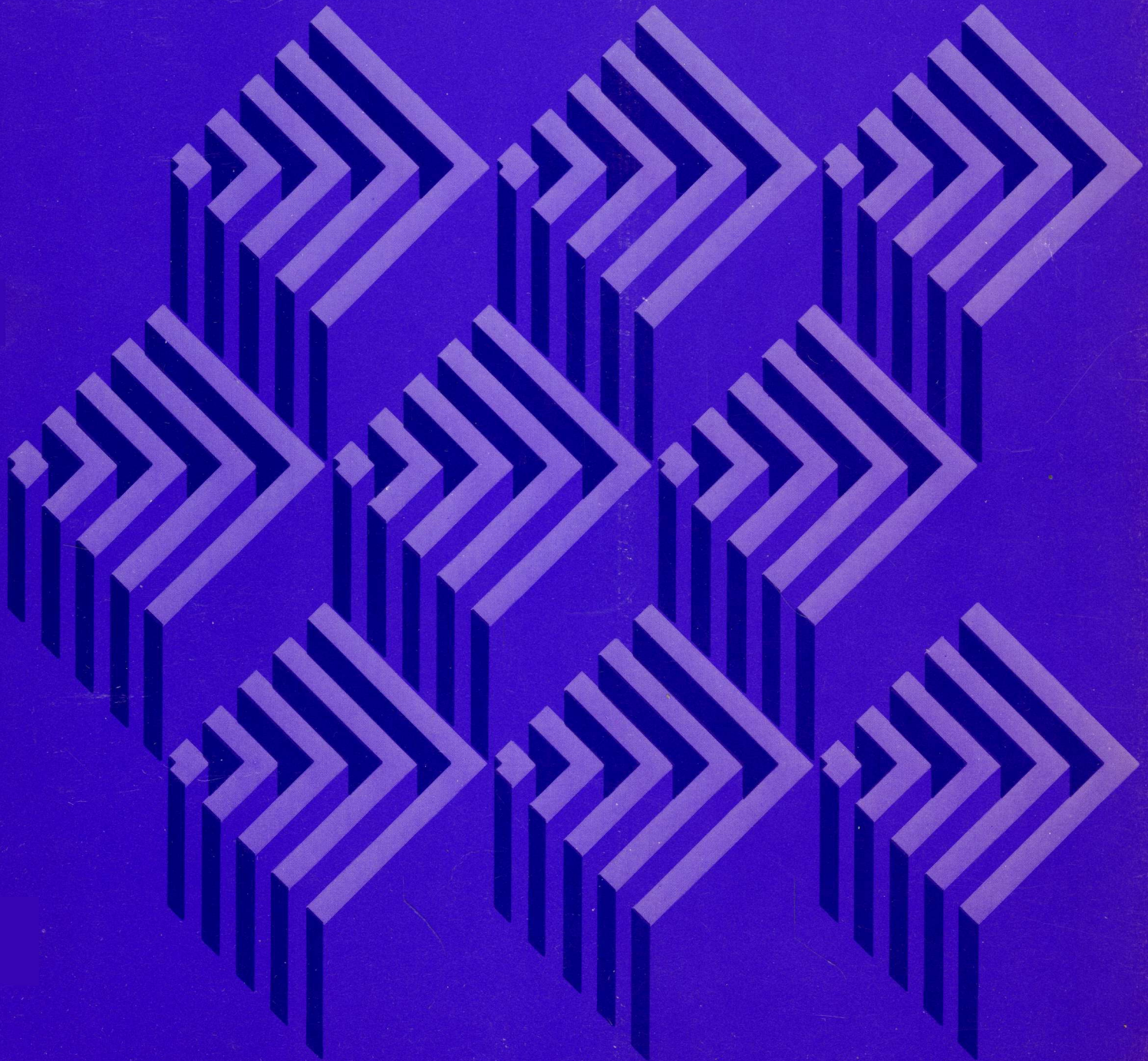




IBM Displaywriter System Work Station Procedures Guide

Textpack 4



IBM Displaywriter System Work Station Procedures Guide



First Edition (February, 1982)

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

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

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

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Preface

The Work Station Procedures Guide contains suggested procedures to serve as a guide for you to follow in doing your own work on the IBM Displaywriter System.

This guide is divided into two major parts:

- Procedures Guide
- Work Samples Handbook

The "Procedures Guide" provides suggestions for setting up procedures, handling diskettes, organizing and filing work diskettes, and printer sharing procedures. It is called a guide because it provides guidelines for you to use to write procedures that are tailored to your office.

The "Work Samples Handbook" contains samples of the types of work that you can do on the system. These work samples give step-by-step instructions for processing a complete job, from naming the document through printing it. The format samples section gives steps for typing specific formats which may be part of any document.

RELATED PUBLICATIONS

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

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

S544-2035. This is the second instruction book for the IBM Displaywriter System. It is used after the operator has completed Book 1 -- Basic Topics. This book contains information about topics that not all operators need. An operator should complete only those topics relevant to his or her work.

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

IBM Displaywriter System Problem Determination Guide, S544-0860-1. This publication, lists the problems that may occur during the operation of the system. It also gives the procedures that an operator can follow to determine both the cause of the problem and the solution.

IBM Displaywriter 5218 Printwheel Printer Problem Determination Guide, S544-2000-1. This publication, lists the problems that may occur during operation of the IBM Displaywriter 5218 Printwheel Printer. It also gives the procedures that an operator can follow to determine both the cause of the problem and the solution.

IBM Displaywriter System Printer Guide, S544-0861-2 This publication, is divided into two sections. The first section deals with the IBM 5215 "Selectric" Element Printer. The second section deals with the IBM 5218 Printwheel Printer. Each section gives a description of each part of the printer and includes operating instructions for the printer.

IBM Displaywriter System Prompts and Messages Guide, S544-2100. This publication gives you a description of all prompts and messages you will receive when using the IBM Displaywriter System.

DATA SECURITY

All magnetic media are subject to physical damage, erasure, and loss for a variety of reasons, including operator error, accidental occurrences and machine malfunction. In addition, magnetic media are subject to theft. Therefore, an

integral part of any information system should be to establish and implement backup (duplication) procedures, recovery procedures, and other appropriate security procedures. The customer, not IBM, is solely responsible for establishing and implementing all such procedures.

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Part 1. Procedures Guide

Chapter 1. Introduction

This "Procedures Guide" applies to the IBM Displaywriter System -- Textpack 4.

The purpose of this guide is to help you develop and write procedures for using your system. The "Procedures Guide" shows some alternate ways to use your system most effectively. Choose the sections that apply to your work. Remember, these are ideas, not rules. Adapt these ideas so that they work the best for you and others in your office.

Write down the actual procedures that you will use in your office. You may change your procedures as you develop work routines with other operators, your supervisor, and the originators whose typing you do.

Effective procedures will help you set up and type your documents, then print and distribute them. The time you spend establishing procedures will help you save time later.

Get together with others in your office who will be using the system--the other operators, your supervisor, and the originators. Agree on the way documents will be handled. This will help eliminate questions later.

These steps will assist you in writing your procedures:

- Write in your own words how various situations will be handled.
- Use the fewest number of words possible, and omit unnecessary details.
- Number the items when they must be done in a certain order.
- The individual procedures should be easy to find and the steps should be easy to follow. Use headings to break up the procedures you write.

This guide includes guidelines for the following:

- Program diskette handling
- Work diskette handling
- Printer sharing

Chapter 2. Setting Up Procedures

PREREQUISITES

Before you begin writing procedures, you should:

- Complete the sections of the operator training books that apply to your work.
- Understand the types of work that you will be doing on the system.
- Find out from your supervisor the special rules that apply to your office.

PLANNING YOUR WORK

Some procedures will help you save time when you are planning your work day:

- Batch your work -- Whenever possible, do all of the jobs of one type, then jobs of another type. This will make good use of your setup time.

Of course, if you are instructed to handle your documents in some other order, follow the procedures that are established in your office.

- Type the entire document, check the spelling, hyphenate, paginate and print the document.
- Keep track of any documents that you put in the print queue, but that did not print. For example:
 - The system cancelled a document because of a print error.
 - A document has to be reprinted because it was unsatisfactory the first time -- for instance the wrong type of paper or the wrong typestyle.
 - You cancelled a document -- especially one in the print queue which had not yet printed at the end of the day.
 - The print queue was full when you queued your document.

Queue these documents again.

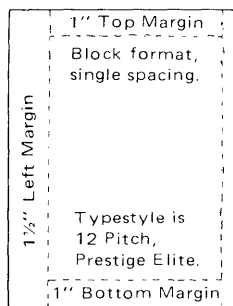
- If you have an automatic paper handling device:
 - Load paper at the beginning of the day.
 - Check to make sure that the documents print on the right type of paper.

STANDARD PROCESSING

Unless the originator asks for a change, process text documents following these standards:

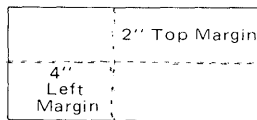
- Use letterhead for all letters.
- Use bond paper (216 x 280 mm, 8.5 x 11 in.) for other documents.

EXAMPLE -- Standardized format for plain bond paper



- Use a standardized format for envelopes.

EXAMPLE -- No. 10 Envelope



- Return one original to the originator.
- Do not keep copies of the documents.
- Hold documents stored on diskette for ___ days in case revisions are necessary. After ___ days, reuse the diskettes.

TYPES OF WORK

This section provides guidelines for setting up your work diskettes.

Documents that you will be typing using Textpack 4 are in one of three general categories:

- Original documents--documents that you type for the first time.
- Revised documents--documents that are returned for revision.
- Repetitive documents--documents that you type and store, and then personalize with variable information and print.

Original Documents

The originator will inform you of any special requirements for a document; for example:

- The need to keep a document on the diskette more than _____ days if the document will be needed later or revised later.
- Special paper, other than letterhead or bond.
- Rough drafts.
- Format changes within a document.
- Rush handling.
- Confidential work.

Revised Documents

The originator will return documents that need to be revised. Make necessary corrections on the copy.

Document	Changes to the defaults
1. Letters--first page	10 pitch, first line 14
2. Letters--following pages	10 pitch, first line 10
3. General reports--first page	left margin 25, first line 14
4. General reports--following pages	left margin 25, first line 10
5. Engineering reports--first page	10 pitch, last line 55
6. Engineering reports--following pages	10 pitch, last line 55, first line 20

Note: For this example, because the changes are minor, you would not need to change the Program Diskette defaults.

Each time you type the document, you will know exactly how to set up the format for that document. In addition, you may fill out a work sample for each type of document that you type. See "Work Samples Handbook," Part 2 of this book.

VARIABLE SHEET
Repetitive Paragraphs

NOTES: The paragraphs and variables on this sheet are for one document created from repetitive paragraphs. List paragraphs in correct print out sequence.

Document Description & Code		Requested by		Ext.	Date
Variable No.	Paragraph No. _____	Variable No.	Paragraph No. _____		
1		1			
Variable No.	Paragraph No. _____	Variable No.	Paragraph No. _____		
1		1			
Variable No.	Paragraph No. _____	Variable No.	Paragraph No. _____		
1		1			
Variable No.	Paragraph No. _____	Variable No.	Paragraph No. _____		
1		1			
Special Instructions:					

This page is left blank intentionally.

Chapter 3. Program Diskette Procedures

INTRODUCTION

When you completed the exercises in the operator training books, you became familiar with the Program Diskette defaults (for example, left margin 18, right margin 90). If these defaults work for most of your documents, continue with the "New Program Diskettes" section in this chapter.

If you are not sure whether the Program Diskette defaults will work for your documents, use this section to:

- Decide on the formats you will need to type your documents on the IBM Displaywriter System.
- Decide whether you can standardize the formats.
- Change the Program Diskette defaults, if necessary.

You will need some samples and supplies for this section. Before you begin, do the following:

1. Gather samples of your office's special formatting requirements for documents that you will be typing on the IBM Displaywriter System: for example, sizes of paper other than 216 x 280 mm (8 1/2 x 11 inches), letterheads that require special margins and tabs, or documents or reports with special format requirements.
2. Make one copy of each of the following charts, found at the end of this chapter.
 - Document Measurements chart
 - Program Diskette Defaults--Document Format chart
 - Program Diskette Defaults--Alternate Format chart
3. Locate the IBM Conversion Ruler (from # S544-2071).
4. Get a pencil.

USING THE CONVERSION RULER

You will need to use the Conversion Ruler in the next section, "Deciding on the Formats." This section explains how to use the ruler.

The conversion ruler has nine different scales on it:

- Inches
- cm/mm (centimeters/millimeters)
- Vertical Spacing (8)
- Vertical Spacing (24)
- Elite (12 pitch)
- Pica (10 pitch)
- 15 pitch
- Character Spacing (13.3)
- Proportional/Vertical Spacing (6)

The purpose of the Conversion Ruler is to help you determine the format to set up for your documents. You can measure either existing documents or the blank paper on which you will print a document. This procedure will help you make the choices in the formatting menus. To use the Conversion Ruler, place the "0" of the appropriate scale on the edge of the paper. In some cases, you will use the scale to make horizontal (side-to-side) measurements, and, in other cases, to make vertical (up and down) measurements. Each of the scales is explained below.

- Inches--Use the Inches scale to mark margins, tabs, first typing line, last line, and header and footer typing lines on the paper. For example, for a one-inch top margin, place the "0" on the top edge of the paper and mark the page at the one-inch mark. You will use an additional scale, explained later, to make your choices in the menus.

In addition, you can use the Inches scale to convert inches to millimeters. For example, if your paper is 7-1/2 inches wide, look from the Inches scale to the cm/mm scale below it, and you can see that the entry you will make in the menu for the width of the paper is 190 mm.

- cm/mm--Use the cm/mm scale to measure your paper to make entries in the PAGE FORMAT menu. All paper size choices are made in millimeters. You can measure your paper with the cm/mm scale, or, if you know the paper size in inches, look at the appropriate number on the Inches scale and then find the number below it on the cm/mm scale.

- Vertical Spacing (8)--Use this scale only if you have the printwheel printer and you use Lines/cm or in. 3 = 8 in. in the LINE FORMAT menu. This scale will help you choose first and last typing line and header and footer typing lines. Place the "0" on the top edge of the paper to measure line numbers.
- Vertical Spacing (24)--Use this scale if you are measuring forms with irregular distances between lines. This scale is divided into 24 lines per inch and will help you position the cursor more accurately inside the boxes or blanks on the form.

Each of the scales on the reverse side of the ruler is used to decide margin and tab settings for your documents. You may use the Inches scale on the other side first to mark the margins and tabs on the page. Use the Elite, Pica, or Proportional scale with the "0" at the left edge of the paper to determine your choices for margins and tabs.

- Elite--Use the Elite scale for documents that will be printed in a 12-pitch (12 characters to the inch) typestyle.
- Pica--Use the Pica scale for documents that will be printed in a 10-pitch (10 characters to the inch) typestyle.
- 15 pitch--Use the 15 pitch scale for documents that will be printed in 15-pitch (15 characters to the inch) typestyle.
- Character Spacing (13.3)--You will not use this scale for these documents.
- Proportional/Vertical Spacing (6) -- This scale helps you choose first and last typing lines in the PAGE FORMAT menu, or the typing line for headers or footers in the HEADERS AND FOOTERS menu. Place the "0" on the top edge of the paper to measure line numbers.

Note: The Conversion Ruler may contain technical inaccuracies or typographical errors.

DECIDING ON THE FORMATS

The following steps will help you decide whether to personalize your Program Diskette defaults.

You should determine the typewriter settings for the types of documents that you will be typing on the system. Use the samples of your own formats that you have gathered.

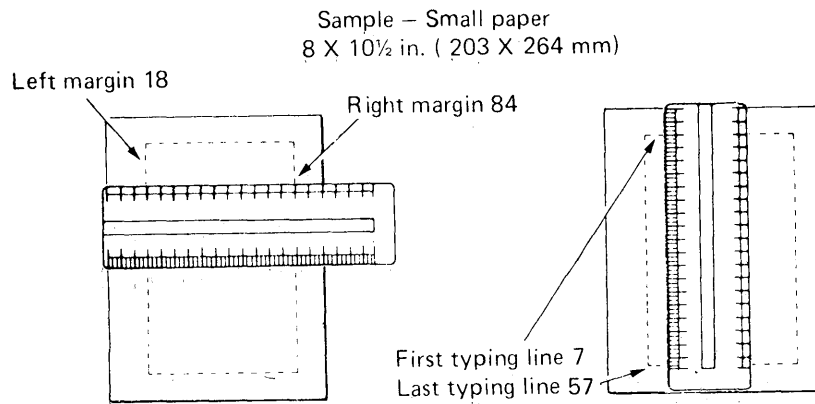
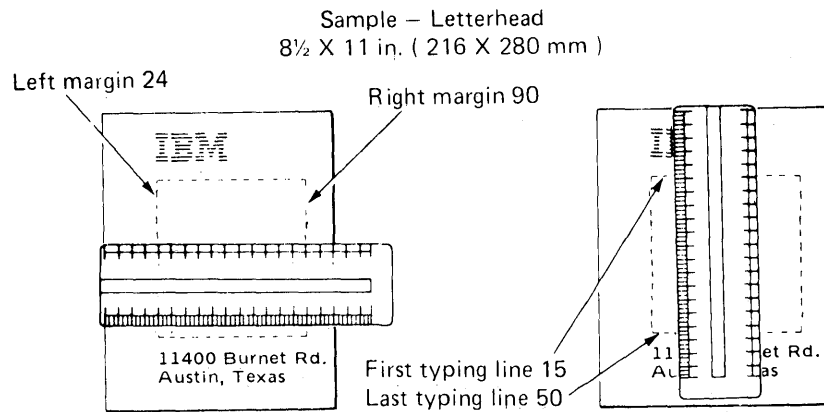
1. Decide what general type of document each of your samples is: letter and envelope, repetitive document, etc.

Write the document type on the top of each sample.

2. On each sample, mark the following typewriter settings that you would use to type the document. If you do not know what the settings are, use the Conversion Ruler to measure the settings that you are not sure of.

- Line spacing
- Typestyle and special keyboards
- Left margin
- Right margin
- Tabs
- First typing line, first page
- First typing line, following pages
- Last typing line
- Paper or envelope size
- First header line
- Print header on (page numbers)
- First footer line
- Print footer on (page numbers)

Note: Some of the items in the format menus are included in this chart because they are not normally used on a regular typewriter. If you have a question about an item in a menu, consult the Master Index.

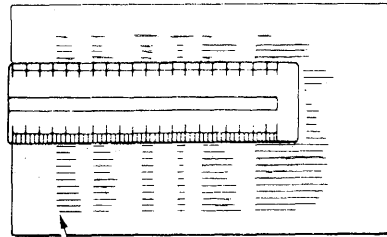


3. Take the copy of the Document Measurements chart. Fill in the document type on the numbered lines at the top of the chart for each type of document that you have measured.
4. Complete the chart by writing in the measurements for each type of document.

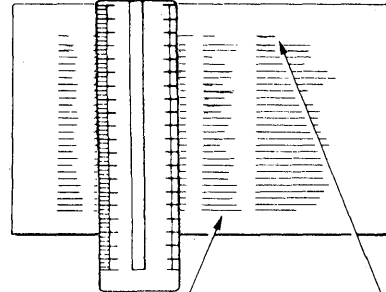
5. Compare the Program Diskette defaults (from the chart) with the settings of your documents. Circle each item that does not match the Program Diskette defaults.

Before you decide what changes to make to the Program Diskette defaults, you should decide whether any of the formats that you will be using can be standardized.

Sample – Special format (columns)



Left margin 20
Tabs 36, 58, 74, 85, 108



First typing line 7
Last typing line 45

STANDARDIZING FORMATS

You may be able to standardize your formats: that is, use the same settings for most of the documents that you type. This will save you time when you type the document.

For example, suppose that for four documents you have the following margins:

- Document 1 -- 18
- Document 2 -- 15
- Document 3 -- 20
- Document 4 -- 16

Perhaps you could use the Program Diskette default left margin of 18 for all of these documents.

If you cannot use the default left margin of 18 for all of your documents, perhaps another setting would work for you--say 15. You could then change your Program Diskette default left margin to 15, and that would be your new left margin for all of the documents that you type. Standardizing saves steps, but it is not necessary to standardize if you prefer to use the exact settings that you have been using.

You have circled all of the measurements that are different from the Program Diskette defaults.

1. Look at the Document Measurements chart. Look at the menu items that have circles.

If you can standardize your documents, write the standardized settings in the Personalized Defaults column. You can personalize either the document or the Alternate Format, or both. Set up the format that you will use the most as the Document Format.

2. Take the Program Diskette Defaults--Document Format chart and fill in the numbers from the Personalized Defaults column of the Document Measurements chart.

Notice that the Program Diskette Defaults chart has additional items listed from the LINE FORMAT menu. These are items that you did not measure on your documents in the "Deciding on the Formats" section, but that you can change on the Program Diskette. Mark any of these items that you want to change.

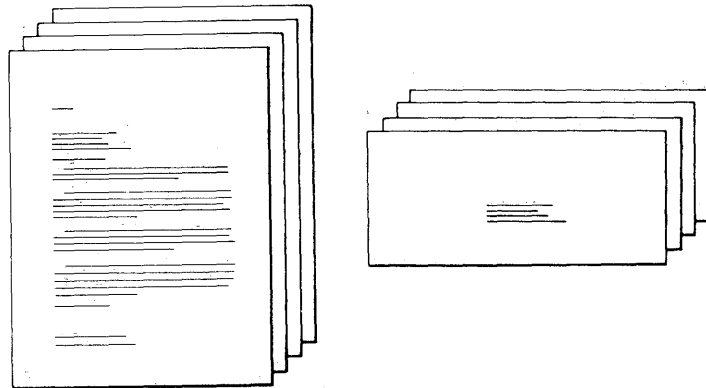
Now you have a chart with the changes for your own personalized Document Format and Alternate Format on it.

Next, if necessary, you will personalize the Program Diskette defaults on your Program Diskette. If it is not necessary to personalize your Program Diskette, turn to the "New Program Diskettes" section in this chapter.

SETTING UP PERSONALIZED PROGRAM DISKETTE DEFAULTS

You can set up two sets of default formats on a Program Diskette--the Document Format and the Alternate Format. If you do letters, envelopes, and reports, you could set up the Document Format for letters and reports and the Alternate Format for envelopes.

Examples: Document Format-- Letter and Other Documents Alternate Format-- Envelopes



The steps in the next section will help you prepare the Document Format for the documents that you measured and the Alternate Format for envelopes.

If you do not want to set up the Alternate Format for envelopes, you may set it up for any other format you prefer.

You will change only those items that are in the Personalized Defaults column of the Program Diskette Defaults chart.

CHANGING THE DOCUMENT FORMAT DEFAULTS ON THE PROGRAM DISKETTE

Make the changes to the Program Diskette defaults on a duplicate of the Program Diskette. (You should keep the original Program Diskettes in a safe place.)

Be sure that you have marked the Program Diskette (Duplicate) label with the name and number of the original program diskette. Attach the label to the new Program Diskette. (See "Duplicating Program Diskette" in the Operator Training Book 2 - Selectable Topics for steps to duplicate the Program Diskette.)

If you have to change the alternate keyboard, see the "Change Work Station Description" task in the "Quick Reference" section of the Operator Reference Guide.

- Turn on the Printer.
- Turn on the power to the work station directly attached to the printer, and load the Program Diskette.
- Turn on the power to your work station and insert the program diskette on which you want the new defaults.
- Choose **Program Diskette Tasks** in the TASK SELECTION menu.
- Choose **Change Document Format Defaults** in the PROGRAM DISKETTE TASKS menu.

Changing the Defaults (for Letters and Other Documents)

Use the following steps to change the document format. Follow the prompts and messages in each menu.

Make the changes that you have marked on the Program Diskette Defaults chart. Copy the numbers from the Personalized Defaults column to the blanks below.

- Choose **Change Line Format** in the FORMAT SELECTION menu to make these changes:

Line Spacing _____
 Line Alignment _____
 Typestyle Number _____
 Lines/cm or inch _____
 Adjust Line Endings _____

Zone Width _____

- Choose **Change Margins and Tabs** in the FORMAT SELECTION menu to make these changes:

Left Margin _____
Right Margin _____
Tabs _____

- Choose **Change Page Format** in the FORMAT SELECTION menu to make these changes:

First Typing Line, First Page _____
First Typing Line, Following Pages _____
Last Typing Line _____
Paper or Envelope Size _____
Printing Paper Source (if you have the IBM Sheet-Feed Paper Handler) _____

- Choose **Change Header and Footer** in the FORMAT SELECTION menu to make these changes:

First Header Line _____
Print Header On (Page Numbers) _____
First Footer Line _____
Print Footer On (Page Numbers) _____

Press ENTER to go the PROGRAM DISKETTE TASKS menu.

CHANGING THE ALTERNATE FORMAT DEFAULTS ON THE PROGRAM DISKETTE

If you need an additional personalized format, change the Alternate Format defaults using the following steps. Follow the prompts and messages in each menu.

- Choose **Change Alternate Format Defaults** in the PROGRAM DISKETTE TASKS menu.

To set up the Alternate Format for envelopes, continue with the next section, "Changing the Defaults (for Envelopes)."

To set up the Alternate Format for other types of documents, repeat the "Changing the Defaults (for Letters and other Documents)" section on the previous page. Then continue with "Preparing Another Program Diskette."

Changing the Defaults (For Envelopes)

To set up the Alternate Format defaults for No. 10 envelopes in 12 pitch:

Note: For other suggested envelope formats, see "Envelopes" in "Letters and Envelopes", Chapter 10.

- Choose **Change Line Format** in the FORMAT SELECTION menu to make these changes:

Line Spacing 1 = Single
Adjust Line Endings 2 = No

- Choose **Change Margins and Tabs** in the FORMAT SELECTION menu to make this change:

Left Margin 48

- Choose **Change Page Format** in the FORMAT SELECTION menu to make these changes:

First Typing Line, First Page 13 (This is the center of the envelope.)
First Typing Line, Following Pages 13
Paper or Envelope Size (7, 8, or 9) 9
Printing Paper Source (if you have the IBM Sheet-Feed Paper Handler) 4 = Manual Feed

Press ENTER until you return to the PROGRAM DISKETTE TASKS menu.

Choose **Go To Task Selection** in the PROGRAM DISKETTE TASKS menu.

Choose **Typing Tasks** in the TASK SELECTION menu.

You now have your own personalized Document and Alternate Formats on the Program Diskette.

Be sure you turn the work station off and back on again before you begin using this Program Diskette.

Some of the work samples in the handbook have instructions for both the Document and the Alternate Formats.

CHANGING OTHER PROGRAM DISKETTE DEFAULTS

If you need to change other program diskette defaults, consult the appropriate topic in the "Quick Reference" section of the Reference Guide.

- Change Check Document Defaults
- Change Math Format Defaults
- Change Menu Abbreviations
- Change Paginate Document Defaults
- Change Printer Description
- Change Work Station Description

The charts at the end of this chapter list the IBM-supplied defaults. You may use these charts as a record to keep track of those defaults that you change.

STORING A SUPPLEMENTAL DICTIONARY

Store the supplemental dictionary that you use most of the time on the Program Diskette. Then you will not have to load it each time you want to check the spelling in a document. See "Supplemental Dictionaries" in the Operator Training Book 2 - Selectable Topics.

If you are considering setting up formats on more than one Program Diskette, remember that you must load the appropriate Program Diskette to type different documents. Therefore, you may prefer using just one Program Diskette and changing the menus for an individual document, a page, part of a page, or within a line, if needed.

If you do need more than these two formats, try to keep related formats together on the same Program Diskette; for example, letters and envelopes. Also, be sure to keep documents with related formats on the same work diskette to cut down on diskette handling.

You may store a different supplemental dictionary on each Program Diskette. Each supplement can have words in it that relate to the documents you will type using that Program Diskette, or, you may duplicate the supplement from another Program Diskette.

COMBINED PROGRAM DISKETTES

If you have 2D diskettes you may want to consider creating special combined program diskettes. These diskettes may combine special features, languages and/or real work. Consider combining tasks for individual authors, departments or operators. For example, you could create a special combined diskette for the authors or departments who do work with report pack and Textpack 4. Any space remaining on the diskette could be used for text work.

You should have received a sheet of labels with your original IBM Program Diskette. An additional label, found in Operator Training Book 2 - Selectable Topics, the Program Diskette (Duplicate) label allows you to identify the combined program diskette that you created. Write in the diskette name and date. Indicate the tasks, features or languages you have combined to create this diskette. Check whether this diskette has the IBM-supplied or personalized defaults. Check the Program Type. If the diskette does have personalized defaults, write some indication of what those defaults are in the Comments section of the label.

NEW PROGRAM DISKETTES

PROGRAM DISKETTE (DUPLICATE)

Diskette Name BAAAAA Program Type: _____
Date 9/81 Textpack No. 4
IBM-supplied _____ Personalized _____ Vol. 01 of 02
Defaults Defaults _____ Feature Diskette Name Mag Cond writ
Languagepack Vol. 1 of 2
Comments _____

Form No. S544-2016-0

NEW PROGRAM DISKETTES

Periodically, you may receive a new program diskette from IBM. When you receive this new program diskette, you will receive instructions telling you what you should do with it. Begin using the new level program diskette as soon as you receive it.

If your current program diskette contains your own personalized defaults, you should first duplicate your personalized formats from your current program diskette to your new program diskette. See "Duplicating Personalized Program Diskette" in Operator Training Book 2 - Selectable Topics.

Duplicate the program diskette for daily use and put the original program diskette in a safe place. See "Duplicating Program Diskette" in Operator Training Book 2 - Selectable Topics.

You should have received a sheet of labels with your original IBM Program Diskette. You should fill in and attach them to all duplicate copies of a program diskette. Write down the name of the program diskette and the date. Attach a label to the duplicate of the program diskette.

This media contains authorized copies of which the first is BAAAAA...
(Program Number)
 Copyright IBM Corp. 1981, which are the properties of IBM, of copyrighted IBM Licensed Program Materials made under the terms of the Agreement for IBM Licensed Programs and/or the License Agreement for IBM Program Products. A copyright notice is included in these machine readable copies as described in the Copyright instructions distributed by IBM, and must be reproduced in all copies authorized by the Agreement. G 120-2481-1

An additional label, found in Operator Training Book 2 - Selectable Topics, the Program Diskette (Duplicate) label allows you to identify the program diskette that you duplicated. Write in the diskette name and date. Check whether this diskette has the IBM-supplied or personalized defaults. Check the Program Type. If the diskette does have personalized defaults, write some indication of what those defaults are in the Comments section of the label.

PROGRAM DISKETTE (DUPLICATE)			
Diskette Name	<u>BAAAAA</u>	Program Type:	
Date	<u>9/81</u>	Textpack No.	<u>4</u>
IBM-supplied	Personalized	Vol.	<u>01</u> of <u>02</u>
Defaults <input checked="" type="checkbox"/>	Defaults	Feature Diskette Name	
Comments		Languagepack Vol.	___ of ___

Form No. S544-2016-0			

DOCUMENT MEASUREMENTS

Document 1 _____
 Document 2 _____
 Document 3 _____

Document 4 _____
 Document 5 _____
 Document 6 _____

MENUS/ITEMS	PROGRAM DISKETTE DEFAULTS	DOCUMENT						PERSONALIZED DEFAULTS	
		1	2	3	4	5	6	Document Format	Alternate Format
LINE FORMAT MENU Line Spacing	1 = Single								
Typestyle Number	86								
MARGINS AND TABS MENU Left Margin	18								
Right Margin	90								
Tabs	Every 5 spaces								
PAGE FORMAT MENU First Typing Line, First Page	7								
First Typing Line, Following Pages	7								
Last Typing Line	60								
Paper or Envelope Size	3 = 215.9 x 279.4 mm (8.5 x 11 in.)								
Printing Paper Source	1=Top								
HEADER AND FOOTER MENU First Header Line	3								
Print Header on	1 = All Pages								
First Footer Line	63								
Print Footer On	1 = All Pages								
ALTERNATE HEADER AND FOOTER MENU First Header Line	3								
Print Header On	1 = All Pages								
First Footer Line	63								
Print Footer On	1 = All Pages								
WORK STATION DESCRIPTION MENU Engraved Keyboard	1 = Before First Alternate								
Alternate Keyboard									

PROGRAM DISKETTE DEFAULTS - DOCUMENT FORMAT (1 of 2)

PROGRAM DISKETTE NAME _____

MENUS/ITEMS	PROGRAM DISKETTE DEFAULTS	PERSONALIZED DEFAULTS
Line Format Menu Line Spacing	1 = Single	
Line Alignment	1 = Left	
Typestyle Number	86	
Lines/cm or Inch	2 = 2.36 cm/or 6/inch	
Adjust Line Endings	1 = Yes	
Zone Width	6	
Margins and Tabs Menu Left Margin	18	
Right Margin	90	
Tabs	Every 5 Spaces	
Page Format Menu First Typing Line, First Page	7	
First Typing Line, Following Pages	7	
Last Typing Line	60	
Paper or Envelope Size	3 = 216x280 mm (8.5x11 in.)	
Printing Paper Source	1 = Top	
Header and Footer Menu First Header Line	3	
Print Header On	1 = All Pages	
First Footer Line	63	
Print Footer On	1 = All Pages	

PROGRAM DISKETTE DEFAULTS - DOCUMENT FORMAT (2 of 2)

PROGRAM DISKETTE NAME _____

MENUS/ITEMS	PROGRAM DISKETTE DEFAULTS	PERSONALIZED DEFAULTS
Alternate Header and Footer Menu First Header Line	3	
Print Header On	1 = All Pages	
First Footer Line	63	
Print Footer On	1 = All Pages	

PROGRAM DISKETTE DEFAULTS - ALTERNATE FORMAT (1 of 2)

PROGRAM DISKETTE NAME _____

MENUS/ITEMS	PROGRAM DISKETTE DEFAULTS	PERSONALIZED DEFAULTS
Line Format Menu Line Spacing	1 = Single	
Line Alignment	1 = Left	
Typestyle Number	86	
Lines/cm or Inch	2 = 2.36 cm/or 6/inch	
Adjust Line Endings	1 = Yes	
Zone Width	6	
Margins and Tabs Menu Left Margin	18	
Right Margin	90	
Tabs	Every 5 Spaces	
Page Format Menu First Typing Line, First Page	7	
First Typing Line, Following Pages	7	
Last Typing Line	60	
Paper or Envelope Size	3 = 216x280 mm (8.5x11 in.)	
Printing Paper Source	1 = Top	
Header and Footer Menu First Header Line	3	
Print Header On	1 = All Pages	
First Footer Line	63	
Print Footer On	1 = All Pages	

PROGRAM DISKETTE DEFAULTS - ALTERNATE FORMAT (2 of 2)

PROGRAM DISKETTE NAME _____

MENUS/ITEMS	PROGRAM DISKETTE DEFAULTS	PERSONALIZED DEFAULTS
Alternate Header and Footer Menu First Header Line	3	
Print Header On	1 = All Pages	
First Footer Line	63	
Print Footer On	1 = All Pages	

**PROGRAM DISKETTE DEFAULTS -
 PRINTER DESCRIPTION
 WORK STATION DESCRIPTION
 CHANGE PAGINATE DOCUMENT DEFAULTS**

PROGRAM DISKETTE NAME _____

MENUS/ITEMS	PROGRAM DISKETTE DEFAULTS	PERSONALIZED DEFAULTS
*Printer Description Printer Model	2 = Model 5218	
Paper Handling	2 = Cut Paper, Automatic Feed	
Work Station Description Auto Carrier Return/Auto Adjust	1 = On	
Required Carrier Return	2 = Non-Coded	
Required Hyphen	2 = Non-Coded	
Engraved Keyboard	1 = Before First Alternate	
Alternate Keyboards		
Alternate Tasks	2 = No	
Tone in Alternate Task	1 = Yes	
Final-form Document Support	1 = Yes	
Change Paginate Document Defaults Paginate on Exact Line Count	2 = No	
Adjust Line Endings	1 = Yes	
Adjust Page Endings	1 = Yes	

*If the printer is turned on before the electronics module is turned on, the Printer Description Defaults will match whatever printer is attached to the system.

PROGRAM DISKETTE DEFAULTS - CHANGE CHECK DOCUMENT DEFAULTS

PROGRAM DISKETTE NAME _____

MENUS/ITEMS	PROGRAM DISKETTE DEFAULTS	PERSONALIZED DEFAULTS
Change Check Document Defaults Kind of Spelling Check	1 = Prompted	
Hyphenation/Pagination	1 = Yes	
Dictionary Hyphenation	1 = Prompted	
Paginate on Exact Line Count	2 = No	
Print Paginated Pages	1 = Yes	

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PROGRAM DISKETTE DEFAULTS - CHANGE MATH FORMAT (1 OF 2)

PROGRAM DISKETTE NAME _____

MENUS/ITEMS	PROGRAM DISKETTE DEFAULTS	PERSONALIZED DEFAULTS
Active Math Format (Appears on Math Format Selection)	1	
Change Math Format 1 Decimal Point Character	1 = .	
Thousands Separator Character	2 = ,	
Number of Positions Past Decimal	2	
Rounding Rule	1 = 1-4 Down 5-9 Up	
For Positive Numbers Leading Characters	None	
Trailing Characters	None	
For Negative Numbers Leading Characters	-	
Trailing Characters	None	
Change Math Format 2 Decimal Point Character	1 = .	
Thousands Separator Character	2 = ,	
Number of Positions Past Decimal	2	
Rounding Rule	1 = 1-4 Down 5-9 Up	
For Positive Numbers Leading Characters	\$	
Trailing Characters	None	
For Negative Numbers Leading Characters	-\$	
Trailing Characters	None	

PROGRAM DISKETTE DEFAULTS - CHANGE MATH FORMAT (2 OF 2)

PROGRAM DISKETTE NAME _____

MENUS/ITEMS	PROGRAM DISKETTE DEFAULTS	PERSONALIZED DEFAULTS
Change Math Format 3 Decimal Point Character	1 = .	
Thousands Separator Character	2 = ,	
Number of Positions Past Decimal	0	
Rounding Rule	1 = 1-4 Down 5-9 Up	
For Positive Numbers Leading Characters	None	
Trailing Characters	None	
For Negative Numbers Leading Characters	-	
Trailing Characters	None	
Change Math Format 4 Decimal Point Character	1 = .	
Thousands Separator Character	3 = None	
Number of Positions Past Decimal	1	
Rounding Rule	1 = 1-4 Down 5-9 Up	
For Positive Numbers Leading Characters	None	
Trailing Characters	None	
For Negative Numbers Leading Characters	-	
Trailing Characters	None	

ABBREVIATIONS FOR MENU BYPASS - TYPING AND REQUEST TASKS

PROGRAM DISKETTE NAME _____

MENU ITEM	PROGRAM SHORT FORM	PERSONALIZED SHORT FORM
Create Document	C	
Revise Document	R	
Paginate Document	PG	
Print Document	P	
Print Document Being Edited	PRN	
Display Index of Diskette Contents	I	
Display Print Queue or Cancel Print Job	CP	
Change Printing Order	PO	
Continue Printing With Element Now On Printer	CTP	
Request Printer	RQP	
Release Printer	RLP	
Start Printer	STP	

ABBREVIATIONS FOR MENU BYPASS - WORK DISKETTE TASKS

PROGRAM DISKETTE NAME

MENU ITEM	PROGRAM SHORT FORM	PERSONALIZED SHORT FORM
Delete Document	XDC	
Duplicate Document	DDC	
Change Document Name	DCN	
Change Diskette Name	DKN	
Duplicate Diskette	DDK	
Condense Diskette	CDK	
Erase or Initialize (Name) Diskette	E	
Recover Documents	REC	
Print Index of Diskette Contents	PI	

ABBREVIATIONS FOR MENU BYPASS - SPELLING/MERGE TASKS

MENU ITEM	PROGRAM SHORT FORM	PERSONALIZED SHORT FORM
Check Document	CD	
Load Supplement	LD	
Clear Supplement	CLR	
Store Supplement on Program Diskette	STO	
Choose Spelling Language Dictionary	LGD	
Create Document of Supplemental Words	CDS	
Merge With Named Variables Menu	MV	
Merge With Switch Code Menu	MSW	

ABBREVIATIONS FOR MENU BYPASS - DOCUMENT FORMAT SELECTION

PROGRAM DISKETTE NAME

MENU ITEM	PROGRAM SHORT FORM	PERSONALIZED SHORT FORM
Line Format Menu	LF	
Margins and Tabs Menu	MT	
Page Format Menu	PF	
Header and Footer Menu	HF	
Alternating Header and Footer Menu	AHF	
Mid-Line Typestyle Menu	TY	
Return All Formats to Starting Choice	RF	
Return Line Format, Margins and Tabs to Starting Choice	RLF	
Return Typestyle to Starting Choice	RTY	
Begin Using Alternate Footer	AF	
Begin Using Document Format	DF	

ABBREVIATIONS FOR MENU BYPASS - ADDITIONAL TYPING TASKS

MENU ITEM	PROGRAM SHORT FORM	PERSONALIZED SHORT FORM
System Page Number	SN	
Page Number	PN	
Display Codes = No	CDN	
Display Codes = Yes	CDY	
Get Menu	G	
Global Replace/Delete	GL	
Return To Typing Area or To Create/Revise Document Menu	RT	

ABBREVIATIONS FOR MENU BYPASS - INSTRUCTIONS

PROGRAM DISKETTE NAME

MENU ITEM	PROGRAM SHORT FORM	PERSONALIZED SHORT FORM
Begin Keep	BK	
End Keep	EK	
Include Menu	INC	
Math	M	
File Report Instructions	F	
Multi-Column File Listing	MC	
Summary Math	SM	
If Empty	IFE	
If Not Empty	IFN	
End If	EIF	
Begin Spelling Check	BSP	
End Spelling Check	ESP	
Language for Spelling Check	LG	
Skip To Line	STL	

Chapter 4. Work Diskette Procedures

INTRODUCTION

It is important to think about naming and filing diskettes as soon as you start using the system. This makes it easier for you to keep your diskettes organized and up to date; that is, deleting jobs when they are no longer needed, but not deleting them before they have been finalized.

You should set up a system to name, organize, and file your work diskettes.

DOCUMENT CODING

If it is acceptable in your office, type the diskette name on the lower corner of the last page of the document. If the originators in your office object to having the diskette name on the document, try using the diskette names suggested in the "Diskettes Filed by Operator" section of this chapter. Or, you could keep a list of diskettes that you use, and give them an identifying letter or number on the list. For example:

Letter	Diskette Name
a	BUDGET
b	SALES
c	ENGRG

Then, on the bottom of the last page of the document, type the originator's initials, a slash, and the identifying letter for the diskette:

EXAMPLE -- Originator's initials/identifying letter
SP/a

This would appear to be an operator's initials and may not be objectionable to the originator.

You could also write the document code on a routing slip and attach it to the document. The originator would have to be sure to return the routing slip with the document when the document is returned for revision, additional processing, or printing.

You could also use the date as the document code--for example, if the date of the document is August 17, and that is a Monday, the job would be on Monday's Daily

NAMING AND FILING WORK DISKETTES

Diskette. (Daily Diskettes are discussed in the next section.)

The following are some sample work diskette naming and filing systems:

- Daily
- Special Projects
- Repetitive Projects
- Author/Department
- Document Format
- Operator

Daily Diskettes

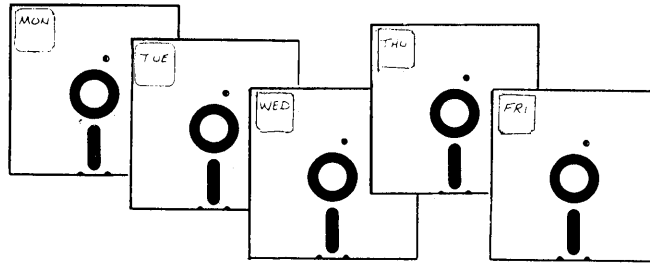
Daily diskettes are used to store documents for a short period of time. The documents are kept on the diskettes long enough to allow the originator to return the document with changes, usually one week. Correspondence is a good example of a type of document for a daily diskette.

The number of diskettes that you will need for each day depends on:

- the number and length of the documents,
- how long the documents must be stored before you can delete them from the diskette, and
- the type of diskette and diskette unit that you have (single or dual density).

With Daily Diskettes, it is easy to set up a schedule for filing and reusing the diskettes.

To store the documents five days--Set up five diskettes, one for each day of the week:



If you need more than one diskette for a day, name the second diskette MON2, TUE2, and so on.

Delete the jobs and reuse the diskette on the same day of the next week.

You may wish to include the date in the Document Comment (in the CREATE OR REVISE DOCUMENT menu) to help identify the job more specifically.

To store the documents ten days--If you need to keep the jobs longer than five days, make up ten Daily Diskettes. Then delete the jobs and reuse the diskette on the same day, two weeks later. Include the date in the Document Comment.

To provide for low daily volume--If you find that you don't need a diskette every day for your daily work, you could use a diskette for a whole week, and reuse the diskette one or two weeks later.

Special Projects Diskettes

Special Projects Diskettes are used for documents that are longer than usual or will be typed over a number of days. You may have to keep this diskette longer than the standard five or ten days, and it may have a number of revisions before it is final.

Give the diskette a general name like PROJCT for "project," or a specific name like the name of the report or manuscript stored on it, like SPECS for Engineering Specifications.

Repetitive Projects Diskettes

Repetitive Projects Diskettes are used to record permanently stored documents that you will use over and over. Repetitive letters, contracts, and repetitive paragraphs are examples.

You can name the diskette REPET or REPEAT for repetitive documents or a descriptive term such as BUDGET, for a specific department.

Diskettes Filed by Department/Author

You may want to set up a separate diskette for each author or each department that you type for. This method is particularly useful if someone else will also be using this diskette, because you can give the other operator one diskette with all of the jobs on it for one originator or department. (If you had recorded this on daily diskettes, the jobs for one originator would be distributed among several diskettes.)

You could name this diskette with the name of the author or the department.

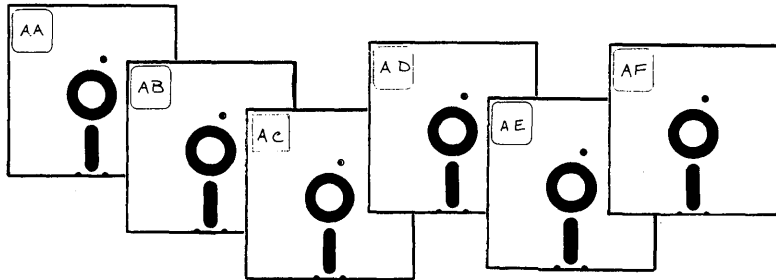
Diskettes Filed by Document/Format

You could set up a diskette for each type of document that you type; for example, one for correspondence, one for reports.. This arrangement allows you to have documents with the same format on one diskette. You could easily use each work diskette with a separate personalized program diskette.

You would name the diskette by the type of document stored on it.

Diskettes Filed by Operator (for Printer Sharing)

When you share a printer, the name of the diskettes could start with the operator's initial. The diskette name could be a second letter. The operator whose first name starts with an A would have the following diskette names:

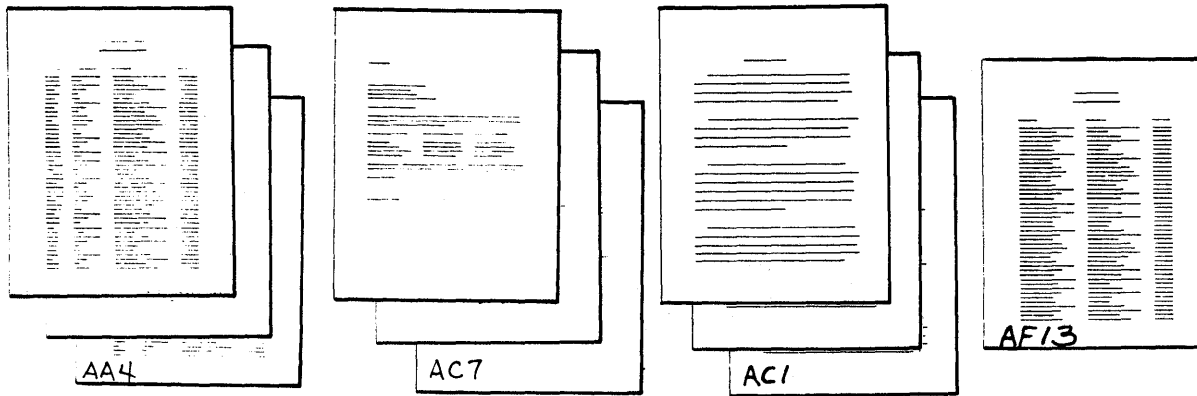


The operator could then keep a handwritten list of the type of diskette that each name represents. For example:

<i>AA = Monday</i>
<i>AB = Tuesday</i>
<i>AC = Wednesday</i>
<i>AD = Thursday</i>
<i>AE = Friday</i>
<i>AF = Special Project</i>

Each operator should put the diskette name on the last page of the document. Because the diskette name includes the operator's initials, it will be easy to tell who typed each document. The initials make it easier to return the documents to the correct operator. Also, when the document is returned to the operators for revision, a glance at the document code will tell who typed the document, and which operator to return it to for revisions. See "Printer Sharing" Chapter for additional details.

The documents on the diskette could also be assigned a number or letter, and included in the code typed on the last page of the document.



EXAMPLE -- Document Code

Operator's Initials/Diskette Initial/Document Number

The first letter of each diskette at this work station is named A, for the operator whose initial is A. The first diskette is named A, the second B, and so on. The documents are numbered, starting with number 1 for each diskette.

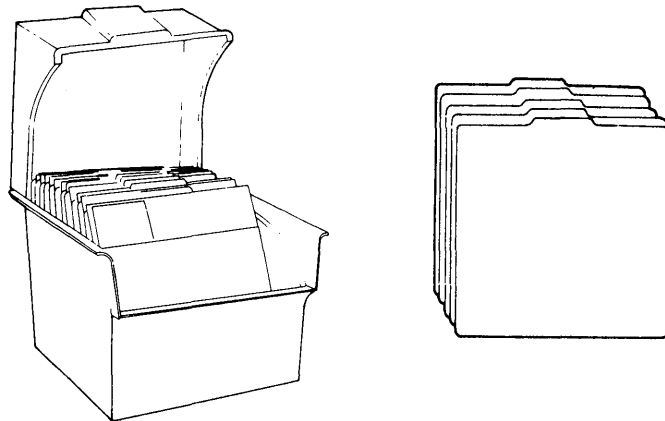
BACK UP DISKETTES

Duplicate your critical diskettes, and keep the original in a safe place. All magnetic media, such as the Displaywriter diskette, could be accidentally damaged or erased. You can help avoid accidentally damaging the diskettes by always keeping them in the protective folder away from excess dust, eraser particles, etc. If you change the original diskette, be sure to duplicate it again, so the copy is always up to date.

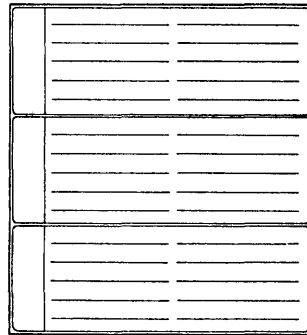
DISKETTE FILING DEVICES

There are a number of ways to file the diskettes. Be sure that you put the diskettes away after work hours if the information is confidential.

File the diskettes in an IBM Fiftifile--or similar type of file box. A Fiftifile has five tab dividers. Use the dividers to keep different types of diskettes together.



IBM Diskette ID Labels provide space to identify contents of each diskette. Apply these labels only to the upper right corner of the diskette.

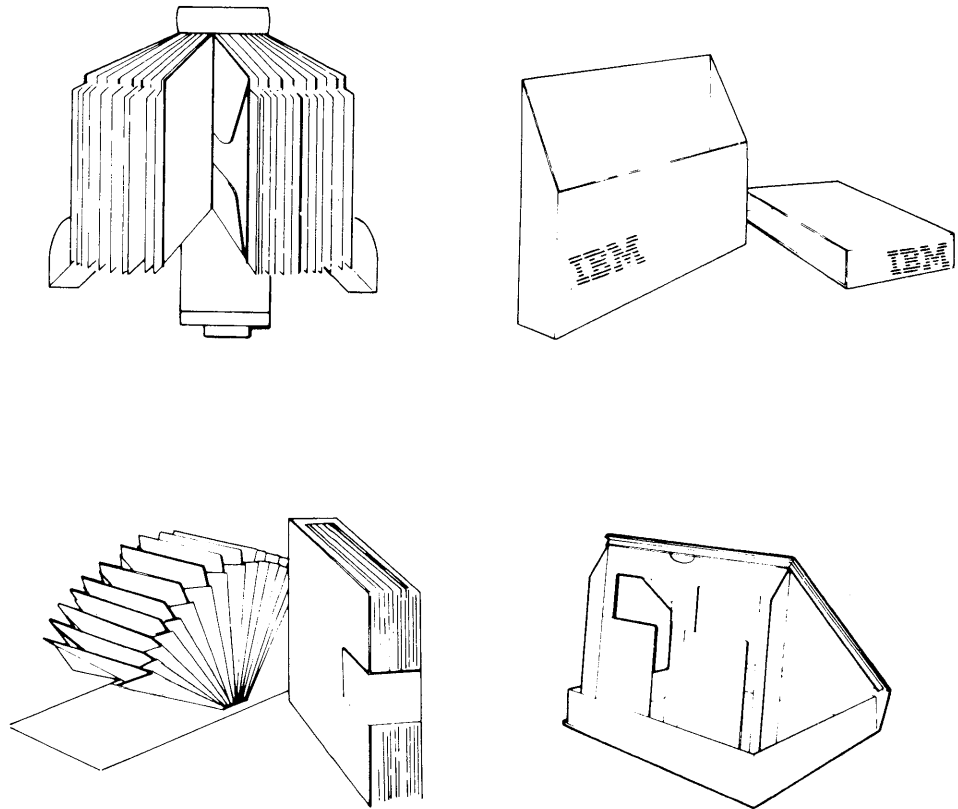


IBM Diskette ID Labels are available in five colors -- blue, green, pink, orange, and yellow. Color coding could be used in your filing system.

EXAMPLE --

Daily Diskettes--Yellow
Special Projects--Blue

Other types of diskette holders, such as fan files and library cases, may also be used. These are available from IBM DIRECT.



These supply items may be ordered by calling IBM DIRECT, toll-free telephone number 800-631-5582. (In New Jersey, the number is 800-352-4960.)

When there is printer sharing, the operators may each keep their own diskettes at their work station, or establish a central file for all or part of the diskettes. The operators could then revise or print each other's diskettes.

DISKETTE INDEX

You should use the **Print Index of Diskette Contents** in the WORK DISKETTE TASKS menu to print an index to file with the diskette. Type information in the Document Comment that will identify the job; for example:

Sample Document Comment

EXAMPLE -- Document Comment
Peters/Letter to Sanders/1-15

- Originator's last name
- Description of the document
- Date that the document was typed
- Date that the document can be deleted from the diskette (for Special Projects diskettes)

If you file your diskettes by author or department, give the originators a copy of their diskette index, and they can mark jobs to be deleted.

File the indexes in the protective envelope with the diskette, with your other diskette indexes, or with a copy of the documents that are stored on the diskette.

SUPPLEMENTAL DICTIONARIES

You can create unique supplemental dictionaries for different work diskettes. If your diskettes are filed by department, for example, you could store words and names on each work diskette that are unique to that department.

UPDATING WORK DISKETTES

Certain update responsibilities should be performed daily, or regularly, at each work station.

- At the beginning or the end of the day, delete jobs that you no longer need. Check with the originator if you have any questions.

- Print an index of the contents of diskettes that you used that day. This will give you a list of the exact document names and document comments to help you identify jobs when you want to revise, print, or delete them.
- Duplicate any critical diskettes that you need a backup copy of.

Note: Try to print new indexes when there are no print queues. Otherwise, you would have to wait until the print queues are empty or to ask the other operators to release the printer to you.

Chapter 5. Printer Sharing

INTRODUCTION

The guidelines for printer sharing procedures apply to systems with the IBM 5218/5228 printwheel printers, when two or three work stations are sharing one printer.

PREPARATION

When you are sharing a printer with other work stations, the following steps must be completed before you can print a document:

1. You must turn on the printer.

Note: If you are using the IBM Sheet-Feed Paper Handler or the IBM Tractor Feed, it must be installed and the **Paper Handling** option in the PRINTER DESCRIPTION menu must be correct.

2. You must turn on the primary work station, and load the program diskette.
3. If you are using a secondary work station, you must turn it on, and load the program diskette.

PRINTING A DOCUMENT

With or without printer sharing, you can print a document in the following ways:

- Choosing **Print Document** in the TYPING TASKS menu.
- Pressing the REQST Key and choosing **Print Document** in the TEXTPACK REQUEST TASKS menu.
- Pressing the SPELL key and making choices in the CHECK DOCUMENT menu.
- Pressing the PRINT key.

Note: Using the PRINT key is explained in "Additional Print Information," Operator Training Book 2 - Selectable Topics.

Print Document In TYPING TASKS

You can choose **Print Document** in the TYPING TASKS menu and queue a document to print--even when you are not working with that document or that diskette. You can make changes to the printing defaults in the PRINT DOCUMENT menu. When the document is queued to the printer, you can work on another document. When the printer is ready to print the document, you will get a message to load the diskette that the document is on, if it is not already inserted in the diskette unit.

Print Document in TEXTPACK REQUEST TASKS

You can press the REQST key and queue a document to print at any time--even when you are not working with that document or that diskette. You can make changes to the printing defaults in the PRINT DOCUMENT menu. When the document is queued to the printer, you can work on another document. When the printer is ready to print the document, you will get a message to load the diskette that the document is on, if it is not already loaded in the diskette unit.

Using the SPELL key

When you have completed typing a document and are still in the typing area, you can press the SPELL key. After pressing ENTER twice, the CHECK DOCUMENT menu will appear. In this menu you can make choices to check the spelling, to hyphenate, to paginate and to print the document all at the same time. Once you correct the incorrectly spelled words, each page is sent to the printer.

When you print a document while checking the spelling, the system prints only one copy of each page. The Paper Handling defaults in the PRINTER DESCRIPTION menu will be used.

Using the PRINT Key

The PRINT key is used to print the page of the document currently on the display. You can use the PRINT key even when the printer is printing other documents, because the PRINT key places documents in the print queue. It can place six documents of up to 25 pages each in the print queue.

When you use the PRINT key, the system prints only one copy of each page. The Paper Handling defaults in the PRINTER DESCRIPTION menu will be used.

When the printer is printing a document and you are still queuing pages in that document with the PRINT key, no other documents can be printed until you have finished typing or revising the document and pressed END.

You hold the printer for a long period of time when you type or revise one document and print one page at a time. Additionally, you can make no changes in the PRINT DOCUMENT menu when you use the PRINT key.

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PRINT DOCUMENT OPTIONS

There are several options that you may choose for printing a document. In the PRINT DOCUMENT menu, you may make decisions about the following:

- Print From Page/Print Through Page--which pages you want to print: one page, a group of pages, or the entire document.
- Print Quantity--how many (up to 99) collated, printed sets you want.
- Paper Handling--how the paper will be fed into the printer.

- The choice **Cut Paper, Manual Feed** means that you will feed each sheet of paper into the printer yourself.

Note: If you have an IBM Sheet-Feed Paper Handler, refer to the Displaywriter System Printer Guide and review the section, "Inserting Cut Sheet Paper Manually with the IBM Sheet Feed Paper Handler Attached", to correctly position the Paper Insertion Gate.

- The choice **Cut Paper, Automatic Feed** is for use when you have the IBM Sheet-Feed on your printer.
- The **Continuous Paper** choice is used if you have the IBM Tractor Feed on your printer.
- Cancel on Print Error--Whether to automatically cancel the print job when a print error is found.

THE PRINT QUEUE

You became familiar with the print queue as you went through the operator training books. When you use the REQST key or the PRINT key to print a document, you are putting a document in your print queue to be printed. The jobs in your queue will be printed as soon as the printer is available.

The printer handles each print queue basically the same whether or not there is printer sharing; the difference with printer sharing is that the printer could be printing jobs from someone else's print queue when you queue your document.

The printer handles each print queue on a first in, first out basis. When the printer is assigned to a work station, all of the jobs in that work station's print queue will print. Then the printer is assigned to the work station that was next to request the printer. Therefore, if the operator at the work station that is currently using the printer queues additional jobs before the print queue becomes empty, these jobs will be printed before the printer is assigned to the next work station.

All of the messages go to the work station whose jobs are printing. Therefore, each operator is able to take care of the printer for his/her own jobs.

You will get all of the prompts and messages at your work station for your own jobs; for example, you will get a message if you have to change paper, change the printwheel, or change the ribbon. You will get the printwheel and paper prompts when the printer starts printing your documents. So, even though you are sharing the printer with other operators, you still have complete control of your documents from beginning to end.

You will also get a message at your work station as each document in your print queue is printed, so you will know when your documents have finished printing.

Use the following procedures, as a guide to give you ideas on how best to use the printer in your office. Choose the items from the next pages that apply to your work.

The procedures for printer sharing should define the responsibilities for the operators sharing the printer. Operators sharing another printer in your office may have similar--or quite different--procedures.

SCHEDULING THE PRINTER

If you have a very long document or a number of documents to print (for example, repetitive documents), schedule a time to print the documents that will affect the other operators the least.

COMMUNICATING WITH THE OTHER OPERATORS

No matter how detailed your procedures are, they will not be able to cover every situation. Therefore, keep an open line of communication with the other operators. Tell them

when you have an unusually long job or a number of jobs to print, so they will know that the printer will not be available for a while.

Each operator is responsible for the printing of documents for that work station, so no one operator should be expected to tend the printer for the others.

CHANGING PAPER

When you have an automatic paper handling mechanism on your printer, decide with the other operators what kind of paper to keep loaded. If you have the IBM Sheet-Feed Paper Handler, load the paper that you will use the most (for example, plain bond) in the top tray, and another type of paper (for example, letterhead, legal size paper, or paper turned sideways) in the bottom tray.

Decide how you will handle changing the paper. Of course, when the paper handling mechanism is empty, the work station using the printer at the time will get a prompt to load paper.

The operator who wants to change to a different type or size of paper to print a document is responsible for telling the other operators that another type of paper is loaded.

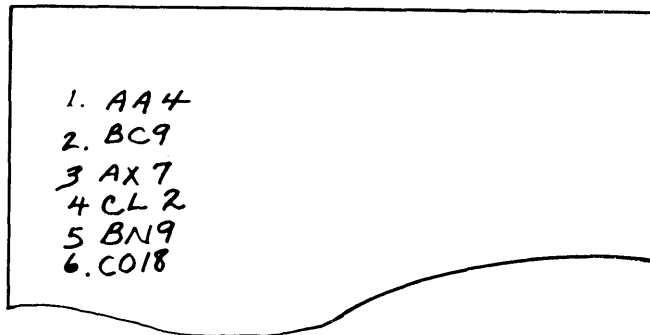
When the system goes to the print queue of the next work station, it prompts that work station for the printwheel and the paper. Do not take the prompts for granted. Check the printer to be sure that the proper paper and printwheel are loaded.

Note: When you change the paper size, remember to change the last typing line.

ESTABLISHING JOB PRIORITIES

Normally you queue your documents to print, and the system prints the documents from one work station at a time. If you find that it is important to have all of the documents printed in a certain order, then you can use this alternate procedure.

The operators should get together and list the order in which the documents should print.



Then, each operator gives the diskettes with these documents to one operator. This operator must have a dual diskette unit if normal work will also be done at the work station.

The operator with all of the diskettes uses the REQST key and the PRINT DOCUMENT menu to queue the first six documents in the order they are to print. This operator changes the paper and printwheel when prompted. If necessary, the system prompts at the beginning of each document to insert the appropriate diskette.

As documents are being printed, additional documents can be queued.

PRINTING RUSH DOCUMENTS

When the printer is busy and you want to print a rush document, you will queue the rush document, move it to the beginning of the print queue, and then if the printer is not already assigned to your work station, ask the other operators to release the printer. Your rush document will be printed after the document being printed is complete.

Queuing the Rush Document

Queue the rush document as you would normally:

1. Press the REQST key.
2. Choose **Print Document** in the REQUEST TASKS menu.
 - Type the name of the document and the diskette name, if necessary.

If there are already documents in your print queue, move the rush document to the beginning of the print queue. Otherwise, when the printer is assigned to your work station, it will print all of the other documents in your print queue before printing your rush document.

Moving the Rush Document to the Beginning of Your Print Queue

To move the rush document to the beginning of your print queue, follow these steps:

1. Press the REQST key.
2. Choose **Change Printing Order** in the REQUEST TASKS menu.
3. Type the ID letter of the rush job in the CHANGE PRINTING ORDER menu.
 - The rush document will print after the document with the #.

Note: The number (#) only appears if the printer is assigned to your work station. Otherwise, you can move the rush document to the top of the queue.

Asking the Other Operators to Release the Printer

If the printer is already assigned to your work station, skip step 4.

4. Tell the other operators that you need to print a rush document and ask them to release the printer.

Your rush document should print as soon as the printer is assigned to your work station.

Releasing the Printer After Printing the Rush Document

After your document has started to print, you should release the printer. If you do not release it, it will print the rest of the documents in your print queue before

returning to the print queues that were entered before yours.

Follow these steps to release the printer:

5. Press the REQST key.
6. Choose **Release Printer** in the REQUEST TASKS menu.

When the system has finished printing your rush document, it will resume printing documents from the other workstation print queues.

PRINTING AN INDEX OF THE DISKETTE CONTENTS

Try to schedule printing the index of the diskette contents at a time of day when the printer is not being used.

Your print queue must be empty in order to print the index of diskette contents.

Follow these steps to request the printer and print the index:

1. Press the REQST key.
2. Choose **Request Printer** in the REQUEST TASKS menu.
 - If you get the "Printer Available" message, go to step 5.
 - If you do not get the "Printer Available" message, continue with step 3.

When the printer is not available, you will have to ask the other operator(s) to release the printer, and then make a request for the printer. When the printer is assigned to your work station, you can print the index.

3. Tell the other operator(s) that you need to print an index and ask them to release the printer.
4. Wait for the "Printer Available" message.
5. Choose **Go To Task Selection** in the TYPING TASKS menu.
6. Choose **Work Diskette Tasks** in the TASK SELECTION menu.
7. Choose **Print Index of Diskette Contents** in the WORK DISKETTE TASKS menu.

After your index has started to print, you should release the printer so that it can print documents from the other work station print queues. The printer will stay assigned to you until you release it.

Releasing the Printer After Printing the Index

Follow these steps to release the printer:

8. Press the REQST key.
9. Choose **Release Printer** in the REQUEST TASKS menu.

RELEASING THE PRINTER

When you are using the printer and an operator at another work station wants to print a rush document or an index of diskette contents, you should release the printer. The printer will be released when the system has finished printing the current document. If your document has a number of pages yet to print, you may wish to also cancel the document to permit the printing of the rush document to begin sooner.

If there are three work stations sharing the printer, both you and the third operator should release the printer.

Methods for Releasing The Printer

Use one of the following methods to release the printer:

1. Press the REQST key.
2. Choose **Release Printer** in the REQUEST TASKS menu.

When the system has finished printing your document, the printer will be released and will begin printing the rush document. The operator from that work station will release the printer, and the system will then automatically return to your print queue and print the remaining documents, with no further action on your part. You will know that the system has resumed printing your documents when you get the printwheel and paper prompts.

Releasing the Printer and Cancelling the Document

Follow these steps to release the printer and to cancel the job that is printing:

1. Press the REQST key.
2. Choose **Release Printer** in the REQUEST TASKS menu.
3. Press the REQST key again.

4. Choose **Display Print Queue or Cancel Print Job** in the REQUEST TASKS menu.
5. Type ID letter a, which is the document that is printing, in the DISPLAY PRINT QUEUE OR CANCEL PRINT JOB menu.

The document has been cancelled and the printer has been released, so the system can begin printing the rush document. The operator from that work station releases the printer, and the system automatically returns to your print queue and print the remaining documents in your print queue. Be sure to requeue the document that you cancelled. (Choose the page where printing should resume in the PRINT DOCUMENT menu by choosing **Print From Page** and typing the correct page number.)

DISTRIBUTING PRINTED DOCUMENTS IBM SHEET-FEED PAPER HANDLER/ IBM TRACTOR FEED

If you do not have an automatic paper handler, skip to "Returning Documents to the Originator" in this chapter. If you have an automatic paper handler, you should have a procedure for picking up documents from the printer.

You can choose from several different procedures for picking up documents from the printer and giving them to the operator.

Whichever method you choose, it is very important that all of the operators be able to tell which operator typed a document. Because the jobs are queued, they can be printed while the operator is away from the work station. Therefore, the other operators sharing the printer should be able to tell who typed the document.

Identifying Printed Documents

The "Document Coding" section of "Work Diskette Procedures," Chapter 4, provides ideas for identifying documents for each work station. Use the Diskettes Filed by Operator method to identify your diskettes. Type the diskette name on the document. This gives the following information: the operator who typed the document, the diskette the document is stored on, and the name of the document.

Picking Up Documents from the Printer

Decide who will pick up the documents from the printer: each operator could pick up his/her own work; the operators who share the printer could take turns picking up and returning each other's work; or one operator could be responsible for returning all the work.

Normally, each document should be returned to the operator who typed it, who can then in turn give each document to the originator.

Deciding How Often To Pick Up the Documents

Decide when or how often the documents should be picked up at the printer. It could be either scheduled or done as each print queue finishes printing.

Scheduled Pick Up

If the documents are picked up at scheduled times during the day, be sure that they are returned to the originator with enough time to get them into the mail pickup for that day, if necessary.

Pick up the documents at least every two hours during the day, and at closing time. Rush documents should be picked up immediately, and not at a regular pick up time.

Pick Up After the Print Queue Prints

If the documents are picked up as soon as the print queue has finished printing, each operator could go to the printer to pick up the printed documents when the system prompts that the documents have printed.

Returning the Documents to the Originator

After the documents are picked up from the printer and returned to the operator for proofreading, they will be returned to the originator.

The operator should call the originator and put the document in a folder or out basket for the originator or mail person to pick up. The operator could also deliver the documents to the originators.

Part 2. Work Samples Handbook

Chapter 6. Introduction

PURPOSE

The work samples give step-by-step instructions for doing a complete job, from naming it through printing it. The steps that are given are a suggested way of doing the work. This is usually the way that is the fastest or has the fewest steps.

The format samples give steps for typing specific formats which may be part of several documents.

Sometimes, there are several ways shown to do the same job. You can experiment to find the way that is best for you.

You have learned about the basic functions of the system from the Operator Training Books. The samples may combine these basic functions differently or use them in a way that is new to you. If you have questions about a menu or a term, consult the Operator Reference Guide.

CONTENTS

This handbook is divided into nine chapters:

- Introduction, Chapter 6
- Document Samples, Chapter 7
- Indented Document Samples, Chapter 8
- Multi-page Document Samples, Chapter 9
- Letter and Envelope Samples, Chapter 10
- Repetitive Document Samples, Chapter 11
- Repetitive Paragraph Samples, Chapter 12
- Table and Column Samples, Chapter 13
- Form Samples, Chapter 14

USING THE WORK SAMPLES

Each work sample is a step-by-step guide to help you apply what you have learned in the operator training books to your own work. Follow the instructions in this section to prepare work samples for your documents. This section

shows you how to tailor the work samples for the documents that you type. You will select the work samples that match your documents, add your own special formatting information, and then use the work samples later as a guide when you type the document.

It is not necessary to prepare a work sample for every kind of document that you do. The work samples will be most helpful for documents with special requirements.

The work samples in this book have several parts:

- A title which describes the work sample.
- Lines at the top of the page where you can fill in information about your job.
- An introduction to the work sample, when necessary.
- A line drawing of the work sample. (This line drawing will not look exactly like your document; it represents typed pages.)
- The steps to complete the work sample.

Consult the "Table of Contents" or turn to "Work Samples" to find a work sample similar to a document that you will be typing on the system.

Choose a work sample that matches your document.

Because you will be writing on the work sample pages, you may wish to make a copy of the work sample. (Writing on a copy of the work sample means you will always have a fresh work sample in the Handbook to use in the future.)

Fill in the first four lines (shown below) of the work sample for your document.

Document _____	
Diskette Name _____	
Program Diskette _____	
Format: Document ____ Alternate ____	

It is not necessary to fill in the work diskette menu unless you always use the same work diskette for this type of document.

You may wish to change the format at the beginning of the document. The "Formatting" section of each work sample lists the items which you are most likely to use to change your document. Add them to this list.

Fill in the "Formatting" section of the work sample so that you will know which items to change for your document:

- Compare the IPL Diskette Defaults chart with the settings that you want to use for your document.
- Place a check mark next to the format items you will change in the work sample. (If you filled out the Document Measurements chart, these changes will probably be the same.)
- Fill in your choice for each item that you want to change.
- You may attach the sample document to the copy of the work sample if you need it for reference.

It is important to use the work sample from the beginning (choosing **Create Document**) to the end (printing the document). This is important because the steps may be related to each other and will not work the same unless all of the steps are done together.

The steps in the work samples start with the TYPING TASKS menu. Therefore, before you begin, follow these steps:

- Insert the IPL Diskette that you want to use.
- Load the program.
- Insert a work diskette.
- Choose **Typing Tasks** in the TASK SELECTION menu.

Consult the Operator Reference Guide if you have questions about any steps in this basic typing procedure.

To change the format within the document, press the CHG FMT key where you want to make the change. Then choose the item from the FORMAT SELECTION menu that you want to change. For steps in making specific changes, use the "Quick Reference" section of the Operator Reference Guide.

USING THE FORMAT SAMPLES

The format samples show some format changes that you can make, usually by combining several items from menus or by using keys in different combinations than those you learned in the operator training books. The steps may be a little more specialized than those in the Operator Reference Guide.

You can use the format samples with different work samples. Normally, a format sample shows a specific kind of format that can be used for many types of documents.

Chapter 7. Document Samples

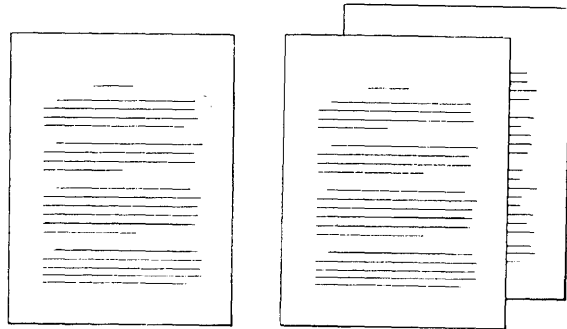
DOCUMENTS

Document _____

Diskette Name _____

Program Diskette _____

Format: Document ____ Alternate ____



This work sample includes both single and multi-page documents.

Follow the prompts and messages in each menu.

Choose **Create Document** in the TYPING TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

Formatting the Document

If you want to change the format at the beginning of the document, choose **Change Document Format** or **Change Alternate Format** in the CREATE OR REVISE DOCUMENT menu.

Choose the items in the FORMAT SELECTION menu that you want to change.

____ Choose **Change Line Format** to make these changes:

Line Spacing _____
Line Alignment _____
Adjust Line Endings 1 = Yes
Type Style _____

____ Choose **Change Margins and Tabs** to make these changes:

Left Margin _____

Right Margin _____
Tabs _____

_____ Choose **Change Page Format** to make these changes:

First Typing Line, First Page _____
First Typing Line, Following Pages (if the document is more than one page) _____
Last Typing Line _____
Paper Size _____
Printing Paper Source (if you have the IBM Sheet-Feed Paper Handler) _____

Press ENTER until you get to the typing area.

If you are using the Alternate Format, press the CHG FMT key and choose **Begin Using ALternate Format** in the FORMAT SELECTION menu.

Typing the Document

Type the document.

Checking Spelling, Hyphenating Paging and Printing The Document

While in the typing area, press the SPELL key.

When the prompt, **Type document name;** press ENTER appears, press ENTER.

When the prompt, **Type diskette name;** press ENTER appears, press ENTER.

Choose the ITEM (s) in the CHECK DOCUMENT Menu as desired.

Press ENTER to begin spelling check, hyphenating, paging and printing the document.

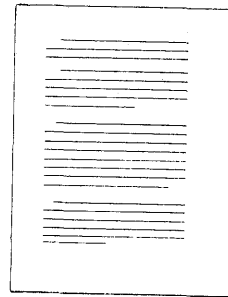
Documents With A More Even Right Margin

There are several ways to make your right margin more even. Choose the one that works best for you.

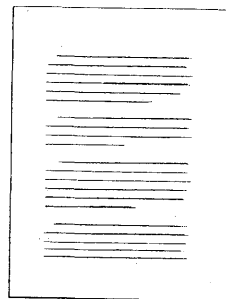
You can set up the menus for a more even right margin at the beginning of the document or for any part of the document by choosing **Line Alignment** in the LINE FORMAT menu.

There are three options for a right margin:

- Left -- the system does not change the right margin.
- Justified -- the system adjusts the spacing so that the right margin is even, except for short lines such as the end of a paragraph or the inside address on a letter.



- Half Justified -- the system adjusts the spacing so that the right margin is more even than it is on the diskette, but it is not perfectly even as it would be with justified text.



Using Half Justify

Use Half Justify to create a more even right margin: Choose **Change Line Format** in the FORMAT SELECTION menu and make this change:

Line Alignment 3 = 1/2 Justify

Type the document as you normally would. When you print the document, the right margin will be adjusted to be more even.

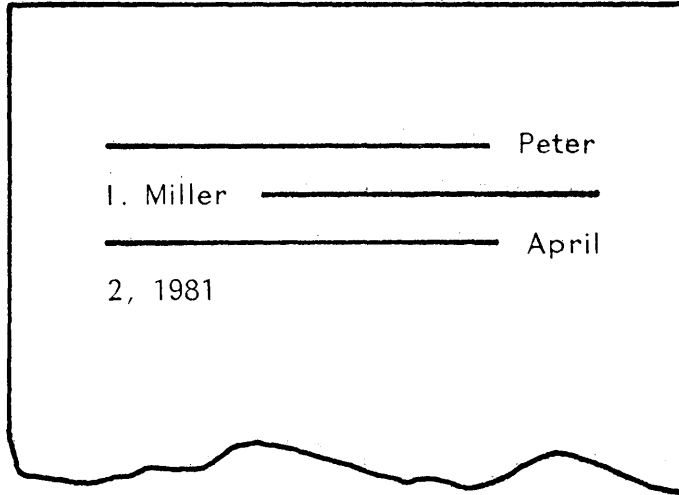
Using Justify

Use Justify to create an even right margin: Choose **Change Line Format** in the FORMAT SELECTION menu and make this change:

Line Alignment 2 = Justify

Type the document as you normally would. When you print the document, the right margin will be adjusted to be even.

KEEPING A GROUP OF WORDS
TOGETHER ON A LINE



A group of words (for example, a person's name or a date) that should be on one line could be split when text is adjusted by Auto Carrier Return, pagination or revision. Required spaces prevent this from happening. You will put required spaces between the words that you want to keep together on one line.

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Chapter 8. Indented Document Samples

INTRODUCTION

Indented text is text that is moved in (indented) from the left margin. After you tab in for the first line of the paragraph, the system automatically indents the rest of the paragraph.

You will use required tabs at the beginning of the indented paragraph and carrier returns at the end of the indented paragraph. You can type any number of indented paragraphs this way.

If you would like to see the required tabs and carrier returns on the screen, press SCREEN FORMAT.

Choose **Display Codes = Yes** in the SCREEN FORMAT menu.

Any document that you type may have indented paragraphs. Be sure that you have a tab set in the MARGINS AND TABS menu for the indented material. Type the part of the document that is not indented as you normally would. Then, choose one of the types of indented paragraphs listed below for your document.

Note: The first line of any of the indented paragraphs may be tabbed in further than the rest of the paragraph.

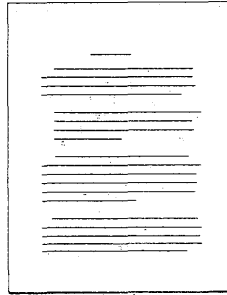
Use the work sample that matches the kind of document that you are typing. Set up the format and type the paragraphs that come before the indented material.

Each of the following indented formats is described in the following sections:

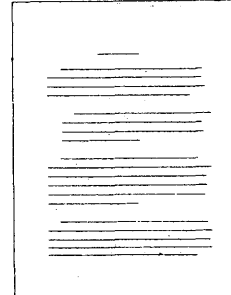
- Indented Paragraphs
- Indented Numbered Paragraphs
- Indented Paragraphs with Roman Numerals
- Indented Paragraphs with More Than One Indent Level
- Indented Paragraphs with a Heading at the Left Margin
- Indented Paragraphs with the First Line of the Paragraph at the Left Margin
- Indented Paragraphs with the Right Margin Moved In

INDENTED PARAGRAPHS

Sample A



Sample B



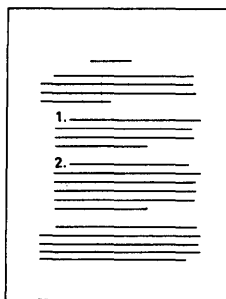
Be sure that you have set a tab in the MARGINS AND TABS menu for the indented paragraphs.

Repeat the following steps for each indented paragraph:

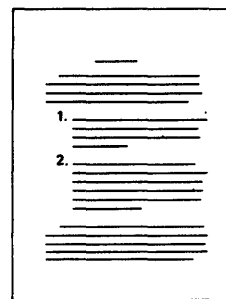
- CODE + TAB to indent the paragraph.
- If the first line of the indented paragraph is indented more than the rest of the paragraph (Sample B), type a regular tab.
- Type the indented paragraph with a required carrier return at the end.

INDENTED NUMBERED PARAGRAPHS

Sample A



Sample B



Be sure that you have set tabs in the MARGINS AND TABS menu for the numbers and for the indented paragraphs.

Repeat the following steps for each indented paragraph:

- Press CODE + TAB to indent the paragraph.
- Type the number of the paragraph.

Type a regular tab if you want the left margin of the paragraph to line up under the number (Sample A above).

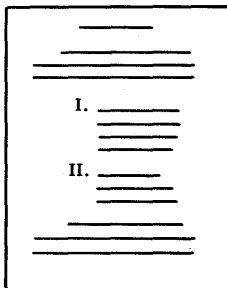
or

Type a required tab if you want the number to be by itself to the left of the paragraph (Sample B above).

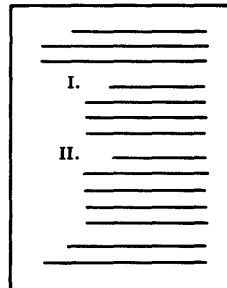
- Type the indented paragraph, and type a carrier return at the end of the paragraph.

INDENTED PARAGRAPHS WITH ROMAN NUMERALS (OUTLINE FORMAT)

Sample A



Sample B



You can create indented paragraphs with Roman numerals and use them in outlines.

Be sure that you have set a decimal tab in the MARGINS AND TABS menu for the Roman numeral and a normal tab for the indented paragraph.

Repeat the following steps for each numbered paragraph:

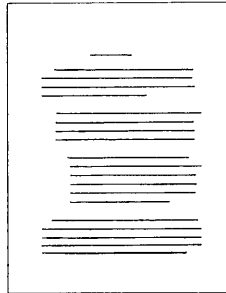
- Tab to the DEC TAB. Then type the Roman numeral and the period.
- Press CODE + BKSP until you reach the left margin.
- Press CODE + TAB twice to indent the paragraph.

If the first line of the indented paragraph is indented more than the rest of the paragraph (Sample B), type a regular tab.

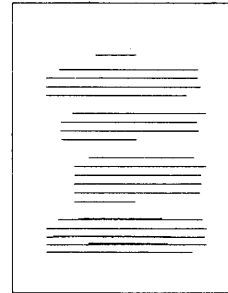
- Type the indented paragraph, and type a carrier return at the end of the paragraph.

INDENTED PARAGRAPHS WITH MORE THAN ONE INDENT LEVEL

Sample A



Sample B

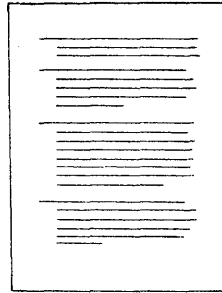


Be sure that you have set a tab in the MARGINS AND TABS menu for each level of indented paragraph.

Repeat the following steps for each indented paragraph:

- Press CODE + TAB until the paragraph is indented as far as you want it to be.
- If the first line of the indented paragraph is indented more than the rest of the paragraph (Sample B), type a regular tab.
- Type the indented paragraph, ending with a required carrier return.

INDENTED PARAGRAPHS WITH THE FIRST LINE AT THE LEFT MARGIN



The required tabs must always be typed on the first line of each indented paragraph. After you type the required tabs, you will backspace to the left margin to type the first line. The first line will print at the left margin--the other lines will be indented.

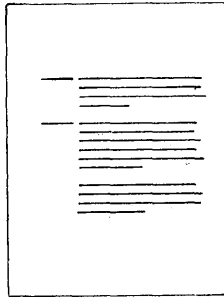
Be sure that you have set a tab in the MARGINS AND TABS menu for the indented paragraphs.

Repeat the following steps for each indented paragraph:

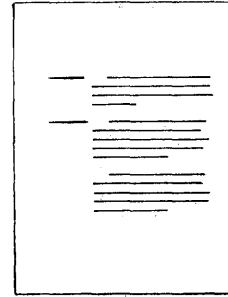
- On the first line of the text, press CODE + TAB until you reach the point where you want the indented lines to print.
- Press CODE + BKSP until you reach the left margin.
- Type the paragraph, and type a required carrier return at the end of the paragraph.

INDENTED PARAGRAPHS WITH A HEADING IN THE LEFT MARGIN

Sample A



Sample B



The required tabs must always be typed on the first line of each indented paragraph. After you type the required tabs, you will backspace to the left margin to type the first line. The heading will print at the left margin--the other lines will be indented.

Be sure that you have a tab set in the MARGINS AND TABS menu for the indented paragraphs.

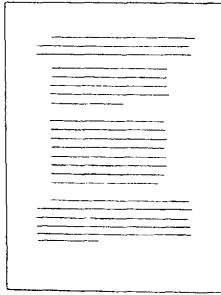
Repeat the following steps for each indented paragraph:

- Type the heading that is in the left margin.
- Type CODE + BKSP until you reach the left margin. Press CODE + TAB until you reach the point where you want the indented lines to print.
- If the first line of the indented paragraph is indented more than the rest of the paragraph (Sample B), type a regular tab.
- Type the indented paragraph, and type a required carrier return at the end of the indented paragraph.

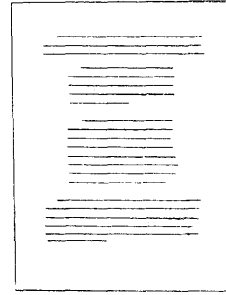
Note: If you need to type indented formats with multi-line side headings refer to Selectable Topics, Book 2 and complete the topic, "Creating Advanced Text Tables".

INDENTED PARAGRAPHS WITH THE RIGHT MARGIN MOVED IN

Sample A



Sample B



Use CHG FMT to change the right margin before you type the indented paragraph.

Changing The Right Margin

- **Choose Change Margins and Tabs** in the **FORMAT SELECTION** menu.
- Move the right margin to the desired position.
- Be sure that you have a tab set in the **MARGINS AND TABS** menu for the indented paragraphs.
- Make other changes (if any) in the **MARGINS AND TABS** menu. Press **ENTER** to return to the **FORMAT SELECTION** menu.
- Make additional changes (if any) in this menu. Press **ENTER** to go to the typing area.

Typing the Indented Paragraphs

Repeat the following steps for each indented paragraph:

- Press **CODE + TAB** to indent the paragraph.
- If the first line of the indented paragraph is indented more than the rest of the paragraph (Sample B), type a regular tab.
- Type the indented paragraph, and type a required carrier return at the end.

Changing the Right Margin Back to the Starting Choice

Press CHG FMT.

Choose **Return Line Format, Margins and Tabs to Starting Choice** in the FORMAT SELECTION menu.

Make other changes (if any) in this menu.

Press ENTER until you get to the typing area.

This page is intentionally left blank.

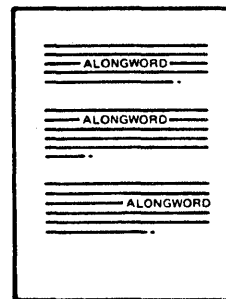
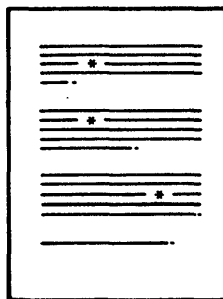
Chapter 9. Multi-page Document Samples

SHORTCUT METHOD FOR TYPING LONG OR DIFFICULT WORDS USING THE GLOBAL KEY

Document _____

Diskette Name _____

Program Diskette _____



Use this work sample when you type a document that contains difficult or extremely long words (such as technical terms) that you do not want to type into the document the first time. Type a temporary character to represent each difficult word to save time. After you type the document, you can use the GLOBAL key to search for the temporary characters and replace each with the correctly spelled technical term. You only have to type the difficult word once. This is an important function that can be used in many ways; to change names, abbreviations, etc.

Refer to Operator Training Book 2 - Selectable Topics and review "Making Recurring Changes Using the GLOBAL Key" for additional information about the GLOBAL key.

& represents larynx
* represents laryngitis

Inflammation of the & or voice box is known as *.
The predominating symptom is unmistakable. You can't speak above a whisper, if at all. Simple acute * is usually caused either by infection or by overuse or strain of the voice.
This is an occupational hazard of auctioneers, orators, singers and others who use the voice loud and long. It also occurs in screaming children and mothers who have to shout to be heard above the din or after a short period of vocal abuse, such as running a noisy convention meeting or leading a cheering section, or making one's self heard at a party where everybody talks at once.
The other form of simple acute * is associated with the common cold and has the same sort of reaction in the & as occurs in the nose, throat, and bronchi in a cold: inflammation, swelling, redness and increased flow of secretions.
Complete recovery can be expected in a few days if you follow the admonition: "Whisper, please." Don't speak a word aloud. Rest the voice as you would rest a broken arm in a splint. Heat, drugs, or other measures may be prescribed by a doctor as circumstances warrant. Smoking and dusty atmospheres are irritating to the injured & and should be avoided if possible.
Chronic forms of * which recur frequently without respiratory infection or voice strain have the same symptom -- hoarseness -- but a variety of possible causes. Loss of the voice may occur without physical disease of any nature of the &, as from hysterical states, remote affection of nerves serving the voice, or some systemic diseases not localized to the &.

Inflammation of the larynx or voice box is known as laryngitis.
The predominating symptom is unmistakable. You can't speak above a whisper, if at all. Simple acute laryngitis is usually caused either by infection or by overuse or strain of the voice.
This is an occupational hazard of auctioneers, orators, singers and others who use the voice loud and long. It also occurs in screaming children and mothers who have to shout to be heard above the din or after a short period of vocal abuse such as running a noisy convention meeting or leading a cheering section or making one's self heard at a party where everybody talks at once.
The other form of simple acute laryngitis is associated with the common cold and has the same sort of reaction in the larynx as occurs in the nose, throat, and bronchi in a cold: inflammation, swelling, redness and increased flow of secretions.
Complete recovery can be expected in a few days if you follow the admonition: "Whisper, please." Don't speak a word aloud. Rest the voice as you would rest a broken arm in a splint. Heat, drugs, or other measures may be prescribed by a doctor as circumstances warrant. Smoking and dusty atmospheres are irritating to the injured larynx and should be avoided if possible.
Chronic forms of laryngitis which recur frequently without respiratory infection or voice strain have the same symptom -- hoarseness -- but a variety of possible causes. Loss of the voice may occur without physical disease of any nature of the larynx, as from hysterical states, remote affection of nerves serving the voice, or some systemic diseases not localized to the larynx.

Making Global Changes

After you have typed the document using the temporary character:

Return to the beginning of the document.

Press CODE + GLOBAL.

The GLOBAL REPLACE/DELETE menu will show on the display.

Choose **Kind of Search = Automatic**.

Choose the first item to **Search For**.

Type the first temporary character and press ENTER.

Choose the first item to **Replace With**.

Type the correctly spelled technical term and press ENTER.

Repeat the steps for the remaining temporary characters.

Checking Spelling, Hyphenating Paginating and Printing The Document

While in the typing area, press the SPELL key.

When the prompt, **Type document name; press ENTER** appears, press ENTER.

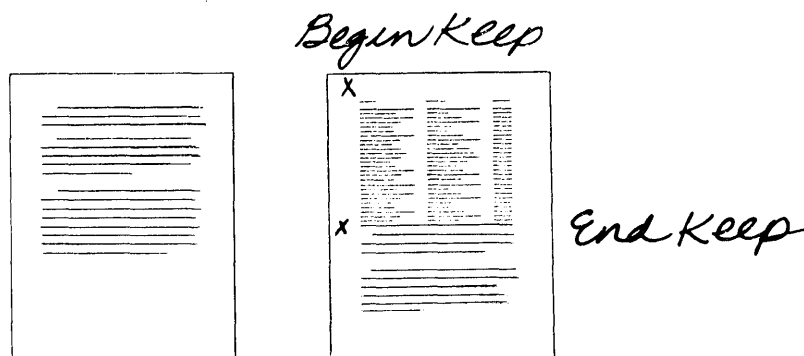
When the prompt, **Type diskette name; press ENTER** appears, Press ENTER.

Choose the ITEM(s) in the CHECK DOCUMENT Menu as desired, press ENTER.

Make changes in the HYPHENATE AND PAGINATE DOCUMENT menu, if necessary.

Press ENTER to begin spelling check, hyphenating, paginating and printing the document.

KEEPING A SECTION OF TEXT TOGETHER ON A LINE DURING PAGINATION



A section of text that should be on one page could be split during pagination. The Keep instructions prevent this from happening.

You may put Keep instructions in your document while you are typing it or during revision. You will put a Keep instruction before and after the text that you want to keep together.

When text surrounded by a keep does not fit on one page, the text will automatically move to the next page to keep the text together.

If is not necessary to put Keep instructions around a table that was created using the Column Layout function. The codes which mark the beginning and end of the table also serve as Keep instructions.

Marking the Beginning of Text to be Kept Together

Move the cursor under the first character of the text that you want to keep together.

Press the INSTR key.

Choose **Begin Keep** in the INSTRUCTIONS menu.

Press ENTER to return to the typing area.

Marking the End of Text to be Kept Together

Move the cursor immediately after the last character that you want to keep together.

Press the INSTR key.

Choose **End Keep** in the INSTRUCTIONS menu.

Press ENTER until you get to the typing area.

HEADERS AND FOOTERS

You can set up the menus for headers and footers at the beginning of the document or for any part of the document.

- Choose **Change Header and Footer** in the **FORMAT SELECTION** menu.
- Choose **Create or Revise Header** or **Create or Revise Footer**.
- Tab or space to the point on the margin scale where you want the text to appear.
- Type the text. (Headers and footers can be more than one line.)
- Press **ENTER** until you get to the **HEADER AND FOOTER** menu.
- Choose **First Header Line** or **First Footer Line** and choose the line number.
- Choose **Print Header On** or **Print Footer On** and choose **All Pages** or **All But First Page**.

Note: The format (margins, tabs, typestyle, paper size, etc.) for the headers and footers set up in the **Document Format** or **Alternate Format** apply throughout the entire document, even if there are format changes within the document. If a format change typed within a document specifies a change in the headers and/or footers, the system will change to the new header and/or footer text. Otherwise, it will remain the same as the format you originally set up.

Press **ENTER** until you get to the typing area.

Additional Considerations For Headers and Footers

If your text overlaps header and footer text consider the following:

- If a header is longer than one line, you may need to change the first line of typing in the **PAGE FORMAT MENU** to allow space between the header and the actual text.

- If a footer is longer than one line, you may want to change the line the footer prints on so that the last line of the footer prints no lower than line 63.
- If you change the line for the footer to print on, you may need to change the last line of typing in the Page Format Menu to allow space between the text and the footer.

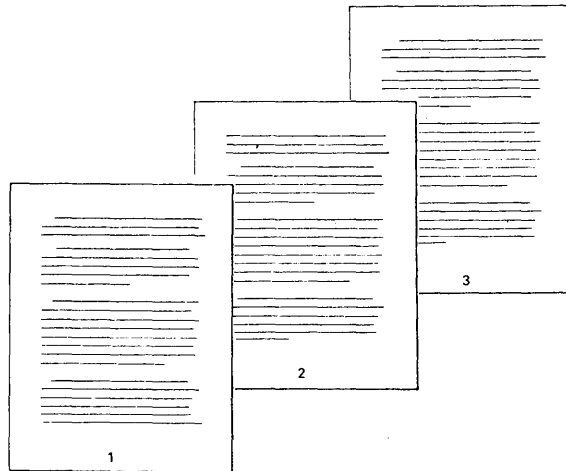
If you have a multi-page letter with header text for the second and additional pages consider the following:

- The second page heading can be typed as a header like the following example.

Mr. Jack Jones
September 15, 1981
Page 2

- In the typing area for the header:
 - Type the information needed for the page number.
 - Type "page" and a space.
 - Press INSTR and select system page number.
- You will probably want the header to print at approximately line 7, instead of line 3.
- After changing the header, choose **Change Page Format**.
- Change **First Typing Line Following Pages** to a line number compatible with the header. For example, if the header will print on line 7, and is 3 lines, you may select line 12 for the actual text to begin printing.
- After you type the letter.
 - Change your **HEADERS AND FOOTERS MENU**. Delete the header so it will not print on the envelope.
 - Type the envelope.

PAGE NUMBERING



You can set up the menus for page numbering before you begin typing or change page numbering after you have typed part of the document. You will use the **HEADER AND FOOTER** menu to set up the page numbering.

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

For page numbers at the top of the page, choose **Create or Revise Header** in the **HEADER AND FOOTER** menu.

For page numbers at the bottom of the page, choose **Create or Revise Footer**.

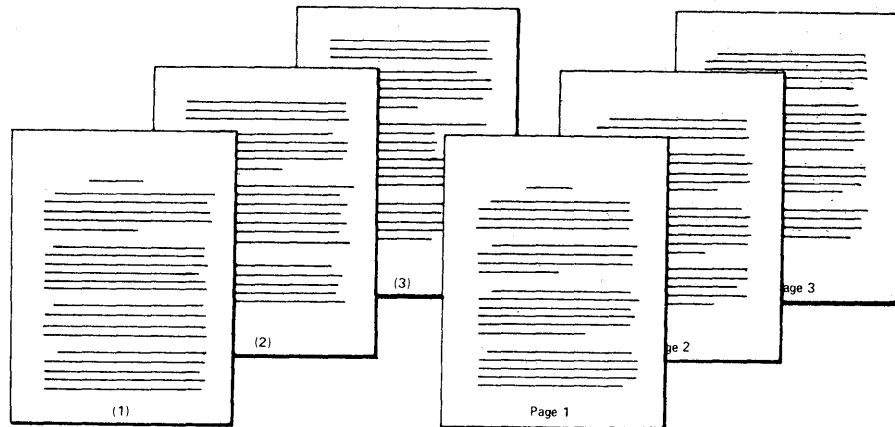
Tab and space to the position for the page number.

Press the **INSTR** key.

Choose **System Page Number** in the **INSTRUCTIONS** menu.

Press **ENTER** to return to the create/revise header or create/revise footer typing area. If there is additional header or footer text, type it in this frame. When you are finished, press **ENTER** until you get to the typing area.

PAGE NUMBERING -- WITH TEXT CHARACTERS SURROUNDING THE NUMBER



You can set up the menus for page numbers at the beginning of the document or change page numbering after you have typed part of the document.

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

For page numbers at the top of the page, choose **Create or Revise Header** in the **HEADER AND FOOTER** menu.

For page numbers at the bottom of the page, choose **Create or Revise Footer** in the **HEADER AND FOOTER** menu.

Tab and space to the position for the page number.

Type the word or character that goes before the page number.

Press the **INSTR** key.

Choose **System Page Number** in the **INSTRUCTIONS** menu.

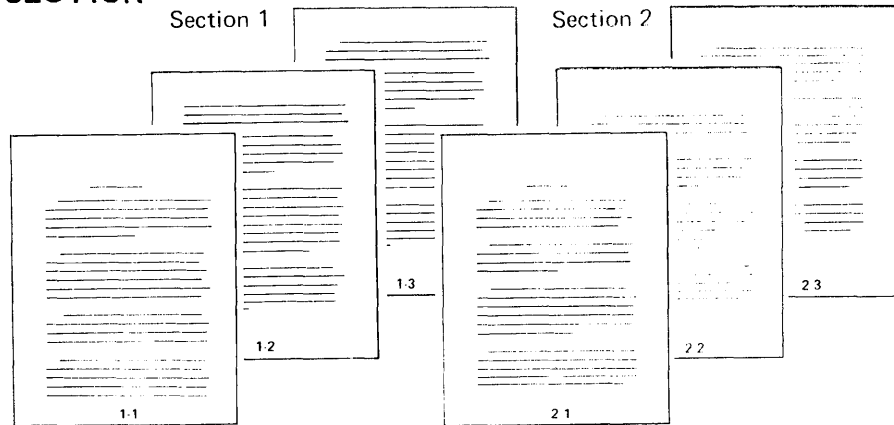
Type the word or character that you want to appear after the page number.

If there is additional header or footer text, type it in this frame.

If you have other changes in the **HEADER AND FOOTER** menu, make them, and press **ENTER** after each change.

Press **ENTER** until you get to the typing area.

PAGE NUMBERING BY SECTION



If your document has several sections or chapters, you may want the page numbering to start over with page 1 in each section.

You will set up the HEADER AND FOOTER menu for page numbering at the beginning of each new section of your document.

Setting Up the Menus For the First Section

You can set up the menus for page numbering before you begin typing or change the page numbering after you have typed part of the document.

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

For page numbers at the top of the page, choose **Create or Revise Header** in the HEADER AND FOOTER menu.

For page numbers at the bottom of the page, choose **Create or Revise Footer** in the HEADER AND FOOTER menu.

Type the page number:

- Tab and space to the position for the section number and the page number.
- Type the section number and punctuation (for example, a hyphen).
- Press the INSTR key.
- Choose **Page Number 1 = Reset Page Number**.

Press ENTER to return to the create/revise header or create/revise footer typing area. If there is additional header or footer text, type it in this frame.

If you have other changes in the HEADER AND FOOTER menu, make them, and press ENTER after each change.

Press ENTER until you get to the typing area.

Type the first section of the document.

At the end of the section of text, press PAGE END.

Changing the Section Number

Press CHG FMT.

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

For page numbers at the top of the page, choose **Create or Revise Header**.

For page numbers at the bottom of the page, choose **Create or Revise Footer**.

Use the cursor movement keys to go to the section number. Delete the section number and the instruction symbol. Type the new section number.

Press the INSTR key.

Choose **Page Number 1 = Reset Page Number** in the INSTRUCTIONS menu to start the numbering over with the **number 1** in this section.

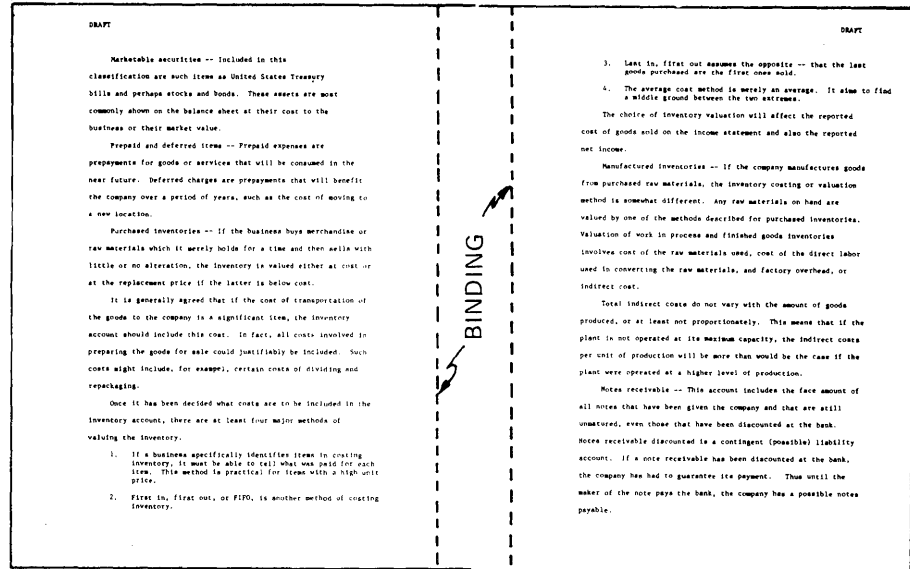
Press ENTER until you return to the typing area.

Type the next section of the document.

When you get to the end of the section, repeat the steps in "Changing the Section Number" for each section of the document.

When you have finished typing the document, you can paginate, print, and revise the document if necessary, and the section numbers will print correctly.

TYPING ALTERNATING FORMATS FOR BOUND COPIES



Use this work sample when you have documents to be copied onto both sides of the page and bound like the sample pages above. You will want to provide a wide margin on the inside to allow for easy reading of the bound copy.

Setting Up and Typing The Alternate Format Pages

The format of the pages will alternate as shown in the above example.

The margins should be wide on the left for odd numbered pages and wide on the right for even numbered pages.

To do this (and provide for headers as in the example above), change the Document Format in the CREATE OR REVISE DOCUMENT menu.

Set a wide right margin to be used on even-numbered pages.

Type the header on the left side of the page.

Type the pages and paginate.

After the Document Has Been Typed and Paginated.

Press the CHG FMT key at the beginning of each odd-numbered page and choose the ITEM in the FORMAT SELECTION MENU to begin using the Alternate Format.

Printing the Document

Press the REQST key in the TYPING TASKS menu.

Choose **Print Document** in the REQUEST TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

Make your changes (if any) in the PRINT DOCUMENT menu. Press ENTER and follow the messages to print the documents.

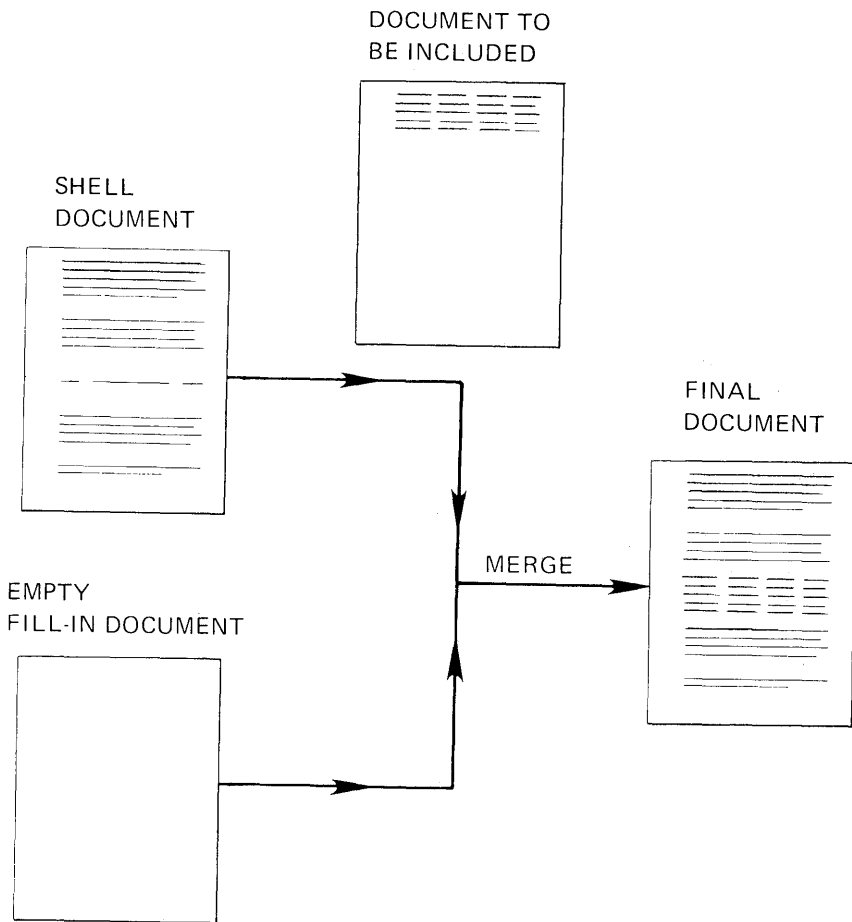
**USING INCLUDE INSTEAD OF GET
TO RETREIVE INFORMATION FROM
ANOTHER DOCUMENT**

Document _____

Diskette Name _____

Program Diskette _____

Format: Document _____ Alternate _____



Before beginning this work sample, complete the topics on merge in Operator Training Book 2 - Selectable Topics if you have not already done so.

Use this section when you are typing a long document and you want to use a large amount of information from a previously created document. You could use the GET function over and over to retrieve each page of information. A shorter method, however, is to type an include instruction in the document which tells the system to retrieve all of the pages at once.

For example, perhaps you are typing a long document which contains information previously typed in a lengthy budget report. Instead of retyping the information, you want to use pages from the previously created budget document.

Instead of using GET over and over to retrieve each page and waiting while the system processes each GET instruction, you type one INCLUDE instruction in the middle of your document. You save time by typing fewer instructions and you spend less time waiting for the system to process your instructions.

Creating the Shell Document

The shell document contains the text to individualize the final document.

Choose **Create Document** in the TYPING TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

Press ENTER until you get to the typing area.

Type the text you want to appear in the final document until you reach the point where you want to include the information from the previously created document.

Press CODE + INSTR and choose **Include** from the INSTRUCTION menu.

Choose **Document Name** in the INCLUDE INSTRUCTION menu. Follow the prompts to type the name of the document you want to retrieve pages from.

Choose **Diskette Name**. Follow the prompts to type the name of the diskette on which the document is stored.

Choose **System Page Numbers**. Follow the prompts to type the numbers of the pages you want to be included from the document. Be sure to type a space between each number.

Press ENTER to return to the typing area.

Move the cursor to the next line and continue typing until you finish typing the text to follow the include instruction you just typed.

Press END.

Creating the Fill-In Document

Choose **Create Document** in the TYPING TASKS menu. Follow the prompts to type the document and the diskette name, if necessary.

Note: Type a name for this document that is different from the other document names you created in this work sample.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

Press ENTER to go to the typing area.

The system needs a fill-in document to process the include instruction during merge. You will not type anything in the fill-in document, since you typed the include instruction in the shell document.

Press END.

Merging the Documents

Choose **Go To Task Selection** in the TYPING TASKS menu.

Choose **Merge** in the TASK SELECTION menu.

Choose **Merge with Named Variables** in the MERGE TASKS menu.

Note: Since the document does not contain any variable names, the following message appears on the screen after the document is merged successfully, "Merge Complete. No Variables Found."

Choose **Shell Document Name** in the MERGE WITH NAMED VARIABLES SETUP menu and type the name of the shell document.

Follow the same steps to name the diskette of the shell document, name the fill-in document, and name the diskette of the fill-in document.

Choose **Merged Document Name** if you want to store the merged document on the diskette. Type a different name from the names of the fill-in and shell documents. Choose **Diskette Name** and type the name of the diskette on which it is to be stored.

Choose **Print Merged Document = Yes**.

Press ENTER to begin merging the documents.

Note: If you have a single diskette unit, both the shell document and the document you include must be on the same diskette. If you have a dual diskette unit, the diskette(s) the documents are stored on must both be loaded in the diskette unit.

Follow the prompts to print the document.

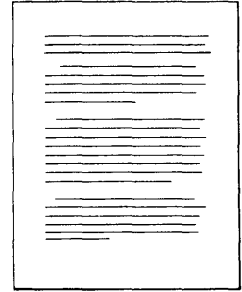
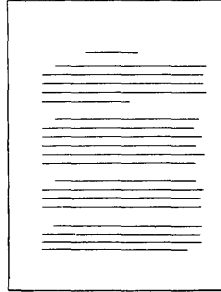
MULTI-PAGE DOCUMENT WITH MANUAL PAGINATION

Document _____

Diskette Name _____

Program Diskette _____

Format: Document ____ Alternate ____



You may want to paginate a document manually rather than have the system paginate it. You will decide the page endings yourself as you type each page.

Follow the prompts and messages in each menu.

Choose **Create Document** in the TYPING TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

Formatting the Document

If you want to change the format at the beginning of the document, choose **Change Document Format** in the CREATE OR REVISE DOCUMENT menu.

Choose the items in the FORMAT SELECTION menu that you want to change:

____ Choose **Change Line Format** to make these changes:

Line Spacing _____
Line Alignment _____
Adjust Line Endings 1 = Yes

____ Choose **Change Margins and Tabs** to make these changes:

Left Margin _____
Right Margin _____
Tabs _____

____ Choose **Change Page Format** to make these changes:

First Typing Line, First Page _____
First Typing Line, Following Pages (if the document
is more than one page) _____
Last Typing Line _____
Paper Size _____
Printing Paper Source (if you have the IBM Sheet-Feed
Paper Handler) _____

Press ENTER until you get to the typing area.

If you are using the Alternate Format, press the CHG FMT
key and choose **Begin Using Alternate Format** in the
FORMAT SELECTION menu.

Typing the Document

Type one page of the document. A tone will sound when you
reach the bottom of the page.

You can choose one of the following ways to print the
document.

Note: If you are sharing a printer, read "Printing a
Document" in Chapter 5 of this book for more information
on the PRINT key.

Checking Spelling, Hyphenating Paginating and Printing The Document

While in the typing area, press the SPELL key.

When the prompt, **Type document name; press ENTER**
appears, press ENTER.

When the prompt, **Type diskette name; press ENTER**
appears, press ENTER.

Choose the ITEM (s) in the CHECK DOCUMENT menu as desired.

Press ENTER to begin spelling check, hyphenating,
paginating and printing the document.

Printing Each Page After Typing It

You can print each page as soon as you finish typing it:

- Press the PRINT key.
- Continue typing and printing each page.

Press END when you have finished printing the entire document.

Printing All Pages After Typing the Document

You can print all of the pages when you have finished typing the document:

- Press PAGE END when the tone sounds at the bottom of the page.

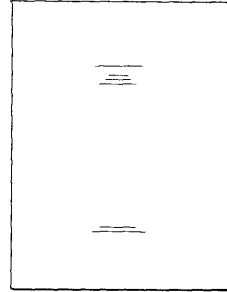
Note: You cannot type past the point at which the Page End Tone sounds.

- Type each page, and end each page with a PAGE END.
- When you have finished typing the entire document, press END.
- Press the REQST key in the TYPING TASKS menu.
- Choose **Print Document** in the REQUEST TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

Make your changes (if any) in the PRINT DOCUMENT menu. If you type past the number you chose for **Last Typing Line** on any of the pages, choose **Cancel on Error 2 = No** in the PRINT DOCUMENT menu. Press ENTER and follow the messages to print the document.

MULTI-PAGE DOCUMENT -- COVER SHEET

Document _____
Diskette Name _____
Program Diskette _____
Format: Document ____ Alternate ____



A cover sheet, also called a title page, appears as the first page of a multi-page document. However, this page is not normally numbered with the rest of the document.

To type a document with a cover sheet, you will use two work samples, this one for the cover sheet, and one for the rest of the document.

Follow the prompts and messages in each menu.

Choose **Create Document** in the TYPING TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

Formatting the Rest Of the Document

Set up the format for the document, not for the cover sheet.

If you are numbering pages for the rest of the document, choose **Change Document Format** in the CREATE OR REVISE DOCUMENT menu:

- Choose **Change Headers and Footers** in the FORMAT SELECTION menu.
- Tab or space to the point where you want the page number.
- Press the INSTR key.
- Choose **Page Number = 1** to Reset Page Number.

- Press ENTER to go back to the HEADER AND FOOTER menu.
- Choose **Print Footer On = 2** for All But First Page.
(This prevents the page numbers from printing on the cover sheet.)
- Make your other changes, if any, in the HEADER AND FOOTER menu.
- Press ENTER until you get to the **FORMAT SELECTION** menu.

You have now numbered the pages in the document starting with the first page of the document and excluding the cover sheet.

Now, go to the "Formatting" section of the work sample that you are using for the rest of your document. Set up the format for the rest of the document. After you press ENTER to go to the typing area, return to this work sample.

Now you are ready to set up the format for the cover sheet.

Formatting the Cover Sheet

Press the CHG FMT key.

Choose the items in the **FORMAT SELECTION** menu that you want to change.

- Choose **Change Line Format** to make these changes:

Line Spacing _____
Adjust Line Endings 2 = No

(This will keep the lines from being rearranged during pagination or revision.)

- Choose **Change Margins and Tabs** to make these changes:

Tabs _____

(Clear all tabs and set a center tab at the middle of the page.)

It is not normally necessary to change the margins or any of the page formats.

Press ENTER until you get to the typing area.

Typing the Cover Sheet

Carrier return, if necessary, to center the lines between the top and bottom of the page.

Tab to the center of the page to type each line of the cover sheet. Carrier return between the lines enough times so that the text is approximately centered on the sheet of paper.

At the end of the cover sheet, press CODE + PAGE END and PAGE END. (This will keep the cover sheet on a page by itself if the document is paginated later.)

Press CHG FMT.

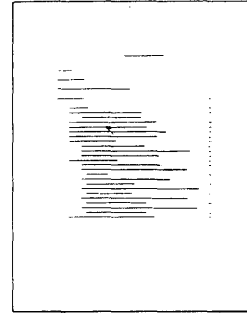
Choose **Return Line Format, Margins and Tabs to Starting Choice** in the FORMAT SELECTION menu.

When you finish with the changes for the cover sheet, turn to the work sample that you are using for the rest of the document. Continue with the "Typing" section.

Note: Because you typed this cover sheet with **Adjust Line Endings = No** and with a **Required Page End**, you can paginate the cover sheet with the rest of the document.

TABLE OF CONTENTS

Document _____
Diskette Name _____
Program Diskette _____
Format: Document ____ Alternate ____



A Table of Contents appears at the beginning of a document. However, it cannot be typed until the rest of the document is typed, paginated and printed, because you do not know the page numbers for the chapters and sections until you have printed the entire document. Therefore, you can set up the Table of Contents as a separate document.

The Table of Contents has a centered heading for the title, and column headings for the chapters and pages. The left and right column entries are connected with dot leaders, a line of periods and spaces. The page numbers for the Table of Contents pages are lower case Roman numerals.

Follow the prompts and messages in each menu.

To type the Table of Contents, choose **Create Document** in the TYPING TASKS menu.

Follow the prompts to type the document name and the diskette name, if necessary.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

Formatting the Table of Contents

If you want to change the format at the beginning of the Table of Contents, choose **Change Document Format** or **Change Alternate Format** in the CREATE OR REVISE DOCUMENT menu.

Choose the items in the FORMAT SELECTION menu that you want to change.

___ Choose **Change Line Format** to make these changes:

Line Spacing _____
Adjust Line Endings 2 = No

___ Choose **Change Margins and Tabs** to make these changes:

Left Margin _____
Right Margin _____
Tabs _____

(Be sure that you have a normal tab set at the center of the page for the heading and on the right side of the page for the page numbers. You may also need to set tabs for indented lines if you include subsections in your Table of Contents.)

___ Choose **Change Page Format** to make these changes:

First Typing Line, First Page _____
First Typing Line, Following Pages (if the Table of Contents is more than one page) _____
Last Typing Line _____
Paper Size _____
Printing Paper Source (if you have the IBM Sheet-Feed Paper Handler) _____

Press ENTER until you get to the typing area.

If you are using the Alternate Format, press the CHG FMT key and choose **Begin Using Alternate Format** in the FORMAT SELECTION menu.

Typing the Table Of Contents

Carrier return, if necessary, to center the Table of Contents between the top and bottom of the page.

Type the headings for the Table of Contents:

- For the page heading, tab to the center of the page and center the heading, using CODE + CTR.
- For the column headings, carrier return three or more times and type the headings (the words "Chapter" and "Page") for the columns.
- Carrier return several times.

Note: The format (margins, tabs, typestyles, and paper sizes) for the headers and footers comes from the Document or Alternate Format when using the Create or Revise Document Menu. The format for headers and footers stays the same throughout the entire document, even if there are format changes within the document.

For each line in the Table of Contents:

- Type the name of the chapter or section.
- Space once.
- Type a period, space, and repeat typing periods and spaces until you come to a point two or three spaces from the tab that you set for the page numbers. (Be sure that the periods line up under each other.)
- Tab (and space, if necessary), and type the page number.
- Carrier return.

If some lines are indented, type a regular tab (do not code it) and type each line the same as above.

If the Table of Contents is longer than one page, repeat the following steps for each page:

- Type until you hear the tone at the bottom of the page.
- Carrier return until you reach the line where you want the page number to print (approximately 3 lines from the bottom of the page).
- Tab to the center of the page and type the page number, using a small Roman numeral (i, ii, iii, iv, v, etc.).
- Press PAGE END and continue typing the Table of Contents.

When you finish, press END.

Printing the Table Of Contents

Press the REQST key in the TYPING TASKS menu.

Choose **Print Document** in the REQUEST TASKS menu.

Follow the prompts to type the document name and diskette name, if necessary.

Choose **Cancel On Error 2 = No**.

Make other changes (if any) in the PRINT DOCUMENT menu. Press ENTER and follow the messages to print the Table of Contents.

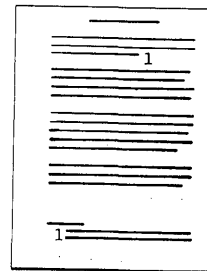
DOCUMENTS WITH FOOTNOTES

Document _____

Diskette Name _____

Program Diskette _____

Format: Document ___ Alternate ___



When a document contains footnotes, you may simply type each page, leaving space at the bottom of the page for the footnotes. However, it would be difficult to revise this document because additions would change page endings, which would cause the footnote to print on the wrong place on the page.

A better procedure is to type the footnote on the first line below the footnote number. You may paginate and print the document, and revise it, if necessary. On the final draft, you will move the footnotes to the bottom of the page.

The following guidelines apply to footnotes:

- Footnotes must appear on the same page as the footnote reference number.
- The footnote number is typed one-half index above the typing line.
- The footnote number is typed after all punctuation, except the dash.
- If possible, the footnote number should come at the end of a phrase or sentence.
- The footnotes should be consecutively numbered throughout the document, starting with 1.

In this work sample, you will do the following:

- Create the document with the footnotes, placing the footnotes within the text
- Paginate and print a draft of the document for review by the originator

- Revise the draft document, if necessary
- Move the footnotes to the bottom of the page and print the final document.
- The document is double-spaced and the footnotes are single-spaced.

In addition, there are steps for revising the final document, if additional changes are made.

Single-spaced documents--Follow these steps exactly for single-spaced documents, even though you will be typing a format change for single spacing and the document is already in single spacing.

Indented projects--Follow these steps exactly for indented projects, even though the rough draft will not print with the proper indent level. You will have to experiment with the Last Typing Line number in the PAGE FORMAT menu to allow for adjusting the right margin on the final document. Try a Last Typing Line four less than the number you want. There is a note in the "Formatting the Final Document" section of this work sample with the steps for correcting the indent level.

Creating the Document

Follow the prompts and messages in each menu.

Choose **Create Document** in the TYPING TASKS menu. Follow the prompts to type the document name, and the diskette name, if necessary.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

Formatting the Document

If you want to change the format at the beginning of the document, choose **Change Document Format** or **Change Alternate Format** in the CREATE OR REVISE DOCUMENT menu.

Choose the items in the FORMAT SELECTION menu that you want to change:

_____ Choose **Change Line Format** to make these changes:

Line Spacing 2 = Double

Line Alignment _____
Adjust Line Endings 1 = Yes

- Choose **Change Margins and Tabs** to make these changes:

Left Margin _____
Right Margin _____
Tabs (Set a tab five spaces from the left margin for the footnote.) _____

- Choose **Change Page Format** to make these changes:

First Typing Line _____
First Typing Line, Following Pages _____
Last Typing Line (Choose a number that is two less than the number that you want, to allow space for the divider line.) _____
Paper Size _____

Press ENTER until you get to the typing area.

If you are using the Alternate Format, press the CHG FMT key and choose **Begin Using Alternate Format** in the FORMAT SELECTION menu.

Typing the Draft Document and Placing the Footnotes Within the Text

Type the document until you get to the footnote reference number:

- Press CODE + 1/2 ↑.
- Type the number of the footnote.
- Press CODE + 1/2 ↓ and space.
- Continue typing until the system carrier returns at the end of the line.
- Backspace to erase the word or partial word that is printed on the new line.

Note: If the line is too short for the system to carrier return automatically, type a required carrier return at the end of the line.

Typing the Footnote

Change to single spacing. Make other changes, if necessary, for the footnote:

- Press CHG FMT.
- Choose **Change Line Format** in the FORMAT SELECTION menu.
- Choose **Line Spacing 1 = Single** in the LINE FORMAT menu.
- Press ENTER to return to the typing area.

To keep the footnote from being split during pagination, put in Keep instructions:

- Press CODE + INSTR.
- Choose **Begin Keep** in the INSTRUCTIONS menu.
- Press ENTER.

To type the footnote:

- Type a tab.
- Press CODE + 1/2 ↑.
- Type the footnote number.
- Press CODE + 1/2 ↓.
- Type the footnote text.
- At the end of the footnote, type a required carrier return.

To type the End Keep Instruction:

- Press CODE + INSTR.
- Choose **End Keep** in the INSTRUCTIONS menu.
- Press ENTER.

Return to double spacing. Make other changes, if necessary, for the document.

- Press CHG FMT.

- Choose **Change Line Format** in the **FORMAT SELECTION** menu.
- Choose **Line Spacing 2 = Double**.
- Press **ENTER** to return to the typing area.

Continue typing the document until you get to the next footnote. Then, repeat the steps for the footnote starting with the "Typing the Draft Document and Placing the Footnotes within the Text."

Finish typing the document.

Checking Spelling, Hyphenating Paginating and Printing The Draft Document

While in the typing area, press the **SPELL** key.

When the prompt, **Type document name; press ENTER** appears, press **ENTER**.

When the prompt, **Type diskette name; press ENTER** appears, press **ENTER**.

Choose the **ITEM(s)** in the **CHECK DOCUMENT** Menu as desired.

Press **ENTER** to begin spelling check, hyphenating, paginating and printing the document.

Revising the Draft Document

If it is necessary to revise the draft document, make the revisions in the **Revise Document Task** using the procedures you have learned.

If you add text to the document, do not type the addition between the footnote reference and the footnote text.

You may make as many revision cycles as necessary. When you complete the each revision cycle, paginate and print the document.

When all of the revisions are complete, you are ready to create the final document.

Creating the Final Document

When you have made all of the revisions to the document and want to print the final document, you first move the footnotes to the bottom of the page.

If there is any chance the document will be revised again, duplicate it now, using the Work Diskette Tasks in the TASK SELECTION menu. (See "Duplicate Document Task" in the "Quick Reference" section of the Reference Guide.) If the revisions are major, you revise the duplicate document rather than the final copy. Duplicating the final copy would mean you would have to go back and move all of the footnotes back into the text before you could make any revisions.

Choose **Revise Document** in the TYPING TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

If desired, type or change the document comment in the CREATE OR REVISE DOCUMENT menu.

Formatting the Final Document

Change the Last Typing Line to the actual Last Typing Line for the document:

- Choose **Change Document Format** in the CREATE OR REVISE DOCUMENT menu.
- Choose **Change Page Format** in the FORMAT SELECTION menu.
- Choose **Last Typing Line** in the PAGE FORMAT menu and type the number. (This number will be four more than you chose before.)

Press ENTER to go to the typing area.

If the page does not have footnotes, press GO TO and ENTER to go to the next page.

Moving the Footnotes

Now locate each footnote on this page, and move it to the bottom of the page.

- Press FIND.
- Press CHG FMT.
- Press ENTER.

Note: If there are other format changes in the document, you may have to press FIND and ENTER more than once to place the cursor under the format change for the footnote.

- Press MOVE.
- When **Move What?** prompts, press CODE + INSTR twice.

This highlights the footnote and places the cursor under the End Keep Instruction.

- Press ENTER.
- When **To Where?** prompts, press CODE + \downarrow to go to the bottom of the page.
- Press ENTER to place the footnote at the bottom of the page.

For the first footnote on the page, type the divider line:

- Type the divider line--a row of underscores 36 mm (1 1/2 inches) long.

For additional footnotes:

- Press CODE + \uparrow to go to the top of the page.
- Continue with the steps in this section, "Moving the Footnotes," to place each footnote at the bottom of the page.

Note: You will know that you have moved the last footnote in the document because when you press FIND and ENTER, the cursor will go to the format change before the divider line.

For additional pages with footnotes:

- To go to the next page, press GO TO and ENTER.
- Repeat the steps in "Moving the Footnotes" for each page with footnotes.

Note: If the line with the footnote reference number and the footnote print on different pages, move the line with the footnote reference number to the page with the footnote. If the added line makes the page go past the Last Typing Line, change the Last Typing Line in the PAGE FORMAT menu.

Short pages--For short pages, insert extra carrier returns above the divider line so that the footnotes will print 36 mm (one inch) from the bottom of the page. Press CODE + \angle and check the Line Number on the status line to make sure that it equals your Last Typing Line.

Indented Projects--To adjust the right margin of the indented lines, type a space and a backspace on the first incorrectly-adjusted line of each paragraph.

When you have moved the last footnote in the document, press END and continue with the "Printing the Final Document" section below.

Printing the Final Document

Press REQST.

Choose **Print Document** in the REQUEST TASKS menu. Follow the prompts to type the document name and diskette name, if necessary.

Make your changes (if any) in the PRINT DOCUMENT menu. Press ENTER and follow the messages to print the document.

Revising the Final Document

On occasion, you may have to make revisions to the final document. The revisions may change the page endings.

Making Minor Revisions

Normally, it is acceptable to have from one to four blank lines before the divider line. For this reason, you may

be able to make minor additions or deletions without changing the page endings.

If you delete a full line of text, you could simply add a carrier return before the divider line.

Note: Check the Line Number in the status line to be sure that the bottom of the page is equal to or less than the Last Typing Line in the PAGE FORMAT menu.

Adding or deleting the carrier returns **before** the divider line keeps the bottom margin approximately 24 mm (one inch).

Making Major Revisions

Make major revisions to the document you duplicated in the "Creating the Final Document" section of this work sample. The duplicate will be your new draft document. Delete the final document from the diskette. (See "Delete Document Task" in the "Quick Reference" section of the Operator Reference Guide.)

After you make the changes to the duplicate document, repeat the steps in this work sample from "Paginating the Draft Document" through "Printing the Final Document."

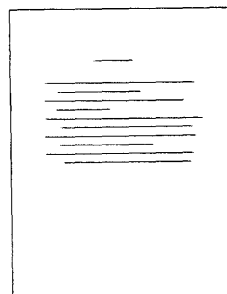
BIBLIOGRAPHY

Document _____

Diskette Name _____

Program Diskette _____

Format: Document ____ Alternate ____



A bibliography is a formal listing of the sources that were used as reference in writing a report. The list is placed at the end of the report. The format for the bibliography in this work sample is a common style. Other authors or companies may require a different format. Use the format that is commonly used in your company if it is different from the format shown here.

These guidelines are used for the bibliography work sample:

- The author's last name is listed first.
- The list is in alphabetical order, by author's last name.
- The second line is indented the same as a normal paragraph.
- Page numbers are not included.
- If the author's name is not available, five hyphens are typed, followed by a period.

Type the Bibliography at the end of the document.

If you have already ended the document, do the following to add the Bibliography at the end:

- Choose **Revise Document** in the TYPING TASKS menu.
- Follow the prompts to type the document name and diskette name, if necessary.
- Press ENTER to go to the typing area.
- Press GO TO and type a number larger than the number of the last page of the document.

- Press CODE + PAGE END and PAGE END. The Required Page End causes the Bibliography to print on a separate page after the document has printed.
- Continue with the "Formatting the Bibliography" section below.

If you are creating a new document and want to add the Bibliography to the end of it, do the following:

- Follow the prompts and messages in each menu.
- Choose **Create Document** in the TYPING TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.
- If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

Type the document, starting with the "Formatting" section of the appropriate work sample for the document.

At the end of the document, press CODE + PAGE END and PAGE END and continue with the "Formatting the Bibliography" section below.

Formatting the Bibliography

To change the format for the Bibliography, press CHG FMT.

Choose the items in the FORMAT SELECTION menu that you want to change:

- Choose **Change Line Format** to make these changes:

Line Spacing 1
Adjust Line Endings 2 = No

- Normally, no other changes are made for the Bibliography from the formats used to type the rest of the document.

Press ENTER until you get to the typing area.

Typing the Bibliography

Tab or space to the center of the page and use CODE + CTR to type the heading. Then type each of the entries of the Bibliography this way:

- Type the first line at the left margin.
- Use BEGIN UND and END UND to underscore the title of the publication.
- Type a carrier return when you get to the right margin.
- Use a regular tab to indent the second line of the entry. (It is not necessary to use required tabs because these lines will not be adjusted during pagination or revision; this is because you chose **Adjust Line Endings 2 = No** in the LINE FORMAT menu.)

If the Bibliography is more than one page, press CODE + PAGE END and PAGE END at the end of each page. You will hear a tone to signal that you have reached the bottom of the page. (If you do not use a Required Page End at the end of each page, it is possible that a bibliography entry could be split between two pages when it is paginated. Normally, this is not acceptable--the entire entry should be on one page.)

When you have finished typing the Bibliography, press END.

If you have not yet paginated and printed the document, go back to the work sample that you used for the rest of the document, and follow the directions for paginating and printing that work sample. Paginating the Bibliography will not change it.

If you have already paginated and printed the rest of the document, follow the directions below to print the Bibliography only. There is no need to paginate the Bibliography.

Printing the Bibliography

Press the REQST key in the the TYPING TASKS menu.

Choose **Print Document** in the REQUEST TASKS menu.

Press ENTER in the PRINT DOCUMENT menu and follow the messages to print the Bibliography.

Chapter 10. Letter and Envelope Samples

USING THE DOCUMENT FORMAT FOR BOTH THE LETTER AND THE ENVELOPE

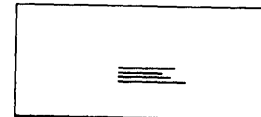
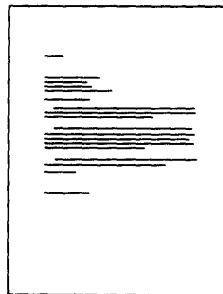
Document _____

Diskette Name _____

Program Diskette _____

Letter: Document Format

Envelope: Document



You will type both the letter and envelope as a single document with format changes after the letter for the envelope format.

This work sample includes both single and multi-page letters. Use this work sample when the Alternate Format on the Program Diskette is not set up for envelopes.

Follow the prompts and messages in each menu.

Choose **Create Document** in the TYPING TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

Formatting the Letter

If you want to change the format at the beginning of the letter, choose **Change Document Format** in the CREATE OR REVISE DOCUMENT menu.

Choose the items in the FORMAT SELECTION menu that you want to change:

- Choose **Change Line Format** to make these changes:

Line Spacing _____

Line Alignment _____

Adjust Line Endings 1 = Yes

- Choose **Change Margins and Tabs** to make these changes:

Left Margin _____
Right Margin _____
Tabs _____

- Choose **Change Page Format** to make these changes:

First Typing Line, First Page (leave room for the printed letterhead lines at the top of the page)

_____ First Typing Line, Following Pages (if the letter is more than one page) _____

Last Typing Line _____

Paper Size _____

Printing Paper Source (if you have the IBM Sheet-Feed Paper Handler)

3=Bottom, This Page Only

Press ENTER until you get to the typing area.

Typing the Letter

Type the letter. At the end of the letter, press PAGE END.

Formatting the Envelope

To change to the format for the envelope, press the CHG FMT key.

Choose the items in the FORMAT SELECTION menu that you want to change:

- Choose **Change Line Format** to make these changes:

Line Spacing 1 = Single

Line Alignment 1 = Left

Adjust Line Endings 2 = No

- Choose **Change Margins and Tabs** to make these changes:

Left Margin _____

(Move the left margin to the center of the envelope.)

- Choose **Change Page Format** to make these changes:

First Typing Line, First Page ____ (Move to the center of the envelope.)

Last Typing Line ____

Paper or Envelope Size (7,8, or 9) ____

Printing Paper Source (if you have the IBM Sheet-Feed Paper Handler)

4 = Manual Feed

Press ENTER until you get to the typing area.

Typing the Envelope

After you make the format changes for the envelope, type the name and address.

Checking Spelling, Hyphenating Paginating and Printing The Letter and Envelope

While in the typing area, press the SPELL key.

When the prompt, **Type document name;** press ENTER appears, press ENTER.

When the prompt, **Type diskette name;** press ENTER appears, press ENTER.

Choose the ITEM (s) in the CHECK DOCUMENT Menu as desired.

Press ENTER to begin spelling check, hyphenating, paginating and printing the letter and envelope.

Note: If you have an IBM Sheet-Feed Paper Handler, refer to the IBM Displaywriter System Printer Guide. Review "Inserting Cut Sheet Paper Manually with the IBM Sheet-Feed Paper Handler Attached," to correctly position the paper insertion gate.

USING THE ALTERNATE FORMAT FOR THE ENVELOPE

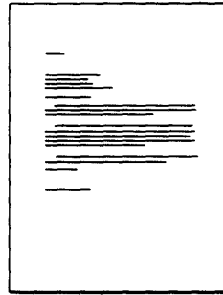
Document _____

Diskette Name _____

Program Diskette _____

Letter: Document Format

Envelope: Alternate Format



You will type both the letter and the envelope as a single document, and use the Alternate Format for the envelope. Use this work sample whether or not you have already set up the Alternate Format on the Program Diskette for envelopes. ("Changing the Alternate Format Defaults on the Program Diskette" in "Program Diskette Procedures," Chapter 3, explains how to change the defaults for the envelope.)

Note: Normally, if the Alternate Format on the Program Diskette is **not** set up for envelopes, you change the format for the envelope as in the previous work sample, rather than changing the Alternate Format for one document, as in this work sample. However, this method is included as an alternative.

This work sample includes both single and multi-page letters.

Follow the prompts and messages in each menu.

Choose **Create Document** in the TYPING TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

Formatting the Letter

If you want to change the format at the beginning of the letter, choose **Change Document Format** in the CREATE OR REVISE DOCUMENT menu.

Choose the items in the FORMAT SELECTION menu that you want to change:

_____ Choose **Change Line Format** to make these changes:

Line Spacing _____
Line Alignment _____
Adjust Line Endings 1 = Yes

_____ Choose **Change Margins and Tabs** to make these changes:

Left Margin _____
Right Margin _____
Tabs _____

_____ Choose **Change Page Format** to make these changes:

First Typing Line, First Page (leave room for the printed letterhead lines at the top of the page) _____
First Typing Line, Following Pages (if the letter is more than one page) _____
Last Typing Line _____
Paper Size _____
Printing Paper Source (if you have the IBM Sheet-Feed Paper Handler)
3=Bottom, This Page Only

If the Alternate Format is already set up for Envelopes:

- Press ENTER until you get to the typing area and skip to the "Typing the Letter" section below.

If the Alternate Format is **not** set up for envelopes, continue with the "Formatting the Envelope" section below.

Formatting the Envelope

To set up the Alternate Format for envelopes, choose **Change Alternate Format** in the CREATE OR REVISE DOCUMENT menu.

Note: See "Envelopes" in "Letter and Envelope Samples" for suggested envelope formats.

Choose the items in the FORMAT SELECTION menu that you want to change:

_____ Choose **Change Line Format** to make these changes:

Line Spacing _____
Adjust Line Endings 2 = No

_____ Choose **Change Margins and Tabs** to make these changes:

Left Margin _____
(Move the left margin to the center of the envelope.)

_____ Choose **Change Page Format** to make these changes:

First Typing Line, First Page _____
(Move to the center of the envelope.)
Paper or Envelope Size (7, 8, or 9) _____
Printing Paper Source (if you have the IBM Sheet-Feed Paper Handler) 4 = Manual Feed

Press ENTER until you get to the typing area.

Typing the Letter

Type the letter. At the end of the letter, press PAGE END.

Choosing the Alternate Format for the Envelope

Press CHG FMT and choose **Begin Using Alternate Format** in the FORMAT SELECTION menu.

Typing the Envelope

Type the name and address for the envelope.

Checking Spelling, Hyphenating Paginating and Printing The Letter and Envelope

While in the typing area, press the SPELL key.

When the prompt, **Type document name;** press ENTER appears, press ENTER.

When the prompt, **Type diskette name; press ENTER** appears, Press ENTER.

Choose the ITEM (s) in the CHECK DOCUMENT menu as desired.

Press ENTER to begin spelling check, hyphenating, paginating and printing the letter and envelope.

Note: If you have an IBM Sheet-Feed Paper Handler, refer to the IBM Displaywriter System Printer Guide. Review "Inserting Cut Sheet Paper Manually with the IBM Sheet-Feed Paper Handler Attached", to correctly position the paper insertion gate.

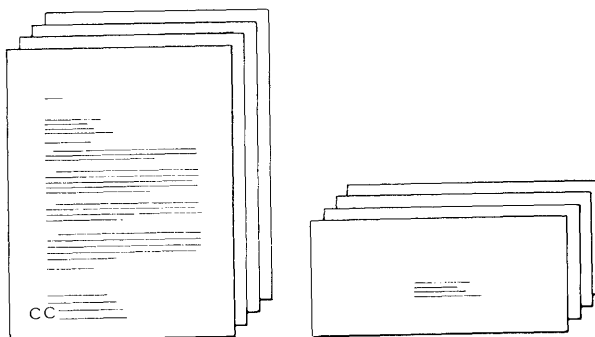
LETTER WITH CARBON COPIES AND ENVELOPES

Document _____

Diskette Name _____

Program Diskette _____

Format: Document _____ Alternate _____



When you want each person on a carbon copy list to receive an original of a letter, you print a number of originals of the letter, but only one original of each envelope. Put the letter and the envelopes in separate jobs so that you can choose a different **Print Quantity** in the PRINT DOCUMENT menu for each.

This work sample includes both single and multi-page letters.

Follow the prompts and messages in each menu.

Choose **Create Document** in the TYPING TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

Formatting the Letter

If you want to change the format at the beginning of the letter, choose **Change Document Format** in the CREATE OR REVISE DOCUMENT menu.

Choose the items in the FORMAT SELECTION menu that you want to change:

___ Choose **Change Line Format** to make these changes:

Line Spacing _____
Line Alignment _____
Adjust Line Endings 1 = Yes

___ Choose **Change Margins and Tabs** to make these changes:

Left Margin _____
Right Margin _____
Tabs _____

_____ Choose **Change Page Format** to make these changes:

First Typing Line, First Page (leaving room for the printed letterhead lines at the top of the page)

_____ First Typing Line, Following Pages (if the letter is more than one page) _____

Last Typing Line _____

Paper Size _____

Printing Paper Source (if you have the IBM Sheet-Feed Paper Handler)

3 = Bottom, This Page Only

Press ENTER until you get to the typing area.

Typing the Letter

Type the letter with the carbon copy list at the end of the letter.

Checking Spelling, Hyphenating Paginating and Printing The Letter

While in the typing area, press the SPELL key.

When the prompt, **Type document name;** press ENTER appears, press ENTER.

When the prompt, **Type diskette name;** press ENTER appears, press ENTER.

Choose the ITEM (s) in the CHECK DOCUMENT menu as desired.

Press ENTER to begin spelling check, hyphenating, paginating and printing the letter.

Typing the Envelopes

You will now type the envelopes in a separate document.

Choose **Create Document** in the TYPING TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

Formatting the Envelopes

To change the format for the envelopes choose one of the following:

- If the Alternate Format is set up for envelopes:
 - Press ENTER until you get to the typing area.
 - Press CHG FMT.
 - Choose **Begin Using Alternate Format** in the FORMAT SELECTION menu.
 - Press ENTER until you return to the typing area.
 - Continue with the "Typing the Envelopes" section below.
- If the Alternate Format is **not** set up for envelopes,
 - Choose **Change Document Format** in the CREATE OR REVISE DOCUMENT menu.
 - Choose the items in the FORMAT SELECTION menu that you want to change:
 - _____ Choose **Change Line Format** to make these changes:
 - Line Spacing _____
 - Adjust Line Endings 2 = No
 - _____ Choose **Change Margins and Tabs** to make this change:
 - Left Margin _____
 - (Move the left margin to the center of the envelope.)
 - _____ Choose **Change Page Format** to make these changes:

First Typing Line, First Page _____
(Change to the center of the envelope.)
First Typing Line, Following Pages _____
Paper or Envelope Size (7, 8, or 9) _____
Printing Paper Source (if you have the IBM
Sheet-Feed Paper Handler) 4 = Manual Feed

- Press ENTER until you get to the typing area.

Typing the Envelopes

Type the names and addresses for each name on the carbon copy list. Press PAGE END after each name and address.

After you have typed the last envelope, press END.

Printing the Envelopes

Press the REQST key in the TYPING TASKS menu.

Choose **Print Document** in the REQUEST TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

Make your changes (if any) in the PRINT DOCUMENT menu.

Press ENTER and follow the messages to print the envelopes.

Note: If you have an IBM Sheet-Feed Paper Handler, refer to the IBM Displaywriter System Printer Guide. Review "Inserting Cut Sheet Paper Manually with the IBM Sheet Feed Paper Handler Attached," to correctly position the paper insertion gate.

LETTERS WITH CARBON COPIES, BLIND CARBON COPIES AND ENVELOPES

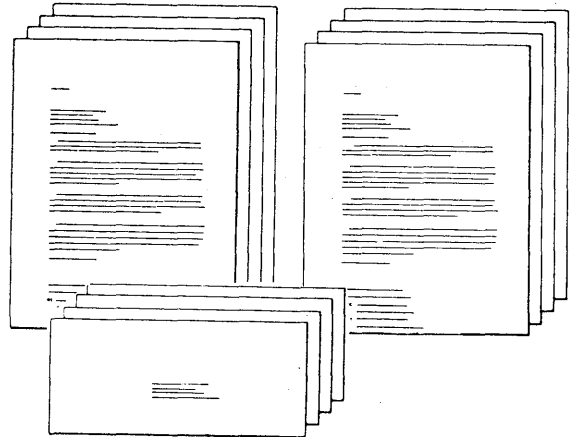
Document _____

Diskette Name _____

Program Diskette _____

Letter: Document Format

Envelope: Document _____ Alternate _____



When you want each person on the copy list to receive an original of the letter, you will need to print a number of originals of the letter with just the carbon copy list and a number of originals of the letter with the blind carbon copy list. So that you can choose a different **Print Quantity** for each group of letters, you will put the letters in two different jobs. You will use a third job for the envelopes.

This work sample includes both single and multi-page letters.

Follow the prompts and messages in each menu.

Choose **Create Document** in the TYPING TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

Formatting the Letter

If you want to change the format at the beginning of the letter, choose **Change Document Format** in the CREATE OR REVISE DOCUMENT menu.

Choose the items in the FORMAT SELECTION menu that you want to change:

_____ Choose **Change Line Format** to make these changes:

Line Spacing _____

Line Alignment _____

Adjust Line Endings 1 = Yes

___ Choose **Change Margins and Tabs** to make these changes:

Left Margin ___

Right Margin ___

Tabs _____

___ Choose **Change Page Format** to make these changes:

First Typing Line, First Page (leaving room for the printed letterhead lines at the top of the page)

First Typing Line, Following Pages (if the letter is more than one page) _____

Last Typing Line _____

Paper Size _____

Printing Paper Source (if you have the IBM Sheet-Feed Paper Handler) 3 = Bottom, This Page Only

Press ENTER until you get to the typing area.

Typing the Letter

Type the letter, putting the carbon copy list at the end of the letter.

Checking Spelling, Hyphenating Paginating and Printing The Letter

While in the typing area, press the SPELL key.

When the prompt, **Type document name;** press ENTER appears, press ENTER.

When the prompt, **Type diskette name;** press ENTER appears, Press ENTER.

Choose the ITEM (s) in the CHECK DOCUMENT menu as desired.

Press ENTER to begin spelling check, hyphenating, paginating and printing the letter.

The Letter with The Blind Carbon Copy List

Choose **Create Document** in the TYPING TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

Formatting the Letter

Set up the format exactly the same as the format for the original letter.

Press ENTER until you get to the typing area.

"Getting" the Letter With the Carbon Copy List

Use these steps to get the letter with the carbon copy list:

- Press GET, and fill out the Get menu:
- Choose Id a and give the name of the document.
- If necessary, Choose Id b and give the name of the diskette.
- Choose Id c and give the System Page Number (s)

On the last page of the letter, press CODE + ↵, and type the blind carbon copy list.

When you are finished, press END.

Printing the Letter

Press the REQST key in the TYPING TASKS menu.

Choose **Print Document** in the REQUEST TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

Choose **Print Quantity** in the PRINT DOCUMENT menu, and type the number of originals that you want.

Make other changes (if any) in the PRINT DOCUMENT menu.

Press ENTER and follow the messages to print the document.

Typing the Envelopes

You will now type the envelopes in a separate document.

Choose **Create Document** in the TYPING TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

Formatting the Envelopes

To change the format for the envelopes, choose one of the following:

- If the Alternate Format is set up for envelopes:
 - Press ENTER until you get to the typing area.
 - Press CHG FMT.
 - Choose **Begin Using Alternate Format** in the FORMAT SELECTION menu.
 - Press ENTER until you return to the typing area.
 - Continue with the next section.
- If the Alternate Format is **not** set up for envelopes:
 - Choose **Change Document Format** in the CREATE OR REVISE DOCUMENT menu.
 - Choose the items in the FORMAT SELECTION menu that you want to change:

_____ Choose **Change Line Format** to make these changes:

Line Spacing _____

Adjust Line Endings 2 = No

_____ Choose **Change Margins and Tabs** to make this change:

Left Margin _____

(Move the left margin to the center of the envelope.)

_____ Choose **Change Page Format** to make these changes:

First Typing Line, First Page _____ (Change to the center of the envelope.)

First Typing Line, Following Pages _____

Paper or Envelope Size (7, 8, or 9) _____

Printing Paper Source (if you have the IBM Sheet-Feed Paper Handler)

4 = Manual Feed

Press ENTER until you get to the typing area.

Typing the Envelopes

Type the names and addresses of the names on the copy lists, and press PAGE END after each name and address.

After you have typed the last envelope, press END.

Printing the Envelopes

Press the REQST key in the TYPING TASKS menu.

Choose **Print Document** in the REQUEST TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

Make your changes (if any) in the PRINT DOCUMENT menu.

Press ENTER and follow the messages to print the envelopes.

Note: If you have an IBM Sheet Feed Paper Handler, refer to the IBM Displaywriter System Printer Guide. Review "Inserting Cut Sheet Paper Manually with the IBM Sheet Feed Paper Handler Attached," to correctly position the paper insertion gate.

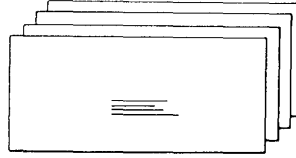
ENVELOPES ONLY

Document _____

Diskette Name _____

Program Diskette _____

Format: Document ___ Alternate ___



You can use either the Document or the Alternate Format for the envelopes. (The section, "Changing the Alternate Format Defaults on the Program Diskette," in the "Program Diskette Procedures" chapter explains how to change the defaults for envelopes.)

Follow the prompts and messages in each menu.

Choose **Create Document** in the TYPING TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

Formatting the Envelopes

To change the format for the envelopes, choose one of the following:

- If the Alternate Format is set up for envelopes:
 - Press ENTER until you get to the typing area.
 - Press CHG FMT.
 - Choose **Begin Using Alternate Format** in the FORMAT SELECTION menu.
 - Press Enter until you return to the typing area.
 - Continue with the next section.

- If the Alternate Format is **not** set up for envelopes,
 - Choose **Change Document Format** in the CREATE OR REVISE DOCUMENT menu.
 - Choose the items in the FORMAT SELECTION menu that you want to change:

_____ Choose **Change Line Format** to make these changes:

Line Spacing _____
Adjust Line Endings 2 = No

_____ Choose **Change Margins and Tabs** to make this change:

Left Margin _____

(Move the left margin to the center of the envelope.)

_____ Choose **Change Page Format** to make these changes:

First Typing Line, First Page _____ (Change to the center of the envelope.)

First Typing Line, Following Pages _____ (Change to the center of the envelope.)

Paper or Envelope Size (7, 8, or 9) _____

Printing Paper Source (if you have the IBM Sheet-Feed Paper Handler)

4 = Manual Feed

Press ENTER until you get to the typing area.

Typing the Envelopes

Type the names and addresses, and press PAGE END after each name and address.

After you type the last envelope, press END.

Printing the Envelopes

Press the REQST key in the TYPING TASKS menu.

Choose **Print Document** in the REQUEST TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

Make your changes (if any) in the PRINT DOCUMENT menu.

Press ENTER and follow the messages to print the envelopes.

Note: If you have an IBM Sheet Feed Paper Handler, refer to the IBM Displaywriter System Printer Guide. Review "Inserting Cut Sheet Paper Manually with the IBM Sheet-Feed Paper Handler Attached", to correctly position the paper insertion gate.

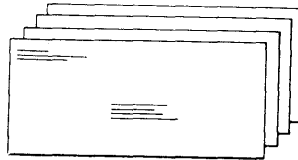
ENVELOPES WITH TYPED RETURN ADDRESSES

Document _____

Diskette Name _____

Program Diskette _____

Format: Document _____ Alternate _____



You may have to type a return address on the envelopes. You can use either the Document or the Alternate Format for the envelopes.

Choose **Create Document** in the TYPING TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

Formatting the Envelopes

To change the format for the envelopes choose one of the following:

If the Alternate Format is set up for envelopes:

- Press ENTER until you get to the typing area.
- Press CHG FMT.
- Choose **Begin Using Alternate Format** in the FORMAT SELECTION menu.
- Press ENTER until you return to the typing area.
- Continue with the next section.

If the Alternate Format is **not** set up for envelopes,

- Choose **Change Document Format** in the CREATE OR REVISE DOCUMENT menu.
- Choose the items in the FORMAT SELECTION menu that you want to change:

___ Choose **Change Line Format** to make these changes:

Line Spacing 1 = Single
Adjust Line Endings 2 = No

___ Choose **Change Margins and Tabs** to make these changes:

Left Margin 3

(Change the left margin to 3 so the return address prints close to the left edge of the paper.)

Tabs _____

(Clear the tabs and set one in the center of the envelope for the address.)

___ Choose **Change Page Format** to make these changes:

First Typing Line, First Page 2
First Typing Line, Following Pages 2
Paper or Envelope Size (7, 8, or 9) _____
Printing Paper Source (if you have the IBM Sheet-Feed Paper Handler)
4 = Manual Feed

Press ENTER until you get to the typing area.

Typing and Printing the Envelopes

Repeat the following steps for each envelope:

- Type the return address at the left margin.
- Type a carrier return at the end of each line.
- Carrier return to the center of the envelope for the name and address.
- Tab and type the name and address.
- Press PRINT.

After you print the last envelope, press END.

**COPYING THE NAME AND ADDRESS
FROM THE LETTER TO THE ENVELOPE
USING ALTERNATE FORMAT
FOR THE ENVELOPE**

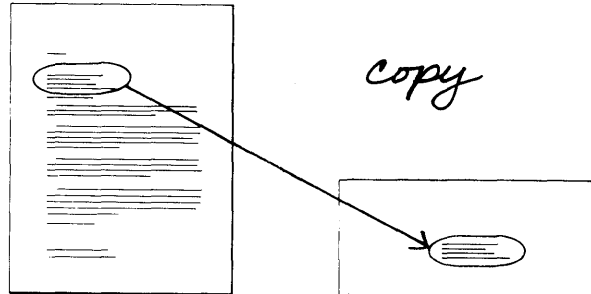
Document _____

Diskette Name _____

Program Diskette _____

Letter: Document Format

Envelope: Alternate Format



In this work sample, you will copy the inside address from the letter to the envelope so that you don't have to retype it. Before you begin, set up the Alternate Format for the envelope. ("Changing the Alternate Format Defaults on the Program Diskette," in "Program Diskette Procedures," Chapter 3, explains how to change the defaults for envelopes.)

The work sample includes both single and multi-page letters.

Follow the prompts and messages in each menu.

Choose **Create Document** in the TYPING TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

Formatting the Letter

If you want to change the format at the beginning of the letter, choose **Change Document Format** in the CREATE OR REVISE DOCUMENT menu.

Choose the items in the FORMAT SELECTION menu that you want to change:

___ Choose **Change Line Format** to make these changes:

Line Spacing ___

Line Alignment _____
Adjust Line Endings 1 = Yes

_____ Choose **Change Margins and Tabs** to make these changes:

Left Margin _____
Right Margin _____
Tabs _____

_____ Choose **Change Page Format** to make these changes:

First Typing Line, First Page (leaving room for the printed letterhead lines at the top of the page)

_____ First Typing Line, Following Pages (if the letter is more than one page) _____

Last Typing Line _____

Paper Size _____

Printing Paper Source (if you have the IBM Sheet-Feed Paper Handler)

3 = Bottom, This Page Only

Press ENTER until you get to the typing area.

Typing the Letter

Type the letter. When you finish typing the letter, copy the inside address for the envelope.

Copying the Inside Address

To copy the inside address:

- Move the cursor to the first character of the inside address.
- Press CODE + COPY.
- Move the cursor to the carrier return after the inside address.
- Press ENTER.
- Press ↓ to go to the end of the letter.
- Press ENTER to copy the name and address.
- Without moving the cursor, press PAGE END.

(The PAGE END puts the copied address on a new page for the envelope.)

Now you can change the format for the envelope:

- Press CHG FMT.
- Choose **Begin Using Alternate Format** in the FORMAT SELECTION menu.
- Press ENTER to return to the typing area.
- Press CODE + ↵ to go to the end of the address.
- Press PAGE END at the end of envelope.

If you have more letters to type:

- Press the CHG FMT key.
- Choose **Begin Using Document Format** in the FORMAT SELECTION menu.
- Repeat the steps from "Typing the Letter" above for each letter.

If you do not have more letters to type:

Checking Spelling, Hyphenating Paginating and Printing The Letter and Envelope

While in the typing area, press the SPELL key.

When the prompt, **Type document name;** press ENTER appears, press ENTER.

When the prompt, **Type diskette name;** press ENTER appears, Press ENTER.

Choose the ITEM (s) in the CHECK DOCUMENT menu as desired.

Press ENTER to begin spelling check, hyphenating, paginating and printing the letter and envelope.

Note: If you have an IBM Sheet-Feed Paper Handler, refer to the IBM Displaywriter System Printer Guide. Review "Inserting Cut Sheet Paper Manually with the IBM

Sheet Feed Paper Handler Attached", to correctly position the paper insertion gate.

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Chapter 11. Repetitive Document Samples

INTRODUCTION

A repetitive document is used many different times. It contains some variable information to personalize the document for different individuals or different situations.

When you prepare a repetitive document you always:

- Create a shell document. The shell document contains the format you want to appear in the final printed document.
- Print a reference copy of the shell document for you and/or the originator.
- Create and print the final document.

When you create the shell document, you will instruct the system to insert the variable information in the document using one of three methods. The instructions you type for the variable information will be either:

- stop codes,
- switch codes, or
- named variables.

If you have only two or three repetitive documents to prepare, you can create the shell document by typing stop codes throughout the text where you want to insert the variable information. This allows you to type the common text only one time, instead of retyping it for each letter. When you use this method to prepare the final documents you get a copy of the shell and fill in the variable information on the display.

You may, however, have a large number of repetitive documents to prepare. You may also want to store the variable information for use in preparing documents later on. In this instance, you will type variable names for the variable information in the shell to create the final printed documents. When you use this method to prepare the final documents you create another document containing the variable information. Then merge the shell and the document containing the variable information.

In some cases you may have documents stored on magnetic cards which contain switch codes for the variable information. Instead of typing the documents over again, you can read the magnetic cards into the Displaywriter System and convert the switch codes to named variables. You would then merge the converted documents to create the final printed document.

To create repetitive documents using named variables:

Use the steps you learned in Book 2 - Selectable Topics, Topic, Form Letters with Stored Variable Information.

Note: See the work sample, Letter and Envelopes Using Merge, for creating letters composed of repetitive paragraphs.

The work samples for creating repetitive documents using stop codes include:

- Creating the Shell Document with Stop Codes
- Printing A Reference Copy of the Shell Document with Stop Codes.

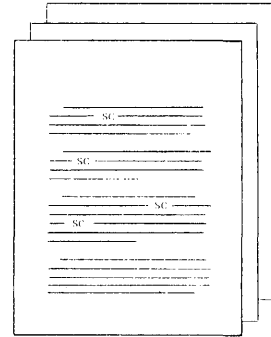
The work sample for creating repetitive documents using switch codes stored on magnetic cards is:

- Converting Switch Codes on Mag Cards to Named Variables on the Displaywriter.

Choose the work sample for the type of repetitive document you want to create.

CREATING THE SHELL DOCUMENT WITH STOP CODES

Document _____
Diskette Name _____
Program Diskette _____
Format: Document _____ Alternate _____



Follow the prompts and messages in each menu.

To create the shell document, choose **Create Document** in the TYPING TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

Formatting the Shell Document

Note: If you change the document format for the shell document, be sure to make the same changes to the document format of the final documents. Otherwise, the documents will not print in the format that you want.

If you want to change the format at the beginning of the document, choose **Change Document Format** or **Change Alternate Format** in the CREATE OR REVISE DOCUMENT menu.

Choose the items in the FORMAT SELECTION menu that you want to change:

_____ Choose **Change Line Format** to make these changes:

Line Spacing _____
Line Alignment _____
Adjust Line Endings 1 = Yes

_____ Choose **Change Margins and Tabs** to make these changes:

Left Margin _____
Right Margin _____
Tabs _____

Note: For the shell document, the PAGE FORMAT menu is not needed because you will not be printing this job.

Press ENTER to get to the typing area.

If you are using the Alternate Format, press the CHG FMT key. and choose **Begin Using Alternate Format** in the FORMAT SELECTION menu.

Typing the Shell Document

Type the shell document with STOP codes where the variables will appear. Type the spaces and punctuation necessary before and after the STOP codes.

If you would like to see the STOP codes on the display, press the SCREEN FORMAT key.

Note: Check the template in the recessed area of the keyboard to help you locate the SCREEN FORMAT key.

Choose **Display Codes 2 = Yes** in the SCREEN FORMAT menu.

When you finish checking the STOP codes, press the SCREEN FORMAT key and choose **Display Codes 2 = No** in the SCREEN FORMAT menu.

When you finish typing the document, press the SPELL key if you want to check the spelling, or press END.

Do not paginate or print the shell document. Not paginating it allows you to GET the whole shell document as one page when you print the repetitive documents.

You will paginate the document after you fill in the variables.

To print a reference copy of the shell document, see the next section.

Printing the repetitive documents is described in a later section.

PRINTING A REFERENCE COPY OF THE SHELL WITH STOP CODES

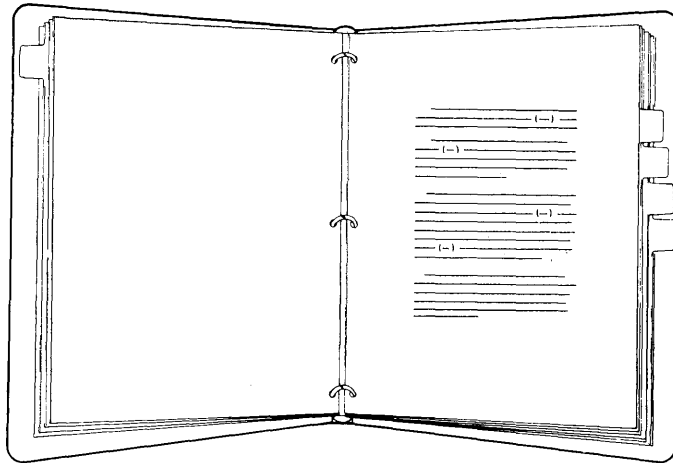
Document _____

Diskette Name _____

Program Diskette _____

Format: Document ___ Alternate ___

You should print a reference copy of the shell document to refer to later when you create the repetitive documents with variables.



Give a reference copy of the shell document to the originators who will be using the repetitive document.

To make it easier to remember the purpose for each STOP code in the shell document, you will type a short description of the variable at each STOP code. Because you do not want this description typed in the actual shell document, you will use GET to copy the shell document to another document to create a copy. You will type a parenthesis, the description of each variable, and another parenthesis in the reference copy. You can delete this reference copy of the shell document after you print it.

Follow the prompts and messages in each menu.

Creating the Reference Copy of the Shell Document

Choose **Create Document** in the TYPING TASKS menu.

Note: Type a document name that is different from the name of the shell document.

Follow the prompts to type the document name and the diskette name, if necessary.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

Formatting the Reference Copy of the Shell Document

Use the "Formatting the Shell Document" section to set up the format exactly the same as the format for the shell document.

In addition, you may wish to make changes to the PAGE FORMAT menu:

_____ Choose **Change Page Format** to make these changes:

First Typing Line, First Page _____
First Typing Line, Following Pages (if the document
is more than one page) _____
Last Typing Line _____
Paper Size _____
Printing Paper Source (if you have the IBM Sheet-Feed
Paper Handler _____

Press ENTER until you get to the typing area.

Getting the Reference Copy of the Shell Document

To get a copy of the shell document:

- Press GET, and fill out the Get menu:
- Choose Id a and give the name of the document.
- If necessary, Choose ID b and give the name of the diskette.

- Choose Id c and give the System Page Number (s)

Inserting the Description of the Variable Information at the STOP Code

To find the STOP codes in the reference copy:

- Press the FIND key.
- Press CODE + STOP.
- Press ENTER.
- At the STOP code type the parenthesis, the description of the variable information, and a parenthesis.

For the rest of the STOP codes:

- Press FIND.
- Press ENTER.
- Type a parenthesis, the description of the variable information, and another parenthesis.

Press END when you find all of the STOP codes.

If this is a one-page document, skip the "Paginating" section and continue with the "Printing" section below.

Paginating the Reference Copy of the Shell Document

Choose **Paginate Document** in the TYPING TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

Make your changes (if any) in the PAGINATE DOCUMENT menu. Press ENTER to start paginating.

Printing the Reference Copy of the Shell Document

Press the REQST key in the TYPING TASKS menu.

Choose **Print Document** in the REQUEST TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

Make your changes (if any) in the PRINT DOCUMENT menu.

Press ENTER and follow the messages to print the reference copy.

After you have printed the reference copy, you can use **Work Diskette Tasks** and choose **Delete Document** to delete the reference copy from the diskette. (See "Delete Document" in the "Quick Reference" section of the Operator Reference Guide).

Use a pen or marker to highlight the description of the variable information to make it easier to see when you refer to the reference copy.

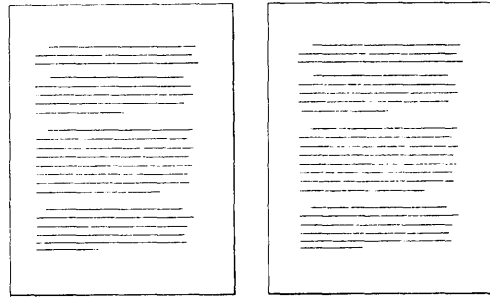
PRINTING THE REPETITIVE DOCUMENTS WITH STOP CODES

Document _____

Diskette Name _____

Program Diskette _____

Format: Document ____ Alternate ____



To print repetitive documents, you will first get a copy of the shell document. You then type the variables at the STOP codes in the copy so that the shell document is not changed.

Choose **Create Document** in the TYPING TASKS menu.

Note: Type a document name that is different from the name of the shell document.

Follow the prompts to type the document name and the diskette name, if necessary.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

Formatting the Repetitive Documents

Use the "Formatting the Shell Document" section to set up the format exactly the same as the format for the shell document. In addition, you may wish to make changes to the PAGE FORMAT menu.

____ Choose **Change Page Format** to make these changes:

First Typing Line, First Page ____

First Typing Line, Following Pages (if the document is more than one page) ____

Last Typing Line ____

Paper Size ____

Printing Paper Source (if you have the IBM Sheet-Feed Paper Handler) ____

Press ENTER until you get to the typing area.

Creating the Repetitive Documents

Get a copy of the shell document:

- Press GET, and fill out the Get menu.
- Choose Id a and give the name of the document.
- If necessary, choose Id b and give the name of the diskette.
- Choose Id c and give the System Page Number (s)

Inserting Variables at the STOP Codes

Find the first STOP code:

- Press FIND.
- Press CODE + STOP.
- Press ENTER.
- Type the variable.

For the rest of the STOP codes:

- Press FIND.
- Press ENTER.
- Type the variable.

When you type the last variable at the last STOP code in this document, press CODE + \leftarrow . Then press CODE + PAGE END and PAGE END. Do not press END. You can now prepare the next repetitive document. You do not have to go to the TYPING TASKS menu to choose **Create Document**.

Paginate and print all of the repetitive documents after you prepare all of the documents.

For additional repetitive documents:

- Press CHG FMT.

- Choose **Begin Using Document Format** in the **FORMAT SELECTION** menu.
- Press **ENTER** until you get to the typing area.
- Repeat the steps starting at "Creating the Repetitive Documents" for each set of variables.

Checking Spelling, Hyphenating Paginating and Printing The Repetitive Document

While in the typing area, press the **SPELL** key.

When the prompt, **Type document name;** press **ENTER** appears, press **ENTER**.

When the prompt, **Type diskette name;** press **ENTER** appears, Press **ENTER**.

Choose the **ITEM (s)** in the **CHECK DOCUMENT** Menu as desired.

Press **ENTER** to begin spelling check, hyphenating, paginating and printing the document.

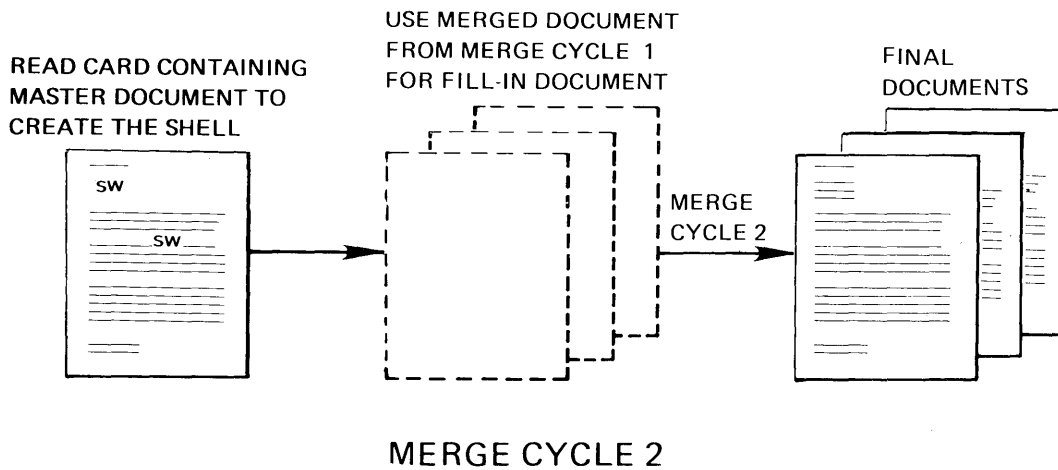
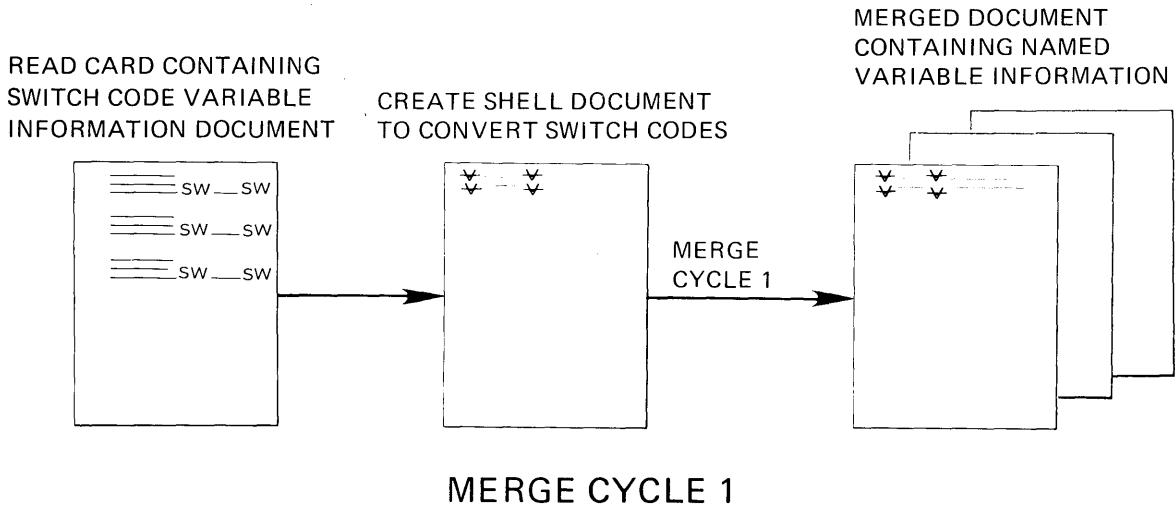
**CONVERTING SWITCH CODES ON
MAG CARDS TO NAMED VARIABLES
ON THE DISPLAYWRITER**

Document _____

Diskette Name _____

Program Diskette _____

Format: Document _____ Alternate _____



Before beginning this work sample, complete the topics on merge in Operator Training Book 2 - Selectable Topics, if you have not already done so.

You may have documents stored on magnetic cards which use switch codes for variable information. You can read these cards into the Displaywriter System, and convert the switch codes in the documents to named variables. Using the converted documents, you can use merge to create the final documents. This is a special feature of the Displaywriter System which allows you to use previously created information without retyping it.

In this work sample, you will follow the steps to complete two merge cycles. The first merge cycle consists of the following steps:

- Reading the card containing the switch code variable information into the system.
- Creating a shell document which contains the variable names you want to use to replace the switch codes.
- Merging the above documents to create a final document which contains the variable names and variable information. During merge, the system automatically places the variable information for each individual document on separate pages, instead of combining the variable information for all of the documents on one page, as it was originally typed and recorded on the magnetic card.

The merged document from Merge Cycle 1 is used in Merge Cycle 2 as the fill-in document.

After you convert the switch code information to named variable information, you will complete the second merge cycle. The second merge cycle consists of:

- Reading the card containing the master document.
- Converting the switch codes in the master document to named variables.
- Merging the converted master document with the fill-in document (created in Merge Cycle 1) to create the final printed documents.

To use this feature, you need a Mag Card Unit attached to the Displaywriter, and a Mag Card Feature Diskette.

Use this work sample if you have a master document which contains switch code instructions, and a separate document containing the switch code variable information to be inserted at each switch code in the master document.

The two documents should be recorded on separate magnetic cards. Review the IBM Displaywriter System Mag Card Conversion Compatibility Guide for more information on the Mag Card Unit and the conversion process.

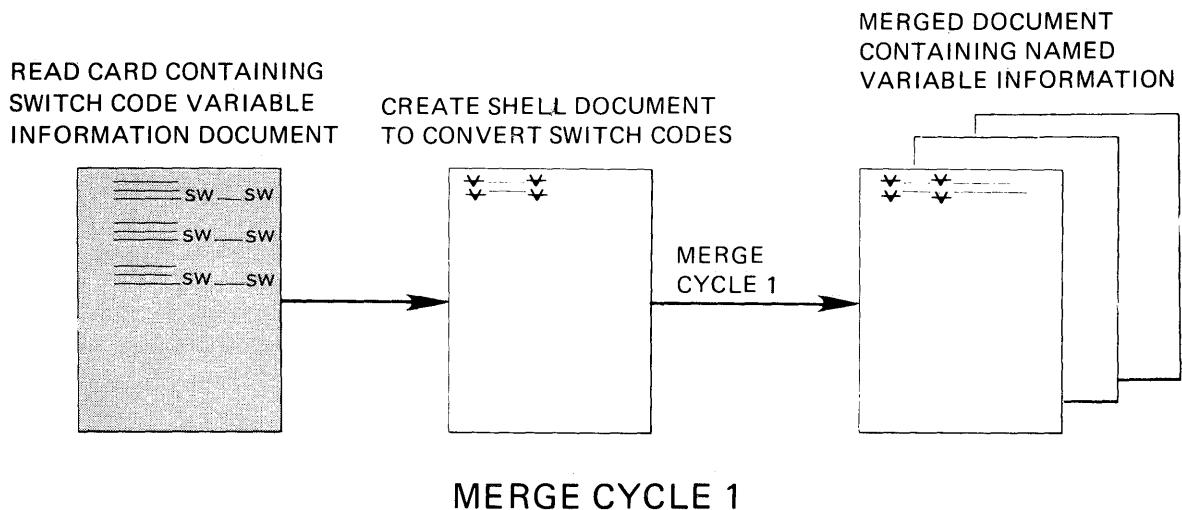
Merge Cycle 1

To complete the first merge cycle, you will:

- Read the magnetic card on which the switch code variable information is stored.
- Create a shell document which contains the variable names you want to replace the switch codes with.
- Merge the two documents.

The resulting merged document will contain the variable names and the variable information. You will use this merged document later on when you want to create the individualized letters.

Reading the Card Containing the Switch Code Variable Information



Choose **Feature Tasks** in the TASK SELECTION menu.

Follow the prompts and insert the Mag Card Feature Diskette when prompted to do so.

Choose **Read Magnetic Card** in the MAGNETIC CARD TASKS menu; press ENTER.

Follow the prompts to type a document name, and the name of the work diskette the document on the magnetic card 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 begin reading the magnetic card.

Follow the prompts as they appear on the display screen.

Press END after the card is read.

Choose **Go to Task Selection** in the MAGNETIC CARDS TASK menu.

Choose **Typing Tasks** in the TASK SELECTION menu.

Choose **Revise Document** in the TYPING TASKS menu.

Follow the prompts to type the name of the document you just read from the magnetic card. Type the diskette name, if necessary.

Press ENTER until you reach the typing area.

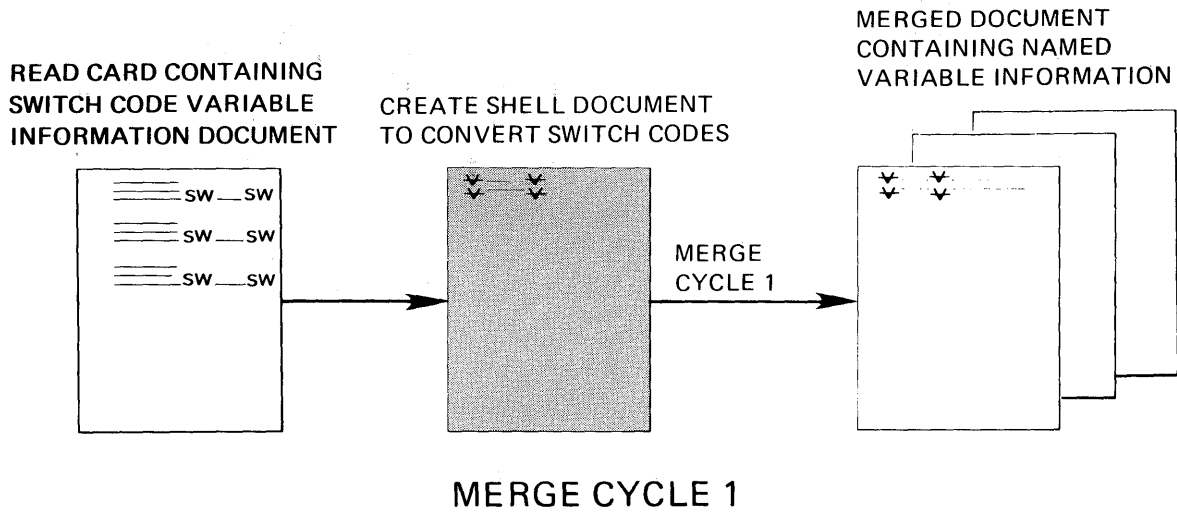
Press CODE + SCREEN FORMAT and choose **Display Codes = Yes**. Press ENTER.

Move the cursor under the last switch code in the document.

Delete the blank spaces (if any) between the last switch code and the last character (a required carrier return or page end) on the screen. If blank spaces exist here, the system will not convert the switch codes to named variables later.

Press END.

Creating A Shell Document Which Contains the Variable Names



Choose **Create Document** in the TYPING TASKS menu.

Follow the prompts and type a name for the shell document and type the name of the diskette, if necessary.

If you want to change the format, choose **Change Document Format** in the CREATE OR REVISE DOCUMENT menu.

Press ENTER to go to the typing area.

You will type a variable name for each type of switch code information; for example, Vinside addressV. Press CODE + VARIABL and follow the prompts to type the variable name.

Press CODE + SWITCH CODE, immediately following the variable name you just typed.

Carrier return to move the cursor to the next line.

Repeat the steps to type a variable name for each type of switch code information in the fill in document.

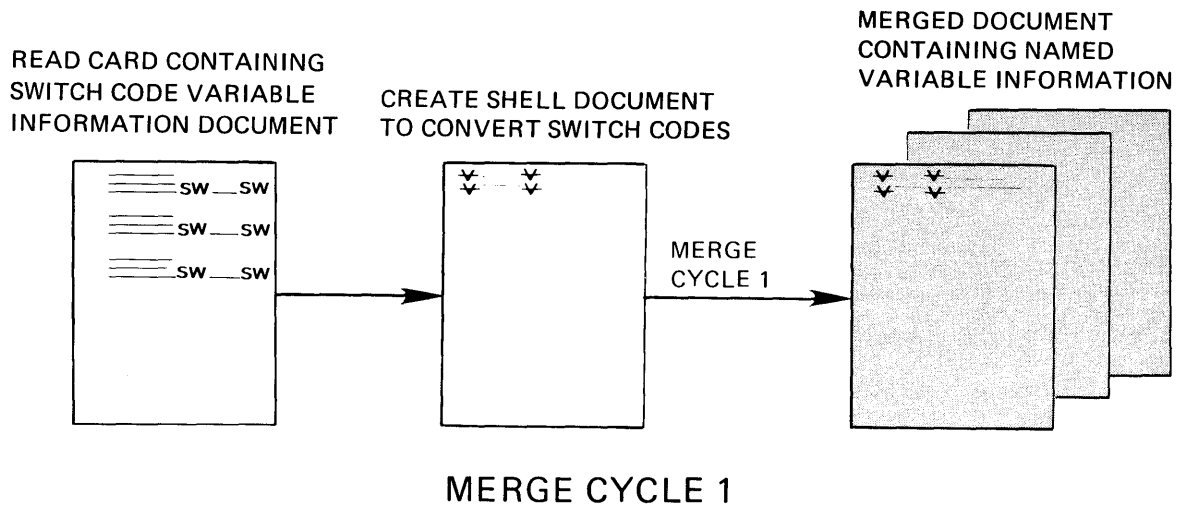
Vinside addressVSW

VnameVSW

VpriceVSW

When you type a variable name for each type of switch code variable information, press END.

Merging the Switch Code Variable Information With the Shell Document



You will merge the switch code variable information with the shell document to convert the switch code information to named variable information.

Choose **Go To Task Selection** in the TYPING TASKS menu.

Choose **Merge** in the TASK SELECTION menu.

Choose **Merge With Switch Codes** in the MERGE TASKS menu.

Choose **Shell Document Name** in the MERGE WITH SWITCH CODES SETUP menu. Follow the prompts to type the name of the shell document which contains the variable names.

Follow the same steps to type the name of the shell diskette.

Choose **Fill-In Document Name**. Follow the prompts to type the name of the switch code variable information document. This document acts as the fill-in document for the first merge cycle.

Follow the same steps to type the name of the diskette the switch code variable information document is stored on.

Choose **Merged Document Name** and type the name of the merged document. Type a name that is different from the names of the shell and fill-in documents; for example, Fillin2. You will store the merged document because you will use it in the second merge cycle as the fill-in document.

Choose **Print Merged Document = No**.

Press ENTER to begin merging the document.

After the merge is successfully completed, press ENTER to go to the TASK SELECTION menu.

Choose **Typing Tasks** in the TASK SELECTION menu.

Choose **Revise Document** in the TYPING TASKS menu.

Follow the prompts to type the document name and the diskette name, if necessary.

Press ENTER until you reach the typing area.

Check the information on the pages of the merged document to verify that the documents merged correctly.

The variable information for each individual document should appear on separate pages, instead of all on one page. The variable names and the corresponding variable information for the first letter will appear on page one. The variable names and variable information for the second letter will appear on page two, and so on.

After you have reviewed the information, press END.

The merged document is the same document you will use in Merge Cycle 2 as the fill-in document.

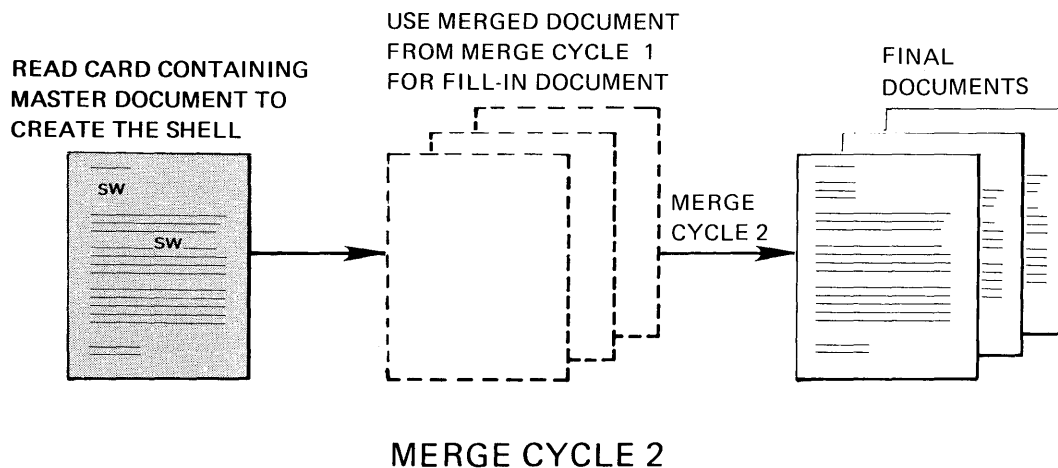
Merge Cycle 2

Now that you have completed the first merge cycle, you are ready to convert the master document, merge and print the final documents. Follow the steps to:

- Read the card containing the master document.
- Convert the master document.
- Merge to create the final document.

Reading the Card Containing The Master Document

You are now ready to read the card that the master document is stored on. This document will be the shell document you will use in the second merge cycle to create the final printed letters.



Choose **Feature Tasks** in the TASK SELECTION menu.

Follow the prompts and insert the Mag Card Feature Diskette when prompted to do so.

Choose **Read Magnetic Card** in the MAGNETIC CARD TASKS menu; press ENTER.

Follow the prompts to type a name for the document on the card, and the name of the work diskette you want the document 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 begin reading the magnetic card.

Follow the prompts as they appear on the screen.

After the card is read, press END.

Converting the Master Document

Choose **Go To Task Selection** in the MAGNETIC CARDS TASK menu.

Now you are ready to look at the document you read from the magnetic card. This is the document you will use for your shell in the second merge cycle. First, however, you must make a few changes to the text.

Choose **Typing Tasks** in the TASK SELECTION menu.

Choose **Revise Document** in the TYPING TASKS menu.

Follow the prompts to type the name of the master document you read from the magnetic card. Type the diskette name, if necessary.

If you want to change the format of the document, choose **Change Document Format** in the REVISE DOCUMENT menu, and make the changes, if any.

Press ENTER until you get to the typing area.

When the master document was typed before recording it on the magnetic card, a stop code was typed, followed by an index return at the top of the document. A repeat code was typed at the end of the document. The codes were typed to stop printing between each document so that the operator could insert paper for each letter. You will not need these codes in the Displaywriter System. You will locate the codes and delete them. You will also locate the switch codes in the text of the letter and replace them with variable names.

Move the cursor underneath the stop code. Delete the stop code and the index return.

Press FIND, and type CODE + SWITCH; press ENTER. The system will locate the first switch code. Delete the switch code.

You will now type a variable name to replace the switch code instruction.

Press CODE + VARIABL and follow the prompts to type the variable name for the type of switch code information to be inserted. Type the same variable name you typed when you converted the switch code variable information to named variable information.

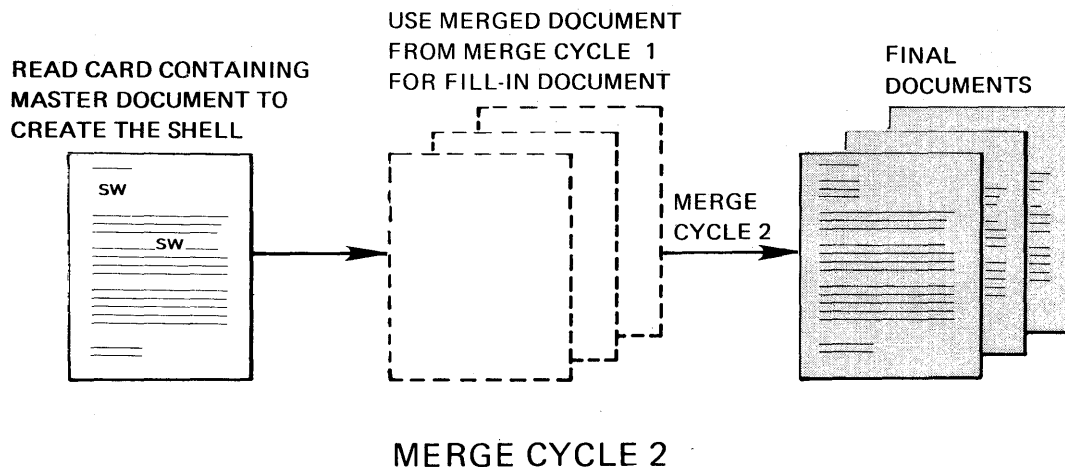
Repeat the steps to find the next switch code, delete it and replace it with the second variable name. Continue the steps until you have replaced each switch code with the appropriate variable name.

Move the cursor underneath the repeat code at the end of the document, and delete it.

Press END.

Note: If the document is more than one page, paginate it.

Merging to Create the Final Documents (Second Merge Cycle)



Now you are ready to start the second merge cycle. The master document you read from the magnetic card is the shell document. The merged document from the first merge cycle is the fill-in document for the second merge cycle.

Choose **Go To Task Selection** in the TYPING TASKS menu.

Choose **Merge** in the TASK SELECTION menu.

Choose **Merge with Named Variables** in the MERGE TASKS menu.

Choose **Shell Document Name** in the MERGE WITH NAMED VARIABLES SETUP menu, and follow the prompts to type the name of the master document you read from the card.

Follow the same steps to name the diskette of the shell document, the fill-in document (merged document from the first merge cycle), and the diskette of the fill-in document.

Choose **Merged Document Name** if you want to store the merged document on the diskette. Type a different name from the other document names you have created for this work sample. Choose **Diskette Name** and type the name of the diskette on which it is to be stored.

Choose **Print Merged Document = Yes**.

Press ENTER to begin merging the documents.

Follow the prompts to print the individual letters.

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Chapter 12. Repetitive Paragraphs

INTRODUCTION

Repetitive paragraphs are blocks of text that you use in more than one document without retyping them for each document. The document you create which contains the repetitive paragraphs is called the paragraph library.

- All repetitive paragraphs, with no new material typed in
- Repetitive paragraphs with additional material typed in at STOP codes
- Repetitive paragraphs with additional material typed in a named variable

When you want to use repetitive paragraphs you will always do the following:

- Create the paragraph library
- Print a reference copy for you and the originator to use to determine which paragraphs you want to use, and
- Use the paragraphs you selected to create the final document

You can create the final document using the repetitive paragraphs in two ways:

- Use GET to retrieve each paragraph and fill in the variable information on the display or,
- Create a fill-in document which contains an INCLUDE instruction. Use merge to let the system process the include instruction and create the final documents.

When you create a single document, you can use a Get Instruction to retrieve each paragraph as you need it.

When you are creating a large number of documents that use repetitive paragraphs, you can type an Include Instruction in a fill-in document and merge it with a shell document to retrieve the paragraphs you need. You type a separate page in the fill-in document for each final document you want to create.

The work samples for creating the repetitive paragraphs include:

- Creating the Paragraph Library
- Creating a Reference Copy of the Paragraph Library

The work samples for using repetitive paragraphs for single documents include:

- Putting Together a Document Made Up of Repetitive Paragraphs with Stop Codes.
- Getting a Paragraph that Contains an Include Instruction

Note: You must complete the topic "Repetitive Paragraphs with Variable Information" from Operator Training Book 2-Selectable Topics before you complete this work sample.

The work samples for using repetitive paragraphs for multiple documents using merge include:

- Letter and Envelope Using Merge
- Including More than Ten Paragraphs from One or More Paragraph Libraries
- Including a Paragraph that Contains an Include Instruction
- Changing Headers and Footers in the Middle of a Merged Document

Note: You must have completed the Selectable Topic, "Repetitive Paragraphs with Stored Variables Information" in the Operator Training Book 2 - Selectable Topics before completing these work samples.

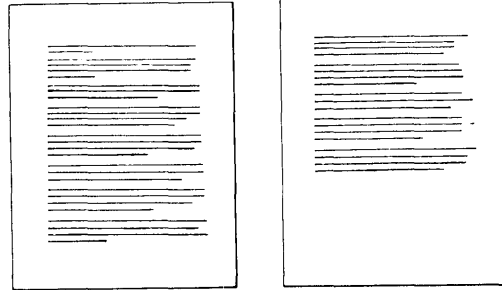
CREATING THE PARAGRAPH LIBRARY

Document _____

Diskette Name _____

Program Diskette _____

Format: Document _____ Alternate _____



Follow the prompts and messages in each menu.

Choose **Create Document** in the TYPING TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

Choose **Preserve Page Numbers = Yes** in the CREATE OR REVISE DOCUMENT menu.

Formatting the Paragraphs

Note: If you change the document format for the paragraphs, be sure to make the same changes to the document format of the final documents. Otherwise, the paragraphs will not print in the format that you want.

If you want to change the format for all of the paragraphs, choose **Change Document Format** in the CREATE OR REVISE DOCUMENT menu.

Choose the items in the FORMAT SELECTION menu that you want to change:

_____ Choose **Change Line Format** to make these changes:

Line Spacing _____

Line Alignment _____

Adjust Line Endings 1 = Yes

_____ Choose **Change Margins and Tabs** to make these changes:

Left Margin _____

Right Margin _____

Tabs _____

_____ Choose **Change Page Format** to make these changes:

First Typing Line, First Page _____

First Typing Line, Following Pages (if the document
is more than one page) _____

Last Typing Line _____

Paper Size _____

Printing Paper Source (if you have the IBM Sheet-Feed
Paper Handler) _____

Press ENTER until you get to the typing area.

If you use the Alternate Format, press the CHG FMT key and
choose **Begin Using Alternate Format** in the FORMAT
SELECTION menu.

Typing the Repetitive Paragraphs

Repeat the following steps for each repetitive paragraph:

- Tab (if desired) and type the paragraph.
- Type the same number of carrier returns after the paragraph as you want between paragraphs on your final document.
- Press PAGE END after each paragraph.

When you finish typing the paragraphs, press the SPELL key if you want to check the spelling, or press END.

Typing the Repetitive Paragraphs with Variable Names

If you want to see the variable codes on the display, press CODE + SCREEN FORMAT.

Choose **Display Codes = Yes** in the SCREEN FORMAT menu.

Repeat the following steps for the first repetitive paragraph:

- Tab (if desired) and type the paragraph until you reach the point where you want to type the variable name. The paragraph can contain only a variable, for example, the date for a letter, or it can contain text and a variable.
- Type the spaces, and punctuation necessary before the variable name.
- Press CODE + VARIABLE and follow the prompts to type the variable name.
- Type the spaces punctuation, text and carrier returns necessary after the variable name.
- Press PAGE END.

Repeat the steps for each paragraph.

Typing the Repetitive Paragraphs with Stop Codes

Repeat the following steps for each repetitive paragraph:

Tab (if desired) and type the paragraph until you reach the point where you want to type the Stop Code for the variable information.

Press CODE + STOP.

Type the spaces, punctuation, and carrier returns necessary before and after the STOP CODES.

Type the same number of carrier returns after the paragraph as will be between paragraphs on your final document.

Press PAGE END after each paragraph.

If you want to see the STOP codes on the display, press CODE + SCREEN FORMAT and choose **Display Codes = Yes**.

Note: Check the template in the recessed area of the keyboard to help you locate the SCREEN FORMAT key.

When you finish typing the STOP codes, press the SCREEN FORMAT key and choose **Display Codes = No** in the SCREEN FORMAT menu.

When you finish typing the paragraphs, press the SPELL key if you want to check the spelling, or press END.

Typing an Include Instruction In a Repetitive Paragraph

If you need to create documents which use a group of the same paragraphs within each document you can create an include instruction for the paragraph group as a separate paragraph in the paragraph library.

Instead of Getting or Including each individual paragraph in the group, you Get or Include the paragraph which contains the include instruction. The include instruction tells the system to retrieve all of the paragraphs at once.

Follow the prompts and messages in each menu.

Repeat the following steps to type each repetitive paragraph:

Tab (if desired) and type the paragraph. Use the steps you have learned to name a variable if a variable is contained in the text of the paragraph.

Type the same number of carrier returns after the paragraph as will appear between paragraphs in your final document.

Press PAGE END after each paragraph.

Type all the paragraphs until you reach the paragraph which will contain the include instruction.

Type CODE + INSTR.

Choose **Include** in the INSTRUCTION menu.

Choose **Document Name** in the INCLUDE TASKS menu. Following the prompts and type the name of the paragraph library.

Choose **Diskette Name** and type the name of the diskette.

Choose **System Page Numbers** and follow the prompts to type the numbers of the paragraphs you want to include. Type them in the order you want the paragraphs to appear in the final document. Be sure to type a space between each number.

Press ENTER to return to the typing area. Press PAGE END.

Type the remaining paragraphs (if any) in the repetitive paragraphs document.

Press END.

Printing the Repetitive Paragraphs

Because you chose Preserve Page Numbers = Yes, you must duplicate this document before you paginate it.

You will duplicate this document, then change Preserve Page Numbers = Yes to Preserve Page Numbers = No. Then you can paginate and print the duplicated document so that you and the originator will have a reference copy.

To create a reference copy of the repetitive paragraphs, or to put together a document made up of repetitive paragraphs, see the next two sections.

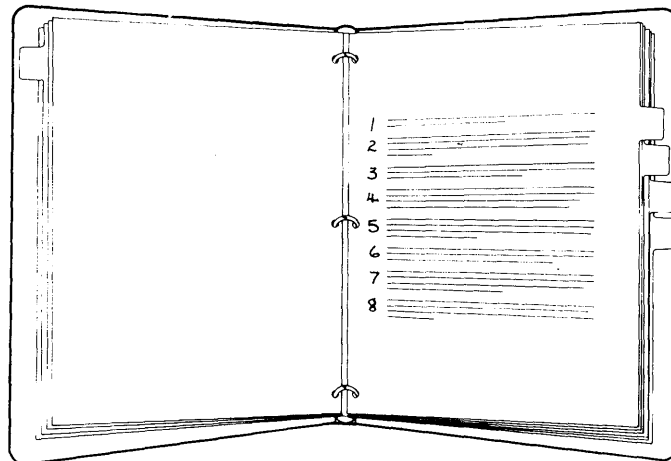
CREATING A REFERENCE COPY OF THE PARAGRAPH LIBRARY

Document _____

Diskette Name _____

Program Diskette _____

Format: Document _____ Alternate _____



You should have a reference copy of the paragraph library to refer to later when you create the document made up of the repetitive paragraphs. The two methods for creating the reference copy are these:

- Creating the Standard Reference Copy of the Paragraph Library (Use this method for paragraph libraries that contain only text or variable names.)
- Creating the Reference Copy of the Paragraph Library with Stop Codes

Give a reference copy of the standard paragraphs to the originators who will be using them.

You will duplicate the paragraph library to another document. You can delete this reference copy after you print it.

The reference copy provides a paginated copy of the paragraphs for you and the originator to refer to. When you are actually putting together a document made up of repetitive paragraphs, you will get the paragraphs from the job that you typed originally.

Creating the Standard Reference Copy of the Paragraph Library

Follow the prompts and messages in each menu.

To create the reference copy, choose **Go To Task Selection** in the TYPING TASKS menu.

Choose **Work Diskette Tasks** in the TASK SELECTION menu.

Choose **Duplicate Document** in the WORK DISKETTE TASKS menu.

Choose **Document Name** and type the name of the original document containing the repetitive paragraphs.

Now choose **New Document Name**.

Note: Type a name for this document that is different from the name of the document with the repetitive paragraphs; for example, "Reference Copy".

Choose **Diskette Name** and type the name of the diskette.

Press ENTER to duplicate the document.

Choose **Go To Task Selection** in the WORK DISKETTE TASKS menu.

Choose **Typing Tasks** in the TASK SELECTION menu.

Paginating the Reference Copy

If the repetitive paragraphs are more than a page, you will have to paginate the reference copy.

Choose **Revise Document** in the TYPING TASKS menu. Follow the prompts to type the name of the new document that you have just created by duplicating the original.

If desired, type a comment in the CREATE OR REVISE DOCUMENT menu.

Choose **Preserve Page Numbers = No** in the CREATE OR REVISE DOCUMENT menu.

Press END.

Choose **Paginate Document** in the TYPING TASKS menu. Follow the prompts to type the document name of the reference copy and the diskette name, if necessary.

Make your changes (if any) in the PAGINATE DOCUMENT menu. Press ENTER to start paginating.

Printing the Reference Copy

Press REQST in the TYPING TASKS menu.

Choose **Print Document** in the REQUEST TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

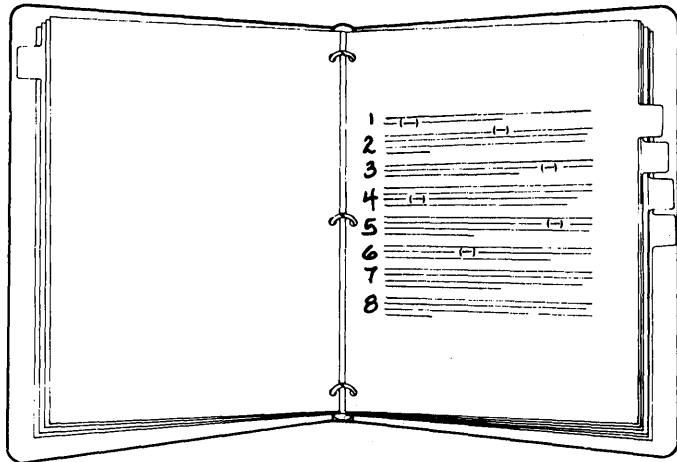
Make your changes (if any) in the PRINT DOCUMENT menu. Press ENTER and follow the prompts to print the reference copy.

Write the page number of each paragraph next to the paragraph on the reference copy.

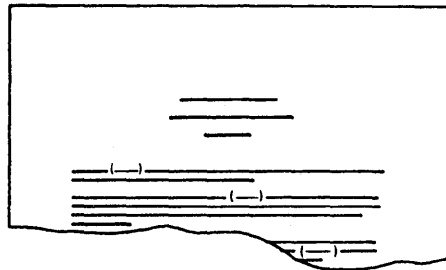
Use **Work Diskette Tasks** and choose **Delete Document** to delete the reference copy from the diskette. (See "Delete Document Task" in the "Quick Reference" section of the Reference Guide.)

CREATING A REFERENCE COPY OF THE PARAGRAPH LIBRARY WITH STOP CODES

To make it easier to remember the purpose for each STOP code in the paragraphs, you can type a short description of the variable, and put parentheses around it, at each STOP code.



You will duplicate the repetitive paragraphs to another document and type the descriptions of the variables in the duplicate copy. You can delete this reference copy after you print it.



Duplicating the Document Containing the Repetitive Paragraphs

Follow the prompts and messages in each menu.

To create the reference copy, choose **Go To Task Selection** in the TYPING TASKS menu.

Choose **Work Diskette Tasks** in the TASK SELECTION menu.

Choose **Duplicate Document** in the WORK DISKETTE TASKS menu.

Choose **Document Name** and type the name of the original document containing the repetitive paragraphs.

Choose **New Document Name**.

Note: Type a name for this document that is different from the name of the document with the repetitive paragraphs, for example, "Reference Copy."

Choose **Diskette Name** and type the name of the diskette.

Press ENTER to duplicate the document.

Choose **Go To Task Selection** in the WORK DISKETTE TASKS menu.

Choose **Typing Tasks** in the TASK SELECTION menu.

The Reference Copy

Now type in the short description of the variable information at each STOP code.

Choose **Revise Document** in the TYPING TASKS menu. Follow the prompts to type the name of the new document that you just created by copying the original.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

Choose **Preserve Page Numbers = No** in the CREATE OR REVISE DOCUMENT menu.

Press ENTER until you get to the typing area.

Inserting a Description Of the Variable Information At the Stop Code

Now you will find each STOP code and insert a description of the variable information.

To find the STOP codes:

- Press FIND.
- Press CODE + STOP.
- Press ENTER.

Type the parenthesis, a description of the variable at the STOP code, and another parenthesis.

For each additional STOP code, do the following:

- Press FIND.
- Press ENTER.

Type a parenthesis, the description, and another parenthesis.

Paginating the Reference Copy

Choose **Paginate Document** in the TYPING TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

Make your choices (if any) in the PAGINATE DOCUMENT menu. Press ENTER to start paginating.

Printing the Reference Copy

Press REQST in the TYPING TASKS menu.

Choose **Print Document** in the REQUEST TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

Make your changes (if any) in the PRINT DOCUMENT menu. Press ENTER and follow the messages to print the reference copy.

Write the page number of each paragraph next to the paragraph on the reference copy.

Use a pen or marker to highlight the description of the variable information for easier reference.

Use **Work Diskette Tasks** and choose **Delete Document** to delete the reference copy from the diskette. (See "Delete Document Task" in the "Quick Reference" section of the Operator Reference Guide.)

PUTTING TOGETHER A DOCUMENT MADE UP OF REPETITIVE PARAGRAPHS USING GET

Document _____

Diskette Name _____

Program Diskette _____

Format: Document ____ Alternate ____

Choose **Create Document** in the TYPING TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

Note: Type a name for this document that is different from the name of the document containing the repetitive paragraphs.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

The paragraphs may be stored in different documents on this diskette or on a different diskette. When you get each paragraph, you will simply type the name of the document and diskette where the paragraphs are stored.

Formatting the Repetitive Document

Use the "Formatting the Paragraphs" section to set up the format identical to the format for the repetitive paragraphs.

Press ENTER until you get to the typing area.

Typing the Variable Text

Type any text that should appear before the repetitive paragraphs. For example, if the repetitive paragraphs are part of a letter, type the date, inside address, and salutation.

Getting the Paragraphs

- Press the GET key and fill out the GET menu:
- Choose Id a and give the name of the document.
- If necessary, choose Id b and give the name of the diskette.
- Choose Id c and give the System Page Number (s) of the paragraphs you want the system to get.

Type the text, if any, that should appear after the repetitive paragraphs; for example, the closing for the letter.

Press CODE + PAGE END and PAGE END at the end of the document. Do not press END.

You can now prepare the next document made up of repetitive paragraphs. You do not have to go to the TYPING TASKS menu to choose **Create Document**.

For additional documents:

- Press the CHG FMT key.
- Choose **Begin Using Document Format** in the FORMAT SELECTION menu.
- Press ENTER to go to the typing area.
- Continue with these steps (from "Typing the Variable Text") for each document that you want to create.

**Checking Spelling, Hyphenating
Paginating and Printing
The Document**

While in the typing area, press the SPELL key.

When the prompt, **Type document name; press ENTER** appears, press ENTER.

When the prompt, **Type diskette name; press ENTER** appears, Press ENTER.

Choose the ITEM (s) in the CHECK DOCUMENT menu as desired.

Press ENTER to begin spelling check, hyphenating, paginating and printing the document.

PUTTING TOGETHER A DOCUMENT MADE UP OF REPETITIVE PARAGRAPHS WITH STOP CODES

Choose **Create Document** in the TYPING TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

Note: Type a name for this document that is different from the name of the document containing the repetitive paragraphs.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

The paragraphs may be store in dofferent documents on this diskette or on a differend diskette, if they can both be loaded in a dual diskette unit. When you get each paragraph, you will simply type the name of the document and diskette where the paragraphs are stored.

Formatting the Repetitive Document

Use the "Formatting the Paragraphs" section to set up the format identical to the format for the repetitive paragraphs.

Press ENTER until you get to the typing area.

Typing the Varaible Text

Type the text, if any, that should appear before the repetitive paragraphs. For example, if the repetitive paragraphs are part of a letter, type the date, inside address, and salutation.

Getting the Paragraphs

- Press the GET key and fillout the GET menu:
- Choose Id a and give the name of the document.
- If necessary, choose Id b and give the name of the diskette.

- Choose Id c and give the System Page Number (s) of the paragraphs you want the system to get.

Inserting Variable Information At the Stop Codes

You can now find the STOP codes to insert the variable information.

Find the first STOP code:

- Press the FIND key.
- Press CODE + STOP.
- Press ENTER.
- Type the variable.

For the rest of the STOP codes:

- Press the FIND key.
- Press ENTER.
- Type the variable.

When you have typed the variable at the last STOP code in all paragraphs, use CODE + ↵ to go to the end of the paragraph.

Type the text, if any, that should appear after the repetitive paragraphs: for example, the closing for the letter.

At the end of the document, press CODE and PAGE END and PAGE END. Do not press END.

You can now prepare the next document made up of repetitive paragraphs. You do not have to go to the TYPING TASKS menu to choose **Create Document**

Note: You will paginate and print all of the documents later when you have finished creating all of the documents.

For additional documents:

- Press the CHG FMT key.

- Choose **Begin Using Document Format** or **Begin Using Alternate Format** in the FORMAT SELECTION menu.
- Press ENTER to go to the typing area.
- Continue with these steps (from "Typing the Variable Text:") for each document that you want to create.

Checking Spelling, Hyphenating Paginating and Printing The Document

While in the typing area, press the SPELL key.

When the prompt, **Type document name; press ENTER** appears, press ENTER.

When the prompt, **Type diskette name; press ENTER** appears, Press ENTER.

Choose the ITEM (s) in the CHECK DOCUMENT menu as desired.

Press ENTER to begin spelling check, hyphenating, paginating and printing the document.

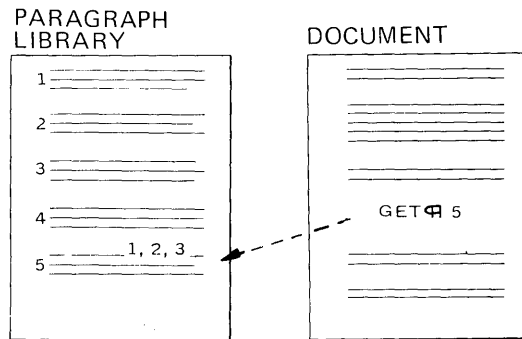
GETTING A PARAGRAPH THAT CONTAINS AN INCLUDE INSTRUCTION

Document _____

Diskette Name _____

Program Diskette _____

Format: Document _____ Alternate _____



When you are working with a large paragraph library, you may find that several paragraphs are often used together. For example, in a library of 50 paragraphs, paragraphs 3, 12, 21 and 33 often appear together. They may also be used separately at times.

You could copy 3, 12, 21 and 33 into paragraph 51, but then you would have the same text stored twice on the diskette and that takes extra space.

There is a shortcut. You can store an include instruction in another paragraph, for example, in paragraph 51. This instruction tells the system to get paragraphs 3, 12, 21 and 33. Later, when you are building a document from stored paragraphs and **GET** paragraph 51, the system automatically includes paragraphs 3, 12, 21 and 33 into your final document.

The stored instruction to retrieve the group of paragraphs is called an include instruction.

Creating A Paragraph Which Contains An Include Instruction

See the work sample "Creating the Paragraph Library" for the steps to type an include instruction in a paragraph.

Getting a Paragraph Which Contains An Include Instruction

Now you will type a document which will contain the group of paragraphs you want. Instead of retyping the group of paragraphs, you will get the include instruction paragraph you typed in the paragraph library.

Follow the prompts and messages in each menu.

Choose **Create Document** in the TYPING TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

Choose the items in the FORMAT SELECTION menu that you want to change:

___ Choose **Change Line Format** to make these changes:

Line Spacing_____
Line Alignment_____
Adjust Line Endings 1 = Yes

___ Choose **Change Margins and Tabs** to make these changes:

Left Margin_____
Right Margin_____
Tabs_____

___ Choose **Change Page Format** to make these changes:

First Typing Line, First Page_____
First Typing Line, Following Pages (if the document
is more than one page)_____
Last Typing Line_____
Paper Size_____
Printing Paper Source (if you have the IBM Sheet-Feed
Paper Handler) _____

Press ENTER until you get to the typing area.

Type the document until you get to the point where you want to insert the group of paragraphs.

Getting the Paragraphs

Now you are ready to get the paragraphs.

Press the GET key.

Choose **Document Name** in the GET menu and type the name of the paragraph library.

Choose **Diskette Name** and type the name of the diskette the repetitive paragraphs document is stored on.

Choose **System Page Numbers** and type the number of the paragraph which contains the include instruction.

Look at **Insert Included Text**.

If you choose **Insert Included Text = No**, the system gets only a copy of the include instruction. If you choose **Insert Included Text = Yes**, the system gets a copy of the paragraphs you requested in the include instruction.

Choose **Insert Included Text = Yes**.

Press ENTER. The text of the group of paragraphs appears on the screen.

Move the cursor to the end of the group of paragraphs.

Type the text (if any) that you want to appear after the group of paragraphs in the final document.

Press END.

Use the steps you learned before to print the document.

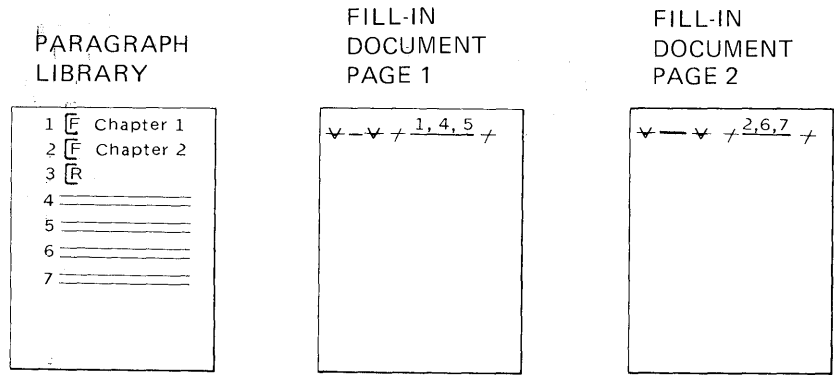
**CHANGING HEADERS AND FOOTERS
IN THE MIDDLE OF
A MERGED DOCUMENT**

Document _____

Diskette Name _____

Program Diskette _____

Format: Document _____ Alternate _____



Before beginning this work sample, complete the topics on merge in Operator Training Book 2 - Selectable Topics if you have not already done so.

You may need to type a document composed of paragraphs from a paragraph library that needs different headers and footers for different sections of the document. For example, you might create a document composed of chapters and the first chapter needs the header "Chapter 1", the second chapter needs the header "Chapter 2", and so forth.

You can change the headers for each section by typing a separate paragraph in the paragraph library which contains only a format change to change the header and/or

footer. You will type a format change in a separate paragraph for each different header and/or footer. You will then type an include instruction in the fill-in document which tells the system to include the format change paragraph you want, in addition to the other paragraphs which make up the chapter.

Creating the Paragraph Library

To set up the format for the paragraph library, see the work sample, Creating the Paragraph Library.

When you reach the typing area, the first paragraph you will type will be the format change for the header and/or footer for the first chapter.

Press **CODE + SCREEN FORMAT** and choose **Display Codes = Yes**.

Press **ENTER** to return to the typing area.

Press **CHG FMT**.

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

Choose **Create or Revise Header** in the **HEADER AND FOOTER** menu if you want a header for the first chapter. Type the text you want and press **ENTER**.

Choose **Create or Revise Footer** in the **HEADER AND FOOTER** menu if you want a footer for the first chapter. Type the text you want and press **ENTER**.

Press **ENTER** until you return to the typing area.

Press **PAGE END**.

Repeat the steps to type a paragraph to change the header and/or footer for the second chapter. Continue typing the format changes as individual paragraphs until you have typed the header and/or footer for each section or chapter.

After you have typed all the paragraphs for format changes for headers and/or footers, you will type a Return Format change as a separate paragraph.

Press **CHG FMT** and choose **Return All Formats to Starting Choice** in the **FORMAT SELECTION** menu.

When the system returns to the typing area, press PAGE END.

Now you are ready to type the remaining paragraphs in the paragraph library.

Type the text for the paragraphs, with the appropriate punctuation and carrier returns needed. Press PAGE END after each paragraph.

After you type all the paragraphs, press END.

Creating a Reference Copy of the Repetitive Paragraphs Document

If you want to print a reference copy of the paragraph library for you and the originator, follow the steps in the work sample, Creating a Reference Copy of the Repetitive Paragraphs.

The paragraphs containing the format changes for the headers and footers will not print on the reference copy. Be sure to write the paragraph numbers and a description of the format changes at the top of the reference copy so that you do not incorrectly number the remaining text paragraphs.

Creating a List of Variable Names Document

If the paragraph library contains variable names, you will create a list of variable names document.

Choose **Create Document** in the TYPING TASKS menu. Follow the prompts to name the document and the diskette.

Press ENTER until you get to the typing area.

Press CODE + SCREEN FORMAT, choose **Display Codes = Yes**. Press ENTER.

Press CODE + VARIABL and follow the prompts to name the first variable that appears in the paragraph library. Move the cursor to the next line by pressing RET and repeat the steps until you have typed the name of each variable in the paragraph library.

Press END.

Creating the Fill-In Document

Choose **Create Document** in the TYPING TASKS menu. Follow the prompts to type the document and diskette name, if necessary.

Note: Type a name for this document that is different from the name of the paragraph library, and the list of variable names document.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

Press ENTER until you reach the typing area.

Press CODE + SCREEN FORMAT and choose **Display Codes = Yes** in the SCREEN FORMAT menu.

Press CODE + VARIABL and type a variable name; for example, "document."

Press CODE + INSTR and choose **Include** in the INSTRUCTION menu.

Choose **Document Name** in the INCLUDE INSTRUCTION menu. Type the name of the paragraph library.

Choose **Diskette Name**. Type the name of the diskette the document is stored on.

Choose **System Page Numbers**. The first page number you will type is the number of the paragraph that contains the format change for headers and/or footers for the first chapter. Space once and type the rest of the paragraph numbers you want included in the first chapter. Be sure to type a space between each page number.

Press ENTER to return to the typing area.

To include more than ten paragraphs, you must type a separate include instruction for each group of ten paragraphs. Move the cursor to the next line and type the next include instruction, if necessary. For more information on creating more than one include instruction, see the work sample, Putting Together A Document with More Than Ten Paragraphs From One or More Paragraph Libraries.

If the paragraphs included contain variables, press GET.

Choose **Document Name** in the GET menu and follow the prompts to type the name of the list of variable names document.

Choose **Diskette Name** and follow the prompts to type the name of the diskette the list of variable names document is stored on.

Press ENTER to return to the typing area.

Press CODE + NEXT VARIABL and type the variable information for the first variable name that appears in the paragraphs you included.

Repeat the steps until you have typed the variable information for all the paragraphs used which contain variable names.

Press PAGE END.

On the second page of the fill-in document, you will type the variable name and include instruction(s) for the second chapter. Repeat the steps above to type the information for the second chapter. When you type the include instruction, the first paragraph you include will be the paragraph which contains the format change for headers and/or footers for the second chapter.

When you have typed the variable name, the include instruction(s), and the variable name information (if any) for the second chapter, press PAGE END.

Repeat the steps to type a separate page in the fill-in document for each chapter of the document. When you have typed the last fill-in page, press END.

Typing the Shell Document

Choose **Create Document** in the TYPING TASKS menu. Type the document name and the diskette name, if necessary. Set up the format the same as the format for the paragraph library.

Press ENTER to go to the typing area.

Press CODE + VARIABL and follow the prompts to type the same variable name that appears on the first line of the fill-in document (the variable name that precedes the include instruction.)

Press END.

Merging the Documents

Choose **Go To Task Selection** in the TYPING TASKS menu.

Choose **Merge** in the TASK SELECTION menu.

Choose **Merge with Named Variables** in the MERGE TASKS menu.

Choose **Shell Document Name** in the MERGE WITH NAMED VARIABLES SETUP menu and type the name of the shell document.

Name the diskette of the shell document, the fill-in document, and the diskette of the fill-in document.

Choose **Merge Document Name**, and type a name for the document, if you want to store it on the diskette.

Choose **Print Merged Document = Yes**.

Press ENTER to begin merging.

Follow the prompts to print the document.

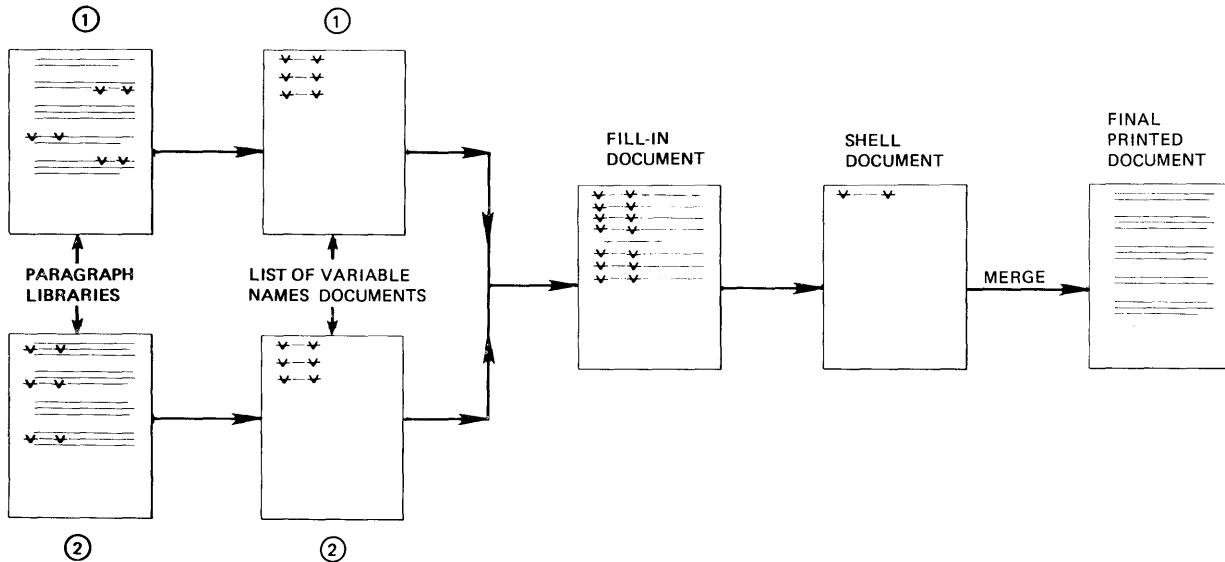
**INCLUDING MORE THAN TEN
PARAGRAPHS FROM ONE OR
MORE PARAGRAPH LIBRARIES**

Document _____

Diskette Name _____

Program Diskette _____

Format: Document ___ Alternate ___

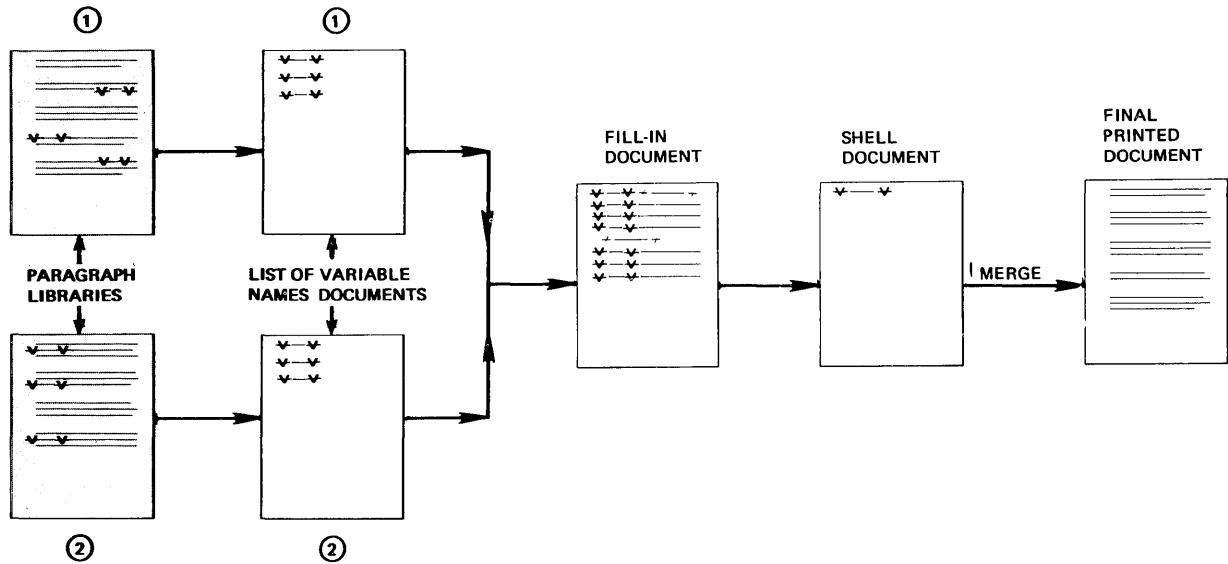


Before beginning this work sample, complete the topics on merge in Operator Training Book 2 - Selectable Topics if you have not already done so.

Use this work sample to create a document composed of paragraphs from more than one paragraph library or to create a document including more than ten paragraphs from a paragraph library.

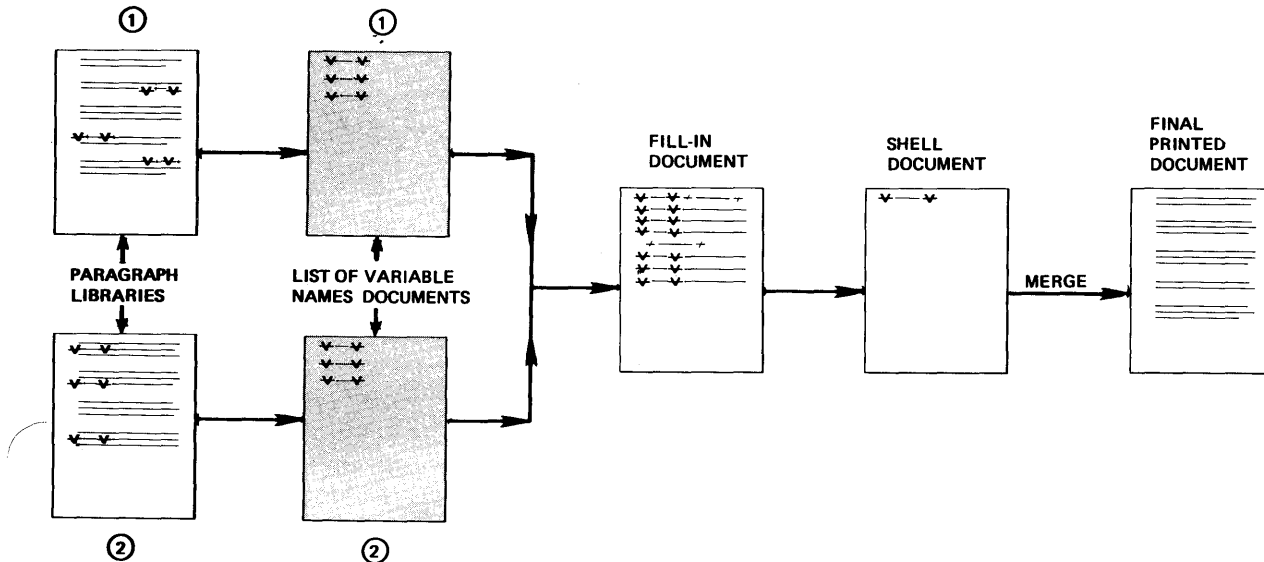
You will create a fill-in document with a separate include instruction for each group of paragraphs from the different paragraph libraries. You will type a separate include instruction for each group of ten paragraphs from the same paragraph library.

Creating the Paragraph Libraries



To create the paragraph libraries, see the work sample, Creating the Paragraph Library.

Creating the List of Variable Names Document(s)



Create a separate list of variable names document to correspond with each paragraph library that contains variables in the paragraphs. For example, if you have two paragraph libraries which contain variables, create two lists of variable names documents.

Follow the steps to create the first list of variable names document.

Choose **Create Document** in the TYPING TASKS menu.

Follow the prompts to type the name of the document and the diskette.

Press ENTER until you get to the typing area.

Press CODE + SCREEN FORMAT, choose **Display Codes = Yes**, and press ENTER.

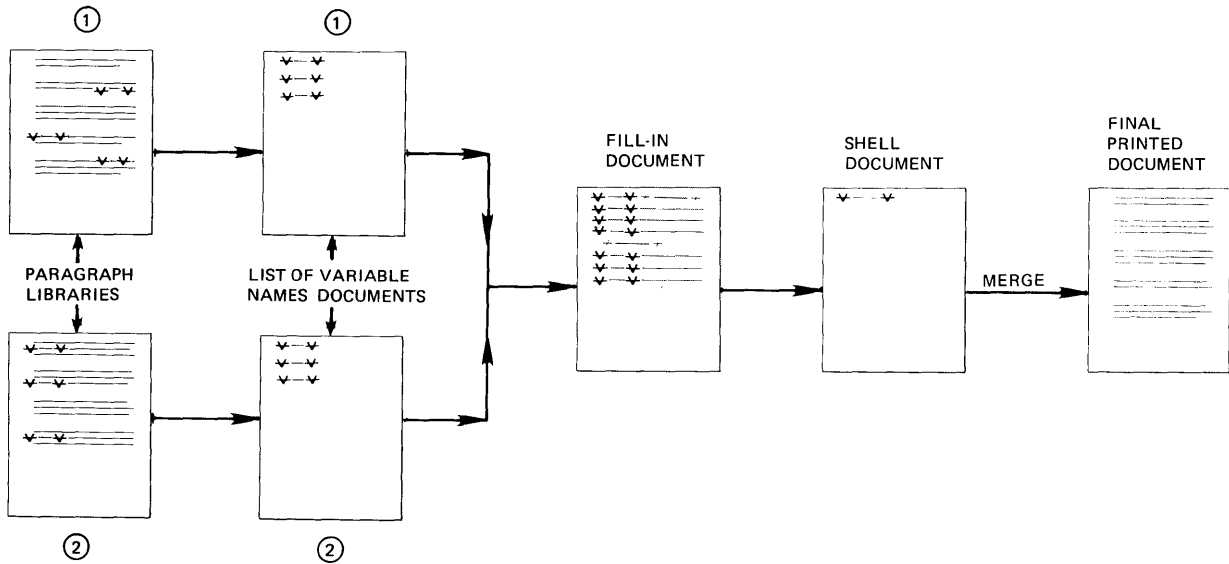
Press CODE + VARIABL and follow the prompts to name the first variable that appears in the paragraph library.

Move the cursor to the next line by pressing RET and repeat the steps until you have typed the name of each variable that appears in the first paragraph library.

Press END.

Repeat the steps to create an additional list of variable names document for each additional paragraph library that contains variable names.

Creating the Fill-in Document For More Than Ten Paragraphs



Choose **Create Document** in the TYPING TASKS menu.

Note: Type a name for this document that is different from the other document names you have created for this work sample.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

Press ENTER until you get to the typing area.

Press CODE + VARIABL and follow the prompts to type a variable name; for example, "document."

On the same line, press CODE + INSTR to type the first include instruction.

Choose **Include** in the INSTRUCTION menu.

Choose **Document Name** in the INCLUDE TASKS menu. Follow the prompts and type the name of the first paragraph library you wish to retrieve paragraphs from.

Choose **Diskette Name** and type the name of the diskette the document is stored on.

Choose **System Page Numbers** and follow the prompts to type the numbers of the pages (paragraphs) you want to

include. Be sure to type a space between each number. Press ENTER to return to the typing area.

The system will allow you to type ten paragraph numbers in each include instruction. If you wish to include more than ten paragraphs, you will type an additional include instruction for each group of ten paragraphs you want to retrieve. For example, if you wanted to include paragraphs 1-30, you would type an include instruction for paragraphs 1-10, another for 11-20, and a third include instruction to retrieve paragraphs 21-30.

Carrier return to move the cursor to the next line.

Press CODE + INSTR and choose **Include** in the INSTRUCTION menu.

Choose **Document Name** in the INCLUDE TASKS menu. Follow the prompts and type the name of the paragraph library. You will type the same document name you typed for the first include instruction.

Choose **Diskette Name** and type the name of the diskette the paragraph library is stored on.

Choose **System Page Numbers** and follow the prompts to type the numbers of the paragraphs you want to include. Be sure to type a space between each number.

Press ENTER to return to the typing area.

Repeat the steps until you have typed the include instructions for each group of ten or more paragraphs you want included.

If there are variables in the paragraphs you included, you will use the GET key to retrieve the list of variable names document you created to correspond with the paragraph library.

Press GET.

Choose **Document Name** in the GET menu and follow the prompts to type the name of the first list of variable names document.

Choose **Diskette Name** in the GET menu. Type the name of the diskette the list of variable names document is stored on.

Press ENTER to return to the typing area.

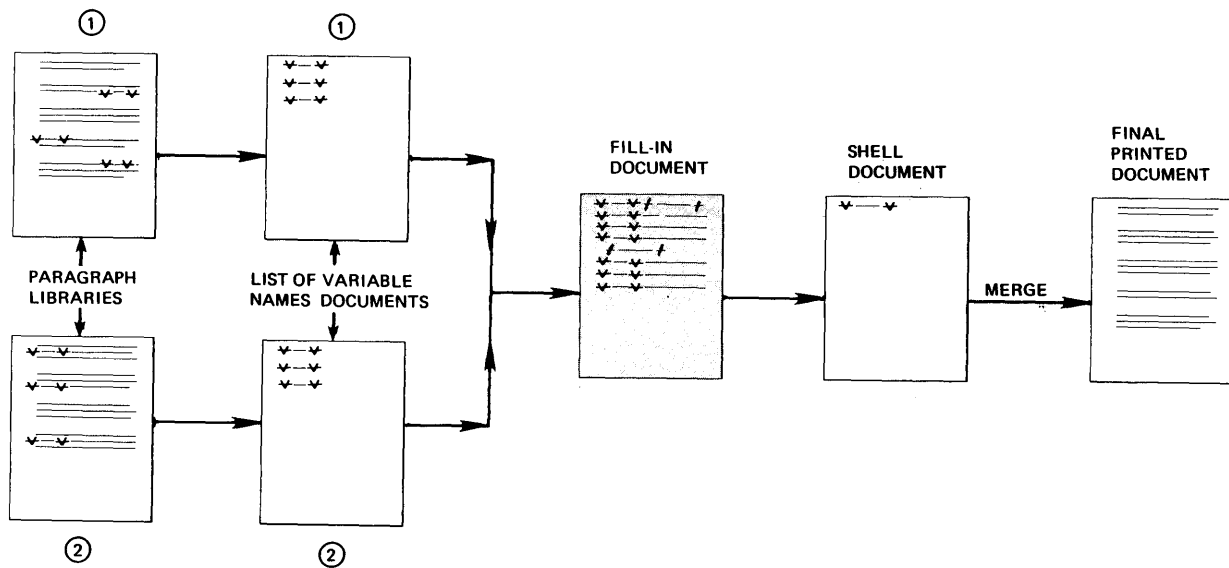
Move the cursor underneath the first character of the first variable name in the list of variables names document you retrieved.

Press CODE + NEXT VARIABL to move the cursor to the point immediately after the first variable name. Type the variable information you want inserted in the paragraph.

Repeat the steps until you have typed the variable information for all the paragraphs included that contain variables.

Press END.

Creating the Fill-In Document To Include Paragraphs From Two Paragraph Libraries



Choose **Create Document** in the TYPING TASKS menu.

Note: Type a name for this document that is different from the other document names you have created for this work sample.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

Press ENTER until you get to the typing area.

Press CODE + VARIABL and follow the prompts to type a variable name; for example, "document."

On the same line, press CODE + INSTR to type the first include instruction.

Choose **Include** in the INSTRUCTION menu.

Choose **Document Name** in the INCLUDE TASKS menu. Follow the prompts and type the name of the first paragraph library you wish to retrieve paragraphs from.

Choose **Diskette Name** and type the name of the diskette.

Choose **System Page Numbers** and follow the prompts to type the numbers of the paragraphs you want to include. Be

sure to type a space between each number. Press ENTER to return to the typing area.

If there are variables in the paragraphs you included, you will use the GET key to retrieve the list of variable names document you created for the paragraph library.

Press GET.

Choose **Document Name** in the GET menu and follow the prompts to type the name of the first list of variable names document.

Choose **Diskette Name** in the GET menu. Type the name of the diskette the list of variable names document is stored on.

Press ENTER to return to the typing area.

Move the cursor underneath the first character of the first variable name in the first list of variable names document you retrieved.

Press CODE + NEXT VARIABL to move the cursor to the point immediately after the first variable name you want to type variable information for. Type the variable information you want inserted in the paragraph.

Repeat the steps until you have typed the variable information for all the paragraphs included which contain variables.

To include paragraphs from different repetitive paragraph documents, you must type an additional include instruction. For each additional include instruction you want to type, repeat the following steps.

Press RET to move the cursor to the next line.

Press CODE + INSTR and choose **Include** in the INSTRUCTION menu.

Choose **Document Name** in the INCLUDE TASKS menu. Follow the prompts and type the name of the paragraph library. You will type the name of the second paragraph library.

Choose **Diskette Name** and type the name of the diskette the paragraph library is stored on.

Choose **System Page Numbers** and follow the prompts to type the numbers of the paragraphs you want to include. Be sure to type a space between each number.

Press ENTER to return to the typing area.

If you included paragraphs which contain variables from the second paragraph library, you will GET the second list of variable names document.

Move the cursor to the line below the last variable name on the screen.

Press GET.

Choose **Document Name** in the GET menu and follow the prompts to type the name of the second list of variable names document.

Choose **Diskette Name** in the GET menu. Type the name of the diskette the second list of variable names document is stored on.

Press ENTER to return to the typing area.

Move the cursor underneath the first character of the first variable name in the list of variable names document you retrieved.

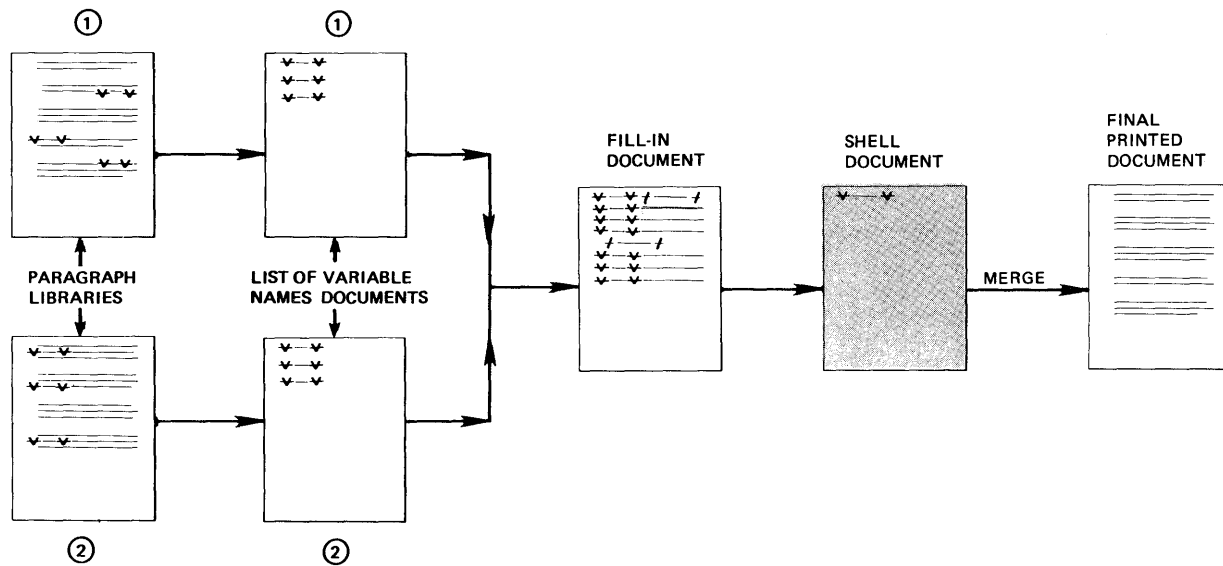
Press CODE + NEXT VARIABL to move the cursor to the point immediately after the first variable name you want to type variable information for. Type the variable information you want inserted in the paragraph.

Repeat the steps until you have typed the variable information for all the paragraphs included that contain variables.

For each additional include instruction, you will type the include instruction, get the appropriate list of variable names, and type the variable information for the paragraphs.

Press END.

Creating the Shell Document



You will create the same shell document for use with the include instruction for more than ten paragraphs from the same document, or for paragraphs included from different paragraph libraries.

Choose **Create Document** in the TYPING TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

Note: Type a name for this document that is different from the other document names you created for this work sample.

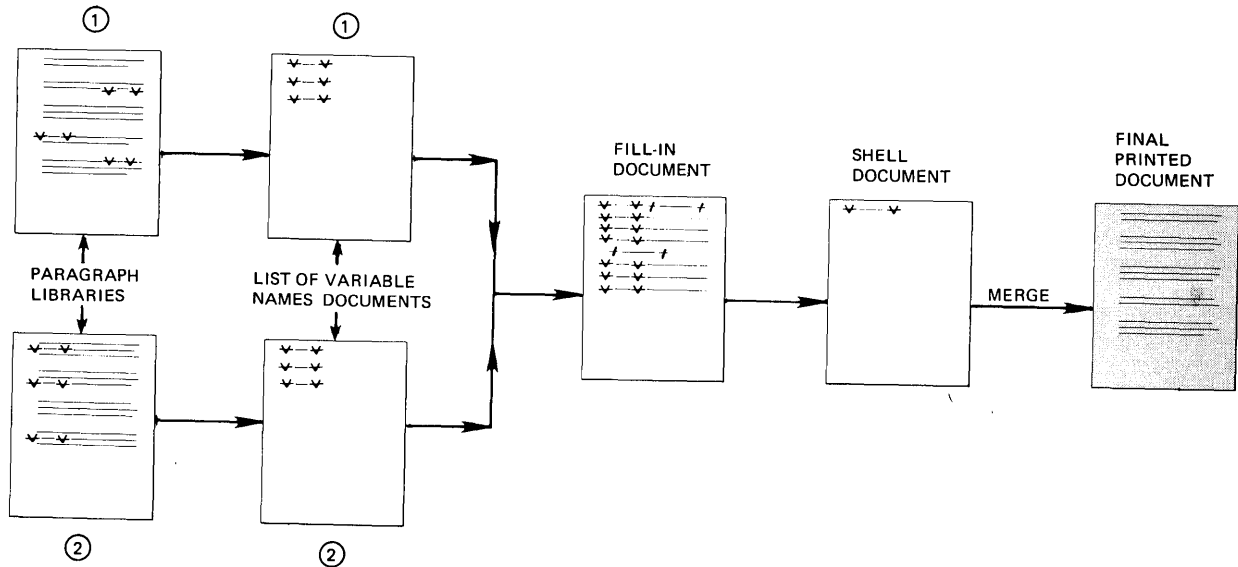
If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

Press ENTER until you get to the typing area.

Press CODE + VARIABL and follow the prompts to type the variable name. Type the same name as the variable that appears on the first line of the fill-in document.

Press END.

Merging the Documents



You use the same steps to merge using the fill-in document which includes more than ten paragraphs, or using the fill-in document which includes paragraphs from more than one paragraph library.

Note: You can type both types of include instructions in the same fill-in document.

Choose **Go To Task Selection** in the TYPING TASKS menu.

Choose **Merge** in the TASK SELECTION menu.

Choose **Merge with Named Variables** in the MERGE TASKS menu.

Choose **Shell Document Name** in the MERGE WITH NAMED VARIABLES SETUP menu, and follow the prompts to type the name of the shell document.

Follow the same steps to type the name of the diskette of the shell document, the fill-in document, and the diskette of the fill-in document.

Choose **Merged Document Name**, if you want to store the merged document on the diskette. Type a different name from the other document names you created for this work

sample. Choose **Diskette Name** and type the name of the diskette the document is to be stored on.

Choose **Print Merged Document = Yes.**

Note: If you include paragraphs from two or more paragraph libraries the documents must either be on the same diskette (single diskette unit), or must be stored on one of two diskettes (dual diskette unit). The diskette(s) must be loaded in the system when you begin to merge.

Press ENTER to begin merging the document.

Follow the prompts to print the merged document.

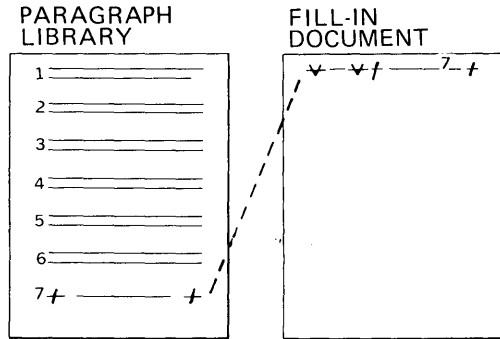
INCLUDING A PARAGRAPH THAT CONTAINS AN INCLUDE INSTRUCTION

Document _____

Diskette Name _____

Program Diskette _____

Format: Document _____ Alternate _____



Before beginning this work sample, complete the topics on merge in Operator Training Book 2 - Selectable Topics if you have not already done so.

When you are working with a large paragraph library, you may find that several paragraphs are often used together. For example, in a library of 50 paragraphs, paragraphs 3, 12, 21, and 33 often appear together. They may also be used separately at times.

You could copy 3, 12, 21, and 33 into paragraph 51, but then you would have the same text stored twice on the diskette. This takes extra space.

There is a shortcut. You can store an instruction in another paragraph, for example, in paragraph 51. This instruction tells the system to include paragraphs 3, 12, 21 and 33. Later, when you are building a document from stored paragraphs and **INCLUDE** paragraph 51, the system automatically includes paragraphs 3, 12, 21, and 33 into your final document.

The stored instruction to retrieve the group of paragraphs is called an include instruction.

Creating a Paragraph Which Contains an Include Instruction

See the work sample, Creating the Paragraph Library for the steps to type an include instruction in a paragraph.

Creating the List of Variable Names Document

If the paragraph library contains variables, you will type a list of variable names document.

Choose **Create Document** in the TYPING TASKS menu.

Follow the prompts to name the document and the diskette, if necessary.

Choose **Change Document Format** in the CREATE OR REVISE DOCUMENT menu and set up the format exactly the same as the format for the paragraph library.

Press ENTER until you get to the typing area.

Press CODE + SCREEN FORMAT, choose **Display Codes = Yes**, and press ENTER.

Press CODE + VARIABL. Type the first variable name exactly as you typed it in the paragraph library. Press RET to move the cursor to the next line and repeat the steps until you have typed all the variable names.

Press END.

Creating the Fill-In Document

Choose **Create Document** in the TYPING TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

Note: Type a name for this document that is different from the other documents you have created in this work sample.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

Press CODE + VARIABL and follow the prompts to type a variable name; for example, "document."

On the same line, press CODE + INSTR to type an include instruction.

Choose **Include** in the INSTRUCTION menu.

Choose **Document Name** in the INCLUDE TASKS menu. Follow the prompts and type the name of the paragraph library.

Choose **Diskette Name** and type the name of the diskette, if necessary.

Choose **System Page Numbers** and follow the prompts to type the numbers of the paragraphs you want to include, along with the paragraph number for the combined group of paragraphs. Be sure to type a space between each number.

Press ENTER to return to the typing area.

Press RET to move the cursor to the next line.

Press the GET key, if there are variables in the paragraphs you included.

Choose **Document Name** in the GET menu and follow the prompts to type the name of the list of variable names document.

Choose **Diskette Name** in the GET menu and follow the prompts to type the name of the diskette the list of variable names document is stored on.

Press ENTER to return to the typing area.

Press CODE + NEXT VARIABL to move the cursor to the end of the first variable name. Type the variable information you want inserted in the paragraph.

Repeat the steps until you have typed the variable information for all the paragraphs included that contain variables.

Press END.

Creating the Shell Document

Choose **Create Document** in the TYPING TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

Note: Type a name for this document that is different from the document names you created for this work sample.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

Press ENTER until you get to the typing area.

Press CODE + VARIABI. and follow the prompts to type the variable name. Type the same name as the variable that appears on the first line of the fill-in document (the variable name that precedes the include instruction.)

Press END.

Merging To Create The Document That Includes The Include Instruction

Choose **Go To Task Selection** in the TYPING TASKS menu.

Choose **Merge** in the TASK SELECTION menu.

Choose **Merge with Named Variables** in the MERGE TASKS menu.

Choose **Shell Document Name** in the MERGE WITH NAMED VARIABLES SETUP menu, and follow the prompts to type the name of the shell document.

Follow the same steps to name the diskette of the shell document, the fill-in document, and the diskette of the fill-in document.

Choose **Merged Document Name**, if you want to store the merged document on the diskette. Type a different name from the other document names you created for this work sample. Choose **Diskette Name** and type the name of the diskette it is to be stored on.

Choose **Print Merged Document = Yes**.

Press ENTER to begin merging the document.

Follow the prompts to print the merged document.

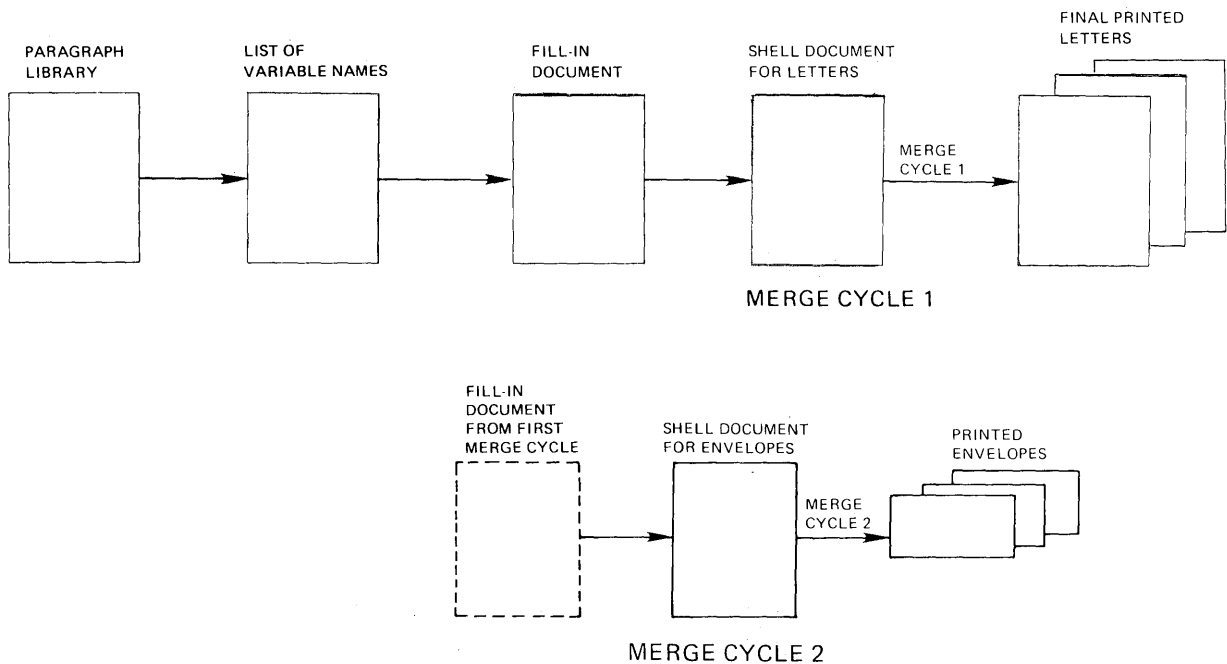
LETTERS AND ENVELOPES USING MERGE

Document _____

Diskette Name _____

Program Diskette _____

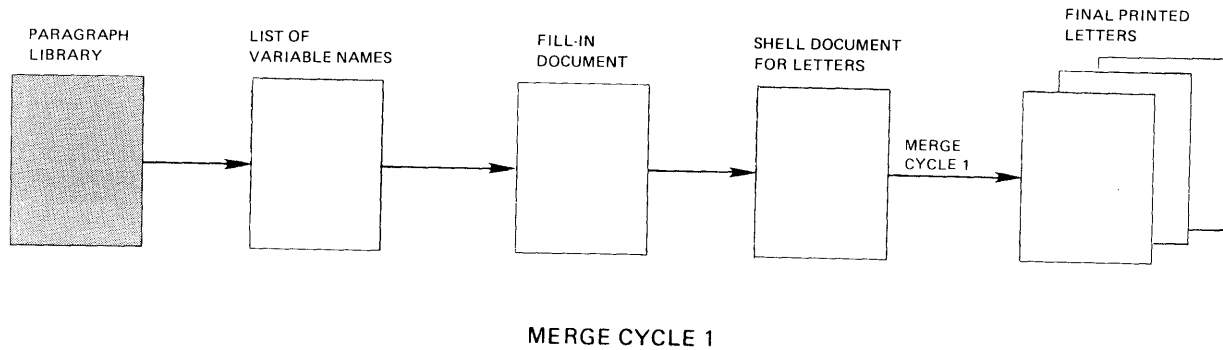
Format: Document _____ Alternate _____



Before beginning this work sample, complete the topics on merge in the Operator Training Book 2 - Selectable Topics if you have not already done so.

If you have a large number of individual letters to type and mail, you can use merge to create both the letters and the envelopes. You will use a merge cycle to create the letters and a second merge cycle to create the envelopes. The same fill-in document is used for both merge cycles. Therefore you only type the variable information for the address only once, instead of a second time for the envelopes.

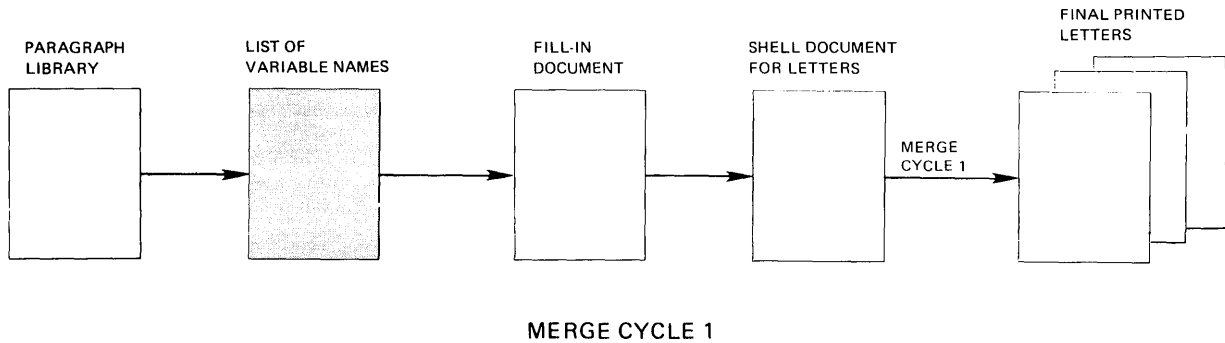
Creating the Paragraph Library



You will type a separate paragraph containing a variable name for each section of variable information in the letter. For example, the first paragraph would contain the variable name V date V. The second paragraph would contain the variable name V inside address V. The third paragraph would contain the salutation such as: Dear (space), the variable name "name" (space), and the appropriate punctuation, such as a colon.

You will then type the text for the remaining paragraphs in the paragraph library. See the work sample, "Creating the Paragraph Library" for the steps to create the repetitive paragraphs.

Creating the List of Variable Names



You will create a list of variable name documents for the paragraphs which contain variable names.

Choose **Create Document** in the TYPING TASKS menu.

Follow the prompts to name the document and the diskette.

Press ENTER until you get to the typing area. Press CODE + SCREEN FORMAT, choose **Display Codes = Yes**, and press ENTER.

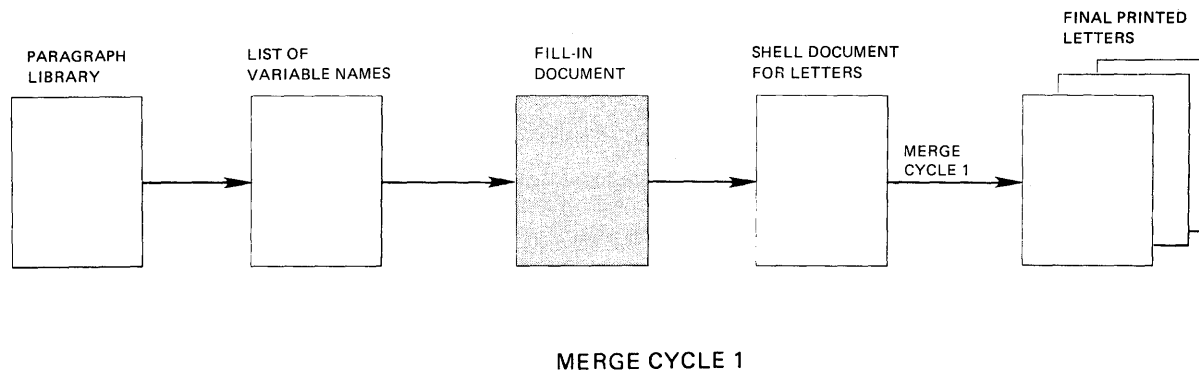
Press CODE + VARIABL. Follow the prompts to type the name of the first variable that appears in the paragraph library.

Press RET to move the cursor to the next line.

Repeat the steps until you have typed all the variable names that appear in the paragraph library.

Press END.

Creating the Fill-In Document



Choose **Create Document** in the TYPING TASKS menu.

Follow the prompts to type the document name and the diskette name, if necessary.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

Choose the items in the Format Selection menu that you want to change:

___ Choose **Change Line Format** to make these changes:

Line Spacing _____
Line Alignment _____
Adjust Line Endings 1=Yes

___ Choose **Change Margins and Tabs** to make these changes.

Left Margin _____
Right Margin _____
Tabs _____

___ Choose **Change Page Format** to make these changes:

First Typing Line, First Page _____

First Typing Line, Following Pages (if the document
is more than one page) _____
Last Typing Line _____
Paper Size _____
Printing Paper Source (if you have the IBM Sheet-Feed
Paper Handler) _____
4 = Manual Feed

Press ENTER until you get to the typing area.

Press CODE + SCREEN FORMAT and choose **Display Codes = Yes.**

Press CODE + VARIABL and type a variable name, for example "document".

On the same line, press CODE + INSTR to type the include instruction.

Choose **Include** in the INSTRUCTIONS menu.

Choose **Document Name** in the INCLUDE TASKS menu. Follow the prompts and type the name of the paragraph library.

Choose **Diskette Name** and type the name of the diskette the paragraph library is stored on.

Choose **System Page Numbers** and follow the prompts to type the numbers of the paragraphs you want to include. Be sure to type a space between each number.

Press ENTER to return to the typing area, carrier return, and then press GET.

Choose **Document Name** in the GET menu and type the name of the list of variable names document.

Choose **Diskette Name** and type the name of the diskette the list of variable names is stored on.

Press ENTER to return to the typing area.

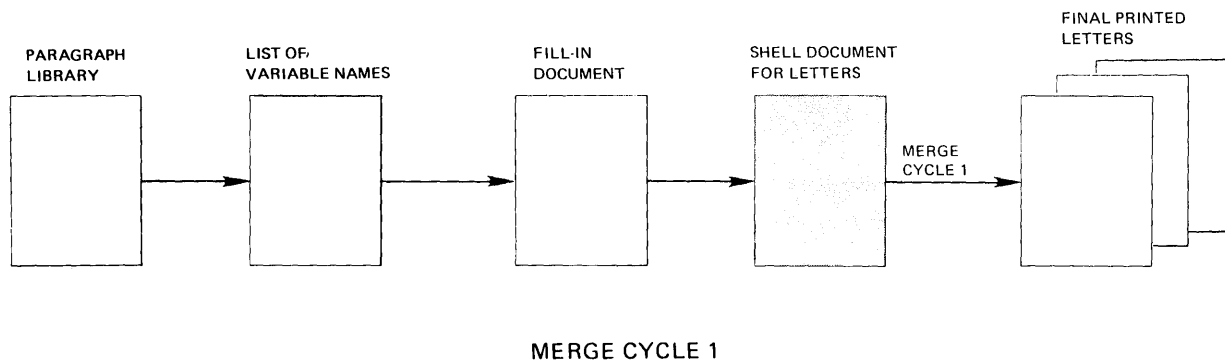
Press CODE + NEXT VARIABL to move the cursor to the point immediately after the first variable name. Type the variable information you want inserted in the paragraph.

Press CODE + NEXT VARIABL and type the variable information for the variable name.

Repeat the steps until you have typed the variable information for each paragraph included that contains variables.

Press END.

Typing the Shell Document For the Letters



Choose **Create Document** in the TYPING TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

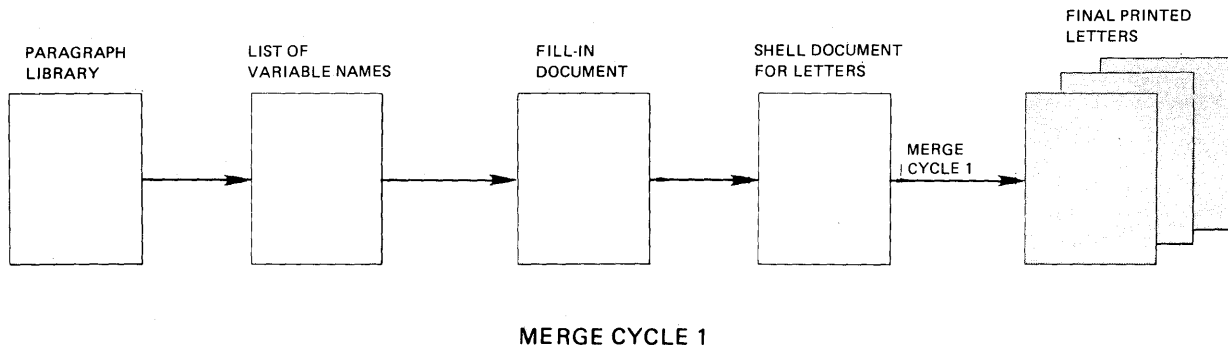
Choose **Change Document Format** in the Create or Revise Document Menu. Choose the items in the menu to set up the document format the same as the format of the paragraph library.

Press ENTER until you get to the typing area.

Press CODE + VARIABL and follow the prompts to type the variable name. Type the same variable name you typed on the first line of the fill-in document, for example, "document."

Press END.

Merging to Create the Letters



Choose **Go To Task Selection** in the TYPING TASKS menu.

Choose **Merge** in the TASKS SELECTION menu.

Choose **Merge with Named Variables** in the MERGE TASKS menu.

Choose **Shell Document Name** in the MERGE WITH NAMED VARIABLES SETUP menu, and follow the prompts to type the name of the shell document for the letters.

Follow the same steps to type the name of the diskette of the shell document, the name of the fill-in document, and the diskette of the fill-in document.

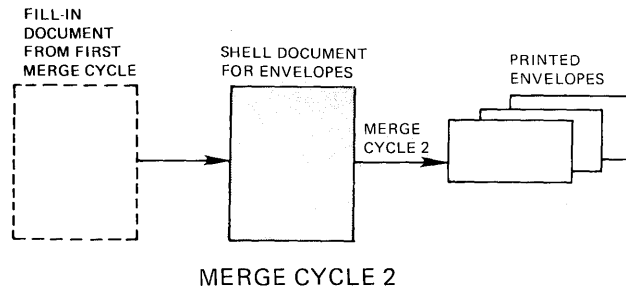
Choose **Print Merged Document = Yes**.

Choose **Paper Handling** and select the type of paper you want.

Press ENTER to begin merging the documents.

Follow the prompts to print the letters.

Creating the Shell Document For the Envelopes



Now that you have completed the first merge cycle and have printed your letters, you are ready to prepare the envelopes.

Choose **Create Document** in the TYPING TASKS menu. Follow the prompts to type the document name, and diskette name, if necessary.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

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

Choose the items in the FORMAT SELECTION menu that you want to change to set up the format for the envelopes.

___ Choose **Change Line Format** to make these changes:

Line Spacing ___
Line Alignment ___

___ Choose **Change Margins and Tabs** to make these changes:

Left Margin ___
(Move the left margin to the center of the envelope)

___ Choose **Change Page Format** to make these changes:

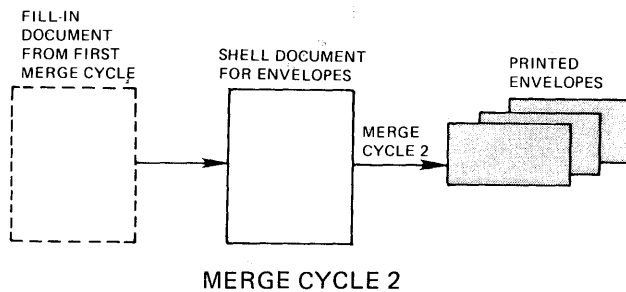
First Typing Line, First Page _____
First Typing Line Following Pages _____
Paper or Envelope Size (7, 8, or 9) _____
Printing Paper Source (if you have the IBM Sheet-Feed
Paper Handler)
4=Manual Feed

Press ENTER until you get to the typing area.

Press CODE + VARIABLE and type the same variable name you typed for the inside address on the letter.

Press END.

Merging To Create The Envelopes



Now you are ready to complete the second merge cycle to create the envelopes. Use the shell document you just created, and the fill-in document you created for the first merge cycle for the letters. While merging, the system will ignore the variable name on the first line of the fill-in document, the include instruction and all of the variable names and variable information, except for the variable name and the variable information for the inside address.

Choose **Go To Task Selection** in the TYPING TASKS menu.

Choose **Merge** in the TASKS SELECTION menu.

Choose **Merge with Named Variables** in the MERGE TASKS menu.

Choose **Shell Document Name** in the MERGE WITH NAMED VARIABLES SETUP menu, and follow the prompts to type the name of the shell document you created for envelopes.

Follow the same steps to type the name of the diskette of the shell document, the fill-in document (remember to use the same fill-in document you used in the first merge cycle) and the diskette of the fill-in document.

Choose **Print Merged Document = Yes**.

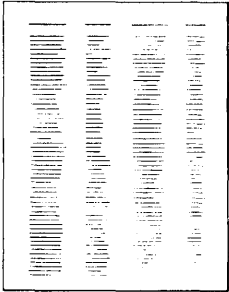
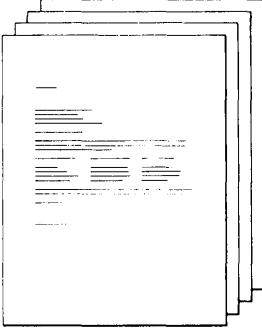
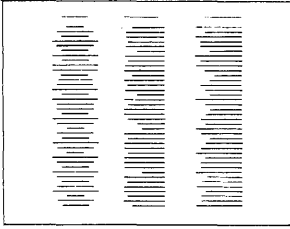
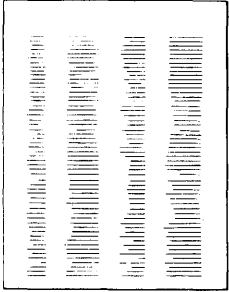
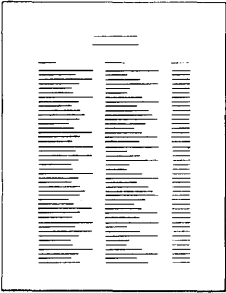
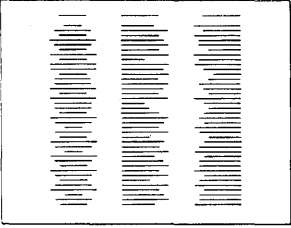
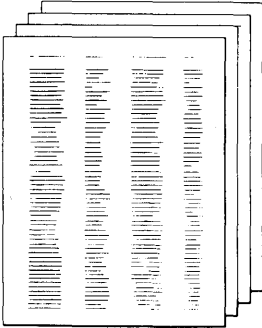
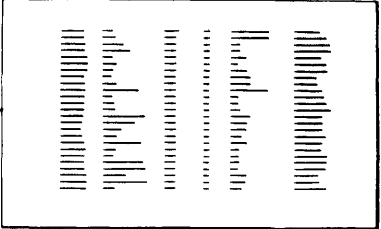
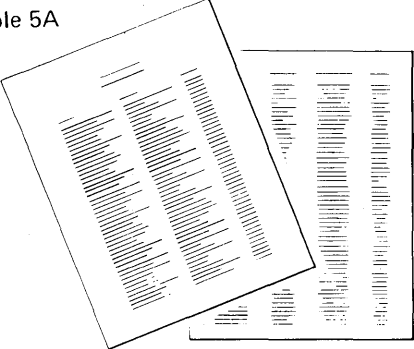
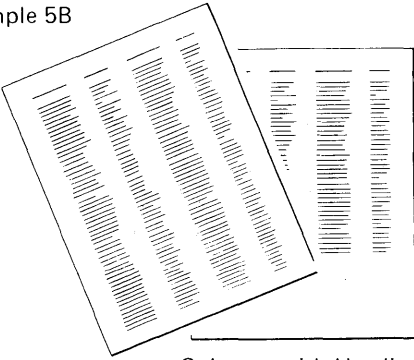
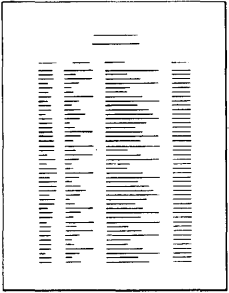
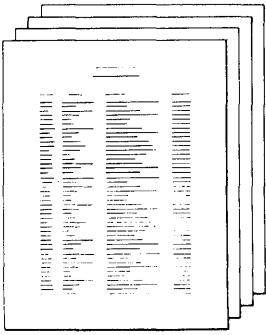
Choose **Paper Source** and select Manual Feed, if you have the IBM Sheet-Feed Paper Handler. See the IBM Displaywriter System Printer Guide for more information on manually loading paper or envelopes into the printer.

Press ENTER to begin merging the documents.

Follow the prompts to manually load each envelope into the printer and print the addresses.

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Chapter 13. Tables and Columnar Samples

<p>Sample 1A</p>  <p>Columns</p>	<p>Sample 1B</p>  <p>Columns and Text</p>	<p>Sample 2A</p>  <p>Text and Numbers</p>	<p>Sample 2B</p>  <p>Numbers Only</p>
<p>Sample 3A</p>  <p>Paper – Lengthwise</p>	<p>Sample 3B</p>  <p>Paper – Sideways</p>	<p>Sample 4A</p>  <p>Headers</p>	<p>Sample 4B</p>  <p>No Headers</p>
<p>Sample 5A</p>  <p>Columns with Headings – Headings Are Different on Every Page</p>		<p>Sample 5B</p>  <p>Columns with Headings – Headings Are the Same on Every Page</p>	
<p>Sample 6A</p>  <p>Single Page</p>	<p>Sample 6B</p>  <p>Multi-page</p>		

Use this work sample only when the majority of the document consists of tables and columns. If the majority of the document is text, choose the sample that fits the text part of the document, and use the sample for tables and columns to change the format for the table.

Tables and columns can be typed a number of ways:

- The document can be columns only (sample 1A) or columns and text (sample 1B).
- The columns can be any combination of text and numbers (sample 2A) using normal, decimal, center, and flush right tabs, or just numbers (sample 2B) using decimal tabs.
- The paper can be used lengthwise (sample 3A) or sideways (sample 3B).
- The pages can have headers and footers including page numbering (sample 4A) or none (sample 4B).
- The column headings can be different on every page (sample 5A) or the same on every page (sample 5B).
- The document can be single page (sample 6A) or multi-page (sample 6B).

Therefore, you have several options with this work sample.

Choose the topics that apply to your document.

Follow the prompts and messages in each menu.

Choose **Create Document** in the TYPING TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

Formatting the Table

If you want to change the format at the beginning of the document, choose **Change Document Format** in the CREATE OR REVISE DOCUMENT menu.

Choose the items in the FORMAT SELECTION menu that you want to change:

___ Choose **Change Line Format** to make these changes:

Line Spacing _____

Adjust Line Endings 2 = No

(For Sample 1B, before typing the text parts of the document, press CHG FMT and choose **Adjust Line Endings 1 = Yes** in the LINE FORMAT menu.)

___ Choose **Change Margins and Tabs** to make these changes:

Left Margin _____

Right Margin _____

(For Sample 3B, paper turned sideways in the printer, make the necessary changes.)

Tabs _____

(For Sample 2A, text columns, set normal, center, and flush right tabs.)

(For Samples 2A and 2B, numeric columns, set decimal tabs.)

___ Choose **Change Page Format** to make these changes:

First Typing Line, First Page _____

First Typing Line, Following Pages _____

Last Typing Line _____

Paper or Envelope Size _____

(For Sample 3B, paper turned sideways in the printer, make the necessary changes for the **Last Typing Line** and **Paper or Envelope Size**.)

Printing Paper Source (if you have an IBM Sheet-Feed Paper Handler) _____

___ Choose **Change Header and Footer** to make these changes:

Create or Revise Header _____

First Header Line _____

Print Header On _____

Create or Revise Footer _____

First Footer Line _____

Print Footer On _____

(For Sample 4A, headers and footers, make the necessary changes.)

(For Sample 5B, if the same column headings will be repeated at the top of every page, you may be able to set them up as headers. You can use the tabs you set for the document or space to the center of the column. Press CODE + CTR and type the column heading.)

Press ENTER until you get to the typing area.

If you are using the Alternate Format press the CHG FMT key and choose **Begin Using Alternate Format** in the FORMAT SELECTION menu.

Typing the Table

Type each line, tabbing between columns. Type a carrier return at the end of each line.

Choose any of the next three topics that you need.

When you have finished typing the table, choose one of the two ways to paginate it.

Typing Characters Other Than Numbers Using Decimal Tab

You may have to type characters without a decimal point (for example, hyphens) in a column of numbers.

EXAMPLE:

5232.00	9,268.58
--	571.70
621.20	--

To type these characters:

- Tab to the decimal point.
- Type the characters.
- Tab or carrier return to the next column.

Underlining a Column When Using Decimal Tab

EXAMPLE:

5232.00	9,268.58
62.12	5.71

Required Spaces

To underline a column when you are using Dec Tab:

- Type the number that you want to underline.
- If you want the underline to be longer than the number it is under, type CODE + SPACES before you type the number.
- Type the number.
- Type CODE + WORD UND.

Typing Double Underscores

To type double underscores under columns of numbers, such as totals and grand totals, see the "Quick Reference Section" in the Operator Reference Guide.

Typing Column Headings That Change From Page to Page

When the column headings are different on every page, type the headings on each page by using these steps:

- Tab to the tab setting.
- Press CODE + BKSP until you reach the center of the column.
- Use CODE + CTR to center the heading.

Note: If you type the heading after you have just typed the columns, they will be easier to center. Just type the columns, use ↑ to move the cursor to the top of the page, and type the heading using the steps shown above.

Paginating the Table Manually

If you do not want the system to paginate the document (when you want the pages to print on separate pages, just as you typed them), paginate the table manually, using these steps:

- Type as much text as you want to have on each page. You will hear a tone when you reach the bottom of the page.
- Press PAGE END.
- Press END when you have finished typing the document.

Continue with "Printing the Table."

Paginating the Table Automatically

If you want the system to paginate the document automatically, use these steps:

- Press END when you have finished typing the entire document.

Note: If you do not want a table split between two pages during pagination, do the following:

- With the cursor at the beginning of the table, press INSTR.
- Choose **Paginate Document** in the TYPING TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.
- Make your changes (if any) in the PAGINATE DOCUMENT menu.
- Press ENTER to start paginating.

Paginating Tables in Multi-page Documents

Your table may be part of a multi-page document. If it is, you should paginate the document. The BEGIN and END TABLE codes will keep the table together.

Paginating Tables with Separate Titles or Headings

If your table has a title or heading which was set up separately from the table (not within the BEGIN and END TABLE codes), type a BEGIN KEEP instruction before the title or heading. Type an END KEEP instruction after the

first line of the table. The BEGIN KEEP and END KEEP instruction ensures that the title or headings stays with the table.

Creating Headings In Multi-page Tables

If you want to create a table with a heading that is longer than one page, set up the headings as part of the table.

When you paginate the document the system will split the table into several pages. To have a heading at the top of each page of the table, copy the headings from the beginning of the table to the first line of the other pages of the table.

Revising Paginated Multi-page Tables

To revise a paginated multi-page table you must:

- Delete the PAGE END code.
- Revise the table.

Numbers with Graphics

You can use the Column Layout function to type numbers with graphics such as *,), or -.

You can use a decimal tab to type numbers with decimal places and graphics.

When you determine the longest entry in a column, count the graphics as characters.

In the column below, the example has 4 characters before the decimal point and three after.

```
999.99
 99.99*
9999.9
999.9 *
```

The example entry should look like the illustration on the next below.

```
aaaa●aaa
```

Whole Numbers and Graphics

You can use a flush right and a flush left tab to type whole numbers and graphics.

- Type the longest entry in a column.
- Type the longest whole number, then type a carrier return to tell the system you want a flush right tab.
- Press TAB and type an "a" for the longest graphics in the column to tell the system you want a flush left tab.

- The whole numbers will line up correctly on the right and the graphics will appear beside them as in the illustration following:

```
          999*  
          99  
        9999**  
          999*  
        9999
```

When you are ready to type the column:

- Tab to the flush right tab.
- Type the whole numbers.
- Press TAB to move the cursor to the flush left tab.
- Press CODE + BKSP and type the graphics.

Printing the Table

Press the REQST key in the TYPING TASKS menu.

Choose **Print Document** in the REQUEST TASKS menu.

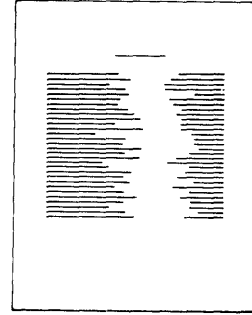
Make your changes (if any) in the PRINT DOCUMENT menu.

If you typed past the number you chose for **Last Typing Line** on any of these pages, choose **Cancel On Error 2 = No** in the PRINT DOCUMENT menu.

Press ENTER and follow the messages to print the document.

TABLES WITH FLUSH RIGHT MARGINS

Document _____
Diskette Name _____
Program Diskette _____
Format: Document ____ Alternate ____



This table has margins that are flush right. The left and right columns are connected with dot leaders, a line of periods and spaces. In order to type the correct number of periods between the columns, you will type the right column first. Then you will type the left column with the periods. You will need only two tabs set, one for the centered heading and one for the text to print at the right margin.

Follow the prompts and messages in each menu.

To create the table, choose **Create Document** in the TYPING TASKS menu. Follow the prompts to type the document name and diskette name, if necessary.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

Formatting the Table

To change the format at the beginning of this table, choose **Change Document Format** or **Change Alternate Format** in the CREATE OR REVISE DOCUMENT menu.

Choose the items in the FORMAT SELECTION menu that you want to change:

___ Choose **Change Line Format** to make these changes:

Line Spacing _____
Adjust Line Endings 2 = No

___ Choose **Change Margins and Tabs** to make these changes:

Left Margin _____
Right Margin _____

(Set the right margin two spaces past the flush right tab.)

Tabs _____

(Clear all tabs and set a flush right tab where you want the lines to stop printing.)

____ Choose **Change Page Format** to make these changes:

First Typing Line, First Page _____

First Typing Line, Following Pages (if the document is more than one page) _____

Last Typing Line _____

Paper Size _____

Printing Paper Source (if you have the IBM Sheet-Feed Paper Handler) _____

Press ENTER until you get to the typing area.

Typing the Table

For each line in the table, do the following:

- Tab to the flush right tab.
- Type the word(s) that you want to print at the right.
- Press CODE + \leftarrow to go to the left margin.
- At the left margin, type the first word(s) in the line.
- Space once.
- Type a period, then a space, and repeat typing periods and spaces until you come to the last space before the word that is at the right margin.
- Press CODE + \rightarrow to go to the end of the typing line.
- Type a carrier return.

If the table is longer than one page, type until you hear the tone at the bottom of the page. Then press CODE PAGE END and PAGE END, and continue typing the table on the next page.

At the end of the table, press END. You do not need to paginate the table.

Printing the Table

Press the REQST key in the TYPING TASKS menu.

Choose **Print Document** in the REQUEST TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

Make your changes (if any) in the PRINT DOCUMENT menu. Press ENTER and follow the messages to print the table.

REVISING A TABLE NOT SET UP USING COLUMN LAYOUT

Document _____

Diskette Name _____

Program Diskette _____

Document Format _____

You can use this sample if your tables were originally typed using the method for setting up columns of numbers with Textpack 1 or 2. Now that you have Textpack 4, update and revise your columns using the Column Layout Function.

Review the topics "Simple Tables" and "Advanced Tables" in Operator Training Book 2 - Selectable Topics.

Formatting the Columns

To change the format at the beginning of the document, choose **Change Document Format** or **Change Alternate Format** in the CREATE OR REVISE DOCUMENT menu.

___ Choose **Change Line Format** to make these changes:

Line Spacing _____
Adjust Line Endings 2 = No

___ Choose **Change Margins and Tabs** to make these changes:

Left Margin _____
Right Margin _____

___ Choose **Change Page Format** to make these changes:

First Typing Line, First Page _____
First Typing Line, Following Pages _____
Last Typing Line _____
Paper or Envelope Size _____
Printing Paper Source (if you have the IBM Sheet-Feed Paper Handler _____

_____ Choose **Change Header and Footer** to make these changes:

Create or Revise Header _____
First Header Line _____
Print Header On _____
Create or Revise Footer _____
First Footer Line _____
Print Footer On _____

Press ENTER until you get to the typing area.

Recalling the Table

Choose the item in the TYPING TASK MENU to revise a document.

Press ENTER until you get to the typing area.

Adjusting Space in The Existing Table

Move the cursor to the first line of the table to be laid out.

Press COLUMN LAYOUT.

Follow the steps at the bottom of the screen.

Press the CURSOR DOWN key.

Move the cursor to the last line of the table and press ENTER.

Revising the Existing Table

Revise the columns using the revision methods learned in the Operator Training Book 2 - Selectable Topics, "Revising Tables."

Printing the Table

Press the REQST key in the TYPING TASKS menu.

Choose **Print Document** in the REQUEST TASKS menu.

Make your changes (if any) in the Print Document menu.

Press ENTER and follow the messages to print the document.

**UNDERLINING COLUMNS OF NUMBERS
AND THE SPACES BETWEEN THE COLUMNS**

	Per Books Col. (1)	Accounting and Pro Forma Adjustments Col. (2)	After Accounting and Pro Forma Adjustments Col. (3)	Effect of Proposed Increase Col. (4)	Effect of Proposed Increase Col. (5)
<u>Operating Revenues</u>	\$1,383,507	\$ (2,088)	\$1,381,419	\$153,388	\$1,534,807
<u>Operating Revenue Deductions</u>					
Operation and Maintenance Expenses	\$ 783,610	\$(135,356)	\$ 638,254	\$	\$ 648,254
Depreciation Expense	95,607	2,240	97,847		97,847
Taxes Other Than Income Taxes	130,605	5,072	135,677	3,681	139,358
Federal Income Tax	-0-	58,395	58,395	68,866	127,261
	\$1,009,822	\$ (69,649)	\$ 940,173	\$ 72,547	\$1,012,720
<u>Net Operating Income</u>	\$ 373,685	\$ 67,561	\$ 441,246	\$ 80,841	\$ 522,087
Plus: Allowance for Funds Used During Construction	12,797		12,797		12,797
<u>Net Operating Income Adjusted</u>	\$ 386,482	\$ 67,561	\$ 454,043	\$ 80,841	\$ 534,884
<u>Utility Plant</u>					
Utility Plant in Service	\$7,032,505		\$7,032,505		\$7,032,505
Construction Work in Progress	50,642		50,642		50,642
	\$7,083,147		\$7,083,147		\$7,043,147
<u>Provisions for Depreciation, Advances and Contributions</u>					
Accumulated Provision for Depreciation	\$ 700,423	\$ 2,240	\$ 702,663		\$ 702,663
Customer Advances for Construction	751,601		751,601		751,601
Contributions in Aid of Construction	995,691		995,691		995,691
	\$2,447,714	\$ 2,240	\$2,449,955		\$2,449,955
<u>Net Utility Plant</u>	\$4,635,432	\$ (2,240)	\$4,633,192		\$4,633,192

You may need to underline columns and the spaces between them as in the example above.

To underline the column entries and the spaces between them use the BEGIN and END UND keys.

Typing the Underline

Move the cursor to the end of the line to be underlined.

Press CODE + J to type an END UNDERSCORE.

Move the cursor to the beginning of the line to be underlined.

Press CODE + U to type a BEGIN UNDERSCORE.

Note: The line you underline may be shorter than the longest line in the section you underlined. If so, move the cursor to the first numeral of the first number underlined and add in spaces as needed. (See the example below.)

786,435.83	187,866.02	54,100.01
7.999.00	109.677.54	9,897.32

For additional ways to underline see the "Quick Reference" section of the Operator Reference Guide.

CHECKING SUBTOTALS AND GRANDTOTALS

Document _____

Diskette Name _____

Program Diskette _____

Document Format _____

111.11	1010	1919
222.22	1111	2020
333.33	1212	2121
_____ (subtotal space)	_____	_____
444.44	1313	2222
555.55	1414	2323
666.66	1515	2424
_____ (subtotal space)	_____	_____
777.77	1616	2525
888.88	1717	2626
999.99	1818	2727
_____ (subtotal space)	_____	_____
_____ (grandtotal space)	_____	_____

Use this work sample to check subtotals and grandtotals while typing columns of numbers, or after you have typed your columns and need to verify that your totals are correct.

Typing the Columns

Choose **Create Document** in the TYPING TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

If desired, type a document comment in the CREATE or REVISE DOCUMENT MENU.

Follow the instructions in the COLUMN LAYOUT INSTRUCTION MENU to set up your table. Type all the entries in the columns as you learned in the Selectable Topic, "Creating Simple Tables" or "Advanced Tables."

Note: Remember to leave space in your columns to make the subtotals easier to locate (See the example above).

Formatting the Table

If you want to change the format at the beginning of the document, choose **Change Document Format** or **Change Alternate Format** in the CREATE or REVISE DOCUMENT menu.

Choose the item in the FORMAT SELECTION MENU that you want to change:

___ Choose **Change Line Format** to make these changes:

Line Spacing _____
Adjust Line Endings 2 = No

___ Choose **Change Margins and Tabs** to make these changes:

Left Margin _____
Right Margin _____

___ Choose **Change Page Format** to make these changes:

First Typing Line, First Page _____
First Typing Line Following Pages _____
Paper Size _____
Printing Paper Source (if you have the IBM Sheet-
Feed Paper Handler) _____

___ Choose **Change Header and Footer** to make these changes:

Create or Revise Header _____
First Header Line _____
Print Header On _____
Create or Revise Footer _____
First Footer Line _____
Print Footer On _____

Press ENTER until you get to the typing area.

Subtotaling and Grandtotaling Columns

Use the + and - keys to subtotal and grandtotal numbers in a column.

Move the cursor to the first column entry to be added or subtracted.

Press the + or - key. (The IBM Displaywriter will go into the Arithmetic Mode. Watch the prompt line.)

Move the cursor to the next number to be subtotaled.

Press the + or - key. (The system will perform the arithmetic function and display the total.)

Repeat the previous steps until all of the numbers have been subtotaled.

Move the cursor to the space left for the subtotal.

Press ENTER (The subtotal will appear in the space allotted for the subtotal.)

Press CANCL to clear the total and repeat the previous steps to get the subtotal for the next column.

Grandtotaling the Columns

Move the cursor to the first subtotal and press the + key.

Add all the subtotals to get a grandtotal.

Move the cursor to the grandtotal position.

Press ENTER.

The grandtotal will appear on the total line.

Press CANCL to clear the total.

Press CANCL to tell the system to go out of the arithmetic mode.

Press END.

Printing the Table

Press the REQST key in the TYPING TASK menu.

Choose **Print Document** in the REQUEST TASKS menu. Follow the prompts to type the document name and the diskette name, if necessary.

Make your changes (if any) in the PRINT DOCUMENT menu. Press ENTER and follow the messages to print the table.

DIRECTORY LISTINGS

Document _____

Diskette Name _____

Program Diskette _____

Format: Document___ Alternate___

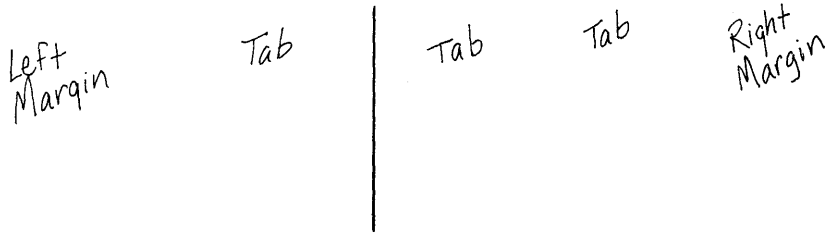
Abelis, Helen	5985	Albee, Eddie	7821
Ablris, Warren	8960	Albee, Mark	2356
Acosta, Allen	8900	Aleman, Eloise	3456
Acosta, Bruce	5679	Aleman, Tom	6789
Adair, Betty	3460	Alexander, Mark	5689
Adam, Thelma	8912	Alexander, Nina	6780
Adams, Anita	2345	Alexander, Oscar	5621
Adams, Edwina	1256	Alexander, Paul	8421
Adams, Marsha	8940	Alexander, Pia	6790
Adams, Ned	4560	Alford, Nick	3210
Addy, John	3460	Alford, Marsha	7690
Adiano, Tom	5987	Alford, Phillip	2385
Adiano, Yvonne	5890	Alford, Thomas	7890
Aiken, Harold	7890	Allen, Ilene	7890
Aiken, Linda	4589	Allen, Janie	6290
Aiken, Wallace	4570	Allen, Katie	2389
Aikens, Stacey	2370	Allen, Robert	2390
Aikens, Ulanda	6790	Allen, Stan	7890
Akers, Frances	8907	Almy, Bruce T.	2390
Akers, Gloria	8956	Aakre, Henry	3422
Akin, Kelley	6790	Aakre, Thomas	5678
Akin, Louise	7890	Abbott, John	4567
Akins, Donna	3456	Abele, Grace	6780
Akins, Edward	7890		
Akins, James	5690		
Alba, Trisa	8930		
Alba, Velma	7890		

Use this work sample to type text to be formatted into a dual-column layout similar to a telephone directory listing. To type a document that will be split into more than one column the text must be typed as one column. To do this follow the steps on the next page.

Note: Before using this work sample, you must complete "Shortcuts" in the Operator Training Book 1 - Basic Topics and "Advanced Tables" in Operator Training- Book 2 - Selectable Topics.

Typing the Columns

Set the right margin to the desired width of the completed page with both columns side by side. The columns will later space themselves for final printing.



Set a tab for the second group of information in the column (see the telephone numbers).

Type all of the listing as one complete document. When you finish typing your text it should look like the example below.

Duplicate the listing using Work Diskett Task in the **Duplicate Document Menu** and store one copy on diskette as your permanent copy to work with at revision time. This will be referred to as the Master Document. When updating the directory you will always use the duplicated master document for revisions. See Duplicate Document Task in the Quick Reference Section of the Operator Reference Guide.

EXAMPLE

Abelis, Helen	5985
Ablris, Warren	8960
Acosta, Allen	8900
Acosta, Bruce	5679
Adair, Betty	3460
Adam, Thelma	8912
Adams, Anita	2345
Adams, Edwina	1256
Adams, Marsha	8940
Adams, Ned	4560
Addy, John	3460
Adiano, Tom	5987
Adiano, Yvonne	5890
Aiken, Harold	7890
Aiken, Linda	4589
Aiken, Wallace	4570
Aikens, Stacey	2370
Aikens, Ulanda	6790
Akers, Frances	8907
Akers, Gloria	8956
Akin, Kelley	6790
Akin, Louise	7890
Akins, Donna	3456
Akins, Edward	7890
Akins, James	5690
Alba, Trisa	8930
Alba, Velma	7890

Paginating the Document

Paginate the duplicated document. You will now have a single column per page and your directory should look like the example below.

EXAMPLE

Abelis, Helen	5985
Ablris, Warren	8960
Acosta, Allen	8900
Acosta, Bruce	5679
Adair, Betty	3460
Adam, Thelma	8912
Adams, Anita	2345
Adams, Edwina	1256
Adams, Marsha	8940
Adams, Ned	4560
Addy, John	3460
Adiano, Tom	5987
Adiano, Yvonne	5890
Aiken, Harold	7890
Aiken, Linda	4589
Aiken, Wallace	4570
Aikens, Stacey	2370
Aikens, Ulanda	6790
Akers, Frances	8907
Akers, Gloria	8956
Akin, Kelley	6790
Akin, Louise	7890
Akins, Donna	3456
Akins, Edward	7890
Akins, James	5690
Alba, Trisa	8930
Alba, Velma	7890
Albee, Eddie	7821
Albee, Mark	2356
Aleman, Eloise	3456
Aleman, Tom	6789
Alexander, Mark	5689
Alexander, Nina	6780
Alexander, Oscar	5621
Alexander, Paul	8421
Alexander, Pia	6790
Alford, Nick	3210
Alford, Marsha	7690
Alford, Phillip	2385
Alford, Thomas	7890
Allen, Ilene	7890
Allen, Janie	6290
Allen, Katie	2389
Allen, Robert	2390
Allen, Stan	7890
Almy, Bruce T.	2390
Aakre, Henry	3422
Aakre, Thomas	5678
Abbott, John	4567
Abele, Grace	6780
Abelis, Helen	5985
Ablris, Warren	8960
Acosta, Allen	8900
Acosta, Bruce	5679

Page 1

Page 2

Formatting the Document into Columns

Press GO TO, then ENTER to go to the second page.

Press CODE + KEYSAVE.

Press CODE + $\overleftarrow{\text{K}}$ to move to the top of the previous page.

Press CODE + COLUMN LAYOUT.

Press LINE ADJ.

Type a's across to the first tab.

Press the TAB key, then type a's to the end of the last number in the telephone number column.

Press \downarrow to tell the system to go out of the column layout mode.

Press CODE + \swarrow to go to the bottom of page one.

Press ENTER.

Press GO TO, then ENTER to go to the next page.

Press CODE + COLUMN LAYOUT.

Press LINE ADJ.

Type a's across to the first tab.

Press the TAB key, then type a's to end of the last number in the column.

Press \downarrow to tell the system to go out of the column layout mode.

Press CODE + \swarrow to go to the bottom of page two.

Press ENTER.

Press MOVE, then press the COLUMN key.

Press CODE + $\overleftarrow{\text{K}}$ to move the cursor to the top of the current page.

Press CODE + $\overleftarrow{\text{K}}$ to move the cursor to the top of the previous page.

Press CODE + \rightarrow to move the cursor to the right edge of the left column.

Press → to move the cursor past the point where the second column should begin.

Press ENTER. The system will now split the single column into the desired number of columns.

Press Go To, then ENTER.

Press DELETE, then CODE + ↵, then ENTER, to delete the formatting from the following page.

Press Go To, then ENTER.

Press CODE + KEYSAVE to tell the system you are finished saving keystrokes.

To format the next page, Press PLAYBCK twice.

For each additional page to be formatted, press PLAYBCK twice.

Press END and paginate the document by choosing **Adjust Line Endings = No** and **Adjust Page Endings = No** in the PAGINATE DOCUMENT menu.

Press ENTER.

After formatting, you are ready to print the directory.

Note: During formatting the even numbered pages become the second column on the odd numbered pages.

EXAMPLE

Abelis, Helen	5985
Ablris, Warren	8960
Acosta, Allen	8900
Acosta, Bruce	5679
Adair, Betty	3460
Adam, Thelma	8912
Adams, Anita	2345
Adams, Edwina	1256
Adams, Marsha	8940
Adams, Ned	4560
Addy, John	3460
Adiano, Tom	5987
Adiano, Yvonne	5890
Aiken, Harold	7890
Aiken, Linda	4589
Aiken, Wallace	4570
Aikens, Stacey	2370
Aikens, Ulanda	6790
Akers, Frances	8907
Akers, Gloria	8956
Akin, Kelley	6790
Akin, Louise	7890
Akins, Donna	3456
Akins, Edward	7890
Akins, James	5690
Alba, Trisa	8930
Alba, Velma	7890
Albee, Eddie	7821
Albee, Mark	2356
Aleman, Eloise	3456
Aleman, Tom	6789
Alexander, Mark	5689
Alexander, Nina	6780
Alexander, Oscar	5621
Alexander, Paul	8421
Alexander, Pia	6790
Alford, Nick	3210
Alford, Marsha	7690
Alford, Phillip	2385
Alford, Thomas	7890
Allen, Ilene	7890
Allen, Janie	6290
Allen, Katie	2389
Allen, Robert	2390

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Revising the Directory

Bring the Master Document to the screen.

Make your necessary changes.

Make a duplicate that will be your new Master Document.

Repeat the steps to paginate, format into columns, and print the directory.

COLUMNS IN MAGAZINE FORMAT

Document _____

Diskette Name _____

Program Diskette _____

Format: Document _____ Alternate _____

To a business person or a factory manager, good measurements and standards help assure that he knows what he is doing. On the other hand, inadequate measurements and standards can leave him unprepared for wise business decisions, a disadvantage in the marketplace. There are types of procedures to cope with inadequate measurement capabilities, but they are costly in terms of time, money, and manpower. For example, there is an increasing use of radiation in industry. These new uses include: vulcanization of rubber, sterilization of pharmaceuticals, inspection of metal castings, preservation of food, etc. In all of these cases, the amount of radiation must be measured and controlled, or else it will not perform the task expected of it.

Furthermore, the use of radiation involves considerations of human safety for both those who employ the new machines and processes, and those who receive the product or service which has involved radiation. In the absence of sufficiently accurate measurement data, the only alternative is to overdo the amount of protection built into radiation installations. This is costly, and may be unnecessary, but there is no other choice if the state of measurement science is not far enough advanced to yield reliable data adequate to meet our needs.

Use this work sample if you need to type text that will be formatted like magazine print with a ragged right margin. To type columns which will split into more than one column, you must type the text as one document. To do this follow the steps on the next page.

Note: Before using this work sample you must complete "Shortcuts" in the Operator Training Book 1 - Basic Topics and "Advanced Tables" in Operator Training Book 2 - Selectable Topics.

Typing the Columns

Set desired left and right margins to allow for a narrow document.

Type all of the text as one long document. When you finish, your text should look like the example below.

Duplicate the listing using **Work Diskette Tasks** in the DUPLICATE DOCUMENT MENU

and store one copy on your diskette as your permanent copy to work with at revision time. This will be referred to as the Master Document. When updating the columns you will always use the duplicated copy for revisions. See "Duplicate Document Task" in the Quick Reference" section of the Operator Reference Guide.

EXAMPLE

To a business person or a factory manager, good measurements and standards help assure that he knows what he is doing. On the other hand, inadequate measurements and standards can leave him unprepared for wise business decisions, a disadvantage in the marketplace. There are types of procedures to cope with inadequate measurement capabilities, but they are costly in terms of time, money, and manpower. For example, there is an increasing use of radiation in industry. These new uses include: vulcanization of rubber, sterilization of pharmaceuticals, inspection of metal castings, preservation of food, etc. In all of these cases, the amount of radiation must be measured and controlled, or else it will not perform the task expected of it. Furthermore, the use of radiation involves considerations of human safety for both those who employ the new machines and processes, and those who receive the product or service which has involved radiation. In the absence of sufficiently accurate measurement data, the only alternative is to overdo the amount of protection built into radiation installations. This is costly, and may be unnecessary, but there is no other choice if the state of measurement science is not far enough advanced to yield reliable data adequate to meet our needs.

Paginating the Document

Paginate the duplicated document.

You will now have one column per page and your text will look like the example below.

EXAMPLE

To a business person or a factory manager, good measurements and standards help assure that he knows what he is doing. On the other hand, inadequate measurements and standards can leave him unprepared for wise business decisions, a disadvantage in the marketplace. There are types of procedures to cope with inadequate measurement capabilities, but they are costly in terms of time, money, and manpower. For example, there is an increasing use of radiation in industry. These new uses include: vulcanization of rubber, sterilization of pharmaceuticals, inspection of metal castings, preservation of food, etc. In all of these cases, the amount of radiation must be measured and controlled, or else it will not perform the task expected of it. _____
Furthermore, the use of radiation involves considerations of human safety for both those who employ the new machines and processes, and those who receive the product or service which has involved radiation. In the absence of sufficiently accurate measurement data, the only alternative is to overdo the amount of protection built into radiation installations. This is costly, and may be unnecessary, but there is no other choice if the state of measurement science is not far enough advanced to yield reliable data adequate to meet our needs.

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Formatting the Document into Columns

Press GO TO, then ENTER to go to the beginning of the second page.

Press CODE + KEYSAVE.

Press CODE + $\overleftarrow{\text{K}}$ to move to the top of the previous page.

Press CODE + COLUMN LAYOUT.

Press LINE ADJ.

Type a's across the width of the column.

Note: If your column has tabs, be sure and insert them at this time.

Press \downarrow to tell the system to go out of column layout mode.

Press CODE + \swarrow to go to the bottom of page one.

Press ENTER.

Press GO TO.

Press ENTER, to go to the next page.

Press CODE + COLUMN LAYOUT.

Press LINE ADJ.

Type a's across the width of the column.

Note: If your column has tabs, be sure and insert them at this time.

Press \downarrow to tell the system to go out of the column layout mode.

Press CODE + \swarrow to go to the bottom of the page.

Press ENTER.

Press MOVE, then press the COLUMN key.

Press CODE + $\overleftarrow{\text{K}}$ to move the cursor to the top of the current page.

Press CODE + $\overleftarrow{\text{K}}$ to move the cursor to the top edge of the previous page.

Press CODE + \rightarrow to move the cursor to the right edge of the column.

Press \rightarrow to move the cursor past the point where the second column should begin.

Press ENTER. The system will split the single column into the desired number of columns.

Press GO TO, then ENTER.

Press DELETE, then CODE + \swarrow , then ENTER, to delete the formatting from the following page.

Press GO TO, then ENTER.

Press CODE + KEYSAVE to tell the system you have finished saving keystrokes.

To format the next page, press PLAYBCK twice.

For each additional page to be formatted, press PLAYBCK twice.

END the document and paginate by choosing **Adjust Line Ending = No** and **Adjust Page Endings = No** in the PAGINATE DOCUMENT menu.

Press ENTER.

After completing pagination you can print the magazine columns.

Note: During formatting the even numbered pages become the second column on the odd numbered pages.

EXAMPLE

To a business person or a factory manager, good measurements and standards help assure that he knows what he is doing. On the other hand, inadequate measurements and standards can leave him unprepared for wise business decisions, a disadvantage in the marketplace. There are types of procedures to cope with inadequate measurement capabilities, but they are costly in terms of time, money, and manpower. For example, there is an increasing use of radiation in industry. These new uses include: vulcanization of rubber, sterilization of pharmaceuticals, inspection of metal castings, preservation of food, etc. In all of these cases, the amount of radiation must be measured and controlled, or else it will not perform the task expected of it. Furthermore, the use of radiation involves considerations of human safety for both those who employ the new machines and processes, and those who receive the product or service which has involved radiation. In the absence of sufficiently accurate measurement data, the only alternative is to overdo the amount of protection built into radiation installations.

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Revising the Magazine Columns

Bring the Master Document to the screen.

Make your necessary changes.

Make a duplicate that will now become your new Master Document.

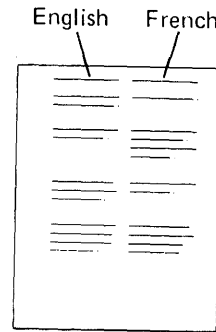
Repeat the steps to paginate, format into columns and print the magazine columns.

DUAL LANGUAGE COLUMNS

Document _____

Diskette Name _____

Program Diskette _____



Use this work sample if you type columns made up of two languages. Make sure you type the columns using the foreign language printwheel or typestyle. For more information about typestyles and printwheels refer to the Operator Reference Guide, Appendix D.

Laying Out the Columns

Type `CODE + LAYOUT`. The `COLUMN LAYOUT INSTRUCTION` menu appears on the display.

Determine the width of each column and type "a's". Be sure to make a note where each column begins.

Type `CODE + LAYOUT` to adjust the column spacing.

Press `ENTER`. A blank typing area appears on the screen. Do not type the first column at this point.

Follow the prompts to press `ENTER`.

Move the cursor up to delete the format changes at the top of the screen.

Press `END`.

Creating the Document

Set the tab stops for flush left columns.

Press `ENTER` to go to the typing area.

Press `GET`.

Type the Document Name.

Move the cursor to the Begin Table Code.

Press COLUMN; follow the prompts to revise the column.

Type the first paragraph only and press ENTER.

Move the cursor down to the Page End Instruction and type a carrier return.

Press GET, then ENTER.

Press COLUMN; then press ENTER to revise the column.

Repeat the last four steps to type the second paragraph.

Typing the Second Column

Move the cursor to the first line of the paragraph on the left.

Move the cursor to the tab stop.

Press COLUMN.

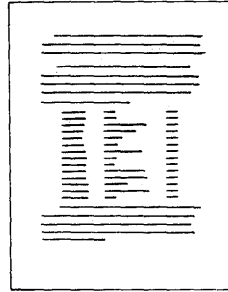
Press ENTER.

Type the first paragraph of the foreign column and press ENTER.

Repeat the steps for typing the columns on the left.

When finished, press END and print the document.

TABLES AND COLUMNS WITHIN TEXT



When your document has text and tables in it, choose the work sample that is most like the text part of your job. When you are ready to start typing the table in the typing area, turn to this section.

Typing the Text

Use the work sample that matches the text portions of the document.

Formatting the Table

When you are ready to type the table, change the format for the table, if necessary, by using the CHG FMT key.

___ Choose **Change Line Format** to make these changes:

Line Spacing ___
Adjust Line Endings 1 = No

___ Choose **Change Margins and Tabs** to make these changes:

Left Margin ___
Right Margin ___

(For paper turned sideways in the printer, make the necessary changes to the margins.)

Tabs _____

(For text columns, set normal, center, or flush right tabs. For numbers, set decimal tabs if the columns are different lengths.)

_____ Choose **Change Page Format** to make these changes:

First Typing Line, First Page _____
First Typing Line, Following Pages (if the document is more than one page) _____
Last Typing Line _____
Paper or Envelope Size _____
(For paper turned sideways in the printer, make the necessary page format changes.)
Printing Paper Source (if you have the IBM Sheet-Feed Paper Handler) _____

_____ Choose **Change Header or Footer** if there is a header or footer, to make these changes:

Create or Revise Header _____
First Header Line _____
Print Header On _____
(If the same column headings will be repeated at the top of every page, type them at the proper tab settings in the HEADER AND FOOTER menu.)
Create or Revise Footer _____
First Footer Line _____
Print Footer On _____

Note: The format (margins, tabs, typestyle, paper size, etc.) for the headers and footers set up in the Document Format or Alternate Format apply throughout the entire document unless a format change is typed within the document to change the headers and footers.

Press ENTER until you get to the typing area.

Typing the Table

Type each line, tabbing between columns. Type a carrier return at the end of each line.

When you are finished typing the table, press the CHG FMT key.

Make the choice in the FORMAT SELECTION menu that will return the format to the starting choices.

Press ENTER until you get to the typing area.

Go back to the work same and continue typing the text part of the document.

This page is left blank intentionally.

Chapter 14. Forms Samples

INTRODUCTION

Forms are documents where information is typed into preprinted boxes on lines. Forms that are typed frequently can be typed more quickly by setting up a master format in the system. Forms that are typed infrequently can be typed using the Key-To-Print Task.

There are three methods you may choose to type a form on the Displaywriter, they are:

- Forms using Key-To-Print
- Forms with stop codes for the variable information, and
- Forms with variable names for the variable information.

To type a frequently used form, you always measure it to determine where to set the margins, tabs, first and last line, and so on. You use these measurements when you set up the document format.

If you have a group of the same forms to type, and you want to store the variable information, you should type the form using variable names. You will save time by setting up the format only once and merging it with a fill-in document which contains the variable information for the individual forms.

Typing forms using variable names is also helpful when you have several different forms which use the same variable information (you use the same fill-in document to create the different forms), or when you have a form that uses the same variable name several times on the same form.

The work samples for forms include:

- Completing A Preprinted Form Using Key-To-Print
- Measuring A Form For Tabs and Margins
- Special Considerations To Make Typing Forms Easier
- Forms Using Stop Codes
- Forms Using Merge

COMPLETING A PREPRINTED FORM USING KEY-TO-PRINT

Some forms are typed infrequently and do not need to be stored on diskette. For these forms, use the Key-To-Print Task. When you use Key-To-Print, the Micro Space and Index keys allow you to align the printhead exactly without using the IBM Conversion Ruler.

To fill in a pre-printed form, follow these steps:

- Select Key-To-Print Task from the TASK SELECTION Menu.
- Load the form in the printer.
- To change the left margin and tabs, follow these steps:
 - Select the item to CHANGE LEFT MARGIN AND TABS.
 - Clear all tabs.
 - Reset your left margin to "0".
 - Set tabs where they are needed. Use the ↓ key on the keyboard to index the form. Use the → key on the keyboard to move across the form. Use the printhead as a guide.
- Press ENTER enough times to take you to the INSTRUCTIONS FOR KEY-TO-PRINT screen. The printhead returns to the left margin.
- Use the Micro Space and Index keys for exact alignment. (Pressing Code + a Cursor Key moves the printhead in very small units.)
- When the form is completed, hold down the ↓ key on the keyboard to remove the form from the printer.
- Press END when you are finished with the Key-To-Print Task

In addition to preprinted forms, Key-To-Print is helpful in applications such as envelopes, labels or typing on ruled paper.

MEASURING A FORM FOR TABS AND MARGINS

Be certain to measure your form, so you will know what choices to make in the FORMAT SELECTION menus later. See the steps below on how to measure your form.

Use the IBM Conversion Ruler, Form #S544-2071-0, to measure the size of your form:

- Width - Place the "0" (zero) on the scale marked "mm" on the IBM Conversion Ruler at the left edge of your paper. (See the sample below.) Write the paper width in mm's on your form.
- Length - Place the "0" (zero) on the same scale (marked "mm"), on the top edge of your paper. (Be sure to include the area above the "tear-off" line if you are measuring a carbon pack.) Write the paper length in mm's on your form.

Note: To verify your conversion from mm to inches see Appendix A in the IBM Displaywriter System Reference Guide.

For additional information on measuring forms, see "Using the IBM Conversion Ruler," Chapter 3, Program Diskette Procedures.

Dalton-Roakes Hospital
Central Registry Form

Date: _____ Time: _____ Patient No: _____ Room No: _____ Ward: _____ Station: _____

Patient Information Relative Information

215 mm

IBM

Dalton-Roakes Hospital
Central Registry Form

Date: _____ Time: _____ Patient No: _____ Room No: _____ Ward: _____ Station: _____

Patient Information Relative Information

230 mm

IBM

TNL SN44-2087 (20 August 1982) to S544-2037-0

Measuring the Form For Line Spacing

Using the IBM Conversion Ruler, measure the line spacing on your form.

- Place the "0" (zero), on the scale marked "Proportional/Vertical Spacing (6)", even with the top edge of the form (if you are measuring a carbon pack, place the "0" even with the top of the paper...this includes the area above the tear-off line.) See the sample below.

Central Registry Form

Dalton-Roakes Hospital
 First
 Date
 Line 8

Patient Information

Last Name
 Line 13
 Patient Address
 Line 15
 City
 Line 17
 Social Security
 Line 19
 Age
 Line 21
 Birth Date
 Line 23
 Sex
 Line 25
 Maiden Name
 Line 27

Room No. Floor Wing Station

Relative Information

Relative Full Name
 Relative Address
 City State Zip
 Relationship Telephone No.
 Relative's Employer
 Employer Address
 City State Zip
 Telephone

- Write the line numbers on each line of the form. Use whole line numbers if possible. If you must use a line number like "8 1/2", then type CODE + 1/2 INDEX RETURN DOWN once when you are carrier returning to the correct line in the repetitive document.
- If the scale marked "Proportional/Vertical Spacing (6)" on the IBM Conversion Ruler does not line up with the bottom of the boxes on your form, use the scale on the other side of the ruler marked "Vertical Spacing (8)." You can use "Vertical Spacing (8)" only if you have the IBM 5218 Printwheel Printer. If neither scale seems to line up with the boxes on your form exactly, use the scale marked Vertical Spacing (24). This scale is divided into smaller increments to allow you to more accurately line up with the boxes or lines on the form.

Note: Determine the total number of printed lines on the form. Write it at the bottom of the form, so that you will know where to set the last typing line later in the FORMAT SELECTION menu.

Measuring the Form for Tabs and Margins

Using the IBM Conversion Ruler:

- Measure for tabs by placing the "0" (zero) from the "Elite 12" scale on the left edge of the form. Write the tab settings required for each "box" or "line" on the form. Circle the tabs. (See the sample below.)
- Measure for margins by placing the "0" (zero) from the "Elite 12" scale on the left edge of the form. Measure where the left and right margin should be set. Write the margins on the form.
- (Save the measurements of your form, as you will use the information later in the FORMAT SELECTION menus.)

Dalton-Roakes Hospital
Left Margin of 6

Central Registry Form

Date	Time	Patient No	Room No	Floor	Wing	Station
	24	39	54	64	74	84

Social Security Telephone No Marital Status Relationship Telephone No

SPECIAL CONSIDERATIONS TO MAKE THE TYPING OF FORMS EASIER

IBM 5218 Print Wheel Printer When to Use 6, 8, or 24 lines per inch

Most forms made for typewriters are printed with a scale of six lines per inch. This means that you type six carrier returns to move the cursor down one inch.

To make it easier to type forms that are not typewriter spaced, the IBM Displaywriter allows you to choose Line Spacing of 6 lines per inch, 8 lines per inch and 24 lines per inch. Choose lines/cm or in 5.3, 6, 8, or 24 in the LINE FORMAT menu. The choices of 8 or 24 lines per inch allow you to move the cursor in smaller increments when you carrier return, allowing greater line accuracy.

The scale that you use on the IBM Conversion Ruler to measure the form will determine your choice for Lines/cm or in. in the FORMAT SELECTION menu.

IBM 5215 "Selectric" Element Printer

To use this printer, you must select 6 lines per inch in the FORMAT SELECTION menu.

Note: 5.08 lines per inch should be chosen for some of the non-U.S. platens. See your IBM Marketing Representative for details.

Half-Indexing

If the line spacing on your form requires "half lines," for example, the line number goes from line 7 to line 8 1/2, use the one-half index to go to the correct line when creating the shell document. To do this, press CODE + 1/2 on the line before the half-line spacing is required. (For example, to go from line 7 to line 8 1/2, you would type CODE + 1/2, then carrier return.

Choosing the Correct Paper Size

Any time you have documents waiting in line to print in the print queue, you need to know what job is to print next in order to load the correct paper when prompted. This is why it is important to choose the correct paper size in the FORMAT SELECTION menu under "Change Page

Format." When the printer prompts that a certain size paper need to be fed into the printer, you will know what document is about to be printed, i.e., the form, the envelope, or the letter, and will then know what paper or form to put into the printer.

If the form is the same size as your letterhead or as other forms, see "Changing the Paper" in the "Format Samples" section of the Work Station Procedures Guide.

If you are using continous form paper make sure you choose the correct paper size for your form in the PAGE FORMAT menu.

For an IBM 5215 "Selectric" Element Printer

Align the left edge of the paper with the solid white line on the paper guide.

Roll the top edge of the paper to the bottom red line on the clear card holder.

Press START and follow the printer prompts.

For an IBM 5218 Printwheel Printer

Align the left edge of the paper with the solid white triangle in the paper guide.

Press LOAD.

Press START and follow any printer prompts.

Using the IBM Sheet-Feed Paper Handler to Feed Forms

The IBM Sheet-Feed Paper Handler feeds only cut-sheet, single-part paper. **(Carbon packs will not feed through the paper handler.)**

See Appendix G "IBM 5218 Printwheel Printer Paper Specifications" in the IBM Displaywriter System Printer Guide for more information on recommended paper weights and specifications for the sheet-feed paper handler.

Make sure that the Paper Handler choice in the Printer Description menu is 2 = Cut Sheet, Automatic Feed.

Using the IBM Tractor Feed to Feed Forms

The IBM Tractor Feed is needed to print continuous form paper. For instructions on installing and using the tractor feed see Chapter 10 of the IBM Displaywriter System Printer Guide

Preparing Your Own Form

To type the underlines on the shell form, follow these steps:

- In the MARGINS AND TABS menu, set tabs for the beginning and the end of each underline on the form.
- Tab to the point where the underscore should print, and type a BEGIN UND instruction.
- Type a STOP code.
- Tab to the point where the underscore should end, and type one underscore.

This will cause the underscore to show on the screen, and also to print when the shell form is printed.

- Type an END UND instruction.

Typing the Variable Information On Your Form Using Stop Codes

- Press FIND.
- Type a STOP CODE.
- Press ENTER.
- Type the variable information.
- Press FIND.
- Press ENTER.
- Type the next variable information.
- Continue pressing FIND, ENTER, and typing the variable information until the form is completed.

Multi-line Variable Information

To type multi-line variable information in a form, use the cursor keys to get to the next lines, do not carrier return to the lines. You have already typed the carrier returns in the form. when you created the shell document. Using the cursor keys will ensure accurate line spacing for the rest of the form. See the example below.

(Stop Code)Mr. Harmon Edwards
3333 St. Thomas Road
Austin, Texas 78759

Sections of Forms

When you type documents that have a form-like section, for example, the memo below, type and store this form-like section in a document by itself.

When you are ready to use the form-like section of the document, press the GET key, and follow the prompts to type the document name, diskette name, and page number of the stored section. This will save you time, since you will not have to type the form-like section every time you use it. Fill in the appropriate variable information and type the remainder of the document.

It is helpful to use the SCRREN FORMAT menu when creating the shell document. The IBM Displaywriter will display all codes when you choose Display Codes = Yes in the SCREEN FORMAT menu. This means you can "see" on the display where to type the variable in formation. Follow these steps:

- Press CODE + SCREEN FORMAT when you get to the typing area.

- Choose **Display Codes = Yes** in the SCREEN FORMAT menu.
- Press ENTER to return to the typing area.
- Continue with the steps under the section CREATING THE SHELL DOCUMENT in this work sample.

**Forms with Variable Names
Multi-line Variables**

When you must type a multi-line variable, such as an address, type a separate variable name for each line of the address.

FORMS WITH STOP CODES

Document _____

Diskette Name _____

Program Diskette _____

Format: Document _____ Alternate _____

Dalton-Roadside Hospital Central Registry Form

Date	Time	Patient No.	Room No.	Floor	Wing	Bedroom
------	------	-------------	----------	-------	------	---------

Patient Information			Relative Information		
Last Name	First Name	Middle Initial	Relative Full Name		
Patient Address			Relative Address		
City	State	Zip	City State Zip		
Social Security	Telephone No.	Member Status	Relationship	Telephone No.	
Age	Weight	Height	Relative's Employer		
Birth Date	Birth Place		Employer Address		
Sex	Any Allergic Reactions		City State Zip		
Maiden Name	Patient Hospitalized Before/Date		Telephone No.		

Employment/Insurance Information		Physician Information	
Patient's Employer	Admitting Doctor		
Employer Address	Doctor No.	Telephone No.	
City State Zip	Resistant to Treatment and Resistance of Anesthetics The undersigned has been informed and shall herein consent to such appropriate treatment or treatment alternatives as the physician deems best and the patient understands and agrees to such treatment or alternatives. The undersigned shall not be held liable for any such treatment or alternatives. The undersigned shall not be held liable for any such treatment or alternatives. The undersigned shall not be held liable for any such treatment or alternatives.		
Occupation	Length of Employment		
Insurance Carrier			
Address	Signature of Patient		
Policy No.	Member No.	Date	
		Signature of Responsible Party (if other than patient) Relationship	

DPO Form No. 00000001 10/78 © Printed in USA 10/78/1028

In this work sample, you will a type one-page preprinted form on the IBM Displaywriter. You may use cut sheet or preprinted forms. (To use single-part forms with the IBM Sheet-Feed Paper Handler, see the "Using the IBM Sheet-Feed Paper Handler to Feed Forms" section near the end of this work sample. You will change tab settings in the middle of the form. This form is measured and typed in 12 pitch (elite).

This work sample covers the following topics:

- Measuring the Form
- Creating the Shell Document
- Creating filled-in forms from the shell document
- Printing the forms

Before beginning this work sample, you need to understand these terms:

- Preprinted Form--A document where information is typed in preprinted boxes or on preprinted lines.
- Form format--the appropriate line spacing, tab settings, typestyle, etc. for a particular form.
- Shell document--The shell document is the "form format" with Stop Codes and carrier returns, created to preset tabs and line spacing to match the actual form. You will use it when creating filled-in forms.

- Variable Information--Information that is typed in boxes or on lines of a form.

Measuring the Form

To measure the tabs, margins and first and last typing lines, etc. on your form, see the work sample, Measuring a Form for Tabs and Margins.

Creating the Shell Document

Follow the prompts and messages to create the shell document.

Choose **Create Document** in the TYPING TASKS menu. Follow the prompts to type the document name "Form Format" and the diskette name, if necessary.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

Press ENTER until you get to the typing area.

Press CHG FMT.

Formatting the Shell Document

Now you are ready to make format decisions to match the measurements of the form.

To change the format at the beginning of the form, choose **Change Document Format** or **Change Alternate Format** in the CREATE OR REVISE DOCUMENT menu.

Choose the items in the FORMAT SELECTION menu that you want to change:

_____ Choose **Change Line Format** to make these changes:

Line Spacing _____
Line Alignment _____
Lines/cm or in. _____

If you used the Vertical Spacing (8) scale, choose 3 = 8 lines/cm or in.

Adjust Line Endings 1 = Yes

___ Choose **Change Margins and Tabs** to make these changes:

Left Margin _____
 Right Margin _____
 Tabs _____

___ Choose **Change Page Format** to make these changes:

First Typing Line, First Page _____
 First Typing Line, Following Pages (if the document is more than one page) _____
 Last Typing Line _____
 Paper Size _____
 Printing Paper Source (if you have the IBM Sheet-Feed Paper Handler) 4 = Manual Feed

Press ENTER until you get to the typing area.

Typing Stop Codes in the Shell Document

To create the shell document, you will type a Stop Code (CODE + STOP) for each box or on each line of the form where the variable information will go. (Look at the sample below.)

Dalton-Roakes Hospital

Left margin = 6

tab 24 tab 39 tab 54 tab 64 tab 74 tab 84

Central Registry Form

Date (STOP Code) Time (STOP Code) Patient No. (STOP Code) Room No. (STOP Code) Floor (STOP Code) Wing (STOP Code) Station (STOP Code)

Patient Information			Relative Information	
Last Name	First Name	Middle Initial	Relative Full Name	
Patient Address			Relative Address	
City	State	Zip	City State Zip	
Social Security	Telephone No.	Marital Status	Relationship	Telephone No.
Age	Weight		Employer	

For now, you will type Stop Codes for only the first line of your form. Follow these steps to do this:

Typing Stop Codes for the First Line of the Form

Type a Stop Code at the left margin if there is variable information at the left margin on the first line.

Tab and type a Stop code for each box on the first line of the form. Do not carrier return yet. Notice the tabs are set at each box location for the first line. Use the

sample form that you wrote tabs, margins, and line spacing on as a guide.

Before you type on the second line of the form, read the next section.

Checking the Form for Lines that Require Different Tab Settings

Dalton-Roakes Hospital
Central Registry Form

Left margin 6

Date	Time	Patient No	Room No	Floor	Wing	Station
6	24	39	54	64	74	84
Patient Information			Relative Information			
Last Name	First Name	Middle Initial	Relative Full Name			
Patient Address			Relative Address			
City	State	Zip	City State Zip		64	
Social Security	Telephone No.	Marital Status	Relationship	Telephone No.		
Age	Weight	Height	Relative's Employer			
Birth Date	Birth Place	Employer Address				
Sex	Any Allergic Reactions		City State Zip		54	
Maiden Name	Patient Hospitalized Before/Date		Telephone No.			
Employment/Insurance Information			Physician Information			
Patient's Employer			Admitting Doctor			
Employer Address			Doctor No		64	
City State Zip			Telephone No.			

Permission for Treatment and Guarantee of Account
The undersigned has been informed and does herein consent to such diagnostic procedure or treatment procedures on the above named patient that are deemed

(Line 15) X
(Line 17) X
(Line 23) X
(Line 32) X

Look at the form. When deciding where to set tabs for the form, put an X by each line that begins a section where you must set different tabs. Circle each section. See the example below.

Note: As you type the shell document, press the CHG FMT key to change the tabs on these lines.

Dalton-Roakes Hospital
Central Registry Form

tab 24 tab 39 tab 54 tab 64 tab 74 tab 84

Line 8 →

Date	Time	Patient No	Room No	Floor	Wing	Station
6	24	39	54	64	74	84
Patient Information			Relative Information			
Last Name	First Name	Middle Initial	Relative Full Name			
Patient Address			Relative Address			
City	State	Zip	City State Zip		64	
Social Security	Telephone No.	Marital Status	Relationship	Telephone No.		
Age	Weight	Height	Relative's Employer			
Birth Date	Birth Place	Employer Address				
Sex	Any Allergic Reactions		City State Zip		54	
Maiden Name	Patient Hospitalized Before/Date		Telephone No.			

Do not need tabs 24 and 39 for line 15.

Line 13 →
Line 15 →

Now you are ready to go to the second line of the form. First, you must carrier return enough times to get to the second line. The line number on the Status Line will tell you what line you are on.

- In the example below, you would carrier return to line 13. Watch the line number on the scale line.

Dalton-Roakes Hospital

Central Registry Form

	tab 24	tab 39	tab 54	tab 64	tab 74	tab 84	
Line 8 →	Date	Time	Patient No	Room No	Floor	Wing	Station
	Patient Information			Relative Information			
Line 13 →	Last Name	First Name	Middle Initial	Relative Full Name			
Line 15 →	Patient Address			Relative Address			
	City	State	Zip	City State Zip			
	Social Security	Telephone No	Marital Status	Relationship	Telephone No		
	Age	Weight	Height	Relative's Employer			
	Birth Date	Birth Place		Employer Address			
	Sex	Any Allergic Reactions		City State Zip			

Do not need tabs 24 and 39 for line 15.

- If a **change in tabs** is needed on the second line, go to the next section, "Changing Tabs in the Middle of the Form."
- If the second line uses the same tab settings as the first line, continue reading.
- Type a Stop Code at the left margin on the second line if the form has variable information at the left margin.
- Tab and type a Stop Code for each box of the second line of the form. Continue carrier returning, tabbing, and typing Stop Codes for each line until you come to a line that needs a change in tab settings. Then, continue with the section below.

Changing Tabs in the Middle of the Form

- Carrier return to the line on the form where the change in format occurs. (A change in the tab settings is needed on line 15 of the sample below.) Look at the Line Number on the status line to check if you are on the right line.

Dalton-Roakes Hospital

Central Registry Form

	tab 24	tab 39	tab 54	tab 64	tab 74	tab 84	
Line 8 →	Date	Time	Patient No	Room No	Floor	Wing	Station
	Patient Information			Relative Information			
Line 13 →	Last Name	First Name	Middle Initial	Relative Full Name			
Line 15 →	Patient Address			Relative Address			
	City	State	Zip	City State Zip			
	Social Security	Telephone No	Marital Status	Relationship	Telephone No		
	Age	Weight	Height	Relative's Employer			
	Birth Date	Birth Place		Employer Address			
	Sex	Any Allergic Reactions		City State Zip			

Do not need tabs 24 and 39 for line 15.

- Change the tabs for this line:
 - Press CHG FMT.
 - Choose **Change Margins and Tabs** in the FORMAT SELECTION menu.

Tabs (Clear old tabs and set new
tabs.) _____

- Press ENTER to return to the typing area.
- Type a Stop Code at the left margin if this line has variable information at that location. Then tab and type a Stop Code for each box of the line that now has different tabs set.
- Repeat the steps in this section each time a change in tab settings, margins, or line spacing occurs in the form. Frequently check the line number on the status line to be sure you are on the right line.
- Press END when Stop codes have been typed for every box on the form where variable information will go.

CREATING FILLED-IN FORMS

Choose **Create Document** in the TYPING TASKS menu.

Follow the prompts to type the document name "Filled-in Form" and the diskette name, if necessary.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

Press ENTER to go to the typing area.

You are now ready to get the shell document named Form Format.

- Get the shell document:
- Press the GET key and fill out the GET MENU.
- Choose Id a and give the name of the document
- If necessary, choose Id b and give the name of the diskette
- Choose Id c and give the System Page Number (s).

Fill in the variable information:

- With the cursor on the first Stop Code, type the variable information.
- For the next Stop Code, press the FIND key.
- Press CODE + STOP.
- Type the variable information.

For the rest of the Stop codes:

- Press FIND.
- Press ENTER.
- Type the variable information.

For additional forms:

To type additional forms, press PAGE END. Repeat the steps above beginning with "Getting the shell form."

When you have finished creating the last form, press END.

Printing the Filled-In Forms

Press REQST.

Choose **Print Document** in the REQUEST TASKS menu.

Follow the prompts to print the document named "Filled-in Form."

Press ENTER until the message, "Load cut paper or envelope, size ___" prompts.

You are now ready to insert the form. It is very important to insert the form in the printer exactly the same way each time so that the variable information will print in the right box or on the right line of the form.

Follow the steps below for the type of printer that you use.

Insert the form into the printer.

IBM 5215 "Selectric" Element Printer

Align the left edge of the paper with the bold vertical line on the paper support.

Roll the top edge of the paper to the bottom red line on the card holder.

Press START and follow the messages to print the forms.

IBM 5218 Printwheel Printer -- Manual Feed

Align the left edge of the paper with the solid white triangle on the top of the printer.

Press the LOAD button on the printer.

Press START and follow the messages to print the form.

IBM 5218 Printwheel Printer - Tractor Feed

See Chapter 10 of the IBM Displaywriter System Printer Guide for instructions on using the IBM Tractor Feed.

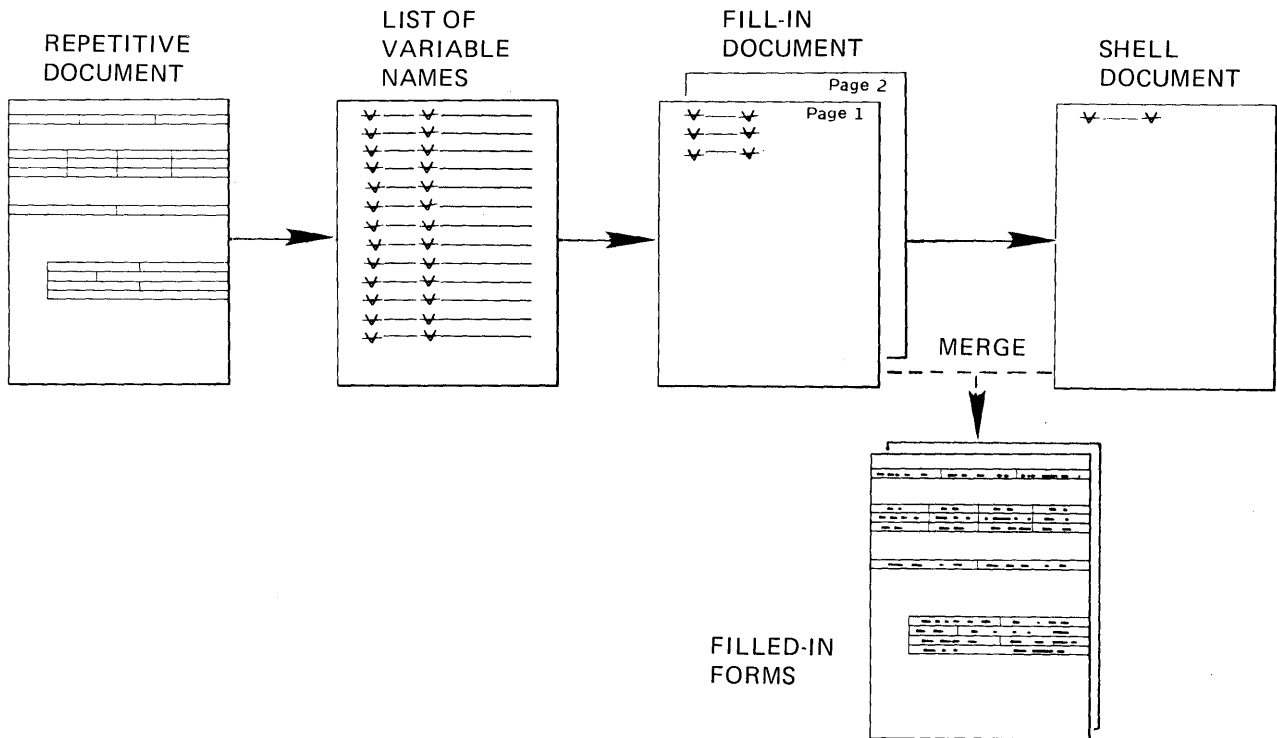
TYPING FORMS USING MERGE

Document _____

Diskette Name _____

Program Diskette _____

Format: Document _____ Alternate _____



Before beginning this work sample, complete the topics on merge in Operator Training Book 2 - Selectable Topics if you have not already done so.

Use this work sample when you need to type many of the same forms containing different information. You can save time by typing a repetitive document containing the master format for the form and merging it with a document

containing the variable information for each individual form.

Typing forms using variable names is also helpful when you have different forms which use the same variable information (you use the same fill-in document when merging to create each different form.) It is also helpful when you have a form which uses the same variable information, such as the name of a person, in more than one place on the same form.

A repetitive document will be typed which contains tabs for each block of information. You will create a list of variable names document. You will then create a fill-in document which contains an instruction to include the repetitive document. You will get the variable names and type the variable information for the form. The fill-in document will then be merged with an empty shell document to print the final documents on blank forms.

Topics in this work sample cover:

Measuring a Form for Tabs and Margins

Typing the Repetitive Document

Creating a Reference Copy of the Repetitive Form

Typing the List of Variable Names

Typing the Fill-In Document

Typing the Shell Document

Merging the Documents and Printing the Forms

To use this work sample, you must have completed the topics on merge in the Operator Training Book 2 - Selectable Topics.

Measuring the Form for Tabs and Margins

See the work sample, "Measuring a Form for Tabs and Margins."

Typing the Repetitive Document

Choose **Create Document** in the TYPING TASKS menu. Type the document name and the diskette name, if necessary.

If desired, type a document comment in the CREATE OR REVISE menu.

Choose **Change Document Format**.

Now you are ready to make format decisions to match your form's measurements for tabs and margins.

Using the form that you measured for tabs and line spacing as a guide, choose these items in the Format Selection menu:

___ Choose **Change Line Format** to make these changes:

Line spacing = 1

Lines/cm. or in. ___

If you used the scale marked "Proportional/Vertical Spacing (6)" on the IBM Conversion Ruler when you measured your form, then YOUR CHOICE should be "2" (6 lines/inch.)

If you used the "Vertical Spacing (8)" scale, then YOUR CHOICE should be "3" (8 lines/inch.)

Adjust Line Endings = No

Press ENTER to return to the FORMAT SELECTION menu.

___ Choose **Change Margins and Tabs** to make these changes:

Set Margins at _____

Clear All Tabs

Set Normal Tabs at _____

(Set tabs to match the "measurements" of all the tabs you want on the form.)

Press ENTER to return to FORMAT SELECTION menu.

___ Choose **Change Page Format** to make these changes:

First Typing Line, First Page _____

First Typing Line, Following Pages _____

(For this work sample, choose the same first line for "First Typing Line Following Pages" as you chose for the first page.)

Last Typing Line _____

Paper or Envelope Size _____

If none of the paper size choices match your form, choose "9". Follow the prompts. When the prompt requests the width of your form, type the width that you measured in mm's. Repeat the same steps for typing the length in mm's.

Printing Paper Source _____

Press ENTER until you return to the typing area.

Typing the Variable Names in the Repetitive Document

Now you are ready to type the variable names for each block of information on the form.

Press CODE + SCREEN FORMAT and choose **Display Codes = Yes** in the SCREEN FORMAT menu.

Note: When you tab to the position for each block of information, be sure to watch the cursor on the scale line to determine if you are at the correct point. The cursor in the text will not line up with the cursor on the scale line. If you watch the cursor in the text when tabbing, then you may accidentally tab to the wrong position.

If the first block of information on the form is not at the left margin, tab to the correct position.

Note: If the first line of the form falls between two typing lines, type CODE + 1/2 INDEX RETURN DOWN to bring the typing line down 1/2 line.

Press CODE + VARIABL and follow the prompts to type a variable name. If you have many blocks of information you can type only an identifying letter and number to designate each variable, instead of a word for each variable. See the example below:

```
Wa1V  
Wa2V  
Wa3V  
Wa4V
```

Tab to the next block of information on the first line and repeat the steps to name the variable. Continue until you have tabbed to the correct point and typed a variable name for each block of information on the first line. Remember to name a variable for each block of information, from left to right across the page.

Type the appropriate number of required carrier returns or 1/2 INDEX RETURNS DOWN to move to the next line of information on the form.

Repeat the steps to name the variables from left to right across the page until you have named all the variables on the second line of the form.

Continue the steps until you have named all the variables on all the lines of the form.

Press END after all the variables have been typed.

Note: If a variable requires several lines of text, as in an address, type a separate variable name for each line of text.

Creating a Reference Copy of the Repetitive Form

Press the REQST key and choose **Print Document** in the REQUEST TASKS menu.

Type the name of the document and diskette, if necessary.

Choose **Paper Handling** and type the number for Cut Paper, Manual Feed.

Press ENTER.

Note: See the work sample, "Special Considerations For Typing Forms" for information on manually loading your printer.

Follow the prompts to load a blank form into the printer and print a reference copy.

Check the copy to be sure each variable name prints in the correct space on the form. If not, choose **Revise Document** in the TYPING TASKS menu and make the appropriate revisions.

Typing the List of Variable Names

Choose **Create Document** in the TYPING TASKS menu.

Follow the prompts to name the document and the diskette, if necessary.

Choose **Change Document Format** in the CREATE OR REVISE DOCUMENT menu and set up the format exactly the same as the format for the repetitive document.

Press ENTER until you get to the typing area.

Press CODE + SCREEN FORMAT, choose **Display Codes = Yes**, and press ENTER.

Press CODE + VARIABL. Type the first variable name exactly as you typed it in the repetitive document. Move the cursor to the next line and repeat the steps until you have typed all the variable names.

Press END.

Typing the Fill-In Document

Choose **Create Document** in the TYPING TASKS menu. Type the document name and the diskette name, if necessary.

If desired, type a document comment in the CREATE OR REVISE DOCUMENT menu.

Choose **Change Document Format** and set up the format the same as in the repetitive document.

Press ENTER until you reach the typing area.

Press CODE + SCREEN FORMAT and choose **Display Codes = Yes** in the SCREEN FORMAT menu.

Press CODE + VARIABL and type a variable name; for example, "document."

Press CODE + INSTR and choose **Include** in the INSTRUCTION menu.

Choose **Document Name** in the INCLUDE INSTRUCTION menu. Type the name of the repetitive document.

Choose **Diskette Name**. Type the name of the diskette the document is stored on.

Press ENTER to return to the typing area.

Press RET to move the cursor to the next line.

Press GET and fill out the GET menu.

Press CODE + NEXT VARIABL to move the cursor to the end of the first variable name. Type the variable information you want printed in the first block of information on the form.

Repeat the steps to type the variable information for each variable name to be filled in on the final printed form.

Note: All of the variable names that appear in the repetitive document do not have to be filled in with variable information, but all of the variable names must be typed exactly as they appear in the repetitive document.

Press PAGE END.

Repeat the steps to type the second and subsequent pages of the fill-in document. You will type a separate page in the fill-in document for each form you want printed.

Press END.

Typing the Shell Document

Choose **Create Document** in the TYPING TASKS menu. Type the document name and the diskette name, if necessary. Set up the format the same as the repetitive document format.

Press ENTER to go to the typing area.

Press CODE + VARIABL and follow the prompts to type the same variable name that appears on the first line of the fill-in document (the variable name that precedes the include instruction.)

Press END.

Merging the Documents And Printing the Forms

Note: Refer to the IBM Displaywriter System Printer Guide to make the necessary adjustments to print manual or continuous forms.

Choose **Go To Task Selection** in the TYPING TASKS menu.

Choose **Merge** in the TASK SELECTION menu.

Choose **Merge with Named Variables** in the MERGE TASKS menu.

Choose **Shell Document Name** in the MERGE WITH NAMED VARIABLES SETUP menu and type the name of the shell document.

Name the diskette of the shell document, the fill-in document, and the diskette of the fill-in document.

Note:

Choose **Printing Paper Source** and select Manual Feed, if you have the IBM Sheet-Feed Paper Handler.

Choose **Print Document = Yes**.

Press ENTER to merge the documents.

Follow the prompts to manually load the blank forms into the printer and print them.

If you are using continuous forms choose the correct **Paper or Envelope Size** in the PAGE FORMAT menu and follow the prompts to print the forms.

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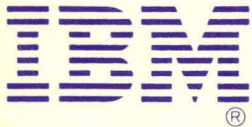
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