DisplayWrite 2

Productivity Family

IBM

**Personal
Computer
Software**

6361282

Reference Manual

DisplayWrite 2

IBM

**Personal
Computer
Software**

Preface

This book is intended for operators who use IBM *DisplayWrite 2*.

It contains five major sections to help you locate information. In this volume you will find a section on Keyboards, on Charts, on Menus, and on Prompts and Messages, as well as a glossary.

A related publication is the ***IBM Procedures Guide*** for *DisplayWrite 2*.

Disk Backup

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

Contents

Keyboards

End Task		Esc	! 1	@ 2	# 3	$ 4	% 5	^ ¢ 6	& 7	* 8	(9	) 0	—	+ =	Backspace	Num Lock	Scroll Lock
Dir		Tab	Q	W	E	R	T	Y	U	I	⌐ O	P	¼ ½	[	Reqd		Comm Disc
ChDir															Home	↑	PgUp	—
Comm Request		Ctrl	A	S	D	F	G	H	J	K	L	: ;	" ,	~ `	Enter	←		→
Comm Start		Shift	! \	Z	X	C	V	B	N	M	< ,	> .	? /	Shift	PrtSc *	End	↓	PgDn	+
Job Cancel				Center															
Hold	Con-tinue	Alt											Caps Lock	Ins	Del	
	Msg															

DisplayWrite 2 Keyboards

When you are using the DisplayWrite 2 Licensed Program, you can use either keyboard ID 103 or keyboard ID 1. On the DisplayWrite 2 template, you will see some keys that have four characters. On those keys, the characters on the left are for keyboard ID 103, and the ones on the right are for keyboard ID 1.

On the next few pages, you will find a description of the keys that have functions available to you when you are using your licensed program. The template is divided into three sections—A, B, and C—corresponding to the left, middle, and right sections.

When two keys are separated by a — , press and hold the first key while you press the second key. To get the function marked on the bottom of any key, press and hold Ctrl while you press the marked key.

Some characters not found on the template are:

- A carrier return, as defined in the Keyboard Description menu, for use as a graphic character (Ctrl—L).

- On keyboard ID 1:

  - The ± character (Alt—9).
  - The ° character (Alt—0).

End Task
Dir	Block
ChDir	Column
Line Adjust	Cmd
Format	Instr
Spell	Continue
	Msg

Esc | ! 1 | ((2 | # 3 | $ 4 | % 5 | ^ 6 ¢ | & 7 | * 8 | (9 |) 0 | = | + ≡ | Backspace

Stop | | Reqd

Tab | Q | W | E | R | T | Y | U | I | O | P | ¼ ½ | [|

| | | Page End | ½ ↑ | Indent | | Word Und | | | |

Ctrl | A | S | D | F | G | H | J | K | L | : ; | " ' | ~ 3 2 | Enter

| | | | ½ ↓ |

Shift | ! § ¶ | Z | X | C | V | B | N | M | < , | > . | ? / | Shift

| Center | | Reqd Space | Next |

Alt | | Caps Lock

Num Lock | Scroll Lock

Break

Home | ↑ | PgUp | −

Find | Left

← | →

⊢ | →⊣

PrtSc * | End | ↓ | PgDn | +

GoTo | Right

Ins | Del
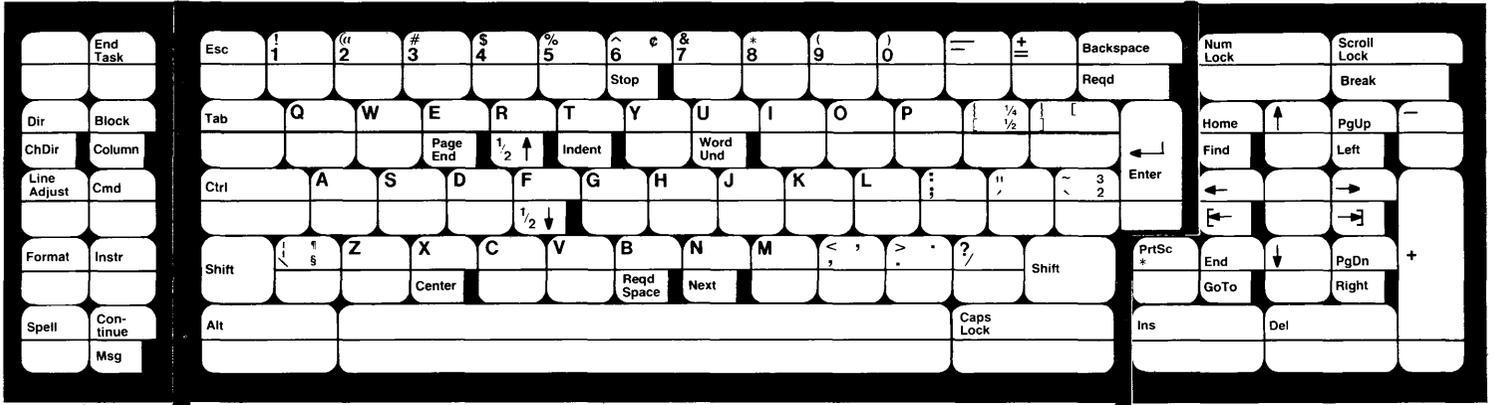
A   **B**   **C**
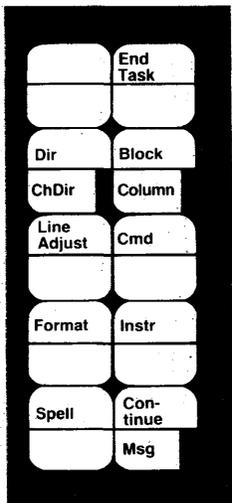
KEY	FULL NAME	DESCRIPTION
End Task	End Task	Press F2 to store a document or to end a task.
Dir	Directory	Press F3 to display a list of a directory.
ChDir	Change Directory	Press Ctrl—F3 to change your default directory.
Block	Block	Press F4 to display block prompt line choices.
Column	Column	Press Ctrl—F4 to initiate a column task.
Line Adjust	Line Adjust	Press F5 to adjust a line of text.
Cmd	Command	Press F6 to display command prompt line choices.
Format	Format	Press F7 to change format within a document, page, or line.
Instruction	Instruction	Press F8 to display instruction prompt line choices.
Spell	Spell	Use F9 with Find to locate words that were highlighted by a spelling task.
Continue	Continue	Press F10 to answer certain computer prompts; revise an instruction or format change; and insert a total into text.
Msg	Message	Press Ctrl—F10 to clear a message from the screen.

A

B

KEY	FULL NAME	DESCRIPTION
Stop	Stop	Press Ctrl—6 to insert a stop code.
-	Hyphen	Press - or Ctrl—- to get a syllable hyphen or a required hyphen, depending on the choice you made in the Keyboard Description menu.
Backspace	Backspace	Press ◄— to backspace.
Reqd Backspace	Required Backspace	Press Ctrl.— ◄— to insert a required backspace.
Tab	Tab	Press ⇥ to move the cursor to the next tab setting.
Page End	Page End	Press Ctrl—E to end a page in a document.
Indent	Indent	Press Ctrl—T to set a temporary left margin.
1/2 ↑	Half Index Up	Press Ctrl—R to insert a half index up code.
Word Und	Word Underscore	Press Ctrl—U to underline a word.
1/2 ↓	Half Index Down	Press Ctrl—F to insert a half index down code.
Next	Next Variable	Press Ctrl—N to find the next named variable.
Center	Center	Press Ctrl—X to insert a center code.
Reqd Space	Required Space	Press Ctrl—B to insert a required space.
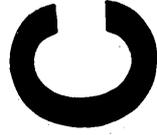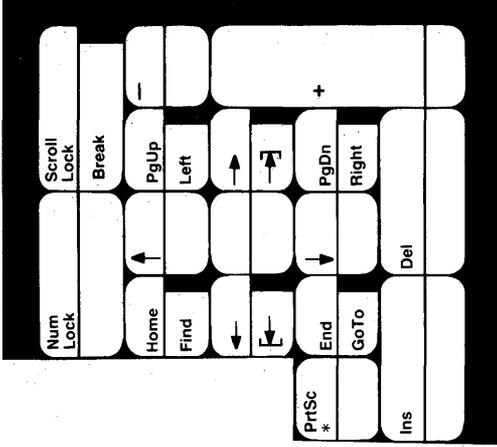
KEY	FULL NAME	DESCRIPTION
Break	Break	Press Ctrl—Scroll Lock to cancel certain tasks.
Home	Home	Press Home to move the cursor to the top left corner of the current page in a document.
Find	Find	Press Ctrl—Home to initiate the find task.
↑	Cursor Up	Press ↑ to move the cursor up.
PgUp	Page Up	Press PgUp to move the screen up.
Left	Left	Press Ctrl—PgUp to move the screen to the left.
←	Cursor Left	Press ← to move the cursor to the left.
[←	Left Boundary	Press Ctrl— ← to move the cursor to the beginning of a line.
→	Cursor Right	Press → to move the cursor to the right.
→]	Right Boundary	Press Ctrl— → to move the cursor to the end of a line.
End	End	Press End to move the cursor to the end of a page in a document.
GoTo	Go To	Press Ctrl—End to go to a specific page in a document.
↓	Cursor Down	Press ↓ to move the cursor down.
PgDn	Page Down	Press PgDn to move the screen down.
Right	Right	Press Ctrl—PgDn to move the screen to the right.
Ins	Insert	Press Ins to go from the Insert mode to the Replace mode or from the Replace mode to the Insert mode.
Del	Delete	Press Del to delete a character.

DisplayWrite 2 allows you to use many more characters than the ones engraved on your IBM Personal Computer keyboard by giving you keyboard extensions. To use a keyboard extension, you must first list it in the Keyboard Description menu.

DisplayWrite 2 Symbol Keyboard Extensions

The three symbol keyboard extensions (ID 201, ID 202, and ID 203) are divided into five parts — A, B, C, D, and E. When you list any of these three keyboard extensions in the Keyboard Description menu, you can use all five parts of the extension.

Typing with a Keyboard Extension

To type a character on a keyboard extension, press and hold Alt while you press the corresponding key.

Changing a Keyboard Extension

To choose a keyboard extension while you are typing (and after you have listed it in the Keyboard Description menu):

1. Press Cmd.
2. Choose Keyboard change.
3. Type the ID of the extension you want to use. If you are using ID 201, ID 202, or ID 203, you must also type -A, -B, -C, -D, or-E.

DisplayWrite 2 Default Keyboard Extension

The First Alternate Extension listed in the Keyboard Description menu is ID 203, and the active extension provided by IBM is ID 203-A. ID 203-A contains many commonly used symbols. Each keyboard extension character is shown directly below the corresponding key.

Note: ID 201-A, ID 202-A, and ID 203-A are identical.

Q W E R T Y U I O P

A S D F G H J K L

Z X C V B N M

201-A, 202-A, 203-A
DEFAULT ACTIVE EXTENSION

When you use a keyboard extension other than ID 201-A, ID 202-A, or ID 203-A, and when you have an IBM 5218 or other Class C Printer, you can print characters created by keyboard extensions. In some cases, these characters will be different from the ones that display on an IBM PC display and print on an IBM Matrix, IBM Graphics, or other Class A or Class B printer.

The keyboard extensions characters on the following pages are shown directly below the corresponding key. When a character prints differently on an IBM 5218 or other Class C Printer, that different character is directly below the IBM PC extension character.

201-B, 202-B, 203-B
SUPERSCRIPT NUMBERS AND SYMBOLS

Q	W	E	R	T	Y	U	I	O	P
	2	=							
1		3	4	5	6	7	8	9	0

A	S	D	F	G	H	J	K	L
≤	-	®	▽				?	∝

Z	X	C	V	B	N	M
∅	×	≠	⊥	≤	≥	≥
©						

201-C, 202-C, 203-C
LOWERCASE GREEK

Key		Key		Key	
P	—				
Q	ι	L	λ		
I	ο	K	κ	M	π
U	η	J	ψ	N	∪
Y	∪	H	θ	B	ε
T	τ	G	γ	V	^
R	ρ	F	θ	C	χ
E	ψ	D	δ	X	ω
W	ω	S	φ	Z	ζ
Q	ψ	A	ξ		

P | Π

O ⅂ L | ∨

H | ∫ K | ∞ Σ ∨

U | ∂ J ∪ N ∧

Y | Τ H ⊕ B ⋈

T ■ G ⌐ V ∨

R ✚ F ⊗ C Γ ⊭

E ≡ D | △ X | [I]

W ⊊ S Μ N θ

Q | ψ A ∇

201-D: 202-D: 203-D:
UPPERCASE GREEK AND MATH

201-E
SYMBOLS 6240

202-E
SYMBOLS OS/6

P

O

H

U

Y

T

R

E

W

Q

203-E
SYMBOLS 6670

P ^
O v L /
I K : M
U J ^ N
Y < H v B
T £ G V
R # F ? C
E # D X □
W @ S ˮ Z ⊔
Q ˮ A

252
UK WP

P " 3
O ² L
H K : M
J J ∧ N
Y ‡ I ∨ B
T ¥ G ¥ V
R # F ° C
E # D X ⌐
W @ S ⌐ N ⌐
Q ¬ A

67
UK WP

248
FRANCE PC

P ▪ :

O ⌀   L ∕

H ⬧   V :   Σ

J ⬧   J ∧   Z

Y ⟨   I ∨   B

T ⬧   G ⌀   Y

R #   F °   C

E #   D ⬧   X ⊓

W @   S ⊐   N ⊔

Q ¬   A ⬧

P = 3
O 2
I 4   L
U 4   K :
Y (J ^   M
T 4   H v   N
R #   G ■ : B
E 5   F °   V
W 6   D 4   C
Q 7   S 1   X
       A $ Z

251
FRANCE WP

P ^

O `   L /

I   K :   M

U   J \   N

Y (H v   B

T   G   V

R #   F ?   C

E $ D "   X]

W @   S -   Z [

Q ~   A

103
USA PC

P = 3
Q ² L
H Y = M
J J ¥ N
Y ‡ G B
T ♦ G ¥ V
R ♯ F ° C
E ♯ D X □
W @ S ¶ N ⊔
Q ⸱ A ⸟

USA[1] WP

247
ITALY PC

```
Q  W  E  R  T  Y  U  I  O  P
A  S  D  F  G  H  J  K  L
Z  X  C  V  B  N  M
```

P ▓ :

O ░   L

I ▓   K ＝   M

U ▓   J ∧   N

Y ⟨   H ∨   B

T ▓   G ▓   V

R ▓   F °   C

E ▓   D ▓   X

W ○   S ○   Z

Q ¬   A ▓

41
ITALY WP

Q W E R T Y U I O P
! @ # $ % ^ & * ( )

A S D F G H J K L
@ ' $ < > : ;

Z X C V B N M
| | > <

249, 265
GERMANY PC

P r 3

O z   L

H Ö   V :   M

J ö   J J   N

Y "   I Ü   B

T Ä   G ä   V

R #   F °   C

E #   D "   X

W @   S ß   N

Q .   A #

29
GERMANY WP

P ■ :

O ⸱   L ⁄

I ⌐   K ⁼   M

U ⌐   J ^   N

Y ‹   H ˅   B

T ☺   G   V

R #   F ⌐   C

E #   D ˝   X ⊓

W @   S ˚   Z ⌐

Q ⸱   A ⸱⸱

246
SPAIN PC

P :
O L
I Y K M
U J N
Y H B
T G V
R F C
E D X
W S Z
Q A

45
SPAIN WP

NORWAY PC
55

P ■ :

O ·   L

I Ö   K :   M

U Ö   J ∧   N

Y (H ∨   B

T £   G ¥   V

R #   F ⱥ   C

E ä   D ·   X

W é   S ä   Z

Q ·   A ₴

S3
SWEDEN/FINLAND WP

57
DENMARK WP

Q W E R T Y U I O P

A S D F G H J K L

Z X C V B N M

49. 51
SWITZERLAND WP
(FRENCH AND GERMAN)

43
NETHERLANDS WP

P ■ :

O ″

I ℓ 3   L

U ² ²   K Ÿ   M

Y ‹   J ª   N

T ¤   H ¥   V B

R #   G ¶   C

E #   F °   X

W @   D ′   Z

Q ¡   S ■ ⁵

               A

39
CANADIAN FRENCH

P ■ :

O `   L

I @   K :   M

U *   J   N

Y (H   B

T ¥   G '   V

R #   F °   C

E #   D ˇ   X

W @   S ˘   Z

Q -   A

69
JAPAN WP
(ENGLISH)

25
LATIN AMERICA WP
(SPANISH)

Charts

Codes and Symbols

This table describes the codes that may appear in a text document and the symbols that appear on the scale line.

The first column below lists the names for these codes and symbols. On the screen, the name of the code appears on the status line *whenever the cursor is under a code in the typing area.*

The second column below lists the graphic characters that represent codes and symbols which appear in the typing area.

The third column below describes the codes and symbols.

Name	Graphic	Description
Begin Bold	‖⊢	Shows the beginning of text to be printed in heavy-faced type.
Begin Formatted Text	⊢	Not created or used by this licensed program product.
Begin Keep	‖⊢	Begins a text area that will not be split during pagination.
Begin Overstrike	‖⊢	Shows the beginning of text designated for overstriking.
Begin Spelling	‖⊢	Shows the beginning of a text area to be spell checked.
Begin Table	‖⊢	Shows the beginning of a table created with column layout.
Begin Underscore	‖⊢	Marks the beginning of text to be underscored.
Card Rept	▬	Not created or used by this licensed program product.
Carrier Return	⅃	Moves the cursor (or print head) to the left margin or temporary left margin on a new typing line.
Center	⊹⊹	Automatically centers text around a chosen point in a document.

Center Tab	╫	Automatically centers text around a point which is indicated by a symbol on the scale line.
Colon Tab	┊	Automatically aligns text around a colon, the position of which is indicated by a symbol on the scale line.
Comma Separator	,	Separates parameters of Variable, Include, and Merge/File Text instructions with Display Codes On.
Comma Tab	,	Automatically aligns text around a comma, the position of which is indicated by a symbol on the scale line.
Conditional Text	╡╞	Used in Merge/File Text instruction with Display Codes Off.
Decimal Tab	•	Automatically aligns text around a decimal point, as indicated by a symbol on the scale line. You must have a decimal tab to use Row or Column Add.
End Bold	╡	Shows the end of text to be printed in heavy-faced type.
End Formatted Text	╡	Not created or used by this licensed program product.
End Keep	╡	Ends a text area that will not be split during pagination.
End Overstrike	╡	Shows the end of text designated for overstriking.

Charts

Name	Graphic	Description
End Spelling	⊣	Shows the end of a text area to be spell checked.
End Table	⊣	Shows the end of a table created with column layout.
End Underscore	⊣	Marks the end of text to be underscored.
File Report	⊣⊢	Used in Merge/File Text instruction with Display Codes Off.
Free Key Graphic	☼	Displays on prompt line if nothing has been typed.
Half Index Down	↓	Moves the cursor or print head one-half space below the line (as in a subscript).
Half Index Up	↑	Moves the cursor or print head one-half space above the line (as in a superscript).
Include	⊣⊢	Shows that text from a different document will be inserted with Display Codes Off.
Indent	▶	Sets a temporary left margin.
Index	↓	Not created or used by this licensed program product.
Index Return	◀	Not created or used by this licensed program product.

Instruction Delimiter	/	Marks the beginning and end of an instruction with Display Codes On.
Keyboard Change	▬	Designates a character typed by a keyboard extension or by a Home keyboard other than the one used to create the document.
Left Margin	<<	Shows on the scale line where the left margin is set.
Left Paper Edge	I	Indicates, with a symbol on the scale line, the left edge of the paper.
Line Format Change	⌐	Changes the line format to your choice.
Line Format Return	⌐	Places the original line format back into effect.
Literal Delimiter	▬	Not created or used by this licensed program product.
Margin Center	△	A symbol on the scale line which marks the midpoint between the left and right margins.
Margin Release	▬	Not created or used by this licensed program product.
Math	⊥⊤	Used in Merge/File Text instruction with Display Codes Off.
Message Indicator	>	Draws attention to a message on the prompt line.
Multi-Column Head	⊥⊤	Used in Merge/File Text Instruction with Display Codes Off.

Name	Graphic	Description
Non-Typing Area		An area where you can move the cursor, but in which you cannot type.
Null	▬	Shows that the cursor is under a Null code.
Numeric Backspace	←	Not created or used by this licensed program product.
Page End	▲	Indicates the end of the current page.
Page Format Change	⌐	Changes the page format to your choice.
Page Format Return	⌐	Places the original page format back into effect.
Parameter Separator	▬	Not created or used by this licensed program product. within an instruction.
Pg Number	⊹⊢	Causes page number to print in a header or footer.
Queued Message Indicator	▌	Indicates that another message is pending by displaying a symbol on the message line.
Req'd Backspace	←	Moves the cursor to the left without erasing characters.
Req'd Carrier Ret	◄	Returns the cursor or the print head to the left margin (and cancels action of Indent key if an indent level is in effect.

Required Hyphen	-	Indicates a hyphen that is a permanent part of the word.
Required Page End	△	Causes a Page End code to be inserted during pagination.
Required Space	▼	Keeps words together on a line.
Right Aligned Tab	⊣	Automatically aligns text on the right as indicated by a symbol on the scale line.
Right Margin	>>	Shows a symbol on the scale line where the right margin is set.
Right Paper Edge	▮	Indicates the right edge of the paper you are using by displaying a symbol on the scale line.
SOH	▬	Not created or used by this licensed program product.
Skip to line	┅┅	Used in Merge/File Text instruction with Display Codes Off.
Spelling Mark Begin	▬	Signals the beginning of a word that the system did not recognize while checking spelling.
Spelling Mark End	▬	Signals the end of word that the system did not recognize while checking spelling.
Start Alternate Fmt	╔	Begins the alternate format function.

Name	Graphic	Description
Start Document Fmt	⌐	Begins the document format function.
Stop	▬	Shows where text is to be inserted.
Substitute	—	Replaces any character that cannot be displayed.
Summary Math	⫞⫞	Used in Merge/File Text with Display Codes Off.
Switch	▬	Signals the system to insert variable information from a different source. Used for Merge with Switch Codes task.
Syllable Hyphen	-	Separates syllables within a word. The hyphen does not appear on the screen or print unless it is at the end of a line or precedes a tab.
System Pg Number	⫞⫞	Causes the system page numbers to print in a header or footer.
Tab	→	Moves the cursor to the next tab setting on the scale line.
Temporary Left Margin	<	Shows by a symbol on the scale line, lines of text that are indented using the Indent key.
Typestyle Chg	⌐	Changes the typestyle to your choice.
Typestyle Return	┐	Places the original typestyle back into effect.

Unassigned Code	▬	Represents a code that the system cannot recognize or use.
Underscore	▬	Underscores one character at a time.
Unit Backspace	▬	Not created or used by this licensed program product.
Variable	‼	With Display Codes Off, shows where variable information will be inserted in a standardized document.
Variable Instruction Delimiter	!	With Display Codes On, marks the beginning and end of a variable.
Word Underscore	L	Underscores the preceding word.
Zero Index RET	←	Moves the print head to the left margin of the same line. The text appears as two lines on the display.

You have the option of changing inappropriate document defaults. You can set up specific formats for documents, for pages within a document, for parts of pages, and for parts of a line. The five major format areas are listed below:

1. Margins and Tabs
2. Line Format
3. Page Format
4. Header and Footer
5. Alternating Headers and Footers.

The following pages describe the choices available to you within these format menus.

ITEM column identifies the types of formal settings.

ID column indicates the identification letter for each item. This is the letter you type on the prompt line.

POSSIBLE CHOICES shows the available choices for each item and the number assigned to each. When prompted type the number on the prompt line.

YOUR CHOICE shows the present setting for each item.

		YOUR	POSSIBLE
ID	ITEM	CHOICE	CHOICES
a			
b			
c			
d			
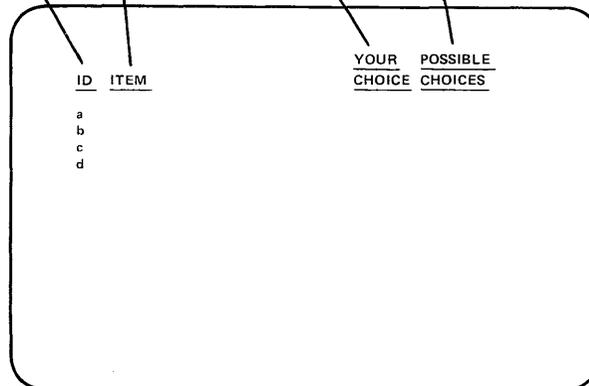
Margins and Tabs

A *margin* is the space between the text area and the side, top and bottom edges of the printed page. A *tab* is the smooth, uninterrupted movement of the cursor to a predetermined position on the scale line. Each of the following items explains a way to change margins or tabs.

Set Margin

The *Set Margin* option allows you to move the left or right margin to wherever you want to place it on the scale line, within the limits of the pitch in use.

Set Tab

The *Set Tab* option sets a tab stopping point.

Scale Line

≪....2....:....3....:....4....V....5....:....6....:....7....≫....8....■....9..

MARGINS AND TABS

CHANGE MARGINS: Move cursor to ≪ (left margin) or ≫ (right margin).
                  Press SPACE or BACKSPACE to change the margin.

SET TAB: Move the cursor to where you want a tab setting.
                  For Flush Left Tab, press TAB   For Center Tab, press CENTER
                  For Decimal Tab, press .   For Flush Right Tab, press END
                  For Comma Tab, press ,   For Colon Tab, press :

CLEAR TAB: Move cursor to the tab setting; press DEL.

MOVE TABS: Move the cursor to the tab setting. Press SPACE or
                  BACKSPACE to move tabs.

SET ALL TABS: Move cursor to ≪ (left margin). Type the number for spacing
                  between tab settings; press ENTER.

CLEAR ALL TABS: Move the cursor to ≪ (left margin); press DEL.

When finished, press ENTER.

Directions For Using The Menu

Charts

There are several types of tab settings. These are:

Flush Left	This tab aligns text at the left. The default is a flush left tab set at every five spaces.
Flush Right	This tab automatically aligns the right side of a series of column entries at the selected position.
Center	This tab automatically centers text at a specified point on the status line.
Decimal	This tab automatically aligns numbers around a decimal point.
Comma	This tab automatically aligns numbers around a comma. You can also use a colon tab to align numbers around a colon. To use a comma tab or colon tab, change the decimal point character in the Math Format menu or Change Math Format menu. A decimal tab is the default provided by **IBM**.

Regular
Or Flush   Decimal   Comma   Center   Flush
Left Tab   Tab   Tab   Tab   Right Tab

≪....2....:....3....:....4.........5...†....6....:....⊤....≫....8....■....9..

```
XXX     123.45   23,780   XX      XXX
XXXX    73.87    456,926  XXXX    XXXX
XXX     2.78     3,789    XX      XX
```

Clear Tab

The *Clear Tab* option removes a tab setting.

Move Tabs

The *Move Tabs* option moves the current tab settings to new locations on the scale line.

Set All Tabs

The *Set All Tabs* option allows you to set up a tab grid. You determine the number of spaces between tabs by a number you type. For example, typing a 5 will give you a tab setting every five spaces.

Clear All Tabs

The *Clear All Tabs* option removes all tab settings from the scale line.

Scale Line

≪....2....:....3....:....4....V....5....:....6....:....7.... ....8....■....9..

MARGINS AND TABS

CHANGE MARGINS: Move cursor to ≪ (left margin) or ≫ (right margin).
Press SPACE or BACKSPACE to change the margin.

SET TAB: Move the cursor to where you want a tab setting.
For Flush Left Tab, press TAB   For Center Tab, press CENTER
For Decimal Tab, press .   For Flush Right Tab, press END
For Comma Tab, press ,   For Colon Tab, press :

CLEAR TAB: Move cursor to the tab setting; press DEL.

MOVE TABS: Move the cursor to the tab setting. Press SPACE or
BACKSPACE to move tabs.

SET ALL TABS: Move cursor to ≪ (left margin). Type the number for spacing
between tab settings; press ENTER.

CLEAR ALL TABS: Move the cursor to ≪ (left margin); press DEL.
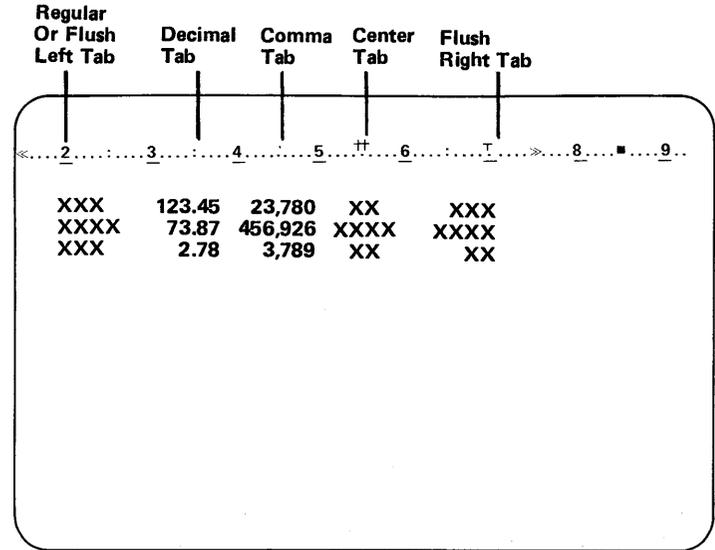
When finished, press ENTER.

Directions For Using The Menu

2-13

Line Format

Line Spacing

Line spacing is the amount of room between lines of text. There are several ways to space lines of text.

Single Spacing	Text prints on every line.
Double Spacing	Text prints on every other line.
Triple Spacing	Text prints on every third line.
Half Spacing	Text prints on every half line.
One and a Half Spacing	Text prints on every one and one/half lines.

You can change the line spacing to make it appropriate for the type of document you are working on. For example: a formal letter usually requires single spacing, manuscripts usually require double spacing, and a rough draft of a document could be triple spaced to allow room for editing and hand written additions to the text.

```
                    LINE FORMAT

                      YOUR    POSSIBLE
  ID   ITEM          CHOICE   CHOICES
  a    Line Spacing     1      1 = Single      2 = Double      3 = Triple
                               4 = Half        5 = 1 and ½
  b    Line Alignment   1      1 = Left        2 = Justify
                               3 = ½ Justify
  c    Typestyle Number 26     1  — 39 (10 Pitch)     80—111 (12 Pitch)
                               154—175 (Proportional)
                               215—230 (15 Pitch)     240—249 (5 Pitch)
                               250—259 (16.5 Pitch)  260—269 (8.25 Pitch)

  d    Lines/cm or in.  2      1 = 2.09/cm or 5.3/in.
                               2 = 2.36/cm or 6/in.
                               3 = 3.15/cm or 8/in.
                               4 = 9.45/cm or 24/in.

  e    Adjust Line Endings  1   1 = Yes        2 = No
  f    Zone Width           6   1  — 30
  When finished with this menu, press ENTER.
  Type ID letter to choose ITEM; press ENTER:
```

Single Spaced

```
XXXXXXXXXXXXXXX
XXXXXXXXXXXXXXX
XXXXXXXXXXXXXXX
XXXXXXXXXXXXXXX
XXXXXXXXXXXXXXX
XXXXXX
XXXXXXXXXXXXXXX
XXXXXXXXXXXXXXX
XXXXXXXXXXXXXXX
XXXXXXXXXXXXXXX
XXXXXXXXXXX
```

Double Spaced

```
XXXXXXXXXXXXXXX
XXXXXXXXXXXXXXX
XXXXXXXXXXXXXXX
XXXXXXXXXXXXXXX
XXXXXXXXXXXXXXX
XXXXXXXXXXX
XXXXXXXXXXXXXXX
XXXXXXXXXXXXXXX
```

Triple Spaced

```
XXXXXXXXXXXXXX
XXXXXXXXXXXXXXX
XXXXXXXXXXXXXX
XXXXXX
XXXXXXXXXXXXXX
XXXXXXXXXXXXXXX
XXXXXXXXXXXXXXX
XXX
```

Line Alignment

Line Alignment is the evenness of the left and right margin.

Left Alignment   This is the default. Left Alignment means that the beginning of each line is at the same place on the scale line. This causes a straight left margin.

One Half Justify   When printing, lines are adjusted to be as even as possible. This means the left margin will be straight and the right margin will be tight but not perfectly straight.

Justify   When printing, the spacing between words is adjusted so that all the lines are the same length. This causes the document to print with even left and right margins.

Your choice of items should be based on the overall symmetrical effect you wish to create for your document.

Line Alignment

Ragged Right Margin
```
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXX
XXXXXXXXXXXXX
XXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXX
```
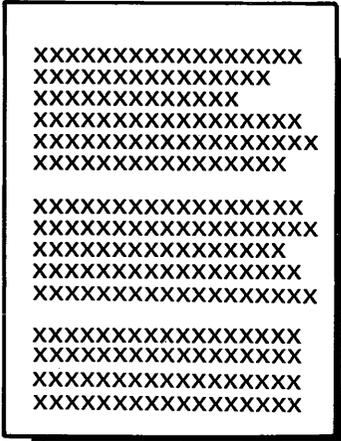
Tighter Right Margin (Partial Justification)
```
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXX
```

Right Margin Justified
```
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXX
```

Typestyle refers to the size, style, and design of the characters that appear in the printed text.

Pitch is the number of characters per inch. A range of numbers appears beside each pitch. Select and type the appropriate number when you want to change typestyle/pitch.

The option to change typestyles allows you to use the size, style, and design of print that is most appropriate for the task. For instance, you may prefer to use a small pitch for personal letters, but when you calculate formulas you may prefer a large, easy to read pitch.

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES		
		LINE FORMAT			
a	Line Spacing	1	1 = Single	2 = Double	3 = Triple
			4 = Half	5 = 1 and ½	
b	Line Alignment	1	1 = Left	2 = Justify	
			3 = ½ Justify		
c	Typestyle Number	26	1 — 39 (10 Pitch)	80—111 (12 Pitch)	
			154—175 (Proportional)		
			215—230 (15 Pitch)	240—249 (5 Pitch)	
			250—259 (16.5 Pitch)	260—269 (8.25 Pitch)	
d	Lines/cm or in.	2	1 = 2.09/cm or 5.3/in.		
			2 = 2.36/cm or 6/in.		
			3 = 3.15/cm or 8/in.		
			4 = 9.45/cm or 24/in.		
e	Adjust Line Endings	1	1 = Yes	2 = No	
f	Zone Width	6	1 — 30		

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

The type of printer you use may limit the choices available to you. When the Print task is converting a document, Cancel On Error is No, and the printer does not support the formatting parameters specified in the document, then these default values are used:

Output to Printer Classes A and B
   12 pitch defaults to 10 pitch.
   15 pitch defaults to 16.5 pitch.
   PSM defaults to 10 pitch.

Output to Printer Class C
   10 pitch typestyle defaults to 10 pitch typestyle 012.
   5 pitch typestyle defaults to 10 pitch typestyle 012.
   16.5 pitch typestyle defaults to 15 pitch typestyle 221.
   8.25 pitch typestyle defaults to 10 pitch typestyle 012.

Output to Printer Class D
   8.25 pitch defaults to 10 pitch.
   16.5 pitch defaults to 15 pitch.
   PSM defaults to 12 pitch.

Refer to your printer documentation for more specific information.

Charts

The *Lines/cm or Inch* setting refers to the number of lines
per centimeter or lines per inch, that print on the page.

Changes in these parameters are useful when you want to
compress or expand a document. The type of printer you
use may limit choices available to you.

Print Defaults for IBM Matrix Printer

5.3 lines per inch defaults to 6 lines per inch.

If the user chooses 24 lines per inch,the printer ignores
superscript, subscript, and half-spacing.

When the printer cannot reach a line due to a particular
combination of line density and half-spacing, any characters
which normally print on that line do not print.

2.35 Lines Per Cm Or 6 Lines Per Inch

The Text Fills 2/3 Of The Page

```
XXXXXXXXXXXXXX
XXXXXXXXXXXXXXXX
XXXXXXXXXXXXXX
XXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXX
XXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXX
```

Both Letters Have The Same Amount Of Text

3.5 Lines Per Cm Or 8 Lines Per Inch

The Test Fills 1/2 Of The Page

```
XXXXXXXXXXXXXX
XXXXXXXXXXXXXXXX
XXXXXXXXXXXXXX
XXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXX
XXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXX
```

Adjust Line Endings

Adjust Line Endings refers to the rearrangement of line endings to fit text between margins.

Choose *Yes* if when revising text, you want to hyphenate or move words at the end of the line. Choose *No* if you want line endings to print exactly as you type them.

Use Adjust Line Endings to tighten the right margin of a document.

```
                       LINE FORMAT

                     YOUR    POSSIBLE
   ID   ITEM         CHOICE  CHOICES
   a    Line Spacing    1     1 = Single      2 = Double       3 = Triple
                              4 = Half        5 = 1 and ½
   b    Line Alignment  1     1 = Left        2 = Justify
                              3 = ½ Justify
   c    Typestyle Number 26   1  - 39 (10 Pitch)      80-111 (12 Pitch)
                              154-175 (Proportional)
                              215-230 (15 Pitch)    240-249 (5 Pitch)
                              250-259 (16.5 Pitch)  260-269 (8.25 Pitch)

   d    Lines/cm or in.  2     1 = 2.09/cm or 5.3/in.
                              2 = 2.36/cm or 6/in.
                              3 = 3.15/cm or 8/in.
                              4 = 9.45/cm or 24/in.

   e    Adjust Line Endings  1   1 = Yes        2 = No
   f    Zone Width           6   1  - 30
   When finished with this menu, press ENTER.
   Type ID letter to choose ITEM; press ENTER:
```

The *Zone Width* setting determines the number of characters in the space from the right margin to the point where the system ends the line. If the system cannot end the line automatically because of a long word that falls within the zone, it prompts you for a hyphenation decision.

As the number indicating the zone width setting grows smaller, the right margin becomes proportionately tighter, and the system hyphenates more words. A larger zone width reduces the number of hyphenated words and produces a less even margin.

Use zone width in addition to justify to keep the margin straight with fewer spaces inserted between words.

Page Format

First Typing Line, First Page

The *First Typing Line, First Page* setting identifies the line on the first page of the document where text starts printing.

Choosing a parameter between the numbers one and ten places your starting line close to the top of the page. The larger the number you choose, the further down the page the first typing line begins.

Base the decision about where to place the first line on the first page on whether or not your paper has a letterhead, and by the placement and size of the letterhead.

```
                    PAGE FORMAT

                        YOUR    POSSIBLE
   ID   ITEM            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 8.27x11.69 in. (A4)
                                   2 = 297x210 mm or 11.69x8.27 in. (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 14x8.5 in. (Legal L)
                                   7 = 241.3x104.8 mm or 9.5x4.13 in. (Env.)
                                   8 = 220x110 mm or 8.66x4.33 in. (DL Env.)
                                   9 = Other in mm
   e    Printing Paper Source  1   1 = Top           2 = Bottom
                                   3 = Bottom, This Page Only
                                   4 = Manual Feed    5 = Envelope
   When finished with this menu, press ENTER.
   Type ID letter to CHOOSE ITEM; press ENTER:
```
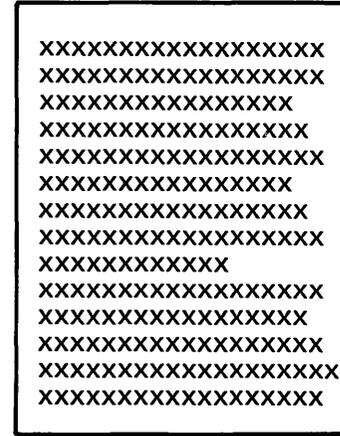
Letterhead

First
Typing
Line
=15

```
            LETTERHEAD

   XXXXXXXXXXXXXXXXXXX
   XXXXXXXXXXXXXXXXX
   XXXXXXXXXXXXXXXXXX
   XXXXXXXXXXXXXXXXXXX
   XXXXXXXXXXXXXXXXXX
   XXXXXXXXXXXXXXXXXXXX
   XXXXXXXXXXXXXXXX
   XXXXXXXXXXXXXXXXXX
   XXXXXXXXXXXXXXXXXXXX
   XXXXXXXXXXXXXXXXXXXX
   XXXXXXXXXXXXXXXXXX
   XXXXXXXXXXXXX
```

Last
Typing
Line
=60

First Page

Charts

The *First Typing Line, Following Pages* setting identifies the line on all pages after the first page where text starts printing.

Choosing a parameter between the numbers one and ten places your starting line (on all pages but the first) close to the top of the page. The larger the number you choose, the further down the page your starting line appears.

Since there is no letterhead to consider after the first page, you may want to start text on the following pages closer to the top of the page. If headers are present you may want to begin the first text line lower on the page to avoid a cluttered look.

```
XXXXXXXXXXXXXXXXXX     First
XXXXXXXXXXXXXXXXXX     Typing
XXXXXXXXXXXXXXXX       Line
XXXXXXXXXXXXXXXXX      =7
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXX      Last
XXXXXXXXXXXXXXXXXXX    Typing
XXXXXXXXXXXXXXXXXX     Line
                      =60
```

Following Pages

Last Typing Line

The *Last Typing Line* setting identifies the line on the page where text stops printing.
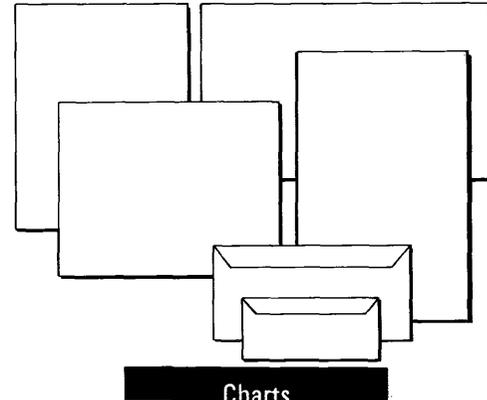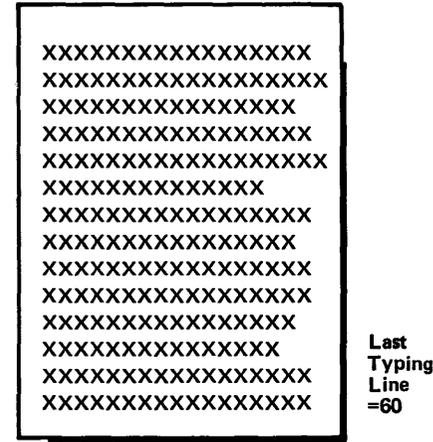
The number you choose determines how much margin will be left at the bottom of the page. When you paginate, this choice is used to determine page endings.

Choosing a smaller number leaves more room at the bottom of the page. For a narrow bottom margin choose a larger number. This option is useful when the tasks you do call for different sizes of paper.

Paper or Envelope Size

This setting specifies the paper or envelope size available.

You can choose from the eight standardized paper or envelope sizes listed in the menu or you can specify a size of paper or envelope in millimeters.


```
XXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXX
XXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXX
XXXXXXXXXXXXXX
XXXXXXXXXXXXX
XXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXX
```

Last
Typing
Line
=60

Charts

2-23

The *Printing Paper* source setting selects the source from which the paper feeds. The choice of parameter is determined by your printer's capabilities. Choose:

Top — To print all pages from the top drawer of the sheet feed paper handler; to print using an attached tractor feed; or; to print using continuous forms.

Bottom — To feed paper from the bottom drawer of the sheet feed paper handler.

Bottom, this page only — To print only the first or current page of a document from the bottom drawer and the others from the top drawer. For example, you may want to put paper with letterhead in the bottom drawer and plain paper in the top drawer.

Envelope — To allow the front exit sheet feed paper handler to feed envelopes.

Choose manual feed for all other printer applications.

```
                        PAGE FORMAT

                        YOUR      POSSIBLE
       ID   ITEM        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 8.27x11.69 in. (A4)
                                           2 = 297x210 mm or 11.69x8.27 in. (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 14x8.5 in. (Legal L)
                                           7 = 241.3x104.8 mm or 9.5x4.13 in. (Env.)
                                           8 = 220x110 mm or 8.66x4.33 in. (DL Env.)
                                           9 = Other in mm
       e    Printing Paper Source  1       1 = Top           2 = Bottom
                                           3 = Bottom, This Page Only
                                           4 = Manual Feed    5 = Envelope
       When finished with this menu, press ENTER.
       Type ID letter to CHOOSE ITEM; press ENTER:
```

Header and Footer

Create or Revise Header

A *Header* is a small amount of text that appears at the top of every page throughout a document. Choosing this item allows the system to display either a blank screen to allow typing a new header, or to display the current header for revisions.

Use this item when you want to add to a document a header such as a title, page number, or name, or when you want to change an existing header.

First Header Line

The *First Header Line* identifies the line on the page where the header starts printing. The header prints on the line number you choose.

Use this item to determine how close to the top of the page you want the header to appear.

HEADER AND FOOTER

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Create or Revise Header		
b	First Header Line	3	1 – 999
c	Print Header On	1	1 = All Pages
			2 = All But First Page
d	Create or Revise Footer		
e	First Footer Line	63	2 – 999
f	Print Footer On	1	1 = All Pages
			2 = All But First Page

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER:

Charts

The *Print Header On* option identifies the pages where the header prints.

Your choice of parameter determines whether the header starts printing on the first or the second page of the document. For example, your first page may be a title page or an unnumbered page. In this case it is preferable for the header to start on the second page of the document.

Create or Revise Footer

A *Footer* is a small amount of text that appears at the bottom of every page throughout a document. Choosing this item allows the system to display either a blank screen for typing a new footer, or to display the current footer for typing revisions.

Choose Create or Revise Footer when you want to add to a document a footer such as a file number, name, date, or page number, or when you want to change an existing footer.
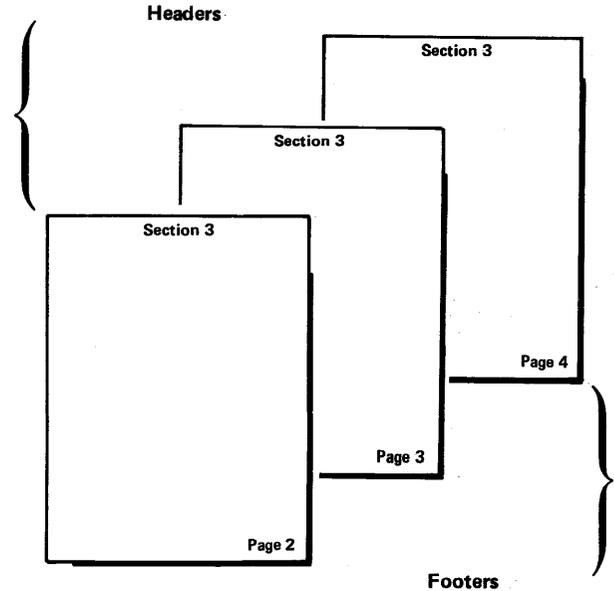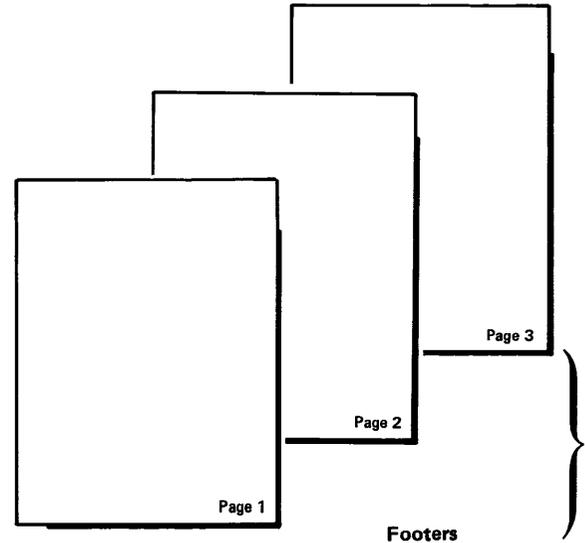
First Footer Line

The *First Footer Line* identifies the line on the page where the footer starts printing. The footer prints on the line number you choose.

Use this item to determine how close to the bottom of the page you want the footer to appear.

Print Footer On

The *Print Footer On* option determines the page where the footer prints.

Your choice of parameter determines whether the footer starts printing on the first or the second page of the document. You may base your decision on whether or not there is a title page or an unnumbered first page in your document.

Page 3

Page 2

Page 1

Footers

Alternating Headers and Footers

Documents, that are printed on both sides of each page, such as manuscripts or books, often have different headers and footers on the two facing pages. The *Alternating Headers and Footers* options allow you to have a header and footer for all odd-numbered pages and a different header and footer for all even-numbered pages. When the document is paginated, the system inserts the correct header or footer on the appropriate page.

For an explanation of the available menu items please refer to the *Header and Footer menu* description.

```
                    ALTERNATING HEADERS AND FOOTERS

                                            YOUR      POSSIBLE
       ID    ITEM                           CHOICE    CHOICES

       a     Create or Revise Odd Pages Header
       b     Create or Revise Even Pages Header
       c     First Header Line             3         1 – 999
       d     Print Headers On              1         1 = All Pages
                                                     2 = All But First Page

       e     Create or Revise Odd Pages Footer
       f     Create or Revise Even Pages Footer
       g     First Footer Line             63        2 – 999
       h     Print Footers On              1         1 = All Pages
                                                     2 = All But First Page

       When finished with this menu, press ENTER.

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

Alternating Headers

Header	Header
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX	XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX	XXXXXXXX
XXXXXXXXXXXXXXXXXXXX	
XXXXXXXXXXXXXXXXXX	
XXXXXXXXXXXXXXXX	
XXXXXXXXXXXXXXXXXX	
XXXXXXXXXXXXXXXXXXXX	
XXXXXXXXXXXXXXXXXX	
XXXXXXXXXXXXXXXXXXXX	
XXXXXXXXXXXXXXXXXX	
1	2

Alternating Footers

Program Diskette Contents

Your DisplayWrite 2 Licensed Program Product was sent originally on two diskettes, each containing at least one program. After you run the setup program, the programs may be redistributed on three diskettes.

The next two pages list the programs and source diskette needed for each task:

TASK	PROGRAM	SOURCE DISKETTE
LOAD PROGRAM	DW2.BAT DW2PG.COM DW2A0100.PG1	ONE & TWO ONE ONE
CHANGE TEXT DEFAULTS	DW2A0100.PG1	ONE
CHANGE WORK STATION DEFAULTS	DW2A0100.PG1	ONE
SETUP PROGRAM	SETUP.COM	ONE
U.S. ENGLISH DICTIONARY	USENGL.DIC	ONE
KEYBOARD QUEUE EXTENDER	KQE.COM	ONE

Charts

TASK	PROGRAM	SOURCE DISKETTE
CREATE DOCUMENT	DW2A0100.PG2	TWO
REVISE DOCUMENT	DW2A0100.PG2	TWO
PAGINATE DOCUMENT	DW2A0100.PG2	TWO
PRINT TASKS	DW2A0100.PG2	TWO
SPELLING TASKS	DW2A0100.PG2	TWO
MERGE TASKS	DW2A0100.PG2	TWO
DOCUMENT UTILITIES	DW2A0100.PG2	TWO

Document Name Extension Defaults

In many tasks, your system automatically adds an extension to the document name you type unless you specify a different one, or type a period. The chart on this page shows the default extensions.

DEFAULT EXTENSION	TYPE OF DOCUMENT
TXT	Text document
PRN	ASCII print output document
RF	L3 document (Convert Text Document to/from Revisable-Form Document task)
DIC	Dictionary dataset
TMP *	Temporary datasets created by the system
RES *	Reserved free space documents
*	DO NOT USE THESE EXTENSIONS WHEN YOU CREATE A NEW DOCUMENT. THEY ARE RESERVED FOR SYSTEM USE.

2-31

Charts

	INCHES		mm	INCHES		mm
The table to the right lists equivalents of inches to millimeters.	2	=	50.8	10	=	254
	2 1/2	=	63.5	10 1/2	=	266.7
	3	=	76.2	11	=	279.4
If the measurement you require is not in the table, multiply	3 1/2	=	88.9	11 1/2	=	292.1
your inch number by 25.4 to find the millimeter equivalent.	4	=	101.6	12	=	304.8
For example, if your inch number is 8:	4 1/2	=	114.3	12 1/2	=	317.5
	5	=	127	13	=	330.2
8 x 25.4 = 203.2 mm	5 1/2	=	139.7	13 1/2	=	342.9
	6	=	152.4	14	=	355.6
	6 1/2	=	165.1	14 1/2	=	368.3
	7	=	177.8	15	=	381
	7 1/2	=	190.5	15 1/2	=	393.7
	8	=	203.2	16	=	406.4
	8 1/2	=	215.9	16 1/2	=	419.1
	9	=	228.6	17	=	431.8
	9 1/2	=	241.3			

The IBM Color Display

If you have an IBM Color Display with your system, DisplayWrite 2 will use some of the available colors. The colors and their uses are listed below:

COLOR	USED FOR:
BLACK	BACKGROUND
BLACK ON GREEN	ALL REVERSE VIDEO, REGARDLESS OF THE ORIGINAL COLOR
WHITE	MESSAGE LINE AND SOME OF THE INFORMATION AT THE TOP OF THE SCREEN
YELLOW	UNDERSCORE; LEFT ALIGNED TAB SETTINGS AT NUMBERED POSITIONS ON THE SCALE LINE; AND ALL TAB SETTINGS ON A MARGIN, MARGIN CENTER, OR RIGHT PAPER EDGE

Use this chart when you plan to print a document using a proportional space printwheel on an IBM 5218 Printer. The chart lists the number of unit values assigned by the system for each alpha, numeric, and graphic character. Because the screen does not indicate the proportionally spaced characters, use this chart if exact calculations are necessary.

All numbers (0123456789) = 5 units.
All symbols, punctuation marks, space = 5 units with the following two exceptions:

' (apostrophe) = 3 units
& (ampersand) = 6 units

LETTER	UNITS	LETTER	UNITS	LETTER	UNITS	LETTER	UNITS
a	5	n	6	A	7	N	7
b	6	o	5	B	7	O	7
c	5	p	6	C	7	P	6
d	6	q	6	D	7	Q	7
e	5	r	5	E	6	R	7
f	4	s	5	F	6	S	6
g	6	t	4	G	7	T	7
h	6	u	6	H	7	U	7
i	3	v	6	I	4	V	7
j	3	w	7	J	5	W	7
k	6	x	6	K	7	X	7
l	3	y	6	L	6	Y	7
m	7	z	5	M	7	Z	6

IBM 5218 Printer Lights

If you have an IBM 5218 Printer attached, it may prompt you for service. In addition to the labelled printer service lights, there is a small rectangular area in which you may see a two-digit number. The printer can prompt you for paper or for a print head change.

The chart on this page explains the load paper numbers that may appear on the printer:

LIGHT + NUMBER	DESCRIPTION
Load Paper alone	Load printer manually; or, load tractor feed
Load Paper + 01	Load bottom paper drawer
Load Paper + 02	Load top paper drawer
Load Paper + 03	Load envelope hopper

When you see a number in the rectangular area on your IBM 5218 Printer, and the Change Font light is on, use this chart to help you respond. The number indicates which print head to use.

Use the following chart and the numbers on the front of a print head to determine which typestyle and pitch should be used with each number that may appear on the printer:

Note: If the Change Font light is on plus the number *01*, press Start on the printer. Then you may see another number for a print head change. To eliminate the repeated display of the number *01*, change the default for the character set in the device driver from U. S. English to U. K. English.

NUMBER	TYPESTYLES	PITCH	KEYBOARD
10	011, 012, 013	10	001
11	085, 086, 087	12	001
12	221, 222, 223	15	001
13	158, 159, 160	PSM	001
15	011, 012, 013	10	025
16	085, 086, 087	12	025
17	221, 222, 223	15	025

NUMBER	TYPESTYLES	PITCH	KEYBOARD
18	158, 159, 160	PSM	025
20	011, 012, 013	10	029
21	085, 086, 087	12	029
22	221, 222, 223	15	029
23	158, 159, 160	PSM	029
25	011, 012, 013	10	039
26	085, 086, 087	12	039
27	221, 222, 223	15	039
28	158, 159, 160	PSM	039
30	011, 012, 013	10	041
31	085, 086, 087	12	041
32	221, 222, 223	15	041
33	158, 159, 160	PSM	041
35	011, 012, 013	10	043

NUMBER	TYPESTYLES	PITCH	KEYBOARD
36	085, 086, 087	12	043
37	221, 222, 223	15	043
38	158, 159, 160	PSM	043
40	011, 012, 013	10	045
41	085, 086, 087	12	045
42	221, 222, 223	15	045
43	158, 159, 160	PSM	045
45	011, 012, 013	10	049 & 051
46	085, 086, 087	12	049 & 051
47	221, 222, 223	15	049 & 051
48	158, 159, 160	PSM	049 & 051
50	011, 012, 013	10	053
51	085, 086, 087	12	053
52	221, 222, 223	15	053

NUMBER	TYPESTYLES	PITCH	KEYBOARD
53	158, 159, 160	PSM	053
55	011, 012, 013	10	055 & 057
56	085, 086, 087	12	055 & 057
57	221, 222, 223	15	055 & 057
58	158, 159, 160	PSM	055 & 057
60	011, 012, 013	10	067
61	085, 086, 087	12	067
62	221, 222, 223	15	067
63	158, 159, 160	PSM	067
65	011, 012, 013	10	069
66	085, 086, 087	12	069
67	221, 222, 223	15	069
68	158, 159, 160	PSM	069
70	011, 012, 013	10	103

Charts

NUMBER	TYPESTYLES	PITCH	KEYBOARD
71	085, 086, 087	12	103
72	221, 222, 223	15	103
73	158, 159, 160	PSM	103
E1	-	-	201
E2	-	-	202
E3	-	-	203

Unique character set numbers are on the front of some
print heads. Use the following chart to determine which
character set should be used with each number that may
appear on the printer:

NUMBER	TYPESTYLES	PITCH	KEYBOARD	CHARACTER SET
75	011, 012, 013	10	246	920
76	085, 086, 087	12	246	920
77	221, 222, 223	15	246	920
78	158, 159, 160	PSM	246	920
80	011, 012, 013	10	247	923
81	085, 086, 087	12	247	923
82	221, 222, 223	15	247	923
83	158, 159, 160	PSM	247	923
85	011, 012, 013	10	249	922
86	085, 086, 087	12	249	922

Charts

NUMBER	TYPESTYLES	PITCH	KEYBOARD	CHARACTER SET
87	221, 222, 223	15	249	922
88	158, 159, 160	PSM	249	922
90	011, 012, 013	10	248, 251	921
91	085, 086, 087	12	248, 251	921
92	221, 222, 223	15	248, 251	921
93	158, 159, 160	PSM	248, 251	921
95	011, 012, 013	10	252	924
96	085, 086, 087	12	252	924
97	221, 222, 223	15	252	924
98	158, 159, 160	PSM	252	924

Menus

This section shows the sequence in which menus appear on the screen for every DisplayWrite 2 task and function. You can quickly determine the path for accessing a particular menu by using these menu sequences.

The menu sequences for most tasks start at the *Text Task Selection* menu, which appears when you load DisplayWrite 2.

Each sequence level shows the menu choices you can make to get another menu. Use these menu sequences to select the appropriate task.

Refer to the next page as you read the following explanation
for locating the Margins and Tabs menu.

1. After loading DisplayWrite 2, the Task Selection menu
    appears (level one).

2. The second level shows the choices you can make in the
    Task Selection menu. When you choose Create
    Document or Revise Document, the Create or Revise
    Document menu appears.

3. In the Create or Revise Document menu, choose Change
    Document Format.

4. The Format Selection menu appears (level three).

5. In the Format Selection menu, choose Margins and Tabs
    (level four) and make the desired changes.

Menus
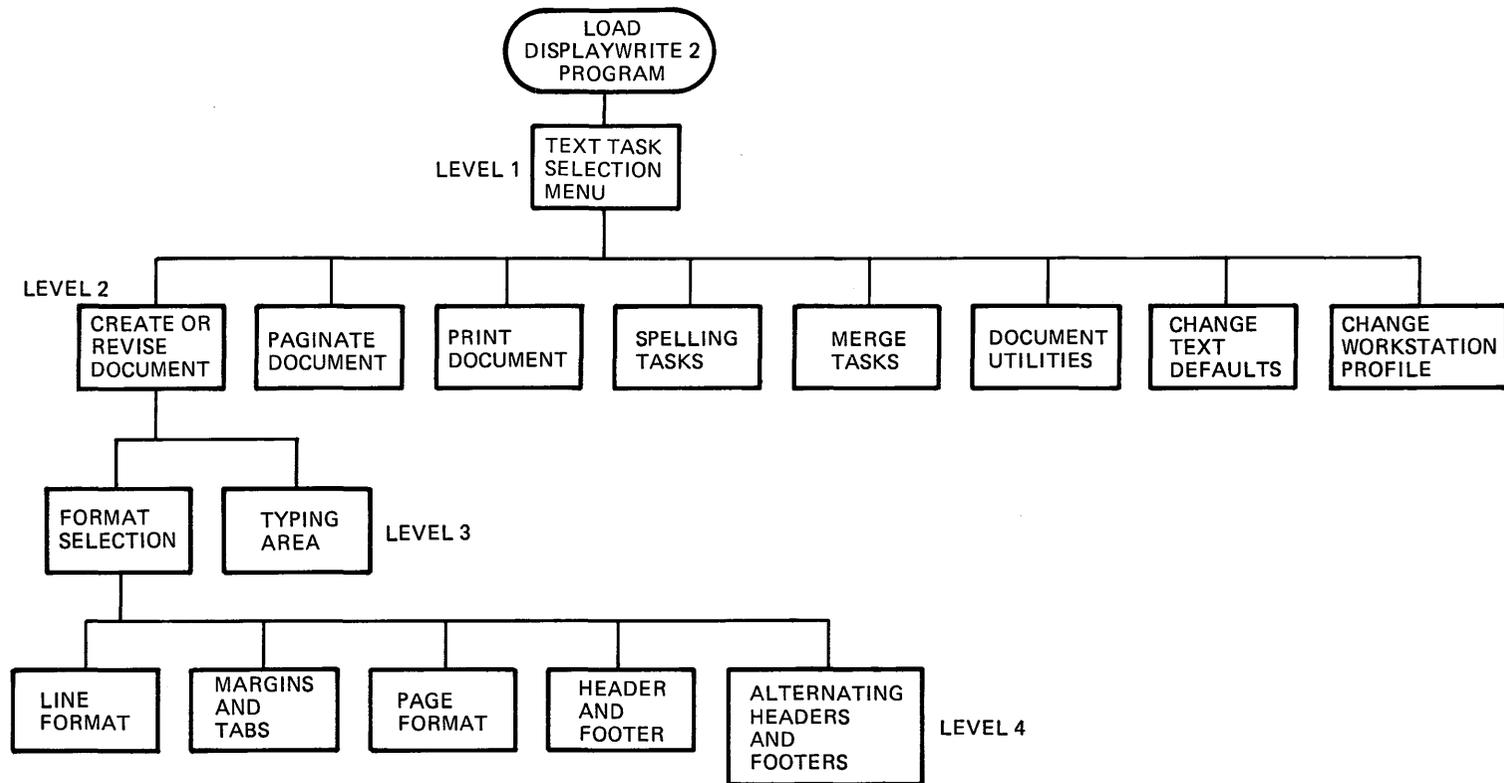
```
                    ╭─────────────╮
                    │    LOAD      │
                    │ DISPLAYWRITE 2│
                    │   PROGRAM    │
                    ╰─────────────╯
                           │
                    ┌─────────────┐
                    │ TEXT TASK   │
                    │ SELECTION   │   LEVEL 1
                    │ MENU        │
                    └─────────────┘
```

LEVEL 2

| CREATE OR REVISE DOCUMENT | PAGINATE DOCUMENT | PRINT DOCUMENT | SPELLING TASKS | MERGE TASKS | DOCUMENT UTILITIES | CHANGE TEXT DEFAULTS | CHANGE WORKSTATION PROFILE |

```
                        ┌──────────────┐
                        │ CREATE OR    │
                        │ REVISE       │  LEVEL 2
                        │ DOCUMENT     │
                        └──────┬───────┘
                 ┌─────────────┴─────────────┐
          ┌──────────────┐            ┌──────────────┐
          │ FORMAT       │            │ TYPING       │
          │ SELECTION    │            │ AREA         │
          └──────┬───────┘            └──────────────┘
```

CREATE OR REVISE DOCUMENT — LEVEL 2

FORMAT SELECTION

TYPING AREA

LINE FORMAT

MARGINS AND TABS

PAGE FORMAT

HEADER AND FOOTER

ALTERNATING HEADERS AND FOOTERS

3-5

LEVEL 3 | TYPING AREA |

Format

Instr

Column

Cmd

See page 3-7

See page 3-7

VARIABLE

INCLUDE INSTRUCTION

MERGE FILE/TEXT INSTRUCTIONS *

GET

SEARCH REPLACE

MATH REQUESTS

FILE REPORT INSTRUCTIONS *

MULTI-COLUMN FILE LISTING *

SUMMARY MATH *

MATH *

* THESE INSTRUCTIONS MAY BE KEYED BUT ARE NOT USED BY DISPLAYWRITE 2.

TYPING AREA

Format

Instr

see page 3-6

Column

Cmd

see page 3-6

LINE FORMAT CHANGE

PAGE FORMAT CHANGE

MID-LINE FORMAT CHANGE

COLUMN LAYOUT

REFERENCE AREA SETUP

LINE FORMAT

MARGINS AND TABS

PAGE

HEADER AND FOOTER

ALTERNATING HEADERS AND FOOTERS

LINE FORMAT

MARGINS AND TABS

PAGE NUMBERS

Menus

```
┌─────────────┐
│  SPELLING   │   LEVEL 2
│   TASKS     │
└─────────────┘
       │
┌─────────────┐
│   CHECK     │
│  DOCUMENT   │
└─────────────┘
       │
   ┌───┴────────────┐
┌──────────┐   ┌──────────┐
│ PAGINATE │   │  CHECK   │
│ DOCUMENT │   │ SPELLING │
└──────────┘   └──────────┘
```

```
┌─────────────┐
│    MERGE    │   LEVEL 2
│    TASKS    │
└─────────────┘
    ┌────┴─────┐
┌──────────┐ ┌──────────┐
│MERGE WITH│ │MERGE WITH│
│  NAMED   │ │ SWITCH   │
│VARIABLES │ │  CODES   │
│  SETUP   │ │  SETUP   │
└──────────┘ └──────────┘
    └────┬─────┘
   ┌───────────┐
   │  CHANGE   │
   │PAGINATION │
   │ CHOICES   │
   └───────────┘
```

```
                    ┌──────────┐
                    │ CHANGE   │
                    │ TEXT     │   LEVEL 2
                    │ DEFAULTS │
                    └──────────┘
        ┌──────────────┬──────────────┬──────────────┐
   ┌─────────┐  ┌───────────┐  ┌──────────┐  ┌───────────┐
   │ FORMAT  │  │ CHANGE    │  │ MATH     │  │ CHANGE    │
   │ SELECTION│ │ PAGINATE  │  │ FORMAT   │  │ CHECK     │
   │         │  │ DOCUMENT  │  │ SELECTION│  │ DOCUMENT  │
   └─────────┘  │ DEFAULTS  │  └──────────┘  │ DEFAULTS  │
                └───────────┘       │        └───────────┘
                              ┌──────────┐
                              │ CHANGE   │
                              │ MATH     │
                              │ FORMAT   │
                              └──────────┘
```

CHANGE TEXT DEFAULTS — LEVEL 2

FORMAT SELECTION

CHANGE PAGINATE DOCUMENT DEFAULTS

MATH FORMAT SELECTION

CHANGE CHECK DOCUMENT DEFAULTS

CHANGE MATH FORMAT

LINE FORMAT

MARGINS AND TABS

PAGE FORMAT

HEADER AND FOOTER

ALTERNATING HEADERS AND FOOTERS

```
                    ┌─────────────┐
                    │ DOCUMENT    │   LEVEL 2
                    │ UTILITIES   │
                    └─────────────┘
                           │
   ┌───────┬───────┬───────┼───────┬───────────┬───────────┐
┌──────┐┌──────┐┌──────┐┌──────┐┌────────┐┌──────────┐┌──────────┐
│COPY  ││DELETE││RENAME││RECOVER││COMPRESS││CONVERT   ││CONVERT   │
│DOC.  ││DOC.  ││DOC.  ││DOC.   ││DOC.    ││TEXT...   ││REV...    │
└──────┘└──────┘└──────┘└──────┘└────────┘└──────────┘└──────────┘
```

| COPY DOCUMENT | DELETE DOCUMENT | RENAME DOCUMENT | RECOVER DOCUMENT | COMPRESS DOCUMENT | CONVERT TEXT DOCUMENT TO REVISABLE-FORM DOCUMENT | CONVERT REVISABLE-FORM DOCUMENT TO TEXT DOCUMENT |

Prompts and Messages

This is a list of prompts and messages that may appear on
the screen or in other output. The first columns lists the
prompt or message. The second column lists the cause of the
prompt or message. The third column lists the action you
need to take to respond to a prompt or message.

The first character of a prompt or message is used to arrange
the prompts and messages alphabetically. If a prompt or
message starts with the name of your document enclosed in
parentheses, look up the first character that follows the
document name.

Prompt/Message	Cause	Action
(*Document name*) added to print queue.	You chose the Print Document task. The document was sent to the print queue.	Continue with your work.

Adjust Line Endings = No for line.

You pressed Line Adjust to adjust this line. However, the current choice in the Line Format menu is Adjust Line Endings No.

To adjust the line:

1. Move the cursor to the left margin and press Format.
2. Choose Change Line Format.
3. Choose Adjust Line Endings Yes.
4. Return to the typing area.
5. Press Line Adjust again.

OR

To adjust the line:

1. Return to the Document Format menu.
2. Choose Change Line Format.
3. Choose Adjust Line Endings Yes.
4. Return to the typing area.
5. Press Line Adjust again.

OR

If you do not want to adjust the line, continue with your work.

Prompt/Message	Cause	Action
(*Document name*) already exists.	When the system requested the document name, you gave it a name that is already on the disk. **OR** A document with the same *document name* and with an .RES extension exists on your disk. **OR** You chose a document name for an output document, or a default output document name was used by the system, but the document name already exists.	Use a different document name. **OR** Delete or rename the document with the .RES extension. **OR** If you have selected the Create Document task and want to use the document with the existing name: 1. Press Esc. 2. Choose the Revise Document task. **OR** If you are revising *document name*, you may need to recover it. The Recover Documents task deletes the document with the .RES extension while recovering the document with the .TXT extension.

(*Document name*) already in use.	The document you chose is open and cannot be used.	1. Recover the document. 2. Check the document for lost data. 3. Use the recovered document, or a backup copy of the document, to try again. **OR** Wait until the program that is using the document finishes, then try again.
Alternating Footers exist. Type footer or press ESC to keep existing one.	You are trying to create a footer but an alternating footer already exists.	Type the new footer to replace the current alternating footer. **OR** Press Esc to keep the existing alternating footer.
Alternating Headers exist. Type header or press ESC to keep existing one.	You are trying to create a header but an alternating header already exists.	Type the new header to replace the current alternating header. **OR** Press Esc to keep the existing alternating header.

4-5

Prompt/Message	Cause	Action
ASCII Codes that could not be converted were found.	The document you chose in a Get task was an ASCII file which contained codes that had to be converted. Some of the codes were not recognized. The system inserts substitute codes in the document at the places where the unrecognized codes were found.	1. Use the Cursor Movement keys, or Find, to locate the Substitute codes. 2. Replace the Substitute codes with other codes, or delete them.
A table follows. Tabs should not be changed.	You are trying to insert or revise a format change within a table created using column layout.	Continue with your work. If you change tabs, your table may not print correctly.
At least *number* warning errors found during conversion.	During a Conversion task, *number* errors were found. The system can keep track of a maximum of ten warning errors per page; therefore, you may have more than *number* warning errors in your document.	Revise the partially converted output document to check for errors.

Background print must be preloaded. Press ENTER to return to DOS.	You chose Background Print in the Print Tasks menu, but you did not load the PRINT.COM program in DOS before you loaded DisplayWrite 2. The PRINT.COM file takes up enough memory that the Foreground Print task cannot run.	1. Press Enter to return to DOS. 2. Load DOS again. 3. Issue the DOS PRINT command. 4. Load DisplayWrite 2 again. You can now use Print tasks.
Begin Table not found at start of this line.	You tried to do a column operation, but the cursor was not on a line containing a Begin Table code. **OR** You tried to do a column operation on a table that was not created using column layout.	Move the cursor to a line that has a Begin Table code. Revise the table without using column layout.

4-7

Prompt/Message	Cause	Action
Begin using format control already exists. Revise it or delete it.	You tried to use a format in conflict with one already in effect.	1. Move the cursor under the format change code. 2. Press Continue to see the Format Change. 3. Revise it or delete it. **OR** 1. Press Esc. 2. Make another choice.
(*Document name*) cancelled. Already converted.	The document you chose for the Print task is the output document of a Print task. You are processing to disk only.	Convert a different document. **OR** Print the document.
(*Document name*) cancelled at operator request.	You used the Display Queue or Cancel Print Job task to cancel a print job.	Continue with your work.
(*Document name*) cancelled. Task not available.	Your system is unable to load the PRINT.COM file from DOS.	Use the Foreground Print task to print. **OR** Press Msg to clear the message and return to the Text Task Selection menu.

(*Document name*) cannot be recovered.	You chose a document for the Recover Documents task that cannot be recovered.	Use a backup copy of the document. **OR** Type the document again.
Cannot insert text within formatted text.	You tried to type between a Begin Formatted Text code and an End Formatted Text code.	1. Move the cursor to another area. 2. Continue with your work. **OR** 1. Delete the Begin Formatted Text code and the End Formatted Text code. 2. Continue with your work.
Cannot insert text within highlighted text. Move cursor or press ESC.	You moved the cursor into text highlighted for a function such as Move or Copy.	Move the cursor out of the highlighted text. **OR** Press Esc to cancel the function.
Cannot merge document containing footnotes.	The shell or fill-in document you are using contains Footnote codes from another program.	1. Delete the Footnote codes. 2. Start the task again.

4-9

Prompt/Message	Cause	Action
Cannot move above start.	You pressed Cursor Up or Home when the cursor was at the beginning of the first page in the document.	Continue with your work.
Cannot move past boundary.	You pressed Cursor Right, Cursor Left, Right, or Left when the cursor was already at the left or right limit.	Continue with your work.
Cannot move past end.	You pressed Cursor Down or End when the cursor was at the end of the document.	Continue with your work.
Cannot open document. Maximum number of documents open.	You cannot use the task you chose because it would require more documents to be open than your system has available to it.	Choose another task. **OR** Change the configuration of your system by including a FILES command in a CONFIG.SYS DOS file. For more information, see "Configuring Your System" in the *IBM Personal Computer Disk Operating System, Version 2.1* manual.

Cannot open Include document. Maximum number of documents open.	You are using Include instructions in your document. Too many documents are open for the instructions to be successful.	Revise the Include instructions so that fewer documents will be open at one time.
Cannot paginate document containing footnotes.	You are trying to paginate a document containing footnotes. The document was created using a Textpack program that has automatic footnotes available with it.	1. Delete the footnote instructions. 2. Paginate the document.
Cannot paginate document. Preserve page numbers is Yes.	You chose Paginate Document, but the document you selected has Preserve Page Numbers Yes. **OR** Hyphenation/Pagination is Yes in the Check Document menu, but the document you selected has Preserve Page Numbers Yes.	Choose another task. **OR** Choose Paginate Document, and paginate another document. **OR** Choose Preserve Page Numbers No, and paginate the document. Choose another document to check. **OR** 1. Choose Hyphenation/Pagination No in the Check Document menu. 2. Check the same document.

Prompt/Message	Cause	Action
Cannot remove page end.	You tried to delete or move a Page End code. The Page End code is followed by a Page Format Change at the beginning of the next page in your document.	Move the cursor to include the format change.
	OR	
	You are trying to delete or move the last Page End code in a document.	If you want to start a new page, press Page End. The last Page End code cannot be removed. It is the one that moves along with the cursor as you create a new document; the system stores it as the end of the document when you press End Task.
Cannot rename document to a different drive.	In the new document name, you included a different drive.	Choose a new document name, but do not try to include a different drive. You can rename a document and move it to a different directory, but not to a different drive.

Cannot revise format change to a return.	You chose a return format while revising a format change.	1. Press Enter to return to the typing area. 2. Delete the format change. 3. Use Format to make format changes.
Cannot type in a non-typing area. Move cursor.	You are trying to type in a non-typing area.	Move the cursor, using the Cursor Movement keys, into the regular typing area. **OR** Press End Task to end the task.
Character cannot be corrected using BACKSPACE.	You have reached a character you cannot backspace over.	1. Use the Cursor Movement keys to move the cursor under the character. 2. Use Block Delete to delete the character.

Prompt/Message	Cause	Action
Characters not found from cursor to end of document.	The characters you typed to find, delete, move, or copy are not in the text as you typed them between your current cursor location and the end of the document. **OR** The cursor may already be past the characters you want to find or delete. You can only find or delete in a forward direction.	Enter the function again and type the characters exactly as they appear in the text. Check for any hyphenation, punctuation, spaces, or capitalization which may affect the way they are found. 1. Move the cursor to the beginning of the page or document. 2. Enter the function again.
Characters not specified.	You pressed Find. When the system asked for the characters to be found, you pressed Enter without typing any characters.	1. Type the characters you want to find exactly as they appear in the text. 2. Press Enter.
Check Document ended at operator request.	You pressed Ctrl—Break during the Check Document task. The task terminated.	Continue with your work.

Code cannot be deleted.	You pressed Del to erase a code that cannot be erased using the Del key.	Use the Block Delete function to erase the code.
Column Insert cancelled. Columns may not be deleted now.	The number of columns is less than what was specified before inserting a column.	Try to insert a column again. Do not delete any of the current column examples.
Column Insert cancelled. More than one new column specified.	You tried to insert more than one column.	Try to insert a column again. Insert only one column.
Column Insert cancelled. New column not specified.	You started to insert a column but did not create a new column.	Try to insert a column again, and create a new column. **OR** Continue with your work if you decide not to create a new column.
Column operation cancelled. Column too large.	You tried to copy a column that is too large for the system. The system allows a column with up to 3,500 characters.	Reduce the size of the column. **OR** Lay out the table as two tables.

4-15

Prompt/Message	Cause	Action
Column too large. Press CONTINUE or ESC.	You are creating or revising a column and have exceeded the maximum number of characters (3,500) allowed in a column.	1. Press Continue to keep what you have typed. 2. Press Carrier Return after the Begin Table code. 3. Continue typing. **OR** Press Esc to cancel the column function.
Compress Documents complete.	The Compress Documents task has finished.	Continue with your work.
Conflict between choices. Change Last Typing Line or Paper Size.	You changed the Document Format or Alternate Format. The Last Typing Line exceeds the chosen Paper Size length.	Choose a smaller Last Typing Line number or a longer Paper Size.
Conflict between choices. Change Right Margin or Paper Size.	You changed the Document Format or Alternate Format. The Right Margin choice is too wide for the chosen Paper Size width.	Choose a narrower Right Margin or a wider Paper Size.

Conflict between choices. Change Typing Line or delete header/footer text.	There are too many lines of header text or footer text to fit in the available space.	Use Change Document Format or Change Alternate Format to change the First Typing Line choice or the Last Typing Line choice. Allow enough lines for the Header or Footer text. **OR** Delete enough header text or footer text to fit in the available space.
Conflict between choices. Change Typing Line or Header/Footer Line.	You changed the Document Format or Alternate Format. The First Header Line overlaps the First Typing Line, or the First Footer Line overlaps the Last Typing line.	Change one of the choices so there is no overlap of lines.
Constant = __.	You chose Constant from the Math command line, and the system is displaying the constant.	Proceed with the Math function. **OR** If you chose Constant accidentally, press Esc.
(*Document name*) contained formatting errors.	During the Print task, the system detected errors. The choice for Cancel on Error is No.	Check your output for errors, and revise if necessary.

Prompt/Message	Cause	Action
(*Document name*) converted.	A Document Conversion task is complete.	Continue with your work.
(*Document name*) copied.	The Copy Document task is complete.	Continue with your work.
Cursor must be moved down to end of table.	While laying out an existing table, you pressed Enter with the cursor above the first line of the table.	1. Move the cursor down to the last line of the table. 2. Press Enter.
Cursor must remain on same page.	While laying out an existing table, you tried to move the cursor to another page.	1. Move the cursor down to the last line of the table. 2. Press Enter. If the table is more than one page long, each page must be laid out as a separate table.
Cursor not on decimal point or number.	You tried to use a Math function, but the cursor was not positioned correctly. In order to use Math, the cursor must be on a decimal point or a number.	1. Move the cursor to a number. 2. Try again.

| Cursor not on number, or number is not decimal tab aligned. | You tried to use Row Add or Column Add, but the cursor was not positioned correctly. In order to use Row Add or Column Add, the numbers must be aligned with decimal tab settings. | 1. Move the cursor to a number that is aligned with a decimal tab setting.
2. Try again.

OR

1. You may need to revise the document to insert decimal tab settings.
2. When your numbers are aligned with decimal tab settings, you can try again.

OR
Use Add (neither *Row* Add nor *Column* Add) to add the numbers one-at-a-time. |
| Default extension caused converted document name to exceed 44 characters. | The name you chose for a converted document exceeded 44 characters when the default extension was appended. | Use a shorter document name when you convert the document. |

Prompt/Message	Cause	Action
(*Document name*) deleted.	The Delete Document task has completed.	Continue with your work.
Directory error for (*document name*).	The directory name you included in the document name is not on your disk.	Use the disk that has the directory. **OR** Change the directory name to one that is on your disk.
	OR The directory named in the document name you chose is full.	Delete some documents from the directory. **OR** Copy or move the document to a different directory or disk.
	OR You spelled the directory name incorrectly.	Type the directory name correctly.
Directory not found. Type new default directory; press ENTER.	You pressed ChDir. The new default directory you typed does not exist on your disk.	Use the disk with the new default directory on it. **OR** Type a different new default directory.

Disk error accessing program (*document name*).	A disk error occurred while the system was trying to load a program.	Try to load the program again. **OR** If you have another copy of the program, try to load it.
Disk error. Document not changed.	There is an error on the disk you are using for a function such as Get, Move, or Copy. The function was cancelled without making the change you had begun.	Use the Recover Documents task to see if the disk and document can be used.
Disk error. Format replaced by default.	Because of a disk error, the format you were using was replaced with the Document Format default.	1. Press Format. 2. Make your format change again. **OR** Continue with the default format if you want to use it.
Disk error on drive *drive specification*.	There may be an error on the disk you are using. Data may be lost.	Check the document for lost data and select the Recover Documents task.
Disk error. Press END TASK.	There may be an error on the disk you are using.	1. Press End Task. 2. Use the Recover Documents task.

Prompts and Messages

Prompt/Message	Cause	Action
Diskette on drive *drive specification* is unsupported diskette type.	The diskette you have inserted in drive *drive specification* has not been formatted correctly for use with your system.	If the diskette contains information you want to save, use a different diskette. **OR** If the diskette does *not* contain information you want to save: 1. Return to DOS. 2. Use the DOS FORMAT command to erase and format the diskette on drive *drive specifications*. 3. Load the program, and try again.
Diskette on drive *drive specification* is write protected.	The diskette you are trying to write on is write protected.	Use another diskette. **OR** Remove the write protection from the diskette.
Diskette on drive *drive specification* is write protected. Press END TASK.	The diskette you are trying to write on is write protected.	1. Press End Task. 2. Use another diskette. **OR** Remove the write protection from the diskette.

Disk full on drive *drive specification*.	The disk on drive *drive specification* is full.	Use another disk.
Disk full. Press END TASK, then delete documents or copy document.	The disk cannot hold any more text.	1. Press End Task. 2. Use the Delete Document task to delete from the disk any documents no longer needed. **OR** 1. Press End Task. 2. Copy the document to another disk.
Disk full on drive *drive specification*. Restart task using another disk.	The disk on drive *drive specification* is full. An incomplete output document may remain on your disk.	1. Use another disk. 2. Restart the task.
Division by zero not allowed.	You tried to divide a number by zero.	Continue with your work. The Math operation has been cancelled and the total is unchanged.
Document name changed.	The Rename Document task has completed.	Continue with your work.

Prompt/Message	Cause	Action
End of line reached.	You chose Block Add. There is not a number aligned with a decimal tab setting on the line.	1. Move the cursor to the line where the numbers are aligned on decimal tab settings. 2. Choose Block Add again.
	OR You chose Block Add. No more numbers are on the row you are adding.	1. Insert the total or clear the total. 2. Continue with your work.
Fill-In pages not found.	One or more pages specified for a Merge task do not exist. The Merge task ended.	Check the name of the document you specified as the Fill-In document. **OR** Check the pages numbers you chose in the the system page options.
Find what?	You pressed Find. Now you need to identify the characters you want to find.	1. Type the characters that you want to find exactly as they appear in the text. 2. Press Enter.

5 levels of Includes are exceeded.	During either a Get or a Merge operation, there were more than five levels of Include instructions.	Revise the documents containing Include instructions.
Footers exist. Type alternating footer or press ESC to keep existing one.	You tried to create an alternating footer but a regular footer already exists.	Type the alternating footer (which will delete the existing footer). **OR** Press Esc to keep the existing footer.
(*Document name*) full.	The document you are trying to update is full.	Create a new document. **OR** Delete some text from the full document.
(*Document name*) full. Press END TASK.	The document you are trying to update is full.	1. Press End Task. 2. Create a new document. **OR** Delete some text from the full document.
(*Document name*) has no pages. Job cancelled.	You chose the Paginate Document task, the Check Document task, or the Print Document task for a document that exists, but has no pages.	Choose Display Directory and check for the correct name of the document.

Prompt/Message	Cause	Action
Headers exist. Type alternating header or press ESC to keep existing one.	You are trying to create an alternating header but a regular header already exists.	Type the alternating header (which will delete the existing header). **OR** Press Esc to keep the existing header.
Highlighted text spans footnote pages. Operation cancelled.	The text you highlighted for a Move, Copy, Overstrike, or Delete task contains Footnote codes or pages. The footnotes are stored in the same document on page 9,000; or page 9,000+.	1. If Footnotes pages are stored in the same document, make sure that you do not include Footnote codes in highlighted text. 2. Try to use a Move, Copy, Overstrike, or Delete task again. **OR** 1. Delete all Footnote codes and pages in the document. 2. Try to use a Move, Copy, Overstrike, or Delete task again.

Hyphenate where?

You pressed Line Adjust. Now you need to make a hyphenation decision.

OR

You are using Prompted Dictionary Hyphenation.

To move the complete word (that the cursor is under) to the *next* line, move the cursor under the first letter of the word, then press Continue.

OR

To keep the complete word (that the cursor is under) on the *same* line, move the cursor to the right of the last character in the word, then press Continue.

OR

To hyphenate the word (that the cursor is under), move the cursor to the first character of the syllable you want to go on the *next* line; then press Continue.

OR

To end the Line Adjust function and place the complete word (that the cursor is under) on the next line, press Esc.

4-27

Prompt/Message	Cause	Action
Include document is unsupported type.	The document you specified in an Include instruction is not compatible with DisplayWrite 2.	Choose another document in the Include instruction. **OR** Convert, revise, or translate the document specified in the Include instruction.
Include document needs recovery.	The document which is to be copied for an Include instruction needs recovery.	Recover the document.
Include document not found.	An Include instruction could not be resolved because the document specified does not exist.	Revise the document containing the Include instruction. **OR** Verify that the correct disk is inserted and try again.
Include pages not found.	An Include instruction could not be resolved because the pages specified do not exist.	1. Revise the document containing the Include instruction. 2. Move cursor under the Include code to verify the information in the instruction.

Incorrect number of switch codes.	The number of switch codes in the shell document and the number of switch codes in the fill-in document are in conflict.	Check the document to verify the number of switch codes.
Insert Default Dictionary program; press ENTER.	You requested a Spelling task. **OR** You are using dictionary hyphenation.	1. Verify that the disk with the Default Dictionary program is correctly inserted. 2. Press Enter. **OR** Press Esc to end the task.
Insufficient memory.	You are trying to load DisplayWrite 2, and your system does not have enough memory available to load it.	1. Free some memory in DOS, or use a machine with more memory. 2. Try again.

4-29

Prompt/Message	Cause	Action
Invalid choice.	The choice you wanted from the menu is not available with your system. **OR** You typed a lowercase L instead of the number 1 in a menu.	1. Check the menu for the possible choices. 2. Type the one you want. 3. Press Enter. **OR** Press Esc to clear any previously made choices. Type the choice using the number 1.
Invalid choices. Type or change choices marked with **.	You omitted a required choice in the menu, or you chose an item and omitted typing your choice for the chosen item. The choices you made marked with ** are in conflict with each other.	Type what you want your choice to be; then press Enter. **OR** 1. Type valid choices for the items marked **. 2. Press Enter.

Invalid choice. Document name cannot exceed 44 characters.

The document name you typed or selected from the directory, including the default directory, drive, path, and appended default extension, is over 44 characters long.

Revise the document specifications so that the resulting total has fewer than 44 characters.
OR
Change the default directory path to include more characters and to subtract these characters from the document name.

Invalid choice. Type new default directory; press ENTER.

After you pressed ChDir, you typed the name of a new default directory that was not found.

Type the name of an existing directory as the new default directory.
OR

1. Press Esc, and return to DOS.
2. Create the new directory you want using DOS.
3. Try again.

Prompt/Message	Cause	Action
Invalid codes found. (*Document name*) cancelled.	The system reached a Tab code or Indent code where no tab setting had been set, or invalid control data was found. In the Print Document menu, the choice is Cancel On Error Yes. This allows printing to cancel when invalid characters are found.	1. Check your document by using Find to locate the Tab code or Indent code. 2. Insert the needed tab setting or delete the extra one. **OR** If you chose Adjust Line Endings Yes, press Line Adjust to find the line with the extra tab. The cursor will be positioned under the line ending character and **Invalid lines found. Tab stop missing.** will display. **OR** Change Cancel on Error to No, and try again.

Invalid constant.	You typed a constant containing more than 15 characters. **OR** You typed a constant containing a non-numeric character (other than a decimal point or comma).	1. Press Backspace or Esc to delete the constant. 2. Type the correct constant.
Invalid drive specifier.	The drive specifier you typed is not valid with your system.	Use a valid drive specifier to try again.
Invalid ID letter.	The ID letter you chose is not on the menu.	1. Check the ID letter you want, and type a valid choice. 2. Press Enter.
Invalid key.	You pressed a key that cannot be used at this time.	Continue with your work. **OR** 1. End the task you are performing. 2. Press the key again.
Invalid lines/cm. (*Document name*) cancelled.	The lines/cm or in. you chose is not available with your printer. Cancel on Error is Yes.	Change the lines/cm or in. in the Line Format menu. **OR** 1. Choose Cancel on Error No. 2. Try again.

4-33

Prompt/Message	Cause	Action
Invalid lines found. Tab stop missing.	The document you are paginating or line adjusting has a tab setting missing.	1. Use Find to locate the Tab code or Indent code. 2. Set the necessary tab setting or delete the Tab or Indent code. **OR** 1. If Adjust Line Endings is set to Yes, use LnAdj to locate the line with the extra Tab code. The cursor is positioned under the line ending character, and **Invalid lines found. Tab stop missing.** displays. 2. Either set the necessary tab setting or delete the Tab code.

Invalid name.	The document name you typed is not available with your system. The name can contain any combination of letters (A through Z), numbers (0 through 9), or both.	1. Press Esc. 2. Retype the name. **OR** Display the directory contents and note exactly how the document name is typed.
	OR You needed to type a variable name, but you pressed Enter without entering a variable name.	1. Type a variable name. 2. Press Enter.
Invalid operation.	The way you tried to change margins or tabs is incorrect. For example, if you tried to type the number to set evenly spaced tabs and the cursor was not located at the left margin, the change would not be made.	1. Check the location of the scale line cursor. 2. Follow the directions on the display to make your change.
	OR You moved the cursor under either a Begin Overstrike or an End Overstrike code, pressed Block, and then pressed Continue. The system canceled the operation.	Move the cursor away from the Begin or End Overstrike code and try again.

Prompts and Messages

Prompt/Message	Cause	Action
Invalid page number. Please re-enter.	The page number you typed was not valid.	Check the page number and retype it using the correct system page number. (Be careful not to use letters, such as a lower case "L" for a number one or an upper case "O" for a zero.)
Invalid paper type. (*Document name*) cancelled.	The paper type you chose is not available with your printer. You chose Cancel on Error Yes.	1. Choose Cancel on Error No. 2. Try again. **OR** Choose a different paper type.
Invalid variable name. Press ESC and type name again.	You typed a variable name that contains an invalid character, such as punctuation.	1. Press Esc. 2. Type the name again.
(*Document name*) is not a Document.	When prompted for a text document name, you typed the name of a document that is not a text document.	Type the correct name of the document you want to work with.
(*Document name*) is unsupported type.	The document you are trying to use is of a type that is not available with the task you chose.	Use a different document. **OR** Use a different program to revise the document.

Keyboard extension not in alternate extensions.	The number you typed for a keyboard extension is not in the Keyboard Description menu.	1. Type a number that is in the Keyboard Description menu. 2. Press Enter. **OR** Press Esc to cancel the keyboard extension change. **OR** Go to the Keyboard Description menu, and add the keyboard extension number as an alternate extension.
Line number must be a whole number or end in .5.	The number in a Skip to Line instruction must be a whole number or a whole number followed by .5. For example, both 25 and 25.5 are valid numbers.	Type a whole number or a whole number followed by .5.
Line starts past right margin.	The Indent codes used to indent text have placed the temporary left margin (where text would begin) past the right margin. The system inserted a hyphen and a carrier return at the right margin to prevent a long line.	Delete the extra Indent codes or move the right margin in your document.

Prompt/Message	Cause	Action

Long line on (*document name*). Job cancelled.	The system reached a line that would print past the right paper edge. Cancel On Error in the Print Document menu is Yes. The print job has been canceled.
	
	OR
		1. Check the document to verify that the right margin is set to the left of the right paper edge (notice the right paper edge symbol on the scale line). The right margin should not be set beyond:
		
		(Class A and Class B)
		  80 in 10 pitch
		  132 in 16.5 pitch
		  66 in 8.25 pitch
		  40 in 5 pitch
		(Class C)
		  156 in 12 pitch
		  130 in 10 pitch
		  130 to 156 in proportional
		
		2. If necessary, revise or paginate.

You selected an incorrect paper size in the Page Format menu, or Adjust Line Endings is No and a line extends past the right paper edge. Cancel on Error is Yes.

OR

You began typing the document in one pitch and changed to another pitch which extended the text beyond the right paper edge.

OR

1. Look for the paper edge symbol on the scale line.
2. Determine if you should change the paper size or adjust the lines so they end to the left of the Paper Edge symbol.

1. Check the tab settings, the Paper Edge symbols, and the paper size.
2. Paginate the document.
3. Print the document.

OR

You reset the tab grid. If you reset the tab grid, it is only reset within the margins. If you make the margins wider, the tab grid remains the same and does not accommodate the wider margin.

Prompt/Message	Cause	Action
	A header or footer extends beyond the right paper edge. **OR** You typed a table in proportional spacing (PSM). Proportional space unit values are not available in Column Layout. Your tab settings have been overridden during printing.	Revise the header or footer so text is not beyond the right paper edge. 1. Look at the printed page to see which columns overrode the tab settings. 2. Measure the longest line of each column to count the number of spaces required to print in 12 pitch. 3. Use this new number of spaces in Column Layout. For more information on PSM, see the "Proportional Spacing Values" chart.

Long page on (*document name*). Job cancelled.

In the Print Document menu, Cancel on Error is set to Yes. Processing is cancelled because a line would print past bottom paper edge as calculated from the paper size you chose in the Page Format menu.

1. Verify the paper size chosen for the document.
2. Revise or paginate if necessary.

OR

1. Check the Last Typing Line and the Paper or Envelope size items in the Page Format menu.
2. Verify that the paper size is not shorter than the last typing line.

OR

If you do not locate the problem, set Cancel on Error to No and print the document. Printing will not be cancelled. The long page will print on two sheets of paper.

Prompt/Message	Cause	Action
Math operation cancelled. Number too large.	While performing a Math task, you moved the cursor under a number that has more than 15 digits to the left of the decimal point. The system cannot perform Math with numbers that have 15 or more digits to the left of the decimal point.	Your current total is unaffected. Continue with your work.
Math operation cancelled. Total too large.	The result of a Math task was a total with more than 15 digits to the left of the decimal point. The system cannot perform Math with numbers that have 15 or more digits to the left of the decimal point.	Your previous total is unaffected. Continue with your work.
Maximum number of tabs already set.	You set the maximum number of tab settings allowed by the system (48).	1. Check the tab settings on the scale line and delete any unnecessary tab settings. 2. Set any additional tab settings up to a total of 48.

Maximum size reached. Character or instruction could not be inserted.	You typed the maximum number of characters allowed in a header, footer, or column.	Revise the text so it will not reach the maximum.
Merge complete.	The system has completed a Merge task.	Continue with your work.
Merge ended. Fill-In pages not found.	No pages were found in the fill-in document. The Merge task ended.	1. Verify the name of the fill-in document. 2. Verify that pages exist in the fill-in document. 3. Start the task again.
Merge ended. No switch codes found in text.	You chose the Merge with Switch Codes Setup task. The Merge task has finished and no switch codes were found in the shell document.	Revise the Shell Document to include Switch codes, if necessary.
	OR You chose the Merge With Switch Codes Setup task for a document that has variable names.	Choose the Merge With Named Variables Setup task.
Merge ended. No variables found in text.	You chose the Merge With Named Variables Setup task. The Merge task has finished and no variables were found in the shell document.	Revise the Shell Document to include variables, if necessary.
	OR	

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Prompt/Message	Cause	Action
	You chose the Merge With Named Variables Setup task for a document that contains Switch codes.	Choose the Merge with Switch Codes Setup task.
Merge unsuccessful. Output contains *number* messages.	This message indicates the number of errors which occurred during a Merge task. The error messages are listed in the merged document or on the printout.	1. Find the error messages in the merged document or printout. 2. Look up each error message in this book and correct the error.
Merged Document cannot be specified in Include.	An Include code was found that specifies the document you are creating (the output document) as the include document.	Change the output document name.
Move cursor to bottom of document, then retry function.	You tried to get the same document you are creating or revising. The system can perform the Get function only if the cursor is at the end of the document.	1. Move the cursor to the end of the document. 2. Choose Get to get pages from the document. The pages will be added to the end of the document.

Move cursor to end of block; press ENTER.	You are performing a Block task. The system is asking you to define the block for the task.	1. Move the cursor to the end of the block. 2. Press Enter. **OR** Press Esc to end the Block task.
Move cursor to last line of table, press ENTER.	You are using the Column Layout function on an existing table.	1. Move the cursor to the last line of the table. 2. Press Enter.
Move cursor to last number; press CONTINUE.	You are using Row Add or Column Add. The system needs you to identify the numbers you want to add.	1. Move the cursor, in any direction, to the end of the numbers you want to add. Horizontal movement is interpreted as Row Add; vertical movement is interpreted as Column Add. 2. Continue with your work. **OR** 1. Press Esc to cancel Math. 2. Continue with your work.

Prompt/Message	Cause	Action
Must highlight all formatted text. Operation cancelled.	You are trying to use a Move, Copy, Overstrike, or Delete task. The text you highlighted contains either a Begin Formatted Text code or an End Formatted Text code.	Try again with a different area of text highlighted. **OR** 1. Delete the Begin Formatted Text code *and* the End Formatted Text code from the document. 2. Try again.
Name not specified.	When the system requested the document name, you pressed Enter without typing the document name first.	1. Type the name of the document. 2. Press Enter.
(*Document name*) needs recovery.	The document you want cannot be used until it is recovered.	1. Press Esc. 2. Use the Recover Documents task to recover the document. If it cannot be recovered, you may want to type it again. **OR** Press Esc to continue using the system for other documents.

| No column exists here. | You are indicating a column to delete, move, copy, or revise, but the cursor is past the last column. | 1. Move the cursor to the first line (the one in which you can find a Begin Table code) of the correct column.
2. Continue with the steps to Delete, Move, Copy, or Revise. |

OR

Continue with your work. Do not use the Column Layout function to make revisions.

| No documents found for (*document name*). | The directory you chose for the Display Directory was not found or has no documents in it. | Choose a different directory. |

| No keyboard number specified. | After choosing Keyboard Change, you pressed Enter without typing the number first. | 1. Type the keyboard number.
2. Press Enter. |

OR

Press Esc to cancel the function and clear the message.

Prompt/Message	Cause	Action
No phrases found. Search/Replace completed.	After completing a Search/Replace task, the system did not find the Search For characters. No replacements or deletions were made.	Continue with your work.
	OR Words are misspelled either in the document or in the Search For character string.	1. Check the document and the Search For character string for any misspelled words. 2. Correct any misspelled words. 3. Go to the beginning of the document and start the search again.
	OR You began the search at the end of the document.	Go to the beginning of the document and search again.
Not enough memory. Display Directory program can be loaded in Task Selection.	You pressed Dir, but your system does not have enough memory to display the directory.	1. Return to the Task Selection menu. 2. Press Dir again.

No variables found.

You pressed Next, but there are no variables from the cursor position to the bottom of the document.

Continue with your work.

(*Document name*) not found.

You set Insert Included Text to Yes in the Get menu. The system cannot find the text.

Verify that the page numbers for the Include document agree with the page numbers typed in the Get menu.

OR

The document name that you typed does not exist as you typed it.

1. Display the directory.
2. Check the spelling and capitalization of the document name.
3. Choose the item again, and type the name exactly as it appears in the directory, or choose the document from the directory.
4. Press Enter.

OR

4-49

Prompts and Messages

Prompt/Message	Cause	Action
	The correct disk is not inserted.	1. Insert the correct disk. 2. Try again. **OR** Press Esc to cancel the task.

One or more Includes could not be resolved.

You are getting pages that have Include instructions, and you have specified that the system should copy the pages in place of the Include instructions.

Check for one of the following reasons the system cannot copy the pages:

- The Include document specified does not exist.
- The Include document specified needs recovery.
- The Include document specified is the document containing the Include instruction to be copied. The Include document must be in a different document.
- One or more of the pages specified in the Include instruction cannot be copied.
- The document contains more than five levels of Include instructions. Refer to the action for the prompt **5 levels of Includes are exceeded.**

4-51

Prompt/Message	Cause	Action
Overstrike with what character?	You have defined the text you want to Overstrike and pressed Enter. Now you must indicate what character you want to use as the overstrike character.	1. Type the character you want to use as the overstrike character. 2. Press Enter.
Page not found. (*Document name*) cancelled.	You chose a From or Through page for printing that the system could not find.	Check the choices in the Print Document menu for From Page and Through Page. Use valid numbers.
Page (number) not found.	During a Get operation the system could not find a page. The Get operation has been cancelled and previously copied pages have been deleted in the new document. **OR** You are verifying the spelling for certain pages and one of the chosen pages was not found. The Check Document task was ended and none of the pages were checked.	Go to the document being copied and verify the page numbers. Verify the page numbers to be checked, and verify the spelling for those pages again.

Page specified not found.	You chose Go To. When the system prompted you for the page number, you typed a page number that the system could not locate. The system goes to the last page of the document.	1. Choose Go To again.
		2. Type the correct system page number.
	OR	
	You typed a page number that was less than the first page. The system goes to the next existing page.	**OR**
		Continue with your work.
(*Document name*) paginated.	The Paginate Document or the Hyphenate and Paginate Document task has completed.	Continue with your work.
Pagination of (*document name*) ended at request.	You pressed End Task while a document was paginating.	You may paginate the document again.
Please type YOUR CHOICE again; press ENTER.	When you typed the choice you wanted from the menu, the system did not recognize it.	1. Check the menu for the Possible Choices.
		2. Type the choice you want.
		3. Press Enter.

Prompt/Message	Cause	Action
Press CONTINUE to resume.	The Recover Document task has completed the recovery of the document named on the message line. Although it has been recovered, some of its contents may have been lost.	1. Make a note of the name of the document. 2. Press Continue to resume looking for other documents needing recovery. 3. When the Recover Document task is completed, check the documents (named on your note) for lost data. 4. Retype if necessary.
Press CONTINUE to resume search.	The system is in the Search/Replace task In the Prompted Search, it has just replaced or deleted a character string and is ready to resume the search. **OR** You pressed Esc during the Search/Replace task.	Press Continue to resume the search. **OR** Press Esc to cancel the Search/Replace task. **OR** 1. Revise any surrounding text. 2. Press Continue to resume the search. **OR** Choose Search/Replace to review the current Search/Replace menu.

Press CONTINUE to resume or press ESC.	You may have received a warning that your disk or document is nearly full.	1. Press Esc to end the task. 2. Use a document or disk with more available space, and try again. **OR** Press Continue to resume. You can lose data if your document or disk is full before you can complete the task.
Press CONTINUE to replace or delete, or press ESC.	The system has found a match for a Search For character string.	Press Continue to replace or delete the character string. **OR** Press Esc to ignore the character string.
Press END TASK.	The system has found an error on the disk you are using to create or revise a document. **OR**	1. Press End Task. 2. Choose the Recover Documents task.

Prompt/Message	Cause	Action
	The disk cannot hold any more text.	1. Press End Task. 2. Use the Delete Document task to delete any jobs no longer needed from the disk. **OR** 1. Press End Task. 2. Use the Copy Document task to duplicate the document.
Press ENTER to continue.	A job was added to the Background Print queue and Print Mode is Attended.	1. Verify that the job was queued correctly. 2. Press Enter to resume Foreground Processing.

Press ENTER to delete column.	You have instructed the system to delete a column.	Press Enter to delete the column. **OR** Press Esc to cancel the operation.
Press ENTER to delete this code; or move cursor.	You pressed Del. The cursor is on a code, and you can delete it or not.	If you want to delete the code, press Del. **OR** If you do not want to delete the code, move the cursor using any of the cursor movement keys.
Print queue full.	You chose the Print Document task, but the queue is full. It holds up to ten print job entries.	1. Wait until a print job completes. 2. Choose the Print Document task again. **OR** 1. Delete a job from the queue. 2. Choose the Print Document task again.

4-57

Prompt/Message	Cause	Action
Printer busy. Merge task ended.	You have specified that a merge job is to print, but a printer is not available.	Press End Task to cancel the Merge task. **OR** Wait until the printer becomes available. **OR** 1. Press End Task. 2. Go to Merge Tasks and store the merged document on disk. 3. Print the document later.
Printer error. (*Document name*) cancelled.	An error was encountered by your system while it was trying to access the printer during a print job. **OR** The printer ran out of paper. **OR** The printer ribbon needs changing. **OR**	1. Check for any printer problems. 2. Try again. 1. Load paper into the printer. 2. Start the print job again. 1. Change the printer ribbon. 2. Start the print job again.

Paper may be jammed on the printer.	1. Clear the paper jam on the printer. 2. Start the print job again.

OR

The cover on an IBM 5218 Printer is open.	1. Close the cover on the IBM 5218 Printer. 2. Start the print job again.

OR

Your system has an unrecoverable hardware error.	1. Determine the cause of the hardware error. 2. When you have corrected the hardware error, start the print job again.

OR

The printer power is off.	Turn the printer power on.

OR

Prompt/Message	Cause	Action
	The printer is not ready (Stop or Offline was pressed).	Make the printer ready.
	OR	
	The printer is disconnected.	Connect the printer.
	OR	
	DOS background print or another print job is active, and the printer is therefore unavailable.	1. Wait for the other print job to finish. 2. Try again.
		OR
		1. Cancel the other print job. 2. Try again.
Processing complete for (*document name*).	The Print Document task has completed a job.	Continue with your work.

Program (*document name*) not found.	You tried to use a program that does not exist on your disk.	Use a different program. **OR** Use a disk with the program you want on it.
Recover Documents complete.	The Recover Documents task has completed.	Continue with your work.
(*Document name*) recovered. Check for lost data.	The Recover Documents task has completed recovery of the named document. Although it has been recovered, some of its contents may be lost.	1. Make a note of the document name. 2. Press Continue to resume looking for other documents needing recovery. 3. Make a note of the document names as they are recovered.
Return not allowed because of pitch change.	You pressed Format within a line and chose Return Typestyle To Starting Choice. The pitch for the starting choice typestyle is different from the one you are currently using. Pitch can only be changed at the beginning of a line, page, or document.	Press Format at the beginning of the line and choose Return Typestyle To Starting Choice. **OR** Choose a typestyle in the same pitch you are currently using.

Prompt/Message	Cause	Action
Retype word; press ENTER.	You are checking the spelling of a word in the prompted mode. The word above the prompt and the last highlighted word in text is the word being spell checked.	1. If the word is misspelled, retype the word. 2. Press Enter to change the spelling and continue checking spelling. **OR** If the word is correctly spelled, press Enter to continue checking spelling.
Search/Replace completed. (number) phrases changed.	The system has completed an automatic Search/Replace task.	Continue with your work.
Service printer and press CONTINUE; or press END TASK.	You are printing with the Merge task. While printing, printer errors were encountered.	1. Check the printer. 2. Make the printer ready by following one of the actions listed with **Printer error.** (*document name*) **cancelled.** 3. Press Continue. **OR** Press End Task to end the Merge task.

Skip to what line number?	You chose a Skip to Line instruction.	1. Type the number of the line to which you want to skip. The number must be a whole number or a whole number followed by.5. 2. Press Enter.
		OR Press Esc to cancel the instruction.
Software error. Record screen and error status. Press any key to return to DOS.	A program error occurred because of unanticipated abnormal conditions, such as: • a damaged program • documents that were altered by a program.	1. Check your documents to see if they have been altered by a program. 2. If your documents have *not* been altered, use a backup copy of your program. 3. Load the program and try again.

4-63

Prompt/Message	Cause	Action
Specified document(s) invalid for this task.	You cannot carry out some tasks with certain documents. Among these are: • You are trying to delete a directory; a read-only document; or a document with the extension PG1, PG2, PG3, DIC, or COM. • You are trying to rename a directory. • You are trying to rename a document with its name or the name of another existing document. • The document you are trying to update is write protected.	Use a different document name. You may need to check your directory listing to verify the name.
Spelling check complete. Words marked: (number).	The Check Document task has ended. The message gives the number of words that your system did not recognize. The words are highlighted in the document.	1. Revise the document. 2. Use the Find task and press Spell to locate highlighted words. 3. Make any necessary changes. 4. Delete the Spell codes.

Supplement cleared.

Supplement full. First word not added is first word highlighted.

The Clear Supplement task has completed.

A supplemental dictionary holds up to 4,500 characters. The words you are currently loading would exceed this amount. Words were added up to the first one (or only one) highlighted in the supplement. All following words were not added.

Continue with your work.

Choose the Revise Document task. When the document displays:

1. Choose Find.
2. Choose Spell to locate and identify the first highlighted word.
3. This word and any following words were not added to the supplement.

OR

If the supplement contains words you no longer need, you may wish to clear the supplement and load only the words you need. You cannot add more words to the current supplement.

4-65

Prompt/Message	Cause	Action
Supplement full. Word not added.	You are checking the spelling of words in a document. You pressed Enter but the supplemental dictionary is full. It can hold approximately 4,500 characters.	1. Press End Task to end the task. 2. Create a document of supplemental words in the Spelling Tasks menu. **OR** Choose Spell to leave highlighting and continue. **OR** Press End Task to end the task.
Supplement loaded. (number) words now in supplement.	The Load Supplement task has completed. The number in this message identifies the total number of words currently in the supplement.	Continue with your work.
Supplement stored.	The Store Supplement task has completed.	Continue with your work.
Supplement words written to (*document name*).	The Create Document of Supplemental Words task has completed. The name of the document where the supplemental words are stored is the (*document name*).	Continue with your work.

Terminating error found. Conversion cancelled.	During the Convert Text Document to Revisable-Form Document task, or the Convert Revisable-Form Document to Text Document task, a terminating software error occurred.	Check the partially converted output document to see how complete it is.
The Include document must not contain footnotes.	The document you specified in an Include instruction contains Footnote codes.	1. Delete Footnote codes from the document you named in the Include instruction. 2. Restart the job.
The requested document must not contain footnotes.	You requested a document in the Get menu that contains Footnote codes.	Use a document that does not contain Footnote codes to try again. **OR** 1. Delete the Footnote codes from the document. 2. Try again.
These text changes will be removed by pagination or merge.	You revised Outline or Footnote text like normal text. If you use a Pagination or Merge task, the changes you made will not be stored.	Do not use a Pagination or Merge task. **OR** Type the revisions in a different document that does not contain Footnote or Outline codes.

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Prompt/Message	Cause	Action
To where? Move cursor; press ENTER.	You chose Move or Copy. Now you must identify the location where the text is to be inserted.	1. Place the cursor at the location where the text is to be inserted. 2. Press Continue.
Too many characters. BACKSPACE or ESC.	You typed too many characters on the prompt line.	Press Backspace to remove some of the characters. **OR** 1. Press Esc. 2. Type a shorter response to the prompt.
Too many characters in program directory path.	The parameters you used to load the DisplayWrite 2 program contain too many characters.	Type a shorter program directory path.
Too many columns. Last columns removed.	You have tried to create a column using column layout, and the maximum number of columns (48) has been exceeded.	1. Check the document to determine which columns have been removed from the Column Layout example. 2. Revise the text so no more than 48 columns are used.

Too many columns (more than 48). Layout of last column removed.	You have tried to move or copy columns to another table, and the maximum number of columns (48) has been exceeded.	1. Check the document to determine which columns have been removed from the Column Layout example. 2. Revise the text so no more than 48 columns are used.
Too many pages listed. Only 10 used.	You attempted to include more than ten pages in a single Include instruction. The first ten page numbers you typed were accepted. **OR** You attempted to spell check more than ten selected pages. The first ten page numbers you typed were accepted.	Enter another Include instruction to include the remaining pages. Repeat the task specifying the remaining pages.
Too many tabs. Some tabs removed.	During a Column Move or Copy operation, the number of tab settings on a line exceeds 48 in the receiving document.	1. Check the receiving document to verify which columns have been affected. 2. Revise the text.

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Prompt/Message	Cause	Action
Total = (number) Item Count = (number)	You chose either Add or Subtract. **OR** The system is performing a math operation and is displaying the Total and Item Count.	1. Press Esc if you want to clear the Total and Item Count. 2. Press Esc again to clear the math function.
Total cannot be inserted here. Move cursor or delete cursored number.	The cursor is under a number or after a number.	Move the cursor to a different position or delete number highlighted by the cursor.
Total rounded.	The system rounded a total obtained with a Math task.	Continue with your work.
Type Dictionary Program name; press ENTER.	You chose Change Spelling Dictionary in the Spelling Tasks menu. **OR** You chose Dictionary Program Name in the Change Check Document Defaults menu.	1. Type the name of a Dictionary Program. 2. Press Enter. **OR** Press Esc. You will still be in the Spelling Tasks menu or the Change Check Document Defaults menu.
Type document name; press ENTER.	You chose a task that requires the name of a document.	1. Type the document name. 2. Press Enter.

Type document name; press ENTER: (*document name*).	You must indicate if you want to use the available default document name for the task or function you choose.	Press Enter to accept the document name.
		OR
		To use a name other than the default name:
		1. Press Backspace or Esc.
		2. Type the new document name.
		3. Press Enter.
		OR
		Press Esc twice to cancel the task.
Type document specification; press ENTER.	You pressed Dir.	1. Type any valid document specifications.
		2. Press Enter.
Type drive specifier; press ENTER.	You pressed ChDir.	1. Type any valid drive specifier.
		2. Press Enter.
		OR
		Press Esc to cancel the Change Default Directory task.

Prompt/Message	Cause	Action
Type Field Name for this Group; press ENTER.	You chose a Record Group Definition instruction or a Record Group Summary instruction in the Report Definitions Instruction field. You must indicate the name of the field that will determine when to start the group heading or the group summary.	1. Type the name of the field you want to use. 2. Press Enter. **OR** Press Esc.
Type ID letter of document to be processed next; press ENTER.	You are using the Change Print Job Order task. Now you must identify the document you want to move to be processed next.	1. Type the ID letter of the document you want to process next. 2. Press Enter.
Type ID letter to cancel print job; press ENTER.	You requested the Display Queue or Cancel Print Job task. The system is displaying the names of the jobs waiting to be printed.	Press Enter when you finish looking at the queue. **OR** If you want to cancel a job currently printing or queued to print: 1. Type the ID letter of that job. 2. Press Enter. 3. Continue to cancel print jobs by typing the ID letter and pressing Enter for each job you want to cancel.

Type ID letter to choose document; press ENTER.	You are displaying a directory. The system was prompting you for a document name when you pressed Dir.	1. Type the ID letter of the document you want. 2. Press Enter. **OR** Press Enter, Esc, or End Task to leave the Display Directory menu.
Type ID letter to choose ITEM; press ENTER.	You need to identify your choice in the menu.	Follow the instructions given in the prompt.
Type ID letter to choose new default document name; press ENTER.	You are in the Display Directory menu. The system was not prompting you for a document name when you pressed Dir.	1. Type the ID letter of the document you want. 2. Press Enter. **OR** Press Enter, Esc, or End Task to leave the Display Directory menu.

Prompt/Message	Cause	Action
Type new default directory; press ENTER.	You pressed ChDir and have already typed a drive specifier.	1. Type the name of the directory you want as your new default directory. 2. Press Enter. **OR** Press Enter without typing anything. The Change Default Directory task will end.
Type new keyboard extension number; press ENTER.	You chose Keyboard Change. Now you must identify the number of the keyboard extension you want to use. It should be one of the keyboard extensions in the Keyboard Description menu for the current program load.	1. Type the number of the keyboard extension you want to use. 2. Press Enter. **OR** Press Esc to cancel the function and return to the keyboard you were using before you chose Keyboard Change.
Type page number; press ENTER.	You chose Go To. Now you must identify the system page number you want to use for the function.	1. Type the system page number. 2. Press Enter. **OR** Press Esc to cancel the function.

Type paper length in mm; press ENTER.

In the Page Format menu, you set Paper Or Envelope Size to 9 (Other). Now you must identify the paper length (in millimeters) you want to use.

1. Type the paper length in millimeters within the range of 0.1 to 999.9 mm.
2. Press Enter.
3. Use the "Metric Conversion" chart to determine size. The size is usually given in millimeters on the box the paper comes in.

Note: The millimeters can be typed to only one decimal place.

Type paper width in mm; press ENTER.

In the Page Format menu, you set Paper or Envelope Size to 9 (Other). Now you must identify the paper width (in millimeters) you want to use.

1. Type the paper width in millimeters within the range of 0.1 to 999.9 mm).
2. Press Enter.
3. Use the "Metric Conversion" chart to determine size. The size is usually given in millimeters on the box the paper comes in.

Note: The millimeters can be typed to only one decimal place.

Prompt/Message	Cause	Action
Type variable name; press ENTER.	You are creating a shell document to be used in the Merge task and chose Variable.	1. Type the variable name. 2. Press Enter. **OR** 1. Press Enter to go to the Variable menu. 2. In the Variable menu, choose Variable Name. 3. Type the variable name. 4. Press Enter.
Type YOUR CHOICE; press ENTER.	You chose an Item in a menu by typing its ID letter and pressing Enter. Now you must identify Your Choice for the task or function you are using. **OR**	Follow the instructions given in the prompt.

| | You chose Page Number in the Instructions menu. Now you must identify the page number you want to print in your document. | Type a zero (0) and press Enter to cause the current page number to print when the header or footer prints.
OR
Type the number from 1 to 9999 that you want assigned to this page of the document. |

Unable to insert page end. Paginate document.

The system cannot insert a Page End code because of space limitations. Page numbering can only go to two decimal places.

For example, you may be revising page 6.2.1 and the following page is 6.2.2. When you press Page End, there is no space for a new page.

1. Press End Task.
2. Choose the Paginate Document to renumber the pages to whole numbers and paginate the document.
3. When pagination is completed, choose Revise Document to insert the Page End code at the location you want it.

Unknown DOS critical error detected.

DOS, which was loaded before DisplayWrite 2, has been terminated by an error.

Try to start over, using a backup copy of DOS before you load DisplayWrite 2.

Prompt/Message	Cause	Action
Unsupported pitch. (*Document name*) cancelled.	The pitch you chose is not available with your printer, and you chose Cancel on Error Yes.	1. Change the pitch for the document. 2. Try to print again. **OR** 1. Choose Cancel on Error No. 2. Try again.
Variable not found.	There is a Variable Name in the shell document which is not addressed in the fill-in document.	1. Compare the shell document and the fill-in document. 2. Add the missing Variable Name code to the fill-in Document.
Warning! Disk nearly full. Data may be lost if task continues.	You are attempting to add information. There may not be room on the disk for the additional information.	Press Enter to continue (you may lose data). **OR** 1. Press Esc. 2. End the job. 3. Duplicate the file to a disk that has more available space. 4. Continue the job.

Warning! Disk (*disk name*) may be too full for task to complete.	The disk may not have enough room to complete the task.	Press Enter to continue (you may lose data). **OR** 1. Press Esc. 2. End the job. 3. Duplicate the file to a disk that has more available space. 4. Continue the job.
Warning! (*Document name*) nearly full.	The document you are using is nearly full.	1. End the task. 2. Use a different document. **OR** 1. Delete some text from your document. 2. Continue with your work.
When finished, press CONTINUE.	You are in a menu in which you can make several choices.	When you have made all the choices you want, press Continue. **OR** Press Esc to leave the menu.

Prompts and Messages

Prompt/Message	Cause	Action
When finished, press ENTER.	You are in a menu or task. You may press Enter to return.	Press Enter to leave the menu or task. **OR** Press Esc.
When finished typing table, press CONTINUE.	You are using Column Layout to create a table.	Press Continue after you type the last line of the table.
When finished with this menu, press ENTER.	You are choosing in a menu.	When you have typed all choices in the menu, press Enter again to continue.
Word too long to fit between margins.	The system reached a line with no word separators (for example, a line of asterisks) that crosses the right margin.	Make a hyphenation decision. **OR** Delete the extra characters beyond the right margin.

Glossary

This glossary provides a vocabulary reference for users of DisplayWrite 2. It includes terms and definitions from the *IBM Vocabulary for Data Processing, Telecommunication, and Office Systems,* GC20-1699. Some of these terms may have other meanings in other contexts, or to people who are not familiar with the usage of the terms in the word processing or office systems industry.

The glossary does not include terms defined in nontechnical dictionaries that have no special meaning in word processing.

The entry sequence in this glossary is determined on a letter-by-letter basis. Only the letters of the alphabet are used to determine sequence. Special characters and spaces between words are ignored.

The following reference terms are used:

See   This refers to multiple-word terms that have a word in common.

See also   This refers to related terms that have a similar, but not synonymous, meaning.

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adjust. The process of moving text to fit between the left and right margins.

align. The process of placing text within the left margin and the right margin. See also, justify.

alphabetic character. A letter or other symbol, excluding digits, used in a language.

alphanumeric. Both alphabetic and numeric characters, usually including special symbols.

alternate format. A stored second format that can be changed.

alternating footers. Two separate and distinct footers that alternate between pages of a document.

alternating headers. Two separate and distinct headers that alternate between pages of a document.

alternate keyboard extensions. Keyboard extensions other than the default keyboard extension.

append. In word processing, to add an existing document or file to the end of another existing document or file.

ASCII. American National Standard Code for Information Interchange. ASCII uses a set of seven-bit coded characters for information interchange among data processing systems, data communication systems, and associated equipment. The ASCII set consists of control characters and graphic characters.

audible tone. A sound that is made when operator attention or intervention is required for system operation.

auto carrier return. The ability of the system to place carrier returns automatically within the text and on the display. This moves whole words that exceed the line end zone to the next line.

auto line adjust. The process of moving text to fit between the left and right margins automatically when text is inserted or deleted or when the left, right, or temporary left margin is changed.

automatic mode. A form of system operation which requires no operator responses to complete a specific task.

background print. The DOS print function. While you are printing in the background, you can use other tasks.

backspace. To move the cursor position in a direction contrary to the writing direction. A character may be erased each time the backspace key is pressed.

backup. Pertaining to a system, device, file, or facility that can be used in the event of a malfunction or loss of data.

backup disk. A disk that contains information that was copied from another disk. It is useful to have a backup disk if the original information is destroyed.

base. On keyboards, the characters represented by simply pressing a key. Contrast with shifted keys such as Control—key, or Alt—key.

batch printing. Queueing one or more documents to print as separate jobs.

block. In words processing, a section of text defined by the user for a specific task.

block delete. To erase a section of text. See, delete document.

buffer. An area of main storage where characters can be temporarily stored.

cancel on error. Instructs the system to either cancel (**Yes**) or not cancel (**No**) the function when an error is detected by the system.

center. In word processing, to position text so that its midpoint is aligned with a given reference point position.

character. In word processing, a letter, number, or other symbol that is displayed, entered, or printed in the production of text.

character position. On a display, each location that a character or symbol can occupy.

character string. (1) A series of letters or numbers used with the Search/Replace function. (2) A connected sequence of characters.

choice. See, menu choice.

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Glossary

code. In word processing, a graphic character appearing on the screen, which represents an instruction to the system to perform a function.

column. A vertical arrangement of text or numbers separated by blank space.

column layout. A function used to help format, create, and revise, complex tables of text or numbers.

completion message. A message informing an operator that a task is complete.

compress document. The removal of unused records from a document. These unused records are usually the result of deletions made during Create/Revise.

constant. (1)In word processing, a number entered and held in the system for repeated use. (2)A fixed or invariable value or data item.

continuous paper. A series of connected paper forms that feed continuously through a printing device.

conversion. The process of changing from one form of representation to another. For example, changing from decimal representation to binary representation.

convert. To change the representation of data from one form to another, without changing the information they convey.

copy. In word processing, the function of duplicating a portion of text from one part of a document to another. See also, duplicate.

copy document. The reproduction of selected recorded text (a document) from a recording medium to a different or the same recording medium.

create document. To name, type, and store a document for the first time.

cursor. (1) A displayed symbol that acts as a marker to help the operator locate a point in the text, in a system command, or in storage. (2) A movable spot of light on the display, indicating where the next character is to be entered, replaced, or deleted.

decimal alignment. The feature of a system which enable characters to be automatically aligned on either side of a decimal marker. This implies right alignment when no decimal point is typed. Also called decimal tab.

decimal point character. A period, a comma, or a colon, used to align a number at a given tab setting.

default. A value, attribute, or option, that is preassigned and assumed by a system when no other has been specified by the operator.

default dictionary. (1) The dictionary which the system uses to check spelling and hyphenation when no other dictionary has been specified by the operator. (2) The spelling dictionary which is specified in the Check Document Default menu. See, dictionary program.

default directory. The directory DisplayWrite 2 uses to find or create a document unless a different directory is specified. Each time the system is started, the default directory is the root directory until it is changed.

default document. The document used for a task unless another document has been specified.

default document format. The set of formatting values that is assumed by the system when none has been specified by the operator.

default drive. The drive from which DOS is loaded when the system is first turned on. The default drive may be changed in DOS.

delete. (1) In word processing, a function that allows text held in storage to be deleted. (2) To erase a code or a defined portion of text.

delete document. The deletion of recorded text (a document) from the recording medium where it is stored.

device. A mechanical, electrical, or electronic contrivance with a specific purpose.

device driver. A device command processor that has all of the code in it necessary to run the device.

device name. The logical name assigned to a device.

dictionary hyphenation. Hyphenation performed by the system using predefined syllable points from the program dictionary or the supplemental dictionary.

dictionary program. A document shipped on a program diskette that can be used while checking a document to verify spelling and find hyphenation points. Also refers to application specific programs.

digit. A numeric character of 0 to 9.

DIR. The DOS command which displays a list of documents and subdirectories ·vithin a directory.

directory. DOS terminology for a list of files contained on a disk, which also contains information about the files (such as size, date of last revision, etc.).

disk. In data and word processing, a recording medium in the form of a flat circular plate on which magnetic recordings can be made. In this library, disk may refer to either a diskette or fixed disk.

disk drive. See, drive.

disk error. The situation which occurs when the system fails in an attempt to either read or write to the disk.

diskette. A thin, flexible, magnetic disk and the semi-rigid, protective jacket, in which the diskette is permanently enclosed. A diskette provides storage for documents and programs.

diskette slot. The opening in the diskette unit into which a diskette is inserted.

display. In word processing, to present text visually on a display module.

display codes on. The condition in which all codes and text are visible on the display.

display codes off. The condition in which codes are visible in text only when the cursor is positioned under the code.

display module. A unit that allows a visual interaction between the operator and the system.

display position. On a display screen, each location that a character or a symbol can occupy.

display work station. A device having a display station and a disk unit.

DisplayWrite 2 document. A document, created in the DisplayWrite 2 Create/ Revise task, that uses a unique internal structure, special control codes, and the EBCDIC character set.

document. A collection of one or more lines of text that can be named and stored as a separate entity.

document comment. An area used in a menu to include descriptive information about a document.

document default. See, default.

document format. The selected arrangement of text for a specific document.

document name. A series of characters recorded on a disk which identify a document. This includes the operator assigned name. It may also include the default extension (.TXT), an extension specified by the operator, or no extension (if the operator overrides the default).

document specification. A series of terms that indicates to DOS where to find or create a particular document. It may include a drive specifier, a path, a one to eight character name, and an optional extension.

document utilities. A set of programs that allows the organization of documents on data disks.

DOS. An acronym for Disk Operating System. This is a set of instructions which controls your computer and allows the system to use application programs.

DOS command line. A prompt line.

DOS document. A document or file, created in DOS, that uses a unique internal structure and either the ASCII or the EBCDIC character set.

DOS flat file. See, DOS document.

DOS prompt. A drive specifier A, B, C, or D followed by > after which you enter DOS commands.

draft mode. An item in the Printer Description menu. For Class A and B printers, when Draft Mode is **Yes**, the print

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head strikes each character only once. When Draft Mode is **No**, the print head strikes each character twice, causing a darker print.

drive. In word processing, the device used for recording on or reading from a recording medium.

drive letter. The part of a document specification that indicates to DOS which drive to use. It is signified by a letter followed by a colon. For example, d:.

duplicate. To copy information from a location, leaving the information at that location unchanged, and to move the copy to another location.

EBCDIC. Extended binary-coded decimal interchange code. A coded character set consisting of eight-bit coded characters. In word processing, a subset of EBCDIC reserved for the assignment of word processing national use graphics.

embedded command. An instruction which is located within the document.

entry. Information put into the system with the Continue or Enter key.

erase. To remove text from a disk, leaving space on the disk available for recording new text.

error message. A displayed indication that a mistake has been detected by the system.

exact character. A choice in the Search/Replace menu which instructs the system to look for a series of characters. These characters may either stand alone or be contained in other words.

exact line count. A menu item which instructs the system to either paginate (**Yes**) or not paginate (**No**) a document at a specific line number.

execute. To carry out a series of instructions which are usually started when the operator gives the computer a command. We usually say that the computer is "executing" a program or a command.

extension. In word processing, an optional name that consists of a period and up to three characters added to the

end of a document name. It is used to further describe a document, data set, or file.

failure.   In word processing, the inability of a functional unit to perform its required function.

file.   A set of related records treated as a unit. See, DOS file, ASCII file.

fill-in.   A document containing variable name code and variable information. Fill-in documents are merged with shell documents to create finished documents.

fixed disk.   A rigid rotating metal platter coated with magnetic material. A fixed disk allows data storage at a higher density than diskettes and has a greater storage capacity. The **IBM** fixed disk is a ten-megabyte disk storage system that is non-removable.

flush left.   Aligned on the left. Flush left text or columns have even left margins.

flush right.   Aligned on the right. Flush right text or columns have even right margins.

font.   A family or assortment of characters of given size and style.

footer.   Constant text that is in the bottom margin of one or more pages.

foreground print.   A DisplayWrite 2 print program. While the system is processing in the foreground, other functions cannot be used.

format.   (1) A set of specific conditions that determine the arrangement of text on a page. (2) The arrangement or layout of data on a data medium.

format change.   A point in the text where a change is made to the previous layout of the document.

format change code.   A code that allows the operator to change the page format, line format, or typestyle within a document.

format disk.   (1) The arrangement or layout of data on a data medium. (2) To prepare a disk for use by clearing it of any information currently on it (erasing it) and adding codes and formats necessary in order for DOS to record on it.

format diskette.   You must format a diskette using DOS before you can use it on your computer. See also, format disk.

free disk space.   Unused records within a document or on the disk. The "Available:__%" field of the DisplayWrite 2 directory function indicates the amount of free disk space on the disk.

function.   In a system, the action or purpose of a specified feature.

get.   In word processing, the function of retrieving another document or a defined block of text from a document and inserting it into the document currently being created or revised.

hard copy.   A printed copy of machine output. For example, printed reports, listings, documents, and summaries.

hard file.   See, fixed disk.

header.   Constant text that is formatted to be in the top margin of one or more pages.

highlight.   The process of emphasizing an area on the display by brightening the area and reversing the color of any characters within the area or by brightening the characters.

home keyboard.   The keyboard arrangement used by DisplayWrite 2 unless an alternate keyboard has been specified by the operator.

hyphenation.   The process of separating a word by inserting a syllable hyphen to end a line and moving the remainder of the word to the start of the next line. In the automatic hyphenation mode, words are separated into syllables at the end of a line using predefined syllable points from the program dictionary or supplemental dictionary.

ID letters.   In this licensed program product, identifiers of menu items.

include instruction.   An instruction that, when typed in a fill-in document or a text document, allows the inclusion of pages of text from another document in the text of the current document. The text is inserted during a Merge or Get task.

indent. In word processing, a feature that enables blocks of text to be set in with temporary left margins, while still retaining the original left margin setting.

indented format. A temporary left margin established by using the Indent key. It may be used for paragraphs or outlines.

insert included text. See, include instruction.

insert mode. A form of system operation that puts characters typed from the keyboard between existing characters.

instruction. A code which causes specific system functions to occur within the the text.

item description. The explanation of each choice in a menu.

job. In data and word processing, a document that is sent to the printer.

justify. In word processing, to print a document with even right and left margins.

KB. Kilobyte. Memory storage capacity. One kilobyte is equal to 1024 characters.

keyboard. In data and word processing, a systematic arrangement of keys used for entering information into a terminal and into the system.

keyboard extensions. Sets of special characters. The operator specifies a keyboard extension by choosing the appropriate item in the Keyboard Description menu.

keyboard template. A chart to identify the location of special functions that are not marked on the keyboard.

keystroke. (1) the act of pressing a key on the keyboard. (2) Actuation of a key in order to perform or release a machine function.

leading characters. Characters that can be chosen to precede a displayed mathematical calculation. See, character.

left margin. The area on a page between the left paper edge and the leftmost character position on the page.

licensed program product (LPP). One or more diskettes on which files containing sets of instructions are stored. These instructions enable the computer to perform tasks.

licensed programs. Software programs which remain the property of the manufacturer, for which customers pay a license fee.

line. In word processing, a horizontal row of characters (one or more) entered, displayed or printed.

line end zone. The 1-30 character positions on a line immediately prior to the right margin.

line format change. A change in the arrangement of the lines in a document.

line number. A number associated with a line on a printout or display module.

line spacing. The vertical spacing between the type line of one printed line and the type line of the preceding line.

list device. The device, or printer, on which information will be printed.

LPT. The DOS system device name reserved for printers.

load. To put a program or information into the system.

load lever. A mechanism on the diskette unit. When closed it allows the system to search, read, or store information on diskettes. When open it allows the operator to insert or remove a diskette.

main storage. The area in the computer where data is stored.

margin. The space between the text area and the top, bottom, and side edges of a printed page.

media. The material on which data may be recorded. For example, a cassette, a diskette, or a fixed disk.

medium. See, media.

memory. See, main storage.

menu. (1) A display of a list of machine functions available for selection by the operator. (2) Choices listed on the display which can be selected by an operator.

menu choice. An option in a menu that may be used to influence the operation of the system.

merge. The function that allows the operator to combine a shell document with a fill-in to produce a single output document.

message. In word processing, a notice issued by the system.

message line. A line on the display on which messages are displayed.

MKDIR. The DOS command which creates a new directory.

module. A hardware unit designed for use with other components. For example, a keyboard, a printer, or a disk drive.

move. In word processing, the function of moving a portion of text from one part of a document to another, deleting the original occurrence.

named variables. Names given to identify or label variable information when using the Merge with Named Variables function.

non-typing area. The blank space within text that occurs following a tab character or carrier return.

numeric character. Pertaining to numbers. A digit.

open document. A document that the operator is currently using.

operator. In word processing, a person who uses the system.

originator. In word processing, the person who writes a document to be typed on the computer.

output document. A document created by a specific task that contains the output for that task.

overstrike. To place a character on a space occupied by another character in order to identify a revised area of a document.

page. In a word processing document, a defined section of text formatted to be contained within specified boundaries, ending with a Page code or Required Page code.

page format change. A control inserted at the top of a page at the left margin in order to alter the characteristics of that page and all following pages.

pagination. The process of adjusting text to fit within margins and/or page boundaries. Also causes Format Change revisions to take effect and can renumber pages.

paper handling. A menu item that defines the means by which paper is fed into the printer.

paper jam. A condition in which paper has not fed properly during printing and has become wedged in the feeding or printing mechanism.

paragraph. A subdivision of text that consists of one or more lines.

parallel printer. A printer that can print while the computer is performing other tasks.

parameter. (1) A value which is used by a computer program for a specific operation. (2) In word processing, an item in a menu for which the operator specifies a value or for which the system provides a value when the menu is interpreted.

partition. A segment of physical and addressable storage, with a predefined beginning and ending storage address, which may contain one named collection of programs or data at a time.

path. (1) A list of directory names, separated by slashes or backslashes, which leads to the location of a specific document or directory. (2) In a data base, a sequence of segment occurrences from the root segment to an individual segment. See also, document name, document specification.

personalizing. The process of changing **IBM** supplied defaults to meet the needs of the application.

pitch. A unit of width of printer type, based on the number of times a letter can be set in a linear inch. For example, 10 pitch type has 10 characters per inch.

preserve page numbers. A menu item that, set to **Yes**, prevents pagination of a document.

print head. (1) A printing wheel used on an **IBM** 5218 Printer. (2) A typing element used on **IBM** Matrix and **IBM** Graphics printers.

print job. A document, or pages of a document, which the operator instructs the system to print.

printer. An output device that produces copy from a system onto paper.

program dictionary. See, dictionary program.

prompt. Information that appears on the display to alert the operator to a specific condition or action needed.

prompt line. A line of the display screen on which prompts appear.

prompt line choices. Choices available when certain keys are pressed. For example, Block or Instruction.

prompted mode. A form of system operation that requires operator actions during the task to complete the task.

proportional spacing. A method of spacing in which the space between characters varies according to the width of the characters.

queue. In data and word processing, a line or list formed by items in a system waiting for service.

read only. A type of access to data that allows it to be read, copied, or printed, but not modified. See also, write protected.

reconfigure. To change the default parameters that were included on the disk when it was shipped.

record. (1) A collection of related data treated as a unit. (2) Material, such as a diskette or fixed disk, on which program instructions and text are recorded.

recover document. An attempt by the computer to resolve conflicts or errors in a document.

recovery.   A process in which an application or program resolves conflicting or erroneous conditions within a document or directory arising during the transfer of data to or from a storage medium.

reference area.   An area blocked off on either the top or side of the screen that contains column headings. These serve as points of reference when revising tables.

rename document.   Changes the name of an existing document. The Rename Document task copies the old document into a new document with the new name, and deletes the old document.

replace mode.   A form of system operation that replaces existing characters with characters typed from the keyboard.

required carrier return.   A manually entered carrier return used after short lines or at the end of paragraphs to ensure that no more text will be added to the line during the automatic rearrangement of the text.

required hyphen.   A permanent hyphen that is not subject to removal during pagination. The required hyphen is usually used between two words rather than between syllables of a word.

revisable form document.   A document that is communicated from one device or application to another with none of the text formatting codes resolved. The communication is accomplished with a communication program, or by exchanging diskettes between applications. After communication, the document must be converted to a form that can be used by that device or application.

revision.   The process of changing the text and/or format of a document.

right align.   The process of aligning lines of text at the right margin or tab setting. See, flush right.

right justify.   To align characters horizontally so that the right-most character of a string is in a specified position. See, justify. See, right align.

right margin.   The area on a page between the last text character and the right paper edge.

RMDIR. The DOS command which deletes an existing directory.

root directory. The highest level directory on any disk. It may contain sub-directories as well as documents and is indicated by the first backslash or slash character in a path.

rounding rule. In the DisplayWrite 2 Math function, tells the system how many numbers can be rounded off. The default is to round numbers from 1-4 down, and from 5-9 up.

row. (1) A horizontal arrangement of characters or other expressions. (2) A series of numbers typed on the same line.

save. To store information on a disk.

scale line. A line on the display showing margins, tabs, paper edges, and character positions.

scale line cursor. A visible mark that indicates, on the scale line, the current position of the cursored character on the display screen.

screen. The display surface of a display module.

scroll. To move the display image vertically or horizontally to bring into view information that is above, below, to the right, or to the left, of the display's boundaries.

Search/Replace. The process of having the system look through a document for specific characters, words, or phrases, and replace them.

setup. Preparation of a computing system to perform a job or job step.

shell document. A standardized document into which variable information is inserted in order to create a finished document.

sign function. A mathematical operation using addition, subtraction, multiplication, or division.

SORT. A DOS command which sorts a file. For example, SORT arranges the contents of a directory alphabetically, by size, or by date.

source diskette. The diskette that contains the original information that is used in a task.

spell check. A function which allows the user to check the spelling of words in a document against a dictionary which is part of the licensed program product.

spelling dictionaries. In an IBM system, dictionaries used for a Spelling task and stored on a disk.

standard setting. A value preassigned by **IBM** to each menu item and assumed by the system when no other value is specified. See also, default.

status lines. The first two lines of the display which indicate special functions currently being performed, the document name, the identity of the cursored codes or symbols, page number, line number, extension, and pitch.

stop code. A graphic character entered in a document of constant text, such as a shell document, to define the point at which variable text may be inserted.

store. To place information onto a disk where it is available for retrieval and updating.

stored paragraphs. Text stored in the document library which can be combined with text or other stored material to create documents. For example, stored paragraphs with variable names.

stored supplement. Words which are stored with the program dictionary and which are automatically loaded into the system supplement each time Spelling Tasks is used. See also, supplement.

subdirectory. In DOS, a directory which resides within another directory.

substitute code. A code that can be inserted into a document by the system. This occurs when the system is unable to identify a code or a character.

supplement. A list of words which do not appear in the program dictionary and which are supplied by the operator. The words are used in conjunction with the program dictionary to verify the spelling of words in a document.

supplemental words. See, supplement.

switch codes. In word processing, a program of instruction for switching between different elements of recording media

typestyle. Characters of a given size, style and design.

typing area. The portion of the display screen used to create or revise document text.

update. In word processing, to modify a master file with current information according to a specified procedure.

utility. A program designed to perform an everyday task such as copying, deleting, or renaming documents. It allows you to prepare and organize your documents and disks.

variable information. In word processing, information or text (such as name, date, time) that is entered or altered by the operator for each document.

variable name code. A graphic character entered by the operator to indicate where variable information is inserted into a shell document.

widow line. A single first or last line of a paragraph separated from its related text and appearing on a different page.

word. In DisplayWrite 2, a choice in the Search/Replace menu which instructs the system to look for series of characters which appear as individual words but not within other words.

wordwrap. Synonym for auto carrier return.

work station. (1) A grouping of equipment at which an operator works. (2) A place at which an individual can send data to or receive data from a computer for the purpose of performing a task.

write protected. A situation in which only an authorized user or program may write into a data set, file, or storage area. See also, read only.

zero index carrier return (ZICR). The function of moving the cursor to the left margin on the same line.

zone width. The area before the right margin in which hyphenation is allowed during Line Adjust and Dictionary Hyphenation. This area is defined in number of characters.

on the same machine or between different sections of storage. Used primarily with magnetic cards.

syllable hyphen. A hyphen used to temporarily divide a word at the end of a line. A syllable hyphen may be ignored or dropped if words are repositioned during text adjust mode operations.

symbol. The graphic character on the scale line representing a margin, a tab, or paper edge.

system. The DisplayWrite 2 program when loaded on the **IBM** Personal Computer.

system page number. System assigned identifier for a page of a document. These may be whole (1,2) or decimal numbers (1.1, 1.1.1, 1.2).

system supplement. The portion of system memory into which a supplement is loaded prior to verifying the spelling of words in a document. See, supplement.

tab. The smooth movement of the cursor to a predetermined position.

target diskette. The diskette that stores the new information that you input for a task.

task. Work to be performed by the operator or accomplished by the system.

text. In word processing, information that is intended for presentation in a two-dimensional form, for example, printed on paper or displayed on a screen. Text consists of symbols, phrases, or sentences in natural or artificial languages, pictures, diagrams, and tables.

thousands separator. The character, usually a comma, that separates the hundreds position from the thousands position in a number.

track. In word processing, an area on magnetic recording media along which a series of signals may be recorded.

trailing characters. Characters that can be chosen to follow a displayed mathematical calculation.

typematic. (1) The system function which allows characters to be repeated automatically from memory. (2) A repeat action key.

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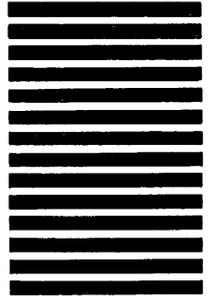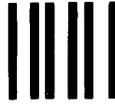authorized IBM Personal Computer dealer.

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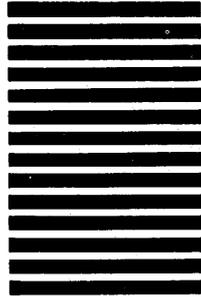authorized IBM Personal Computer dealer.

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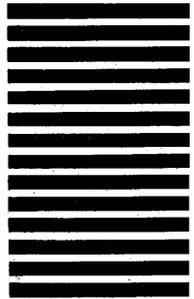authorized IBM Personal Computer dealer.

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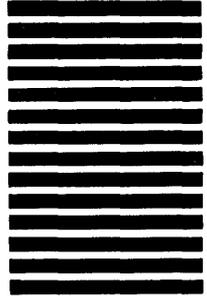authorized IBM Personal Computer dealer.

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