IBM

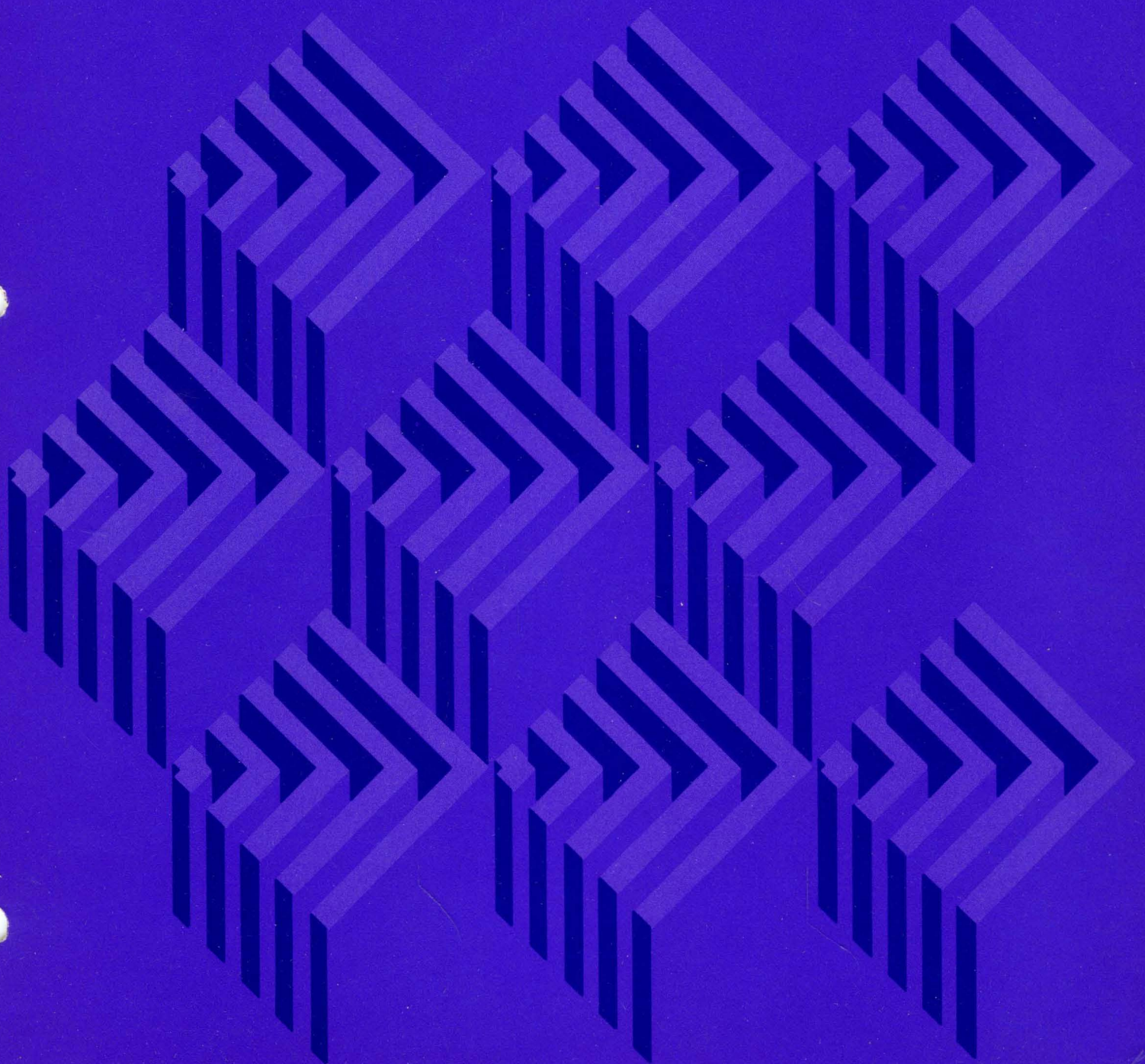## IBM Displaywriter System
Work Station
Procedures Guide
Reportpack

IBM Displaywriter System Work Station Procedures Guide

Reportpack

IBM

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

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

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

PREFACE

Purpose

The Work Station Procedures Guide—Reportpack will help you further apply what you have learned about files to your own files applications.

Audience

The Work Station Procedures Guide—Reportpack has been designed for use by IBM Displaywriter operators who have completed:

* IBM Displaywriter System Operator Training Book 1—Basic Topics Textpack 4;

* IBM Displaywriter System Operator Training—Reportpack "Part 1. Creating and Maintaining Files," and other designated topics;

* IBM Displaywriter System Operator Training Book 2—Selectable Topics Textpack 4 selected topics. Each work sample designates which selected topics are required for completion of that work sample.

Contents

Part 1, the "Procedures Guide," provides considerations which will also make your use of Displaywriter files easier. As with Part 2 of your Work Station Procedures Guide—Reportpack, you need use only those procedures which apply to the work you will be doing.

Part 2, the "Work Samples Handbook," contains specific instructional topics to assist you in applying to your own files applications the knowledge you

have acquired from the training materials. Select those work samples which are most similar to the types of work you will be doing and make any modifications necessary for the completion of your work.

Related Publications

Related publications include:

* IBM Displaywriter System Operator Training Book 1—Basic Topics Textpack 4, S544-2022-0;

* IBM Displaywriter System Operator Training Book 2—Selectable Topics Textpack 4, S544-2023-0;

* IBM Displaywriter System Operator Reference Guide Textpack 4/Reportpack, S544-2032-0;

* IBM Displaywriter System Prompts and Messages Guide Textpack 4/Reportpack, S544-2122;

* IBM Displaywriter System Guide to File Design and Use, S544-2031-0;

* IBM Displaywriter System Operator Training—Reportpack, S544-2030-0.

Data Security

All magnetic media are subject to physical damage, erasure, loss, and theft. Therefore, it should be an integral part of any information system to establish and implement backup (duplication) procedures, recovery procedures and other appropriate security procedures. The customer, and not IBM, is solely responsible for establishing and implementing all such procedures.

CONTENTS

GUIDE TO SELECTING WORK SAMPLES AND PROCEDURES

The "Guide to Selecting Work Samples and Procedures" is divided into two sections:

* Procedures Section
* Work Samples Section

The Guide should be used for reference purposes:

* The Guide lists those work samples included in the "Work Samples Handbook" section.

* The Guide lists those procedures included in the "Procedures Guide" section.

* The Guide provides a brief description of each work sample and procedure.

Use this guide to help you determine which work samples and procedures are most closely related to the work you will be doing.

PROCEDURES SECTION

Condensing a File

This procedure describes the benefits of condensing a file, such as saving storage space on a diskette.

Converting Files from a Central Processing Unit (CPU) to the Displaywriter

This procedure contains information on converting a file from a CPU to the Displaywriter, using communications.

File Backup Considerations

This procedure contains information on backing up file diskettes and the reasons for doing so.

Outputting to Diskette During Merge File/Text

This procedure describes the benefits of outputting a
file to diskette and printing later.

Printing an Index of Field Headings

This procedure contains the steps for printing a vertical
list of field headings which can be used for reference
purposes.

Rearranging Fields When Adding or Revising Records

This procedure describes the rearranging of field
positions to make file revisions easier.

Reference Copies of Shell Documents and File Setups

This procedure describes the benefits of placing
reference copies of shell documents and file information
in a procedures book.

WORK SAMPLES SECTION

Additional Uses for Conditional Text

This work sample describes the use of conditional text
instructions in shell documents to help reduce the typing
of information into a file.

Converting an IBM Office System 6 File to a Displaywriter File

This work sample describes the procedures for using
magnetic cards in the conversion of an OS/6 file to a
Displaywriter file.

Creating and Printing Forms

This work sample describes the procedures for printing
information from a file onto preprinted forms.

Deleting One or More Fields from a File

This work sample describes procedures for deleting an entire field by using the Duplicate Selected Records task.

File Reports: Preventing the Separation of Groups During Printing

This work sample describes procedures to prevent the separation of information within a group at the end of a page during printing.

File Reports: Printing Each Group on a Separate Page

This work sample describes the procedures for using a REQUIRED PAGE END within a shell document to ensure that each group of information prints on a separate page.

Printing a File Using Different Formats

This work sample describes the procedures for printing a file in various formats which differ from the standard file format.

Record Selection for Alphabetic Comparison

This work sample describes the procedures for record selection, using alphabetic criteria, such as selecting all persons with last names A through S.

Repetitive Letters Containing a List of Records

This work sample describes the use of file report instructions to create a file listing within a repetitive letter.

Sorting on More Than Five Fields

This work sample describes procedures for sorting on more than five fields.

Updating Fields Using Global Replace/Delete

This work sample describes procedures for revising fields in a file without locating and changing each record individually.

Use of Headings and Page Numbers in Multi-Page File Reports

This work sample describes procedures for automatic page numbering of file reports.

Using the Check Spelling Task with Files

This work sample describes the procedures for checking the spelling in a file, using the Check Spelling Task.

Using "GET" to Retrieve Stored Variable Names

This work sample describes procedures for storing and retrieving commonly used variable names, math instructions and conditional text instructions.

Skip to Line Instruction

This work sample is divided into two sections. Section One describes procedures for printing on exact lines of preprinted forms that are reports. Section Two describes procedures for printing information on exact lines of repetitive letter or memo forms.

Complete and Partial Records

This work sample describes procedures for creating a file with repetitive information. An example of a file containing repetitive information is a legal billing file. A record is typed every time an attorney does work for a client. If the attorney works four different days for a client, there are four records.

Converting a Named Variable List Into a File

This work sample describes procedures for converting a named variable list, typed as a text document, into a file.

The purpose of the "Procedures Guide" section of the Workstation Procedures Guide—Reportpack is to help you develop and write procedures which will help you to print file reports on your system. The "Procedures Guide" discusses some alternate procedures to enable you to use your system more effectively.

Effective procedures will help you set up and produce files and reports efficiently. The time you spend establishing procedures will save your office time later on.

Choose the sections which apply to your work. Remember, the sections contain ideas, not rules. Adapt these ideas to work well for you and others in your office.

Meet with others in your office who will use the system, such as other operators, your supervisor and the originators of reports. Agree among yourselves on how documents will be handled to eliminate future problems.

Write down the actual procedures you will use for producing file reports. You may change your procedures as you develop work routines with other operators, your supervisor and the originators whose reports you type. Place the file procedures in a "procedures book" you prepare for your office.

These steps will help you write procedures for your office:

* Write in your own words how various file applications will be handled.

* Use the fewest number of words possible, and exclude unnecessary details.

* Number items which must be done in a specific order.

* Devise individual procedures that are easy to locate. The steps should be easy to follow. If you use headings to break up the procedures, you will be able to locate what you need more easily.

Following are the topics contained in the "Procedures Guide" section. Use the "Guide to Selecting Work Samples and Procedures" to help you determine which procedures are most closely related to your own work.

- Condensing a File

- Converting Files from a Central Processing Unit (CPU)
  to the Displaywriter

- File Backup Considerations

- Outputting to Diskette During Merge/File Text

- Printing an Index of Field Headings

- Rearranging Fields When Adding or Revising Records

- Reference Copies of Shell Documents and File Setups

CONDENSING A FILE

Purpose

When you condense a file, information stored on the diskette is packed. This "squeezing" of information helps the system to process this information in less time.

Prerequisites

Before you begin this procedure, you should complete the following if you have not already done so:

*   Operator Training—Reportpack,

    —   Part 1. Creating and Maintaining Files

Description

When you delete records, spaces (or gaps) remain on the diskette. When you process a file, the Displaywriter must search through all information contained in the file, including these blank spaces.

When you condense a file, these blank spaces are automatically removed, and information on the diskette is "squeezed" together. Your IBM Displaywriter is able to search and process this "squeezed" information faster and more efficiently. You can condense a file by using either of two tasks:

*   Condense Diskette
*   Duplicate Document

Procedures

Condense Diskette

When you choose Condense Diskette in the WORK DISKETTE TASKS menu, the system "squeezes" the file <u>and</u> any other information contained on the diskette so that it takes up less storage space. Later, when you select or sort, the system does not have to "look" through as much space on the diskette to find the records you selected or the fields you sorted on. You will find that the Displaywriter can process file reports more quickly.

It will probably take you longer to condense the file when you use Condense Diskette if your diskette is nearly full, as a large amount of information must be condensed. If you have several files stored on a diskette, this procedure is most efficient when you need to condense each file.

Duplicate Document

The Duplicate Document task provides you with yet another procedure by which you can condense a file. When you use this procedure, condensing occurs during duplication of the file. When you condense a file using the Duplicate Document task, records are not renumbered, as they are when you use the Duplicate Selected Records task.

Summary

You have learned to condense a file by using the Condense Diskette or Duplicate Document tasks. The system can process information more quickly when you condense a file using either of the procedures described in this work sample.

CONVERTING FILES FROM A CENTRAL PROCESSING UNIT (CPU) TO THE DISPLAYWRITER

Purpose

The procedures outlined in this topic serve as guidelines to help you to communicate (transmit) the data from a CPU file to the IBM Displaywriter System.

Prerequisites

Before you begin this procedure, you should complete the following if you have not already done so:

* Operator Training—Reportpack,

    - Part 1. Creating and Maintaining Files

    - Topic 30. Converting a Text Document to a File

Description

You can communicate a CPU (Central Processing Unit) file to a Displaywriter. The procedures to communicate to the Displaywriter can be found in the following books:

* IBM Displaywriter System Asynchronous Communications Feature Operating Guide, or

* IBM Displaywriter System Binary Synchronous Communications Feature Operating Guide

Procedures

When a file is communicated from a CPU, the Displaywriter stores the information in a text document. The text document can then be converted to a file. If you need to review the steps to convert, see "Topic 30. Converting a Text Document to a File," in Operator Training—Reportpack.

Remember, file information communicated from a CPU to a Displaywriter must be in a format compatible to the Displaywriter. The computer must be suitably programmed so that the CPU file contains field separators, record

separators, page ends and so on which are equivalent to those used and recognized by Displaywriter.

Summary

Use the procedures in this topic and the guidance of your CPU programmer for assistance concerning the communication of CPU files to your IBM Displaywriter System.

FILE BACKUP CONSIDERATIONS

Purpose

Use the guidelines in this topic as a basis for establishing backup procedures for your files information.

Prerequisites

Before beginning this procedure, you should complete the following if you have not already done so:

* Operator Training—Reportpack,

    – Part 1. Creating and Maintaining Files

Description

Since diskettes are subject to loss, theft or file and can be damaged by mishandling, it is suggested that all files, as with any document that would be time-consuming to recreate, be duplicated on a backup diskette.

Procedures

* Duplicate the entire diskette each time the file is updated. Although this is probably the easiest procedure, it may involve duplicating much of the file that has not actually changed.

* Update selected records. If updating your file consists only of adding new records, noting the Record ID numbers added will enable you to duplicate just those records which have been added. If updating started with Record ID 150, duplicate everything greater than or equal to 150, as shown in Figure 1 on page 12.

Dupl. Selected Recs.	Student File				
DISK01|DISK02|			|Kyb 1	

RECORD SELECTION			

Rec_ID	FIRST_NAME	MI	LAST_NAME
>=150	¤	¤	¤
¤	¤	¤	¤
¤	¤	¤	¤

Figure 1. File Backup: Updating Selected Records

The new records will then be added to the existing backup diskette.

If you do not update your file on a routine basis, it may be difficult to remember whether you have duplicated the changes. If this situation occurs, you should add a field to the file for the revision date. When the file is updated, type the date of the change in this field. When you duplicate the changes on the backup diskette, print a copy of the updated report. Place the copy in the procedures book to identify the date the file was last duplicated.

Summary

The procedures you have just learned can be used as guide for establishing a good file backup system.

OUTPUTTING TO DISKETTE DURING MERGE FILE/TEXT

Purpose

You can print a merged file and document during the merging process; however, you have the option of storing the merged file/document onto your diskette and printing it at another time. The procedures outlined in this topic suggest when it would be of most benefit for you to store the merged file/document onto the diskette before you print it.

Prerequisites

Before you begin this procedure you should complete the following if you have not already done so:

* Operator Training—Reportpack,

  – Part 1. Creating and Maintaining Files

Description

When you select Merge File/Text, you have the option of instructing the system to either print the file after processing, outputting (storing) to diskette and printing later, or both printing now and outputting (storing) to diskette.

You should consider the following when deciding whether to print the file now, or output to diskette and print later:

Procedures

* If it is a large file, outputting to diskette and then printing at a less busy time may be more productive.

* If you choose to print the file during merge file/text processing, you must wait until printing is complete before you begin working on another file or document.

  If you choose to print and output to diskette during merge file/text processing, you are able to begin working on another file or document during printing.

If you choose to output to diskette, you can print the stored file by using Request Print Document. It allows you to choose another task while the first file prints.

- When you use Merge File/Text in a shared printing environment, choose Output to Diskette and print the letters or reports at a time convenient for all operators.

- When you output to diskette, the total file is stored in a text document. You can then access individual pages for minor revisions. However, minor changes made in the text document will not affect the original shell document or file job. If the changes are permanent to the shell or file, you will have to revise them also.

- If you have a new but untested application, you may want to look at the finished document before printing it. Output the file to a diskette and then review it by choosing Revise Document in the TYPING TASKS menu. If the application processed correctly, you simply choose Request Print Document in the REQUEST TASKS menu to print the completed file/document. If the application has not processed correctly, you can make any necessary revisions before it has printed.

- If you output to diskette, enough space must be available on the diskette to store the file. If you do not have enough space, the system displays the message **"Diskette full."**

  Since you may have difficulty determining "how much space is enough," a lengthy file can be stored to an empty work diskette. Remember, however, that you must have a dual diskette unit. Both work diskettes must be loaded at the time of merging.

Summary

You will find it very helpful to plan the type of output you want, that is, whether to print a merge file/document during the merge process, or whether to store the merged file/document and print it later. This should become an automatic procedure that all operators in your office follow.

PRINTING AN INDEX OF FIELD HEADINGS

Purpose

Use the procedures in this topic to learn how you can print an index (or listing) of field names from your file.

Prerequisites

Before you begin this procedure, complete the following if you have not already done so:

* Operator Training Book 2 Textpack 4—Selectables,

    — Special Keys section. Required Page End

* Operator Training—Reportpack,

    — Part 1. Creating and Maintaining Files

Description

As you begin to use files more extensively, you may find it important to be able to determine which fields are in each file, as well as how you typed the heading; for example, all uppercase characters, upper and lowercase characters, abbreviations, and so on.

You can review the file headings by using the Revise File task and then write down the headings as they appear on the display. However, an easier, more accurate method of referencing the headings can be obtained by instructing the Displaywriter to print an index. The index automatically lists the headings exactly as you typed them.

Procedures

The index is printed by:

* Creating a text format document, and

* Printing the file headings using the information in the text format document.
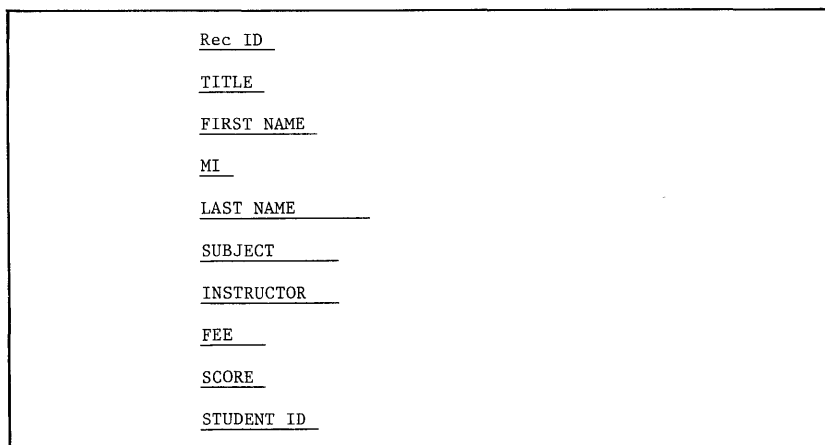
The text format is an empty text document which contains changes to the document format (margins, tabs, line spacing, and so on). When you create the text format document, remember to:

- Choose Create Document in the TYPING TASKS menu.

- Change the margin setting. Move the right margin one space to the right of the left margin. This causes each field heading to print on a separate line.

- Change to double spacing to make the printed output easier to read.

- Go to the typing area. The text format document merely contains the changes to the format of the final printed output, so you do not type anything in the typing area.

- Press END.

To print the index of field headings:

- Load the feature diskette for Reportpack.

- Choose Output File in the FILE TASK SELECTION menu.

- Choose Document Name for Format in the OUTPUT FILE menu.

- Choose Select Records. In the Rec_ID field, type "=0" because you do not want any records to print; only the file headings must print.

- Press ENTER to print the index.

The field headings are printed vertically, as shown in Figure 2.

```
Rec ID

TITLE

FIRST NAME

MI

LAST NAME

SUBJECT

INSTRUCTOR

FEE

SCORE

STUDENT ID
```

Figure 2. Field Headings Printed Vertically

The message "Long Page on (Document Name)" appears if there are more headings than will print on one page. The remaining headings print on a second sheet of paper.

Place the index in your office's procedures book for reference. You may want to list the type of field and maximum number of characters in the field as in the index shown in Figure 3.

```
Rec ID

TITLE  (3) character

FIRST NAME (15) character

MI (2) character

LAST NAME (15) character

SUBJECT (15) character

INSTRUCTOR (15) character

FEE (5) math

SCORE (3) math

STUDENT ID (3) math
```

Figure 3. Field Headings Indicating Maximum Field Size

Summary

Once you create a text format document to generate an index of field headings, you can use it to output an index of any file you create. You do not have to create a new text format document for each individual file. This saves you steps, which saves typing time.

REARRANGING FIELDS WHEN ADDING OR REVISING RECORDS

Purpose

The following procedures explain how you can "temporarily" rearrange the position of fields to help you add or revise records more quickly.

Prerequisites

Before you begin this topic, complete the following if you have not already done so:

- Operator Training—Reportpack,

    - Part 1. Creating and Maintaining Files

Description

You learned previously to temporarily rearrange the fields in a file. You can use this procedure to make heavy revisions to a specific field more easily.

When the field to be revised is several fields away from the left margin, you have to press TAB several times to reach the field when you add information or revise information in a file. When you temporarily position the field closer to the left margin following the Rec_ID field, you are able to make revisions to the field without pressing TAB several times to reach it. This procedure can save you steps and time.

For example, assume that a new telephone system has been installed in your office and that all employees have new telephone extensions. As a result, the office employee file must be updated. The file might appear as shown in Figure 4.

Rec_ID	F_Name	L_Name	Department	Manager	Extension

Figure 4. Arrangement of Fields in Employee File

You can revise the records within the file by pressing TAB several times to reach the "Extension" field. But this would be very time-consuming if the employee file contains a large number of records.

Instead, use the MOVE key to temporarily position the "Extension" field immediately following the Rec_ID field.

Occasionally, you may find it easier to add records to a file by repositioning a field closer to the left margin. The procedures are similar to those which you use when revising records in a file.

The following procedures for temporarily changing the position of fields can help you to add and revise records more easily.

Procedures

When Revising Records in a File

- Choose Revise or Display Records in UPDATE FILE TASKS menu.

- Position the cursor under the "E" in "Extension" on the heading line.

- Press MOVE.

- When the system prompts **"To Where? Move cursor to desired location and press ENTER,"** move the the cursor under the bar preceding "F_Name."

- Press ENTER.

The "Extension" field now immediately follows the Rec_ID field, as shown in Figure 5.

Rec_ID	Extension	F_Name	L_Name	Department	Manager

Figure 5. Employee File with Fields Rearranged

Now, you can make the necessary telephone extension revisions without advancing the cursor through every field.

- Choose Revise or Display Records in the UPDATE FILE TASKS menu.

- Position the cursor under the "E" in "Extension" on the heading line.

- Press MOVE.

- When the system prompts **"To Where? Move cursor to desired location and press ENTER,"** move the the cursor under the bar preceding "F_Name."

- Press ENTER.

- Press END to return to the UPDATE FILE TASKS menu.

- Choose Add Records.

The field has been temporarily repositioned, and you are now able to add records to the file.

When you have added or revised the last record, you can return the field to its original position by either of two procedures:

Procedure #1

- Press END to return to the UPDATE FILE TASKS menu.

- Press CODE + CANCL. This returns you to the FILE TASK SELECTION menu and returns the field to its original position.

Procedure #2

- Press END to return to the UPDATE FILE TASKS menu.

- Choose File Task Selection in the UPDATE FILE TASKS menu. This returns you to the FILE TASK SELECTION menu and returns the field to its original position.

Summary

The temporary rearranging of fields is a procedure which can help you to add or revise records more easily and more quickly.

REFERENCE COPIES OF SHELL DOCUMENTS AND FILE SETUPS

Purpose

This topic will help you to establish and maintain a procedures book for your office, containing important information such as copies of all shell documents and files, stored file setup information, and so on.

Prerequisites

Before you begin this procedure, complete the following if you have not already done so:

- Operator Training—Reportpack,

    - Part 1. Creating and Maintaining Files

Description

You should assemble a procedures book, containing the shell documents and file setups for each file, for your office. All operators should follow the same procedures for keeping records of their work. This makes it easier for back up operators to use the system. Other operators can revise your work, if you are out.

Procedures

Figure 6 on page 24 illustrates the material you should place in the procedures book for your office.

```
┌─────┐   ┌─────┐   ┌─────┐   ┌─────┐   ┌─────┐   ┌─────┐
│     │   │     │   │     │   │     │   │     │   │     │
│  1  │   │  2  │   │  3  │   │  4  │   │  5  │   │  6  │
│     │   │     │   │     │   │     │   │     │   │     │
└─────┘   └─────┘   └─────┘   └─────┘   └─────┘   └─────┘
 File      Field     Shell     Report    Merge      File
 Design   Headings  Documents          Instructions Setup
 Form                                             Information
```
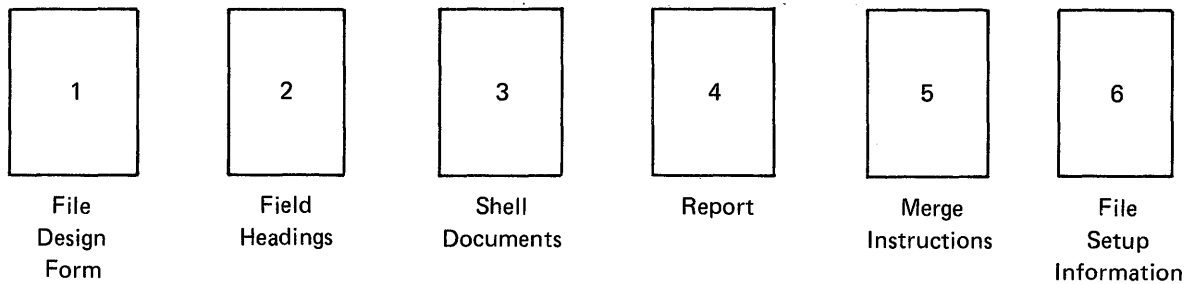
Figure 6. Types of Material to be Placed in Procedures
Book

Once a file design form has been submitted and tested,
place it in the procedures book for reference.

The procedures book should also contain:

* A copy of the field headings

* Copies of the shell document(s) which will be merged
  with the file

* Copies of the report(s) produced from the file

Next, you should include the instructions necessary to
produce the report(s). The instructions include:

* Name of the originator of the report

* Date the report should be generated; for example, the
  first of each month

* Name of the shell document(s)

* Name of the file

* Sort order

* Selection criteria

* Formatting other than defaults

* Stored setups to be used

* Any other special instructions

If you use stored setups, you should also include a page
which lists the setup information.

Regardless of the method you choose for keeping reference information in the procedures book, it should be consistent and complete. All operators should know that they are to rely on the book as an important reference.

A suggested procedure for organizing the procedures book for your office follows.

Reference Copies
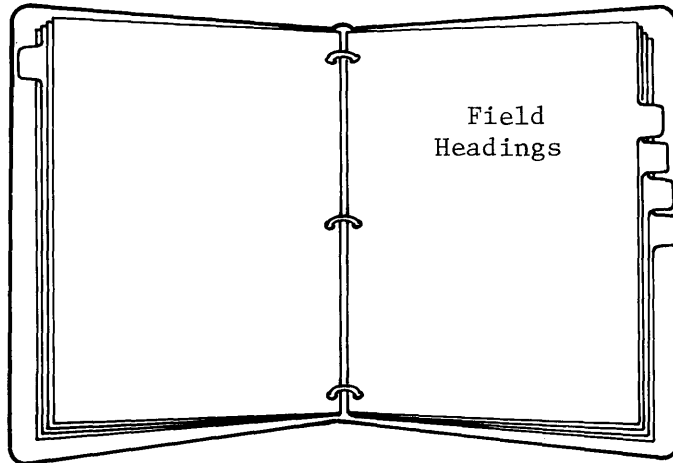
A copy of the field headings should appear first. As shown in Figure 7, it should include:

```
Name of File        _____
Name of Field       _____
Type of Field       _____
Number of Characters _____
```

Figure 7. Reference Copy of Field Headings

> Refer to "Printing an Index of Field Headings" in the "Procedures" section of this manual for further information on printing a reference copy of field headings.

Figure 8 on page 26 illustrates the information you should list.

```
Name of File                  Donor File
Diskette Name                 TRAIN2

Name of Field                 F Name
Type of Field                 Character
Number of Characters          25


Name of Field                 L Name
Type of Field                 Character
Number of Characters          35


Name of Field                 Street
Type of Field                 Character
Number of Characters          35


Name of Field                 City
Type of Field                 Character
Number of Characters          20


Name of Field                 State
Type of Field                 Character
Number of Characters          25
```

Figure 8. Information to be Included in Reference Copy

A copy of the shell document(s) should follow the list of
field headings. You should also list the name of the
document and the diskette it is stored on.
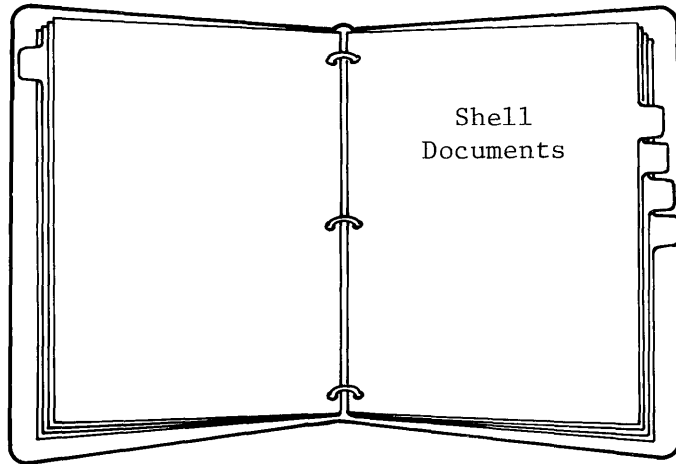
A copy of the report(s) to be produced should follow the
shell document(s).
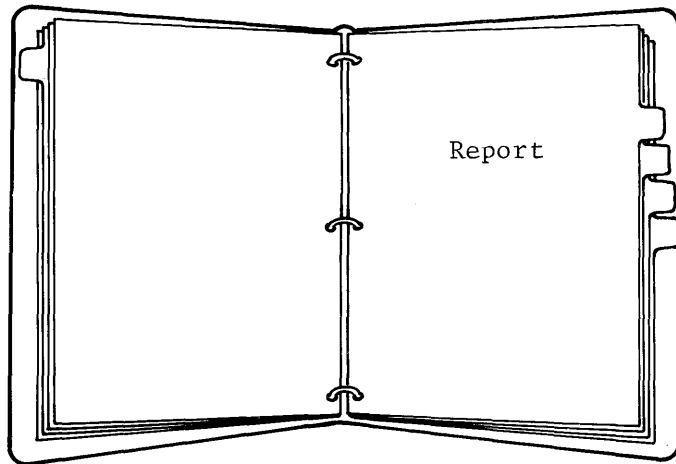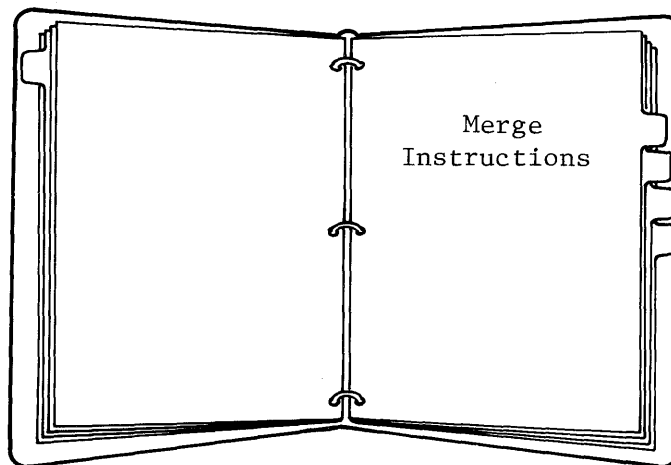
Figure 9 lists the information necessary to merge the shell with the file. If you have more than one shell letter, you should include a separate page of instructions for each report or set of letters to be created. You may want to include the following:

```
Originator's Name          _____
Date for Processing        _____

Shell Document Name        _____
Diskette Name              _____
File Name                  _____
Diskette Name              _____

Sorting                    _____
                           _____
                           _____
                           _____
                           _____

Selecting                  _____
                           _____
                           _____

Stored Setups(Yes/No)      _____
Setup Document Name        _____

No. of copies              _____
Type paper, etc.           _____
Other Information          _____
```

Figure 9. Reference Copy for Merged Files and Documents

Figure 10 illustrates the information you need.

```
Originator's Name      D. Monroe
Date for Processing    9/3/82

Shell Document Name    Stock Shell Letter
Diskette Name          TRAIN2
File Name              Stock Number File
Diskette Name          TRAIN2

Sorting                Part Number         Low to High
                       Part Number Suffix  Low to High
                       Quantity            Low to High

                       _____
                       _____

Selecting              _____
                       _____
                       _____

Stored Setups(Yes/No)  Yes
Setup Document Name     Stock Setup

No. of Copies          30
Type paper, etc.       8 1/2 x 11 white bond
Other Information       D. Monroe - 10 copies
                        R. Sheffield - 10 copies
                        L. Standefer - 5 copies
                        To File - 5 copies
```

Figure 10. Information to be Included for Merged Files
            and Documents
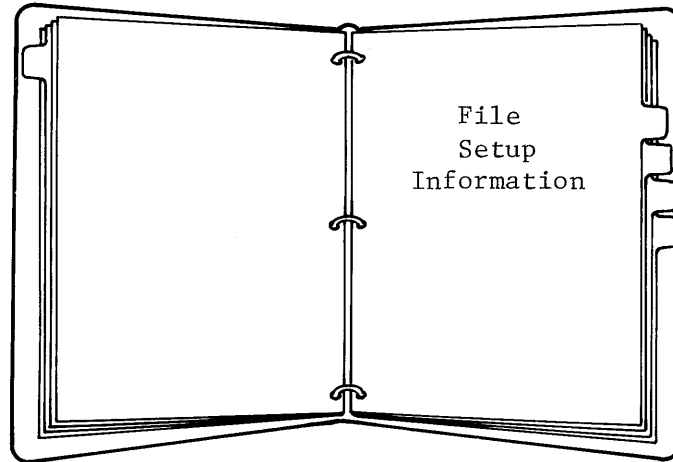
If you used stored file setups to produce the report, the next page should be a copy of the file setup information. Again, if you have more than one report produced from a particular file, you should include a separate page detailing the file setup information for each report.

You cannot recall the setup and view it on the screen as you would other documents, so you must keep a reference copy of all the information for that setup in your procedures book.

Some items that you may want to include are shown in Figure 11 on page 31.

```
                         FILE SETUP

  Report Name            _____
  Originator             _____
  Due Date               _____

  File Setup Name              _____
  File Setup Comment           _____
  Diskette Name                _____

  File Name                    _____
  Diskette Name                _____

  Shell Document Name          _____
  Diskette Name                _____

  Document Name for Format.    _____
  Diskette Name                _____

  Output:     Diskette         _____
              Paper            _____
              Diskette/Paper   _____


  Sort Order      Field for Sort    Type of Sort


  _____      _____      _____
  _____      _____      _____
  _____      _____      _____
  _____      _____      _____
  _____      _____      _____



                  Select Fields     Select Criteria


                  _____      _____
                  _____      _____
                  _____      _____
                  _____      _____
                  _____      _____
```

Figure 11. Reference Copy of File Setup

Fill in your file setup form as shown in Figure 12 on page
32.

```
                         FILE SETUP

     Report Name                 Sales Report
     Originator                  R. Murphy
     Due Date                    First of each month

     File Setup Name             Sales Setup
     File Setup Comment          Sales by Employee
     Diskette Name               SALES1

     File Name                   Sales File
     Diskette Name               SALES1

     Shell Document Name         Sales Report Shell
     Diskette Name               SALES1

     Document Name for Format    Employee File Format
     Diskette Name               Sales1
     Output:    Diskette         _____
                Paper            Paper
                Diskette/Paper   _____


     Sort Order         Field for Sort      Type of Sort

     1st Fld for Sort   Last Name           Low to High
     2nd Fld for Sort   First Name          Low to High

     _____    _____     _____
     _____    _____     _____
     _____    _____     _____

                        Select Fields       Select Criteria

                        Last Name           =A
                        First Name

                        _____
                        _____
```

Figure 12. Information to be Included in Reference Copy
            for File Setup

Summary

You and other persons in your office will be able to work
more quickly and efficiently by establishing and
maintaining a complete procedures book.

The topics included in the "Work Samples Handbook" section describe procedures which will help you to further use and adapt information found in the operator training books to your own work.

Each work sample utilizes information previously found in the operator training books; therefore, procedures for completing each work sample are general rather than detailed. This information has been expanded, however, to help you with any special work requirements you may have.

You should refer to the "Prerequisites" section of each work sample to be certain you have covered the appropriate topics in the operator training books.

It is not necessary for you to complete every work sample. Choose only those work samples which will help you in the completion of your own work.

Following is a list of the topics contained in the "Work Samples Handbook" section. Use the "Guide to Selecting Work Samples and Procedures" to help you determine which work samples you should choose.

• Additional Uses for Conditional Text

• Converting an OS/6 File to a Displaywriter File

• Creating and Printing Forms

• Deleting One or More Fields from a File

• File Reports: Preventing the Separation of Groups During Printing

• File Reports: Printing Each Group on a Separate Page

• Printing a File Using Different Formats

• Record Selection for Alphabetic Comparison

• Repetitive Letters Containing a List of Records

• Sorting on More than Five Fields

• Updating Fields Using Global Replace/Delete

- Use of Headings and Page Numbers in Multi-Page File Reports

- Using the Check Spelling Task with Files

- Using "GET" to Retrieve Stored Variable Names

ADDITIONAL USES FOR CONDITIONAL TEXT

Purpose

Occasionally, a field contains the same information in a few or more records within a file. If your file is like this, you may want to use this work sample to help you type your file more quickly.

Prerequisites

Before you begin this work sample, complete the following topics if you have not already done so:

* Operator Training—Reportpack,

    — Part 1. Creating and Maintaining Files

    — Topic 14. Repetitive Letters with Conditional Text

    — Topic 21. Reports with Conditional Text

Description

In the sample file shown in Figure 13 on page 36, eight records contain the same information, "Austin" and "TX," in the "CITY" and "STATE" fields, respectively. If your file is similar, you can add records more quickly, and save space on your diskette, if you don't have to type "City" and "State" ("Austin" and "TX") into each record, as shown in Figure 14 on page 36.

A Conditional Text Instruction, when placed in a shell document (see Figure 15 on page 37) to be merged with your file, would contain "Austin" and "TX." When you type it once as conditional text, you don't have to type it into each record.

Use the examples and procedures outlined on the following pages for further assistance in using conditional text with files.

Note: Information you would ordinarily type into a file is now being typed as conditional text. As a result, related fields within the file remain blank. This would

be a consideration should you anticipate sorting or
selecting on these fields.

Assume that the records in your file are similar to those
in Figure 13.

Note: Eight records contain repetitive information
("Austin" and "TX") in the "CITY" and "STATE" fields.

Rec ID	TITLE	FIRST NAME	MI	LAST NAME	STREET	CITY	STATE	ZIP
1	Mr.	Jack	H.	Dillon	14 Bay St.	Detroit	MI	48075
2	Ms.	Stephanie	C.	Martin	200 Grove St.	Austin	TX	78759
3	Mr.	Ron	T.	Quenzler	67 Pine Rd.	Phoenix	AZ	85068
4	Ms.	Loretta	H.	Medlock	102 Bushy La.	Austin	TX	78701
5	Mr.	John	T.	Linehan	222 Flower Dr.	Armonk	NY	10504
6	Mr.	Bill	C.	Huddleston	5 Buena Vista	Austin	TX	78701
7	Ms.	Debbie	W.	Kalman	611 Diamond La.	Glendale	CA	91209
8	Mr.	Timothy	L.	Stone	99 Garden St.	Austin	TX	78758
9	Mr.	Hans	C.	Frischeisen	31 Sentry Blvd.	Portland	ME	04112
10	Ms.	Bobbie	L.	McGee	819 Cedar Hwy.	Austin	TX	78701
11	Mr.	Frank	A.	Moelter	4 Skyway Dr.	Austin	TX	78759
12	Mr.	Dan	H.	Keller	312 Scenic Way	Chicago	IL	60621
13	Ms.	Pat	D.	Spann	71 Valley View	Austin	TX	78757
14	Ms.	Jan	F.	Rifino	55 Willow St.	Austin	TX	78701

Figure 13. File Containing Records with Repetitive Variable Information

You are now able to type the records as shown in
Figure 14.

Note: The City and State fields have been intentionally
left blank where "Austin" and "TX" would occur.

Rec ID	TITLE	FIRST NAME	MI	LAST NAME	STREET	CITY	STATE	ZIP
1	Mr.	Jack	H.	Dillon	14 Bay St.	Detroit	MI	48075
2	Ms.	Stephanie	C.	Martin	200 Grove St.			78759
3	Mr.	Ron	T.	Quenzler	67 Pine Rd.	Phoenix	AZ	85068
4	Ms.	Loretta	H.	Medlock	102 Bushy La.			78701
5	Mr.	John	T.	Linehan	222 Flower Dr.	Armonk	NY	10504
6	Mr.	Bill	C.	Huddleston	5 Buena Vista			78701
7	Ms.	Debbie	W.	Kalman	611 Diamond La.	Glendale	CA	91209
8	Mr.	Timothy	L.	Stone	99 Garden St.			78758
9	Mr.	Hans	C.	Frischeisen	31 Sentry Blvd.	Portland	ME	04112
10	Ms.	Bobbie	L.	McGee	819 Cedar Hwy.			78701
11	Mr.	Frank	A.	Moelter	4 Skyway Dr.			78759
12	Mr.	Dan	H.	Keller	312 Scenic Way	Chicago	IL	60621
13	Ms.	Pat	D.	Spann	71 Valley View			78757
14	Ms.	Jan	F.	Rifino	55 Willow St.			78701

Figure 14. File Containing Records without Repetitive Variable Information

Your printed shell document will be similar to the sample
used in Figure 15.

```
September 17, 1981



¥TITLE¥ ¥FIRST_NAME¥ ¥MI¥ ¥LAST_NAME¥
¥STREET¥
∕If Empty‚CITY∕Austin∕End If∕∕If Not Empty‚CITY∕¥CITY¥∕End If∕, ∕If Empty‚STATE∕TX∕E
nd If∕∕If Not Empty‚STATE∕¥STATE¥∕End If∕  ¥ZIP¥

Dear ¥TITLE¥ ¥LAST_NAME¥:

Shady Publications, Inc. is pleased to extend to you this special offer
which is available for a limited time only!

For the first time ever, you can subscribe to our best selling magazine,
True Gossip, at a special low rate:  12 issues for only $9.95.  The
same number of issues would cost you $12.50 at the newsstand.  Now, you
can be the first in your neighborhood with the "inside scoop" on the
many personalities in your community.

Use the enclosed form and envelope for your payment and receive your
first issue in just three weeks.

Very truly yours,



Theodore Scallion
President
Shady Publications, Inc.
```

Figure 15. Printed Shell Document with Conditional Text Instruction

Procedures

1. Type the records into your file, leaving fields blank
    where repetitive information is to occur. In the
    example, fields containing the words "Austin" and
    "TX" are left blank intentionally.

2. Create a shell document, placing two Conditional Text
    Instructions wherever the appropriate field
    information is to be inserted. These Conditional
    Text instructions enable you to print specific
    variable information in the shell document without
    having to type the variable into the file.

Summary

When typing files, you can save time, and conserve
diskette space by placing Conditional Text Instructions
in your shell document. When you use the procedures
outlined in this work sample, you don't have to type
repetitive variable information into each record of the
file.

CONVERTING AN IBM OFFICE SYSTEM 6 FILE TO A DISPLAYWRITER FILE

Purpose

Use this work sample when you want to convert an OS/6 file to a Displaywriter file.

Prerequisites

Before you begin this work sample, complete the following if you have not already done so:

- Operator Training—Reportpack,

    - Part 1. Creating and Maintaining Files

    - Topic 30. Converting a Text Document to a File

Description

Files which you originally typed on IBM Office System 6 can be used on the IBM Displaywriter System; therefore, you won't have to retype the same information. While you cannot use an initialized OS/6 diskette on the IBM Displaywriter System, you can transfer any file or document previously stored on OS/6 to the Displaywriter by either of two procedures:

- Communicating the file from the OS/6 to the Displaywriter, or

- Recording the OS/6 file onto magnetic cards and reading the cards into the Displaywriter.

If you choose to communicate the information, see the following books for communication procedures:

- IBM 6/452, 6/450, 6/442, 6/440 and 6/430 Information Processors—Communicating Operating Instructions

- IBM Displaywriter System Binary Synchronous Communications Feature Operating Guide

Before you can convert an OS/6 file using magnetic cards, you must first have:

* A Magnetic Card Conversion Feature Diskette
* A Magnetic Card Unit

To convert an OS/6 file to a Displaywriter file:

* Output the OS/6 file onto mag cards

* Read the mag cards into the Displaywriter as a text document

  Note: Initially, the OS/6 file is stored as a text document on Displaywriter. You can later convert this text document into a Displaywriter file.

* Create field descriptions on the IBM Displaywriter System for the new file

* Use Convert Document to File to change the text document (which contains the OS/6 file information) into a Displaywriter file

Procedures

Outputting the OS/6 File onto Magnetic Cards

You must first eliminate any file headings before you output the OS/6 file onto mag cards. To output the file while deleting the heading:

* Choose Task Output

* PAR FRAME to the Output Frame. Choose Output **card**.

* PAR FRAME to the Rearrange Output Frame.

* Delete the heading line in the Rearrange Output Frame; the Rearrange Output Frame should appear empty.

* Press START to output the file.

Reading the (OS/6 File) Mag Cards into the Displaywriter

* Load Volume 1 of your Textpack program diskette into the Displaywriter.

- Choose Feature Tasks in the TASK SELECTION menu and load the Mag Card Conversion Feature diskette; press ENTER.

- Choose Read Magnetic Cards in the MAGNETIC CARD TASKS menu; press ENTER.

- Follow the prompts and type a name for the document, and the name of the work diskette the document is to be stored on. Insert the work diskette into the diskette unit.

- Choose the items you want to change (if any) in the READ MAGNETIC CARDS menu.

- Press ENTER to access the MAGNETIC CARD OPERATION IN PROGRESS menu.

- Press ENTER to read the magnetic cards and follow the prompts as they appear on the screen.

- Press END after the cards have been read.

Creating a File Description

- Choose Feature tasks and load the Reportpack Feature diskette.

- Choose Create File Description in the FILE TASK SELECTION menu.

- Type a file name which is different from the name of the text document you are about to convert.

- Type the information for each field name, field type, and maximum length in the FIELD DESCRIPTION menu. Be sure to create a field description for each field that appeared in the OS/6 file and enter the field descriptions in a sequence which corresponds to that of the OS/6 file.

  If you need to review the steps, see the topic "Creating Field Descriptions" in Operator Training—Reportpack.

- Press ENTER until you return to the FILE TASK SELECTION menu.

- Choose Convert Document to File in the FILE TASK
  SELECTION menu, and type the name of the text
  document you are about to convert.

- Choose File Name and type the name of the file
  containing the field descriptions which you created.

- Choose Error Document Name and type a name for the
  document that is different from the other document
  names in this work sample.

  In the event that the text document should fail to
  convert properly, the records contained in the text
  document, along with appropriate error messages, will
  be stored into the Error Document which you named.

  To access an Error Document, use the Revise Document
  task in the CREATE OR REVISE DOCUMENT menu. The Error
  Document enables you to determine specifically why
  the text document has failed to convert.

- Choose Conversion Rules and use the system's
  defaults. They are: tab for Field Separator, index
  return for Alternate Field Separator, required
  carrier return for Record Separator, and a required
  carrier return as the Alternate Record Separator.

- Choose Use of First Field = Ignore. This prevents the
  the conversion of the OS/6 Record ID field. The
  Displaywriter assigns Record ID's to the new file.

- Press ENTER to return to the CONVERT DOCUMENT TO FILE
  menu.

If any records appear in the Error Document, make the
appropriate changes in the Error Document and convert
again, this time using the Error Document and naming a
different Error Document. The corrected error records
appear as additional entries in the file.

Summary

You have learned to convert an OS/6 file to a
Displaywriter file. To do this, output the OS/6 file onto
magnetic cards, then read the cards into a Displaywriter
text document. You change the text document into to a
Displaywriter file by using the Convert Document to File
task.

CREATING AND PRINTING FORMS

Purpose

Use this work sample when you want to print information from a file onto preprinted forms.

Prerequisites

Before you begin this work sample, complete the following if you have not already done so:

- Work Station Procedures Guide Textpack 4,

    - Topic 14. Forms Samples

- Operator Training—Reportpack,

    - Part 1. Creating and Maintaining Files

    - Topic 18. Printing a List from a File

Description

When you previously learned to create and print forms on the IBM Displaywriter, you used the Create Document task to type both the variable information which was to be merged and the document or form which was to contain the variable information.

You use a somewhat different procedure when you create and print forms using the Reportpack feature diskette:

- Type the shell document (form) as text.

- Type the variable information as a file.

- Merge the file and document to print the information onto the form.

Use the procedures in this work sample when you want to print information from a file onto a preprinted form.

Procedures

1. Type the variable information, which is to be merged with the shell document, into a file using Create File Description and Add Records.

2. Type the shell document (form), which is to contain the variable information, as text using the Create Document task.

   The shell document must contain variable names which represent the fields of information to be included from the file. The variable names in the shell document must be properly positioned to ensure that the field information will print in proper alignment on the form. Use your IBM Conversion Ruler for proper vertical and horizontal alignment of the variable names.

3. Select Merge File/Text task to merge the file information into the shell document (form).

   Choose Repetitive Letter in the MERGE FILE/TEXT menu.

   Choose Select Records in the MERGE FILE/TEXT menu if a form is to be printed for specific records only.

   Choose Sort Order in the MERGE FILE/TEXT menu if the form is to be printed in alphabetical or numerical sequence.

Summary

You have learned procedures for using the Merge File/Text task when you want to print information from a file onto preprinted forms.

DELETING ONE OR MORE FIELDS FROM A FILE

Purpose

Once you have entered records into a file, you cannot delete one or more fields by using Revise Field Description. However, this work sample outlines procedures which you can use to delete fields from a file.

Prerequisites

Before you begin this work sample, complete the following if you have not already done so:

- Operator Training—Reportpack,

  - Part 1. Creating and Maintaining Files

  - Topic 26. Storing—Output File to a Text Document

  - Topic 32. Duplicating Selected Records or Fields

Description

When you work with files, you will find it necessary at times to delete one or more fields from your file. In the Student File shown in Figure 16 on page 46, a field description was originally created for "Subtitle" (Jr., Sr., III, and so on). After records had been entered, it was determined that subtitles would not be used. You could leave the field in your file; however, it would take longer to add or revise records if you had to tab through this field each time.

Through duplication of your file, you can delete one or more fields. When you use the Duplicate Selected Records task, you actually select only those fields which are to be included in your duplicated file. This duplication results in a new file (minus the fields which you wanted to delete), as shown in Figure 17 on page 47.

Rec ID	TITLE	FIRST NAME	MI	LAST NAME	SUBTITLE	SUBJECT	INSTRUCTOR	FEE	SCORE	STUDENT ID
1	Mr.	Beau	O.	Kay		Economics	Schooner	45.00	95	182
2	Ms.	Delores	H.	Slumberfield	Jr.	History	Charmin	35.00	77	118
3	Mr.	Herkimer	P.	Flintbrick	III	English	Candlewick	64.00	80	770
4	Mr.	Sonny	E.	Day		Psychology	Towbridge	60.00	68	200
5	Ms.	Marla	T.	Quagmire		Algebra	Jollyville	75.00	92	476
6	Mr.	Freddie	C.	Pinhole		Biology	Krinkleman	82.00	55	140
7	Ms.	Alicia	F.	Thorn		History	Charmin	35.00	70	210
8	Mr.	Thorton	H.	Woodlawn		Psychology	Towbridge	60.00	99	300
9	Mr.	Burton	A.	Lake	III	Economics	Schooner	45.00	78	542
10	Ms.	Priscilla	L.	Sunnyvale		English	Candlewick	64.00	90	119
11	Mr.	Barney	G.	Oats		Psychology	Towbridge	60.00	64	097
12	Ms.	Lurene	H.	Timberline		Biology	Krinkleman	82.00	48	022
13	Mr.	Frederick	P.	Farnsworth	Sr.	Algebra	Jollyville	75.00	89	401
14	Ms.	Flora	M.	Newton		Biology	Krinkleman	82.00	78	790
15	Ms.	Delores	H.	Slumberfield		English	Candlewick	64.00	65	118
16	Mr.	Beau	O.	Kay		Algebra	Jollyville	75.00	88	182
17	Ms.	Helena	D.	Birchwood		Economics	Schooner	45.00	93	012
18	Mr.	Herkimer	P.	Flintbrick		History	Charmin	35.00	100	770
19	Mr.	Sonny	E.	Day		Economics	Schooner	45.00	71	200
20	Ms.	Darlene	P.	Hooverman		History	Moonshine	60.00	80	920
21	Mr.	Freddie	C.	Pinhole		English	Candlewick	64.00	97	140
22	Mr.	Beau	O.	Kay		Psychology	Towbridge	60.00	62	182
23	Mr.	Scotty	J.	Goodrow		Economics	Flintstone	45.00	45	009
24	Ms,	Marla	T.	Quagmire		Biology	Krinkleman	82.00	99	092
25	Mr.	Freddie	C.	Pinhole		Algebra	Jollyville	75.00	87	800
26	Ms.	Delores	H.	Slumberfield		Economics	Schooner	45.00	56	118
27	Mr.	Herkimer	P.	Flintbrick		Psychology	Towbridge	60.00	71	770
28	Ms.	Carla	S.	Moorehead		Economics	Flintstone	45.00	100	625
29	Mr.	Sonny	E.	Day		History	Charmin	35.00	91	200
30	Ms.	Marla	T.	Quagmire		English	Candlewick	64.00	60	476
31	Mr.	Leopold	M.	Barrett	III	Economics	Flintstone	45.00	87	019
32	Mr.	Dudley	P.	Kingpin		History	Bentrock	35.00	93	101
33	Mr.	Norton	W.	Crater		Algebra	Meriman	75.00	68	301
34	Ms.	Natasha	F.	Brownstone		Economics	Flintstone	45.00	99	001
35	Mr.	Simon	F.	Oakwood		Algebra	Meriman	75.00	90	800
36	Mr.	Scotty	J.	Goodrow	Jr.	History	Bentrock	35.00	74	009
37	Ms.	Darlene	P.	Hooverman		Psychology	Towbridge	60.00	88	920
38	Mr.	Frederick	P.	Farnsworth		English	Candlewick	64.00	55	401
39	Ms.	Alicia	F.	Thorn		Economics	Schooner	45.00	67	210
40	Ms.	Priscilla	L.	Sunnyvale		Algebra	Meriman	75.00	73	119

Figure 16. Student File with "SUBTITLE" Field

In Figure 16, the "SUBTITLE" field has not been deleted from the Student File.

Rec ID	TITLE	FIRST NAME	MI	LAST NAME	SUBJECT	INSTRUCTOR	FEE	SCORE	STUDENT ID
1	Mr.	Beau	O.	Kay	Economics	Schooner	45.00	95	182
2	Ms.	Delores	H.	Slumberfield	History	Charmin	35.00	77	118
3	Mr.	Herkimer	P.	Flintbrick	English	Candlewick	64.00	80	770
4	Mr.	Sonny	E.	Day	Psychology	Towbridge	60.00	68	200
5	Ms.	Marla	T.	Quagmire	Algebra	Jollyville	75.00	92	476
6	Mr.	Freddie	C.	Pinhole	Biology	Krinkleman	82.00	55	140
7	Ms.	Alicia	F.	Thorn	History	Charmin	35.00	70	210
8	Mr.	Thorton	H.	Woodlawn	Psychology	Towbridge	60.00	99	300
9	Mr.	Burton	A.	Lake	Economics	Schooner	45.00	78	542
10	Ms.	Priscilla	L.	Sunnyvale	English	Candlewick	64.00	90	119
11	Mr.	Barney	G.	Oats	Psychology	Towbridge	60.00	64	097
12	Ms.	Lurene	H.	Timberline	Biology	Krinkleman	82.00	48	022
13	Mr.	Frederick	P.	Farnsworth	Algebra	Jollyville	75.00	89	401
14	Ms.	Flora	M.	Newton	Biology	Krinkleman	82.00	78	790
15	Ms.	Delores	H.	Slumberfield	English	Candlewick	64.00	65	118
16	Mr.	Beau	O.	Kay	Algebra	Jollyville	75.00	88	182
17	Ms.	Helena	D.	Birchwood	Economics	Schooner	45.00	93	012
18	Mr.	Herkimer	P.	Flintbrick	History	Charmin	35.00	100	770
19	Mr.	Sonny	E.	Day	Economics	Schooner	45.00	71	200
20	Ms.	Darlene	P.	Hooverman	History	Moonshine	60.00	80	920
21	Mr.	Freddie	C.	Pinhole	English	Candlewick	64.00	97	140
22	Mr.	Beau	O.	Kay	Psychology	Towbridge	60.00	62	182
23	Mr.	Scotty	J.	Goodrow	Economics	Flintstone	45.00	45	009
24	Ms,	Marla	T.	Quagmire	Biology	Krinkleman	82.00	99	092
25	Mr.	Freddie	C.	Pinhole	Algebra	Jollyville	75.00	87	800
26	Ms.	Delores	H.	Slumberfield	Economics	Schooner	45.00	56	118
27	Mr.	Herkimer	P.	Flintbrick	Psychology	Towbridge	60.00	71	770
28	Ms.	Carla	S.	Moorehead	Economics	Flintstone	45.00	100	625
29	Mr.	Sonny	E.	Day	History	Charmin	35.00	91	200
30	Ms.	Marla	T.	Quagmire	English	Candlewick	64.00	60	476
31	Mr.	Leopold	M.	Barrett	Economics	Flintstone	45.00	87	019
32	Mr.	Dudley	P.	Kingpin	History	Bentrock	35.00	93	101
33	Mr.	Norton	W.	Crater	Algebra	Meriman	75.00	68	301
34	Ms.	Natasha	F.	Brownstone	Economics	Flintstone	45.00	99	001
35	Mr.	Simon	F.	Oakwood	Algebra	Meriman	75.00	90	800
36	Mr.	Scotty	J.	Goodrow	History	Bentrock	35.00	74	009
37	Ms.	Darlene	P.	Hooverman	Psychology	Towbridge	60.00	88	920
38	Mr.	Frederick	P.	Farnsworth	English	Candlewick	64.00	55	401
39	Ms.	Alicia	F.	Thorn	Economics	Schooner	45.00	67	210
40	Ms.	Priscilla	L.	Sunnyvale	Algebra	Meriman	75.00	73	119

Figure 17. Student File After Deletion of the "SUBTITLE" Field

In Figure 17, the "SUBTITLE" field has been permanently deleted from the Student File through Duplicate Selected Records task.

Procedures

1. Choose Duplicate Selected Records task.

2. Select those **records** which are to be duplicated from the original file; however, it is not necessary to select if all records are to be duplicated.

3. Select those **fields** which are to be duplicated, as well as the position in which they are to appear.

4. Sort <u>if</u> the records are to be duplicated in alphabetical or numerical sequence.

Note: You can use this procedure to delete fields which are blank or fields which contain information.

Summary

Although you cannot delete fields from a file by using Revise Field Description after one or more records have been entered, you can use the Duplicate Selected Records task to delete one or more fields from a file through file duplication.

Purpose

When you print file reports, information within a group may be separated from one page of the report onto another page when the specified last typing line has been reached. Use this work sample when you want to prevent the separation of information within a group at page boundaries when printing file reports.

Prerequisites

Before you begin this work sample, complete the following if you have not already done so:

*   Operator Training—Reportpack,

    −   Part 1. Creating and Maintaining Files

    −   Topic 18. Printing a List from a File

    −   Topic 22. Grouping Information in a Report

Description

Some file reports that you print may be several pages long. When you group information, a group may begin printing at the bottom of a page and finish printing at the top of the following page. However, you may have special formatting considerations which require that information within a group not be separated at page boundaries.

Figure 18 on page 50 represents a printed file report grouped on the "SUBJECT" field. During printing, those names in the "Economics" group printed at the bottom of one page and continued printing at the top of the following page. When you insert a Keep Instruction in your shell document, it is possible to prevent the separation of grouped information during printing, as shown in Figure 19 on page 51.

Figure 18 on page 50 shows how your file report ordinarily prints.

Note: A group of information begins at the bottom of a page and continues onto the next page.

	LAST NAME	INSTRUCTOR	SCORE
	STUDENT LISTING		
Algebra	Quagmire	Jollyville	92
	Farnsworth	Jollyville	89
	Kay	Jollyville	88
	Pinhole	Jollyville	87
	Crater	Meriman	68
	Oakwood	Meriman	90
	Sunnyvale		
Biology	Pinhole		
	Timberline		
	Newton		
	Quagmire		
Economics	Kay		
	Lake		
	Birchwood		
	Day		

	LAST NAME	INSTRUCTOR	SCORE
	Goodrow	Flintstone	45
	Slumberfield	Schooner	56
	Moorehead	Flintstone	100
	Barrett	Flintstone	87
	Brownstone	Flintstone	99
	Thorn	Schooner	67
English	Flintbrick	Candlewick	80
	Sunnyvale	Candle
	Slumberfield	Candle
	Pinhole	Candle
	Quagmire	Candle
	Farnsworth	Candle
History	Slumberfield	Charm:
	Thorn	Charm:
	Flintbrick	Charm:
	Hooverman	Moons!

	LAST NAME	INSTRUCTOR	SCORE
	Day	Charmin	91
	Kingpin	Bentrock	93
	Goodrow	Bentrock	74
Psychology	Day	Towbridge	68
	Woodlawn	Towbridge	99
	Oats	Towbridge	64
	Kay	Towbridge	62
	Flintbrick	Towbridge	71
	Hooverman	Towbridge	88

Figure 18. Printed File Report: Grouped Information Separated

Figure 19 shows how your file report will print if you insert a Keep Instruction in your shell document.

Note: Grouped information is not separated at page boundaries.

Figure 19. Printed File Report: Grouped Information Not Separated

Figure 20 illustrates proper placement of the Keep
Instruction within your shell document.

```
    ⊬Report Preface⊬
                          STUDENT LISTING

    ⊬Page Heading⊬
                    LAST NAME            INSTRUCTOR          SCORE

    ⊬Record Group Definition,SUBJECT⊬¥SUBJECT¥
Begin ++
Keep  ⊬Record Detail⊬
                    ¥LAST_NAME¥ ¥INSTRUCTOR¥ ¥SCORE¥

    ⊬Record Group Summary,SUBJECT⊬
End   ++
Keep
```

Figure 20. Printed Shell Document with Keep Instruction

On occasion, your file report might print as shown in Figure 21. You can see that the Group Heading has been separated from the Record Detail. When you must be certain that at least one or more lines of Record Detail print with the Group Heading, as shown in Figure 22 on page 54, insert Keep Instructions as shown in the shell document in Figure 23 on page 55.

STUDENT LISTING

LAST NAME	INSTRUCTOR	SCORE
Algebra		
Quagmire	Jollyville	92
Farnsworth	Jollyville	89
Kay	Jollyville	88
Pinhole		
Crater		
Oakwood		
Sunnyvale		
Biology		
Pinhole		
Timberline		
Newton		
Quagmire		
Economics		

LAST NAME	INSTRUCTOR	SCORE
Kay	Schooner	95
Lake	Schooner	78
Birchwood	Schooner	93
Day	Schooner	71
Goodrow	Flintstone	45
Slumberfield		
Moorehead		
Barrett		
Brownstone		
Thorn		
English		

LAST NAME	INSTRUCTOR	SCORE
Flintbrick	Candlewick	80
Sunnyvale	Candlewick	90
Slumberfield	Candlewick	65
Pinhole	Candlewick	97
Quagmire	Candlewick	60
Farnsworth	Candlewick	55
History		
Slumberfield	Charmin	77
Thorn	Charmin	70
Flintbrick	Charmin	100
Hooverman	Moonshine	80
Day	Charmin	91
Kingpin	Bentrock	93
Goodrow	Bentrock	74
Psychology		

Figure 21. Printed File Report: Record Detail Separated from Group Heading

STUDENT LISTING

LAST NAME	INSTRUCTOR	SCORE
Algebra		
Quagmire	Jollyville	92
Farnsworth	Jollyville	89
Kay	Jollyville	88
Pinhole	Jollyville	87
Crater	Meriman	68
Oakwood	M	
Sunnyvale	M	
Biology		
Pinhole	K	
Timberline	K	
Newton	K	
Quagmire	K	
Economics		
Kay	S	
Lake	S	

LAST NAME	INSTRUCTOR	SCORE
Birchwood	Schooner	93
Day	Schooner	71
Goodrow	Flintstone	45
Slumberfield	Schooner	56
Moorehead	Flintstone	100
Barrett	Flintstone	87
Brownstone	Flintstone	99
Thorn	Schooner	67
English		
Flintbrick	C	
Sunnyvale	C	
Slumberfield	C	
Pinhole	C	
Quagmire	C	
Farnsworth	C	
History		
Slumberfield	C	

LAST NAME	INSTRUCTOR	SCORE
Thorn	Charmin	70
Flintbrick	Charmin	100
Hooverman	Moonshine	80
Day	Charmin	91
Kingpin	Bentrock	93
Goodrow	Bentrock	74
Psychology		
Day	Towbridge	68
Woodlawn	Towbridge	99
Oats	Towbridge	64
Kay	Towbridge	62
Flintbrick	Towbridge	71
Hooverman	Towbridge	88

Figure 22. Printed File Report: Record Detail Not Separated from Group Heading

```
         ∤Report Preface∤
                            STUDENT LISTING

         ∤Page Heading∤
                    LAST NAME              INSTRUCTOR         SCORE

         ∤Record Group Definition,SUBJECT∤¥SUBJECT¥
```

Begin Keep → ⇥
```
         ∤Record Detail∤
                        ¥LAST_NAME¥  ¥INSTRUCTOR¥  ¥SCORE¥
```
End Keep → ⇤
```
         ∤Record Group Summary,SUBJECT∤
```

Figure 23. Keeps Inserted to Prevent the Separation of Record Detail from Group
            Headings

Procedures

1. Create the shell document with all necessary file report instructions.

2. Position the cursor on the first blank line following the Record Group Definition Instruction.

3. Press INSTR and select a Begin Keep Instruction.

   After returning to the typing area, position the cursor on the first blank line following the Record Group Summary Instruction.

4. Press INSTR and select an End Keep Instruction.

Summary

You have just learned how to use a Keep Instruction in a file report to prevent the separation of information within a group at page boundaries. Use this instruction when you need to "keep" grouped information from separating when the specified last typing line has been reached.

FILE REPORTS: PRINTING EACH GROUP ON A SEPARATE PAGE

Purpose

When you want to print a file report which has each group of information beginning on a new page, use the procedures outlined in this work sample.

Prerequisites

Before you begin this work sample, complete the following if you have not already done so:

- Operator Training Book 2 Textpack—Selectables,

  - Special Keys section. Required Page End

- Operator Training—Reportpack,

  - Part 1. Creating and Maintaining Files

  - Topic 18. Printing a List from a File

  - Topic 22. Grouping Information in a Report

Description

When you print a file report with grouped information, each group is listed under the previous group, until the specified last typing line is reached. Use the procedures outlined in this work sample when you want each group of information to print on a separate page.

Figure 24 on page 58 represents a printed file report grouped on the "SUBJECT" field. Each group of information prints immediately following the previous group. Each group can be "forced" to start printing on a new page, as shown in Figure 25 on page 59, when a REQUIRED PAGE END is inserted at the appropriate place within the shell document.

Figure 24 on page 58 shows how your file report ordinarily prints.

Note: Each group is listed under the previous group.

```
         STUDENT LISTING

         LAST NAME        INSTRUCTOR      SCORE
Algebra
         Quagmire         Jollyville      92

         Farnsworth       Jollyville      89

         Kay              Jollyville      88

         Pinhole          Jollyville      87

         Crater           Meriman         68

         Oakwood          Meriman         90

         Sunnyvale        Mer                  LAST NAME      INSTRUCTOR     SCORE
                                               Goodrow        Flintstone     45
Biology
         Pinhole          Kri                  Slumberfield   Schooner       56

         Timberline       Kri                  Moorehead      Flintstone     100

         Newton           Kri                  Barrett        Flintstone     87

         Quagmire         Kri                  Brownstone     Flintstone     99

                                               Thorn          Schooner       67
Economics
         Kay              Sch
                                        English
         Lake             Sch                  Flintbrick     Candlewick     80

         Birchwood        Sch                  Sunnyvale      Candl                   LAST NAME      INSTRUCTOR     SCORE
                                                                                      Day            Charmin        91
         Day              Sch                  Slumberfield   Candl
                                                                                      Kingpin        Bentrock       93
                                               Pinhole        Candl
                                                                                      Goodrow        Bentrock       74
                                               Quagmire       Candl

                                               Farnsworth     Candl        Psychology
                                                                                      Day            Towbridge      68
                                        History
                                               Slumberfield   Charm                   Woodlawn       Towbridge      99

                                               Thorn          Charm                   Oats           Towbridge      64

                                               Flintbrick     Charm                   Kay            Towbridge      62

                                               Hooverman      Moons                   Flintbrick     Towbridge      71

                                                                                      Hooverman      Towbridge      88
```

Figure 24. Printed File Report: REQUIRED PAGE END Not Used

Figure 25 shows how your file report will print if you insert a REQUIRED PAGE END in your shell document.

Note: Each group begins on a new page.

```
              STUDENT LISTING

           LAST NAME        INSTRUCTOR      SCORE
  Algebra

           Quagmire         Jollyville      92

           Farnsworth       Jollyville      89

           Kay              Jollyville      88

           Pinhole          Jollyville      87

           Crater                          LAST NAME        INSTRUCTOR      SCORE

           Oakwood              Biology

           Sunnyvale                        Pinhole          Krinkleman      55

                                            Timberline       Krinkleman      48

                                            Newton           Krinkleman      78

                                            Quagmire         Krinkleman      99

                                                           LAST NAME        INSTRUCTOR      SCORE
                                                 Economics

                                                           Kay              Schooner        95

                                                           Lake             Schooner        78

                                                           Birchwood        Schooner        93

                                                           Day              Schooner        71

                                                           Goodrow          Flintstone      45

                                                           Slumberfield     Schooner        56

                                                           Moorehead        Flintstone      100

                                                           Barrett          Flintstone      87

                                                           Brownstone       Flintstone      99

                                                           Thorn            Schooner        67
```

Figure 25. Printed File Report: REQUIRED PAGE END Used

Figure 26 illustrates proper placement of the REQUIRED
PAGE END within your shell document.

Note: The REQUIRED PAGE END follows the text contained in
the Record Group Summary.

```
⌿Report Preface⌿
                      STUDENT LISTING

⌿Page Heading⌿
                LAST NAME            INSTRUCTOR          SCORE
⌿Record Group Definition,SUBJECT⌿¥SUBJECT¥


⌿Record Detail⌿
                ¥LAST_NAME¥ ¥INSTRUCTOR¥ ¥SCORE¥

⌿Record Group Summary,SUBJECT⌿
```

⧖
↖*Required*
   Page
   End

Figure 26. Shell Document with REQUIRED PAGE END

Procedures

1. Type the shell document, using all necessary file report instructions.

2. Type a REQUIRED PAGE END immediately following the information contained in the Record Group Summary.

3. Select Merge File/Text to output the file report.

The REQUIRED PAGE END, which you placed in the Record Group Summary Instruction, causes each group of information to print on a separate page.

Summary

When you want to print a file report with each group of information beginning on a new page, insert a REQUIRED PAGE END after the text in the Record Group Summary.

PRINTING A FILE USING DIFFERENT FORMATS

Purpose

Use this work sample when you need to print your file or output your file onto diskette using formats other than the standard file format.

Prerequisites

Before you begin this work sample, you should have completed:

* Operator Training Book—Reportpack,

    — Part 1. Creating and Maintaining Files

Description

You previously learned to print a file using the standard file format in "Part 1. Creating and Maintaining Files," of Operator Training—Reportpack. When you print a file or output a file to diskette using the standard file format, each record prints across the page and the carrier returns at field boundaries as it approaches the right margin. The remainder of the record continues to print on succeeding lines, as shown in Figure 27.

Rec ID	TITLE	FIRST NAME	MI	LAST NAME	SUBJECT
INSTRUCTOR		FEE	SCORE	STUDENT ID	
1	Mr.	Beau	O.	Kay	Economics
Schooner		45.00	95	182	
2	Ms.	Delores	H.	Slumberfield	History
Charmin		35.00	77	118	
3	Mr.	Herkimer	P.	Flintbrick	English
Candlewick		64.00	80	770	
4	Mr.	Sonny	E.	Day	Psychology
Towbridge		60.00	68	200	
5	Ms.	Marla	T.	Quagmire	Algebra
Jollyville		75.00	92	476	
6	Mr.	Freddie	C.	Pinhole	Biology
Krinkleman		82.00	55	140	

Figure 27. File Printout: Standard File Format

In some instances, you may want to output a file using formats other than the standard file format. You will learn how you can set up and store different formats which will allow you greater flexibility when you output files. You can determine margins, first and last typing lines, typestyle and pitch, line spacing, and you can have headings and page numbers print on each page. You are now able to output your file in a format suitable for your own work.

In this work sample, you will learn to set up and store a format which will enable you to print records across the paper on one line when the paper is inserted sideways into the printer, as shown in Figure 28. All other formats are changed in the same way.

Note: Record size (maximum number of characters in a record) must be considered when you print a file across paper inserted sideways into the printer. Printing across the paper on one line is _not_ possible when record size exceeds paper width.

Rec ID	TITLE	FIRST NAME	MI	LAST NAME	SUBJECT	INSTRUCTOR	FEE	SCORE	STUDENT ID
1	Mr.	Beau	O.	Kay	Economics	Schooner	45.00	95	182
2	Ms.	Delores	H.	Slumberfield	History	Charmin	35.00	77	118
3	Mr.	Herkimer	P.	Flintbrick	English	Candlewick	64.00	80	770
4	Mr.	Sonny	E.	Day	Psychology	Towbridge	60.00	68	200
5	Ms.	Marla	T.	Quagmire	Algebra	Jollyville	75.00	92	476
6	Mr.	Freddie	C.	Pinhole	Biology	Krinkleman	82.00	55	140
7	Ms.	Alicia	F.	Thorn	History	Charmin	35.00	70	210
8	Mr.	Thorton	H.	Woodlawn	Psychology	Towbridge	60.00	99	300
9	Mr.	Burton	A.	Lake	Economics	Schooner	45.00	78	542
10	Ms.	Priscilla	L.	Sunnyvale	English	Candlewick	64.00	90	119
11	Mr.	Barney	G.	Oats	Psychology	Towbridge	60.00	64	097
12	Ms.	Lurene	H.	Timberline	Biology	Krinkleman	82.00	48	022
13	Mr.	Frederick	P.	Farnsworth	Algebra	Jollyville	75.00	89	401
14	Ms.	Flora	M.	Newton	Biology	Krinkleman	82.00	78	790
15	Ms.	Delores	H.	Slumberfield	English	Candlewick	64.00	65	118
16	Mr.	Beau	O.	Kay	Algebra	Jollyville	75.00	88	182
17	Ms.	Helena	D.	Birchwood	Economics	Schooner	45.00	93	012
18	Mr.	Herkimer	P.	Flintbrick	History	Charmin	35.00	100	770
19	Mr.	Sonny	E.	Day	Economics	Schooner	45.00	71	200
20	Ms.	Darlene	P.	Hooverman	History	Moonshine	60.00	80	920

Figure 28. File Printout: Formatted for Paper Turned Sideways

Procedures

To print on paper turned sideways, you must first create a text document which contains the necessary document format.

Choose Create Document in the TYPING TASKS menu and type a name for the text format document.

Choose Change Document Format and make the following changes:

• First Typing Line, First Page = 3

- First Typing Line, Following Page = 3

- Last Typing Line = 45

- Paper Size = 11" x 8-1/2" or 14" x 8-1/2"

- Typestyle Number = 215 (for 15-pitch). Make this selection if you have a 5218 Printwheel Printer and a 15-pitch printwheel. This enables you to print the maximum number of characters on a line.

- Change the margins for the width paper you will print on (11" x 8-1/2" or 14" x 8-1/2"). Use the Conversion Ruler in the back of the Reference Guide to determine the margin setting you want.

Press ENTER enough times to return to the CREATE OR REVISE DOCUMENT menu.

Now that you have created a text document which contains the document format (margins, paper size, etc.), and since there is no text to be typed in the Typing Area, you are now ready to print the file on paper.

Load the Reportpack feature diskette into the system.

Choose Output File and type the name of the file you want to print.

Choose Document Name for Format in the OUTPUT FILE menu, and type the name of the text document which contains the format for printing on paper turned sideways.

Press ENTER to print the file.

Follow the prompts to load the paper and print.

Note: If you have the IBM 5218 Printwheel Printer, you can use the IBM Sheet-Feed Paper Handler for 11" x 8-1/2" paper. Paper that is 14" x 8-1/2" must be manually fed into the printer.

Summary

Printing a file on paper or storing a file onto diskette using different formats is easily accomplished by creating a text document which contains only the document format. The name of the text document containing the format is entered beside Document Name for Format in the OUTPUT FILE menu. The file then prints according to the particular format used in the text document which you selected.

RECORD SELECTION FOR ALPHABETIC COMPARISON

Purpose

Use this work sample when you need to select records alphabetically.

Prerequisites

Before you begin this work sample, complete the following if you have not already done so:

* Operator Training—Reportpack,

    — Part 1. Creating and Maintaining Files

    — Topic 28. Using Comparisons in Record Selection

Description

Previously, in Operator Training—Reportpack, you learned to select records using comparison keys, such as <, >, =, and so on. You can use comparison keys to select records alphabetically, instead of selecting Record ID numbers or types of information.

When selecting records alphabetically, you can select only portions of the alphabet, as shown in Figure 29 on page 68.

```
LAST NAME

Barker
Barnes
Bartlett
Booker
Bradford
Brockwell
Brook
Brown
Cannon
Conlin
Cummings
Cunningham                              A - L
Davidson
Davis
Doll
Foreman
Frederick
Goodman
Graystone
Green
Henderson
Jackson
Jamison
Jenkins
Jones
Jones
Jones
Knight
— — — — — — — — — — — — — — — — — — — — — —
Marshall
McCabe
Middleton
Palmer
Patton
Philips
Richmond
Rollerbrand                             M - Z
Sanders
Scott
Shore
Somerset
Stevenson
Thompson
Walker
Williams
Zimmerman
```

Figure 29. Selection of Records Using Alphabetic
            Comparison

In Figure 29, you can see that you might want to select records by last name. You might want to choose records with:

- All names that begin with the letters A-L, or

- All names that begin with the letters M-Z, or

- Any other selection of letters from the alphabet that you might need

You can select only a portion of the names by using the comparison keys to choose those names you want.

This work sample contains the procedure to select records from M through S.

Procedures

To select records alphabetically and print them:

- Choose Output File in the FILE TASK SELECTION menu; type the name of the file and the diskette name when prompted.

- Choose Print = 1.

- Choose Sort Order in the OUTPUT FILE menu and type the name of the field you want to sort by; use the system default of Low to High.

- Choose Select Records and move the cursor to the field in which you want to select records alphabetically.

- Use the comparison keys to type ">=M and <T" in the field you want to select alphabetically; press ENTER to return to the OUTPUT FILE menu.

- Press ENTER.

The system prints the records which contain information from M through S for the field you selected; in this case, the field is last name.

Summary

You can select records to print a list of names of a part of the alphabet, such as M through S. In the OUTPUT FILE menu, you use the comparison keys to select the portion of the alphabet you want in the field you are selecting on.

REPETITIVE LETTERS CONTAINING A LIST OF RECORDS

Purpose

Use this work sample when you need to generate repetitive letters which require the listing of information (multiple records) from a file to print in each letter.

Prerequisites

Before you begin this work sample, complete the following if you have not already done so:

- Operator Training Book 2 Textpack 4—Selectables,

    - Special Keys section. Required Page End

- Operator Training—Reportpack,

    - Part 1. Creating and Maintaining Files

    - Topic 12. Repetitive Letters with Variable Information

Description

To visualize how you might use this work sample, refer to the Student File shown in Figure 30 on page 72. The file, which is a complete history of each student, contains field descriptions for student name, instructor, course (subject) taken, final exam score, and so on. The file contains a record entry for each course taken by each student. A letter, as shown in Figure 32 on page 74, is to be sent to each student in the file listing all courses he/she took for the semester. Other pertinent information, such as final exam score and the name of the course instructor, should also be included. The sample shell document shown in Figure 31 on page 73 and the following procedures will assist you in preparing any letter containing a file listing.

Rec ID	TITLE	FIRST NAME	MI	LAST NAME	SUBJECT	INSTRUCTOR	FEE	SCORE	STUDENT ID
1	Mr.	Beau	O.	Kay	Economics	Schooner	45.00	95	182
2	Ms.	Delores	H.	Slumberfield	History	Charmin	35.00	77	118
3	Mr.	Herkimer	P.	Flintbrick	English	Candlewick	64.00	80	770
4	Mr.	Sonny	E.	Day	Psychology	Towbridge	60.00	68	200
5	Ms.	Marla	T.	Quagmire	Algebra	Jollyville	75.00	92	476
6	Mr.	Freddie	C.	Pinhole	Biology	Krinkleman	82.00	55	140
7	Ms.	Alicia	F.	Thorn	History	Charmin	35.00	70	210
8	Mr.	Thorton	H.	Woodlawn	Psychology	Towbridge	60.00	99	300
9	Mr.	Burton	A.	Lake	Economics	Schooner	45.00	78	542
10	Ms.	Priscilla	L.	Sunnyvale	English	Candlewick	64.00	90	119
11	Mr.	Barney	G.	Oats	Psychology	Towbridge	60.00	64	097
12	Ms.	Lurene	H.	Timberline	Biology	Krinkleman	82.00	48	022
13	Mr.	Frederick	P.	Farnsworth	Algebra	Jollyville	75.00	89	401
14	Ms.	Flora	M.	Newton	Biology	Krinkleman	82.00	78	790
15	Ms.	Delores	H.	Slumberfield	English	Candlewick	64.00	65	118
16	Mr.	Beau	O.	Kay	Algebra	Jollyville	75.00	88	182
17	Ms.	Helena	D.	Birchwood	Economics	Schooner	45.00	93	012
18	Mr.	Herkimer	P.	Flintbrick	History	Charmin	35.00	100	770
19	Mr.	Sonny	E.	Day	Economics	Schooner	45.00	71	200
20	Ms.	Darlene	P.	Hooverman	History	Moonshine	60.00	80	920
21	Mr.	Freddie	C.	Pinhole	English	Candlewick	64.00	97	140
22	Mr.	Beau	O.	Kay	Psychology	Towbridge	60.00	62	182
23	Mr.	Scotty	J.	Goodrow	Economics	Flintstone	45.00	45	009
24	Ms,	Marla	T.	Quagmire	Biology	Krinkleman	82.00	99	092
25	Mr.	Freddie	C.	Pinhole	Algebra	Jollyville	75.00	87	800
26	Ms.	Delores	H.	Slumberfield	Economics	Schooner	45.00	56	118
27	Mr.	Herkimer	P.	Flintbrick	Psychology	Towbridge	60.00	71	770
28	Ms.	Carla	S.	Moorehead	Economics	Flintstone	45.00	100	625
29	Mr.	Sonny	E.	Day	History	Charmin	35.00	91	200
30	Ms.	Marla	T.	Quagmire	English	Candlewick	64.00	60	476
31	Mr.	Leopold	M.	Barrett	Economics	Flintstone	45.00	87	019
32	Mr.	Dudley	P.	Kingpin	History	Bentrock	35.00	93	101
33	Mr.	Norton	W.	Crater	Algebra	Meriman	75.00	68	301
34	Ms.	Natasha	F.	Brownstone	Economics	Flintstone	45.00	99	001
35	Mr.	Simon	F.	Oakwood	Algebra	Meriman	75.00	90	800
36	Mr.	Scotty	J.	Goodrow	History	Bentrock	35.00	74	009
37	Ms.	Darlene	P.	Hooverman	Psychology	Towbridge	60.00	88	920
38	Mr.	Frederick	P.	Farnsworth	English	Candlewick	64.00	55	401
39	Ms.	Alicia	F.	Thorn	Economics	Schooner	45.00	67	210
40	Ms.	Priscilla	L.	Sunnyvale	Algebra	Meriman	75.00	73	119

Figure 30. Student File

```
/Record Group Definition,STUDENT_ID/




June 30, 1981



Memo to:        ¥FIRST_NAME¥ ¥LAST_NAME¥

Subject:        Final Exam Scores



Listed below are final exam scores for subjects taken during the fall
semester.
                        Subject                         Score

/Record Detail/  ¥SUBJECT¥ ¥SCORE¥
/Record Group Summary,STUDENT_ID/


Please contact me should you have any questions concerning your test
results.




Beau Kay
Guidance Counselor
```

Required
Page
End

Figure 31. Printed Shell Document for a Letter with a File Listing

June 30, 1981

Memo to: Delores Slumberfield

Subject: Final Exam Scores

Listed below are final exam scores for subjects taken during the fall
semester.

	Subject	Score
	History	77
	English	65
	Economics	56

Please contact me should you have any questions concerning your test
results.

Beau Kay
Guidance Counselor

Figure 32. Printed Letter with a File Listing

Procedures

Create the shell document as you would a file report:

1. Begin by typing a Record Group Definition Instruction at the top of the letter.

2. Type the date.

3. Type the variable names for the name and address.

4. Type the salutation.

5. Type all text preceding the records to be listed.

6. Enter a Record Detail Instruction. Use variable names to indicate the fields to be listed. This produces the file listing within the body of the letter.

7. Type a Record Group Summary Instruction and any remaining text in the letter.

8. Type a REQUIRED PAGE END at the end of text to ensure that each letter starts on a new page.

9. To merge the file with the shell document, choose File Report in the MERGE FILE/TEXT menu. Although this document appears to be a repetitive letter, it must be designated a File Report because of the listing of records within the letter.

10. Sort on the field which was grouped on.

Summary

You have just learned to create a repetitive letter containing a file listing. This procedure requires that you create a shell document which is then merged with the file. The repetitive letter must be designated a File Report because of the listing of records within the letter.

If you need to create and send out similar letters, use this work sample for assistance in setting up your own work.

SORTING ON MORE THAN FIVE FIELDS

Purpose

Use the procedures outlined in this work sample when you want to sort on more than five fields during File Output, Merge File/Text, or Duplicate Selected Records.

Prerequisites

Before you begin this work sample, complete the following if you have not already done so:

* Operator Training—Reportpack,

    - Part 1. Creating and Maintaining Files

    - Topic 32. Duplicating Selected Records or Fields

Description

At times you will want to sort on more than five fields. For example, the Client File, shown in Figure 33 on page 78, is to be printed in the following sort order, as shown in Figure 34 on page 78.

1. Last Name
2. First Name
3. Middle Initial
4. Year of Transaction
5. Month of Transaction
6. Day of Transaction

Sorting on six fields is required to print the file in this sequence. The procedures outlined in this work sample will show you how you can sort on more than five fields.

Rec ID	TITLE	FIRST NAME	MI	LAST NAME	TIME	YR	MO	DA	ATTORNEY	CLIENT NO
1	Miss	Karen	J.	Benson	2.00	81	04	22	TEB	1
2	Mr.	Thomas	W.	Jackson	3.50	79	12	07	FAR	2
3	Mr.	Roger	H.	Knight	.75	80	03	19	EHR	3
4	Ms.	Dorothy	P.	Boswell	1.00	81	01	14	TEB	4
5	Mr.	Thomas	W.	Jackson	12.50	80	10	06	EHR	2
6	Mr.	Simon	E.	Swanson	7.25	79	02	20	CAB	5
7	Miss	Barbara	C.	Benson	3.50	81	09	03	TEB	6
8	Mr.	Jeff	D.	Martin	.50	79	08	31	EHR	7
9	Miss	Dorothy	P.	Boswell	5.25	79	07	14	EHR	4
10	Mr.	Roger	H.	Knight	2.00	79	05	04	FAR	3
11	Mr.	Thomas	W.	Jackson	20.00	80	07	19	EHR	2
12	Mr.	Robert	M.	Lopez	4.50	81	07	11	TAR	8
13	Ms.	Lisa	G.	Schultz	2.25	80	12	20	EHR	9
14	Ms.	Patricia	A.	Nelson	5.50	81	03	30	TEB	10
15	Mr.	Thomas	W.	Jackson	15.00	80	08	08	EHR	2
16	Miss	Karen	J.	Benson	13.25	79	11	23	FAR	1
17	Mr.	Robert	M.	Lopez	9.50	80	10	01	EHR	8
18	Ms.	Patricia	H.	Nelson	19.00	79	09	30	CAB	10
19	Ms.	Dorothy	P.	Boswell	8.00	80	02	12	FAR	4
20	Mr.	Jeff	D.	Martin	16.50	81	03	16	TEB	7
21	Ms.	Barbara	A.	Benson	12.00	80	01	03	EHR	6
22	Mr.	Robert	C.	Jackson	7.00	79	09	20	CAB	11
23	Ms.	Wanda	F.	Knight	9.00	81	01	18	TEB	12

Figure 33. Client File Printed in Record ID Sequence

Rec ID	TITLE	FIRST NAME	MI	LAST NAME	TIME	YR	MO	DA	ATTORNEY	CLIENT NO
1	Ms.	Barbara	A.	Benson	12.00	80	01	03	EHR	6
2	Miss	Barbara	C.	Benson	3.50	81	09	03	TEB	6
8	Miss	Karen	J.	Benson	2.00	81	04	22	TEB	1
9	Miss	Karen	J.	Benson	13.25	79	11	23	FAR	1
3	Ms.	Dorothy	P.	Boswell	1.00	81	01	14	TEB	4
4	Ms.	Dorothy	P.	Boswell	8.00	80	02	12	FAR	4
5	Miss	Dorothy	P.	Boswell	5.25	79	07	14	EHR	4
13	Mr.	Robert	C.	Jackson	7.00	79	09	20	CAB	11
19	Mr.	Thomas	W.	Jackson	20.00	80	07	19	EHR	2
20	Mr.	Thomas	W.	Jackson	15.00	80	08	08	EHR	2
21	Mr.	Thomas	W.	Jackson	12.50	80	10	06	EHR	2
22	Mr.	Thomas	W.	Jackson	3.50	79	12	07	FAR	2
16	Mr.	Roger	H.	Knight	.75	80	03	19	EHR	3
17	Mr.	Roger	H.	Knight	2.00	79	05	04	FAR	3
23	Ms.	Wanda	F.	Knight	9.00	81	01	18	TEB	12
14	Mr.	Robert	M.	Lopez	4.50	81	07	11	TAR	8
15	Mr.	Robert	M.	Lopez	9.50	80	10	01	EHR	8
6	Mr.	Jeff	D.	Martin	16.50	81	03	16	TEB	7
7	Mr.	Jeff	D.	Martin	.50	79	08	31	EHR	7
11	Ms.	Patricia	A.	Nelson	5.50	81	03	30	TEB	10
12	Ms.	Patricia	H.	Nelson	19.00	79	09	30	CAB	10
10	Ms.	Lisa	G.	Schultz	2.25	80	12	20	EHR	9
18	Mr.	Simon	E.	Swanson	7.25	79	02	20	CAB	5

Figure 34. Printed Client File After Sorting

Procedures

1. Choose Duplicate Selected Records in the FILE TASK
    SELECTION menu.

2. From the SORT menu, indicate the last five fields on
    which your file is to be sorted.

    Up to five fields can be sorted at one time. If you
    need to sort on more than five fields, you must sort
    in two stages. Using the Duplicate Selected Records
    task, you would sort on the last five fields, as shown
    in Figure 35:

```
First Field for Sort        First Name
Second Field for Sort       Middle Initial
Third Field for Sort        Year of Transaction
Fourth Field for Sort       Month of Transaction
Fifth Field for Sort        Day of Transaction
```

Figure 35. Example of Sort Sequence

    The result is a duplicated file already sorted by
    First Name, Middle Initial, Year of Transaction, and
    so on.

3. Use the Output File task to sort the **duplicated** file
    by Last Name. When you print the duplicated file, it
    will be sorted by all six fields.

    If, for example, you wanted to sort a file on nine
    fields, you would use the Duplicate Selected Records
    task to sort fields five through nine. Then, using
    Output File task, you would sort the **duplicated** file
    on fields one through four, as shown in Figure 36 on
    page 80.

```
1st Sort
Using Duplicate Selected Records
Field #5
Field #6
Field #7
Field #8
Field #9

2nd Sort
Using Output File,
Merge/File Text or Duplicate Selected Records
Field #1
Field #2
Field #3
Field #4
```

Figure 36. Sort Sequence for a Nine-Field Sort

Note: Following these procedures will enable you to sort a file on any number of fields.

Summary

You can sort on more than five fields by first sorting the last five fields in Duplicate Selected Records task, and by sorting the remaining fields in Output File, Merge File/Text, or Duplicate Selected Records task.

UPDATING FIELDS USING GLOBAL REPLACE/DELETE

Purpose

You may occasionally need to make heavy revisions to a file by changing information within a particular field in a number of records. You can see an example of this by reviewing the changes to be made to the Student File shown in Figure 37 on page 82. Use this work sample to help you make major revisions to a file more quickly.

Prerequisites

Before you begin this work sample, complete the following if you have not already done so:

- Operator Training Book 2 Textpack 4—Selectables,

    - Global Replace/Delete

- Operator Training—Reportpack,

    - Part 1. Creating and Maintaining Files

    - Topic 18. Printing a List from a File

    - Topic 26. Storing—Output File to a Text Document

    - Topic 30. Converting a Text Document to a File

Description

In Figure 37 on page 82, the "INSTRUCTOR" field in the Student File must be updated by changing each occurrence of "Towbridge" to "Scott." Ordinarily, you would do this by individually displaying and revising the appropriate records. This procedure is time-consuming when the file contains many records.

You can revise the appropriate records more quickly when you use Global Replace/Delete to make the necessary changes. Global Replace/Delete locates the fields and corresponding records which are to be changed and then makes the changes. You won't have to display and revise each record individually.

The procedures outlined in this work sample explain how you will:

- Create a shell document

- Merge the shell document with the file which will enable you to store a text document copy of the file onto diskette. Global Replace/Delete can be used only on a text document.

- Perform Global Replace/Delete to make the changes to your file

- Duplicate the file description of your original file

- Convert your revised text document back to a file

- Delete your original file

Rec ID	TITLE	FIRST NAME	MI	LAST NAME	SUBJECT	INSTRUCTOR	FEE	SCORE	STUDENT ID
1	Mr.	Beau	O.	Kay	Economics	Schooner	45.00	95	182
2	Ms.	Delores	H.	Slumberfield	History	Charmin	35.00	77	118
3	Mr.	Herkimer	P.	Flintbrick	English	Candlewick	64.00	80	770
4	Mr.	Sonny	E.	Day	Psychology	Towbridge	60.00	68	200
5	Ms.	Marla	T.	Quagmire	Algebra	Jollyville	75.00	92	476
6	Mr.	Freddie	C.	Pinhole	Biology	Krinkleman	82.00	55	140
7	Ms.	Alicia	F.	Thorn	History	Charmin	35.00	70	210
8	Mr.	Thorton	H.	Woodlawn	Psychology	Towbridge	60.00	99	300
9	Mr.	Burton	A.	Lake	Economics	Schooner	45.00	78	542
10	Ms.	Priscilla	L.	Sunnyvale	English	Candlewick	64.00	90	119
11	Mr.	Barney	G.	Oats	Psychology	Towbridge	60.00	64	097
12	Ms.	Lurene	H.	Timberline	Biology	Krinkleman	82.00	48	022
13	Mr.	Frederick	P.	Farnsworth	Algebra	Jollyville	75.00	89	401
14	Ms.	Flora	M.	Newton	Biology	Krinkleman	82.00	78	790
15	Ms.	Delores	H.	Slumberfield	English	Candlewick	64.00	65	118
16	Mr.	Beau	O.	Kay	Algebra	Jollyville	75.00	88	182
17	Ms.	Helena	D.	Birchwood	Economics	Schooner	45.00	93	012
18	Mr.	Herkimer	P.	Flintbrick	History	Charmin	35.00	100	770
19	Mr.	Sonny	E.	Day	Economics	Schooner	45.00	71	200
20	Ms.	Darlene	P.	Hooverman	History	Moonshine	60.00	80	920
21	Mr.	Freddie	C.	Pinhole	English	Candlewick	64.00	97	140
22	Mr.	Beau	O.	Kay	Psychology	Towbridge	60.00	62	182
23	Mr.	Scotty	J.	Goodrow	Economics	Flintstone	45.00	45	009
24	Ms,	Marla	T.	Quagmire	Biology	Krinkleman	82.00	99	092
25	Mr.	Freddie	C.	Pinhole	Algebra	Jollyville	75.00	87	800
26	Ms.	Delores	H.	Slumberfield	Economics	Schooner	45.00	56	118
27	Mr.	Herkimer	P.	Flintbrick	Psychology	Towbridge	60.00	71	770
28	Ms.	Carla	S.	Moorehead	Economics	Flintstone	45.00	100	625
29	Mr.	Sonny	E.	Day	History	Charmin	35.00	91	200
30	Ms.	Marla	T.	Quagmire	English	Candlewick	64.00	60	476
31	Mr.	Leopold	M.	Barrett	Economics	Flintstone	45.00	87	019
32	Mr.	Dudley	P.	Kingpin	History	Bentrock	35.00	93	101
33	Mr.	Norton	W.	Crater	Algebra	Meriman	75.00	68	301
34	Ms.	Natasha	F.	Brownstone	Economics	Flintstone	45.00	99	001
35	Mr.	Simon	F.	Oakwood	Algebra	Meriman	75.00	90	800
36	Mr.	Scotty	J.	Goodrow	History	Bentrock	35.00	74	009
37	Ms.	Darlene	P.	Hooverman	Psychology	Towbridge	60.00	88	920
38	Mr.	Frederick	P.	Farnsworth	English	Candlewick	64.00	55	401
39	Ms.	Alicia	F.	Thorn	Economics	Schooner	45.00	67	210
40	Ms.	Priscilla	L.	Sunnyvale	Algebra	Meriman	75.00	73	119

Change "Towbridge" to "Scott" (handwritten annotation)

Figure 37. Student File Requiring Extensive Field Changes

Procedures

Creating the Shell Document

- Using the Create Document task, you will type a shell document which contains variable names representing each field in your file; however, the Rec_ID field should not be included.

- Before typing the variable names, you may want to set tabs at specific intervals, allowing for the maximum number of characters in each field; however, using the system's default of tabs every five spaces will save you time.

- Change Adjust Line Endings to "No."

- You will be typing the variable names on **one line** only. It is important that you type the variable names on one line, as this will make it easier for you to convert the document back to a file later.

- Type the line of variable names. The order in which you type the variable names determines the order in which the fields will appear in the new file which results from the conversion. You don't have to be concerned about the length of the line, as the display screen will continue to segment as you type.

- Press CARRIER RETURN after you type the **last** variable name.

Storing a Text Document Copy of the File onto Diskette

- Choose task Merge File/Text. You will be merging the file with the shell document which contains the variable names.

- Choose Document Name for Output and Print "No" in the MERGE FILE/TEXT menu to output the file onto your diskette.

Using Global Replace/Delete on the Text Document

- Use Revise Document to access the merged file and document now stored on your diskette.

- You are now able to revise this document using Global Replace/Delete. When you use the Automatic mode, every occurrence of the particular word or phrase you

want to revise will be located and changed throughout the document. When you use the Prompted mode, you can determine specifically those occurrences of the word(s) which should and should not be changed.

Note: If you use Global Replace/Delete in the Prompted mode, you will notice that the columns (fields) are not properly aligned on the screen if you have used the default of tabs every five spaces. This can be ignored, however, as it does not affect the file or changes you make to it.

Duplicating the File Description of the Original File

- Choose the Duplicate Selected Records task. When prompted to type the file name, type the name of the original file.

- Name the new file in the DUPLICATE SELECTED RECORDS menu.

- Choose Select Records in the DUPLICATE SELECTED RECORDS menu. In the Record Selection frame, type "=0" in the Rec_ID field. This enables you duplicate the field descriptions from the original file without duplicating any records. When you follow this procedure, you won't have to spend time creating a new file description; you simply duplicate the original file description.

Converting the Revised Text Document to a File

- Choose the Convert Document to File task.

- When prompted, type the name of the text document which is to be converted.

- Choose Conversion Rules in the CONVERT DOCUMENT TO FILE menu. You should choose the following conversion rules:

Field Separator	Tab
Alternate Field Separator	Index Return
Record Separator	Required Carrier Return
Alternate Record Separator	Required Carrier Return
Comment Begin	Page End
Use of First Field	Convert as Normal Field

Note: When you use the system's defaults, Use of First Field is the only conversion rule which must be changed.

- Delete your original file <u>after</u> the conversion has been successfully completed. You will not need it any longer since it does not contain the most recent revisions, and deleting it provides you with more available diskette space.

Summary

You have just learned how to use Global Replace/Delete on a file by first converting your file to a text document. You should use this procedure when you need to make major changes, similar to those described in this work sample, to fields within your file. Using this work sample enables you to make these field changes more easily and more quickly.

USE OF HEADINGS AND PAGE NUMBERS IN MULTI-PAGE FILE REPORTS

Purpose

This work sample shows you how to automatically place headings or page numbers on each page of a multiple-page file report.

Prerequisites

Before you begin this work sample, complete the following if you have not already done so:

* Operator Training Book 2 Textpack 4—Selectables,

    — Multi-Page Documents

    — Headers and Footers

* Operator Training—Reportpack,

    — Part 1. Creating and Maintaining Files

    — Topic 22. Grouping Information in a Report

Description

You will probably want to print page numbers on each page when your file report exceeds more than one page. As shown in Figure 38 on page 88, the IBM Displaywriter will sequentially number each page of your file report.

Use the procedures outlined in this work sample to learn more about page numbering file reports.

```
            STUDENT LISTING

        LAST NAME      INSTRUCTOR      SCORE
Algebra

        Quagmire       Jollyville      92

        Farnsworth     Jollyville      89

        Kay            Jol

        Pinhole        Jo

        Crater         Me

        Oakwood        Me

        Sunnyvale      Me

Biology

        Pinhole        Kr

        Timberline     Kr

        Newton         Kr

        Quagmire       Kr

                           1
```

```
            LAST NAME      INSTRUCTOR      SCORE
   Economics

        Kay            Schooner        95

        Lake           Schooner        78

        Birchwood      Sc

        Day            Sc

        Goodrow        Fl

        Slumberfield   Sc

        Moorehead      Fl

        Barrett        Fl

        Brownstone     Fl

        Thorn          Sc

                           2
```

```
                    LAST NAME      INSTRUCTOR      SCORE
        English

             Flintbrick     Candlewick      80

             Sunnyvale      Candlewick      90

             Slumberfield   Candlewick      65

             Pinhole        Candlewick      97

             Quagmire       Candlewick      60

             Farnsworth     Candlewick      55


        History

             Slumberfield   Charmin         77

             Thorn          Charmin         70

             Flintbrick     Charmin         100

             Hooverman      Moonshine       80

             Day            Charmin         91

             Kingpin        Bentrock        93

             Goodrow        Bentrock        74

                                3
```

Figure 38. Printed File Report with Consecutive Page Numbering

Procedures

In your file report shell document:

1. Choose Change Document Format in the CREATE OR REVISE DOCUMENT menu.

2. Choose Change Header and Footer in the FORMAT SELECTION menu.

3. Choose Create or Revise Header (if page numbers are to print at the top of the page) or Choose Create or Revise Footer (if page numbers are to print at the bottom of the page) in the HEADER AND FOOTER menu.

4. After pressing ENTER to go to the typing area for Create or Revise Header or Create or Revise Footer, press CODE + INSTR.

5. Press ENTER enough times to store the format.

The Displaywriter sequentially numbers pages in your file report.

Summary

You have just learned an easier and faster way to number pages in file reports by choosing Create or Revise Header or Create or Revise Footer in the FORMAT SELECTION menu.

USING THE CHECK SPELLING TASK WITH FILES

Purpose

This work sample describes how you can use the Check Spelling task to reduce the time you spend proofreading a file for typographical errors.

Prerequisites

Before you begin this work sample, complete the following if you have not already done so:

- Operator Training Book 2 Textpack 4—Selectables,

    - Checking Spelling

- Operator Training—Reportpack,

    - Part 1. Creating and Maintaining Files

    - Topic 26. Storing—Output File to a Text Document

Description

You previously learned to use the Check Spelling task to help you save time when proofreading text documents.

Because the Check Spelling task can be used to find spelling errors only in text documents, this work sample explains how you can convert your file into a text document which can then be checked for spelling.

This work sample describes how you can:

- Convert the file to a text document

- Select only those fields requiring a spelling check

- Recall the new text document (which is a copy of the original file, or part of the original file)

- Initiate the Check Spelling task on the text document

- Update the original file by making any necessary corrections

Procedures

1. Make the appropriate choices in the OUTPUT FILE menu to print the file <u>and</u> to output the file to your diskette. When you output to diskette, a copy of the file then becomes a text document which is also stored on your diskette. You are now able to check this text document for spelling. The original file is still stored on the diskette.

   Make the appropriate choice in the OUTPUT FILE menu to select only those fields requiring a spelling check. To do this, you access the Record Selection frame and use the procedure you learned earlier to delete the fields which do not have to be checked for spelling.

   Be sure to include, however, the Rec_ID field, since you will need this number for reference when you make the actual corrections to your original file.

   Note: Fields containing proper names, numbers, and so on, which have not been stored in a supplemental dictionary, are highlighted even when they are correct. Because this could make it harder for you to find the actual typographical errors, you should not include these fields when converting your file.

2. Recall the new text document (which contains information from the original file) and initiate the Check Spelling task.

3. When the spelling check is complete, note any typographical errors and mark them on the printed copy of your file.

4. Update the original file using Revise or Display Records to correct the errors which correspond to those you marked on the printed copy.

Summary

You have just learned that converting a file to a text document enables you to use the Check Spelling task to check the spelling in your file. Following these procedures reduces the time you spend proofreading files for typographical errors.

USING "GET" TO RETRIEVE STORED VARIABLE NAMES

Purpose

You may find that you frequently use the same variable names for the inside address in repetitive letters. You can help reduce the time you spend retyping these variable names by storing and "getting" these variable names as you need them.

Prerequisites

Before you begin this work sample, complete the following if you have not already done so:

- Operator Training Book 2 Textpack 4—Selectables,

  - Repetitive Paragraphs

- Operator Training—Reportpack,

  - Part 1. Creating and Maintaining Files

  - Topic 12. Repetitive Letters with Variable Information

Description

You may use the GET key for applications requiring repetitive use of specific field information from your file for a repetitive letter. You can create a library of frequently used variable names, similar to those shown in Figure 39 on page 94 and Figure 40 on page 94. Then you can use the GET key to retrieve these variable names, as needed, to help you eliminate unnecessary retyping.

To better understand how to use the GET key to retrieve stored variable names, assume that you wanted to create shell documents for repetitive letters to be merged with a file. Generally, you would have to type variable names for the name and address in each shell document. However, the procedures outlined in this work sample describe a faster, more efficient procedure which will save you time.

```
ꝨTitleꝨ ꝨFirst NameꝨ ꝨMIꝨ ꝨLast NameꝨ
ꝨStreetꝨ
ꝨCityꝨ, ꝨStateꝨ  ꝨZipꝨ

Dear ꝨTitleꝨ ꝨLast NameꝨ:
```

Figure 39. First Set of Stored Variable Names

```
ꝨFirst NameꝨ ꝨLast NameꝨ
ꝨPositionꝨ
ꝨCompany NameꝨ
ꝨStreetꝨ
ꝨCityꝨ, ꝨStateꝨ  ꝨZipꝨ

Dear ꝨFirst NameꝨ:
```

Figure 40. Second Set of Stored Variable Names

Procedures

1. Create and name a document. You might want to name this document "Stored Variable Names" or "Stored Inside Address Variables."

2. Type the variable names into this document. You should type each set of variable instructions as a separate page of this document.

3. To retrieve the variable names you need from this stored document, follow the procedures you would use to "get" a page of a stored document, as each set of variable instructions is stored as a separate page.

Note: You may type any File Report Instruction or Math Instruction which will be used for file reports into a text document and retrieve them as needed using the GET key.

Summary

You have just learned how to use the GET key to retrieve stored variable names. Use this work sample for assistance when you must frequently type these variable names.

SKIP TO LINE INSTRUCTION

This work sample is divided into two sections.

1. Section 1: **Using the Skip to Line Instruction in Reports for Printing onto Preprinted Forms**

2. Section 2: **Using the Skip to Line Instruction in Repetitive Letters or Memos for Printing onto Preprinted Forms**

Section 1. Using Skip To Line In Reports For Printing Onto Preprinted Forms

Purpose

Use this work sample when you want to print onto specific lines of preprinted forms that are reports. The Skip to Line Instruction tells the Displaywriter to skip (move the paper up) to a certain line number before printing.

Prerequisites

Before you begin this work sample, complete the following if you have not already done so:

- Operator Training—Reportpack,

    - Part 1.   Creating and Maintaining Files

    - Topic 18.   Printing a List from a File

    - Topic 19.   Printing a List with Headings and a Summary

    - Topic 22.   Grouping Information in a Report

    - Topic 25A. Skip to Line in Reports

- Work Station Procedures Guide Textpack 4,

    - Topic 14. Forms Samples

Description

Exact placement of information is important when printing
onto preprinted forms. Usually you need information to
print on an exact line or in a box of a preprinted form.
Having information print in an exact space is very
difficult when your file has multi-line text fields,
include instructions in a field, or certain conditional
text instructions. The information from one record may
take two lines to print, while another record may take
four lines. When the variables are of different lengths,
using carrier returns for the correct amount of spacing
in the shell is not dependable. The Skip to Line
Instruction, then, must be used to place information
exactly where you want it.

The procedures outlined in this work sample explain how
you will use the Skip to Line Instruction on preprinted
forms for reports. When you use the Skip to Line
Instruction to print preprinted forms, you:

- Create the file.

- Type the shell document.

  Change the margins and tab settings for proper
  placement of variable information on the form.

  Type all Skip to Line Instructions in the shell
  document.

- Merge the file and shell document to print onto the
  preprinted form.

Figure 41 is an example of a purchase order prepared
without any Skip to Line Instructions. The name in the
Ship To space, Delivery Date box and the amount in the
Total box did not print in the correct places on the form.

UNITED INDUSTRIAL COMPONENTS, INC.
11400 Burnet Road, Austin, TX 78758

PURCHASE ORDER

VENDOR:

Harbor Place Vending
20 Harford Rd.
Beckley, WVA 25801
SHIP TO:

Adams Jeweler
Briarkill Hook Road
PO Box 333
Hopewill Junction NY 12533

S MUST BE PREPAID AND CHARGES BILLED ON INVOICE

DELIVERY DATE	TERMS:		
	☐ F.O.B. DELIVERED	☐ F.O.B. SHIPPING POINT	CASH TERMS:

PLEASE SUPPLY THE FOLLOWING SUBJECT TO THE "CONDITIONS" IN THIS ORDER.

QUANTITY	DESCRIPTION	UNIT COST	AMOUNT
50	Grommet cable	1.00	50.00
		TOTAL	

CONDITIONS

1. Partial Deliveries. — On split shipments indicate "Partial Delivery."
   On final shipments indicate "ORDER COMPLETE."
2. Delivery Date. — If unable to meet DELIVERY DATE, please notify us immediately.
3. No variation in any of the terms, conditions, deliveries, prices, quality, quantity of specifications, or this order, irrespective of the wording of the seller's acceptance, will be effective without the buyer's written consent.
4. Material is subject to buyer's inspection and approval at reasonable time after delivery: If specifications are not met, material may be returned at seller's expense.
5. Cash discount will be deducted from date of receipt of invoice or date of receipt of goods, whichever is later.
6. The vendor agrees to protect and save harmless the purchaser from all costs, expenses, or damages arising out of alleged infringements.

AUTHORIZED SIGNATURE

INQUIRIES CONCERNING THIS ORDER
SHOULD BE DIRECTED TO:
PURCHASING DEPARTMENT

Figure 41. Purchase Order with No Skip to Line Instruction

Figure 42 shows two purchase orders produced using the
Skip to Line Instructions. One form has a Vendor Name
with a four-line address and a three-line order
Description. **The other** form has a four-line address for
the **Ship To customer** and a one-line order Description.
Because the Skip to Line Instruction was used, the
information on both forms printed correctly.

UNITED INDUSTRIAL COMPONENTS, INC.
11400 Burnet Road, Austin, TX 78758

PURCHASE ORDER

VENDOR:

Harbor Place Vending
20 Harford Rd.
Beckley, WVA 25801

SHIP TO:
Adams Jeweler
Fishkill Hook Road
PO Box 533
Hopewell Junction, NY 12533

ALL F.O.B. SHIPPING POINT DELIVERIES MUST BE PREPAID AND CHARGES BILLED ON INVOICE

DELIVERY DATE	TERMS:		
7/4/82	☐ F.O.B. DELIVERED ☐ F.O.B. SHIPPING POINT	CASH TERMS:	

PLEASE SUPPLY THE FOLLOWING SUBJECT TO THE "CONDITIONS" IN THIS ORDER.

QUANTITY	DESCRIPTION	UNIT COST	AMOUNT
50	Grommet cable	1.00	50.00
		TOTAL	50.00

nediately.
intity of specifica-
, will be effective

ne after delivery:

i receipt of goods,

:osts, expenses, or

AUTHORIZED SIGNATURE
INQUIRIES CONCERNING THIS ORDER
SHOULD BE DIRECTED TO:
PURCHASING DEPARTMENT

UNITED INDUSTRIAL COMPONENTS, INC.
11400 Burnet Road, Austin, TX 78758

PURCHASE ORDER

VENDOR:

U.S. By Products
100 State Street
8th Floor
Chicago, IL 60602

SHIP TO:
Your Auto Parts
100 E. Pratt St.
Baltimore, MD 20001

ALL F.O.B. SHIPPING POINT DELIVERIES MUST BE PREPAID AND CHARGES BILLED ON INVOICE

DELIVERY DATE	TERMS:		
7/4/82	☐ F.O.B. DELIVERED ☐ F.O.B. SHIPPING POINT	CASH TERMS:	

PLEASE SUPPLY THE FOLLOWING SUBJECT TO THE "CONDITIONS" IN THIS ORDER.

QUANTITY	DESCRIPTION	UNIT COST	AMOUNT
10	Deflector, bottom drawer exit, paper feed, path guide, wire form outer paper guide	9.00	90.00
		TOTAL	90.00

CONDITIONS
1. Partial Deliveries. — On split shipments indicate "Partial Delivery." On final shipments indicate "ORDER COMPLETE."
2. Delivery Date. — If unable to meet DELIVERY DATE, please notify us immediately.
3. No variation in any of the terms, conditions, deliveries, prices, quality, quantity of specifications, or this order, irrespective of the wording of the seller's acceptance, will be effective without the buyer's written consent.
4. Material is subject to buyer's inspection and approval at reasonable time after delivery: If specifications are not met, material may be returned at seller's expense.
5. Cash discount will be deducted from date of receipt of invoice or date of receipt of goods, whichever is later.
6. The vendor agrees to protect and save harmless the purchaser from all costs, expenses, or damages arising out of alleged infringements.

AUTHORIZED SIGNATURE
INQUIRIES CONCERNING THIS ORDER
SHOULD BE DIRECTED TO:
PURCHASING DEPARTMENT

Figure 42. Purchase Orders Using Skip to Line Instructions

The file used to produce the two purchase orders is illustrated in Figure 43.

The fields for vendor address, customer address, and description are text fields. Look at the illustration of the file. Notice the three underlines in each record. Text fields always print at the left margin with the first character underlined. Many addresses and order descriptions for this file are more than one line; therefore, these fields are identified as text fields.

Rec ID   VENDOR NAME _____
VENDOR ADDRESS
VEN CITY ST ZIP   ·   CUSTOMER NAME __
CUSTOMER ADDRESS
CUST CITY ST ZIP _____   DELIVERY   QUANTITY
DESCRIPTION
COST

1   U.S. By Products
100 State Street
8th Floor
Chicago, IL 60602   Your Auto Parts
100 E. Pratt St.
Baltimore, MD 20001   7/4/82   10
Deflector, bottom drawer exit, paper
      feed, path guide, wire form outer
      paper guide
9.00

2   Harbor Place Vending
20 Harford Rd.
Beckley, WVA 25801   Adams Jeweler
Fishkill Hook Road
PO Box 533
Hopewell Junction, NY 12533   7/4/82   50
Grommet cable
1.00

Figure 43. File to Produce Purchase Orders

The shell document used to merge with the file is illustrated in Figure 44.

```
/Record Group Definition,CUSTOMER_NAME/
/Record Group Definition,VENDOR_NAME/
¥VENDOR_NAME¥
¥VENDOR_ADDRESS¥
¥VEN_CITY_ST_ZIP¥
/Skip to Line,18/
¥CUSTOMER_NAME¥
¥CUSTOMER_ADDRESS¥
¥CUST_CITY_ST_ZIP¥
/Skip to Line,27/
¥DELIVERY¥




/Record Detail/
/AMOUNT = QUANTITY * COST/
¥QUANTITY¥ ¥DESCRIPTION¥ ¥COST¥ ¥AMOUNT¥
/Record Group Summary,VENDOR_NAME/

/Skip to Line,54/
                                                    ¥AMOUNT¥
         Required Page End
```

Figure 44. Shell Document to Produce Purchase Orders

Procedures for using Skip to Line in Reports

1. Create a file containing the variable information.

2. Type the report shell document (form).

    *   Use your IBM Conversion Ruler to determine
        correct vertical and horizontal alignment of the
        information.

    *   Change the margins and tab settings on the
        Displaywriter for correct placement of the
        information on the form. Since the shell
        document contains variable names from the file,
        the variable names must be typed in the shell
        exactly where the information will print.

    *   Type the variable names and all carrier returns,
        tabs, and Skip to Line Instructions for correct
        placement of all information.

        When information of varying lengths, such as
        multi-line fields, include instructions in a
        field, or conditional text instructions, is
        printed before information that must be on a
        particular line, use the Skip to Line
        Instruction. This instruction ensures that the

information prints on the correct line number of the form.

- Since you want records listed on a form, group on a field from the file. In our example, the records are listed under the quantity, description, and unit cost on the purchase order. CUSTOMER NAME is the field grouped on in the shell.

3. End the shell with a REQUIRED PAGE END code.

   When you do not end a report shell with a REQUIRED PAGE END code and information ends before the document format last typing line, the Displaywriter begins the next report on the same page.

4. Select Merge File/Text to merge the file and the report shell document (form).

5. Choose File Listing or Reports.

6. Choose Sort Order and sort on the field you grouped on.

7. Choose Select Records for printing specific records only.

8. Place the preprinted forms into the printer and print the reports.

Summary

You have learned the procedures for using the Skip to Line Instruction in reports for printing onto certain line numbers of preprinted forms.

Section 2. Using Skip To Line In Repetitive Letter Or Memo Forms For Printing Onto Preprinted Forms

Purpose

Use this work sample when you want to print onto specific lines of preprinted forms for repetitive letters or memos. The Skip to Line Instruction tells the Displaywriter to skip (move the paper up) to a certain line number before printing.

Prerequisites

Before you begin this work sample, complete the following if you have not already done so:

- Operator Training—Reportpack,

    - Part 1.   Creating and Maintaining Files

        — Topic 12.   Repetitive Letters with Variable Information

        — Topic 16.   Text Fields in Repetitive Letters

        — Topic 17A. Skip to Line in Repetitive Letters

- Work Station Procedures Guide Textpack 4,

    - Topic 14. Forms Samples

Description

Printing variable information on an exact line in a repetitive letter or memo is difficult when your file has multi-line text fields, include instructions ·in a field, or conditional text instructions. The information from one record may take two lines to print, while another record may take four lines; therefore, the Skip to Line Instruction is used to ensure correct placement of information.

The procedures outlined in this work sample explain how you will use the Skip to Line Instruction on repetitive letter or memo forms. When you use the Skip to Line Instruction to print repetitive letter or memo forms:

- Create the file.

- Type the shell document.

  Type all Skip to Line Instructions in the shell document.

- Merge the file and shell document to print onto the letter or memo forms.

Figure 45 shows an example of an employee memo prepared without a Skip to Line Instruction. The form did not print correctly because the shell document was typed with carrier returns between all variable information. The information for the Education and Emergency blocks printed too high. When the variables are of different lengths, using carrier return for the correct amount of spacing between variables is not dependable.

EMPLOYEE STATUS FORM

TO: Judy Denton

FROM: The Personnel Department

To update our employee records, once a year we generate a report on all personnel.

Please check the information in the boxes on this form. If the information is correct, sign the form and return it to us. If the information is wrong, write the corrections next to the wrong box of information. Then sign the form and return it to us.

Thank you.

Current Address and Phone

```
        Ladrido Lane
        Box 1982
        Main Post Office
        Austin, TX  78759
        Phone 448 1000
```

Education

```
High School, Austin Sr. graduated 1960
College, Univ. of Texas graduated 1964
B.S. degree Business Administration
```

Person to

Employee Signature

Figure 45. Employee Memo with No Skip to Line Instruction

Figure 46 shows copies of three employee memos produced using the Skip to Line Instruction. Compare all of the forms. One memo has a four-line Address, another a two-line Address, and another a three-line Address. The block for Education for one, has three lines of information, another has one line, and another has five lines. Because the Skip to Line Instruction was used, the information printed in the correct blocks.

EMPLOYEE STATUS FORM

TO: Judy Denton

FROM: The Personnel Department

To update our employee records, once a year we generate a report on all personnel.

Please check the information in the boxes on this form. If the information is correct, sign the form and return it to us. If the information is wrong, write the corrections next to the wrong box of information. Then sign the form and return it to us.

Thank you.

Current Address and Phone

```
Ladrido Lane
Box 1982
Main Post Office
Austin, TX  78759
Phone 448 1000
```

Education

```
High School, Austin Sr. graduated 1960
College, Univ. of Texas graduated 1964
B.S. degree Business Administration
```

Person to Notify in Emergencies

```
Len Denton
work phone 255 5000
work hours 9am to 5pm
```

EMPLOYEE STATUS FORM

TO: Andy Parker

FROM: The Personnel Department

To update our employee records, once a year we generate a report on all personnel.

Please check the information in the boxes on this form. If the information is correct, sign the form and return it to us. If the information is wrong, write the corrections next to the wrong box of information. Then sign the form and return it to us.

Thank you.

Current Address and Phone

```
3 Quimper Court
Austin, TX  78734
Phone 301 3422
```

Education

```
High School, Anderson Sr. graduated 1980
```

Person to Notify in Emergencies

```
Mike Parker
school phone 309 2234
school hours 8am to 3pm
```

_____
Employee Signature

EMPLOYEE STATUS FORM

TO: David Strong

FROM: The Personnel Department

To update our employee records, once a year we generate a report on all personnel.

Please check the information in the boxes on this form. If the information is correct, sign the form and return it to us. If the information is wrong, write the corrections next to the wrong box of information. Then sign the form and return it to us.

Thank you.

Current Address and Phone

```
99 Kramer Lane
Building 01
Round Rock, TX  78745
Phone 208 5759
```

Education

```
High School, Round Rock Sr. graduated 1964
College, Rice University graduated 1968
B.A. degree Social Sciences
Graduate school, Univ. of Texas graduated 1970
Masters in Accounting
```

Person to Notify in Emergencies

```
Kathy Strong
work phone 522 3333
work hours 10am to 6pm
```

_____
Employee Signature

Figure 46. Employee Memos using Skip to Line Instruction

The file used to produce the three employee memos is
illustrated in Figure 47.

Look at the illustration of the file. The Address,
Education, and Emergency fields are text fields because
the information takes more than one line.

```
Rec ID    FN            LN
ADDRESS
CITY        ST   ZIP     PHONE
EDUCATION
EMERGENCY

1        Judy          Denton
Ladrido Lane
Box 1982
Main Post Office
Austin        TX    78759    448 1000
High School, Austin Sr. graduated 1960
College, Univ. of Texas graduated 1964
B.S. degree Business Administration
Len Denton
work phone 255 5000
work hours 9am to 5pm

2        David        Strong
99 Kramer Lane
Building 01
Round Rock    TX    78745    208 5759
High School, Round Rock Sr. graduated 1964
College, Rice University graduated 1968
B.A. degree Social Sciences
Graduate school, Univ. of Texas graduated 1970
Masters in Accounting
Kathy Strong
work phone 522 3333
work hours 10am to 6pm

3        Andy         Parker
3 Quimper Court
Austin        TX    78734    301 3422
High School, Anderson Sr. graduated 1980
Mike Parker
school phone 309 2234
school hours 8am to 3pm
```

Figure 47. File for the Employee Memos

The shell document used to merge with the file is
illustrated in Figure 48.

```
              ¥FN¥  ¥LN¥
              /Skip to Line,29/
              ¥ADDRESS¥
              ¥CITY¥,  ¥ST¥   ¥ZIP¥
              Phone ¥PHONE¥
              /Skip to Line,38/
              ¥EDUCATION¥
              /Skip to Line,47/
              ¥EMERGENCY¥
```

Figure 48. Shell Document for the Employee Memos

Procedures for using Skip to Line in Letters or Memos

1. Create a file containing the variable information.

2. Type the letter or memo shell document.

   - Use your IBM Conversion Ruler to determine correct vertical and horizontal alignment of the variables.

   - Change the margins and tab settings on the Displaywriter to match the placement on the letters or memos. Since the shell document contains variable names from the file, the variable names must be typed in the shell exactly where the information will print.

   - Type the variable names and all carrier returns, tabs, and Skip to Line Instructions for correct placement of all variables.

     When information of varying lengths, such as multi-line text fields, include instructions in a field, or conditional text instructons, is printed before information that must be on a particular line, use the Skip to Line Instruction. This instruction ensures that the information will print on the correct line number of the page.

3. Select Merge File/Text to merge the file and the shell document (letter or memo).

4. Choose Repetitive Letters.

5. Choose Select Records for printing specific records only.

6. Choose Sort Order for printing in a certain sequence.

7. Place the letter or memo forms into the printer and print the letters or memos.

Summary

You have learned the procedures for using the Skip to Line Instruction in repetitive letters or memos for printing information onto certain line numbers of preprinted forms.

Points to remember when using the Skip to Line Instruction:

1. When you type the Skip to Line Instruction, the line number in the instruction must be greater than the line number the cursor is on.

2. A Skip to Line Instruction cannot be a number greater than the last typing line in the document format.

3. More than one Skip to Line Instruction may be typed in a document.

4. A REQUIRED PAGE END code must be used at the end of a report shell.

   When you do not end a report with a REQUIRED PAGE END code and information does not print on the document format last typing line, the Displaywriter begins the next report on the same page.

Figure 49 illustrates the way the Purchase Order prints when the REQUIRED PAGE END code is DELETED from the shell document. As illustrated, the next record began printing at the bottom of the page along with an error message. The error message tells you that the line number the Displaywriter is on, is greater than the line number in the Skip to Line instruction.

The error message "--Skip to Line no. must exceed current line no. by at least 1--" is printed at the bottom of the purchase order.

UNITED INDUSTRIAL COMPONENTS, INC.
11400 Burnet Road, Austin, TX 78758

PURCHASE ORDER

VENDOR:
Harbor Place Vending
20 Harford Rd.
Beckley, WVA 25801

SHIP TO:
Adams Jeweler
Fishkill Hook Road
PO Box 533
Hopewell Junction, NY 12533

ALL F.O.B. SHIPPING POINT DELIVERIES MUST BE PREPAID AND CHARGES BILLED ON INVOICE

DELIVERY DATE	TERMS:		
7/4/82	☐ F.O.B. DELIVERED	☐ F.O.B. SHIPPING POINT	CASH TERMS:

PLEASE SUPPLY THE FOLLOWING SUBJECT TO THE "CONDITIONS" IN THIS ORDER.

QUANTITY	DESCRIPTION	UNIT COST	AMOUNT
50	Grommet cable	1.00	50.00
	TOTAL		50.00

U.S. By Products
100 State Street

CONDITIONS
1. Partial Deliveries - On split shipments indicate "Partial Delivery." On final shipment indicate "ORDER COMPLETE."
2. Delivery Date - If unable to meet DELIVERY DATE, please notify us immediately.
3. No variation in any of the terms, conditions, deliveries, prices, quality, quantity or specifications as set forth in this order, irrespective of the wording of the seller's acceptance, will be effective without buyer's express consent.
4. Material is subject to buyer's inspection and approval at reasonable time after delivery. If specifications are not met, material may be returned at seller's expense.
5. Cash discount will be deducted from date of receipt of invoice or date of receipt of goods, whichever is later.
6. The vendor agrees to protect and save harmless the purchaser from all costs, expenses, or damages arising out of alleged infringements.

AUTHORIZED SIGNATURE

INQUIRIES CONCERNING THIS ORDER
SHOULD BE DIRECTED TO:
PURCHASING DEPARTMENT

Figure 49. No Required Page End Code at the End of the Report Shell

COMPLETE AND PARTIAL RECORDS

Purpose

Use this work sample when you need to create a file that contains repetitive fields of information. An example of a file containing repetitive information is a legal billing file. A record is typed every time an attorney does work for a client. If the attorney works four different days for a client, there are four records.

The figure below illustrates repetitive records in a file. The name of this file is the Client Billing File. The repetitive information is in the fields, FIRST NAME (FN), LAST NAME (LN), ADDRESS, CITY, STATE (ST), ZIP, CLIENT NUMBER (CLIENT NO), and ATTORNEY (ATTY).

Rec ID	FN	LN	ADDRESS	CITY	ST	ZIP	TIME	YR	MO	DAY	CLIENT NO	ATTY
1	Susan	Strong	100 Pratt St.	Baltimore	MD	21202	3.5	81	12	21	50	ART
2	Marty	Pepper	4301 Van Ness	Washington	DC	20008	.5	82	2	15	37	SSP
3	Marty	Pepper	4301 Van Ness	Washington	DC	20008	6.5	82	4	21	37	SSP
4	Marty	Pepper	4301 Van Ness	Washington	DC	20008	1.2	82	4	15	37	SSP
5	Marty	Pepper	4301 Van Ness	Washington	DC	20008	.5	82	7	10	37	SSP
6	Susan	Strong	100 Pratt St.	Baltimore	MD	21202	1.5	82	9	20	50	ART

Figure 50. File with Repetitive Records and Fields

When you have repetitive information to be typed in a file, you should use a complete and partial records file. Complete records contain constant information that is typed one time only. Partial records contain only variable information.

The advantages for using complete and partial records are:

• To send repetitive letters to everyone in the file.

  If you need to send letters to everyone in a file, and the file is typed similar to the one in Figure 50 with complete records, a letter for each record will be printed. From this file, you will get two letters for Susan Strong and four letters for Marty Pepper.

By using complete and partial records, you can produce one letter for each complete record in the file.

- To reduce the typing of repetitive information.

- To reduce the amount of space required to store a file on a diskette.

Prerequisites

Before you begin this work sample, complete the following if you have not already done so:

- Operator Training—Reportpack,

    - Part 1.   Creating and Maintaining Files

    - Topic 12.   Repetitive Letters with Variable Information

    - Topic 18.   Printing a List from a File

    - Topic 19.   Printing a List with Headings and a Summary

    - Topic 22.   Grouping Information in a Report

    - Topic 29.   Using Ignore in Record Selection

Description

Complete records contain constant information that is typed one time only. The complete record should be the first record typed. Partial records contain only variable information except for a Linking Field. A Linking Field is a field that exists in the complete record and all associated partial records. It links all associated complete and partial records.

Figure 51 illustrates the same Client Billing File typed as a complete and partial records file. All of the records are associated by the Linking Field, CLIENT NUMBER (CLIENT NO).

Figure 51. Complete and Partial Records with Linking Field

The procedures outlined in the work sample explain how you will use complete and partial records in repetitive letters using lists and simple repetitive letters without lists.

To Print Repetitive Letters with Lists

A complete and partial records file enables you to print repetitive letters that contain lists. To create repetitive letters with lists:

* Create the file with the complete and partial records.

* Create the report shell document.

  Although this document appears to be a repetitive letter, it must be created as a report because of the grouping of records. Group on your Linking Field.

  End the report shell with a REQUIRED PAGE END code. When you do not end a report shell with a REQUIRED PAGE END code and information ends before the document format last typing line, the Displaywriter begins the next report on the same page.

* Select Merge File/Text to merge the file and the shell document.

* Choose File Listing or Reports.

* Choose Sort Order and type the name of the Linking Field to be grouped on.

  The constant information from the complete records will be used for the inside addresses. Variable

information from the complete and partial records
will be used in the lists in the body of the letters.
The associated complete and partial records will
print together because you sorted on the Linking
Field.

Figure 52 illustrates this type of report (letter) shell.

```
/Record Group Definition,CLIENT_NO/




Today's Date



¥FN¥ ¥LN¥
¥ADDRESS¥
¥CITY¥, ¥ST¥  ¥ZIP¥

Dear ¥FN¥:

Thank you for allowing us to work on your tax statements for the year.

This is a list of dates and times that our attorney worked on your
company books.

             Dates                    Time In Hours
/Record Detail/
            ¥MO¥/¥DAY¥/¥YR¥  ¥TIME¥
/Record Group Summary,CLIENT_NO/

A quarterly statement is sent to all of our customers as a service.  We
hope this statement will assist you planning your budget for the year.

Sincerely,



Larry Legal
Managing Partner
```

Required Page End

Figure 52.   Report Typed in Text to Print as a Repetitive Letter

Figure 53 illustrates the letters produced by merging the
Client Billing File with the above shell report.

Today's Date

Marty Pepper
4301 Van Ness
Washington, DC 20008

FROM COMPLETE RECORDS

Dear Marty:

Thank you for allowing us to work on your tax statements for the year.

This is a list of dates and times that our attorney worked on your company books.

Dates	Time In Hours
2/15/82	.5
4/21/82	6.5
4/15/82	1.2
7/10/82	.5

A quarterly statement is sent to all of our customers as a service. We hope this statement will assist you planning your budget for the year.

Sincerely

Larry Legal
Managing Partner

FROM PARTIAL RECORDS

Today's Date

Susan Strong
100 Pratt St.
Baltimore, MD 21202

Dear Susan:

Thank you for allowing us to work on your tax statements for the year.

This is a list of dates and times that our attorney worked on your company books.

Dates	Time In Hours
12/21/81	3.5
9/20/82	1.5

A quarterly statement is sent to all of our customers as a service. We hope this statement will assist you planning your budget for the year.

Sincerely,

Larry Legal
Managing Partner

Figure 53.   Two Reports That Look Like Letters

To Print Simple Repetitive Letters (No Lists)

To send simple repetitive letters (no lists) to everyone in the file, you instruct the Displaywriter to use only the complete records for the inside addresses and to ignore all of the partial records.

To create simple repetitive letters:

* Create the file with the complete and partial records.

* Create the repetitive letter shell document.

* Select Merge File/Text to merge the file and the shell document.

* Choose Repetitive Letters.

* Choose Select.

    - In the RECORD SELECTION frame, TAB to the LAST NAME field.

    - Type the IGNORE CHARACTER and the IGNORE REST symbols. These symbols instruct the Displaywriter to select records that have any characters typed in the LAST NAME field. Since the partial records do not have information in the LAST NAME field they will not be selected.

        Figure 54 illustrates the RECORD SELECTION frame with the IGNORE CHARACTER and IGNORE REST symbols in the LAST NAME field.

```
Merge File/Text
Disk01|Disk02|
-----------------------------------------------------------------------
                          RECORD SELECTION

-----------------------------------------------------------------------
| Rec_ID       |FIRST_NAME          |LAST_NAME        |ADDRESS          |
|----------------------------------------------------------------------|
|    *         |    *               | .?*             |    *            |
|    *         |    *               | *               |    *            |
|    *         |    *               | *               |    *            |
-----------------------------------------------------------------------
```

Figure 54. Ignore Rest and Ignore Character in Last Name Field

The IGNORE CHARACTER symbol in the first space of the field instructs the Displaywriter to ignore any character typed in that space in the records. Since you instructed the Displaywriter to ignore the first character, it searches the records for characters in that field. The Displaywriter, then, is selecting records with any character typed in the first space of the LAST NAME field and rejecting records without any characters in the LAST NAME field.

Since names are always variable length fields, the IGNORE REST symbol instructs the Displaywriter to ignore the remainder of the characters in the field. If you do not type the IGNORE REST after the IGNORE CHARACTER, only records with a LAST NAME of exactly one character is selected.

To Print Letters Using Partial Records

Suppose you wanted to send letters from information found only in the partial records, (for example, a letter to all of the clients who had work done on 4/15). Since partial records do not have information in the NAME and ADDRESS fields, you would not have inside addresses for your letters. Only complete records can be used for the inside addresses.

Consideration

Before you design and type a file with repetitive fields, consider all of the applications you will have for that file. For example, will you have to send letters to everyone in the file? If so, you will type a file with complete and partial records. By deciding on the types of applications for a file, you will know whether to use a complete file or a file with complete and partial records.

Procedures for Creating a File with Complete and Partial Records

To create complete and partial records to merge with shell documents:

1. Design the fields for your file.

2. Use a unique field as the Linking Field.

    To determine your Linking Field, circle the fields that are repetitive. Pick the one repetitive field that is unique and always consistent in each record. A Linking Field, for example, may be a Customer Number or an Account Number.

3. Add records to the file.

    Type the complete records first. When you add partial records, type only the Linking Field and variable information for each record. Print a copy of the complete records in the file with the Linking Field circled. When you add partial records later, you can use this printout as an input guide.

4. Before you create the shell document, look at the procedures for, "To Print Repetitive Letters with Lists" or "To Print Simple Repetitive Letters (No Lists)".

Summary

By using complete and partial records, you can produce one letter for each complete record in the file. You can also reduce the typing of repetitive information and the amount of diskette space needed for storing the file.

CONVERTING A NAMED VARIABLE LIST INTO A FILE

Purpose

Use this work sample to convert a named variable list, typed as a text document, into a file.

Prerequisites

Before you begin this work sample, complete the following if you have not already done so:

* Operator Training—Reportpack,

    — Part 1.   Creating and Maintaining Files

    — Topic 30. Converting a Text Document to a File

Description

A named variable list typed on the IBM Displaywriter System can be used as a file without retyping the information.

Use this procedure when you have several named variable lists typed for merging and you want them converted to a file.

Following is an example of a named variable list and a named variable shell typed as text documents. When these documents are merged in text, repetitive letters are produced.

¥inside_address¥Mr. S. T. Baker   ¥inside_address¥Ms. S. B. Anthony
1812 Louis Lane   2345 School Road
Austin, TX 78759   Austin, TX 78765
¥salutation_name¥Mr. Baker   ¥salutation_name¥Ms. Anthony
¥month¥March   ¥month¥September
¥payment_due¥April 3rd   ¥payment_due¥February 11th
¥added_date¥May 13th   ¥added_date¥March 30th

▲   Page End   ▲   Page End

Figure 55. Named Variable List

Today's Date

¥inside_address¥

Dear ¥salutation_name¥:

The enclosed note represents the dollar amount you invested, plus
interest through ¥month¥.

The quarterly interest payment due ¥payment_due¥ will be added to the principal
amount on ¥added_date¥, and you will receive a check shortly thereafter.

Very truly yours,

Evelyn A. Leger
Vice-President

Figure 56. Shell Document to Merge with Named Variable List

Procedures

The named variable list is typed as a text document. You
will not use the shell document you have created for the
named variable list. You must type a new shell document
that is compatible with the file.

Create File Description

Before you convert the text document into a file you must do the following steps.

- Design the fields for the file from your named variable list.

  For example, if your named variable list is similar to the one in Figure 57, you may decide upon the fields shown in Figure 58 for your file.

```
¥inside_address¥Mr. S. T. Baker        ¥inside_address¥Ms. S. B. Anthony
1812 Louis Lane                         2345 School Road
Austin, TX  78759                       Austin, TX  78765
¥salutation_name¥Mr. Baker              ¥salutation_name¥Ms. Anthony
¥month¥March                            ¥month¥September
¥payment_due¥April 3rd                  ¥payment_due¥February 11th
¥added_date¥May 13th                    ¥added_date¥March 30th

   ▲  Page End
                                           ▲  Page End
```

Figure 57. Named Variable List

- For flexibility, separate the inside address into smaller fields. Using the named variable list in the above figure, following is an example of the fields you can create.

TITLE	FN (First Name)	MI (Middle Initial)
LN (Last Name)	ADDRESS	CITY
ST (State)	ZIP	SALUTATION
MONTH	PAYMENT DUE	ADDED DATE

Figure 58. Field Names from Named Variable List

- Create the field descriptions.

- Print a copy of the field names for use as a guide when you edit the named variable list.

  A printed copy of the file will be similar to Figure 59.

```
Rec ID    TITLE   FN         MI    LN          ADDRESS                    CITY        ST   ZIP
SALUTATION            MONTH         PAYMENT DUE      ADDED DATE
```

Figure 59. Printed Copy of Field Names

Text Document

Before you convert the named variable list into a file, you must edit the list. Editing is important so the named variable list will be compatible with the file.

Editing involves deleting all of the (ⱴ) variable symbols. When you delete the variable symbols, the variable names are automatically deleted.

Editing also involves modifying field and record separators, as needed.

- To edit the named variable list, choose Revise Document in text and go to the document name where the named variable list is stored.

- Go to the typing area.

- Go to the SCREEN FORMAT menu, and turn on the Display Codes.

- Press the GLOBAL key. By using GLOBAL, all of the (ⱴ) variable symbols are deleted at one time.

  After pressing the GLOBAL key, you will be in the GLOBAL REPLACE/DELETE menu.

  Answer the following items with these options:

  Kind of Search   2 = Automatic

  Kind of Match   2 = Exact

  Search For   ⱴ

  Replace With   (leave blank)

- Press ENTER and the system deletes all of the variable symbols (ⱴ) and leaves the spaces blank.

Global Replace/Delete completed. (Number) phrases changed displays.

- Press GO TO and go to page number 1.

   The named variable list now looks similar to Figure 60.

Mr. S. T. Baker ⏎   Ms. S. B. Anthony ⏎
1812 Louis Lane ⏎   2345 School Road ⏎
Austin, TX 78759 ⏎   Austin, TX 78765 ⏎
Mr. Baker ⏎   Ms. Anthony ⏎
March ⏎   September ⏎
April 3rd ⏎   February 11th ⏎
May 13th ⏎   March 30th ⏎

▲ Page   ▲ Page
      End   End

Figure 60. Named Variable List with Variables Deleted

Separating List into Fields

With all the variable symbols deleted, go through the list, and separate it according to the fields you created in the file.

- Get the printed copy of the file you created earlier. The copy of the file is your guide when separating the named variable list into fields. The next figure is a copy of the file.

Rec ID	TITLE	FN	MI	LN	ADDRESS	CITY	ST	ZIP
SALUTATION		MONTH		PAYMENT DUE	ADDED DATE			

Figure 61. Copy of Field Names

- All of the named variables in the text document have Required Carrier Returns at the end of each line.

Note: If the standard default on the program diskette is not changed, a Required Carrier Return is typed when you press RETURN.

Use the Required Carrier Return as your field separator.

• All of the named variable lists in the text document have a PAGE END CODE at the end of each list.

Use the PAGE END CODE as your record separator.

• Move the cursor to the point where each field begins, and press Required Carrier Return.

For example, for the first field named TITLE, move the cursor to the first name on the line. Look at the figure to see where you move the cursor.

Mr. S. T. Baker ⏎
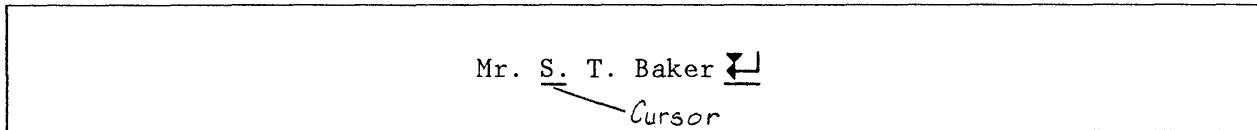
Cursor

Figure 62. Cursor Under the First Name

Press the Required Carrier Return. Figure 63 shows you how the display looks when you insert the Required Carrier Return after Mr.

Mr. ⏎
S. T. Baker ⏎
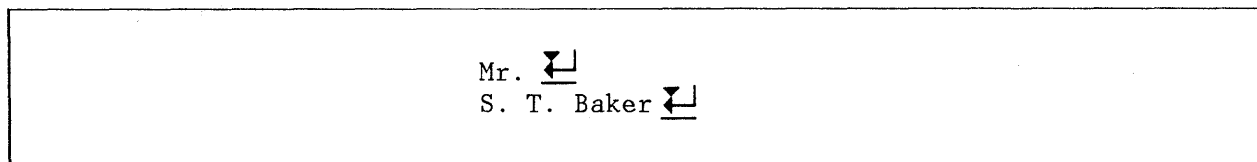
Figure 63. Title Field After RCR

• For the field FN (First Name), move the cursor to the first character in the middle initial.

• Press Required Carrier Return.

• For the field MI (Middle Initial), move the cursor to the first character in the last name.

• Press Required Carrier Return.

• The last name has a Required Carrier Return at the end of the line.

- The street address has a Required Carrier Return at the end of the line.

- Move the cursor past city and DELETE the comma.

- Move the cursor to the first character in the state.

- Press the Required Carrier Return.

- Move the cursor to the first character in the zip.

- Press the Required Carrier Return.

- The zip has a Required Carrier Return at the end of the line.

- The salutation and dates have a Required Carrier Return at the end of each line.

- The last date has a Required Carrier Return following it.

- Delete the Required Carrier Return, after the last date. The Required Carrier Return is a field separator, and there is no information to be added after the last date field.

- The PAGE END CODE moves up next to the last word as shown in the following figure.

May 13th ▲

Figure 64. PAGE END After the Last Variable

Your named variable list will look similar to the next figure after separating the information into fields.

```
Mr. ↵                          Ms. ↵
S. ↵                           S. ↵
T. ↵                           B. ↵
Baker ↵                        Anthony ↵
1812 Louis Lane ↵              2345 School Road ↵
Austin ↵                       Austin ↵
TX ↵                           TX ↵
78759 ↵                        78765 ↵
Mr. Baker ↵                    Ms. Anthony ↵
March ↵                        September ↵
April 3rd ↵                    February 11th ↵
May 13th ▲ Page End            March 30th ▲ page End
```

Figure 65. Named Variable List after Editing

File Task

After editing, you are ready to convert the named variable list into a file.

* Go to the FILE TASK SELECTION menu.

* Choose Convert Document to File.

* Type the name of the document where the edited named variables are stored.

* In the CONVERT DOCUMENT TO FILE menu:

  Type the name of the file you created earlier.

  Type a document name for the choice, Error Document Name.

  Remember, an error document must be specified, so the system can put all of the records that do not convert into a text document. For more information, read the heading below, Error Documents.

* Select Choose Conversion Rules.

  You will be in the CONVERSION RULES menu.

Answer the following items with these options:

Field Separator	Required Carrier Return
Alternate Field Separator	Required Carrier Return
Record Separator	PAGE END
Alternate Record Separator	PAGE END
Use of First Field	2 = Convert as normal field

- Press ENTER to return to the CONVERT DOCUMENT TO FILE menu.

- Press ENTER to begin the conversion process.

  After conversion is completed do one of the following:

- In the FILE TASK SELECTION menu:

  Choose OUTPUT FILE and print a copy of the file, or go to REVISE OR DISPLAY RECORDS and view each record on the display.

  The following figure illustrates the printed copy of the file after conversion.

Rec ID	TITLE	FN	MI	LN	ADDRESS	CITY	ST	ZIP
SALUTATION		MONTH	PAYMENT DUE		ADDED DATE			
1	Mr.	S.	T.	Baker	1812 Louis Lane	Austin	TX	78759
Mr. Baker		March	April 3rd		May 13th			
2	Ms.	S.	B.	Anthony	2345 School Road	Austin	TX	78765
Ms. Anthony		September	February 11th		March 30th			

Figure 66. Printed Copy of File After Conversion

Error Documents

After the conversion process, if the message indicates errors in the Error Document, go to that text document and correct the errors. Each record in the error document has

an error message. The error message explains why the record did not convert to the file. After making all of the corrections in the Error Document, convert it to the file. The records are added as additional entries to the end of the file.

Summary

By using Convert Document to File, you can convert a named variable list typed as a text document into a file. You will eliminate retyping by converting named variable documents into files.

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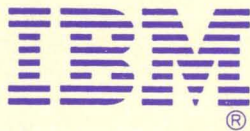Austin, Texas   78758

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