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# Education

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## Education materials

## Courses Available

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Advanced Systems  
OS/VS, MVS  
VSAM,  
IMS/VS  
DL/1,  
Communications Systems  
Management Education  
IBM Personal Computer  
Office Systems/Information Centre  
Small Systems  
VM/370  
DOS/VSE  
CICS/VS

## General Information

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### ENROLMENTS —

The IBM Education Direct exists to provide education at your fingertips. Call

**1-800-268-5412\***

Specify appropriate course code.

### PACKAGE ORDERS —

Self Study Programs may be ordered by calling the IBM Education Direct at the above telephone number and specifying the appropriate package number.

### COURSE AVAILABILITY —

Regularly scheduled classes appear in the IBM Education Schedule. A copy of the schedule may be obtained by calling Education Direct at the above telephone number.

### PRICES —

Prices may be obtained by referencing the Education Schedule or by calling Education Direct.

### FURTHER REFERENCE —

The following reference documents are available from the Education Direct

1. Course Catalogue
2. Education Schedule

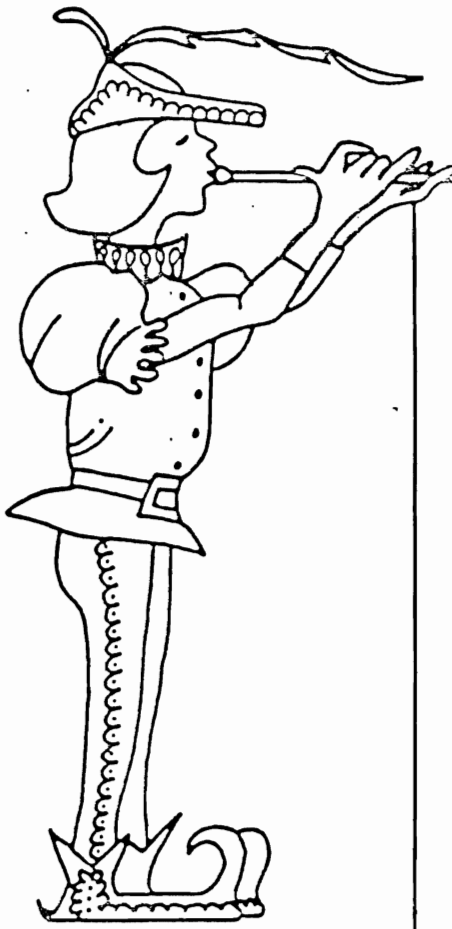
### FURTHER ASSISTANCE —

Education can assist you with the above. If additional planning or in-depth assistance is required you may request Education Direct to have an Education Marketing Representative contact you.

\* In Toronto call 492-6044

\* 112-800-268-5412 in B.C.

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INTRODUCING . . .

NAME:

COMPANY:

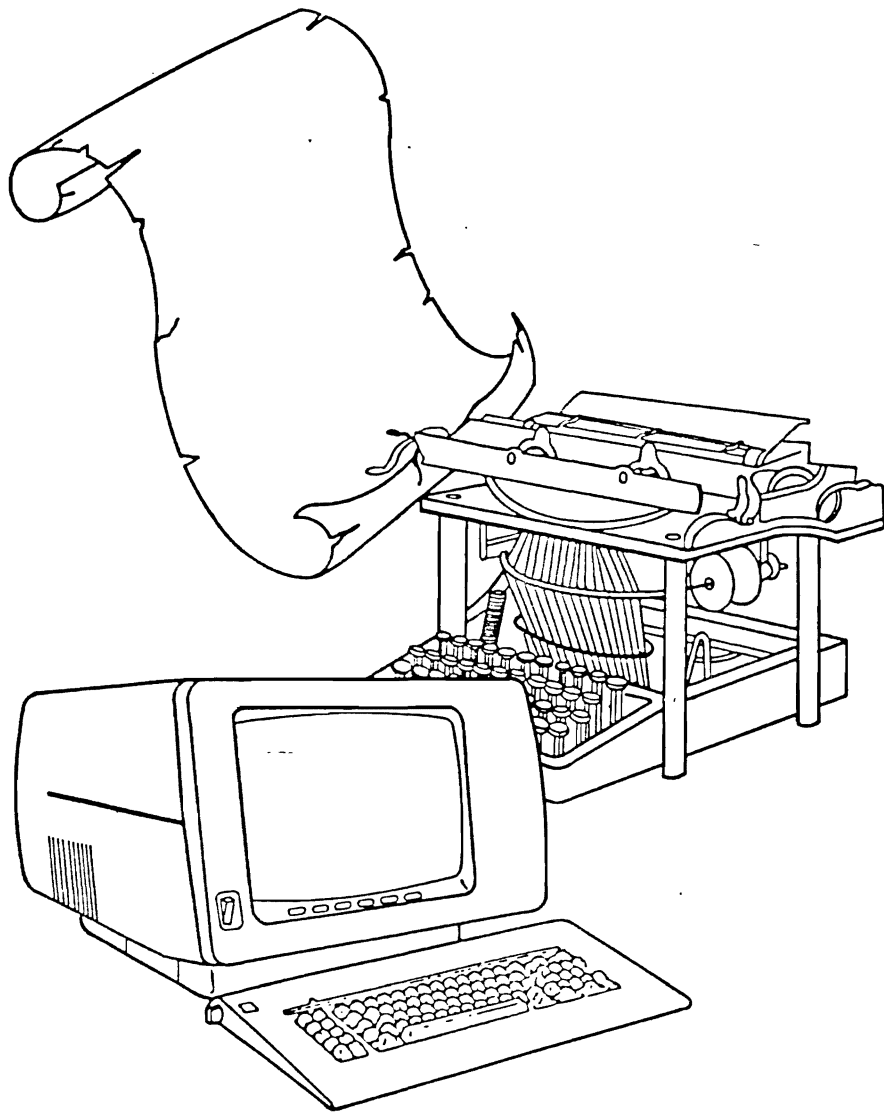
BACKGROUND:

SYSTEM/38 TEXT MANAGEMENT WORKSHOP  
THE COURSE OBJECTIVES

Upon completion of this class, the student should be able to:

- \* Understand Basic Word Processing Concepts
- \* Correctly Use System/38 work station keyboards
- \* Create/Delete Text Documents and Files
- \* Correctly use System/38 Text Line Commands
- \* Create, revise and delete paragraphs within a text document
- \* Set up margins and spacing for paragraphs within a document
- \* Use S/38 Text Management Command Function keys to revise paragraphs
- \* Print a document using S/38 Text Management
- \* Correctly use S/38 Text Management Print Control Commands
- \* Merge data into a document using S/38 Text Management
- \* Correctly use S/38 Text Management Command Function Keys to create forms within a document
- \* Correctly fill a form document using S/38 Text Management
- \* Correctly use the options on the S/38 Text Services Menu

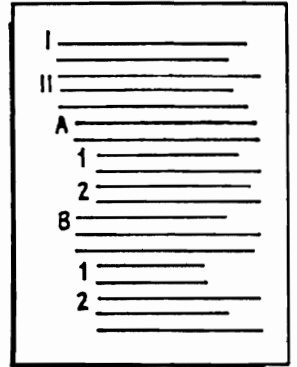
# *Word Processing Concepts*



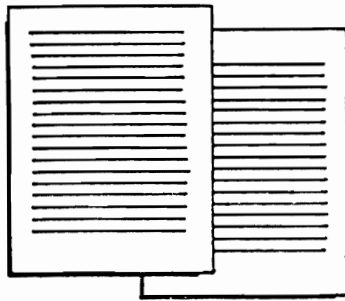
# DOCUMENTS



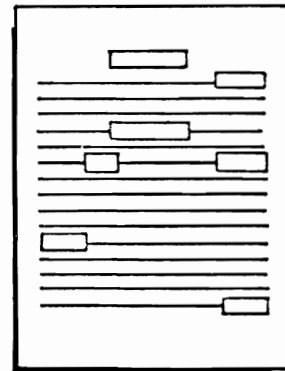
Letters



Outlines

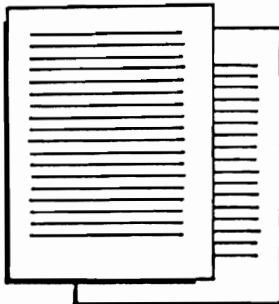


Legal briefs



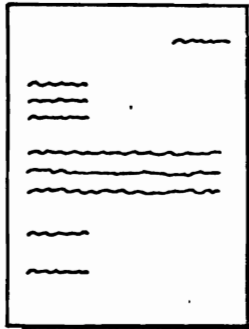
Contracts

Office procedures manuals

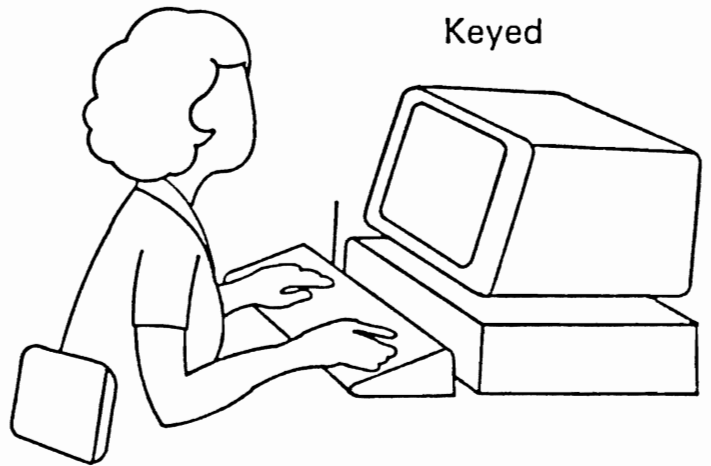


Reports

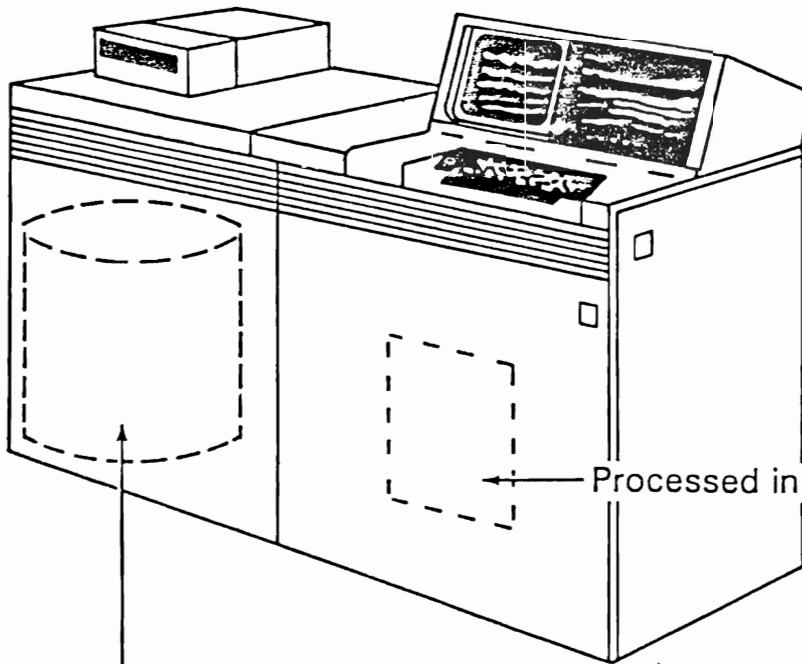
# WORD PROCESSING



Handwritten or dictated



Keyed



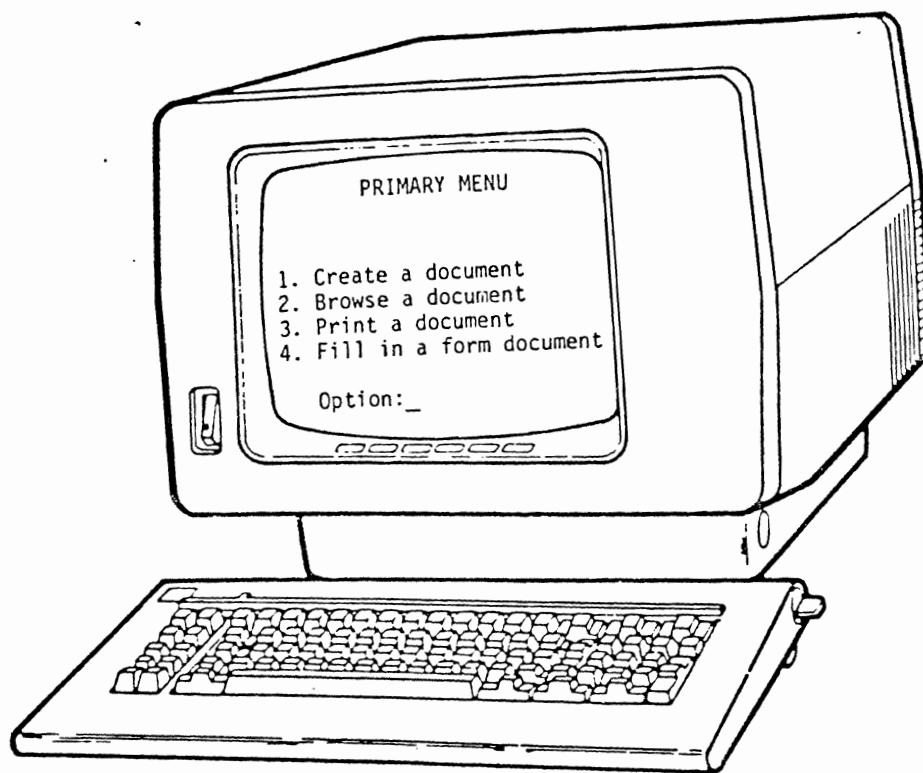
Stored on disk

Processed in memory



# INTERACTION WITH TEXT MANAGEMENT

## MENUS



- Ease of use
- User friendly



*Word Processing*

*Terminology*

## DOCUMENT CREATION



- To NAME and TYPE a document for the first time

# DOCUMENT CREATION

TEXT W:1 Document: MEM0001 Scan: \_\_\_\_\_  
Fmt: 1 ... 1 ... 2 ...<...I 3 ... 4 ... .C. 5 ... 6 ... >  
\*\*\*\*\*BEGINNING\*\*\*\*\*

Office Memorandum

To: Distribution List  
From: Carol Ward

Date: October 31, 1983

Due to the growing amount of interest -



## DOCUMENT REVISION



DOCUMENT REVISION

Office Memorandum

*center*  
\_\_\_\_\_

To: Distribution List

From: Carol Ward *> Close up space*

Date: October 31, 1983

*adjust*

Due to the growing amount of interest in personal computers, home comp uters and other systems by the people on the staff, we have decided to order several magazines for distribution in the office.

The magazines are:

- PC World *Insert*
- Byte *blank*
- Business Week *line*
- InforWorld

If you do not want to be on the distribution list for these magazines, please circle the statement below and return this memo to me.

Also, if you feel other publications should be on this list, write them down and return this memo to me.

← \_\_\_\_\_ Thanks,  
← \_\_\_\_\_ Carol

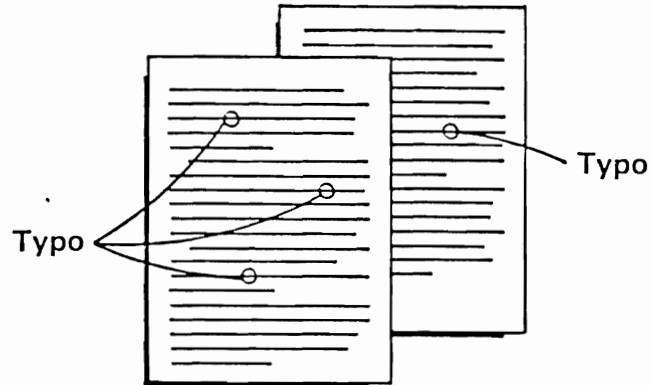
Additional Publications

I do not want to be on the Distribution List

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

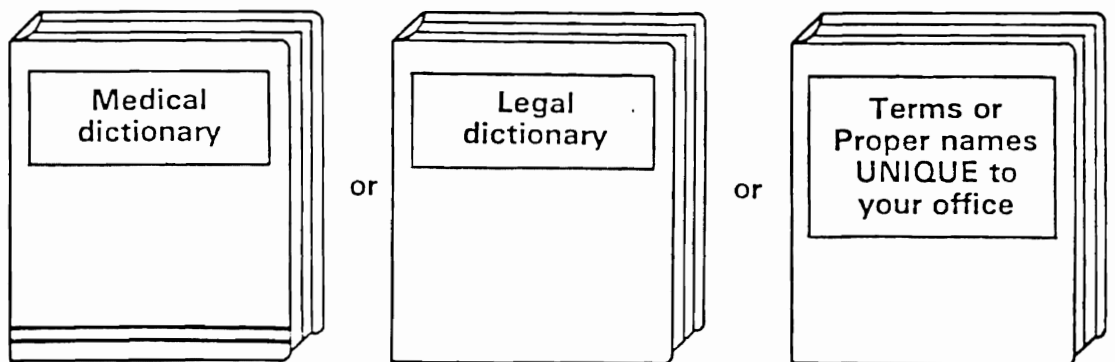
\_\_\_\_\_

# PROOFREADING



- Spell check
- Spell verify
- Synonyms

Special terms



- Addenda dictionaries



# SPELL CHECK FUNCTION

TEXT W:1 Document: WPLETTER Scan: \_\_\_\_\_  
Fmt: 1 ...< ... 1 ... 2 ... 3 ... .C. 4 ... 5 ... 6 ... 7>  
\*\*\*\*\*BEGINNING\*\*\*\*\*


0001.00  
0002.00  
0003.00  
0004.00  
0005.00  
0006.00 Office Memorandum  
0007.00  
0008.00 To: Distribution List  
0009.00 From: Carol Ward  
0010.00  
0011.00 Date: October 31, 1983  
0012.00  
0013.00 Due to the growing amount of interest in personal computers, home comp  
0014.00 uters, and other systems by the people on the staff, we have decided to  
0015.00 order several magazines for distribution in the office.  
0016.00  
0017.00 The magazines are:  
0018.00 PC World  
0019.00 Byte  
0020.00 Business Week

# WORD WRAP

## ● Unadjusted text


```
TEXT      W:1      Document: WPLETTER      Scan: _____  
Fmt: 1 <... .. 1 ... .. 2 ... .. 3 ... C.. 4 ... .. 5 ... .. 6 ... .. 7>  
*****BEGINNING*****  
0001.00  
0002.00  
0003.00  
0004.00  
0005.00 Office Memorandum  
0006.00  
0007.00 To:      Distribution List  
0008.00 From:     Carol Ward  
0009.00  
0010.00 Date:    October 31, 1983  
0011.00  
0012 1 Due to the growing amount of interest in personal computers, home comp  
0013.00 uters, and other systems by the people on the staff, we have decided to  
0014.00 order several magazines for distribution in the office.  
0015.00  
0016.00 The magazines are:  
0017.00           PC World  
0018.00           Byte  
0019.00           Business Week  
0020.00           InforWorld
```

**Before**




```
TEXT      W:1      Document: WPLETTER      Scan: _____  
Fmt: 1 <... .. 1 ... .. 2 ... .. 3 ... C.. 4 ... .. 5 ... .. 6 ... .. 7>  
*****BEGINNING*****  
0001.00  
0002.00  
0003.00  
0004.00  
0005.00 Office Memorandum  
0006.00  
0007.00 To:      Distribution  
0008.00 From:     Carol Ward  
0009.00  
0010.00 Date:    October 31, 1983  
0011.00  
0012 1 Due to the growing amount of interest in personal computers, home  
0013.00 computers, and other systems by the people on the staff, we have  
0014.00 decided to order several magazines for distribution in the office.  
0015.00  
0016.00 The magazines are:  
0017.00           PC World  
0018.00           Byte  
0019.00           Business Week  
0020.00           InforWorld
```

**After**



# INSERT

TEXT W:1 Document: WPLETTER Scan: \_\_\_\_\_  
Fmt: 1 <... 1 ... 2 ... 3 ... C... 4 ... 5 ... 6 ... 7>  
\*\*\*\*\*BEGINNING\*\*\*\*\*  
0001.00  
0002.00  
0003.00  
0004.00  
0005.00 Office Memorandum  
0006.00  
0007.00 To: Distribution List  
0008.00 From: Carol Ward  
0009.00  
0010.00 Date: October 31, 1983  
0011.00  
0012 1 Due to the growing amount of interest in personal computers, home  
0013.00 computers, and other systems by the people on the staff, we have  
0014.00 decided to order several magazines for distribution in the office.  
0015.00  
0016.00 The magazines are:   
0016.01 PC World  
0017.00 Byte  
0018.00 Business Week  
0019.00

# DELETE

TEXT W:1 Document: WPLETTER Scan: \_\_\_\_\_  
Fmt: 1 <... 1 ... 2 ... 3 ... C... 4 ... 5 ... 6 ... 7>  
\*\*\*\*\*BEGINNING\*\*\*\*\*  
0001.00  
0002.00  
0003.00  
0004.00  
0005.00 Office Memorandum  
0006.00  
0007.00 To: Distribution List  
0008.00 From: Carol Ward  
0010.00 Date: October 31, 1983  
0011.00  
0012 1 Due to the growing amount of interest in personal computers, home  
0013.00 computers, and other systems by the people on the staff, we have  
0014.00 decided to order several magazines for distribution in the office.  
0015.00  
0016.00 The magazines are:  
0016.01 PC World  
0017.00 Byte  
0018.00 Business Week  
0019.00 Infoworld  
0020.00

# CENTERING

TEXT W:1 Document: WPLETTER Scan: \_\_\_\_\_ 7>  
Fmt: 1 <... 1 ... 2 ... 3 ... C.. 4 ... 5 ... 6 ... .. 7>  
\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00  
0002.00  
0003.00  
0004.00  
0005.00  
0006.00  
0007.00  
0008.00  
0010.00  
0011.00



Office Memorandum

To: Distribution List  
From: Carol Ward  
Date: October 31, 1983

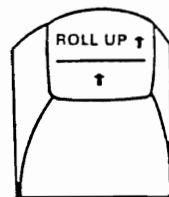
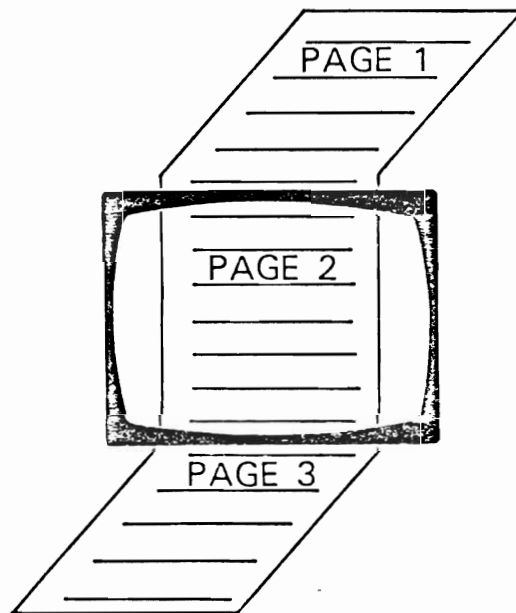
0012 1 Due to the growing amount of interest in personal computers, home computers, and other systems by the people on the staff, we have decided to order several magazines for distribution in the office.


0015.00 The magazines are:

- 0016.01 PC World
- 0017.00 Byte
- 0018.00 Business Week
- 0019.00 Infoworld
- 0020.00

## SCROLL

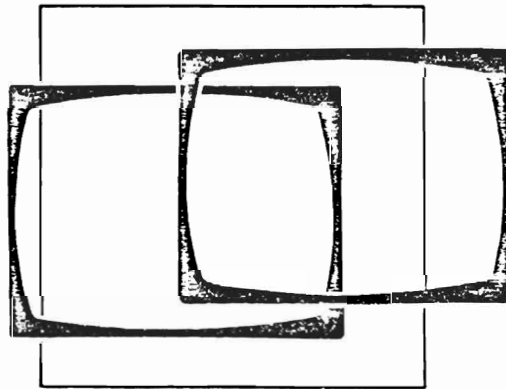
You can only view part of the document at one time



Press SHIFT and ROLL 

## WINDOWING

(Horizontal Scrolling)



Used for a document wider than  
the display screen

# BLOCK FUNCTIONS

## ● Copy/Move/Delete

Office Memorandum

*center*

To: Distribution List

From: Carol Ward

*Close up space*

Date: October 31, 1983

*adjust*

Due to the growing amount of interest in personal computers, home comp uters, and other systems by the people on the staff, we have decided to order several magazines for distribution in the office.

The magazines are:

PC World  
Byte  
Business Week  
InforWorld

*Insert*

*blank  
line*

*Move*

If you do not want to be on the distribution list for these magazines, please circle the statement below and return this memo to me.

Also, if you feel other publications should be on this list, write them down and return this memo to me.

← Thanks,  
← Carol

Additional Publications

I do not want to be on the Distribution List

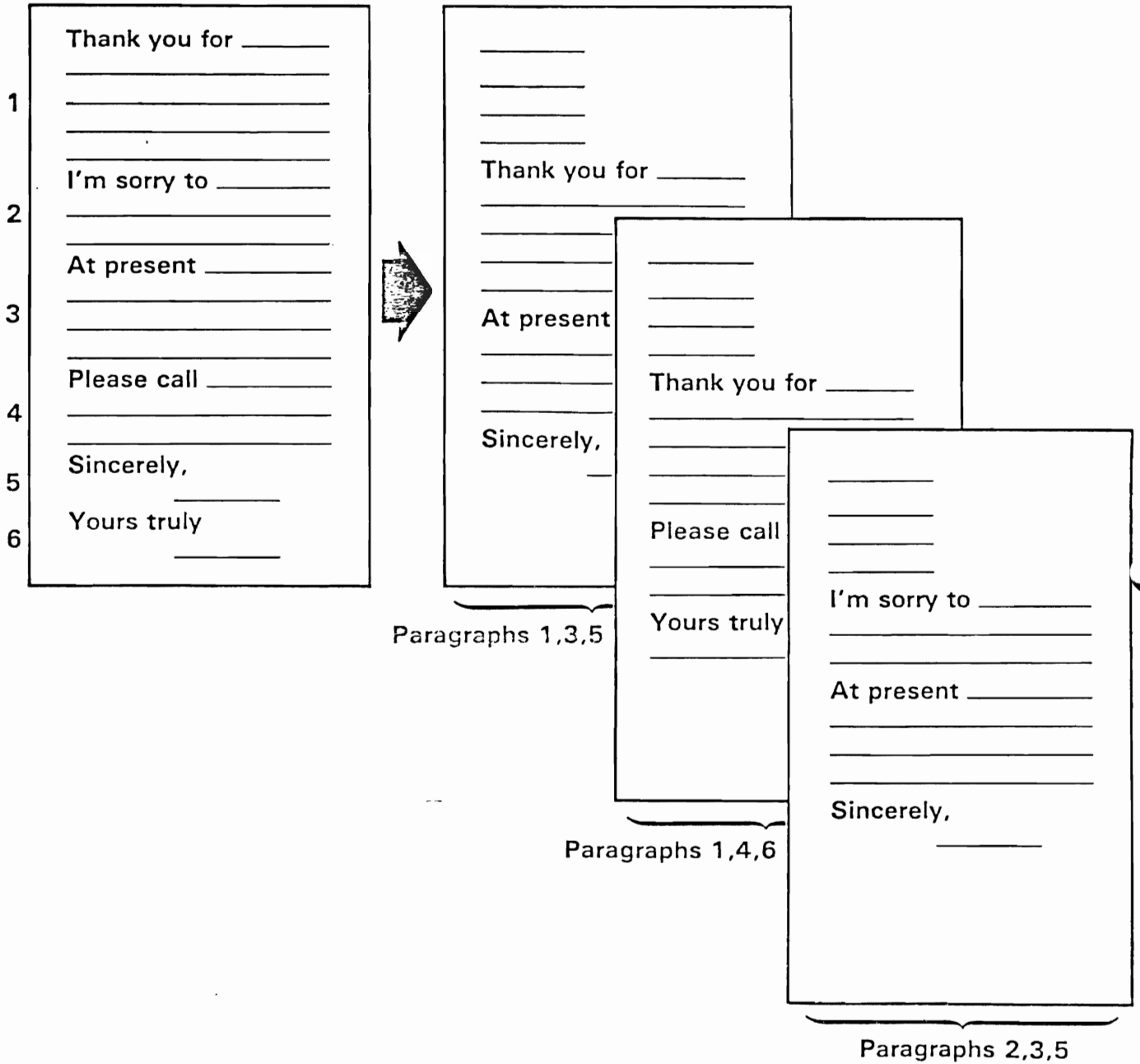
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_





# BOILERPLATE



Standard paragraphs used repetitively

# GLOBAL SCAN/SCAN WITH SUBSTITUTION

## S/38 Text Management System

### Learning to Use Text Management

A file (EXAMPLE) in library (QTX) has been provided with the product. The best way to learn to use Text Management is to reference the documents in this file while performing the examples in the publication provided.

### Text Management Editing Options

Some of the editing options include the following:

- Insert, delete, copy, and move words and sentences
- Scan for a word or phrase
- Forms prompting
- Copy data base records into a document

### Text Management Printing Options

Some of the Text Management Printing options include:

- Print a draft or final copy
- Print multiple copies
- Include data base fields with totaling options
- Include a Query or other report in the text

### Text Management Primary Menu

The Text Management Primary Menu provides these options:

1. Create or revise a document
2. Browse a document
3. Print a document
4. Fill in a form document

Simply key in an option or press CF1 to exit Text Management.

# HYPHENATION

TEXT W:1 Document: WPCOMPLEX Scan: \_\_\_\_\_>  
Fmt: 1 ...<... 1 ... 2 ... 3 ... .C. 4 ... 5 ... 6 ...>  
\*\*\*\*\*BEGINNING\*\*\*\*\*

## S/38 Text Management System

### Learning to Use Text Management

A file (EXAMPLE) in library (QTX) has been provided with the product. The best way to learn to use Text Management is to reference the documents in this file while performing the examples in the publication provided.

### Text Management Editing Options

- Some of the editing options include the following:
  - Insert, delete, copy, and move words and sentences
  - Scan for a word or phrase
  - Forms prompting
  - Copy data base records into a document

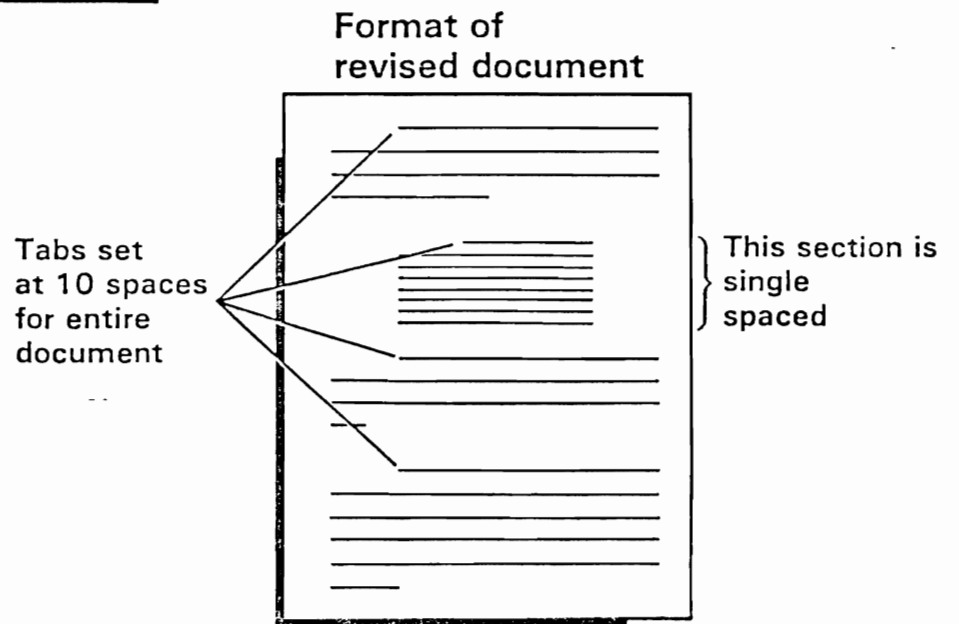
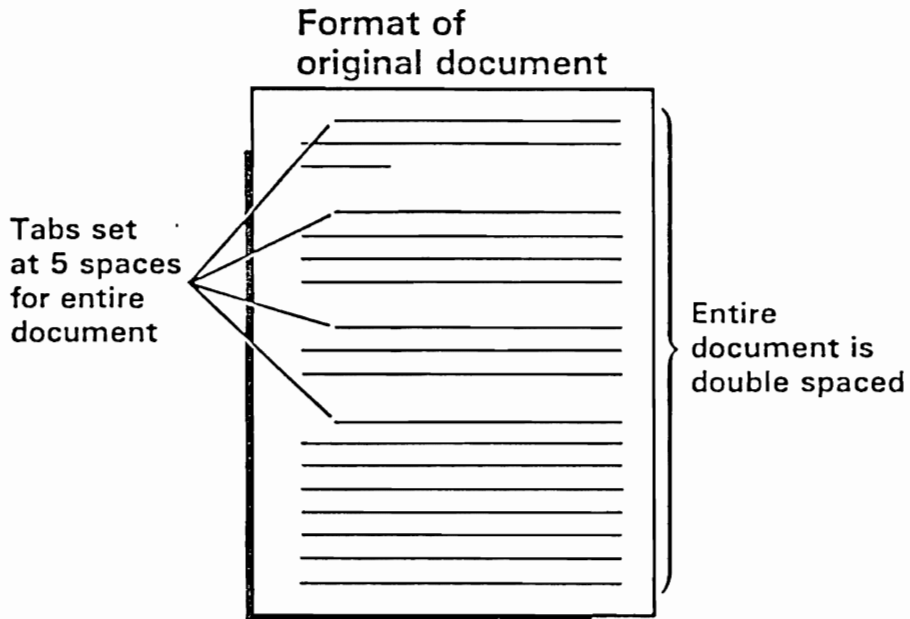
### Text Management Printing Options

Some of the Text Management Printing options include:

- 0001.00
- 0002.00
- 0003.00
- 0004.00
- 0005 1
- 0006.00
- 0007.00
- 0008.00
- 0009.00
- 0010.00
- 0011.00
- 0012 1
- 0013 2
- 0014 2
- 0015 2
- 0016 2
- 0017.00
- 0018.00
- 0019.00
- 0020 1



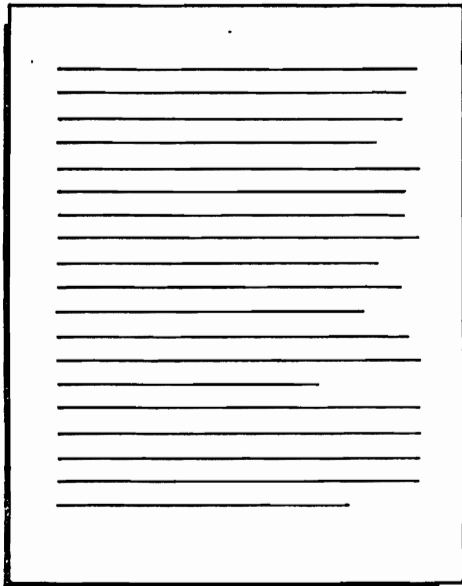
# DOCUMENT FORMATTING



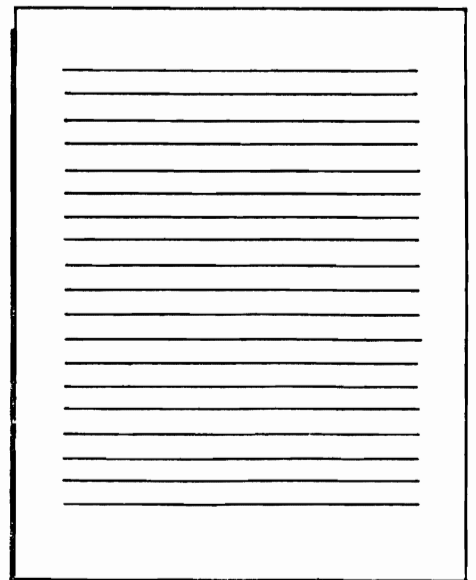
- Margin sizes
- Line spacing
- Paragraph indentation

# DOCUMENT FORMATTING

Before



After



● Right alignment

# REPETITIVE DOCUMENTS AND UNIQUE DATA

## ● Form documents

A diagram of a form document. It consists of a vertical rectangle containing several horizontal lines. There are several small rectangular boxes placed at various points along these lines, representing fields for data entry. The boxes are located at the top, middle, and bottom of the form, interspersed with the lines of text.

November 19, 1983

Mr. James Smith  
ABC Distribution Company  
1201 Wildwood Drive  
Rolling Meadows IL, 60008

Dear Mr. Smith,

Thank you for ordering the System/38 Text Management Software (5714-TX1) on 11/10/83. We know you and your staff at ABC Distribution Company will find many ways of using this software to your advantage.

In order that you may be productive with this software when it arrives, IBM is offering a S/38 Text Management System Class at the Rolling Meadows Technical Education Center on 12/05/83. It may be to your benefit to come to this class or send someone on your staff.

If you are interested in this class, or would like to have a schedule of future classes, please contact Kim Wenzel at 981-4540 or call IBM Direct at 800-IBM-2468.

Sincerely,

C.P. Ward  
Branch Manager

## FORM FIELDS

.date

.NAME

.CONAME

.ADDRES

.CITY

.ST

.ZIP

Dear .SNAME,

Thank you for ordering the System/38 Text Management Software (5714-TX1) on .ODATE. We know you and your staff at .CONAME Company will find many ways of using this software to your advantage.

In order that you may be productive with this software when it arrives, IBM is offering a S/38 Text Management System Class at the Rolling Meadows Technical Education Center on 12/05/83. It may be to your benefit to come to this class or send someone on your staff.

If you are interested in this class, or would like to have a schedule of future classes, please contact Kim Wenzel at 981-4540 or call IBM Direct at 800-IBM-2468.

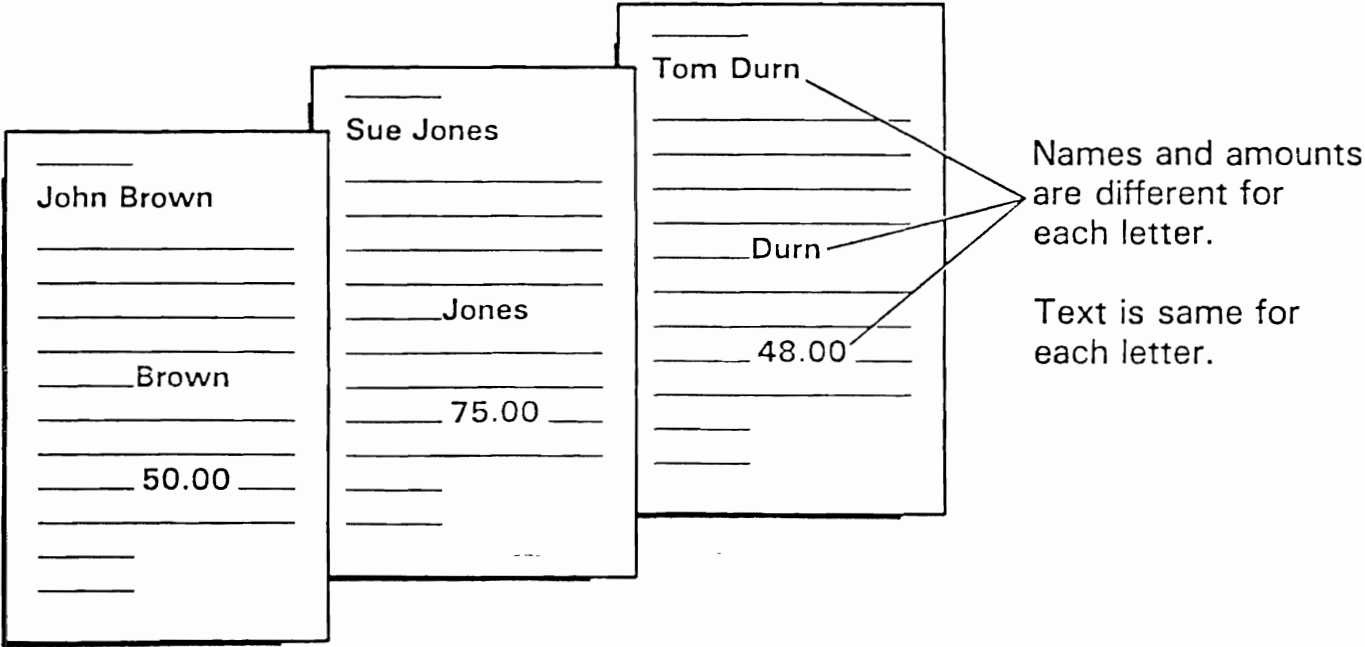
Sincerely,

C.P. Ward  
Branch Manager



# REPETITIVE DOCUMENTS AND UNIQUE DATA

- Data merge



Merge text with data from a file that already exists on the System/38

# FILE CONCEPTS

A data base file

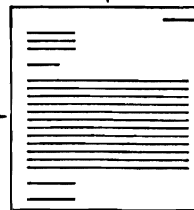
<u>Rec ID</u>	<u>TITLE</u>	<u>FN</u>	<u>MI</u>	<u>LN</u>	<u>ADDRESS</u>	<u>CITY</u>	<u>ST</u>	<u>ZIP</u>	<u>PHONE</u>	<u>AMOUNT</u>
1	Miss	Pam	S.	Fisher	106 Far West Dr.	Columbia	SC	29202	783-1921	50.00
2	Mr.	Fred	C.	Davidson	3056 East 8th St.	Spokane	WA	99215	428-7137	50.00
				Mann						
				Benson						
				Hertz						
				Watson						
				Acker						
				Tweeden						
				Rhodes						
10	Ms.	Eva	N.	Kahn	1054 Great Oak	Springfield	MO	65803	481-2267	175.00
				McNeil						
				Martin						
				Knight						
				Emerson						

Field

# PERSONALIZED LETTERS FROM DATA BASE INFORMATION

JAMES E. FARMER	6522 WINCHESTER PLACE	MORT
name	address	city

.&name  
.&address  
.&city  
.&title



# PERSONALIZED LETTERS FROM DATA BASE INFORMATION

## • Data merge

November 19, 1983

Mr. James E. Farmer  
ABC Distribution Company  
6522 Winchester Place  
Mortenson Groves, MN 30211

Dear Mr. Smith,

Thank you for ordering the System/38 Text Management Software (5714-TX1) on 11/10/83. We know you and your staff at ABC Distribution Company will find many ways of using this software to your advantage.

In order that you may be productive with this software when it arrives, IBM is offering a S/38 Text Management System Class at the Rolling Meadows Technical Education Center on 12/05/83. It may be to your benefit to come to this class or send someone on your staff.

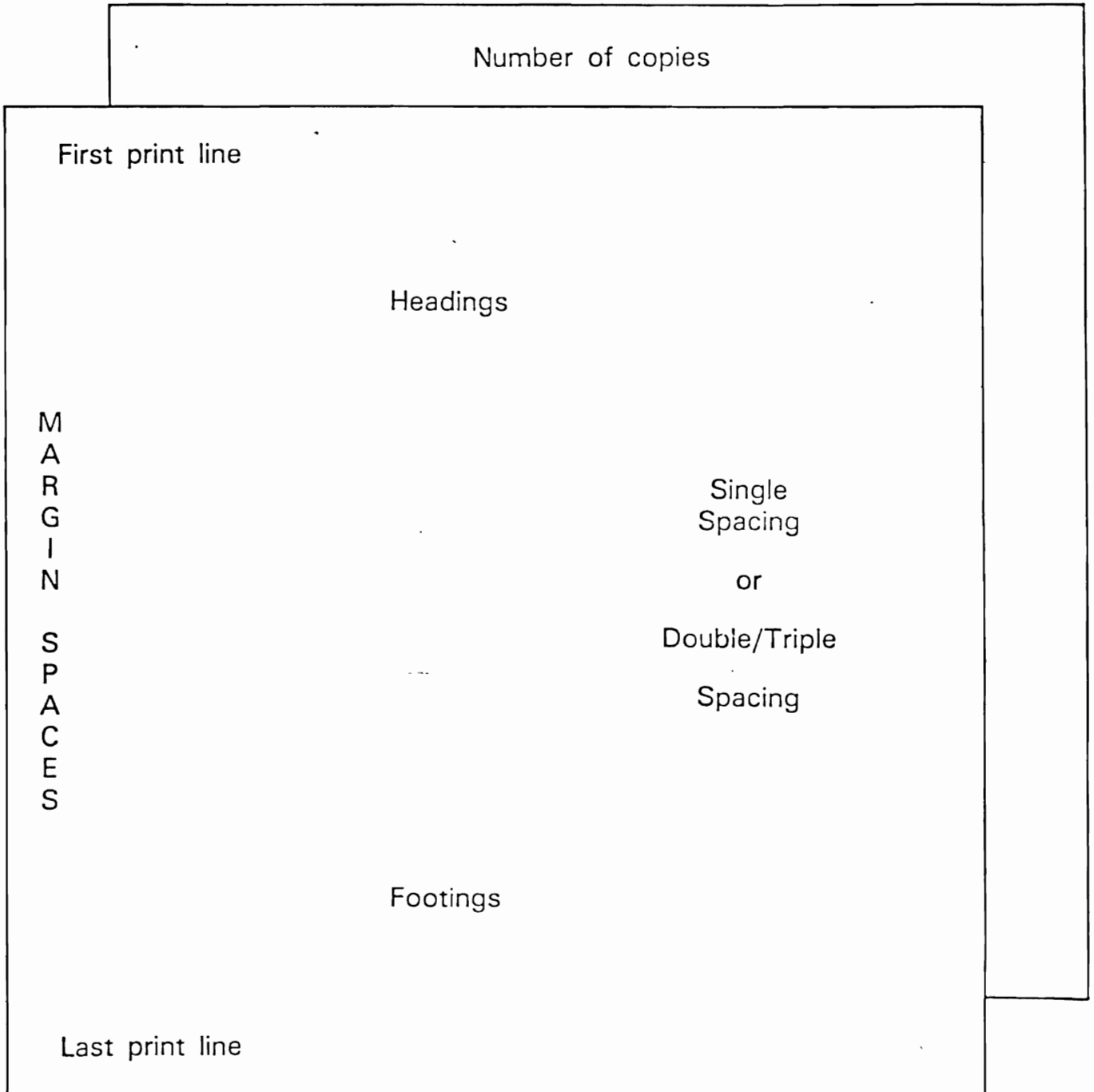
If you are interested in this class, or would like to have a schedule of future classes, please contact Kim Wenzel at 981-4540 or call IBM Direct at 800-IBM-2468.

Sincerely,

C.P. Ward  
Branch Manager

# DOCUMENT PRINTING

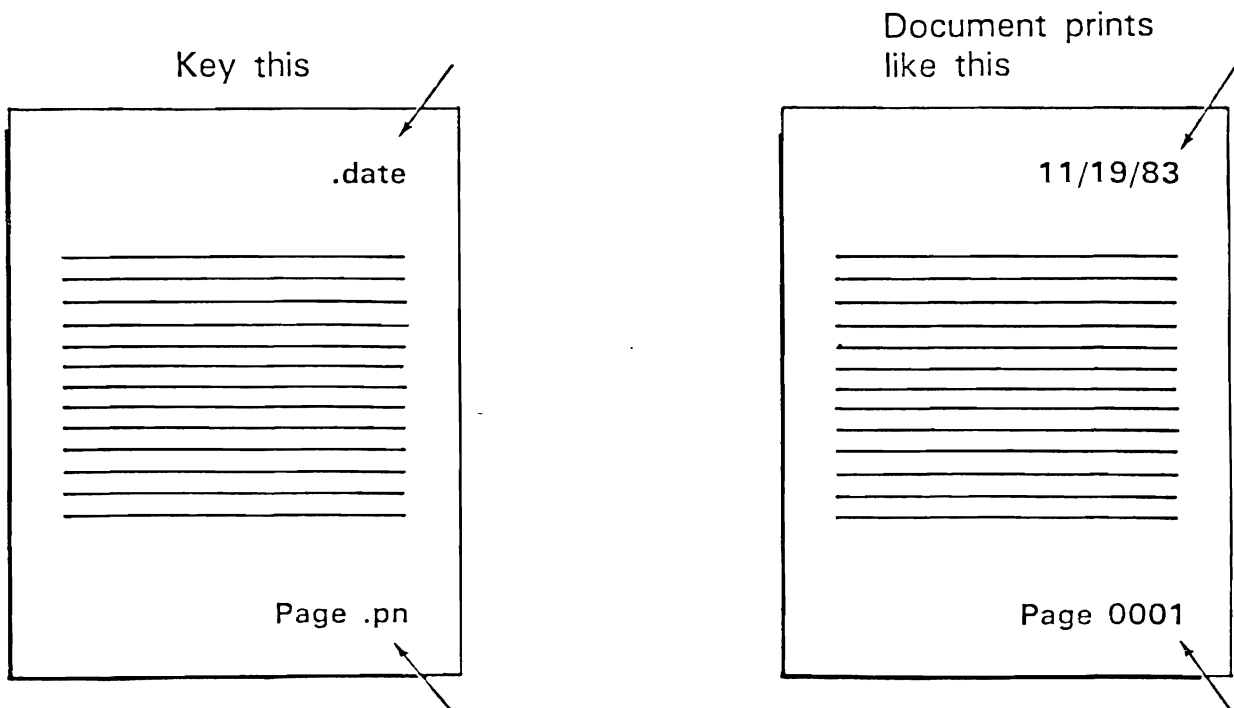
## ● Print options



## PRINT CONTROL COMMANDS

- Commands that perform a function when placed in a document

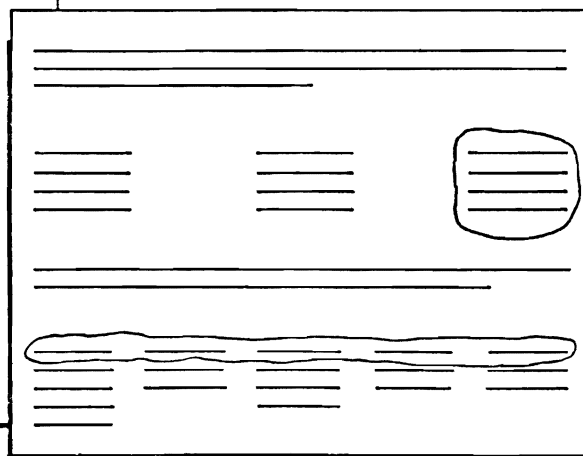
Example:



## PRINT CONTROL COMMANDS

- Can perform arithmetic functions

$$\begin{array}{r} 100 \\ 200 \\ + 300 \\ \hline 600 \end{array}$$



} Add a column of numbers

} Add a row of numbers

## WORD PROCESSING CONCEPTS

### *Summary*

- Many concepts and terms have been introduced
- These concepts and terms will be reviewed as we learn the System/38 Text Management System functions



## WORD PROCESSING TERMS GLOSSARY

**addenda dictionary.** Dictionary of terms or words unique to an organization.

**archive.** To store documents on a medium such as tape or diskette.

**backup.** Duplicate copy of documents, data, or programs; typically on diskette or magnetic tape.

**block function.** To perform a function against a block of data (e.g. copy, delete, move).

**boilerplate.** Standard phrases, paragraphs or documents that are used repetitively in other documents.

**boldface.** Heavy-faced type

**change bar.** A short vertical line (|) or other character indicating that a line of text has been changed.

**control command.** Special phrase or sequence of characters embedded in text that tells software to perform a function.

**data base file.** File of information stored on a computer system (e.g. payroll records).

**data merge.** To combine variable data from a file with a shell document, the result being a final copy document.

## WORD PROCESSING TERMS GLOSSARY (continued)

**font.** The shape, style and size of type (e.g. gothic, courier, script).

**footer.** Constant text printed at the bottom margin of a document.

**format.** To arrange text with specific margins, spacing and indentations.

**form document.** A standardized document which uses variable information to complete it (see *shell document*).

**global function.** A function which occurs for the entire document (e.g. search for "IBM" and replace with "International Business Machines").

**header.** Constant text printed in the top margin of a document.

**hyphenation.** Splitting a word between 2 lines with a punctuation mark (-).

**justify.** To distribute additional spaces within lines of text so that each line is the same length.

**pagination.** A system function that divides a document into pages.

**pitch.** The number of characters on a line one inch long.

**proofread.** To review and mark a document with corrections (e.g. check for spelling errors).

## WORD PROCESSING TERMS GLOSSARY (continued)

**proportional spacing.** Spacing characters in proportion to their size.

**right align.** The process of aligning lines of text at the right margin.

**scale line.** A line on a display screen showing margins, tabs, center points and character positions.

**scroll.** A technique used to move text up or down on the display screen.

**shell document.** A standard document using variable information to personalize or tailor it.

**spell check.** A system function that finds and highlights spelling errors to an operator.

**text editor.** Software that manipulates text.

**widow line.** A single line of a paragraph appearing on a different page from its related text.

**window.** A system function that allows an operator to view text wider than the display screen.

**word wrap.** A word that starts at the end of one line and ends at the beginning of another (also known as unadjusted text). Most word processors will adjust the word onto one line.



CREATING

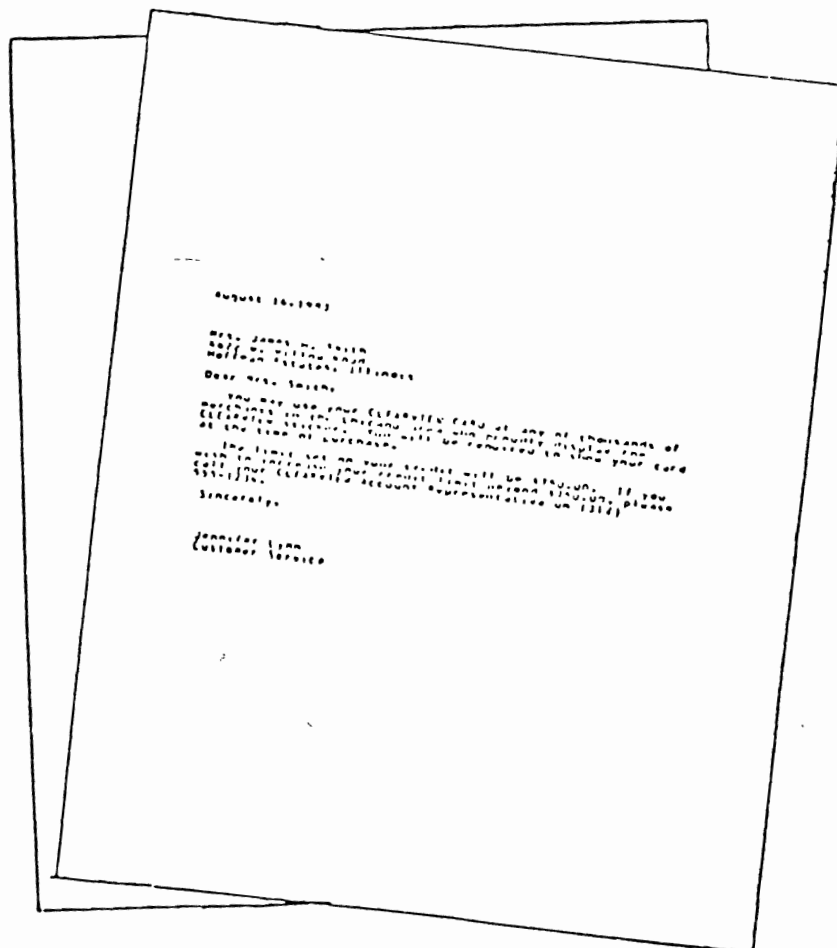
DOCUMENTS

&

FILES

A DOCUMENT can be  
any one of the following:

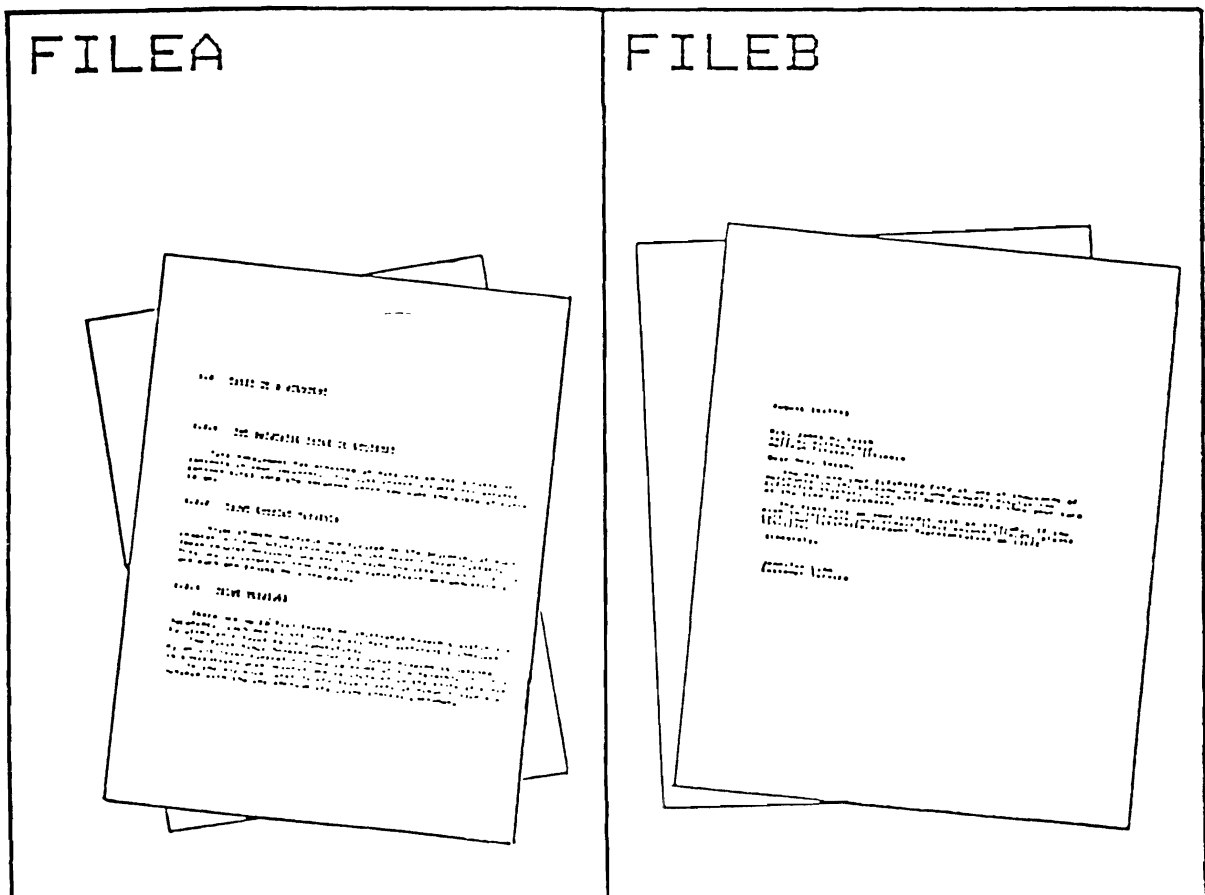
- \* LETTER
- \* FORM DOCUMENT
- \* REPORT
- \* MEMO
- \* CHAPTER IN A BOOK
- \* TITLE PAGE
- \* TABLE OF CONTENTS  
etc.



Groups of related DOCUMENTS are kept in  
FILES.

DOCUMENTS can be grouped into files:

- \* by person
- \* by application
- \* by document-type



LIBRARY

DOCUMENTS

SEARCHED  
SERIALIZED  
INDEXED  
FILED

FILES



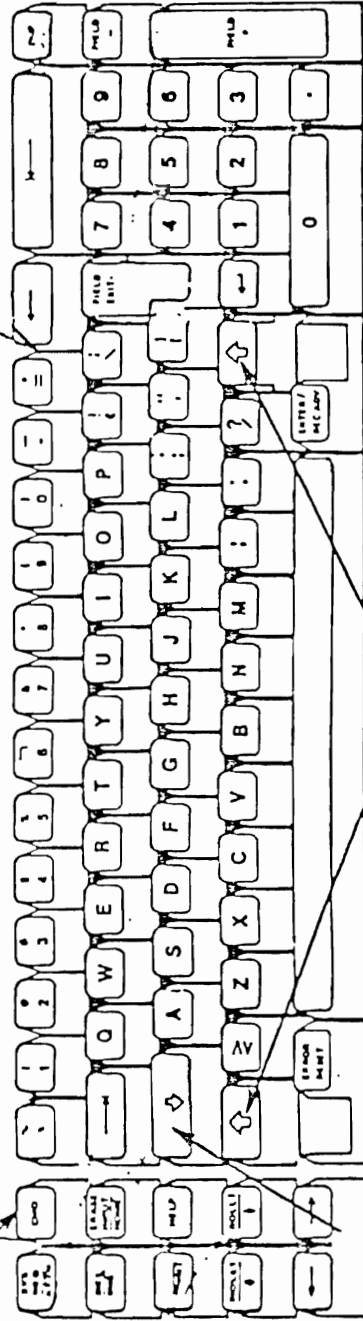
# COMMAND FUNCTION KEYS

Upper Shift	CF13	CF14	CF15	CF16	CF17	CF18	CF19	CF20	CF21	CF22	CF23	CF24
Lower Shift	CF1	CF2	CF3	CF4	CF5	CF6	CF7	CF8	CF9	CF10	CF11	CF12

1	2	3	4	5	6	7	8	9	0	.	=
---	---	---	---	---	---	---	---	---	---	---	---

Command Key



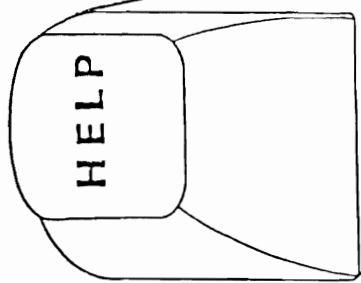
Shift Lock

Upper Shift

## The Text Management Template . . .

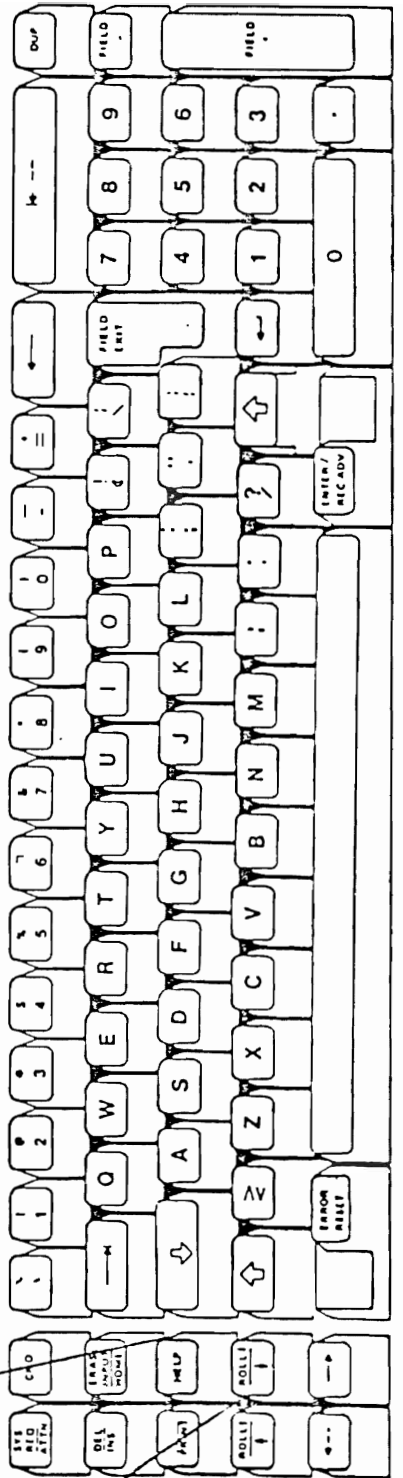
OFFICE/38-Text Management		GX21-7756-6		(CF Keys 7-12 and 19-24 cause paragraph adjustment)									
CWD	CF13 Display Line Numbers On/Off	CF14 Text Definition	CF15 Print Document	CF16 Print List Documents/ Files	CF17 Paragraph Format Options	CF18 Column Move	CF19	CF20	CF21 Move and Adjust	CF22 Copy and Adjust	CF23 Hyphenate and Adjust	CF24 Remove Spaces and Adjust	
↑	CF1	CF2 Previous Display	CF3 Paragraph Format Extended Options	CF4 Forms Prompting On/Off	CF5 Services Menu	CF6 Display Messages/ Cancel	CF7 Scan/ Substitute Forward	CF8 Scan/ Substitute Backward	CF9 Create New Paragraph	CF10 Insert and Adjust	CF11 Delete and Adjust	CF12 Revise Paragraph and Adjust	
CWD													

. . . is a helpful reference tool.



Use the HELP key to display three types of information:

- \* HELP text for messages
- \* HELP text for error codes
- \* HELP text for Text Management displays



TEXT - HELP

HELP OPTION MENU

Next Option: \_\_\_\_\_

- 1- Introduction
- 2- Storing and retrieving documents
- 3- Creating revising and browsing documents
- 4- Edit Display
- 5- Line commands that you key in line number fields (D, CC, ...)
- 6- Using labeled keys: ROLL, HELP, DELETE, INSERT, PRINT, HOME
- 7- Using CF keys (CF1, CF2, CF3, ...)
- 8- Form Fields - Uses and how to use them
- 9- Print control commands in your text (.date, .sk, .tot, ...)
- 10- Services Menu - CF5
- 11- Scan and substitute text
- 12- Browsing a print formatted document
- 13- Browsing and copying text from another document
- 14- Getting data into a document from the data base
- 15- Display/Change Dictionary Search List
- 16- Paragraph Format Options and Paragraph Format Extended Options
- 17- Spelling Mode - CF3
- 18- Exit from Edit Display (Exit and save document)
- 19- Printing a document

CF1 - Exit Help    CF2 - Previous menu    ROLL - Forward and back



TEXT

PRIMARY MENU

Select one of the following:

1. Create or revise a document
2. Browse a document
3. Print a document
4. Fill in a form document

Option: —

Name of the document when stored:

Document (blank for a list of documents):

File (blank for a list of files):

Library :

DOCNAME

FILENAME

OFFICE38

Within Text Management:

Press HELP key to display help text.

Press CF1 key to exit.

Press CF2 key to back up to the previous display in a series.

CF6-Display messages.

TEXT

PRIMARY MENU

Select one of the following:

1. Create or revise a document
2. Browse a document
3. Print a document
4. Fill in a form document

Option: 1

Name of the document when stored:

Document (blank for a list of documents):

File (blank for a list of files):

Library :

EXAMPLE

QTX



Within Text Management:

Press HELP key to display help text.

Press CF1 key to exit.

Press CF2 key to back up to the previous display in a series.

CF6-Display messages

To see a list of all the documents in a text file,  
leave the document blank.



TEXT DOCUMENT LIST

File: EXAMPLE Library: QTXT

Enter new document name or select document from list below: \_\_\_\_\_

Search description: \_\_\_\_\_

Search from created date: 00/00/00 To created date: 08/16/83

Locate document name beginning with: \_\_\_\_\_

OPT	DOCUMENT	DESCRIPTION	CREATED
—	COLLIST	Simple data base column list	03/23/83
—	DBCOPY	Document to copy data in directly	03/23/83
—	FORMDOC	Document with form fields, highlight, underline	03/23/83
—	LETMCCCL	Letter with multicopy and column list	03/23/83
—	LINECOM	General letter with data for line commands	03/23/83
—	MULTICOPI	Multiple copy document from data base	03/23/83
—	PRTCTL	Document with print control commands	03/23/83
—	SOURCE	Document containing Print Control File data	03/23/83
<u>1</u>	STDLET	Standard letter	03/23/83

1-Select document 8-Copy to new document 9-Remove document CF16-Print list



TEXT            W:1            Document: STDLET            Scan: \_\_\_\_\_  
 Fmt: 1 (<..I ... 1 ... .. 2 ... ..C3 ... .. 4 ... .. 5 ... ..> 6 ... .. 7  
 \*\*\*\*\*BEGINNING\*\*\*\*\*  
 0001.00 July 9, 1981  
 0002.00  
 0003.00  
 0004.00  
 0005.00 Mrs. Lawrence Smith  
 0006.00 3949 San Marcos Road  
 0007.00 Evanston, Illinois  
 0008.00  
 0009.00 Dear Mrs. Smith,  
 0010.00  
 0011 1    You may use Your CLEARVIEW CARD at any of thousands of  
 0012.00 merchants in the Chicago area who proudly display the  
 0013.00 CLEARVIEW sticker. You will be required to show your card  
 0014.00 at the time of purchase.  
 0015.00  
 0016 1    The limit set on your credit will be \$750.00. If you  
 0017.00 wish to increase your credit limit beyond \$750.00, please  
 0018.00 call your CLEARVIEW Account Representative on (312)  
 0019.00 555-1234.  
 0020.00

This is the document you selected. When you have  
 finished making changes, press CF1 to exit.

TEXT

PRIMARY MENU

Select one of the following:

1. Create or revise a document
2. Browse a document
3. Print a document
4. Fill in a form document

Option: 1

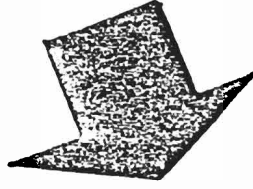
Name of the document when stored:

Document (blank for a list of documents): \_\_\_\_\_

File (blank for a list of files): \_\_\_\_\_

Library: \_\_\_\_\_

QTX



Within Text Management:

Press HELP key to display help text.

Press CF1 key to exit.

Press CF2 key to back up to the previous display in a series.

CF6-Display messages

TEXT

FILE LIST

Library: QTXT

Enter new file or select file from list below: \_\_\_\_\_



OPT	FILE	DESCRIPTION	CREATED
1	ACCTFILE	Text File containing Account File Documents	08/22/83
—	EXAMPLE	TEXT Example Source File	03/23/83
—	KKWFILE	Text File containing all documents done by KKW	08/22/83
—	MB		05/02/83
—	PAYFILE	Text File containing Payroll documents	08/22/83
—	PERSONNEL	Text File containing Personnel documents	08/22/83

List contains only authorized source files.

1-Select file 9-Delete file CF2-Previous display CF16-Print file list

Type in a 1 to select the file that you want.

TEXT DOCUMENT LIST

File: EXAMPLE Library: QTXT

Enter new document name or select document from list below:

Search description:

Search from created date: 00/00/00 To created date: 08/16/83

Locate document name beginning with:

OPT.	DOCUMENT	DESCRIPTION	CREATED
—	COLLIST	Simple data base column list	03/23/83
—	DBCOPY	Document to copy data in directly	03/23/83
—	FORMDOC	Document with form fields, highlight, underline	03/23/83
—	LETMCCCL	Letter with multicopy and column list	03/23/83
—	LINECOM	General letter with data for line commands	03/23/83
—	MULTICOPY	Multiple copy document from data base	03/23/83
—	PRTCTL	Document with print control commands	03/23/83
—	SOURCE	Document containing Print Control File data	03/23/83
<u>1</u>	STDLET	Standard letter	03/23/83

1-Select document 8-Copy to new document 9-Remove document CF16-Print list

The List of documents in that file are then displayed because you also left the document blank.

TEXT W:1 Document: STDLET Scan: \_\_\_\_\_  
Fmt: 1<.I ... 1 ... 2 ... ..C3 ... .. 4 ... .. 5 ... .. 6 ... .. 7

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00 July 9, 1981

0002.00

0003.00

0004.00

0005.00 Mrs. Lawrence Smith

0006.00 3949 San Marcos Road

0007.00 Evanston, Illinois

0008.00

0009.00 Dear Mrs. Smith,

0010.00

0011 1 You may use your CLEARVIEW CARD at any of thousands of  
0012.00 merchants in the Chicago area who proudly display the  
0013.00 CLEARVIEW sticker. You will be required to show your card  
0014.00 at the time of purchase.

0015.00

0016 1 The limit set on your credit will be \$750.00. If you  
0017.00 wish to increase your credit limit beyond \$750.00, please  
0018.00 call your CLEARVIEW Account Representative on (312)

0019.00 555-1234.

0020.00

This is the document you chose to revise. Make your revisions and then press CF1 to exit.

TEXT

EXIT FROM EDIT

Exit Editor - Return to Primary Menu (Y N): Y  
Update document named below (Y N): N  
Create document named below (Y N): N  
Print document without formatting (Y N): N

Document name: STDLET  
File containing document: EXAMPLE  
Library containing file: QTX

Description: Standard letter

Resequene document by line number (Y N): Y

— or —

Resequene document by calculating page/line (Y N): N

Save temporary dictionary with document (Y N): N

The correct options are already set up for you when you exit. Unless you want to change the options, press ENTER.

TEXT - HELP

EXIT EDITING

Press CF1 to exit from editing. The Exit Edit display will appear. On this screen you can specify:

- Exit - Exit or return to editing.
- Update - Update document or ignore any changes.
- Create - Create a new document.
- Print - Print the document including all print commands and line numbers. There is no formatting and print control commands are printed as they appear in the document. Use CF15 or Option 3 on the Primary Menu for normal printing.
- Refresh - Fill out another form. You must print or save the form you just filled out or that keying will be lost. (This applies only if you entered editing by selecting Option 4 on the Primary Menu.)

Additional exit functions:

- Resequence document by line or page/line number.
- Specify document/file/library to be created or updated.
- Specify or change document description.
- Save or not save Temporary Dictionary with document.



TEXT

PRIMARY MENU

Select one of the following:

1. Create or revise a document
2. Browse a document
3. Print a document
4. Fill in a form document

Option: 1

Name of the document when stored:

Document (blank for a list of documents):

File (blank for a list of files):

Library :

KKWFILE

QTX



Within Text Management:

Press HELP key to display help text.

Press CF1 key to exit.

Press CF2 key to back up to the previous display in a series.

CF6-Display messages



TEXT

PRIMARY MENU

Select one of the following:

1. Create or revise a document
2. Browse a document
3. Print a document
4. Fill in a form document

Option: 1

Name of the document when stored:

Document (blank for a list of documents):

File (blank for a list of files):

Library :

KKKFILE

QTX

Within Text Management:

Press HELP key to display help text.

Press CF1 key to exit.

Press CF2 key to back up to the previous display in a series.

CF6-Display messages

File KKKFILE.QTX does not exist. Press ENTER to create.



Press ENTER to create the file. If you had miss-spelled your file name, this would alert you to fix it.



Create Source Physical File (CRTSRCPF) Prompt .+++

Enter the following:

Source file name:

FILE R KKWFILE

Library name:

QTXT

Record length (13 or more):

RCDLEN P 92

Member name, if desired:

MBR P \*NONE

Expiration date for member:

EXPDATE \*NONE

Maximum number of members:

MAXMBS \*NOMAX

Access path type:

ACCPH \*ARRIVAL

Access path maintenance:

MAINT \*IMMED

Access path recovery:

RECOVER \*NO

Force keyed access path:

FRCACCPH \*NO

Member size:

SIZE

Initial number of records:

10000

Increment number of records:

100

Maximum number of increments:

2

Allocate storage (\*NO \*YES):

ALLOCATE \*NO

Contiguous storage?

CONTIG \*NO

Preferred storage unit(01-14):

UNIT \*ANY

Nbr of rclds to force a write:

FRCRATIO \*NONE

Max file wait in sec:

WAITFILE \*IMMED

Max record wait in sec:

WAITRCD 60

Share open data path?

SHARE \*NO



Change the record length to 133 (or whatever), and press ENTER twice.

TEXT

PRIMARY MENU

Select one of the following:

1. Create or revise a document
2. Browse a document
3. Print a document
4. Fill in a form document

Option: 1

Name of the document when stored:

Document (blank for a list of documents):

File (blank for a list of files):

Library :

KKWFILE

QTX

Within Text Management:

Press HELP key to display help text.

Press CF1 key to exit.

Press CF2 key to back up to the previous display in a series.

CF6-Display messages

File KKWFILE created and placed in library QTX.

When you return to the Primary Menu, notice the message

TEXT

PRIMARY MENU

Select one of the following:

1. Create or revise a document
2. Browse a document
3. Print a document
4. Fill in a form document

Option: 1

Name of the document when stored:

Document (blank for a list of documents):

DOCNAME

File (blank for a list of files):

KKWLIB

Library :

QTX

Within Text Management:

Press HELP key to display help text.

Press CF1 key to exit.

Press CF2 key to back up to the previous display in a series.

CF6-Display messages

To create a document in your new file, type in option 1 and a name for the new document.


TEXT W:1 Document: DOCNAME Scan: \_\_\_\_\_  
Fmt: 1 ... 1 ... 2 (...I... 3 ... 4 ... C.. 5 ... 6 ... 7R

\*\*\*\*\*BEGINNING\*\*\*\*\*

.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....  
.....

\*\*\*\*\*END\*\*\*\*\*

Document DOCNAME added to file KKWFILE.QTXT.

Notice the message. The  ts on the left of the screen mean you can type in information on the left.

TEXT - HELP

EDIT DISPLAY

The Edit Display, the primary display of TEXT MANAGEMENT, provides most editing operations on one display. The Edit Display consists of:

**STATUS LINE** The top line on the screen contains the following information:

- W:xxx SHOWS THE CURRENT column position of the window on the data.
- Name of document being edited (may be replaced by Pend!).
- Pend: shows all pending line commands (cancel with CFA).
- Scan: allows entry of a scan string.
- Spell: indicates spell mode and gives document name.
- Form: indicates form mode and gives document name.
- Browse: indicates browse mode and gives document name.

**SCALE LINE** The second line is a scaling line. It contains the paragraph format identifier and the following symbols:

- < - left margin.
- > - right margin (R if flush right margin).
- I - indentation for paragraphs (< if zero).
- C - center of document.



TEXT -- HELP

EDIT DISPLAY

TEXT LINES - There may be up to 21 text lines. They consist of these two fields:

- Line Numbers - Line numbers are sequencing numbers used internally by Text Management. They occupy the 7 left screen positions of text lines. The display of line numbers can be turned off and on by pressing CF13. Line commands are entered in these fields.

- Data Field - The data field refers to positions 8-80 of text lines. This field contains the portion of the text that fits on the screen. Portions of the text that do not fit on the initial Edit Display may be viewed by using the roll keys or by windowing (see option 5).

MESSAGE LINE - Line 24 of the screen is reserved for informational or error messages. Ordinarily this line will be blank.





TEXT W:1 Document: DOCNAME Scan: \_\_\_\_\_  
Fmt: 1 ... 1 ... 2 (.I... 3 ... 4 ... C.. 5 ... 6 ... 7R  
\*\*\*\*\*BEGINNING\*\*\*\*\*

- 0001.00
- 0002.00
- 0003.00
- 0004.00
- 0005 1
- 0006.00
- 0007.00
- 0008.00
- 0009.00
- 0010.00
- 0011.00
- 0012.00
- 0013.00
- 0014.00
- 0015.00
- 0016.00
- 0017.00
- 0018.00
- 0019.00

This is a new document..

\*\*\*\*\*END\*\*\*\*\*

This is the Edit display where you can type in your document. Press CF1 to exit.

TEXT

EXIT FROM EDIT

Exit Editor - Return to Primary Menu (Y N): Y  
Update document named below (Y N): Y  
Create document named below (Y N): N  
Print document without formatting (Y N): N

Document name:

DOCNAME

File containing document:

KKKFILE

Library containing file:

QTX

Description:

Resequence document by line number

(Y N): Y

— or —

Resequence document by calculating page/line

(Y N): N

Save temporary dictionary with document

(Y N): N

When you exit from your document, this exit screen will be displayed. Press ENTER.

TEXT

PRIMARY MENU

Select one of the following:

1. Create or revise a document
2. Browse a document
3. Print a document
4. Fill in a form document

Option: 1

Name of the document when stored:

Document (blank for a list of documents):

File (blank for a list of files):

Library :

DOCNAME

KKWFILE

QTX

Within Text Management:

Press HELP key to display help text.

Press CF1 key to exit.

Press CF2 key to back up to the previous display in a series.

CF6-Display messages

Document DOCNAME in file KKWFILE.QTX updated with 19 records.



Notice the message. Your document has been created with  
18 lines of information.

TEXT

PRIMARY MENU

Select one of the following:

1. Create or revise a document
2. Browse a document
3. Print a document
4. Fill in a form document

Option: 1

Name of the document when stored:

Document (blank for a list of documents):

File (blank for a list of files):

Library :

KKWFILE

QTX

Within Text Management:

Press HELP key to display help text.

Press CF1 key to exit.

Press CF2 key to back up to the previous display in a series.

CF6-Display messages

To get rid of a document that is not needed, first display all the documents in your file...



TEXT DOCUMENT LIST

File: KKWFILE Library: QTXT

Enter new document name or select document from list below: \_\_\_\_\_

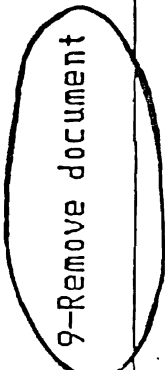
Search description: \_\_\_\_\_

Search from created date: 00/00/00 To created date: 08/30/83

Locate document name beginning with: \_\_\_\_\_

OPT	DOCUMENT	DESCRIPTION	CREATED
—	DOC#1	Document Number One	08/30/83
—	DOC#2	Document Number Two	08/30/83
—	DOC#3	Document Number Three	08/30/83
9	DOCNAME	Document belonging to KKW	08/29/83

1-Select document 8-Copy to new document 9-Remove document CF16-Print list



Type in a 9 to delete your document and press ENTER.

TEXT DOCUMENT LIST

File: KKWFILE Library: QTXT

Enter new document name or select document from list below: \_\_\_\_\_

Search description: \_\_\_\_\_

Search from created date: 00/00/00 To created date: 08/30/83

Locate document name beginning with: \_\_\_\_\_

OPT	DOCUMENT	DESCRIPTION	CREATED
—	DOC#1	Document Number One	08/30/83
—	DOC#2	Document Number Two	08/30/83
—	DOC#3	Document Number Three	08/30/83
9	DOCNAME	Document belonging to KKW	08/29/83

1-Select document 8-Copy to new document 9-Remove document CF16-Print list  
Press ENTER to remove documents with 9 in front of name(s).

You get a chance to reconsider. To delete the document  
press ENTER.

TEXT DOCUMENT LIST

File: KKWFILE Library: QTXT

Enter new document name or select document from list below: \_\_\_\_\_

Search description: \_\_\_\_\_

Search from created date: 00/00/00 To created date: 08/30/83

Locate document name beginning with: \_\_\_\_\_

OPT	DOCUMENT	DESCRIPTION	CREATED
—	DOC#1	Document Number One	08/30/83
—	DOC#2	Document Number Two	08/30/83
—	DOC#3	Document Number Three	08/30/83

1-Select document 8-Copy to new document 9-Remove document CF16-Print list

The document is gone and there's no way to recover it, unless it has been backed up.

Remember . . .

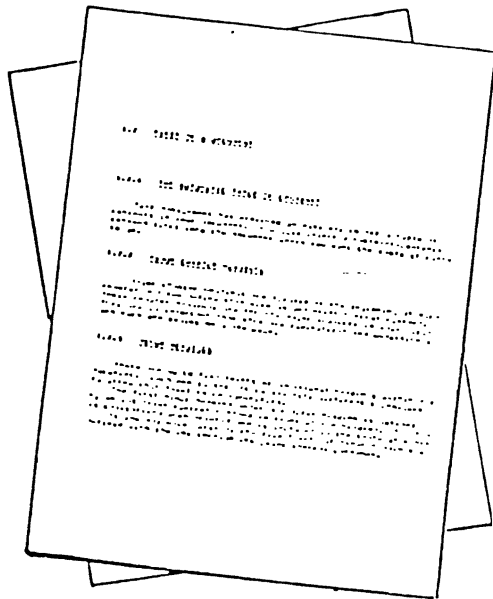
Multiple documents are kept in a file

and

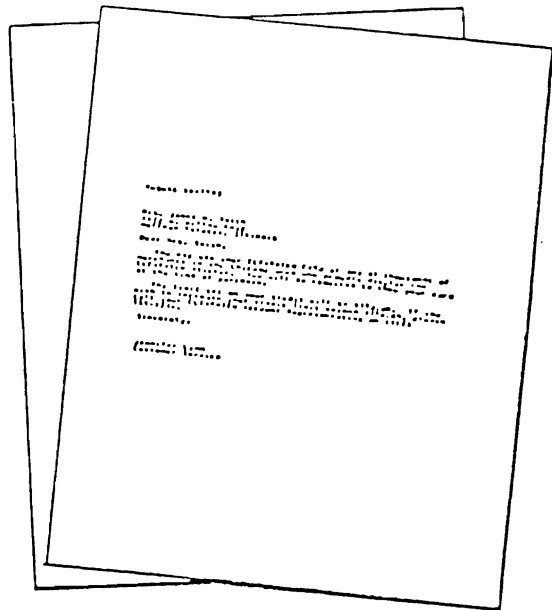
Multiple files are kept in a library.

MYLIB

FILEA



FILEB





LINE

COMMANDS

TEXT - HELP

## LINE COMMANDS Introduction

Line commands are keyed over the line numbers on the Edit Display. Line commands can be keyed in any of the 21 line number fields of the Edit Display.

These general rules apply to all line commands:

- A line command must begin and end in the line number field.
- Start line commands in position 1 of the line number field.
- Line commands ending with a number (example - C3) must be followed by a space.
- If several line commands are used to perform an operation (example CC A) the commands do not have to be keyed in a specific order and they do not have to be keyed on the same display.
- Pending (uncompleted) operations may be cancelled by pressing CF6.
- Line commands can be executed by pressing ENTER, the roll up or down keys, or any of the CF keys, except CF6.

## LINE COMMANDS

- Deleting line(s) D, Dx, DD
- Copying and moving line(s) C, CC, CR, Cx, CCR, M, MM, Mx
- Copying and moving target line(s) A, Ax, AR, B, Bx, BR
- Inserting a new line(s) I, Ix
- Inserting a new line using a skeleton line S, IS, ISx
- Positioning the display to a new line x, tx, -x
- Positioning the display horizontally (windowing) Wx
- Shifting data right or left on a line(s) Rx, RRx, Lx, LLx
- Centering data within margins CT, CCT
- Assigning and adjusting paragraphs P, Px, PP, or PPx

# EDIT SCREEN

```
TEXT      W:1      Document: DOCNAME      Scan: _____  
Fmt: 1    ... .. 1 ... .. 2(.I ... 3 ... .. 4 ...C... 5 ... .. 6 ... .. )  
*****BEGINNING*****  
0001.00  
0002.00  
0003.00  
0004.00  
0005.00  
0006.00  
0007.00  
0008.00  
0009.00  
0010.00  
0011.00  
0012.00  
0013.00  
0014.00  
0015.00  
0016.00  
0017.00  
0018.00  
0019.00  
*****END*****
```

- \* Holds 21 Lines of text
- \* Hold 80 characters per line
- \* Columns 1-8 contain line numbers  
(where line commands are entered)
- \* Status Line across the top shows:
  - left margin
  - right margin
  - center
  - column numbers

## TEXT -- HELP

### LINE COMMANDS

#### Delete Lines

You can delete a line of text by keying a D in the line number field of the line of text you wish deleted. You can delete consecutive lines by keying a D followed by the number of lines to be deleted (example - D7).

You can delete a block of lines by keying DD in the line number field of the first line in the block and DD in the line number field of the last line in the block.

These general rules apply to the delete commands:

- They are the first line commands to be executed.
- Line commands between block deletes (DDs) will be ignored.
- When using block deletes, the DD commands do not have to be keyed on the same display.
- Other operations are allowed with one DD pending.

If records are deleted by mistake, you can:

- Exit from editing and specify Update=N on the Exit Edit screen.
- Using the Services Display, choose the Copy/Browse another document option, key in your document name, and copy the records back



TEXT W:1 Document: DOCNAME Scan: \_\_\_\_\_  
Fmt: 1 ... 1 ... 2(.I ... 3 ... 4 ... C... 5 ... 6 ... >

\*\*\*\*\*BEGINNING\*\*\*\*\*

0000.03 Violets are Blue

0000.04

0001.01

0001.04

0006.00

0007.00

0010.00

0011.00

0011.01

0012.00

0012.01

0012.02

0014.02

0014.03

0014.04

0014.05

0018.00

0018.01

0019.00



Roses are Red  
So can you!

\*\*\*\*\*END\*\*\*\*\*

TEXT      W:1      Document: DOCNAME      Scan: \_\_\_\_\_  
Fmt: 1    ... 1 ... 2(.I ... 3 ... 4 ... C... 5 ... 6 ... >

\*\*\*\*\*BEGINNING\*\*\*\*\*

0000.03



Violets are Blue

Roses are Red  
So can you!

D  
0001.01  
0001.04  
0006.00  
0007.00  
0010.00  
0011.00  
0011.01  
0012.00  
0012.01  
0012.02  
0014.02  
0014.03  
0014.04  
0014.05  
0018.00  
0018.01  
0019.00

\*\*\*\*\*END\*\*\*\*\*

To remove this line, type in a "D" on the line,  
and press ENTER.

```

TEXT      W:1      Document: DOCNAME      Scan:
Fmt: 1    ... 1 ... 2<..I ... 3 ... 4 ...C... 5 ... 6 ... >
*****BEGINNING*****
0000.03      Violets are Blue
0001.01      Roses are Red
0001.04      So can you!
0006.00
0007.00
0010.00
0011.00
0011.01
0012.00
0012.01
0012.02
0014.02
0014.03
0014.04
0014.05
0018.00
0018.01
0019.00

```

```

*****END*****

```

Notice the Line has been removed.



TEXT W:1 Document: DOCNAME Scan: \_\_\_\_\_  
Fmt: 1 ... 1 ... 2<..I ... 3 ... 4 ...C... 5 ... 6 ... >

\*\*\*\*\*BEGINNING\*\*\*\*\*

0000.03  
0001.01  
0001.04  
0006.00  
0007.00  
0010.00  
0011.00  
0011.01  
0012.00  
D2  
0012.02  
0014.02  
0014.03  
0014.04  
0014.05  
0018.00  
0018.01  
0019.00

Violets are Blue  
Roses are Red  
So can you!

```
HHHHH  EEEE  LL  LL  00  00  
HH HH  EE   LL  LL  00  00  
HH HH  EE   LL  LL  00  00  
HHH HHH EEEEE LLLLLL LLLLLL 000000  
HHH HHH EEEEE LL  LL  000000  
HH HH  EE   LL  LL  00  00  
HH HH  EE   LL  LL  00  00
```

\*\*\*\*\*END\*\*\*\*\*

To remove two consecutive lines, type in "D2"  
and press ENTER.

TEXT H:1 Document: DOCNAME Scan: \_\_\_\_\_  
 Fmt: 1 ... 1 ... 2<...I ... 3 ... 4 ...C... 5 ... 6 ... >  
 \*\*\*\*\*BEGINNING\*\*\*\*\*

0000.03 Violets are Blue  
 0001.01 Roses are Red  
 0001.04 So can you!  
 0006.00  
 0007.00

0010.00	HHHHH	EEEE	LL	LL	00	00
0011.00	HH	EE	LL	LL	00	00
0011.01	HH	EE	LL	LL	00	00
0012.00	HHH	EEEE	LLLLLLL	LLLLLLL	000000	
0014.02						
0014.03	HH	HHH	LL	LL	000000	
0014.04	HH	EE	LL	LL	00	00
0014.05	HH	EE	LL	LL	00	00

DD

0018.01

DD

\*\*\*\*\*END\*\*\*\*\*



To delete a block of lines, type in a "DD" on both the first and last lines to be deleted and press ENTER.

TEXT W:1 Document: DOCNAME Scan: \_\_\_\_\_  
Fmt: 1 ... 1 ... 2<..I ... 3 ... 4 ...C... 5 ... 6 ... >

\*\*\*\*\*BEGINNING\*\*\*\*\*

Violets are Blue  
Roses are Red  
So can you!

0000.03  
0001.01  
0001.04  
0006.00  
0007.00  
0010.00  
0011.00  
0011.01  
0012.00  
0014.02  
0014.03  
0014.04  
0014.05

```
HHHHH  EEEE  LL  LL  00  00  
HH  HH  EE  LL  00  00  
HH  HH  EE  LL  00  00  
HHH  HHH  EEEEE  LLLLLL  LLLLLL  000000  
HHH  HHH  EEEEE  LL  LL  000000  
HH  HH  EE  LL  LL  00  00  
HH  HH  EE  LL  LL  00  00
```

\*\*\*\*\*END\*\*\*\*\*

All lines between and including the two pairs of D's have been removed.

TEXT - HELP

LINE COMMANDS

Insert New Lines

You can insert a line by keying I in the line number field. If any character (including spaces) is keyed into the data field of the inserted line, the line will be permanently inserted and a new insert line will be provided. Key in at least one space on the line to insert a blank line. To finish inserting lines, press ENTER when the next blank insert line is provided.

You can insert multiple lines by keying I followed by the number of lines desired in the line number field (example - I6). A request for more insert lines than will fit on the screen will fill only the current display. When you request a specific number of insert lines, only that number will be provided; for example, I1 will insert only one line and will not be repeated if data is keyed on that line. Insert lines up to the last line that has been keyed into will be retained and any following lines will be dropped.



```

TEXT      W:1      Document: DOCNAME      Scan: _____
Fmt: 1    ... 1 ... 2(.I ... 3 ... 4 ...C... 5 ... 6 ... >
*****BEGINNING*****
0000.03      Violets are Blue
0001.01      Roses are Red
0001.04      So can you!
0006.00
0007.00
0010.00      HHHHHH      EEEE      LL      LL      00      00
0011.00      HH      HH      EE      LL      LL      00      00
0011.01      HH      HH      EE      LL      LL      00      00
0012.00      HHH      HHH      EEEEE      LLLLLLL      LLLLLLL      000000
0014.02      HHH      HHH      EEEEE      LL      LL      000000
0014.03      HH      HH      EE      LL      LL      00      00
I
*****END*****

```



To insert a line, type an "I" on a line. The new line will be inserted right after the insert command.

TEXT H:1 Document: DOCNAME Scan: \_\_\_\_\_  
Fmt: 1 ... 1 ... 2(.I ... 3 ... 4 ...C... 5 ... 6 ... >  
\*\*\*\*\*BEGINNING\*\*\*\*\*

0000.03 Violets are Blue  
0001.01 Roses are Red  
0001.04 So can you!  
0006.00  
0007.00

0010.00	HHHHH	EEEE	LL	LL	LL	00	00
0011.00	HH	EE	LL	LL	LL	00	00
0011.01	HH	EE	LL	LL	LL	00	00
0012.00	HHH	EEEE	LLLLLL	LLLLLL	LLLLLL	000000	
0014.02							
0014.03	HHH	EEEE	LL	LL	LL	000000	
0014.04	HH	EE	LL	LL	LL	00	00

.....  
\*\*\*\*\*END\*\*\*\*\*



TEXT - HELP

LINE COMMANDS



You can copy a line by keying C in the line number field of that line.  
You can copy a block of lines by keying CC into the line number field of the first line in the block and CC in the line number field of the last line in the block.

You can copy multiple lines by keying C followed by the number of lines to be copied (example - C5).

If you wish to copy a line(s) to more than one place, key a CR or CCR for copy repeated, and the CR will not be removed until you cancel with CF6 or blank out the CR.

The rules for moving lines are the same as for copying lines, except that the line commands are M and MM. Moved lines change locations and copied lines remain in their original location plus a new copy is inserted at the new location.

NOTE: Any copy or move line command needs a target in order for the copy or move to be completed.



A - after  
B - before

TEXT - HELP

LINE COMMANDS

Copy and move functions require a target line. To copy or move text before the target line, enter B in the line number field of the target line. To copy or move text after the target line, enter A in the line number field of the target line.

The A or B line commands can be followed by digits 1 to 999 to indicate multiple copies of the record(s) are to be copied. For example, keying B12 in the line number field of a line would make 12 copies before the line.

Note that when you complete a copy, both the copy and target line commands are removed. If you want the target (A or B) to remain for additional copies use the repeated targets: AR or BR. To cancel the pending AR or BR you can either blank it out or use CF6.





TEXT H:1 Document: DOCNAME Scan: \_\_\_\_\_  
Fmt: 1 ... 1 ... 2(.I ... 3 ... 4 ... C... 5 ... 6 ... >  
\*\*\*\*\*BEGINNING\*\*\*\*\*

C  
A  
0001.04  
0006.00  
0007.00  
0010.00  
0011.00  
0011.01  
0012.00  
0014.02  
0014.03  
0014.04  
0015.00  
0016.00  
0017.00  
0018.00  
0019.00

Violets are Blue  
Roses are Red  
So can you!

HHHHHH	EEEE	LL	LL	00	00
HH HH	EE	LL	LL	00	00
HH HH	EE	LL	LL	00	00
HHH HHH	EEEEEE	LLLLLLL	LLLLLLL	000000	
HHH HHH	EEEEEE	LL	LL	000000	
HH HH	EE	LL	LL	00	00

\*\*\*\*\*END\*\*\*\*\*

There are two parts to a copy; the "C" line command and also a target (either A-after or B-before).

TEXT W:1 Document: DOCNAME Scan: \_\_\_\_\_  
Fmt: 1 ... 1 ... 2<..I ... 3 ... 4 ... C... 5 ... 6 ... >  
\*\*\*\*\*BEGINNING\*\*\*\*\*

Violets are Blue  
Roses are Red  
Violets are Blue  
So can you!



0000.03  
0001.01  
0001.02  
0001.04  
0006.00  
0007.00  
0010.00  
0011.00  
0011.01  
0012.00  
0014.02  
0014.03  
0014.04  
0015.00  
0016.00  
0017.00  
0018.00  
0019.00

HHHHH EEEE LL LL 00 00  
HH HH EE LL LL 00 00  
HH HH EE LL LL 00 00  
HH HHH EEEEE LLLLLL LLLLLL 000000  
HH HHH EEEEE LL LL 000000  
HH HH EE LL LL 00 00

\*\*\*\*\*END\*\*\*\*\*



TEXT W:1 Document: DOCNAME Scan: \_\_\_\_\_

Fmt: 1 ... 1 ... 2(.I ... 3 ... 4 ... C... 5 ... 6 ... >  
\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.01

I

0001.04

0006.00

0007.00

0010.00

0011.00

0011.01

0012.00

0014.02

0014.03

0014.04

0015.00

0016.00

0017.00

0018.00

0019.00

Roses are Red  
Violets are Blue  
So can you!

HHHHH	EEEE	LL	LL	00	00
HH	EE	LL	LL	00	00
HH	EE	LL	LL	00	00
HHH	EEEE	LLLLLL	LLLLLL	000000	
HH	EEEE	LL	LL	000000	
HH	EE	LL	LL	00	00

\*\*\*\*\*END\*\*\*\*\*

Now, let's insert a line after "Violets are Blue".  
On what line do you type in the insert command?

TEXT            W:1        Document: DOCNAME        Scan: \_\_\_\_\_  
Fmt: 1        1 ... 1 ... 2(.I ... 3 ... 4 ... C... 5 ... 6 ... >

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.01                                Roses are Red  
0001.02                                Violets are Blue

.....  
0001.04                                So can you!

0006.00  
0007.00  
0010.00                                HHHHH        EEEE        LL        LL        00        00  
0011.00                                HH        HH        EE        LL        LL        LL        00        00  
0011.01                                HH        HH        EE        LL        LL        LL        00        00  
0012.00                                HHH        HHH        EEEEE        LLLLLL        LLLLLL        000000  
0014.02  
0014.03                                HHH        HHH        EEEEE        LL        LL        000000  
0014.04                                HH        HH        EE        LL        LL        00        00

0015.00  
0016.00  
0017.00  
0018.00  
0019.00

\*\*\*\*\*END\*\*\*\*\*



Notice the temporary line. Use your imagination,  
what would you put in this line of the poem?

TEXT W:1 Document: DOCNAME Scan: \_\_\_\_\_  
 Fmt: 1 ... 1 ... 2(...I ... 3 ... 4 ...C... 5 ... 6 ... >  
 \*\*\*\*\*BEGINNING\*\*\*\*\*

0001,01                   Roses are Red  
 0001,02                   Violets are Blue  
 .....                   If I can do text  
 0001,04                   So can you!

0010,00	HHHHH	EEEE	LL	LL	00	00
0011,00	HH HH	EE	LL	LL	00	00
0011,01	HH HH	EE	LL	LL	00	00
0012,00	HHH HHH	EEEEEE	LLLLLL	LLLLLL	000000	
0014,02						
0014,03	HHH HHH	EEEEEE	LL	LL	000000	
0014,04	HH HH	EE	LL	LL	00	00

\*\*\*\*\*END\*\*\*\*\*

Is this how you filled in the missing line?  
 When you've typed in the missing line, press ENTER twice.



TEXT W:1 Document: DOCNAME Scan: \_\_\_\_\_  
 Fmt: 1 ... 1 ... 2(.I ... 3 ... 4 ... C... 5 ... 6 ... >  
 \*\*\*\*\*BEGINNING\*\*\*\*\*

0001.01           Roses are Red  
 0001.02           Violets are Blue  
 0001.03           If I can do text  
 0001.04           So can You!

0007.01	HHH HHH	EEEEEE	LL	LL	000000
0007.02	HH HH	EE	LL	LL	00 00
0010.00	HHHHH	EEEE	LL	LL	00 00
0011.00	HH HH	EE	LL	LL	00 00
0011.01	HH HH	EE	LL	LL	00 00
0012.00	HHH HHH	EEEEEE	LLLLLLL	LLLLLLL	000000

0014.02  
 0015.00  
 0016.00  
 0017.00  
 0018.00  
 0019.00

\*\*\*\*\*END\*\*\*\*\*

The two lines were physically moved from one place to another.



TEXT W:1 Document: DOCNAME Scan: \_\_\_\_\_  
Fmt: 1 ... 1 ... 2(.I ... 3 ... 4 ... C... 5 ... 6 ... >  
\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.01  
0001.02  
0001.03  
0001.04  
0006.00  
0007.00  
0007.01  
C  
B  
0011.00  
0011.01  
0012.00  
0014.02  
0015.00  
0016.00  
0017.00  
0018.00  
0019.00

Roses are Red  
Violets are Blue  
If I can do text  
So can you!

HHH HHH EEEEE LL LL 000000  
HH HH EE LL LL 00 00  
HHHHH EEEE LL LL 00 00  
HH HH EE LL 00 00  
HH HH EE LL 00 00  
HHH HHH EEEEE LLLLLL LLLLLL 000000

\*\*\*\*\*END\*\*\*\*\*

Let's do one more copy to make our design,  
picture perfect.

TEXT H:1 Document: DOCNAME Scan: \_\_\_\_\_  
Fmt: 1 ... 1 ... 2<..I ... 3 ... 4 ...C... 5 ... 6 ... >

\*\*\*\*\*BEGINNING\*\*\*\*\*

Roses are Red  
Violets are Blue  
If I can do text  
So can you!

0001.01	HHH	HHH	EEEEEE	LL	LL	000000
0001.02	HH	HH	EE	LL	LL	00 00
0001.03	HH	HH	EE	LL	LL	00 00
0001.04	HHHHH	HHH	EEEE	LL	LL	00 00
0006.00	HH	HH	EE	LL	LL	00 00
0007.00	HH	HH	EE	LL	LL	00 00
0007.01	HHH	HHH	EEEEEE	LL	LL	000000
0007.02	HH	HH	EE	LL	LL	00 00
0007.03	HH	HH	EE	LL	LL	00 00
0010.00	HHHHH	HHH	EEEE	LL	LL	00 00
0011.00	HH	HH	EE	LL	LL	00 00
0011.01	HH	HH	EE	LL	LL	00 00
0012.00	HHH	HHH	EEEEEE	LLLLLLL	LLLLLLL	000000
0014.02						
0015.00						
0016.00						
0017.00						
0018.00						
0019.00						

\*\*\*\*\*END\*\*\*\*\*

TEXT - HELP

LINE COMMANDS  
Centering

You can only center text that is not in a paragraph. Text will be centered within the margins of the default paragraph.

To center a single line, key CT in the line number field.

To center a block of lines, key CCT in the line numbers of the first and last lines in the block.



TEXT            W:1        Document: DOCNAME        Scan: \_\_\_\_\_  
Fmt: 1        ... 1 ... 2<..I ... 3 ... 4 ...C... 5 ... 6 ... >

\*\*\*\*\*BEGINNING\*\*\*\*\*

0000.01

0000.02

CT

0001.02

0001.03

0001.04

0006.00

0007.00

0007.01

0007.02

0007.03

0010.00

0011.00

0011.01

0012.00

0014.02

0015.00

0016.00

0017.00

0018.00

Roses are Red  
Violets are Blue  
If I can do text  
So can you!

```
HHH HHH EEEEE LL LL 000000  
HH HH EE LL LL 00 00  
HH HH EE LL LL 00 00  
HHHHH EEEE LL LL 00 00  
HH HH EE LL LL 00 00  
HH HH EE LL LL 00 00  
HHH HHH EEEEE LLLLLL LLLLLL 000000
```



TEXT      W:1      Document      DOCNAME      Scan:      >  
Fmt: 1      ... 1 ... 2(.I ... 3 ... 4 ...C... 5 ... 6 ... )

\*\*\*\*\*BEGINNING\*\*\*\*\*

0000.01  
0000.02  
0001.01  
0001.02  
0001.03  
0001.04  
0006.00  
0007.00  
0007.01  
0007.02  
0007.03  
0010.00  
0011.00  
0011.01  
0012.00  
0014.02  
0015.00  
0016.00  
0017.00  
0018.00

Roses are Red

Violets are Blue  
If I can do text  
So can you!

```
HHH HHH      EEEEE      LL      LL      J000000  
HH HH      EE      LL      LL      00      00  
HH HH      EE      LL      LL      00      00  
HHHHH      EEEE      LL      LL      00      00  
HH HH      EE      LL      LL      00      00  
HH HH      EE      LL      LL      00      00  
HHH HHH      EEEEE      LLLLLL      LLLLLL      000000
```

The phrase is centered according to the margins  
(indicated by the arrows).

TEXT H:1 Document: DOCNAME Scan: \_\_\_\_\_  
 Fmt: 1 ... 1 ... 2<..I ... 3 ... 4 ...C... 5 ... 6 ... >  
 \*\*\*\*\*BEGINNING\*\*\*\*\*

0000.01  
 0000.02  
 0001.01  
 CCT  
 0001.03  
 CCT  
 0006.00  
 0007.00  
 0007.01  
 0007.02  
 0007.03  
 0010.00  
 0011.00  
 0011.01  
 0012.00  
 0014.02  
 0015.00  
 0016.00  
 0017.00  
 0018.00



Roses are Red  
 Violets are Blue  
 If I can do text  
 So can you!

```

HHH HHH EEEEE LL LL 000000
HH HH EE LL LL 00 00
HH HH EE LL LL 00 00
HHHHH EEEE LL LL 00 00
HH HH EE LL LL 0L 00
HH HH EE LL LL 00 00
HHH HHH EEEEE LLLLLL LLLLLL 000000
  
```

Let's center the rest of the poem using the block centering commands (CCT).

TEXT W:1 Document: DOCNAME Scan: \_\_\_\_\_  
 Fmt: 1 ... 1 ... 2(.I ... 3 ... 4 ... C... 5 ... 6 ... >  
 \*\*\*\*\*BEGINNING\*\*\*\*\*

0000,01  
 0000,02  
 0001,01  
 0001,02  
 0001,03  
 0001,04  
 0006,00  
 0007,00  
 0007,01  
 0007,02  
 0007,03  
 0010,00  
 0011,00  
 0011,01  
 0012,00  
 0014,02  
 0015,00  
 0016,00  
 0017,00  
 0018,00

Roses are Red  
 Violets are Blue  
 If I can do text  
 So can you!

HHH HHH	EEEEEE	LL	LL	000000
HH HH	EE	LL	LL	00 00
HH HH	EE	LL	LL	00 00
HHHHH	EEEE	LL	LL	00 00
HH HH	EE	LL	LL	00 00
HH HH	EE	LL	LL	00 00
HHH HHH	EEEEEE	LLLLLLL	LLLLLLL	000000

The whole poem is centered.

TEXT - HELP

LINE COMMANDS

Shifting Data Right or Left

You can shift a data line to the right by keying Rx in the line number FIELD (X REPRESENTS THE NUMBER OF POSITIONS THE DATA WILL BE SHIFTED). Non-blank data is not shifted if it will be lost. If you request a shift value that will lose data, the data will be shifted as far as possible and the word SHIFT will appear in the line number field until you modify that line. If you do not key a shift value, the line will be shifted one position.

You can shift a block of lines to the right by keying RR in the line number field of the first line in the block and RRx in the line number field of the last line in the block (THE X CAN BE PLACED AFTER EITHER RR.)

The rules for shifting data to the left are the same as to the right, but the line commands are: L, Lx, LL, and LLx.





TEXT            W:1        Document: DOCNAME        Scan: \_\_\_\_\_  
Fmt: 1        ... 1 ... 2<...I ... 3 ... 4 ...C... 5 ... 6 ... >

\*\*\*\*\*BEGINNING\*\*\*\*\*

0000.01  
0000.02  
L10  
0001.02  
0001.03  
0001.04  
0006.00  
0007.00  
0007.01  
0007.02  
0007.03  
0010.00  
0011.00  
0011.01  
0012.00  
0014.02  
0015.00  
0016.00  
0017.00  
0018.00



Roses are Red  
Violets are Blue  
If I can do text  
So can you!

HHH HHH        EEEEE        LL        LL        000000  
HH HH        EE        LL        LL        00    00  
HH HH        EE        LL        LL        00    00  
HHHHH        EEEE        LL        LL        00    00  
HH HH        EE        LL        LL        00    00  
HH HH        EE        LL        LL        00    00  
HHH HHH        EEEEE        LLLLLL LLLLLL    000000

To shift a phrase on a line to the left (or right), type in a "L" (or "R") and then the number of spaces to shift.

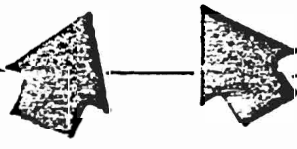
```

TEXT      H:1      Document: DOCNAME      Scan:
Fmt: 1    ... 1 ... 2(.I ... 3 ... 4 ...C... 5 ... 6 ... >
*****BEGINNING*****
0000.01
0000.02
0001.01
LL10
0001.03
LL
0006.00
0007.00
0007.01
0007.02
0007.03
0010.00
0011.00
0011.01
0012.00
0014.02
0015.00
0016.00
0017.00
0018.00

Roses are Red
Violets are Blue
If I can do text
So can you!

HHH HHH EEEEE LL LL 000000
HH HH EE LL LL 00 00
HH HH EE LL LL 00 00
HHHHH EEEE LL LL 00 00
HH HH EE LL LL 00 00
HH HH EE LL LL 00 00
HHH HHH EEEEE LLLLLL LLLLLL 000000

```



Now, let's shift the rest of the poem, by doing a block shift (LL or RR on the beginning line and end line).

TEXT            W:1        Document: DOCNAME        Scan: \_\_\_\_\_  
 Fmt: 1        1 ... 1 ... 2<..I ... 3 ... 4 ...C... 5 ... 6 ... >

\*\*\*\*\*BEGINNING\*\*\*\*\*

0000.01  
 0000.02  
 0001.01  
 0001.02  
 0001.03  
 0001.04  
 0006.00  
 0007.00  
 0007.01  
 0007.02  
 0007.03  
 0010.00  
 0011.00  
 0011.01  
 0012.00  
 0014.02  
 0015.00  
 0016.00  
 0017.00  
 0018.00

Roses are Red  
 Violets are Blue  
 If I can do text  
 So can you!

```

HHH HHH EEEEE LL LL 000000
HH HH EE LL LL 00 00
HH HH EE LL LL 00 00
HHHHH EEEE LL LL 00 00
HH HH EE LL LL 00 00
HH HH EE LL LL 00 00
HHH HHH EEEEE LLLLLL LLLLLL 000000
  
```

Now, everything is back to normal.

TEXT - HELP

LINE COMMANDS

Windowing is sometimes referred to as horizontal scrolling.

The Edit Display can be thought of as a 71-character-wide and 21-line-long window (view) of your document. This window can be varied horizontally by keying in a window line command (Wx).

For example, to start your window at column 6 for all lines of your document, key W6 in any of the line number fields on the Edit Display. The starting point of the current window will be displayed following the W: on the status line of the Edit Display.



TEXT W:1 Document: DOCNAME Scan: \_\_\_\_\_  
Fmt: 1 ... 1 ... 2(.I ... 3 ... 4 ... C... 5 ... 6 ... >  
\*\*\*\*\*BEGINNING\*\*\*\*\*

W40



0000.02  
0001.01  
0001.02  
0001.03  
0001.04  
0006.00  
0007.00  
0007.01  
0007.02  
0007.03  
0010.00  
0011.00  
0011.01  
0012.00  
0014.02  
0015.00  
0016.00  
0017.00  
0018.00

Roses are Red  
Violets are Blue  
If I can do text  
So can you!

HHH HHH EEEEE LL LL 000000  
HH HH EE LL LL 00 00  
HH HH EE LL LL 00 00  
HHHHH EEEE LL LL 00 00  
HH HH EE LL LL 00 00  
HH HH EE LL LL 00 00  
HHH HHH EEEEE LLLLLL LLLLLL 000000

Now, let's move the whole screen horizontally 40 spaces.  
Type in a "W40" and press ENTER.





TEXT W:1 Document: DOCNAME Scan: \_\_\_\_\_  
 Fmt: 1 ... 1 ... 2<..I ... 3 ... 4 ...C... 5 ... 6 ... >  
 \*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00  
 0002.00  
 0003.00  
 0004.00  
 0005.00  
 0006.00  
 0007.00  
 0008.00  
 0009.00  
 0010.00  
 0011.00  
 0012.00  
 0013.00  
 0014.00  
 0015.00  
 0016.00  
 0017.00  
 0018.00  
 0019.00  
 0020.00

Roses are Red  
 Violets are Blue  
 If I can do text  
 So can you!

```

HHH HHH EEEEE LL LL 000000
HH HH EE LL LL 00 00
HH HH EE LL LL 00 00
HHHHH EEEE LL LL 00 00
HH HH EE LL LL 00 00
HH HH EE LL LL 00 00
HHH HHH EEEEE LLLLLL LLLLLL 000000
  
```



TEXT - HELP

LINE COMMANDS

Positioning the Display

You can change the record positioning on the Edit Display as follows:

Key in a new line number on top of any existing line number to position that line at the top of the display. If the requested line is not found the line before it will be displayed. A line number can be keyed in any of the following formats:

If the document is sequenced in the page/line format, key the page number followed by a blank to position the top of the page at the top of the display.

Key +12 in a line number to roll up 12 records, or -5 to roll down 5 records. The limit is 999.

The ROLL keys will roll the Edit Display a full display minus one line. Hold the shift key down to use the ROLL keys.



TEXT H:1 Document: DOCNAME Scan: \_\_\_\_\_  
Fmt: 1 ... 1 ... 2(.I ... 3 ... 4 ... C... 5 ... 6 ... >

\*\*\*\*\*BEGINNING\*\*\*\*\*

+7

0002.00  
0003.00  
0004.00  
0005.00  
0006.00  
0007.00  
0008.00  
0009.00  
0010.00  
0011.00  
0012.00  
0013.00  
0014.00  
0015.00  
0016.00  
0017.00  
0018.00  
0019.00  
0020.00

Roses are Red  
Violets are Blue  
If I can do text  
So can you!

HHH HHH	EEEEEE	LL LL	LL LL	000000
HH HH	EE	LL	LL	00 00
HH HH	EE			00 00
HHHHH	EEEE	LL LL	LL LL	00 00
HH HH	EE	LL LL	LL LL	00 00
HH HH	EE	LL LL	LL LL	00 00
HHH HHH	EEEEEE	LLLLLLL	LLLLLLL	000000

To move the document forward 7 lines, type in a "+7".  
Notice which line number is at the top.

TEXT      W:1      Document: DOCNAME      Scan: \_\_\_\_\_  
 Fmt: 1    ... 1 ... 2(.I ... 3 ... 4 ... C... 5 ... 6 ... >  
 0007.00  
 0008.00  
 0009.00    HHH HHH    EEEEE    LL    LL    .000000  
 0010.00    HH HH    EE    LL    LL    00    00  
 0011.00    HH HH    EE    LL    LL    00    00  
 0012.00    HHHHHH    EEEE    LL    LL    00    00  
 0013.00    HH HH    EE    LL    LL    00    00  
 0014.00    HH HH    EE    LL    LL    00    00  
 0015.00    HHH HHH    EEEEE    LLLLLL    LLLLLL    000000  
 0016.00  
 0017.00  
 0018.00  
 0019.00  
 0020.00  
 0021.00

\*\*\*\*\*END\*\*\*\*\*

Now, notice which line is at the top.

TEXT W:1 Document: DOCNAME Scan: \_\_\_\_\_  
Fmt: 1 ... 1 ... 2<.I ... 3 ... 4 ... C... 5 ... 6 ... >



-4  
0008.00  
0009.00  
0010.00  
0011.00  
0012.00  
0013.00  
0014.00  
0015.00  
0016.00  
0017.00  
0018.00  
0019.00  
0020.00  
0021.00

HHH HHH	EEEEEE	LL	LL	000000
HH HH	EE	LL	LL	00 00
HH HH	EE	LL	LL	00 00
HHHHH	EEEE	LL	LL	00 00
HH HH	EE	LL	LL	00 00
HH HH	EE	LL	LL	00 00
HHH HHH	EEEEEE	LLLLLLL	LLLLLLL	000000

\*\*\*\*\*END\*\*\*\*\*

To move the document back 4 lines, type in "-4".

```

TEXT      W:1      Document: DOCNAME      Scan: _____
Fmt: 1    ... 1 ... 2<..I ... 3 ... 4 ...C... 5 ... 6 ... >
0003.00
0004.00
0005.00
0006.00
0007.00
0008.00
0009.00
0010.00
0011.00
0012.00
0013.00
0014.00
0015.00
0016.00
0017.00
0018.00
0019.00
0020.00
0021.00

Roses are Red
Violets are Blue
If I can do text
So can you!

HHH HHH      EEEEE      LL      LL      000000
HH HH      EE      LL      LL      00      00
HH HH      EE      LL      LL      00      00
HHHHH      EEEE      LL      LL      00      00
HH HH      EE      LL      LL      00      00
HH HH      EE      LL      LL      00      00
HHH HHH      EEEEE      LLLLLLL LLLLLLL 000000

```

\*\*\*\*\*END\*\*\*\*\*

Notice which line is at the top.

TEXT W:1 Document: DOCNAME Scan: \_\_\_\_\_  
Fmt: 1 ... 1 ... 2(.I ... 3 ... 4 ... C... 5 ... 6 ... >

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00  
0002.00  
0003.00  
0004.00  
0005.00

Roses are Red  
Violets are Blue  
If I can do text



can you!

0006.00  
0007.00  
0008.00  
0009.00  
0010.00  
0011.00  
0012.00  
0013.00  
0014.00  
0015.00  
0016.00  
0019.00  
0020.00

HHH HHH	EEEEEE	LL	LL	000000
HH HH	EE	LL	LL	00 00
HH HH	EE	LL	LL	00 00
HHHHHH	EEEE	LL	LL	00 00
HH HH	EE	LL	LL	00 00
HH HH	EE	LL	LL	00 00
HHH HHH	EEEEEE	LLLLLLL	LLLLLLL	000000

\*\*\*\*\*END\*\*\*\*\*

Use CF12 to revise and adjust one line. Position cursor  
somewhere on the line and press the TNCERT key

TEXT W:1 Document: DOCNAME Scan: \_\_\_\_\_  
Fmt: 1 ... 1 ... 2(.I ... 3 ... 4 ... C... 5 ... 6 ... >  
\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00  
0002.00  
0003.00  
0004.00  
0005.00

Roses are Red  
Violets are Blue  
If the instructor can do text

So can you!

0006.00  
0007.00  
0008.00  
0009.00  
0010.00  
0011.00  
0012.00  
0013.00  
0014.00  
0015.00  
0016.00  
0019.00  
0020.00

HHH HHH	EEEEEE	LL	LL	000000
HH HH	EE	LL	LL	00 00
HH HH	EE	LL	LL	00 00
HHHHH	EEEE	LL	LL	00 00
HH HH	EE	LL	LL	00 00
HH HH	EE	LL	LL	00 00
HHH HHH	EEEEEE	LLLLLLL	LLLLLLL	000000

\*\*\*\*\*END\*\*\*\*\*

Type in the text and press ENTER.

TEXT W:1 Document: DOCNAME Scan: \_\_\_\_\_  
Fmt: 1 ... 1 ... 2<...I ... 3 ... 4 ...C... 5 ... 6 ... >

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00  
0002.00  
0003.00  
0004.00  
0005.00  
0006.00  
0007.00  
0008.00  
0009.00  
0010.00  
0011.00  
0012.00  
0013.00  
0014.00  
0015.00  
0016.00  
0019.00  
0020.00

Roses are Red  
Violets are Blue  
If the instructor can do text  
So can you!

HHH HHH EEEEE LL LL 000000  
HH HH EE LL LL 00 00  
HH HH EE LL LL 00 00  
HHHHH EEEE LL LL 00 00  
HH HH EE LL LL 00 00  
HH HH EE LL LL 00 00  
HHH HHH EEEEE LLLLLL LLLLLL 000000

\*\*\*\*\*END\*\*\*\*\*



USES  
OF  
LINE COMMANDS

- \* To insert, copy, move, or delete an entire line (or block of lines)
- \* To shift information on a line (or lines)
- \* To type any information that doesn't conform to any paragraph format (columns, short phrases)

USES  
OF  
PARAGRAPHS

- \* To change multiple paragraphs with one change
- \* To copy and adjust information from one paragraph to another
- \* To combine two paragraphs into one
- \* To divide one paragraph into two or more
- \* To easily type in and adjust multiple lines of information.

DIFFERENCES  
BETWEEN  
LINE AND PARAGRAPH MODES

- \* Line commands only affect the line they are on  
(Or a block of lines)
- \* A paragraph adjustment automatically adjusts the  
entire paragraph
- \* An unlimited amount of words can be added in  
paragraph mode
- \* A limited number of words can be added to a line  
in line mode
- \* All words are separated by 1 space in paragraph mode  
(2 spaces after a period or colon)
- \* Any number of spaces are allowed in between words  
in line mode

## LINE COMMAND REVIEW

- Deleting line(s) D, Dx, DD
- Copying and moving line(s) C, CC, CR, Cx, CCR, M, MM, Mx
- Copying and moving target line(s) A, Ax, AR, B, Bx, BR
- Inserting a new line(s) I, Ix
- Inserting a new line using a skeleton line S, IS, ISx
- Positioning the display to a new line x, +x, -x
- Positioning the display horizontally (windowing) Wx
- Shifting data right or left on a line(s) Rx, RRx, Lx, LLx
- Centering data within margins CT, CCT
- Assigning and adjusting paragraphs P, Px, PP, or PPx

P  
A  
R  
A  
G  
R  
A  
P  
H  
I  
N  
G

SYSTEM/38 TEXT MANAGEMENT PRESENTS...

THE

P

A

R

A

G

R

A

P

H

...AS AN EASIER ALTERNATIVE TO YOUR  
WORK PROCESSING NEEDS.



TEXT      W:1      Document: DOC#6      Scan: \_\_\_\_\_  
Fmt: 1    ... .. 1 ... .. 2<..I ... 3 ... .. 4 ...C... 5 ... .. 6 ... .. >  
\*\*\*\*\*BEGINNING\*\*\*\*\*

- 0001.00
- 0002.00
- 0003.00
- 0004.00
- 0005.00
- 0006.00
- 0007.00
- 0008.00
- 0009.00
- 0010.00
- 0011.00

\*\*\*\*\*END\*\*\*\*\*

Repeat this a few times and Press ENTER to get a few lines



```

TEXT      W:1      Document: DOC#6      Scan:
Fmt: 1    ... 1 ... 2<..I ... 3 ... 4 ...C... 5 ... 6 ... >
          *****BEGINNING*****
0001.00
0002.00  October 5, 1982
0003.00
0004.00  U. R. Rich
0005.00  9999 Cash Street
0006.00  Penny, IL 60002
0007.00
0008.00  Dear Mr. Rich,
0009.00
0010.00  Thank-you very much for answering the personally addressed mailing.
          .....
0011.00

```

\*\*\*\*\*END\*\*\*\*\*

Type the information on the lines you've created. If you need more lines, use the "I" line command to insert more.

TEXT W:1 Document: DOC#6 Scan: \_\_\_\_\_  
Fmt: 1 ... 1 ... 2<...I ... 3 ... 4 ...C... 5 ... 6 ... >

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00  
0002.00 October 5, 1982  
0003.00  
0004.00 U. R. Rich  
0005.00 9999 Cash Street  
0006.00 Penny, IL 60002  
0007.00

Dear Mr. Rich,

0010.00 Thank-you very much for answering the personally addressed mailing.  
0010.01 We are excited to serve you as your new shoe insurance company.  
0010.02 We assure you that from now on your shoes will have the most  
0010.03 complete coverage available at this cost. You no longer have to worry  
0010.04 about uninsured shoe-shiners, or stolen laces and buckles. Take  
0010.05 every stride in confidence with U-Hear-M Shoe Insurance.

.....  
0010.06  
0011.00

\*\*\*\*\*END\*\*\*\*\*

TEXT W:1 Document: DOC#6 Scan: \_\_\_\_\_  
Fmt: 1 ... 1 ... 2(.I ... 3 ... 4 ... C... 5 ... 6 ... >

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00  
0002.00 October 5, 1982  
0003.00  
0004.00 U. R. Rich  
0005.00 9999 Cash Street  
0006.00 Penny, IL 60002

0007.00  
0008.00 Dear Mr. Rich,  
0009.00

0010.00 Thank-you very much for answering the personally addressed mailing.  
0010.01 We are excited to serve you as your new shoe insurance company.  
0010.02 We assure you that from now on your shoes will have the most  
0010.03 complete coverage available at this cost. You no longer have to  
0010.04 about uninsured shoe-shiners, or stolen laces and buckles. Take every  
0010.05 stride in confidence with U-Wear-M Shoe Insurance.

0010.06  
0011.00

\*\*\*\*\*END\*\*\*\*\*

There's not enough room to insert the missing letter, so  
"worry" will have to be moved down to the next line.



TEXT - HELP

CF KEY DESCRIPTIONS

CF9

Create New Paragraph

CF Key Description

9 Create New Paragraph. Press CF9 to create a new paragraph starting at the cursor position. When you press CF9:

- An input field (underlines) several lines long, will be provided to allow insertion of text.
- You need not be concerned about splitting words at the end of a line. They will be put back together.
- Everything you key will be adjusted when you press ENTER, or key into the last position of this area. The paragraph will be adjusted according to the format indicated by the highlighted format number preceding the underlined area.
- You can change the paragraph format by changing the highlighted format number.
- Press CF9 within a defined paragraph to divide it into 2 separate paragraphs (at the point where the cursor is located).



TEXT W:1 Document: DOC#6 Scan: \_\_\_\_\_

Fmt: 1 ... 1 ... 2(.I ... 3 ... 4 ...C... 5 ... 6 ... >  
0009.00

0010.00 Thank-you very much for answering the personally addressed mailing.  
0010.01 We are excited to serve you as your new shoe insurance company.  
0010.02 We assure you that from now on your shoes will have the most  
0010.03 complete coverage available at this cost. You no longer have to  
0010.04 worry about uninsured shoe-shiners, or stolen laces and buckles. Take  
0010.05 every stride in confidence with U-Hear-M Shoe Insurance.  
0010.06

0011 1 Enclosed are 10 small forms which need to be filled out before we can in  
sure you completely. Please fill them out and send them back in the same box we  
sent them in as soon as possible. Again, we are looking forward to serving yo  
u in the coming years, do not hesitate to send those forms in NOW!

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*\*\*END\*\*\*\*\*

Type the entire paragraph without worrying about margins  
and dividing words Press ENTER when finished.





TEXT -- HELP      CF KEY DESCRIPTIONS

CF12

Revise Paragraph and Adjust

CF Key      Description

12      Revise Paragraph and Adjust. Press CF12 to move the line of text where the cursor is positioned to the second text line of the Edit Display, and to revise the paragraph.

- The paragraph will be displayed in a large underlined area.
- Insert or delete text using the INS and DEL keys.
- When you have finished your revisions, press ENTER.  
The revised paragraph will be adjusted and you can continue with normal editing.



TEXT W:1 Document: DOC#6 Scan:

Fmt: 1 ... 1 ... 2<..I ... 3 ... 4 ...C... 5 ... 6 ... >  
0010.06

0011 1 Enclosed are 10 small forms which need to be filled out before we can in  
sure you completely. Please fill them out and send them back in the same box we  
sent them in as soon as possible. Again, we are looking forward to serving you  
in the coming years, do not hesitate to send those forms in NOW!

\*\*\*\*\*END\*\*\*\*\*

Correct the errors by using the INSERT/DELETE key. The rest of the text will be adjusted accordingly.

TEXT            W:1    Document: DOC#6            Scan: \_\_\_\_\_  
Fmt: 1            1 ... 2(.I ... 3 ... 4 ...C... 5 ... 6 ... >  
0010.06

0011 1            Enclosed are 10 small forms which need to be  
0012.00            filled out before we can insure you completely.  
0013.00            Please fill them out and send them back in the  
0014.00            same box we sent them in as soon as possible.  
0015.00            Again, we are looking forward to serving you in  
0016.00            the coming years, do not hesitate to send those  
0017.00            forms in NOW!

\*\*\*\*\*END\*\*\*\*\*

TEXT - HELP

CF KEY DESCRIPTIONS

CF17

Paragraph Format Options

CF Key Description

17 Paragraph Format Options. Press CF17 to display the Paragraph Format Options menu. Information entered on this display is used to create new paragraph formats or to modify existing formats.

Any change made to an existing format will affect all paragraphs of that format in the entire document. When all changes and additions have been keyed, press CF2 to return to the Edit Display. Press CF3 to display Paragraph Format Extended Options.

TEXT - HELP

PARAGRAPH FORMAT OPTIONS

Press CF17 to modify:

Paragraph Format ID - This number identifies the format of a paragraph. Changes made to this format will cause all paragraphs of this format to be adjusted. The paragraph ID is established by specific options from the paragraph format screen.

Left/Right Margins - These entries control the setting of the margins and will determine the width of the margins when paragraphs are adjusted.

Right Margin Align - Enter Y to align the right margin when formatting is performed. This may cause extra spaces to be inserted between words.

Paragraph Indentation - This entry controls the amount of automatic paragraph indentation when formatting text.

Blank Line - Enter Y to insert a blank line before the paragraph.

Automatic Hyphenation - Enter Y for automatic hyphenation.

TEXT	PARAGRAPH FORMAT OPTIONS						
	MARGINS	LEFT	RIGHT	ALIGN RIGHT (Y N)	PARAGRAPH INDENTATION SPACES	BLANK LINE BEFORE PARAGRAPH (Y N)	AUTOMATIC HYPHENATION (Y N)
PARAGRAPH FORMAT	--			--			
1	21	70	N	3	N	N	

Any changes made on this display will cause the paragraphs in the document to be adjusted using the new definition.

*applies only to first line of paragraph.*

CF3-Paragraph Format Extended Options

This display shows each format that is set up and its attributes. To further define your paragraph, press CF3.

TEXT - HELP      PARAGRAPH FORMAT EXTENDED OPTIONS

Press CF3 to modify:

Paragraph Format ID - This number identifies the format of a paragraph and is repeated from the Paragraph Format Options display. Make any required changes on the Paragraph Format Options display.

Left/Right Margins - These entries are also repeated from the Paragraph Format Options display. Make any required changes on the Paragraph Format Options display.

Lines per inch - This entry controls the number of lines per inch within this paragraph when the document is printed on an IBM5219 printer.

Font - Font(typestyle) selection depends on the fonts available at the IBM5219 printer.

Spacing between each line - With this entry, you can choose single, double, or triple spacing within the paragraph when the document is printed.



TEXT PARAGRAPH FORMAT EXTENDED OPTIONS

PARAGRAPH FORMAT ID	--MARGINS-- LEFT	-- RIGHT	LINES PER INCH	FONT	SPACING BETWEEN EACH LINE (1 2 3)
1	21	70	--	--	<u>1</u>

Any changes made on this display will only be effective at print time.

CF3-Paragraph Format Options

Specify individual paragraph spacing, or you can specify

TEXT	PARAGRAPH FORMAT OPTIONS					
	PARAGRAPH FORMAT	-- MARGINS --	ALIGN RIGHT	PARAGRAPH INDENTATION SPACES	BLANK LINE BEFORE PARAGRAPH (Y N)	AUTOMATIC HYPHENATION (Y N)
ID	LEFT	RIGHT	(Y N)		(Y N)	
1	2	70	N	0	N	N

Any changes made on this display will cause the paragraphs in the document to be adjusted using the new definition.

**CF3-Paragraph Format Extended Options**

Paragraph format requires two spaces on the first line.

+

Change the margins to match the first paragraph and press ENTER. Oops--ERROR! Notice the message on the bottom.

PARAGRAPH FORMAT OPTIONS

TEXT	PARAGRAPH FORMAT	MARGINS -- --	ALIGN RIGHT (Y N)	PARAGRAPH INDENTATION SPACES	BLANK LINE BEFORE PARAGRAPH (Y N)	AUTOMATIC HYPHENATION (Y N)
ID	LEFT	RIGHT				
1	3	70	N	0	N	N
.						



Any changes made on this display will cause the paragraphs in the document to be adjusted using the new definition.

CF3-Paragraph Format Extended Options

Blank line not specified.



Fix the problem and press ENTER. Another ERROR! Change



TEXT -- HELP

CF KEY DESCRIPTIONS

CF10

Insert and Adjust

CF Key      Description

10      Insert and Adjust. Press CF10 to insert text within a paragraph.  
When you press CF10:

- An input field (underlines) several lines long, will be provided starting at the cursor position.
- You need not be concerned with splitting words at the end of a line. They will be put back together.
- The paragraph, including the insertion, will be adjusted according to the paragraph format when:
  - you key something in the last position of the input area
  - the ENTER key is pressed
  - the Field Exit key is pressed



TEXT W:1 Document: DOC#6 Scan: \_\_\_\_\_  
Fmt: 1 .< . . . 1 . . . 2 . . . 3 . . . C.. 4 . . . 5 . . . 6 . . . >  
0009.00

0010.00 Thank-you very much for answering the personally addressed mailing.  
0010.01 We are excited to serve you as your new shoe insurance company.  
0010.02 We assure you that from now on your shoes will have the most  
0010.03 complete coverage available at this cost. You no longer have to  
0010.04 worry about uninsured shoe-shiners, or stolen laces and buckles. Take  
0010.05 every stride in confidence with U-Wear-M Shoe Insurance.  
0010.06

0011 1 Enclosed are 10 small forms which need to be filled out before we  
0012.00 can insure you completely. Please fill them out and send them back  
0013.00 in the same \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ box we sent them in as soon as possible. Again, we are  
0014.00 looking forward to serving you in the coming years, do not hesitate  
0015.00 to send those forms in NOW!

To insert text into a paragraph, position the cursor where the insertion is to be and and press CF10.

TEXT            W:1        Document: DOC#6        Scan: \_\_\_\_\_  
Fmt: 1    .(. . . . 1 . . . . . 2 . . . . . 3 . . . . . 4 . . . . . 5 . . . . . 6 . . . . . )  
0009.00

0010.00 Thank-you very much for answering the personally addressed mailing.  
0010.01 We are excited to serve you as your new shoe insurance company.  
0010.02 We assure you that from now on your shoes will have the most  
0010.03 complete coverage available at this cost. You no longer have to  
0010.04 worry about uninsured shoe-shiners, or stolen laces and buckles. Take  
0010.05 every stride in confidence with U-Wear-M Shoe Insurance.

0010.06  
0011 1 Enclosed are 10 small forms which need to be filled out before we  
0012.00 can insure you completely. Please fill them out and send them back  
0013.00 in the same specially marked



\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

0014.00 \_\_\_\_\_ box we sent them in as soon as possible. Again, we are  
0015.00 looking forward to serving you in the coming years, do not hesitate  
to send those forms in NOW!

Type the word(s) on the line provided and press ENTER.

TEXT            W:1        Document: DOC#6        Scan: \_\_\_\_\_  
Fmt: 1        .< . . . 1 . . . 2 . . . 3 . . . C.. 4 . . . 5 . . . 6 . . . >

0009.00  
0010.00        Thank-you very much for answering the personally addressed mailing.  
0010.01        We are excited to serve you as your new shoe insurance company.  
0010.02        We assure you that from now on your shoes will have the most  
0010.03        complete coverage available at this cost.    You no longer have to  
0010.04        worry about uninsured shoe-shiners, or stolen laces and buckles. Take  
0010.05        every stride in confidence with U-Wear-M Shoe Insurance.

0011 1        Enclosed are 10 small forms which need to be filled out before we  
0012.00        can insure you completely. Please fill them out and send them back  
0013.00        in the same specially marked box we sent them in as soon as  
0014.00        possible. Again, we are looking forward to serving you in the  
0015.00        coming years, do not hesitate to send those forms in NOW!

\*\*\*\*\*END\*\*\*\*\*



TEXT - HELP

CF KEY DESCRIPTIONS

CF11

Delete and Adjust

CF Key Description

11 Delete and Adjust. Press CF11 twice to perform a text deletion. You can cancel the delete at any time before the second CF11 by pressing CF6.

- Move the cursor to the first position of the text that you want to delete. Press CF11. The first character will be reverse imaged and followed by a space. (A reverse-imaged D will also appear in the Pend; field on the status line.)
- Move the cursor to the last position of the text that you want to delete. Press CF11 again. The string will be deleted and the paragraph (if the text is in a paragraph) will be adjusted.

TEXT            W:1    Pend: D                    Scan: \_\_\_\_\_  
Fmt: 1    .( . . . 1 . . . . . 2 . . . . . 3 . . . . . 4 . . . . . 5 . . . . . 6 . . . . . )  
0009.00

0010.00    Thank-you very much for answering the personally addressed mailing.  
0010.01    We are excited to serve you as your new shoe insurance company.  
0010.02    We assure you that from now on your shoes will have the most  
0010.03    complete coverage available at this cost.    You no longer have to  
0010.04    worry about uninsured shoe-shiners, or stolen laces and buckles. Take  
0010.05    every stride in confidence with U-Wear-M Shoe Insurance.  
0010.06

0011    1    Enclosed are 10 small forms which need to be filled out before we  
0012.00    can insure you completely. Please fill them out and send them back  
0013.00    in the same specially marked box we sent them in a soon as  
0014.00    possible. Again, we are looking forward to serving you in the  
0015.00    coming years, do not hesitate to send those forms **AROW!**  
0016.00

0017.00  
0018.00  
0019.00  
0020.00

\*\*\*\*\*END\*\*\*\*\*

To delete words out of a paragraph requires two steps.  
1. Position the cursor at the beginning and press CF11.

TEXT W:1 Document: DOC#6 Scan: \_\_\_\_\_  
Fmt: 1 < . . . 1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . >  
0009.00

0010.00 Thank-you very much for answering the personally addressed mailing.  
0010.01 We are excited to serve you as your new shoe insurance company.  
0010.02 We assure you that from now on your shoes will have the most  
0010.03 complete coverage available at this cost. You no longer have to  
0010.04 worry about uninsured shoe-shiners, or stolen laces and buckles. Take  
0010.05 every stride in confidence with U-Wear-M Shoe Insurance.  
0010.06

0011 1 Enclosed are 10 small forms which need to be filled out before we  
0012.00 can insure you completely. Please fill them out and send them back  
0013.00 in the same specially marked box we sent them in. Again, we are  
0014.00 looking forward to serving you in the coming years, do not hesitate  
0015.00 to send those forms in NOW!

0016.00  
0017.00  
0018.00  
0019.00  
0020.00

\*\*\*\*\*END\*\*\*\*\*

2. Position the cursor at the end of the phrase or word  
and press CF11.

TEXT -- HELP

CF KEY DESCRIPTIONS

CF21

Move and Adjust

CF Key Description

21 Move and Adjust. CF21 allows you to move text strings around within a document. You must press CF21 three times to complete a move. The steps are:

- Move the cursor to the first position in the string of text that you want to move. Press CF21. The character will be reverse imaged and preceded and followed by a space. A reverse imaged M will appear in the Pend: field on the status line.
- Move the cursor to the last position in the string. Press CF21. The entire string will be reverse imaged. There will be a reverse imaged MM in the Pend: field on the status line.



TEXT - HELP

CF KEY DESCRIPTIONS

CF21

Move and Adjust - Continued

CF Key      Description


21      -Move the cursor to the location where you want the text moved. This location must be in a paragraph. Press CF21. The string of text will be moved and the paragraph will be adjusted. If the text was moved from a paragraph, that paragraph will also be adjusted. Line adjustment is further discussed in Helptext, option 15.

-Press CF6 to cancel this operation at any time prior to its completion.



TEXT                    W:1    Pend: M                    Scan: \_\_\_\_\_  
Fmt: 1                    .(. . . . 1 . . . . . 2 . . . . . 3 . . . . . C.. 4 . . . . . 5 . . . . . 6 . . . . . )

0009.00  
0010.00 Thank-you very much for answering the personally addressed mailing.  
0010.01 We are excited to serve you as your new shoe insurance company.  
0010.02 We assure you that from now on your shoes will have the most  
0010.03 complete coverage available at this cost. You no longer have to  
0010.04 worry about uninsured shoe-shiners, or stolen laces and buckles. Take  
0010.05 every stride in confidence with U-Wear-M Shoe Insurance.

0011 1 Enclosed are 10 small forms which need to be filled out before we  
0012.00 can insure you completely. Please fill them out and send them back  
0013.00 in the same specially marked box we sent them in. Again, we are  
0014.00 looking forward to serving you in the coming years,  do not hesitate  
0015.00 to send those forms in NOW!

0016.00  
0017.00  
0018.00  
0019.00  
0020.00

\*\*\*\*\*END\*\*\*\*\*

Do move a phrase from one place to another, requires three  
steps 1. Position cursor at the beginning of the phrase  
2. Press the arrow key to move the cursor to the end of the phrase  
3. Press the arrow key to move the cursor to the beginning of the phrase

TEXT            W:1        Pend: M M            Scan: \_\_\_\_\_  
Fmt: 1        <. ... 1 ... 2 ... 3 ... 4 ... 5 ... 6 ... >

0009.00  
0010.00        Thank-you very much for answering the personally addressed mailing.  
0010.01        We are excited to serve you as your new shoe insurance company.  
0010.02        We assure you that from now on your shoes will have the most  
0010.03        complete coverage available at this cost.    You no longer have to  
0010.04        worry about uninsured shoe-shiners, or stolen laces and buckles. Take  
0010.05        every stride in confidence with U-Wear-M Shoe Insurance.

0010.06  
0011 1        Enclosed are 10 small forms which need to be filled out before we  
0012.00        can insure you completely. Please fill them out and send them back  
0013.00        in the same specially marked box we sent them in. Again, we are  
0014.00        looking forward to serving you in the coming years, do not hesitate  
0015.00        to send those forms in NOW!



0016.00  
0017 1        Thank-you very much for your response.  
0018.00  
0019.00  
0020.00

\*\*\*\*\*END\*\*\*\*\*

2. Position cursor at the end and press CF21.

TEXT            W:1    Pend: M M            Scan: \_\_\_\_\_  
Fmt: 1    <. ... 1 ... 2 ... 3 ... C.. 4 ... 5 ... 6 ... >

0009.00  
0010.00    Thank-you very much for answering the personally addressed mailing.  
0010.01    We are excited to serve you as your new shoe insurance company.  
0010.02    We assure you that from now on your shoes will have the most  
0010.03    complete coverage available at this cost.    You no longer have to  
0010.04    worry about uninsured shoe-shiners, or stolen laces and buckles. Take  
0010.05    every stride in confidence with U-Wear-M Shoe Insurance.  
0010.06

0011 1    Enclosed are 10 small forms which need to be filled out before we  
0012.00    can insure you completely. Please fill them out and send them back  
0013.00    in the same specially marked box we sent them in. Again, we are  
0014.00    looking forward to serving you in the coming years, do not hesitate  
0015.00    to send those forms in NOW!

0016.00  
0017 1    Thank-you very much for your time.



0018.00  
0019.00  
0020.00

\*\*\*\*\*END\*\*\*\*\*







TEXT - HELP

CF KEY DESCRIPTIONS

CF22

Copy and Adjust

CF Key      Description

22      Copy text. CF22 allows you to copy text strings within a document. This function is the same as the Move and Adjust function, except that copy does not delete the original text string. See Move and Adjust (CF21) for more information.




TEXT      W:1      Pend: C      Scan: \_\_\_\_\_  
 Fmt: 1      .< . . . 1 . . . 2 . . . 3 . . . C. . 4 . . . 5 . . . 6 . . . >  
 0011 1      Enclosed are 10 small forms which need to be filled out before we  
 0012,00      can insure you completely. Please fill them out and send them back  
 0013,00      in the same specially marked box we sent them in.  
 0016,00  
 0018 1      Thank-you very much for your time. Again, we are looking forward to  
 0018,01      serving you in the coming years, do not hesitate to send those forms  
 0018,02      in NOW!  
 0019,00  
 0020,00  
 0021,00  
 0022,00  
 0023,00  
 0024,00  
 0024,01  
 0025 1      P.S.

Sincerely yours,

I. Needmoney

\*\*\*\*\*END\*\*\*\*\*

To copy a phrase from one place to another, requires three steps. 1. Position cursor at the beginning and press CF22.

TEXT            W:1    Pend: C C            Scan: \_\_\_\_\_  
 Fmt: 1           <. ... 1 ... 2 ... 3 ... C.. 4 ... 5 ... 6 ... >  
 0011 1           Enclosed are 10 small forms which need to be filled out before we  
 0012.00           can insure you completely. Please fill them out and send them back  
 0013.00           in the same specially marked box we sent them in.   
 0016.00  
 0018 1           Thank-you very much for your time. Again, we are looking forward to  
 0018.01           serving you in the coming years, do not hesitate to send those forms  
 0018.02           in NOW!  
 0019.00  
 0020.00  
 0021.00  
 0022.00  
 0023.00  
 0024.00  
 0024.01  
 0025 1           P.S.

\*\*\*\*\*END\*\*\*\*\*

Sincerely yours,

I. Needmoney

2. Position cursor at the end and press CF22.  
 (The whole phrase will be highlighted.)

TEXT            W:1        Document: DOC#6        Scan: \_\_\_\_\_  
 Fmt: 1           <. ... 1 ... 2 ... 3 ... C.. 4 ... 5 ... 6 ... >  
 0011 1           Enclosed are 10 small forms which need to be filled out before we  
 0012.00           can insure you completely. Please fill them out and send them back  
 0013.00           in the same specially marked box we sent them in.  
 0016.00  
 0018 1           Thank-you very much for your time. Again, we are looking forward to  
 0018.01           serving you in the coming years, do not hesitate to send those forms  
 0018.02           in NOW!  
 0019.00  
 0020.00  
 0021.00  
 0022.00  
 0023.00  
 0024.00  
 0024.01  
 0025 1           P.S. Please fill them out and send them back

\*\*\*\*\*END\*\*\*\*\*



Sincerely yours,

I. Needmoney

TEXT W:1 Document: DOC#6 Scan: \_\_\_\_\_  
Fmt: 1 <. ... 1 ... 2 ... 3 ... C.. 4 ... 5 ... 6 ... >  
0011 1 Enclosed are 10 small forms which need to be filled out before we  
0012.00 can insure you completely. Please fill them out and send them back  
0013.00 in the same specially marked box we sent them in.  
0016.00  
0018 1 Thank-you very much for your time. Again, we are looking forward to  
0018.01 serving you in the coming years, do not hesitate to send those forms  
0018.02 in NOW!  
0019.00  
0020.00  
0021.00  
0022.00  
0023.00  
0024.00  
0024.01  
0025 1 P.S. Please fill them out and send them back immediately.  
\*\*\*\*\*END\*\*\*\*\*



Sincerely yours,

I. Needmoney

Add the words to finish the new sentence.

TEXT - HELP

CF KEY DESCRIPTIONS

CF24

Remove Spaces and Adjust

CF Key Description

24 Remove spaces and adjust. Press CF24 to remove spaces from text in a paragraph or between paragraphs. If there is a string of spaces in your document that you want to remove, position the cursor to the first space that you want removed, and press CF24. This will cause the spaces to be removed and the remainder of the paragraph to be adjusted. If the cursor was located at the beginning of a paragraph this will cause adjustment of the entire paragraph.

To combine 2 paragraphs, move the cursor to where you want the second paragraph to begin. This will usually be 2 spaces past the end of the first paragraph. Press CF24, and the 2 paragraphs will be merged.





TEXT            W:1        Document: DOC#6        Scan: \_\_\_\_\_  
 Fmt: 1        .< . . . 1 . . . 2 . . . 3 . . . C.. 4 . . . 5 . . . 6 . . . >  
 0011 1        Enclosed are 10 small forms which need to be filled out before we  
 0012.00        can insure you completely. Please fill them out and send them back  
 0013.00        in the same specially marked box we sent them in.  
 0016.00  
 0018 1        Thank-you very much for your time. Again, we are looking forward to  
 0018.01        serving you in the coming years, do not hesitate to send those forms  
 0018.02        in NOW!  
 0019.00  
 0019 1        If you have more questions, call me.  
 0019.02  
 0020.00  
 0021.00  
 0022.00  
 0023.00  
 0024.00  
 0024.01  
 0025 1        P.S. Please fill them out and send them back immediately.

Sincerely yours,

I. Needmoney

\*\*\*\*\*END\*\*\*\*\*



To merge two paragraphs into one (delete blanks between),  
 position cursor where sentence should start and press CF24.

TEXT W:1 Document: DOC#6 Scan: \_\_\_\_\_  
 Fmt: 1 <. ... 1 ... 2 ... 3 ... C.. 4 ... 5 ... 6 ... >  
 0011 1 Enclosed are 10 small forms which need to be filled out before we  
 0012.00 can insure you completely. Please fill them out and send them back  
 0013.00 in the same specially marked box we sent them in.  
 0016.00  
 0018 1 Thank-you very much for your time. Again, we are looking forward to  
 0018.01 serving you in the coming years, do not hesitate to send those forms  
 0018.02 in NOW! If you have any questions, call me.  
 0019.04  
 0020.00  
 0021.00  
 0022.00  
 0023.00  
 0024.00  
 0024.01  
 0025 1 P.S. Please fill them out and send them back immediately.  
 \*\*\*\*\*END\*\*\*\*\*

Sincerely yours,

I. Needmoney

The two paragraphs have been merged into one paragraph.

TEXT W:1 Document: DOC#6 Scan: \_\_\_\_\_  
Fmt: 1 (. . . . . 1 . . . . . 2 . . . . . 3 . . . . . 4 . . . . . 5 . . . . . 6 . . . . . )

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00  
0002.00 October 5, 1982  
0003.00  
0004.00 U. R. Rich  
0005.00 9999 Cash Street  
0006.00 Penny, IL 60002  
0007.00

0008.00 Dear Mr. Rich,  
0009.00

0010.00 Thank-you very much for answering the personally addressed mailing.  
0011.00 We are excited to serve you as your new shoe insurance company.  
0012.00 We assure you that from now on your shoes will have the most  
0013.00 complete coverage available at this cost. You no longer have to  
0014.00 worry about uninsured shoe-shiners, or stolen laces and buckles. Take  
0015.00 every stride in confidence with U-Hear-M Shoe Insurance.  
0016.00

0017 1 Enclosed are 10 small forms which need to be filled out before we  
0018.00 can insure you completely. Please fill them out and send them back  
0019.00 in the same specially marked box we sent them in.  
0020.00

TEXT	PARAGRAPH FORMAT OPTIONS					
	PARAGRAPH FORMAT	-- MARGINS --	ALIGN RIGHT	PARAGRAPH INDENTATION SPACES	BLANK LINE BEFORE PARAGRAPH	AUTOMATIC HYPHENATION
ID	LEFT	RIGHT	(Y N)		(Y N)	(Y N)
1	3	70	N	0	Y	N
2	2	70	N	0	Y	N

Any changes made on this display will cause the paragraphs in the document to be adjusted using the new definition.

CF3-Paragraph Format Extended Options

1. Press CF17 and set up a new paragraph format to look exactly like the unadj text.

TEXT - HELP

LINE COMMANDS

Paragraph Adjusting

A highlighted paragraph format number is displayed at the right of the line number field of the first line or block of lines that is recognized as a paragraph. To change a paragraph definition, press CF17 to go to the Paragraph Format Options Display.

If you perform a paragraph operation on a line that is not part of a paragraph, an attempt is made to assign that line to the default paragraph format.

To define a paragraph enter the Px line command in the line number field of the first line of the line(s) to be defined. To define several paragraphs, use the PPx line commands on the first and last lines to be defined. Paragraphs will only be assigned if they match the format on the Paragraph Format Options display.

If you use the Px or PPx line commands on a currently defined paragraph, the lines will be readjusted to fit the definition of the specified paragraph format. Change the highlighted paragraph format number to provide the same function.



TEXT W:1 Document: DOC#6 Scan: \_\_\_\_\_  
Fmt: 1 .( . . . 1 . . . . . 2 . . . . . 3 . . . C.. 4 . . . . . 5 . . . . . 6 . . . . . )

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00  
0002.00 October 5, 1982  
0003.00  
0004.00 U. R. Rich  
0005.00 9999 Cash Street  
0006.00 Penny, IL 60002  
0007.00

0008.00 Dear Mr. Rich,  
0009.00

P2  
Thank-you very much for answering the personally addressed mailing.  
0011.00 We are excited to serve you as your new shoe insurance company.  
0012.00 We assure you that from now on your shoes will have the most  
0013.00 complete coverage available at this cost. You no longer have to  
0014.00 worry about uninsured shoe-shiners, or stolen laces and buckles. Take  
0015.00 every stride in confidence with U-Wear-M Shoe Insurance.  
0016.00

0017 1 Enclosed are 10 small forms which need to be filled out before we  
0018.00 can insure you completely. Please fill them out and send them back  
0019.00 in the same specially marked box we sent them in.  
0020.00



TEXT W:1 Document: DOC#6 Scan: \_\_\_\_\_  
Fmt: 2 <... 1 ... 2 ... 3 ... C.. 4 ... 5 ... 6 ... >

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00  
0002.00 October 5, 1982  
0003.00  
0004.00 U. R. Rich  
0005.00 9999 Cash Street  
0006.00 Penny, IL 60002  
0007.00

0008.00 Dear Mr. Rich,  
0009.00

0010 2 Thank-you very much for answering the personally addressed mailing.  
0011.00 We are excited to serve you as your new shoe insurance company.  
0012.00 We assure you that from now on your shoes will have the most  
0013.00 complete coverage available at this cost. You no longer have to  
0014.00 worry about uninsured shoe-shiners, or stolen laces and buckles. Take  
0015.00 every stride in confidence with U-Hear-M Shoe Insurance.  
0016.00

0017 1 Enclosed are 10 small forms which need to be filled out before we  
0018.00 can insure you completely. Please fill them out and send them back  
0019.00 in the same specially marked box we sent them in.  
0020.00

Notice that the text is now in paragraph format 2.

TEXT W:1 Document: DOC#6 Scan: \_\_\_\_\_  
Fmt: 2 < . . . 1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . >

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00  
0002.00 October 5, 1982  
0003.00  
0004.00 U. R. Rich  
0005.00 9999 Cash Street  
0006.00 Penny, IL 60002  
0007.00

0008.00 Dear Mr. Rich,  
0009.00

P1 2 Thank-you very much for answering the personally addressed mailing.  
0011.00 We are excited to serve you as your new shoe insurance company.  
0012.00 We assure you that from now on your shoes will have the most  
0013.00 complete coverage available at this cost. You no longer have to  
0014.00 worry about uninsured shoe-shiners, or stolen laces and buckles. Take  
0015.00 every stride in confidence with U-Hear-M Shoe Insurance.  
0016.00

0017 1 Enclosed are 10 small forms which need to be filled out before we  
0018.00 can insure you completely. Please fill them out and send them back  
0019.00 in the same specially marked box we sent them in.  
0020.00



3. Assign the correct paragraph format to the new paragraph, so it looks like the rest of the paragraphs.



TEXT W:1 Document: DOC#6 Scan: \_\_\_\_\_  
Fmt: 1 < . . . 1 . . . . . 2 . . . . . 3 . . . . . C. 4 . . . . . 5 . . . . . 6 . . . . . >

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00  
0002.00 October 5, 1982  
0003.00  
0004.00 U. R. Rich  
0005.00 9999 Cash Street  
0006.00 Penny, IL 60002  
0007.00

0008.00 Dear Mr. Rich,



0009.00 Thank-you very much for answering the personally addressed mailing.  
0010.00 We are excited to serve you as your new shoe insurance company. We  
0011.00 assure you that from now on your shoes will have the most complete  
0012.00 coverage available at this cost. You no longer have to worry about  
0013.00 uninsured shoe-shiners, or stolen laces and buckles. Take every  
0014.00 stride in confidence with U-Wear-M Shoe Insurance.  
0015.00

0016.00  
0017 1 Enclosed are 10 small forms which need to be filled out before we  
0018.00 can insure you completely. Please fill them out and send them back  
0019.00 in the same specially marked box we sent them in.

0020.00

Now the new paragraph looks like the other paragraph.  
Let's make the margins line up with the previous lines.

TEXT W:1 Document: DOC#6 Scan: \_\_\_\_\_  
Fmt: 1 .( . . . 1 . . . . . 2 . . . . . 3 . . . . . 4 . . . . . 5 . . . . . 6 . . . . . )  
\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00  
0002.00 October 5, 1982  
0003.00  
0004.00 U. R. Rich  
0005.00 9999 Cash Street  
0006.00 Penny, IL 60002  
0007.00  
0008.00 Dear Mr. Rich,  
0009.00

PP2 1 Thank-you very much for answering the personally addressed mailing.  
0011.00 We are excited to serve you as your new shoe insurance company. We  
0012.00 assure you that from now on your shoes will have the most complete  
0013.00 coverage available at this cost. You no longer have to worry about  
0014.00 uninsured shoe-shiners, or stolen laces and buckles. Take every  
0015.00 stride in confidence with U-Wear-M Shoe Insurance.  
0016.00

0017 1 Enclosed are 10 small forms which need to be filled out before we  
0018.00 can insure you completely. Please fill them out and send them back  
PP2 in the same specially marked box we sent them in.  
0020.00



Do a block paragraph change and change both paragraphs to paragraph format 1 (the left margin is column 2.)

TEXT W:1 Document: DOC#6 Scan: \_\_\_\_\_  
Fmt: 2 <... 1 ... 2 ... 3 ... C.. 4 ... 5 ... 6 ... >

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00  
0002.00 October 5, 1982  
0003.00  
0004.00 U. R. Rich  
0005.00 9999 Cash Street  
0006.00 Penny, IL 60002  
0007.00

0008.00 Dear Mr. Rich,  
0009.00

0010 2 Thank-you very much for answering the personally addressed mailing.  
0011.00 We are excited to serve you as your new shoe insurance company. We  
0012.00 assure you that from now on your shoes will have the most complete  
0013.00 coverage available at this cost. You no longer have to worry about  
0014.00 uninsured shoe-shiners, or stolen laces and buckles. Take every  
0015.00 stride in confidence with U-Wear-M Shoe Insurance.  
0016.00

0017 2 Enclosed are 10 small forms which need to be filled out before we can  
0018.00 insure you completely. Please fill them out and send them back in  
0019.00 the same specially marked box we sent them in.  
0020.00

0 paragraphs assigned, 2 paragraphs adjusted.

Both paragraphs are changed. Now, both adjusted and unadjusted text lines are lined up.



TEXT W:1 Document: DOC#6 Scan: \_\_\_\_\_  
Fmt: 2 ... 1 ... 2 ... 3 ... 4 C... 5 ... 6 ... R

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00  
0002.00 October 5, 1982  
0003.00  
0004.00 U. R. Rich  
0005.00 9999 Cash Street  
0006.00 Penny, IL 60002  
0007.00

Dear Mr. Rich,

0008.00  
0009.00  
0010 2 Thank-you very much for answering the personally address-  
0011.00 ed mailing. We are excited to serve you as your new shoe  
0012.00 insurance company. We assure you that from now on your  
0013.00 shoes will have the most complete coverage available at  
0014.00 this cost. You no longer have to worry about uninsured  
0015.00 shoe-shiners, or stolen laces and buckles. Take every  
0015.01 stride in confidence with U-Wear-M Shoe Insurance.  
0016.00

0017 2 Enclosed are 10 small forms which need to be filled out  
0018.00 before we can insure you completely. Please fill them  
0019.00 out and send them back in the same specially marked box

Notice that "addressed" is automatically hyphenated.

TEXT	PARAGRAPH FORMAT OPTIONS								
PARAGRAPH FORMAT ID	-- MARGINS	ALIGN RIGHT	PARAGRAPH INDENTATION SPACES	BLANK LINE BEFORE PARAGRAPH	AUTOMATIC HYPHENATION	LEFT	RIGHT	(Y N)	(Y N)
1	3	70	0	Y	N				N
2	25	50	0	Y	Y				Y

Any changes made on this display will cause the paragraphs in the document to be adjusted using the new definition.

CF3-Paragraph Format Extended Options

Change the margins again.

TEXT            W:1    Document: DOC#6            Scan: \_\_\_\_\_  
Fmt: 2    ... 1 ... 2 ... 3 ... C. 4 ... R ... 6 ... 7

0009.00  
0010 2  
0011.00  
0012.00  
0013.00  
0014.00  
0015.00  
0015.01  
0015.02  
0015.03  
0015.04  
0015.05  
0015.06  
0015.07  
0015.08  
0015.09  
0015.10  
0016.00  
0017 2  
0018.00  
0019.00

Thank-you very much for answering the personally addressed mailing. We are excited to serve you as your new shoe insurance company. We assure you that from now on your shoes will have the most complete coverage available at this cost. You no longer have to worry about uninsured shoe-shiners, or stolen laces and buckles. Take every stride in confidence with U-Wear-M Shoe Insurance.



Enclosed are 10 small forms which need to be filled out before we can

Now, "available" is hyphenated.

TEXT W:1 Spell: DOC#6 Scan: \_\_\_\_\_  
Fmt: 2 <... 1 ... 2 ... 3 ... C.. 4 ... 5 ... 6 ... >

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00  
0002.00 October 5, 1982  
0003.00  
0004.00 U. R. Rich  
0005.00 9999 Cash Street  
0006.00 Penny, IL 60002  
0007.00

0008.00 Dear Mr. Rich,

0009.00

0010 2 Thank-you very much for answering the personally addressed mailing.  
0011.00 We are excited to serve you as your new shoe insurance company. We  
0012.00 assure you that from now on your shoes will have the most complete  
0013.00 coverage available at this cost. You no longer have to worry about  
0014.00 uninsured shoe-shiners, or stolen laces and buckles. Take every  
0015.00 stride in confidence with U-Wear-M Shoe Insurance.  
0016.00

0017 2 Enclosed are 10 small forms which need to be filled out before we can  
0018.00 insure you completely. Please fill them out and send them back in  
0019.00 the same specially marked box we sent them in.  
0020.00

No misspelled words on this display.

To check for spelling errors, press CF3.  
Notice that you are now in "Spell" mode. Press CF7...



TEXT      W:1      Spell: DOC#6      Scan: \_\_\_\_\_  
Fmt: 1 .( . . . 1 . . . 2 . . . 3 . . . C. . 4 . . . 5 . . . 6 . . . . . )  
0028.00  
0029.00  
0030.00  
0031 1 P.S. Please fill them out and send them back immediately.

I. Needmoney



\*\*\*\*\*END\*\*\*\*\*

Misspelled word.



CF7 scans forward through your document searching for misspelled words. (You can also roll forward.)

TEXT      W:1      Spell: DOC#6      Scan: \_\_\_\_\_  
Fmt: 1    < . . . 1 . . . . . 2 . . . . . 3 . . . . . C . . 4 . . . . . 5 . . . . . 6 . . . . . >  
0028.00  
0029.00  
0030.00  
0031 1    P.S. Please fill them out and send them back immediately.  
\*\*\*\*\*END\*\*\*\*\*

I. Needmoney

Needmoney added to the temporary dictionary.

Press CF14 to add the word to the temporary dictionary stored with the document.

TEXT            W:1       Spell: DOC#6       Scan: \_\_\_\_\_  
Fmt: 1    .( . . . 1 . . . . . 2 . . . . . 3 . . . . . C. . 4 . . . . . 5 . . . . . 6 . . . . . >

0028.00  
0029.00  
0030.00

0031 1    P.S. Please fill them out and send them back immediately.  
\*\*\*\*\*END\*\*\*\*\*

I. Needmoney

No misspelled words on this display.

Position your cursor on line 24 and roll forward to see the second message.

TEXT - HELP

SPELLING MODE - CF3

Description:

The spelling verification function can be requested by pressing CF3 to enter SPELL mode. This will be noted in the screen header line.

In SPELL mode, all edit lines on the screen will have undergone spelling verification including any extensions of lines which can only be seen through windowing. Any repositioning of the screen caused from rolling or line commands will result in the verification of the new edit lines shown or partly shown on the screen. All misspelled words on the screen will appear in reverse imaging. You can skip from one misspelled word to the next one on the screen by using the field advance keys.



TEXT - HELP

SPELLING MODE - CF3

Continued

In SPELL mode, if a word is incorrect because it is not found in any of the dictionaries, you may add this word as-is to the Temporary Dictionary by pressing CF14 with the cursor on or past the word. Any words added to this dictionary will be stored with the document. After a word is in the Temporary Dictionary, it will be considered correct when spelling verification is performed anywhere within the document.

In summary, your options are:

1. To enter SPELL mode:
  - a. Press CF3 from EDIT mode (invalid from FORM mode)



TEXT - HELP

SPELLING MODE - CF3

Continued

CF7 and CF8 can be used in SPELL mode to search for the next (CF7) or previous (CF8) misspelled word in the document. If the error is off the screen, windowing and/or rolling will take place to display the area of the document containing the erroneous word. As mentioned before, any vertical repositioning will result in the verification of the new edit lines on the screen.

Spelling Aid (CF19) or Synonym Aid (CF20) for selected words is accessible in SPELL or EDIT mode.

Editing functions are limited in SPELL mode. To change a word in error, you may key over it but only within the bounds of the reverse imaging. To exceed this limit, press CF12 with the cursor on the line containing the word in error.



TEXT - HELP

SPELLING MODE -- CF3

Continued

2. Within SPELL mode:

- a. Press CF7 or CF8 (with the scan line blank) to go to the next (CF7) or previous (CF8) misspelled word in the document.
- b. Press ROLL to verify and see the next screen forward/backward.
- c. Enter a line number to verify and view the text in another position in the document.
- d. Press CF19 for Spelling Aid to assist in making corrections.
- e. Press CF20 for Synonym Aid to assist in word selection
- f. Press CF12 on a line or in a paragraph to make changes to the line or paragraph.
- g. Press CF14 with the cursor located on or past a word to accept the word as-is, and add it to the Temporary Dictionary.

3. To leave SPELL mode:

- a. Press CF3 or CF6 to exit SPELL mode.



TEXT - HELP

SPELLING MODE - CF3

Continued

Additional:

- a. To add/remove/change any dictionary in the Dictionary Search List, see option 15 of the Help Option Menu.
- b. To create or delete a dictionary, exit Text Management and use the command CRTSPADCT or DLTSPADCT.





TEXT W:1 Spell: DOC#6 Scan: \_\_\_\_\_  
Fmt: 2 <... 1 ... 2 ... 3 ... C.. 4 ... 5 ... 6 ... >

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00  
0002.00  
0003.00  
0004.00  
0005.00  
0006.00  
0007.00  
0008.00  
0009.00

October 5, 1982

U. R. Rich  
9999 Cash Street  
Penny, IL 60002

Dear Mr. Rich,

0010 2 Thank-you very much for answering the personally addressed mailing.  
0011.00 We are excited to serve you as your new shoe insurance company. We  
0012.00 assure you that from now on your shoes will have the most complete  
0013.00 coverage available at this cost. You no longer have to worry about  
0014.00 uninsured shoe-shiners, or stolen laces and buckles. Take every  
0015.00 stride in confidence with U-Wear-M Shoe Insurance.

0016.00  
0017 2 Enclosed are 10 small forms which need to be filled out before we can  
0018.00 insure you completely. Please fill them out and send them back in  
0019.00 the same specially marked box we sent them in.  
0020.00

A change has been made on this screen to illustrate some spelling options. Press CF7.

TEXT W:1 Spell: DOC#6 Scan: \_\_\_\_\_  
Fmt: 2 <... 1 ... 2 ... 3 ... C.. 4 ... 5 ... 6 ... >

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00  
0002.00 October 5, 1982  
0003.00  
0004.00 U. R. Rich  
0005.00 9999 Cash Street  
0006.00 Penny, IL 60002



0007.00  
0008.00 Dear Mr. Rich,  
0009.00

0010 2 Thank-you very much for answering the personally addressed mailing.  
0011.00 We are excited to serve you as your new shoe insurance company. We  
0012.00 assure you that from now on your shoes will have the most complete  
0013.00 coverage available at this cost. You no longer have to worry about  
0014.00 uninsured shoe-shiners, or stolen laces and buckles. Take every  
0015.00 stride in confidence with U-Wear-M Shoe Insurance.  
0016.00

0017 2 Enclosed are 10 small forms which need to be filled out before we can  
0018.00 insure you completely. Please fill them out and send them back in  
0019.00 the same specially marked box we sent them in.  
0020.00

Misspelled word.



TEXT W:1 Spell: DOC#6 Scan: \_\_\_\_\_  
Fmt: 2 (. . . 1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . . . )

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00  
0002.00 October 5, 1982  
0003.00  
0004.00 U. R. Rich  
0005.00 9999 Cash Street  
0006.00 Penny, IL 60002  
0007.00

Dear Mr. Rich,

0010 2 Thank-you very much for answering the personally addressed mailing.  
0011.00 We are excited to serve you as your new shoe insurance company. We  
0012.00 assure you that from now on your sh . . . . . e most complete  
0013.00 coverage available at this cost. Y : US ; e to worry about  
0014.00 uninsured shoe-shiners, or stolen l : personally ; . Take every  
0015.00 stride in confidence with U-Wear . . . . . ;  
0016.00

0017 2 Enclosed are 10 small forms which need to be filled out before we can  
0018.00 insure you completely. Please fill them out and send them back in  
0019.00 the same specially marked box we sent them in.  
0020.00

Position your cursor on the correct spelling  
and press ENTER.



TEXT W:1 Document: DOC#6 Scan: \_\_\_\_\_  
Fmt: 2 <... 1 ... 2 ... 3 ... 4 ... 5 ... 6 ... >

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00  
0002.00 October 5, 1982

0003.00  
0004.00 U. R. Rich  
0005.00 9999 Cash Street  
0006.00 Penny, IL 60002

0007.00  
0008.00 Dear Mr. Rich,  
0009.00

0010 2 Thank-you very much for answering the personally addressed mailing.  
0011.00 We are excited to serve you as your new shoe insurance company. We  
0012.00 assure you that from now on your shoes will have the most complete  
0013.00 coverage available at this cost. You no longer have to worry about  
0014.00 ..... buckles. Take every  
0015.00 : VERB ; urance.

0016.00 : - convince, persuade, satisfy, win over ;  
0017 2 : - guarantee, cinch, ensure ; e filled out before we can  
0018.00 ..... t and send them back in  
0019.00 the same specially marked box we sent them in.  
0020.00

To see synonyms of the word "assure", position your cursor on the word and press CF20.

TEXT W:1 Document: DOC#6 Scan: \_\_\_\_\_  
Fmt: 2 <... 1 ... 2 ... 3 ... C.. 4 ... 5 ... 6 ... >

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00  
0002.00 October 5, 1982  
0003.00  
0004.00 U. R. Rich  
0005.00 9999 Cash Street  
0006.00 Penny, IL 60002

0007.00  
0008.00 Dear Mr. Rich,  
0009.00

0010 2 Thank-you very much for answering the personally addressed mailing.  
0011.00 We are excited to serve you as your new shoe insurance company. We  
0012.00 guarantee you that from now on your shoes will have the most complete  
0013.00 coverage available at this cost. You no longer have to worry about  
0014.00 uninsured shoe-shiners, or stolen laces and buckles. Take every  
0015.00 stride in confidence with U-Wear-M Shoe Insurance.

0016.00  
0017 2 Enclosed are 10 small forms which need to be filled out before we can  
0018.00 insure you completely. Please fill them out and send them back in  
0019.00 the same specially marked box we sent them in.  
0020.00

Whatever word you position your cursor on when you  
press ENTER will replace the previous word.

TEXT W:1 Document: DOC#6 Scan: \_\_\_\_\_  
Fmt: 2 <... 1 ... 2 ... 3 ... C.. 4 ... 5 ... 6 ... >

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00  
0002.00 October 5, 1982  
0003.00  
0004.00 U. R. Rich  
0005.00 9999 Cash Street  
0006.00 Penny, IL 60002  
0007.00

0008.00 Dear Mr. Rich,  
0009.00

0010 2 Thank-you very much for answering the personally addressed mailing.  
0011.00 We are excited to see you as your new shoe insurance company. We  
0012.00 guarantee you that you now on your shoes will have the most complete  
0013.00 coverage available at this cost. You no longer have to worry about  
0014.00 uninsured shoe-shiners, or stolen laces and buckles. Take every  
0015.00 stride in confidence with U-Wear-M Shoe Insurance.  
0016.00

0017 2 Enclosed are 10 small forms which need to be filled out before we can  
0018.00 insure you completely. Please fill them out and send them back in  
0019.00 the same specially marked box we sent them in.  
0020.00

Again, position your cursor on the word you would  
like to see synonyms of. Press CF20.

```

TEXT      W:1      Document: DOC#6      Scan: _____
Fmt: 2 (<... 1 ... 2 ... 3 ... C.. 4 ... 5 ... 6 ... >
*****BEGINNING*****
0001.00
0002.00  October 5, 1982
0003.00
0004.00  U. R. Rich
0005.00  9999 Cash Street
0006.00  Penny, IL 60002
0007.00
0008.00  Dear Mr. Rich,
0009.00
0010 2 Thank-you very much for answering the personally addressed mailing.
0011.00 We are excited to serve you as your new shoe insurance company. We
0012.00 gu ..... e most complete
0013.00 co : NOUN ; o worry about
0014.00 un : - comeback, rejoinder, reply, response, retort ; Take every
0015.00 st : - result, solution ;
0016.00 : VERB ;
0017 2 En : - rejoin, reply, rejoin, retort, return ; t before we can
0018.00 in : - satisfy, fill, fulfill, meet ; them back in
0019.00 th : - serve, do, suffice, suit ;
0020.00 ; .....;

```

Position your cursor on the word you would like to replace "answering" with, and press ENTER.



TEXT W:1 Document: DOC#6 Scan: \_\_\_\_\_  
Fmt: 2 (<... 1 ... 2 ... 3 ... C.. 4 ... 5 ... 6 ... >  
\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00  
0002.00 October 5, 1982  
0003.00  
0004.00 U. R. Rich  
0005.00 9999 Cash Street  
0006.00 Penny, IL 60002  
0007.00

0008.00 Dear Mr. Rich,  
0009.00

0010 2 Thank-you very much for reply the personally addressed mailing. We  
0011.00 are excited to serve you as your new shoe insurance company. We  
0012.00 guarantee you that now on your shoes will have the most complete  
0013.00 coverage available at this cost. You no longer have to worry about  
0014.00 uninsured shoe-shiners, or stolen laces and buckles. Take every  
0015.00 stride in confidence with U-Wear-M Shoe Insurance.  
0016.00

0017 2 Enclosed are 10 small forms which need to be filled out before we can  
0018.00 insure you completely. Please fill them out and send them back in  
0019.00 the same specially marked box we sent them in.  
0020.00

You will need to use CF12 to modify your sentence  
so the word fits correctly into the sentence.



## CF KEY REVIEW

- CF 1 - Exit from operation
- CF 2 - Back up to previous display
  - Also: Eliminate split edit display
- CF 3 - Enter Spell Mode from Edit Display
  - Also: To/From Paragraph Format Extended Options
- CF 4 - Prompt for form fields (On or Off)
- CF 5 - Services Menu (for additional editing functions)
- CF 6 - Cancel pending operations; display messages
- CF 7 - Scan or Scan/Substitute forward
  - Also: Locate misspelled word forward
  - Also: Locate form field forward
- CF 8 - Scan or Scan/Substitute backward
  - Also: Locate misspelled word backward
  - Also: Locate form field backward
- CF 9 - Create a new paragraph
- CF 10 - Insert text into paragraph and adjust
- CF 11 - Delete text and adjust
- CF 12 - Revise paragraph/line
- CF 13 - Display Line numbers (On or Off)
- CF 14 - Text definition (underline, highlight and form fields)
  - Also: Add to Temporary Dictionary in Spell Mode
- CF 15 - Print a document interactively
- CF 16 - Print a list of documents or files
- CF 17 - Paragraph format descriptions and options
- CF 18 - Column move
- CF 19 - Spelling Aid
- CF 20 - Synonym Aid
- CF 21 - Move text and adjust paragraph
- CF 22 - Copy text and adjust paragraph
- CF 23 - No function
- CF 24 - Remove spaces in text and adjust paragraph

TEXT - HELP

CF KEY DESCRIPTIONS

CF1  
EXIT

CF Key Description

- 1 Exit. This key allows you to exit from the function you are using, or takes you to a display that will allow you to exit. ENTER or CF2 is usually better, except when you wish to go to the Exit Edit display.

TEXT - HELP

CF KEY DESCRIPTIONS

CF3

Spell Mode/Paragraph Format Extended Options

CF Key Description

- 3 1) Spell Mode: From the Edit Display press CF3 to enter Spell Mode to verify the spelling of your document. From Spell Mode, press CF3 or CF6 to return to the Edit Display. See option 17 of the Help Option Menu for more detail on spelling functions.
- 2) Paragraph Format Extended Options: From Paragraph Format Options, press CF3 to display Paragraph Format Extended Options. From Paragraph Format Extended Options, press CF3 to display Paragraph Format Options.



TEXT - HELP

CF KEY DESCRIPTIONS

CF6

Cancel/Display Message

CF Key Description

6 CF6 from the EDIT display cancels any pending operations. Pending operations are indicated by PEND: on line 1.

CF6 from the PRIMARY MENU or the SERVICE MENU will display the messages from the workstation message queue.

CF6 from Spell Mode exits Spell Mode

CF6 from Form Mode exits Form Mode



TEXT W:1 Pend: D Scan: \_\_\_\_\_  
Fmt: 1 (. . . 1 . . . 2 . . . 3 . . . 4 . . . 5 . . . 6 . . . . . )

0009.00  
0010.00 Thank-you very much for answering the personally addressed mailing.  
0010.01 We are excited to serve you as your new shoe insurance company.  
0010.02 We assure you that from now on your shoes will have the most  
0010.03 complete coverage available at this cost. You no longer have to  
0010.04 worry about uninsured shoe-shiners, or stolen laces and buckles. Take  
0010.05 every stride in confidence with U-Hear-M Shoe Insurance.

0011 1 Enclosed are 10 small forms which need to be filled out before we  
0012.00 can insure you completely. Please fill them out and send them back  
0013.00 in the same specially marked box we sent them in a soon as  
0014.00 possible. Again, we are looking forward to serving you in the  
0015.00 coming years, do not hesitate to send those forms in NOW!

0016.00  
0017.00  
0018.00  
0019.00  
0020.00

\*\*\*\*\*END\*\*\*\*\*

Press CF6 to cancel a partially completed function

TEXT W:1 Document: DOC#6 Scan: \_\_\_\_\_

Fmt: 1 (. ... 1 ... 2 ... 3 ... C.. 4 ... 5 ... 6 ... >

0009.00  
0010.00 Thank-you very much for answering the personally addressed mailing.  
0010.01 We are excited to serve you as your new shoe insurance company.  
0010.02 We assure you that from now on your shoes will have the most  
0010.03 complete coverage available at this cost. You no longer have to  
0010.04 worry about uninsured shoe-shiners, or stolen laces and buckles. Take  
0010.05 every stride in confidence with U-Hear-M Shoe Insurance.  
0010.06

0011 1 Enclosed are 10 small forms which need to be filled out before we  
0012.00 can insure you completely. Please fill them out and send them back  
0013.00 in the same specially marked box we sent them in as soon as  
0014.00 possible. Again, we are looking forward to serving you in the  
0015.00 coming years, do not hesitate to send those forms in NOW!  
0016.00  
0017.00  
0018.00  
0019.00  
0020.00

\*\*\*\*\*END\*\*\*\*\*

You are back to where you started.



TEXT - HELP

CF KEY DESCRIPTIONS

CF7

(Scan/Substitute)/Locate Misspelled Word Forward/Locate Form Field Forward  
Continued

CF Key Description

- 7 2) Locate Misspelled Word Forward: Press CF7 in spell mode with no characters in the scan field to initiate locate misspelled word forward. This function searches for the next misspelled word in the document. If the error is off the screen, windowing and/or rolling will take place to display the area of the document containing the erroneous word. Any vertical repositioning of the window will also result in the verification of the new edit lines on the screen.
  
- 3) Locate Form Field Forward: Press CF7 in Form mode to advance to the next form field in the document. Windowing and/or rolling will take place when needed to perform this function.



TEXT - HELP

CF KEY DESCRIPTIONS

CF8

(Scan/Substitute)/Locate Misspelled Word Backward/Locate Form Field Backward

CF Key Description

- 1) Scan/Substitute Backward: Press CF8 to initiate a backward scan or scan/substitute.
- 2) Locate Misspelled Word Backward: Press CF8 in spell mode with no characters in the scan field to initiate locate misspelled word backward.
- 3) Locate Form Field Backward: Press CF8 in Form mode to move to the previous form field in the document.

NOTE: In all cases, the only difference between CF7 and CF8 is the direction. See option 7 for more details on any of the above functions.



TEXT - HELP

CF KEY DESCRIPTIONS

CF9

Create New Paragraph

CF Key Description

9 Create New Paragraph. Press CF9 to create a new paragraph starting at the cursor position. When you press CF9:

- An input field (underlines) several lines long, will be provided to allow insertion of text.
- You need not be concerned about splitting words at the end of a line. They will be put back together.
- Everything you key will be adjusted when you press ENTER, or key into the last position of this area. The paragraph will be adjusted according to the format indicated by the highlighted format number preceding the underlined area.
- You can change the paragraph format by changing the highlighted format number.
- Press CF9 within a defined paragraph to divide it into 2 separate paragraphs (at the point where the cursor is located).



TEXT -- HELP

CF KEY DESCRIPTIONS

CF10

Insert and Adjust

CF Key Description

10 Insert and Adjust. Press CF10 to insert text within a paragraph.  
When you press CF10:

- An input field (underlines) several lines long, will be provided starting at the cursor position.
- You need not be concerned with splitting words at the end of a line. They will be put back together.
- The paragraph, including the insertion, will be adjusted according to the paragraph format when:
  - you key something in the last position of the input area
  - the ENTER key is pressed
  - the Field Exit key is pressed



TEXT - HELP

CF KEY DESCRIPTIONS

CF11

Delete and Adjust

CF Key Description

11 Delete and Adjust. Press CF11 twice to perform a text deletion. You can cancel the delete at any time before the second CF11 by pressing CF6.

- Move the cursor to the first position of the text that you want to delete. Press CF11. The first character will be reverse imaged and followed by a space. (A reverse-imaged D will also appear in the Pend: field on the status line.)
- Move the cursor to the last position of the text that you want to delete. Press CF11 again. The string will be deleted and the paragraph (if the text is in a paragraph) will be adjusted.



TEXT - HELP

CF KEY DESCRIPTIONS

CF12

Revise Paragraph and Adjust

CF Key Description

12. Revise Paragraph and Adjust. Press CF12 to move the line of text where the cursor is positioned to the second text line of the Edit Display, and to revise the paragraph.

- The paragraph will be displayed in a large underlined area.
- Insert or delete text using the INS and DEL keys.
- When you have finished your revisions, press ENTER.  
The revised paragraph will be adjusted and you can continue with normal editing.



TEXT - HELP      CF KEY DESCRIPTIONS

CF12

Revise Paragraph/Line - Continued

CF key    Description

- 12    2) Revise Line: Pressing CF12 in an unadjusted line of text works similar to CF12 in paragraphs, except that the underlined editing area extends only as long as the record line length, and the line is not adjusted.



TEXT - HELP

CF KEY DESCRIPTIONS

CF13

Turn Line Number Display Off/On

CF Key Description

13 Turn Line Number Display Off/On. CF13 allows you to decide whether or not to display the line numbers for the document. You can turn them on or off whenever you choose; there will be no change in any function. The only difference is that you have more flexibility in keying line commands when line numbers are not displayed.

If line commands are not displayed, you will see one of these things in the last position of the line number field:

- the highlighted paragraph format number, if the line is the first line in a paragraph.
- a quotation mark, if the line is in a paragraph but is not the first line of the paragraph.
- a period, if the line is not part of a defined paragraph.





TEXT W:1 Document: DOC#6 Scan: \_\_\_\_\_  
Fmt: 2 (.. ... 1 ... .. 2 ... .. 3 ... C.. 4 ... .. 5 ... .. 6 ... .. )

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00  
0002.00 October 5, 1982  
0003.00  
0004.00 U. R. Rich  
0005.00 9999 Cash Street  
0006.00 Penny, IL 60002  
0007.00

0008.00 Dear Mr. Rich,  
0009.00

0010 2 Thank-you very much for answering the personally addressed mailing.  
0011.00 We are excited to serve you as your new shoe insurance company. We  
0012.00 assure you that from now on your shoes will have the most complete  
0013.00 coverage available at this cost. You no longer have to worry about  
0014.00 uninsured shoe-shiners, or stolen laces and buckles. Take every  
0015.00 stride in confidence with U-Wear-M Shoe Insurance.

0016.00  
0017 2 Enclosed are 10 small forms which need to be filled out before we can  
0018.00 insure you completely. Please fill them out and send them back in  
0019.00 the same specially marked box we sent them in.

0020.00



If don't want the line numbers displayed, press CF13.

TEXT W:1 Document: DOC#6 Scan: \_\_\_\_\_  
Fmt: 2 (. . . . . 1 . . . . . 2 . . . . . 3 . . . . . 4 . . . . . 5 . . . . . 6 . . . . . )  
\*\*\*\*\*BEGINNING\*\*\*\*\*

. October 5, 1982  
. U. R. Rich  
. 9999 Cash Street  
. Penny, IL 60002

. Dear Mr. Rich,

. Thank-you very much for answering the personally addressed mailing.  
" We are excited to serve you as your new shoe insurance company. We  
" assure you that from now on your shoes will have the most complete  
" coverage available at this cost. You no longer have to worry about  
" uninsured shoe-shiners, or stolen laces and buckles. Take every  
" stride in confidence with U-Wear-M Shoe Insurance.

. Enclosed are 10 small forms which need to be filled out before we can  
" insure you completely. Please fill them out and send them back in  
" the same specially marked box we sent them in.



If you want the line numbers displayed and they are no  
press CF13.

TEXT - HELP

CF KEY DESCRIPTIONS

CF14

Text Definition/Temporary Dictionary

CF Key Description

- 14 2) Temporary Dictionary: When using spelling verification, you may sometimes find a word in error (because it is not found in any of the dictionaries in the dictionary search list) that you would like to be considered correct. Therefore, at any time in spell mode, you may press CF14 to add the word on or before the cursor to the temporary dictionary. Any words added to this dictionary may be stored with the document on the EXIT FROM EDIT display. After words are stored with a particular document, they will be copied with the document whenever the document is copied. All words in a temporary dictionary of a document will be considered correct when spelling verification is performed anywhere within the document.



TEXT - HELP

CF KEY DESCRIPTIONS

CF15

Print Document Interactively

CF Key Description

15 Print a document interactively. Press CF15 to print the document using the default print options or the print options currently defined for the document.

To define the print options see HELPTTEXT option 17.2. To print a document in batch see HELPTTEXT option 17.1.

CF15 can be used to print multiple forms quickly.



TEXT - HELP

CF KEY DESCRIPTIONS

CF16

Print List of Documents/Files

CF Key Description

- 16 Print List of Documents/Files. Press CF16 to print the list currently displayed. You can print a Document List or a File List. In either case, the list you want to print must be displayed when CF16 is pressed. If you are printing a Document List you can print the complete list, or you may select only a particular portion of the list. You can base the selection on words or phrases in the document description, a specific creation date, or a range of dates. CF16 is only valid from File or Document List Displays. If you are printing a File List the complete list will be printed.

TEXT

DOCUMENT LIST

File: KKWFILE Library: QTXT

Enter new document name or select document from list below:

Search description:

Search from created date: 00/00/00

To created date: 10/11/83

Locate document name beginning with:

OPT	DOCUMENT	DESCRIPTION	CREATED
—	DOC#1	Document Number One	08/30/83
—	DOC#2	Document Number Two	08/30/83
—	DOC#3	Document Number Three - Names	08/30/83
—	DOC#4	Document Number Four - U-Hear-M	08/30/83
—	DOC#5	Document number 5	09/30/83
—	DOC#6	Document Number Six	10/05/83
—	DOCNAME	Document in KKW's file	08/31/83
—	NEWDOC		09/08/83

1-Select document 8-Copy to new document 9-Remove document

CF16-Print list

Press CF16 to print the list of documents from the DOCUMENT LIST display.

TEXT DOCUMENT LIST

File: KKWFILE Library: QTXT

Enter new document name or select document from list below:

Search description:

Search from created date: 00/00/00 To created date: 10/11/83

Locate document name beginning with:

OPT	DOCUMENT	DESCRIPTION	CREATED
—	DOC#1	Document Number One	08/30/83
—	DOC#2	Document Number Two	08/30/83
—	DOC#3	Document Number Three - Names	08/30/83
—	DOC#4	Document Number Four - U-Hear-M	08/30/83
—	DOC#5	Document number 5	09/30/83
—	DOC#6	Document Number Six	10/05/83
—	DOCNAME	Document in KKW's file	08/31/83
—	NEWDOC		09/08/83

1-Select document 8-Copy to new document 9-Remove document CF16-Print list  
Print complete.

Notice the message.

TEXT -- HELP

CF KEY DESCRIPTIONS

CF17

Paragraph Format Options

CF Key      Description

17      Paragraph Format Options. Press CF17 to display the Paragraph Format Options menu. Information entered on this display is used to create new paragraph formats or to modify existing formats.

Any change made to an existing format will affect all paragraphs of that format in the entire document. When all changes and additions have been keyed, press CF2 to return to the Edit Display. Press CF3 to display Paragraph Format Extended Options.



TEXT -- HELP  
CF KEY DESCRIPTIONS  
CF18  
Column Move

CF Key Description

18 Column move. CF18 allows you to move columns of data around within a document. You must press CF18 three times to complete a column movement. The steps are:

- Move the cursor to the first position (upper left) of the column of data that you want to move. Press CF18. A reverse imaged L will be displayed in the Pend; field on the status line. The first character of the move will be reverse imaged and followed by a space.
- Move the cursor to the last position (lower right) of the column of data that you want to move. Press CF18. The entire column of data will be reverse imaged. A reverse imaged R will be displayed in Pend; field on the status line.



TEXT -- HELP

CF KEY DESCRIPTIONS

CF18

Column Move -- Continued

CF Key    Description

- 18        - Move the cursor to the first position (upper left) of the area where you want the column moved. Press CF18. If the move would cause any data to be lost, the move will not be completed.
- Press CF6 to cancel this operation at any time prior to its completion.

TEXT W:1 Document: DOC#5 Scan: \_\_\_\_\_  
Fmt: 5 <...I ... 1 ... 2 ... ..C3 ... .. 4 ... .. 5 ... ..> 6 ... .. 7

0009.00  
0010.00 Dear Mr. Broke,  
0011.00  
0012 5 Listed below are the members of your company who have  
0013.00 outstanding payments. I have listed their name,  
0014.00 department, and the amount overdue. Please see if you can  
0015.00 do something to correct this immediately (if not sooner).  
0016.00 Thank-You.

	NAME	DEP	BALANCE
0018.00	BR Devinny	413	3.00
0019.00	HG Knuth	975	12.00
0020.00	BR Lancaster	975	25.00
0021.00	FX Wisdom	849	124.00

0023.00  
0024.00 Sincerely,  
0025.00  
0026.00  
0027.00  
0028.00 Mr. Big  
0029.00 Credit Department, Big Company, Inc.

To move the BALANCE column over to the right (or anywhere on the page), requires three steps.

TEXT      W:1      Pend: L      Scan: \_\_\_\_\_  
 Fmt: 5 (<...I ... 1 ... .. 2 ... ..C3 ... .. 4 ... .. 5 ... ..) 6 ... .. 7  
 0009.00

0010.00 Dear Mr. Broke,  
 0011.00

0012 5      Listed below are the members of your company who have  
 0013.00 outstanding payments. I have listed their name,  
 0014.00 department, and the amount overdue. Please see if you can  
 0015.00 do something to correct this immediately (if not sooner).  
 0016.00 Thank-you.



0017.00	0018.00	0019.00	0020.00	0021.00	0022.00	0023.00
NAME	DEP	B	LANCE			
BR Devinny	413		3.00			
HG Knuth	975		12.00			
BR Lancaster	975		25.00			
FX Wisdom	849		124.00			

0024.00 Sincerely,

0025.00  
 0026.00  
 0027.00  
 0028.00 Mr. Big  
 0029.00 Credit Department, Big Company, Inc.

1. Position cursor on the upper leftmost position of the column and press CF18.

TEXT W:1 Pend: L R Scan: \_\_\_\_\_  
Fmt: 5 <..I ... 1 ... 2 ... ..C3 ... 4 ... 5 ... 6 ... 7

0009.00  
0010.00 Dear Mr. Broke,  
0011.00  
0012 5 Listed below are the members of your company who have  
0013.00 outstanding payments. I have listed their name,  
0014.00 department, and the amount overdue. Please see if you can  
0015.00 do something to correct this immediately (if not sooner).  
0016.00 Thank-you.

	NAME	DEP	BALANC
0017.00			
0018.00	BR Devinny	413	3.00
0019.00	HG Knuth	975	12.00
0020.00	BR Lancaster	975	25.00
0021.00	FX Wisdom	849	124.00



0022.00  
0023.00  
0024.00 Sincerely,  
0025.00  
0026.00  
0027.00  
0028.00 Mr. Big  
0029.00 Credit Department, Big Company, Inc.

2. Position cursor on the lower rightmost position of the column and press CF18 (the column is highlighted).

TEXT W:1 Document: DOC#5 Scan: \_\_\_\_\_  
Fmt: 5 (<..I ... 1 ... .. 2 ... ..C3 ... .. 4 ... .. 5 ... ..) 6 ... .. 7

0009.00  
0010.00 Dear Mr. Broke,  
0011.00  
0012 5 Listed below are the members of your company who have  
0013.00 outstanding payments. I have listed their name,  
0014.00 department, and the amount overdue. Please see if you can  
0015.00 do something to correct this immediately (if not sooner).  
0016.00 Thank-you.

	NAME	DEP	BALANCE
0017.00			
0018.00	BR Devinny	413	3.00
0019.00	HG Knuth	975	12.00
0020.00	BR Lancaster	975	25.00
0021.00	FX Wisdom	849	124.00
0022.00			
0023.00			

Sincerely,

0024.00  
0025.00  
0026.00  
0027.00

0028.00 Mr. Big  
0029.00 Credit Department, Big Company, Inc.

TEXT -- HELP

CF KEY DESCRIPTIONS

CF19

Spelling Aid

CF Key Description

- 19 Spelling Aid is accessible in SPELL or EDIT mode. To invoke Spelling Aid, place the cursor on or past any word and press CF19. If the indicated word is found in a dictionary, a message will be presented at the bottom of the screen to indicate that this word is correctly spelled. If the indicated word is not found in a dictionary, a panel will appear on the screen with a selection of possible words that might have been intended. Sets of words are listed under headings showing the dictionaries they were taken from. Within each heading subset, the words are further ordered according to the most likely intent. The misspelled word under consideration will have high intensity added to its reverse-imaging for the duration of the spelling aid presentation.



TEXT - HELP

CF KEY DESCRIPTIONS

CF19

Spelling Aid - Continued

CF Key Description

19 Your options in Spelling Aid are:

1. Replace the misspelled word.
  - a. Press ENTER to replace with a word from the panel as indicated by the cursor.
  - b. Key over the misspelled word (only within the reverse image field); then press ENTER.
  - c. Press CF12 on a misspelled word to correct the word and revise the line or paragraph.
2. Accept the misspelled word as-is.
  - a. If in SPELL mode, press CF14 to accept the misspelled word as-is, and add it to the Temporary Dictionary.





TEXT - HELP

CF KEY DESCRIPTIONS

CF19

Spelling Aid - Continued

CF Key Description

- 19 3. Skip the misspelled word.
  - a. Press CF6 to exit Spelling Aid (and SPELL mode) with no changes.
  - b. Move the cursor outside the panel and press ENTER.
  - c. Press CF1 to go to the EXIT FROM EDIT menu.
  - d. Move the cursor to another word and press CF19 again.



TEXT - HELP

CF KEY DESCRIPTIONS

CF20

Synonym Aid

CF Key Description

20 Synonym Aid is accessible in SPELL or EDIT mode. To invoke Synonym Aid, place the cursor on or past any word and press CF20. The Dictionary Search List will be used to find the first dictionary which supports synonyms and contains the word. If the word is misspelled or if the word occurs only in dictionaries without a thesaurus, or if the word is found but there are no synonyms, an appropriate message will be given at the bottom of the screen. Otherwise, a panel will appear containing a list of synonyms for the selected word from the dictionary consulted. Since only base synonyms are given, you may need to add an appropriate suffix to the desired replacement synonym.

The synonyms found are listed under headings representing different parts of speech.



TEXT - HELP

CF KEY DESCRIPTIONS

CF20

Synonym Aid Continued

CF Key Description

20 Your options in Synonym Aid are:

1. Replace the word.
  - a. Press ENTER to replace with a word from the panel as indicated by the cursor.
  - b. Key over the selected word (only within the reverse image field); then press ENTER.
  - c. Press CF12 on a word to change the word and revise the line or paragraph.



TEXT - HELP

CF KEY DESCRIPTIONS

CF20

Synonym Aid Continued

CF Key Description

- 20 2. Keep the original word.
  - a. Move the cursor anywhere outside the panel and press ENTER to exit Synonym Aid without changing original word.
  - b. Press CF6 to cancel Synonym Aid and exit SPELL mode with no changes.
  - c. Press CF1 to go to the EXIT FROM EDIT menu without changing the word.
  - d. Move the cursor to another word outside the panel and press CF20 again.



TEXT - HELP

CF KEY DESCRIPTIONS

CF21

Move and Adjust

CF Key      Description

21      Move and Adjust. CF21 allows you to move text strings around within a document. You must press CF21 three times to complete a move. The steps are:

-Move the cursor to the first position in the string of text that you want to move. Press CF21. The character will be reverse imaged and preceded and followed by a space. A reverse imaged M will appear in the Pend; field on the status line.

-Move the cursor to the last position in the string. Press CF21. The entire string will be reverse imaged. There will be a reverse imaged MM in the Pend; field on the status line.



TEXT - HELP      CF KEY DESCRIPTIONS

CF21

Move and Adjust - Continued

CF Key      Description

21      -Move the cursor to the location where you want the text moved. This location must be in a paragraph. Press CF21. The string of text will be moved and the paragraph will be adjusted. If the text was moved from a paragraph, that paragraph will also be adjusted. Line adjustment is further discussed in HelpText, option 15.

-Press CF6 to cancel this operation at any time prior to its completion.



TEXT - HELP

CF KEY DESCRIPTIONS

CF22

Copy and Adjust

CF Key Description

- 22 Copy text. CF22 allows you to copy text strings within a document. This function is the same as the Move and Adjust function, except that copy does not delete the original text string.



TEXT - HELP

CF KEY DESCRIPTIONS

CF23

No Function

CF Key Description

23 Before release 6 of Text Management, CF23 was used to manually hyphenate text and adjust. Now this function is replaced with an automatic hyphenation option on the Paragraph Format Options menu (CF17). CF23 has no function at this time.





TEXT - HELP      CF KEY DESCRIPTIONS

CF24

Remove Spaces and Adjust

CF Key      Description

24      Remove spaces and adjust. Press CF24 to remove spaces from text in a paragraph or between paragraphs. If there is a string of spaces in your document that you want to remove, position the cursor to the first space that you want removed, and press CF24. This will cause the spaces to be removed and the remainder of the paragraph to be adjusted. If the cursor was located at the beginning of a paragraph this will cause adjustment of the entire paragraph.

To combine 2 paragraphs, move the cursor to where you want the second paragraph to begin. This will usually be 2 spaces past the end of the first paragraph. Press CF24, and the 2 paragraphs will be merged.



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**DOCUMENTS**

## STEPS TO PRINT A DOCUMENT

1. Select Option 3 of the Primary Menu
2. Select Print Mode
  - Interactive
  - Batch
3. Select Print Options
  - System printer options
  - 5219 Printer options
  - Displaywriter options
  - 6670 Information Distributor options

TEXT

PRIMARY MENU

Select one of the following:

1. Create or revise a document
2. Browse a document
3. Print a document
4. Fill in a form document

Option: 3

Name of the document when stored:

Document (blank for a list of documents):

STDLET

File (blank for a list of files):

EXAMPLE

Library :

QTXT

Within Text Management:

Press HELP key to display help text.

Press CF1 key to exit.

Press CF2 key to back up to the previous display in a series.

CF6-Display messages

Type in option 3 to print a document. Type in the document name, file and Library, also.

TEXT - HELP

## PRINT MODE MENU

The Print Mode Menu allows you to 1) choose between printing a document interactively or in batch, 2) optionally view the Print Options and related displays, and 3) make changes to the displays for either one printing or for more than one printing of the document.

Select Option 3 from the Primary Menu to display the Print Mode Menu.

Option 1 prints the selected document interactively while you are signed on to the terminal. Option 2 submits a batch job to do the printing. You may perform other operations or sign off the terminal after the batch job is submitted.

Along with this mode selection, you may choose to display or change the

Print Options display by selecting one of three values:

\*NO to bypass the print option display.

\*PERM to display the print options and to save any changes with the document.

\*TEMP to display the print options without saving the changes

— only use the changes for this printing.



TEXT  
Document: STDLET                      PRINT MODE MENU  
File: EXAMPLE                      Library: QTXT

Select document print mode:

1. Interactive
2. Batch

Option: 2

Display/change print options (\*NO \*TEMP \*PERM):

\*TEMP

You can select either Interactive print or Batch print.  
Most of the time you will select Batch print mode.

TEXT - HELP

PRINT OPTIONS

Select Option 3 in the PRIMARY MENU. Respond to the Prompts to specify the options to be used when the document is printed.

DISPLAY/CHANGE

Printing device options - Key Y to display the options for the printing device.

Page headings and footings - Key Y to display the PAGE HEADING AND FOOTING OPTIONS.

For either HEADINGS or FOOTINGS you can:

- Print them on all pages after the first
- Print them on the first page
- Specify a document to be used as a Heading or footing
- Key the Heading or Footing to be used
- Print page numbers using a .pn print control command

Data files that control printing - Key Y to display or change the list of files that control printing.

Draft copy options - Key Y to display the DRAFT COPY OPTIONS.





TEXT - HELP

PRINT OPTIONS

PRINT CONTROL

Printer device type - Valid device types are SYSTEM PRINTER(\*SYSVRT),  
5219(\*5219), DISPLAYWRITER(\*6580), and 6670 INFORMATION  
DISTRIBUTOR(\*6670).

Printer file name - Any printer file name or a BSC file name for  
Displaywriter or 6670 Information Distributor.

Print selected pages - Specify the numbers of the pages you wish to print.

Number of copies - This is independent of a Multi-copy document.

Non-print character (Use for required spacing) - If you need to keep words  
together that may get separated due to line adjusting, select a  
character to place between the words. The word and the character  
between them will be regarded as one word. At print time, the  
non-print character will be left blank. For example, if you have  
selected \* as the non print character, you can key JULY\*29,\*1944  
and it will print as JULY 29, 1944 on one line.



TEXT -- HELP      PRINT OPTIONS

Job description name - This field is designed for the batch printing option. This and the library fields that follow will only be displayed when a user choose batch printing and specifies \*PERM or \*TEMP on the print mode screen.



TEXT PRINT OPTIONS

Document: STDLET Library: QTXT

File: EXAMPLE

Enter temporary changes:

Display/change

Printing device options (Y N): N

Page headings and footings (Y N): N

Data files that control printing (Y N): N

Draft copy options (Y N): N

Print control

Printer device type: \*SYSVRT

Printer file name (blank for a list): QSYSVRT

Library: \*LIBL

Number of copies: 1

Print pages

From: \_\_\_\_\_

To: \_\_\_\_\_

Non-print character: \_\_\_\_\_

Job description name: QBATCH

Library: QGPL

Most of the time, just press ENTER on this display. By doing that you will submit a job to print your document.

TEXT

PRIMARY MENU

Select one of the following:

1. Create or revise a document
2. Browse a document
3. Print a document
4. Fill in a form document

Option: \_\_\_\_\_

Name of the document when stored:

Document (blank for a list of documents):

File (blank for a list of files):

Library :

STDLET

EXAMPLE

QTXT

Within Text Management:

Press HELP key to display help text.

Press CF1 key to exit.

Press CF2 key to back up to the previous display in a series.

CF6-Display messages

Job QTXT\_00001.QSECOFR.010091 submitted.

Notice the message. Your work station will buzz, which means your document is ready to print. Press CF6...

MESSAGE QUEUE - LWS01                      Delivery: \*NOTIFY      Msgq sev: 00  
Document STDLET in file EXAMPLE.QTXT printed. 1 messages produced.  
Job QTXT\_00001.QSECOFR.010091 completed normally on 10/12/83 at 15:21:30.



CF6 - Remove a message                      CF7 - Display all                      CF8 - Remove all

to see if your print job "completed normally". Press CF8  
to remove the messages and return to the Primary Menu.

Step 1. Select option 3 to print.

TEXT

PRIMARY MENU

Select one of the following:

1. Create or revise a document
2. Browse a document
3. Print a document
4. Fill in a form document

Option: 3

Name of the document when stored:

Document (blank for a list of documents):

File (blank for a list of files):

Library :

STDLET

EXAMPLE

QTXT

Within Text Management:

Press HELP key to display help text.

Press CF1 key to exit.

Press CF2 key to back up to the previous display in a series.

CF6-Display messages



Step 3. Select print options.

```
TEXT                                PRINT OPTIONS
Document: STDLET                   File: EXAMPLE
Enter temporary changes:           Library: QTXT

Display/change
Printing device options (Y N):
Page headings and footings (Y N):
Data files that control printing (Y N):
Draft copy options (Y N):

Print control
Printer device type:
Printer file name (blank for a list):
  Library:
Number of copies:
Print pages
  From:
  To:
Non-print character:
```

Y  
N  
N  
N

\*SYSVRT  
QSYSVRT  
\*LIBL  
1

Type in a "Y" to display/change the print device options for the System printer (\*SYSVRT).



TEXT - HELP

SYSTEM PRINTER OPTIONS

First and last print line - This includes the Heading and the Footing. It will be interpreted as a physical distance (inch) from the top of the form based on the number of lines per inch selected.

Length of printer form - In number of lines for the paper on printer. It will be interpreted as a physical distance (inch) from the top of the form based on the number of lines per inch selected.

Lines per inch - Number of lines per inch to be printed.

Lines spacing - Allows single, double, or triple spacing.

Forms type - The name of the paper forms on which the document will be printed.

Additional left-margin space - Allows alignment of the text on the paper without moving the data in the document.

Characters per inch - Number of characters per inch to be printed.



TEXT - HELP            SYSTEM PRINTER OPTIONS

Output file name - An alternate name for the printer file which appears  
                  on the output queue.

Output queue - The output queue for the spooled printed file.





TEXT PRIMARY MENU

Select one of the following:

1. Create or revise a document
2. Browse a document
3. Print a document
4. Fill in a form document

Option: \_\_\_\_\_

Name of the document when stored:

Document (blank for a list of documents):

File (blank for a list of files):

Library :

STDLET

EXAMPLE

QTXT

Within Text Management:

Press HELP key to display help text.

Press CF1 key to exit.

Press CF2 key to back up to the previous display in a series.

CF6-Display messages

Print complete.



Step 1. Select option 3 to print.

TEXT PRIMARY MENU

Select one of the following:

1. Create or revise a document
2. Browse a document
3. Print a document
4. Fill in a form document

Option: 3

Name of the document when stored:

Document (blank for a list of documents):

File (blank for a list of files):

Library :

STDLET

EXAMPLE

QTXT

Within Text Management:

Press HELP key to display help text.

Press CF1 key to exit.

Press CF2 key to back up to the previous display in a series.

CF6-Display messages




Step 3. Select print options.

```
TEXT                                PRINT OPTIONS
Document: STDLET                    File: EXAMPLE
Enter temporary changes:           Library: QTXT

Display/change
Printing device options (Y N):
Page headings and footings (Y N):
Data files that control printing (Y N):
Draft copy options (Y N):

Print control
Printer device type:
Printer file name (blank for a list):
Library:
Number of copies:
Print pages
From:
To:
Non-print character:
Job description name:
Library:
```

N  
Y  
N  
N



```
*SYSVRT
QSYSVRT
*LIBL
1
QBATCH
QGPL
```

This time let's change the page headings and footings. Type in a "Y" where indicated by the arrow.

TEXT PAGE HEADING AND FOOTING OPTIONS

Headings: 1ST PAGE AFTER 1ST PAGE  
Print headings (Y N): N Y

Document: \_\_\_\_\_ File: \_\_\_\_\_ Library: \*LIBL  
or key heading: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Footings: 1ST PAGE AFTER 1ST PAGE  
Print footings (Y N): Y Y

Document: \_\_\_\_\_ File: \_\_\_\_\_ Library: \*LIBL  
or key footing: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Page - .pn

Type in the footing that you want. This footing will display the page number (as displayed) on all pages.



Step 3. Select a print option.

```
TEXT                                PRINT OPTIONS
Document: STDLET                   File: EXAMPLE
Enter temporary changes:          Library: QTXT

Display/change
Printing device options (Y N):    N
Page headings and footings (Y N): N
Data files that control printing (Y N): Y
Draft copy options (Y N):         N

Print control
Printer device type:              *SYSVRT
Printer file name (blank for a list): QSYSVRT
Library:                          *LIBL
Number of copies:                  1
Print pages
From:
To:
Non-print character:
Job description name:             QBATCH
Library:                          QGPL
```



Let's select another print option. Type in a "Y" to display the data files that control printing.

TEXT PRINT CONTROL FILE LIST

Select either a data base file or a document containing a field list that has fields whose names are in your document:

OPTION	DB MEMBER/DOCUMENT	FILE	LIBRARY	TYPE	SEL COND
<u>1</u>	ACCOUNT	ACCOUNT	QTXT	<u>2</u>	
—	—	—	—	—	
—	—	—	—	—	
—	—	—	—	—	
—	—	—	—	—	

OPTION

- 1 - Select all the records in the File/Document.
- 3 - Prompt for selection of records and setting selection rules.
- 9 - Delete this Member/Document from the Print Control File List.

TYPE

- 1 - Column List - a simple column listing of fields within a document.
- 2 - Multiple Copies - each record selected will generate another document.

CF2-Return Enter-Perform any selected option

Step 3. Select a print option.

```
TEXT                                PRINT OPTIONS
Document: STDLET                    File: EXAMPLE      Library: QTXT
Enter temporary changes:

Display/change
Printing device options (Y N):      N
Page headings and footings (Y N):   N
Data files that control printing (Y N): N
Draft copy options (Y N):           Y

Print control
Printer device type:                 *SYSVRT
Printer file name (blank for a list): QSYSVRT
Library:                             *LIBL
Number of copies:                     1
Print pages
From:
To:
Non-print character:
Job description name:
Library:                             QBATCH
                                       QGPL
```



Let's see what you can do in a draft copy.  
Type in a "Y" next to Draft copy options (as indicated).

TEXT - HELP

DRAFT COPY OPTIONS

Print line numbers for draft - Allows you to print the line numbers from the EDIT DISPLAY to the printed document for ease of editing, or draft copy referencing.

Editing-change flag - You can specify up to 10 characters to be used to mark a printed line that has been change after the specified date. If this field is left blank and a string column is given, then the change flag will be the date the line was changed.

Starting column - You can specify the column where you want the flag characters printed.

Flag changes after this date - You can specify the date to be used for change-flagging.



## PRINT CONTROL COMMANDS

Print Control Commands perform specific print functions from within a document.

All print control commands begin with a period (.), and are not printed.

Listed below are some of the print control commands:

COMMAND	FUNCTION
.date	prints the date
.docid	prints the document/file/Library
.h0 thru .h6	prints headings
.tc	prints the table of contents
.im	imbeds another document
.kp on/off	keep lines on the same page
.n	numbers columns or pages
.pa	starts a new page
.pn	prints the current page number
.sk x	skip lines at print time
.tot/.xtot	totals and cross-totals
.*	comment line (not printed)
.&name	prints the contents of this field



TEXT - HELP

PRINT CONTROL COMMANDS

COMMAND

FUNCTION

.date

Print the current system date in the document. The date is edited using the system date format.

.docid

Print the document, file, and library name on the document. You may want to print this as a footing on the first or last page of the document for future reference.



TEXT W:1 Document: DOC#7 Scan: \_\_\_\_\_  
Fmt: 1 ... 1 ... 2<..I ... 3 ... 4 ...C... 5 ... 6 ... >

\*\*\*\*\*BEGINNING\*\*\*\*\*

0000.01  
0000.02  
0000.03  
0001.00  
0002.00  
0003.00  
0007.00  
0008.00  
0009.00

.date



----- W: 1 Page: 1 Line: 3 Scan: \_\_\_\_\_

\*\*\*\*\*BEGINNING\*\*\*\*\*

10/12/83

On the top is the print control command and on the  
bottom is the printed result.



TEXT W:1 Document: DOC#7 Scan: \_\_\_\_\_  
Fmt: 1 ... 1 ... 2(...I ... 3 ... 4 ...C... 5 ... 6 ... >  
\*\*\*\*\*BEGINNING\*\*\*\*\*

0000.01  
0000.02  
0000.03  
0001.00  
0002.00  
0003.00  
0007.00  
0008.00  
0009.00

.docid



-----  
Browse: W: 1 Page: 1 Line: 3 Scan: \_\_\_\_\_  
\*\*\*\*\*BEGINNING\*\*\*\*\*

DOC#7/KKWFIL/QTXT

Again, the printed result is shown on the bottom half of the screen.

TEXT - HELP

PRINT CONTROL COMMANDS

COMMAND

FUNCTION

.exc (command) Key a command in parentheses after the .exc to cause that  
and command to be executed, and the printed output from the  
.excf (file) command to be placed in the document. You may need to  
place an .excf command in front of the .exc to identify  
the print file if it is not QSYSVRT. For example:  
.excf (QQRYPRT)  
.exc (QRYDTA APP(ORDQRY) OUTPUT(\*LIST))



```

TEXT      W:1      Document: DOC#9      Scan:
Fmt: 1    ... 1 ... 2<..I ... 3 ... 4 ...C... 5 ... 6 ... >
*****BEGINNING*****
0001.00  *****
0002.00  *****
0003.00  * This command will display the output queue to see if there is *
0004.00  * anymore documents to be printed at the end of the business day.*
0005.00  *****
0006.00  *****
0007.00  *****
0008.00  *****
0009.00  .excf (GSPRT)
0010.00  .exc (DPOUTQ OUTQ(QPRINT) output(*LIST))
0011.00  *****
0012.00  *****
0013.00  *****
0014.00  *****
0015.00  *****
0016.00  *****
0017.00  *****
0018.00  *****
*****END*****

```

To execute a command within a document, use print control command .EXCF and .EXC.



```

10/12/83 20:05:03          OUTPUT QUEUE
Output queue- QPRINT      Library-- QGPL
FILE      NBR  JOB NAME      USER      NBR  PTY  RCD/PAG STS  CPY  FORMTYPE
--      --  --  --  --  --  --  --  --  --  --  --  --  --  --  --  --  --
QSYSPRT  0083 LWS01      QSECOFR   009961 5    1P RDY  1  *STD
QSYSPRT  0084 LWS01      QSECOFR   009961 5    1P RDY  1  *STD
QSYSPRT  0085 LWS01      QSECOFR   009961 5    1P RDY  1  *STD
QSYSPRT  0070 LWS01      QSECOFR   009961 5    1P HLD  1  *STD
QSYSPRT  0071 LWS01      QSECOFR   009961 5    1P HLD  1  *STD
QSYSPRT  0073 LWS01      QSECOFR   009961 5    1P HLD  1  *STD

```



As a result of the command in the document, this was also printed out with the document.

TEXT - HELP      PRINT CONTROL COMMANDS

COMMAND	FUNCTION
.h0-.h6	Use the commands on this display to define sections in a document and to automatically create a table of contents.  Precede headings throughout the document with one of these heading level commands. These commands cause different printing characteristics for each heading level. For example, .h1 causes a capitalized, numbered, underscored heading to be put at the top of a page.
.tc	Use .tc to print a table of contents with page numbers. The table of contents will include only .h0 to .h3 level headings.
.dh to	Use .dh to to define headings that are not numbered automatically, and print only the text.



## HEADING FORMAT CHARACTERISTICS

	.h0	.h1	.h2	.h3	.h4	.h5	.h6
Page eject before heading	N	Y	N	N	N	N	N
Line spaces after heading	1	5	2	2	2	0	0
Heading underlined	N	Y	Y	N	Y	Y	Y
Heading Capitalized	N	Y	Y	Y	N	Y	N
Table of Contents entry	Y	Y	Y	Y	N	N	N
Table of Contents entry only	Y	N	N	N	N	N	N
Skip before T.O.C. entry	N	Y	N	N	N	N	N

TEXT W:1 Document: DOC#9 Scan: 5 ... 6 ... >  
Fmt: 1 ... 1 ... 2<..I ... 3 ... 4 ... C... 5 ... 6 ... >

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00  
0001.01  
0001.02  
0001.03 .h1 h1 causes this  
0001.04 .h2 h2 causes this  
0001.05 .h3 h3 causes this  
0001.06 .h4 h4 causes this  
0001.07 .h5 h5 causes this  
0001.08 .h6 h6 causes this

0001.09  
0001.10  
0001.11  
0001.12  
0001.13  
0001.14  
0001.15  
0001.16  
0001.17  
0001.18

\*\*\*\*\*END\*\*\*\*\*

Print complete.

If you press CF15 to print this document, you will get this message and your document will look like this...

Results of the previous 6 statements.

1.1 H1 CAUSES THIS

1.1.1 H2 CAUSES THIS

1.1.1.1 H3 CAUSES THIS

1.1.1.1.1 H4 causes this

1.1.1.1.1.1 H5 CAUSES THIS

1.1.1.1.1.1.1 H6 causes this



TEXT W:1 Document: DOC#7 Scan: \_\_\_\_\_  
Fmt: 1 (<... 1 ... 2 ... 3 ...C... 4 ... 5 ... 6 ... >

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00  
0002.00 .tc  
0003.00 .dh to  
0004.00 .h1 h1 causes this  
0005.00 .h2 h2 causes this  
0006.00 .h3 h3 causes this  
0007.00 .h4 h4 causes this  
0008.00 .h5 h5 causes this  
0009.00 .h6 h6 causes this

0010.00  
0011.00  
0012.00  
0013.00  
0014.00  
0015.00  
0016.00  
0017.00  
0018.00  
0019.00  
0020.00

Print complete.

This time two new commands were added. Press CF15 to print this document...

CONTENTS

h1 causes this	.	.	.	.	.	.	.	2
h2 causes this	.	.	.	.	.	.	.	2
h3 causes this	.	.	.	.	.	.	.	2

H1 CAUSES THIS

H2 CAUSES THIS

H3 CAUSES THIS

H4 causes this

H5 CAUSES THIS

H6 causes this

TEXT -- HELP

PRINT CONTROL COMMANDS

COMMAND

FUNCTION

.im(name)      Imbed (copy) the named document before printing. The command must be in this format:

          .im (document file library)

          .im (document file.library)

.kp on/off

Use this function to keep paragraphs and data on the same page when the document is printed. All lines between .kp on and .kp off will be on the same page.

.n

Use this command to print the next sequential number where the .n is keyed. For example, use .n to number lists of items so you do not have to renumber if you rearrange, add, or delete items in the list. Key a value after the command to start numbering at that value or to reset the value. .n 1 will reset the value to 1.



```

TEXT      W:1      Document: DOC#8      Scan:
Fmt: 1    (. ...C1 ...>... 2 ... 3 ... 4 ... 5 ... 6 ... 7
0003.00
0004.00 .kp on
0005.01 This will
0005.01 keep
0005.02 everything in
0005.03 between these
0005.04 two commands
0005.05 on the same
0005.06 page.
0005.07
0006.00 .kp off
0008.00
0009.00
0010.00
0011.00
0012.00

```

\*\*\*\*\*END\*\*\*\*\*

Everything in between these two print control commands will be kept on the same page at print time.

TEXT W:1 Document: DOC#8 Scan: \_\_\_\_\_  
Fmt: 1 .( . . . C1 . . . ) . . . 2 . . . . . 3 . . . . . 4 . . . . . 5 . . . . . 6 . . . . . 7

\*\*\*\*\*BEGINNING\*\*\*\*\*

- 0000.01
- 0000.02
- 0001.00 .n .&name
- 0002.00
- 0002.01
- 0002.02
- 0002.03
- 0002.04
- 0002.05
- 0002.06
- 0002.07
- 0002.08
- 0002.09
- 0002.10
- 0002.11
- 0002.12
- 0002.13
- 0002.14
- 0002.15
- 0002.16

To automatically number items in a column, if you are constantly inserting and deleting items.

This list is a result of this Print Control Command:

.n	.&name
1.	FG Brady
2.	BR Devinny
3.	AB Harmes
4.	HG Knuth
5.	BR Lancaster
6.	R Peabody
7.	PL Pritchard
8.	RR Rogers
9.	MS Sandee
10.	RB Wilson
11.	FX Wisdom

TEXT - HELP      PRINT CONTROL COMMANDS

COMMAND	FUNCTION
.pa	Start a new page if the next line does not already start on a new page.
.pn	Print page number. This command can be used to print the page number anywhere in the document, including page headings and footings.
.pn x	Reset page number to x and print. The value of x must be 0 or greater. All .pn commands after a .pn x command will reflect the resetting of the page number.
.sk x	Skip x lines when printing. This function will skip the number of lines specified by x before printing the next line of the document. If x is 0, the line will be printed on top of the previous line.





TEXT W:1 Document: DOC#6 Scan: \_\_\_\_\_  
Fmt: 7 (<... 1 ... 2 ... 3 C... 4 ... 5 ... 6 >... 7

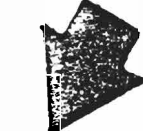
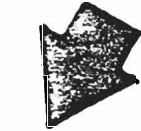
0008.00  
0009.00 Dear Mr. Rich  
0010.00

0011 7 Thank-you for answering the personally addressed mailing. We  
0012.00 are excited to serve you as your new shoe insurance company.  
0013.00 We assure you that from now on your shoes will have the most  
0014.00 complete coverage available at this cost. You no longer have  
0015.00 to worry about uninsured shoe-shiners, or stolen laces and  
0016.00 buckles. Take every stride in confidence with U-Wear-M Shoe  
0017.00 Insurance.

0017.01  
0017.02  
0017.03  
0017.04  
0017.05  
0017.06  
0017.07  
0020.00  
0021.00  
0022.00  
0023.00  
0024.00  
0024.01  
0025.00

Enclosed are 10 forms which need to be filled out before we  
can insure you completely. Please fill them out and send  
them back in the same box we sent them in as soon as  
possible. Again, we are looking forward to serving you in  
the coming years, do not hesitate to send those forms in NOW!

Print complete.



To skip to a new page, you can use the ".pa" command.  
To consecutively number pages, you can use ".pn".

11/15/83

U.R. Rich  
9999 Cash Street  
Penniless, IL 60001

Dear Mr. Rich

Thank-you for answering the personally addressed mailing. We are excited to serve you as your new shoe insurance company. We assure you that from now on your shoes will have the most complete coverage available at this cost. You no longer have to worry about uninsured shoe-shiners, or stolen laces and buckles. Take every stride in confidence with U-Wear-M Shoe Insurance.

Page - 1

Enclosed are 10 forms which need to be filled out before we can insure you completely. Please fill them out and send them back in the same box we sent them in as soon as possible. Again, we are looking forward to serving you in the coming years, do not hesitate to send those forms in NOW!

Page - 2

Sincerely yours,

Jack B. Nimble

TEXT W:1 Document: DOC#8 Scan: \_\_\_\_\_  
Fmt: 1 .(< ...C1 ...>... 2 ... 3 ... 4 ... 5 ... 6 ... 7

\*\*\*\*\*BEGINNING\*\*\*\*\*

0000.01  
0000.02  
0000.03  
0000.04  
0000.05  
0000.06  
0000.07  
0000.08  
0000.09  
0000.10  
0000.11  
0000.12  
0000.13  
0000.14  
0000.15  
0000.16  
0000.17  
0000.18  
0000.19  
0000.20

This  
.sk 1 is the way skip  
.sk 2 works,  
isn't it? .sk 2  
This is how sk 0 works  
.sk 0  
.sk 0

This is what these skip commands look like on  
your screen..

TEXT W:1 Document: DOC#8 Scan: \_\_\_\_\_  
Fmt: 5 ... < .I. ... 2 ... 3 ... .C. 4 ... 5 ... 6 ..R ... 7

\*\*\*\*\*BEGINNING\*\*\*\*\*

.im (lettrhead,kkwfile qtxt)



0003.00 TO: Perriann Mettleman  
0004.00 SUBJECT: New Course Meeting Scheduled  
0005.00 DATE: October 31, 1983

0006.00  
0007.00  
0008.00  
0009.00  
0010.00  
0011.00

0012 5 This is to let you know about the Social Development  
0013.00 meeting on Thursday, October 31. It will be in Room 902  
0014.00 at 1:30 p.m. Attendees are Julie Schilling, Greg  
0015.00 Adams, Mary P, and hopefully, Connie Brandt, if she  
0016.00 comes back in time. I am also meeting with Ron Tarka  
0017.00 today, October 30, to discuss the material because he  
0018.00 will be busy at the scheduled meeting time tomorrow.  
0019.00  
0032.00

Print complete.

You can use the ".im" print control command to bring other documents into your document at print time...

CCCCC SSSS A  
C S A A  
C S A A A A  
C S A A  
CCCCC SSSS A A

CHICAGO SOCIALITES ASSOCIATION

TO: Perriann Mettleman  
SUBJECT: New Course Meeting Scheduled  
DATE: October 31, 1983

This is to let you know about the Social Development meeting on Thursday, October 31. It will be in Room 902 at 1:30 p.m. Attendees are Julie Schilling, Greg Adams, Mary P, and hopefully, Connie Brandt, if she comes back in time. I am also meeting with Ron Tarka today, October 30, to discuss the material because he will be busy at the scheduled meeting time tomorrow.

Kimberlee Wenzel  
CSA Social Development

This is what what happens  
on your printed document.

This  
is the way skip  
works,  
isn't it?

This is how sk  $\diamond$  works

TEXT - HELP      PRINT CONTROL COMMANDS

COMMAND                      FUNCTION

.pa dx                      Start a new page if the next line does not already start on a new page. dx allows you to select paper supply from the lower drawer(x=1) or the upper drawer (x=2) for this new page.

 This print control commands works just like the ".pa" command, but is used with the IBM 5219 Printer. 



TEXT - HELP

PRINT CONTROL COMMANDS

COMMAND

FUNCTION

.tot and .xtot  
.tot causes the column of numbers directly above the command to be totalled. Totalling stops at the first non-aligned number or at the first non-numeric entry. Blank lines will not stop the totalling.

.xtot causes the row of numbers to the left of the command to be totalled. Totalling stops at the first non-numeric entry or at the beginning of the line.

You can place a name after a .tot/.xtot command to associate the total with the name. Put the name in parentheses and begin it with an ampersand. For example:  
.xtot (&cost) Use .&cost later in the document to print the total at that point.

.\* This entire line is an editing comment and will not print.



TEXT - HELP      PRINT CONTROL COMMANDS

COMMAND                      FUNCTION

.&name  
The name can be any field name in a data base file or in a source document used like a data base file. The data in that field will be printed wherever .&name is keyed. For example, if the field name is ADDRESS, key .&ADDRESS in the document wherever you want the data for the address field printed.



TEXT W:1 Document: DOC#7 Scan: \_\_\_\_\_  
Fmt: 1 ... 1 ... 2(.I ... 3 ... 4 ...C... 5 ... 6 ... >  
\*\*\*\*\*BEGINNING\*\*\*\*\*

0000.01	Item 1
0000.02	
0000.03	Customer 1: 10
0000.04	Customer 2: 20
0000.05	Customer 3: 30
0000.06	
0001.00	.tot
0002.00	
0003.00	

-----  
Browse: W:1 Page: 1 Line: 3 Scan: \_\_\_\_\_  
\*\*\*\*\*BEGINNING\*\*\*\*\*

Customer 1:	Item 1
Customer 2:	10
Customer 3:	20
	30
	<u>60</u>

You can total columns of numbers.

TEXT W:1 Document: DOC#7 Scan: \_\_\_\_\_  
 Fmt: 1 ... 1 ... 2(.I ... 3 ... 4 ... C... 5 ... 6 ... >  
 \*\*\*\*\*BEGINNING\*\*\*\*\*

	Item 1	Item 2	Item 3	
0000.01	10	10	40	.xtot
0000.02	20	20	50	.xtot
0000.03	30	40	50	.xtot
0000.04				
0000.05				
0000.06				
0001.00	.tot	.tot	.tot	.xtot (&total)
0002.00	Grand total= .&total			
0003.00				

-----  
 Browse: W: 1 Page: 1 Line: 3 Scan: \_\_\_\_\_  
 \*\*\*\*\*BEGINNING\*\*\*\*\*

	Item 1	Item 2	Item 3	
Customer 1:	10	10	40	60
Customer 2:	20	20	50	90
Customer 3:	30	40	50	120
	60	70	140	270

Grand total= 270

You can also toggle across the page!

TEXT W:1 Document: DOC#7 Scan: \_\_\_\_\_  
Fmt: 1 ... 1 ... 2(.I ... 3 ... 4 ... C... 5 ... 6 ... >

0007.00  
0008.00 \* This line is a comment line and it won't show up at print time.

0008.01  
0008.02 This line will show up at print time.

0008.03  
0008.04  
0008.05  
0009.00  
0010.00  
0011.00

-----  
Browse: W: 1 Page: 2 Line: 9 Scan: \_\_\_\_\_

This line will show up at print time.

This comment line will not show up at print time.

TEXT W:1 Document: PRTCTL Scan: \_\_\_\_\_  
Fmt: 1 ( ... 1 ... 2 ... 3 ... 4 ... 5 ... 6 ... 7 )

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00 .sk 6  
0002.00  
0003.00 How to Use Print Control Commands When Creating Documents  
0004.00 .date

S/39 Text Management

0005.00 .tc  
0006.00 .h1 Introduction  
0007.00 This sample document shows you how print control commands can be  
0008.00 used in document creation. The sample document shows a document  
0009.00 containing print control commands. Compare this to the printed form,  
0010.00 which shows the document after the commands have been executed.

0011.00 .h1 Parts of a Document

0012.00 .h2 The Automatic Table of Contents

0013.00 Text Management has provided an easy way to get a table of

0014.00 contents in your document. You just insert a table-of-contents

0015.00 command ( tc ) into the document where you want the table of contents

0016.00 .sk 0

0017.00 to go.

0018.00 .h2 Major Chapter Headings

0019.00 Major chapter headings are located at the beginning of each

0020.00 chapter and you define them with an h0 print control command.

The document, PRTCTL, looks like this on your screen...

```

TEXT      W:1      Document: PRTCTL      Scan:
Fmt: 1 (<... 1 ... 2 ... 3 ... C.. 4 ... 5 ... 6 ... 7>
0020.00 chapter and you define them with an h0 print control command.
0021.00 .sk
0022.00 These chapter headings are for the major subjects in your document.
0023.00 They are so important that they are capitalized and underlined,
0024.00 and each one begins on a new page.
0025.00 .h2 Minor Headings
0026.00 There are up to five levels of additional headings within any
0027.00 document. Each one is set off by slightly different techniques
0028.00 to allow that level to be identified.
0029.00 The first minor heading under a chapter heading is defined
0030.00 by an h1 print control command in front of the heading. The heading
0031.00 .sk 0 .
0032.00 is capitalized when printed and is included in the table of contents.
0033.00 As you may have guessed, the five levels of minor headings are
0034.00 defined with the h1 through h6 print control commands.
0035.00 .sk 0 .
0036.00 .h3 Heading Example
0037.00 This shows you a third level heading.
*****END*****

```

And like the following pages after printing.

S/38 Text Management  
How to Use Print Control Commands When Creating Documents  
10/16/83



## CONTENTS

1.1 Introduction . . . . .	2
1.2 Parts of a Document . . . . .	3
1.2.1 The Automatic Table of Contents . . . . .	3
1.2.2 Major Chapter Headings . . . . .	3
1.2.3 Minor Headings . . . . .	3
1.2.3.1 Heading Example . . . . .	3

## 1.1 INTRODUCTION

This sample document shows you how print control commands can be used in document creation. The sample document shows a document containing print control commands. Compare this to the printed form, which shows the document after the commands have been executed.

## 1.2 PARTS OF A DOCUMENT

### 1.2.1 THE AUTOMATIC TABLE OF CONTENTS

Text Management has provided an easy way to get a table of contents in your document. You just insert a table-of-contents command (.tc) into the document where you want the table of contents to go.

### 1.2.2 MAJOR CHAPTER HEADINGS

Major chapter headings are located at the beginning of each chapter and you define them with an .h0 print control command. These chapter headings are for the major subjects in your document. They are so important that they are capitalized and underlined, and each one begins on a new page.

### 1.2.3 MINOR HEADINGS

There are up to five levels of additional headings within any document. Each one is set off by slightly different techniques to allow that level to be identified.

The first minor heading under a chapter heading is defined by an .h1 print control command in front of the heading. The heading is capitalized when printed and is included in the table of contents.

As you may have guessed, the five levels of minor headings are defined with the .h1 through .h6 print control commands.

#### 1.2.3.1 HEADING EXAMPLE

This shows you a third level heading.

## REVIEW OF PRINT CONTROL COMMANDS

Command	Can be used in	
	paragraphs	headings & footings
.date	yes	yes
.docid	yes	yes
.excf	no	no
.exc	no	no
.h	no	no
.tc	no	no
.dh to	no	no
.im	no	no
.kp	no	no
.n	yes	yes
.&	yes	yes
.pa	no	no
.pa dx	no	no
.pn	no	yes
.*	no	yes
.sk	no	yes
.tot	no	no
.xtot	no	no



FORM

DOCUMENTS

## The Characteristics of a Form Document:

- \* User fills in input fields called FORM FIELDS
- \* Each FORM FIELD can have preassigned attributes
  - prompting information
  - numeric input only
  - underlining
  - highlighting
- \* User works on a copy of the original



TEXT W:1 Document: FORMDOC Scan: \_\_\_\_\_  
 Fmt: 1 <.I ... 1 ... 2 ... 3 ... C.. 4 ... 5 ... 6 ... 7>  
 0001.00 .Name \_\_\_\_\_  
 0002.00 .Address \_\_\_\_\_  
 0003.00 .City \_\_\_\_\_  
 0004.00 \_\_\_\_\_  
 0005.00 Dear .Title \_\_\_\_\_  
 0006.00 \_\_\_\_\_

Catalog Service Co.  
 "Guaranteed Satisfaction"

0007 1 We were pleased to receive your order. A new catalog is enclosed  
 0008.00 for your future orders. May we have an opportunity to serve you again  
 0009.00 in the very near future. Your order as we received it was:

ITEM NUMBER	QUANTITY	DESCRIPTION	COST
0011.00	_____	_____	_____
0012.00	_____	_____	_____
0013.00	_____	_____	_____
0014.00	_____	_____	_____
0015.00	_____	_____	_____
0016.00	_____	_____	_____
0017.00	_____	Total	.tot
0018.00	_____		
0019.00	_____		
0020.00	_____		
0021.00	_____		

Sincerely,  
 Howard Davis, Pres.



Cindy West  
910 W. Decorah Rd.  
West Bend, WI 53095

Catalog Service Co.  
"Guaranteed Satisfaction"

Dear Ms. West

We were pleased to receive your order. A new catalog is enclosed for your future orders. May we have an opportunity to serve you again in the very near future. Your order as we received it was:

ITEM NUMBER	QUANTITY	DESCRIPTION	COST
5001	12	Thinga-majigs	15.99
5026	10	Whatcha-ma-callits	20.00
		Total	<u>35.99</u>

Sincerely,

Howard Davis, Pres.

Completed application Should Be Sent To:  
The Prudential Insurance Company  
P.O. Box 2000  
Parsippany, NJ 02154

The plan provides coverage for reasonable and customary charges as determined by K and W Company in conjunction with Prudential.

To Apply for Benefits

1. Complete and sign application and send with original supporting bills.
2. Each bill must contain date of care, nature of condition or treatment and patient's name. Bills for prescription drugs and other eligible supplies must show prescription number or full name of drug or supply and date of purchase.

1. Employee's Name(please print)	Total Charges
<u>Fischer, Brian R.</u>	<u>\$150.00</u>

2. Other Medical Coverage Information: Are any submitted charges eligible for medical benefits under any plan for which another group pays all or part of the cost?  Yes  No  
If yes, complete remainder of Section 2 on the back of this form.

3. Medicare Eligibility: Is any individual for whom charges are being submitted eligible for Medicare?  Yes  No  
If yes, please indicate the name(s) of the individual(s) incurring the expenses in the spaces below.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. I certify that the statements in this application are correct and the attached bills are eligible for medical expenses incurred by myself or eligible members of my family.

10/13/83

TEXT

PRIMARY MENU

Select one of the following:

1. Create or revise a document
2. Browse a document
3. Print a document
4. Fill in a form document

Option: 1

Name of the document when stored:

Document (blank for a list of documents):

FORMDOC

File (blank for a list of files):

KKWFILE

Library :

QTX

Within Text Management:

Press HELP key to display help text.

Press CF1 key to exit.

Press CF2 key to back up to the previous display in a series.

CF6-Display messages

To create a form document, type in option 1 and a document name, file and library.

TEXT W:1 Document: FORMDOC Scan: \_\_\_\_\_  
Fmt: 1 ... 1 ... 2 ... I 3 ... 4 ... .C. 5 ... 6 ... >  
\*\*\*\*\*BEGINNING\*\*\*\*\*

0001 1 Completed application Should Be Sent To:  
0002 1 The Pudential Insurance Company  
0003 1 P.O. Box 2000  
0004 1 Parsippany, NJ 02154  
0005.00

0006 2 The plan provides coverage for reasonable and customary charges as  
0007.00 determined by XXXXXXXXXXXXXXXXXXXXXXXX in conjunction with  
0008.00 Pudential.

0009.00 To Apply for Benefits

0010 4 1. Complete and sign application and send with original supporting  
0011.00 bills.

0012 4 2. Each bill must contain date of care, nature of condition or  
0013.00 treatment and patient's name. Bills for prescription drugs and  
0014.00 other eligible supplies must show prescription number or full  
0015.00 name of drug or supply and date of purchase.

0016.00  
0017.00  
0018.00  
0019.00  
0020.00

```

TEXT      W:1      Document: FORMDOC      Scan:
Fmt: 1    ... 1 ... 2 ... (.I 3 ... 4 ... .C. 5 ... 6 ... .)
*****BEGINNING*****
0001 1      Completed application Should Be Sent To:
0002 1      The Pudential Insurance Company
0003 1      P.O. Box 2000
0004 1      Parsippany, NJ 02154
0005.00
0006.00      The plan provides coverage for reasonable and customary charges as
0007.00      determined by
0008.00      Pudential.
0009.00      To Apply for Benefits
0010 4      1. Complete and sign application and send with original supporting
0011.00      bills.
0012 4      2. Each bill must contain date of care, nature of condition or
0013.00      treatment and patient's name. Bills for prescription drugs and
0014.00      other eligible supplies must show prescription number or full
0015.00      name of drug or supply and date of purchase.
0016.00
0017.00
0018.00
0019.00
0020.00

```

Replace the X's with blanks and press ENTER,  
to set up for the form field.

TEXT - HELP

CF KEY DESCRIPTIONS

CF14

Text Definition

CF Key Description

14 Defining Form Fields - Key f immediately before and after the text you want to define as a form field. Press CF14. The form field is defined. To further define this field, place the cursor anywhere within the field and press CF14 again. The Text Definition screen will be displayed, allowing you to specify additional parameters for the field.

Deleting Definition Characteristics - You can remove underlining, highlighting, or form field definitions from the text by keying d or a space immediately before the text field. You must actually key a space even if it appears that there is already a space before the field. Press CF14. The special characteristic will be deleted, but the text will remain unchanged.





TEXT W:1 Document: FORMDOC Scan: \_\_\_\_\_

Fmt: 1 ... 1 ... 2 ... < . I 3 ... 4 ... . C. 5 ... 6 ... >  
 \*\*\*\*\*BEGINNING\*\*\*\*\*

0001 1 Completed application Should Be Sent To:  
 0002 1 The Pudential Insurance Company  
 0003 1 P.O. Box 2000  
 0004 1 Parsippany, NJ 02154

0005.00

0006.00 The plan provides coverage for reasonable and customary charges as  
 0007.00 determined by f  
 0008.00 Pudential. f in conjunction with

0009.00 To Apply for Benefits

0010 4 1. Complete and sign application and send with original supporting  
 0011.00 bills.  
 0012 4 2. Each bill must contain date of care, nature of condition or  
 0013.00 treatment and patient's name. Bills for prescription drugs and  
 0014.00 other eligible supplies must show prescription number or full  
 0015.00 name of drug or supply and date of purchase.  
 0016.00  
 0017.00  
 0018.00  
 0019.00  
 0020.00

Type in two f's on both ends of the form field and then press CF14 to create the form field.

Form Fields are predefined text fields. You can proceed from one form field to the next using field advance keys.

Form fields can save a lot of tedious keying and aligning when:

- Keying columns of text or numbers.
- Keying text that is centered, edited, or aligned on a decimal point.
- Keying repetitive text where only parts of the document are updated.

#### DEFINING FORM FIELDS.

To define any text field as a form field, key an f before and after it, and press CF14. If you wish to further define the form field, move the cursor into the field and press CF14 again. This will cause the Text Definition screen to be displayed. You can define the characteristics of the form field by responding to prompts on this screen.



TEXT - HELP

USING FORM FIELDS

### Using Form Fields - Continued

Among the characteristics that you can specify are:

VALUE - You can specify either an initial value or a prompt value for the field. An initial value is displayable, printable, and can be modified. A prompt value is displayable but not printable and can be overkeyed when the form field is filled in. Begin a prompt value with a period followed by the text to be displayed in the field. A database field name preceded by .& can be used as a form field.

UNDERLINING/HIGHLIGHTING - You can specify that the form field be underlined or highlighted when it is printed.



TEXT - HELP

USING FORM FIELDS

Using Form Fields - Continued

**POSITIONING** - You can specify that extra spaces following the text within form field be removed before the document is printed. If the form field is within a paragraph, the paragraph will be adjusted prior to being printed.

You can specify that the data in the field be centered. This will be ignored if the form field is in a paragraph.

You can specify that the data in the field be aligned on the right boundary of the form field and any portion of the field that is not newly keyed be filled with spaces.

You can specify that the data in the field be aligned on the left boundary of the form field and any portion of the field that is not newly keyed be filled with zeros.



TEXT -- HELP

USING FORM FIELDS

### Using Form Fields - Continued

**NUMERIC OPTIONS** - You can specify that the field is to contain only numeric values. If the field is numeric you can also specify the following functions:

- System-defined edit codes to edit the form field before displaying or printing.
- Replacement of leading zeros in the field with asterisks.
- Replacement of leading zeros with a floating currency symbol. The currency symbol will immediately precede the value in the field regardless of how much space is actually filled by the value.
- Alignment on the decimal point and the number of decimal positions to be shown.



TEXT - HELP

## USING FORM FIELDS

### Using Form Fields - Continued

#### USING FORM FIELDS.

After the form fields have been defined, you can press CF4 to turn on Forms Prompting or to turn it off again. In this mode, press field advance keys to move the cursor from one form field to the next (only within the screen boundary). Press CF7/CF8 to move to the next (CF7) or previous (CF8) form field in the document. Press ENTER when your keying into the form field is complete and those functions associated with the form field will be performed. You cannot define or delete form fields while in Form mode.

#### DELETING FORM FIELDS.

To delete a form field, key either a d or a space immediately before the form field and press CF14. The form field will be deleted while the data in the field will be unchanged.



TEXT DEFINITION

TEXT

Field length: 024  
 Field location Line: 0007.00 Column: 019  
 Value (initial period indicates value that will not print):  
 .your company

Underline/Highlight

Underline this field when printing  
 Highlight this field when printing (overprint)

Positioning

Remove extra spaces after field when printing  
 Center field after keying  
 Right adjust and blank fill field  
 Right adjust and zero fill field

Numeric Options

Allow only numeric value (Y N): N  
 Edit field with this Edit Code (A-D, J-M, Y, Z, 1-9):       
 Replace leading zeros with asterisks (Y N): N  
 Replace leading zeros with floating currency symbol (Y N): N  
 Provide decimal alignment (1-9):     

CF2-Return to Edit Display      ENTER-Next Form Field

To further define your form field, position your cursor somewhere in the form field, and press CF14.

TEXT            W:1            Document: FORMDOC            Scan: \_\_\_\_\_  
Fmt: 1    ... 1 ... 2 ... <... I 3 ... 4 ... .C. 5 ... 6 ... >  
\*\*\*\*\*BEGINNING\*\*\*\*\*

0001 1            Completed application Should Be Sent To:  
0002 1            The Pudential Insurance Company  
0003 1            P.O. Box 2000  
0004 1            Parsippany, NJ 02154

0005.00  
0006.00            The plan provides coverage for reasonable and customary charges as  
0007.00            determined by .your company in conjunction with  
0008.00            Pudential.  
0009.00            To Apply for Benefits

- 0010 4            1. Complete and sign application and send with original supporting  
0011.00            bills.  
0012 4            2. Each bill must contain date of care, nature of condition or  
0013.00            treatment and patient's name. Bills for prescription drugs and  
0014.00            other eligible supplies must show prescription number or full  
0015.00            name of drug or supply and date of purchase.

0016.00  
0017.00  
0018.00  
0019.00  
0020.00

The initial prompt value is displayed on the screen,  
but will not be displayed when printed.





TEXT W:1 Document: FORMDOC Scan: \_\_\_\_\_  
Fmt: 1 ... 1 ... 2 ... < . I 3 ... 4 ... . C 5 ... 6 ... >  
\*\*\*\*\*BEGINNING\*\*\*\*\*

0002 1 Completed application Should Be Sent To:  
0003 1 The Prudential Insurance Company  
0004 1 P.O. Box 2000  
0005 1 Parsippany, NJ 02154  
0006.00

0007 2 The plan provides coverage for reasonable and customary charges as  
0007.01 determined by your company in conjunction with  
0007.02 Prudential.

0008.00 To Apply for Benefits

- 0009 4 1. Complete and sign application and send with original supporting  
0009.01 bills.  
0009 4 2. Each bill must contain date of care, nature of condition or  
0009.03 treatment and patient's name. Bills for prescription drugs and  
0009.04 other eligible supplies must show prescription number or full  
0009.05 name of drug or supply and date of purchase.  
0011.00

0012.00 1. Employee's Name (please print) Total Charges  
0014.00 f f  
0015.00  
0016.00

and you can create them both at the same time.  
(Make sure they are in sets of two.)

TEXT

TEXT DEFINITION

Field length: 029  
 Field location Line: 0014.00 Column: 007  
 Value (initial period indicates value that will not print):  
.last,first,M,I.

Underline/Highlight

Underline this field when printing

(Y N): Y

Highlight this field when printing (overprint)

(Y N): N

Positioning

Remove extra spaces after field when printing

(Y N): N

Center field after keying

(Y N): N

Right adjust and blank fill field

(Y N): N

Right adjust and zero fill field

(Y N): N

Numeric Options

Allow only numeric value

(Y N): N

Edit field with this Edit Code

(A-D, J-M, Y, Z, 1-9):   

Replace leading zeros with asterisks

(Y N): N

Replace leading zeros with floating currency symbol

(Y N): N

Provide decimal alignment

(1-9):   

CF2-Return to Edit Display      ENTER-Next Form Field



After filling in the initial value, press ENTER

TEXT DEFINITION

Field length: 012  
Field location Line: 0014.00 Column: 052  
Value (initial period indicates value that will not print):  
.totcharge

Underline/Highlight

Underline this field when printing

(Y N): Y

Highlight this field when printing (overprint)

(Y N): N

Positioning

Remove extra spaces after field when printing

(Y N): N

Center field after keying

(Y N): N

Right adjust and blank fill field

(Y N): N

Right adjust and zero fill field

(Y N): N

Numeric Options

Allow only numeric value

(Y N): Y

Edit field with this Edit Code

(A-D, J-M, Y, Z, 1-9): J

Replace leading zeros with asterisks

(Y N): N

Replace leading zeros with floating currency symbol

(Y N): Y

Provide decimal alignment

(1-9): 2



CF2-Return to Edit Display

ENTER-Next Form Field

TEXT W:1 Document: FORMDOC Scan: \_\_\_\_\_ >  
 Fmt: 4 ..I < 1 ... 2 ... 3 ... ..C 4 ... 5 ... 6 ... >  
 0020.01 being submitted eligible for Medicare? Yes \_\_\_ No  
 0021.00 If yes, please indicate the name(s) of the individual(s)  
 0022.00 incurring the expenses in the spaces below.  
 0023.00 \_\_\_\_\_  
 0023.01 \_\_\_\_\_  
 0023.02 \_\_\_\_\_  
 0024.00 \_\_\_\_\_  
 0025. 4 4. I certify that the statements in this application are correct  
 0025.01 and the attached bills are eligible for medical expenses  
 0025.02 incurred by myself or eligible members of my family.  
 0026.00  
 0027.00 .Employee's signature \_\_\_\_\_  
 0028.00 .date \_\_\_\_\_  
 0029.00  
 0030.00 .pa  
 \*\*\*\*\*END\*\*\*\*\*

Finished! Press CF1 to exit and create the form document.  
 Or you can just press CF4 to fill in the form document.

TEXT - HELP

CF KEY DESCRIPTIONS

CF4

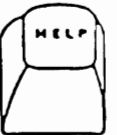
Form Prompting On/Off

CF Key Description

4 Form Prompt. Press CF4 to prompt for form fields. When you ask for Form Prompting, these things will be different from normal editing:

- The only fields on the Edit Display where you will be able to key are: the scan field on the status line; the first line number field on the display; and the underlined form fields on the display.
- FORM (for Form Prompting) will be in the Pend: field on the status line.
- Press the field advance key to automatically move the cursor from one form field to the next.

Press CF4 again to switch out of Form Prompting. (CF6 will cancel Form Prompting and any other pending operations.)





TEXT            W:1        Pend: FORM            Scan: \_\_\_\_\_

Fmt: 4    ..I < 1 ... 2 ... 3 ... ..C 4 ... 5 ... 6 ... >

0020.01    being submitted eligible for Medicare?    Yes \_\_\_ No

0021.00    If yes, please indicate the name(s) of the individual(s)

0022.00    incurring the expenses in the spaces below.

0023.00    \_\_\_\_\_

0023.01    \_\_\_\_\_

0023.02    \_\_\_\_\_

0024.00    \_\_\_\_\_

0025 4    4. I certify that the statements in this application are correct

0025.01    and the attached bills are eligible for medical expenses

0025.02    incurred by myself or eligible members of my family.

0026.00    \_\_\_\_\_

0027.00    .Employee's signature

0028.00    \_\_\_\_\_

0029.00    .date

0030.00    .pa

\*\*\*\*\*END\*\*\*\*\*

You are now in "FORM" mode which means that all you can do is fill in the document and print it using CF15.

TEXT

PRIMARY MENU

Select one of the following:

1. Create or revise a document
2. Browse a document
3. Print a document
4. Fill in a form document

Option:       

Name of the document when stored:

Document (blank for a list of documents):

FORMDOC

File (blank for a list of files):

KKWFILE

Library :

QTXT

Within Text Management:

Press HELP key to display help text.

Press CF1 key to exit.

Press CF2 key to back up to the previous display in a series.

CF6-Display messages

Document FORMDOC in file KKWFILE.QTXT updated with 41 records.



When you exit from your document, text tells you that your document has been created.



TEXT

PRIMARY MENU

Select one of the following:

1. Create or revise a document
2. Browse a document
3. Print a document
4. Fill in a form document

Option: 4

Name of the document when stored:

Document (blank for a list of documents):

File (blank for a list of files):

Library :

FORMDOC

KKWFILE

QTXT

Within Text Management:

Press HELP key to display help text.

Press CF1 key to exit.

Press CF2 key to back up to the previous display in a series.

CF6-Display messages

Instead of using CF4 right from the edit display, you can also fill in your form document by taking option 4.

TEXT W:1 Pend: FORM Scan: \_\_\_\_\_  
 Fmt: 1 ... 1 ... 2 ... (.I 3 ... 4 ... .C. 5 ... 6 ... >  
 \*\*\*\*\*BEGINNING\*\*\*\*\*

0001 1 Completed application Should Be Sent To:  
 0002 1 The Pudential Insurance Company  
 0003 1 P.O. Box 2000  
 0004 1 Parsippany, NJ 02154

0005.00  
 0006 2 The plan provides coverage for reasonable and customary charges as  
 0007.00 determined by Your company in conjunction with  
 0008.00 Pudential.

0009.00 To Apply for Benefits

0010 4 1. Complete and sign application and send with original supporting  
 0011.00 bills.

0012 4 2. Each bill must contain date of care, nature of condition or  
 0013.00 treatment and patient's name. Bills for prescription drugs and  
 0014.00 other eligible supplies must show prescription number or full  
 0015.00 name of drug or supply and date of purchase.

0016.00  
 0017.00 1. Employee's Name(please print) Total Charges  
 0018.00 .last,first,M.I. .totcharge  
 0019.00

0020.00 2. Other Medical Coverage Information: Are any submitted charges

Notice that you are then in "FORM" mode and can only enter  
 data into the underlined input fields.

TEXT W:1 Pend: FORM Scan: \_\_\_\_\_  
Fmt: 1 ... 1 ... 2 ... (.I 3 ... 4 ... .C. 5 ... 6 ... .) >  
\*\*\*\*\*BEGINNING\*\*\*\*\*

0001 1 Completed application Should Be Sent To:  
0002 1 The Pudential Insurance Company  
0003 1 P.O. Box 2000  
0004 1 Parsippany, NJ 02154  
0005.00

0006 2 The plan provides coverage for reasonable and customary charges as  
0007.00 determined by K & W Company in conjunction with  
0008.00 Pudential.

0009.00 To Apply for Benefits  
0010 4 1. Complete and sign application and send with original supporting  
0011.00 bills.

0012 4 2. Each bill must contain date of care, nature of condition or  
0013.00 treatment and patient's name. Bills for prescription drugs and  
0014.00 other eligible supplies must show prescription number or full  
0015.00 name of drug or supply and date of purchase.

0016.00  
0017.00 1. Employee's Name (please print) Total Charges  
0018.00 Fischer, Brian R. 150  
0019.00

0020.00 2. Other Medical Coverage Information: Are any submitted charges

Fill in the fields and press ENTER.

TEXT - HELP

CF KEY DESCRIPTIONS

CF15

Print Document Interactively

CF Key Description

15 Print a document interactively. Press CF15 to print the document using the default print options or the print options currently defined for the document.

To define the print options see HELPTEXT option 17.2. To print a document in batch see HELPTEXT option 17.1.

CF15 can be used to print multiple forms quickly.



TEXT W:1 Pend: FORM Scan: \_\_\_\_\_  
Fmt: 1 ... 1 ... 2 ... (.I 3 ... 4 ... .C. 5 ... 6 ... >  
\*\*\*\*\*BEGINNING\*\*\*\*\*

0001 1 Completed application Should Be Sent To:  
0002 1 The Pudental Insurance Company  
0003 1 P.O. Box 2000  
0004 1 Parsippany, NJ 02154  
0005.00

0006 2 The plan provides coverage for reasonable and customary charges as  
0007.00 determined by K & W Company in conjunction with  
0008.00 Pudental.

0009.00 To Apply for Benefits

0010 4 1. Complete and sign application and send with original supporting  
0011.00 bills.

0012 4 2. Each bill must contain date of care, nature of condition or  
0013.00 treatment and patient's name. Bills for prescription drugs and  
0014.00 other eligible supplies must show prescription number or full  
0015.00 name of drug or supply and date of purchase.

0016.00

0017.00 1. Employee's Name(please print) Total Charges

0018.00 Fischer, Brian R. \$150.00

0019.00

0020.00 2. Other Medical Coverage Information: Are any submitted charges



TEXT W:1 Pend: FORM Scan: \_\_\_\_\_

Fmt: 4 ..I .( . 1 ... 2 ... 3 ... ..C 4 ... 5 ... 6 ... >

0020.00 2. Other Medical Coverage Information: Are any submitted charges

0021.00 eligible for medical benefits under any plan for which another

0022.00 group pays all or part of the cost? Yes X No

0023.00 If yes, complete remainder of Section 2 on the back of this

0024.00 form.

0025.00

0026.00 3. Medicare Eligibility: Is any individual for whom charges are

0027.00 being submitted eligible for Medicare? Yes X No

0028.00 If yes, please indicate the name(s) of the individual(s)

0029.00 incurring the expenses in the spaces below.

0030.00 .eligible medical recipient \_\_\_\_\_

0031.00 \_\_\_\_\_

0032.00 \_\_\_\_\_

0033.00 \_\_\_\_\_

0034 4 4. I certify that the statements in this application are correct

0035.00 and the attached bills are eligible for medical expenses

0036.00 incurred by myself or eligible members of my family.

0037.00

0038.00 .Employee's signature \_\_\_\_\_

0039.00 .date \_\_\_\_\_

0040.00

Print complete.



Your document is ready to print. Press CF1 to exit.

TEXT

EXIT FROM EDIT

Exit Editor - Return to Primary Menu (Y N): N      ←  
Edit another new form (Y N): Y      ←  
Create document named below (Y N): N  
Print document without formatting (Y N): N

Document name:

FORMDOC

File containing document:

KKWFILE

Library containing file:

QTX

Description: Form document - medical

Resequence document by line number

(Y N): Y

-- or --

Resequence document by calculating page/line

(Y N): N

The options are set up to take you back into your form to fill it again. But, if you don't want to...

TEXT

EXIT FROM EDIT

Exit Editor - Return to Primary Menu (Y N): Y  
Edit another new form (Y N): N  
Create document named below (Y N): N  
Print document without formatting (Y N): N



Document name:

FORMDOC

File containing document:

KKWFILE

Library containing file:

QTX

Description:

Form document - medical

Resequence document by line number

(Y N): Y

— or —

Resequence document by calculating page/line

(Y N): N



# Form Document Review

Create it  
using option 1.

```

TEXT      H:1      Document: FORMDOC      Scan: _____
Fmt: 1 (..1 ... 1 ... .. 2 ... .. 3 ... Co. 4 ... .. 5 ... .. 6 ... .. 7)
0001.00   .Name _____      Catalog Service Co.
0002.00   .Address _____      "Guaranteed Satisfaction"
0003.00   .City _____
0004.00
0005.00   Dear .Title _____
0006.00
0007 1     We were pleased to receive your order. A new catalog is enclosed
0008.00   for your future orders. May we have an opportunity to serve you again
0009.00   in the very near future. Your order as we received it was:
0010.00
0011.00   ITEM NUMBER      QUANTITY      DESCRIPTION      COST
0012.00   _____      _____      _____      _____
0013.00   _____      _____      _____      _____
0014.00   _____      _____      _____      _____
0015.00   _____      _____      _____      _____
0016.00
0017.00                                     Total      .tot
0018.00
0019.00   Sincerely,
0020.00
0021.00   Howard Davis, Pres.
    
```

```

TEXT      H:1      Pnd: FORM      Scan: _____
Fmt: 1 (..1 ... 1 ... .. 2 ... .. 3 ... Co. 4 ... .. 5 ... .. 6 ... .. 7)
*****BEGINNING*****
0001.00   Cindy West _____      Catalog Service Co.
0002.00   910 W. Decorah Rd. _____      "Guaranteed Satisfaction"
0003.00   West Bend, WI 53095 _____
0004.00
0005.00   Dear Ms. West _____
0006.00
0007 1     We were pleased to receive your order. A new catalog is enclosed
0008.00   for your future orders. May we have an opportunity to serve you again
0009.00   in the very near future. Your order as we received it was:
0010.00
0011.00   ITEM NUMBER      QUANTITY      DESCRIPTION      COST
0012.00   5001              12           Thing-a-majigs.      15.99
0013.00   5026              10           Whatcha-na-callits      20.00
0014.00   _____      _____      _____      _____
0015.00   _____      _____      _____      _____
0016.00
0017.00                                     Total      .tot
0018.00
0019.00   Sincerely,
0020.00
    
```

Fill it  
using option 4 or  
CF4 from the edit  
screen

```

Cindy West _____      Catalog Service Co.
910 W. Decorah Rd. _____      "Guaranteed Satisfaction"
West Bend, WI 53095 _____

Dear Ms. West

We were pleased to receive your order. A new catalog is enclosed
for your future orders. May we have an opportunity to serve you again
in the very near future. Your order as we received it was:

ITEM NUMBER      QUANTITY      DESCRIPTION      COST
5001              12           Thing-a-majigs      15.99
5026              10           Whatcha-na-callits      20.00
_____
_____
Total      35.99

Sincerely,
Howard Davis, Pres.
    
```

Print it  
using CF15.



A  
D  
V  
A  
N  
C  
E  
D

FUNCTIONS

HOW TO  
USE THE  
SYSTEM/38 TEXT MANAGEMENT  
SERVICES MENU

TEXT W:1 Document: STDLET SUBST Scan: \_\_\_\_\_  
Fmt: 1 (.I ... 1 ... .. 2 ... .. C3 ... .. 4 ... .. 5 ... ..) 6 ... .. 7

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00 July 9, 1981

0002.00

0003.00

0004.00

0005.00 Mrs. Lawrence Smith

0006.00 3949 San Marcos Road

0007.00 Evanston, Illinois

0008.00

0009.00 Dear Mrs. Smith,

0010.00

0011 1 You may use your CLEARVIEW CARD at any of thousands of  
0012.00 merchants in the Chicago area who proudly display the  
0013.00 CLEARVIEW sticker. You will be required to show your card  
0014.00 at the time of purchase.

0015.00

0016 1 The limit set on your credit will be \$750.00. If you

0017.00 wish to increase your credit limit beyond \$750.00, please

0018.00 call your CLEARVIEW Account Representative on (312)

0019.00 555-1234.

0020.00

Press CF5 to get the Services Menu.

TEXT - HELP

CF KEY DESCRIPTIONS

CF5

Services Menu

CF Key Description

5 Services Menu: Press CF5 to display the editing functions available through the Services Menu.

For more details, see options 10 to 15 on the Help Options menu.



Press CF5 to go to the SERVICES MENU. This menu provides editing and printing services. These services include:

1. Display/change scan/substitute options.
2. Display current document in printed format on split display.
3. Display another document on split display.
4. Copy another document to edit display.
5. Display fields from data base member on split display.
6. Copy fields from data base member to edit display.
7. Display/change list of data files that control printing.
8. Display/change print options.
9. Display/change dictionary search list.

See Options 11 through 15 for more detail.

NOTE: CF2 from the split edit display will return to the edit display.




TEXT

SERVICES MENU

Select one of the following:

1. Display/change scan/substitute options
2. Display current document in printed format on split display
3. Display another document on split display
4. Copy another document to edit display
5. Display fields from data base member on split display
6. Copy fields from data base member to edit display
7. Display/change list of data files that control printing
8. Display/change print options
9. Display/change dictionary search list

Option:  \_\_\_\_\_

Document/member: \_\_\_\_\_

File: \_\_\_\_\_

Library: \_\_\_\_\_

CF6-Display messages

Depending on which option you are performing, you may need to fill in the four fields indicated by the arrows



OPTION 1:

SCAN

&

SUBSTITUTE

TEXT W:1 Document: STDLET SUBST Scan: \_\_\_\_\_  
Fmt: 1 (<...I ... 1 ... 2 ... ..C3 ... .. 4 ... .. 5 ... ..> 6 ... .. 7

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00 July 9, 1981

0002.00

0003.00

0004.00

0005.00 Mrs. Lawrence Smith

0006.00 3949 San Marcos Road

0007.00 Evanston, Illinois

0008.00

0009.00 Dear Mrs. Smith,

0010.00

0011 1 You may use your CLEARVIEW CARD at any of thousands of  
0012.00 merchants in the Chicago area who proudly display the  
0013.00 CLEARVIEW sticker. You will be required to show your card  
0014.00 at the time of purchase.

0015.00

0016 1 The limit set on your credit will be \$750.00. If you  
0017.00 wish to increase your credit limit beyond \$750.00, please  
0018.00 call your CLEARVIEW Account Representative on (312)  
0019.00 555-1234.

0020.00

On this document, we would like to replace "Smith" with  
"Maxwell" each time it appears.

TEXT - HELP

SCAN AND SUBSTITUTE TEXT

This function allows you to look for a particular text string, and, if you like, to replace that string with another one. Key in these parameters on the Scan/Substitute Options Display prior to beginning the scan:

Scan String - Can be up to fifty characters. If you want one or more spaces at the beginning or end of the string you must put apostrophes around the string.

Substitute String - Can be up to 50 characters. Apostrophes are only necessary when you want spaces at the beginning or end. The string need not be the same length as the scan string. If the substitution takes place within a paragraph, the paragraph will be adjusted.



TEXT - HELP

SCAN AND SUBSTITUTE TEXT

Display Before Substitute - Key Y in this field to display each scan string before doing the substitution. Press CF7 or CF8 to start the scan. The cursor will be placed at the beginning of the string when it is displayed. Press ENTER to perform the substitution. Press CF6 to cancel the substitution. Press CF7 or CF8 to perform the substitution and restart the scan/substitute operation.

Key N in this field to perform all substitutions when CF7 or CF8 is pressed.

Line - Key in the beginning and ending line numbers of part of a document to restrict the scan to that area.

Column - Key in the beginning and ending column numbers to restrict the scan.

Ignore upper lower case differences on scans - Key Y for yes, N for no.



## Step 1

TEXT

### SERVICES MENU

Select one of the following:

1. Display/change scan/substitute options
2. Display current document in printed format on split display
3. Display another document on split display
4. Copy another document to edit display
5. Display fields from data base member on split display
6. Copy fields from data base member to edit display
7. Display/change list of data files that control printing
8. Display/change print options
9. Display/change dictionary search list

Option: 1

Document/member: \_\_\_\_\_ File: \_\_\_\_\_ Library: \_\_\_\_\_

CF6-Display messages

All you need to do is type in a "1", text will not look at the remaining input fields on a scan/substitute

Step 2

TEXT SCAN/SUBSTITUTE OPTIONS

Scan: Smith  
Substitute: Maxwell  
Display before substitution (Y N): Y  
Ignore upper/lower case on scan (Y N): Y  
From/to line: .00 9999.99 From/to column: 1 80

CF7-Scan forward CF8-Scan backward

Fill in what you want to scan for and also what to substitute it with. Notice the other options available.

TEXT - HELP

CF KEY DESCRIPTIONS

CF7

Scan/Substitute Forward

CF Key Description

7 Scan/Substitute Forward. Press CF7 to initiate a forward scan or scan/substitute, starting at the current location of the cursor. Key the string you want to locate on the scan line of the Edit Display or on the Scan/Substitute Options Display. See the Scan/Substitute Options Display to request various types of scans and substitutions.

When the string is found during a scan operation, it will be displayed. The cursor will be at the first position of the string. Press CF7 to scan again from that point.

If a scan/substitute is requested and the string is to be displayed before the substitution is done, the cursor is placed at the first position of the string and you are notified that a substitution is pending. Press CF6 to cancel the substitution. Press ENTER to cause the substitution to take place or Press CF7 to perform the substitution and proceed with the scan.



TEXT -- HELP

CF KEY DESCRIPTIONS

CF7

Scan/Substitute Forward - Continued

CF Key      Description

7            To start your scan or scan/substitute at some line other than the line currently at the top of the display, key the desired starting line in any line number and press CF7.

Scan and scan/substitute operations:

- Allow hyphenated text in the string
- Allow for continuation of the string from one line to the next
- Work despite upper and lower case differences
- Work despite spacing differences between words in defined paragraphs.





TEXT - HELP

CF KEY DESCRIPTIONS

CFB

Scan/Substitute Backward

CF Key Description

- 8 Scan/Substitute Backward. Press CFB to initiate a backward scan or scan/substitute. The only difference between CF7 and CFB is the direction.



Step 3

TEXT W:1 Document: STDLET SUBST Scan: Smith  
Fmt: 1 (.I ... 1 ... 2 ... .C3 ... 4 ... 5 ... .> 6 ... . 7

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00 July 9, 1981

0002.00  
0003.00

0004.00

0005.00 Mrs. Lawrence Smith  
0006.00 3949 San Marcos Road  
0007.00 Evanston, Illinois

0008.00

0009.00 Dear Mrs. Smith,

0010.00

0011 1 You may use your CLEARVIEW CARD at any of thousands of  
0012.00 merchants in the Chicago area who proudly display the  
0013.00 CLEARVIEW sticker. You will be required to show your card  
0014.00 at the time of purchase.

0015.00

0016 1 The limit set on your credit will be \$750.00. If you  
0017.00 wish to increase your credit limit beyond \$750.00, please  
0018.00 call your CLEARVIEW Account Representative on (312)  
0019.00 555-1234.

0020.00

Make sure that your cursor is positioned in the upper leftmost corner and press CF7 to scan/substitute forward

Step 4

TEXT W:1 Document: STDLET SUBST Scan: Smith  
Fmt: 1 (<..I ... 1 ... .. 2 ... ..C3 ... .. 4 ... .. 5 ... ..) 6 ... .. 7  
\*\*\*\*\*BEGINNING\*\*\*\*\*  
0001.00 July 9, 1981  
0002.00  
0003.00  
0004.00  
0005.00 Mrs. Lawrence Smith  
0006.00 3949 Sar... Road  
0007.00 Evanston, Illinois  
0008.00  
0009.00 Dear Mrs. Smith,  
0010.00  
0011 1 You may use your CLEARVIEW CARD at any of thousands of  
0012.00 merchants in the Chicago area who proudly display the  
0013.00 CLEARVIEW sticker. You will be required to show your card  
0014.00 at the time of purchase.  
0015.00  
0016 1 The limit set on your credit will be \$750.00. If you  
0017.00 wish to increase your credit limit beyond \$750.00, please  
0018.00 call your CLEARVIEW Account Representative on (312)  
0019.00 555-1234.  
0020.00

Scan string found. Substitute pending.

Notice the message. Press ENTER.  
If you don't want to substitute, press CF6.

TEXT W:1 Document: STDLET SUBST Scan: Smith  
Fmt: 1 (.I . . . 1 . . . . . 2 . . . . . C3 . . . . . 4 . . . . . 5 . . . . . 6 . . . . . 7

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00 July 9, 1981

0002.00

0003.00

0004.00

0005.00 Mrs. Lawrence Maxwell

0006.00 3949 San Marcos Road

0007.00 Evanston, Illinois

0008.00

0009.00 Dear Mrs. Smith,

0010.00

0011 1 You may use your CLEARVIEW CARD at any of thousands of  
0012.00 merchants in the Chicago area who proudly display the  
0013.00 CLEARVIEW sticker. You will be required to show your card  
0014.00 at the time of purchase.

0015.00

0016 1 The limit set on your credit will be \$750.00. If you  
0017.00 wish to increase your credit limit beyond \$750.00, please  
0018.00 call your CLEARVIEW Account Representative on (312)  
0019.00 555-1234.

0020.00



TO SCAN FOR A WORD OR PHRASE

WITHOUT SUBSTITUTION...

Step 1



TEXT H:1 Document: STDLET Scan: Smith

Fmt: 1 (.I ... 1 ... 2 ... .C3 ... 4 ... 5 ... .) 6 ... 7

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00 July 9, 1981

0002.00

0003.00

0004.00

0005.00 Mrs. Lawrence Smith

0006.00 3949 San Marcos Road

0007.00 Evanston, Illinois

0008.00

0009.00 Dear Mrs. Smith,

0010.00

0011 1 You may use your CLEARVIEW CARD at any of thousands of

0012.00 merchants in the Chicago area who proudly display the

0013.00 CLEARVIEW sticker. You will be required to show your card

0014.00 at the time of purchase.

0015.00

0016 1 The limit set on your credit will be \$750.00. If you

0017.00 wish to increase your credit limit beyond \$750.00, please

0018.00 call your CLEARVIEW Account Representative on (312)

0019.00 555-1234.

0020.00

Type the word or phrase into the space provided (phrases must be enclosed in apostrophes.)

TEXT W:1 Document: STDLET Scan: Smith  
Fmt: 1 (<...I ... 1 ... .. 2 ... ..C3 ... .. 4 ... .. 5 ... ..) 6 ... .. 7

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00 July 9, 1981

0002.00

0003.00

0004.00

0005.00 Mrs. Lawrence Smith 

0006.00 3949 San Marcos

0007.00 Evanston, Illino

0008.00

0009.00 Dear Mrs. Smith,


0010.00

0011 1 You may use your CLEARVIEW CARD at any of thousands of  
0012.00 merchants in the Chicago area who proudly display the  
0013.00 CLEARVIEW sticker. You will be required to show your card  
0014.00 at the time of purchase.

0015.00

0016 1 The limit set on your credit will be \$750.00. If you  
0017.00 wish to increase your credit limit beyond \$750.00, please  
0018.00 call your CLEARVIEW Account Representative on (312)  
0019.00 555-1234.

0020.00

Scan character string found. 

Make sure the cursor is positioned in the upper leftmost position and press CF7 to scan forward.

OPTION 2:

DISPLAY THE  
CURRENT DOCUMENT  
IN PRINTED FORMAT  
ON SPLIT DISPLAY



WHAT IF YOU WANTED TO SEE WHAT YOUR  
PRINTED DOCUMENT LOOKS LIKE WHILE  
YOU ARE STILL WORKING ON IT ???????

TEXT - HELP

BROWSING IN PRINT FORMAT

Key a 2 in this option of the SERVICES MENU to browse a document as it would appear in printed form.

The screen will be split into two displays. The document being edited will be above the dividing line, and the document as it would appear in printed form will be below the line.

To position the document to a specific point, change the page, line number, or window field in the bottom display and press ENTER.

To roll through the formatted document place the cursor below the dividing line and press ROLL keys.

To scan the formatted document place the cursor below the line, key in the scan string and press CF7 or CF8.



Step 1

TEXT W:1 Document: DOC#4 Scan: \_\_\_\_\_  
Fmt: 1 (<... 1 ... 2 ... 3 C... 4 ... 5 ... 6 >... 7

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00  
0002.00  
0003.00  
0003.01 U.R. Rich  
0003.02 9999 Cash Street  
0003.03 Penniless, IL 60001  
0004.00  
0007.00  
0008.00 Dear Mr. Rich  
0009.00

.date

0010 1 Thank-you for answering the personally addressed mailing. We  
0011.00 are excited to serve you as your new shoe insurance company.  
0012.00 We assure you that from now on your shoes will have the most  
0013.00 complete coverage available at this cost. You no longer have  
0014.00 to worry about uninsured shoe-shiners, or stolen laces and  
0015.00 buckles. Take every stride in confidence with U-Wear-M Shoe  
0016.00 Insurance.  
0017.00

0018 1 Enclosed are 10 forms which need to be filled out before we  
0019.00 can insure you completely. Please fill them out and send

To see what this document will look like after  
it is printed, press CF5.

Step 2

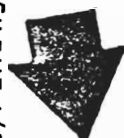
TEXT

SERVICES MENU

Select one of the following:

1. Display/change scan/substitute options
2. Display current document in printed format on split display
3. Display another document on split display
4. Copy another document to edit display
5. Display fields from data base member on split display
6. Copy fields from data base member to edit display
7. Display/change list of data files that control printing
8. Display/change print options
9. Display/change dictionary search list

Option: 2



Document/member: \_\_\_\_\_

File: \_\_\_\_\_

Library: \_\_\_\_\_

CF6-Display messages

Step 3

TEXT W:1 Document: DOC#4 Scan: \_\_\_\_\_  
Fmt: 1 (. . . . . 1 . . . . . 2 . . . . . 3 C. . . . . 4 . . . . . 5 . . . . . 6 ) . . . . . 7

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00  
0002.00  
0003.00  
0003.01  
0003.02  
0003.03  
0004.00  
0007.00  
0008.00

.date



U.R. Rich  
9999 Cash Street  
Penniless, IL 60001

Dear Mr. Rich

-----

Browse: W: 1 Page: 1 Line: 3 Scan: \_\_\_\_\_

\*\*\*\*\*BEGINNING\*\*\*\*\*

09/30/83



U.R. Rich  
9999 Cash Street  
Penniless, IL 60001

TEXT - HELP      CF KEY DESCRIPTIONS  
CF2

Previous Display/Eliminate Split Edit Display

CF Key    Description

- 2    1) Previous display: If you have worked through a series of displays, press CF2 to back up, one screen at a time, to the original screen. The current screen will be processed before the previous screen is displayed. CF2 is not supported from the Edit Display.
  
- 2) Eliminate split edit display: CF2 from the split edit display will return to the edit display.



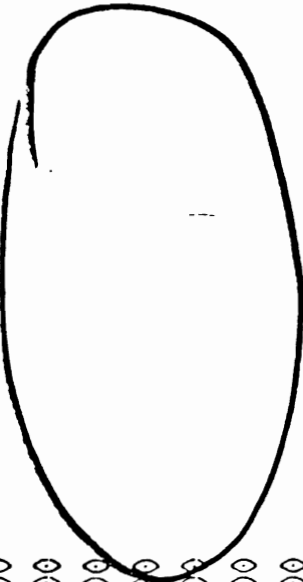
OPTION 3:

DISPLAY

ANOTHER DOCUMENT

ON SPLIT DISPLAY

TEXT W:1 Document: DOC#4 Scan: \_\_\_\_\_  
Fmt: 1 (<... 1 ... 2 ... 3 C... 4 ... 5 ... 6 >... 7  
\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00  
0002.00  
0003.00  
0004.00  
0005.00  
0006.00  
0007.00  
0008.00 Dear  
0009.00  
  
0010 1 Thank-you for answering the personally addressed mailing. We  
0011.00 are excited to serve you as your new shoe insurance company.  
0012.00 We assure you that from now on your shoes will have the most  
0013.00 complete coverage available at this cost. You no longer have  
0014.00 to worry about uninsured shoe-shiners, or stolen laces and  
0015.00 buckles. Take every stride in confidence with U-Wear-M Shoe  
0016.00 Insurance.  
0017.00  
0018 1 Enclosed are 10 forms which need to be filled out before we  
0019.00 can insure you completely. Please fill them out and send  
0020.00 them back in the same box we sent them in as soon as

To fill in this space, we need to reference another document filled with names and addresses



Step 1

TEXT W:1 Document: DOC#4 Scan: \_\_\_\_\_

Fmt: 1 (. . . . . 1 . . . . . 2 . . . . . 3 C. . . . . 4 . . . . . 5 . . . . . 6 ) . . . . . 7

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00  
0002.00  
0003.00  
0004.00  
0005.00  
0006.00  
0007.00  
0008.00 Dear  
0009.00  
0010 1 Thank-you for answering the personally addressed mailing. We  
0011.00 are excited to serve you as your new shoe insurance company.  
0012.00 We assure you that from now on your shoes will have the most  
0013.00 complete coverage available at this cost. You no longer have  
0014.00 to worry about uninsured shoe-shiners, or stolen laces and  
0015.00 buckles. Take every stride in confidence with U-Wear-M Shoe  
0016.00 Insurance.  
0017.00  
0018 1 Enclosed are 10 forms which need to be filled out before we  
0019.00 can insure you completely. Please fill them out and send  
0020.00 them back in the same box we sent them in as soon as

Press CF5 to get to the Services Menu.

TEXT - HELP

COPY/BROWSE ANOTHER DOCUMENT

Choose this option on the SERVICES MENU to browse or copy another document. There are two ways to use this function:

- Enter 3 in the To Option field. Press ENTER.

The screen will be divided into two displays. The document being edited will appear above the dividing line, and the document being browsed will appear below the line. You can position the browse document the same way that you position the document being edited. Scan for a string in the browse document by keying the string in the scan: field on the browse heading line. To invoke the scan press CF7 or CF8. To copy all or part of the browsed document into the document being edited key either C or C line commands in the browsed document, and an A or B line command in the document being edited. To return to the EDIT DISPLAY press CF2.



Step 2


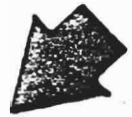

SERVICES MENU

TEXT

Select one of the following:

1. Display/change scan/substitute options
2. Display current document in printed format on split display
3. Display another document on split display
4. Copy another document to edit display
5. Display fields from data base member on split display
6. Copy fields from data base member to edit display
7. Display/change list of data files that control printing
8. Display/change print options
9. Display/change dictionary search list

Option: 3 

Document/member: DOC#3  File: KKWFILE  Library: QTXT 

CF6-Display messages

Type in option 3, and then the name, file and library of the document that contains the list of names.

Step 3

TEXT W:1 Document: DOC#4 Scan: \_\_\_\_\_  
Fmt: 1 (. . . 1 . . . 2 . . . 3 C. . . 4 . . . 5 . . . 6 ) . . . 7

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00  
0002.00  
0003.00  
0004.00  
0005.00  
0006.00  
0007.00  
0008.00 Dear  
0009.00 .date

-----  
Browse: DOC#3 W:1 Scan: \_\_\_\_\_

0016.00  
0017.00 U.R. Rich  
0018.00 9999 Cash Street  
0019.00 Penniless, IL 60001  
0020.00  
0021.00  
0022.00

\*\*\*\*\*END\*\*\*\*\*

Position your cursor in the bottom half of the split screen and roll forward for the name you desire.

Step 4

```
TEXT      W:1      Document: DOC#4      Scan: _____
Fmt: 1 (<... 1 ... 2 ... 3 C... 4 ... 5 ... 6 >... 7
*****BEGINNING*****
0001.00
0002.00
A
0004.00
0005.00
0006.00
0007.00
0008.00 Dear
0009.00
----- Scan: _____
Browse: DOC#3      W:1
0016.00
CC      U.R. Rich
0018.00 9999 Cash Street
CC      Penniless, IL 60001
0020.00
0021.00
0022.00
*****END*****
```



Once you've found the name you want, use the "copy" line command with a target to copy it into your document.

Step 5

TEXT W:1 Document: DOC#4 Scan: \_\_\_\_\_  
Fmt: 1 (<... 1 ... 2 ... 3 C... 4 ... 5 ... 6 >)... 7

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00  
0002.00  
0003.00  
0003.01  
0003.02  
0003.03  
0004.00  
0007.00  
0008.00  
0009.00  
0010 1  
0011.00  
0012.00  
0013.00  
0014.00  
0015.00  
0016.00  
0017.00  
0018 1  
0019.00

U.R. Rich  
9999 Cash Street  
Penniless, IL 60001

Dear Mr. Rich

Thank-you for answering the personally addressed mailing. We are excited to serve you as your new shoe insurance company. We assure you that from now on your shoes will have the most complete coverage available at this cost. You no longer have to worry about uninsured shoe-shiners, or stolen laces and buckles. Take every stride in confidence with U-Wear-M Shoe Insurance.

Enclosed are 10 forms which need to be filled out before we can insure you completely. Please fill them out and send

.date

OPTION 4:

COPY

ANOTHER DOCUMENT

TO THE

CURRENT EDIT DISPLAY

TEXT W:1 Document: DOC#1 Scan: \_\_\_\_\_  
Fmt: 1 ... 1 ... 2 ... < 3I... 4 ... C5 ... 6 ... 7R  
\*\*\*\*\*BEGINNING\*\*\*\*\*  
0001.00 \*\*\*\*\*END\*\*\*\*\*



TEXT W:1 Document: DOC#1 Scan: \_\_\_\_\_  
Fmt: 2 (<..I ... 1 ... .. 2 ... ..C3 ... .. 4 ... .. 5 ... ..) 6 ... .. 7

\*\*\*\*\*BEGINNING\*\*\*\*\*

0002.00 December 8, 1983

0003.00

0004.00

0005.00

0006.00 Mr. I.M. Broke

0007.00 0000 Cash Street

0008.00 Pennies, IL 60094

0009.00

0010.00 Dear Mr. Broke,

0011.00

0012 2 You may use your CLEARVIEW CARD at any of thousands of  
0013.00 merchants in the Chicago area who proudly display the  
0014.00 CLEARVIEW sticker. You will be required to show your card  
0015.00 at the time of purchase.

0016.00

0017 2 The limit set on your credit will be \$750.00. If you  
0018.00 wish to increase your credit limit beyond \$750.00, please  
0019.00 call your CLEARVIEW Account Representative on (312)

0020.00 555-1234.

0021.00

and you want to copy another letter into this empty document to give you a "base" to start with.

TEXT - HELP

COPY/BROWSE ANOTHER DOCUMENT

- Enter 4 in the To Option field. Press ENTER.  
The entire browse document will be copied into the document being edited.  
To copy the browse document into the edited document at a specific point, you must key an A or B line command at that point before going to the SERVICES DISPLAY to select this option. If there is no target specified, the browse document will be copied at the end of the edited document.
- When the copying is complete, you will return to the Edit Display.



Step 1

```
TEXT      W:1      Document: DOC#1      Scan: _____  
Fmt: 1    ... 1 ... 2 ... 3I... 4 ... C5 ... 6 ... 7R  
          *****BEGINNING*****  
          0001.00  
          *****END*****
```

Press CF5 to get to the Services Menu.

## Step 2

TEXT

SERVICES MENU

Select one of the following:

1. Display/change scan/substitute options
2. Display current document in printed format on split display
3. Display another document on split display
4. Copy another document to edit display
5. Display fields from data base member on split display
6. Copy fields from data base member to edit display
7. Display/change list of data files that control printing
8. Display/change print options
9. Display/change dictionary search list

Option: 4

Document/member: \_\_\_\_\_

File: EXAMPLE

Library: QTX

CF6-Display messages

Type in option 4. This time you can't recall the name of the document, so leave the document name blank.

Step 3

TEXT DOCUMENT LIST

File: EXAMPLE Library: QTXT

Select document from list below:

Search description:

Search from created date: 00/00/00 To created date: 09/30/83

Locate document name beginning with:

OPT	DOCUMENT	DESCRIPTION	CREATED
—	COLLIST	Simple data base column list	03/23/83
—	DBCOPY	Document to copy data in directly	03/23/83
—	FORMDOC	Document with form fields, highlight, underline	03/23/83
—	LETMCCL	Letter with multicopy and column list	03/23/83
—	LINECOM	General letter with data for line commands	03/23/83
—	MULTICOPY	Multiple copy document from data base	03/23/83
—	PRICTL	Document with print control commands	03/23/83
—	SOURCE	Document containing Print Control File data	03/23/83
1	STDLET	Standard letter	03/23/83

1-Select document

CF16-Print list

A list of all documents in the file is shown. From that list, you can select which document you want (as shown).

TEXT W:1 Document: DOC#1 Scan: \_\_\_\_\_  
Fmt: 2 (<...I ... 1 ... 2 ... ..C3 ... .. 4 ... .. 5 ... ..) 6 ... .. 7

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00  
0002.00 July 9, 1981  
0003.00  
0004.00  
0005.00  
0006.00 Mrs. Lawrence Smith  
0007.00 3949 San Marcos Road  
0008.00 Evanston, Illinois  
0009.00  
0010.00 Dear Mrs. Smith,  
0011.00

0012 2 You may use your CLEARVIEW CARD at any of thousands of  
0013.00 merchants in the Chicago area who proudly display the  
0014.00 CLEARVIEW sticker. You will be required to show your card  
0015.00 at the time of purchase.

0016.00  
0017 2 The limit set on your credit will be \$750.00. If you  
0018.00 wish to increase your credit limit beyond \$750.00, please  
0019.00 call your CLEARVIEW Account Representative on (312)  
0020.00 555-1234.

26 lines copied from document STDLET file EXAMPLE.QTXT.

The entire contents of the document you chose, will be copied into your new document. Then, make your changes.

TEXT W:1 Document: DOC#5 Scan: \_\_\_\_\_  
Fmt: 5 (.I ... 1 ... 2 ... ..C3 ... .. 4 ... .. 5 ... ..) 6 ... .. 7

\*\*\*\*\*BEGINNING\*\*\*\*\*

0022.00  
0023.00 December 8, 1983  
0024.00  
0025.00  
0026.00  
0027.00 Mr. I.M. Broke  
0028.00 0000 Cash Street  
0029.00 Pennies, IL 60094  
0030.00  
0031.00 Dear Mr. Broke,  
0032.00  
0033 5 Listed below are the members of your company who have  
0034.00 outstanding payments. I have listed their name,  
0035.00 department, and the amount overdue. Please see if you can  
0036.00 do something to correct this immediately (if not sooner).  
0036.01 Thank-you.  
0037.00  
0042.00  
0043.00 Sincerely,  
0044.00

What if you needed a List of names from a data base file  
right in your document?

TEXT H:1 Document: DOC#1 Scan: \_\_\_\_\_  
Fmt: 2 (.I ... 1 ... 2 ... .C3 ... 4 ... 5 ... 6 ... 7

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00 December 8, 1983

0002.00

0003.00

0004.00

0005.00

0006.00

0007.00

0008.00

0009.00 Dear

0010.00

0011 2 You may use your CLEARVIEW CARD at any of thousands of  
0012.00 merchants in the Chicago area who proudly display the  
0013.00 CLEARVIEW sticker. You will be required to show your card  
0014.00 at the time of purchase.

0015.00

0016 2 The limit set on your credit will be \$750.00. If you  
0017.00 wish to increase your credit limit beyond \$750.00, please  
0018.00 call your CLEARVIEW Account Representative on (312)

0019.00 555-1234.  
0020.00



## INCLUDING DATA INTO THE DOCUMENT

To request this function, key a 5 or 6 in the Option field, the file member name in the spaces provided, and press ENTER. The following three displays will appear before the requested action is taken:

- The FIELD SELECTION/ORDERING display
- The FIELD SPACING display
- The RECORD SELECTION TEST display

OPTION 5:

DISPLAY FIELDS

FROM A

DATA BASE MEMBER

ON SPLIT DISPLAY

Step 1

TEXT W:1 Document: DOC#1 Scan: \_\_\_\_\_  
Fmt: 2 (.I ... 1 ... 2 ... .C3 ... 4 ... 5 ... 6 ... 7  
\*\*\*\*\*BEGINNING\*\*\*\*\*  
0001.00 December 8, 1983  
0002.00  
0003.00  
0004.00  
0005.00  
0006.00  
0007.00  
0008.00  
0009.00 Dear  
0010.00  
0011 2 You may use your CLEARVIEW CARD at any of thousands of  
0012.00 merchants in the Chicago area who proudly display the  
0013.00 CLEARVIEW sticker. You will be required to show your card  
0014.00 at the time of purchase.  
0015.00  
0016 2 The limit set on your credit will be \$750.00. If you  
0017.00 wish to increase your credit limit beyond \$750.00, please  
0018.00 call your CLEARVIEW Account Representative on (312)  
0019.00 555-1234.  
0020.00

To reference a data base file, press CF5.


Step 2

TEXT

SERVICES MENU

Select one of the following:

1. Display/change scan/substitute options
2. Display current document in printed format on split display
3. Display another document on split display
4. Copy another document to edit display
5. Display fields from data base member on split display
6. Copy fields from data base member to edit display
7. Display/change list of data files that control printing
8. Display/change print options
9. Display/change dictionary search list

Option: 5 

Document/member: ACCOUNT    File: ACCOUNT    Library: QTX  
        

CF6-Display messages

Type in option 5 and the data base member name, file, and library. Press ENTER.

TEXT - HELP

INCLUDING DATA BASE DATA

The FIELD SELECTION/ORDERING display

The FIELD SELECTION/ORDERING display lists all of the fields in the specified data base file member. If a + appears on the lower right corner, press the ROLL keys to see the fields not on the initial display. Select the fields you want to appear in the document. You can put them in any order.

The display consists of these fields:

ORDER - Enter a number in this field to select a field for inclusion; the number will specify where in the order the field will be placed.

FIELD - The name of the field in the data base file member or the data document.

LENGTH - The length, or length and number of decimal positions, of the field.

DESCRIPTION - The text description of the field in the data base.

Press ENTER after selecting and ordering the fields. This will take you to the FIELD SPACING display.



Step 3

TEXT FIELD SELECTION/ORDERING  
File: ACCOUNT Library: QTXT Member: ACCOUNT

Select the fields to be displayed in the browse area by numbering them:

ORDER	FIELD	LENGTH	DESCRIPTION
1	NAME	16	NAME
	DEPT	3	DEPT
	BALANCE	7,2	BALANCE
	JOBCODE	2	JOBCODE
2	ADDRESS	20	ADDRESS
3	CITY	14	CITY
	STATE	2	STATE
4	TITLE	16	TITLE



CF2-Services Display CF1-Edit Display

Select the fields you want to see, as well as, the sequence you want to see them in.

TEXT - HELP

INCLUDING DATA BASE DATA

The FIELD SPACING display

After you have selected the fields to be copied from the data base and their order, you can decide the spacing between them. There will automatically be two spaces between the fields, but this can be modified. The FIELD SPACING display consists of the following fields:

- Column - Indicates the starting position of the field on the browse line.  
Enter a new starting column number for each field you want to change.  
You can arrange them in any order. They will be allowed to overlap.
  - Field - The names of the field in the data base file or data document.
  - Length - The length, or length and number of decimal positions, of the field.
  - Description - The text description of the field in the data base.
- Press ENTER after reviewing this display and/or making any changes. This will take you to the RECORD SELECTION TEST display.



Step 4

TEXT FIELD SPACING  
File: ACCOUNT Library: QTXT Member: ACCOUNT

You can change starting column of the field as it appears on the browse line:

COLUMN	FIELD	LENGTH	DESCRIPTION
<u>1</u>	NAME	16	NAME
<u>19</u>	ADDRESS	20	ADDRESS
<u>41</u>	CITY	14	CITY
<u>57</u>	TITLE	16	TITLE

CF2-Selection/Ordering Display      CF1-Edit Display

Do you need to change the columns and spacing?  
If not, press ENTER.



TEXT - HELP

INCLUDING DATA BASE DATA

The RECORD SELECTION TEST Display

The data base file may contain more data than you want to include in your document. You can specify selection criteria to decide which data is to be included. You may need to find out field names and their possible values. Test values that have blanks in them must be inclosed in apostrophes; an example is 'New York'. Upper and lower case values must match.

Here are some examples:

All customers who live in New York, Iowa or Texas and who have a balance due.

```
AND/OR  FIELD      REL  TEST VALUE
        STATE     LS   'New York' 'Iowa' 'Texas'
AND      BALDUE   GT   0
```

All employees between 45 and 65 years old, or who have more than 20 years of service, or who are retired:

```
AND/OR  FIELD      REL  TEST VALUE
        AGE       RG   45 65
OR      YRSERV    GT   20
"      STATUS    EQ   R
```



TEXT - HELP

INCLUDING DATA BASE DATA  
RECORD SELECTION TEST - Continued

#### AND/OR Relationships

The difference between the AND and OR tests is:

AND - the data will be included only if all the conditions are met.

OR - the data will be included if any of the conditions are met.

There is no space to change the AND to OR on this display. To specify a complex test requiring both AND and OR tests you must specify more than one group of tests. To do this, specify all the tests in one group on the display. Then determine how this group of tests relates to the next group. Key AND or OR on the prompt below. Press ROLL for another blank display, and key the next group.

#### Field Names

The names of the fields in the specified file are displayed on the bottom lines. Position the cursor at one of these lines and press ROLL to look at all of the field names and descriptions.



Step 5

RECORD SELECTION TEST

TEXT                      File: ACCOUNT      Library: QTXT      Member: ACCOUNT  
 Enter tests to determine if a record is to be selected:

AND/OR	FIELD	REL	TEST VALUE
	BALANCE	GT	50
"			
"			
"			

Relationship of test in this group to all additional groups: (AND OR):  
 For additional tests, press ROLL.

- AND: Include records only if all tests are true.
- OR: Include record if any test is true.
- REL: EQ, NE, GT, LT, GE, LE, RG, LS

Position cursor below and press ROLL to display all fields.

FIELD	LENGTH	DESCRIPTION
DEPT	3	DEPT
BALANCE	7,2	BALANCE
JOBCODE	2	JOBCODE
STATE	2	STATE

Do you want only specific records in the data base file?  
 If not, press FENTER.

Step 6

TEXT W:1 Document: DOC#1 Scan: \_\_\_\_\_  
Fmt: 1 ... 1 ... 2 ... 3I... 4 ... C5 ... 6 ... 7R

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00 December 8, 1983

0002.00

0003.00

0004.00

0005.00

0006.00

0007.00

0008.00

0009.00 Dear

-----  
Browse: ACCOUNT W:1 Scan: \_\_\_\_\_

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00 NAME

CITY

TITLE

0002.00 FX Wisdom

ADDRESS 1378 Don Mills Road

Toronto

Mr. Wisdom

\*\*\*\*\*END\*\*\*\*\*

Now you can type in the data where you want it.  
To return to full screen edit, press CF2.

TEXT W:1 Document: DOC#1 Scan: \_\_\_\_\_  
 Fmt: 2 (.I ... 1 ... 2 ... C3 ... 4 ... 5 ... 6 ... 7  
 \*\*\*\*\*BEGINNING\*\*\*\*\*  
 0001.00 December 8, 1983  
 0002.00  
 0003.00  
 0004.00 FX Wisdom  
 0005.00 1378 Don Mills Road  
 0006.00 Toronto, Canada  
 0007.00  
 0008.00  
 0009.00 Dear Mr. Wisdom,  
 0010.00  
 0011 2 You may use your CLEARVIEW CARD at any of thousands of  
 0012.00 merchants in the Chicago area who proudly display the  
 0013.00 CLEARVIEW sticker. You will be required to show your card  
 0014.00 at the time of purchase.  
 0015.00  
 0016 2 The limit set on your credit will be \$750.00. If you  
 0017.00 wish to increase your credit limit beyond \$750.00, please  
 0018.00 call your CLEARVIEW Account Representative on (312)  
 0019.00 555-1234.  
 0020.00

The letter is complete, press CF15 to print.

OPTION 6:

COPY FIELDS  
FROM A  
DATA BASE MEMBER  
TO THE  
CURRENT EDIT DISPLAY

TEXT W:1 Document: DOC#5 Scan: \_\_\_\_\_  
Fmt: 5 (<...I ... 1 ... 2 ... ..C3 ... .. 4 ... .. 5 ... ..) 6 ... .. 7  
0031.00 Dear Mr. Broke,  
0032.00

0033 5 Listed below are the members of your company who have  
0034.00 outstanding payments. I have listed their name,  
0035.00 department, and the amount overdue. Please see if you can  
0036.00 do something to correct this immediately (if not sooner).  
0036.01 Thank-you.

0037.00	NAME	DEP	BALANCE
0037.01	BR Devinny	413	3.00
0037.02	HG Knuth	975	12.00
0037.03	BR Lancaster	975	25.00
0037.04	FX Wisdom	849	124.00

0042.00  
0043.00 Sincerely,

0044.00  
0045.00  
0046.00

0047.00 Mr. Big  
0048.00 Credit Department, Big Company, Inc.  
\*\*\*\*\*END\*\*\*\*\*

How did we get this information from our data base file  
into our document?

Step 1

TEXT W:1 Document: DOC#5 Scan: \_\_\_\_\_  
Fmt: 5 <..I ... 1 ... 2 ... ..C3 ... .. 4 ... .. 5 ... ..> 6 ... .. 7  
\*\*\*\*\*BEGINNING\*\*\*\*\*  
0022.00  
0023.00 December 8, 1983  
0024.00  
0025.00  
0026.00  
0027.00 Mr. I.M. Broke  
0028.00 0000 Cash Street  
0029.00 Pennies, IL 60094  
0030.00  
0031.00 Dear Mr. Broke,  
0032.00  
0033 5 Listed below are the members of your company who have  
0034.00 outstanding payments. I have listed their name,  
0035.00 department, and the amount overdue. Please see if you can  
0036.00 do something to correct this immediately (if not sooner).  
0036.01 Thank-you.  
0037.00  
0042.00  
0043.00 Sincerely,  
0044.00



Step 2

TEXT

SERVICES MENU

Select one of the following:

1. Display/change scan/substitute options
2. Display current document in printed format on split display
3. Display another document on split display
4. Copy another document to edit display
5. Display fields from data base member on split display
6. Copy fields from data base member to edit display
7. Display/change list of data files that control printing
8. Display/change print options
9. Display/change dictionary search list

Option: 6

Document/member: ACCOUNT File: ACCOUNT Library: QTXT

CF6-Display messages

Type in option 6 and the data base member name, file, and library. Press ENTER.

Step 3

TEXT FIELD SELECTION/ORDERING  
File: ACCOUNT Library: QTXT Member: ACCOUNT

Select the fields to be displayed in the browse area by numbering them:

ORDER	FIELD	LENGTH	DESCRIPTION
1	NAME	16	NAME
2	DEPT	3	DEPT
3	BALANCE	7,2	BALANCE
	JOBCODE	2	JOBCODE
	ADDRESS	20	ADDRESS
	CITY	14	CITY
	STATE	2	STATE
	TITLE	16	TITLE

CF2-Services Display CF1-Edit Display

Select the fields you want, as well as, the sequence you want the fields displayed in and press ENTER.

Step 4

TEXT                    FIELD SPACING  
File: ACCOUNT        Library: QTXT        Member: ACCOUNT

You can change starting column of the field as it appears on the browse line:

COLUMN	FIELD	LENGTH	DESCRIPTION
<u>5</u>	NAME	16	NAME
<u>24</u>	DEPT	3	DEPT
<u>29</u>	BALANCE	7,2	BALANCE

CF2-Selection/Ordering Display        CF1-Edit Display

Do you need to change the column spacing?

Step 5

TEXT RECORD SELECTION TEST

File: ACCOUNT Library: QIXT Member: ACCOUNT

Enter tests to determine if a record is to be selected:

AND/OR	FIELD	REL	TEST VALUE
	BALANCE	GT	0
"			
"			
"			

Relationship of test in this group to all additional groups: (AND OR):  
For additional tests, press ROLL.

AND: Include records only if all tests are true.

OR: Include record if any test is true.

REL: EQ, NE, GT, LT, GE, LE, RG, LS

Position cursor below and press ROLL to display all fields.

FIELD	LENGTH	DESCRIPTION
NAME	16	NAME
DEPT	3	DEPT
BALANCE	7,2	BALANCE
JOBCODE	2	JOBCODE

Select the records that you want by setting up a test.

TEXT W:1 Document: DOC#5 Scan: \_\_\_\_\_  
Fmt: 5 (...I ... 1 ... 2 ... ...C3 ... 4 ... 5 ... ..) 6 ... .. 7

0030.00  
0031.00 Dear Mr. Broke,  
0032.00  
0033 5 Listed below are the members of your company who have  
0034.00 outstanding payments. I have listed their name,  
0035.00 department, and the amount overdue. Please see if you can  
0036.00 do something to correct this immediately (if not sooner).  
0036.01 Thank-you.

0037.00  
0042.00  
0043.00 Sincerely,

0044.00  
0045.00  
0046.00  
0047.00 Mr. Big

0048.00 Credit Department, Big Company, Inc.

0049.00	NAME	DEP	BALANCE
0050.00	BR Devinny	413	3.00
0051.00	HG Knuth	975	12.00
0052.00	BR Lancaster	975	25.00
0053.00	FX Wisdom	849	124.00

The data will be copied into your document at the end.

Step 6

TEXT W:1 Document: DOC#5 Scan: \_\_\_\_\_  
Fmt: 5 (<...I ... 1 ... 2 ... ...C3 ... 4 ... 5 ... ..) 6 ... .. 7

0031.00 Dear Mr. Broke,

0032.00

0033 5 Listed below are the members of your company who have  
0034.00 outstanding payments. I have listed their name,  
0035.00 department, and the amount overdue. Please see if you can  
0036.00 do something to correct this immediately (if not sooner).  
0036.01 Thank-you.

A

0042.00

0043.00 Sincerely,

0044.00

0045.00

0046.00

0047.00 Mr. Big

0048.00 Credit Department, Big Company, Inc.

MM	NAME	DEP	BALANCE
0050.00	BR Devinny	413	3.00
0051.00	HG Knuth	975	12.00
0052.00	BR Lancaster	975	25.00
MM	FX Wisdom	849	124.00

\*\*\*\*\*END\*\*\*\*\*

Move the List where you want it. If you would've put in a target before pressing CF5, this step would not be needed.

TEXT W:1 Document: DOC#5 Scan: \_\_\_\_\_  
Fmt: 5 (<...I ... 1 ... 2 ... ..C3 ... .. 4 ... .. 5 ... ..) 6 ... .. 7

0031.00 Dear Mr. Broke,

0032.00  
0033 5 Listed below are the members of your company who have  
0034.00 outstanding payments. I have listed their name,  
0035.00 department, and the amount overdue. Please see if you can  
0036.00 do something to correct this immediately (if not sooner).  
0036.01 Thank-you.

	NAME	DEP	BALANCE
0037.01	BR Devinny	413	3.00
0037.02	HG Knuth	975	12.00
0037.03	BR Lancaster	975	25.00
0037.04	FX Wisdom	849	124.00

0042.00  
0043.00 Sincerely,

0044.00  
0045.00  
0046.00

0047.00 Mr. Big  
0048.00 Credit Department, Big Company, Inc.

\*\*\*\*\*END\*\*\*\*\*

The finished document; press CF15 to print it.

MS Sandee  
334 Mill Road  
Chicago

Dear Mrs. Sandee,

We were pleased to receive your order. A new catalog is enclosed for your future orders. May we have an opportunity to serve you again in the near future.

R Peabody  
344 Knoll Street  
Green Bay

Dear Ms. Peabody,

We were pleased to receive your order. A new catalog is enclosed for your future orders. May we have an opportunity to serve you again in the near future.

Sir

RR Rogers  
652 York Lane SW  
Philadelphia

Dear Mr. Rogers,

We were pleased to receive your order. A new catalog is enclosed for your future orders. May we have an opportunity to serve you again in the near future.

Sincerely,

B. J. Thomas  
President

RB Wilson  
2 Every Street  
Brampton

Dear Mr. Wilson,

We were pleased to receive your order. A new catalog is enclosed for your future orders. May we have an opportunity to serve you again in the near future.

Sincerely,

B. J. Thomas  
President



OPTION 7:

DISPLAY OR CHANGE

THE

LIST OF DATA FILES

THAT

CONTROL PRINTING

Step 1

TEXT W:1 Document: DOC#9 Scan: \_\_\_\_\_  
Fmt: 5 <... 1 ... 2 ... 3 ..C ... 4 ... 5 ... 6 ... > 7

\*\*\*\*\*BEGINNING\*\*\*\*\*

0000.01 .&NAME

0000.02 .&ADDRESS

0000.03 .&CITY



0000.05 Dear .&TITLE,

0000.06

0000 5 We were pleased to receive your order. A new catalog is enclosed  
0000.08 for your future orders. May we have an opportunity to serve you  
0000.09 again in the near future.

0000.10

0000.11 Sincerely,

0000.12

0000.13 B. J. Thomas

0000.14 President

0001.00

0002.00

0003.00

0004.00

0005.00

0006.00

Put all the data base field names (with an .& in front) in the places that you want the varying information.

Step 2

TEXT W:1 Document: DOC#9 Scan: \_\_\_\_\_  
Fmt: 5 (<... 1 ... 2 ... 3 ..C ... 4 ... 5 ... 6 ... >) 7  
\*\*\*\*\*BEGINNING\*\*\*\*\*  
0000.01 .&NAME  
0000.02 .&ADDRESS  
0000.03 .&CITY  
0000.04  
0000.05 Dear .&TITLE,  
0000.06  
0000 5 We were pleased to receive your order. A new catalog is enclosed  
0000.08 for your future orders. May we have an opportunity to serve you  
0000.09 again in the near future.  
0000.10  
0000.11 Sincerely,  
0000.12  
0000.13 B. J. Thomas  
0000.14 President  
0001.00  
0002.00  
0003.00  
0004.00  
0005.00  
0006.00

Press CF5 to get to the Services Menu.

TEXT

SERVICES MENU

Select one of the following:

1. Display/change scan/substitute options
2. Display current document in printed format on split display
3. Display another document on split display
4. Copy another document to edit display
5. Display fields from data base member on split display
6. Copy fields from data base member to edit display
7. Display/change list of data files that control printing
8. Display/change print options
9. Display/change dictionary search list

Option: 7

Document/member: \_\_\_\_\_ File: \_\_\_\_\_ Library: \_\_\_\_\_

CF6-Display messages



TEXT - HELP

INCLUDING DATA BASE DATA

Sample COLUMN LIST

A column list is one of two ways to use file control printing for documents. See option 6 for the other way. Just as the name implies, when you use a Column List the data fields from the data base are printed in columns.

As an example, if the text in your document is:

This is your order as we received it:

ITEM NUMBER	QUANTITY	DESCRIPTION	COST
.&item	.&quant	.&desc	.&cost

Total Order .tot

This is how TEXT MANAGEMENT would print it:

This is your order as we received it:

ITEM NUMBER	QUANTITY	DESCRIPTION	COST
4RCC2	12	Decorator hinges, black	12.48
2554S	1	Green spray paint, 16oz.	3.27
3332X	2	Brass tacks, 24/card	1.84

Total Order 17.59



Step 4

PRINT CONTROL FILE LIST

Select either a data base file or a document containing a field list that has fields whose names are in your document:

OPTION	DB MEMBER/DOCUMENT	FILE	LIBRARY	TYPE	SEL COND
1	ACCOUNT	ACCOUNT	QTXT	2	

OPTION

- 1 - Select all the records in the File/Document.
- 3 - Prompt for selection of records and setting selection rules.
- 9 - Delete this Member/Document from the Print Control File List

TYPE

- 1 - Column List - a simple column listing of fields within a document.
- 2 - Multiple Copies - each record selected will generate another document.

CF2-Return Enter-Perform any selected option

Type in option 1 and the data base member name, file, and library. The TYPE option is 2, for multiple copies.

Step 5

TEXT W:1 Document: DOC#9 Scan: \_\_\_\_\_  
Fmt: 5 (<... 1 ... 2 ... 3 ..C ... 4 ... 5 ... 6 ... >) 7  
\*\*\*\*\*BEGINNING\*\*\*\*\*  
0000.01 .&NAME  
0000.02 .&ADDRESS  
0000.03 .&CITY  
0000.04  
0000.05 Dear .&TITLE,  
0000.06  
0000 5 We were pleased to receive your order. A new catalog is enclosed  
0000.08 for your future orders. May we have an opportunity to serve you  
0000.09 again in the near future.  
0000.10  
0000.11 Sincerely,  
0000.12  
0000.13 B. J. Thomas  
0000.14 President  
0001.00  
0002.00  
0003.00  
0004.00  
0005.00  
0006.00



TEXT

PRIMARY MENU

Select one of the following:

1. Create or revise a document
2. Browse a document
3. Print a document
4. Fill in a form document

Option: 3



Name of the document when stored:

Document (blank for a list of documents):

File (blank for a list of files):

Library :

DOC#9

KKWFILE

QTX



Within Text Management:

Press HELP key to display help text.

Press CF1 key to exit.

Press CF2 key to back up to the previous display in a series.

CF6-Display messages

MS Sandee  
334 Mill Road  
Chicago

Dear Mrs. Sandee,

We were pleased to receive your order. A new catalog is enclosed for your future orders. May we have an opportunity to serve you again in the near future.

R Peabody  
344 Knoll Street  
Green Bay

Dear Ms. Peabody,

We were pleased to receive your order. A new catalog is enclosed for your future orders. May we have an opportunity to serve you again in the near future.

Sir

RR Rogers  
652 York Lane SW  
Philadelphia

Dear Mr. Rogers,

We were pleased to receive your order. A new catalog is enclosed for your future orders. May we have an opportunity to serve you again in the near future.

Sincerely,

B. J. Thomas  
President

RB Wilson  
2 Every Street  
Brampton

Dear Mr. Wilson,

We were pleased to receive your order. A new catalog is enclosed for your future orders. May we have an opportunity to serve you again in the near future.

Sincerely,

B. J. Thomas  
President

TO: Perriann Mettleman  
SUBJECT: Meeting Scheduled  
DATE: October 31, 1983

This is to let you know about the Social Development meeting on Thursday, October 31. It will be in Room 902 at 1:30 p.m. Attendees are Julie Schilling, Greg Adams, Mary P, and hopefully, Connie Brandt, if she comes back in time. I am also meeting with Ron Tarka today, October 30, to discuss the material because he will be busy at the scheduled meeting time tomorrow.

Also, I have enclosed the updated material from our discussion on October 11, 1982.

Kimberlee Henzel  
ASK Social Development

Confidential

You can permanently put headings or footings into your document.

OPTION 8:

DISPLAY OR CHANGE

THE

PRINT OPTIONS

Step 1

TEXT            W:1            Document: DOC#10            Scan: \_\_\_\_\_  
Fmt: 6            . . . . . < .I. . . . . 2 . . . . . 3 . . . . . C. 4 . . . . . 5 . . . . . 6 . .R . . . . . 7  
0009.00  
0010.00            TO:            Perriann Mettleman  
0011.00            SUBJECT:      New Course Meeting Scheduled  
0012.00            DATE:            October 31, 1983  
0013.00  
0014.00  
0015.00  
0016.00  
0017.00  
0018.00

0019 6            This is to let you know about the Social Development  
0020.00            meeting on Thursday, October 31. It will be in Room 902  
0021.00            at 1:30 p.m. Attendees are Julie Schilling, Greg  
0022.00            Adams, Mary P, and hopefully, Connie Brandt, if she  
0023.00            comes back in time. I am also meeting with Ron Tarka  
0024.00            today, October 30, to discuss the material because he  
0025.00            will be busy at the scheduled meeting time tomorrow.  
0027.00

0028 6            Also, I have enclosed the updated material from our  
0029.00            discussion on October 11,1982.  
0030.00

Press CF5 to get to the Services Menu.



MORE  
ADVANCED TEXT FUNCTIONS

- \* Under Lining
- \* HighLighting

TEXT - HELP

CF KEY DESCRIPTIONS

CF14

Text Definition

CF Key Description

14 Text Definition. Press CF14 to specify special characteristics for text. You cannot continue these special characteristics beyond the end of a screen line. The characteristics you can specify are:

Underlining - Key u immediately before and after the text you want to underline. Press CF14. The text will be underlined both when it is displayed and when it is printed. If you key in only one u, the underlining will begin with the position after the u and continue to the end of the display line.

Highlighting - Key h immediately before and after the text you want to highlight. Press CF14. The text will be highlighted both when it is displayed and when it is printed. If you key in only one h, the highlighting will begin with the position after the h and continue to the end of the display line.





TO UNDERLINE OR HIGHLIGHT A WORD IN  
A TEXT DOCUMENT, DO THE FOLLOWING:

1. Press ENTER at least once to make all changes permanent.
2. Type in a "u" for underline or a "h" for highlight in the space before the word.
3. Type in either a "u" or a "h" at the end of the word or phrase.
4. Press CF14.

*If you want to highlight and underline,  
you have to underline first, then highlight.*

Step 1

TEXT W:1 Document: DOC#10 Scan: \_\_\_\_\_  
Fmt: 6 ... < .I. ... 2 ... 3 ... .C. 4 ... 5 ... 6 ..R ... 7  
0020.00 at 1:30 p.m. Attendees are Julie Schilling, Greg  
0021.00 Adams, Mary P, and hopefully, Connie Brandt, if she  
0022.00 comes back in time. I am also meeting with Ron Tarka  
0023.00 today, October 30, to discuss the material because he  
0024.00 will be busy at the scheduled meeting time tomorrow.  
0025.00  
0026 6 Also, I have enclosed the updated material from our  
0027.00 discussion on October 11,1983.  
0028.00  
0029 6 I want to impress upon you how important it is that  
0029.01 you attend this meeting.  
0030.00  
0031.00  
0032.00  
0033.00  
0034.00  
0035.00  
0036.00  
0037.00  
0038.00  
0039.00

Kimberlee Wenzel

Press ENTER at least once. We will underline the word  
"important".

Steps 2,3,4

TEXT            W:1            Document: DOC#10            Scan: \_\_\_\_\_

Fmt: 6            < .I. ... 2 ... 3 ... .C. 4 ... 5 ... 6 ... R ... 7

0020.00            at 1:30 p.m. Attendees are Julie Schilling, Greg

0021.00            Adams, Mary P, and hopefully, Connie Brandt, if she

0022.00            comes back in time. I am also meeting with Ron Tarka

0023.00            today, October 30, to discuss the material because he

0024.00            will be busy at the scheduled meeting time tomorrow.



0025.00

0026 6            Also, I have enclosed the updated material from our

0027.00            discussion on October 11,1983.

0028.00

0029 6            I want to impress upon you how important it is that

0029.01            you attend this meeting.             

0030.00

0031.00

0032.00

0033.00

0034.00

0035.00

0036.00

0037.00

0038.00

0039.00

Kimberlee Wenzel

Type in a "u" in the space before the word and also in the space immediately after the word. Press CF14.

TEXT W:1 Document: DOC#10 Scan: \_\_\_\_\_

Fmt: 6 ... < .I. ... 2 ... 3 ... .C. 4 ... 5 ... 6 ..R ... 7

0020.00 at 1:30 p.m. Attendees are Julie Schilling, Greg

0021.00 Adams, Mary P, and hopefully, Connie Brandt, if she

0022.00 comes back in time. I am also meeting with Ron Tarka

0023.00 today, October 30, to discuss the material because he

0024.00 will be busy at the scheduled meeting time tomorrow.

0025.00

0026 6 Also, I have enclosed the updated material from our

0027.00 discussion on October 11,1983.

0028.00

0029 6 I want to impress upon you how important it is that

0029.01 you attend this meeting.

0030.00

0031.00

0032.00

0033.00

0034.00

0035.00

0036.00

0037.00

0038.00

0039.00



Kimberlee Menzel

The word "important" is underlined.



TEXT            W:1        Document: DOC#10        Scan:             
Fmt: 6        < .I. ... 2 ... 3 ... .C. 4 ... 5 ... 6 ..R ... 7  
0020.00        at 1:30 p.m. Attendees are Julie Schilling, Greg  
0021.00        Adams, Mary P, and hopefully, Connie Brandt, if she  
0022.00        comes back in time. I am also meeting with Ron Tarka  
0023.00        today, October 30, to discuss the material because he  
0024.00        will be busy at the scheduled meeting time tomorrow.  
0025.00

0026 6        Also, I have enclosed the updated material from our  
0027.00        discussion on October 11,1983.  
0028.00

0029 6        I want to impress upon you how important it is that  
0029.01        you attend this meeting.



0030.00  
0031.00  
0032.00  
0033.00  
0034.00  
0035.00  
0036.00  
0037.00  
0038.00  
0039.00  
  
Kimberlee Wenzel

The word "important" is not underlined.

System/38

TEXT MANAGEMENT WORKSHOP

# Student Materials



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SYSTEM/38  
TEXT MANAGEMENT WORKSHOP

LAB EXERCISE 1

LAB EXERCISE 1

Step 1:

SIGN ON TO YOUR WORK STATION WITH THE PASSWORD:

TEXT<sub>X</sub>. (REPLACE THE X WITH YOUR TEAM NUMBER OR LETTER)

PRESS ENTER.

THE TEXT MANAGEMENT WORKSHOP MENU WILL APPEAR ON YOUR  
SCREEN

TAKE OPTION 1

PRESS ENTER

Step 2:

THIS IS THE PRIMARY MENU.

SELECT OPTION 4, USING THE FOLLOWING INFORMATION:

DOCUMENT: LAB1

FILE: TEXTFILE

LIBRARY: TEXTLIB

TEXT PRIMARY MENU

Select one of the following:

1. Create or revise a document
2. Browse a document
3. Print a document
4. Fill in a form document

Option: 4

Name of the document when stored:

Document (blank for a list of documents):	<u>LAB1</u>
File (blank for a list of files):	<u>TEXTFILE</u>
Library :	<u>TEXTLIB</u>

Within Text Management:

Press HELP key to display help text.  
Press CF1 key to exit.  
Press CF2 key to back up to the previous display in a series.

CF6-Display messages

PRESS ENTER.

# Step 3:

```

TEXT      N:1   Pend: FORM      Scan: _____
Fmt: 1    ..( ... 1 ... .. 2 ... .. 3 ... ..C. 4 ... .. 5 ... .. 6 ... .. 7)
*****BEGINNING*****
0001.00   .name _____
0002.00   .address _____
0003.00   .city/state _____
0004.00   .zip _____ .date _____
0005.00
0006.00
0007.00   Dear .title _____
0008.00
0009 1    He are very pleased to have had you in our System/3B Text Management
0010.00   Workshop the week of .month/year _____ You were an excellent
0011.00   student in class and I am sure that when you return to
0012.00   .company _____ you will amaze your associates with your
0013.00   new found talents.
0014.00
0015 1    During the time you were in class, you met others like yourself, who
0016.00   had just as much to learn as you did. You have all worked hard and
0017.00   successfully completed all required exercises. Listed below are the
0018.00   names of the members of Team .# who should be highly commended for
0019.00   work well done.
0020.00

```

EACH TEAM MEMBER SHOULD TAKE A TURN TO PRACTISE USING ALL OF THE FOLLOWING KEYS:

- |          |       |                      |       |
|----------|-------|----------------------|-------|
| CHECK    | _____ | DELETE/INSERT KEY    | _____ |
| EACH     | _____ | POSITION CURSOR KEYS | _____ |
| ONE OFF  | _____ | ROLL KEYS            | _____ |
| AS YOU   | _____ | FIELD ADVANCE KEY    | _____ |
| COMPLETE | _____ | FIELD BACKSPACE KEY  | _____ |
| IT       | _____ | BACKSPACE KEY        | _____ |
|          | _____ | FIELD EXIT KEY       | _____ |
|          | _____ | NEW LINE KEY         | _____ |


## Step 4:

WHEN YOU ARE FINISHED PRACTICING, PRESS THE CMD KEY AND RELEASE IT. PRESS THE 1 KEY (ON THE TOP ROW OF NUMBERS) TO EXIT.

## Step 5:

CHANGE THE "EXIT FROM EDIT" DISPLAY, SO THAT IT LOOKS LIKE THE FOLLOWING PICTURE:

TEXT	EXIT FROM EDIT
Exit Editor - Return to Primary Menu	(Y N): <u>Y</u>
Edit another new form	(Y N): <u>N</u>
Create document named below	(Y N): <u>N</u>
Print document without formatting	(Y N): <u>N</u>
Document name:	<u>LAB1</u>
File containing document:	<u>TEXTFILE</u>
Library containing file:	<u>TEXTLIB</u>
Description:	_____
Resequence document by line number	(Y N): <u>Y</u>
— or —	
Resequence document by calculating page/line	(Y N): <u>N</u>



PRESS ENTER.

\*\*\*\*\* YOU HAVE SUCCESSFULLY COMPLETED LAB 1! \*\*\*\*\*

GOOD JOB!

PAGE - 5

SYSTEM/38  
TEXT MANAGEMENT WORKSHOP

LAB EXERCISE 2

LAB EXERCISE 2

Step 1:

SIGN ON TO YOUR WORK STATION WITH THE PASSWORD:

TEXT<sub>X</sub> (REPLACE THE X WITH YOUR TEAM NUMBER OR LETTER)

PRESS ENTER.

THE TEXT MANAGEMENT MENU WILL APPEAR ON YOUR SCREEN

TAKE OPTION 1

PRESS ENTER



## Step 2:

CREATE A TEXT FILE TO HOLD THE DOCUMENTS YOU CREATE,  
USE OPTION 1 OF THE PRIMARY MENU TO CREATE THE FILE  
AND MAKE THE FILE 132 CHARACTERS WIDE.

(HINT: USE CF4 FOR EXTENDED FILE DEFINITION.)

NAME YOUR TEXT FILE TEXTFILE<sub>X</sub> AND PUT IT IN THE EXISTING  
LIBRARY, TEXTLIB<sub>X</sub> (REPLACE THE X'S WITH YOUR TEAM NUMBER  
OR LETTER).

FILE: TEXTFILE<sub>X</sub>  
LIBRARY: TEXTLIB<sub>X</sub>

```
TEXT          PRIMARY MENU

Select one of the following:
  1. Create or revise a document
  2. Browse a document
  3. Print a document
  4. Fill in a form document

Option: 1

Name of the document when stored:
  Document (blank for a list of documents):
  File (blank for a list of files):      TEXTFILEX
  Library :                             TEXTLIBX

Within Text Management:
  Press HELP key to display help text.
  Press CF1 key to exit.
  Press CF2 key to back up to the previous display in a series.

CF6-Display messages
```

Step 3:

CREATE A DOCUMENT AND PUT IT IN THE NEW FILE YOU JUST CREATED. NAME THE DOCUMENT "NAMEADDR".

TYPE THE FOLLOWING ABOUT EACH TEAM MEMBER, JUST LIKE IN THE EXAMPLE ON THIS PAGE. SEPARATE EACH GROUP WITH A BLANK LINE.

NAME  
ADDRESS  
CITY, STATE ZIP CODE

```
TEXT      H:1      Document: DOC#3      Scan: _____  
Fmt: 1 ... .. 1 ... .. 2 ... ..( 3I... .. 4 ... ..CS ... .. 6 ... .. 7R  
*****BEGINNING*****  
0001.00   Joseph P. Blast  
0002.00   9090 Winchester Circle  
0003.00   Schamortte, IL 68354  
0004.00  
0005.00   Johnny Mathis  
0006.00   525 Stalom Street  
0007.00   Schamortte, IL 60001  
0008.00  
0009.00  
0010.00  
0011.00  
0012.00  
0013.00  
0014.00  
0015.00  
0016.00  
0017.00  
0018.00  
0019.00  
0020.00
```

## Step 4:

CREATE ANOTHER DOCUMENT AND PUT IT IN YOUR FILE. NAME THE DOCUMENT "SUPPLIES", AND MAKE IT LOOK LIKE THE DOCUMENT ON THE FOLLOWING PAGE.

WHILE YOU ARE TYPING THE INFORMATION IN, USE THE FOLLOWING LINE COMMANDS AND CHECK THEM OFF AS YOU USE THEM:

- INSERT
- DELETE
- COPY (REMEMBER THE TARGET COMMAND)
- MOVE (REMEMBER THE TARGET COMMAND)
- +,-
- WINDOW
- SHIFT LEFT OR RIGHT
- CENTER

THE EXAMPLE FOR STEP 4.

The Johnson Supply Co. Ltd  
15006 Main Street  
Rolling Meadows, IL 60008

Dear Sir,

At the present time, we are making plans for next year's supplies. In examining our stock, we have discovered shortages in the items listed below.

Please notify us as soon as possible whether you can supply us with these items in the quantities we need, and advise us when we can expect delivery.

Quantity	Item
10	Pencils
20	Pens
30	Tablets
40	Erasers
50	Ink Bottles

Yours truly,

C. Brandt  
Project Manager

Step 5:

REVISE THE DOCUMENT, "SUPPLIES" USING THE FOLLOWING  
DIAGRAM:

*date*

The Johnson Supply Co. Ltd  
15006 Main Street  
Rolling Meadows, IL 60008

Dear ~~Sir,~~ → *Mr. Thompson*

At the present time, we are making plans for next year's supplies. In examining our stock, we have discovered shortages in the items listed below.

Please notify us as soon as possible whether you can supply us with ~~these~~ *THE FOLLOWING* items in the quantities we need, and advise us when we can expect delivery.

Quantity	Item
10	Pencils
20	Fens
30	Tablets
40	Erasers
50	Ink Bottles

Yours truly,

C. Brandt  
Project Manager

*ADD A BLANK LINE.* →

*65 RULERS* →

Step 6:

REVISE THE DOCUMENT, "NAMEADDR" TO INCLUDE THE PERSON'S TITLE IN EVERY GROUP. EACH GROUP OF SHOULD NOW CONTAIN THE FOLLOWING:

NAME

ADDRESS

CITY, STATE ZIP CODE

TITLE

Step 7:

PRINT THE LIST OF DOCUMENTS IN YOUR FILE.

(HINT: Use CF16)

\*\*\*\*\* YOU HAVE SUCCESSFULLY COMPLETED LAB 2! \*\*\*\*\*

GOOD JOB!

SYSTEM/38  
TEXT MANAGEMENT WORKSHOP

LAB EXERCISE 3

LAB EXERCISE 3

Step 1:

SIGN ON TO YOUR WORK STATION WITH THE PASSWORD:

TEXT<sub>x</sub> (REPLACE THE X WITH YOUR TEAM NUMBER OR LETTER)

PRESS ENTER.

THE TEXT MANAGEMENT WORKSHOP MENU WILL APPEAR ON YOUR SCREEN

TAKE OPTION 1

PRESS ENTER



Step 2:

REVISE YOUR DOCUMENT NAMED "SUPPLIES".

PUT ALL THE PARAGRAPHS INTO A PARAGRAPH FORMAT.

CHANGE THE LEFT MARGIN TO 12 AND THE RIGHT MARGIN TO 68.

Step 3:

CREATE A NEW DOCUMENT AND NAME IT, "HOWTOMEMO".  
MAKE IT LOOK LIKE THE DOCUMENT ON THE FOLLOWING PAGE,  
BUT ADD THIS FINAL PARAGRAPH AT THE END:

If you have any problems, consult the printer manual  
located next to the printer, or find me and I will fix  
it. Good Luck!

PUT BOTH THE PARAGRAPHS AND THE STEPS INTO A PARAGRAPH  
FORMAT THAT YOU CREATE.

(HINT: YOU WILL NEED TWO DIFFERENT FORMATS. REMEMBER,  
YOU CAN USE NEGATIVE MARGINS!)

THE EXAMPLE FOR STEP 3.

TO: Ronald Reager  
SUBJECT: How to Start the IBM 5224 Line Printer  
DATE: October 25, 1983

This is to let you know how to start up the IBM 5224 Printer in case you are the first person that needs to use it in the morning.

Here are the four easy steps that you should follow:

1. Flip the Power-On switch up to the On position.
2. Wait a few minutes until the warning beep is heard.
3. Press the Reset and then the Ready buttons.
4. Print your document using the easy-to-use System/38 Text Management Package.

If you have any problems, consult the printer manual located next to the printer, or find me and I will fix it. Good Luck!

Kimberlee Wenzel  
ASC Instructor

**Step 4:**

MAKE THE INDICATED REVISIONS ON YOUR DOCUMENT "HOWTOMEMO".  
TRY TO MAKE EACH REVISION USING THE CF KEYS THAT WERE  
DISCUSSED IN CLASS.

*GREG ADAMS*

TO: Ronald Reager  
SUBJECT: How to Start the IBM 5224 <sup>0</sup> Line Printer  
DATE: October 25, 1983 *← put in today's date*

This is to let you know how to start up the IBM 5224 Printer in case you are the first person ~~that needs to use it in the morning~~ *CF 21*

Here are the four easy steps that you should follow:

1. Flip the Power-On switch *CF 10* to the On position.
2. Wait a few minutes until the warning beep is heard.
3. Press the Reset and then the Ready buttons.
4. Print your document using the easy-to-use System/38 Text Management Package.

If you have any problems, consult the *IBM 5224* Printer Manual located next to the printer, or find me and I will fix it. Good Luck *CF 10*

*should be !*

Kimberlee Wenzel  
ASC Instructor

CHANGE THE LEFT MARGIN TO 15 AND THE RIGHT MARGIN TO 50.  
DO YOUR STEPS STILL INDENT LIKE THEY SHOULD?

Step 5:

CREATE ANOTHER DOCUMENT AND NAME IT "OUTLINE".  
IN OUTLINE FORM, DESCRIBE THE STEPS INVOLVED IN A  
PROCEDURE THAT YOU KNOW VERY WELL. (KEEP IT SIMPLE.)  
LISTED BELOW ARE SOME TOPIC EXAMPLES THAT YOU MAY  
CHOOSE FROM, OTHERWISE, THINK OF ONE OF YOUR OWN.

FILING A DOCUMENT

BALANCING YOUR CHECKBOOK

PREPARING A MEAL FOR GUESTS

STARTING UP A S/38 COMPUTER

GETTING READY FOR WORK

PERSUADING YOUR CHILD TO CLEAN THEIR BEDROOM

\*\*\*\*\* OPTIONAL \*\*\*\*\*

Step 6:

CREATE ANOTHER DOCUMENT AND NAME IT "QOHMEMO".  
MAKE IT LOOK LIKE THE FOLLOWING EXAMPLE:

XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXXXXXXXXX

10/24/83

Dear XXXXXXXXXXXXXXXXXXXX:

Please check the quantity on hand for the following supplies and determine if we have received any of these supplies yet. This is the first review of the new ordering procedure and your personal attention would be appreciated.

Item Number	Description	Quantity on Hand
XXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXX
XXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXX
XXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXX
XXXX	XXXXXXXXXXXXXXXXXXXX	XXXXXX

Sincerely,

J E Mathis, Director of Purchasing

Step 7:

PRINT THE LIST OF DOCUMENTS IN YOUR FILE.

\*\*\*\*\* YOU HAVE SUCCESSFULLY COMPLETED LAB 3! \*\*\*\*\*

GOOD JOB!

SYSTEM/38  
TEXT MANAGEMENT WORKSHOP

LAB EXERCISE 4



LAB EXERCISE 4

Step 1:

SIGN ON TO YOUR WORK STATION WITH THE PASSWORD:

TEXT<sub>x</sub> (REPLACE THE X WITH YOUR TEAM NUMBER OR LETTER)

PRESS ENTER.

THE TEXT MANAGEMENT WORKSHOP MENU WILL APPEAR ON YOUR SCREEN

TAKE OPTION 1

PRESS ENTER

## Step 2:

REVISE THE DOCUMENT NAMED "OUTLINE".  
USE THE FOLLOWING PRINT CONTROL COMMANDS  
IN YOUR DOCUMENT AND THEN PRINT THE DOCUMENT  
USING OPTION 3 ON THE PRIMARY MENU.

\_\_\_\_ .DATE  
\_\_\_\_ .DOCID  
\_\_\_\_ .H0 \_\_\_\_ .H3 \_\_\_\_ .H6  
\_\_\_\_ .H1 \_\_\_\_ .H4  
\_\_\_\_ .H2 \_\_\_\_ .H5  
\_\_\_\_ .IM  
\_\_\_\_ .KP ON/.KP OFF  
\_\_\_\_ .N  
\_\_\_\_ .PA  
\_\_\_\_ .PN  
\_\_\_\_ .SK X  
\_\_\_\_ .TOT/.XTOT (OPTIONAL)  
\_\_\_\_ .\*

NOTE: TO USE THE IMBED PRINT CONTROL COMMAND, YOU  
MAY WANT TO CREATE A "QUICK" LETTERHEAD IN A SEPARATE  
DOCUMENT. USE THE IMBED COMMAND TO PRINT YOUR LETTERHEAD  
AT THE TOP OF YOUR OUTLINE.

Step 3:

USE OPTION 3 ON THE PRIMARY MENU TO PRINT  
THE FOLLOWING DOCUMENTS:

- SUPPLIES
- HOWTOMEMO
- QOHMEMO (OPTIONAL)

WHEN PRINTING THE PREVIOUSLY LISTED DOCUMENTS,  
USE THE FOLLOWING PRINT OPTIONS:

- PRINTING DEVICE OPTIONS
- PAGE HEADINGS AND FOOTINGS
- DATA FILES THAT CONTROL PRINTING (OPTIONAL)
- DRAFT COPY OPTIONS
- NUMBER OF COPIES

 TURN TO THE NEXT PAGE FOR A "PRINT OPTION" HINT...

STEP 3 CONTINUED



TEXT	PRINT OPTIONS	
Document: STDLET	File: EXAMPLE	Library: QTXT
Enter temporary changes:		
Display/change		
Printing device options (Y N):		<u>N</u>
Page headings and footings (Y N):		<u>N</u>
Data files that control printing (Y N):		<u>N</u>
Draft copy options (Y N):		<u>N</u>
Print control		
Printer device type:		<u>*SYSPRT</u>
Printer file name (blank for a list):		<u>GSYSPRT</u>
Library:		<u>*LIEL</u>
Number of copies:		<u>1</u>
Print pages		
From:		<u>      </u>
To:		<u>      </u>
Non-print character:		<u>      </u>
Job description name:		<u>QBATCH</u>
Library:		<u>GGFL</u>

\*\*\*\*\* YOU HAVE SUCCESSFULLY COMPLETED LAB 4 \*\*\*\*\*

GOOD JOB!

SYSTEM/38  
TEXT MANAGEMENT WORKSHOP

LAB EXERCISE 5

LAB EXERCISE 5

Step 1:

SIGN ON TO YOUR WORK STATION WITH THE PASSWORD:

TEXT<sub>X</sub> (REPLACE THE X WITH YOUR TEAM NUMBER OR LETTER)

PRESS ENTER.

THE TEXT MANAGEMENT WORKSHOP MENU WILL APPEAR ON YOUR SCREEN

TAKE OPTION 1

PRESS ENTER

## Step 2:

CREATE A NEW DOCUMENT AND NAME IT "DBSUPPLY".  
USING THE SERVICES MENU, COPY THE DOCUMENT, "SUPPLIES"  
INTO YOUR NEW DOCUMENT.

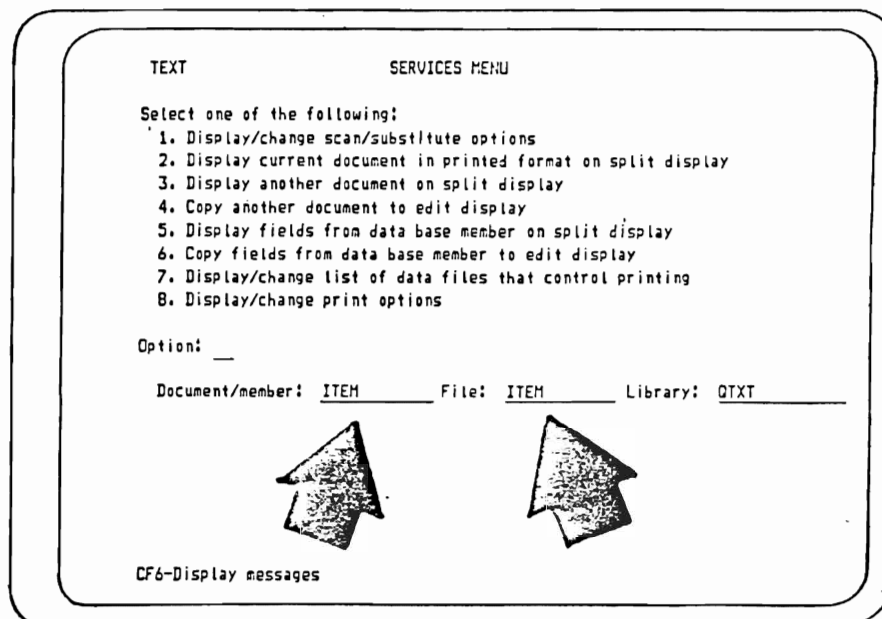
USING THE DOCUMENT, "NAMEADDR", AS REFERENCE, TYPE IN  
ONE OF THE NAMES INTO THE NAME/ADDRESS LINES AS SHOWN BELOW.

```
TEXT      H:1      Document: DBSUPPLY      Scan: _____
Fmt: 1 (... .. 1 ... .. 2 ... .. 3 ... C.. 4 ... .. 5 ... .. 6 ... .. 7)
*****BEGINNING*****
0001.00 The Johnson Supply Co. Ltd
0002.00 15006 Main Street                      .date
0003.00 Rolling Meadows, IL 60008
0004.00
0005.00 Dear Mr. Thompson,
0006.00
0007 1 At the present time, we are making plans for next year's supplies. In
0008.00 examining our stock, we have discovered shortages in the items listed
0009.00 below.
-----
Browse: NAMEADDR      H:1      Scan: _____
*****BEGINNING*****
0001.00 Joseph P. Blast
0002.00 9090 Winchester Circle
0003.00 Schamortte, IL 68354
0004.00
0005.00 John E. Mathis
0006.00 525 Marlboro Street
0007.00 Schamortte, IL 68334
0008.00
```

STEP 2 IS CONTINUED ON THE NEXT PAGE...

STEP 2 CONTINUED

DELETE THE TWO COLUMNS LISTING QUANTITY ON HAND AND ITEM.  
IN PLACE OF THOSE TWO COLUMNS, WE ARE GOING TO PUT DATA  
FROM THE DATA BASE FILE, ITEM IN THE LIBRARY, QTXT.  
FILL IN THE SERVICES MENU AS INDICATED IN THE FOLLOWING  
DIAGRAM (THE OPTION NUMBER IS UP TO YOU TO FILL IN).



WHEN YOU GET TO THE FIELD SELECTION DISPLAY, SELECT  
THE DESCRIPTION OF THE ITEM (DESCR) AND THE QUANTITY  
ON HAND (QTYOH) FIELDS.

WHEN YOU GET TO THE RECORD SELECTION TEST DISPLAY,  
SELECT ONLY THE RECORDS WITH THE QUANTITY ON HAND (QTYOH)  
LESS THAN (LT) 30.

STEP 2 IS CONTINUED ON THE NEXT PAGE...



STEP 2 CONTINUED

ONCE THE DATA HAS BEEN COPIED INTO YOUR DOCUMENT, YOU MAY NEED TO MOVE IT AROUND TO MAKE THE DOCUMENT LOOK NICE.

WHEN FINISHED, YOUR DOCUMENT SHOULD LOOK SIMILAR TO THE FOLLOWING PRINTED DOCUMENT:

The Johnson Supply Co. Ltd 15006 Main Street Rolling Meadows, IL 60008		12/05/83
Dear Mr. Thompson:		
At the present time, we are making plans for next year's supplies. In examining our stock, we have discovered shortages in the items listed below.		
Please notify us as soon as possible whether you can supply us with the following items in the quantities we need, and advise us when we can expect delivery.		
QUANTITY	ITEM DESCRIPTION	
28	Hacksaw - 8 inch	
25	Paint - white (gal)	
23	Paint - blue (gal)	
20	Paint - red (gal)	
23	Paint - green (gal)	
25	Decorator hinges black	
28	Decorator hinges silver	
Yours truly,		
C. Brandt Project Manager		

## Step 3:

CREATE A NEW DOCUMENT AND NAME IT "FORM".

IF YOU DID THE OPTIONAL STEP IN LAB 3 AND CREATED THE DOCUMENT, "QOHEMEMO", COPY THAT DOCUMENT INTO YOUR NEW DOCUMENT TO REVISE IT.

IF YOU DID NOT DO THE OPTIONAL STEP IN LAB 3 (STEP 6), COPY THE DOCUMENT "QOHEMEMO" FROM THE FILE "TEXTFILE" IN LIBRARY "TEXTLIB" INTO YOUR NEW DOCUMENT TO REVISE IT.

CREATE A FORM DOCUMENT. EACH GROUP OF X'S SHOULD BE A FORM FIELD WITH A "PROMPT WORD" DISPLAYED.

```
TEXT      M:1      Document: FORM      Scan: _____
Fmt: 2 (... .. 1 ... .. 2 ... .. 3 .C. ... 4 ... .. 5 ... .. 6 ... .. 7
*****BEGINNING*****
0003.00  .name _____
0004.00  .company _____
0005.00  .dept _____ .date _____
0006.00
0007.00  Dear .title _____
0008.00
0009  2 Please check the quantity on hand for the following supplies and
0010.00 determine if we have received any of these supplies yet. This is
0011.00 the first review of the new ordering procedure and your personal
0012.00 attention would be appreciated.
0013.00
0014.00  Item Number      Description      Quantity on Hand
0015.00  .itm      .desc _____ .qtyoh _____
0015.01  .itm      .desc _____ .qtyoh _____
0015.02  .itm      .desc _____ .qtyoh _____
0015.03  .itm      .desc _____ .qtyoh _____
0019.00
0020.00  Sincerely,
0021.00
0022.00  J E Mathis, Director of Purchasing
```

Step 4:

FILL IN THE FORM DOCUMENT, "FORM", WHICH WAS CREATED  
IN STEP 3 AND PRINT IT USING CF15.

## Step 5:

CREATE A NEW DOCUMENT AND NAME IT "MERGE".

IF YOU DID THE OPTIONAL STEP (STEP 6) IN LAB 3 AND CREATED THE DOCUMENT, "QOHMEMO", COPY THAT DOCUMENT INTO YOUR NEW DOCUMENT TO REVISE IT.

IF YOU DID NOT DO THE OPTIONAL STEP (STEP 6) IN LAB 3, COPY THE DOCUMENT "QOHMEMO" FROM THE FILE "TEXTFILE" IN LIBRARY "TEXTLIB" INTO YOUR NEW DOCUMENT TO REVISE IT.

REPLACE THE TOP THREE LINES (THE NAMES AND ADDRESSES, ETC.) WITH THE DATA BASE FILE FIELD NAMES FROM THE FILE "ACCOUNT" LIKE THE FOLLOWING EXAMPLE:

```
TEXT      W:1      Document: MERGE      Scan: _____
Fmt: 2 (... .. 1 ... .. 2 ... .. 3 .C. ... 4 ... .. 5 ... .. 6 ...).. 7
*****BEGINNING*****
0001.00  .&NAME
0002.00  Supply Coordination
0003.00  .&DEPT                                .date
0004.00
0005.00  Dear .&TITLE
0006.00
0007  2 Please check the quantity on hand for the following supplies and
0008.00 determine if we have received any of these supplies yet. This is
0009.00 the first review of the new ordering procedure and your personal
0010.00 attention would be appreciated.
0011.00
0012.00      Item Number      Description      Quantity on Hand
0013.00      .&ITMNR      .&DESCR      .&QTYCH
0014.00
0015.00  Sincerely,
0016.00
0017.00  J E Mathis, Director of Purchasing
*****END*****
```

STEP 5 IS CONTINUED ON THE NEXT PAGE...

## STEP 5 CONTINUED

REPLACE THE COLUMNS OF X'S IN THE MIDDLE OF THE DOCUMENT WITH THE DATA BASE FILE FIELD NAMES FROM THE FILE "ITEM" LIKE THE FOLLOWING EXAMPLE:

```
TEXT      W:1      Document: MERGE      Scan: _____
Fmt: 2 (... .. 1 ... .. 2 ... .. 3 .C. ... 4 ... .. 5 ... .. 6 ...).. 7
*****BEGINNING*****
0001.00 .&NAME
0002.00 Supply Coordination
0003.00 .&DEPT                      .date
0004.00
0005.00 Dear .&TITLE
0006.00
0007 2 Please check the quantity on hand for the following supplies and
0008.00 determine if we have received any of these supplies yet. This is
0009.00 the first review of the new ordering procedure and your personal
0010.00 attention would be appreciated.
0011.00
0012.00      Item Number      Description      Quantity on Hand
0013.00      .&ITMNR          .&DESCR          .&QTYCH
0014.00
0015.00 Sincerely,
0016.00
0017.00 J E Mathis, Director of Purchasing
*****END*****
```

PRINT MULTIPLE COPIES OF THE DOCUMENT, ONE FOR EACH NAME IN THE "ACCOUNT" FILE.

HINT: ONCE YOU HAVE PUT THE DATA BASE FILE FIELD NAMES INTO THE DOCUMENT, YOU CAN EITHER USE THE SERVICES MENU TO MERGE THE DATA, OR MERGE THE DATA AT PRINT TIME (OPTION 3 OF THE PRIMARY MENU).

STEP 5 IS CONTINUED ON THE NEXT PAGE...

STEP 5 CONTINUED

HERE IS SOME EXTRA INFORMATION ABOUT THE DATA BASE FILES:

THE "ITEM" FILE:

DOCUMENT/MEMBER: ITEM  
FILE: ITEM  
LIBRARY: QTXT

THE "ACCOUNT" FILE:

DOCUMENT/MEMBER: ACCOUNT  
FILE: ACCOUNT  
LIBRARY: QTXT

GOOD LUCK!

STEP 6:

CREATE A PERMANENT USER DICTIONARY.

CALL THIS DICTIONARY IBMDCTX (WHERE X IS YOUR TEAM #)  
YOU FIRST NEED TO CREATE YOUR SOURCE DICTIONARY. INCLUDE THE  
FOLLOWING WORDS, YOUR NAME, AND ANY OTHER WORDS YOU WOULD LIKE  
TO PRACTICE WITH.

NMD SWEENEY MARCUS NON-PROGRAMMERS  
BSCA CPF IDU QTXT

YOU CAN USE OPTION 1 OFF OF THE PRIMARY MENU.

WHEN YOU HAVE FINISHED THE SOURCE DOCUMENT, YOU NEED TO  
CREATE YOUR DICTIONARY. YOU CAN USE OPTION 2 OFF OF THE TEXT  
MANAGEMENT WORKSHOP MENU TO CREATE A SPELLING AID DICTIONARY.

STEP 7:

CREATE A DOCUMENT THAT LOOKS LIKE THE ONE ON THE FOLLOWING PAGE.

PLEASE INSERT YOUR NAME AS ONE OF THE PEOPLE ENROLLING IN THE EDUCATION COURSES.

WHILE ENTERING THE DOCUMENT MAKE SOME TYPOGRAPHICAL ERRORS.

AFTER THE DOCUMENT HAS BEEN KEYED IN , BEFORE ENDING THE DOCUMENT USE THE SPELL CHECK FUNCTION OF TEXT MANAGEMENT TO CORRECT ANY ERRORS YOU MAY HAVE MADE WHILE KEYING.

NOTE\*\*\* DON'T FORGET TO ADD YOUR NEWLY CREATED DICTIONARY TO THE LIST OF DICTIONARIES TO BE SEARCHED FOR THIS DOCUMENT.

ANY WORDS THAT ARE NOT IN EITHER THE IBM SUPPLIED DICTIONARY OR YOUR DICTIONARY SHOULD BE ADDED TO THE TEMPORARY DICTIONARY THAT IS STORED WITH THE DOCUMENT.

WHEN THERE ARE NO MISPELLINGS IN THE DOCUMENT PROCEED TO STEP 8.



June 19, 1984

Mr. Michael Jones  
IBM  
One IBM Plaza  
9th Floor NMD  
Chicago, Illinois 60611

Dear Mr. Jones

I just received the Customer Education Schedule that you sent to me. After reviewing it I have decided to enroll some of my personnel in class. I have listed the people and the classes. I would appreciate if you would enroll them in the classes for the dates that I have listed. If the classes on the dates I have listed are already full please enroll in the first available class date.

The following people need to be enrolled.

Julia	Smith
Marcus	Allen
Jim	Sweeney

The classes and their dates that I would like my people to be enrolled in are:

S/38 DFU/QUERY for Non-Programmers	08/22
S/38 Text Management Workshop	10/01
S/38 BSCA Implementation	08/28

I will be waiting for confirmation on the above class enrollments. Thank-You for your help in this matter.

Sincerely,

Susan Wilson  
Data-Processing Manager

STEP 8:

PRINT THE LIST OF DOCUMENTS IN YOUR FILE.

\*\*\*\*\*YOU HAVE SUCCESSFULLY COMPLETED THE COURSE!\*\*\*\*\*

# LAB SOLUTIONS FOR EXERCISE 2

Step 2:

TYPE IN OPTION 1.

```
TEXT                PRIMARY MENU

Select one of the following:
 1. Create or revise a document
 2. Browse a document
 3. Print a document
 4. Fill in a form document


Option: 1

Name of the document when stored:
 Document (blank for a list of documents):
  File (blank for a list of files):
  Library :

Within Text Management:
 Press HELP key to display help text.
 Press CF1 key to exit.
 Press CF2 key to back up to the previous display in a series.

CF6-Display messages
```

TEXTFILE2  
TEXTLIB2



LEAVE THE DOCUMENT NAME BLANK.

TYPE IN THE NAME OF THE FILE.

TYPE IN THE NAME OF THE LIBRARY (WHICH HAS ALREADY BEEN CREATED).

```

TEXT                PRIMARY MENU

Select one of the following:
1. Create or revise a document
2. Browse a document
3. Print a document
4. Fill in a form document


Option: 1

Name of the document when stored:
Document (blank for a list of documents):
File (blank for a list of files):      TEXTFILE2
Library :                             TEXTLIB2

Within Text Management:
Press HELP key to display help text.
Press CF1 key to exit.
Press CF2 key to back up to the previous display in a series.

CF6-Display messages
File TEXTFILE2.TEXTLIB2 does not exist. Press ENTER to create.

```



NOTICE THE MESSAGE. PRESS ENTER TO CREATE THE FILE.

```



TEXT                CREATE TEXT FILE
Library: TEXTLIB2

Enter the following for the new file:
File name:          TEXTFILE2
File description:   Team 2 Text file

Allow others to read and print documents in this file (Y N): Y
Allow others to change documents in this file (Y N): N

CF2 - Return      CF4 - Prompt for additional command parameters

```

TYPE IN A DESCRIPTION OF YOUR TEXT FILE ON THE LINE PROVIDED. SELECT THE SECURITY OPTIONS THAT YOU WANT. DO NOT PRESS ENTER! PRESS CF4.

```

Create Source Physical File (CRTSRCPF) Prompt      ***
Enter the following:
Source file name:          FILE      R  TEXTFILE2
Library name:             TEXTLIB
Record length (13 or more): RCDLEN  P  144
Member name, if desired:  MBR       P  *NONE
Expiration date for member: EXPDATE  *NONE
Maximum number of members: MAXMBS   *NONE
Access path type:        ACCPTH     *PRIAL
Access path maintenance: MAINT      *IMMED
Access path recovery:    RECOVER    *NO
Force keyed access path: FRACCPH    *NO
Member size:             SIZE
  Initial number of records:          10000
  Increment number of records:        1000
  Maximum number of increments:       3
Allocate storage (*NO *YES): ALLOCATE *NO
Contiguous storage?             CONTIG *NO
Preferred storage unit(01-14): UNIT  *ANY
Nbr of rcds to force a write:  FRCRATIO *NONE
Max file wait in sec:          WAITFILE *IMMED
Max record wait in sec:        WAITRCD  60
Share open data path?         SHARE    *NO

```

TYPE 144 ON THE LINE NEXT TO RCDLEN (132 + 12 CONTROL CHARACTERS).  
PRESS ENTER.

```

Create Source Physical File (CRTSRCPF) Prompt

Max X deleted records allowed: DLTPT  *NONE
Public authority                PUBAUT
                                 *NONE
Text 'description':             TEXT   'Team 2 Text Management File'

```

PRESS ENTER AGAIN.







Step 4:

TEXT PRIMARY MENU

Select one of the following:

1. Create or revise a document
2. Browse a document
3. Print a document
4. Fill in a form document

Option: 1

Name of the document when stored:

Document (blank for a list of documents):

File (blank for a list of files):

Library :

SUPPLIES

.TEXTFILE2

TEXTLIB2

Within Text Management:

Press HELP key to display help text.

Press CF1 key to exit.

Press CF2 key to back up to the previous display in a series.

CF6-Display messages

TYPE 1 FOR THE OPTION.

TYPE SUPPLIES FOR THE NAME OF THE DOCUMENT.

MAKE SURE THE FILE AND LIBRARY NAMES ARE CORRECT.

PRESS ENTER.



```

TEXT      H:1      Document: SUPPLIES      Scan: _____
Fmt: 1    ... .. ( ... .. 2 ... .. 3 ... ..C. 4 ... .. 5 ... .. 6 ..R ... 7
          *****BEGINNING*****
          .....
          .....
          .....
          .....
          .....
          .....
          .....
          .....
          .....
          .....
          .....
          .....
          .....
          .....
          .....
          .....
          .....
          *****END*****
Document SUPPLIES added to file TEXTFILE2.TEXTLIB2.

```

TO GET A FULL SCREEN OF BLANK LINES ON WHICH YOU CAN TYPE, PLACE YOUR CURSOR ON THE FIRST LINE AND PRESS THE SPACE BAR, PLACE THE CURSOR ON THE LAST TEMPORARY LINE (BEFORE THE "END" LINE), AND PRESS ENTER.

```

TEXT      H:1      Document: SUPPLIES      Scan: _____
Fmt: 1    ... .. ( ... .. 2 ... .. 3 ... ..C. 4 ... .. 5 ... .. 6 ..R ... 7
          *****BEGINNING*****
0001.00 The Johnson Supply Co. Ltd.
0002.00 15006 Main Street
0003.00 Rolling Meadows, IL 60008
0004.00
0005.00 Dear Sir,
0006.00
0007.00 At the present time, we are making plans for next year's supplies. In
0008.00 examining our stock, we have discovered shortages in the items listed
0009.00 below.
0010.00
0011.00 Please notify us as soon as possible whether you can supply us with
0012.00 these items in the quantities we need, and advise us when we can expect
0013.00 delivery.
0014.00
0015.00           Quantity      Item
0016.00
0017.00
0018.00
0019.00
          *****END*****


```

TYPE THE CONTENTS OF THE DOCUMENT ON THE BLANK LINES. WHEN MORE LINES ARE NEEDED, USE THE INSERT LINE COMMAND TO INSERT ENOUGH LINES TO COMPLETE THE DOCUMENT. (YOU MAY NEED TO ROLL FORWARD TO INSERT MORE LINES.)

```

TEXT      H:1      Document: SUPPLIES      Scan: _____
Fmt: 1 ... .. ( ... .. 2 ... .. 3 ... ..C. 4 ... .. 5 ... .. 6 ..R ... 7
*****BEGINNING*****
0001.00 The Johnson Supply Co. Ltd.
0002.00 15006 Main Street
0003.00 Rolling Meadows, IL 60009
0004.00
0005.00 Dear Sir,
0006.00
0007.00 At the present time, we are making plans for next year's supplies. In
0008.00 examining our stock, we have discovered shortages in the items listed
0009.00 below.
0010.00
0011.00 Please notify us as soon as possible whether you can supply us with
0012.00 these items in the quantities we need, and advise us when we can expect
0013.00 delivery.
0014.00
0015.00          Quantity      Item
S 16.00          10
0017.00
0018.00
0019.00
*****END*****

```




TO INSERT COLUMNS OF INFORMATION, YOU CAN USE THE SKELETON LINE COMMAND.  
 FIRST DEFINE THE SKELETON LINE AS INDICATED.

(REMEMBER TO HAVE THE CURSOR UNDER THE 10 BEFORE PRESSING ENTER.)

```

TEXT      H:1      Document: SUPPLIES      Scan: _____
Fmt: 1 ... .. ( ... .. 2 ... .. 3 ... ..C. 4 ... .. 5 ... .. 6 ..R ... 7
*****BEGINNING*****
0001.00 The Johnson Supply Co. Ltd.
0002.00 15006 Main Street
0003.00 Rolling Meadows, IL 60008
0004.00
0005.00 Dear Sir,
0006.00
0007.00 At the present time, we are making plans for next year's supplies. In
0008.00 examining bur stock, we have discovered shortages in the items listed
0009.00 below.
0010.00
0011.00 Please notify us as soon as possible whether you can supply us with
0012.00 these items in the quantities we need, and advise us when we can expect
0013.00 delivery.
0014.00
0015.00          Quantity      Item
IS 6.00          10
0017.00
0018.00
0019.00
*****END*****

```




USE THE "INSERT SKELETON" TO INSERT MORE SKELETON LINES.

```

TEXT      H:1      Document: SUPPLIES      Scan: _____
Fmt: 1 ... ( ... 2 ... 3 ... .C. 4 ... 5 ... 6 ..R ... 7
*****BEGINNING*****
0001.00 The Johnson Supply Co. Ltd.
0002.00 15006 Main Street
0003.00 Rolling Meadows, IL 60009
0004.00
0005.00 Dear Sir,
0006.00
0007.00 At the present time, we are making plans for next year's supplies. In
0008.00 examining our stock, we have discovered shortages in the items listed
0009.00 below.
0010.00
0011.00 Please notify us as soon as possible whether you can supply us with
0012.00 these items in the quantities we need, and advise us when we can expect
0013.00 delivery.
0014.00
0015.00          Quantity      Item
0016.00          10          Pencils
0016.01          20          Pens
.....          10
0017.00
0018.00

```




FILL IN THE COLUMNS OF INFORMATION.

(SPACE OVER TO TYPE IN THE SECOND COLUMN OF INFORMATION.)

```

TEXT      H:1      Document: SUPPLIES      Scan: _____
Fmt: 1 ... ( ... 2 ... 3 ... .C. 4 ... 5 ... 6 ..R ... 7
0001.00 The Johnson Supply Co. Ltd.
0002.00 15006 Main Street
0003.00 Rolling Meadows, IL 60009
0004.00
0005.00 Dear Sir,
0006.00
0007.00 At the present time, we are making plans for next year's supplies. In
0008.00 examining our stock, we have discovered shortages in the items listed
0009.00 below.
0010.00
0011.00 Please notify us as soon as possible whether you can supply us with
0012.00 these items in the quantities we need, and advise us when we can expect
0013.00 delivery.
0014.00
0015.00          Quantity      Item
0016.00          10          Pencils
0016.01          20          Pens
0016.02          30          Tablets
0016.03          40          Erasers
0016.04          50          Ink Bottles
.....          10

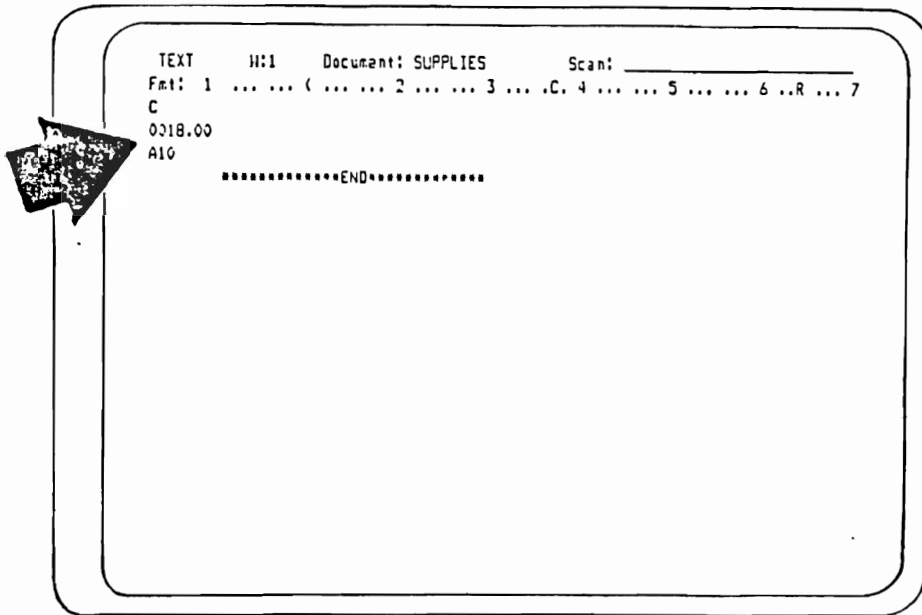
```



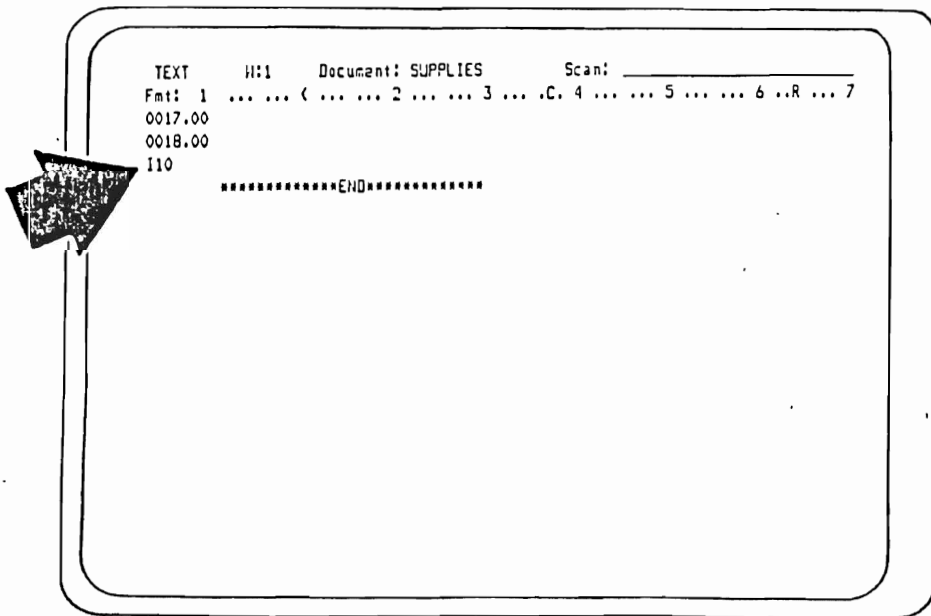
WHEN YOU ARE FINISHED TYPING IN THE COLUMNS, PRESS ENTER TO GET RID OF THE NEXT INSERTED SKELETON LINE.

ROLL FORWARD TO THE NEXT SCREEN.

615



TO CREATE MORE LINES TO TYPE ON, USE THE COPY LINE COMMAND WITH THE NUMBER OF TIMES TO COPY ON THE TARGET LINE COMMAND.



OR, TO INSERT MORE LINES TO TYPE ON, USE THE INSERT LINE COMMAND.




```

TEXT      W:1      Document: SUPPLIES      Scan: _____
Fmt: 1    . . . . . ( . . . . . 2 . . . . . 3 . . . . . C. 4 . . . . . 5 . . . . . 6 ..R . . . 7
0017.00
0018.00
0019.00
0020.00  Yours truly,
0021.00
0022.00
0023.00  C. Brandt
0024.00  Project Manager
*****EID*****

```

WHEN YOU PRESS ENTER, TEXT ONLY KEEPS THE LINES WITH INFORMATION ON ON THEM.



```

TEXT      W:1      Document: SUPPLIES      Scan: _____
Fmt: 1    . . . . . ( . . . . . 2 . . . . . 3 . . . . . C. 4 . . . . . 5 . . . . . 6 ..R . . . 7
-15
0018.00
0019.00
0020.00 Yours truly,
0021.00
0022.00
0023.00 C. Brandt
0024.00 Project Manager
*****END*****

```

TO SEE 15 LINES OF THE PREVIOUS SCREEN, USE THE -15 LINE COMMAND. (YOU CAN REPLACE THE 15 WITH ANY NUMBER.)

```

TEXT      H:1      Document: SUPPLIES      Scan: _____
Fmt: 1 ... .. ( ... .. 2 ... .. 3 ... ..C. 4 ... .. 5 ... .. 6 ..R ... 7
0006.00
0007.00 At the present time, we are making plans for next year's supplies. In
0008.00 examining our stock, we have discovered shortages in the items listed
0009.00 below.
0010.00
0011.00 Please notify us as soon as possible whether you can supply us with
0012.00 these items in the quantities we need, and advise us when we can expect
0013.00 delivery.
0014.00
0015.00          Quantity      Item
0016.00                10      Pencils
0016.01                20      Pens
0016.02                30      Tablets
0016.03                40      Erasers
0016.04                50      Ink Bottles
0017.00
0018.00
0019.00
0020.00 Yours truly,
0021.00
0022.00

```

NOW, MORE OF THE DOCUMENT CAN BE SEEN.

```

TEXT      H:1      Document: SUPPLIES      Scan: _____
Fmt: 1 ... .. ( ... .. 2 ... .. 3 ... ..C. 4 ... .. 5 ... .. 6 ..R ... 7
0006.00
0007.00 At the present time, we are making plans for next year's supplies. In
0008.00 examining our stock, we have discovered shortages in the items listed
0009.00 below.
0010.00
0011.00 Please notify us as soon as possible whether you can supply us with
0012.00 these items in the quantities we need, and advise us when we can expect
0013.00 delivery.
0014.00
0015.00          Quantity      Item
0016.00                10      Pencils
0016.01                20      Pens
0016.02                30      Tablets
0016.03                40      Erasers
0016.04                50      Ink Bottles
0017.00
D
0019.00
0020.00 Yours truly,
0021.00
0022.00

```

THE DELETE LINE COMMAND CAN BE USED TO DELETE EXTRA LINES.


TEXT H:1 Document: SUPPLIES Scan: \_\_\_\_\_  
 Fmt: 1 ... .. ( ... .. 2 ... .. 3 ... .. .C. 4 ... .. 5 ... .. 6 ..R ... 7  
 0006.00  
 0007.00 At the present time, we are making plans for next year's supplies. In  
 0008.00 examining our stock, we have discovered shortages in the items listed  
 0009.00 below.  
 0010.00  
 0011.00 Please notify us as soon as possible whether you can supply us with  
 0012.00 these items in the quantities we need, and advise us when we can expect  
 0013.00 delivery.  
 0014.00  
 RR5                   Quantity    Item  
 0016.00                10       Pencils  
 0016.01                20       Pens  
 0016.02                30       Tablets  
 0016.03                40       Erasers  
 RR                    50       Ink Bottles  
 0017.00  
 0019.00  
 0020.00 Yours truly,  
 0021.00  
 0022.00  
 0023.00 C. Brandt

TO SHIFT INFORMATION ON A LINE, OR A BLOCK OF LINES, USE THE SHIFT LEFT OR SHIFT RIGHT LINE COMMANDS.

H:1 Document: SUPPLIES Scan: \_\_\_\_\_  
 . 1 ... .. ( ... .. 2 ... .. 3 ... .. .C. 4 ... .. 5 ... .. 6 ..R ... 7  
 0006.00  
 0007.00 At the present time, we are making plans for next year's supplies. In  
 0008.00 examining our stock, we have discovered shortages in the items listed  
 0009.00 below.  
 0010.00  
 0011.00 Please notify us as soon as possible whether you can supply us with  
 0012.00 these items in the quantities we need, and advise us when we can expect  
 0013.00 delivery.  
 0014.00  
 0015.00                   Quantity    Item  
 0016.00                10       Pencils  
 H17                    20       Pens  
 0016.02                30       Tablets  
 0016.03                40       Erasers  
 0016.04                50       Ink Bottles  
 0017.00  
 0019.00  
 0020.00 Yours truly,  
 0021.00  
 0022.00  
 0023.00 C. Brandt

THE WINDOW LINE COMMAND WILL ALLOW YOU TO VIEW BEYOND COLUMN 72.






```

TEXT      11:17  Document: SUPPLIES      Scan: _____
Fmt: 1 .. 2 ... .. 3 ... .C. 4 ... .. 5 ... .. 6 ..R ... 7 ... .. 8 ... ..
0006.00
0007.00 ime, we are making plans for next year's supplies. In
0008.00 ock, we have discovered shortages in the items listed
0009.00
0010.00
0011.00 as soon as possible whether you can supply us with
0012.00 he quantities we need, and advise us when we can expect
0013.00
0014.00
0015.00  Quantity      Item
0016.00      10      Pencils
0016.01      20      Pens
0016.02      30      Tablets
0016.03      40      Erasers
0016.04      50      Ink Bottles
0017.00
0019.00
0020.00
0021.00
0022.00
0023.00

```

Now, YOU ARE VIEWING COLUMNS 17 THROUGH 87, INSTEAD OF 1 THROUGH 72.



```

TEXT      11:17  Document: SUPPLIES      Scan: _____
Fmt: 1 .. 2 ... .. 3 ... .C. 4 ... .. 5 ... .. 6 ..R ... 7 ... .. 8 ... ..
0006.00
0007.00 ime, we are making plans for next year's supplies. In
0008.00 ock, we have discovered shortages in the items listed
0009.00
0010.00
0011.00 as soon as possible whether you can supply us with
0012.00 he quantities we need, and advise us when we can expect
0013.00
0014.00
0015.00  Quantity      Item
0016.00      10      Pencils
0016.01      20      Pens
H1
0016.03      40      Erasers
0016.04      50      Ink Bottles
0017.00
0019.00
0020.00
0021.00
0022.00
0023.00


```

TO GET BACK TO COLUMN 1, USE THE INDICATED COMMAND.



PRESS CF1 TO EXIT.

TEXT	EXIT FROM EDIT
Exit Editor - Return to Primary Menu	(Y N): <u>Y</u>
Update document named below	(Y N): <u>Y</u>
Create document named below	(Y N): <u>N</u>
Print document without formatting	(Y N): <u>N</u>
Document name:	<u>SUPPLIES</u>
File containing document:	<u>TEXTFILE?</u>
Library containing file:	<u>TEXTLIB?</u>
Description:	<u>Supply document - Team 2</u>
Resequence document by line number	(Y N): <u>Y</u>
-- or --	
Resequence document by calculating page/line	(Y N): <u>N</u>



MOST OF THE TIME, YOU WILL NOT NEED TO CHANGE THE TOP FOUR OPTIONS.

FILL IN THE DOCUMENT DESCRIPTION AND PRESS ENTER, TO RETURN TO THE PRIMARY MENU.

# Step 5:

TYPE 1 FOR THE OPTION.

TEXT	PRIMARY MENU
Select one of the following:	
1. Create or revise a document	
2. Browse a document	
3. Print a document	
4. Fill in a form document	
Option: <u>1</u>	
Name of the document when stored:	
Document (blank for a list of documents):	<u>SUPPLIES</u>
File (blank for a list of files):	<u>TEXTFILE2</u>
Library :	<u>TEXTLIB2</u>
Within Text Management:	
Press HELP key to display help text.	
Press CF1 key to exit.	
Press CF2 key to back up to the previous display in a series.	
CF6-Display messages	

TYPE SUPPLIES FOR THE DOCUMENT NAME.

(THE FILE SHOULD BE TEXTFILE2 AND THE LIBRARY SHOULD BE TEXTLIB2.)

```

TEXT      W:1      Document: SUPPLIES      Scan: _____
Fmt: 1 (... .. 1 ... .. 2 ... .. 3 ... C.. 4 ... .. 5 ... .. 6 ... .. 7
I3      *****BEGINNING*****
0001.00 The Johnson Supply Co. Ltd.
0002.00 15006 Main Street
0003.00 Rolling Meadows, IL 60008
0004.00
0005.00 Dear Sir,
0006.00
0007.00 At the present time, we are making plans for next year's supplies. In
0008.00 examining our stock, we have discovered shortages in the items listed
0009.00 below.
0010.00
0011.00 Please notify us as soon as possible whether you can supply us with
0012.00 these items in the quantities we need, and advise us when we can expect
0013.00 delivery.
0014.00
0015.00                Quantity      Item
0016.00                10      Pencils
0017.00                20      Pens
0018.00                30      Tablets
0019.00                40      Erasers
0020.00                50      Ink Bottles

```

INSERT 3 LINES SO THE DATE CAN BE ADDED TO THE DOCUMENT.

```


TEXT      W:1      Document: SUPPLIES      Scan: _____
Fmt: 1 (... .. 1 ... .. 2 ... .. 3 ... C.. 4 ... .. 5 ... .. 6 ... .. 7
*****BEGINNING*****
.....
.....                                .date
.....
0001.00 The Johnson Supply Co. Ltd.
0002.00 15006 Main Street
0003.00 Rolling Meadows, IL 60008
0004.00
0005.00 Dear Sir,
0006.00
0007.00 At the present time, we are making plans for next year's supplies. In
0008.00 examining our stock, we have discovered shortages in the items listed
0009.00 below.
0010.00
0011.00 Please notify us as soon as possible whether you can supply us with
0012.00 these items in the quantities we need, and advise us when we can expect
0013.00 delivery.
0014.00
0015.00                Quantity      Item
0016.00                10      Pencils
0017.00                20      Pens

```

3 TEMPORARY LINES ARE ADDED, YOU MUST TYPE EITHER A BLANK SPACE OR SENTENCE OR WORD TO KEEP THOSE LINES.

TYPE MR. THOMPSON RIGHT OVER THE TOP OF SIR.



```
TEXT      H:1      Document: SUPPLIES      Scan: _____  
Fmt: 1 (... 1 ... 2 ... 3 ... 4 ... 5 ... 6 ... 7  
*****BEGINNING*****  
0000.01  
0000.02  
0000.03 .date  
0001.00 The Johnson Supply Co. Ltd.  
0002.00 15006 Main Street  
0003.00 Rolling Meadows, IL 60008  
0004.00  
0005.00 Dear Mr. Thompson,  
0006.00  
0007.00 At the present time, we are making plans for next year's supplies. In  
0008.00 examining our stock, we have discovered shortages in the items listed  
0009.00 below.  
0010.00  
0011.00 Please notify us as soon as possible whether you can supply us with the  
0012.00 these items in the quantities we need, and advise us when we can  
0013.00 expect delivery.  
0014.00  
0015.00 Quantity Item  
0016.00 10 Pencils  
0017.00 20 Pens
```



TO ADD THE WORDS "THE FOLLOWING", YOU WILL HAVE TO MODIFY THE SECOND AND THIRD LINES OF THAT PARAGRAPH.

START BY MOVING THE WORD "EXPECT" TO THE THIRD LINE TO MAKE ROOM ON THE SECOND LINE FOR "FOLLOWING".  
(ADD THE WORD "THE" ON THE END OF THE FIRST LINE.)

```
TEXT      H:1      Document: SUPPLIES      Scan: _____  
Fmt: 1 (... 1 ... 2 ... 3 ... 4 ... 5 ... 6 ... 7  
*****BEGINNING*****  
0000.01  
0000.02  
0000.03 .date  
0001.00 The Johnson Supply Co. Ltd.  
0002.00 15006 Main Street  
0003.00 Rolling Meadows, IL 60008  
0004.00  
0005.00 Dear Mr. Thompson,  
0006.00  
0007.00 At the present time, we are making plans for next year's supplies. In  
0008.00 examining our stock, we have discovered shortages in the items listed  
0009.00 below.  
0010.00  
0011.00 Please notify us as soon as possible whether you can supply us with the  
0012.00 follo items in the quantities we need, and advise us when we can  
0013.00 expect delivery.  
0014.00  
0015.00 Quantity Item  
0016.00 10 Pencils  
0017.00 20 Pens
```




START TYPING THE WORD "FOLLOWING" RIGHT OVER THE TOP OF "THESE".  
WHEN YOU HAVE TYPED "FOLLO", YOU MUST STOP AND PRESS THE INSERT KEY  
ON YOUR KEYBOARD.

CONTINUE TYPING THE REST OF THE WORD AND PRESS THE ERROR RESET KEY ON YOUR KEYBOARD TO TAKE YOU OUT OF "INSERT MODE".

```

TEXT      W:1      Document: SUPPLIES      Scan: _____
Fmt: 1 (... .. 1 ... .. 2 ... .. 3 ... C.. 4 ... .. 5 ... .. 6 ... .. 7
          *****BEGINNING*****
0000.01
0000.02                                     .date
0000.03
0001.00 The Johnson Supply Co. Ltd.
0002.00 15006 Main Street
0003.00 Rolling Meadows, IL 60008
0004.00
0005.00 Dear Mr. Thompson,
0006.00
0007.00 At the present time, we are making plans for next year's supplies. In
0008.00 examining our stock, we have discovered shortages in the items listed
0009.00 below.
0010.00
0011.00 Please notify us as soon as possible whether you can supply us with the
0012.00 following items in the quantities we need, and advise us when we can
0013.00 expect delivery.
C
A
0016.00                                     Quantity      Item
0017.00                                     10           Pencils
0017.00                                     20           Pens

```




TO ADD THE BLANK LINE AFTER THE COLUMNS HEADINGS, USE THE COPY AND AFTER LINE COMMANDS.

```

TEXT      W:1      Document: SUPPLIES      Scan: _____
Fmt: 1 (... .. 1 ... .. 2 ... .. 3 ... C.. 4 ... .. 5 ... .. 6 ... .. 7
          *****BEGINNING*****
0000.01
0000.02                                     .date
0000.03
0001.00 The Johnson Supply Co. Ltd.
0002.00 15006 Main Street
0003.00 Rolling Meadows, IL 60008
0004.00
0005.00 Dear Mr. Thompson,
0006.00
0007.00 At the present time, we are making plans for next year's supplies. In
0008.00 examining our stock, we have discovered shortages in the items listed
0009.00 below.
0010.00
0011.00 Please notify us as soon as possible whether you can supply us with the
0012.00 following items in the quantities we need, and advise us when we can
0013.00 expect delivery.
0014.00
0015.00                                     Quantity      Item
0015.01                                     10           Pencils
+10

```




TO SEE THE NEXT 10 LINES OF YOUR DOCUMENT, USE THE +10 LINE COMMAND. (ANY NUMBER CAN BE USED AFTER THE +,)

```

TEXT      H:1      Document: SUPPLIES      Scan: _____
Fmt: 1 ( ... 1 ... 2 ... 3 ... C.. 4 ... 5 ... 6 ... 7
0007.00 At the present time, we are making plans for next year's supplies. In
0008.00 examining our stock, we have discovered shortages in the items listed
0009.00 below.
0010.00
0011.00 Please notify us as soon as possible whether you can supply us with the
0012.00 following items in the quantities we need, and advise us when we can
0013.00 expect delivery.
0014.00
0015.00                Quantity      Item
0015.01
0016.00                10      Pencils
0017.00                20      Pens
0018.00                30      Tablets
0019.00                40      Erasers
0020.00                50      Ink Bottles
.....                65      Rulers
0021.00
0022.00
0023.00 Yours truly,
0024.00
0025.00

```

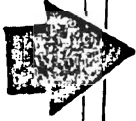


NOW YOU CAN SEE THE ENTIRE COLUMN OF INFORMATION.  
 INSERT THE INDICATED ITEM USING THE INSERT LINE COMMAND.

```


TEXT      H:1      Document: SUPPLIES      Scan: _____
Fmt: 1 ( ... 1 ... 2 ... 3 ... C.. 4 ... 5 ... 6 ... 7
0007.00 At the present time, we are making plans for next year's supplies. In
0008.00 examining our stock, we have discovered shortages in the items listed
0009.00 below.
0010.00
0011.00 Please notify us as soon as possible whether you can supply us with the
0012.00 following items in the quantities we need, and advise us when we can
0013.00 expect delivery.
0014.00
0015.00                Quantity      Item
0015.01
0016.00                10      Pencils
0017.00                20      Pens
0018.00                30      Tablets
0019.00                40      Erasers
0020.00                50      Ink Bottles
0020.01                65      Rulers
.....
0021.00
0022.00
0023.00 Yours truly,
0024.00

```



PRESS ENTER TO GET RID OF THE EXTRA TEMPORARY LINE.  
 PRESS CF1 TO EXIT.

TEXT	EXIT FROM EDIT
Exit Editor - Return to Primary Menu	(Y N): <u>Y</u>
Update document named below	(Y N): <u>Y</u>
Create document named below	(Y N): <u>N</u>
Print document without formatting	(Y N): <u>N</u>
Document name:	<u>SUPPLIES</u>
File containing document:	<u>TEXTFILE2</u>
Library containing file:	<u>TEXTLIB2</u>
Description:	<u>Supply document - Team 2</u>
Resequence document by line number	(Y N): <u>Y</u>
-- or --	
Resequence document by calculating page/line	(Y N): <u>N</u>



YOU WILL NOT NEED TO CHANGE THIS SCREEN.  
ALL OPTIONS ARE AUTOMATICALLY SET FOR YOU.



# Step 6:

```
TEXT          PRIMARY MENU

Select one of the following:
  1. Create or revise a document
  2. Browse a document
  3. Print a document
  4. Fill in a form document

Option: 1

Name of the document when stored:
  Document (blank for a list of documents):  NAMEADDR
  File (blank for a list of files):         TEXTFILE2
  Library :                                  TEXTLIB2

Within Text Management:
  Press HELP key to display help text.
  Press CF1 key to exit.
  Press CF2 key to back up to the previous display in a series.


CF6-Display messages
```

TO REVISE A DOCUMENT, TYPE 1 FOR THE OPTION.

TYPE NAMEADDR FOR THE DOCUMENT NAME.


(MAKE SURE THE FILE IS TEXTFILE2 AND THE LIBRARY IS TEXTLIB2.)

```
TEXT      W:1      Document: NAMEADDR      Scan: _____
Fmt: 1 ... .. ( ... .. 2 ... .. 3 ... ..C. 4 ... .. 5 ... .. 6 ..R ... 7
*****BEGINNING*****
0001.00 Joseph P. Blast
0002.00 9090 Winchester Circle
1 003.00 Schaumburg, IL 60154
0004.00
0005.00 Johnny Mathis
0006.00 525 Station Street
0007.00 Schaumburg, IL 60101
*****END*****
```




TO INSERT A LINE, USE THE INSERT LINE COMMAND.

```
TEXT      W:1      Document: NAMEADDR      Scan: _____  
Fmt: 1 ... .. ( ... .. 2 ... .. 3 ... ..C. 4 ... .. 5 ... .. 6 ..R ... 7  
*****BEGINNING*****  
0001.00 Joseph P. Blast  
0002.00 9090 Winchester Circle  
0003.00 Schamtorre, IL 60354  
0003.01 Mr.  
0004.00  
0005.00 Johnny Mathis  
0006.00 525 Stalom Street  
0007.00 Schamtorre, IL 600001  
..... Mr.  
*****END*****
```




TYPE IN THE TITLE ON THE TEMPORARY LINES.

```
TEXT      W:1      Document: NAMEADDR      Scan: _____  
Fmt: 1 ... .. ( ... .. 2 ... .. 3 ... ..C. 4 ... .. 5 ... .. 6 ..R ... 7  
*****BEGINNING*****  
0001.00 Joseph P. Blast  
0002.00 9090 Winchester Circle  
0003.00 Schamtorre, IL 60354  
0003.01 Mr.  
0004.00  
0005.00 Johnny Mathis  
0006.00 525 Stalom Street  
0007.00 Schamtorre, IL 600001  
0008.00 Mr.  
.....  
*****END*****
```



PRESS ENTER AGAIN TO GET RID OF THE EXTRA TEMPORARY LINE.  
PRESS CF1 TO EXIT.

TEXT	EXIT FROM EDIT
Exit Editor - Return to Primary Menu	(Y N): <u>Y</u>
Update document named below	(Y N): <u>Y</u>
Create document named below	(Y N): <u>N</u>
Print document without formatting	(Y N): <u>N</u>
Document name:	<u>NAMEADDR</u>
File containing document:	<u>TEXTFILE2</u>
Library containing file:	<u>TEXTLIB2</u>
Description:	<u>Name and Address document-Team 2</u>
Resequence document by line number	(Y N): <u>Y</u>
-- or --	
Resequence document by calculating page/line	(Y N): <u>N</u>



YOU WILL NOT NEED TO CHANGE THIS SCREEN.

ALL OPTIONS ARE AUTOMATICALLY SET FOR YOU.


# Step 7:

TEXT	PRIMARY MENU
Select one of the following:	
1. Create or revise a document	
2. Browse a document	
3. Print a document	
4. Fill in a form document	
Option: <u>1</u>	
Name of the document when stored:	
Document (blank for a list of documents):	
File (blank for a list of files):	<u>TEXTFILE2</u>
Library :	<u>TEXTLIB2</u>
Within Text Management:	
Press HELP key to display help text.	
Press CF1 key to exit.	
Press CF2 key to back up to the previous display in a series.	
CF6-Display messages	

TO PRINT THE DOCUMENTS IN YOUR FILE, TYPE IN OPTION 1.  
BLANK OUT THE DOCUMENT NAME.  
MAKE SURE THE FILE AND LIBRARY ARE CORRECT.

TEXT DOCUMENT LIST  
 File: TEXTFILE2 Library: TEXTLIB2  
 Enter new document name or select document from list below: \_\_\_\_\_  
 Search description: \_\_\_\_\_  
 Search from created date: 00/00/00 To created date: 01/23/84  
 Locate document name beginning with: \_\_\_\_\_

OPT	DOCUMENT	DESCRIPTION	CREATED
—	NAMEADDR	Name and Address document-Team 2	01/20/84
—	SUPPLIES	Supply document - Team 2	01/20/84




1-Select document B-Copy to new document 9-Remove document CF16-Print List

PRESS CF16 TO LIST THE DOCUMENTS.

TEXT DOCUMENT LIST  
 File: TEXTFILE2 Library: TEXTLIB2  
 Enter new document name or select document from list below: \_\_\_\_\_  
 Search description: \_\_\_\_\_  
 Search from created date: 00/00/00 To created date: 01/23/84  
 Locate document name beginning with: \_\_\_\_\_

OPT	DOCUMENT	DESCRIPTION	CREATED
—	NAMEADDR	Name and Address document-Team 2	01/20/84
—	SUPPLIES	Supply document - Team 2	01/20/84

1-Select document B-Copy to new document 9-Remove document CF16-Print list  
 Print complete.



PRESS CF1 TO EXIT.

YOUR LIST SHOULD LOOK SIMILAR TO THIS.

TEXT MANAGEMENT          DOCUMENT LIST  
File: TEXTFILE2.TEXTLIB2

<u>DOCUMENT</u>	<u>DESCRIPTION</u>	<u>CREATED</u>
NAMEADDR	Name and Address document-Team 2	01/20/84
SUPPLIES	Supply document - Team 2	01/20/84

# LAB SOLUTIONS FOR EXERCISE 3

## Step 2:

TO REVISE THE DOCUMENT SUPPLIES, TYPE 1 FOR THE OPTION.

```
TEXT                PRIMARY MENU

Select one of the following:
 1. Create or revise a document
 2. Browse a document
 3. Print a document
 4. Fill in a form document

Option: 1

Name of the document when stored:
 Document (blank for a list of documents): SUPPLIES
 File (blank for a list of files): TEXTFILE2
 Library : TEXTLIB2

Within Text Management:
 Press HELP key to display help text.
 Press CF1 key to exit.
 Press CF2 key to back up to the previous display in a series.

CF6-Display messages
```

TYPE SUPPLIES FOR THE DOCUMENT NAME.

MAKE SURE THAT THE FILE AND LIBRARY ARE CORRECT.





```

TEXT      W:1      Document: SUPPLIES      Scan: _____
Fmt: 1 (... .. 1 ... .. 2 ... .. 3 ... C.. 4 ... .. 5 ... .. 6 ... .. 7
*****BEGINNING*****
0001.00
0002.00                                     .date
0003.00
0004.00 The Johnson Supply Co. Ltd.
0005.00 15006 Main Street
0006.00 Rolling Meadows, IL 60008
0007.00
0008.00 Dear Mr. Thompson,
0009.00
0010 1 At the present time, we are making plans for next year's supplies. In
0011.00 examining our stock, we have discovered shortages in the items listed
0012.00 below.
0013.00
P1 Please notify us as soon as possible whether you can supply us with the
0015.00 following items in the quantities we need, and advise us when we can
0016.00 expect delivery.
0017.00
0018.00                                     Quantity      Item
0019.00
0020.00                                     10           Pencils

```



TO PUT UNADJUSTABLE TEXT INTO THE PARAGRAPH MODE, USE THE LINE COMMAND "PX" WITH THE X REPRESENTING THE PARAGRAPH FORMAT DESIRED. PRESS ENTER.

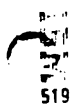
```

TEXT      W:1      Document: SUPPLIES      Scan: _____
Fmt: 1 (... .. 1 ... .. 2 ... .. 3 ... C.. 4 ... .. 5 ... .. 6 ... .. 7
*****BEGINNING*****
0001.00
0002.00                                     .date
0003.00
0004.00 The Johnson Supply Co. Ltd.
0005.00 15006 Main Street
0006.00 Rolling Meadows, IL 60008
0007.00
0008.00 Dear Mr. Thompson,
0009.00
0010 1 At the present time, we are making plans for next year's supplies. In
0011.00 examining our stock, we have discovered shortages in the items listed
0012.00 below.
0013.00
0014 1 Please notify us as soon as possible whether you can supply us with the
0015.00 following items in the quantities we need, and advise us when we can
0016.00 expect delivery.
0017.00
0018.00                                     Quantity      Item
0019.00
0020.00                                     10           Pencils

```



NOTICE BOTH PARAGRAPHS NOW HAVE A HIGHLIGHTED "1" AT THE LEFT MARGIN. THIS MEANS THE PARAGRAPH IS IN PARAGRAPH FORMAT 1.



TEXT		PARAGRAPH FORMAT OPTIONS			
PARAGRAPH	--- MARGINS ---		---	PARAGRAPH	BLANK LINE
FORMAT	LEFT	RIGHT	ALIGN	INDENTATION	BEFORE
ID			RIGHT	SPACES	PARAGRAPH
			(Y H)		(Y H)
<u>1</u>	<u>12</u>	<u>68</u>	<u>11</u>	<u>0</u>	<u>1</u>
---	---	---	---	---	---
---	---	---	---	---	---
---	---	---	---	---	---
---	---	---	---	---	---
---	---	---	---	---	---

Any changes made on this display will cause the paragraphs in the document to be adjusted using the new definition.

CF3-Paragraph Format Extended Options

TO CHANGE THE MARGINS TO 12 AND 68, USE CF17.

```

TEXT      H:1      Document: SUPPLIES      Scan: _____
Fmt: 1 ... .. 1 (... .. 2 ... .. 3 ... .. C ... .. 5 ... .. 6 ... ..) 7
*****BEGINNING*****
0001.00
0002.00                                .date
0003.00
0004.00 The Johnson Supply Co. Ltd.
0005.00 15006 Main Street
0006.00 Rolling Meadows, IL 60008
0007.00
0008.00 Dear Mr. Thompson,
0009.00
0010 1      At the present time, we are making plans for next year's
0011.00      supplies. In examining our stock, we have discovered
0012.00      shortages in the items listed below.
0013.00
0014 1      Please notify us as soon as possible whether you can
0015.00      supply us with the following in the quantities
0016.00      we need, and advise us when we can expect delivery.
0017.00
0018.00      Quantity      Item
0019.00
    
```

WHEN YOU RETURN TO THE EDIT SCREEN, NOTICE THAT YOUR MARGINS HAVE BEEN CHANGED.

PRESS CF1 TO EXIT.

TEXT	EXIT FROM EDIT
Exit Editor - Return to Primary Menu	(Y N): <u>Y</u>
Update document named below	(Y N): <u>Y</u>
Create document named below	(Y N): <u>N</u>
Print document without formatting	(Y N): <u>N</u>
Document name:	<u>SUPPLIES</u>
File containing document:	<u>TEXTFILE2</u>
Library containing file:	<u>TEXTLIB2</u>
Description:	<u>Supply document - Team 2</u>
Resequence document by line number	(Y N): <u>Y</u>
— or —	
Resequence document by calculating page/line	(Y N): <u>N</u>

YOU WILL NOT NEED TO CHANGE ANYTHING ON THIS SCREEN.  
PRESS ENTER.

615

Step 3:

TO CREATE THE DOCUMENT HOWTOMEMO, TYPE 1 FOR THE OPTION.

TEXT PRIMARY MENU

Select one of the following:

1. Create or revise a document
2. Browse a document
3. Print a document
4. Fill in a form document

Option: 1

Name of the document when stored:

Document (blank for a list of documents):	<u>HOWTOMEMO</u>
File (blank for a list of files):	<u>TEXTFILE2</u>
Library :	<u>TEXTLIB2</u>

Within Text Management:

- Press HELP key to display help text.
- Press CF1 key to exit.
- Press CF2 key to back up to the previous display in a series.

CF6-Display messages

TYPE HOWTOMEMO FOR THE DOCUMENT NAME.

MAKE SURE THAT YOUR FILE AND LIBRARY ARE CORRECT.





```

TEXT      W:1      Document: HOI10MEMO      Scan: _____
Fmt: 1 ( ... 1 ... 2 ... 3 ... C.. 4 ... 5 ... 6 ... 7 )
*****BEGINNING*****
0001.00
0002.00  TO:      Ronald Reager
0003.00  SUBJECT:  How to Start the IBM 5224 Line Printer
0004.00  DATE:    October 25, 1983
0005.00
0006.00
0007 1  This is to let you know how to start up the IBM 5224 Printer in case you
are the first person that needs to use it in the morning.
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
0008.00
0009.00

```

TYPE IN THE PARAGRAPH WITHOUT WORRYING ABOUT WORD WRAP.  
PRESS ENTER.

```

TEXT      W:1      Document: HOI10MEMO      Scan: _____
Fmt: 1 ( ... 1 ... 2 ... 3 ... C.. 4 ... 5 ... 6 ... 7 )
*****BEGINNING*****
0001.00
0002.00  TO:      Ronald Reager
0003.00  SUBJECT:  How to Start the IBM 5224 Line Printer
0004.00  DATE:    October 25, 1983
0005.00
0006.00
0007 1 This is to let you know how to start up the IBM 5224 Printer in case
0007.01 you are the first person that needs to use it in the morning.
0008.00
0009 1 _____
_____
_____
_____
_____
_____
_____
_____
_____
0010.00
0011.00

```

TYPE THE SECOND PARAGRAPH IN USING CF9 AGAIN.



TEXT H:1 Document: HOWTOHEMO Scan: \_\_\_\_\_  
Fmt: 1 (... .. 1 ... .. 2 ... .. 3 ... C.. 4 ... .. 5 ... .. 6 ... .. 7)

\*\*\*\*\*BEGINNING\*\*\*\*\*

0001.00  
0002.00 TO: Ronald Reager  
0003.00 SUBJECT: How to Start the IBM 5224 Line Printer  
0004.00 DATE: October 25, 1983  
0005.00  
0006.00  
0007 1 This is to let you know how to start up the IBM 5224 Printer in case  
0007.01 you are the first person that needs to use it in the morning.  
0008.00  
0010 1 Here are the four easy steps that you should follow:  
0011.00  
0012 1 1. Flip the Power-On switch up to the On position.  
0013.00  
0014 1 2. Wait a few minutes until the warning beep is heard.

0015.00  
0016.00

TEXT H:1 Document: HOWTOHEMO Scan: \_\_\_\_\_  
Fmt: 1 (... .. 1 ... .. 2 ... .. 3 ... C.. 4 ... .. 5 ... .. 6 ... .. 7)

0015.00  
0016 1 3. Press the Reset and then the Ready buttons.


0017.00  
0018.00

TEXT H:1 Document: HOWTOHEMO Scan: \_\_\_\_\_  
Fmt: 1 (... .. 1 ... .. 2 ... .. 3 ... C.. 4 ... .. 5 ... .. 6 ... .. 7)

0015.00  
0016 1 3. Press the Reset and then the Ready buttons.  
0017.00  
0018 1 4. Print your document using the easy-to-use System/38 Text Management  
Package.

0019.00  
\*\*\*\*\*END\*\*\*\*\*






```

TEXT: Document: H01T01E:10 Scan:
Fmt: 1 ... 2 ... 3 ... C. 4 ... 5 ... 6 ... 7)
*****BEGINNING*****
0001.00
0002.00 TO: Ronald Reager
0003.00 SUBJECT: How to Start the IBM 5224 Line Printer
0004.00 DATE: October 25, 1993
0005.00
0006.00
0007.1 This is to let you know how to start up the IBM 5224 Printer in case
0007.01 you are the first person that needs to use it in the morning.
0008.00
0010.1 Here are the four easy steps that you should follow:
0011.00
0012.1 1. Flip the Power-On switch up to the On position.
0013.00
0014.1 2. Wait a few minutes until the warning beep is heard.
0015.00
0016.1 3. Press the Reset and then the Ready buttons.
0017.00
0018.1 4. Print your document using the easy-to-use System/38 Text Management
0018.01 Package.
0019.00

```

LET'S LINE OUR PARAGRAPHS UP WITH THE TOP THREE LINES.  
 PRESS CF17 TO REVISE THE PARAGRAPH FORMAT 1.

TEXT	PARAGRAPH FORMAT OPTIONS				
	MARGINS		ALIGN RIGHT (Y N)	PARAGRAPH INDENTATION SPACES	BLANK LINE BEFORE PARAGRAPH (Y N)
	LEFT	RIGHT			
	3	68	N	0	Y
---	---	---	---	---	---
---	---	---	---	---	---
---	---	---	---	---	---
---	---	---	---	---	---

Any changes made on this display will cause the paragraphs in the document to be adjusted using the new definition.

CF3-Paragraph Format Extended Options

CHANGE THE LEFT MARGIN TO 3.  
 PRESS ENTER.

```

TEXT      H:1      Document: MONTONEHO      Scan:
Fmt: 1    .(. ... 1 ... 2 ... 3 ...C... 4 ... 5 ... 6 ... ..) 7
*****BEGINNING*****
0001.00
0002.00 TO:      Ronald Reager
0003.00 SUBJECT:  How to Start the IBM 5224 Line Printer
0004.00 DATE:      October 25, 1983
0005.00
0006.00
0007.01 This is to let you know how to start up the IBM 5224 Printer in
0008.00 case you are the first person that needs to use it in the morning.
0009.00
0010.01 Here are the four easy steps that you should follow:
0011.00
0012.01 Flip the Power-On switch up to the On position.
0013.00
0014.01 it a few minutes until the warning beep is heard.
0015.00
0016.01 Press the Reset and then the Ready buttons.
0017.00
0018.01 4. Print your document using the easy-to-use System/38 Text
0019.00 Management Package.

```

Now, NOTICE IN STEP 4 THAT THE SECOND LINE OF THE PARAGRAPH STARTS RIGHT UNDER THE NUMBER 4.

LET'S CHANGE IT SO THAT THE SECOND LINE STARTS RIGHT UNDER THE WORD "PRINT".

PRESS CF17 TO CREATE A PARAGRAPH FORMAT DIFFERENT THAN FORMAT 1:

PARAGRAPH FORMAT ID	--- MARGINS ---		ALIGN RIGHT (Y N)	PARAGRAPH INDENTATION SPACES	BLANK LINE BEFORE PARAGRAPH (Y N)
	LEFT	RIGHT			
1	3	68	N	0	Y
2	7	68	N	-4	Y
---	---	---	---	---	---
---	---	---	---	---	---
---	---	---	---	---	---
---	---	---	---	---	---

Any changes made on this display will cause the paragraphs in the document to be adjusted using the new definition.

CF3-Paragraph Format Extended Options

PARAGRAPH FORMAT 2 WILL HAVE A LEFT MARGIN OF 7 (WHERE THE WORDS "PRINT" AND "MANAGEMENT" WILL LINE UP).

BECAUSE ONLY THE FIRST LINE WILL BE DIFFERENT, LET'S THINK OF IT THE SAME WAY AS WE THINK OF A PARAGRAPH INDENTATION. THIS TIME, HOWEVER, INSTEAD OF INDENTING THE FIRST LINE WILL "EXDENT" OR EXTEND BEYOND THE LEFT MARGIN.

TO DO THIS TYPE IN A "-4" FOR PARAGRAPH INDENTATION SPACES.

```

TEXT      W:1      Document: HOHTONMEMO      Scan: _____
Fmt: 1    .(. ... 1 ... .. 2 ... .. 3 ...C... 4 ... .. 5 ... .. 6 ... ..) 7
*****BEGINNING*****
0001.00
0002.00  TO:      Ronald Reager
0003.00  SUBJECT:  How to Start the IBM 5224 Line Printer
0004.00  DATE:     October 25, 1983
0005.00
0006.00
0007 1    This is to let you know how to start up the IBM 5224 Printer in
0007.01  case you are the first person that needs to use it in the morning.
0008.00
0010 1    Here are the four easy steps that you should follow:
0011.00
PP2       1.  Flip the Power-On switch up to the On position.
0013.00
0014 1    2.  Wait a few minutes until the warning beep is heard.
0015.00
0016 1    3.  Press the Reset and then the Ready buttons.
0017.00
PP2       4.  Print your document using the easy-to-use System/38 Text
0018.01  Management Package.
0019.00

```

PUT ALL OF THE STEPS INTO PARAGRAPH FORMAT 2 BY USING THE BLOCK PARAGRAPH LINE COMMAND AS INDICATED.

```

TEXT      W:1      Document: HOHTONMEMO      Scan: _____
Fmt: 1    .(. ... 1 ... .. 2 ... .. 3 ...C... 4 ... .. 5 ... .. 6 ... ..) 7
*****BEGINNING*****
0001.00
0002.00  TO:      Ronald Reager
0003.00  SUBJECT:  How to Start the IBM 5224 Line Printer
0004.00  DATE:     October 25, 1983
0005.00
0006.00
0007 1    This is to let you know how to start up the IBM 5224 Printer in
0007.01  case you are the first person that needs to use it in the morning.
0008.00
0010 1    Here are the four easy steps that you should follow:
0011.00
0012 2    the Power-On switch up to the On position.
0013.00
0014 2    few minutes until the warning beep is heard.
0015.00
0016 2    3.  ss the Reset and then the Ready buttons.
0017.00
0018 2    4.  Print your document using the easy-to-use System/38 Text
0018.01  Management Package.
0019.00
0 paragraphs assigned, 4 paragraphs adjusted.

```

NOTICE THE MESSAGE AND ALSO STEP 4 PARAGRAPH (THE OTHER THREE STEPS WILL NOT LOOK ANY DIFFERENT UNTIL YOU ADD TO THEM IN THE FUTURE).




```

TEXT      H:1      Document: HOIITOMEHO      Scan: _____
Fmt: 1    .(, ... 1 ... .. 2 ... .. 3 ...C... 4 ... .. 5 ... .. 6 ... ..) 7
0019.00
0020 1    If you have any problems, consult the printer manual located next
0020.01    to the printer, or find me and I will fix it. Good luck!
0021.00
0022.00
0023.00
0024.00
0025.00
.....END.....

```

Kimberlee Hontel  
ASC Instructor



TYPE IN THE LAST TWO LINES WITHOUT USING THE PARAGRAPHING FUNCTIONS BECAUSE THEY ARE JUST SIMPLE STATEMENTS, NOT PARAGRAPHS. PRESS CF1 TO EXIT.

```

TEXT      EXIT FROM EDIT


Exit Editor - Return to Primary Menu  (Y N): Y
Update document named below          (Y N): Y
Create document named below          (Y N): N
Print document without formatting     (Y N): N

Document name:                        HOIITOMEHO
File containing document:              TEXTFILE2
Library containing file:                TEXTLIB2

Description: How to memo - Team 2

Resequence document by line number    (Y N): Y
-- or --
Resequence document by calculating page/line (Y N): N

```



TYPE IN THE DOCUMENT DESCRIPTION (BECAUSE YOU HAVE JUST CREATED IT), PRESS ENTER. (DO NOT CHANGE ANYTHING ELSE!)

# Step 4:

TEXT	PRIMARY MENU
Select one of the following:	
1. Create or revise a document	
2. Browse a document	
3. Print a document	
4. Fill in a form document	
Option: <u>1</u>	
Name of the document when stored:	
Document (blank for a list of documents):	<u>HOWTOMEMO</u>
File (blank for a list of files):	<u>TEXTFILE2</u>
Library :	<u>TEXTLIB2</u>
Within Text Management:	
Press HELP key to display help text.	
Press CF1 key to exit.	
Press CF2 key to back up to the previous display in a series.	
CF6-Display messages	

TO REVISE THE DOCUMENT, HOWTOMEMO, TYPE 1 FOR THE OPTION.  
 TYPE HOWTOMEMO FOR THE DOCUMENT NAME.  
 MAKE SURE YOUR FILE AND LIBRARY ARE CORRECT.

```

TEXT      W:1      Document: HCHTOMEMO      Scan: _____
Fmt: 1    .(. ... 1 ... ..,2 ... .. 3 ...C... 4 ... .. 5 ... .. 6 ... ..) 7
          *****BEGINNING*****
C
B4        TO:      Ronald Reager
0003.00   SUBJECT: How to Start the IBM 5224 Line Printer
0004.00   DATE:    October 25, 1983
0005.00
0006.00
0007 1    This is to let you know how to start up the IBM 5224 Printer in
0008.00   case you are the first person that needs to use it in the morning.
0009.00
0010 1    Here are the four easy steps that you should follow:
0011.00
0012 2    1. Flip the Power-On switch up to the On position.
0013.00
0014 2    2. Wait a few minutes until the warning beep is heard.
0015.00
0016 2    3. Press the Reset and then the Ready buttons.
0017.00
0018 2    4. Print your document using the easy-to-use System/38 Text
0019.00   Management Package.
0020.00

```

TO ADD EXTRA LINES AT THE BEGINNING, USE THE COPY AND BEFORE 4 LINE COMMANDS.

```

TEXT      W:1      Document: HCHTOMEMO      Scan: _____
Fmt: 1    .(. ... 1 ... .. 2 ... .. 3 ...C... 4 ... .. 5 ... .. 6 ... ..) 7
          *****BEGINNING*****
0001.00
0001.01
0001.02
0001.03
0001.04
0002.00   TO:      Greg Adams
0003.00   SUBJECT: How to Start the IBM 5224 ne Printer
0004.00   DATE:    October 25, 1983
0005.00
0006.00
0007 1    This is to let you know how to start up the IBM 5224 Printer in
0008.00   case you are the first person that e it in the morning.
0009.00
0010 1    Here are the four easy steps that you should follow:
0011.00
0012 2    1. Flip the Power-On switch up to the On position.
0013.00
0014 2    2. Wait a few minutes until the warning beep is heard.
0015.00
0016 2    3. Press the Peset and then the Ready buttons.

```

TO CHANGE THE NAME TO GREG ADAMS, TYPE THE NEW NAME OVER THE TOP OF RONALD REAGER.

TO REMOVE THE WORD "LINE", POSITION YOUR CURSOR ON THE "L" AND PRESS THE UPPER SHIFT AND DELETE KEY SIMULTANEOUSLY FIVE TIMES (ONE TIME FOR EACH LETTER AND SPACE).






```

TEXT      H:1      Document: HOHTOMEMO      Scan: _____
Fmt: 1    .(. ... 1 ... .. 2 ... .. 3 ...C... 4 ... .. 5 ... .. 6 ... ..) 7
0006.00
0007 1    This is to let you know how to start up the IBM 5224 Printer in
0008.00    case you are the first person to use it in the morning.
0009.00
0010 1    Here are the four easy steps that you should follow:
0011.00
0012 2    1. Flip the Power-On switch up to the On position.
0013.00
0014 2    2. Wait a few minutes until the warning beep is heard.
0015.00
0016 2    3. Press the Reset and then the Ready buttons.
0017.00
0018 2    4. Print your document using the easy-to-use System/38 Text
0019.00    Management Package.
0020.00
0021 1    If you have any problems, consult the printer manual located next
0022.00    to the printer, or find me and I will fix it. Good luck!
0023.00
0024.00
0025.00
0026.00

```




Kimberlee Henzel  
ASC Instructor

TO MERGE THE FIRST AND SECOND PARAGRAPHS, POSITION YOUR CURSOR AS INDICATED AND PRESS CF24.

```

TEXT      H:1      Document: HOHTOMEMO      Scan: _____
Fmt: 1    .(. ... 1 ... .. 2 ... .. 3 ...C... 4 ... .. 5 ... .. 6 ... ..) 7
0006.00
0007 1    This is to let you know how to start up the IBM 5224 Printer in
0008.00    case you are the first person to use it in the morning. Here are
0010.00    the four easy steps that you should follow:
0011.00
0012 2    1. Flip the Power-On switch up to the On position.
0013.00
0014 2    2. Wait a few minutes until the warning beep is heard.
0015.00
0016 2    3. Press the Reset and then the Ready buttons.
0017.00
0018 2    4. Print your document using the easy-to-use System/38 Text
0019.00    Management Package.
0020.00
0021 1    If you have any problems, consult the printer manual located next
0022.00    to the printer, or find me and I will fix it. Good luck!
0023.00
0024.00
0025.00
0026.00
0027.00

```



Kimberlee Henzel  
ASC Instructor

(THAT WAS EASY!)



TEXT		PARAGRAPH FORMAT OPTIONS			
PARAGRAPH FORMAT	--- MARGINS ---		ALIGN	PARAGRAPH INDENTATION	BLANK LINE BEFORE PARAGRAPH
ID	LEFT	RIGHT	RIGHT (Y N)	SPACES	(Y N)
<u>1</u>	<u>15</u>	<u>50</u>	<u>N</u>	<u>0</u>	<u>Y</u>
<u>2</u>	<u>19</u>	<u>50</u>	<u>N</u>	<u>-4</u>	<u>Y</u>
---	---	---	---	---	---
---	---	---	---	---	---
---	---	---	---	---	---
---	---	---	---	---	---
---	---	---	---	---	---
---	---	---	---	---	---

Any changes made on this display will cause the paragraphs in the document to be adjusted using the new definition.

CF3-Paragraph Format Extended Options

To change the margins to 15 and 50, use CF17.  
 REMEMBER TO CHANGE BOTH PARAGRAPH FORMATS, SO EVERYTHING LINES UP LIKE IT SHOULD.  
 PRESS ENTER.

TEXT	W:1	Document: HOITOMEMO	Scan:
Fmt: 1	...	1 ... 2 ... 3 C...	4 ... 5 ... 6 ... 7
0001.02			
0001.03			
0001.04			
0002.00	TO:	g Adams	
0003.00	SUBJECT:	to Start the IBM 5224 Printer	
0004.00	DATE:	today's date, 1984	
0005.00			
0006.00			
0007.01		This is to let you know how to start	
0008.00		up the IBM 5224 Printer in case you	
0010.00		are the first person to use it in	
0010.01		the morning. Here are the four easy	
0010.02		steps that you should follow:	
0011.00			
0012.02		1. Flip the Power-On switch to the	
0012.01		On position.	
0013.00			
0014.02		2. Wait a few minutes until the	
0014.01		warning beep is heard.	
0015.00			
0016.02		3. Press the Reset and then the	

NOTICE HOW THE SECOND LINES OF EACH PARAGRAPH LINE UP CORRECTLY.  
 PRESS CF1 TO EXIT.

TEXT	EXIT FROM EDIT
Exit Editor - Return to Primary Menu	(Y N): <u>Y</u>
Update document named below	(Y N): <u>Y</u>
Create document named below	(Y N): <u>N</u>
Print document without formatting	(Y N): <u>N</u>
Document name:	<u>HQI:TMEMC</u>
File containing document:	<u>TEXTFILE2</u>
Library containing file:	<u>TEXTLIB2</u>
Description:	<u>How to memo - Team 2</u>
Resequene document by line number	(Y N): <u>Y</u>
-- or --	
Resequene document by calculating page/line	(Y N): <u>N</u>

THIS WAS A REVISION, SO NOTHING ON THIS SCREEN NEEDS TO BE CHANGED.  
PRESS ENTER.

## Step 5:

TEXT	PRIMARY MENU
Select one of the following:	
1. Create or revise a document	
2. Browse a document	
3. Print a document	
4. Fill in a form document	
Option: <u>1</u>	
Name of the document when stored:	
Document (blank for a list of documents):	<u>OUTLINE</u>
File (blank for a list of files):	<u>TEXTFILE2</u>
Library :	<u>TEXTLIB2</u>
Within Text Management:	
Press HELP key to display help text.	
Press CF1 key to exit.	
Press CF2 key to back up to the previous display in a series.	
CF6-Display messages	

TO CREATE A DOCUMENT, TYPE 1 FOR THE OPTION.

TYPE OUTLINE FOR THE DOCUMENT NAME.

MAKE SURE YOUR FILE AND LIBRARY NAMES ARE CORRECT.





```

TEXT      H:1      Document: OUTLINE      Scan: _____
Fmt: 1    (. ... 1 ... .. 2 ... .. 3 ...C... 4 ... .. 5 ... .. 6 ... ..) 7
          *****BEGINNING*****

0001.00
0002.00
0003.00      How to Pop Popcorn
0004.00
0005.00      1 Step 1: Gather needed materials.
0006.00      - popcorn
0007.00      - oil
0007.01
0008.00      - large kettle
0008.01
0009.00      - large bowl
0009.01
0010.00      - salt
0010.01
0010.01      - butter or margarine (optional)
0011.00
0014.00
    
```

LET'S PUT THE INGREDIENTS IN A DIFFERENT FORMAT...

TEXT	PARAGRAPH FORMAT OPTIONS				
PARAGRAPH FORMAT ID	--- MARGINS --- LEFT    RIGHT		--- ALIGN RIGHT (Y N)	PARAGRAPH INDENTATION SPACES	BLANK LINE BEFORE PARAGRAPH (Y N)
<u>1</u>	<u>13</u>	<u>68</u>	<u>H</u>	<u>-9</u>	<u>Y</u>
<u>2</u>	<u>14</u>	<u>68</u>	<u>N</u>	<u>-2</u>	<u>N</u>
---	---	---	---	---	---
---	---	---	---	---	---
---	---	---	---	---	---
---	---	---	---	---	---
---	---	---	---	---	---
---	---	---	---	---	---

Any changes made on this display will cause the paragraphs in the document to be adjusted using the new definition.

CF3-Paragraph Format Extended Options

CREATE THE NEW PARAGRAPH FORMAT.

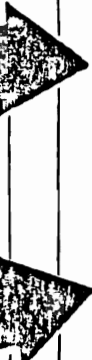


```

TEXT      W:1      Document: OUTLINE      Scan: _____
Fmt: 1    .( . ... 1 ... .. 2 ... .. 3 ...C... 4 ... .. 5 ... .. 6 ... ..) 7
*****BEGINNING*****

0001.00
0002.00
0003.00                      How to Pop Popcorn
0004.00
0005 1    Step 1: Gather needed materials.
0005.01
PP2      - popcorn
0006.01
0007 1    - oil
0007.01
0008 1    - large kettle
0008.01
0009 1    - large bowl
0009.01
0010 1    - salt
0010.01
PP2      - butter or margarine (optional)
0012.00
0013.00
0014.00

```




USE THE BLOCK PARAGRAPHING LINE COMMAND TO ASSIGN THE NEW FORMAT 2 TO THE INGREDIENTS.

```

TEXT      W:1      Document: OUTLINE      Scan: _____
Fmt: 1    .( . ... 1 ... .. 2 ... .. 3 ...C... 4 ... .. 5 ... .. 6 ... ..) 7
*****BEGINNING*****

0001.00
0002.00
0003.00                      How to Pop Popcorn
0004.00
0005 1    Step 1: Gather needed materials.
0005.01
0006 2          - popcorn
0006.01
0007 2          - oil
0007.01
0008 2          - large kettle
0008.01
0009 2          - large bowl
0009.01
0010 2          - salt
0010.01
0011 2          - butter or margarine (optional)
0012.00
0013.00
0014.00
0 paragraphs a          paragraphs adjusted.

```



NOTICE HOW THEY ARE ALIGNED.

```

TEXT      H:1      Document: OUTLINE      Scan: _____
Fmt: 1    .(. ... 1 ... .. 2 ... .. 3 ...C... 4 ... .. 5 ... .. 6 ... ..) 7
          *****BEGINNING*****
0001.00
0002.00
0003.00                      How to Pop Popcorn
0004.00
0005 1    Step 1: Gather needed materials.
0005.01
0006 2          - popcorn
D
0007 2          - oil
D
0008 2          - large kettle
D
0009 2          - large bowl
D
0010 2          - salt
D
0011 2          - butter or margarine (optional)
0012.00
0013.00
0014.00

```



LET'S DELETE THOSE EXTRA LINES IN BETWEEN.

```

TEXT      H:1      Document: OUTLINE      Scan: _____
Fmt: 1    .(. ... 1 ... .. 2 ... .. 3 ...C... 4 ... .. 5 ... .. 6 ... ..) 7
          *****BEGINNING*****
0001.00
0002.00
0003.00                      How to Pop Popcorn
0004.00
0005 1    Step 1: Gather needed materials.
0005.01
0006 2          - popcorn
0007 2          - oil
0008 2          - large kettle
0009 2          - large bowl
0010 2          - salt
0011 2          - butter or margarine (optional)
0012.00
0013.00
0014.00
0015.00
0016.00
0017.00
0018.00
0019.00

```

MUCH BETTER!

CONTINUE TYPING IN THE REST OF THE PARAGRAPHS USING FORMAT 1.

```
TEXT      H:1      Document: OUTLINE      Scan: _____
Fmt: 2    ... .. 1 .I.(... 2 ... .. 3 ... .. 4C... .. 5 ... .. 6 ... ..) 7
0008 2          - oil
0009 2          - large kettle
0010 2          - large bowl
0011 2          - salt
0012 2          - butter or margarine (optional)
0013.00
0014 1      Step 2: Pour enough oil in the kettle to cover half of the
0015.00          bottom. Add two kernals of corn to the oil and put the
0016.00          kettle on the stove at a medium temperature.
0017.00
0018 1      Step 3: When the two kernals pop, add enough popcorn to cover
0018.01          the bottom of the kettle (a single layer of popcorn
0018.02          only).
0019.00
0020 1      Step 4: At the very point in time when all the popcorn is
0020.01          finished popping, take the kettle off the stove. Pour
0020.02          the popcorn into the large bowl.
0021.00
0022.00
*****END*****
```

```
TEXT      H:1      Document: OUTLINE      Scan: _____
Fmt: 1    ..I ... 1 .( ... 2 ... .. 3 ... .. C ... .. 5 ... .. 6 ... ..) 7
0016.00          kettle on the stove at a medium temperature.
0017.00
0018 1      Step 3: When the two kernals pop, add enough popcorn to cover
0018.01          the bottom of the kettle (a single layer of popcorn
0018.02          only).
0019.00
0020 1      Step 4: At the very point in time when all the popcorn is
0020.01          finished popping, take the kettle off the stove. Pour
0020.02          the popcorn into the large bowl.
C
A9      Step 5: Add the following ingredients in desired amounts:
*****END*****
```



WHEN YOU NEED MORE LINES, USE THE COPY AND AFTER LINE COMMANDS.

```

TEXT      H:1      Document: OUTLINE      Scan: _____
Fmt: 1 ..I ... 1 ..( ... 2 ... 3 ... .. C ... .. 5 ... .. 6 ... ..) 7
0020.02      the popcorn into the large bowl.
0021.00
0022 1      Step 5: Add the following ingredients in desired amounts:
0023.00
0024 2      - salt
0025 2      - butter (or margarine) for those of you who honestly
0025.01      believe that they can afford the calories.
0026.00
0027 1      Step 6: Grab the bowl of freshly popped popcorn, a beverage,
0027.01      your favorite chair (or piece of carpet) in front of the
0027.02      television, and enjoy your favorite late night movie.
0028.00
0029.00
0030.00
0031.00
*****END*****

```

WHEN YOU ARE FINISHED, PRESS CF1 TO EXIT.

```

TEXT      EXIT FROM EDIT

Exit Editor - Return to Primary Menu (Y N): Y
Update document named below (Y N): Y
Create document named below (Y N): N
Print document without formatting (Y N): N

Document name: OUTLINE
File containing document: TEXTFILE2
Library containing file: TEXTLIB2

Description: Outline of How to pop popcorn - Team 2

Resequene document by line number (Y N): Y
- or -
Resequene document by calculating page/line (Y N): N

```

THIS IS A NEW DOCUMENT, SO YOU WILL NEED TO FILL IN THE DESCRIPTION LINE AND PRESS ENTER.

## Step 6:

TEXT	PRIMARY MENU
Select one of the following:	
1. Create or revise a document	
2. Browse a document	
3. Print a document	
4. Fill in a form document	
Option: <u>1</u>	
Name of the document when stored:	
Document (blank for a list of documents):	<u>QOHMEMO</u>
File (blank for a list of files):	<u>TEXTFILE2</u>
Library :	<u>TEXTLIB2</u>
Within Text Management:	
Press HELP key to display help text.	
Press CF1 key to exit.	
Press CF2 key to back up to the previous display in a series.	
CF6-Display messages	

TO CREATE A NEW DOCUMENT, TYPE 1 FOR THE OPTION.  
TYPE QOHMEMO FOR THE DOCUMENT NAME.  
MAKE SURE THE FILE AND LIBRARY NAMES ARE CORRECT.

```

TEXT      H:1      Document: DOHMEMO      Scan: _____
Fmt: 1    ..I ... 1 .( ... 2 ... .. 3 ... .. C ... .. 5 ... .. 6 ... ..) 7
*****BEGINNING*****

0001.00
0002.00
0003.00
0004.00
0005.00
0006.00
0007.00
0008.00
0009.00
0010.00
0011.00
0012.00
0013.00
0014.00
0015.00
0016.00
0017.00
0018.00
0019.00
*****END*****

```

MAKE THOSE TEMPORARY LINES PERMANENT.

```

TEXT      H:1      Document: DOHMEMO      Scan: _____
Fmt: 1    ..I ... 1 .( ... 2 ... .. 3 ... .. C ... .. 5 ... .. 6 ... ..) 7
*****BEGINNING*****

0001.00
0002.00
0003.00
0004.00
0005.00      XXXXXXXXXXXXXXXXXXXXXXXXXXXX
0006.00
0007.00
0008.00
0009.00
0010.00
0011.00
0012.00
0013.00
0014.00
0015.00
0016.00
0017.00
0018.00
0019.00
*****END*****

```

TYPE THE FIRST LINE OF X'S IN WITHOUT USING A PARAGRAPH FORMAT.

```

TEXT      H:1      Document: COMMEMO      Scan: _____
Fmt: 1 ..I ... 1 .(. .., 2 ... .. 3 ... .. C ... .. 5 ... .. 6 ... ..) 7
*****BEGINNING*****
0001.00
0002.00
0003.00
0004.00
C          XXXXXXXXXXXXXXXXXXXXXXXXXX
B2
0007.00
0008.00
0009.00
0010.00
0011.00
0012.00
0013.00
0014.00
0015.00
0016.00
0017.00
0018.00
0019.00
*****END*****

```

USE THE COPY AND BEFORE LINE COMMANDS TO CREATE 3 LINES OF X'S.

TEXT		PARAGRAPH FORMAT OPTIONS			
PARAGRAPH FORMAT	--- MARGINS ---		ALIGN	PARAGRAPH INDENTATION	BLANK LINE BEFORE PARAGRAPH
ID	LEFT	RIGHT	RIGHT (Y N)	SPACES	(Y N)
<u>1</u>	<u>3</u>	<u>68</u>	<u>N</u>	<u>0</u>	<u>Y</u>
---	---	---	---	---	---
---	---	---	---	---	---
---	---	---	---	---	---
---	---	---	---	---	---
---	---	---	---	---	---

Any changes made on this display will cause the paragraphs in the document to be adjusted using the new definition.

CF3-Paragraph Format Extended Options

NOW, LET'S SET UP A PARAGRAPH FORMAT FOR OUR PARAGRAPHS.



```

TEXT      H:1      Document: QOHMEMO      Scan: _____
Fmt: 1  .(. ... 1 ... .. 2 ... .. 3 ...C... 4 ... .. 5 ... .. 6 ... ..) 7
*****BEGINNING*****
0001.00
0002.00
0003.00
0004.00
0005.00      XXXXXXXXXXXXXXXXXXXXXXXXXX
0005.01      XXXXXXXXXXXXXXXXXXXXXXXXX
0005.02      XXXXXXXXXXXXXXXXXXXXXXXXX
0006.00
0007.00      Dear XXXXXXXXXXXXXXXXXXXX:
0008.00
0009 1 Please check the quantity on hand for the following supplies and determi
ne if we have received any of these supplies yet. This is the first review of t
he new ordering procedure and your personal attention would be appreciated.
_____  

_____  

_____  

_____  

0010.00
0011.00

```

PRESS CF9 TO CREATE THE PARAGRAPH AND TYPE THE INFORMATION.  
PRESS ENTER.

```

TEXT      H:1      Document: QOHMEMO      Scan: _____
Fmt: 1  .(. ... 1 ... .. 2 ... .. 3 ...C... 4 ... .. 5 ... .. 6 ... ..) 7
*****BEGINNING*****
0001.00
0002.00
0003.00
0004.00
0005.00      XXXXXXXXXXXXXXXXXXXXXXXXXX
0005.01      XXXXXXXXXXXXXXXXXXXXXXXXX
0005.02      XXXXXXXXXXXXXXXXXXXXXXXXX
0006.00
0007.00      Dear XXXXXXXXXXXXXXXXXXXX:
0008.00
0009 1 Please check the quantity on hand for the following supplies and
0009.01 determine if we have received any of these supplies yet. This is
0009.02 the first review of the new ordering procedure and your personal
0009.03 attention would be appreciated.
0010.00
0011.00      Item Number      Description      Quantity on Hand
0012.00
0013.00      C          XXXX          XXXXXXXXXXXXXXXXXXXX          XXXXXX
0014.00      B3
0015.00

```



AGAIN, TO CREATE MULTIPLE LINES, USE THE COPY AND BEFORE  
LINE COMMANDS.

NOTICE THAT THE LEFT MARGIN OF OUR PARAGRAPH DOES NOT LINE  
UP WITH THE "DEAR".

PRESS CF17 TO CHANGE THE PARAGRAPH FORMAT.



PARAGRAPH FORMAT ID	--- MARGINS ---		ALIGN RIGHT (Y N)	PARAGRAPH INDENTATION SPACES	BLANK LINE BEFORE PARAGRAPH (Y N)
	LEFT	RIGHT			
	1	4			
---	---	---	---	---	---
---	---	---	---	---	---
---	---	---	---	---	---
---	---	---	---	---	---
---	---	---	---	---	---
---	---	---	---	---	---

Any changes made on this display will cause the paragraphs in the document to be adjusted using the new definition.

CF3-Paragraph Format Extended Options

TEXT    W:1    Document: GDMEMO    Scan: \_\_\_\_\_

Fmt: 1    ..( ... 1 ... .. 2 ... .. 3 ... C.. 4 ... .. 5 ... .. 6 ... ..) 7

0007.00    Dear XXXXXXXXXXXXXXXXXXXX:

0008.00

0010.00    Please check the quantity on hand for the following supplies and determine if we have received any of these supplies yet. This is the first review of the new ordering procedure and your personal attention would be appreciated.

Item Number	Description	Quantity on Hand
0011.00		
0012.00		
0013.00	XXXX XXXXXXXXXXXXXXXXXXXX	XXXXXX
0013.01	XXXX XXXXXXXXXXXXXXXXXXXX	XXXXXX
0013.02	XXXX XXXXXXXXXXXXXXXXXXXX	XXXXXX
0013.03	XXXX XXXXXXXXXXXXXXXXXXXX	XXXXXX
0014.00		
0015.00	Sincerely,	
0016.00		
0017.00	J E Mathis, Director of Purchasing	
0018.00		
0019.00		

\*\*\*\*\*END\*\*\*\*\*

THAT WAS EASY!

```

TEXT      W:1      Document: OOHMEMO      Scan: _____
Fmt: 1    ..( ... 1 ... 2... ... 3 ... C.. 4 ... ... 5 ... ... 6 ... ..) 7
*****BEGINNING*****
0001.00
0002.00
0003.00
0004.00
0005.00  XXXXXXXXXXXXXXXXXXXXXXXXX
0005.01  XXXXXXXXXXXXXXXXXXXXXXXXX      10/24/83
0005.02  XXXXXXXXXXXXXXXXXXXXXXXXX
0006.00
0007.00  Dear XXXXXXXXXXXXXXXXXXXXX:
0008.00
0009 1   Please check the quantity on hand for the following supplies and
0009.01 determine if we have received any of these supplies yet. This is
0009.02 the first review of the new ordering procedure and your personal
0009.03 attention would be appreciated.
0010.00
0011.00      Item Number      Description      Quantity on Hand
0012.00
0013.00      XXXX      XXXXXXXXXXXXXXXXXXXXXXXX      XXXXX
0013.01      XXXX      XXXXXXXXXXXXXXXXXXXXXXXX      XXXXX
0013.02      XXXX      XXXXXXXXXXXXXXXXXXXXXXXX      XXXXX
    
```

ADD THE DATE, AND PRESS CF1 TO EXIT.

```

TEXT      EXIT FROM EDIT

Exit Editor - Return to Primary Menu  (Y N): Y
Update document named below           (Y N): Y
Create document named below           (Y N): N
Print document without formatting      (Y N): N

Document name:      OOHMEMO
File containing document:  TEXTFILE2
Library containing file:  TEXTLIB2

Description:  Quantity On Hand Memo - Team 2
Resequene document by line number      (Y N): Y
-- or --
Resequene document by calculating page/line  (Y N): N
    
```

TYPE IN THE DOCUMENT DESCRIPTION AND PRESS ENTER.

# Step 7:

TEXT	PRIMARY MENU
Select one of the following:	
1. Create or revise a document	
2. Browse a document	
3. Print a document	
4. Fill in a form document	
Option: <u>1</u>	
Name of the document when stored:	
Document (blank for a list of documents):	
File (blank for a list of files):	<u>TEXTFILE2</u>
Library :	<u>TEXTLIB2</u>
Within Text Management:	
Press HELP key to display help text.	
Press CF1 key to exit.	
Press CF2 key to back up to the previous display in a series.	
CF6-Display messages	

TO PRINT THE LIST OF DOCUMENTS IN YOUR FILE, TYPE 1 FOR THE OPTION.  
BLANK OUT THE DOCUMENT NAME.  
MAKE SURE THE FILE AND LIBRARY NAMES ARE CORRECT.

TEXT	DOCUMENT LIST
File:	TEXTFILE2 Library: TEXTLIB2
Enter new document name or select document from list below: _____	
Search description: _____	
Search from created date:	<u>00/00/00</u> To created date: <u>01/24/84</u>
Locate document name beginning with: _____	
OPT	DOCUMENT DESCRIPTION CREATED
—	HOWTOMEMO How to memo - Team 2 01/23/84
—	NAMEADDR Name and Address document-Team 2 01/20/84
—	OUTLINE Outline of How to pop popcorn - Team 2 01/23/84
—	QOHMEMO Quantity On Hand Memo - Team 2 01/24/84
—	SUPPLIES Supply document - Team 2 01/20/84
1-Select document 8-Copy to new document 9-Remove document CF16-Print list	

PRESS CF16 TO PRINT THE LIST.  
PRESS CF1 TO EXIT.

615  
YOUR LIST SHOULD LOOK SIMILAR TO THIS LIST.

TEXT MANAGEMENT          DOCUMENT LIST  
File: TEXTFILE2.TEXTLIB2

<u>DOCUMENT</u>	<u>DESCRIPTION</u>	<u>CREATED</u>
HONTMEMO	How to memo - Team 2	01/23/84
NAMEADDR	Name and Address document-Team 2	01/20/84
OUTLINE	Outline of How to pop popcorn - Team 2	01/23/84
QOHMEMO	Quantity On Hand Memo - Team 2	01/24/84
SUPPLIES	Supply document - Team 2	01/20/84

# LAB SOLUTIONS FOR EXERCISE 4

## Step 2:

INSTEAD OF REVISING THE DOCUMENT OUTLINE, IT WAS COPIED INTO ANOTHER DOCUMENT AND THEN REVISIONS WERE MADE.

NOTICE SOME OF THE REVISIONS THAT WERE MADE.

LOOK ON THE PRINTED DOCUMENT TO SEE WHAT ACTUALLY HAPPENED (NEXT PAGE).

\*\*\*\*\*BEGINNING\*\*\*\*\*

\* WARNING: Do not modify this document when hungry.

.date

### How to Pop Popcorn

0000.00  
0001.00  
0002.00  
0003.00  
0004.00

.kp on

.dh to

.h6 Step 1:

Gather needed materials.

0009.00

0010 2

.n - popcorn

0011 2

.n - oil

0012 2

.n - large kettle

0013 2

.n - large bowl

0014 2

.n - salt

0015 2

.n - butter or margarine (optional)

0016.00

.kp off

0017.00

.kp on

0018.00

.h6 Step

Pour enough oil in the kettle to cover half of the bottom. Add two kernals of corn to the oil and put the kettle on the stove at a medium temperature.

0020.00

0021.00

0022.00

.kp off

.kp on

0023.00

.h6 Step 3:

When the two kernals pop, add enough popcorn to cover the bottom of the kettle (a single layer of popcorn only).

0027.00

0028.00

0029.00

0030.00

.kp off

0031.00

.kp on

0032.00

.h6 Step 4:

At the very point in time when all the popcorn is finished popping, take the kettle off the stove. Pour the popcorn into the large bowl.

0034.00

0035.00

0036.00

0037.00

.kp off

0038.00

.kp on

0039.00

.h6 Step 5:

Add the following ingredients in desired amounts:

0041.00

0042.00

0043 3

- salt

0044 3

- butter (or margarine) for those of you who honestly believe that they can afford the calories.

0045.00

0046.00

.kp off

0047.00

.kp on

0048.00

.h6 Step 6:

Grab the bowl of freshly popped popcorn, a beverage, your favorite chair (or piece of carpet) in front of the television, and enjoy your favorite late night movie.

0050.00

0051.00

0052.00

0053.00

0054.00

.kp off

0055.00

0056.00

0057.00

.sk 4

.docid - .pn

0058.00

.pa

0060.00

.im (outline textfile2 textlib2)

0061.00

.sk 8

0062.00

.docid - .pn

0063.00

.pa

\*\*\*\*\*END\*\*\*\*\*

02/09/84

## How to Pop Popcorn

### Step 1:

Gather needed materials.

1. - popcorn
2. - oil
3. - large kettle
4. - large bowl
5. - salt
6. - butter or margarine (optional)

### Step 2:

Pour enough oil in the kettle to cover half of the bottom. Add two kernals of corn to the oil and put the kettle on the stove at a medium temperature.

### Step 3:

When the two kernals pop, add enough popcorn to cover the bottom of the kettle (a single layer of popcorn only).

### Step 4:

At the very point in time when all the popcorn is finished popping, take the kettle off the stove. Pour the popcorn into the large bowl.

### Step 5:

Add the following ingredients in desired amounts:

- salt
- butter (or margarine) for those of you who honestly believe that they can afford the calories.

### Step 6:

Grab the bowl of freshly popped popcorn, a beverage, your favorite chair (or piece of carpet) in front of the television, and enjoy your favorite late night movie.

OUTLINE1/TEXTFILE2/TEXTLIB2 - 1

### How to Pop Popcorn

Step 1: Gather needed materials.

- popcorn
- oil
- large kettle
- large bowl
- salt
- butter or margarine (optional)

Step 2: Pour enough oil in the kettle to cover half of the bottom. Add two kernels of corn to the oil and put the kettle on the stove at a medium temperature.

Step 3: When the two kernels pop, add enough popcorn to cover the bottom of the kettle (a single layer of popcorn only).

Step 4: At the very point in time when all the popcorn is finished popping, take the kettle off the stove. Pour the popcorn into the large bowl.

Step 5: Add the following ingredients in desired amounts:

- salt
- butter (or margarine) for those of you who honestly believe that they can afford the calories.

Step 6: Grab the bowl of freshly popped popcorn, a beverage, your favorite chair (or piece of carpet) in front of the television, and enjoy your favorite late night movie.

OUTLINE1/TEXTFILE2/TEXTLIB2 - 2



Step 3:

```
TEXT                PRIMARY MENU

Select one of the following:
1. Create or revise a document
2. Browse a document
3. Print a document
4. Fill in a form document

Option: 3

Name of the document when stored:
Document (blank for a list of documents):  SUPPLIES
File (blank for a list of files):         TEXTFILE2
Library :                                 TEXTLIB2

Within Text Management:
Press HELP key to display help text.
Press CF1 key to exit.
Press CF2 key to back up to the previous display in a series.

CF6-Display messages
```

TO PRINT A DOCUMENT, TYPE 3 FOR THE OPTION.  
TYPE THE NAME OF THE DOCUMENT, FILE AND LIBRARY.  
PRESS ENTER.

```
TEXT                PRINT MODE MENU
Document: SUPPLIES  File: TEXTFILE2  Library: TEXTLIB2

Select document print mode:
1. Interactive
2. Batch

Option: 1

Display/change print options (*NO *TEMP *PERM):          *PERM
```

SELECT A PRINT MODE, IN THIS CLASS WE WILL USE "INTERACTIVE".  
TO TEMPORARILY OR PERMANENTLY CHANGE THE PRINT OPTIONS FOR  
THAT DOCUMENT, TYPE EITHER \*TEMP (TEMPORARY) OR \*PERM  
(PERMANENT).

TEXT	PRINT OPTIONS	
Document: SUPPLIES	File: TEXTFILE2	Library: TEXTLIB2
Enter permanent changes:		
Display/change		
Printing device options (Y N):		<u>Y</u> ←
Page headings and footings (Y N):		<u>Y</u> ←
Data files that control printing (Y N):		<u>N</u> ←
Draft copy options (Y N):		<u>Y</u> ←
Print control		
Printer device type:		*SYSPT
Printer file name (blank for a list):		CSYSPT
Library:		GSYS
Number of copies:		<u>2</u> ←
Print pages		
From:		
To:		
Non-print character:		

TO KEEP THIS SIMPLE, ALL SUGGESTED CHANGES WILL BE MADE ON THIS DOCUMENT.

TYPE Y FOR THE 3 OPTIONS INDICATED.

ALSO TYPE "2" FOR THE NUMBER OF COPIES.

PRESS ENTER.

TEXT	PAGE HEADING AND FOOTING OPTIONS	
Headings:	1ST PAGE	AFTER 1ST PAGE
Print headings (Y N):	<u>Y</u> ←	<u>Y</u> ←
Document: _____	File: _____	Library: *LIBL
or key heading: _____		
DRAFT COPY ←		
_____		
_____		
Footings:	1ST PAGE	AFTER 1ST PAGE
Print footings (Y N):	<u>N</u> ←	<u>Y</u> ←
Document: _____	File: _____	Library: *LIBL
or key footing: _____		
_____		
_____		
_____		

WE WILL MAKE THIS COPY A ROUGH DRAFT, SO LET'S PRINT "DRAFT COPY" AT THE TOP OF EVERY PAGE.

PRESS ENTER.

TEXT	DRAFT COPY OPTIONS	
Document: SUPPLIES	File: TEXTFILE2	Library: TEXTLIB2
Enter permanent changes:		
Print line number (Y N):		<u>Y</u>
Editing-changes flag (characters):		<u>          </u>
Starting column:		<u>          </u>
Flag changes after this date:		<u>01/20/84</u>

TYPE Y TO PRINT THE LINE NUMBERS (ON THE LEFT MARGIN).

TEXT	SYSTEM PRINTER OPTIONS	
Document: SUPPLIES	File: TEXTFILE2	Library: TEXTLIB2
Enter permanent changes:		
First print line:		<u>10</u>
Last print line:		<u>63</u>
Length of printer form (lines):		<u>65</u>
Lines per inch (4 6 8 9):		<u>6</u>
Line spacing (1 2 3):		<u>1</u>
Forms type:		<u>*STD</u>
Additional left-margin space:		<u>6</u>
Characters per inch (10 15):		<u>10</u>
Output file name:		<u>*FILE</u>
Output queue:		<u>*FILE</u>
Library:		<u>          </u>

CHANGE THE FIRST PRINT LINE AND ADDITIONAL LEFT-MARGIN SPACE AS INDICATED.

(MORE CHANGES CAN BE MADE, THIS IS JUST AN EXAMPLE.)

PRESS ENTER.

1.00  
2.00

DRAFT COPY

1.00  
2.00  
3.00

02/09/84

4.00 The Johnson Supply Co. Ltd.  
5.00 15006 Main Street  
6.00 Rolling Meadows, IL 60008

7.00

8.00 Dear Mr. Thompson,

9.00

10.00 At the present time, we are making plans for next year's  
11.00 supplies. In examining our stock, we have discovered  
12.00 shortages in the items listed below.

13.00

14.00 Please notify us as soon as possible whether you can  
15.00 supply us with the following these items in the  
16.00 quantities we need, and advise us when we can expect  
17.00 delivery.

18.00

19.00

Quantity Item

20.00

21.00

10 Pencils

22.00

20 Pens

23.00

30 Tablets

24.00

40 Erasers

25.00

50 Ink Bottles

26.00

65 Rulers

27.00

28.00

29.00 Yours truly,

30.00

31.00

32.00 C. Brandt

33.00 Project Manager

TEXT PRIMARY MENU

Select one of the following:

1. Create or revise a document
2. Browse a document
3. Print a document
4. Fill in a form document

Option: 3

Name of the document stored:

Document (blank for a list of documents): HOWTOMEMO

File (blank for a list of files): TEXTFILE2

Library: TEXTLIB2

Within Text Management:

Press HELP key to display help text.

Press CF1 key to exit.

Press CF2 key to back up to the previous display in a series.

CF6-Display messages

TAKE OPTION 3 TO PRINT THE DOCUMENTS, HOWTOMEMO AND QOHMEMO.  
(MAKE WHATEVER CHANGES TO THE PRINT OPTIONS YOU WANT TO.)  
(PRINT THESE TWO DOCUMENTS AS DESIRED.)

TEXT PRIMARY MENU

Select one of the following:

1. Create or revise a document
2. Browse a document
3. Print a document
4. Fill in a form document

Option: 3

Name of the document stored:

Document (blank for a list of documents): QOHMEMO

File (blank for a list of files): TEXTFILE2

Library: TEXTLIB2

Within Text Management:

Press HELP key to display help text.

Press CF1 key to exit.

Press CF2 key to back up to the previous display in a series.

CF6-Display messages

TO: Greg Adams  
SUBJECT: How to Start the IBM 5224 Printer  
DATE: Today's date, 1984

This is to let you know how to start up the IBM 5224 Printer in case you are the first person to use it in the morning. Here are the four easy steps that you should follow:

1. Flip the Power-On switch to the On position.
2. Wait a few minutes until the warning beep is heard.
3. Press the Reset and then the Ready buttons.
4. Print your document using the easy-to-use System/38 Text Management Package.

If you have any problems, consult the IBM 5224 Printer Manual located next to the printer, or find me and I will fix it. Good luck!

Kimberlee Wenzel  
ASC Instructor

XXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXX  
XXXXXXXXXXXXXXXXXXXXX

02/09/84

Dear XXXXXXXXXXXXXXXX:

Please check the quantity on hand for the following supplies and determine if we have received any of these supplies yet. This is the first review of the new ordering procedure and your personal attention would be appreciated.

Item Number	Description	Quantity on Hand
XXXX	XXXXXXXXXXXXXXXXXXXXX	XXXXXX
XXXX	XXXXXXXXXXXXXXXXXXXXX	XXXXXX
XXXX	XXXXXXXXXXXXXXXXXXXXX	XXXXXX
XXXX	XXXXXXXXXXXXXXXXXXXXX	XXXXXX

Sincerely,

J E Mathis, Director of Purchasing

# LAB SOLUTIONS FOR EXERCISE 5

615

## Step 2:

```
TEXT                PRIMARY MENU

Select one of the following:
  1. Create or revise a document
  2. Browse a document
  3. Print a document
  4. Fill in a form document

Option: 1

Name of the document when stored:
  Document (blank for a list of documents): DBSUPPLY
  File (blank for a list of files): TEXTFILE2
  Library : TEXTLIB2

Within Text Management:
  Press HELP key to display help text.
  Press CF1 key to exit.
  Press CF2 key to back up to the previous display in a series.

CF6-Display messages
```

TO CREATE A DOCUMENT, TYPE 1 FOR THE OPTION.  
TYPE DBSUPPLY FOR THE DOCUMENT NAME.  
MAKE SURE THE FILE AND LIBRARY NAMES ARE CORRECT.





```

TEXT      H:1      Document: DBSUPPLY      Scan: _____
Fmt: 4    ... .. 1 (... .. 2 ... .. 3 ... .. C ... .. 5 ... .. 6 ... ..) 7
*****BEGINNING*****
0001.00
0002.00                                     .date
0003.00
0004.00 The Johnson Supply Co. Ltd.
0005.00 15006 Main Street
0006.00 Rolling Meadows, IL 60008
0007.00
0008.00 Dear Mr. Thompson,
0009.00
0010.00      At the present time, we are making plans for next year's
0011.00      supplies. In examining our stock, we have discovered
0012.00      shortages in the items listed below.
0013.00
0014.00      Please notify us as soon as possible whether you can
0015.00      supply us with the following these items in the
0016.00      quantities we need, and advise us when we can expect
0017.00      delivery.
0018.00
0019.00      Quantity      Item
0020.00
33 lines copied from document SUPPLIES file TEXTFILE2.TEXTLIB2.

```

NOTICE THE MESSAGE AT THE BOTTOM OF THE SCREEN.  
 TO COPY PART OF ANOTHER DOCUMENT INTO THIS DOCUMENT,  
 PRESS CF5.

```

TEXT      SERVICES MENU

Select one of the following:
1. Display/change scan/substitute options
2. Display current document in printed format on split display
3. Display another document on split display
4. Copy another document to edit display
5. Display fields from data base member on split display
6. Copy fields from data base member to edit display
7. Display/change list of data files that control printing
8. Display/change print options

Option: 3

Document/member: NAMEADDR      File: TEXTFILE2      Library: TEXTLIB2

```

CF6-Display messages

TYPE 3 FOR THE OPTION.  
 TYPE NAMEADDR FOR THE DOCUMENT NAME.  
 MAKE SURE THE FILE AND LIBRARY NAMES ARE CORRECT.

```

TEXT      W:1      Document: DBSUPPLY      Scan: _____
Fmt: 1 ... .. 1(..1 ... 2 ... .. 3 ... ..C4 ... .. 5 ... .. 6 ... ..) 7
*****BEGINNING*****
0001.00
0002.00                                     .date
0003.00
0004.00
0005.00 The Johnson Supply Co. Ltd.
0006.00 15006 Main Street
0007.00 Rolling Meadows, IL 60009
0008.00 Dear Mr. Thompson,
0009.00
-----
Browse: NAMEADDR      W:1      Scan: _____
*****BEGINNING*****
0001.00 Joseph P. Blast
0002.00 9090 Winchester Circle
0003.00 Schantorte, IL 69354
0004.00 Mr.
0005.00
0006.00 Johnny Mathis
0007.00 525 Stalom Street
0008.00 Schantorte, IL 600001

```

THE CURRENT DOCUMENT IS THE TOP HALF.  
 FIRST DELETE THE NAME AND ADDRESS ALREADY THERE.

```

TEXT      W:1      Document: DBSUPPLY      Scan: _____
Fmt: 4 ... .. 1 (... .. 2 ... .. 3 ... .. C ... .. 5 ... .. 6 ... ..) 7
*****BEGINNING*****
0001.00
0002.00                                     .date
0003.00
0004.00 A
0005.00
0006.00
0007.00 Dear Mr. Thompson,
0008.00
0009.00
0010.00 4           At the present time, we are making plans for next year's
0011.00           supplies. In examining our stock, we have discovered
0012.00           shortages in the items listed below.
-----
Browse: NAMEADDR      W:1      Scan: _____
*****BEGINNING*****
0001.00 CC      Joseph P. Blast
0002.00 9090 Winchester Circle
0003.00 CC      Schantorte, IL 69354
0004.00 Mr.
0005.00
0006.00 Johnny Mathis
0007.00 525 Stalom Street
0008.00 Schantorte, IL 600001

```

USE THE COPY AND AFTER LINE COMMANDS TO COPY THE DESIRED  
 INFORMATION FROM THE SELECTED DOCUMENT TO THE CURRENT DOCUMENT.

```

TEXT      H:1      Document: DESUPPLY      Scan: _____
Fmt: 1    ... .. 1(..I ... 2:... .. 3 ... ..C4 ... .. 5 ... .. 6 ... ..) 7
          *****BEGINNING*****

0001.00
0002.00                                     .date
0003.00
0003.01 Joseph P. Blast
0003.02 9090 Winchester Circle
0003.03 Schamtorre, IL 69354
0007.00
0008.00 Dear Mr. Blast,
0009.00
-----
Browse: NAMEADDR      H:1      Scan: _____
          *****BEGINNING*****
0001.00 Joseph P. Blast
0002.00 9090 Winchester Circle
0003.00 Schamtorre, IL 69354
0004.00 Mr.
0005.00
0006.00 Johnny Mathis
0007.00 525 Slatom Street
0008.00 Schamtorre, IL 690001

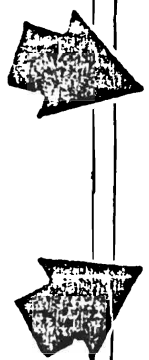
```

TO GET RID OF THE SPLIT SCREEN, PRESS CF2.

```

TEXT      H:1      Document: DESUPPLY      Scan: _____
Fmt: 4    ... .. 1 (... .. 2 ... .. 3 ... .. C ... .. 5 ... .. 6 ... ..) 7
0015.00      supply us with the following these items in the
0016.00      quantities we need, and advise us when we can expect
0017.00      delivery.
0018.00
0019.00      DD
0020.00      Quantity:      Item
0021.00      10      Pencils
0022.00      20      Pens
0023.00      30      Tablets
0024.00      40      Erasers
0025.00      50      Ink Bottles
0026.00      DD      Rulers
0027.00
0028.00
0029.00 Yours truly,
0030.00
0031.00
0032.00 C. Brandt
0033.00 Project Manager
          *****END*****

```



TO REMOVE THE COLUMNS OF INFORMATION, USE THE BLOCK DELETE LINE COMMANDS.

PRESS CF5 TO ENABLE YOU TO COPY FIELDS FROM AN EXISTING DATA BASE FILE.

TEXT SERVICES MENU

Select one of the following:

1. Display/change scan/substitute options
2. Display current document in printed format on split display
3. Display another document on split display
4. Copy another document to edit display
5. Display fields from data base member on split display
6. Copy fields from data base member to edit display
7. Display/change list of data files that control printing
- B. Display/change print options

Option: 6

Document/member: ITEM File: ITEM Library: QTXT

CF6-Display messages

TYPE 6 FOR THE OPTION.

TYPE THE DATA BASE MEMBER NAME IN THE FIRST SPACE.

(YOU MAY NEED TO GET THIS NAME FROM A PROGRAMMER IN YOUR COMPANY.)

TYPE THE DATA BASE FILE NAME IN THE SECOND SPACE.

TYPE THE LIBRARY WHERE THE DATA BASE FILE IS LOCATED,  
IN THE THIRD SPACE.

TEXT FIELD SELECTION/ORDERING

File: ITEM Library: QTXT Member: ITEM

Select the fields to be displayed in the browse area by numbering them:

ORDER	FIELD	LENGTH	DESCRIPTION
<u>1</u>	QTYOH	7,0	QUANTITY ON HAND
<u>2</u>	DESCR	25	DESCRIPTION
---	ITM:ER	5	CATALOG ITEM NUMBER
---	QTYORD	7,0	QUANTITY ON ORDER
---	BACKORDT	6,0	BACK ORDER DATE

CF2-Services Display CF1-Edit Display

THE ONLY FIELDS NEEDED FROM THIS DATA BASE FILE ARE THE  
QUANTITY ON HAND AND THE DESCRIPTION.

TYPE 1 FOR QTYOH (SO IT WILL BE LISTED FIRST).

TYPE 2 FOR DESC (SO IT WILL BE LISTED SECOND).

TEXT		FIELD SPACING	
File:	ITEM	Library:	DTXT
		Member:	ITEM
You can change starting column of the field as it appears on the browse line:			
COLUMN	FIELD	LENGTH	DESCRIPTION
<u>1</u>	QTYOH	7,0	QUANTITY ON HAND
<u>11</u>	DESCR	25	DESCRIPTION
CF2-Selection/Ordering Display		CF1-Edit Display	

THIS SCREEN ALLOWS YOU TO CHANGE THE COLUMNS (LOCATION). WE WILL MOVE THE COLUMNS AFTER THEY ARE IN THE DOCUMENT, SO PRESS ENTER.


TEXT		RECORD SELECTION TEST	
File:	ITEM	Library:	DTXT
		Member:	ITEM
Enter tests to determine if a record is to be selected:			
AND/OR	FIELD	REL	TEST VALUE
	<u>QTYOH</u>	<u>LT</u>	<u>30</u>
Relationship of test in this group to all additional groups: (AND OR):			
For additional tests, press ROLL.			
AND: Include records only if all tests are true.			
OR: Include record if any test is true.			
REL: EQ, NE, GT, LT, GE, LE, RG, LS			
Position cursor below and press ROLL to display all fields.			
FIELD	LENGTH	DESCRIPTION	
QTYOH	7,0	QUANTITY ON HAND	
DESCR	25	DESCRIPTION	
ITWBR	5	CATALOG ITEM NUMBER	
QTYORD	7,0	QUANTITY ON ORDER	

THIS SCREEN IS ASKING IF YOU WANT TO SELECT ANY SPECIFIC RECORDS OFF THE "ITEM" DATA BASE FILE? WE WANT ALL THE RECORDS WITH THE "QUANTITY ON HAND LESS THAN 30". TYPE QTYOH LT 30 IN THE PLACES INDICATED ON THE SCREEN.

```

TEXT      H:1      Document: DSSUPPLY      Scan: _____
Fm1: 4 ... .. 1 (... .. 2 ... .. 3 ... .. C ... .. 5 ... .. 6 ... ..) 7
0015.00      supply us with the following these items in the
0016.00      quantities we need, and advise us when we can expect
0017.00      delivery.
0018.00
0027.00
0028.00
0029.00 Yours truly,
0030.00
0031.00
0032.00 C. Brandt
0033.00 Project Manager
0034.00 QUANTITY
0035.00      ON
0036.00      HAND DESCRIPTION
0037.00      28 Hacksaw - 8 inch
0038.00      25 Paint - white (gal)
0039.00      23 Paint - blue (gal)
0040.00      20 Paint - red (gal)
0041.00      23 Paint - green (gal)
0042.00      25 Decorator hinges black
0043.00      28 Decorator hinges silver
10 lines copied from data member ITEM of file ITEM.QTXT.

```



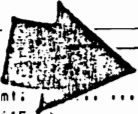

THE INFORMATION IS AUTOMATICALLY ADDED AT THE END OF THE DOCUMENT,  
 (TO HAVE PUT THE INFORMATION IN A DIFFERENT PLACE, YOU WOULD HAVE HAD  
 TO PUT IN A TARGET BEFORE YOU PRESSED CF5.)

NOTICE THE MESSAGE.

```

Pend: L      Scan: _____
Fm1: 4 ... .. 1 (... .. 2 ... .. 3 ... .. C ... .. 5 ... .. 6 ... ..) 7
0015.00      supply us with the following these items in the
0016.00      quantities we need, and advise us when we can expect
0017.00      delivery.
0018.00
0027.00
0028.00
0029.00 Yours truly,
0030.00
0031.00
0032.00 C. Brandt
0033.00 Project Manager
0034.00 Q UANTITY
0035.00      ON
0036.00      HAND DESCRIPTION
0037.00      28 Hacksaw - 8 inch
0038.00      25 Paint - white (gal)
0039.00      23 Paint - blue (gal)
0040.00      20 Paint - red (gal)
0041.00      23 Paint - green (gal)
0042.00      25 Decorator hinges black
0043.00      28 Decorator hinges silver

```

TO MOVE THE COLUMNS OF INFORMATION, USE A 3-STEP PROCESS ALONG WITH  
 THE CF18 KEY.

STEP 1: POSITION CURSOR ON THE UPPER LEFTMOST POSITION OF THE  
 COLUMN(S) OF INFORMATION AND PRESS CF18.

```

TEXT      H:1  Pend: L R      Scan: _____
Fmt: 1 ... 1 (... 2 ... C4 ... 5 ... 6 ... ) 7
0033.00 Project Manager
0034.00 QUANTITY
0035.00   ON
0035.00   HAND DESCRIPTION
0037.00   28 Hacksaw - 8 inch
0038.00   25 Paint - white (gal)
0039.00   23 Paint - blue (gal)
0040.00   20 Paint - red (gal)
0041.00   23 Paint - green (gal)
0042.00   25 Decorator hinges black
0043.00   28 Decorator hinges silver
*****END*****

```

STEP 2: POSITION CURSOR ON THE LOWER RIGHTMOST POSITION OF THE COLUMN(S) OF INFORMATION AND PRESS CF18.

```

TEXT      H:1  Document: DBSUPPLY      Scan: _____
Fmt: 4 ... 1 (... 2 ... 3 ... C ... 5 ... 6 ... ) 7
0016.00      quantities we need, and advise us when we can expect
0017.00      delivery.
0018.00
0018.01
0019.03      QUANTITY
0018.04      ON
0018.05      HAND DESCRIPTION
0018.06      28 Hacksaw - 8 inch
0018.07      25 Paint - white (gal)
0018.08      23 Paint - blue (gal)
0018.09      20 Paint - red (gal)
0018.10      23 Paint - green (gal)
0027.00      25 Decorator hinges black
0028.00      28 Decorator hinges silver
0028.01
0028.04
0029.00 Yours truly,
0030.00
0031.00
0032.00 C. Brandt
0033.00 Project Manager

```


STEP 3: POSITION CURSOR AT THE POINT IN THE DOCUMENT WHERE YOU WANT THE UPPER LEFTMOST CHARACTER OF THE COLUMN(S) TO BE AND PRESS CF18.

HINT: MAKE SURE THERE IS ENOUGH ROOM IN THE DOCUMENT AT THE POINT WHERE YOU WANT TO PUT THE COLUMN(S)!

PRESS CF1 TO EXIT.



TEXT	EXIT FROM EDIT
Exit Editor - Return to Primary Menu	(Y N): <u>Y</u>
Update document named below	(Y N): <u>Y</u>
Create document named below	(Y N): <u>N</u>
Print document without formatting	(Y N): <u>N</u>
Document name:	<u>DBSUPPLY</u>
File containing document:	<u>TEXTFILE2</u>
Library containing file:	<u>TEXTLIB2</u>
Description:	<u>Data base Supplies document - Team 2</u>
Resequence document by line number	(Y N): <u>Y</u>
-- or --	
Resequence document by calculating page/line	(Y N): <u>N</u>



YOU ARE FINISHED! (THAT WAS EASY!)

TYPE IN THE DOCUMENT DESCRIPTION AND PRESS ENTER.

## Step 3:

TEXT	PRIMARY MENU
Select one of the following:	
1. Create or revise a document	
2. Browse a document	
3. Print a document	
4. Fill in a form document	
Option: <u>1</u>	
Name of the document when stored:	
Document (blank for a list of documents):	<u>FORM</u>
File (blank for a list of files):	<u>TEXTFILE2</u>
Library :	<u>TEXTLIB2</u>
Within Text Management:	
Press HELP key to display help text.	
Press CF1 key to exit.	
Press CF2 key to back up to the previous display in a series.	
CF6-Display messages	

TO CREATE A NEW DOCUMENT, TYPE 1 FOR THE OPTION.

TYPE FORM FOR THE DOCUMENT NAME.

MAKE SURE THE FILE AND LIBRARY NAMES ARE CORRECT.



```

TEXT      H:1      Document: FORM      Scan: _____
Fmt: 5    ..( ... 1 ... .. 2 ... .. 3 ... C.. 4 ... .. 5 ... .. 6 ... ..) 7
*****BEGINNING*****

0001.00
0002.00
0003.00
0004.00
0005.00  XXXXXXXXXXXXXXXXXXXXXXXX
0006.00  XXXXXXXXXXXXXXXXXXXXXXXX      .date
0007.00  XXXXXXXXXXXXXXXXXXXXXXXX
0008.00
0009.00  Dear XXXXXXXXXXXXXXXXXXXX:
0010.00
0011 5    Please check the quantity on hand for the following supplies and
0012.00      determine if we have received any of these supplies yet. This is
0013.00      the first review of the new ordering procedure and your personal
0014.00      attention would be appreciated.
0015.00
0016.00      Item Number      Description      Quantity on Hand
0017.00
0018.00      XXXX      XXXXXXXXXXXXXXXXXXXXXXXX      XXXXXX
0019.00      XXXX      XXXXXXXXXXXXXXXXXXXXXXXX      XXXXXX
0020.00      XXXX      XXXXXXXXXXXXXXXXXXXXXXXX      XXXXXX
27 lines copied from document QOHMEMO file TEXTFILE2.TEXTLIB2.

```



FROM THIS "BASE" DOCUMENT WE ARE GOING TO MAKE A FORM DOCUMENT. NOTICE THE MESSAGE.

```

TEXT      H:1      Document: FORM      Scan: _____
Fmt: 5    ..( ... 1 ... .. 2 ... .. 3 ... C.. 4 ... .. 5 ... .. 6 ... ..) 7
*****BEGINNING*****

0001.00
0002.00
0003.00
0004.00
0005.00  F XXXXXXXXXXXXXXXXXXXXXXXX F      .date
0006.00  F XXXXXXXXXXXXXXXXXXXXXXXX F
0007.00  Dear XXXXXXXXXXXXXXXXXXXX:
0008.00
0009 5    Please check the quantity on hand for the following supplies and
0010.00      determine if we have received any of these supplies yet. This is
0011.00      the first review of the new ordering procedure and your personal
0012.00      attention would be appreciated.
0013.00
0014.00      Item Number      Description      Quantity on Hand
0015.00
0016.00      XXXX      XXXXXXXXXXXXXXXXXXXXXXXX      XXXXXX
0017.00      XXXX      XXXXXXXXXXXXXXXXXXXXXXXX      XXXXXX
0018.00      XXXX      XXXXXXXXXXXXXXXXXXXXXXXX      XXXXXX
0019.00      XXXX      XXXXXXXXXXXXXXXXXXXXXXXX      XXXXXX
0020.00

```



BLANK OUT THE FIRST LINE OF X'S AND PRESS ENTER. TYPE TWO F'S IN AS INDICATED IN THE DIAGRAM. BEFORE PRESSING ANY OTHER KEYS ON THE KEYBOARD, PRESS CF14.

```

TEXT      W:1      Document: FORM      Scan: _____
Fmt: 5    ..( ... 1 ... .. 2 ... .. 3 ... C.. 4 ... .. 5 ... .. 6 ... ..) 7
*****BEGINNING*****

0001.00
0002.00
0003.00
0004.00
0005.00
0006.00  F _____ F _____ .date
D  XXXXXXXXXXXXXXXXXXXXXXXX
0008.00
0009.00  Dear XXXXXXXXXXXXXXXXXXXX:
0010.00
0011 5  Please check the quantity on hand for the following supplies and
0012.00 determine if we have received any of these supplies yet. This is
0013.00 the first review of the new ordering procedure and your personal
0014.00 attention would be appreciated.
0015.00
0016.00      Item Number      Description      Quantity on Hand
0017.00
0018.00      XXXX      XXXXXXXXXXXXXXXXXXXX      XXXXXX
0019.00      XXXX      XXXXXXXXXXXXXXXXXXXX      XXXXXX
0020.00      XXXX      XXXXXXXXXXXXXXXXXXXX      XXXXXX

```

BLANK OUT THE SECOND LINE OF X'S AND PRESS ENTER.  
 TYPE TWO F'S IN AS INDICATED IN THE DIAGRAM.  
 BEFORE PRESSING ANY OTHER KEYS, PRESS CF14.  
 DELETE THE LAST LINE OF X'S--WE DON'T NEED THEM.

```

TEXT      W:1      Document: FORM      Scan: _____
Fmt: 5    ..( ... 1 ... .. 2 ... .. 3 ... C.. 4 ... .. 5 ... .. 6 ... ..) 7
*****BEGINNING*****

0001.00
0002.00
0003.00
0004.00  C
A  _____ _____ .date
0008.00
0009.00  Dear XXXXXXXXXXXXXXXXXXXX:
0010.00
0011 5  Please check the quantity on hand for the following supplies and
0012.00 determine if we have received any of these supplies yet. This is
0013.00 the first review of the new ordering procedure and your personal
0014.00 attention would be appreciated.
0015.00
0016.00      Item Number      Description      Quantity on Hand
0017.00
0018.00      XXXX      XXXXXXXXXXXXXXXXXXXX      XXXXXX
0019.00      XXXX      XXXXXXXXXXXXXXXXXXXX      XXXXXX
0020.00      XXXX      XXXXXXXXXXXXXXXXXXXX      XXXXXX
0021.00      XXXX      XXXXXXXXXXXXXXXXXXXX      XXXXXX

```

COPY THE FIRST FORM FIELD, TO CREATE THE THIRD FORM FIELD.

```

TEXT      H:1      Document: FORM      Scan: _____
Fmt: 5    ..( ... 1 ... .. 2 ... .. 3 ... C.. 4 ... .. 5 ... .. 6 ... ..) 7
*****BEGINNING*****
0001.00
0002.00
0003.00
0004.00
0005.00
0006.00 _____ .date
0008.00 _____
0009.00 Dear _____
0010.00
0011 5 Please check the quantity on hand for the following supplies and
0012.00 determine if we have received any of these supplies yet. This is
0013.00 the first review of the new ordering procedure and your personal
0014.00 attention would be appreciated.
0015.00
0016.00 Item Number Description Quantity on Hand
0017.00
0018.00 XXXX XXXXXXXXXXXXXXXXXXXXX XXXXXX
0019.00 XXXX XXXXXXXXXXXXXXXXXXXXX XXXXXX
0020.00 XXXX XXXXXXXXXXXXXXXXXXXXX XXXXXX

```

BLANK OUT THE X'S WHERE THE TITLE SHOULD BE AND PRESS ENTER.

```

TEXT      H:1      Document: FORM      Scan: _____
Fmt: 5    ..( ... 1 ... .. 2 ... .. 3 ... C.. 4 ... .. 5 ... .. 6 ... ..) 7
*****BEGINNING*****
0001.00
0002.00
0003.00
0004.00
0005.00
0006.00 _____ .date
0008.00 _____
0009.00 Dear F _____ F
0010.00
0011 _____ e check the quantity _____ the following supplies and
0012.00 _____ mine if we have receiv _____ ese supplies yet. This is
0013.00 _____ first review of the new _____ ocedure and your personal
0014.00 _____ attention would be appreciated.
0015.00
0016.00 Item Number Description Quantity on Hand
0017.00
0018.00 XXXX XXXXXXXXXXXXXXXXXXXXX XXXXXX
0019.00 XXXX XXXXXXXXXXXXXXXXXXXXX XXXXXX
0020.00 XXXX XXXXXXXXXXXXXXXXXXXXX XXXXXX

```

TYPE TWO F'S WHERE INDICATED ON THE DIAGRAM.  
 BEFORE PRESSING ANY OTHER KEYS, POSITION YOUR CURSOR BETWEEN  
 THE TWO F'S AND PRESS CF14.

TEXT	TEXT DEFINITION
Field length:	019
Field location Line:	0009.C0 Column: 010
Value (initial period indicates value that will not print):	.title
<hr/>	
Underline/Highlight	
Underline this field when printing	(Y N): <u>N</u>
Highlight this field when printing (overprint)	(Y N): <u>N</u>
Positioning	
Remove extra spaces after field when printing	(Y N): <u>Y</u>
Center field after keying	(Y N): <u>N</u>
Right adjust and blank fill field	(Y N): <u>N</u>
Right adjust and zero fill field	(Y N): <u>N</u>
Numeric Options	
Allow only numeric value	(Y N): <u>N</u>
Edit field with this Edit Code	(A-D, J-M, Y, Z, 1-9): <u>   </u>
Replace leading zeros with asterisks	(Y N): <u>N</u>
Replace leading zeros with floating currency symbol	(Y N): <u>N</u>
Provide decimal alignment	(1-9): <u>   </u>
CF2-Return to Edit Display	ENTER-Next Form Field

THE NEXT SCREEN YOU WILL GET ALLOWS YOU TO FURTHER DEFINE YOUR FORM FIELDS.

THE ONLY CHANGE WE WILL MAKE WILL BE TO ADD "PROMPTING" VALUES IN FOR EACH FORM FIELD.

TYPE .TITLE FOR THE "PROMPTING" VALUE FOR THE TITLE FORM FIELD. PRESS ENTER.

TEXT	TEXT DEFINITION
Field length:	026
Field location Line:	0005.00 Column: 004
Value (initial period indicates value that will not print):	
.name	
Underline/Highlight	
Underline this field when printing	(Y N): <u>N</u>
Highlight this field when printing (overprint)	(Y N): <u>N</u>
Positioning	
Remove extra spaces after field when printing	(Y N): <u>N</u>
Center field after keying	(Y N): <u>N</u>
Right adjust and blank fill field	(Y N): <u>N</u>
Right adjust and zero fill field	(Y N): <u>N</u>
Numeric Options	
Allow only numeric value	(Y N): <u>N</u>
Edit field with this Edit Code	(A-D, J-M, Y, Z, 1-9):
Replace leading zeros with asterisks	(Y N): <u>N</u>
Replace leading zeros with floating currency symbol	(Y N): <u>N</u>
Provide decimal alignment	(1-9):
CF2-Return to Edit Display	ENTER-Next Form Field

WHEN YOU PRESSED ENTER ON THE LAST SCREEN, TEXT AUTOMATICALLY TAKES YOU TO THE DEFINITION OF THE NEXT FORM FIELD IN YOUR DOCUMENT. TYPE .NAME FOR THE "PROMPTING" VALUE FOR THE NAME FORM FIELD. PRESS ENTER TO GET THE NEXT FORM FIELD DEFINITION SCREEN.

TEXT	TEXT DEFINITION
Field length:	026
Field location Line:	0005.00 Column: 004
Value (initial period indicates value that will not print):	
.company	
Underline/Highlight	
Underline this field when printing	(Y N): <u>N</u>
Highlight this field when printing (overprint)	(Y N): <u>N</u>
Positioning	
Remove extra spaces after field when printing	(Y N): <u>N</u>
Center field after keying	(Y N): <u>N</u>
Right adjust and blank fill field	(Y N): <u>N</u>
Right adjust and zero fill field	(Y N): <u>N</u>
Numeric Options	
Allow only numeric value	(Y N): <u>N</u>
Edit field with this Edit Code	(A-D, J-M, Y, Z, 1-9):
Replace leading zeros with asterisks	(Y N): <u>N</u>
Replace leading zeros with floating currency symbol	(Y N): <u>N</u>
Provide decimal alignment	(1-9):
CF2-Return to Edit Display	ENTER-Next Form Field

TYPE .COMPANY FOR THE "PROMPTING" VALUE FOR THE COMPANY FORM FIELD. PRESS ENTER TO GET THE NEXT FORM FIELD DEFINITION SCREEN.



TEXT	TEXT DEFINITION
Field length:	026
Field location	Line: 0005.01 Column: 004
Value (initial period indicates value that will not print):	.dept
<hr/>	
Underline/Highlight	
Underline this field when printing	(Y N): <u>N</u>
Highlight this field when printing (overprint)	(Y N): <u>N</u>
Positioning	
Remove extra spaces after field when printing	(Y N): <u>N</u>
Center field after keying	(Y N): <u>N</u>
Right adjust and blank fill field	(Y N): <u>N</u>
Right adjust and zero fill field	(Y N): <u>N</u>
Numeric Options	
Allow only numeric value	(Y N): <u>N</u>
Edit field with this Edit Code	(A-D, J-M, Y, Z, 1-9): <u>   </u>
Replace leading zeros with asterisks	(Y N): <u>N</u>
Replace leading zeros with floating currency symbol	(Y N): <u>N</u>
Provide decimal alignment	(1-9): <u>   </u>
CF2-Return to Edit Display	ENTER-Next Form Field

TYPE .DEPT FOR THE "PROMPTING" VALUE FOR THE DEPARTMENT FORM FIELD.

TO GET BACK TO THE EDIT SCREEN, PRESS CF2.

```

TEXT      H:1      Document: FCRM      Scan: _____
Fmt: 5    ..( ... 1 ... .. 2 ... .. 3 ..: C.. 4 ... .. 5 ... .. 6 ... ..) 7
0008.00
0009.00   Dear .title _____
0010.00
0011 5     Please check the quantity on hand for the following supplies and
0012.00     determine if we have received any of these supplies yet. This is
0013.00     the first review of the new ordering procedure and your personal
0014.00     attention would be appreciated.
0015.00
0016.00     Item Number      Description      Quantity on Hand
0017.00
DD        X)          XXXXXXXXXXXX          XXXXXX
0019.00   X)          XXXXXXXXXXXX          XXXXXX
0020.00   X)          XXXXXXXXXXXX          XXXXXX
DD        X)          XXXXXXXXXXXX          XXXXXX
0022.00
0023.00     Sincerely,
0024.00
0025.00     J E Mathis, Director of Purchasing
0026.00
0027.00
.....*****

```

CREATE THREE FORM FIELDS FOR ITEM NUMBER, DESCRIPTION, AND QUANTITY ON HAND.

(BLANK OUT THE X'S, PRESS ENTER, PUT IN THE F'S AND PRESS CF14.)

POSITION YOUR CURSOR ON ONE OF THE FORM FIELDS AND PRESS CF14.

TEXT	TEXT DEFINITION
Field length:	004
Field location	Line: 0017.00 Column: 008
Value (initial period indicates value that will not print):	
.itm	
<u>Undertline/Highlight</u>	
Undertline this field when printing	(Y N): <u>N</u>
Highlight this field when printing (overprint)	(Y N): <u>N</u>
<u>Positioning</u>	
Remove extra spaces after field when printing	(Y N): <u>N</u>
Center field after keying	(Y N): <u>N</u>
Right adjust and blank fill field	(Y N): <u>N</u>
Right adjust and zero fill field	(Y N): <u>N</u>
<u>Numeric Options</u>	
Allow only numeric value	(Y N): <u>N</u>
Edit field with this Edit Code	(A-D, J-M, Y, Z, 1-9): <u>   </u>
Replace leading zeros with asterisks	(Y N): <u>N</u>
Replace leading zeros with floating currency symbol	(Y N): <u>N</u>
Provide decimal alignment	(1-9): <u>   </u>
CF2-Return to Edit Display	ENTER-Next Form Field

BY PRESSING CF14 WHILE YOU CURSOR IS IN A FORM FIELD ALSO GETS YOU TO THE FORM FIELD DEFINITION SCREEN.

TYPE .ITM FOR THE "PROMPTING" VALUE FOR THE ITEM NUMBER FORM FIELD. PRESS ENTER.

TEXT	TEXT DEFINITION
Field length:	020
Field location	Line: 0017.00 Column: 023
Value (initial period indicates value that will not print):	
.desc	
<u>Undertline/Highlight</u>	
Undertline this field when printing	(Y N): <u>N</u>
Highlight this field when printing (overprint)	(Y N): <u>N</u>
<u>Positioning</u>	
Remove extra spaces after field when printing	(Y N): <u>N</u>
Center field after keying	(Y N): <u>N</u>
Right adjust and blank fill field	(Y N): <u>N</u>
Right adjust and zero fill field	(Y N): <u>N</u>
<u>Numeric Options</u>	
Allow only numeric value	(Y N): <u>N</u>
Edit field with this Edit Code	(A-D, J-M, Y, Z, 1-9): <u>   </u>
Replace leading zeros with asterisks	(Y N): <u>N</u>
Replace leading zeros with floating currency symbol	(Y N): <u>N</u>
Provide decimal alignment	(1-9): <u>   </u>
CF2-Return to Edit Display	ENTER-Next Form Field

TYPE .DESC FOR THE "PROMPTING" VALUE FOR THE DESCRIPTION FORM FIELD. PRESS ENTER.

TEXT	TEXT DEFINITION
Field length:	005
Field location Line:	0017.00 Column: 053
Value (initial period indicates value that will not print):	<u>.qtyoh</u>
Underline/Highlight	
Underline this field when printing	(Y N): <u>N</u>
Highlight this field when printing (overprint)	(Y N): <u>N</u>
Positioning	
Remove extra spaces after field when printing	(Y N): <u>N</u>
Center field after keying	(Y N): <u>N</u>
Right adjust and blank fill field	(Y N): <u>N</u>
Right adjust and zero fill field	(Y N): <u>N</u>
Numeric Options	
Allow only numeric value	(Y N): <u>Y</u>
Edit field with this Edit Code (A-D, J-M, Y, Z, 1-9):	<u>          </u>
Replace leading zeros with asterisks	(Y N): <u>N</u>
Replace leading zeros with floating currency symbol	(Y N): <u>N</u>
Provide decimal alignment	(1-9): <u>          </u>
CF2-Return to Edit Display	ENTER-Next Form Field

TYPE .QTYOH FOR THE "PROMPTING" VALUE FOR THE QUANTITY ON HAND FORM FIELD.

ALSO SPECIFY A "Y" FOR ALLOW ONLY NUMERIC VALUE (AS INDICATED). PRESS CF2 TO RETURN TO THE EDIT DISPLAY.

TEXT	LINE	Document: FORM	Scan: _____
Fmt: 5	...	1 ... 2 ... 3 ... C... 4 ... 5 ... 6 ... 7	
0009.00			
0009.00		Dear <u>.title</u>	
0010.00			
0011 5		Please check the quantity on hand for the following supplies and determine if we have received any of these supplies yet. This is the first review of the new ordering procedure and your personal attention would be appreciated.	
0012.00			
0013.00			
0014.00			
0015.00			
0016.00		Item Number            Description            Quantity on Hand	
C		<u>.itm</u> <u>.desc</u> <u>.qtyoh</u>	
B3			
0023.00		Sincerely,	
0024.00			
0025.00		J E Mathis, Director of Purchasing	
0026.00			
0027.00		*****END*****	

COPY THE NEW LINE OF FORM FIELDS THREE TIMES.

```

TEXT      H:1      Document: FORM      Scan: _____
Fmt: 5    ..( ... 1 ... .. 2 ... .. 3 ... C.. 4 ... .. 5 ... .. 6 ... ..) 7
0008.00
0009.00   Dear  .title _____
0010.00
0011 5    Please check the quantity on hand for the following supplies and
0012.00      determine if we have received any of these supplies yet. This is
0013.00      the first review of the new ordering procedure and your personal
0014.00      attention would be appreciated.
0015.00
0016.00      Item Number      Description      Quantity on Hand
0017.00      .itm      .desc      .qtyoh
0017.01      .itm      .desc      .qtyoh
0017.02      .itm      .desc      .qtyoh
0017.03      .itm      .desc      .qtyoh
0022.00
0023.00      Sincerely,
0024.00
0025.00      J E Mathis, Director of Purchasing
0026.00
0027.00
*****END*****

```

THAT WAS EASY!

PRESS CF1 TO EXIT.

```


TEXT      EXIT FROM EDIT

Exit Editor - Return to Primary Menu  (Y N): Y
Update document named below          (Y N): Y
Create document named below          (Y N): N
Print document without formatting     (Y N): N

Document name:                        FORM
File containing document:             TEXTFILE2
Library containing file:              TEXTLIB2

Description:  Quantity On Hand Form Document - Team 2
Resequence document by line number    (Y N): Y
-- or --
Resequence document by calculating page/line (Y N): N

```



TYPE THE DOCUMENT DESCRIPTION AND PRESS ENTER.

## Step 4:

TEXT	PRIMARY MENU
Select one of the following:	
1. Create or revise a document	
2. Browse a document	
3. Print a document	
4. Fill in a form document	
Option: <u>4</u>	
Name of the document when stored:	
Document (blank for a list of documents):	<u>FORM</u>
File (blank for a list of files):	<u>TEXTFILE2</u>
Library :	<u>TEXTLIB2</u>
Within Text Management:	
Press HELP key to display help text.	
Press CF1 key to exit.	
Press CF2 key to back up to the previous display in a series.	
CF6-Display messages	
Document FORM in file TEXTFILE2.TEXTLIB2 updated with 26 records.	

TO FILL IN THIS FORM DOCUMENT, TYPE 4 FOR THE OPTION.  
TYPE FORM FOR THE DOCUMENT NAME (IT SHOULD BE THERE ALREADY).  
MAKE SURE THE FILE AND LIBRARY NAMES ARE CORRECT.

```

TEXT      W:1   Pend: FORM      Scan: _____
Fmt: 5    ..( ... 1 ... .. 3 ... C.. 4 ... .. 5 ... .. 6 ... ..) 7
*****BEGINNING*****
0001.00
0002.00
0003.00
0004.00
0005.00   .name _____
0006.00   .company _____ .date
0007.00   .dept _____
0008.00
0009.00   Dear .title _____
0010.00
0011 5    Please check the quantity on hand for the following supplies and
0012.00   determine if we have received any of these supplies yet. This is
0013.00   the first review of the new ordering procedure and your personal
0014.00   attention would be appreciated.
0015.00
0016.00   Item Number      Description      Quantity on Hand
0017.00   .itm      .desc      .qtyoh
0018.00   .itm      .desc      .qtyoh
0019.00   .itm      .desc      .qtyoh
0020.00   .itm      .desc      .qtyoh

```

NOTICE THE "PEND: FORM" AT THE TOP OF THE SCREEN. THIS MEANS THAT YOU CAN ONLY CHANGE FORM FIELDS IN THIS DOCUMENT. (IF YOU PRESS THE FIELD ADVANCE KEYS, TEXT WILL ONLY TAKE YOU TO THE FORM FIELDS.)

TYPING RIGHT OVER THE TOP OF THE "PROMPTING" VALUES, PUT IN THE INFORMATION YOU WANT.

(IF PART OF THE "PROMPTING" VALUE IS STILL LEFT IN THE FORM FIELD AFTER TYPING IN THE NAME, FOR EXAMPLE, USE THE FIELD EXIT KEY TO REMOVE IT.)

```

TEXT      W:1   Pend: FORM          Scan: _____
Fmt: 5    ..( ... 1 ... .. 2 ... .. 3 ... C.. 4 ... .. 5 ... .. 6 ... ..) 7
*****BEGINNING*****
0001.00
0002.00
0003.00
0004.00
0005.00   Fran Sinatra _____
0006.00   Music Inc. _____ .date
0007.00   Entertainment Dept. _____
0008.00
0009.00   Dear Ms. Sinatra _____
0010.00
0011 5    Please check the quantity on hand for the following supplies and
0012.00   determine if we have received any of these supplies yet. This is
0013.00   the first review of the new ordering procedure and your personal
0014.00   attention would be appreciated.
0015.00
0016.00   Item Number      Description      Quantity on Hand
0017.00   0012             thinga-ma-jig   5
0018.00   0059             whatcha-ma-callit 15
0019.00   1200             this            21
0020.00   5900             that            10

```

To PRINT THE DOCUMENT, PRESS CF15.

```

TEXT      W:1   Pend: FORM          Scan: _____
Fmt: 5    ..( ... 1 ... .. 2 ... .. 3 ... C.. 4 ... .. 5 ... .. 6 ... ..) 7
*****BEGINNING*****
0001.00
0002.00
0003.00
0004.00
0005.00   Fran Sinatra _____
0006.00   Music Inc. _____ .date
0007.00   Entertainment Dept. _____
0008.00
0009.00   Dear Ms. Sinatra _____
0010.00
0011 5    Please check the quantity on hand for the following supplies and
0012.00   determine if we have received any of these supplies yet. This is
0013.00   the first review of the new ordering procedure and your personal
0014.00   attention would be appreciated.
0015.00
0016.00   Item Number      Description      Quantity on Hand
0017.00   0012             thinga-ma-jig   5
0018.00   0059             whatcha-ma-callit 15
0019.00   1200             this            21
0020.00   5900             that            10
Print complete.

```



NOTICE THE MESSAGE AT THE BOTTOM.  
PRESS CF1 TO EXIT.

TEXT	EXIT FROM EDIT
Exit Editor - Return to Primary Menu	(Y/N): <u>Y</u>
Edit another new form	(Y/N): <u>N</u>
Create document named below	(Y/N): <u>N</u>
Print document without formatting	(Y/N): <u>N</u>
Document name:	<u>FGF11</u>
File containing document:	<u>TEXTFILE2</u>
Library containing file:	<u>TEXTLIB2</u>
Description:	<u>Quantity On Hand Form Document - Team 2</u>
Resequence document by line number	(Y/N): <u>Y</u>
— or —	
Resequence document by calculating page/line	(Y/N): <u>N</u>

CHANGE THE TOP TWO OPTIONS AS INDICATED.  
PRESS ENTER.

A COPY OF THE PRINTED FORM DOCUMENT IS SHOWN ON THE FOLLOWING PAGE...





THIS IS THE PRINTED FORM DOCUMENT.

Fran Sinatra  
Music Inc.  
Entertainment Dept.

02/09/84

Dear Ms. Sinatra:

Please check the quantity on hand for the following supplies and determine if we have received any of these supplies yet. This is the first review of the new ordering procedure and your personal attention would be appreciated.

Item Number	Description	Quantity on Hand
0012	thinga-ma-jig	5
0059	whatcha-ma-callit	15
1200	this	21
5900	that	10

Sincerely,

J E Mathis, Director of Purchasing

## Step 5:

```
TEXT                PRIMARY MENU

Select one of the following:
  1. Create or revise a document
  2. Browse a document
  3. Print a document
  4. Fill in a form document

Option: 1

Name of the document when stored:
  Document (blank for a list of documents): MERGE
  File (blank for a list of files): TEXTFILE2
  Library : TEXTLIB2

Within Text Management:
  Press HELP key to display help text.
  Press CF1 key to exit.
  Press CF2 key to back up to the previous display in a series.

CF6-Display messages
```

TO CREATE A NEW DOCUMENT, TYPE 1 FOR THE OPTION.  
TYPE MERGE FOR THE DOCUMENT NAME.  
MAKE SURE THE FILE AND LIBRARY NAMES ARE CORRECT.



```

TEXT      H:1      Document: FORM      Scan: _____
Fmt: 5    ..( ... 1 ... .. 2 ... .. 3 ... C.. 4 ... .. 5 ... .. 6 ... ..) 7
*****BEGINNING*****
0001.00
0002.00
0003.00
0004.00
0005.00  XXXXXXXXXXXXXXXXXXXXXXXXXX
0006.00  XXXXXXXXXXXXXXXXXXXXXXXXXX      .date
0007.00  XXXXXXXXXXXXXXXXXXXXXXXXXX
0008.00
0009.00  Dear XXXXXXXXXXXXXXXXXXXX:
0010.00
0011 5    Please check the quantity on hand for the following supplies and
0012.00      determine if we have received any of these supplies yet. This is
0013.00      the first review of the new ordering procedure and your personal
0014.00      attention would be appreciated.
0015.00
0016.00      Item Number      Description      Quantity on Hand
0017.00
0018.00      XXXX      XXXXXXXXXXXXXXXXXXXXXXXXXX      XXXXXX
0019.00      XXXX      XXXXXXXXXXXXXXXXXXXXXXXXXX      XXXXXX
0020.00      XXXX      XXXXXXXXXXXXXXXXXXXXXXXXXX      XXXXXX
27 lines copied from document QDHMEMO file TEXTFILE2.TEXTLIB2.

```

FROM THIS "BASE" DOCUMENT, WE ARE GOING TO MAKE A DOCUMENT WITH DATA BASE INFORMATION MERGED INTO IT.

NOTICE THE MESSAGE.

```

TEXT      H:1      Document: MERGE      Scan: _____
Fmt: 5    ..( ... 1 ... .. 2 ... .. 3 ... C.. 4 ... .. 5 ... .. 6 ... ..) 7
0004.00
          .&name
          Supply Coordination          .date
          .&dept
0009.00   Dear .&title
0010.00
0011 5    Please check the quantity on hand for the following supplies and
0012.00   determine if we have received any of these supplies yet. This is
0013.00   the first review of the new ordering procedure and your personal
0014.00   attention would be appreciated.
0015.00
0016.00   Item Number      Description      Quantity on Hand
0017.00
0018.00   .&itmnbr      .&descr      .&qtyoh
0019.00   DD          XXXX          XXXXXX/XXXXXXXXXXXXXX          XXXXX
0020.00   DD          XXXX          XXXXXXXXXXXXXXXXXXXX          XXXXX
0021.00   DD          XXXX          XXXXXXXXXXXXXXXXXXXX          XXXXX
0022.00
0023.00   Sincerely,
0024.00

```

REPLACE THE TOP THREE LINES OF X'S WITH THE DATA BASE FIELD NAMES INDICATED.

TYPE "SUPPLY COORDINATION" ON THE MIDDLE LINE.

TYPE THE DATA BASE NAME FOR THE TITLE WHERE INDICATED.

TYPE THE DATA BASE NAMES FOR ITEM NUMBER, DESCRIPTION, AND QUANTITY ON HAND ON THE LINES BELOW THE COLUMN HEADINGS.

DELETE THE EXTRA LINES OF X'S (TEXT WILL AUTOMATICALLY INSERT THE INFORMATION DESIRED EVEN IF THERE IS NOT ROOM IN THE DOCUMENT).

PRESS CF5.



TEXT	SERVICES MENU
------	---------------

Select one of the following:

1. Display/change scan/substitution options
2. Display current document in printed format on split display
3. Display another document on split display
4. Copy another document to edit display
5. Display fields from data base member on split display
6. Copy fields from data base member to edit display
7. Display/change list of data files that control printing
8. Display/change print options

Option: 7

Document/member: \_\_\_\_\_ File: \_\_\_\_\_ Library: \_\_\_\_\_

CF6-Display messages

ON THE SERVICES MENU, SELECT OPTION 7 TO CHANGE THE DATA FILES THAT CONTROL PRINTING.

(OPTION 8 COULD ALSO BE CHOSEN.)

PRESS ENTER.

WE WANT TO DO TWO THINGS:

CREATE COLUMNS OF INFORMATION FROM THE DATA BASE FILE, ITEM.

CREATE MULTIPLE COPIES - EACH RECORD OF THE DATA BASE FILE, ACCOUNT, THAT WE SELECT WILL GENERATE A DOCUMENT.

TEXT PRINT CONTROL FILE LIST

Select either a data base file or a document containing a field list that has fields whose names are in your document:

OPTION	DB MEMBER/DOCUMENT	FILE	LIBRARY	TYPE	SEL COND
1	ITEM	ITEM	QTYT	1	
1	ACCOUNT	ACCOUNT	QTYT	2	

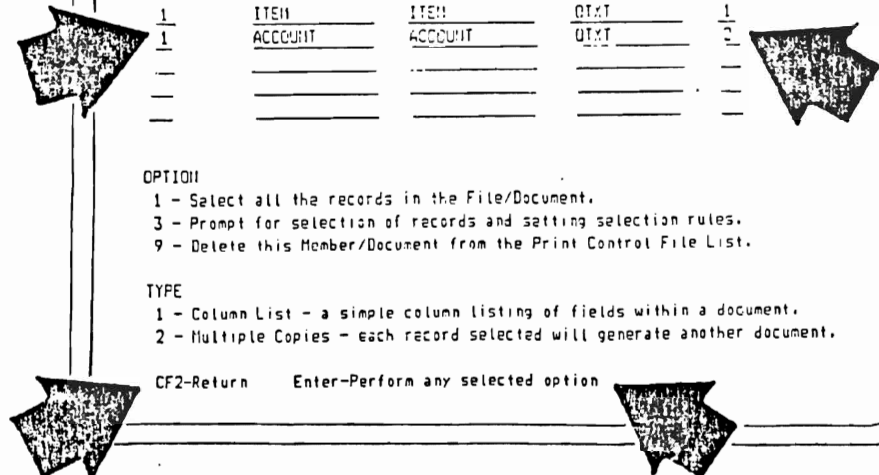
OPTION

- 1 - Select all the records in the File/Document.
- 3 - Prompt for selection of records and setting selection rules.
- 9 - Delete this Member/Document from the Print Control File List.

TYPE

- 1 - Column List - a simple column listing of fields within a document.
- 2 - Multiple Copies - each record selected will generate another document.

CF2-Return Enter-Perform any selected option



SELECT BOTH THE OPTIONS AND TYPES AS INDICATED.

PRESS ENTER TO PERFORM THE SELECTED FUNCTION.

PRESS CF2 TO RETURN TO THE SERVICES MENU.

TEXT SERVICES MENU

Select one of the following:

1. Display/change scan/substitute options
2. Display current document in printed format on split display
3. Display another document on split display
4. Copy another document to edit display
5. Display fields from data base member on split display
6. Copy fields from data base member to edit display
7. Display/change list of data files that control printing
8. Display/change print options

Option:     

Document/member:            File:            Library:           

CF6-Display messages

PRESS CF2 TO RETURN TO THE EDIT SCREEN.

PRESS CF1 FROM THE EDIT SCREEN.

TEXT EXIT FROM EDIT

Exit Editor - Return to Primary Menu (Y/N): Y

Update document named below (Y/N): Y


Create document named below (Y/N): N

Print document without formatting (Y/N): N

Document name: MERGE

File containing document: TEXTFILE2

Library containing file: TEXTLIB2

Description: Merge document - Team 2 

Resequence document by line number (Y/N): Y

— or —

Resequence document by calculating page/line (Y/N): N

TYPE THE DOCUMENT DESCRIPTION AND PRESS ENTER.



```

TEXT                                PRINT MODE MENU

Select one of the following:
1. Create or revise a document
2. Browse a document
3. Print a document
4. Fill in a form document

Option: 3

Name of the document when stored:
Document (blank for a list of documents):  MERGE
File (blank for a list of files):          TEXTFILE2
Library :                                  TEXTLIB2

Within Text Management:
Press HELP key to display help text.
Press CF1 key to exit.
Press CF2 key to back up to the previous display in a series.

CF6-Display messages
Document MERGE in file TEXTFILE2.TEXTLIB2 updated with 24 records.

```

TO CREATE THE MULTIPLE DOCUMENTS FROM THE DATA BASE FILES, YOU MUST SELECT OPTION 3 TO PRINT THE DOCUMENT.

TYPE MERGE FOR THE DOCUMENT NAME (IT SHOULD ALREADY BE THERE).

MAKE SURE THE CORRECT FILE AND LIBRARY NAMES ARE THERE.

```

TEXT                                PRINT MODE MENU
Document: MERGE                      File: TEXTFILE2      Library: TEXTLIB2

Select document print mode:
1. Interactive
2. Batch

Option: 1

Display/change print options (*NO *TEMP *PERM):          *NO

```

SELECT OPTION 1 FOR INTERACTIVE PRINT MODE.

PRESS ENTER.

YOUR DOCUMENTS WILL BE PRINTED AS SOON AS THE JOB FINISHES.  
THE 11 DOCUMENTS PRINTED, ARE LISTED ON THE FOLLOWING PAGES...

615  
FG Brady  
Supply Coordination  
103

02/09/84

Dear Mr. Brady

Please check the quantity on hand for the following supplies and determine if we have received any of these supplies yet. This is the first review of the new ordering procedure and your personal attention would be appreciated.

Item Number	Description	Quantity on Hand
00127	Hacksaw - 8 inch	28
00128	Hacksaw - 10 inch	32
00129	Hacksaw - 12 inch	30
10027	Paint - white (gal)	25
10029	Paint - blue (gal)	23
10046	Paint - red (gal)	20
10051	Paint - green (gal)	23
2134C	Finishing nails (ctn)	56
2135C	Nails (ctn)	106
21395	Screws (ctn)	121
25545	Green spray enamel (pt)	38
3332X	Brass tacks (pkt)	186
3333X	Steel tacks (pkt)	200
4RCC2	Decorator hinges black	25
4RCC3	Decorator hinges silver	28

Sincerely,

J E Mathis, Director of Purchasing

BR Devinny  
Supply Coordination  
413

02/09/84

Dear Ms. Devinny

Please check the quantity on hand for the following supplies and determine if we have received any of these supplies yet. This is the first review of the new ordering procedure and your personal attention would be appreciated.

Item Number	Description	Quantity on Hand
00127	Hacksaw - 8 inch	28
00128	Hacksaw - 10 inch	32
00129	Hacksaw - 12 inch	30
10027	Paint - white (gal)	25
10029	Paint - blue (gal)	23
10046	Paint - red (gal)	20
10051	Paint - green (gal)	23
2134C	Finishing nails (ctn)	56
2135C	Nails (ctn)	106
21395	Screws (ctn)	171
25545	Green spray enamel (pt)	38
3332X	Brass tacks (pkt)	186
3333X	Steel tacks (pkt)	200
4RCC2	Decorator hinges black	25
4RCC3	Decorator hinges silver	28

Sincerely,

J E Mathis, Director of Purchasing

AB Harmes  
Supply Coordination  
437

02/09/84

Dear Miss Harmes

Please check the quantity on hand for the following supplies and determine if we have received any of these supplies yet. This is the first review of the new ordering procedure and your personal attention would be appreciated.

Item Number	Description	Quantity on Hand
00127	Hacksaw - 8 inch	28
00128	Hacksaw - 10 inch	32
00129	Hacksaw - 12 inch	30
10027	Paint - white (gal)	25
10029	Paint - blue (gal)	23
10046	Paint - red (gal)	20
10051	Paint - green (gal)	23
2134C	Finishing nails (ctn)	56
2135C	Nails (ctn)	106
21395	Scraws (ctn)	171
25545	Green spray enamel (pt)	38
3332X	Brass tacks (pkt)	186
3333X	Steel tacks (pkt)	200
4RCC2	Decorator hinges black	25
4RCC3	Decorator hinges silver	28

Sincerely,

J E Mathis, Director of Purchasing

HG Knuth  
Supply Coordination  
975

02/09/84

Dear Mr. Knuth

Please check the quantity on hand for the following supplies and determine if we have received any of these supplies yet. This is the first review of the new ordering procedure and your personal attention would be appreciated.

Item Number	Description	Quantity on Hand
00127	Hacksaw - 8 inch	28
00128	Hacksaw - 10 inch	32
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2134C	Finishing nails (ctn)	56
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25545	Green spray enamel (pt)	38
3332X	Brass tacks (pkt)	186
3333X	Steel tacks (pkt)	200
4RCC2	Decorator hinges black	25
4RCC3	Decorator hinges silver	28

Sincerely,

J E Mathis, Director of Purchasing

BR Lancaster  
Supply Coordination  
975

02/09/84

Dear Mrs. Lancaster

Please check the quantity on hand for the following supplies and determine if we have received any of these supplies yet. This is the first review of the new ordering procedure and your personal attention would be appreciated.

Item Number	Description	Quantity on Hand
00127	Hacksaw - 8 inch	28
00128	Hacksaw - 10 inch	32
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10027	Paint - white (gal)	25
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3332X	Brass tacks (pkt)	186
3333X	Steel tacks (pkt)	200
4RCC2	Decorator hinges black	25
4RCC3	Decorator hinges silver	28

Sincerely,

J E Mathis, Director of Purchasing

R Peabody  
Supply Coordination  
437

02/09/84

Dear Ms. Peabody

Please check the quantity on hand for the following supplies and determine if we have received any of these supplies yet. This is the first review of the new ordering procedure and your personal attention would be appreciated.

Item Number	Description	Quantity on Hand
00127	Hacksaw - 8 inch	28
00128	Hacksaw - 10 inch	32
00129	Hacksaw - 12 inch	30
10027	Paint - white (gal)	25
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3332X	Brass tacks (pkt)	186
3333X	Steel tacks (pkt)	200
4RCC2	Decorator hinges black	25
4RCC3	Decorator hinges silver	28

Sincerely,

J E Mathis, Director of Purchasing

615

PL Pritchard  
Supply Coordination  
103

02/09/84

Dear Mr. Pritchard

Please check the quantity on hand for the following supplies and determine if we have received any of these supplies yet. This is the first review of the new ordering procedure and your personal attention would be appreciated.

Item Number	Description	Quantity on Hand
00127	Hacksaw - 8 inch	28
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4RCC2	Decorator hinges black	25
4RCC3	Decorator hinges silver	28

Sincerely,

J E Mathis, Director of Purchasing



RR Rogers  
Supply Coordination  
103

02/09/84

Dear Mr. Rogers

Please check the quantity on hand for the following supplies and determine if we have received any of these supplies yet. This is the first review of the new ordering procedure and your personal attention would be appreciated.

Item Number	Description	Quantity on Hand
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25545	Green spray enamel (pt)	38
3332X	Brass tacks (pkt)	186
3333X	Steel tacks (pkt)	200
4RCC2	Decorator hinges black	25
4RCC3	Decorator hinges silver	28

Sincerely,

J E Mathis, Director of Purchasing

MS Sandee  
 Supply Coordination  
 994

02/09/84

Dear Mrs. Sandee

Please check the quantity on hand for the following supplies and determine if we have received any of these supplies yet. This is the first review of the new ordering procedure and your personal attention would be appreciated.

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3332X	Brass tacks (pkt)	186
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4RCC2	Decorator hinges black	25
4RCC3	Decorator hinges silver	28

Sincerely,

J E Mathis, Director of Purchasing

RB Wilson  
Supply Coordination  
849

02/09/84

Dear Mr. Wilson

Please check the quantity on hand for the following supplies and determine if we have received any of these supplies yet. This is the first review of the new ordering procedure and your personal attention would be appreciated.

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00127	Hacksaw - 8 inch	28
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3332X	Brass tacks (pkt)	186
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4RCC2	Decorator hinges black	25
4RCC3	Decorator hinges silver	28

Sincerely,

J E Mathis, Director of Purchasing

FX Wisdom  
 Supply Coordination  
 849

02/09/84

Dear Mr. Wisdom

Please check the quantity on hand for the following supplies and determine if we have received any of these supplies yet. This is the first review of the new ordering procedure and your personal attention would be appreciated.

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00129	Hacksaw - 12 inch	30
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Sincerely,

J E Mathis, Director of Purchasing

## Step 6:

TEXT	PRIMARY MENU
Select one of the following:	
1. Create or revise a document	
2. Browse a document	
3. Print a document	
4. Fill in a form document	
Option: <u>1</u>	
Name of the document when stored:	
Document (blank for a list of documents):	
File (blank for a list of files):	<u>TEXTFILE2</u>
Library :	<u>TEXTLIB2</u>
Within Text Management:	
Press HELP key to display help text.	
Press CF1 key to exit.	
Press CF2 key to back up to the previous display in a series.	
CF6-Display messages	

TO PRINT THE LIST OF DOCUMENTS IN YOUR FILE, TYPE 1 FOR THE OPTION.  
BLANK OUT THE DOCUMENT NAME.  
MAKE SURE THE FILE AND LIBRARY NAMES ARE CORRECT.

WHEN YOU GET TO YOUR "DOCUMENT LIST" SCREEN, PRESS CF16 TO PRINT  
THE LIST OF DOCUMENTS IN YOUR FILE.  
PRESS CF1 TO EXIT.

YOUR LIST SHOULD LOOK SIMILAR TO THE LIST ON THE FOLLOWING PAGE.

TEXT MANAGEMENT            DOCUMENT LIST  
File: TEXTFILE2.TEXTLI92

<u>DOCUMENT</u>	<u>DESCRIPTION</u>	<u>CREATED</u>
DBSUPPLY	Data base Supplies document - Team 2	02/09/84
FORM	Quantity On Hand Form Document - Team 2	02/09/84
HOHTOMEMO	How to memo - Team 2	01/23/84
MERGE	Merge document - Team 2	02/09/84
NAMEADDR	Name and Address document-Team 2	01/20/84
OUTLINE	Outline of How to pop popcorn - Team 2	01/23/84
OUTLINE1	Outline of How to pop popcorn - Team 2	02/06/84
OOHMEMO	Quantity On Hand Memo - Team 2	01/24/84
SUPPLIES	Supply document - Team 2	01/20/84

IBM\*