, write down the numbers of paragraphs you want, and then set up the menus to create a document, as you have learned before.

For this exercise, you will create a document and then get paragraphs from the document named Repetitive Paragraphs. You will type the date, inside

address, and salutation. Then you will learn how to get a copy of the paragraphs you want.

Beginning the Exercise

CREATE A DOCUMENT USING THE FOLLOWING INFORMATION, AND GO TO THE TYPING AREA:

Document name: Lester Letter
Diskette name: TRAIN

TYPE THE FIRST PART OF THE LETTER BELOW:

<p><i>7CR</i> (Type today's date)</p> <p><i>4CR</i> Mr. Ralph H. Lester 2356 Maiden Lane Columbus, OH 43000</p> <p>Dear Mr. Lester: <i>2CR</i></p>
--

Getting The Repetitive Paragraphs

You are ready to get the paragraphs. You use the GET key to get a copy of the paragraphs you want.

For this exercise, you will get paragraphs 3, 5, and 7. The prerecorded paragraphs are in the document named Repetitive Paragraphs.

PRESS THE GET KEY.

Look at the GET menu.

CHOOSE THE ITEM IN THE GET MENU TO GIVE THE NAME OF THE DOCUMENT YOU WANT.

The paragraph library is named: Repetitive Paragraphs.

WHEN THE PROMPT Type YOUR CHOICE; press ENTER APPEARS, TYPE: Repetitive Paragraphs

CHOOSE THE ITEM IN THE GET MENU TO INDICATE WHICH PAGES (PARAGRAPHS) YOU WANT IN THE FINAL DOCUMENT.

For this document you will get paragraphs 3, 5, and 7.

WHEN THE PROMPT Type YOUR CHOICE, press ENTER APPEARS, TYPE: 3 5 7

PRESS ENTER TO RETURN TO THE TYPING AREA.

Completing the Exercise

PRESS CODE + ↵

TYPE THE FOLLOWING CLOSING FOR THE LETTER:

Very truly yours

Adeline L. Garrity
Credit Card Manager

PRESS END.

USE THE STEPS YOU LEARNED BEFORE TO PRINT THE DOCUMENT.

REVISING, ADDING,
AND DELETING
REPETITIVE PARAGRAPHS

You can revise repetitive paragraphs the same way that you revise other documents. Locate the page number of the paragraph you want to change in the original library, and then revise the text.

REVISE THE STORED DOCUMENT USING THE FOLLOWING INFORMATION, AND GO TO THE TYPING AREA.

Document name: Repetitive Paragraphs
Diskette name: TRAIN

Adding a Paragraph

To add a paragraph to the end of an original Paragraph Library, press the GO TO key and type a page number you know is higher than the number of pages currently in the document. The system displays **Page specified not found** and moves the cursor past the last paragraph in the document.

PRESS THE GO TO KEY.

WHEN THE PROMPT Type page number; press ENTER APPEARS, TYPE: 20, THEN PRESS ENTER.

You can tell by looking at the Master Reference Copy that there currently are nine pages in this document.

MASTER REFERENCE COPY OF CREDIT CARD REPETITIVE PARAGRAPHS

- 1 Thank you for your recent correspondence regarding your credit card account.
- 2 Thank you for your recent telephone call concerning your credit card account.
- 3 Thank you for your application for a credit card.
- 4 We have received your application for a credit card.
- 5 We are processing your application now, and you should receive your credit card within three weeks. If you have not received it by then, please contact your bank account representative.
- 6 Processing of your application has been ~~delayed~~ because additional information is necessary. Please fill out the attached form, and return it to me ~~as soon as possible~~ so that we can provide you with your own credit card.
- 7 The limit set on your credit will be \$1,000.
- 8 The limit set on your credit will be \$_____.
- 9 We are enclosing a complete statement of account which indicates all transactions which have occurred since your last billing date, which was _____.
- 10 *Should your credit card become lost or stolen, notify us immediately by calling the enclosed toll-free number. ▲*

Figure 21-3. Revised Paragraph Library

ADD IN THE HANDWRITTEN PARAGRAPH AS PARAGRAPH 10. FOLLOW THE STEPS YOU LEARNED BEFORE TO CREATE A PARAGRAPH.

Deleting a Paragraph

To delete a paragraph that is no longer used, use the GO TO key to go to the page number you want to delete, and then delete that page.

PRESS THE GO TO KEY.

WHEN THE PROMPT Type page number; press ENTER APPEARS, TYPE: 6, THEN PRESS ENTER.

PRESS THE DEL KEY.

WHEN THE PROMPT Delete What? APPEARS, PRESS PAGE END, THEN PRESS ENTER.

After you have made revisions to your original Paragraph Library, you should update your Master Reference Copy of the repetitive paragraphs. Follow the same steps that you read before in the Work Station Procedures Guide of the Reference Package.

PRESS END TO RETURN TO THE TYPING TASKS MENU.

ADDITIONAL INFORMATION

Paragraph Libraries Recorded Using Default Tab Grid

If your paragraph library requires only a few tabs, consider eliminating the default tab grid and setting the tabs you need. Eliminating the tab grid saves space on your diskette.

Document Length

You must paginate your newly created final document if the number of paragraphs you have selected contain more than 60 lines (assuming 8.5 x 11-inch paper).

Repetitive Paragraphs with Stop Codes

Sometimes you may want to create a document made up of repetitive paragraphs with Stop Codes. See Paragraphs 8 and 9 in the Master Reference Copy.

You type the repetitive paragraphs just as you have learned before. When you reach a point in the paragraph where the information should change from document to document, you press CODE + STOP (located on the number 9 key). This puts a Stop Code in the paragraph.

Later, when you are putting together the document made up of repetitive paragraphs, you use the FIND key to locate the Stop Codes. Then you type in the variable information (the information that changes within each document).

Refer to "Creating The Paragraph Library" in the "Work Samples Handbook" chapter of the Work Station Procedures Guide for information on typing the paragraphs.

Getting Paragraphs from More Than One Document/Diskette

You can get repetitive paragraphs from more than one library in your final document. You should consider splitting the library into more than one if the paragraph library is long. This saves time when the system gets the paragraphs.

In addition, if you have a dual diskette unit, you also can get paragraphs stored on another diskette.

Deleting a Paragraph

If you delete a paragraph within the library and want to insert another in its place at a later time, do not delete the page end at the end of the paragraph. If you delete the page end, you cannot access the page again to insert new material.

Format Changes in Included Paragraphs

When you get paragraphs, any pages or paragraphs you get take on the format of the new document.

To preserve the original format of the pages or paragraphs you get:

- Change the document format of the new document if the change is for all the pages, or
- Type a CHG FMT in the text you are getting and copy this change with the text. (Remember to return to the original format if the change is not for the whole document.)

For additional information on format changes for individual documents see the "Quick Reference" section of the Reference Guide.

READ THE TOPIC SUMMARY ON THE NEXT PAGE.

TOPIC SUMMARY

To Type a Repetitive Paragraph

- A. Set up the menus to create a document.
- B. Choose Preserve Page Numbers = Yes.
- C. In the typing area, type the paragraph, and end it with the desired paragraph separator.
- D. Press the PAGE END key.
- E. After typing the last repetitive paragraph, press END.

To Type a Repetitive Paragraph with Stop Codes for Variables

- A. Follow steps A through D above.
- B. When you are typing the paragraph and reach a point in the text where the information should change from document to document, type a stop code (CODE + STOP).

Putting Together a Document Made Up of Repetitive Paragraphs

- A. Determine which paragraphs you want to use to put together a document, and then set up the menus to create a document.
- B. Press the GET key, and set up the menu.
- C. If necessary, paginate the new document made up of repetitive paragraphs.
- D. Print the document.

You have completed this topic. Choose the next topic from your Training Checklist.

Topic 22. Repetitive Paragraphs with Stored Variable Information

You have been building documents from stored paragraphs. But what happens when the documents are long and you have many to build? Usually you have to spend most of your time on the system "getting" the paragraphs. A very small amount of your time at the machine is actually spent typing the parts of the documents that change.

Think of the convenience of typing one set of instructions to build different documents and fill in the parts that change. While the system processes your instructions, you can be away from the Displaywriter working on something else.

You begin by creating a document that tells the system to get an empty page. You type this document once and use it over and over.

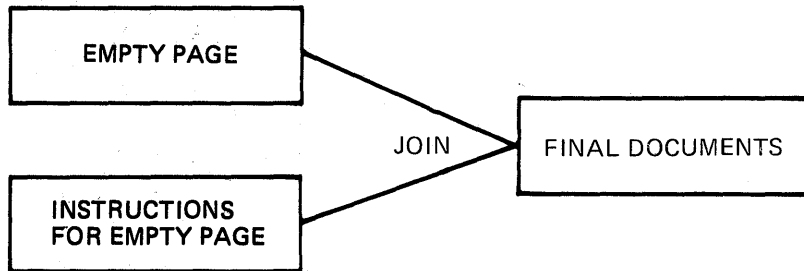
EMPTY PAGE

The second step is to create another document that indicates what you want to put on the empty page. These are the items that change from document to document. These might include the paragraphs you want in the document and any personal information such as the name and address.

EMPTY PAGE

INSTRUCTIONS
FOR EMPTY PAGE

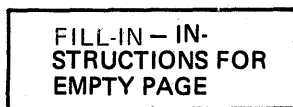
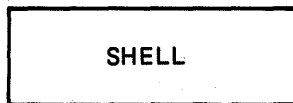
Finally, you combine the document that gets an empty page and the instructions that tell what you want on it to produce your final documents.



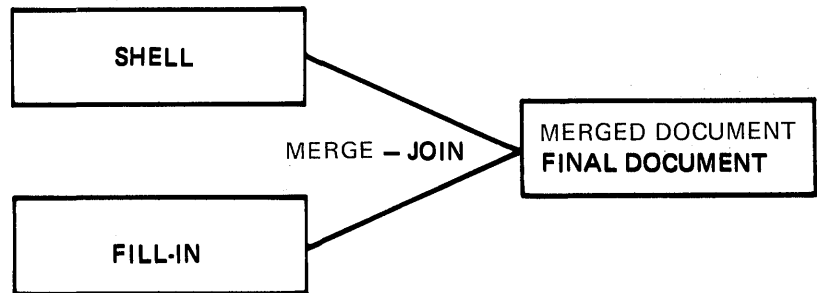
Each of the documents just described has a name. The document that requests an empty page is called a "shell document."



The document that contains the parts that change is called the "fill-in document." The parts of the document that change are called "variable information."



The process of joining the shell document with the fill-in document is called "merge." The final document is called the merged document.



In this topic you will learn to:

- Create the shell document that tells the system to get an empty page
- Create the fill-in document that tells the system what to put on the empty page
- Join (merge) the shell document and the fill-in document to produce your final documents

Before starting this topic, you should complete:

All Basic Topics

Topic 21. Repetitive Paragraphs With Variable Information

How Merge Works

You know that the shell document tells the system to get an empty page. You also know that the fill-in document tells the system what to put on the empty page. But what actually connects the two?

Variable names act as a link between the two. You give each kind of variable information a different name. For example, the variable name that connects the empty page and what to put on it might be called `⊕ paragraphs ⊕`. Variable names are shown with this symbol `⊕` before and after them.

In the shell document you type the variable name. In the fill-in document you type the variable name again, followed by the variable information. In this example the variable information is the numbers of the paragraphs you want the system to get. These numbers are typed as an include instruction.

When you merge, the variable names act as a link. The Displaywriter matches the variable names and puts the paragraphs onto the empty page. Look at the examples shown on the next pages.

Example A shows a paragraph library. The document is named Credit Card Library. You will be working with this library throughout this topic.

Example B shows a shell document.

Example C shows a fill-in document.

Example D shows the final merged document that is created when you merge Example B with Example C.

Example A - Credit Card Library

1 ✎todays_date✎
2 ✎inside_address✎
3 Dear ✎name✎:
4 Thank you for your recent correspondence regarding your credit card
 account.
5 Thank you for your recent telephone call concerning your credit card
 account.
6 Thank you for your application for a credit card.
7 We have received your application for a credit card.
8 We are processing your application now, and you should receive your
 credit card within three weeks. If you have not received it by then,
 please contact your bank account representative.
9 Processing of your application has been delayed because additional
 information is necessary. Please fill out the attached form, and return
 it to me as soon as possible so that we can provide you with your own
 credit card.
10 The limit set on your credit will be \$1,000.
11 The limit set on your credit will be \$✎credit_limit✎.
12 We are enclosing a complete statement of account which indicates all
 transactions which have occurred since your last billing date, which was
 ✎billing_date✎.
13 ✎Include_Credit Card Library_TRAIN_4,8,10✎
14 Very truly yours,

 Adeline Garrity
 Credit Manager
15 Very truly yours,

 ✎signature✎
 Credit Representative

Example B - Shell Document

Example C Fill-In Document

¶paragraphs¶

¶paragraphs¶ Include Credit Card Library TRAIN 4, 8, 10

Example D - Final Merged Document

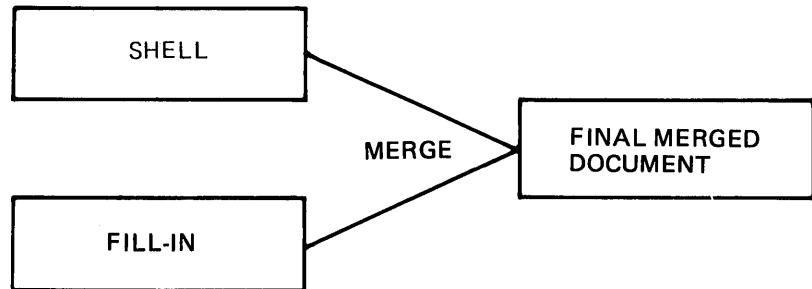
Thank you for your recent correspondence regarding your credit card account.

We are processing your application now, and you should receive your credit card within three weeks. If you have not received it by then, please contact your bank account representative.

The limit set on your credit will be \$1,000.

4
8
10

CREATING A SHELL DOCUMENT



The shell document contains only the variable name to link it with the fill-in document. To type a variable name, press CODE + VARIABL (located on the semicolon key). When the prompt **Type Variable Name** appears, type the variable name and press Enter.

Pressing Enter inserts \oplus into the text to mark the location of the variable name. To see the variable names as they appear in the examples on the previous page, choose Display Codes = Yes.

Beginning the Exercise

CREATE A DOCUMENT USING THE FOLLOWING INFORMATION AND GO TO THE TYPING AREA:

Document name: Repetitive Shell
Diskette name: TRAIN

Variable names appear as \oplus on the display.

To see the variable names as you type them:

PRESS CODE + SCREEN FORMAT.

You can press CODE + SCREEN FORMAT only in the typing area.

CHOOSE DISPLAY CODES = YES AND RETURN TO THE TYPING AREA.

Typing the Variable Name

PRESS CODE + VARIABLE.

WHEN THE PROMPT Type Variable Name APPEARS,
TYPE: paragraphs

PRESS ENTER.

Pressing ENTER moves the variable name to the
typing area and adds `␣` before and after it.

Completing the Exercise

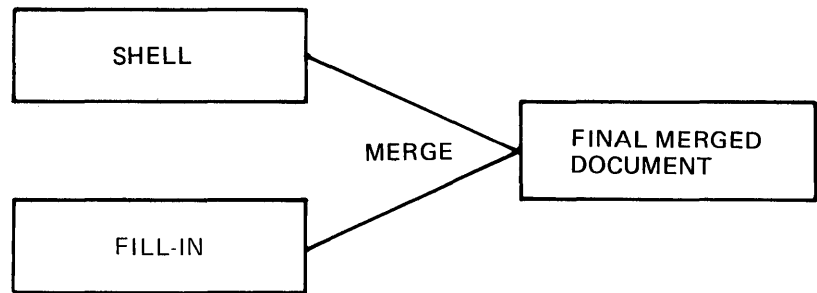
PRESS END.

You have completed the shell document.

USE THE STEPS YOU LEARNED BEFORE TO PRINT THE
SHELL DOCUMENT.

The variable names always print when you print the
shell document.

CREATING A FILL-IN DOCUMENT



You have stored and printed a shell document named Repetitive Shell which tells the system to get an empty page. Now you will create a fill-in document to indicate which paragraphs to put on the page.

In this exercise you will not create a complete document. Only paragraphs 5, 9, 10 and 14 from Credit Card Library will be included in your final document.

Beginning the Exercise

CREATE A DOCUMENT USING THE FOLLOWING INFORMATION, AND GO TO THE TYPING AREA.

Document name: Practice Fill-in
Diskette name: TRAIN

Typing the Variable Name From the Shell

The variable name you typed in the shell document acts as link to the fill-in document. This variable name should be the first thing in the fill-in document. To act as a link, the pair must match exactly. Both words or phrases must be spelled and capitalized alike.

When you typed the shell, you also printed a copy of it. Look at your printed copy now.

PRESS CODE + VARIABLE.

WHEN THE PROMPT Type Variable Name APPEARS,
TYPE: paragraphs

PRESS ENTER.

**Typing the Instruction
to Request Paragraphs
(Include Instruction)**

First, you typed the variable name to link the empty page of the shell with the fill-in document. The second step is to indicate which paragraphs to put on the empty page. This instruction is called an include instruction.

An Include instruction is similar to a Get instruction. When you press GET, and fill out the menu, the system gets the pages (paragraphs) immediately. When you create an include instruction and fill out the menu, you tell the system to get the pages (paragraphs) when you merge.

Follow the steps to type an include instruction to include paragraphs 5, 9, 10 and 14 in your final merged document. These paragraphs come from the document named Credit Card Library.

PRESS CODE + INSTR.

CHOOSE THE ITEM IN THE INSTRUCTIONS MENU TO INCLUDE OTHER PAGES (PARAGRAPHS).

CHOOSE THE ITEM IN THE INCLUDE INSTRUCTION MENU TO INDICATE THE NAME OF THE DOCUMENT THAT CONTAINS THE PAGES (PARAGRAPHS) YOU WANT INCLUDED.

The paragraphs come from the document named Credit Card Library.

WHEN THE PROMPT Type Your Choice, press ENTER APPEARS, TYPE: Credit Card Library

CHOOSE THE ITEM TO INDICATE THE NUMBER(S) OF THE PAGES (PARAGRAPHS) YOU WANT INCLUDED.

The paragraphs to be included in this document are:
5 9 10 14

WHEN THE PROMPT Type YOUR CHOICE, press ENTER APPEARS, TYPE: 5 9 10 14

PRESS ENTER TO RETURN TO THE TYPING AREA.

LOOK AT THE INCLUDE INSTRUCTION.

∕ comes before and after it. The include instruction begins with the word "include."

The second part of the include instruction is the document name you typed in the menu.

The third part of the include instruction is the diskette name.

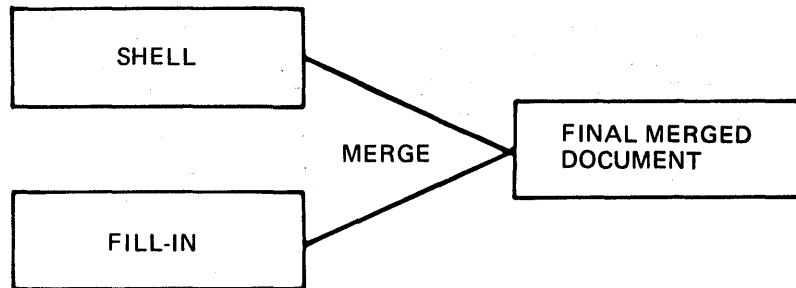
The last part of the include instruction is the list of paragraphs you want the system to include in your final document.

Completing the Fill-in Document

The fill-in document is now complete. It contains the variable name from the shell which requests an empty page and an include instruction to tell the system what to put on the empty page.

PRESS END.

**JOINING (MERGE) THE SHELL
AND THE FILL-IN
TO PRODUCE DOCUMENTS**



You have created a shell and a fill-in document. Now you will merge them.

CHOOSE THE ITEM IN THE TYPING TASKS MENU TO GO TO THE TASK SELECTION MENU.

LOAD THE VOL. 03 PROGRAM DISKETTE.

The program for Merge Tasks is on the Vol. 03 program diskette.

CHOOSE THE ITEM IN THE TASK SELECTION MENU TO MERGE.

Look at the MERGE TASKS menu and then continue.

CHOOSE THE ITEM IN THE MERGE TASKS MENU TO MERGE WITH NAMED VARIABLES.

Look at the MERGE WITH NAMED VARIABLES SETUP menu.

In this menu you tell the system the name of the shell document and the name of the fill-in document you want to merge.

CHOOSE THE ITEM IN THE MERGE WITH NAMED VARIABLES SETUP MENU TO GIVE THE NAME OF YOUR SHELL DOCUMENT.

Your shell document is named: Repetitive Shell

WHEN THE PROMPT Type YOUR CHOICE; Press ENTER APPEARS, TYPE: Repetitive Shell

CHOOSE THE ITEM IN THE MERGE WITH NAMED VARIABLES SETUP MENU TO GIVE THE NAME OF YOUR FILL-IN DOCUMENT.

Your fill-in document is named Practice Fill-in.

WHEN THE PROMPT Type YOUR CHOICE; Press ENTER APPEARS, TYPE: Practice Fill-in

LOOK AT ID h IN THE MENU.

When you press ENTER, the Displaywriter merges the shell and the fill-in document and automatically prints the final document.

PRESS ENTER TO BEGIN MERGE.

LOOK AT ID i IN THE MENU.

Should an error occur, merging stops and the error message appears within your printed document.

RESPOND TO MESSAGES AS THEY OCCUR.

For further information on each error message, refer to the Prompts and Messages Guide.

PARAGRAPHS WITH VARIABLE INFORMATION

Some paragraphs you include require information which will change each time. For example, a numerical amount may vary for each document. (See paragraph 11 in Credit Card Library.) Some paragraphs contain only carrier returns and variable names. (See paragraphs 1 and 2 in Credit Card Library.)

In the paragraph, you type a variable name where the variable information will be inserted later. In the fill-in document, you type the variable name again, followed by the variable information.

Again, the variable name acts as a link when you merge. The Displaywriter looks for the matching variable name between the shell and the fill-in document and gets the paragraphs.

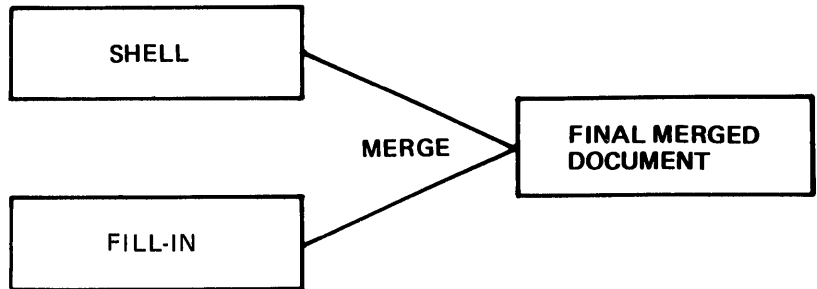
Then the system checks the paragraphs for variable names. If there is a variable name in the paragraph, the system looks for a matching variable name in the fill-in document. When it finds a match, it places the variable information in the paragraph.

Typing a Variable Name in a Paragraph

Typing a variable name in the paragraph is exactly like typing a variable name in any other document.

Since you already know how to type repetitive paragraphs and variable names, you will not do an exercise on this. Instead, you will create a fill-in document which includes paragraphs with variable names.

**CREATING A FILL-IN DOCUMENT
WITH PARAGRAPHS WHICH
REQUIRE VARIABLE INFORMATION**



In this exercise you will create a fill-in document to merge with the shell you already created named Repetitive Shell. Paragraphs 1, 2, 3, 4, 9, 11, and 15 from the Credit Card Library will be included.

Example E below shows Repetitive Shell.

Example F shows the fill-in document you will create.

Example G shows the final merged document.

Example E - Shell Document

¶paragraphs¶

Example F Meyers Fill-In Document

```

¶paragraphs¶/Include,Credit Card Library,IRAIN_1,2,3,4,9,11,15/
¶todays_date¶May 16, 1981
¶inside_address¶Mrs. K.S. Meyers
1980 Ionedale Circle
St. Louis, TX 76759
¶name¶Mrs. Meyers
¶credit_limit¶1,000
¶billing_date¶
¶signature¶K. Benny
  
```

Example G

1 May 16, 1981

2 Mrs. K.S. Meyers
1980 Lonsdale Circle
St. Louis, TX 78759

3 Dear Mrs. Meyers:

4 Thank you for your recent correspondence regarding your credit card
account.

9 Processing of your application has been delayed because additional
information is necessary. Please fill out the attached form, and return
it to me as soon as possible so that we can provide you with your own
credit card.

11 The limit set on your credit will be \$2,000.

15 Very truly yours,

L.R. Benny
Credit Representative

Beginning the Exercise

CREATE A DOCUMENT USING THE FOLLOWING
INFORMATION, AND GO TO THE TYPING AREA.

Document name: Meyers Fill-in
Diskette name: TRAIN

Each time you select a new task or turn the system
off, the system returns to Display Codes = No. To

see the variable names and the include instruction,
choose Display Codes = Yes.

CHOOSE DISPLAY CODES = YES.

**Typing the Variable
Name From the Shell**

Look at your printed copy of Repetitive Shell.
Remember, the variable name from the shell should be
the very first thing in the fill-in document. To act as
a link, the pair must match exactly.

**USING THE STEPS YOU LEARNED BEFORE, TYPE THE
VARIABLE NAME FROM THE SHELL DOCUMENT.**

**Typing the Instruction
to Request the Paragraphs**

You typed the variable name to link the empty page
of the shell to the fill-in document. The next step is
to indicate what goes on the empty page. You type
an include instruction to designate which pages
(paragraphs) to include.

**USE THE INFORMATION BELOW AND THE STEPS YOU
LEARNED BEFORE TO TYPE AN INCLUDE
INSTRUCTION.**

Document Name: Credit Card Library
Diskette Name: TRAIN
System Page Number (s): 1 2 3 4 9 11 15

PRESS ENTER TO RETURN TO THE TYPING AREA.

TYPE A CARRIER RETURN.

Typing the Variable Names and Variable Information

Several of the paragraphs you included require variable information. (See the reference copy of the Credit Card Library at the beginning of this topic.)

Follow the steps to type the names from the paragraphs and the variable information for the example shown.

Variable Information Sheet

¶paragraphs¶	1	2	3	4	9	11	15
¶todays_date¶	May 16, 1981						
¶inside_address¶	Mrs. K.S. Meyers						
	1980 Lonsdale Circle						
	St. Louis, Tx. 78759						
¶name¶	Mrs. Meyers						
¶credit_limit¶	2,000						
¶billing_date¶							
¶signature¶	L.A. Benny						

PRESS CODE + VARIABLE.

WHEN THE PROMPT Type variable name APPEARS;
TYPE: todays date

PRESS ENTER.

TYPE THE DATE SHOWN ON THE VARIABLE
INFORMATION SHEET.

TYPE A CARRIER RETURN.

REPEAT THE FOLLOWING STEPS FOR THE REMAINING
VARIABLE INFORMATION:

1. PRESS CODE + VARIABLE.
2. WHEN THE PROMPT Type variable name APPEARS, TYPE THE NEXT VARIABLE NAME SHOWN IN THE VARIABLE INFORMATION SHEET.
3. PRESS ENTER.
4. TYPE THE VARIABLE INFORMATION FOLLOWING THE VARIABLE NAME.
5. TYPE A CARRIER RETURN.

Checking the Fill-In Document

Each paragraph you include in the final document which has a variable name within it must have the variable name repeated in the fill-in document. To act as a link, each pair must match exactly. Both words or phrases must be spelled and capitalized alike.

Look at the sample Credit Card Library shown as Example A at the beginning of this topic. Check to see that the variable names in the Credit Card Library match the variable names on the display.

COMPARE THE VARIABLE NAMES ON THE DISPLAY WITH THOSE IN THE CREDIT CARD LIBRARY.

If all variable names match exactly, continue reading. If the variable names do not match, refer to the "Help During Training" section at the end of this book.

Completing the Fill-In Document

You have completed the four parts of the fill-in document. You typed:

1. The variable name to link the shell and the fill-in document
2. The include instruction to tell the system which paragraphs to include in the final merged document

3. The variable names from the paragraphs
4. The variable information to personalize the document

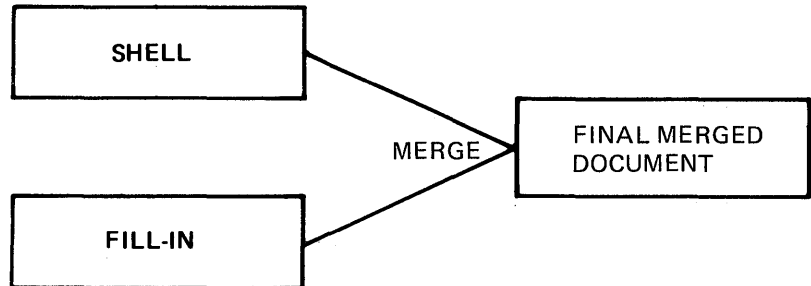
The fill-in document is now complete.

PRESS END.

USE THE STEPS YOU LEARNED BEFORE TO PRINT THE FILL-IN DOCUMENT.

Variable names and include instructions always print when you print a fill-in document.

MERGING THE SHELL DOCUMENT
AND THE FILL-IN DOCUMENT



CHOOSE THE ITEM IN THE TYPING TASKS MENU TO GO TO THE TASK SELECTION MENU.

LOAD THE VOL. 03 PROGRAM DISKETTE.

CHOOSE THE ITEM IN THE TASK SELECTION MENU TO MERGE.

CHOOSE THE ITEM IN THE MERGE TASKS MENU TO MERGE WITH NAMED VARIABLES.

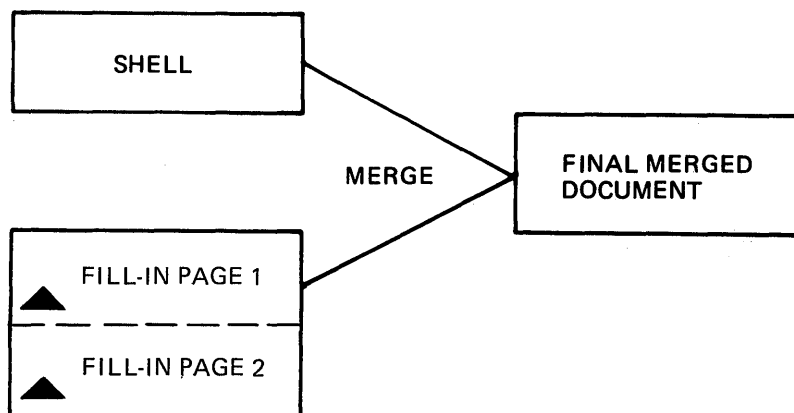
COMPLETE THE MERGE WITH NAMED VARIABLES SETUP MENU USING THE FOLLOWING INFORMATION:

Shell Document Name: Repetitive Shell
Fill-in Document Name: Meyers Fill-in

PRESS ENTER TO BEGIN MERGE.

RESPOND TO MESSAGES AS THEY OCCUR.

**USING THE FILL-IN DOCUMENT
TO STORE INSTRUCTIONS
FOR MORE THAN ONE DOCUMENT**



To store instructions to build more than one document, you create a fill-in document. Each page of the fill-in document contains one set of instructions.

When you merge, the Displaywriter gets a copy of the shell and merges page one of the fill-in document. Then it gets another copy of the shell and merges page two of the fill-in document. Merging continues until there are no more pages in the fill-in document.

**Variable Names From the
Paragraph Library in
the Fill-In Document**

For each paragraph you include which contains a variable name, you must retype the variable name in the fill-in document. If you were building 50 sets of instructions, that would mean retyping the variable names for all 50 sets.

Since the variable names must be exactly correct, that would be many chances for mistakes and a waste of time. There is a shortcut.

Before you create the fill-in document, create another document. In this document, type the variable name from the shell and the variable names from all paragraphs. Then create the fill-in document.

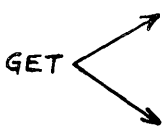
Use the GET key to bring the list into the fill-in document. Fill in the variable information for the paragraphs included in that set of instructions. All variable names not followed by variable information are ignored during merge.

Example H shows the list of variable names stored as a separate document.

Example I shows the fill-in document with instructions for two final documents.

Example H - List of Variable Names

```
¶paragraphs¶  
¶todays_date¶  
¶inside_address¶  
¶name¶  
¶credit_limit¶  
¶billing_date¶  
¶signature¶
```



Example I - Taylor, Kyle Fill-in Document, page 1

```
¶paragraphs¶ /Include,Credit Card Library,TRAIN ,1,2,3,5,7,9,15/  
¶todays_date¶ May 19, 1981  
¶inside_address¶ Ms. Renee Taylor  
1876 Salem Ave.  
Austin, TX 78734  
¶name¶ Ms. Taylor  
¶credit_limit¶  
¶billing_date¶  
¶signature¶ P.A. Payne
```

Example I - Taylor, Kyle Fill-In Document, page 2

```
¶paragraphs¶ /Include,Credit Card Library,TRAIN ,1,2,3,6,8,10,14/  
¶todays_date¶ May 19, 1981  
¶inside_address¶ Mr. Douglas Kyle  
1200 Blair Road  
Austin, TX 78777  
¶name¶ Mr. Kyle  
¶credit_limit¶  
¶billing_date¶  
¶signature¶
```

Creating a List of Variable Names

Now you will create a separate document which contains only the list of variable names. Then you will use the list to create a fill-in document.

CREATE A DOCUMENT USING THE FOLLOWING INFORMATION AND GO TO THE TYPING AREA:

Document name: Fill-in List
Diskette name: TRAIN

CHOOSE DISPLAY CODES = YES AND RETURN TO THE TYPING AREA.

FOLLOW THE STEPS TO TYPE THE LIST OF VARIABLE NAMES SHOWN.

Example H - List of Variable Names

```
¶paragraphs¶  
¶todays_date¶  
¶inside_address¶  
¶name¶  
¶credit_limit¶  
¶billing_date¶  
¶signature¶
```

1. PRESS CODE + VARIABLE.

The shell variable name should be first in the fill-in document.

The shell variable name is shown first in the example above.

2. WHEN THE PROMPT Type variable name APPEARS; TYPE THE VARIABLE NAME FROM THE SHELL.

3. PRESS ENTER.

Pressing ENTER moves the variable name to the typing area and adds ¶ before and after it.

4. TYPE A CARRIER RETURN.

5. REPEAT STEPS 1 THROUGH 4 UNTIL YOU HAVE TYPED ALL VARIABLE NAMES FROM THE PARAGRAPH LIBRARY.

All paragraph names from the library are shown in the example above.

6. DO NOT TYPE A CARRIER RETURN AFTER THE LAST VARIABLE NAME.
7. PRESS END.

USING THE STORED LIST
OF VARIABLE NAMES TO
CREATE A FILL-IN DOCUMENT

Now you will use the list of variable names to complete a fill-in document. Follow the steps to type the fill-in document shown.

Variable Information Sheet

¶paragraphs¶	1	2	3	5	7	9	15	+
¶todays_date¶	May 19, 1981							
¶inside_address¶	Ms. Renee Taylor							
	1876 Salem Ave.							
	Austin, Texas 78734							
¶name¶	Ms. Taylor							
¶credit_limit¶								
¶billing_date¶								
¶signature¶	P. A. Payne							

Beginning the Exercise

CREATE A DOCUMENT USING THE FOLLOWING INFORMATION, AND GO TO THE TYPING AREA.

Document name: Taylor, Kyle Fill-in
Diskette name: TRAIN

Getting the List
of Variable Names

To avoid retyping the list of variable names, get a copy of the stored list of variable names.

PRESS GET.

SET UP THE GET MENU USING THE FOLLOWING INFORMATION:

Document name: Fill-in List
Diskette name: TRAIN

PRESS ENTER TO RETURN TO THE TYPING AREA.

Filling in the Variable Information

The list of variable names is now ready for you to add the variable information.

You will add the include instruction and the variable information to the list for page one shown in the example above.

To go directly to the spot where the next variable information should be typed, use the NEXT VARIABLE key. NEXT VARIABLE is located on the "L" key.

PRESS CODE + NEXT VARIABLE.

The cursor moves to the end of the variable name
⌞ paragraphs ⌞ .

USE THE INFORMATION BELOW AND THE STEPS YOU LEARNED BEFORE TO TYPE AN INCLUDE INSTRUCTION.

Document name: Credit Card Library
Diskette name: TRAIN
System Page Number (s): 1 2 3 5 7 9 15

PRESS ENTER TO RETURN TO THE TYPING AREA.

PRESS CODE + NEXT VARIABLE.

The cursor moves to the end of the variable name
⌞ todays_date ⌞ .

Variable Information Sheet

¶paragraphs	¶	1	2	3	5	7	9	15+
¶today's date	¶	May 19, 1981						
¶inside address	¶	Ms. Renee Taylor						
		1876 Sakem Ave.						
		Austin, Tx. 78734						
¶name	¶	Ms. Taylor						
¶credit limit	¶							
¶billing date	¶							
¶signature	¶	P. A. Payne						

TYPE THE DATE SHOWN IN THE EXAMPLE ABOVE.

PRESS CODE + NEXT VARIABLE.

TYPE MS. TAYLOR'S NAME AND ADDRESS SHOWN IN THE EXAMPLE ABOVE. DO NOT TYPE A CARRIER RETURN AFTER THE ZIP CODE.

PRESS CODE + NEXT VARIABLE.

TYPE THE NAME SHOWN IN THE EXAMPLE ABOVE.

PRESS CODE + NEXT VARIABLE.

This variable name does not appear in the paragraphs you included. Therefore, you do not type any variable information following this variable name. During merge, the variable names without variable information ARE IGNORED.

PRESS CODE + NEXT VARIABLE.

This variable name is not in the paragraphs you included in the final document.

PRESS CODE + NEXT VARIABLE.

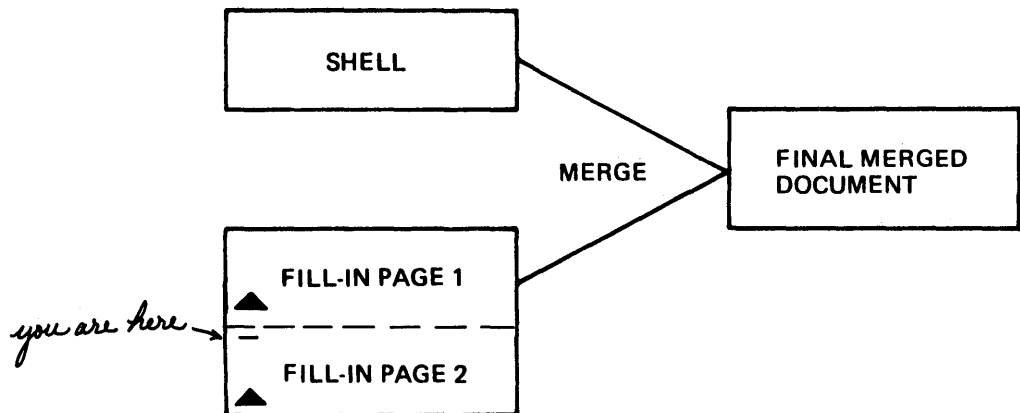
TYPE THE SIGNATURE SHOWN IN THE PREVIOUS EXAMPLE.

**Ending the First Set
of Variable Information**

You have completed the first set of variable information and are ready to type the second set. Each set of variable information is stored on a separate page.

PRESS PAGE END (NOT END).

You are now on the second page of the fill-in document.



Creating the Second Set
Of Variable Information

Variable Information Sheet

¶paragraphs¶	+ 1 2 3 6 8 10 14 +
¶todays_date¶	May 19, 1981
¶inside_address¶	Mr. Douglas Kyle 1200 Blair Rd. Austin, Tx. 78777
¶name¶	Mr. Kyle
¶credit_limit¶	
¶billing_date¶	
¶signature¶	

To avoid retyping the list of variable names, get a copy of the stored list.

PRESS THE GET KEY.

The Displaywriter remembers the document you are getting.

PRESS ENTER.

FILL OUT THE LIST FOR THE SECOND PAGE OF THE EXAMPLE USING THE STEPS BELOW:

1. PRESS CODE + NEXT VARIABLE.
2. TYPE THE INCLUDE INSTRUCTION.
3. PRESS CODE + NEXT VARIABLE.
4. TYPE THE VARIABLE INFORMATION.

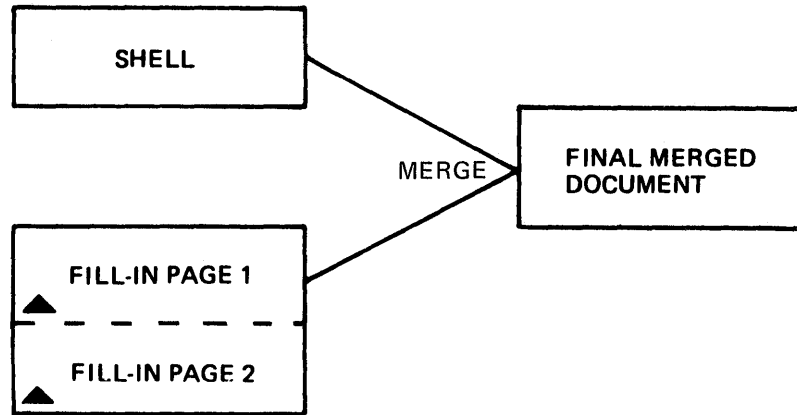
5. REPEAT STEPS 3 AND 4 UNTIL YOU HAVE TYPED ALL THE VARIABLE INFORMATION.
6. MOVE THE CURSOR TO THE END OF THE PAGE.
7. PRESS PAGE END.

Completing the Exercise

When all sets of the fill-in document are complete:

PRESS END.

MERGING THE SHELL
DOCUMENT AND THE
FILL-IN DOCUMENT



CHOOSE THE ITEM IN THE TYPING TASKS MENU TO GO TO THE TASK SELECTION MENU.

LOAD THE VOL. 03 PROGRAM DISKETTE.

CHOOSE THE ITEM IN THE TASK SELECTION MENU TO MERGE.

CHOOSE THE ITEM IN THE MERGE TASKS MENU TO MERGE WITH NAMED VARIABLES.

COMPLETE THE MERGE WITH NAMED VARIABLE SETUP MENU USING THE FOLLOWING INFORMATION:

Shell Document Name: Repetitive Shell
Fill-In Document Name: Taylor, Kyle Fill-in

PRESS ENTER TO BEGIN MERGE.

RESPOND TO MESSAGES AS THEY OCCUR.

STORING THE MERGED DOCUMENT

The final documents you just created are not stored on the diskette. If you think the (final) documents may be revised, store them.

```

-----
Merging Variables | | | | |
DSK001           | | | | |
-----
MERGE WITH NAMED VARIABLES SETUP
-----
  ID  ITEM                YOUR  POSSIBLE
  ID  ITEM                CHOICE CHOICES
-----
a  Shell Document Name
b  Diskette Name

c  Fill-In Document Name
d  Diskette Name
e  System Page Number (s)

f  Merged Document Name
g  Diskette Name

h  Print Merged Document    1      1 = Yes   2 = No
i  Cancel on Error         1      1 = Yes   2 = No
j  Paper Handling           2      1 = Cut Paper, Manual Feed
                                   2 = Cut Paper, Automatic Feed
                                   3 = Continuous Paper

When finished with this menu, press ENTER.
Type ID letter to choose ITEM; press ENTER: _
-----
  
```

Figure 22-1. MERGE WITH NAMED VARIABLES SETUP Menu

To store and print the merged documents:

- Use the steps you have learned before to set up the menu.
- Name the merged document (Select ID f and indicate your choice).
- Press ENTER to begin merge.

To store the merged (final) documents without printing:

- Use the steps you have learned before to set up the menu.
- Name the merged document.
- Choose Print Merged Document = No (Select ID h and indicate your choice).

ADDITIONAL INFORMATION

Using Menu Bypass To Merge

To go quickly from the TYPING TASKS menu to the MERGE WITH NAMED VARIABLES SETUP menu:

1. Press CODE + MENU BYPASS.
2. Type `mergevar`
3. Follow the prompts to load the Vol. 03 program diskette, if necessary.

Order of Variable Names

You can type the variable names in the fill-in document in any order. As long as the Displaywriter finds a match, it places the variable information correctly.

Choosing Variable Names

When you choose variable names for your own work, be sure they are specific. For example, if a meeting date and a cancellation date appear in your paragraph library, give each date a unique variable name. Do not call each one `date` unless you want the same date to appear throughout. If the dates are different, give each one a different variable name.

Paragraphs in One Include Instruction

The maximum number of paragraphs allowed in one include instruction is 10. If your final document contains more than 10 paragraphs, type more than one include instruction following the first variable name. See the following example. For further information, see "Including More Than Ten Paragraphs From One or More Paragraph Documents" in the Work Station Procedures Guide.

```

VparagraphsV Include_Credit Card Library_TRAIN_1,2,3,4,5,7,8,9,10/
/Include_Credit Card Library_TRAIN_11,12,13,14,15,16,17/
Vtodays_dateV
Vinside_addressV
VnameV
Vcredit_limitV
Vbilling_dateV
VsignatureV
Vmeeting_dateV
Vappointment_dateV

```

Figure 22-2. Fill-In Document Requesting More Than 10 Paragraphs

Including Paragraphs from More Than One Document/Diskette

You can include paragraphs from more than one library stored on different diskettes in your final merged document. However, you must load the diskettes, when prompted, containing the libraries during the merge process.

Note: If you have a single diskette unit, you cannot change diskettes during the merge process. Therefore, the shell document, fill-in document and library must all be stored on the same diskette.

To set up the fill-in document, type the shell variable name only once, and then as many include instructions as necessary. Then type the variable names and the variable information.

You can also use another method. The shell may contain several variable names. The fill-in document contains matching variable names followed by include instructions. See the example below.

You should consider splitting the paragraph library into more than one if your library is long. This saves time during the merge process.

```
Vparagraphs1V/Include,Credit Card Library,TRAIN ,1,2,3/  
Vtodays_dateVJuly 5, 1981  
Vinside_addressVMs. M.M. Stray  
7700 Lakewood Circle  
Austin, TX 78755  
VnameVMs. Stray  
Vparagraphs2V/Include,Credit Card Library,TRAIN ,2,6,8,12/  
Vamount_dueV235,234.56  
Vdue_byVAugust 2, 1981  
Vpenalty_amountV1,000.00  
Vparagraphs3V/Include,Credit Card Library,TRAIN ,25/  
VnameVJ.J. Swenson
```

Figure 22-3. Fill-In Document Showing More Than One Variable Name

Format Changes in Included Paragraphs.

When you include paragraphs, any pages or paragraphs you include take on the format of the shell document.

To preserve the original format of the included pages or paragraphs:

- Change the document format of the shell document if the change is for all the documents, or
- Type a CHG FMT in the text you are getting and copy this change with the text. (Remember to return to the original format if the change is not for the whole document.)

For additional information on format changes for individual documents, see the "Quick Reference" section of the Reference Guide.

Include Instructions Stored in the Paragraph Library

You know how to type an include instruction in the fill-in document. You can also type an include instruction as a paragraph in the paragraph library. (See paragraph 13 in Credit Card Library.)

When you include this paragraph as part of your fill-in document, the system gets the paragraph containing the include instruction. Then the paragraph containing the include instruction gets the paragraphs you requested. This processes two levels of include instructions. The system can process up to five levels of include instructions.

For further information on storing include instructions as paragraphs within a paragraph library, see "Creating a Paragraph Library," in the "Work Samples Handbook" section of the Work Station Procedures Guide.

READ THE TOPIC SUMMARY ON THE NEXT PAGE.

TOPIC SUMMARY

To Create a Shell Document

- A. Choose Create Document in the TYPING TASKS menu.
- B. Set up the menus.
- C. Press CODE + VARIABL.
- D. When the prompt **Type Variable Name** appears, type the name of the variable and press ENTER.
 - To see the variable name, select Display Codes = Yes.
- E. Press END.

To Create a Fill-in Document Typing Variable Information

- A. Choose Create Document in the TYPING TASKS menu.
- B. Set up the menus.
- C. Type the variable name from the shell followed by an include instruction.
- D. Type a carrier return.
- E. Type the variable names from the paragraphs followed by the variable information.
- E. Press PAGE END.
- F. Press END.

**To Create a Fill-In
Document with a List
of Variable Names**

- A. Create a document containing a list of variable names.
- B. Choose Create Document in the TYPING TASKS menu.
- C. Set up the menus.
- D. Press the GET key.
- E. Choose ID a in the GET menu to get the list of variable names.
- F. Use the NEXT VARIABL key and type the include instruction.
- G. Use the NEXT VARIABL key and type the variable information.
- H. Repeat step G until you have typed all the variable information.
- I. Press PAGE END.
- J. Repeat steps D through I until you have typed all sets of variable information.
- K. Press END.

**To Merge the Shell
Document and the
Fill-In Document**

- A. Choose Merge Tasks in the TYPING TASKS Menu.
- B. Follow the prompts to load the Vol. 03 program diskette, if necessary.
- C. Choose Merge With Named Variables in the MERGE TASKS menu.
- D. Choose ID a and give the name of your shell document.

E. Choose ID c and give the name of your fill-in document.

F. To store the merged document, choose ID f and name the merged document.

G. Press ENTER.

Remember, you can also use Menu Bypass to go to the menus to perform the tasks.

You have completed this topic. Choose the next topic from the Training Checklist.

Topic 23. Adding Headers and Footers to a Document

You may want to add headers and footers to each page of a document.

EXAMPLE:

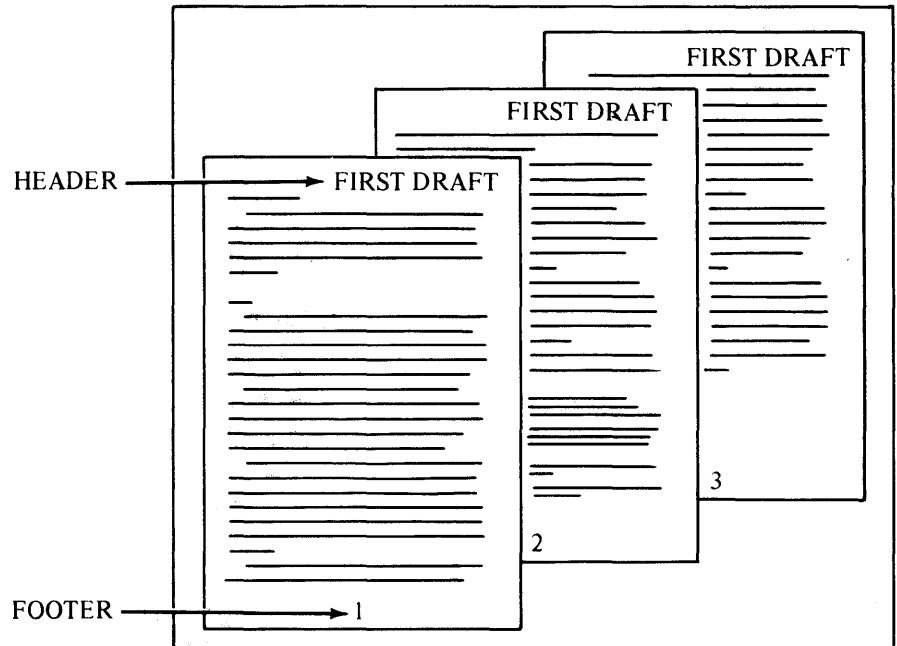


Figure 23-1. Header and Footer

The advantage to creating headers and footers is that you type the header and footer only once. During printing, the appropriate text is added to each page.

In this topic, you will learn how to:

- Set up menus to create a header and/or a footer
- Create a header
- Create a footer
- Create a page number as a footer
- Alternate the placement of headers and footers

Before starting this topic, you should complete:

1. All Basic Topics
2. Topic 3. Creating a Multi-Page Document

SETTING UP THE MENUS TO CREATE A HEADER AND A FOOTER

Beginning the Exercise

CREATE A DOCUMENT USING THE FOLLOWING
INFORMATION, AND GO TO THE CREATE OR REVISE
DOCUMENT MENU:

Document name: Balance
Diskette name: TRAIN

For this document you will change to double spacing
in addition to creating a header and a footer.

CHOOSE THE ITEM IN THE CREATE OR REVISE
DOCUMENT MENU TO CHANGE THE DOCUMENT
FORMAT.

CHOOSE THE ITEM IN THE FORMAT SELECTION MENU TO CHANGE THE LINE FORMAT.

The LINE FORMAT menu appears.

CHOOSE THE ITEM IN THE LINE FORMAT MENU TO CHANGE LINE SPACING.

WHEN THE PROMPT Type YOUR CHOICE; press ENTER APPEARS, TYPE THE NUMBER FROM THE POSSIBLE CHOICES COLUMN THAT EQUALS DOUBLE SPACING.

WHEN FINISHED, PRESS ENTER TO RETURN TO THE FORMAT SELECTION MENU.

CREATING A HEADER

A header always prints at the top of a page. In this exercise, you will create a header to print at the top right margin of each page.

CHOOSE THE ITEM IN THE FORMAT SELECTION MENU TO CHANGE THE HEADER AND FOOTER.

The HEADER AND FOOTER menu appears.

TAKE A MOMENT TO LOOK AT THE TYPES OF CHANGES YOU CAN MAKE IN THIS MENU.

CHOOSE THE ITEM IN THE HEADER AND FOOTER MENU TO CREATE OR REVISE A HEADER.

When the typing area appears, you tab or space to where you want the header to print.

TAB OR SPACE TO 78 ON THE SCALE LINE FOR THIS EXERCISE.

TYPE THE HEADER: FIRST DRAFT

WHEN FINISHED, PRESS ENTER TO RETURN TO THE HEADER AND FOOTER MENU.

Notice the choices for First Header Line and Print Header On. You can change these document formats if you wish. You change these choices the same way you have learned to change all other choices.

CREATING A FOOTER

A footer always prints at the bottom of a page and is created the same way as a header. Notice the choices for First Footer Line and Print Footer On. The program diskette default is Line 63 which is 12.7 mm (one-half inch) from the bottom of a page.

You enter the choices for a footer similar to the way you enter them for a header.

PAGE NUMBERING

Sometimes you may want the header or footer to include a page number. In this exercise, you will include a page number as a footer.

Using the Instruction Key to Specify Page Numbering

CHOOSE THE ITEM IN THE HEADER AND FOOTER MENU TO CREATE OR REVISE A FOOTER.

When the typing area appears, you then tab or space to where you want the footer page number to be printed.

TAB AND SPACE TO 54 ON THE SCALE LINE FOR THIS EXERCISE.

PRESS THE CODE + INSTR (INSTRUCTION) KEY (located on the front of the CHG FMT key).

The INSTRUCTIONS menu will appear.

To cause a page number to print, you can choose System Page Number or Page Number.

CHOOSE THE ITEM IN THE INSTRUCTIONS MENU TO PRINT A SYSTEM PAGE NUMBER.

† appears on the display to indicate that a system page number instruction has been entered.

PRESS ENTER TO RETURN TO THE HEADER AND FOOTER MENU.

PRESS ENTER TO RETURN TO THE FORMAT SELECTION MENU.

After making the changes to the FORMAT SELECTION menus, you are ready to type the document.

PRESS ENTER TO GO TO THE TYPING AREA.

To save training time, you will not type and paginate a multi-page document. Instead you will print a document that has already been typed, stored and paginated on the work diskette TRAIN. The document name is Balance Sheet, and it contains the same header and footer information that you just created in the document named Balance.

Completing the Exercise

PRESS END.

PRINT THE DOCUMENT USING THE FOLLOWING INFORMATION:

Document name:	Balance Sheet
Diskette name:	TRAIN

ALTERNATING THE PLACEMENT OF HEADERS AND FOOTERS

You may need to alternate the placement of headers and footers when a document you are typing is going to be reproduced onto both sides of the paper.

Look at the pages in this book. You'll notice the page numbers always appear on the outside corner of the page.

The odd-numbered footers are typed on the right. The even-numbered footers are typed on the left.

Beginning the Exercise

To alternate the placement of the headers in the document you just printed:

REVISE A DOCUMENT USING THE FOLLOWING INFORMATION, AND GO TO THE CREATE OR REVISE DOCUMENT MENU.

Document name: Balance Sheet
Diskette name: TRAIN

CHOOSE THE ITEM IN THE CREATE OR REVISE DOCUMENT MENU TO CHANGE THE DOCUMENT FORMAT.

CHOOSE THE ITEM IN THE FORMAT SELECTION MENU TO CHANGE ALTERNATING HEADERS AND FOOTERS.

CHOOSE THE ITEM IN THE ALTERNATING HEADERS AND FOOTERS MENU TO CREATE THE ODD PAGES HEADER.

The message Headers exist. Type alternating header or press CANCL to keep existing one. appears.

TAB OR SPACE TO 78 ON THE SCALE LINE.

TYPE THE HEADER: FIRST DRAFT

PRESS ENTER TO RETURN TO THE ALTERNATING HEADERS AND FOOTERS MENU.

CHOOSE THE ITEM IN THE ALTERNATING HEADERS AND FOOTERS MENU TO CREATE THE EVEN PAGES HEADER.

AT THE LEFT MARGIN, TYPE THE HEADER: FIRST DRAFT

PRESS ENTER ENOUGH TIMES TO GO TO THE CREATE OR REVISE DOCUMENT MENU.

Completing the Exercise

PRESS END.

PAGINATE THE DOCUMENT.

PRINT THE DOCUMENT.

The header is now placed so that it appears on the outside edge when the document is reproduced onto both sides of the paper.

ADDITIONAL INFORMATION

Using Menu Bypass To Create or Revise a Header or Footer

In the CREATE OR REVISE DOCUMENT menu,

1. Press CODE + MENU BYPASS.
2. Type: hf
3. Choose the appropriate ITEM in the HEADER AND FOOTER menu.
4. When the header/footer is complete, press CODE + MENU BYPASS and type **return** to return to the CREATE OR REVISE DOCUMENT menu.

Using Menu Bypass to Type a System Page Number

To type a system page number in the typing area for a header or a footer:

1. Press CODE + MENU BYPASS.
2. Type: sysnum
3. Press CODE + MENU BYPASS.
4. Type: **return**

Revising a Header/Footer

Occasionally you may want to revise a header or footer you have created. For example, you may want to change FIRST DRAFT to FINAL DRAFT. Or, you may want to delete the header or footer entirely for the final printing of the document.

Follow the same steps you have learned to create a header or footer. Then, when the typing area appears, delete the old text up to the page end symbol and type in the new text. In addition, you also should paginate the document again.

Using Page Number

You may have noticed a second choice, **Page Number**, in the INSTRUCTIONS menu.

```
|Create/Revise Header |      |      |      |      |
|DISK01|      |      |      |      |      |      |      |      |
|-----|-----|-----|-----|-----|
|                                     |
|                               INSTRUCTIONS                               |
|                                     |
| ID  ITEM                        YOUR  POSSIBLE                       |
|                                     CHOICE CHOICES                       |
| a   System Page Number          |                                     |
| b   Page Number                 0    0 = Use Current Page           |
|                                     |    Number                     |
|                                     |    1 - 9999 = Reset Page       |
|                                     |    Number                     |
|                                     |
|When finished with this menu, press ENTER.                            |
|Type ID letter to choose ITEM; press ENTER: _                          |
|-----|-----|-----|-----|-----|
```

Figure 23-2. INSTRUCTIONS Menu

When using alternating headers and footers, odd and even corresponds with the odd or even page number of a page.

For a detailed explanation of when to use System Page Number versus Page Number, refer to "Page Numbering" in the "Quick Reference" section of the Reference Guide.

Revising the Instruction for Page Numbering

If you want to change the page numbering instruction, move the cursor under the **+** symbol. The status line displays what you selected in the INSTRUCTION menu. To change the page number instruction, delete the **+** and press **CODE + INSTR** again.

Right Margin Beep While Creating a Header or Footer

You may remember hearing a beep when you typed the header--to be specific, when you were at tab position 78. When you are typing a header or a footer, Auto Carrier Return is turned off automatically. Therefore, the system beeps when you approach the right margin.

Surrounding Page Numbers with Text

To learn how to surround page numbers with text (for example -1-, Page 2, or 3.1.1), refer to "Page Numbering--with Text Characters Surrounding the Number" in the Work Station Procedures Guide.

Numbering Sections of a Document

To learn how to start each section of a document with Page 1, refer to "Page Numbering By Section" in the Work Station Procedures Guide.

READ THE TOPIC SUMMARY ON THE NEXT PAGE.

TOPIC SUMMARY

To Create Headers and Footers

- A. Choose Create Document (or Revise Document if you are revising) in the TYPING TASKS menu.
- B. Follow the prompts to type the document name and diskette name (if necessary).
- C. Choose Change Document Format in the CREATE OR REVISE DOCUMENT menu.
- D. Choose Change Headers and Footers in the FORMAT SELECTION menu.
- E. Choose Create or Revise Header to type a header.
- F. Type the header.
- G. Choose Create or Revise Footer to type a footer.
- H. Type the footer.

Remember, you can also use Menu Bypass to go to the menus to perform a task.

To Indicate a Page Number Within a Header or a Footer

- A. In the FORMAT SELECTION menu, choose Change Header and Footer.
- B. Choose either Create or Revise Header, or Create or Revise Footer, depending on where you want the page number printed.
- C. Tab or space to where you want the page number printed in the final document.
- D. Press CODE + INSTR.
- E. Choose ID a or b in the INSTRUCTIONS menu.
- F. Press ENTER enough times to go to the typing area.
- G. After the document is typed, press END and paginate the document.

Remember, you can also use Menu Bypass to go to the menus to perform a task.

To Create Alternating Headers and Footers

A. Choose Create Document (or Revise Document if you are revising) in the TYPING TASKS menu.

B. Follow the prompts to type the document name and diskette name (if necessary).

C. Choose Change Document Format in the CREATE OR REVISE DOCUMENT menu.

D. Choose Change Alternating Headers and Footers in the FORMAT SELECTION menu.

E. Choose the correct ITEM to create or revise the header or footer for odd-numbered pages or to create or revise the header or footer for even-numbered pages.

F. Type the header or footer.

G. Press ENTER enough times to return to the CREATE OR REVISE DOCUMENT menu.

H. When the document is typed, press END and paginate the document.

Remember, you can also use Menu Bypass to go to the menus to perform a task.

You have completed this topic. Choose the next topic from your Training Checklist.

Topic 24. Indented Formats

You may want to type paragraphs that are indented (moved in) from the left margin. This format is used for outlines, or any time several consecutive lines of text are indented from the left margin.

In this topic, you will learn to type indented paragraphs.

Before starting this topic, you should have completed:

All Basic Topics

INDENTED PARAGRAPHS

There are various ways to type consecutive lines of text that are indented from the left margin. For example, on a typewriter, you might either change the left margin, or set a tab stop at the beginning of each paragraph and tab before typing each line.

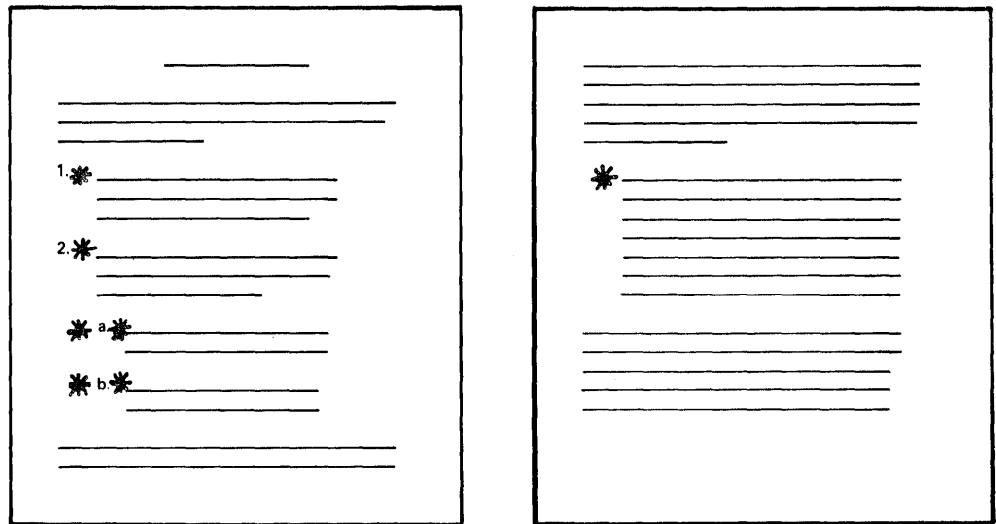


Figure 24-1. Indented Example

On the IBM Displaywriter System, you simply press CODE + REQD TAB on the first line of the paragraph. CODE + REQD TAB (called a Required Tab) tells the system that the next lines are indented also. The system automatically indents the rest of the paragraph for you. This is like setting up a "temporary" left margin.

Beginning the Exercise

CREATE A DOCUMENT USING THE FOLLOWING INFORMATION, AND GO TO THE TYPING AREA:


Document name: Capital
Diskette name: TRAIN

To type the exercise below:

TYPE: A.

PRESS CODE + REQD TAB.

TYPE THE PARAGRAPH UNTIL YOU REACH THE  .

A. Equity capital is the investment in the business by the owner or owners. Equity capital is often called risk capital. 

When you type a carrier return at the end of the paragraph, the cursor returns to the left margin. Carrier returns that you type are Required Carrier Returns and cancel the temporary left margins set up by Required Tabs.

TYPE TWO CARRIER RETURNS.

If lines of text are indented more than one tab setting from the left margin, press CODE + REQD TAB each time you tab. A "temporary" left margin can be set up at any tab setting.

TYPE THE REMAINING PARAGRAPHS. PRESS CODE + REQD TAB (INDICATED BY * ON THE EXERCISE COPY) TO SET UP THE APPROPRIATE INDENTATION FOR EACH PARAGRAPH.

- * 1.* The greater the amount of equity capital, other things being equal, the easier it is to get debt capital.
- * 2.* The primary source of equity capital is the personal savings of the buyer of the business.
- B.* Debt capital is borrowed capital that must be repaid.
 - * 1.* An individual may borrow money for the purchase of a business by obtaining a personal loan.
 - * 2.* These debts are not direct debts of the business.

Completing the Exercise

PRESS END.

Because you do not have to type a tab on each indented line, Required Tabs can save time. More importantly, you should use Required Tabs if the paragraphs might be revised. If line endings change due to revisions, indented paragraphs typed with Required Tabs will rearrange correctly.

For more information on Indented Formats, refer to "Indented Document Samples" in the Work Station Procedures Guide. Several different Indented Format Work Samples are shown in this chapter, including steps for typing them.

READ THE TOPIC SUMMARY ON THE NEXT PAGE.

TOPIC SUMMARY

To Indent Entire Lines of Text Using Required Tabs

A. Press CODE + REQD TAB until the cursor is at the tab setting where you want the indentation to start.

The system indents to the correct tab setting automatically for all following lines.

To Cancel the Indentation and Return to the Original Left Margin

A. Type a carrier return at the end of the last line you want indented.

The cursor returns to the original left margin.

You have completed this topic. Choose the next topic from your Training Checklist.

Topic 25. Making Changes to the Page Format

In your previous training, you learned how to create a document with a format different from the document formats stored on the program diskette.

You should change the page format when all or part of your document requires a different:

1. Paper or envelope size, or
2. Last typing line for the page, or
3. First typing line for the page

In this topic, you will learn:

- When to make a page format change
- How to change the paper or envelope size
- When to change the last typing line

5218/5228 Printers Only

If you have the Sheet-Feed Paper Handler attached to a 5218 or 5228 printer, you may also need to make changes to the PAGE FORMAT menu to indicate which tray to feed paper from during printing.

If you do have the Sheet-Feed Paper Handler attached to your printer, turn the 215.9 x 279.4 mm (8 1/2 x 11 inches) paper in the top tray sideways before continuing with this topic.

Before starting this topic, you should complete:

1. All Basic Topics
2. Topic 3. Creating a Multi-Page Document

WHEN TO MAKE A
PAGE FORMAT CHANGE

Beginning the Exercise

CREATE A DOCUMENT USING THE FOLLOWING INFORMATION, AND GO TO THE CREATE OR REVISE DOCUMENT MENU:

Document name: Page Format Changes
Diskette name: TRAIN

CHOOSE THE ITEM IN THE CREATE OR REVISE DOCUMENT MENU TO CHANGE THE DOCUMENT FORMAT.

CHOOSE THE ITEM IN THE FORMAT SELECTION MENU TO CHANGE THE PAGE FORMAT.

The PAGE FORMAT menu appears.

TAKE A MOMENT TO LOOK AT THE ITEMS IN THE PAGE FORMAT MENU.

These items are the document format defaults used during pagination and printing. You may not be able to use these defaults, however, for some or all of the pages in your document.

Examples

The next two pages show examples of when you would need to change some of these defaults.

EXAMPLE 1--A thank-you note on smaller, personal size stationery (190 x 254 mm--7.25 x 10 inches) to be sent to several people.

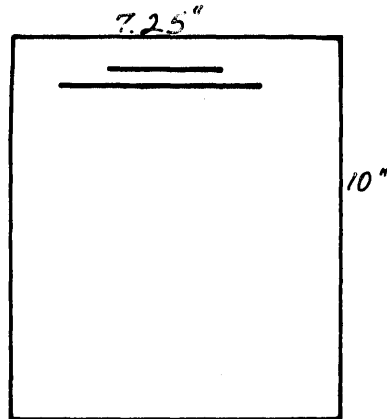


Figure 25-1. Personal Stationery

Before typing these notes, you would need to change the paper size.

In addition, you should change the First and Last Typing Lines (to vertically center the text on the pages) and the left and right margins.

EXAMPLE 2--A six-page document with a statistical table on page 4.

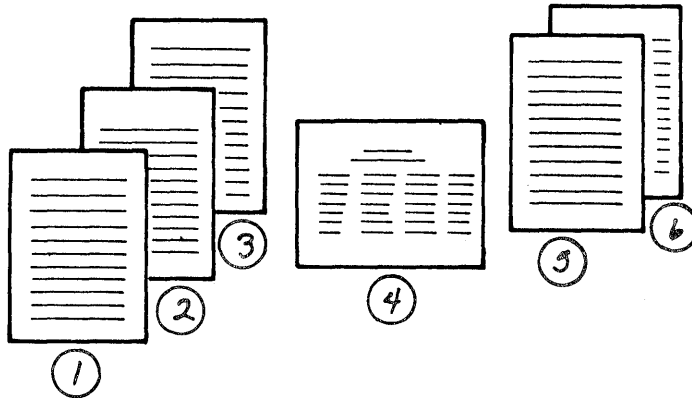


Figure 25-2. Six-Page Document

Before typing the table as page 4 of the document, you would need to change the:

- First Typing Line, First Page
- Last Typing Line
- Paper or Envelope Size

You also should change the margins and change to Adjust Line Endings=No in the LINE FORMAT menu.

EXAMPLE 3--An envelope following a letter.

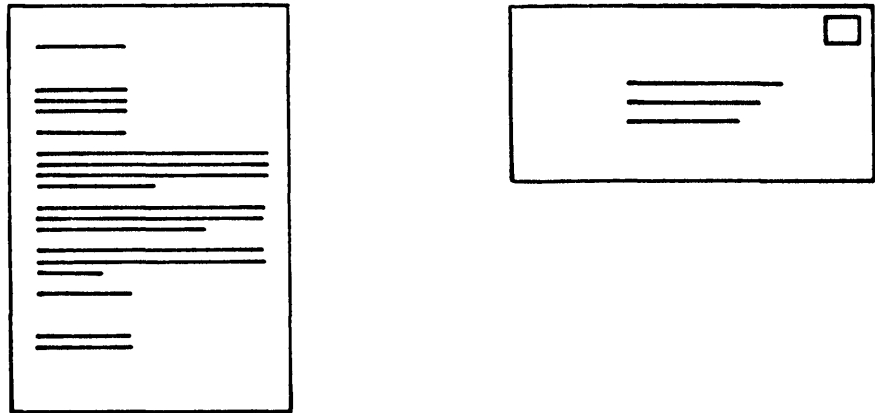


Figure 25-3. Letter and Envelope

Before typing the envelope, you would need to change the Paper or Envelope Size in the PAGE FORMAT menu to an envelope size.

EXAMPLE 4--Several three-page letters using the company letterhead for page 1.

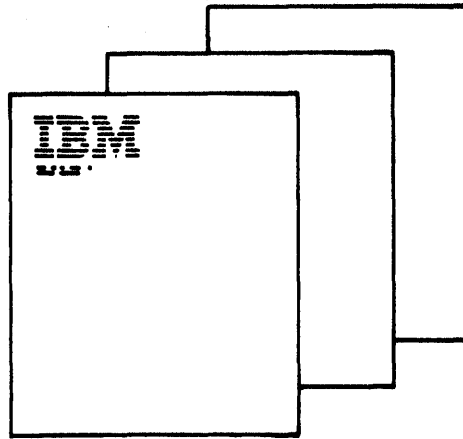


Figure 25-4. Letterhead

Before typing the letter, you would need to change the First Typing Line, First Page in order to leave space for the letterhead.

If you were going to type only one letter, you may decide to type a carrier return down past the letterhead for the first page and not change the First Typing Line--just as you have learned to do in your previous training.

However, if all of your letters used company letterhead, you probably would want to make a Page Format Change on the program diskette and change this default permanently. If you would like to learn how to do this, take "Topic 33. Personalizing a Program Diskette."

5218/5228 Printers Only

In addition, if you have the Sheet-Feed Paper Handler, you should change the Printing Paper Source and load letterhead in the bottom tray and plain paper in the top tray.

CHANGING THE PAPER OR ENVELOPE SIZE

To change the Paper or Envelope Size, you choose ID d in the PAGE FORMAT menu, and type the number from the POSSIBLE CHOICES column that you want.

In this topic exercise, you will type a document to be printed on 279.4 x 215.9 mm (8.5 x 11 inch) paper turned sideways.

CHOOSE THE ITEM IN THE PAGE FORMAT MENU TO CHANGE PAPER OR ENVELOPE SIZE.

WHEN THE PROMPT Type YOUR CHOICE; press ENTER APPEARS, TYPE THE NUMBER FROM THE POSSIBLE CHOICES COLUMN THAT EQUALS 279.4 X 215.9 mm (11 x 8.5 inches).

CHANGING THE LAST TYPING LINE

If the Displaywriter is set to print six lines per inch, the document format defaults of First Typing Line 7 and Last Typing Line 60 create a one-inch top and bottom margin on 215.9 x 279.4 mm (8.5 x 11 inch) paper.

If you change the Paper or Envelope Size Choice, you should also change the Last Typing Line Choice.

To keep a bottom margin of one inch, multiply the length of paper (in inches) by 6 (6 lines per inch) and then subtract 6.

For example:

$$\begin{array}{r} 8.5 \text{ inch paper} \\ \times 6 \text{ lines per inch} \\ \hline 51 \text{ Total lines} \\ -6 \\ \hline 45 \text{ Last Typing Line} \end{array}$$

CHOOSE THE ITEM IN THE PAGE FORMAT MENU TO CHANGE THE LAST TYPING LINE.

WHEN THE PROMPT Type YOUR CHOICE; press ENTER APPEARS, TYPE THE NUMBER: 45

PRESS ENTER TO RETURN TO THE FORMAT SELECTION MENU.

Completing the Exercise

When making changes to the PAGE FORMAT menu, in most cases you need to make changes to the MARGINS AND TABS menu as well. You also may need to change the LINE FORMAT menu.

For the following exercise, you will change margins and set individual tabs. You also will change to Adjust Line Endings=No.

CHOOSE THE ITEM IN THE FORMAT SELECTION MENU TO CHANGE THE MARGINS AND TABS.

CLEAR ALL TABS.

CHANGE THE MARGINS AND TABS TO THE FOLLOWING:

Left Margin	15
Right Margin	120
Tabs	55, 90, and 110

MOVE THE CURSOR TO RIGHT MARGIN SETTING.

NOTICE THE ■ TO THE RIGHT OF THE RIGHT MARGIN SETTING.

The ■ indicates the right edge of the paper. The right edge of the paper is automatically determined according to the Paper or Envelope Size default is set in the PAGE FORMAT menu and what pitch you are using. For example:

paper size=8.5 x 11, pitch=10, right paper edge=85
paper size=8.5 x 11, pitch=12, right paper edge=102

The ■ is a convenient reminder that you should not set your right margin past the currently chosen paper width.

In short, change the Paper or Envelope Size first, then the margins and tabs.

WHEN FINISHED, PRESS ENTER TO RETURN TO THE FORMAT SELECTION MENU.

CHOOSE THE ITEM TO CHANGE THE LINE FORMATS.

CHOOSE THE ITEM IN THE LINE FORMAT MENU FOR ADJUST LINE ENDINGS.

WHEN THE PROMPT Type YOUR CHOICE; press ENTER APPEARS, TYPE THE NUMBER FROM THE POSSIBLE CHOICES COLUMN THAT EQUALS NO.

PRESS ENTER ENOUGH TIMES TO GO TO THE TYPING AREA.

TYPE THE FOLLOWING EXERCISE AS ONE LONG PAGE.
 WHEN YOU PAGINATE IT, THE DOCUMENT WILL
 BECOME TWO PAGES AS SHOWN BELOW.

Mr. and Mrs. Ronald H. Dougherty, Jr.	Shady Meadow Farms, Incorporated Old Tavern Road & Route 25 Roanoke, VA 24000	\$250	Alumni
Mr. and Mrs. James Jordan	9036 Alpine Court Billings, MT 59200	\$2,000	Alumni
Mr. and Mrs. Burton J. Smith III	8334 Burlington Lane Brattleboro, VT 05300	\$300	Students
Mrs. Cynthia P. Clement	456 North Montclair Bangor, ME 04400	\$500	Alumna
Mr. and Mrs. Donald J. Foster, Sr.	The Ridge 22000 Preston Place Littlerock, AK 72000	\$400	Alumni
Mr. Charles W. van der Zee	322 Bedford Drive Knoxville, TN 37700	\$200	Alumnus
Judge and Mrs. Charles Zonguldake	3502 Dexter Drive Jackson, MS 39100	\$350	Alumni
Ms. Helen Aiken	3845 Duncan Lane Apartment 3C Hartford, CN 06000	\$300	Student
Mrs. Donna Ingraham	Foster, Brown, and Ingraham Attorneys at Law 5345 Hollow Creek Flagstaff, AZ 86000	\$300	Alumna
Mr. Malcom P. Harris	The Chateaux 7496 Versailles Casper, WY 82600	\$50	Student
Mr. Theodore J. Russell, Jr.	The Fairfield 26 Marlborough Street Austin, TX 78700	\$325	Student

Ms. Celeste M. Carroll.	2845 Bridle Path Jacksonville, FL 32000	\$40	Student
Mr. William F. Stein	3908 Parkway Boston, MA 02226	\$100	Alumnus

(280 x 216 mm paper -- 11 x 8.5 inches)

PRESS END.

Completing the Exercise

USE THE STEPS YOU HAVE LEARNED BEFORE TO PAGINATE A DOCUMENT DOCUMENT.

WHEN PAGINATION IS COMPLETE, USE THE STEPS YOU HAVE LEARNED BEFORE TO PRINT A DOCUMENT.

ADDITIONAL INFORMATION

When you need to make a page format change within a document, the cursor must be at the beginning of a page. Otherwise, you can change either line formats, or margins and tabs only.

There are three ways to be at the beginning of a page within a document.

1. You have learned that you can type a multi-page document as one long page, and later paginate the document.

Periodically, a specific portion of text must start on a new page. The new page should use document formats different from those used in the previous text.

When you reach to a point in the document where the page format should change, press PAGE END.

You can now press CHG FMT and choose Change Page Formats in the FORMAT SELECTION menu.

During pagination, the Displaywriter rearranges the line endings and text just as it always has done. However, when it reads the CHG FMT code, the text that follows begins on a new page and uses the new page formats you have chosen.

2. Whenever you press PRINT while creating a document, the Displaywriter automatically inserts a Page End code. The cursor is at the beginning of the next page. You then can press CHG FMT, and choose Change Page Formats in the FORMAT SELECTION menu.

When you want to change the page format, press CODE + $\overleftarrow{\text{K}}$. This moves the cursor to the beginning of the page. When you press CHG FMT, the menu shown below appears, and you can change the page format.

```

Format Change |          |          |          |          |          |
DISK01|          |          |          |          |          |Kyb 1|
-----
                                FORMAT SELECTION

ID  ITEM

a   Change Line Format
b   Change Margins and Tabs
c   Change Page Format
d   Change Header and Footer
e   Change Alternating Headers and Footers

f   Return All Formats to Starting Choice
g   Return Line Format, Margins and Tabs to Starting Choice
h   Return Typestyle to Starting Choice

i   Begin Using Document Format
j   Begin Using Alternate Format

When finished with this menu, press ENTER.
Type ID letter to choose ITEM; press ENTER: _

```

Figure 25-6. FORMAT SELECTION Menu

Paper or Envelope Size

Notice that there are nine choices listed for paper or envelope size.

```

Format Change |          |          |          |          |          |
DISK01|          |          |          |          |          |Kyb 1|
-----
                                PAGE FORMAT

ID  ITEM                                YOUR  POSSIBLE
                                CHOICE CHOICES
a   First Typing Line,                 7     1 - 999
    First Page
b   First Typing Line                 7     1 - 999
    Following Pages
c   Last Typing Line                  60    2 - 999
d   Paper or Envelope Size 3
                                1 = 210x297 mm or 8.27x11.69in. (A4)
                                2 = 297x210 mm or 11.69x8.27in. (A4L)
                                3 = 215.9x279.4 mm or 8.5x11 in. (P4)
                                4 = 279.4x215.9 mm or 11x8.5 in. (P4L)
                                5 = 215.9x355.6 mm or 8.5x14 in. (Legal)
                                6 = 355.6x215.9 mm or 14x8.5in. (Legal L)
                                7 = 241.3x104.8 mm or 9.5x4.13 in. (Env.)
                                8 = 229x162 mm or 9.02x6.38 in. (C5 Env.)
                                9 = Other in mm
e   Printing Paper Source 1           1 = Top                2 = Bottom
                                3 = Bottom,This Page Only 4 = Manual Feed

When finished with this menu, press ENTER.
Type ID letter to choose ITEM; press ENTER: _

```

Figure 25-7. PAGE FORMAT Menu

If the paper or envelope size you want is not one of the first eight choices, choose CHOICE 9 = Other. The system prompt **Type paper width in mm** followed by **Type paper length in mm** appears.

Use the IBM Conversion Ruler in the back pocket of the Reference Package to measure the paper/envelope and convert the inches to millimeters. See "Appendix A. Metric Conversion Table" in the Reference Guide, or use the equation of 25.4 mm = one inch.

Changing First Typing Line, First Page

To change the First Typing Line, First Page, you choose ID letter a in the PAGE FORMAT MENU, and type the number you want.

If a company letterhead goes past the First Typing Line 7 default, the text prints on top of letterhead.

To prevent this from occurring, change First Typing Line, First Page to a higher number. Choose this number by measuring the letterhead in inches and multiplying by 6 (6 lines per inch).

For example, if the letterhead logo is two inches long, First Typing Line, First Page 14 allows for two lines of space between the letterhead and the start of text.

Changing First Typing Line, Following Pages

To change the First Typing Line, Following Pages, choose ID letter b in the PAGE FORMAT menu, and type the number you want.

You may want page 2 and all other pages to have a First Typing Line different from the First Typing Line of the first page. Remember, you may have to clear the letterhead for the first page, but you probably won't want to start printing this far down on all pages.

Printing Paper Source

If you do not have the Sheet-Feed Paper Handler attached to a 5218 or 5228, you do not need to make any changes to the Printing Paper Source. Continue your training by skipping to the heading "Returning to Original Document Format."

If you do have the Sheet-Feed Paper Handler, continue reading below.

Printing Paper Source designates which tray paper feeds from during printing on a 5218 or 5228 printer. When you are creating documents, you should decide what type and size of paper you want to load in the top and bottom trays, and then choose the desired Printing Paper Source in the PAGE FORMAT menu.

The four choices are explained below:

Printing Paper Source 1 = Top

This is the system default. If you want all pages to feed from the top tray, it is not necessary to change this item.

Printing Paper Source 2 = Bottom

You make this choice when you want all pages to feed from the bottom tray.

Printing Paper Source 3 = Bottom, This Page Only

When you make this choice, the first page of a document prints from the bottom tray.

You usually make this choice when you have letterhead loaded in the bottom tray and plain paper loaded in the top tray. Only page one prints on letterhead.

Printing Paper Source 4 = Manual Feed

You make this choice when you want to temporarily turn off the Sheet-Feed mechanism.

You would make this choice to manually feed an envelope or to use a type of paper not currently loaded in either paper tray.

Returning to Original Document Format

After you have made the changes you want in the PAGE FORMAT menu, type the document using the new format.

When you want to return to the original document format, press PAGE END and then press CHG FMT. Choose Return All Formats to Starting Choices in the FORMAT SELECTION menu.

READ THE TOPIC SUMMARY ON THE NEXT PAGE.

TOPIC SUMMARY

To Make a Page Format Change at the Beginning of a Document

- A. Choose Change Document Format in the CREATE OR REVISE DOCUMENT menu.
- B. Choose Change Page Format in the FORMAT SELECTION menu.
- C. Change the Page Format you want:
 - First Typing Line, First Page
 - First Typing Line, Following Pages
 - Last Typing Line
 - Paper or Envelope Size
 - Printing Paper Source (only if Sheet-Feed Paper Handler attached)

To Make a Page Format Change Within a Document

- A. Press PAGE END.
- B. Press CHG FMT.
- C. Choose Change Page Format in the FORMAT SELECTION menu.
- D. Change to the Page Format you want:
 - First Typing Line, First Page
 - First Typing Line, Following Pages
 - Last Typing Line
 - Paper or Envelope Size
 - Printing Paper Source (only if Sheet-Feed Paper Handler attached)

To Return to the Original Document Format

- A. Make sure the cursor is at the top of a page.
- B. Choose Return All Formats to Starting Choices in the FORMAT SELECTION menu.

You have completed this topic. Choose the next topic from your Training Checklist.

Required Spaces

To prevent this, you type CODE + REQUIRED SPACE between words or numbers that should always print together on the same line.

Peter I. Miller April 2, 1981

If Display Codes = No, you will not see any symbol on the display as you are typing the Required Space. However, if you move the cursor where you typed REQUIRED SPACE on the display, you will see the words "Required Space" on the first status line.

Beginning the Exercise

CREATE A DOCUMENT USING THE FOLLOWING INFORMATION, AND GO TO THE TYPING AREA:

Document name: Required Spaces
Diskette name: TRAIN

TYPE THE ILLUSTRATION BELOW, AND PRESS CODE + REQUIRED SPACE WHERE YOU SEE A CHECK MARK.

In reply to your March 20th letter, our administrative assistant, Anne R. Brummond, has talked to you on two different occasions (November 30, 1979 and January 5, 1980) about your instructional cassettes and slides.

Completing the Exercise

PRESS END.

PRINT THE DOCUMENT.

KEEPING TEXT TOGETHER
ON A PAGE

Sometimes you will want to keep a section of text together on one page.

With Begin Keep instructions placed before and End Keep instructions placed after the desired text, you can make sure that the text does not split across page boundaries during pagination. If necessary, the Displaywriter starts the entire section of text on a new page.

ANALYZING FINANCIAL STATEMENTS

When Financial Statements have been made as accurate as possible, the buyer or his accountant should analyze the information they contain. Some comparisons and ratios that can be used to bring out trends and relations are discussed in this report.

Probably the first analysis to be made is to compare financial statements for the past ten years or as close to that length of time as possible. Has the trend over the years been up or down, or has there been no significant change? All items on the statements should be studied.

The changes from one year to another will be more helpful if they are stated in percentages. On each year's income statement, the net sales figure is taken as 100 percent, and each item is stated as a percent of the net sales. On the balance sheet, each item is taken as 100 percent and other items are stated as a percent of that item. Such statements are called "common-size" statements. The following are comparative statements covering two years, with the 1978 figures shown as follows:

		COMPARATIVE BALANCE SHEET	
		December 31, 1978 and December 31, 1977	
		1978	
Current Assets			
Cash	\$ 28,000	\$ 28,000	100.00
Marketable Securities	0	0	0.00
Accounts Receivable (net)	136,000	136,000	100.00
Notes Receivable	8,000	8,000	100.00
Inventories	380,000	380,000	100.00
Prepaid Expenses	11,600	11,600	100.00
Total Current Assets	563,600	563,600	100.00
Property, Plant, and Equipment (net)	396,200	396,200	100.00
Total Assets	\$1,059,800	\$966,000	100.00

Pagination Point

→

Intangibles	100,000	60,000	9.44	4.14
TOTAL ASSETS	\$1,059,800	\$966,000	100.00	100.00
LIABILITIES AND OWNER'S EQUITY				
Current Liabilities:				
Accounts Payable	\$ 100,000	\$120,000	9.51	12.42
Notes Payable	0	20,000	0.00	2.07
Accrued Taxes Payable	1,600	2,400	0.15	0.25
Unearned Revenue	6,000	0	0.57	0.00
Total Current Liabilities	108,400	142,400	10.23	14.74
Mortgage Payable	120,000	20,000	11.32	2.07
TOTAL LIABILITIES	228,400	162,400	21.55	16.81
Owner's Equity				
Original Investment	500,000	500,000	47.18	51.76
Retained Earnings	331,400	303,600	31.27	31.43
Total Owner's Equity	831,400	803,600	78.45	83.19
Total Liabilities and Owner's Equity	\$1,059,800	\$966,000	100.00	100.00

Ratios and Other Analyses

Certain ratios and other expressions showing relationships between items on the financial statements are also helpful in interpreting the statements.

Current Ratio: This ratio compares current assets to current liabilities. The current ratio establishes an important relationship between the business' current debt and its ability to pay the debt. The assumption is that a company should be comfortably able to pay current debts from current assets if necessary. In many businesses, however, especially service businesses, current assets are proportionately smaller because there is little inventory. In these businesses, the relationship of current assets to current liabilities may be less important.

You would not want your document to break for pagination like the example shown here.

The entire table should stay together as one block of text.

Figure 26-1. Table Split by Pagination

ANALYZING FINANCIAL STATEMENTS

When Financial Statements have been made as accurate as possible, the buyer or his accountant should analyze the information they contain. Some comparisons and ratios that can be used to bring out trends and relations are discussed in this report.

Probably the first analysis to be made is to compare financial statements for the past ten years or as close to that length of time as possible. Has the trend over the years been up or down, or has there been no significant change? All items on the statements should be studied.

The changes from one year to another will be more helpful if they are stated in percentages. On each year's income statement, the net sales figure is taken as 100 percent, and each other item is stated as a percent of the net sales. On the balance sheet, total assets are taken as 100 percent and other items are stated as percents of total assets. Such statements are called "common-size" statements. Typical comparative statements covering two years, with common-size percents are shown as follows:

COMPARATIVE BALANCE SHEET				
December 31, 1978 and December 31, 1977				
	1978	1977	1978	1977
Current Assets				
Cash	\$ 28,000	\$178,000	2.64	18.43
Marketable Securities	0	160,000	0.00	16.56
Accounts Receivable (net)	136,000	128,000	12.83	13.25
Notes Receivable	8,000	3,000	0.76	0.31
Inventories	380,000	368,000	35.86	38.10
Prepaid Expenses	11,600	12,000	1.09	1.24
Total Current Assets	563,600	849,000	53.18	87.89
Property, Plant, and Equipment (net)	396,200	77,000	37.38	7.97
Intangibles	100,000	40,000	9.44	4.14
TOTAL ASSETS	\$1,059,800	\$966,000	100.00	100.00
LIABILITIES AND OWNER'S EQUITY				
Current Liabilities:				
Accounts Payable	\$ 100,000	\$120,000	9.51	12.42
Notes Payable	0	20,000	0.00	2.07
Accrued Taxes Payable	1,600	2,400	0.15	0.25
Unearned Revenue	6,000	0	0.57	0.00
Total Current Liabilities	108,400	142,400	10.23	14.74
Mortgage Payable	120,000	20,000	11.32	2.07
TOTAL LIABILITIES	228,400	162,400	21.55	16.81
Owner's Equity				
Original Investment	500,000	500,000	47.18	51.76
Retained Earnings	331,400	303,600	31.27	31.43
Total Owner's Equity	831,400	803,600	78.45	83.19
Total Liabilities and Owner's Equity	\$1,059,800	\$966,000	100.00	100.00

Ratios and Other Analyses

Certain ratios and other expressions showing relationships between items on the financial statements are also helpful in interpreting the statements.

Current Ratio: This ratio compares current assets to current liabilities. The current ratio establishes an important relationship between the business' current debt and its ability to pay the debt. The assumption is that a company should be comfortably able to pay current debts from current assets if necessary. In many businesses, however, especially service businesses, current assets are proportionately smaller because there is little inventory. In these businesses, the relationship of current assets to current liabilities may be less important.

Figure 26-2. Table Which Should Be Kept Together

Beginning the Exercise

To save typing time during training, you will type a Begin and an End Keep instruction within a document that has already been typed and stored on your diskette named TRAIN.

REVISE THE STORED DOCUMENT USING THE FOLLOWING INFORMATION, AND GO TO THE TYPING AREA

Document name: Keep Instructions
Diskette name: TRAIN

Assume you have finished typing the document that is now showing on the display as one long page.

PRESS CODE + \leftarrow .

Notice that the document is 114 lines long.

Pagination may cause the two tables to split. To prevent this, you place a Begin Keep instruction before the first table and an End Keep instruction after the second table.

Note: A table created with the Column Layout function has a Begin and an End Table code around it that "keep" that one table together. However, the only way to "keep" more than one table together is to use a Begin and an End Keep instruction.

If the total length of the tables you want "kept" together is greater than the last typing line, the tables will be split despite the keep instructions.

For more information on tables, refer to the Create, Revise, and Check Tables tab in this book.

PRESS CODE + \leftarrow TO RETURN THE CURSOR TO THE TOP OF THE PAGE.

PRESS FIND.

WHEN THE PROMPT Find what? APPEARS, TYPE:

COMPARATIVE

PRESS ENTER.

PRESS CODE +  TO MOVE THE CURSOR TO THE LEFT MARGIN.

PRESS CODE + INSTR (located in the group of keys on the upper-right side of the keyboard).

The INSTRUCTIONS menu appears.

CHOOSE THE ITEM IN THE INSTRUCTIONS MENU FOR BEGIN KEEP.

The display automatically returns to the typing area, and you then move the cursor under the last character of text you want to keep together.

PRESS FIND.

WHEN THE PROMPT Find what? APPEARS, TYPE: Ratios

PRESS ENTER.

PRESS CODE + INSTR.

CHOOSE THE ITEM IN THE INSTRUCTION MENU FOR END KEEP.

Completing the Exercise

PRESS END.

PAGINATE THE DOCUMENT.

PRINT THE DOCUMENT.

ENDING A PAGE AT A SPECIFIC PLACE

You already know how to type an entire document from beginning to end without considering page length. During pagination, the document is automatically divided into pages of appropriate length.

Sometimes, however, you may wish to end a page at a specific point so that the following text starts on a new page. You can do this by pressing CODE + REQUIRED PAGE END within the document.

When you do this, the text still remains on the display. During pagination, however, a new page begins immediately after the Required Page End symbol.

Beginning the Exercise

To save typing time during training, you will type a Required Page End within a document that has already been typed and stored on your diskette named TRAIN.

REVISE THE STORED DOCUMENT USING THE FOLLOWING INFORMATION, AND GO TO THE TYPING AREA.

Document name: Required Page End
Diskette name: TRAIN

ARTICLE I

Highview National Bank agrees to promote the Credit-Card program, and to see to obtain new cardholders from among its customers; provided that all direct contractual relationships regarding the ownership and use of credit cards shall be with Bayfield National Bank. Highview National Bank shall supply upon request by Bayfield National Bank with each application any credit information or experience it has with the applicant. All applicants must be approved by Bayfield National Bank, applying its usual credit requirements, before cards will be issued. However, any applicant who fails to meet credit requirements, because of lack of information or otherwise, may be "executive-sponsored" by Highview National Bank, which means that Highview State Bank will guarantee payment of any loss incurred by Bayfield National Bank arising out of use of such card, and Bayfield National Bank will issue cards on any account so sponsored by Highview National Bank. No duplicate accounts will be opened if a cardholder proposed by Highview National Bank is already a cardholder, unless and until any existing account is paid in full. Credit cards will be issued by Bayfield National Bank to approved applicants, and Bayfield National Bank will be shown as the issuer and owner of such cards. In addition Highview National Bank's name and service mark may be printed on the reverse side of the cards at a cost of \$30.00 per thousand, to be paid by Highview National Bank. Except as herein stated with respect to indemnification of "executive-sponsored" accounts, all cardholders' accounts will remain the property of Bayfield National Bank, and any income earned on, or losses arising out of, such accounts will belong solely to Bayfield National Bank. For purposes of identification, all accounts of cardholders whose approved applications were submitted by Highview National Bank shall be carried in a single billing cycle and given an identifying number so that the accounts of those cardholders can be identified.

This agreement shall remain in effect for an initial term of six months and thereafter shall be renewed for successive terms of three months each, unless either party shall give written notice to the other of his desire to terminate the agreement at least 60 days prior to the date on which it would otherwise be renewed.

Highview National Bank agrees that any sales drafts tendered by it for deposit to Bayfield National Bank will in all respects comply with all requirements of the operating regulations. Bayfield National Bank shall have no obligation to accept deposit or any sales draft which does not comply with requirements of the operating regulations, and shall have the right to charge back to Highview State Bank any sales drafts previously deposited by it which is determined at any time not to so comply. Without limiting the requirements of the operating regulations, these provisions shall include illegible, fake, mutilated, altered, expired, or stale-dated drafts. The face amount of any charged backdrafts as to which credit has previously been given shall be immediately paid by Highview State Bank to Bayfield National Bank.

Highview National Bank hereby agrees to indemnify and protect Bayfield National Bank against and to hold Bayfield National Bank harmless from any liability, claim, demand, cause of action, or expense whether or not valid, which may be asserted arising out of any action or default of Highview State Bank, or any merchant with which Highview State Bank has contracted, in connection with the Credit Card Program.

ARTICLE II

Highview State Bank further agrees to promote the Credit Card Program and to seek to obtain new cardholders from among its customers; provided that all direct contractual relationships regarding the ownership and use of credit cards shall be the Bayfield National Bank. Highview State Bank shall supply upon request by Bayfield National Bank with each application any credit information or experience it has with the applicant.

ARTICLE III

This agreement shall remain in effect for an initial term of six months and thereafter shall be renewed for successive terms of three months each, unless either party shall give written notice to the other of his desire to terminate the agreement at least 60 days prior to the date on which it would otherwise be renewed; provided, however, that this agreement shall terminate upon any earlier termination of the Class A membership of the Bayfield National Bank or the Class B membership of the Highview National Bank.

In addition to the foregoing, the following specific items are agreed upon by Highview State Bank and Bayfield National Bank:

- (1) Highview State Bank will pay Bayfield National Bank three percent (3%) of the monthly merchant sales volumes.
- (2) Bayfield National Bank will sell merchant imprinters to Highview State Bank.
- (3) Each month Bayfield National Bank will pay one percent (1%) of Highview State Bank's monthly cardholder volume excluding "cash advances."
- (4) Highview State Bank shall, when Bayfield National Bank has charged off an account as a loss, refund to Bayfield National Bank one percent (1%) of the amount of the loss, that amount constituting the service fee paid Highview State Bank pursuant to item 3 above.

Executed this _____ day of _____

Attest: _____ The Bayfield National Bank

Attest: _____ The Highview State Bank

Type a required page end here →

Type a required page end here →

Figure 26-3. Using Required Page End

Assume that you have typed all the text showing on the display as one long page. Now you would like each of the articles to print on a separate page.

MOVE THE CURSOR UNDER THE CARRIER RETURN SYMBOL BEFORE ARTICLE II.

Req'd Carrier Ret shows in the upper-right corner of the first status line.

PRESS CODE + REQUIRED PAGE END.

Notice that text still remains on the display.

MOVE THE CURSOR UNDER THE CARRIER RETURN SYMBOL BEFORE "ARTICLE III."

PRESS CODE + REQUIRED PAGE END.

PRESS END.

Required Page End codes do not take effect until the document is paginated.

PAGINATE THE DOCUMENT.

Completing the Exercise

PRINT THE DOCUMENT.

As you will see when printing is completed, each article now starts on a new page.

ADDITIONAL INFORMATION

For this exercise, you typed the Keep instructions in a document already stored on the diskette. You also can type these instructions when you create a document.

READ THE TOPIC SUMMARY ON THE NEXT PAGE.

TOPIC SUMMARY

To Type a Required Space so that Words Print Together on the Same Line

- A. Type CODE + REQUIRED SPACE between all words that should stay together.

To Keep a Block of Text Together on the Same Page

- A. Move the cursor to the first character of text that you want to keep together.
- B. Press INSTR.
- C. Choose Begin Keep in the INSTRUCTIONS menu.
- D. In the typing area, move the cursor to the last character of text you want to keep together.
- E. Press INSTR again.
- F. Choose End Keep in the INSTRUCTIONS menu.

To Always Start the Next Section of Text on a New Page

- A. Press CODE + REQUIRED PAGE END.
- B. Type the next section of text.

You have completed this topic. Choose the next topic from your Training Checklist.

Topic 27. Making Typestyle Changes

When you type a document, you may want to make a typestyle change for the entire document. You also may want to make a typestyle change to emphasize a word or group of words.

In this topic, you will learn how to:

- Determine typestyle numbers
- Make a typestyle change for an entire document
- Make a typestyle change within a document
- Make a typestyle change within a line
- Print a document in a different typestyle

Before starting this topic, you should complete:

All Basic Topics

DETERMINING TYPESTYLE NUMBERS

When you make a typestyle change, you should choose only typestyle numbers for which you have a corresponding printer element or printwheel.

Read the appropriate subtopic heading below, depending on the type of printer you have.

5215 Printers Only

To determine the typestyle number of the printer elements you want to use, refer to "Appendix A. IBM 5215 Printer Element Descriptions" in the Printer Guide.

5218/5228 Printers Only

To determine the typestyle number of the printwheels you want to use, look at the top of the printwheel cartridge. The typestyle number appears above the typestyle name.

MAKING A TYPESTYLE CHANGE FOR AN ENTIRE DOCUMENT

To make a typestyle change for an entire document, you change the Typestyle Number in the LINE FORMAT menu before typing the document. A typestyle change is a line format change.

Beginning the Exercise

CREATE A DOCUMENT USING THE FOLLOWING INFORMATION, AND GO TO THE CREATE OR REVISE DOCUMENT MENU:

Document name: Typestyles
Diskette name: TRAIN

CHOOSE THE ITEM IN THE CREATE OR REVISE DOCUMENT MENU TO CHANGE THE DOCUMENT FORMAT.

CHOOSE THE ITEM IN THE FORMAT SELECTION MENU TO CHANGE THE LINE FORMAT.

LOOK OVER THE TYPESTYLE NUMBER CHOICES IN THE LINE FORMAT MENU.

For the beginning of this exercise, you will change to a Letter Gothic typestyle, Typestyle Number 87.

CHOOSE THE ITEM TO CHANGE TYPESTYLE NUMBER.


WHEN THE PROMPT Type YOUR CHOICE; press ENTER APPEARS, TYPE THE NUMBER: 87

PRESS ENTER ENOUGH TIMES TO GO TO THE TYPING AREA.

TYPE THE FIRST SENTENCE IN THE FOLLOWING ILLUSTRATION, THEN TYPE TWO CARRIER RETURNS.

The following books are part of the IBM Displaywriter System Training library.*CR*

CR

 OPERATOR TRAINING BOOK 1 -- Basic Topics
OPERATOR TRAINING BOOK 2 -- Selectable Topics

It is very important that you start training in Book 1.

MAKING A TYPESTYLE CHANGE WITHIN A DOCUMENT

When you want to make a typestyle change within a document (for a word or group of words), you press CHG FMT.

In addition, when you want to make a typestyle change to a different pitch, the cursor must be at the left margin.

PRESS CHG FMT.

CHOOSE THE ITEM IN THE FORMAT SELECTION MENU TO CHANGE THE LINE FORMAT.

To continue this exercise, you will change to a 10-pitch typestyle number--Courier 10, Typestyle Number 11.




CHOOSE THE ITEM TO CHANGE TYPESTYLE NUMBER.

WHEN THE PROMPT Type YOUR CHOICE; press ENTER
APPEARS, TYPE THE NUMBER: 11

PRESS ENTER ENOUGH TIMES TO RETURN TO THE
TYPING AREA.

TYPE THE TITLES OF THE TWO BOOKS SHOWN AND
TYPE A CARRIER RETURN AFTER THE SECOND TITLE.

OPERATOR TRAINING BOOK 1 -- Basic Topics
OPERATOR TRAINING BOOK 2 -- Selectable Topics

 It is  very important  that you start training in Book 1.


When you want to return to the typestyle you used
earlier, you press CHG FMT.

PRESS CHG FMT.

CHOOSE THE ITEM IN THE FORMAT SELECTION MENU
TO RETURN THE TYPESTYLE TO THE STARTING
CHOICE.

MAKING A TYPESTYLE CHANGE WITHIN A LINE

To make a typestyle change within a line, you also
press the CHG FMT key. The typestyle number you
change to, however, must be in the same pitch.

TYPE TO THE NEXT  .

PRESS THE CHG FMT KEY.

A typestyle change is the only type of mid-line format change you can make. Therefore, the FORMAT SELECTION menu appears on the display.

Notice that the menu reads **Choose from available choices without changing pitch.**

CHOOSE THE ITEM IN THE FORMAT SELECTION MENU TO CHANGE THE TYPESTYLE NUMBER.

To continue this exercise, you will change to another 12-pitch typestyle--Prestige Elite, Typestyle Number 86.

WHEN THE PROMPT Type YOUR CHOICE; press ENTER APPEARS, TYPE THE NUMBER: 86

PRESS ENTER TO RETURN TO THE TYPING AREA.

TYPE TO THE NEXT  .

PRESS CHG FMT AGAIN.

CHOOSE THE ITEM IN THE FORMAT SELECTION MENU TO RETURN THE TYPESTYLE TO THE STARTING CHOICE.

FINISH TYPING THE FOLLOWING SENTENCE:

It is very important that you start training in Book 1.

You have just seen that different items are displayed in the FORMAT SELECTION menus when you press CHG FMT, depending on where the cursor is in the document.

It is not important to remember which FORMAT SELECTION menu displays when. The Displaywriter automatically controls this for you. All you need to remember is that you cannot change pitch if you are within a line.

To learn about printing a document in a different typestyle, continue reading below. Refer to the proper subheading, depending on the type of printer you have.

PRINTING A DOCUMENT IN A DIFFERENT TYPESTYLE (5215 PRINTERS)

When it is time to print the document in a different typestyle, printing stops at the point where the typestyle change was made. The message **Put on element** (what you chose) appears. The first three numbers indicate the typestyle number, and the last three numbers indicate the keyboard number.

Refer to "Appendix B" in the Printer Guide if you do not remember what these numbers mean. It tells you exactly which printer element to put on.

When it is time to return to the original typestyle or another typestyle, printing stops and another message appears.

You will not print the exercise you just typed, because you may not have the corresponding printer element typestyles used in this exercise.

Completing the Exercise

PRESS END.

**PRINTING A DOCUMENT IN A
DIFFERENT TYPESTYLE
(5218 or 5228 Printers)**

When it is time to print the document in a different typestyle, printing stops at the point where the typestyle change was made. The message **Put on printer element (xxx yyy)** appears. The first three numbers indicate the typestyle number, and the last three numbers indicate the keyboard number.

5218/5228 printwheel cartridges are color-coded.

Red cartridges contain 10-pitch printwheels.

Green cartridges contain 12-pitch printwheels.

Blue cartridges contain 15-pitch printwheels.

Orange cartridges contain proportional spacing (PSM) printwheels.

Look at the top of the cartridge to find the typestyle number which corresponds to the message on the display.

When it is time to return to the original typestyle or another typestyle, printing stops and another message appears.

You will not print the exercise you just typed, because you may not have the corresponding printwheel typestyles used in this exercise.

Completing the Exercise

PRESS END.

ADDITIONAL INFORMATION

Printing a Rough Draft with the Current Element/Printwheel

When you are printing a document with typestyle changes, you may choose not to change the printer element/printwheel when you see the message. For example, when printing a rough draft, you may wish to continue printing and change to the new typestyle only during the final printing.

When you see the message to put on a different element, you may press REQST and choose **Continue printing with element now on printer**. Printing resumes and the remainder of the document prints with the current element/printwheel. It will print an underline for all subsequent characters not present on the current element/printwheel.

Typestyle/Pitch

Remember that if you are going to change the typestyle number from the default in the LINE FORMAT menu, and also change the margins and tabs, you must change the typestyle number change before changing any margins and tabs.

Related Information

Read the appropriate information below, depending on the type of printer you have.

5215 Printers

For more information on typestyle numbers and the available printer elements, refer to "Topic 30. Changing Your Program Diskette To Match Your Printer Elements and Keyboard Numbers" in this book.

5218/5228 Printers

For more information on typestyle numbers and available printwheels, refer to "Topic 31. Changing Your Program Diskette to Match Your Printwheels and Keyboard Numbers" in this book.

For more information on printing in PSM, refer to "Topic 11. Additional Print Information" in this book.

READ THE TOPIC SUMMARY ON THE NEXT PAGE.

TOPIC SUMMARY

To Make a Typestyle Change for the Entire Document

- A. Choose Change Document Format in the CREATE OR REVISE DOCUMENT menu.
- B. Choose Change Line Format in the FORMAT SELECTION menu.
- C. Choose Typestyle Number, and type the number of the typestyle you want in the LINE FORMAT menu.

To Make a Typestyle Change Within a Document (Beginning of a Page or Line)

- A. Press CHG FMT.
- B. Choose Change Line Format in the FORMAT SELECTION menu.
- C. Choose Typestyle Number, and type the number of the typestyle you want in the LINE FORMAT menu.

To Make a Typestyle Change Within a Line

- A. Press CHG FMT.
- B. Choose Typestyle Number, and type the number of the typestyle you want (within the same pitch) in the LINE FORMAT menu.

To Return to the Original Typestyle

- A. Press CHG FMT.
- B. Choose Return Typestyle to Starting Choice in the FORMAT SELECTION menu.

To Print a Document in a Different Typestyle

A. Printing stops at the point in the document where the typestyle change was made. The message **Put on Element xxx yyy** appears. The x indicates the typestyle number for the element/printwheel, and the y indicates the keyboard number.

5215 Printers--Refer to "Appendix B" in the back of the Printer Guide, if necessary.

5218/5228 Printers--Refer to "Appendix F" in the back of the Printer Guide, if necessary.

B. Remove the current element and put on the one that the message indicates.

C. Press **START** on the printer to continue printing.

You have completed this topic. Choose your next topic from the Training Checklist.

Topic 28. Justifying a Document

You may want to print a document in a justified format--a document with even left and right margins, like the paragraphs in this book.

MARGIN AS TYPED	PARTIALLY JUSTIFIED	JUSTIFIED MARGIN
e the same amount of work as m. The secret lies largely ousands of microscopic han a tiny pencil eraser.	uce the same amount of work as om. The secret lies largely :k thousands of microscopic than a tiny pencil eraser.	duce the same amount of work as oom. The secret lies largely pack thousands of microscopic than a tiny pencil eraser.

Figure 28-1. Comparison of Right Margins

In this topic, you will learn how to set up the menus for a justified format.

Before starting this topic, you should complete:

1. All Basic Topics
2. Topic 3. Creating a Multi-page Document

SETTING UP THE MENUS FOR A JUSTIFIED FORMAT

You already have learned how to set up the menus to create and print a document in a different format from the defaults stored on the program diskette.

The basic steps for changing to a justified format are the same. You change the necessary menus before printing the document. You may do this either when you first create the document, or later by revising what you created previously.

For example, you may have created and printed an unjustified rough draft copy, but for your final copy, you would like to print justified.

Beginning the Exercise

CREATE A DOCUMENT USING THE FOLLOWING INFORMATION, AND GO TO THE CREATE OR REVISE DOCUMENT MENU:

Document name: Justify
Diskette name: TRAIN

CHOOSE THE ITEM IN THE CREATE OR REVISE DOCUMENT MENU TO CHANGE THE DOCUMENT FORMAT.

The FORMAT SELECTION menu appears.

To print a justified document, you must change the line alignment for the document format.

CHOOSE THE ITEM IN THE FORMAT SELECTION MENU TO CHANGE THE LINE FORMAT.

The LINE FORMAT menu appears.

Notice the three choices you can make for Line Alignment.

CHOOSE THE ITEM IN THE LINE FORMAT MENU TO CHANGE THE LINE ALIGNMENT.

WHEN THE PROMPT Type YOUR CHOICE; press ENTER APPEARS, TYPE THE NUMBER FROM THE POSSIBLE CHOICES COLUMN THAT EQUALS JUSTIFY.

WHEN FINISHED, PRESS ENTER ENOUGH TIMES TO GO TO THE TYPING AREA.

As you type, the text on the display does not appear justified. Actual justification occurs during printing.

TYPE THE EXERCISE ON THE NEXT PAGE

A desk-size computer today can often produce the same amount of work as a computer that once occupied an entire room. The secret lies largely in the integrated circuits. We can pack thousands of microscopic circuits on a silicon memory chip smaller than a tiny pencil eraser.

As circuits become smaller, their ability to process information grows. With smaller circuits, calculating speeds also rise. And as density and speed increase, computer costs go down. The result: many times faster processing at a fraction of the cost.

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Completing the Exercise

PRESS END.

USE THE STEPS YOU HAVE LEARNED BEFORE TO PRINT THE DOCUMENT.

ADDITIONAL INFORMATION

During printing, line endings are rearranged to create an even right margin. If you think your document is going to be more than one page, you should paginate before printing.

For more information, see "Documents with a More Even Right Margin" of the Work Station Procedures Guide.

READ THE TOPIC SUMMARY ON THE NEXT PAGE.

TOPIC SUMMARY

To Print a Document in a Justified Format

A. Choose Change Document Format in the CREATE OR REVISE DOCUMENT menu.

You may change to Line Alignment = Justify while you are creating the document, or later when you are revising.

B. Choose Change Line Format in the FORMAT SELECTION menu.

C. Choose Line Alignment = Justify in the LINE FORMAT menu.

D. Type the document, or make revisions, and then press END.

E. Choose Paginate Document in the TYPING TASKS menu, if necessary, or just print the document.

You have completed this topic. Choose the next topic from your Training Checklist.

Topic 29. Duplicating the Program Diskettes

In this topic, you will learn how to duplicate the contents of an existing IBM program diskette to a work diskette. When you complete the duplication process, the work diskette becomes a program diskette.

You will remember from your previous training that three program diskettes are used with the IBM Displaywriter System.

1. The Vol. 01 program diskette is used to do an Initial Program Load and to perform Textpack Program Diskette Tasks.
2. The Vol. 02 program diskette is used when performing Typing Tasks, Spelling Tasks and Key-To-Print.
3. The Vol. 03 program diskette is used when performing Merge Tasks and Work Diskette Tasks.

You always should make one copy of each program diskette for daily use and put the original program diskettes in a safe place. In this way, you always will have the originals as a safeguard against any damage to the other program diskettes. You cannot use your IBM Displaywriter System without valid program diskettes.

In addition, IBM recommends you make a duplicate copy of the program diskettes to be stored with the training materials. To complete training, you must have a program diskette with the IBM-supplied defaults.

Before starting this topic, you should:

1. Complete all Basic Topics.
2. Obtain three work diskettes that have been initialized and named. Write down the names of these work diskettes, since you will use them during the duplication process.

If you do not remember the steps to initialize and name a diskette, refer to "Erase or Initialize (Name) Diskette" in the "Quick Reference" section of the Reference Guide.

This topic is divided into two sections:

Section 1. Duplicating the Program Diskettes
Using a Single Diskette Unit

Section 2. Duplicating the Program Diskettes
Using a Dual Diskette Unit

**TURN TO THE SECTION THAT MATCHES THE TYPE OF
DISKETTE UNIT YOU HAVE.**

**SECTION 1. DUPLICATING THE
PROGRAM DISKETTES USING A
SINGLE DISKETTE UNIT**

Follow the steps below to duplicate your Vol. 01, 02 and 03 program diskettes. Be sure to follow the steps in the specific sequence listed.

1. TURN ON THE POWER TO THE PRINTER.
2. TURN ON THE POWER TO THE WORK STATION.

Turning on the power in this sequence automatically updates your Vol. 01 program diskette to match your printer description.

3. INSERT THE VOL. 01 PROGRAM DISKETTE INTO THE DISKETTE UNIT.

Duplicating the Vol. 01
Program Diskette

4. CHOOSE THE ITEM IN THE TASK SELECTION MENU FOR PROGRAM DISKETTE TASKS.

The prompt **Insert desired program or feature diskette and press ENTER** appears. This is the program diskette you want to duplicate,

5. PRESS ENTER.

The Program Diskette Task loads into the system, and the **TEXTPACK PROGRAM DISKETTE TASKS** menu appears.

6. FROM THE CHOICES IN THE TEXTPACK PROGRAM DISKETTE TASKS MENU, CHOOSE THE ITEM TO DUPLICATE A PROGRAM DISKETTE.

The **DUPLICATE PROGRAM DISKETTE** menu appears.

7. TYPE THE ID LETTER ONLY FOR To Diskette Name AND THEN PRESS ENTER.

8. WHEN THE PROMPT Type diskette name; press ENTER APPEARS, TYPE THE NAME OF YOUR FIRST WORK DISKETTE, AND THEN PRESS ENTER.

9. WHEN THE PROMPT Type ID to choose ITEM; press ENTER APPEARS, PRESS ENTER.

The prompt Contents of 'To Diskette' will be deleted. Press ENTER to continue or press END appears.

If you accidentally insert a work diskette you really intended to save, END returns the system to the TEXTPACK PROGRAM DISKETTE TASKS menu, and the work diskette remains unchanged.

If this is a work diskette containing no important stored documents, you press ENTER to start the duplication process.

10. PRESS ENTER TO START DUPLICATION.

The system beeps, and a message instructs you to insert the appropriate work diskette.

11. REMOVE THE VOL. 01 PROGRAM DISKETTE, AND INSERT THE WORK DISKETTE SPECIFIED IN THE MESSAGE.

The system beeps again, and a message instructs you to reinsert the Vol. 01 program diskette.

12. CONTINUE TO EXCHANGE THE DISKETTES IN THE DISKETTE UNIT UNTIL THE DUPLICATION PROCESS IS COMPLETED.

The message directs you (by diskette name) when to load which diskette.

When duplication is completed, the prompt Diskette (name) duplicated appears, and the TEXTPACK PROGRAM DISKETTE TASKS menu appears.

The work diskette is now a program diskette and has the same name as the original program diskette.

13. REMOVE THE DUPLICATED PROGRAM DISKETTE FROM THE DISKETTE UNIT.

Duplicate Program Diskette Labels

You should have received a sheet of labels with your original IBM program diskettes. You should complete these labels and attach them to the right side of every duplicate copy of a program diskette. Refer to the following example.

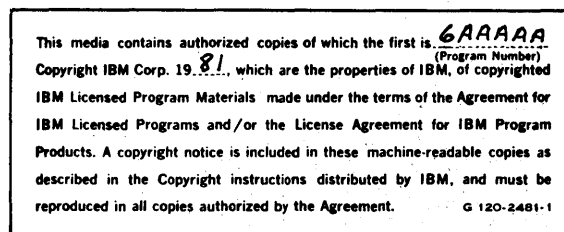


Figure 29-1. Duplicate Program Diskette Label

14. ATTACH ONE OF THESE LABELS TO THE DUPLICATED PROGRAM DISKETTE. WRITE THE SIX-DIGIT NAME OF THE PROGRAM DISKETTE AND THE YEAR IN THE SPACE PROVIDED ON THE LABEL.

As part of your training package you should have received a packet of PROGRAM DISKETTE (DUPLICATE) labels.

These labels are designed to help you quickly distinguish duplicated program diskettes from daily work diskettes.

15. ATTACH A PROGRAM DISKETTE (DUPLICATE) LABEL TO EACH DUPLICATED PROGRAM DISKETTE.

16. FILL IN THE APPROPRIATE INFORMATION AS SHOWN IN THE FOLLOWING EXAMPLE:

PROGRAM DISKETTE (DUPLICATE)			
Diskette Name	<u>6XXXXX</u>	Program Type:	
Date	<u>09/81</u>	Textpack No.	<u>4</u>
IBM-supplied	Personalized	Vol.	<u>01</u> of <u>03</u>
Defaults <input checked="" type="checkbox"/>	Defaults	Feature Diskette Name	
Comments		Languagepack Vol.	<u> </u> of <u> </u>
Form No. S544-2016-0			

Figure 29-2. Program Diskette (Duplicate) Label

The information on these labels helps you quickly identify program diskettes containing certain functions.

For more information regarding the importance of diskette labeling, refer to the "Program Diskette Procedures" chapter of the Work Station Procedures Guide.

Duplicating the Vol. 02 Program Diskette

17. INSERT THE VOL. 02 PROGRAM DISKETTE INTO THE DISKETTE UNIT.

18. CHOOSE THE DUPLICATE PROGRAM DISKETTE TASK IN THE TEXTPACK PROGRAM DISKETTE TASKS MENU.

The DUPLICATE PROGRAM DISKETTE menu appears.

19. TYPE THE ID LETTER ONLY FOR To Diskette Name, AND THEN PRESS ENTER.

To Diskette Name is highlighted.

20. WHEN THE PROMPT Type diskette name; press ENTER APPEARS, TYPE THE NAME OF YOUR SECOND WORK DISKETTE, AND THEN PRESS ENTER.

21. WHEN THE PROMPT Type ID to choose ITEM; press ENTER APPEARS, PRESS ENTER.

22. WHEN YOU SEE THE PROMPT Contents of 'To Diskette' will be deleted. Press ENTER to continue or press END, PRESS ENTER TO START DUPLICATION.

Follow the messages on the display, and continue to exchange the diskettes as directed.

23. REMOVE THE PROGRAM DISKETTE FROM THE DISKETTE UNIT. ATTACH THE SAME LABELS AS DIRECTED IN STEPS 14 AND 15.

Duplicating the Vol. 03
Program Diskette

24. INSERT THE VOL. 03 PROGRAM DISKETTE INTO THE DISKETTE UNIT.

25. CHOOSE THE DUPLICATE PROGRAM DISKETTE TASK IN THE TEXTPACK PROGRAM DISKETTE TASKS MENU.

The DUPLICATE PROGRAM DISKETTE menu appears.

26. TYPE THE ID LETTER ONLY FOR To Diskette Name, AND THEN PRESS ENTER.

To Diskette Name is highlighted.

27. WHEN THE PROMPT, Type Diskette Name, press ENTER APPEARS, TYPE THE NAME OF YOUR THIRD WORK DISKETTE, AND THEN PRESS ENTER.

28. WHEN THE PROMPT Type ID to choose ITEM; press ENTER APPEARS, PRESS ENTER.

29. WHEN YOU SEE Contents of 'To Diskette' will be deleted. Press ENTER to continue or press END, PRESS ENTER TO START DUPLICATION.

Follow the messages on the display, and continue to exchange the diskettes as directed.

30. REMOVE THE PROGRAM DISKETTE FROM THE DISKETTE UNIT. ATTACH THE SAME LABELS AS DIRECTED IN STEPS 15 AND 16.

You have just finished the duplication process for your three program diskettes.

31. STORE THE ORIGINAL PROGRAM DISKETTES IN A SAFE PLACE. USE THE DUPLICATED PROGRAM DISKETTES WHEN YOU BEGIN DOING YOUR DAILY WORK.

ADDITIONAL INFORMATION

Duplicate Program Diskettes for Training

IBM recommends you make a duplicate set of the program diskettes to be stored with the training materials.

To do this, you will need three more work diskettes which have been initialized and named. Then repeat the steps found in this section.

When finished, store this duplicate set of program diskettes with the Operator Training Book 1--Basic Topics.

Note: If another operator has been trained on the IBM Displaywriter before you, this procedure may have been done already.

Erasing Old Program Diskettes

Periodically, IBM will send you new program diskettes to replace the ones you are currently using. Refer to the topic "Duplicating Your Personalized Defaults to a New Program Diskette" for more information.

The original old program diskettes (with the blue striped labels) may be returned to the IBM Program Information Department in the mailers that come with the new program diskettes. A Program Directory also accompanies these diskettes. Refer to the appropriate page within the directory for specific mailing instructions.

Duplicate copies of old program diskettes can be erased and reused as work diskettes when the new program diskettes are received from IBM. Refer to the "Erase Program Diskette Task" in the "Quick Reference" section of the Reference Guide.

SECTION 2. DUPLICATING THE PROGRAM DISKETTES USING A DUAL DISKETTE UNIT

Follow the steps below to duplicate your Vol. 01, .02 and 03 program diskettes. Be sure to follow the steps in the specific sequence listed.

1. TURN ON THE POWER TO THE PRINTER.
2. TURN ON THE POWER TO THE WORK STATION.

Turning on the power in this sequence automatically updates your Vol. 01 program diskette to match your printer description.

3. INSERT THE VOL. 01 PROGRAM DISKETTE INTO THE LEFT SLOT OF THE DISKETTE UNIT.

Duplicating the Vol. 01 Program Diskette

4. INSERT YOUR FIRST WORK DISKETTE INTO THE RIGHT SLOT OF THE DISKETTE UNIT.
5. CHOOSE THE ITEM IN THE TASK SELECTION MENU FOR PROGRAM DISKETTE TASKS.

The prompt **Insert desired program or feature diskette and press ENTER** appears. This is the program diskette you want to duplicate.

6. PRESS ENTER.

The Program Diskette Task loads into the system, and the **TEXTPACK PROGRAM DISKETTE TASKS** menu will appear.

7. FROM THE CHOICES IN THE TEXTPACK PROGRAM DISKETTE TASKS MENU, CHOOSE THE ITEM TO DUPLICATE A PROGRAM DISKETTE.

The **DUPLICATE PROGRAM DISKETTE** menu appears.

8. WHEN THE PROMPT Type ID letter to choose ITEM; press ENTER APPEARS, PRESS ENTER.

The prompt Contents of 'To Diskette' will be deleted. Press ENTER to continue or press END appears.

If you accidentally insert a work diskette you really intended to save, END returns the system to the TEXTPACK PROGRAM DISKETTE TASKS menu, and the work diskette remains unchanged.

If this is a work diskette that does not contain any important stored documents, you press ENTER to start the duplication process.

9. PRESS ENTER TO START DUPLICATION.

Duplicating Diskette appears in the upper left corner of the first status line during the duplication process.

When duplication is completed, the prompt Diskette (name) duplicated appears, and the system returns to the TEXTPACK PROGRAM DISKETTE TASKS menu.

The work diskette is now a program diskette and has the same name as the original program diskette.

10. REMOVE THE VOL. 01 PROGRAM DISKETTES FROM THE DISKETTE UNIT.

Duplicate Program Diskette Labels

You should have received a sheet of labels with your original IBM program diskettes. You should complete these labels and attach them to the right side of every duplicate copy of a program diskette. The following example shows how to fill in the necessary information.

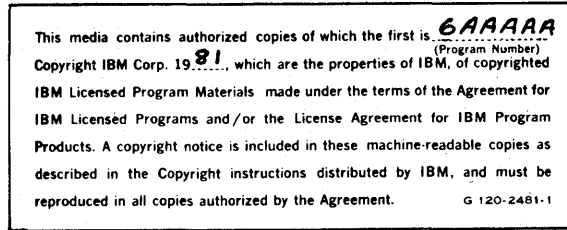


Figure 29-3. Duplicate Program Diskette Label

11. ATTACH ONE OF THESE LABELS TO THE DUPLICATED PROGRAM DISKETTE. WRITE THE SIX-DIGIT NAME OF THE PROGRAM DISKETTE AND THE YEAR IN THE SPACE PROVIDED ON THE LABEL.

As part of your training package, you should have received a packet of PROGRAM DISKETTE (DUPLICATE) labels.

These labels were designed to help you quickly distinguish duplicated program diskettes from daily work diskettes.

12. ATTACH A PROGRAM DISKETTE (DUPLICATE) LABEL TO EACH DUPLICATED PROGRAM DISKETTE.

13. FILL IN THE APPROPRIATE INFORMATION AS SHOWN ON THE NEXT PAGE:

PROGRAM DISKETTE (DUPLICATE)			
Diskette Name	<u>6XXXXX</u>	Program Type:	
Date	<u>09/81</u>	Textpack No.	<u>4</u>
IBM-supplied	Personalized	Vol.	<u>01</u> of <u>03</u>
Defaults	Defaults	Feature Diskette Name	
Comments		Languagepack Vol.	<u> </u> of <u> </u>
Form No. S544-2016-0			

Figure 29-4. Program Diskette (Duplicate) Label

The information on these labels helps you to quickly identify program diskettes containing certain functions.

For more information regarding the importance of diskette labeling, refer to the "Program Diskette Procedures" chapter of the Work Station Procedures Guide.

Duplicating the Vol. 02 Program Diskette

14. INSERT THE VOL. 02 PROGRAM DISKETTE INTO THE LEFT SLOT OF THE DISKETTE UNIT.
15. INSERT YOUR SECOND WORK DISKETTE INTO THE RIGHT SLOT OF THE DISKETTE UNIT.
16. CHOOSE THE DUPLICATE PROGRAM DISKETTE TASK IN THE TEXTPACK PROGRAM DISKETTE TASKS MENU.

The DUPLICATE PROGRAM DISKETTE menu appears.

17. WHEN THE PROMPT Type ID letter to choose ITEM; press ENTER APPEARS, PRESS ENTER.

18. WHEN YOU SEE THE PROMPT Contents of 'To Diskette' will be deleted. Press ENTER to continue or press END, PRESS ENTER TO START DUPLICATION.

Again, you will see a message when duplication is completed.

19. REMOVE THE VOL. 02 PROGRAM DISKETTES FROM THE DISKETTE UNIT. ATTACH THE SAME LABELS AS DIRECTED IN STEPS 11 AND 12.

Duplicating the Vol. 03 Program Diskette

20. INSERT THE VOL. 03 PROGRAM DISKETTE INTO THE LEFT SLOT OF THE DISKETTE UNIT.

21. INSERT YOUR THIRD WORK DISKETTE INTO THE RIGHT SLOT OF THE DISKETTE UNIT.

22. CHOOSE THE DUPLICATE PROGRAM DISKETTE TASK IN THE TEXTPACK PROGRAM DISKETTE TASKS MENU.

The DUPLICATE PROGRAM DISKETTE menu appears.

23. WHEN THE PROMPT Type ID letter to choose ITEM; press ENTER APPEARS, PRESS ENTER.

24. WHEN YOU SEE THE PROMPT Contents of 'To Diskette' will be deleted. Press ENTER to continue or press END, PRESS ENTER TO START DUPLICATION.

Again, you will see a message when duplication is completed.

25. REMOVE THE VOL. 03 PROGRAM DISKETTES FROM THE DISKETTE UNIT. ATTACH THE SAME LABELS AS DIRECTED IN STEPS 11 AND 12.

You have just finished the duplication process for your three program diskettes.

26. STORE THE ORIGINAL PROGRAM DISKETTES IN A SAFE PLACE. USE THE DUPLICATED COPIES WHEN YOU BEGIN DOING DAILY WORK.

ADDITIONAL INFORMATION

You have just completed the steps for making duplicate copies of your program diskettes for backup purposes.

Duplicate Program Diskettes for Training

IBM recommends you make a duplicate set of the program diskettes to be stored with the training materials.

To do this, you will need three more work diskettes which have been initialized and named. Then, repeat the steps found in this section.

When finished, store this duplicate set of program diskettes with the Operator Training Book 1--Basic Topics.

Note: If another operator has been trained on the IBM Displaywriter before you, this may have been done already.

Erasing Old Program Diskettes

Periodically, IBM will send you new program diskettes to replace the ones you are currently using. Refer to the topic "Duplicating Your Personalized Defaults to a New Program Diskette" for more information.

The original old program diskettes (with the blue striped labels) may be returned to the IBM Program Information Department in the mailers that come with the new program diskettes. A Program Directory also accompanies these diskettes. Refer to the appropriate page within the directory for specific mailing instructions.

Duplicate copies of old program diskettes can be erased and reused as work diskettes when the new program diskettes are received from IBM. Refer to "Erase Program Diskette Task" in the "Quick Reference" section of the Reference Guide.

You have completed this topic. Choose the next topic from your Training Checklist.

Topic 30. Changing Your Program Diskette to Match Your Printer Elements and Keyboard Numbers

When your Vol. 01 program diskette arrives sent from IBM, it contains a set of IBM-supplied defaults. Two of these defaults are Typestyle Number and Keyboard Number.

Typestyle Number

The typestyle number tells you two things: the typestyle name and the pitch used to type and print the document. "Pitch" refers to the number of characters per inch (10 or 12 characters per inch).

In the LINE FORMAT menu, the IBM-supplied default for typestyle is Typestyle Number 86. This number identifies Prestige Elite, a typestyle that prints 12 characters per inch.

During printing, you need the matching printer element with the correct part number (in this case Part Number 143.) You can see the part number by lifting up the Element Release Lever on the printer element.

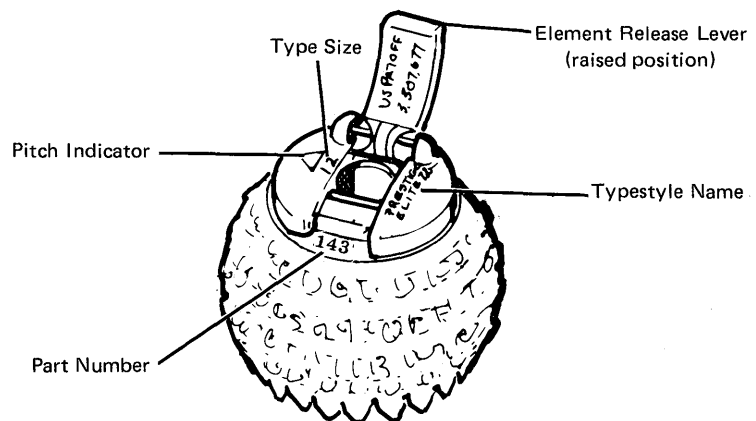


Figure 30-1. Printer Element

Keyboard Number

The program diskette also assumes a default Keyboard Number for your printer

element--Keyboard 2. The keyboard number tells you what characters appear on each printer element.

Your Printer Elements

For your own documents, you may have ordered a printer element with a different typestyle name and number, pitch, part number, and keyboard number.

If so, you should change the typestyle number on the Vol. 01 program diskette to match that of the primary printer element you will be using. You also may need to add a keyboard number to the WORK STATION DESCRIPTION menu on the program diskette.

It is especially important to change the typestyle number and add keyboard numbers to your program diskette for three reasons:

1. If your primary printer element is a pica typestyle (10 characters per inch or 10-pitch), you must change your program diskette to reflect a 10-pitch typestyle number. If you do not, your documents will not print correctly.

Printing a document using a 10-pitch printer element when the program diskette default assumes a 12-pitch default causes the characters to print too close together.

2. The typestyle number and keyboard number defaults should be changed to display the proper printer element messages at print time.
3. Keyboard numbers may need to be added to print the desired characters. This will be further explained later in this topic.

Using Additional Printer Elements

For your own work, you may need to use other printer elements besides your primary printer element. For example, you also may want to:

- Type all or part of a document in a different typestyle and/or keyboard
- Type special symbols or characters that are not found on your primary printer element

- Use an Accounting or Legal keyboard printer element
- Type in a foreign language

In this topic, you will learn how to change your program diskette to reflect the typestyle number of your primary printer element and how to add additional keyboard numbers to your program diskette if necessary.

Before you do this, you should understand how your keyboard module relates to your printer elements. You also need to learn how to determine what numbers should be added to your program diskette.

This topic is divided into four parts:

Part I

Understanding the Relationship between the Keyboard Module and the Printer Element

Part II

Determining Your Typestyle and Keyboard Numbers

Part III

Changing the Typestyle Number Default and Adding Alternate Keyboard Numbers to the Program Diskette

Part IV

Creating a Document in an Alternate Keyboard

Before starting this topic, you should complete:

1. All Basic Topics
2. Topic 29. Duplicating the Program Diskettes

Remember, you must have a Vol. 01 program diskette which contains the IBM-supplied defaults for all the other training topics.

PART I - UNDERSTANDING THE
 RELATIONSHIP BETWEEN THE
 KEYBOARD MODULE AND THE
 PRINTER ELEMENT

Keyboard 1 is your home keyboard. It matches the characters you see on the keys on your keyboard module. Keyboard 1 may contain 92 or 96 characters.

Look at the example below and compare it to your own keyboard module.

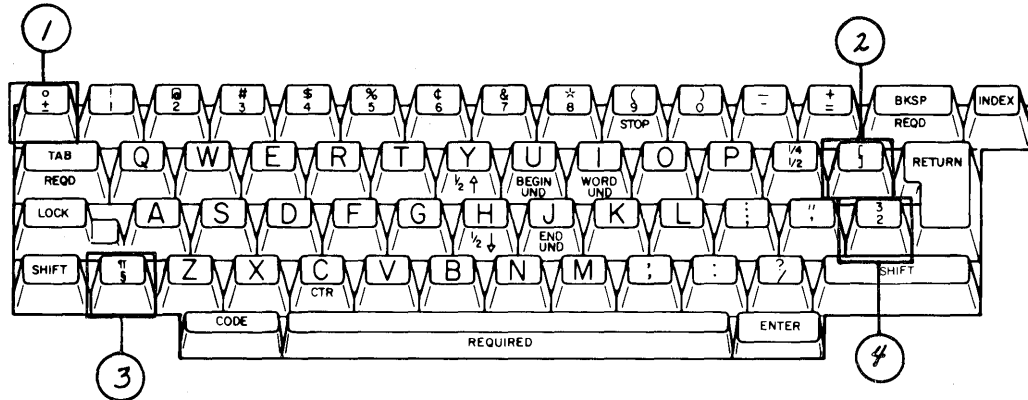
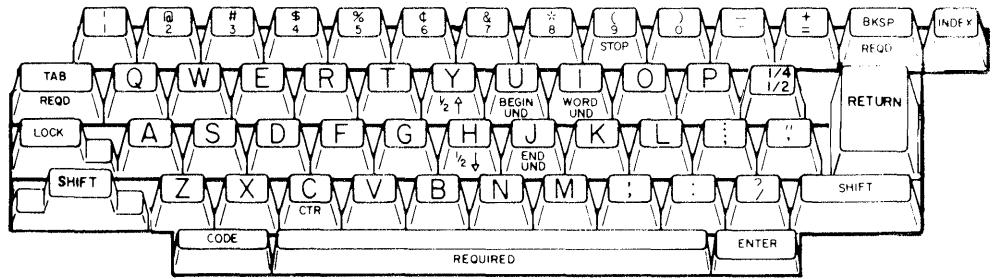


Figure 30-2. Keyboard 1

Look at the additional characters which are in boxes to see how many of these characters are on your own keyboard module.

- If you have two additional keys (see 1 and 2 above), you have a 92-character keyboard.
- If you have four additional keys (see 1, 2, 3 and 4 above), you have a 96-character keyboard.

The printer assumes an 88-character keyboard. See the following example. Note that Keyboard 2 is the same keyboard as Keyboard 1, except that it does not have the additional keys.



88-Character Keyboard

Figure 30-3. Keyboard 2

The printer elements you use to print your documents have only 88 characters. Whether you have a 92- or 96-character keyboard module, you have more characters on the keyboard than you have on any single printer element.

Therefore, you will have to use more than one printer element to print all the characters on your keyboard module. As a result, you need to know which additional characters are present on each of your printer elements so that you will know what characters you can and cannot type.

These characters may vary from element to element. The difference between additional characters on one element and additional characters on another elemental reflects a difference in the Keyboard Number of each element.

To properly print your documents, you must add the keyboard number of all the elements you will be using to your Vol. 01 program diskette. You do not need to add Keyboard 2 because it is the printer default.

If you do not add any additional (alternate) keyboard numbers to your program diskette, characters may print differently from what you expect.

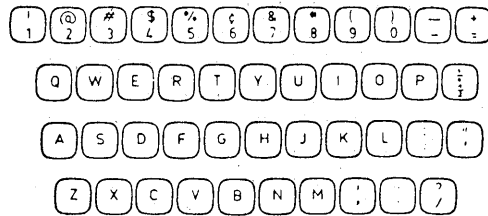


Figure 30-4. Keyboard 2

Notice that in the following example, a Keyboard 2 printer element contains an exclamation mark (!) over the number 1 as well as the fractions $\frac{1}{4}$, $\frac{1}{2}$ on the key next to the letter P. Other printer elements have different characters in these same key positions.

Keyboard Number	1 Key	Character Sets for Fraction Key	2 Key
2	(! 1)	($\frac{1}{4}$ $\frac{1}{2}$)	(@ 2)
3	(± 1)	($\frac{1}{4}$ $\frac{1}{2}$)	(@ 2)
4	([])	(° !)	(@ 2)
5	(± 1)	(° !)	(@ 2)
6 (Legal)	([])	(° !)	(¶ 2)
7 (Legal)	(° 1)	([])	(¶ 2)
8 (Legal)	(° 1)	($\frac{1}{4}$ $\frac{1}{2}$)	(¶ 2)

Figure 30-5. Keyboard Characters

Look at the example again to see the different characters that appear on each key, depending on what keyboard number the printer element is. Keyboard 6, for instance, contains brackets on the number 1 key position.

When you want to print a character that is not on an 88-character Keyboard 2 printer element, you press the KYB CHG key and change to a keyboard number

for another printer element. You will learn how to do this in Part IV of this topic.

Now that you know the relationship between the keyboard module and the printer element, it is time to determine the typestyle and keyboard numbers for each of the printer elements you will be using.

PART II - DETERMINING TYPESTYLE AND KEYBOARD NUMBERS

1. GATHER EACH PRINTER ELEMENT YOU WANT TO USE. DECIDE WHICH PRINTER ELEMENT WILL BE YOUR PRIMARY ELEMENT, THE ONE YOU WILL USE MOST OFTEN.

The typestyle number for this printer element will become the Typestyle Number default on your Vol. 01 program diskette.

2. LOOK AT EACH OF YOUR ELEMENTS, AND MAKE A LIST OF THE TYPESTYLE NAME, PITCH, AND PART NUMBER. YOU'LL FIND A BLANK WORKSHEET LIKE THE ONE SHOWN BELOW AT THE END OF THIS TOPIC.

Remember, you find the part number by lifting up the Element Release Lever.

Typestyle Name	Pitch	Part Number	Typestyle Number	Keyboard ID Number
<i>Pica 72</i>	10	142		
<i>Pica 72</i>	10	027		
<i>Pica 72</i>	10	017		
<i>Pres Elite</i>	12	143		
<i>Pres Elite</i>	12	049		
<i>Symbol</i>	10	061		

Figure 30-6. Typestyle and Keyboard Worksheet

3. TURN TO "APPENDIX A. IBM 5215 PRINTER ELEMENT DESCRIPTIONS" IN THE PRINTER GUIDE.

You will be referring to this section throughout this topic and must use it to complete this topic.

4. REFERRING TO "APPENDIX A" IN THE PRINTER GUIDE, WRITE DOWN THE TYPESTYLE ID NUMBER AND KEYBOARD ID NUMBER FOR EACH PRINTER ELEMENT YOU WILL BE USING.

Typestyle Name	Pitch	Part Number	Typestyle Number	Keyboard ID Number
<i>Pica 72</i>	10	142	20	002
<i>Pica 72</i>	10	027	20	003
<i>Pica 72</i>	10	017	20	006
<i>Pro Elite</i>	12	143	86	002
<i>Pro Elite</i>	12	049	86	006
<i>Symbol</i>	10	061	—	200

Figure 30-7. Typestyle and Keyboard Worksheet

5. CIRCLE THE TYPESTYLE ID NUMBER OF YOUR PRIMARY PRINTER ELEMENT.

Notice in the example that the typestyle number is the same for more than one element listed, but that the part number is different. The part number is very important because it indicates the keyboard number and typestyle name of the printer element.

These part numbers direct you to the keyboard numbers to add to the WORK STATION DESCRIPTION menu on your Vol. 01 program diskette.

In the example above, if Pica 72 were your primary printer element, you would:

- Change to Typestyle Number 20 in the LINE FORMAT menu of the program diskette
- Add Keyboards 3, 6, and 200 to the WORK STATION DESCRIPTION menu

MAKE SURE YOU HAVE COMPLETED STEPS 1 THROUGH 5 FOR YOUR OWN PRINTER ELEMENTS BEFORE CONTINUING THIS TOPIC.

**PART III - CHANGING THE TYPESTYLE
NUMBER DEFAULT AND ADDING
ALTERNATE KEYBOARD NUMBERS
TO YOUR PROGRAM DISKETTE**

After you have determined your own printer element typestyle and keyboard numbers, the next step is to change your Vol. 01 program diskette. You will change both the Document Format and the Alternate Format.

**FOLLOW THE STEPS BELOW TO CHANGE YOUR
TYPESTYLE NUMBER DEFAULT:**

1. INSERT YOUR VOL. 01 PROGRAM DISKETTE.
2. CHOOSE THE ITEM IN THE TASK SELECTION MENU FOR PROGRAM DISKETTE TASKS.

The PROGRAM DISKETTE TASKS menu appears.

3. CHOOSE THE ITEM IN THE PROGRAM DISKETTE TASKS MENU TO CHANGE THE DOCUMENT FORMAT DEFAULTS.

The FORMAT SELECTION menu appears.

4. CHOOSE THE ITEM IN THE FORMAT SELECTION MENU TO CHANGE THE LINE FORMAT.

The LINE FORMAT menu appears.

5. CHOOSE THE ITEM IN THE LINE FORMAT MENU TO CHANGE THE TYPESTYLE NUMBER.

6. WHEN THE PROMPT Type YOUR CHOICE; press ENTER APPEARS, TYPE THE NUMBER OF THE TYPESTYLE YOU WANT FOR YOUR PRIMARY PRINTER ELEMENT, THEN PRESS ENTER.

7. PRESS ENTER TO RETURN TO THE FORMAT SELECTION MENU.
8. PRESS ENTER TO RETURN TO THE TEXTPACK PROGRAM DISKETTE TASKS MENU.
9. CHOOSE THE ITEM IN THE TEXTPACK PROGRAM DISKETTE TASKS MENU TO CHANGE THE ALTERNATE FORMAT.

The FORMAT SELECTION menu appears.

10. REPEAT STEPS 4 THROUGH 3.

If all the printer elements you have chosen to use are Keyboard 2 printer elements, you do not need to complete the remainder of this topic. You can now use your Vol. 01 program diskette to do real work. The necessary default for Typestyle Number has been changed.

If you choose to use any printer elements other than Keyboard 2 elements, you need to add these additional keyboard numbers to the WORK STATION DESCRIPTION menu on the program diskette. These additional keyboard numbers are referred to as "alternate" keyboards.

ADDING ALTERNATE KEYBOARD NUMBERS TO THE PROGRAM DISKETTE

CHOOSE THE ITEM IN THE TEXTPACK PROGRAM DISKETTE TASKS MENU TO CHANGE THE WORK STATION DESCRIPTION.

The WORK STATION DESCRIPTION menu appears..

TAKE A MOMENT TO LOOK AT THIS MENU.

You can add up to five alternate keyboard numbers to your program diskette in any order.

CHOOSE THE ITEM FOR THE FIRST ALTERNATE KEYBOARD.

REFERRING TO YOUR OWN LIST, TYPE THE NUMBER OF THE FIRST ALTERNATE KEYBOARD NUMBER YOU WANT, THEN PRESS ENTER.

FOLLOW THE SAME PROCEDURE FOR EACH ADDITIONAL KEYBOARD NUMBER YOU NEED TO ADD, CHOOSING A DIFFERENT ALTERNATE KEYBOARD (FOR EXAMPLE, SECOND, THIRD, AND SO ON) EACH TIME.

Using An Alternate Keyboard As Your Active Keyboard

You may do most of your work using an alternate keyboard. If so, you can change the default so that this keyboard will be ready to use whenever the program diskette is loaded.

CHOOSE THE ITEM FOR ENGRAVED KEYBOARD.

When the prompt Type YOUR CHOICE; press ENTER appears,

TYPE THE CHOICE FOR AFTER FIFTH ALTERNATE.

WHEN FINISHED, PRESS ENTER TO RETURN TO THE TEXTPACK PROGRAM DISKETTE TASKS MENU.

You now have changed the necessary defaults for keyboard numbers and are ready to do your own work.

CHOOSE THE ITEM TO GO TO THE TASK SELECTION MENU.

The system automatically loads the new defaults.

PART IV - CREATING A DOCUMENT USING ALTERNATE KEYBOARDS

You may decide to type all or part of a document in an alternate keyboard. To type the document in an alternate keyboard, you press the CODE + KYB CHG at the point where you want to type in an alternate keyboard. This may be at the start of a document or within a document.

Note: If you changed the Engraved Keyboard default on your Vol. 01 Program Diskette, the first keyboard you chose as an alternate is ready to use when you start the document.

The prompt **Type new keyboard number; press ENTER** appears. You type the number of the keyboard you wish to use, and then press ENTER.

Remember, you can choose only keyboard numbers that are included on your Vol. 01 program diskette.

If necessary, refer to "Appendix C. Keyboard Arrangements" in the Reference Guide which shows you where all the alpha, numeric, and special characters are located in all keyboard numbers. Look at the chart to determine what key to press on your own keyboard module.

You usually need to refer to these charts to use the symbol printer element, type in a foreign language, or locate a special character on another keyboard number. This is explained further in Situations 1 and 2.

Situation 1

Assume you want to type a total document in French, and you already have added Keyboard Number 32 to your WORK STATION DESCRIPTION menu.

Before choosing Create Document in the TYPING TASKS menu, you press the KYB CHG key and answer the prompt by typing the number 32. You then refer to the French Keyboard Arrangement for Keyboard 32, and type the document in French. If this is the only document you are going to type in French, you press the KYB CHG key, and change back to your original keyboard number before pressing END to end the document.

Situation 2

Assume you want to include a special symbol in the middle of your document. The symbol is on the symbol printer element.

You type the document until you reach the point where you want the symbol to appear. You then press the KYB CHG key and type the keyboard number for the symbol printer element (200). Then you type the desired symbol(s), referring to the Symbol Keyboard Arrangement Chart. To return to your original keyboard number, you press the KYB CHG key and type the desired number.

Situation 3

As stated in Part 1, the keyboard module contains a 92- or 96-character keyboard. However, each of the printer elements you use contains only 88 characters. You need to add Keyboard Numbers 3, 4, 6, and 200 to the WORK STATION DESCRIPTION menu and have the corresponding printer elements in the same typestyle to correctly print all the characters on your home keyboard module:

- A Keyboard 2 printer element can print all the alpha and numeric characters, plus the exclamation mark (!) and the $\frac{1}{4}$, $\frac{1}{2}$ keys.
- You need a Keyboard 3 printer element to print the plus or minus character \pm .
- You need a Keyboard 4 printer element to print the brackets [] and the degree $^{\circ}$ sign.
- You need a Keyboard 6 for the paragraph ¶ and the section sign § .
- You need Keyboard 200 for the square (2) and the cube (3) sign.

While you are creating the document, you do not need to refer to any Keyboard Arrangement since the characters are already shown on the keyboard module itself. You just press the desired key.

or

2. You IPL the system again. If the Engraved Keyboard default has not been changed, the home keyboard is active again. If the Engraved Keyboard default has been changed, the first keyboard you chose as an alternate is active.

READ THE TOPIC SUMMARY ON THE NEXT PAGE.

TOPIC SUMMARY

To Determine Typestyle and Keyboard Numbers

- A. Turn to "Appendix A. IBM 5215 Printer Element Descriptions" in the Printer Guide.
- B. Gather each printer element you want to use. Select the primary printer element to become the Typestyle Number default on your Vol. 01 program diskette.
- C. Make a list of the typestyle name, pitch, part number, typestyle number, and keyboard number for each of your printer elements.
- D. Follow the steps on the next two pages to change your Vol. 01 program diskette accordingly.

To Change the Program Diskette Default for Typestyle Number

- A. Follow Steps A through C above.
- B. Insert the Vol. 01 program diskette and choose Program Diskette Tasks in the TASK SELECTION menu.
- C. Choose Change Document Format in the TEXTPACK PROGRAM DISKETTE TASKS menu.
- D. Choose Change Line Formats in the FORMAT SELECTION menu.
- E. Choose Typestyle Number in the LINE FORMAT menu.
- F. Type the number of the typestyle you want for your primary printer element.
- G. Press ENTER to return to the FORMAT SELECTION menu.
- H. Press ENTER to return to the TEXTPACK PROGRAM DISKETTE TASKS menu.
- I. Choose Change Alternate Format in the TEXTPACK PROGRAM DISKETTE TASKS menu.

J. Follow Steps D through H again.

K. If necessary, follow the steps below to add alternate keyboard numbers to the WORK STATION DESCRIPTION menu if any of your elements are in other than Keyboard 2.

**To Add Alternate Keyboards to
the Work Station Description
Menu**

A. Insert your Vol. 01 program diskette.

B. Choose Program Diskette Tasks in the TASK SELECTION menu.

C. Choose Change Work Station Description in the TEXTPACK PROGRAM DISKETTE TASKS menu.

D. Choose the ID letter for the first alternate keyboard in the WORK STATION DESCRIPTION menu.

E. Type the number of the first alternate keyboard number you want to add.

F. Follow the same procedure for each additional keyboard number you need to add.

G. When finished, press ENTER to return to the TEXTPACK PROGRAM DISKETTE TASKS menu.

H. Select the ITEM to go to the TASK SELECTION menu.

**Creating a Document in an
Alternate Keyboard**

A. Make sure that the keyboard number you want to use is included as an alternate keyboard number on your Vol. 01 program diskette. You also need the corresponding printer element.

B. If necessary, press CODE + KYB CHG at the point in the document where you want to type in an alternate keyboard.

C. When the prompt Type new keyboard number; press ENTER appears, type the number of the keyboard in which you wish to type.

You also may need to change the typestyle number.

D. If necessary, refer to "Appendix C. Keyboard Arrangements" in the Reference Guide.

E. When you want to return to your home keyboard or the keyboard you originally started typing in, press the KYB CHG key again and type the desired keyboard number.

You also may need to change the typestyle number.

To Print a Document Using a Printer Element Other Than Keyboard 2

A. When you see the message Put on printer element (xxx yyy) (Typestyle number and Keyboard number), refer to "Appendix B. IBM 5215 Printer Message Descriptions" in the Reference Guide if you do not remember to which element the message refers.

B. Put on the appropriate printer element, and press START on the printer.

To Print with the Current Element on Printer Rather Than the One the Message Specifies

A. Press the REQST key and choose Continue printing with element now on printer.

You have completed this topic. Choose another topic from your Training Checklist.

Typestyle Name	Pitch	Part Number	Typestyle Number	Keyboard ID Number

Typestyle Name	Pitch	Part Number	Typestyle Number	Keyboard ID Number

Typestyle Name	Pitch	Part Number	Typestyle Number	Keyboard ID Number

Figure 30-8. Blank Typestyle and Keyboard Worksheets

Topic 31. Changing Your Program Diskette to Match Your Printwheels and Keyboard Numbers

When your Vol. 01 program diskette arrives from IBM, it contains a set of IBM-supplied defaults. Two of these defaults are Typestyle Number and Keyboard Number.

Typestyle Number

The typestyle number tells you two things: the typestyle name and the pitch used to type and print the document. Pitch refers to the number of characters per inch (10 or 12 characters per inch).

In the LINE FORMAT menu, the IBM-supplied default for typestyle is Typestyle Number 86. This number identifies Prestige Elite, a typestyle which prints 12 characters per inch.

During printing, you need a matching printwheel in the correct typestyle and keyboard number; in this case Typestyle No. 086, Keyboard Number 001-008.

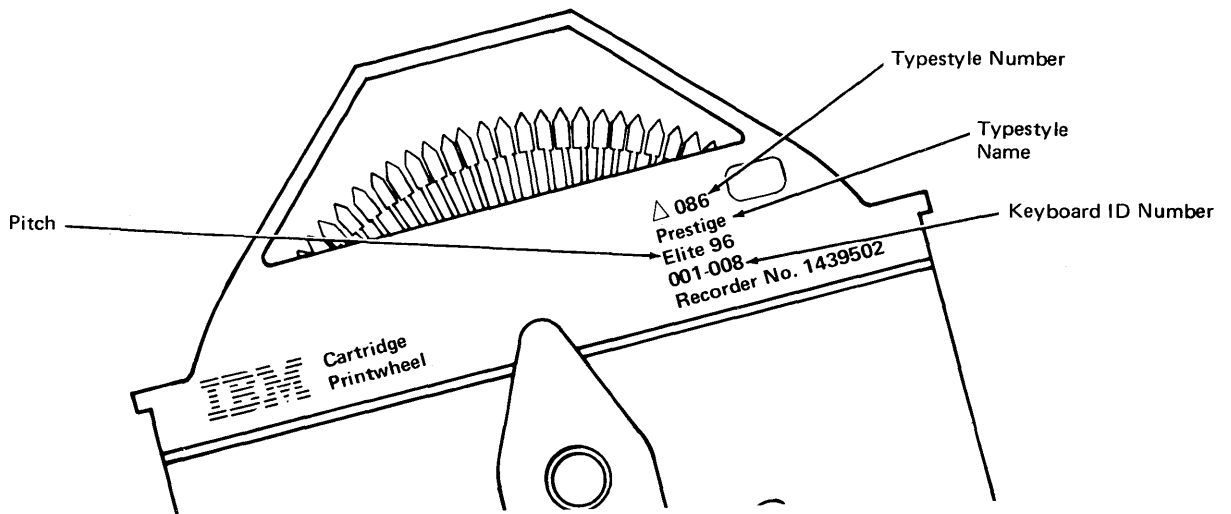


Figure 31-1. Printwheel

Keyboard Number

The program diskette also assumes a default Keyboard Number for your printwheel--Keyboard 1. The keyboard number tells you what characters appear on each printwheel.

Your Printwheels

For your own documents, you may have ordered a printwheel with a typestyle name and number, pitch, reorder number, and keyboard number.

If so, you should change the typestyle number on the Vol. 01 program diskette to match that of the primary printwheel you will be using. You also may need to add a keyboard number to the WORK STATION DESCRIPTION menu on the program diskette.

It is especially important to change the typestyle number and add keyboard numbers to your program diskette for three reasons.

1. If your primary printwheel is a pica (10-pitch) or proportional-spaced (PSM) typestyle, you must change your program diskette to a 10-pitch or PSM typestyle number. If you do not, your documents do not print correctly. If you do not change the typestyle number on your program diskette, you will have to change the typestyle each time you type a document.

Printing a document using a different 10-pitch printwheel when the default is 12-pitch causes the characters to print too close together.

2. The typestyle number and keyboard number defaults should be changed to display proper printwheel messages during printing.
3. Keyboard numbers may need to be added to print the desired characters. This will be further explained later in this topic.

Using Additional Printwheels

For your own work, you may need to use other printwheels besides your primary printwheel. For example, you also may want to:

- Type all or part of a document in a different typestyle and/or keyboard
- Type special symbols or characters that are not found on your primary printwheel
- Use an Accounting or Legal keyboard printwheel
- Type in a foreign language

In this topic, you will learn how to change your Vol. 01 program diskette to reflect the typestyle number of your primary printwheel, and how to add additional keyboard numbers to your program diskette if necessary.

This topic is divided into three parts:

Part I

Determining Your Typestyle and Keyboard Numbers

Part II

Changing the Typestyle Number Default and Adding Alternate Keyboard Numbers to the Program Diskette

Part III

Creating a Document in an Alternate Keyboard

Before starting this topic, you should complete:

1. All Basic Topics
2. Topic 29. Duplicating the Program Diskettes

Remember, you must have a Vol. 01 program diskette which contains the IBM-supplied defaults for all the other training topics.

**PART I - DETERMINING TYPESTYLE
AND KEYBOARD NUMBERS**

1. GATHER EACH PRINTWHEEL YOU WANT TO USE. DECIDE WHICH PRINTWHEEL WILL BE YOUR PRIMARY PRINTWHEEL, THE ONE YOU WILL USE MOST OFTEN.

The typestyle number for this printwheel will become the Typestyle Number default on your Vol. 01 program diskette.

2. LOOK AT THE TOP OF EACH PRINTWHEEL CARTRIDGE, AND MAKE A LIST OF TYPESTYLE NAME AND NUMBER, PITCH, KEYBOARD ID NUMBER, AND REORDER NUMBER. YOU'LL FIND A BLANK WORKSHEET LIKE THE ONE SHOWN BELOW AT THE END OF THIS TOPIC.

Typestyle Name	Typestyle Number	Pitch	Keyboard ID Number	Re-order Number
<i>COURIER 10</i>	<i>011</i>	<i>10</i>	<i>001-008</i>	
<i>COURIER 10</i>	<i>011</i>	<i>10</i>	<i>031</i>	
<i>PRES PICA</i>	<i>012</i>	<i>10</i>	<i>001-008</i>	
<i>PRES ELITE</i>	<i>086</i>	<i>12</i>	<i>001-008</i>	
<i>ESSAY</i>	<i>160</i>	<i>P5M</i>	<i>001-008</i>	
<i>SYMBOL</i>	<i>—</i>	<i>—</i>	<i>201</i>	

Figure 31-2. Typestyle and Keyboard Worksheet

Notice that in the example above, the typestyle number and name are the same for more than one printwheel listed, but that the keyboard numbers are different.

The keyboard numbers determine what numbers you should add to the WORK STATION DESCRIPTION menu on your Vol. 01 program diskette.

In the previous example, if Courier 10 were your primary printwheel, you would:

- Change to Typestyle Number 11 in the LINE FORMAT menu of the program diskette.
- Add Keyboards 31 and 201 to the WORK STATION DESCRIPTION menu.

Courier 10, Keyboard 31, represents a French keyboard printwheel.

Keyboard 201 represents a symbol printwheel.

MAKE SURE YOU HAVE COMPLETED STEPS 1 AND 2 FOR YOUR OWN PRINTWHEELS BEFORE CONTINUING WITH THIS TOPIC.

PART II - CHANGING THE TYPESTYLE
NUMBER DEFAULT AND ADDING
ALTERNATE KEYBOARD NUMBERS
TO YOUR PROGRAM DISKETTE

After you have determined your own printwheel typestyle and keyboard numbers, the next step is to change your Vol. 01 program diskette. You will change both the Document Format and the Alternate Format.

FOLLOW THE STEPS BELOW TO CHANGE YOUR
TYPESTYLE NUMBER DEFAULT:

1. INSERT YOUR VOL. 01 PROGRAM DISKETTE.
2. CHOOSE THE ITEM IN THE TASK SELECTION MENU FOR PROGRAM DISKETTE TASKS.

The PROGRAM DISKETTE TASKS menu appears.

3. CHOOSE THE ITEM IN THE PROGRAM DISKETTE TASKS MENU TO CHANGE THE DOCUMENT FORMAT DEFAULTS.

The FORMAT SELECTION menu appears.

4. CHOOSE THE ITEM IN THE FORMAT SELECTION MENU TO CHANGE THE LINE FORMAT.

The LINE FORMAT menu appears.

5. CHOOSE THE ITEM IN THE LINE FORMAT MENU TO CHANGE THE TYPESTYLE NUMBER.

6. WHEN THE PROMPT Type YOUR CHOICE; press ENTER APPEARS, TYPE THE NUMBER OF THE TYPESTYLE YOU WANT FOR YOUR PRIMARY PRINTWHEEL, THEN PRESS ENTER.

7. PRESS ENTER TO RETURN TO THE FORMAT SELECTION MENU.

8. PRESS ENTER TO RETURN TO THE TEXTPACK PROGRAM DISKETTE TASKS MENU.
9. CHOOSE THE ITEM IN THE TEXTPACK PROGRAM DISKETTE TASKS MENU TO CHANGE THE ALTERNATE FORMAT.

The FORMAT SELECTION menu appears.

10. REPEAT STEPS 4 THROUGH 8.

If all the printwheels you have chosen to use are Keyboard 1, 001-008 printwheels, you do not need to complete the remainder of this topic. You can now use your Vol. 01 program diskette to do real work. The default for Typestyle Number has been changed.

If you choose to use any of the printwheels other than for Keyboard 1, you need to add these additional keyboard numbers to the WORK STATION DESCRIPTION menu on the program diskette. These additional keyboard numbers are referred to as "alternate" keyboards.

ADDING ALTERNATE KEYBOARD NUMBERS TO YOUR PROGRAM DISKETTE

To print your documents properly, you must add any keyboard numbers other than 001-008, which is the system default, to the Vol. 01 program diskette.

CHOOSE THE ITEM IN THE TEXTPACK PROGRAM DISKETTE TASKS MENU TO CHANGE THE WORK STATION DESCRIPTION.

The WORK STATION DESCRIPTION menu appears.

TAKE A MOMENT TO LOOK AT THIS MENU.

You can add up to five alternate keyboard numbers to your program diskette in any order.

CHOOSE THE ITEM FOR THE FIRST ALTERNATE KEYBOARD.

REFERRING TO YOUR OWN LIST, TYPE THE NUMBER OF THE FIRST ALTERNATE KEYBOARD NUMBER YOU WANT, THEN PRESS ENTER.

FOLLOW THE SAME PROCEDURE FOR EACH ADDITIONAL KEYBOARD NUMBER YOU NEED TO ADD, CHOOSING A DIFFERENT ALTERNATE KEYBOARD (FOR EXAMPLE, SECOND, THIRD, AND SO ON) EACH TIME.

Using An Alternate Keyboard As Your Active Keyboard

You may do most of your work using an alternate keyboard. If so, you can change the default so that this keyboard will be ready to use whenever the program diskette is loaded.

CHOOSE THE ITEM FOR ENGRAVED KEYBOARD.

When the prompt Type YOUR CHOICE; press ENTER appears,

TYPE THE CHOICE FOR AFTER FIFTH ALTERNATE.

WHEN FINISHED, PRESS ENTER TO RETURN TO THE TEXTPACK PROGRAM DISKETTE TASKS MENU.

You now have changed the necessary defaults for keyboard numbers and are ready to do your own work.

CHOOSE THE ITEM TO RETURN TO THE TASK SELECTION MENU. STEM

The system automatically loads the new defaults.

PART III - CREATING A DOCUMENT USING ALTERNATE KEYBOARDS

You may decide to type all or part of a document in an alternate keyboard. To type the document in an alternate keyboard, you press KYB CHG (CODE + PRINT) at the point where you want to type in an alternate keyboard. This may be at the start of a document or within a document.

Note: If you changed the Engraved Keyboard default on your Vol. 01 Program Diskette, the first keyboard you chose as an alternate is ready to use when you start the document.

The prompt **Type new keyboard number; press ENTER** appears. You type the number of the keyboard you wish to use, and then press ENTER.

Remember, you can choose only keyboard numbers that are included on your Vol. 01 program diskette.

If necessary, refer to "Appendix C. Keyboard Arrangements" in the Reference Guide which shows you where all the alpha, numeric, and special characters are located in all keyboard numbers. Look at the chart to determine what key to press on your keyboard module.

You usually need to refer to these charts to use the symbol printer element, type in a foreign language, or locate a special character from another keyboard number. This is explained further in Situations 1 and 2.

Situation 1

Assume you want to type a total document in French, and you already have added Keyboard Number 31 to your WORK STATION DESCRIPTION menu.

Before choosing Create Document in the TYPING TASKS menu, you press KYB CHG and answer the prompt by typing the number 31. You then refer to the French Keyboard Arrangement for Keyboard 31, and type the document in French. If this is the only document you are going to type in French, you press KYB CHG, and change back to your original keyboard number before pressing END to end the document.

Situation 2

Assume you want to include a special symbol in the middle of your document. The symbol is on the symbol printwheel.

You type the document until you reach the point where you want the symbol to appear. You then press KYB CHG and type the keyboard number for the symbol printwheel (201). Then type the desired symbol(s), referring to the Symbol Keyboard Arrangement Chart. To return to your original keyboard number, you press KYB CHG and type the desired number.

PRINTING A DOCUMENT USING ALTERNATE KEYBOARDS

During printing, the Displaywriter remembers that you have changed to an alternate keyboard. At the point in the document when a character from the alternate keyboard printwheel is needed, printing stops and the display shows a message which tells you which printwheel to load. For example:

Put on printer element 011 031.

This message tells you to load a Typestyle Number 11 (Courier), keyboard 031 (French) printwheel.

Note: If you do not put on the specified printwheel, the document prints incorrect characters.

After you put on the specified printwheel and press START on the printer, the Displaywriter continues to print with this printwheel until it finds a character that is not on this printwheel. Then printing stops and a message tells you to put on your original printwheel or a different printwheel, whichever is appropriate.

ADDITIONAL INFORMATION

Rough Draft Printing

Sometimes when you are creating a rough draft, you may not want to take the time to change printwheels. When you see a message to put on a different printwheel, you may press the REQST key and choose **Continue Printing With Element Now On Printer** in the TEXTPACK REQUEST TASKS menu. The remainder of the document prints with the current printwheel, using an underline for all subsequent characters not on the current printwheel.

Keyboard Number Change/Typestyle Number Change

Sometimes when you change the keyboard number, you also need to make a typestyle change. The printwheel you use to print your document may use a different typestyle number as well as a different keyboard number.

Returning to Your Original Keyboard Number/Another Keyboard Number

Once you have made a keyboard number change in a document, the Displaywriter remains in that keyboard number until:

1. You press KYB CHG and return to your original "home" keyboard number or another keyboard number.

or

2. You IPL the system again. If the Engraved Keyboard default has not been changed, the home keyboard is active again. If the Engraved Keyboard default has been changed, the first keyboard you chose as an alternate is active.

READ THE TOPIC SUMMARY ON THE NEXT PAGE.

TOPIC SUMMARY

To Determine Typestyle and Keyboard Numbers

- A. Gather each printwheel you want to use. Select the primary printwheel to become the Typestyle Number default on your Vol. 01 program diskette.
- B. Make a list of the typestyle number, typestyle name, and keyboard number for each of your printwheels.
- C. Follow the steps on the next two pages to change your Vol. 01 program diskette accordingly.

To Change the Program Diskette Default for Typestyle Number

- A. Follow Steps A and B above.
- B. Insert the Vol. 01 program diskette and choose Program Diskette Tasks in the TASK SELECTION menu.
- C. Choose Change Document Format in the TEXTPACK PROGRAM DISKETTE TASKS menu.
- D. Choose Change Line Formats in the FORMAT SELECTION menu.
- E. Choose Typestyle Number in the LINE FORMAT menu.
- F. Type the number of the typestyle you want for your primary printwheel.
- G. Press ENTER to return to the FORMAT SELECTION menu.

H. Press ENTER to return to the TEXTPACK PROGRAM DISKETTE TASKS menu.

I. Choose Change Alternate Format in the TEXTPACK PROGRAM DISKETTE TASKS menu.

J. Repeat Steps D through H.

K. If necessary, follow the steps on the next page to add alternate keyboard numbers to the WORK STATION DESCRIPTION menu if any of your printwheels are other than Keyboards 001-008.

To Add Alternate Keyboards to the Work Station Description Menu

A. Insert your Vol. 01 program diskette.

B. Choose Program Diskette Tasks in the TASK SELECTION menu.

C. Choose Change Work Station Description in the TEXTPACK PROGRAM DISKETTE TASKS menu.

D. Choose the ID letter for the first alternate keyboard in the WORK STATION DESCRIPTION menu.

E. Type the number of the first alternate keyboard number you want to add.

F. Follow the same procedure for each additional keyboard number you need to add.

G. When finished, press ENTER to return to the TEXTPACK PROGRAM DISKETTE TASKS menu.

H. Choose the item to go to the TASK SELECTION menu.

Creating a Document in an Alternate Keyboard

A. Make sure that the keyboard number you want to use is included as an alternate keyboard number on your Vol. 01 program diskette. You also need the corresponding printwheel.

B. If necessary, press CODE + KYB CHG at the point in the document where you want to type in an alternate keyboard.

C. When the prompt **Type new keyboard number;** press ENTER appears, type the number of the keyboard in which you wish to type.

You also may need to change the typestyle number.

D. If necessary, refer to the appropriate Keyboard Arrangement Chart in "Appendix C" of the Reference Guide.

E. When you want to return to your home keyboard or the keyboard you originally started typing in, press KYB CHG again and type the desired keyboard number.

You also may need to change the typestyle number.

To Print a Document Using a Printwheel Other Than Keyboard 1

A. When you see the message **Put on printer element (xxx yyy)** (Typestyle number and Keyboard number), refer to "Appendix F" in the Printer Guide if you do not remember to which printwheel the message refers.

B. Put on the appropriate printwheel, and press START on the printer.

To Print with the Current Printwheel on Printer Rather Than the One Message Specifies

A. Press REQST, and choose **Continue Printing With Element Now On Printer**.

You have completed this topic. Choose another topic from your Training Checklist.

Typestyle Name	Typestyle Number	Pitch	Keyboard ID Number	Re-order Number

Typestyle Name	Typestyle Number	Pitch	Keyboard ID Number	Re-order Number

Typestyle Name	Typestyle Number	Pitch	Keyboard ID Number	Re-order Number

Figure 31-3. Blank Typestyle and Keyboard Worksheets

Topic 32. Changing the Program Diskette to Create Documents with Auto Carrier Return Off

During your training thus far, you have been typing your documents using Auto Carrier Return On. While you type, the cursor automatically returns to the left margin when you type the first printing character after the right margin setting.

You also have learned that you can turn Auto Carrier Return Off temporarily within a document by choosing Adjust Line Endings No in the LINE FORMAT menu. When you do this, you (not the system) type a carrier return where you want to end each line, just as you do on a regular typewriter; and similar to a regular typewriter, the system beeps to indicate that you are approaching the right margin setting.

There is a second way you can turn Auto Carrier Return Off. You also may change the Auto Carrier Return/Auto Adjust default in the WORK STATION DESCRIPTION menu, a Program Diskette Task. When you change the program diskette, Auto Carrier Return/Auto Line Adjust is Off for all documents you create.

Before starting this topic, you should complete:

1. All Basic Topics
2. Topic 3. Creating a Multi-page Document
3. Topic 29. Duplicating the Program Diskettes

Before continuing with this topic, make sure that you have made a duplicate copy of your Vol. 01 program diskette (in addition to the one that you normally store with your training materials). Remember, you must have a program diskette which contains the IBM-supplied defaults for all the other training topics.

CHANGING THE PROGRAM DISKETTE
TO AUTO CARRIER RETURN OFF

INSERT THE PROGRAM DISKETTE YOU DUPLICATED
FOR THIS TOPIC.

CHOOSE PROGRAM DISKETTE TASKS IN THE TASK
SELECTION MENU.

CHOOSE THE ITEM IN THE PROGRAM DISKETTE TASKS
MENU TO CHANGE THE WORK STATION DESCRIPTION.

Take a moment to look over the WORK STATION
DESCRIPTION menu.

CHOOSE THE ITEM IN THE WORK STATION
DESCRIPTION MENU FOR AUTO CARRIER
RETURN/AUTO ADJUST.

TYPE THE NUMBER FROM THE POSSIBLE CHOICES
COLUMN FOR OFF.

When you change Auto Carrier Return/Auto Adjust to
Off, you also should change two other items in this
menu. You should change Required Carrier Returns
to Coded and Required Hyphens to Coded.

CHOOSE THE ITEM IN THE WORK STATION
DESCRIPTION MENU FOR REQUIRED CARRIER RETURN.

TYPE THE NUMBER FROM THE POSSIBLE CHOICES
COLUMN FOR CODED.

CHOOSE THE ITEM IN THE WORK STATION
DESCRIPTION MENU FOR REQUIRED HYPHEN.

CHOOSE THE NUMBER FROM THE POSSIBLE CHOICES
COLUMN FOR CODED.

PRESS ENTER TO RETURN TO THE PROGRAM DISKETTE
TASKS MENU.

CHOOSE THE ITEM TO GO TO THE TASK SELECTION MENU. THE SYSTEM AUTOMATICALLY LOADS THE NEW DEFAULTS.

CREATING A DOCUMENT WITH AUTO
CARRIER RETURN OFF

INSERT THE VOL. 01 PROGRAM DISKETTE CONTAINING AUTO CARRIER RETURN OFF AS THE DEFAULT.

CHOOSE THE ITEM IN THE TASK SELECTION MENU FOR TYPING TASKS.

CREATE A DOCUMENT USING THE FOLLOWING INFORMATION, AND GO TO THE TYPING AREA:

Document name: Auto Carrier Return
Diskette name: TRAIN

You type the text for your documents the same way you do on a regular typewriter. However, when you use Auto Carrier Return Off, you need to follow four typing rules.

Rule 1-Using Required Carrier
Returns for Short Lines

When you type short lines that will begin at the left margin and end with a single carrier return, you must type a Required Carrier Return.

To type a Required Carrier Return, you press CODE + REQUIRED RET.

When you type a Required Carrier Return, you indicate that you always want to insert a carrier return at that point in the document. The line endings should never be rearranged if the document is paginated or revised.

For example, if you typed the inside address of a letter using regular carrier returns, during revision it would print like the following:

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

Since you wouldn't want the inside address to print as a single line, remember always to type Required Carrier Returns at the end of short lines ending with a single carrier return.

Rule 2-Using Required Hyphens

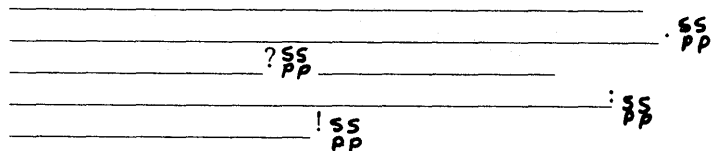
You are familiar with typing hyphens to divide words at the end of lines. These hyphens are called syllable hyphens. They are temporary hyphens which break a word at the end of a line.

Sometimes, however, you will type words that always have hyphens in them (such as in time-consuming projects, first-rate approval, revenue-producing accounts, daughter-in-law, and so forth). These are permanent hyphens and must always appear with the word. These hyphens are called Required Hyphens and are typed by pressing CODE + the hyphen key.

If you do not type Required Hyphens in these words, the hyphens will be dropped during revision. The words will print together as one word.

Rule 3-Spacing After Ending Punctuation

Space twice after all ending punctuation, even if the ending punctuation falls at the end of a line. Spacing twice ensures that sentences are always separated by two spaces when lines are rearranged during revisions.



Rule 4-Required Spaces

Because lines may rearrange during revision, words that should print together on the same line may be separated between two lines if they fall near the right margin.

Jane
Jones _____ .

July
1, 1980 _____ .

Washington, D.
C. _____ .

If you do not want this to happen, you must type these items with Required Spaces between words. A line will not end at a Required Space.

To type a Required Space, press CODE + SPACE BAR while you type the space between the words.

TYPE THE EXERCISE ON THE NEXT PAGE.

TYPE REQUIRED CARRIER RETURNS AT ALL PLACES INDICATED BY A *RCR* .

TYPE A REQUIRED HYPHEN AT ALL PLACES INDICATED BY A *✓* .

TYPE TWO SPACES AT ALL PLACES INDICATED BY *SS* .

October 22, 1980

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

Dear Jim:

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

With the two of us working together, I think we can turn this little company into a great revenue-producing account. ~~SS~~ Most manufacturers are looking for ways to increase their productivity and I think your latest invention will help.

Thanks again.

Sincerely,

Brett Harrington *RCR*
Sales Director

PRESS END.

PRINT THE DOCUMENT.

REVISING A DOCUMENT WITH AUTO
CARRIER RETURN OFF

In this exercise, you will use a document already
stored on the diskette.

REVISE A STORED DOCUMENT USING THE FOLLOWING
INFORMATION, AND GO TO THE TYPING AREA.

Document name: Auto Carrier Return Revised
Diskette name: TRAIN

MAKE THE REVISIONS SHOWN ON THE NEXT PAGE. USE THE STEPS YOU LEARNED BEFORE TO MAKE REVISIONS.

YOU MAY USE THE CURSOR-MOVEMENT KEYS OR FIND TO MOVE TO THE POINT OF CHANGE.

DO NOT PRESS END AFTER FINISHING YOUR REVISIONS.

October 22, 1980

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

Dear Jim:

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

~~With the two of us working together,~~^{business} I think we can turn this little ~~company~~^{business} into a great revenue-producing account. Most manufacturers are looking for ways to increase their productivity and I think your latest invention will help.

Thanks again.

Sincerely,

Brett Harrington
Sales Director

You probably noticed that the revisions you just made resulted in one line of text going beyond the right margin and one line ending very short of the right margin.

Naturally, you would not want to print the document with these line endings. Instead, you can have the Displaywriter rearrange (adjust) the revised lines to fit within the margins by using LINE ADJ (Line Adjust).

USING LINE ADJUST

To use LINE ADJ after you have finished revising a document, you move the cursor to the beginning of the first line that needs to be adjusted. Then, you press LINE ADJ once for each line that needs to be adjusted.

The Displaywriter moves the words so that all the lines stay within the right margin setting.

If you need to adjust all the lines in a document, you move the cursor to the beginning of the first line in the document. Then you hold down LINE ADJ continually while the lines adjust on the display.

Hyphenation Decisions Using Line Adjust

When you use LINE ADJ to adjust lines in a document, adjusting stops when a long word crosses the right margin. The cursor is positioned under the first character of the word. You will see the prompt Hyphenate where?

You must make a line ending choice. You can choose to:

- Hyphenate the word
- Leave the entire word at the end of the line
- Move the entire word to the next line

To Hyphenate a Word

You move the cursor under the first character within the word that you want moved to the next line, then press ENTER. The Displaywriter automatically puts in the hyphen and the carrier return for you.

To Leave an Entire Word at
the End of the Line

You move the cursor to the space following the word,
and then press ENTER.

To Move a Word to the
Next Line

You leave the cursor under the first character in the
word, then press ENTER. The system automatically
puts a carrier return at the end of the line and
moves the entire word to the next line.

PRESS CODE + $\overleftarrow{\text{K}}$ TO RETURN THE CURSOR TO THE
BEGINNING OF THE PAGE.

PRESS AND HOLD DOWN LINE ADJ.

WHEN THE PROMPT Hyphenate where? APPEARS, MOVE
THE CURSOR TO THE c IN time-consuming.

PRESS ENTER.

PRESS AND HOLD DOWN LINE ADJUST AGAIN.

NOTICE HOW THE TEXT HAS BEEN REARRANGED TO
FIT WITHIN THE MARGIN SETTINGS.

PRESS END.

PRINT THE DOCUMENT.

ADDITIONAL INFORMATION

There is another way you can adjust your line endings after you have made revisions using Auto Carrier Return/Auto Adjust Off.

During pagination, the line endings rearrange to fit within the margin settings. You may decide to use this method instead, especially if you are revising a multi-page document.

To Obtain a Tighter Right Margin

You probably have noticed that during pagination, no hyphenation decisions are made. If the word cannot fit at the end of one line, the entire word is moved to the next line.

As a result, your right margin may appear more ragged than you would like. If this is the case, there are three ways you can obtain a tighter right margin.

Hyphenation Decisions at the Right Margin

To obtain a tighter right margin, you may decide to use LINE ADJ and make hyphenation decisions where prompted.

1. Type the document. When finished, return to the beginning of the document, and then press LINE ADJ. Make any hyphenation decisions as desired throughout the total document.
2. Choose Paginate Document in the TYPING TASKS menu.
3. In the PAGINATE DOCUMENT menu, you will make one additional choice before pressing ENTER to begin pagination.

LOOK AT THE PAGINATE DOCUMENT MENU BELOW:

```

DISK01|          |          |          |          |          |          |
-----|-----|-----|-----|-----|-----|-----|
                PAGINATE DOCUMENT

ID  ITEM                                YOUR  POSSIBLE
   ITEM                                CHOICE CHOICES

a  Paginate From Page                  1      1 - 5

b  Paginate on Exact Line Count        2      1 = Yes  2 = No

c  Adjust Line Endings                 1      1 = Yes  2 = No

d  Adjust Page Endings                 1      1 = Yes  2 = No

When finished with this menu, press ENTER.
Type ID letter to choose ITEM; press ENTER: _
    
```

Figure 32-1. PAGINATE DOCUMENT Menu

NOTICE THE ITEM Adjust Line Endings.

When you choose Adjust Line Endings No, the system paginates your documents to a line count only. It does not rearrange any of your previously specified line endings to fit within the margin settings. Remember, you specified line endings when you pressed LINE ADJ.

Changing the Zone Width

Another way to obtain a tighter right margin is to change the Zone Width in the LINE FORMAT menu before pressing LINE ADJ.

For more information on this item, refer to "Zone Width" in the "Quick Reference" section of the Reference Guide.

Changing to Half Justify

A third way to obtain a tighter right margin is to choose Line Alignment = Half Justify in the LINE

FORMAT menu when initially creating or before printing the document.

In half-justified text, half of the spaces between the last word and the right margin are distributed between the words on the line, creating a tighter right margin.

READ THE TOPIC SUMMARY ON THE NEXT PAGE.

TOPIC SUMMARY

To Change the Program Diskette to Auto Carrier Return/Auto Adjust Off

- A. Insert the Vol. 01 program diskette.
- B. Choose Program Diskette Tasks in the TASK SELECTION menu.
- C. Choose Change Work Station Description in the PROGRAM DISKETTE TASKS menu.
- D. Change Auto Carrier Return/Auto Adjust to Off.
- E. Change Required Carrier Return to Coded.
- F. Change Required Hyphen to Coded.
- G. Choose the ITEM to go to the TASK SELECTION menu.

Typing Rules When Using Auto Carrier Return/Auto Adjust Off

- A. Type CODE + REQUIRED RET for all short lines that are followed by a single carrier return.
- B. Type CODE + the hyphen key between words that always must have a hyphen in them.
- C. Space twice after all ending punctuation, even if the punctuation falls at the end of a line.
- D. Type CODE + REQUIRED SPACE between words that should print together on the same line.

Revising a Document with Auto Carrier Return/Auto Adjust Off

- A. Make the required revisions.
- B. If you want to make hyphenation decisions, move the cursor to the beginning of the document (or to the first line that needs to be adjusted), and then press LINE ADJ until the necessary line endings have been adjusted.
- C. If you do not want to make hyphenation decisions, press END, and then paginate and/or print the document.

To Hyphenate a Word

- A. When the prompt **Hyphenate where?** appears, move the cursor to the first character within the word that you want moved to the next line.
- B. Press ENTER. The Displaywriter automatically puts in the temporary hyphen and the carrier return for you.

To Leave an Entire Word at the End of the Line

- A. When the prompt **Hyphenate where?** appears, move the cursor past the word.
- B. Press ENTER. The Displaywriter automatically puts a carrier return at the end of the line.

To Move a Word to the Next Line

- A. Place the cursor under the first character in the word.
- B. Press ENTER. The Displaywriter automatically puts a carrier return at the end of the line and moves the entire word to the next line.

**To Prevent Line Endings
from Being Readjusted
During Pagination**

- A. Choose Adjust Line Endings No in the PAGINATE DOCUMENT menu.
- B. Press ENTER to begin pagination.

You have completed this topic. Choose your next topic from the Training Checklist.

Topic 33. Personalizing a Program Diskette

In this topic, you will learn how to personalize the defaults on your program diskettes.

When you personalize defaults, you change the IBM-supplied defaults to defaults you will use most often in your own work.

For example, most of your documents may require different margin settings, not the IBM-supplied defaults of 18 and 90. Or, most of your documents may require different line spacing, not the IBM-supplied default of single spacing.

In addition, you may want to use a printer element or printwheel which has a different typestyle number, not the IBM-supplied default of Typestyle Number 86. For these and other reasons, you may want to personalize your program diskette.

Then, when it comes time to type your documents, you do not have to change your document formats for each document. Your most frequently used formats already will be included on the program diskette.

Also, you can create your own menu bypass abbreviations. These personalized abbreviations can be stored on the program diskettes. Thus, your most frequently used abbreviations can be more meaningful to you.

Before starting this topic, you should complete:

1. All Basic Topics
2. Topic 29. Duplicating the Program Diskettes

You already are familiar with some of the defaults on the Vol. 01 program diskette:

Line Spacing	Single
Margins	18 & 90
Tabs	Every 5 spaces
First Typing Line	7
Last Typing Line	60
Paper or Envelope Size	216 x 280 mm (8.5 x 11 in.)
Typestyle Number	86

You also know how to change some of these defaults for one document. Now you will learn how to change them permanently on your program diskette. To permanently change your document formats, you must load Program Diskette Tasks first.

INSERT THE VOL. 01 PROGRAM DISKETTE INTO THE DISKETTE UNIT.

CHOOSE THE ITEM IN THE TASK SELECTION MENU FOR PROGRAM DISKETTE TASKS. WHEN THE PROMPT Insert desired program or feature diskette and press ENTER APPEARS, PRESS ENTER.

The TEXTPACK PROGRAM DISKETTE TASKS menu appears.

CHOOSE THE ITEM IN THE TEXTPACK PROGRAM DISKETTE TASKS MENU TO CHANGE THE DOCUMENT FORMAT DEFAULTS.

The FORMAT SELECTION menu appears. This menu shows the document formats you can change. These document formats are in separate menus.

Within each menu, there are several formats you can change. These are the same menus that you have been using throughout your training to change the document formats in individual documents.

CHANGING THE ALTERNATE FORMAT

You already know that you can personalize the document format defaults for the documents that you create most often. You also can personalize the Alternate Format Defaults for another kind of document you frequently create.

Or, you may want to set up the Alternate Format to contain the defaults necessary to create an envelope. When you want to use this alternate format while typing a document, you just choose Begin Using Alternate Format in the FORMAT SELECTION menu.

Refer to the Work Station Procedures Guide when you want to learn more about using the alternate format to create a document.

To permanently change your Alternate Format Defaults, you choose Change Alternate Format Defaults in the TEXTPACK PROGRAM DISKETTE TASKS menu.

CHOOSE THE ITEM IN THE TEXTPACK PROGRAM DISKETTE TASKS MENU TO CHANGE THE ALTERNATE FORMAT DEFAULTS.

The FORMAT SELECTION menu appears.

You follow the same steps as in Changing Document Formats. See the previous page. The only difference is that you choose Change Alternate Document Format in the TEXTPACK PROGRAM DISKETTE TASKS menu.

PRESS ENTER TO RETURN TO THE TEXTPACK PROGRAM DISKETTE TASKS MENU.

CHANGE PRINTER DESCRIPTION

CHOOSE THE ITEM IN THE PROGRAM DISKETTE TASKS MENU TO CHANGE THE PRINTER DESCRIPTION.

The PRINTER DESCRIPTION menu appears.

TAKE A MOMENT TO LOOK OVER THIS MENU.

When you first receive the Vol. 01 program diskette from IBM, it contains the defaults for a 5218 (printwheel) printer or 5228 wide-carriage printer using the automatic Sheet-Feed Paper Handler.

The system can automatically update the PRINTER DESCRIPTION menu to match the type of printer you use if you turn the system on in a specific sequence. The sequence is as follows:

1. Turn on the power to the printer first.
2. Wait a few seconds, and then turn on the power to the work station second.
3. Insert the new Vol. 01 program diskette.
4. When the TASK SELECTION menu appears, the program diskette is now updated and reflects the defaults that match your printer.

The PRINTER DESCRIPTION menu will then match your printer from this point on.

5215 Printers Only

If you have a 5215 printer, you should always follow this sequence when first receiving new program diskettes from IBM to quickly update the PRINTER DESCRIPTION menu to reflect 5215 defaults.

Personalizing Your Printer Defaults

When you are personalizing your formats, check the defaults in this menu to see if they match your

printer requirements. Change them only if necessary.

Optional Features

If you are using a 5215 printer to use continuous paper, you must choose Paper Handling = 3, Continuous Paper in the PRINTER DESCRIPTION menu and reload the initial program to use continuous paper.

On a 5218 or 5228 printer, if you attach either the Sheet-Feed Paper Handler or Tractor Feed before you request a document to print, you do not have to change the default in the PRINTER DESCRIPTION menu.

PRESS ENTER TO RETURN TO THE PROGRAM DISKETTE
TASKS MENU.

**CHANGE WORK STATION
DESCRIPTION**

**CHOOSE THE ITEM IN THE TEXTPACK PROGRAM
DISKETTE TASKS MENU TO CHANGE THE WORK
STATION DESCRIPTION.**

The WORK STATION DESCRIPTION menu appears.

**TAKE A MOMENT TO LOOK AT THE WORK STATION
DESCRIPTION MENU.**

**Auto Carrier Return, Required Carrier
Return, Required Hyphen**

Throughout your training, you have been using Auto Carrier Return On. The cursor automatically returns to the left margin when you type past the right margin setting.

If you wish, you can choose to type your documents with Auto Carrier Return Off. This means that you, not the system, type the carrier returns at the end of all lines.

In order to do this, you change the first three items shown in the WORK STATION DESCRIPTION menu. "Topic 32. Changing the Program Diskette to Create Documents with Auto Carrier Return Off," explains these three items in detail. Read this topic if you would like to know more about Auto Carrier Return Off.

**Engraved Keyboard and
Alternate Keyboards**

When you load your Vol. 01 Program Diskette, the active keyboard number is 1. This keyboard is called the home keyboard. Its arrangement matches the characters engraved on the typing keys on your keyboard module.

Up to five different keyboard arrangements, in addition to your home keyboard, can be stored on a program diskette.

If you frequently type using another keyboard, you should add that keyboard number to the WORK STATION DESCRIPTION menu. For example, you might want to type some documents in a foreign language or use special symbols not on your home keyboard.

If you wish, you can also have an alternate keyboard be the active keyboard when you load the program diskette. Choose Engraved Keyboard = After Fifth Alternate. This means that when you load the program diskette the first keyboard you chose as an alternate keyboard will be the active keyboard.

In addition, you may want to type and print characters not found on your primary printer element/printwheel. For more information on printer elements/printwheels, refer to:

5215 Printers

"Topic 30. Changing Your Program Diskette to Match Your Printer Elements and Keyboard Numbers," in this book.

5218 and 5228 Printers

"Topic 31. Changing Your Program Diskette to Match Your Printwheels and Keyboard Numbers," in this book.

The list of all keyboard arrangements you can use on the Displaywriter System can be found in "Appendix C. Keyboard Arrangements" in the Reference Guide.

Remember that when you do type using another keyboard, you need a corresponding printer element/printwheel that matches the keyboard ID number chosen.

Alternate Tasks and Tone in Alternate Tasks

With some Displaywriter feature licensed programs, it is possible to use the feature capability at the same time as the textpack capability. In order to do this, you must first choose Alternate Tasks = Yes.

When you use the Displaywriter for two programs at the same time, only one program appears on the display. A message caused by the program that does not appear on the display may cause an audible alarm. If you do not want this alarm to sound, choose Tone in Alternate Tasks = No.

Final-form Document Support

You may use the EDD Feature to store final-form documents on the diskette. In order to print these documents, choose Final-form Document Support = Yes.

CHANGE PAGINATE DOCUMENT DEFAULTS

**CHOOSE Change Paginate Document Defaults IN THE
TEXTPACK PROGRAM DISKETTE TASKS MENU.**

The CHANGE PAGINATE DOCUMENT DEFAULTS menu appears on the display.

Paginate on Exact Line Count

When a document is paginated (divided into pages), the system arranges the text based on the document formats used to create the document. Two of these formats are First Typing Line and Last Typing Line. During the Paginate Document Task, the system arranges the text to print between these lines.

Assume that the program diskette defaults of First Typing Line 7 and Last Typing Line 60 are used. During pagination, if the text on Line 60 is the first line or last line of a paragraph, the system knows that it is not correct to have only one line of a

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paragraph begin or end a page. Therefore, pagination stops short of Line 60.

There are some instances when you always want the system to Paginate On Exact Line Count--in other words, stop at the Last Typing Line specified. When this is the case, you can choose Paginate On Exact Line Count Yes in the PAGINATE DOCUMENT menu. If you want the program diskette default to always be Yes, you change this default in the CHANGE PAGINATE DOCUMENT DEFAULTS menu.

For more information on pagination refer to "Topic 3. Creating a Multi-page Document."

Adjust Line Endings and Adjust Page Endings

Sometimes you may want to manually paginate your documents. You (not the system) decide where the lines and pages end, and you make any necessary hyphenation decisions. You do this by pressing the LINE ADJ (Line Adjust) key. For more information on how to do this, refer to "Topic 32. Changing the Program Diskette to Create Documents with Auto Carrier Return Off."

You also may refer to the "LINE ADJ key" in the "Quick Reference" section of the Reference Guide.

Once you have made all your line ending and page ending decisions, if you paginate the document again, you may not want the system to rearrange all the text again. During a second pagination, you want the system only to renumber the pages.

When this is the case, you can choose Adjust Line Endings No and Adjust Page Endings No in the PAGINATE DOCUMENT menu. If you want the program diskette defaults to always be No for these two items, you change these defaults in the CHANGE PAGINATE DOCUMENT DEFAULTS menu.

PRESS ENTER TO RETURN TO THE PROGRAM DISKETTE TASKS MENU.

CHANGE MATH FORMAT DEFAULTS

The Math Formats are used to determine how a total will be displayed and entered into text. If you want to change the defaults on the program diskette,

CHOOSE Change Math Format Defaults **IN THE**
TEXTPACK PROGRAM DISKETTE TASKS MENU.

CHOOSE THE ITEM TO CHANGE FORMAT (1-4) IN THE
MATH FORMAT SELECTION MENU.

In the CHANGE MATH FORMAT menu, you can change the position of the decimal point, thousands separator, the number of positions past the decimal point and the way you want the total to be rounded. You also can list characters you want to appear before and after the total.

PRESS ENTER TO RETURN TO THE PROGRAM DISKETTE
TASKS MENU.

For information on each of the ITEMS in the CHANGE MATH FORMAT menu, refer to "Change Math Format" in the "Menu" Section of the Reference Guide.

CHANGE SPELL CHECK DEFAULTS

CHOOSE Change Check Document Defaults **in the**
PROGRAM DISKETTE TASKS MENU.

The CHANGE CHECK DOCUMENT DEFAULTS menu displays.

In this menu you can change the default for the kind of spelling check and hyphenation you want (prompted or automatic). You can also change the defaults for paginating on the exact line count and whether the document should be printed when you check spelling, hyphenate and paginate.

PRESS ENTER TO RETURN TO THE PROGRAM DISKETTE
TASKS MENU.

CHANGE MENU ABBREVIATIONS

CHOOSE Change Menu Abbreviations IN THE TEXTPACK PROGRAM DISKETTE TASKS MENU.

In this menu, you can change the menu abbreviations to your own choice.

Your abbreviations can be up to six characters in length. You can use numeric characters or lower case alphabetic characters for your abbreviations.

You can press ENTER to return to the TEXTPACK PROGRAM DISKETTE TASKS menu or view the different screens of the MENU ABBREVIATION menu.

FOLLOW THE INSTRUCTIONS AT THE BOTTOM OF THE DISPLAY TO VIEW THE NEXT SCREEN. IF PROMPTED, INSERT THE VOL. 02 OR VOL. 03 PROGRAM DISKETTE.

The ID choices appear on each new menu.

CONTINUE UNTIL YOU REACH THE LAST SCREEN.

PRESS ENTER TO RETURN TO THE TEXTPACK PROGRAM DISKETTE TASKS MENU. IF PROMPTED, INSERT THE VOL. 01 PROGRAM DISKETTE.

ADDITIONAL INFORMATION

You have just reviewed the TEXTPACK PROGRAM DISKETTE TASKS menus to consider if you want to personalize your program diskettes.

When you are ready to personalize your document or alternate format defaults, refer to "Program Diskette Procedures" in the Work Station Procedures Guide. These pages will aid you in determining which defaults to change.

To change other program diskette defaults, refer to the following topics in the "Quick Reference" section of the Reference Guide.

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

**Using the Personalized
Program Diskette**

When you make changes to the PRINTER DESCRIPTION menu and/or the WORK STATION DESCRIPTION menu on a Vol. 01 program diskette, you must return to the TASK SELECTION menu. The system automatically loads the new defaults.

READ THE TOPIC SUMMARY ON THE NEXT PAGE.

TOPIC SUMMARY

To Personalize Your Vol. 01 Program Diskette Defaults

- A. Insert the Vol. 01 program diskette.
- B. Choose Program Diskette Tasks in the TASK SELECTION menu.
- C. Choose the program diskette defaults you want to change. Refer to "Program Diskette Procedures" in the Work Station Procedures Guide for guidance, if necessary.

To Change Document Formats

- A. Choose Change Document Formats in the TEXTPACK PROGRAM DISKETTE TASKS menu. The FORMAT SELECTION menu appears.
- B. Choose any of the five format selection items shown:
 - Change Line Format
 - Change Margins and Tabs
 - Change Page Formats
 - Change Headers and Footers
 - Change Alternating Headers and Footers
- C. Make the desired changes in each menu.

To Change the Alternate Format

- A. Choose Change Alternate Format in the TEXTPACK PROGRAM DISKETTE TASKS menu. The FORMAT SELECTION menu appears.
- B. Choose any of the five format selection items shown:
 - Change Line Format
 - Change Margins and Tabs
 - Change Page Formats
 - Change Headers and Footers
 - Change Alternating Headers and Footers
- C. Make the desired changes in each menu.

**To Change the Work Station
Description**

- A. Choose Change Work Station Description in the TEXTPACK PROGRAM DISKETTE TASKS menu.
- B. Change Auto Carrier Return/Auto Adjust, Required Carrier Return, and Required Hyphen, if desired.
- C. Add Alternate Keyboards, if necessary.
- D. Change Engraved Keyboard, if desired.
- E. Change Alternate Tasks, Tone in Alternate Task, and Final-form Document Support, if necessary.

**To Change the Printer
Description**

- A. Choose Change Printer Description in the TEXTPACK PROGRAM DISKETTE TASKS menu.
- B. Choose the appropriate items, depending on the printer and optional features you have.

**To Add Alternate Keyboard
Numbers to the Work Station
Description Menu**

- A. Determine which keyboard numbers you want to add, depending on which printer elements or printwheels you want to use and what you have available.
- B. Choose the ITEM for the first alternate, and type the keyboard number you want for your first alternate keyboard.
- C. If necessary, choose the ITEM for the second alternate, third alternate, and so on to add your second through fifth alternate keyboards.

**Change Paginate
Document Defaults**

- A. Choose Change Paginate Document Defaults in the TEXTPACK PROGRAM DISKETTE TASKS menu.
- B. Choose the ITEMS to change the defaults for Paginate on Exact Line Count and Adjust Line Endings and Adjust Page Endings.

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Change Math Format Defaults

- A. Choose Change Math Format Defaults in the TEXTPACK PROGRAM DISKETTE TASKS menu.
- B. Choose the ITEM for Change Format (1-4) in the MATH FORMAT SELECTION menu.
- C. Make your selections for each desired format for:
 - Decimal point
 - Thousands separator
 - Positions past the decimal point
 - Rounding of the total
 - Characters to display before the total
 - Characters to display after the total.

Change Check Document Defaults

- A. Choose Change Check Document in the TEXTPACK PROGRAM DISKETTE TASKS menu.
- B. Choose the appropriate ITEMS to change the defaults for Kind of Spelling, Dictionary Hyphenation, Paginate on Exact Line Count, and Print Paginated Pages.

Change Menu Abbreviations

- A. Choose Change Menu Abbreviations in the TEXTPACK PROGRAM DISKETTE TASKS menu.

The MENU ABBREVIATIONS menu displays the complete menu name and the short form.

In this menu, you can change the abbreviations to one of your own choice. Your abbreviations can be up to six characters in length. You can use numeric or lower case alphabetic keys to create your abbreviations.

**Using the Personalized
Program Diskette Defaults**

A. To use the personalized program diskettes, return to the TASK SELECTION menu. The system automatically loads the new defaults.

You have completed this topic. Choose the next topic from your Training Checklist.

Topic 34. Combining Program Diskettes Onto a 2D Diskette

When you use the IBM Displaywriter system, you have several diskettes which you must load at various times throughout your work. The diskettes include the Textpack 4 program diskettes, work diskettes, feature diskettes (if you are using Reportpack, Communications, or Magnetic Card Conversion), and possibly the Languagepack 2 program diskettes. Instead of loading each diskette individually when necessary, you can combine some of the program diskettes onto one 2D diskette to save diskette handling.

In this topic, you will learn how to:

- Combine onto one 2D diskette:
 - The three Textpack 4 program diskettes
 - At least one Feature Licensed Program, such as Reportpack, Communications, or Magnetic Card Conversion
 - At least one additional language dictionary from Languagepack 2 program diskettes
 - Documents you wish to create or revise and keep on the combined program diskette
- Use a combined program diskette
- Update combined program diskettes due to modification level releases to the program diskettes
- Add a program or Languagepack 2 dictionary to a combined program diskette containing Textpack 4 Vol. 01, Vol.02 and Vol. 03

Before starting this topic, you should complete:

All Basic Topics

Also, you must have the following:

- A 2D Diskette Unit (the handles have a "1/2D" label on them)
- Initialized and named 2D Diskettes

CREATING A COMBINED PROGRAM DISKETTE

Brief Description

If you have a 2D Diskette Unit, Textpack 4 allows you to combine three or more program diskettes (which are single-sided diskettes) onto one 2D diskette (a double-sided diskette which has more storage space on it).

For example, if you use Reportpack frequently, you could combine Vol. 01, Vol. 02 and Vol. 03 of Textpack 4, plus Reportpack, onto one 2D Diskette.

After the combine task is completed, the system assigns the combined program diskette a program diskette name. You do not have to name the diskette. The system names it for you. The combined program diskette names will be represented by zzzzzz in this topic.

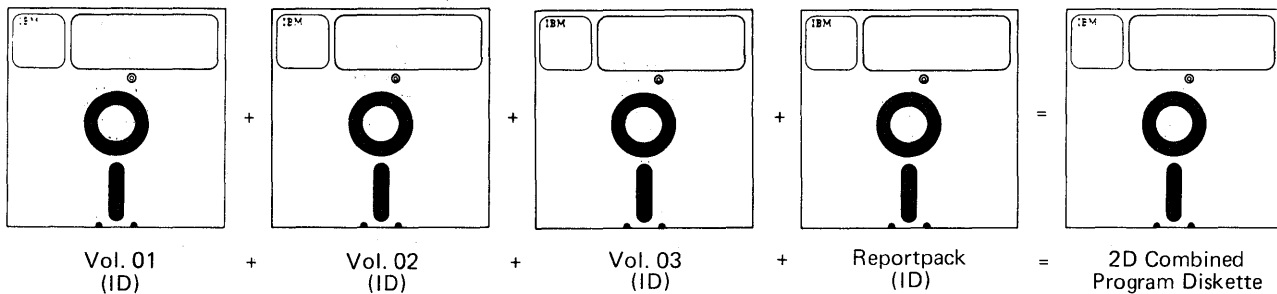


Figure 34-1. Combining Diskettes

Remaining space on the combined program diskette can be used for documents.

Preparation

Before you begin to combine your program diskettes, be sure you have a 2D diskette that is initialized.

First, you combine the Vol. 01, Vol. 02 and Vol. 03 Textpack 4 diskettes. You must combine Vol. 01, Vol. 02 and Vol. 03 before you can add Feature Licensed Program Diskettes or Languagepack 2 Diskettes.

If you want to personalize the defaults on the Textpack 4 Program Diskettes, make these changes before combining your program diskettes. Refer to the topic "Personalizing a Program Diskette" for more information on personalizing your program diskettes.

Canceling Out of The Combine Task

You can press CODE + CANCL to cancel out of the combine task when you have combined all the program diskettes you want on one 2D diskette. For training purposes, this topic leads you through all the possible variations for combining.

Combining Vol. 01, Vol. 02 and Vol. 03

TURN ON THE SYSTEM, AND LOAD THE VOL. 01
TEXTPACK 4 PROGRAM DISKETTE.

CHOOSE THE ITEM PROGRAM DISKETTE TASKS IN THE
TASK SELECTION MENU.

PRESS ENTER WHEN THE PROMPT Insert desired
program or feature diskette; press ENTER APPEARS ON
THE SCREEN.

PRESS ENTER WHEN THE PROMPT Contents of receiving diskette will be deleted. Press ENTER or Press END. **APPEARS.**

The message Receiving diskette has been renamed to 999999 appears.

PRESS ENTER TO CONTINUE.

The Displaywriter combines Vol. 01 onto the 2D diskette.

FOLLOW THE MESSAGE TO INSERT THE VOL. 03 PROGRAM DISKETTE.

The Displaywriter combines Vol. 03 onto the 2D diskette.

FOLLOW THE MESSAGE TO INSERT THE VOL. 02 PROGRAM DISKETTE.

The Vol. 02 program diskette is added to the 2D diskette, and the COMBINE FEATURE SELECTION menu displays.

Combining Feature Tasks On a Combined Program Diskette

The COMBINE FEATURE SELECTION menu shows the features that can be combined onto the 2D combined program diskette.

PRODSK				Kyb 1	
COMBINE FEATURE SELECTION					
ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES		
a	Asynchronous Feature	2	1 = Yes	2 = No	
b	Binary Synchronous Feature	2	1 = Yes	2 = No	
c	EDD Feature	2	1 = Yes	2 = No	
d	Reportpack Feature	2	1 = Yes	2 = No	
e	Mag Card Feature	2	1 = Yes	2 = No	
f	3270 Feature	2	1 = Yes	2 = No	
When finished with this menu, press ENTER.					
Type ID letter to choose ITEM; press ENTER: _					

Figure 34-3. COMBINE FEATURE SELECTION Menu

You can combine at least one of the features from the COMBINE FEATURE SELECTION menu.

You should combine the feature you use most often.

To indicate that you want to combine a feature:

CHOOSE THE ID LETTER OF THE FEATURE DISKETTE YOU WANT TO COMBINE.

WHEN THE PROMPT Type YOUR CHOICE; press ENTER APPEARS, TYPE 1.

PRESS ENTER AGAIN.

FOLLOW THE MESSAGE TO INSERT THE APPROPRIATE FEATURE DISKETTE YOU WANT TO COMBINE.

If there is not enough space on the diskette to combine the feature you selected, the message **zzzzzz** will not fit on diskette appears. Follow the prompt

Press ENTER to continue to resume the combining process.

After the feature diskette is combined, the COMBINE LANGUAGE SELECTION menu displays.

Combining Language Dictionaries On A Combined Program Diskette

The COMBINE LANGUAGE SELECTION menu shows the language dictionaries that can be combined.

```

-----
CMBDSK|          |          |          |          |          |          |
-----
                COMBINE LANGUAGE SELECTION
-----
ID  ITEM                YOUR    POSSIBLE
   ITEM                CHOICE  CHOICES
a  U.S. English         2      1 = Yes   2 = No
b  U. K. English       2      1 = Yes   2 = No
c  German               2      1 = Yes   2 = No
d  Dutch                2      1 = Yes   2 = No
e  National French     2      1 = Yes   2 = No
f  Canadian French    2      1 = Yes   2 = No
g  Italian              2      1 = Yes   2 = No
h  Spanish              2      1 = Yes   2 = No
i  Swedish              2      1 = Yes   2 = No
j  Danish               2      1 = Yes   2 = No
k  Norwegian           2      1 = Yes   2 = No
-----
When finished with this menu, press ENTER.
Type ID letter to choose ITEM; press ENTER: _
-----

```

Figure 34-4. COMBINE LANGUAGE SELECTION Menu

The dictionary for your country was already combined along with the spelling program on the Textpack 4 Vol. 02 program diskette. To combine a foreign language dictionary onto the 2D diskette:

CHOOSE THE ID LETTER OF THE FOREIGN LANGUAGE DICTIONARY YOU WANT TO COMBINE.

WHEN THE PROMPT Type YOUR CHOICE; press ENTER APPEARS, TYPE: 1

PRESS ENTER AGAIN.

FOLLOW THE MESSAGE TO INSERT THE LANGUAGEPACK 2 PROGRAM DISKETTE WHICH CONTAINS THE FOREIGN LANGUAGE DICTIONARY YOU WANT TO COMBINE.

PRESS ENTER TO CONTINUE.

Completing the Task

Then the message Combine Task completed. Receiving diskette renamed to zzzzzz appears.

The Combined Program Diskette Task is complete, and the Displaywriter assigns the combined program diskette a program diskette name. As mentioned earlier in this topic, you do not have to name the program diskette. The system does it for you.

Remove the diskette and write the name on the diskette label.

PROGRAM DISKETTE (DUPLICATE)	
Diskette Name <u>XXXXXX</u>	Program Type: _____
Date _____	Textpack No. <u>4</u>
IBM-supplied _____	Personalized _____
Vol. _____ of _____	Feature Diskette Name _____
Defaults _____	Defaults _____
Languagepack Vol. <u>01</u> of <u>03</u>	
Comments <u>Features - Reportpack</u>	

Form No. S544-2016-0	

Figure 34-5. Program Diskette (Duplicate) Label

USING THE COMBINED PROGRAM DISKETTE

After you combine the program diskettes, and you are ready to do your work using the combined program diskette, you should turn off the Displaywriter. Then turn it back on, and load the 2D combined program diskette so the current Licensed Programs you use are available to you. You must turn the system off before using the combined program diskette, otherwise; the system will not recognize that you are using the combined program diskette, instead of the individual program diskettes.

The TASK SELECTION menu appears when you insert the combined program diskette.

The procedures for Typing Tasks, Work Diskette Tasks, Spelling Tasks, and Merge Tasks are the same as when you use regular program diskettes.

However, new menus appear when choosing Program Diskette Tasks and Feature Tasks.

In this topic, the examples show Reportpack as a Combined Feature. Your menus may not appear exactly like these examples because the items on the menus depend on which feature diskettes you combined on the 2D program diskette.

When Using Program Diskette Tasks on a Combined Program Diskette

After you have loaded the combined program diskette, choose Program Diskette Tasks from the TASK SELECTION menu. The following menu appears on the display:


```

PRODSK|          |          |          |          |          |          |
-----|-----|-----|-----|-----|-----|-----|
          FEATURE TASKS

          ID  ITEM

          a   Reportpack Task Selection
          b   Other Feature

          c   Go to Task Selection

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: _

```

Figure 34-7. FEATURE TASKS Menu

The features on your combined program diskette are listed as ITEMS on the menu. In this example, Reportpack Task Selection is listed. You would choose the ID letter of the feature you want to use.

If you want to use a feature other than those on your program diskette, choose **Other Feature** and insert the feature diskette you want to use.

Follow the prompts and messages to use your feature diskette.

Using Remaining Space on the Combined Program Diskette for Typing Tasks

The remaining space on the combined program diskette may be used to create or revise documents. When creating a document, type the name of the combined program diskette when prompted.

If you wish to combine program diskettes and documents on the same diskette, be aware of the following:

- When erasing in Work Diskette Tasks, only the text is erased. The program diskettes remain on the combined diskette.
- When erasing in Program Diskette Tasks, EVERYTHING is erased, including both the text, and the programs diskettes combined on the 2D diskette.
- When duplicating documents in Work Diskette Tasks, only the text is duplicated. The program diskettes are not duplicated.
- When duplicating diskettes in Program Diskette Tasks, programs and documents are duplicated. Combined diskettes can be duplicated only in Program Diskette Tasks. If you want to duplicate only the text on a combined program diskette, use Work Diskette Tasks to duplicate or condense the text.
- When condensing in Work Diskette Tasks, only the text is condensed.

UPDATING A COMBINED PROGRAM DISKETTE

You should update your combined program diskette when you receive modification level program diskettes from IBM for:

- Textpack 4 Licensed Program Diskettes
- Any Feature Licensed Program Diskette
- Languagepack 2 Licensed Program Diskettes

Basic Information

Any time you need to update a combined program diskette, you need another initialized 2D diskette. You will create the updated combined program diskette using the modification level program diskette(s) received from IBM. You retain programs that have not changed from the existing combined program diskette.

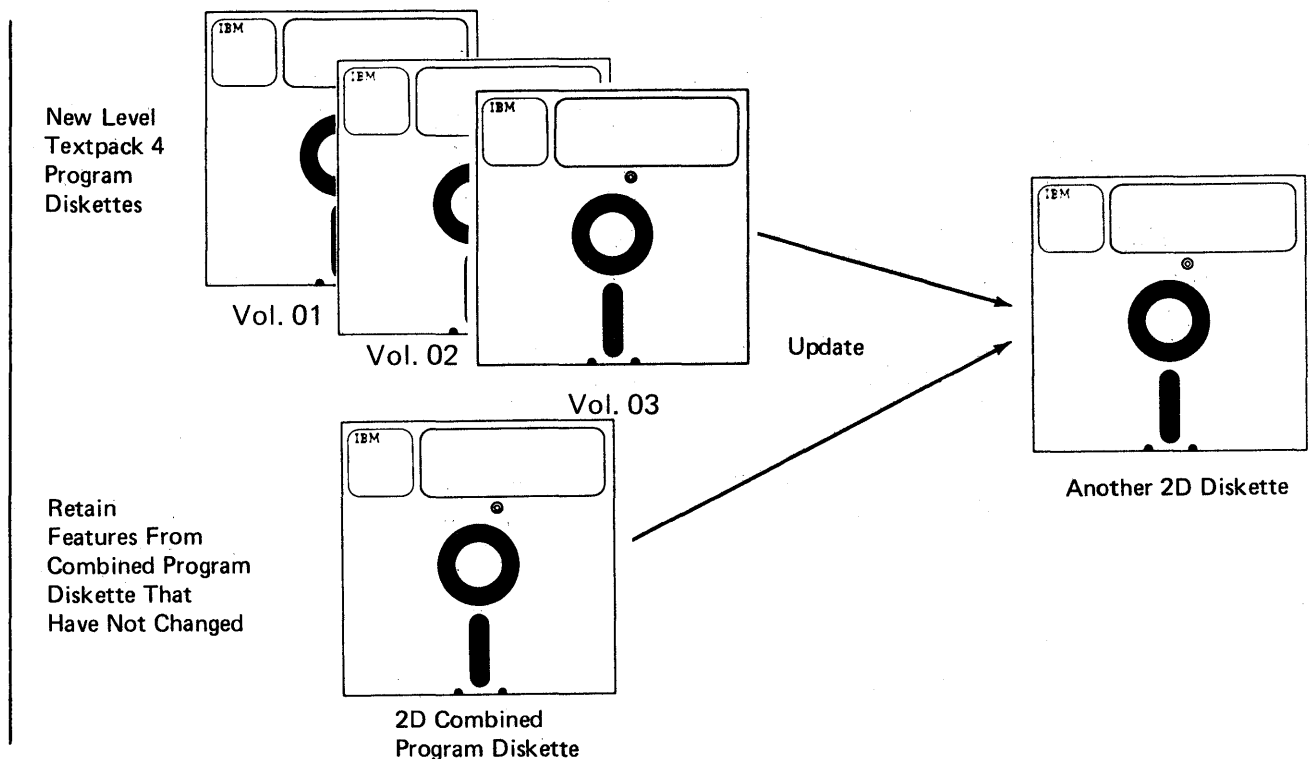


Figure 34-8. Updating a Combined Program Diskette

In this topic, the examples show Reportpack as a Combined Feature, and Spanish as a Combined Language. Your menus may not appear exactly like these examples because the menus depend on what programs are stored on your combined program diskette.

**Updating Due to Latest
Level of Textpack 4
Licensed Program Diskettes**

To update a combined program diskette because you received a modification level of Textpack 4 program diskettes from IBM:

**TURN ON THE SYSTEM AND LOAD THE MODIFICATION
LEVEL VOL. 01 TEXTPACK 4 PROGRAM DISKETTE
(NOT THE COMBINED PROGRAM DISKETTE).**

**CHOOSE PROGRAM DISKETTE TASKS FROM THE TASK
SELECTION MENU.**

**PRESS ENTER WHEN THE PROMPT Insert desired
program or feature diskette; press ENTER APPEARS.**

PRESS ENTER TO CONTINUE.

When you press ENTER, the system puts the modification level Vol. 01 Program Diskette onto the 2D diskette.

FOLLOW THE MESSAGE TO INSERT THE VOL. 03 PROGRAM DISKETTE.

The Displaywriter puts the modification level Vol. 03 Program Diskette onto the 2D Diskette.

FOLLOW THE MESSAGE TO INSERT THE VOL. 02 PROGRAM DISKETTE.

After the modification level Vol. 01, Vol. 02 and Vol. 03 diskettes have been added to the new 2D diskette, the following message appears: Insert an existing Combined Program Diskette, if any, to be used.

Retaining Feature Diskettes From The Existing Combined Program Diskette

INSERT THE ORIGINAL 2D COMBINED PROGRAM DISKETTE.

PRESS ENTER TO CONTINUE.

When the COMBINE FEATURE SELECTION menu appears, you will probably want to retain the feature programs which did not change from the original combined program diskette.

```

|CMBDSK|           |           |           |           |           |
|-----|-----|-----|-----|-----|
|               COMBINE FEATURE SELECTION               |
|   ID  ITEM                YOUR CHOICE  POSSIBLE CHOICES   |
| a  Asynchronous Feature      2        1 = Yes   2 = No   |
| b  Binary Synchronous Feature 2        1 = Yes   2 = No   |
| c  EDD Feature                2        1 = Yes   2 = No   |
| d  Reportpack Feature         2        1 = Replace 2 = Retain |
| e  Mag Card Feature           2        1 = Yes   2 = No   |
| f  3270 Feature               2        1 = Yes   2 = No   |
|-----|-----|-----|-----|-----|
|When finished with this menu, press ENTER.
|Type ID letter to choose ITEM; press ENTER: _
|-----|-----|-----|-----|-----|
  
```

Figure 34-10. COMBINE FEATURE SELECTION Menu

Notice that in the POSSIBLE CHOICES column for Reportpack, 2 = Retain.

The value of the YOUR CHOICE column automatically changes to indicate the features that are already included on the original combined program diskette. These are the features you will probably want to combine onto the new 2D diskette.

PRESS ENTER.

The COMBINE LANGUAGE SELECTION menu appears.

**Retaining Languagepack 2
Dictionaries from the
Existing Combined Program Diskette**

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

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: _

Figure 34-11. COMBINE LANGUAGE SELECTION Menu

Notice that in the POSSIBLE CHOICES column:

- The value for 2 = Retain from 2D for the languages already on the existing combined program diskette.
- The value for 2 = Do Not Combine for languages not already on the existing combined program diskette.

Note: The value 2 in the POSSIBLE CHOICES column for U. S. English = Retain from 2D because it is contained on the Textpack 4 program diskette and automatically combined with Vol. 02 on the combined program diskette.

When the COMBINE LANGUAGE SELECTION menu appears, if you want to retain what is already on your existing combined program diskette,

PRESS ENTER.

The ADDITIONAL UPDATES FROM COMBINED PROGRAM DISKETTE appears.

Additional Updates From
The Existing Combined
Program Diskette

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

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: _

Figure 34-12. ADDITIONAL UPDATES FROM COMBINED PROGRAM DISKETTE

Update Machine Setups

Use the default a = 1 if you need to transfer machine setups for any Textpack 4 or feature program diskettes from the existing combined program diskette.

Update Spelling Language Supplements

Use the default **b = 1** if you need to transfer language supplements from the existing combined program diskette to the updated combined program diskette.

Duplicate Data From Combined Program Diskette

Use the default **c = 1** if you have documents on the existing combined program diskette that you wish to duplicate to the updated combined program diskette.

To Continue Updating

When you have made all your choices in the menu,

PRESS ENTER.

**FOLLOW THE PROMPTS AND MESSAGES TO COMPLETE
UPDATING THE COMBINED PROGRAM DISKETTE.**

When your diskette is updated, you will see the message **Combine Task completed. Receiving diskette is zzzzzz.**

Updating Due to Later Levels for Feature or Languagepack 2 Program Diskettes

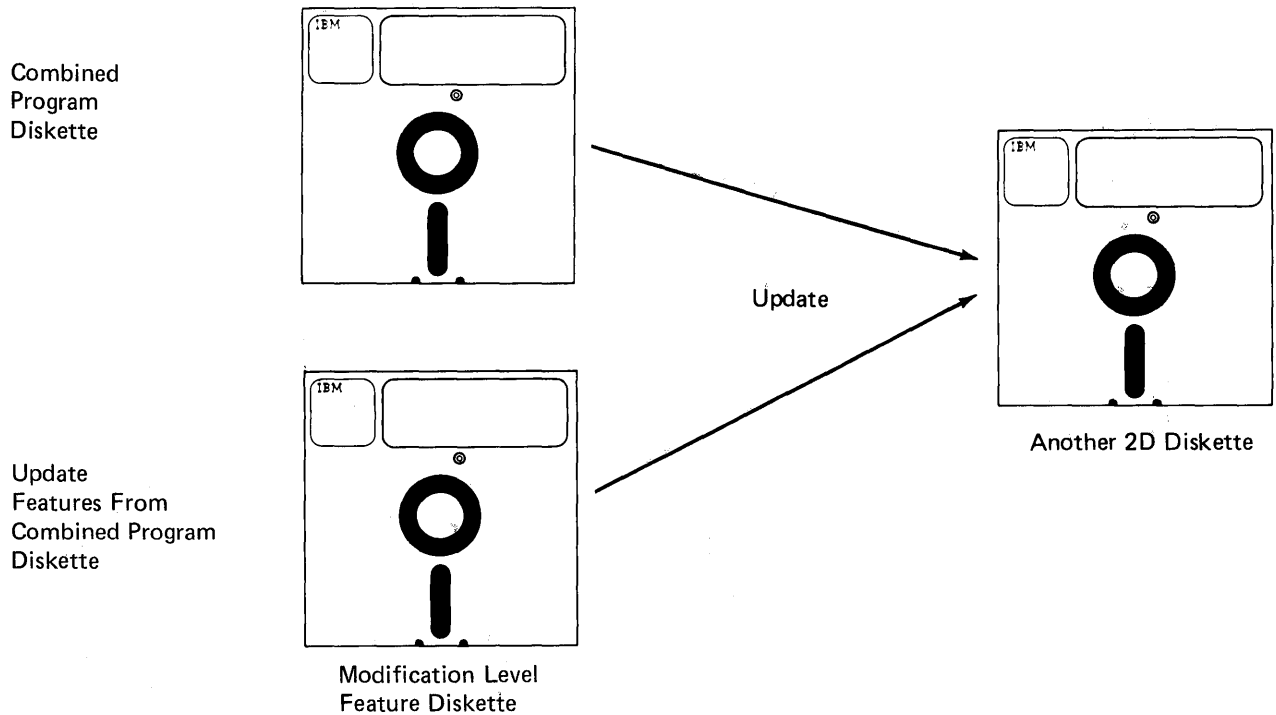


Figure 34-13. Updating For Features or Languagepack 2

If you need to make changes only to the Features or Languagepack 2 programs on a combined program diskette, you must "update" the combined program diskette. You must have another 2D diskette for updating.

TURN THE SYSTEM OFF AND THEN ON AGAIN. LOAD THE ORIGINAL COMBINED PROGRAM DISKETTE.

CHOOSE PROGRAM DISKETTE TASKS AND PRESS ENTER.

PRESS ENTER AGAIN WHEN THE PROMPT Insert desired program or feature diskette; press ENTER. APPEARS.


```

-----
PRODSK|          |          |          |          |          |
-----
                                TEXTPACK PROGRAM DISKETTE TASKS

                                ID  ITEM

                                a  Change Document Format Defaults
                                b  Change Alternate Format Defaults
                                c  Change Printer Description
                                d  Change Work Station Description
                                e  Duplicate Machine Setup
                                f  Duplicate Program Diskette
                                g  Erase Program Diskette
                                h  Duplicate Spelling Supplement
                                i  Change Math Format Defaults
                                j  Change Paginate Document Defaults
                                k  Change Check Document Defaults
                                l  Create New Combined Program Diskette
                                m  Update Combined Program Diskette
                                n  Change Menu Abbreviations
                                o  Go to Task Selection

Type ID letter to choose ITEM; press ENTER: _
-----

```

Figure 34-15. TEXTPACK PROGRAM DISKETTE TASKS Menu

CHOOSE UPDATE COMBINED PROGRAM DISKETTE FROM THE TEXTPACK PROGRAM DISKETTE TASKS MENU, AND PRESS ENTER.

The prompt **Type name of 2D diskette to receive programs; press ENTER** appears.

INSERT THE NEW 2D DISKETTE YOU WANT TO COMBINE THE PROGRAMS ONTO.

TYPE THE NAME OF THE NEW 2D DISKETTE TO RECEIVE THE PROGRAMS, AND PRESS ENTER.

PRESS ENTER WHEN THE PROMPT Contents of receiving diskette will be deleted. Press ENTER or Press END APPEARS.

The message Receiving Diskette has been renamed to 999999 appears.

PRESS ENTER TO CONTINUE.

The Displaywriter begins combining the original combined program diskette onto the new 2D diskette.

FOLLOW THE PROMPTS AND MESSAGES, IF ANY, TO INSERT DISKETTES.

**Updating to
Replace a Feature**

When the Textpack 4 program diskettes have been added to the new 2D diskette, the COMBINE FEATURE SELECTION menu appears.

```

-----
|CMBDSK|           |           |           |           |           |           |           |
-----
|                                     |
|                   COMBINE FEATURE SELECTION                   |
|                                     |
| ID  ITEM                    YOUR CHOICE  POSSIBLE CHOICES          |
|                                     |
| a  Asynchronous Feature      2          1 = Yes    2 = No                |
| b  Binary Synchronous Feature 2          1 = Yes    2 = No                |
| c  EDD Feature                2          1 = Yes    2 = No                |
| d  Reportpack Feature         2          1 = Replace 2 = Retain           |
| e  Mag Card Feature           2          1 = Yes    2 = No                |
| f  3270 Feature               2          1 = Yes    2 = No                |
|                                     |
|When finished with this menu, press ENTER.
|Type ID letter to choose ITEM; press ENTER: _
-----

```

Figure 34-16. COMBINE FEATURE SELECTION Menu

Notice in the POSSIBLE CHOICES column that:

- The value for 2 = **Retain** if the feature is already on the existing combined program diskette.
- The value for 2 = **No** if the feature is not already on the existing combined program diskette.

If you have received a modification level of a feature program diskette, you must "replace" that feature on the new combined program diskette.

For each feature you want to replace, you must change **YOUR CHOICE** to 1.

For example, to replace the Reportpack program diskette on the 2D diskette:

- Choose the **ITEM** for Reportpack.
- When the prompt **Type YOUR CHOICE;** press **ENTER** appears, type: 1
- Follow the prompts to insert the appropriate diskette(s).

The **COMBINE LANGUAGE SELECTION** menu appears on the display.

```

CMBDSK|          |          |          |          |          |          |
-----|-----|-----|-----|-----|-----|-----|
                COMBINE LANGUAGE SELECTION

      ID  ITEM                YOUR    POSSIBLE
      ID  ITEM                CHOICE  CHOICES

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

When finished with this menu, press ENTER.

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

Figure 34-17. COMBINE LANGUAGE SELECTION Menu

**Updating to
Replace a Languagepack 2
Dictionary**

Notice that in the POSSIBLE CHOICES column:

- The value for 2 = Retain from 2D for the languages already on the existing combined program diskette
- The value for 2 = Do Not Combine for languages not already on the existing combined program diskette.

Note: The value 2 in the POSSIBLE CHOICES column for U. S. English (or the language for your country) = Retain from 2D because it is contained on the Textpack 4 program diskette and automatically combined with Vol. 02 on the combined program diskette.

When the COMBINE LANGUAGE SELECTION menu appears, if you want to replace what is already on

your original combined program diskette, you must choose the ITEM for the language dictionary you are replacing and type 1. Follow the message to insert the appropriate Languagepack 2 program diskette.

The ADDITIONAL UPDATES FROM 2D DISKETTE menu appears.

Simply press ENTER to transfer machine setups, language supplements or documents from the combined program diskette.

Follow the prompts and messages to complete updating.

Using an Updated Combined Program Diskette

REMOVE BOTH COMBINED PROGRAM DISKETTES FROM THE DISKETTE UNIT.

Label the updated combined program diskette. You may want to erase the "old" combined program diskette to avoid confusion.

The updated combined program diskette is now complete.

To use the updated combined program diskette, turn off the Displaywriter. Then turn it back on, and load the updated combined program diskette so the current Licensed Programs are available to you.

Once this updated combined program diskette is loaded, only this particular program diskette can be used for different tasks.

To Add Programs to a Combined Program Diskette

If you have a combined program diskette containing Textpack 4 Vol. 01, Vol. 02 and Vol. 03, you can add a feature or a Languagepack 2 dictionary.

FOLLOW THE STEPS YOU HAVE ALREADY LEARNED TO UPDATE A COMBINED PROGRAM DISKETTE:

Adding a Feature Program Diskette

When you reach the COMBINE FEATURE SELECTION menu:

CHOOSE THE ID LETTER OF THE FEATURE DISKETTE YOU WANT TO ADD.

WHEN THE PROMPT, Type YOUR CHOICE; press ENTER APPEARS, TYPE: 1

PRESS ENTER AGAIN.

FOLLOW THE MESSAGE TO INSERT THE APPROPRIATE FEATURE DISKETTE.

PRESS ENTER TO CONTINUE.

Adding a Languagepack 2 Dictionary

In the COMBINE LANGUAGE SELECTION menu,

CHOOSE THE ID LETTER OF THE FOREIGN LANGUAGE DICTIONARY YOU WANT TO ADD.

WHEN THE PROMPT Type YOUR CHOICE; press ENTER APPEARS, TYPE: 1

PRESS ENTER AGAIN.

FOLLOW THE MESSAGE TO INSERT THE APPROPRIATE LANGUAGEPACK 2 PROGRAM DISKETTE.

PRESS ENTER TO CONTINUE.

PRESS ENTER IN THE ADDITIONAL UPDATES FROM 2D DISKETTE MENU.

ADDITIONAL INFORMATION

Erasing "Old" Combined Program Diskettes

After a Combined Program Diskette has been updated onto a "new" one, the "old" Combined Program Diskette can be erased by using the ERASE PROGRAM DISKETTE TASK and reused as either a program diskette or a work diskette.

Before erasing a Combined Program Diskette, be sure that all text, if any, on the diskette has been duplicated to the "new" Combined Program Diskette.

You can choose Display Index of Diskette Contents in the TYPING TASKS menu to determine the names of the documents you want to duplicate from the original combined program diskette.

TOPIC SUMMARY

To Combine Program Diskettes

- A. Turn on the Displaywriter and load the Vol. 01 Textpack 4 Program Diskette from IBM.
- B. Choose Program Diskette Tasks.
- C. Choose Create a New Combined Program Diskette.
- D. Insert an initialized 2D diskette.
- E. Type the name of the "new" 2D diskette that will contain the combined programs.
- F. Insert Vol. 03 when prompted to do so.
- G. Insert Vol. 02 when prompted to do so.
- H. Follow prompts and messages to include Feature Program Diskettes and/or Languages from Languagepack 2 on the Combined Program Diskette.
- I. Optional: Press CODE + CANCL when you have combined all the programs you need.

To Use a Combined Program Diskette

- A. Turn off the Displaywriter.
- B. Turn the Displaywriter back on.
- C. Load the combined program diskette.

To Update a Combined Program Diskette Because of a Modification Level Textpack 4

- A. Turn the Displaywriter off and then back on and load the modification level Vol. 01 Textpack 4 Diskette from IBM.

- B. Choose Program Diskette Tasks from the TASK SELECTION menu.
- C. Choose Update Combined Program Diskette from the TEXTPACK PROGRAM DISKETTE TASKS menu.
- D. Insert the "new" 2D Diskette to receive the new programs..
- E. Type the name of the "new" 2D Diskette.
- F. Follow the prompts and messages to insert diskettes.
- G. Combine Feature Programs and/or language dictionaries from Languagepack 2 from the original combined program diskette.
- H. Choose the necessary ITEMS in the ADDITIONAL UPDATES FROM COMBINED PROGRAMDISKETTE menu to transfer machine setups, language supplements or documents.
 - Make all your choices before pressing ENTER.
 - Follow the prompts and messages to complete updating.
- I. When this task is finished, the combined program diskette is complete.
- J. Turn the Displaywriter off and then back on to load this diskette.

To Update a Combined Program
Diskette to Replace a
Feature And/Or Language Dictionary

- A. Turn the Displaywriter off and then on and load the combined program diskette.
- B. Choose Program Diskette Tasks from the TASK SELECTION TASKS menu.
- C. Choose Textpack Program Diskette Tasks from the PROGRAM DISKETTE TASKS menu.
- D. Choose Update Combined Program Diskette from the TEXTPACK PROGRAM DISKETTE TASKS menu.

E. Type the name of the new 2D diskette when prompted.

F. For Features that remain the same, YOUR CHOICE should = 2.

G. To replace a feature:

- Change YOUR CHOICE to 1 for each feature you want to replace.
- Follow the prompts to insert the appropriate diskettes.

H. For each language dictionary that remains the same, YOUR CHOICE should = 2.

I. For each language dictionary you want to replace:

- Type 1 for YOUR CHOICE.
- Load the appropriate Languagepack 2 diskette.

J. Choose the necessary ITEMS in the ADDITIONAL UPDATES FOR 2D DISKETTE menu to transfer machine setups, language supplements or documents.

- Make all your choices before pressing ENTER.
- Follow the prompts and messages to complete updating.

K. When this task is finished, the combined program diskette is complete.

L. Turn the Displaywriter off and then back on to load this diskette to do your own work.

**To Add Programs
to a Combined Program
Diskette**

- A. Turn on the Displaywriter and insert the combined program diskette.
- B. Choose Program Diskette Tasks.
- C. Press ENTER again.
- D. Choose Textpack Program Diskette Tasks.
- E. Choose Update Combined Program Diskette.
- F. Insert the 2D diskette to receive the programs.
- G. Type the name of the 2D diskette to receive the programs.
- H. Press ENTER.
- I. Press ENTER again and follow the prompts to insert diskettes.
- J. In the COMBINE FEATURE SELECTION MENU, choose the ID letter of the feature diskette you want to add and type: 1
- K. Press ENTER again.
- L. Follow the message to insert the appropriate feature diskette and press ENTER to continue.
- M. In the COMBINE LANGUAGE SELECTION menu, choose the ID letter of the foreign language dictionary you want to add and type: 1
- N. Press ENTER again and follow the prompts to insert diskettes.
- O. Press ENTER again.
- P. Press ENTER in the ADDITIONAL UPDATES FROM COMBINED PROGRAM DISKETTE menu.

You have completed this topic. Choose the next topic from your Training Checklist.

Topic 35. Duplicating Your Personalized Defaults to a New Program Diskette

In this topic, you will learn how to duplicate the personalized defaults and stored supplemental dictionary to a new IBM program diskette. This is a read-only topic.

Before starting this topic, you should complete:

1. All Basic Topics
2. Topic 29. Duplicating a Program Diskette
3. Topic 33. Personalizing a Program Diskette

The section in this topic regarding Supplemental Dictionaries applies only if you are using the Spelling Verification Aid and have a supplemental dictionary stored on your program diskette.

The section in this topic regarding Menu Abbreviation applies only if you have personalized your program diskettes by creating your own short form abbreviations.

Periodically, you will receive new program diskettes from IBM. These new program diskettes may contain maintenance releases to correct any problems found in the current program diskettes since they were first developed.

It is important to start using new levels of program diskettes as soon as you do the following:

1. Make a copy of Vol. 01, Vol. 02 and Vol. 03. Label them appropriately. Store them in the back of Operator Training Book 1--Basic Topics. These diskettes will be used for training new operators.
2. If you have created your own short form menu abbreviations, make a list of the changes you have made. **YOU CANNOT DUPLICATE MENU ABBREVIATIONS THAT HAVE BEEN CHANGED. YOU MUST RE-ENTER THESE CHANGES AFTER YOU HAVE DUPLICATED THE PROGRAM DISKETTES.**
3. Duplicate your personalized defaults to the new Vol. 01 program diskette.

4. Duplicate your stored supplemental dictionary to the new Vol. 02 program diskette.
5. Make a copy of the personalized Vol. 01 and Vol. 02. Also make a copy of Vol. 03.
6. Make any necessary changes to the short form menu abbreviations on both sets of the new personalized program diskettes.
7. Store one set of the new personalized program diskettes in a safe place and use the other set for your daily work.

TO DUPLICATE YOUR PERSONALIZED DEFAULTS

To update your new Vol. 01 program diskette to include the existing personalized defaults on your current program diskette, you insert the new Vol. 01 program diskette, and choose Program Diskette Tasks in the TASK SELECTION menu.

When the prompt **Insert desired program or feature diskette and press ENTER** appears, you press ENTER. The **TEXTPACK PROGRAM DISKETTE TASKS** menu appears, and you choose Duplicate Machine Setup.

The prompt **Type name of program diskette with setup** appears. This refers to the name of the program diskette you have been using up until now (your old program diskette).

You will then be prompted when to insert which program diskette. When your personalized defaults have been duplicated to the new Vol. 01 program diskette, the message **Machine setup duplicated** appears, and the system returns to the **TEXTPACK PROGRAM DISKETTE TASKS** menu.

Remove the duplicated program diskette and attach the appropriate diskette labels to indicate that this is a Vol. 01 program diskette with personalized defaults.

TO USE THE NEW VOL. 01 PROGRAM DISKETTE WITH THE PERSONALIZED DEFAULTS

To use the new Vol. 01 program diskette which now has the personalized defaults, return to the TASK

SELECTION menu. Be sure the new Vol. 01 program diskette is loaded in the diskette unit. The system automatically loads the new defaults.

When you actually receive new program diskettes from IBM, refer to "Duplicate Machine Setup Task" in the "Quick Reference" section of the Reference Guide.

TO DUPLICATE THE STORED SUPPLEMENTAL DICTIONARY

When you receive updated Textpack or Languagepack 2 program diskettes from IBM, you can duplicate the supplemental dictionary stored on the current program diskette onto the new program diskette.

- The supplement on a Textpack program diskette can be only duplicated to an updated Textpack program diskette.
- Supplements on Languagepack 2 program diskettes can be duplicated only to updated Languagepack 2 program diskettes.

The steps to duplicate the supplemental dictionary are:

1. You must do an initial program load (IPL) from the new Textpack program diskette just received from IBM.
2. Choose the ITEM in the TASK SELECTION menu to load the program diskette tasks.
3. Choose the ITEM in the TEXTPACK PROGRAM DISKETTE TASKS menu to duplicate the spelling supplement.
4. Type the name of the Vol. 02 Textpack or Languagepack 2 program diskette that you are duplicating from, and then press ENTER.
5. You will be prompted when to insert which program diskette.
6. When the supplement has been duplicated, remove the duplicated program diskette and attach the appropriate diskette label.

When you receive new program diskettes from IBM, refer to "Duplicating Spelling Supplements" in the "Quick Reference" section of the Reference Guide.

TO CHANGE MENU ABBREVIATIONS

If you changed your short form abbreviations on your old program diskettes, you must re-enter these changes on the new program diskettes. You cannot duplicate changed menu abbreviations from one diskette to another.

You change short form menu abbreviations on your new personalized diskette after you have duplicate the other personalized defaults and the stored supplemental dictionary. Refer to "Program Diskette Procedures" in the Work Station Procedures Guide. These pages will aid you in changing short form menu abbreviations.

READ THE TOPIC SUMMARY ON THE NEXT PAGE.

TOPIC SUMMARY

To Duplicate Your Personalized Program Diskette Defaults to a New Program Diskette

- A. Do an initial program load with the new Vol. 01 program diskette in the diskette unit.
- B. Choose Program Diskette Tasks in the TASK SELECTION menu.
- C. When the prompt **Insert desired program or feature diskette and press ENTER** appears, press ENTER.
- D. Choose Duplicate Machine Setup in the TEXTPACK PROGRAM DISKETTE TASKS menu.
- E. When the prompt **Type name of program diskette with setup** appears, type the name of your current (old) program diskette.
- F. The Displaywriter prompts you when to insert which program diskette.
- G. When the setup has been duplicated, you will see the message **Machine setup duplicated**.

To Duplicate Stored Supplemental Dictionaries

- A. Insert the new Textpack program diskette and do an initial program load (IPL).
- B. Choose the ITEM in the TASK SELECTION menu to load the program diskette tasks.
- C. Choose the ITEM in the TEXTPACK PROGRAM DISKETTE TASK menu to duplicate the spelling supplement.
- D. Type the name of the Vol. 02 Textpack program diskette or Languagepack 2 program diskette you are duplicating from, and then press ENTER.
- E. You will be prompted when to insert which program diskette.
- F. When the system has updated the new Textpack or Languagepack 2 program diskette with the stored supplement(s), the message, **Spelling supplement(s) duplicated** appears on the message line.

To Change Menu Abbreviations

A. You cannot duplicate changed menu abbreviations from one diskette to another. You must re-enter these changes on the new personalized program diskettes.

You have completed this topic. Choose the next topic from your Training Checklist.

Topic 36. What To Do If

CREATE, REVISE, CHECK SPELLING, AND PRINT TEXT

When Creating

Auto carrier return not working.

Action:

Change Adjust Line Endings to YES in LINE FORMAT menu.

OR

1. Change defaults in work station description on program diskette to Auto Carrier Return = ON.
2. Reload the initial program.

When naming document, you get message (Document) already exists.

Action:

Select Revise Document instead of Create Document.

You made a typestyle change and got Invalid Choice message.

Action:

If choice is a different pitch, the cursor must be at left margin.

OR

In making selection, be sure to use the number 1 key instead of the L key.

You pressed CHG FMT and didn't get choices needed.

ACTION:

1. To change the LINE FORMAT menu, move cursor to the left margin.
2. Press CHG FMT.
3. Make necessary changes.

OR

1. To change the page format, move cursor to the beginning of the page.
2. Press CHG FMT.
3. Make necessary changes.

When Revising

Substitute appears on status line after recovering a document.

Action:

Check document at these points for missing characters.

After recovery, you need to find the Substitute codes.

Action:

1. Turn on Screen Format to help locate codes (■).
2. Press FIND.
3. Hold down the control key above the REQST key and type a "z."

4. Press ENTER. The cursor finds the point of the Substitute codes. The status line indicates **Substitute**.
5. Check document at these points for missing characters.

When trying to revise, you got message (Document) already in use.

Cause:

You are trying to revise a document that is printing or is in the print queue.

Action:

If document in print queue needs to be revised, you must cancel that document from the print queue before revising. Use REQST key to perform this function.

OR

Wait until document is printed to revise it.

When Saving Keystrokes

You lost a series of keystrokes when you pressed the SPELL key.

Action:

Do not check the spelling of a document until you are through playing back the keystrokes you saved. Loading another task, such as Spelling Tasks, erases the keystrokes saved. If you need to save keystrokes in one document to play back in another document, press END. Go to the new document and play back the keystrokes. After you have completed playing back the keystrokes, you may check the spelling of the documents.

When Spelling

Supplement didn't store on program diskette.

Action:

1. Select Spelling Tasks.
2. Select Load Supplement.
3. Select Store Supplement on Program Diskette (See "Store Supplement Task" in the "Quick Reference" section of the Reference Guide).

Supplement didn't delete from program diskette.

Action:

1. Select Spelling Tasks.
2. Select Clear Supplement.
3. Select Store Supplement (A blank supplement will store over the old one).

The system marked words which you know are stored in the Displaywriter dictionary, supplemental, or language dictionary.

Action:

Be sure you have the correct dictionary loaded.

When Printing

Long line message.

Action:

After revising, select Paginate Document.

OR

Refer to the Prompts and Messages Guide.

Long page message.

Action:

After revising, paginate document.

Verify that Last Line and Paper Size choices in PAGE FORMAT menu are compatible.

OR

Refer to the Prompts and Messages Guide.

Printout shows lines being split.

Example: _____

Cause: An index was typed by mistake. The display appears correct.

Action:

1. Select Revise Document.
2. Cursor to point of index in the document.
3. Delete (using DEL) the index.
4. Print the page.

CREATE, REVISE, AND CHECK TABLES

When Typing the Table

You entered the wrong kind of tab in the example entry.

Action:

1. Move the cursor to the first line of the table and press CODE + LAYOUT.
2. When the Column Layout instructions appear on the screen, you can correct the example entries.
3. Move the cursor to the right of the incorrect tab symbol and backspace to delete it.
4. If necessary, press the key to indicate what kind of tab you want.
5. Press CODE + LAYOUT to adjust the entries.
6. Press ENTER and continue typing the table.

You forgot to enter a tab or need to add a tab.

Action:

1. Move the cursor to the first line of the table and press CODE + LAYOUT.
2. When the Column Layout instructions appear on the screen, you can correct the example entries.
3. Move the cursor where you want the tab to be, and press the key for that kind of tab.
4. Press CODE + LAYOUT to adjust the entries.
5. Press ENTER.
6. You may need to add or delete some tab symbols for the entries already typed to align correctly.
7. Continue typing the table.

You deleted the Begin or End Table Codes.

Action:

1. Move the cursor to the first line of the table and press CODE + LAYOUT.
2. When the Column Layout instructions are on the screen, follow the instruction to move the cursor down to re-specify the last line of the table and press ENTER.
3. Delete any duplicate codes you have.

You deleted the format codes.

Action:

1. Move the cursor to the first line of the table.
2. Press CODE + LAYOUT.
3. When the Column Layout Instructions are on the screen, reset the desired tabs, press CODE + LAYOUT, and follow the instruction to move the cursor down to re-specify the last line of the table.
4. Press ENTER.
5. Delete any duplicate codes you have.

You tabbed to the wrong tab symbol after you typed several entries.

Action:

1. If the entries are short of where they should be, move the cursor to the first entry in the column and press TAB until the entry is where the column should be.
2. Continue typing the rest of the table.

OR

1. If the entries are past where they should be, delete the tab symbols to the left of each entry in the column until the column is positioned correctly.
2. Continue typing the rest of the table.

You pressed ENTER before you finished typing the table.

Action:

1. Move the cursor to the End Table code.
2. Continue typing the table.

You typed a carrier return before you wanted one while typing a column.

Action:

1. Move the cursor to the carrier return symbol and delete it.
2. The table will return to its original appearance.
3. Continue typing.

You forgot to enter a column as an example entry.

Action:

1. Finish typing the table as you have it.
2. Follow the steps to add an entire column in "Tables and Columnar Samples" in the Work Station Procedures Guide.

The adjusted columns extend past the right margin.

Action:

If after your columns are adjusted, the last column is beyond the right margin >> of your document,

1. You may need to change the paper size in the FORMAT SELECTION menu.
 - a. Move the cursor to the format change \square at the beginning of the table.
 - b. Press ENTER to see the FORMAT SELECTION menu.
 - c. Choose the item in the menu for PAGE FORMAT.
 - d. Choose the paper size that will be large enough for your table.
2. Now, you choose the item in the FORMAT SELECTION menu for margins and tabs.
3. Move the right margin >> where you want the right margin of your table.
4. Go to the typing area, and on the first line of the table, press CODE + LAYOUT to see the Column Layout Instructions.
5. Follow Column Layout Instruction 3 to adjust your example entries between the new margins.
6. Follow instruction 4.
7. Move cursor to the End Table code, and continue typing your column entries.

When in Column Layout instructions

You pressed ENTER before you were ready.

Action:

1. You are now in the typing area.
2. Follow the prompt on the screen to press ENTER, even though you have not typed the table.
3. Move the cursor to the line with the Begin Table code ↵ and press CODE + LAYOUT.
4. The Column Layout instructions appear on the screen.
5. Follow the instructions on the screen beginning where you left off.

CREATING DOCUMENTS FROM STORED TEXT

Get VARIABLE menu

You press ENTER before typing a variable name and get the VARIABLE menu.

Action:

Type the variable name in the menu and continue.

Correcting Variable Names

Variable names on the display do not match the variable names in the shell or paragraph library.

Action:

1. Position the cursor under the first of the incorrect variable name.
2. Press ENTER.
3. Type the correct variable name.
4. Press ENTER.

Revising a Paragraph Library

You pressed the GO TO key and typed a page number greater than the number of pages in the document. Text appears on the display, but you expected a blank page.

Action:

1. Press Code + ↵ . This takes you to the bottom of the existing text.
2. Press PAGE END. You are now on the next blank page.
3. Type the new material.
4. Press PAGE END.
5. Press END.

Correcting an Include Instruction

You reviewed an include instruction, and it must be revised.

Action:

1. Position the cursor under the first \neq of the include instruction.
2. Press ENTER.
3. Correct the INCLUDE INSTRUCTIONS menu as necessary.
4. Press ENTER.

Message to Insert Another Diskette During Merge

Your diskette containing your paragraph library is inserted; however, during merge the system tells you to insert another diskette.

Action:

1. Check any paragraphs which contain include instructions.
2. Verify that the diskette named within the include instruction is the name of the diskette containing the library.
3. Correct the include instruction, if necessary.
4. Reprocess the merge job.

Message "Variables Not Found"

Your merge job appears correct, but the system gives you the message Variables Not Found.

Cause:

When you create the fill-in document, you press PAGE END at the end of the page. Any carrier returns which come after the PAGE END are pushed to the next page.

When you merge, the system merges all pages containing text and tries to merge the page containing only carrier returns. This causes the message to appear even if the previous pages merged correctly.

Action:

No action necessary if previous pages merged correctly.

\$SYSDOC Message

You are doing a merge job and an error occurs. The message refers to \$SYSDOC.

Cause:

\$SYSDOC is the name the system gives to a merged document which is sent to print and not stored on diskette. The system uses this name to queue the pages for printing.

Action:

Follow the message as given.

FORMATS

When Creating or Revising

You got an incorrect menu.

Action:

1. To obtain all choices in FORMAT SELECTION menu, the cursor must be at the beginning of a page.
2. To change the line format or margins and tabs, the cursor must be at the left margin.
3. With the cursor in the middle of a line, only typestyle changes can be made. You must select the same pitch.

Note: If you have not made Page Format changes at the beginning of a page and now need to change the Page Format, you will need to delete (using DEL) the \square . Press CHG FMT and make all necessary changes.

Revised headers/footers are not printing correctly.

Action:

1. Paginate document.
2. Print document.

OR

Check for a Page Format Change within the document that may alter the headers and footers.

You typed a Required Page End but didn't get a new page on display.

Action:

Paginate document when you finish creating or revising.

OR

During Create only when you want to be on a new page on the display:

1. Type a Required Page End.
2. Type a regular Page End.

Page number on display shows 1.1, 2.1, etc.

Action:

Paginate to convert to whole numbers.

Indented text doesn't indent far enough.

Action:

Use only required tabs (CODE + TAB) to reach indent level. Replace spaces or regular tabs with required tabs.

Indentation doesn't work on subsequent lines.

Action:

1. Required carrier returns must be deleted.
2. Line adjust or paginate to rearrange line endings.

OR

1. If right margin is to be indented, press CHG FMT and change right margin.
2. Auto carrier return works automatically.

When Justifying

Justifying adds too much white space between words.

Action:

1. Choose Revise Document, and use LINE ADJ to tighten right margin.
2. Hyphenate where needed.

Document doesn't justify properly.

Action:

1. Revise document.
2. Check the display for required carrier returns on lines not justified.
3. FIND all format changes. Check for Line Alignment = justify in all LINE FORMAT menus.

PROGRAM DISKETTES

When duplicating the program diskette

You can't duplicate the program diskette.

Action:

Be sure diskettes have different names.

OR

Check for typing error in naming diskette (insert program diskette, and type name exactly as it appears on status line).

OR

When using a work diskette to **Duplicate To**, be sure to type the exact name of that diskette. Changing the diskette name is a different task.

You get message XXXXX is not work diskette.

Action:

Verify that you are in Program Diskette Tasks and NOT in Work Diskette Tasks.

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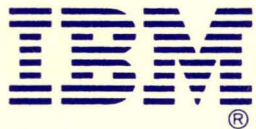
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