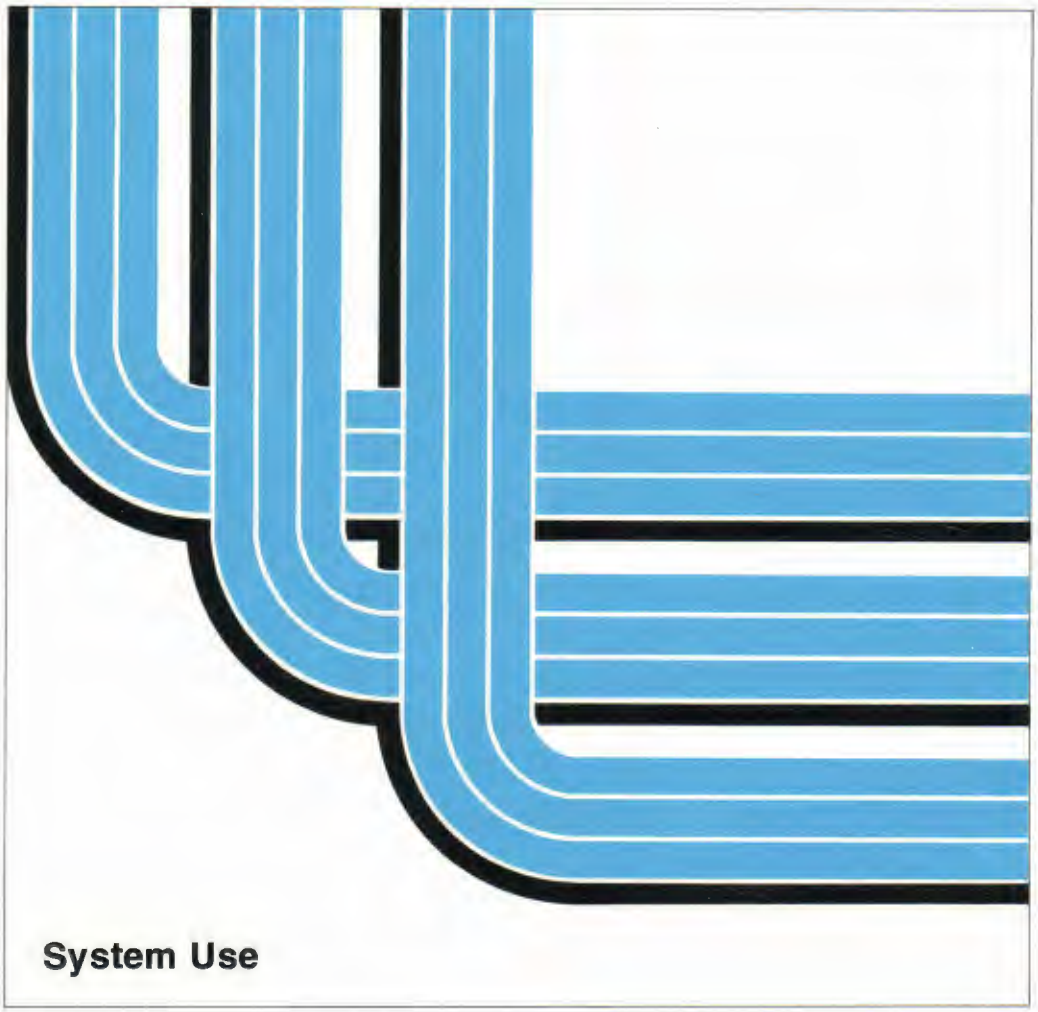
Application System/400

SC41-9617-02

Systems Application Architecture OfficeVision/400: Learning about OfficeVision/400 Word Processing

Version 2



System Use

Application System/400

SC41-9617-02

Systems Application Architecture OfficeVision/400: Learning about OfficeVision/400 Word Processing

Version 2

Take Note!

Before using this information and the product it supports, be sure to read the general information under "Notices" on page ix.

Third Edition (November 1993)

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Changes or additions to the text are indicated by a vertical line (|) to the left of the change or addition.

Refer to the "Summary of Changes" on page xiii for a summary of changes made to the SAA OfficeVision/400 program and how they are described in this publication.

This publication contains examples of data and reports used in daily business operations. To illustrate them as completely as possible, the examples include the names of individuals, companies, brands, and products. All of these names are fictitious and any similarity to the names and addresses used by an actual business enterprise is entirely coincidental.

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About This Manual

This manual contains information and exercises to help a user perform the OfficeVision/400 word processing functions. This manual also contains examples of several kinds of documents that can be created. These examples can be used as practice exercises for more advanced tasks, or as guides for actual OfficeVision/400 applications.

This manual does not cover all the word processing functions available, but has examples of the functions. More detailed information about the word processing functions can be found in the manual *Systems Application Architecture* OfficeVision/400*: *Using OfficeVision/400 Word Processing*, SC41-9618.

You may need to refer to other IBM manuals for more specific information about a particular topic. The *Publications Guide*, GC41-9678, provides information on all the manuals in the AS/400 library.

For a list of publications related to this manual, see the "Bibliography."

OfficeVision/400 consists of a base and separately installable mail, calendar, and text search functions. The displays in this manual may differ slightly from those that appear on your display station, depending on the OfficeVision/400 options installed on your system.

Who Should Use This Manual

This manual is intended for a correspondence secretary or anyone who wants to use the OfficeVision/400 word processing function to create and change documents. Beginners can use this manual to get started using the word processing function. More experienced users can use it to learn intermediate and advanced functions.

Before using this manual, you should be familiar with the introductory material for using the system and for using your display station and printer.

Some numbers and words appear in **bold** within the text. You can either type these words on the display as they appear in this manual or change them to apply to your office tasks.

Instruction commands are typed with a period followed by a symbol (such as .&) or a period followed by letters (such as .pa). When you press the Enter key, the period changes to an instruction character on your display. Depending on your display station, this instruction character is either an asterisk with a line over it (*̄) or a graphic symbol that appears as └.

Some editing functions work differently if you are using the text-assist function of PC Support/400 or if you are using the adapted word processing function. Appendix A has examples of these functions if you are using the text-assist function of PC Support/400. Appendix B has examples of these functions if you are using the adapted word processing function. If you have either editor, you are directed to go to the appropriate appendix when you are doing the exercise in Chapter 3. Each appendix points out the differences in the editing functions and the appearance of the displays for that editor. After you have gone through the appendix, you can continue with Chapter 4 in the manual.

Unless otherwise indicated, this manual assumes that OfficeVision/400 word processing functions are always used to work with documents (for example, notes and mail items). However, your administrator might have set up your system so that other programs are used in place of certain OfficeVision/400 functions. For more information about using other programs, contact your office administrator.

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Summary of Changes

Form Document Support

You can now create a form document by inserting form field instructions throughout a document. Then to fill in the form, use the new option (15=Fill form) on the Work with Documents in Folders display. This information is shown in Chapter 7.

Editor Assistance Level

You can now choose to use the OfficeVision/400 editor in either the basic or intermediate assistance level. In the basic assistance level, many displays have fewer choices. Also, functions can be selected using a menu bar and pull down menus. In the intermediate assistance level, the editor functions the same as in previous releases. Information on how to select the assistance level for the editor and how to use the basic assistance level is in Chapter 21.

Miscellaneous Changes

Index Search

On the help displays, F11 (Search index) is now F11 (InfoSeeker). This change is shown in Chapter 1.

Create Document Details

On the Create Document Details display, the *Document type* prompt has been added. This change is shown in Chapter 3.

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Chapter 1. Introduction to Word Processing

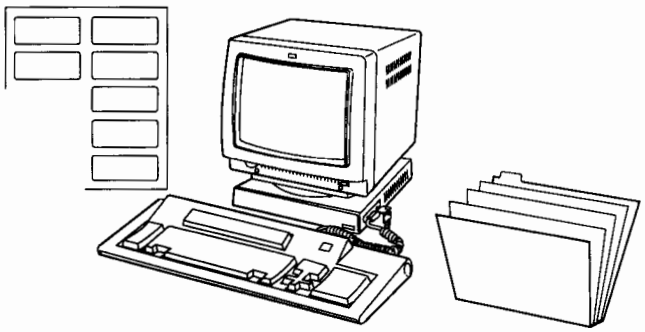
This chapter describes word processing functions and features. For information about other IBM* SAA* OfficeVision/400* functions, see the manual *Learning about OfficeVision/400**.

The word processing function allows you to create and work with documents at your work station. You can create a **document,** which can be a simple letter or a complex report. You can type text in the document, print the document, and store the document in a **folder**, which is an area of storage on your system. You can also look at, copy, delete, rename, or revise a document.

You can change the document **format** options, which determine what the document looks like. Format options are stored in a **text profile**. You can use preset format options that are provided with the system, or you can create your own text profiles that specify how your document looks.

If your system has spelling dictionaries installed, you can check the document for words that are misspelled. You can also check the document for words that are above a certain grade level. If you are unsure about the spelling of a word or about an appropriate synonym, you can see a list of words from which you can choose the correct word.

You can store information, such as names and addresses, then merge the names and addresses with a document to print form letters or labels.



RSLN201-0

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Using Features of the Word Processing Function

The word processing function includes features that help you with your word processing tasks.

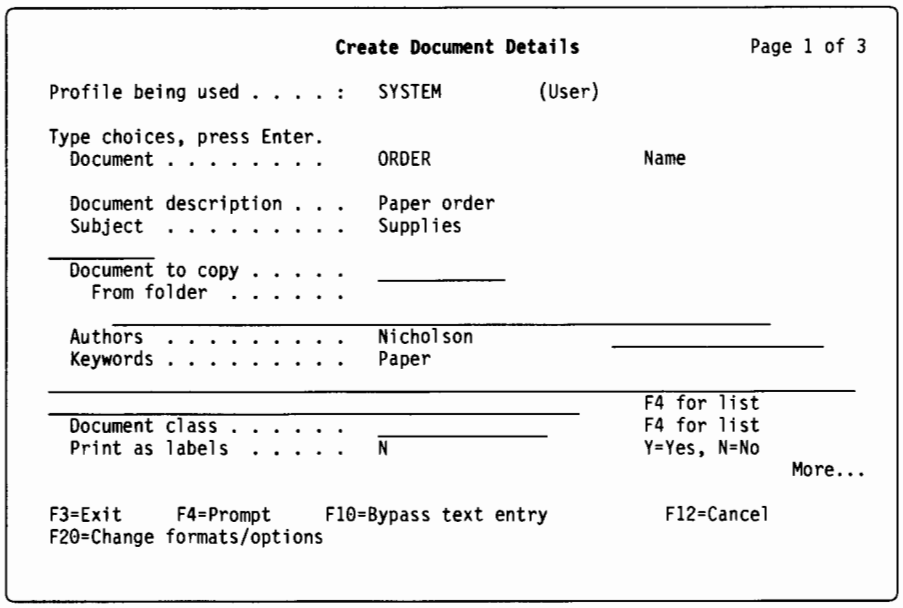
Menus

The word processing function frequently displays a list of choices or options. This is called a **menu**. When you choose a selection from the menu, a display appears for that selection. The following is the Word Processing menu and contains the selections available for the word processing function:

```
                              Word Processing

Select one of the following:

     1. Work with documents in folders
     2. Work with documents to be printed
     3. Work with folders
     4. Work with nontext document data
     5. Work with text profiles









Selection
     -

F3=Exit     F12=Cancel     F19=Display messages
```

Prompts

A **prompt** is a place on a display where you may type a response. However, not all prompts on a display may need a response. Instead you may be able to choose which prompts to complete. For example, the following display shows document details you can use to describe a document you are creating. The *Document description*, *Subject*, *Authors*, and *Keywords* prompts were completed.



Function Keys

At the bottom of most displays is a row of function key descriptions that pertain to that display. For example, the bottom of the Create Document Details display (above) shows F12=Cancel. When F12 is pressed, the previous display reappears.

You often use function keys when you are working with word processing. Some keyboards have a set of function keys. On those keyboards, you only need to press the appropriately numbered key. On other keyboards, you must first press a prefix key, then press the appropriate numeric key. Depending on your keyboard, the prefix key might be the Command (Cmd) key or the Alternate (Alt) key. In this manual, the Alt key is named as the prefix key. If your keyboard uses the Cmd key, substitute the Cmd key when the manual refers to the Alt key. For keyboards that use the Cmd key, press and release the Cmd key before you press the next key. For PC-style keyboards with the Alt key, press and release the Alt key before you press the next key. For other keyboards with the Alt key, press and hold the Alt key while you press the next key. Use the two keys to the right of the 0 (zero) for F11 and F12. To press function keys 13 through 24, press the prefix key, then hold down the Shift key while pressing one of the numbers. For example, for F14, press the Alt key and then hold down the Shift key while pressing the 2 key.

For a description of how to use the function keys when using the PC text-assist function with a personal computer, see "Function Keys" on page A-4.

For a description of how to use the function keys when using the adapted word processing function, see "Function Keys" on page B-3.

Attention Key

If you select the option for word processing on the OfficeVision/400 menu, and then press the Attention (Attn) key while you are doing a word processing task, the OfficeVision/400 menu appears. You can then select another OfficeVision/400 function. If you select the same function that you were doing when you pressed the Attn key, you return to the area in the function where you were.

If you go to the word processing function from a menu or display other than the OfficeVision/400 menu, pressing the Attn key will not show a display or menu.

Note: If your organization does not use the OfficeVision/400 menu, contact the administrator to determine what the Attn key does.

Help Key

Pressing the Help key while using word processing shows specific online information about a particular display, prompt, message, or function. For example, if you press the Help key while using a word processing display, specific help information is shown that explains the part of the display where the cursor is located. There are two types of help available:

Contextual
Extended

Contextual help explains the field on which the cursor is positioned when you press the Help key. For example, it describes the choices available for a prompt. If a system message appears at the bottom of the display, position the cursor on the message and press the Help key to see information about the cause of the message and the appropriate action to take.

Extended help explains the purpose of the display. Extended help appears if you press the Help key when the cursor is outside the areas for which contextual help is available, or if you press F2 (Extended help) when you are looking at the contextual help.

To exit the online information, press F3 (Exit). You return to the display where you pressed the Help key.

Hypertext

Hypertext is a series of AS/400 help information displays that are linked together by key words or phrases.

When you are using help, some words or phrases may be specially highlighted. The highlighting could either be yellow on color displays, or bright and underlined on monochrome displays. Such words or phrases are called **hypertext links**.

As you look at a help display, you may find a hypertext link that is closely related to the information you are looking for. To get to an information display that provides more specific information about that word or phrase, move the cursor in front of the highlighted word or phrase, and press the Enter key. A display of information specific to that word or phrase appears. The new display may also contain additional hypertext links that you can use to find out more information.

Pressing F12 (Cancel) takes you back to the previous hypertext topic display. Any topic you have already chosen has the > symbol in front of it.

Press F3 (Exit) to return to the display where you pressed the Help key.

InfoSeeker

InfoSeeker allows you to specify words or phrases that identify the information you want to see. To use InfoSeeker, press the Help key and then press F11 (InfoSeeker). You can also use InfoSeeker by typing the Start Search Index (STRSCHIDX) command on the command line of a display.

Page Keys

Sometimes a display may have more information than can be shown on the display. When this happens, `More...` appears in the lower right corner of the display. To see the additional information, press the Page Down key (or the Shift key and the Roll Up key). When you press the Page Down key, some of the lines move off the display and new ones appear. If you want to see the lines again that were moved off the current display, press the Page Up key (or the Shift key and the Roll Down key).

How the Word Processing Function Helps You

In addition to the previous features, the word processing function has other ways to help you complete your word processing tasks. These include:

- Assumed choices. These are choices that are already filled in for you on a display. However, you can change the choice from what is supplied. These assumed choices are called **default values**.
- Error recovery information. When an error occurs, you get a message telling you about the problem. If you need further information on how to solve the problem, you can press the Help key with the cursor on the message.
- Pressing the F4 key. On many of the word processing displays, you can move the cursor to a prompt and if indicated, press the F4 key for a list of possible choices for an entry in that prompt.

How the Word Processing Function Works with Other Products

You can use the word processing function with other AS/400* programs.

- Operating System/400* (OS/400*) IDDU (interactive data definition utility)

  You can use IDDU to define data files on your system. Using the word processing function, information from a data file can be merged into a document.

- AS/400 Query

  If you have information stored in files, you can use Query to select only the records that meet specific selection specifications. You can then use the word processing function to create a document, and merge the selected records into the document.

  You can use BGU to create charts. You can then use the word processing function to create a document and to insert the chart into the document.

  The PC Support organizer is a part of PC Support/400, which allows you to share and transfer information between the AS/400 system and a personal computer. The PC Support organizer has a text-assist function, that provides an enhanced OfficeVision/400 word processing function for personal computers. The text-assist function makes the Edit display look similar to the

DisplayWrite* series. The DisplayWrite series is a group of IBM word processing programs for personal computers.

Chapter 2. Signing On and Off the Word Processing Function

You must be enrolled in OfficeVision/400 before you can use the word processing function. For information about enrollment, check with your administrator or refer to the manual *Managing OfficeVision/400**.

To use the word processing function, you must first sign on the AS/400 system. You can then sign on the word processing function by selecting options from menus or by using a command. In this chapter you will learn both ways.

Note: When you were enrolled in OfficeVision/400, your administrator may have specified that a menu other than the AS/400 Main Menu is displayed when you sign on the system. If the AS/400 Main Menu is not displayed when you sign on, check the other menus in this chapter. Or use a command to sign on the word processing function.

Signing On and Off Using Menus

1. On the AS/400 Main Menu, select option 2 (Office tasks). To select this option, type **2** on the command line at the bottom left of the display.

```
MAIN                              AS/400 Main Menu
                                                        System:   xxxxxxxx
Select one of the following:

     1. User tasks
     2. Office tasks
     3. General system tasks
     4. Files, libraries, and folders
     5. Programming
     6. Communications
     7. Define or change the system
     8. Problem handling
     9. Display a menu
    10. Information Assistant options
    11. PC support tasks

    90. Sign off

Selection or command
===> 2
F3=Exit   F4=Prompt   F9=Retrieve   F12=Cancel   F13=User support
F23=Set initial menu
(C) COPYRIGHT IBM CORP. 1980, 1990.
```

Note: Some of the options on the AS/400 Main Menu might not be shown on your display.

Press the Enter key. The Office Tasks menu is displayed.

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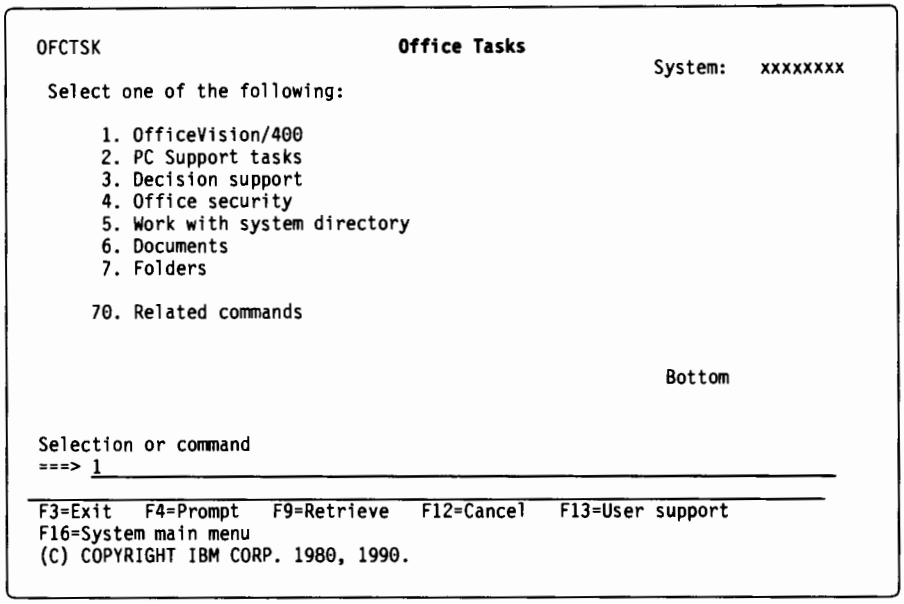
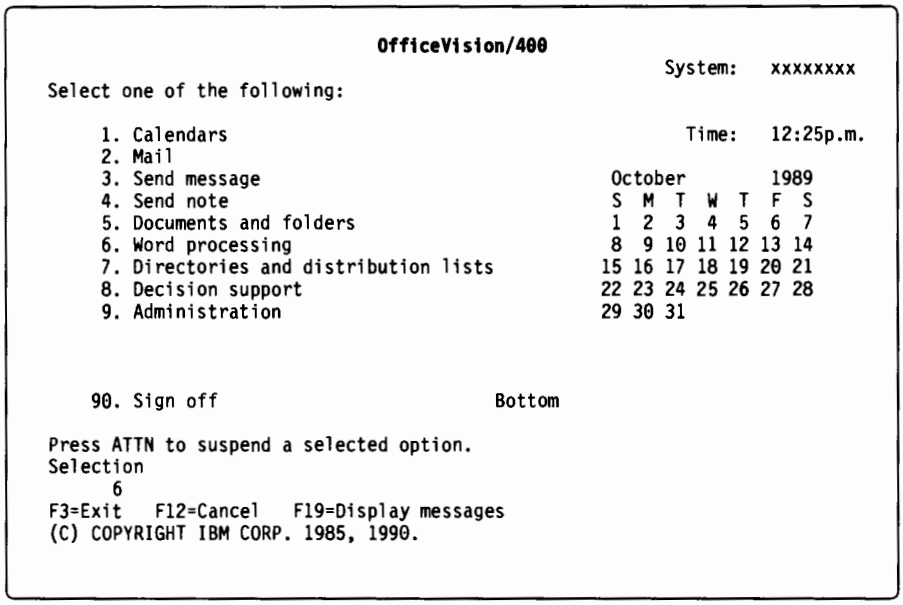
2. On the Office Tasks menu, select option 1 (OfficeVision/400).



Press the Enter key. The OfficeVision/400 menu is displayed.

3. On the OfficeVision/400 menu, select option 6 (Word processing).



Press the Enter key. The Word Processing menu is displayed.

The displays shown in this manual may differ slightly from those that appear on your display station, depending on the OfficeVision/400 options installed on your system. Your system administrator can provide more information about which OfficeVision/400 functions are installed on your system and available to you.

4. On the Word Processing menu, select option 1 (Work with documents in folder).

```
                          Word Processing

Select one of the following:

     1. Work with documents in folders
     2. Work with document to be printed
     3. Work with folders
     4. Work with nontext document data
     5. Work with text profiles









Selection
     1

F3=Exit     F12=Cancel     F19=Display messages
```

Press the Enter key. The Work with Documents in Folders display is shown.

Note: If you are using the *basic assistance level* of the word processing function, your display looks slightly different from the following display.

```
                      Work with Documents in Folders

Folder  . . .  XXXXXXXX
Position to . . . . . .  __________     Starting characters

Type options (and Document), press Enter.
  1=Create       2=Revise        3=Copy          4=Delete         5=View
  6=Print        7=Rename        8=Details       9=Print options  10=Send
  11=Spell       12=File remote  13=Paginate     14=Authority     15=Fill form

Opt  Document      Document Description                Revised   Type
__   __________

                                                                      Bottom
F3=Exit     F4=Prompt         F5=Refresh      F10=Search for document
F11=Display names only        F12=Cancel      F13=End search     F24=More keys
```

The Work with Documents in Folders display allows you to do many things, such as create a new document or revise an existing document.

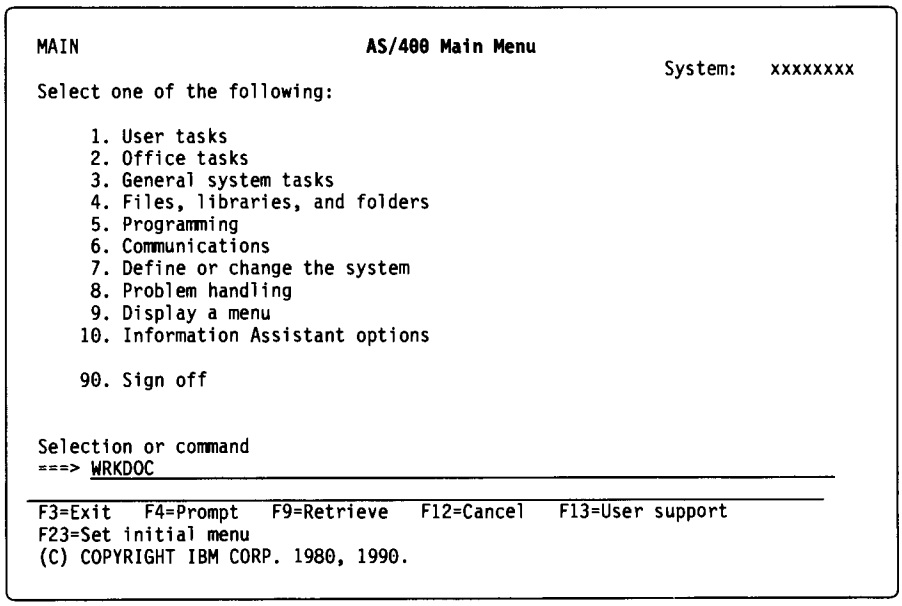
The exercise in the next chapter begins with the Work with Documents in Folders display.

5. When you are finished using word processing, press F3 (Exit) on the Work with Documents in Folders display. The OfficeVision/400 menu is displayed. To leave OfficeVision/400, select option 90 (Sign off) and press the Enter key.

Signing On and Off Using a Command

You can use commands on any system menu that shows a command line. A **command line** is a blank line on the lower portion of the display.

1. On the command line at the bottom left of the AS/400 Main Menu (or any other system menu), type **WRKDOC** and press the Enter key.



   The Work with Documents in Folders display is shown. The Work with Documents in Folders display allows you to do many things, such as create a new document or revise an existing document.

   The exercise in the next chapter begins with the Work with Documents in Folders display.

2. When you are finished using word processing, press F3 (Exit) on the Work with Documents in Folders display. The menu where you entered the WRKDOC command is displayed. For example, if you entered the command on the AS/400 Main Menu, the Main Menu is displayed.

   When you return to the AS/400 Main Menu, select option 90 (Sign off) and press the Enter key.

Chapter 3. Creating and Saving a Document

This chapter shows you how to create, type, and save a one-page letter. It also shows you how to highlight text and use other editing functions.

The default text profile named SYSTEM is used for this example. The default text profile specifies formatting options set by the system. See Chapter 5 for more information about text profiles and formatting options. If you have activated a different text profile, your example might not look the same.

The cursor position is represented by ■ in the exercises in this chapter.

This chapter includes the following tasks:

1. Creating a document
   a. Using the Work with Documents in Folders display
   b. Describing the document
2. Using the Edit display
3. Typing the text
   a. Correcting typing mistakes
   b. Highlighting text
   c. Copying and moving text
4. Using line commands

   Note: Line commands are not supported if you are using the PC text-assist function or the adapted word processing function.

5. Ending and saving a document

This chapter has step-by-step instructions to type the following text. (Do not start typing until you are directed to later in this chapter.) You can use the text given in the exercise to create this example, or you can use your own text throughout to create a similar letter.

```
Mr. John J. Phillips
Wagner, Inc.
2400 Wayside Park
Milwaukee, WI  86204

Dear John,

Thank you for your kind note.  The type of bolt you requested costs
$8.64.  Quantity discounts are available.

If you need any more information, please give me a call.


Very truly yours,



Irving Q. West
Sales Manager
```

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Creating a Document

Begin this exercise on the Work with Documents in Folders display. The previous chapter has instructions for signing on the word processing function and for showing the Work with Documents in Folders display.

Note: If you are using the *basic assistance level* of the word processing function, your display looks slightly different from the following display. For information about the basic assistance level, see Chapter 21.

```
                    Work with Documents in Folders

Folder  . . .  XXXXXXXX
Position to . . . . . .  __________     Starting characters

Type options (and Document), press Enter.
  1=Create       2=Revise       3=Copy         4=Delete       5=View
  6=Print        7=Rename       8=Details      9=Print options  10=Send
  11=Spell       12=File remote  13=Paginate    14=Authority    15=Fill form

Opt  Document      Document Description              Revised   Type
_    __________

                                                                  Bottom
F3=Exit     F4=Prompt        F5=Refresh     F10=Search for document
F11=Display names only       F12=Cancel     F13=End search     F24=More keys
```

The Work with Documents in Folders display allows you to create new documents or to work with existing documents that are stored within a specific folder. The *Folder* prompt lets you specify the name of the folder you want to use for this session. Each time the Work with Documents in Folders display is shown, the *Folder* prompt displays the name of the folder you used last.

All the options you can use to work with a document are shown on the display.

Below the options is a prompt for the option (*Opt*) you want to use, and a prompt for the name of the document (*Document*) you want to use. Following these prompts is a list showing the names of any existing documents that are stored in the folder. Beside each document name is a prompt for the option you want to use with the document. This list can be displayed as a list of options and document names with the document description and other information about each document (as it is above), or as a list of options and document names without the other information.

Pressing F11 (Display names only) changes the way the list is shown. To show the document list without the document descriptions, press F11. The document list is shown as follows:

```
                    Work with Documents in Folders

Folder  . . .  XXXXXXXX
Position to . . . . . .  __________     Starting characters

Type options (and Document), press Enter.
  1=Create       2=Revise        3=Copy          4=Delete         5=View
  6=Print        7=Rename        8=Details       9=Print options  10=Send
  11=Spell       12=File remote  13=Paginate     14=Authority     15=Fill form

Opt  Document
_    __________

                                                                    Bottom
F3=Exit     F4=Prompt         F5=Refresh      F10=Search for document
F11=Display descriptions      F12=Cancel      F13=End search     F24=More keys
```

To create a document for this exercise, do the following:

1. On the Work with Documents in Folders display, select the following options. Use a cursor movement key to move the cursor from one prompt to another.
   a. For the *Folder* prompt, do not change the name of the folder displayed for you. The first time you use the word processing function, a folder is created for you. The name of this folder is the first 8 characters of your user profile name unless you or your administrator have changed the name of the folder. This folder name is shown for the *Folder* prompt.
   b. Leave the *Position to* prompt blank.
   c. For the *Opt* prompt, type a **1** (Create).
   d. For the *Document* prompt, type **LETTER** for the name of the new document.

```
                    Work with Documents in Folders

Folder  . . .  XXXXXXXX
Position to . . . . . .  __________     Starting characters

Type options (and Document), press Enter.
  1=Create       2=Revise        3=Copy          4=Delete         5=View
  6=Print        7=Rename        8=Details       9=Print options  10=Send
  11=Spell       12=File remote  13=Paginate     14=Authority     15=Fill form

Opt  Document
1    LETTER
```

2. Press the Enter key. The Create Document Details display is shown.

On the Create Document Details display, you can specify descriptive information about the document you are creating. This information is for your use and the amount of information you enter will vary with your own organization's filing procedures. You can use this information to search for documents. Information about searching for documents is in the manual *Learning about OfficeVision/400**.

The `Profile being used` line shows the name of the text profile that describes the document format. `User` is shown if the text profile being used is the current text profile associated with your user ID. `Folder` is shown if the text profile being used is assigned to the folder. The document format determines how the document looks when it is printed. See Chapter 5 for more information about profiles and formats.

To specify document details for your document, do the following:

1. On the Create Document Details display:

   Note: If you are using the basic assistance level of the editor, your display looks different from the following display. For information about the basic assistance level, see Chapter 21.

   a. The *Document* prompt shows the name of the document being created.

   b. For the *Document description* prompt, type **Letters**

      The information you enter for the *Document description* prompt can be displayed on the Work with Documents in Folders display.

   c. For the *Subject* prompt, type **Practice letter**

   d. Do not change the *Document to copy* prompt.

   e. The *Document type* prompt is shown on the display if:

      - OfficeVision/400 is installed on your system.
      - You are enrolled in OfficeVision/400.
      - The Application Enabler is being used.

      For this exercise, do not complete this prompt.

      Note: When both the *Document to copy* prompt and the *Document type* prompt are shown on the display, only one can be completed.

   f. To learn about any of the other prompts, move your cursor to the prompt and press the Help key. After you read the online help information for the prompt, press F3 (Exit) to return to this display.

```
                          Create Document Details              Page 1 of 3

Profile being used . . . . :   SYSTEM         (User)

Type choices, press Enter.
  Document . . . . . .  . .    LETTER                  Name
  Document type  . . . . . .   _____________           F4 for list

  Document description . . .   Letters
  Subject  . . . . . . . . .   Practice letter

  Document to copy . . . . .   _____________
    From folder  . . . . . .

  Authors  . . . . . . . . .   Nicholson
  Keywords . . . . . . . . .   Paper

                                                        F4 for list
  Document class . . . . . .   _____________           F4 for list

                                                                  More...
F3=Exit     F4=Prompt     F10=Bypass text entry          F12=Cancel
F20=Change formats/options
```

2. Notice the words Page 1 of 3 in the upper right portion of the display. This means there are two more pages of prompts for the Create Document Details display.

   Press the Page Down key to show the second page.

```
                          Create Document Details              Page 2 of 3

Type choices, press Enter.

  Print as labels . . . . .  N                        Y=Yes, N=No
  Project . . . . . . . . .  _________
  Reference . . . . . . . .  ____________________________________________
_________
  Status . . . . . . . . .  ____________
  Document date . . . . . .  ________ MM/DD/YY
  Expiration date . . . . .  ________ MM/DD/YY
  Date action due . . . . .  ________ MM/DD/YY
  Date action
    completed . . . . . .  ________ MM/DD/YY
  Sent to . . . . . . . . .  ____________________________________________
_________

                                                                    More...
F3=Exit          F10=Bypass text entry          F12=Cancel
F20=Change formats/options
```

   The information you enter for the document details is for your information.

3. Press the Page Down key to show the third page of the Create Document Details display. Again, the information you enter for the document details is for your information. To learn about any of these prompts, move your cursor to the prompt and press the Help key. After you read the online help information for the prompt, press F3 (Exit) to return to this display.

4. Press the Enter key. The Edit display is shown.

Using the Edit Display

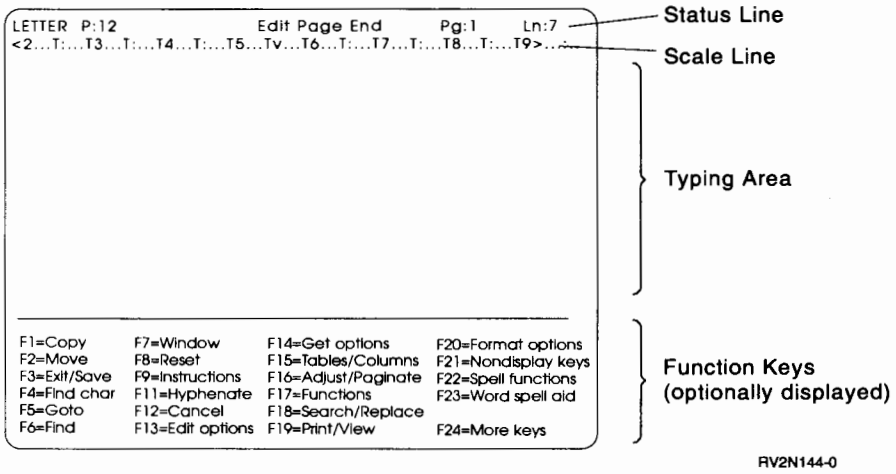
Note: If you are using the text-assist function with a personal computer, do not continue with this chapter; go to Appendix A and use the exercise in that appendix to learn how to use the Edit display. If you are using a personal computer but you are not sure if you are using the text-assist function, look at the Edit display in the following example. If your Edit display has more lines at the top of the display and if PCTA 0, PCTA 1, or OS/2 PCTA is shown, go to Appendix A.

If you are using the adapted word processing function, do not continue with this chapter; go to Appendix B and use the exercise in that appendix to learn how to use the Edit display. If you are not sure if you are using the adapted word processing function, look at the Edit display in the following example. If your Edit display has more lines at the top of the display and if Adapted is shown, go to Appendix B.

When you finish the exercise in the appendix, continue with Chapter 4.

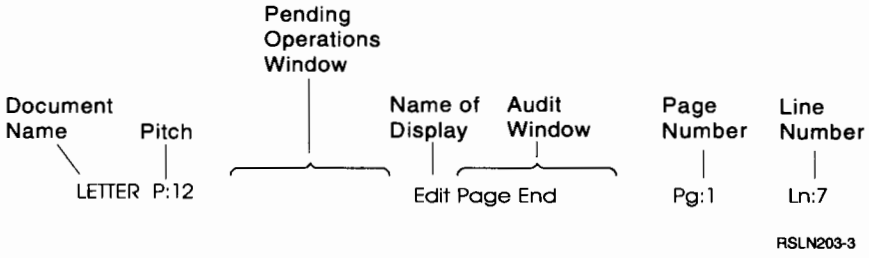
The Edit display has a **status line**, a **scale line**, and a **typing area**. The display can also show a list of **function keys** on the lower part of the display. Showing

this list of function keys is one of the **editing options** you can choose. If your Edit display does not show this list, read "Editing Options" on page 3-8 to learn how to display them.



Status Line

The first line on the display is the status line.



The status line shows the **document name** you specified on the Work with Documents in Folders display.

The **pitch** is the characters per inch of the text you will print; for example, `P:12` means 12 characters per inch. The pitch is specified in the format you are using, and is used when the document is printed.

Notes:

1. For some display stations, the pitch is not shown.
2. The pitches supported depend on the printer you are using.

When you are using a command that requires additional action from you, the **pending operations window** shows the command to remind you to complete the operation. For example, if you are using the cc (copy) line command to begin copying lines of text, the `cc` is shown to remind you to specify the last line to copy and where to copy the text. See "Using Line Commands" on page 3-18, for more information about line commands.

`EDIT` specifies the **name** of the display.

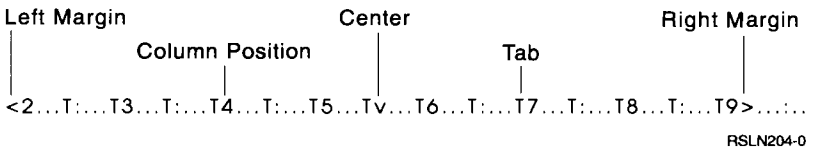
When the cursor is on a control character, the name of the character is shown in the **audit window**. Control characters control certain format decisions, such as where to end a line or a page. Unless the cursor is positioned at a control character, the control character might not be shown on the display. In this example, the cursor is positioned on the Page End control character, and the name of the Page End character is shown in the audit window.

The **page number** is the current page number of the document, and the **line number** shows what line the cursor is on. (In this example, line 7 is the first line in the document that can be used for typing text.) When you move the cursor to the next line, the number is increased by 1 if you are using single spacing for your line spacing; it is increased by 2 if you are using double spacing and so on. See Chapter 5 for more information about line spacing and other formatting options.

Note: For some display stations, the line number is always increased by one.

Scale Line

The second line on the Edit display is the scale line, which shows the current settings for the margins and tabs.



The left margin is indicated by < and the right margin is indicated by >. The numbers 2, 3, 4, and so on indicate the column positions 20, 30, 40, and so on. The v indicates the center point between the left and right margin. The tab settings are indicated by Ts; in this example, the tabs are set every 5 spaces and are left-justified tabs. Other characters are shown if you have other types of tabs.

Typing Area

The typing area is where you type the text for your document. The cursor is the highlighted line or short box that marks your current position in the typing area. The cursor moves as you type the text.

Function Keys

On the lower part of the display you can optionally show a list of the function keys you can use while you are typing your text. Press F24 (More keys) to show additional function keys that are available on the Edit display. The typing sequence for using function keys depends on the type of keyboard attached to your display station. On some keyboards, function keys F1 through F24 are entered with a single keystroke, while other keyboards require a prefix key followed by the appropriate numeric key. For all keyboards, function keys B through Y require a prefix key followed by the appropriate alphabetic key. Depending on your keyboard, the prefix key might be the Command (Cmd) key or the Alternate (Alt) key. In this manual, the Alt key is used as the prefix key. If your keyboard uses the Cmd key for the prefix key, use the Cmd key when the manual refers to the Alt key. The *OfficeVision/400* Common Tasks* manual has more information about how to use function keys on the different kinds of keyboards.

Showing the list of function keys is one of the editing options you can choose while using the Edit display.

Editing Options

The editing options determine how your text appears on the Edit display, and how some of the functions work. To look at the different editing options, press F13. The Change Editing Options display is shown with the default options. Default options are options the system has already set for you.

```
                          Change Editing Options              Page 1 of 2

Type choices, press Enter.

  Display required
    carrier returns  . . . . . .  Y    Y=Yes, N=No
  Roll up/roll down  . . . . . .  2    1=Half, 2=Full
  Lines on split edit  . . . . .  10   4-14
  Display function keys  . . . .  Y    Y=Yes, N=No
  Adjust text when editing . . .  Y    Y=Yes, N=No
  Pressing tab key . . . . . .    1    1=Shift existing text, 2=No
  Find characters  . . . . . .    2    1=Display only, 2=Entire document
  Revision symbol  . . . . . .        Blank=None
  Remove revision symbols  . . .  N    Y=Yes, N=No
  Units of measure
    for paper size . . . . . .    1    1=Inches, 2=Metric
  Size of display  . . . . . .    1    1=24x80, 2=27x132
  Highlight text to delete . . .  Y    Y=Yes, N=No
  Display mail reference . . . .  Y    Y=Yes, N=No
  Auto window and roll . . . . .  N    Y=Yes, N=No

                                                                  More...
F3=Exit     F12=Cancel
```

The display shows the current editing options. You can change an option by typing over it. Editing options are remembered by the system; if you change any of the options, the changed values are remembered the next time you sign on the word processing function. If you want to learn about any of these editing options, move your cursor to the option and press the Help key. After you read the online help information for the option, press F3 (Exit) to return to this display.

To set your editing options for this exercise, do the following:

1. On the first page of the Change Editing Options display, specify the following choices:
   a. For the *Display function keys* prompt, type a `Y` (Yes). The list of function keys will be shown on the lower part of the Edit display.
   b. For the *Adjust text when editing* prompt, type a `Y` (Yes). The lines on the Edit display will be adjusted based on what is specified in your text profile.

      If you specify `N` (No) for this prompt, the text is not adjusted.
   c. For the *Highlight text to delete* prompt, type a `Y` (Yes). The text you specify for the delete function (when using the Delete key) is highlighted on the display. You can press the Enter key to delete the highlighted text, or you can press F8 to cancel the delete request.
   d. For the *Auto window and roll* prompt, type a `Y` (Yes). If you specify Y for this prompt, you can use the cursor movement keys to move left and right (window) to look at wide documents, and to move vertically (roll) through a document.

Note: This prompt does not appear if you are using the text-assist function or a 3477 display station. With the text-assist function and 3477 display station, auto window and roll is automatic.

2. Press the Page Down key to go to the next page of the display.

```
                          Change Editing Options              Page 2 of 2

Type choices, press Enter.

  Notepad . . . . . . . . . . . . .  1      1=System notepad
                                            2=User-named notepad
```

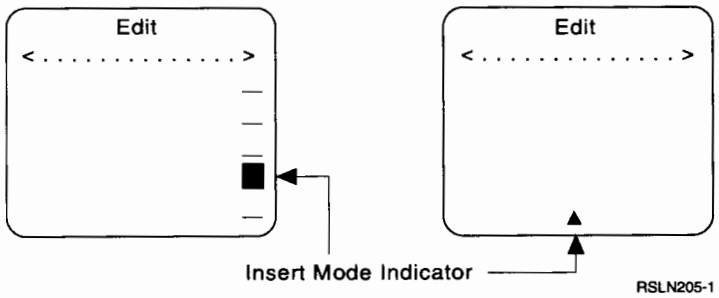
3. Press the Enter key to make your changes and return to the Edit display.

Typing on the Edit Display

Notice that the words Page End are displayed in the audit window on the Edit display. This means the cursor is on the Page End character. A Page End character is entered for you in every new document. There is one Page End character at the end of each page in a document.

```
LETTER  P:12                      Edit Page End              Pg:1      Ln:7
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
_
```

When you type on the Edit display, you use **insert mode**. Insert mode is indicated by a lighted block or triangle on the bottom or right side of your display. If this insert mode light is not on, press the Insert (Ins) key.



When you type in insert mode, the characters you type are entered on the display at the cursor position. Anything to the right of the cursor is moved to the right to make room for the new text. This means that any text you type is entered to the left of the Page End character.

When you type to the end of a line, the word processing function automatically wraps the text to the next line on the display. If you want to go to a new line before you type to the end of the current line, press the Field Exit key.

Automatic word wrap and automatic line adjust can be turned off by specifying N (No) for the *Adjust line endings* prompt on the Line Spacing/Justification Options display.

Typing the Inside Address

If you make a mistake typing the inside address, do not try to correct it; you will learn how to correct typing mistakes when you begin typing the body of the letter.

1. Type **Mr. John J. Phillips**
2. Press the Field Exit key once to get to the next line.
3. Type **Wagner, Inc.**
4. Press the Field Exit key once to get to the next line.
5. Type **2400 Wayside Park**
6. Press the Field Exit key once to get to the next line.
7. Type **Milwaukee, WI 86204**
8. Press the Field Exit key two times to get to the next line and to leave a blank line between the inside address and the greeting.
9. Type **Dear John,**
10. Press the Field Exit key two times to get to the next line and to leave a blank line between the greeting and the body of the letter.

When you press the Field Exit key, a control character called a **Required Carrier Return** is inserted into your document at the cursor position. This character causes the cursor to move to a new line. When the character is in the first position of the line, it creates a blank line.

For some displays, the symbol for a Required Carrier Return can be shown on the display as a highlighted square. (This is one of the editing options.) For other displays, the symbol for a Required Carrier Return is shown only if the cursor is positioned on the character. If you want to see Required Carrier Returns and other control characters on these displays, press the Display Text Codes key. On the IBM Enhanced keyboard, this is the Alt key plus the Home key. On the 122 Typewriter keyboard, it is the blank key to the right of the Dup key.

The text you have typed looks like the following on the Edit display. A square block (■) represents a Required Carrier Return. Unless the cursor is positioned on a Required Carrier Return, these control characters might not be shown on your display.

```
LETTER  P:12                    Edit Page End            Pg:1      Ln:14
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:.
 Mr. John J. Phillips■
 Wagner, Inc.■
 2400 Wayside Park■
 Milwaukee, WI  86204■
 ■
 Dear John,■
 ■
```

To look at the symbol for a Required Carrier Return, use a cursor movement key to move your cursor up one line so your cursor is in the last position where you

pressed the Field Exit key. The words `Req'd Carrier Return` are shown in the audit window and the symbol for the Required Carrier Return is shown over the cursor. Using a cursor movement key, move your cursor down one line.

Correcting Typing Mistakes

There are several ways to correct typing mistakes. If you make a mistake while you are typing, you can use the Backspace key to delete the characters you just typed. To correct text you have already typed, you can use the cursor movement keys to move the cursor to the position you want and insert text, type over text, or delete text. The cursor on your display might appear as a highlighted line or a short box.

Deleting Words with the Backspace Key

Type the following:

`Thank you for your letter.`

Delete the word `letter` and replace it with the word `note`:

1. Press the Backspace key; each time you press the Backspace key the cursor moves one position to the left and deletes the character in that position. Keep pressing the Backspace key until the word `letter` is deleted.
2. Type **`note.`**

   Your text looks like this on your display:

   `Thank you for your note.` ■

Inserting Words in Insert Mode

To insert `nice` in front of the word `note`:

1. Use a cursor movement key to move the cursor to the first letter in the word `note`.

   `Thank you for your` **`n`**`ote.`
2. Make sure you are in insert mode; if the insert mode light is not on, press the Insert (Ins) key.
3. Type **`nice`** and press the spacebar one time.

   Your text looks like this on your display:

   `Thank you for your nice` **`n`**`ote.`

Replacing Words by Typing Over Text

Replace the word `nice` with the word `kind` by typing over the text:

1. Use a cursor movement key to move the cursor to the first letter in the word `nice`.

   `Thank you for your` **`n`**`ice note.`
2. Press the Insert (Ins) key to turn off insert mode.
3. Type **`kind`** to replace the word `nice`.
4. Press the Insert (Ins) key again to turn insert mode on.
5. Press the Alt key and the Right Arrow (→) cursor movement key to move your cursor to the end of the line.

Your text now looks like this on your display:

```
Thank you for your kind note.
```

6. Press the spacebar two times to begin the next sentence.
7. Type the following:

   The type of bolt you requested costs $8.64.

8. Press the spacebar two times.

When you type to the end of the line, the word processing function automatically ends the line and continues the text on the next line. When the word processing function ends a line, a Carrier Return control character is placed at the end of the line but is not shown on the display.

Deleting Words with the Delete Key

Type the following:

Quantity discounts are always available.

Delete the word always:

1. Use a cursor movement key to move the cursor to the first letter in the word always.

   ```
   Quantity discounts are always available.
   ```

2. Press the Delete (Del) key.

   Note: On some display stations, when you press the Delete key, the first character on either side of the cursor position disappears temporarily. These characters will be displayed again when you are through deleting.

   The following message appears on the bottom of the display:

   ```
   Delete what? Move cursor, press Enter
   ```

3. Use a cursor movement key to move the cursor to the space following the word always to indicate the end of the text you want deleted. If you type a character, the cursor moves to the first place it finds that character. In this case, you want to delete to the space following the word, so press the spacebar once.

   ```
   Quantity discounts are a ways available.
   ```

4. Press the Enter key.

   The word always and the space following it are highlighted in reverse image to show what will be deleted. Also, on some displays, the first letter in the word available disappears. The message Press ENTER to delete, F8 to not delete appears on the bottom of the display.

   Note: The words to be deleted are highlighted and the message is shown only if you specified Y (Yes) for the *Highlight text to delete* prompt on the Change Editing Options display.

5. Press the Enter key to delete the highlighted text.
6. Press the Alt key and the Right Arrow (→) cursor movement key to move your cursor to the end of the line.
7. Press the Field Exit key two times to go to the next line and leave one blank line between the first and second paragraph.

8. Type the following:

   If you need any more information, please give me a call.

The information you typed appears on the Edit display as shown below. A square block (■) represents a Required Carrier Return.

```
LETTER  P:12                      Edit Page End              Pg:1       Ln:17
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:.
 Mr. John J. Phillips■
 Wagner, Inc.■
 2400 Wayside Park■
 Milwaukee, WI  86204■
 ■
 Dear John,■
 ■
 Thank you for your kind note.  The type of bolt you requested costs
 $8.64.  Quantity discounts are available.■
 ■
 If you need any more information, please give me a call._
```

Typing the End of the Letter

To type the end of the letter:

1. Press the Field Exit key three times to go to the next line and to leave two blank lines between the last paragraph and the end of the letter.

   After you type the last line on the display, the display automatically moves up to give you another typing line.

2. Type **Very truly yours,**
3. Press the Field Exit key five times to go to the next line and to leave four blank lines between the closing and the name.
4. Type **Irving Q. West**
5. Press the Field Exit key once to get to the next line.
6. Type **Sales Manager**

```
LETTER  P:12                      Edit Page End              Pg:1       Ln:26
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:.
 $8.64.  Quantity discounts are available.■
 ■
 If you need any more information, please give me a call.■
 ■
 ■
 Very truly yours,■
 ■
 ■
 ■
 ■
 Irving Q. West■
 Sales Manager_
```

7. Press the Field Exit key once.
8. Press the Alt key and the Up Arrow (↑) key to place the cursor at the beginning of the letter.

Highlighting Text

You can highlight text by underlining or by printing the text in bold type. You can also underline bold text. If you change your mind about the highlighting, you can delete the highlighting without deleting the text.

Underlining Words Using Alt U (Underline)

To underline the words Quantity discounts:

1. Using a cursor movement key, move the cursor to the first letter in the word Quantity.

   ```
   Thank you for your kind note.  The type of bolt you requested costs
   $8.64.  Quantity discounts are available.
   ```

2. To start the underline, press Alt U (press the Alt key, and press U).

   Everything from the cursor position to the end of the line is underlined.

3. Move the cursor to the space following the word discounts.

   ```
   Thank you for your kind note.  The type of bolt you requested costs
   $8.64.  Quantity discounts  are available .
   ```

4. To end the underline, press Alt J.

   The underlining stops at the cursor position.

   Underlining leaves an extra space before and after the text you are underlining. These spaces are for control characters and will not be printed when the letter is printed.

   Note: On the 3477 display station, there is no extra space before and after the text you are underlining.

Underlining a Single Word Using Alt W (Word Underline)

To underline a single word, use word underline. Except on the 3477 display station, the word is not underlined on your display but is underlined when the letter is printed. To underline the word available:

1. Using a cursor movement key, move the cursor to the period following the word available.

   ```
   Thank you for your kind note.  The type of bolt you requested costs
   $8.64.  Quantity discounts  are available .
   ```

2. Press Alt W. A space for the control character is inserted at the cursor position; this space does not print when the letter is printed.

   Note: On the 3477 display station, no space is inserted for the control character at the cursor position.

   The text looks like this on your Edit display:

   ```
   Thank you for your kind note.  The type of bolt you requested costs
   $8.64.  Quantity discounts  are available .
   ```

Using Bold Type (Alt B)

To use bold type for the word bolt:

1. Using a cursor movement key, move the cursor to the first letter in the word bolt.

   ```
   Thank you for your kind note.  The type of bolt you requested costs
   $8.64.  Quantity discounts  are available .
   ```

2. To start the bold text, press Alt B.

   Everything from the cursor position to the end of the line is highlighted.

3. Move the cursor to the space following the word bolt.

   Thank you for your kind note. The type of **bolt you requested costs** $8.64. Quantity discounts are available .

4. To end the bold text, press Alt J.

   The bold text stops at the cursor position. The text that will print with bold type remains highlighted.

   Specifying bold type leaves an extra space before and after the bold type. These spaces are for control characters and will not be printed when the letter is printed.

   The text looks like this on your Edit display:

   Thank you for your kind note. The type of **bolt** you requested costs $8.64. Quantity discounts are available .

   Note: On the 3477 display station, there is no extra space before and after the text you made bold.

Using Bold Type and Underline Together

To underline the bold type in the word bolt:

1. Using a cursor movement key, move the cursor to the space in front of the first letter in the word bolt.

   Note: On the 3477 display station, move the cursor to the b in the word bolt and then press the left cursor movement key. The b changes to the Begin Bold control character.

   Thank you for your kind note. The type of **bolt** you requested costs $8.64. Quantity discounts are available .

   Because your cursor is on the Begin Bold control character, Begin Bold is shown in the audit window.

2. To start the underline, press Alt U. The bold type is underlined.

   You do not need to indicate where to end the underline; it ends at the same control character that ends the bold type.

Deleting Highlighting Control Characters

To delete highlighting without deleting the text, delete only the control characters for the highlighting. Delete the highlighting from the words bolt and available without deleting the text:

1. Using a cursor movement key, move your cursor to the first letter in the word bolt.

   Thank you for your kind note. The type of **b olt** you requested costs $8.64. Quantity discounts are available .

2. Press the Backspace key to delete the Begin Underline/Bold control character.

3. When you delete highlighting that has a beginning and ending control character, do not forget to delete the ending control character. Move your cursor to the second space following the word bolt.

```
Thank you for your kind note.  The type of bolt you requested costs
$8.64.  Quantity discounts  are available .
```

4. Press the Backspace key. The ending control character is deleted.
5. Move the cursor to the period following the word `available`. (On the 3477 display station, make sure the cursor is on the period instead of the control character.)

   ```
   $8.64.  Quantity discounts  are available .
   ```

6. To delete the Word Underline control character, press the Backspace key. The space following the word disappears.

Copying and Moving Text

You can copy or move text from one place in your document to another, move text to the next line, or join two lines of text.

To make it easier to copy and move text in your document, remove the list of function keys from your display. To remove the list of function keys:

1. Press F21 (Nondisplay keys). The function keys are removed from the display.
2. Press F21 again to display the function keys. The function keys will be shown.

Copying Text Using F1 (Copy)

To copy the first paragraph:

1. Move your cursor to the first letter in the word `Thank` beginning the first paragraph.

   ```
   Thank you for your kind note.  The type of bolt you requested costs
   $8.64.  Quantity discounts  are available.

   If you need any more information, please give me a call.
   ```

2. Press F1 (Copy).

   The message `Copy what? Move cursor, press ENTER` is shown.

3. Whenever the `Move cursor` message is shown, you can move the cursor quickly by pressing a key for any character or control character; the cursor moves to that character. To move the cursor to the period following the word `available`, press the period (.) key four times.

   ```
   Thank you for your kind note.  The type of bolt you requested costs
   $8.64.  Quantity discounts  are available.

   If you need any more information, please give me a call.
   ```

4. Press the Enter key.

   The paragraph is highlighted to indicate the text that will be copied. The message `To where? Move cursor, press ENTER` is shown.

5. Move the cursor to the first position of the word `If` beginning the next paragraph.

   Thank you for your kind note. The type of bolt you requested costs $8.64. Quantity discounts are available.

   ```
   If you need any more information, please give me a call.
   ```

6. Press the Enter key.

The paragraph is copied to the cursor position. The text to the right of the cursor position is shifted to the right. The original sentences remain in the first paragraph.

The text looks like this on your Edit display:

```
Thank you for your kind note.  The type of bolt you requested costs
$8.64.  Quantity discounts  are available.

Thank you for your kind note.  The type of bolt you requested costs
$8.64.  Quantity discounts  are available.If you need any more
information, please give me a call.
```

Notice there is no space between the last two sentences. When you copy or move text, be careful to copy or move any necessary spaces or control characters with the text.

Moving Text to the Next Line

You can use the Field Exit key to move text to the next line.

1. Move the cursor to the first letter in the word If.

   ```
   Thank you for your kind note.  The type of bolt you requested costs
   $8.64.  Quantity discounts  are available.

   Thank you for your kind note.  The type of bolt you requested costs
   $8.64.  Quantity discounts  are available. I f you need
   any more information, please give me a call.
   ```

2. Press the Field Exit key. The text to the right of the cursor moves to the next line.

3. To begin a new paragraph, press the Field Exit key again. A blank line is inserted to begin a new paragraph.

Joining Lines

To join the two lines of the new paragraph, press the Enter key. The text looks like this on your Edit display:

```
If you need any more information, please give me a call.
```

Note: To join a line ending with a Required Carrier Return, you must delete the Required Carrier Return control character, then press the Enter key.

Moving Text Using F2 (Move)

To move the first sentence:

1. Move your cursor to the first letter in the word Thank in the first paragraph.

   ```
   T hank you for your kind note.  The type of bolt you requested costs
   $8.64.  Quantity discounts  are available.

   Thank you for your kind note.  The type of bolt you requested costs
   $8.64.  Quantity discounts  are available.
   ```

2. Press F2 (Move).

   The following message is shown on the bottom of the display:

   ```
   Move what? Move cursor, press Enter
   ```

3. Move the cursor to the second space following the sentence. This moves the sentence and the spaces following the sentence.

Thank you for your kind note. ■ The type of bolt you requested costs $8.64. Quantity discounts are available.

Thank you for your kind note. The type of bolt you requested costs $8.64. Quantity discounts are available.

4. Press the Enter key.

   The sentence is highlighted to indicate the text that will be moved. The following message is shown on the bottom of the display:

   To where? Move cursor, press Enter

5. Move the cursor to the Begin Underline control character in front of Quantity discounts.

   Note: On the 3477 display, the Begin Underline control character is in the same position as the Q.

   Thank you for your kind note. The type of bolt you requested costs $8.64. ■ Quantity discounts are available.

   Thank you for your kind note. The type of bolt you requested costs $8.64. Quantity discounts are available.

6. Press the Enter key.

   The sentence is moved to the cursor position.

   The text looks like this on your Edit display:

   The type of bolt you requested costs $8.64. Thank you for your kind note. Quantity discounts are available.

   Thank you for your kind note. The type of bolt you requested costs $8.64. Quantity discounts are available.

Using Line Commands

Using line commands is a convenient way to work with a line or a block of text. A block of text is one or more complete lines. **A line command** is a command you type beside a line or a block of text to move, delete, copy, shift, check the spelling, remove spelling marks, or center an entire line or block of text. You can also use line commands to insert blank lines and perform other functions. In this exercise you use the move and delete line commands. For information about the other line commands, see the manual *Using OfficeVision/400* Word Processing*.

Moving Blocks of Text Using Line Commands

To move blocks of text using line commands:

1. Press the Home key. (For some keyboards, you must also press the prefix key.) The text on the Edit display is temporarily shifted 5 spaces to the right to make room for the line commands. This area is called the **line command area**.
2. Move the cursor to the line command area to the left of the first line in the first paragraph and type **mm**. This indicates the first line of text you want to move. (If you wanted to move a single line, you would type one **m** beside the line you wanted to move, and skip the next step.)

3. Move the cursor to the line command area to the left of the blank line following the first paragraph and type **mm**. This indicates the last line of text you want to move.
4. Move the cursor to the line command area to the left of the last paragraph in the letter and type a **b**. This indicates that you want to move the text *before* this line. (You would type an a if you wanted to move text *after* a line.)

```
LETTER  P:12                        Edit                        Pg:1       Ln:12
     <2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>.
      Mr. John J. Phillips■
      Wagner, Inc.■
      2400 Wayside Park■
      Milwaukee, WI  86204■
      ■
      Dear John,■
      ■
mm    The type of bolt you requested costs $8.64.  Thank you for your kind
      note.   Quantity discounts  are available.■
mm    ■
      Thank you for your kind note.  The type of bolt you requested costs
      $8.64.   Quantity discounts  are available.■
      ■
b     If you need any more information, please give me a call.■
      ■
```

5. Press the Enter key. The block of text is moved.

Copying Blocks of Text Using Line Commands

Use the copy line commands in the same way you use move line commands, except use c or cc instead of m or mm.

Deleting Blocks of Text Using Line Commands

You can also delete blocks of text using line commands. To delete a block of text:

1. Move the cursor to the line command area to the left of the first line of the paragraph you just moved and type **dd**. (If you wanted to delete a single line, you would type one d beside the line you wanted to delete, and skip the next step.)
2. Move the cursor to the line command area to the left of the blank line following the paragraph you just moved and type **dd**. The text looks like this on your Edit display:

```
LETTER   P:12                       Edit                        Pg:1       Ln:12
     <2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>.
      Mr. John J. Phillips■
      Wagner, Inc.■
      2400 Wayside Park■
      Milwaukee, WI  86204■
      ■
      Dear John,■
      ■
      Thank you for your kind note.  The type of bolt you requested costs
      $8.64.   Quantity discounts  are available.■
      ■
dd    The type of bolt you requested costs $8.64.  Thank you for your kind
      note.   Quantity discounts  are available.■
dd    ■
      If you need any more information, please give me a call.■
      ■
```

3. Press the Enter key. The two lines of text and the blank line following them are deleted.

   To shift the text on the Edit display back to the left, press the Home key. (For some keyboards, you must also press the prefix key.) Then press the Enter key.

Ending and Saving a Document

1. On the Edit display, press F3 (Exit/Save). The Exit Document display is shown with the default choices. The name of the document and folder also are shown on the display.
2. On the Exit Document display, specify the following choices:
   a. For the *Save document* prompt, type a **Y** (Yes). This saves your document in the folder specified in the *Folder* prompt.
   b. For the *Display save options* prompt, type an **N** (No). This specifies that you do not want to change the options on the Save Options display.
   c. For the *Print document* prompt, type an **N** (No). Specify N for this prompt when you do not want to print the document. (You will learn how to print a document in the next exercise in this manual.)
   d. For the *Display print options* prompt, type an **N** (No). This specifies that you do not want to change the options on the Print Options display. See Chapter 4, for more information on print options.
   e. For the *Display text index options* prompt, type an **N** (No). This specifies that you do not want to add the document to the text index.

      Note: If you do not have the text search function installed on your system, the *Display text index options* prompt is not shown on the Exit Document display.

```
                              Exit Document

Type choices, press Enter.

  Save document . . . . . .  Y          Y=Yes, N=No
    Document  . . . . . .    LETTER     Name, F4 for list
      Folder  . . . . . .               Name, F4 for list
        XXXXXXXX

    Display save options  . . . . .  N  Y=Yes, N=No

  Print document  . . . . . .  N       Y=Yes, N=No

    Display print options . . . . .  N  Y=Yes, N=No

  Display text index
    options . . . . . .  N             Y=Yes, N=No
```

3. Press the Enter key. A message that the request is being processed is displayed briefly.

   The Work with Documents in Folders display is shown with a message stating that the document has been saved.

Chapter 4. Revising and Printing a Document

This chapter shows you how to revise the letter you created in the preceding exercise, and how to check the spelling. It also shows you how to create an envelope for the letter, and how to print the letter and envelope.

The default text profile named SYSTEM is used for the example in this chapter. If you have activated a different text profile, your example might not look the same.

The cursor position is represented by ■ in the exercises in this chapter.

This chapter includes the following tasks:

1. Selecting an existing document from your folder
2. Revising a document
   a. Using the Date instruction
   b. Using the *Goto* prompt
   c. Creating a new page
   d. Creating a notepad
   e. Sorting lines of text
   f. Finding and replacing text
   g. Adjusting line and page endings for a document or paragraph
3. Changing the format to create an envelope
   a. Changing the page format and margins
   b. Copying the name and address for the envelope
4. Checking spelling and synonyms
5. Ending, saving, and printing a document

The following example is used in this chapter. You can use the text given in the chapter to create this example or use your own text throughout to create a similar document.

© Copyright IBM Corp. 1991, 1993

March 12, 1987
Mr. John J. Phillips
Wagner, Inc.
2400 Wayside Park
Milwaukee, WI 86204
Dear John,
Thank you for your kind letter. The type of bolt you requested costs $8.64. Quantity discounts are available.
If you need any more information, please give me a call.
Very truly yours,
Irving Q. West
Sales Manager
Mr. John J. Phillips
Wagner, Inc.
2400 Wayside Park
Milwaukee, WI 86204
RSLN206-1

Selecting a Document on the Work with Documents in Folders Display

Begin this task on the Work with Documents in Folders display. Chapter 2 has instructions on how to sign on the word processing function and show the Work with Documents in Folders display.

On the Work with Documents in Folders display, the name of the folder you last worked with is shown for the *Folder* prompt. The names of any documents stored in the folder are listed on the display.

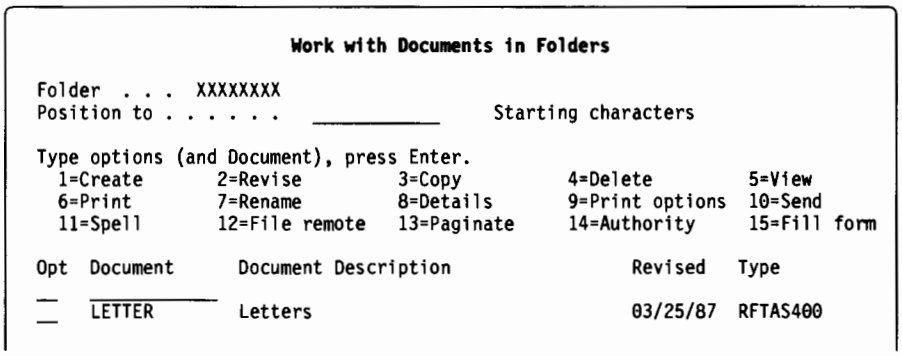
```
                        Work with Documents in Folders

Folder  . . .  XXXXXXXX
Position to . . . . . .  _____________     Starting characters

Type options (and Document), press Enter.
  1=Create       2=Revise        3=Copy          4=Delete         5=View
  6=Print        7=Rename        8=Details       9=Print options  10=Send
  11=Spell       12=File remote  13=Paginate     14=Authority     15=Fill form

Opt  Document      Document Description                Revised   Type

__   _____________
__   LETTER        Letters                             03/25/87  RFTAS400









                                                                        Bottom
F3=Exit     F4=Prompt         F5=Refresh      F10=Search for document
F11=Display names only        F12=Cancel      F13=End search     F24=More keys
```

In addition to the document name, the display shows the *Document Description* that you specified on the Create Document Details display. (If your display does not show the document description and other information, press F11.) In the *Revised* column, it shows the date the document was created or last revised. And in the *Types* column, it shows the type of the document. The type RFTAS400 (revisable-form text) means the document must be resolved before it can be printed. See "How a Document Is Resolved and Printed" on page 4-35 for more information about resolving a document.

When the list of document names fits on one display, BOTTOM is shown in the lower right portion of the display to indicate that the bottom of the list is shown. When the list is too long to fit on one display, MORE... is displayed. Use the Page keys to page forward and backward through the list. If you know the beginning characters of a name, type the character(s) for the *Position to* prompt. For example, if you have stored several payroll letters that all begin with Pay, type **Pay**; the list of documents shows the documents whose names begin with Pay. You can also type *TOP or *BOT to go to the top or bottom of the list. To select the document you want to work with, type the option number and document name for the *Opt* and *Document* prompts above the list of document names. Or, go to the document name in the list and type the option in the *Opt* prompt beside the document name.

To revise the document named LETTER, specify the following on the Work with Documents in Folders display:

1. If the folder name shown for the *Folder* prompt is not the folder you used in the previous exercise to store the document named LETTER, type the name of that folder and press the Enter key. The Work with Documents in Folders display is shown again; any documents stored in the folder you specified are listed on the display.
2. Move the cursor to the *Opt* prompt in front of LETTER, and type **2** to indicate that you want to revise this document.



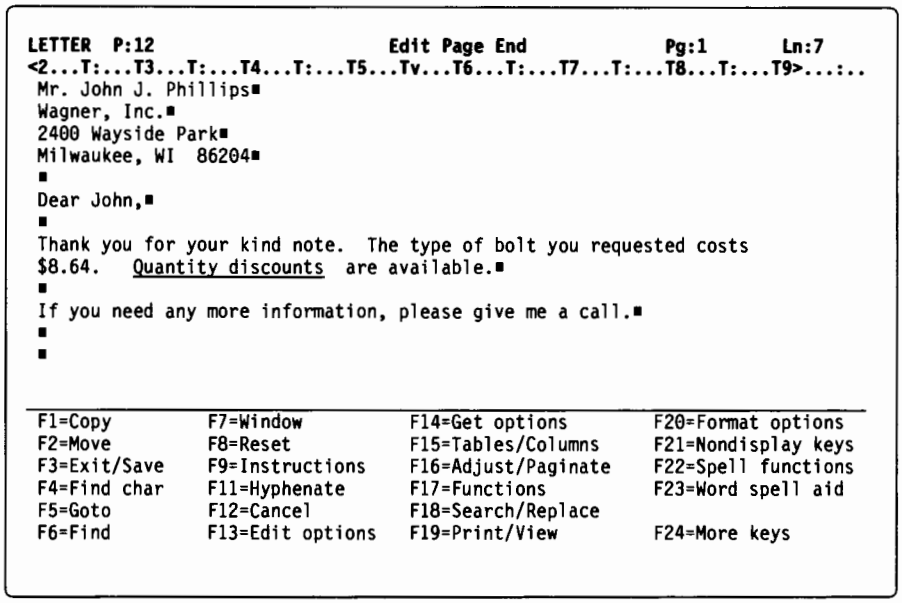
3. Press the Enter key.

LETTER is shown on the Edit display.

Revising a Document

Before you begin to type, make sure that you are in insert mode. Insert mode is indicated by a lighted block or triangle on the bottom or right side of your display. If the insert mode light is not on, press the Insert (Ins) key.

If your display does not show the list of function keys, you can show them by pressing F21 (Display keys). When you want to remove the list of function keys, press F21 (Nondisplay keys) again.



When you revise a document, you are really making changes to a copy of that document. The original is still kept in storage in the folder. When you end your work, you can specify on the Exit Document display whether you want to keep the changed document.

- If you answer yes, the changed document replaces the original in the folder.
- If you answer no, the changes are deleted and your original document remains in the folder unchanged.
- If you want to save the document in its original form and also save the changes you just made, answer yes and type a new document name where the original name is shown on the Exit Document display. The changed document is stored in the folder under the new name. The original document remains in the folder unchanged with the original name.

Specifying the Date in a Document

To insert the date at the beginning of your letter, you could type today's date; however, if you use this letter again on another day, you must change the date. Instead, use a **text instruction**. A text instruction is an abbreviated command that produces a specified arrangement of information in a document. When you use the Date text instruction, the current date is automatically inserted whenever you print the document.

1. With your cursor in the first position in your letter (under the letter M in Mr.), press the Field Exit key two times. This inserts a blank line for your Date text instruction, and leaves another blank line between the date and the inside address.
2. Move your cursor back to the first position in your letter.
3. Press F9 (Instructions).

   A menu of the available text instructions is shown on your display.

```
LETTER  P:12                    EDIT Req'd Carrier Ret    Pg:1      Ln:7
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
■
■
Mr. John J. Phillips■
Wagner, Inc.■
2400 Wayside Park■

                          Select Text Instruction                Page 1 of 2

Select one of the following:
  Instruction to be Inserted at Cursor Position
     1. Start new page                      8. Numbered list
     2. Keep                                9. Running headings
     3. Date                               10. Conditional text
     4. Time                               11. Include
     5. Document ID                        12. Data field
     6. Skip                               13. Table of contents/
     7. Change font                            Outline headings
                                                                  More...
Selection

F3=Exit     F12=Cancel
```

In addition to the Date text instruction, other text instructions provide many useful functions. To learn about any of these instructions, move your cursor to the instruction and press the Help key. After you read the online help information for the instruction, press F3 (Exit) to return to the Text Instructions display.

4. For the *Selection* prompt, type a **3** to specify the Date instruction.
5. Press the Enter key. The Date (.date) Instruction display is shown.
6. The format of the date for this example is Month Day, Year (for example, June 12, 1988). On the Date Instruction display, specify the following choices:
   a. For the *Date format* prompt, type a **1** (MDY).
   b. For the *Month format* prompt, type a **1** (Month name).
   c. For the *First separator* prompt, type a **6** (Blank).
   d. For the *Second separator* prompt, type a **2** (Comma).
   e. For the *Instruction length* prompt, type a **5**

```
LETTER  P:12                      Edit Page End           Pg:1      Ln:7
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..

■
■
Mr. John J. Phillips■
Wagner, Inc.■
2400 Wayside Park■

 .date                          Date Instruction

 This instruction marks the point in the document where the current date
 should be printed.

 Type choices, press Enter.

   Date format  . . . . . .   1     1=MMDDYY, 2=YYMMDD, 3=DDMMYY, 4=Julian
   Month format . . . . . .   1     1=Month name, 2=Month number
   First separator  . . . . .  6     1=:  2=,  3=.  4=/  5=-  6=Blank  7=None
   Second separator . . . . .  2     1=:  2=,  3=.  4=/  5=-  6=Blank  7=None

   Instruction length . . . .    5   1-255, Blank=Entire instruction

 F3=Exit     F12=Cancel       F16=Delete instruction
```

7. Press the Enter key. The Date instruction `.date` is inserted into your letter at the cursor position. The period in the first position is displayed as an instruction character. Depending on the display station you are using, the instruction character can be an asterisk with a line over it, or a graphic symbol that appears as ⌊. The actual date is inserted when you print the document.

```
LETTER  P:12                        Edit                          Pg:1       Ln:7
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
*date
.
Mr. John J. Phillips
Wagner, Inc.
2400 Wayside Park
```

All text instructions begin with a period. In this example, you used the Text Instruction menu and the Date Instruction display to specify the values for the instruction prompts. If the values that are currently set for the instruction prompts are the values you want to use, simply type the instruction in your text. You would type **.date** for the Date instruction. After you type a text instruction and press the Enter key, the period is displayed as an instruction character.

Using Goto Requests (F5)

Using a Goto request is a convenient way to go to a specific line or page in your document. You can also use a Goto request to bypass menus to go directly to another display.

Using Goto Requests for Line Numbers and Page Numbers

1. Press F5 (Goto).

   The following prompt is displayed on the bottom of the display:

   `Type page/line or menu name, press Enter`

2. You can specify the page number or line number you want to go to, and press the Enter key. The page or line that you requested appears.

   For this exercise, leave the prompt blank and press the Help key. The online help information lists the kinds of Goto requests you can use:

```
                        Select Goto Requests

Goto allows you to go to another page or line in your document,  or
bypass menus to go directly to another display.

Select one of the following:

     1. Format
     2. Page and line
     3. Table layout and text column
     4. Instruction
     5. Header and footer
     6. Codes
     7. Functions (Query, notepad, and sort)
     8. Spell functions
     9. Other


Selection
     -

F3=Exit     F12=Cancel
```

3. For the *Selection* prompt on the Goto Requests display, type a **2** to specify the Page and line option.
4. Press the Enter key.

   Examples of page and line requests are shown.

```
                  Specify Goto Request - Page and Line

 Page/Line Requests:
      5=Go to page 5
     /5=Go to line 5 of the current page
    6/5=Go to line 5 of page 6
      /=Put line where cursor is at top of the display
     +5=Go ahead 5 lines
     -5=Go back 5 lines
      0=Go to the beginning of the document
   9999=Go to the end of the document




 Type choice, press Enter.

   Goto request  . . . . . .  _____________

 F3=Exit     F12=Cancel
```

   To go to a specific page in your document, you would type the page number for the *Goto* prompt. To go to a line on the current page, you would type the line number preceded by a / (slash). To go to a line on a specific page, you would type the page number followed by a slash and a line number.

5. For the *Goto* prompt, type **/10** to go to line 10. (Remember, the text in your letter begins on line 7.)
6. Press the Enter key.

   The Edit display is shown with line 10 at the top of the display. The cursor is in the first position of line 10.

```
LETTER  P:12                        Edit                        Pg:1       Ln:10
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
Wagner, Inc.■
2400 Wayside Park■
Milwaukee, WI  86204■
```

7. Again, press F5. The *Goto* prompt is displayed.
8. For the *Goto* prompt, type a **2** to go to page 2.
9. Press the Enter key.
10. Because your document does not have a second page, the cursor goes to the last line in the document. A message at the bottom of the display tells you that the requested page number is not in the document.
11. Insert a Page End control character to create a new page in your document. To insert a Page End control character, press Alt P.

    A second page is created for your document, and your status line indicates that you are on page 2.

```
LETTER  P:12                        Edit Page End               Pg:2       Ln:7
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
```

12. Again, press F5. The *Goto* prompt is displayed.
13. For the *Goto* prompt, type a **3** to go to page 3.
14. Press the Enter key.
15. Because your document does not have a third page, the cursor goes to the last line in the document. A message at the bottom of the display tells you that the requested page number is not in the document.
16. Insert a Page End control character to create a new page in your document. To insert a Page End control character, press Alt P.

    A third page is created for your document, and your status line indicates that you are on page 3.

```
LETTER  P:12                        Edit Page End               Pg:3       Ln:7
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
```

17. Again, press F5. The *Goto* prompt is displayed.
18. For the *Goto* prompt, type **1/10** to go back to line 10 on page 1.
19. Press the Enter key.

    You return to line 10 on page 1. If you had not specified a line number, you would have returned to the first line (line 7) on page 1.

Using Goto Requests for Menus and Displays

1. On the Edit display, press F5. The *Goto* prompt is displayed.
2. For the *Goto* prompt, you can specify an instruction or a display abbreviation for the display you want to go to, and it is shown when you press the Enter key.

   For this exercise, leave the prompt blank and press the Help key. The online help information again lists the kinds of Goto requests you can use.
3. For the *Selection* prompt on the Select Goto Request menu, type a **1** to specify the Format Displays menu.

   The format describes the way the document appears when it is printed. The format specifies such things as the margin settings, the size of the paper, and where the first and last line of text are printed.
4. Press the Enter key.

   A menu is shown with the format displays you can go to.

```
                    Specify Goto Request - Format

                                  ---------- Goto Requests ----------
                                  Format       Document      Alternate
                                  Change        Format        Format

Line spacing/justification          l            dl            al
Margins and tabs                    m            dm            am
Typestyle/color                     t            dt            at
Page layout/paper options           p            dp            ap
Footnote format                                  dff           aff
Document format options                          d
Alternate format options                                       a
Reset format options                rf           rf            rf
Display current format              dcf          dcf           dcf
Search/replace formats              srf          srf           srf


Type choice, press Enter.

  Goto request  . . . . . .  _____________

F3=Exit     F12=Cancel
```

   When you use a Goto Request to go to a format display, type the display abbreviation as listed on this menu, then press the Enter key. For example, if you wanted to change the margins for your entire document, you would type `dm`. You can type the display abbreviation on this display, or on the *Goto* prompt on the Edit display. You will learn how to make some format changes later in this exercise.
5. Press F12 (Cancel) to return to the Select Goto Request menu.
6. You have already seen the Date Instruction display by pressing F9 (Instructions) to show the Select Text Instruction menu, then selecting the option for the Date instruction. You can bypass the Select Text Instruction menu and go directly to the Date Instruction display by typing **.date** for the *Goto* prompt. Or you can see a list of instructions by selecting an option on the Select Goto Request menu:

   a. For the *Selection* prompt on the Select Goto Request menu, type a **4** (Instruction).

b. Press the Enter key. A menu with the names of all the text instructions is shown.

```
                    Specify Goto Request - Instructions

.avg=Average                .eo=End overstrike        .pa=Start new page
.bct=Begin cond text        .erh=End running hdg      .rbs=Required backspace
.bk=Begin keep              .ff=Form field            .run=Run command
.bo=Begin overstrike        .fn=Footnote              .set=Set
.brh=Begin running hdg      .gr=Graphic               .sk=Skip lines
.cf=Change font             .h=Outline heading        .stl=Skip to line
.cnt=Count                  .help=Help text label     .time=Time
.color=Color                .high=High value          .toc=Table of contents
.crh=Cancel running hdg     .ie=Index entry           .tot=Total
.date=Date                  .inc=Include              .zicr=Zero index CR
.dfh=Data field hdg         .ix=Index                 .*=Comment
.docid=Document ID          .low=Low value            .&=Data field
.ect=End cont text          .nl=Numbered list         .&&=Document variable
.ek=End keep


Type choice, press Enter.

  Goto request  . . . . . .  _____________________

F3=Exit     F12=Cancel
```

When you use a *Goto request* to go to an instruction display, type a period followed by the instruction word (as shown on this menu), and press the Enter key. You can type the instruction on this display, or on the *Goto* prompt on the Edit display.

c. Press F12 (Cancel) to return to the Select Goto Request menu.

7. You can use *Goto Requests* to go to displays to create tables, headers, and footers. You can also go to miscellaneous displays:

   a. For the *Selection* prompt on the Select Goto Request menu, type a **9** (Other).
   b. Press the Enter key. A list of miscellaneous displays is shown.

```
                          Specify Goto Request - Other

Other Requests:
  dohs=Document outline heading selection
  dohx=Document outline heading definition
         for level x (x=0-6)
    gg=Get graphic
    mn=Text month names
     k=Do not display function keys
    ds=Change display size




Type choice, press Enter.

  Goto request  . . . . . .  _____________________

F3=Exit     F12=Cancel
```

To go to one of these displays, you would type the display abbreviation shown.

The selection k (Do not display function keys) does not show another display; it will remove the list of function keys from your Edit display. If the function keys are not shown on your Edit display, type a k to display them.

Note: If you are using the PC text-assist function, the option dc (Display codes) removes the display codes from your Edit display. If the display codes are not shown on your Edit display, typing dc displays them.

c. For the *Goto request* prompt, type a **k**
d. Press the Enter key. The Edit display is shown with the function keys. (Or, if the function keys were shown before you typed a k, they are removed from the display.)

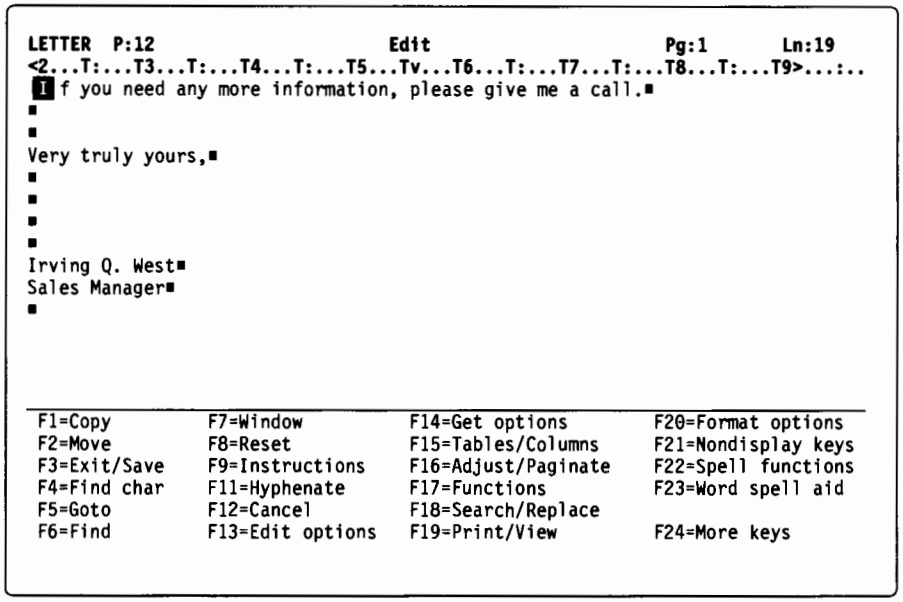
Creating a Notepad

A **notepad** is a storage area that you can use to store commonly used text. For example, you can take an often-used paragraph from an existing document and store it in a notepad. Then when you are creating a document, you can insert the paragraph from the notepad into the new document instead of typing it again.

You can either use a system-named notepad, which is stored in the system-supplied folder QWPDOCS, or create your own user-named notepad. For this exercise, a user-named notepad is used.

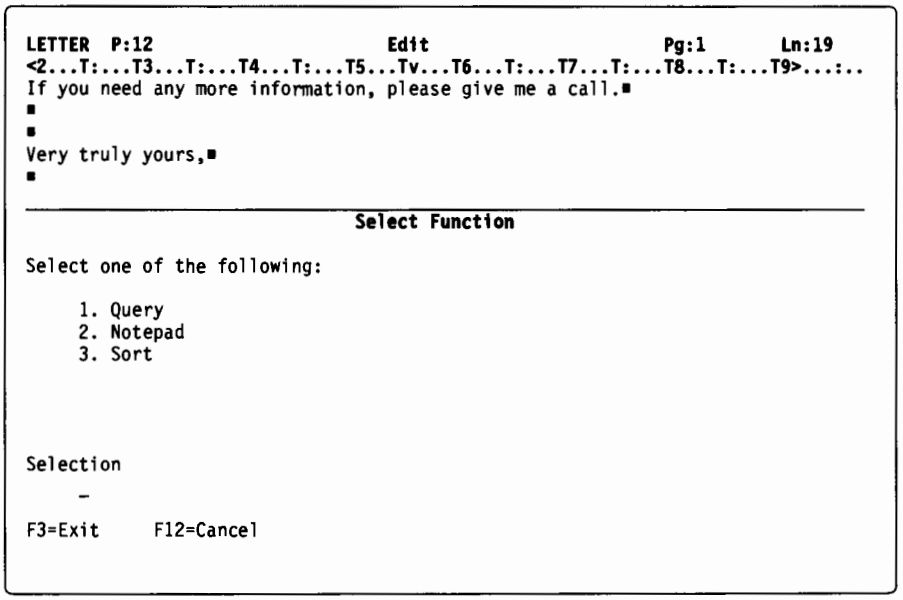
1. On the Edit display, press F13 (Edit options). The Change Editing Options display appears.
2. Press the Page Down key to go to the next page of the display.
3. For the *Notepad* prompt, select option 2 (User-named notepad). Press the Enter key.

   The Edit display appears again.
4. Press F5. The *Goto* prompt is displayed.
5. For the *Goto* prompt, type **1/19** to go to line 19 on page 1.
6. Press the Enter key.
7. Make sure the cursor is at the first letter of the word If.



8. Press F17 (Functions).

   The Select Function display is shown.



9. Select option 2 (Notepad).
10. Press the Enter key.

    The Select Notepad Option display is shown.

```
LETTER  P:12                          Edit                          Pg:1       Ln:19
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
If you need any more information, please give me a call.■
■
■
Very truly yours,■
■
```

```
 np                          Select Notepad Option

 Select one of the following:

      1. Move to notepad
      2. Move and add to notepad
      3. Copy to notepad
      4. Copy and add to a notepad

      7. Recall from notepad

 Selection
      -

 F3=Exit     F12=Cancel
```

11. Select option 3 (Copy to notepad).
12. Press the Enter key.

    The Edit display is shown again with the following message:

    ```
    Move cursor to end of notepad text and press Enter.
    ```

13. Move the cursor to the last Required Carrier Return at the end of the letter.

```
LETTER  P:12                          Edit                          Pg:1       Ln:19
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
If you need any more information, please give me a call.■
■
■
Very truly yours,■
■
■
■
■
Irving Q. West■
Sales Manager■
```

```
 F1=Copy          F7=Window          F14=Get options        F20=Format options
 F2=Move          F8=Reset           F15=Tables/Columns     F21=Nondisplay keys
 F3=Exit/Save     F9=Instructions    F16=Adjust/Paginate    F22=Spell functions
 F4=Find char     F11=Hyphenate      F17=Functions          F23=Word spell aid
 F5=Goto          F12=Cancel         F18=Search/Replace
 F6=Find          F13=Edit options   F19=Print/View         F24=More keys
Move cursor to end of notepad text and press Enter, or press F8 to cancel.
```

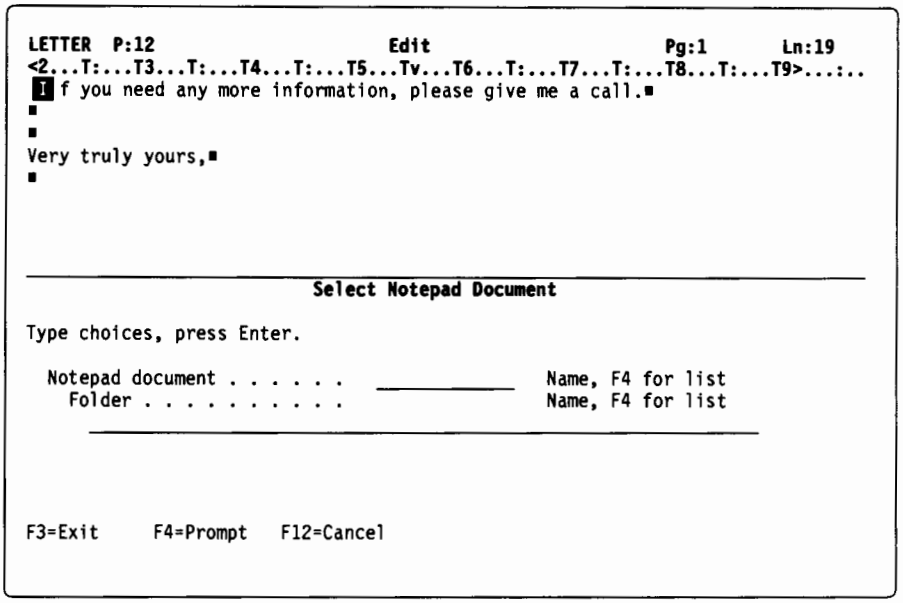
14. If you are using the text-assist function of PC Support/400, skip this step and go to the next step.

    Press the Enter key. The text you selected is highlighted and the following message is shown:

    ```
    Press Enter to verify text or F8 to cancel.
    ```

15. Press the Enter key.

The Select Notepad Document display is shown.



16. On the Select Notepad document display:
    a. For the *Notepad document* prompt, type the name of the notepad where you want the text copied. If the notepad document does not already exist, it is created for you.
    b. For the *Folder* prompt, type the name of the folder where you want the notepad stored.

    If you do not know the name of the notepad or folder, move your cursor to the prompt and press F4. A list of documents or folders is shown where you can select a name.

17. Press the Enter key.

    The text is copied to the notepad replacing any text that was previously stored in the notepad. The Edit display is shown with the following message:

    `Text copied to notepad.`

For more information about notepads, see the manual *Using OfficeVision/400* Word Processing*.

Sorting Lines of Text

Lines of text can be sorted in ascending order, which is low to high order (for example, A to Z), or sorted in descending order, which is high to low order (for example, Z to A).

1. Press F5 (Goto). The *Goto* prompt is displayed.
2. Type a **2** to go to page 2. Press the Enter key.
3. Type **Smith** and press the Tab key two times; type **Frederick** and press the Tab key two times; then type **736433**

   Press the Field Exit key once to get to the next line.

4. Type **Anderson** and press the Tab key two times; type **George** and press the Tab key two times; then type **013289**

   Press the Field Exit key once to get to the next line.

5. Type **Samson** and press the Tab key two times; type **Katherine** and press the Tab key two times; then type **735842**

   Press the Field Exit key once to get to the next line.

6. Type **Smith** and press the Tab key two times; type **Sharon** and press the Tab key two times; then type **183795**

   Press the Field Exit key once to get to the next line.

   The text you have typed looks like the following on the Edit display:

```
LETTER  P:12                      Edit                          Pg:2       Ln:10
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
Smith           Fredrick        736433■
Anderson        George          013289■
Samson          Katherine       735842■
Smith           Sharon          183795■
■
```

7. Move the cursor to the first letter of Smith on the first line of the Edit display.
8. Press F17 (Functions).

   The Select Function menu is shown.

```
LETTER  P:12                      Edit                          Pg:2       Ln:10
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
Smith           Fredrick        736433■
Anderson        George          013289■
Samson          Katherine       735842■
Smith           Sharon          183795■

_____________________________________________________________________________
                              Select Function

Select one of the following:

     1. Query
     2. Notepad
     3. Sort



Selection
     -

F3=Exit     F12=Cancel
```

9. Select option 3 (Sort).
10. Press the Enter key.

    The Select Function display disappears and the following message appears on the bottom of the Edit display:

    Move cursor to end of sort block, press Enter.

11. Move the cursor to the letter S in Smith on the fourth line of the Edit display.

```
LETTER  P:12                        Edit                          Pg:2      Ln:10
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
Smith          Fredrick       736433■
Anderson       George         013289■
Samson         Katherine      735842■
Smith          Sharon         183795■
```

12. Press the Enter key.

    The block of lines you want to sort are highlighted and the following message appears on the bottom of the display:

    ```
    Press Enter to verify text or F8 to cancel.
    ```

13. Press the Enter key.

    The Sort Options menu is shown. The top part of the display shows the information you typed. By completing the bottom part of the display, you can specify to sort the information in alphabetical order by the last name.

```
LETTER  P:12                        Edit                          Pg:2      Ln:7
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
Smith          Fredrick       736433■
Anderson       George         013289■
Samson         Katherine      735842■
Smith          Sharon         183795■

s                                  Sort Options
Type information for 1 to 4 sort fields, press Enter. (Sort fields may
  overlay, follow, precede, or be adjacent to other fields.)

                    Starting          Ending          Sort Order
Sort Order          Position          Position       (1=Ascending
  Fields            (1-999)           (1-999)         2=Descending)
  First               019               091               1
  Second               __                __               1
  Third                __                __               1
  Fourth               __                __               1


F3=Exit     F7=Window     F12=Cancel
```

14. To sort first by the last name, for the *First* sort order fields, leave the 019 for the *Starting Position* prompt, type **30** for the *Ending Position* prompt, and leave the 1 for the *Sort Order* prompt.

15. To sort further by the first name, for the *Second* sort order fields, type **34** for the *Starting Position* prompt, type **45** for the *Ending Position* prompt, and leave the 1 for the *Sort Order* prompt.

The numbers you typed look like the following on the Sort Options display:

```
                    Starting          Ending        Sort Order
Sort Order          Position          Position      (1=Ascending
  Fields            (1-999)           (1-999)       2=Descending)
  First               019               30              1
  Second              34                45              1
  Third               __                __              1
  Fourth              __                __              1


F3=Exit     F7=Window     F12=Cancel
```

16. Press the Enter key to continue.

    The Edit display is shown with the text sorted in the order you specified.

```
LETTER  P:12                          Edit                          Pg:2      Ln:7
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
Anderson        George          013289■
Samson          Katherine       735842■
Smith           Fredrick        736433■
Smith           Sharon          183795■
```

Finding Text

By using different functions you can find a single character, a word, or a group of words in your document.

The document is searched from the cursor position to the next occurrence of the character, word, or group of words. To begin searching, place your cursor in the first position of your document by pressing the Alt key and the Up Arrow (↑) key.

Finding a Character Using F4 (Find char)

Note: This function is not supported when using the adapted word processing function.

To find a single character or a control character, use F4 (Find char):

1. Press F4 (Find char).

   The following message is shown on the bottom of the display:

   `Find which character?`

2. On your keyboard, press the key for the character you want to find. For this example, press the letter q.

   If the character is found between the cursor and the bottom of the document, the cursor moves to the character. Press the letter q key again. The cursor moves to the next place the character is found. If the character is not found, the following message is shown on the bottom of the display:

   `Character was not found.`

   F4 finds characters exactly as you type them. For example, when you type q, F4 does not find the uppercase Q.

3. You can find control characters by pressing the key or keys that are used to insert the characters in the document.

   Press F4, then press the Field Exit key; the cursor moves to the next Required Carrier Return.

Press the Alt key and the Up Arrow (↑) key to return your cursor to the first position in your letter.

Finding Several Characters Using F6 (Find)

To find several characters, use F6 (Find):

1. Press F6 (Find).

   The following message is shown on the bottom of the display:

   ```
   Find What?.
   ```

2. For the *Find what* prompt, type the characters you want to find. For this example, type **`if you`**

3. Press the Enter key.

   If the characters are found between the cursor and the bottom of the document, the following message is shown on the bottom of the display and the cursor moves to the first of the found characters:

   ```
   Search characters found.
   ```

   If the characters are not found, the following message is shown on the bottom of the display:

   ```
   Characters not found from cursor to end.
   ```

   Notes:

   a. By specifying the characters `*SP` or `*SPELL`, you can find any spelling errors that have been marked in the document. See "Checking Your Spelling and Selecting Synonyms" on page 4-26 for more information about spelling errors.

   b. By specifying the characters `*FC`, you can find format changes. See "Changing the Format to Create an Envelope" on page 4-22 for more information about format changes.

4. If you want to find the characters again, press F6.

   The following message is shown on the bottom of the display:

   ```
   Find What?
   ```

   Press the Enter key and the characters you typed before are remembered; the document is again searched from the cursor position to the end of the document.

Return your cursor to the first position of your letter by pressing the Alt key and the Up Arrow (↑) key.

Finding and Replacing Text Using F18 (Search/Replace)

If you want to find text and replace it with other text, use F18 (Search/Replace). To find the word *note* and replace it with *letter*:

1. Press F18 (Search/Replace).

   The Search/Replace display is shown.

2. On the Search/Replace display, specify the following choices:

   a. For the *Search for* prompt, type **note**

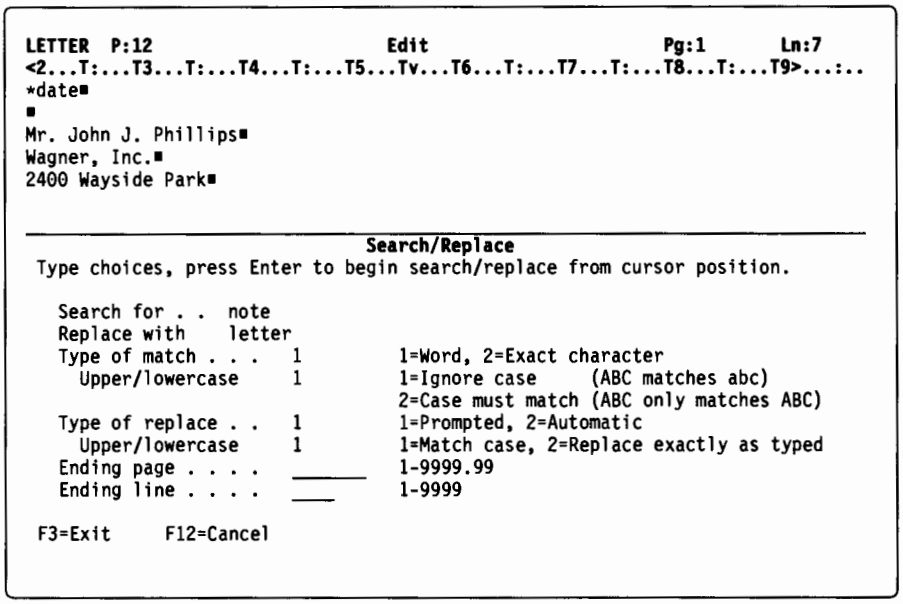
      You can type single characters or complete words for this prompt.

   b. For the *Replace with* prompt, type **letter**

      The number of characters does not have to be the same as specified for the *Search for* prompt.

   c. For the *Type of match* prompt, type a **1** (Word). This means that only entire words that begin and end with a blank or punctuation mark will match the search characters. For example, the word notebook would not match.

   d. For the *Type of replace* prompt, type a **1** (Prompted). This means that the cursor will stop at the search characters, but the characters are not replaced until you press the Enter key.



3. Press the Enter key.

   The document is searched from the cursor position to the end of the document.

   If the search characters are found, the cursor moves to the first character, and the following message is displayed:

   ```
   Press Enter to replace or F8 to not replace.
   ```

4. Press the Enter key to replace the characters. The following message is displayed:

   ```
   Press Enter to continue or F8 to cancel.
   ```

5. Press the Enter key again to continue the search.

   If the characters are not found, the message is displayed:

```
Characters not found from cursor to end.
```

To find and delete characters at the same time, specify two apostrophes (') for the *Replace with* prompt. (You are, in effect, replacing the characters with no character.)

Adjusting Line and Page Endings for a Paragraph or Document

If a line ends with a carrier return and there is room for text from the following line, you can adjust the line endings to move text to that line. You can adjust the page endings to split the pages the way you want them when the document is printed. One or more of these things can be done after you have added text, deleted text, or changed the margins in an existing document.

Adjusting line and page endings is done from the Edit display by pressing F16 (Adjust/Paginate). When the Select Adjust/Paginate Option display appears, select the appropriate option for how you want to adjust your document.

The following information describes how to adjust a paragraph. To adjust a line or page ending, the steps are similar to that option on the Select Adjust/Paginate Option display. However, when adjusting line or page endings, you can place the cursor anywhere in the document and all of the document is adjusted. When you adjust a paragraph, only the text from where the cursor is located to the end of the paragraph is adjusted.

1. On the Edit display, move the cursor to the position in the paragraph where you want the adjusting to start.
2. Press F16 (Adjust/Paginate).

   The Select Adjust/Paginate Option display appears.

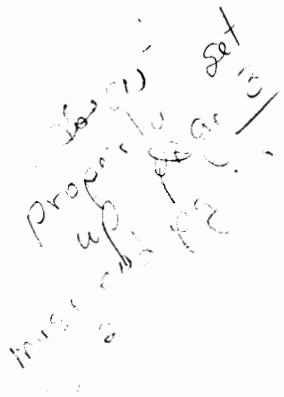
```
LETTER  P:12                        Edit                          Pg:1      Ln:16
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
*date■
■
Mr. John J. Phillips■
Wagner, Inc.■
2400 Wayside Park■
Milwaukee, WI  86204■
■
Dear John,■
_____________________________________________________________________________
                        Select Adjust/Paginate Option

Select one of the following:

     1. Adjust line endings
     2. Adjust line endings and page endings
     3. Adjust to end of paragraph

Selection
     -

F3=Exit     F12=Cancel
```

3. For the *Selection* prompt, type a **3** (Adjust to end of paragraph) and press the Enter key.

   The paragraph is adjusted from the cursor location through the end of the paragraph according to the established format.

Changing the Format to Create an Envelope

To create an envelope you must be on a new page so you can change the format for the envelope. You will change the format for the page layout, paper options, and margins for the envelope. You will then copy the inside address from the letter to the envelope.



1. Press F5 (Goto). The *Goto* prompt is displayed.
2. Type a **3** to go to page 3. Press the Enter key.
3. Press F20 (Format options). The Format Options display is shown.
4. On the Format Options display, select option 2 (Format change options).

```
LETTER  P:12                        Edit Page End              Pg:3       Ln:7
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..




                                  Format Options

 Select one of the following:

      1. Document options
      2. Format change options
      3. Reset format
      4. Display current format
      5. Search/Replace


 Selection
      2

 F3=Exit     F5=Edit     F12=Cancel
```

Press the Enter key.

The Format Change Options display is shown.

5. On the Format Change Options display, select option 4 (Page layout/paper options).

```
LETTER  P:12                        Edit Page End              Pg:3      Ln:7
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..




                                  Format Change Options

Select one of the following:

     1. Margins and tabs                          5. Header
     2. Line spacing/justification                6. Footer
     3. Typestyle/color                           7. Even/odd headers and footers
     4. Page layout/paper options                 8. Display current format


Selection
     4

F3=Exit     F5=Edit     F12=Cancel
```

Press the Enter key.

The Page Layout/Paper Options display is shown.

6. On the Page Layout/Paper Options display, select the following options:
   a. For the *First typing line, first page* prompt, type **13**
   b. For the *Last typing line before footer* prompt, type **20**

      This specifies that the first line of text is printed on line 13 of the envelope, and nothing is printed past line 20 of the envelope.

```
LETTER P:12                         Edit Page End              Pg:3      Ln:7
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..




p                              Page Layout/Paper Options                Page  1 of 2

Type of change . . . . . :   Format Change

Type choices, press Enter.

  First typing line for:
    First page . . . . . .   13    1-999
    Following pages  . . . .  7    1-999
    Header . . . . . .       3    1-999
    Footer . . . . . .       63   2-999
  Last typing line
    before footer  . . . . .  20   2-999
                                                                        More...
F3=Exit     F12=Cancel
```

7. Press the Page Down key to display the next page of options.
8. Select the following options:
   a. For the *Paper width* prompt, type **9.5**
   b. For the *Paper length* prompt, type **4.13**

c. For the *Printing paper source, first page* prompt, if your printer has an envelope feed, type a **5** (Envelope feed). (If your printer does not have an envelope feed, do not change the specification for this prompt.)

This specifies the size of the envelope, and what drawer on the printer the envelope comes from.

Note: If your printer does not have an envelope feed, the name and address for your envelope will print on a second sheet of paper.

```
LETTER P:12                        Edit Page End              Pg:3      Ln:7
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..




p                          Page Layout/Paper Options                 Page 2 of 2

Type of change . . . . . :   Format Change
Type choices, press Enter.
  Paper width  . . . . . .   9.5      .1-45.5 inches
  Paper length . . . . . .   4.13     .1-45.5 inches
  Printing paper source:
    First page . . . . . .   5        1-3=Paper drawer, 4=Manual feed
    Following pages. . . .   1        5=Envelope feed, 6=Continuous feed
  Rotate paper . . . . . .   1        1=Automatic, 2=0, 3=90,
                                      4=180, 5=270 (Degrees)
  Print header on  . . . .   2        1=All pages, 2=Following pages
  Print footer on  . . . .   2        1=All pages, 2=Following pages
                                                                    Bottom
F3=Exit     F12=Cancel
```

9. Press the Enter key. The Format Change Options display appears.
10. Press F3 (Exit). The Edit display appears. A Format Change character (a highlighted F) appears in the upper left portion of the display to indicate a format change.

    Note: If you are using the text-assist function, the format change is ╒ and is shown only if you have selected to display codes, or if the cursor is positioned on the format change character.

11. To specify the margins for the envelope, change the format change you just made. To change an existing format change:

    a. Place the cursor on the Format Change character.
    b. Press the Enter key. The Format Change Options display appears.
    c. On the Format Change Options display, type a **1** (Margins and tabs), and press the Enter key. The Margins and Tabs display appears with the default settings.
    d. On the Margins and Tabs display, move the cursor to position 50 and press the Less Than (<) key. This places the left margin at the center of the envelope where you want the name and address to start printing.

       Note: If you are using the basic assistance level of the editor, the Margins and Tabs display is different. Move the cursor to the *Left margin* prompt and type **50**.

```
LETTER P:12                        Edit Page End              Pg:3      Ln:13
<2...T:...T3...T:...T4...T:...T<...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
F




m                                 Margins and Tabs

Type of change . . . . . :   Format Change

Change margin  . . :   Position cursor to desired margin setting.
                       Type < for left margin.  Type > for right margin.
Clear all tabs . . :   Press F6.
Clear tab  . . . . :   Move cursor to the tab setting.  Press the spacebar.
Set tab  . . . . . :   Move cursor to desired tab setting.
                        o  Flush left tab: type T  o  Center tab: type C
                        o  Decimal tab: type D     o  Flush right tab: type R
                        o  Comma tab: type M       o  Colon tab: type N

F3=Exit     F6=Clear Tabs    F7=Window      F12=Cancel
```

You do not have to delete the existing left margin; the new left margin you set is automatically used.

12. Press the Enter key. The Format Change Options display appears.
13. Press F3 (Exit). The Edit display appears. The status line shows the new margin setting, and the cursor is positioned at the new left margin.

Copying the Inside Address

Use the copy function (F1) to copy the name and address to the envelope.

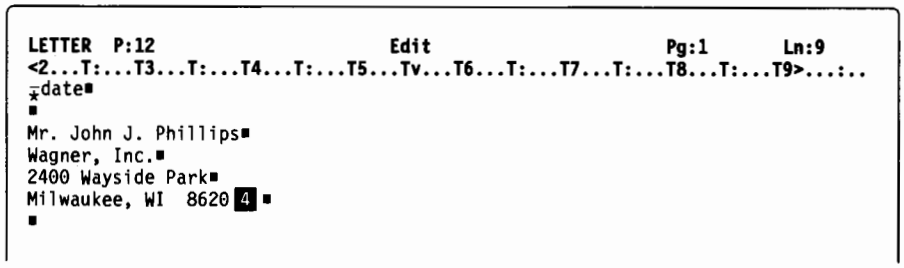
1. Press F5 (Goto) and type a 1 to return to page 1.
2. Press the Enter key. Page 1 of your letter is displayed.
3. Move the cursor to the first letter in the name.

```
LETTER  P:12                       Edit                       Pg:1      Ln:9
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
*date■
■
 Mr. John J. Phillips■
Wagner, Inc.■
2400 Wayside Park■
Milwaukee, WI  86204■
■
```

4. Press F1 (Copy). The following message is shown:

   Copy what? Move cursor, press Enter.

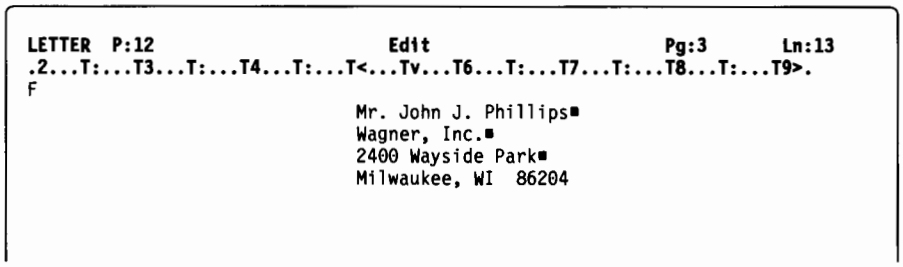
5. Move the cursor to the last number in the address.



6. Press the Enter key. The following message is shown:

   To where? Move cursor, press Enter.

7. Press F5 (Goto) and type a **3** to go to the envelope on page 3.
8. Press the Enter key. Page 3 of your letter is displayed.
9. Press the Enter key. The name and address are copied to page 3.



Checking Your Spelling and Selecting Synonyms

You can check the spelling of the words in a document. Each word is compared to the words in a spelling dictionary. This dictionary can be an AS/400 Language Dictionary or a user-created dictionary, but it must be specified in your documents before OfficeVision/400 can use it. If no match is found for a word, the spell check function assumes that it is misspelled and highlights the word so you can correct it.

After a misspelled word is highlighted, type over the word to correct the spelling. Or use a **prompted aid box** to show a list of possible spellings, and select the spelling you want to use.

You can also use a prompted aid box to show a list of grade level synonyms for a word, then select the synonym you want to use in your document.

To learn how to correct spelling errors, misspell some of the words in your letter:

1. Use a cursor movement key to move the cursor to the first `t` in the word `letter`.

   Thank you for your kind le**t** ter. The type of bolt you requested costs $8.64. Quantity discounts are available.

   If you need any more information, please give me a call.

   Type another **t** to change the spelling to `lettter`.

2. Move the cursor to the first letter in the word need.

```
■
Thank you for your kind lettter.  The type of bolt you requested costs
$8.64.   Quantity discounts  are available.■
■
If you  n eed any more information, please give me a call.■
```

3. Press the Insert key once so that you are not in insert mode.
4. Type an x to change the spelling to xeed.
5. Press the Insert key once so that you are again in insert mode.

Selecting a Spelling Dictionary

You must specify the name of a language dictionary before you can use any of the spelling functions. This exercise shows you how to select an AS/400 Language Dictionary. For information about selecting a user-created dictionary, see the manual *Using OfficeVision/400* Word Processing*.

1. On the Edit display, press F22 (Spell functions). The Spell Functions display is shown.
2. Select option 2 (Dictionary options). The Specify Dictionary Options display is shown.

   If you previously selected a dictionary, it is shown in the list.

```
do                          Specify Dictionary Options

Type dictionary search list information, press Enter.

Order
(1-8)       Dictionary        Library
  -         __________        __________
  -         __________        __________
  -         __________        __________
  -         __________        __________
  -         __________        __________
  -         __________        __________
  -         __________        __________
  -         __________        __________

F3=Exit     F12=Cancel
```

3. For the *Order (1-8)* prompt, type a **1**

   If you are using more than one dictionary, specify the order you want the dictionaries checked for the *Order (1-8)* prompt.
4. For the *Dictionary* prompt, type **US**
5. For the *Library* prompt, type **QDCT** This is the name of the library where all IBM-supplied dictionaries are stored.
6. Press the Enter key to return to the Select Spell Functions display.
7. Press F12 (Cancel) to return to the Edit display.

Selecting the Spelling Options

To check the spelling in your document, on the Edit display press F22 (Spell functions). The Select Spell Function display is shown. Select option 1 (Spell options) and press the Enter key. The first page of the Spell Options display is shown.

Specify the following options:

1. For the *Type of checking* prompt, type a **1** (Spell). The spell check function checks the spelling of the words in your text.

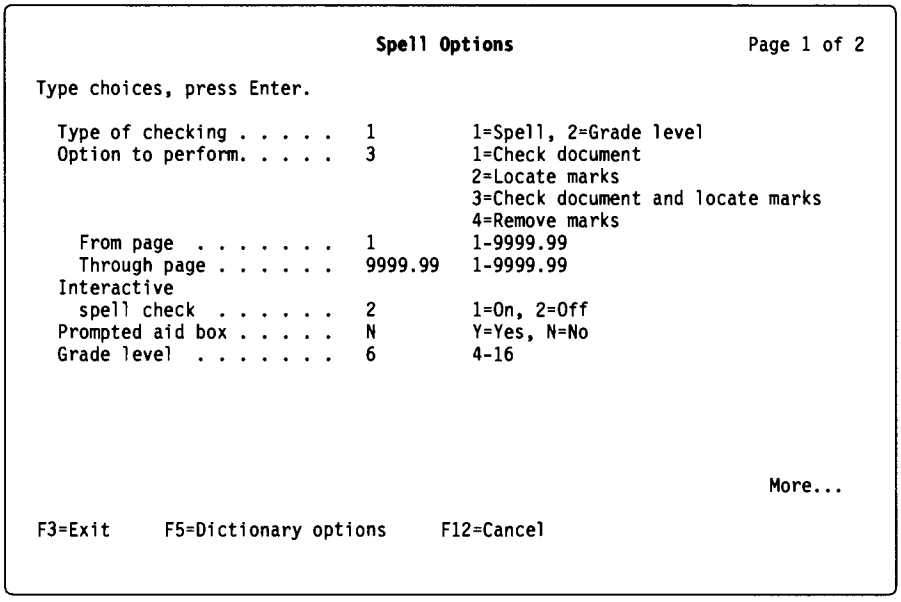
   Note: This prompt is shown only if you are using the U.S. English dictionary.

2. For the *Option to perform* prompt, type a **3** (Check document and locate marks). The spell check function checks the spelling of the words you have typed in your document, marks any misspelled words, and positions the cursor at the first misspelled word.

3. For the *Interactive spell check* prompt, type a **2** (Off). The spell check function checks the spelling of the words you have typed in the document, but does not check the spelling of new words you type after the spell check is completed.

   Note: Interactive spell check is not available when using the text-assist function or the adapted word processing function.

4. For the *Prompted aid box* prompt, type an **N** (No). The list of possible spellings will not be automatically shown when a misspelled word is found; you must press F23 (Word spell aid) in order to see the list.



   Note: Because grade level checking is supported only for the U.S. English language, the following are not shown for other languages:

   - Option 2 (Grade level) for the *Type of Checking* prompt.
   - The *Grade level* prompt.

5. Do not change the other options on this page of the display or on the next page of the display. To see the second page of the display, press the Page Down key.

To learn more about any of these options, move your cursor to the option and press the Help key. After you read the online help information for the option, press F3 (Exit) to return to this display.

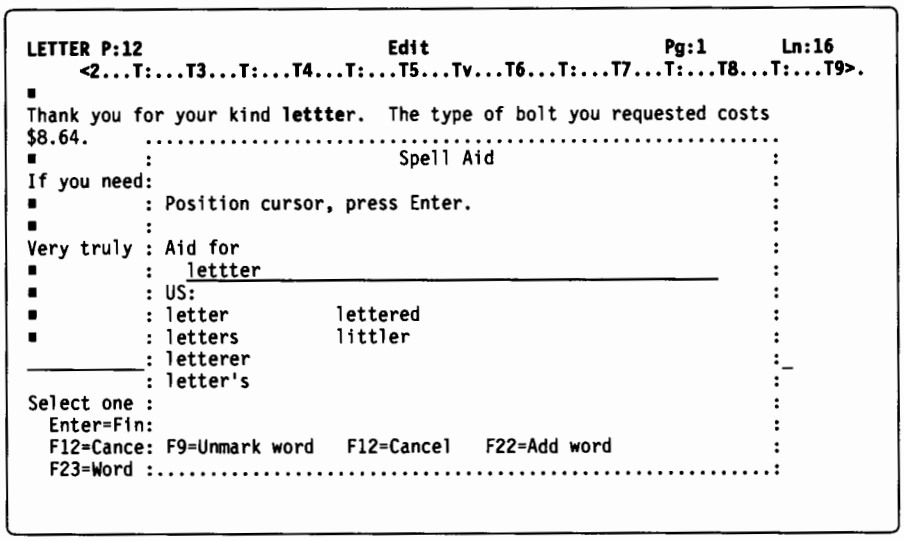
```
                              Spell Options                    Page 2 of 2

Type choices, press Enter.

  Dictionary for
    adding words . . . . . .  XXXXXXXX      Name
    Library  . . . . . .  .   QUSRSYS       Name, *CURLIB
    Language of
      dictionary . . . . . .  *NONE         *NONE, *ENGLISH,
  File for adding words  . . .  QADDENDA    Name
    Library  . . . . . .  .   QUSRSYS       Name, *LIBL
  Member . . . . . .  . . . .  XXXXXXXX    Name, *DCT

  Include user dictionary
    for spell functions  . . . .  N         Y=Yes, N=No




                                                                   Bottom
F3=Exit     F5=Dictionary options     F12=Cancel
```

6. Press the Enter key. The spell check function checks the spelling of the words in your document, then returns to the Edit display. The misspelled words are highlighted in reverse image, and the cursor is positioned at the first misspelled word. The function keys you can use are listed on the bottom of the display.

Using Word Spell Aid (F23) to Correct a Misspelled Word

When the cursor is on a word that has been highlighted as misspelled, press F23 (Word spell aid) on the Edit display to see a prompted aid box that lists possible spellings for the word.

1. Make sure the cursor is on the misspelled word `lettter`. (If the cursor is not on the word, you can use the cursor movement keys to move the cursor, or press the Enter key until the cursor is positioned on the word.)
2. Press F23 (Word spell aid). A list of possible spellings for the word `lettter` is shown.



3. Place the cursor on the correct spelling of the word `letter`.
4. Press the Enter key.

   The word indicated by the cursor automatically replaces the misspelled word in your letter and the highlighting is removed. The cursor automatically moves to the next misspelled word.

   Note: If you do not find the correct spelling for a word in the list that is displayed, you can do one of the following:

   - Type the correct spelling over the misspelled word at the top of the box and press the Enter key. The misspelled word is changed to the spelling you typed.
   - Press F9 (Unmark word) to remove the list. The misspelled word is not changed.

Correcting Misspelled Words without Using Word Spell Aid

If you know the correct spelling of a word, you do not need to use word spell aid.

1. The cursor is positioned on the x in the misspelled word `xeed`.
2. Press the Insert key once so that you are not in insert mode.
3. Type an **n** to correct the spelling of the word `need`.
4. Press the Insert key once so that you are again in insert mode.

Using Synonyms to Replace a Word

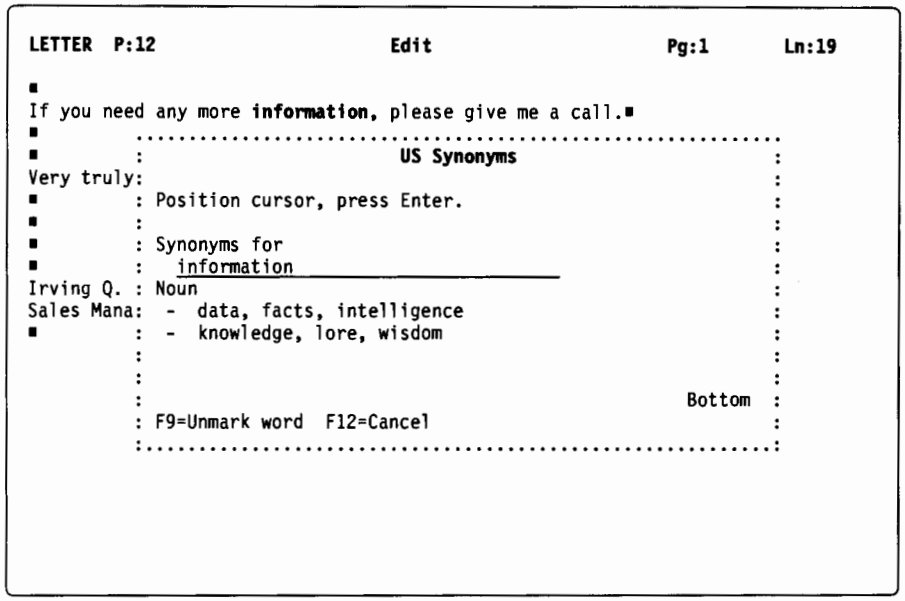
The synonym function can help you find synonyms for the words in your text. When you use the synonym function, a list of words[1] with similar meanings is displayed.

1. Move the cursor to the word `information`. Use the cursor movement keys to position the cursor anywhere within the word.
2. On the Edit display, press F22 (Spell functions).

[1] Synonym information is based on the American Heritage Dictionaries Data Bases, Roget's II; The New Thesaurus, owned by Houghton Mifflin Company and used with permission. Copyright (C) 1982 by Houghton Mifflin Company.

3. Select option 5 (synonym aid for current word).
4. Press the Enter key. The Edit display is shown.

   The word `information` is highlighted in reverse image, and a list of possible synonyms for the word is shown.



5. Place your cursor on the word you want to use as a synonym, and press the Enter key.

   The word in your letter is automatically replaced by the synonym you selected, and the reverse image is removed.

6. To put the word `information` back into your letter, move the cursor to the synonym and again press F22 (Spell functions).
7. Select option 5 (Synonym aid for current word) and press the Enter key. Another synonym list is displayed.
8. Move the cursor to the word `information` in the synonym list and press the Enter key. The word is replaced in your letter.

   Note: If you display a list of synonyms and do not want to use any of the synonyms, press F12 (Cancel).

Ending, Saving, and Printing a Document

1. On the Edit display, press F3 (Exit/Save). The Exit Document display is shown with the default choices.
2. On the Exit Document display, specify the following choices:
   a. For the *Save document* prompt, type a **Y** (Yes).
   b. For the *Display save options* prompt, type an **N** (No).
   c. For the *Print document* prompt, type a **Y** (Yes).
   d. For the *Display print options* prompt, type a **Y** (Yes).

Notes:

a. To save the document in its original form and also save the changes you just made, enter a new document name where the original name is shown on the Exit Document display. The changed document is stored in the folder under the new name. The original document remains in the folder unchanged.

b. If the text search function is available on your system, the *Display text index options* prompt is displayed. Type a **Y** (Yes) to add the document to the text index.

3. Press the Enter key. The Print Options display appears with the default choices.

4. On the Print Options display, select the following choices:

   a. For the *Output device* prompt, type a **1** (Printer).

      If the default value for the *Output device* prompt was not a 1 (Printer), additional prompts for the printer are displayed.

```
                              Print Options                  Page 1 of 4

Document . . . . . . . . . . :  LETTER

Type choices, press Enter.
  Page range:
    Start page . . . . . . . .  *FIRST       0.01-9999.99, *FIRST, *LAST
    End page . . . . . . . . .  *LAST        0.01-9999.99, *FIRST, *LAST,
                                             *STRPAGE
  Number of copies . . . . . .  1            1-99
  Output device . . . . . . . .  1           1=Printer, 2=Display
                                             3=File
    Printer . . . . . . . . . .  *USRPRF     *USRPRF, *SYSVAL, *WRKSTN
                                             Printer ID
    Output queue . . . . . . .  *DEV         Name, *DEV, *FILE, *WRKSTN
      Library . . . . . . . . .  *LIBL       Name, *LIBL
    Output file . . . . . . . .  *DOC        Name, *DOC, *FILE
    Form type . . . . . . . . .  _____       Printer form
    Printer file . . . . . . .  QSYSPRT      Name
      Library . . . . . . . . .  *LIBL       Name, *LIBL

                                                                    More...
F3=Exit     F6=Print queue     F9=Format options     F12=Cancel
F15=Merge data options         F18=Additional page ranges
```

   b. Leave the *Printer* prompt value at *USRPRF to use the printer specified in your user profile. Otherwise, type the ID for the printer you want to use.

   c. To learn about any of the other options, move your cursor to the option and press the Help key. After you read the online help information for the option, press F3 (Exit) to return to this display.

5. Use the Page Down key to go to the next page of the Print Options display.

6. On page 2 of the Print Options display, select the following choices:

   a. For the *Resolve instructions* prompt, type a **Y** (Yes) to process the Date text instruction. This means that when the document is printed, the date replaces the Date instruction in the document.

   b. For the *Adjust line endings* prompt, type an **N** (No). If you typed a Y (Yes) the lines of text would be adjusted to fit between the left and right margins as specified by the format. Because lines are usually automatically adjusted as you type a document, you can specify N (No) for this prompt

unless the lines should be adjusted again after the text instructions have been processed. See "How a Document Is Resolved and Printed" on page 4-35 for more information about this prompt.

c. For the *Adjust page endings* prompt, type a **Y** (Yes). This adjusts the lines of text to fit between the first typing line and the last typing line as specified by the format.

d. If you want to learn about any of the other options, move your cursor to the option and press the Help key. After you read the online help information for the option, press F3 (Exit) to return to this display.

```
                              Print Options                    Page 2 of 4

Document . . . . . . . . . . . . . . . . .:  LETTER

Type choices, press Enter.
  Delay printing . . . . . . . . . . . . .   N          Y=Yes, N=No
  Draft spacing  . . . . . . . . . . . . .   N          Y=Yes, N=No
  Print line numbers . . . . . . . . . . .   N          Y=Yes, N=No
  Resolve instructions . . . . . . . . . .   Y          Y=Yes, N=No
  Print with large print . . . . . . . . .   N          Y=Yes, N=No
  Print separator page . . . . . . . . . .   N          Y=Yes, N=No
  Adjust line endings  . . . . . . . . . .   N          Y=Yes, N=No
  Adjust page endings  . . . . . . . . . .   Y          Y=Yes, N=No
    For choice Y=Yes:
     Allow widow lines  . . . . . . . . .   N          Y=Yes, N=No
    For choice N=No:
     Renumber system page
       numbers . . . . . . . . . . . . . .   Y          Y=Yes, N=No
  Print quality  . . . . . . . . . . . . .   1          1=Letter, 2=Text
                                                        3=Draft
                                                                   More...
F3=Exit     F6=Print queue     F9=Format options     F12=Cancel
F15=Merge data options         F18=Additional page ranges
```

7. Use the Page Down key to go to the next page of the Print Options display.

8. On page 3 of the Print Options display, select the following choices:

   a. For the *Place on job queue* prompt, type a **Y** (Yes). Putting your print job on the job queue makes your work station available so you can work on another task.

   b. For the *Send completion message* prompt, type a **Y** (Yes) if you want a message sent to your display station when the job is completed.

   c. For the *Print error log* prompt, type a **Y** (Yes). If any errors occur while the job is being prepared for printing, an error log is printed following the last page of the document. For more information about the error log, see "Using the Error Log" on page 4-36.

   d. To learn about any of the other options, move your cursor to the option and press the Help key. After you read the online help information for the option, press F3 (Exit) to return to this display.

```
                              Print Options                    Page 3 of 4

Document . . . . . :   LETTER

Type choices, press Enter.
  Place on job queue . . . . . .  Y            Y=Yes, N=No
    For choice Y=Yes:
      Send completion
        message . . . . . .  N            Y=Yes, N=No
      Job description . . . . . .  QBATCH        Name
        Library . . . . . .  *LIBL         Name, *LIBL
  Cancel on error . . . . . .  N            Y=Yes, N=No
  Print error log . . . . . .  Y            Y=Yes, N=No
    For choice Y=Yes:
      Form type . . . . . .  _____        Printer form
  Save resolved output . . . . . .  N            Y=Yes, N=No
    For choice Y=Yes:
      Document . . . . . .  _____        Name, F4 for list
        Folder . . . . . .           Name, F4 for list
                                                              More...
F3=Exit          F4=Prompt   F6=Print queue     F9=Format options
F12=Cancel       F15=Merge data options         F18=Additional page ranges
```

9. Use the Page Down key to go to the next page of the Print Options display.
10. On page 4 of the Print Options display, select the following choices:
    a. For the *Type of page printing* prompt, leave the 1 (Single-sided).
    b. To learn about the other option, move your cursor to that option and press the Help key. After you read the online help information for the option, press F3 (Exit) to return to this display.

```
                              Print Options                    Page 4 of 4

Document . . . . . :   LETTER

Type choices, press Enter.

  Print revision symbols . . . . . N            Y=Yes, N=No
    Symbols to be printed . . . . . _ _ _ _
  Additional spaces to left . . . . . 0            0-99
  Graphic character set . . . . . _____        Identifier
  Type of page printing . . . . . 1            1=Single-sided
                                               2=Double-sided
                                               3=Double-sided tumble

    For choice 2 or 3:
      Adjust margins on even
        pages for binding . . . . . .  Y            Y=Yes, N=No
  For truncated text:
    Shift left margin . . . . . .  Y            Y=Yes, N=No

                                                                Bottom
F3=Exit     F6=Print queue     F9=Format options     F12=Cancel
F15=Merge data options         F18=Additional page ranges
```

11. Press the Enter key. A message that the request is being processed is shown briefly. Then the Work with Documents in Folders display is shown with a message stating that the document has been saved and the print request has been placed on the job queue.

How a Document Is Resolved and Printed

Before a document can be printed, it must be **resolved**. When a document is resolved, the text is arranged according to the format and according to the options selected on the Print Options displays. The document is then prepared for the printer you selected and sent to the print queue. The following steps show how a document is resolved and printed:

1. If you type a `Y` (Yes) for the *Resolve instructions* prompt on page 2 of the Print Options display, any text instructions in the document are processed when the document is resolved. For example, when a document that has a Date instruction is resolved, an actual date (such as November 5, 1988) replaces the Date instruction (*date) in the resolved document. (If you had typed an `N` [No] for the *Resolve instructions* prompt, the Date instruction would be printed in the letter as *date instead of an actual date. However, the resolved document would still be paginated and formatted.)

2. If you type a `Y` (Yes) for the *Adjust line endings* prompt on page 2 of the Print Options display, each line of text is adjusted to fit between the left and right margins as specified in the format. The lines are formatted as specified on the Line Spacing/Justification display.

   Lines are automatically adjusted as you type a document. (For more information about adjusting lines, see the manual *Using OfficeVision/400* Word Processing*.) However, when certain text instructions are resolved, the line might become longer or shorter. For example, if you use a Date instruction within a line of text, the line becomes longer when the Date instruction (*date) is replaced with an actual date (such as November 5, 1988).

   If a document contains text instructions that could extend a line past the right margin, you should type a `Y` (Yes) for the *Adjust line endings* prompt so the lines are adjusted again after the text instructions are processed. Adjusting lines for printing takes additional time. In the example in this chapter, you can save time by typing an `N` (No) for this prompt. Although the letter you are printing contains a Date text instruction that inserts an actual date into the document, the instruction is not within a line of other text and will not extend text beyond the right margin.

3. If you type a `Y` (Yes) for the *Adjust page endings* prompt on page 2 of the Print Options display, the document is **paginated**. When a document is paginated, the correct number of lines is placed on each page between the first typing line and the last typing line as specified in the format. If the document has footnotes, the footnote text is placed at the bottom of the page that has the corresponding footnote reference.

4. If the document has headers and footers, they are placed in the correct positions on the pages of the document.

5. After the document has been resolved, it is prepared to be printed on the printer you specified on the Print Options display. This step converts the resolved document into a spooled file that contains the specific formatting instructions for the printer you selected. Because different printers support different lines per inch, type styles, and so on, the spooled file for your document may vary depending on the type of printer you selected.

6. The spooled file is sent to the **print queue** to wait until it can be printed on the specified printer. The manual, *Using OfficeVision/400* Word Processing*, has more information about the print queue. When the specified printer is available, the resolved document is printed.

Using the Error Log

When you type a Y (Yes) for the *Print error log* prompt on page 3 of the Print Options display, an error log is printed if any errors occurred when the document was being resolved or printed.

If your printed document does not appear as you expected, look at the error log to see if it has information that explains the problem. The error log lists the errors with a page number and line number preceding the error message to indicate where the error occurred. However, the page number and line number may refer to the source document (what you see on the display) or the output document (the printed version). Remember to check both the source document on the Edit display and the printed document when looking for errors.

Saving a Resolved Document

The document that you saved in your folder is not a resolved document. If you edit the document again, you see that it looks the same as it did the last time it was saved. The document is saved as a revisable-form text (RFT) document type. If you want to print the document again, it must be resolved again. However, you can also save the resolved document if you type a Y (Yes) for the *Save resolved document* prompt on page 3 of the Print Options display, and specify the names for the resolved document and the folder.

When you save a resolved document, it is saved as a final-form text (FFT) document type. If you save a resolved document and want to print it again, it prints more quickly because it does not need to be resolved again. When printing a resolved document, the text instructions are not processed again, so the date that prints is the same date that printed when you resolved the document and printed it the first time. For more information about saving a resolved document, see the manual *Using OfficeVision/400* Word Processing*.

Chapter 5. Using Formats and Text Profiles

A **document format** describes the way the document appears; for example, whether the document is single-spaced or double-spaced, which line of the page the first line of text appears on, and where the margins and tabs are set. A document format can be stored in a **text profile**. Besides format options, a text profile also contains options for editing and printing a document.

The system provides a text profile named SYSTEM, which contains default options that are preset by the system. If you do not want to use these preset options for all of your documents, you can change the options after you have created a document. Or you can create another text profile that specifies the options you want to use, and use that text profile when you create a document. If you use different kinds of documents in your office, you can create a text profile that specifies the format, editing options, and printing options for each type of document you use. For example, you could have a text profile for letters, one for reports, and another for labels.

Each time you sign on the word processing function, the system remembers which text profile you last used, and this profile is used for your current session. If you want to use a different text profile, you simply activate the profile you want to use.

This chapter shows you how document formats are used, and how you can change a format. It also shows you how to create and activate a text profile that defines the document format for reports. This document format contains outline headings, headers with heading titles, footers with page numbers, and footnotes. The text profile also describes an alternate format. An **alternate format** describes pages that do not use the same format as the body of the report, such as a cover page and table of contents page.

The profile you create in this chapter can be one of many you use to define document formats, but only one profile can be active at a time.

This chapter includes the following:

1. Introducing formats and text profiles
2. Creating a text profile
    a. Describing the document format
        1) Describing outline headings
        2) Describing a header
        3) Describing a footer
        4) Describing a footnote
    b. Describing the alternate format
        1) Changing the line spacing
        2) Changing the first print line
3. Activating a text profile

The following example shows the document format and alternate format defined in the text profile created in this chapter.

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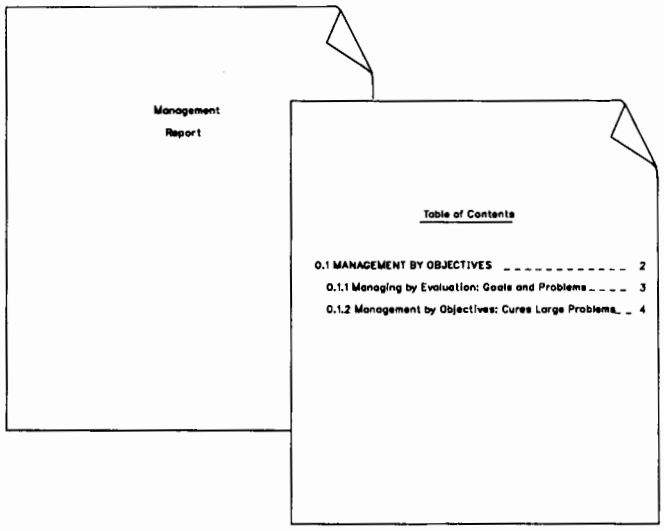
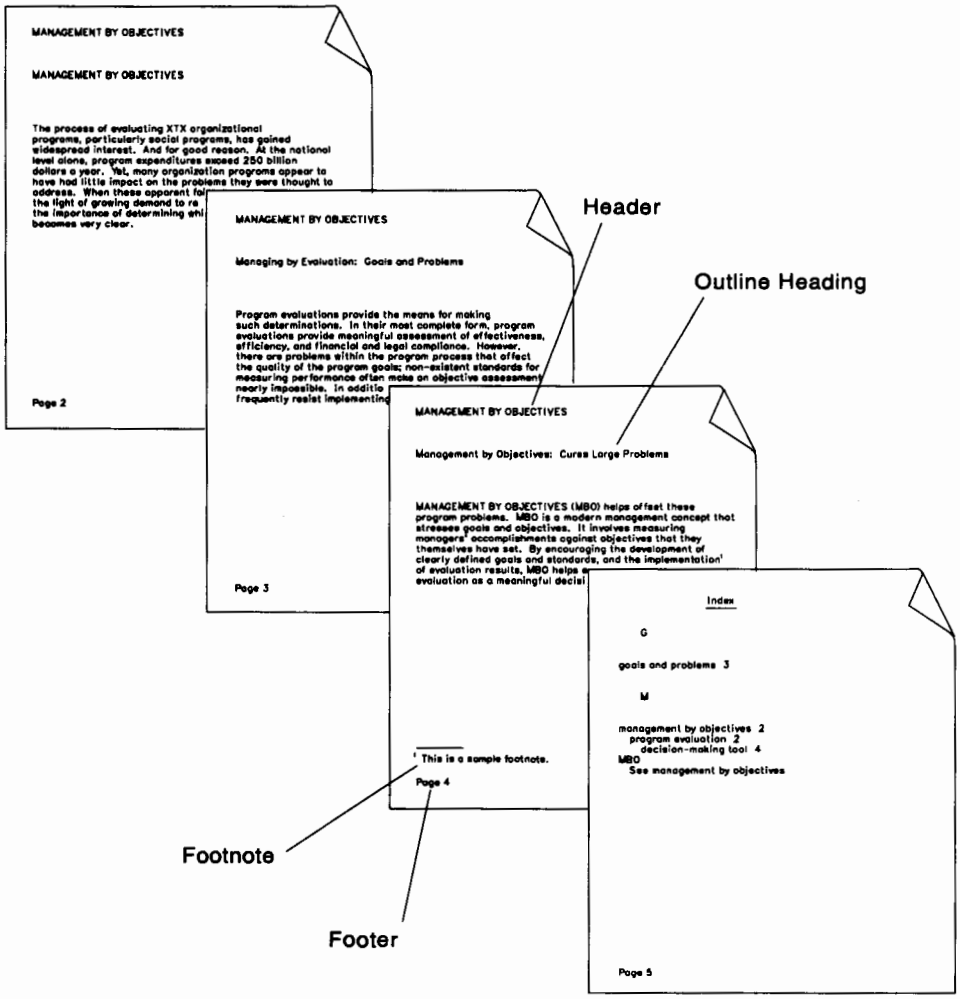
Alternate Format



Document Format



RSLN207-1

Introducing Formats and Text Profiles

The format of a document describes how the document looks on the Edit display and when it is printed. A format specifies line format options and page format options. **Line format** options describe how the lines of text look, such as line spacing and justification, margins, tabs, lines per inch (or lines per centimeter), and type style. **Page format** options describe how the pages look, such as paper size, where the first line and last line of text are printed, and how headers and footers are printed. A format also specifies how footnotes are printed.

The system provides a default profile named SYSTEM that has preset format options. These preset format options are:

- Line format options:

  Margins at columns 19 and 91 (1.5 and 7.5 inches)
  Flush left tab setting every 5 spaces
  Single line spacing
  Lines aligned at the left
  Six lines per inch
  Hyphenation zone width of 6 spaces
  Type style of 12-pitch (type style 86)

- Page format options:

  Paper size of 8-1/2 x 11 inches
  First line of text printed on line 7
  Last line of text printed on line 60
  Header printed on line 3
  Footer printed on line 63

- Footnote references printed as superscript numbers

If you create a new document and you do not want to use these preset format options, you can create a text profile that has the format options you want. After the text profile has been created, you can assign the profile to a folder. When you assign a text profile to a folder, all documents created in that folder use the assigned text profile. Or you can activate the text profile; the active text profile is used for any document that is created in a folder that does not have an assigned text profile.

When you create a document, the format for the document is determined by the text profile. However, after the document has been created, you can make changes to the format of the document.

Determining the Format for New Documents

When you create a new document, you can use the text profile that has the appropriate format options for the type of document you are creating. You determine which text profile is used by assigning the profile to a folder, or by activating the profile before you create the document. When you create a document, the format of the new document is determined as follows:

- If you create the document by making a copy of another document, the format of the document you copied is used.
- If you are not making a copy of another document and the folder your document will be stored in has a text profile assigned to it, the format defined in that

profile is used. A text profile can be assigned to a folder when the folder is created or when the folder description is changed.
- If the folder does not have an assigned profile, the currently active profile is used. The currently active profile can be the default profile named SYSTEM, or a text profile that you have created and activated.

Changing the Format of a Document

Although the format of a document is determined by the text profile (or the document being copied), you can make changes to that format. The changes affect only the document you are working with; no changes are made to the profile being used or to the format of a document being copied.

Changing the Document Format and Alternate Format

If you want to change the format of the entire document, you change the **document format**. If you want to use a different format for only a part of the document, you can use the alternate format. An **alternate format** is a secondary format available for each document you create. The alternate format is stored with the document format, and can be used for pages that require format options that are different from the other pages of the document. For example, you might need a different format for pages that contain tables, a cover page, or an envelope. You can specify the format options you need for these pages in the alternate format. As you type your document, you can change between using the document format and the alternate format by using the Reset Format display.

Because you are changing a page format, your cursor must be at the beginning of a page when you change between using the document format and the alternate format. (To show the Reset Format display, press F5 [Goto], type `rf` and press the Enter key.) When you begin to type a page that requires the different format, go to the Reset Format display and select the alternate format. When you return to the Edit display, a highlighted 2 indicates where the alternate format begins. After you have typed the text that requires the alternate format, use the Reset Format display to start using the document format again.

You can make changes to the document format and the alternate format when you create the document or when you edit the document.

If you want to make changes to the format of a new document when you create the document, press F20 (Change formats/options) on the Create Document Details display. (The Create Document Details display is shown after you specify the Create option on the Work with Documents In Folders display.) The next menu that is shown allows you to specify if you want to change the document format or the alternate format. After you make your selection, other format menus are shown so you can choose the format options you want to change. You can change any of the options for the document format and for the alternate format.

You can also change the document format or the alternate format when you edit a document. To make a format change, you can press F20 (Format options) on the Edit display and select to change options for the entire document on the Format Options display. Or you can use F5 (Goto) to bypass menus and go directly to the format display you want to use.

When you use the *Goto* prompt to change format options, use a *d* or any abbreviation that begins with a *d* to change the document format; use an *a* or any abbreviation that begins with an *a* to change the alternate format. If you change the

document format or alternate format when you edit the document, the cursor can be at any position in the document.

Inserting a Format Change for Part of the Document

Although you can change the format for part of a document by using an alternate format, you can also insert a format change into a document you are editing. When you use an alternate format, you change the page format for entire pages. When you insert a format change, you can change the page format for entire pages, or you can change the line format for only a part of a page.

To insert a format change, you can press F20 (Format options) on the Edit display and select the option you want to change on the Format Options display. Or you can use F5 (Goto) to bypass menus and go directly to the format display you want to use. When you use the *Goto* prompt to insert a format change, you can use any abbreviation that does not begin with a `d` or an `a`.

Note: When you place the cursor on an existing format change or on a line immediately following an existing format change, a new format change is not inserted. Instead, the previous format is modified just as if you had placed the cursor on that format change and pressed the Enter key. If you simply press the Enter key on a format display without changing any information, a new format change is not inserted.

After you have inserted the format change, a highlighted `F` is shown on the display to indicate where the format change begins. You can stop using the format change by inserting another format change, or by resetting the format to the starting format. The starting format is the document format or alternate format you were using when you inserted the change. To reset the format, you can press F20 (Format options) on the Edit display and select the option to reset the format on the Format Options display. Or you can press F5 (Goto) and type **`rf`** for the prompt. If you reset the format to the starting format, a highlighted `R` is shown on the display to indicate where the format returns to the starting format.

Note: If you are using the PC text-assist function, a line format change is indicated by ┌ and the return to the starting line format is indicated by ┐. A page format change is indicated by ╓ and the return to the starting page format is indicated by ╖. If codes are not displayed, the format change character is shown only if the cursor is positioned on it.

Cursor Position for Changing a Format

You can change line format options when the cursor is at any position in your document. When you change page format options, your cursor must be positioned at the first line of a page. Changing between using a document format and an alternate format involves a page format change, so the cursor must be at the first line of a page.

Creating a Text Profile

For this text profile, you will define the document format that describes the body of the report, and an alternate format that defines the pages for the title page and table of contents.

Begin this exercise on the Work with Documents in Folders display. Chapter 2 has instructions to sign on the word processing function and show the Work with Documents in Folders display.

Defining the Document Format

1. On the Work with Documents in Folders display, press F9 (Work with).
2. On the Work with Word Processing display, select option 5 (Work with text profiles) and press the Enter key. The Work with Text Profiles menu is shown.

   The *Active profile* prompt at the top of the display shows the name of the profile that is currently active. The name SYSTEM is shown unless you have activated a different text profile.
3. Select option 1 (Create text profile).

```
                          Work with Text Profiles

Active profile . . . . . :   SYSTEM

Select one of the following:

     1. Create text profile
     2. Revise text profile
     3. Copy text profile
     4. Delete text profile
     5. Activate text profile
     6. Activate system profile









Selection
     1

F3=Exit     F9=Work with     F12=Cancel
```

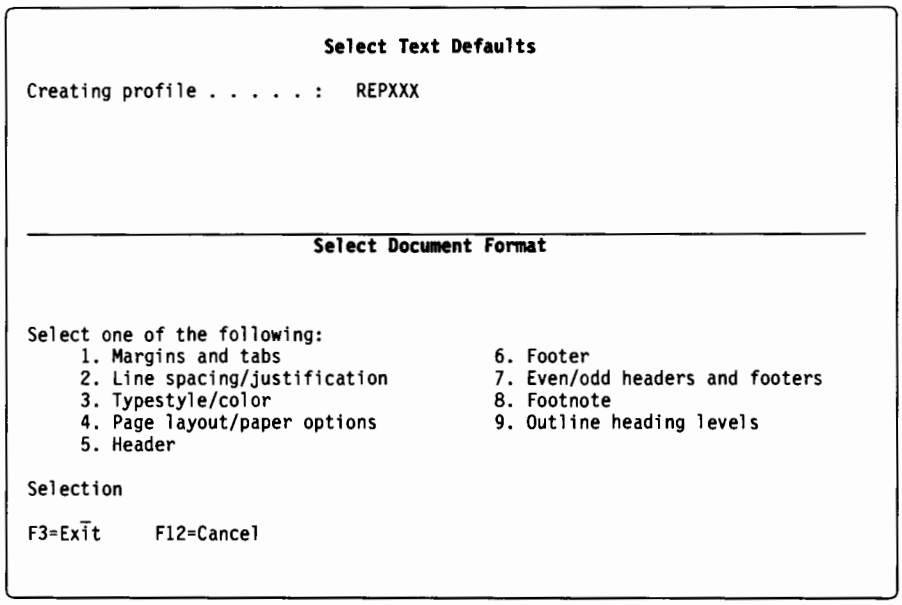
4. Press the Enter key. The Create Text Profile display is shown.
5. On the Create Text Profile display:
   a. For the *Profile* prompt, type **REPXXX**, where XXX are your initials.
   b. For the *Description* prompt, type **Formal reports**

```
                          Create Text Profile

Type choices, press Enter.

  Profile . . . . . .  REPXXX          Name

  Description . . . . . .  Formal reports




F3=Exit                                  F12=Cancel
```

6. Press the Enter key. The Select Text Defaults display is shown.
7. On the Select Text Defaults display, select option 1 (Document format).

```
                          Select Text Defaults

Creating profile . . . . . :   REPXXX



Select one of the following:

     1. Document format
     2. Alternate format
     3. Edit defaults
     4. Math format (Numeric field editing)
     5. Print options
     6. Dictionary options
     7. Merge options
     8. Text month names


Selection
     1

F3=Exit     F12=Cancel
```

8. Press the Enter key. The Select Document Format display appears.



In the following sections, you will use the Select Document Format display to change the format options for outline headings, headers, footers, and footnotes.

Describing Outline Heading Levels

An **outline heading** is the title you type at the beginning of a section of text. This title identifies the topic of the section of text. You must use outline headings in your document if you want to create a table of contents; the headings are the entries used for the table of contents that is produced.

There are seven different levels of outline headings, from level 0, which identifies the broadest topics of the document, to level 6, which identifies the most specific topics. You can specify which heading levels to use in your table of contents. You can also specify how the outline headings print in your document.

1. On the Select Document Format display, select option 9 (Outline heading levels).
2. Press the Enter key, and the Select Outline Heading display appears.
3. On the Select Outline Heading display, type a 1 for the *Outline heading level* prompt.

```
                          Select Text Defaults

Creating profile . . . . . :   REPXXX


_____________________________________________________________________________

                        Select Outline Heading


Type choice, press Enter.

  Outline heading level . . . . . .  1    0-6




F3=Exit     F12=Cancel
```

4. Press the Enter key. The Outline Heading Definition For Level 1 display appears.
5. On this display you define how your level 1 outline headings will be printed. On the Outline Heading Definition For Level 1 display, select the following choices:
   a. For the *Print section number* prompt, type an **N** (No).
   b. For the *Underline* prompt, type an **N** (No).
   c. For the *Bold print* prompt, type a **Y** (Yes).
   d. For the *Blank lines after* prompt, type a **4**
   e. For the *Include in table of contents* prompt, type a **Y** (Yes).

```
                  Outline Heading Definition For Level 1


Use the following options to define how the outline headings for this level
will appear in the document and in the table of contents.  Outline headings
are determined by the outline heading (.h) instruction.

Type choices, press Enter.

  Print section number . . . . . .  N   Y=Yes, N=No
  Start a new page . . . . . .  Y   Y=Yes, N=No
  Underline  . . . . . .  N   Y=Yes, N=No
  Bold print . . . . . .  Y   Y=Yes, N=No
  All upper case . . . . . .  Y   Y=Yes, N=No
  Blank lines before . . . . . .  0   0-9
  Blank lines after  . . . . . .  4   0-9
  Include in
    table of contents  . . . . . .  Y   Y=Yes, N=No
    For choice Y=Yes:
      Positions to indent  . . . . . .  0   0-9
      Blank lines before entry . . . . . .  1   0-9
F3=Exit     F12=Cancel
```

6. Press the Enter key. The Select Outline Heading display appears.
7. On the Select Outline Heading display, type a **2** for the *Outline heading level* prompt and press the Enter key. The Outline Heading Definition For Level 2 display appears.

8. On the Outline Heading Definition For Level 2 display, select the following choices:
   a. For the *Print section number* prompt, type an **N** (No).
   b. For the *Underline* prompt, type an **N** (No).
   c. For the *Bold print* prompt, type a **Y** (Yes).
   d. For the *All upper case* prompt, type an **N** (No).
   e. For the *Blank lines after* prompt, type a **4**
   f. For the *Include in table of contents* prompt, type a **Y** (Yes).
   g. For the *Positions to indent* prompt, type a **3**
9. Press the Enter key. The Select Outline Heading display appears.
10. Press F3 (Exit). The Select Text Defaults display appears.

Describing Headers and Footers

A **header** is text that appears at the top of the printed pages of a document. For example, a header could be the subject of the document or the subject of a section of the document.

A **footer** is text that appears at the bottom of the printed pages of a document. For example, a footer could be the subject of the document or section of the document, or the page number.

1. On the Select Text Defaults display, select option 1 (Document format) and press the Enter key. The Select Document Format display is shown.
2. On the Select Document Format display, select option 4 (Page layout/paper options) so you can specify where the headers and footers will appear.
3. Press the Enter key. The Page Layout/Paper Options display is shown.

```
                          Select Text Defaults

Creating profile . . . . . :   REPXXX




                        Page Layout/Paper Options                Page 1 of 2


Type choices, press Enter.

  First typing line for:
    First page . . . . . .    7     1-999
    Following pages. . . . .  7     1-999
    Header . . . . . .        3     1-999
    Footer . . . . . .        63    2-999
  Last typing line
    before footer  . . . . .  60    2-999
                                                                    More...
F3=Exit     F12=Cancel
```

4. Do not make any changes on page 1 of the options. Press the Page Down key to go to page 2 of the options.
5. On page 2 of the Paper Layout/Paper Options display, select the following choices:
   a. For the *Print header on* prompt, type a **1** (All pages).

b. For the *Print footer on* prompt, type a **1** (All pages).

```
                          Select Text Defaults

Creating profile . . . . . :   REPXXX




                          Page Layout/Paper Options          Page 2 of 2


Type choices, press Enter.
  Paper width  . . . . . .  8.50    .1-45.5 inches
  Paper length . . . . . .  11.00   .1-45.5 inches
  Printing paper source:
    First page . . . . . .  1       1-3=Paper drawer, 4=Manual feed
    Following pages. . . .  1       5=Envelope feed, 6=Continuous feed
  Rotate paper . . . . . .  1       1=Automatic, 2=0, 3=90,
                                    4=180, 5=270 (Degrees)
  Print header on  . . . .  1       1=All pages, 2=Following pages
  Print footer on  . . . .  1       1=All pages, 2=Following pages
                                                                  Bottom
F3=Exit     F12=Cancel
```

6. Press the Enter key. The Select Document Format display appears.
7. On the Select Document Format display, select option 5 (Header) to describe the headers.
8. Press the Enter key. The Edit display for the header appears.

```
HEADER P:12                        Edit Page End          Pg:1      Ln:3
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
```

```
F1=Copy       F6=Find          F12=Cancel          F22=Search/Replace
F2=Move       F7=Window        F13=Edit options    F23=Word spell aid
F3=Exit/Save  F8=Reset         F17=Functions
F4=Find char  F9=Instructions  F18=Search/Replace
F5=Goto       F11=Hyphenate    F21=Nondisplay keys F24=More keys

After typing text, press F3/F12 to save.
```

Note: If your display does not show the list of function keys, you can show them by pressing F5 (Goto), typing a k, and pressing the Enter key.

9. You could type the text you want to use for your headers on this display. However, you would have to change the header for each report. Because you want to use this profile for all your reports, use a text instruction to specify that the outline headings are to be used for your headers.

   Press F9 (Instructions). The Select Header/Footer Instruction menu appears.

10. On the Select Header/Footer Instruction menu, select option 9 (Outline heading text).

```
HEADER P:12                          Edit                          Pg:1      Ln:3
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..




                        Select Header/Footer Instruction

Select one of the following:
  Instruction to be inserted at cursor position
     1. Page number                    8. Required backspace
     2. System page number             9. Outline heading text
     3. Date                          10. Overstrike
     4. Time                          11. Zero index carrier return
     5. Document ID                   12. Color
     6. Comment                       13. Graphic
     7. Change font

Selection
     9

F3=Exit     F5=Select Code     F12=Cancel
```

11. Press the Enter key. The Outline Heading Text Instruction display appears.
12. On the Outline Heading Text Instruction display, type a **1** for the *Outline heading level* prompt. This inserts a level one Outline Heading Text instruction on the first line of the header. Any text associated with the level one heading of the report will print at the top of the page.

```
HEADER P:12                          Edit                          Pg:1      Ln:3
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..




.ht0-.ht6              Outline Heading Text Instruction

This instruction marks the point in the header or footer where a specified
outline heading will print.  You must specify the level of the heading
to be used.  The current heading of that level will print.

Type choices, press Enter.

  Outline
    heading level . . . . .   1     0-6 (Use text from this level)
  Instruction length  . . .   4     1-255, Blank=Entire instruction



F3=Exit     F12=Cancel       F16=Delete instruction
```

13. Press the Enter key to return to the display for the header.

    On the Edit display, the Heading instruction (.ht1) marks where the heading text will be placed.
14. Press F3 (Exit/Save) to return to the Select Document Format display.
15. On the Select Document Format display, select option 6 (Footer) so you can describe the footers.

16. Press the Enter key. The Edit display for the footer appears.
17. On the first line of the display, type **Page: .pn**

```
FOOTER P:12                        Edit Page End          Pg:1      Ln:63
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
Page: .pn
```

18. Press the Enter key. The Page Number instruction will print the current page number at the bottom of each page of the report.
19. Press F3 (Exit/Save) to return to the Select Document Format display.

Describing a Footnote

A **footnote** is a comment or explanation placed below the text on a printed page. A **footnote reference** is a number or character that indicates what text the footnote refers to. The footnote reference is placed in the text on the page and also in front of the footnote.

1. On the Select Document Format display, select option 8 (Footnote).
2. Press the Enter key. The Define Footnote Format display is shown.
3. On the Define Footnote Format display, select the following choices:
   a. For the *Separator line character* prompt, type _ (underline character). This causes a line to separate the footnote from the other text on the page.
   b. For the *Separator line length* prompt, type **20**
   c. To learn about the other options, place your cursor on the prompt and press the Help key. After you read the online help information, press F3 (Exit) to return to this display.

```
                          Select Text Defaults

Creating profile . . . . . :   REPXXX




                          Define Footnote Format              Page 1 of 2

Type choices, press Enter.
  Typestyle (pitch)  . . . . .  ____    1-65    (10),     66-153  (12)
                                        154-200 (PSM),    211-239 (15)
                                        240-249 (5),      250-259 (17.1)
                                        Blank=Document typestyle
  Separator line character . .          (Any character)
  Separator line length  . . .  20      1-450 (Number of characters)
  Maximum footnote
    lines per page . . . . . .  48      6-999
  Lines between footnotes  . .  1       0-999
                                                                    More...
F3=Exit     F12=Cancel
```

4. Press the Enter key to return to the Select Document Format display.

You have completed the definition of the document format for the body of the report.

Describing an Alternate Format

Next you will describe an alternate format for the text profile. The alternate format for the report describes pages that do not use the headers and footers described for the document format. (In the report you create in the next chapter, the alternate format is used for the cover page and the table of contents.)

1. On the Select Document Format display, press F12 (Cancel) to return to the Select Text Defaults display.
2. On the Select Text Defaults display, select option 2 (Alternate format).
3. Press the Enter key. The Select Alternate Format display appears.

```
                          Select Text Defaults

Creating profile . . . . . :   REPXXX




                          Select Alternate Format

Select one of the following:

     1. Margins and tabs                5. Header
     2. Line spacing/justification      6. Footer
     3. Typestyle/color                 7. Even/odd headers and footers
     4. Page layout/paper options       8. Footnote

Selection
     -

F3=Exit     F12=Cancel
```

4. On the Select Alternate Format display, select option 2 (Line spacing/justification).
5. Press the Enter key. The Line Spacing/Justification Options display appears.
6. On the Line Spacing/Justification Options display, type a **2** (Double) for the *Line spacing* prompt.

```
                          Select Text Defaults

Creating profile . . . . . :   REPXXX



                    Line Spacing/Justification Options          Page 1 of 2

Type choices, press Enter.

  Line spacing . . . . . .  2         1=Single, 2=Double,  3=Triple
                                      4=1 1/2,  5=2 1/2,   6=1/2
  Line justification . . . .  1       1=Left,   2=Justify, 3=1/2 Justify
  Adjust line endings  . . .  Y       Y=Yes,    N=No
  Lines per inch . . . . . .  6.00    1-1440.00 ... (5.5, 6, 8, 24)
  Hyphenation
    zone width . . . . . .  6         1-30
  Insert hyphens . . . . . .  N       Y=Yes, N=No
                                                                  More...
F3=Exit     F12=Cancel
```

7. Press the Page Down key to show the next page of options.

```
                          Select Text Defaults

Creating profile . . . . . :   REPXXX



                    Line Spacing/Justification Options          Page 2 of 2

Type choices, press Enter.

  For half index up/down and word underline:
    Print controls as spaces . . . . . .  N   Y=Yes, N=No
  For bold and underline
    Print controls as spaces . . . . . .  N   Y=Yes, N=No



                                                                  Bottom
F3=Exit     F12=Cancel
```

8. On page 2 of the Line Spacing/Justification Options display, do not make any changes.
9. Press the Enter key. The Select Alternate Format display appears again.
10. On the Select Alternate Format display, select option 4 (Page layout/paper options).
11. Press the Enter key; the Page Layout/Paper Options display appears.
12. On the Page Layout/Paper Options display, select the following choices so text on all pages defined by the alternate format begins on line 10:
    a. For the *First page* prompt, type **10**
    b. For the *Following pages* prompt, type **10**

```
                          Select Text Defaults

Creating profile . . . . . :   REPXXX




                          Page Layout/Paper Options          Page  1 of 2


Type choices, press Enter.

  First typing line for:
    First page . . . . . .   10    1-999
    Following pages. . . . .   10    1-999
    Header . . . . . .   3     1-999
    Footer . . . . . .   63    2-999
  Last typing line
    before footer  . . . . . .   60    2-999
                                                                    More...
F3=Exit     F12=Cancel
```

13. Press the Enter key. The Select Alternate Format display appears again.
14. Press F3 (Exit) twice. The Exit Text Profiles display appears.
15. On the Exit Text Profiles display, select option 4 (Save and return to profiles menu).

```
                          Exit Text Profiles

Active profile . . . . . :   SYSTEM
Revising profile . . . . . :   REPXXX

Select one of the following:

     1. Save and exit
     2. Exit without saving
     3. Resume text profile session
     4. Save and return to profiles menu









Selection
     4

F12=Cancel
```

16. Press the Enter key to save the profile REPXXX. The Work with Text Profiles menu appears with a message that the profile is being created.

To use the text profile to create a report, it must be activated. The following steps show how to activate a text profile.

Activating a Text Profile

To activate a text profile, begin on the Work with Text Profiles menu. If the Work with Text Profiles menu is not displayed, press F9 (Work with) on the Work with Documents in Folders display. Then select option 5 (Work with text profiles) on the Work with Word Processing display, and press the Enter key.

1. On the Work with Text Profiles menu, select option 5 (Activate text profile).

```
                          Work with Text Profiles

Active profile . . . . . :   SYSTEM

Select one of the following:

     1. Create Text profile
     2. Revise Text profile
     3. Copy Text profile
     4. Delete Text profile
     5. Activate text profile
     6. Activate system profile




Selection
     5

F3=Exit     F9=Work with     F12=Cancel
```

2. Press the Enter key. The Activate Text Profile display appears.
3. For the *Profile* prompt on the Activate Text Profile display, type **REPXXX** (where XXX are your initials).

```
                          Activate Text Profile

Type choices, press Enter.

  Profile  . . . . . .   REPXXX          Name, F4 for list
```

4. Press the Enter key. The Work with Text Profiles display appears again with a message that the profile is activated.

   Notice that the name of the profile REPXXX is at the top of the display. This indicates that REPXXX is the current active profile.

5. Press F3 (Exit). You are returned to the Work with Documents in Folders display.

Chapter 6. Creating a Report

This chapter shows you how to create a report. The report has a cover page, table of contents, and an index. The format of the report is determined by the text profile REPXXX created in the preceding chapter.

The chapter includes the following tasks:

1. Typing the report
    a. Resetting the format to the alternate format
    b. Typing the cover page
    c. Specifying where to print the table of contents
    d. Resetting the format to the document format
    e. Typing the body of the report
    f. Using a footnote
2. Creating an index
    a. Removing the header
    b. Specifying where to print the index
    c. Typing the index entries
3. Ending, saving, and printing a report

Note: The editing functions in this chapter are explained assuming you are using the word processing function. If you are using the adapted word processing function, refer to Appendix B on page B-1 for information on doing some of the editing functions.

The following example is used in this chapter. You can use the text given in the chapter to create this example or use your own text throughout to create a similar document.

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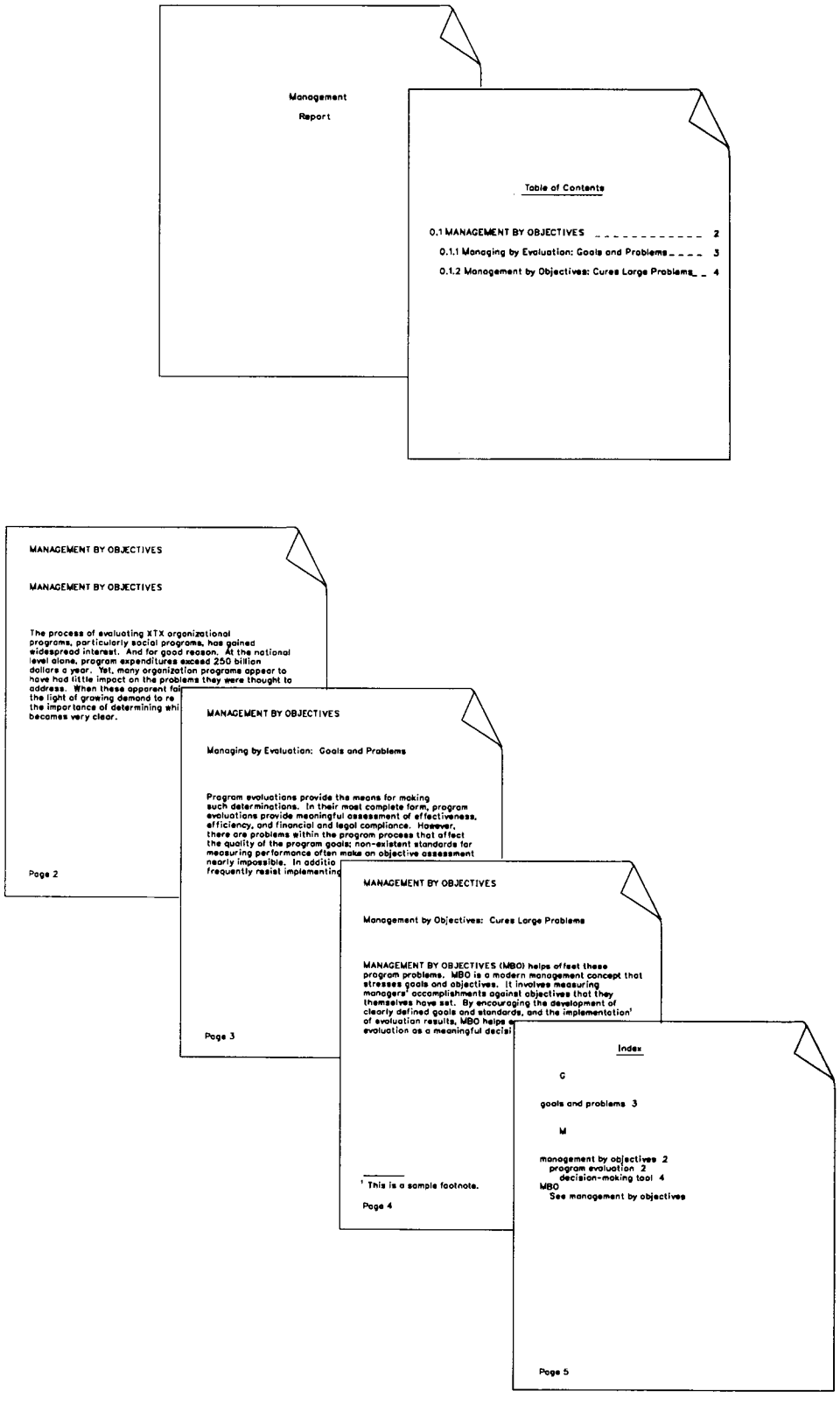
Management
Report
Table of Contents
0.1 MANAGEMENT BY OBJECTIVES 2
0.1.1 Managing by Evaluation: Goals and Problems 3
0.1.2 Management by Objectives: Cures Large Problems 4
MANAGEMENT BY OBJECTIVES
MANAGEMENT BY OBJECTIVES
The process of evaluating XTX organizational programs, particularly social programs, has gained widespread interest. And for good reason. At the national level alone, program expenditures exceed 250 billion dollars a year. Yet, many organization programs appear to have had little impact on the problems they were thought to address. When these apparent fai
the light of growing demand to re
the importance of determining whi
becomes very clear.
Page 2
MANAGEMENT BY OBJECTIVES
Managing by Evaluation: Goals and Problems
Program evaluations provide the means for making such determinations. In their most complete form, program evaluations provide meaningful assessment of effectiveness, efficiency, and financial and legal compliance. However, there are problems within the program process that affect the quality of the program goals; non-existent standards for measuring performance often make an objective assessment nearly impossible. In additio
frequently resist implementing
Page 3
MANAGEMENT BY OBJECTIVES
Management by Objectives: Cures Large Problems
MANAGEMENT BY OBJECTIVES (MBO) helps offset these program problems. MBO is a modern management concept that stresses goals and objectives. It involves measuring managers' accomplishments against objectives that they themselves have set. By encouraging the development of clearly defined goals and standards, and the implementation
of evaluation results, MBO helps e
evaluation as a meaningful decisi
1 This is a sample footnote.
Page 4
Index
G
goals and problems 3
M
management by objectives 2
program evaluation 2
decision-making tool 4
MBO
See management by objectives
Page 5

RSLN208-1

Typing the Report

Begin this exercise by creating a document on the Work with Documents in Folders display. Chapter 2 has instructions to sign on the word processing function and show the Work with Documents in Folders display.

In this exercise, use the text profile named REPXXX (where XXX are your initials) that you created in the previous chapter. Before you begin this exercise, make sure this profile is the active profile. On the Work with Documents in Folders display, press F9 (Work with); on the Work with Word Processing display, select option 5 (Work with text profiles) and press the Enter key. The Work with Text Profiles menu appears, which shows the name of the active profile at the top of the menu. If the name is not REPXXX, see "Activating a Text Profile" on page 5-17 for instructions to activate this text profile. If REPXXX is already active, press F3 (Exit) to return to the Work with Documents in Folders display.

1. On the Work with Documents in Folders display, select the following options:
   a. For the *Folder* prompt, if you do not want your document to be stored in the folder specified, type the name of the folder you want to use and press the Enter key.
   b. For the *Opt* prompt, type a **1** (Create).
   c. For the *Document* prompt, type **REPORT1** for the name of the new document.
2. Press the Enter key.

   The Create Document Details display is shown.
3. On the Create Document Details displays:
   a. Make sure REPXXX (where XXX are your initials) is shown for the *Profile being used* prompt.
   b. Type any descriptive information you want to use for the document.
   c. Make sure the *Document to copy* and the *From folder* prompts are blank.
4. Press the Enter key.

   The Edit display is shown.

Before you begin to type on the Edit display, make sure you are in insert mode (shown by a lighted indicator on the display). If it is not on, press the Insert key once to turn it on.

Using the Alternate Format

You need to use the alternate format for the cover page and the table of contents page.

When you changed the format in Chapter 4, you used F20 (Format options) to go to the Format Options display. To reset the format to the alternate format, you could also use the Format Options display. Or you can use F5 (Goto) to bypass the Format Options display and go directly to the Reset Format display. In this example you bypass the menu.

1. Press F5 (Goto). The *Goto* prompt is displayed.
2. For the *Goto* prompt, type **rf**, and press the Enter key. The Reset Format display appears.

3. Select option 4 (Begin using alternate format). The first two pages of the report require the alternate format.

```
REPORT1 P:12                        Edit                          Pg:1      Ln:7
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..




rf                                Reset Format

Select one of the following:

     1. Return all formats to starting choice
     2. Return line formatting to starting choice
        (Margins and tabs, line spacing/justification, typestyle/color)
     3. Begin using document format
     4. Begin using alternate format


Selection
     4

F3=Exit     F12=Cancel
```

4. Press the Enter key, and you return to the Edit display. The 2 at the beginning of the document indicates that the alternative format is in effect.

   Note: If you are using the PC text-assist function, the alternate format is indicated by ⌐. If you are not displaying codes, this symbol is displayed only when the cursor is positioned on it.

Typing the Cover Page

Note: If you are using the text-assist function, use the instructions in Appendix A to center the text. If you are using the adapted word processing function, use the instructions in Appendix B to center the text.

1. Press the Field Exit key once to get to the next line.
2. Type **MANAGEMENT**
3. Press Alt C to center the title.
4. Press the Field Exit key to get to the next line.
5. Type **REPORT**
6. Press Alt C to center the title.

The information you just typed appears on the Edit display as shown below. The Required Carrier Return symbols (■) indicate where you pressed the Field Exit key.

```
REPORT1 P:12                    Edit Carrier Return      Pg:1      Ln:14
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
2
■
                                MANAGEMENT■
                                  REPORT

F1=Copy          F7=Window          F14=Get options       F20=Format options
F2=Move          F8=Reset           F15=Tables/Columns    F21=Nondisplay keys
F3=Exit/Save     F9=Instructions    F16=Adjust/Paginate   F22=Spell functions
F4=Find char     F11=Hyphenate      F17=Functions         F23=Word spell aid
F5=Goto          F12=Cancel         F18=Search/Replace
F6=Find          F13=Edit options   F19=Print/View        F24=More keys
```

Note: If your function keys are not shown on the Edit display, press F5 (Goto), type a k for the *Goto* prompt, and press the Enter key.

Because the text profile REPXXX defines this page as double-spaced, it will be double-spaced when the report is printed. The line number on the status line reflects the double-spacing.

Specifying the Table of Contents

A table of contents is a list of the outline headings you type in the document, with the page number on which each heading is printed.

1. Press Alt P (Page End) to go to the next page on the display.
2. Type **.toc**

   This is the Table of Contents text instruction and tells the system to print the table of contents at this point in the document.

```
REPORT1 P:12                    Edit Carrier Return      Pg:2      Ln:10
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
.toc
```

3. Press the Enter key. The period in the text instruction turns into an instruction character.
4. Press Alt P (Page End) to go to the next page on the display.

Returning to the Document Format

1. On the Edit display, press F5 (Goto), type **rf**, and press the Enter key. The Reset Format display appears.
2. Select option 3 (Document format). The body of the report uses the document format.

3. Press the Enter key, and you return to the Edit display. The 1 at the beginning indicates that the document format is in effect now.

   Note: If you are using the text-assist function, the return to the document format is indicated by ╔. If you are not displaying codes, this symbol is displayed only when the cursor is positioned on it.

Typing the Body of the Report

Again, make sure you are in insert mode.

1. Type **.h1 MANAGEMENT BY OBJECTIVES**

   The .h1 is an Outline Heading instruction for a level 1 outline heading. The text for the heading will print on this page and also in the table of contents.

2. Press the Field Exit key to get to the next line.

   Note: In the text profile REPXXX , the Outline Heading instruction for a level 1 heading is defined to space down four blank lines after the heading. This does not appear until the document is printed, or until it is formatted on the display using F19 (Print/View).

3. Type the following text. Press the Field Exit key whenever you see the symbol for a Required Carrier Return (■).

   The process of evaluating XTX organizational programs, particularly social programs, has gained widespread interest. And for good reason. At the national level alone, program expenditures exceed 250 billion dollars a year. Yet, many organization programs appear to have had little effect on the problems they were thought to address. When these apparent failures are considered in the light of growing demand to reduce soaring expenditures, the importance of determining which programs are effective becomes very clear.■

4. Use the New Page instruction to cause the printer to start printing on a new page. To use the New Page instruction, type **.pa**

   The .pa text instruction is different from the Alt P (Page End) function:

   - The Alt P function begins a new page for entering text on the display, and increases the page number displayed on the status line. However, the Page End characters inserted by the Alt P function may be removed by the system in order to adjust page endings (paginate) when you print the document.
   - The .pa text instructions always cause the printer to start printing on a new page, and are not removed by pagination. However, a .pa text instruction does not begin a new page on the display.

   Note: If you are using the text-assist function, both of these functions can be accomplished in one step by pressing Alt R. A Required Page End control character is inserted and a new page for entering text on the display is shown.

The information you just typed appears on the Edit display like this:

```
REPORT1 P:12                    EDIT Page End          Pg:3      Ln:16
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
1
.h1 MANAGEMENT BY OBJECTIVES■
The process of evaluating XTX organizational programs, particularly
social programs, has gained widespread interest.  And for good
reason.  At the national level alone, program expenditures exceed 250
billion dollars a year.  Yet, many organization programs appear to
have had little effect on the problems they were thought to address.
When these apparent failures are considered in the light of growing
demand to reduce soaring expenditures, the importance of determining
which programs are effective becomes very clear.■
.pa
```

5. Press Alt P (Page End) to go to the next page on the display.
6. Type the following text. Press the Field Exit key whenever you see the symbol for a Required Carrier Return (■).

   .h2 Managing by Evaluation: Goals and Problems■
   Program evaluations provide the means for making such determinations. In their most complete form, program evaluations provide meaningful assessment of effectiveness, efficiency, and financial and legal compliance. However, there are problems within the program process that affect the quality of program goals; non-existent standards for measuring performance often make an objective assessment nearly impossible. In addition, program managers frequently resist using evaluation results.■
   .pa

   The .h2 is an Outline Heading instruction for a level two heading. For this report, all subheadings are level two headings. In the text profile REPXXX , the Outline Heading instruction for a level two heading is defined to space down four blank lines after the heading. This does not appear until the document is printed, or until it is formatted on the display using F19 (Print/View).
7. Press Alt P (Page End) to advance to the next page on the display.
8. Type the following text. Press the Field Exit key whenever you see the symbol for a Required Carrier Return (■).

   .h2 Management by Objectives: Cures Large Problems■
   MANAGEMENT BY OBJECTIVES (MBO) helps offset these program problems. MBO is a modern management concept that stresses goals and objectives. It involves measuring managers' accomplishments against objectives that they themselves have set. By encouraging the development of clearly defined goals and standards, and by using evaluation results, MBO helps establish program evaluation as a meaningful decision-making tool.■

Using a Footnote

Create a footnote for this page of the report. To create a footnote, you must specify where the footnote reference should be placed, then type the text of the footnote. The format of the footnote is defined in the text profile REPXXX .

1. On the Edit display, move the cursor to the period following the word `tool`. When the document is paginated, the footnote reference number is placed in the previous position, like this:

   ... tool[1].

2. Press F5 (Goto). The *Goto* prompt is shown.
3. On the *Goto* prompt, type **.fn** and press the Enter key. The Footnote Instruction display is shown.
4. On the Footnote Instruction display, select the following choices:
   a. For the *Type footnote text* prompt, type a Y (Yes).
   b. Leave the other prompts blank.
   c. To learn about the other options, place your cursor on the prompt and press the Help key. After you read the online help information, press F3 (Exit) to return to this display.

```
REPORT1 P:12                        Edit                          Pg:5       Ln:13
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
defined goals and standards, and by using evaluation results, MBO helps
establish program evaluation as a meaningful decision-making tool.■



.fn                              Footnote Instruction
This instruction marks the point in the document where a footnote reference
will be placed.

Type choices, press Enter.
  Type footnote text . . .   Y            Y=Yes (Change reference only)
                                          N=No
  System page number . . .   _____        1.00-9999.99
  Document . . . . . . . .   _________    Blank=Current document
                                          F4 for list
    Folder . . . . . . . .                Blank=Current folder, F4 for list

  Reset footnote
    reference number . . .   ___          1-9999 or any character
F3=Exit     F4=Prompt   F12=Cancel      F16=Delete instruction
```

5. Press the Enter key. The Footnote Edit display is shown so you can type the footnote.
6. On the Footnote Edit display, type the following text:

   This is a sample footnote.

   Your text looks like this on the Edit display.

```
FOOTNOTE P:12                   Edit Page End                 Pg:9000    Ln:7
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
 F
This is a sample footnote.
```

7. Press F3 (Exit/Save) to save the footnote and return to the Edit display.
8. Move the cursor to the first position of the next line following `tool`[1].
9. Press Alt P (Page End) to advance to the next page on the display.

You have completed typing the body of the document. The next step is to create an index for the document.

Creating an Index

To create an index in your document you must:

Use the Index text instruction (.ix) to specify where the index will print. The index always begins printing on a new page. You can have only one Index text instruction (.ix) in a document.

Use Index Entry text instructions (.ie) throughout the document near the words you want printed in the index. You must have one Index Entry instruction for each entry in the index.

You can create an index while you are typing or after you have typed your document. Because you have already typed the document for this example, you will type the index entries after typing the document.

Removing the Header

This part of the exercise shows you how to remove the header so you do not get MANAGEMENT BY OBJECTIVES on the index page. You must change this header after the report, but before the Index text instruction.

1. On the Edit display, press F5 (Goto) and the *Goto* prompt appears on the display.
2. For the *Goto* prompt, type an **h** (Header) to specify the header display for this page.
3. Press the Enter key and the Edit display for the header appears.

```
HEADER P:12                        Edit Instruction          Pg:1      Ln:3
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
.ht1
```

4. Move the cursor to the first character in the instruction (the instruction character) and press the Delete key.
5. Press the Enter key to delete the Outline Heading text instruction for this page.

   Note: If you typed a Y (Yes) for the *Highlight text to delete* prompt on the Change Editing Options display, you must press the Enter key a second time. If you are using the text-assist function, this prompt is not shown on the Change Editing Options display.

   The heading instruction is deleted.
6. Press F3 (Exit/Save) to leave the header Edit display. The Edit display appears, showing page 7 of your document. The F in the upper left portion of the Edit display indicates that a format change has been made.

   Note: If you are using the text-assist function, the format change is indicated by ╔. If you are not displaying codes, this symbol is displayed only when the cursor is positioned on it.

Specifying Where to Print the Index

You specify where to start printing the index by using the Index text instruction (.ix). Because you are at the end of the document, you can specify where to print the index before specifying the index entries.

1. On the Edit display, type **.ix**

   The Index text instruction (.ix) indicates the location for the index to start printing. The Index instruction automatically starts printing on a new page.

2. Press the Enter key.

Typing the Index Entries

Use the following steps to insert the index entries in your document:

1. Press F5 (Goto) and the *Goto* prompt appears.
2. Type a **3** (indicating page 3) and press the Enter key. Page 3 appears.
3. Move the cursor to the beginning of the first line in the first full paragraph. The Index Entry text instruction will be inserted at the cursor position. You can place the Index Entry instructions anywhere near the text you want to use for the index entries.

   Note: You cannot place index entries within an outline heading.

4. Press F5 (Goto) and the *Goto* prompt appears.
5. Type **.ie** and press the Enter key. The Index Entry Instruction display appears with the default choices.
6. On the Index Entry Instruction display, type **management by objectives** for the *Major entry* prompt.

```
REPORT1 P:12                        Edit                          Pg:3      Ln:7
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
 1
.h1 MANAGEMENT BY OBJECTIVES
The process of evaluating XTX organizational programs, particularly
social programs, has gained widespread interest.  And for good
reason.  At the national level alone, program expenditures exceed 250
_____________________________________________________________________________
.ie                              Index Entry Instruction
This instruction indicates that entries to the index will be made in the
specified format.

Type choices, press Enter.
  Major entry  . . . . . .   management by objectives
    Second level entry . .   _____________________________________
      Third level entry      _____________________________________
  Entry descriptor . . . .   _____________________________________
  Entry type . . . . . .     _    1=Primary, 2=Reference, 3=Start, 4=End
  Special character. . . .   N    Y=Yes, N=No
  Print outline
    heading level  . . . .   N    Y=Yes, N=No
 Instruction length  . . .     3  1-255, Blank=Entire instruction
F3=Exit    F12=Cancel       F16=Delete instruction
```

7. Press the Enter key and the Edit display appears with the Index Entry text instruction inserted at the cursor position. Each index entry automatically places the words in the index, followed by the page number, when you print the document.
8. Leave your cursor where it is. Press F5 (Goto) and the *Goto* prompt appears.

9. Type **.ie** again and press the Enter key. The Index Entry Instruction display appears.

   Every time you use the Index Entry Instruction display, the last word you typed for the major entry is automatically shown again.

10. Because management by objectives has other topics related to it, you can specify second level entries whenever appropriate.

    To create a second level index entry:

    a. For the *Major entry* prompt, use management by objectives.
    b. For the *Second level entry* prompt, type **program evaluation**

```
REPORT1 P:12                        Edit                          Pg:3      Ln:7
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
 1
*h1 MANAGEMENT BY OBJECTIVES■
*The process of evaluating XTX organizational programs, particularly
social programs, has gained widespread interest.  And for good
reason.  At the national level alone, program expenditures exceed 250
_____________________________________________________________________________
.ie                                Index Entry Instruction
This instruction indicates that entries to the index will be made in the
specified format.

Type choices, press Enter.
  Major entry  . . . . . .   management by objectives
    Second level entry . .   program evaluation
      Third level entry      ____________________________________________
  Entry descriptor . . . .   ____________________________________________
  Entry type . . . . . .     _    1=Primary, 2=Reference, 3=Start, 4=End
  Special character. . . .   N    Y=Yes, N=No
  Print outline
    heading level  . . . .   N    Y=Yes, N=No
 Instruction length  . . .     3  1-255, Blank=Entire instruction

F3=Exit    F12=Cancel       F16=Delete instruction
```

11. Press the Enter key. The Edit display appears with the second Index Entry text instruction.
12. Press the Page Down key to go to page 4.
13. Move the cursor to the first word at the beginning of the paragraph.
14. Press F5 (Goto) and the *Goto* prompt appears on the display.
15. Type **.ie** and press the Enter key. The Index Entry Instruction display appears.
16. Type **goals and problems** for the *Major entry* prompt.

```
REPORT1 P:12                        Edit                        Pg:4       Ln:8
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
=h2 Management by Evaluation: Goals and Problems■
Program evaluations provide the means for making such determinations.
In their most complete form, program evaluations provide meaningful
assessment of effectiveness, efficiency, and financial and legal
compliance.  However, there are problems within the program process

.ie                                Index Entry Instruction
This instruction indicates that entries to the index will be made in the
specified format.

Type choices, press Enter.
  Major entry  . . . . . .   goals and problems
    Second level entry . .   ____________________________________________
      Third level entry      ____________________________________________
  Entry descriptor . . . .   ____________________________________________
  Entry type . . . . . .     _    1=Primary, 2=Reference, 3=Start, 4=End
  Special character. . . .   N    Y=Yes, N=No
  Print outline
    heading level  . . . .   N    Y=Yes, N=No
 Instruction length  . . .     3  1-255, Blank=Entire instruction
F3=Exit    F12=Cancel       F16=Delete instruction
```

17. Press the Enter key and the Edit display appears with the Index Entry text instruction.
18. Press the Page Down key to go to page 5.
19. Move the cursor to the first word at the beginning of the paragraph.
20. Press F5 (Goto) and the *Goto* prompt appears on the display.
21. Type **.ie** and press the Enter key. The Index Entry Instruction display appears.
22. To create a third level index entry:
    a. For the *Major entry* prompt, type **management by objectives**
    b. For the *Second level entry* prompt, type **program evaluation**
    c. For the *Third level entry* prompt, type **decision-making tool**

```
REPORT1 P:12                        Edit                        Pg:5       Ln:7
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
=h2 Management by Objectives:  Cures Large Problems■
MANAGEMENT BY OBJECTIVES (MBO) helps offset these program problems.
MBO is a modern management concept that stresses goals and objectives.
It involves measuring managers' accomplishments against objectives that
they themselves have set.  By encouraging the development of clearly

.ie                                Index Entry Instruction
This instruction indicates that entries to the index will be made in the
specified format.

Type choices, press Enter.
  Major entry  . . . . . .   management by objectives
    Second level entry . .   program evaluation
      Third level entry      decision-making tool
  Entry descriptor . . . .   ____________________________________________
  Entry type . . . . . .     _    1=Primary, 2=Reference, 3=Start, 4=End
  Special character. . . .   N    Y=Yes, N=No
  Print outline
    heading level  . . . .   N    Y=Yes, N=No
 Instruction length  . . .     3  1-255, Blank=Entire instruction
F3=Exit    F12=Cancel       F16=Delete instruction
```

23. Press the Enter key and the Edit display appears with the Index Entry text instruction.
24. Press F5 (Goto) and the *Goto* prompt appears on the display.
25. Type **.ie** and press the Enter key. The Index Entry Instruction display appears.
26. You can also create a reference entry, which refers to another index entry. To create a reference index entry:
    a. For the *Major entry* prompt, type **MBO**
    b. For the *Second level entry* prompt, type **management by objectives**
    c. For the *Entry type* prompt, type a **2** (Reference).

    When the index prints, the reference entry prints like this:

    ```
    MBO
       See management by objectives
    ```

    If you also made a primary entry for MBO, the reference entry would say 'See also management by objectives'.
27. Press the Enter key and the Edit display appears with the next Index Entry text instruction.

Note: You can use F6 (Find) to quickly find words that you want to put in the index. When you find the word, you can then specify the Index Entry text instruction.

Viewing a Document

You can press F19 (Print/View) to see what your document will look like when it is printed. This allows you to view your table of contents, footnotes, and index entries before you actually print your document. You can also see the error log of your document, which informs you of any problems.

Note: In order for footnotes to get resolved, you must type a **Y** (Yes) for the *Adjust page endings* prompt on page 2 of the Print Options display. Y (Yes) is the default for that prompt.

To view the document:

1. Press F19 (Print/View). The Print/View Options display is shown.
2. On the Print/View Options display, type a **3** (View printed output using split display) and press the Enter key.

   The system formats the document, processes any text instructions, and shows the resolved document on the lower part of the Edit display. (On the Editing Options display, you can use the *Lines on split edit* prompt to specify how many lines are shown on a split display.)
3. Use the Page Down key to go to the next page of the resolved text.
4. The error log is displayed at the end of the document. Be sure to check the error log if there are any problems with your document.
5. When you have finished looking at the document, press F3 (Exit).

Ending, Saving, and Printing a Report

1. On the Edit display, press F3 (Exit/Save). The Exit Document display is shown with the default choices.
2. On the Exit Document display, specify the following options:
   a. For the *Save document* prompt, type a **Y** (Yes).
   b. For the *Display save options* prompt, type an **N** (No).
   c. For the *Print document* prompt, type a **Y** (Yes).
   d. For the *Display print options* prompt, type a **Y** (Yes).
3. Press the Enter key. The Print Options display appears with the default choices.
4. On the Print Options display, for the *Output device* prompt, type a **1** (Printer). If the default value for the *Output device* prompt was not 1 (Printer), additional prompts for the printer are displayed.
5. For the *Printer* prompt, type the ID for the printer you want to use.

   Note: Not all printers support the superscript used to print footnote references.
6. Use the Page Down key to go to the next page of the Print Options display.
7. On page 2 of the Print Options display, specify the following options:
   a. For the *Resolve instructions* prompt, type a **Y** (Yes). This processes the text instructions when the document is printed.
   b. For the *Adjust page endings* prompt, type a **Y** (Yes). This paginates the document before it is printed.
8. Press the Page Down key to go to the next page of the Print Options display.
9. For the *Print error log* prompt, type a **Y** (Yes). This causes an error log to be printed following the last page of the document.
10. Press the Enter key. A message that the request is being processed is shown briefly.

    The Work with Documents in Folders display is shown with a message stating that the document has been saved and the print request has been placed on the job queue.

Activating the System Profile

Because the profile you used for this example is intended to be used only for reports, you might want to activate the default system profile after you have finished typing your report. To activate the system profile, do the following:

1. On the Work with Documents in Folders display, press F9 (Work with).
2. On the Work with Word Processing display, select option 5 (Work with text profiles) and press the Enter key. The Work with Text Profiles menu is displayed.
3. On the Work with Text Profiles menu, type a **6** (Activate system profile) and press the Enter key. A message is shown stating that the system profile is activated.
4. Press F3 (Exit). You are returned to the Work with Documents in Folders display.

Chapter 7. Creating and Filling in a Form Document

This chapter shows you how to create and fill in a form document.

For the exercises in this chapter, assume you want to create a form for assigning parking spaces. The first exercise shows you how to create the form document. The second exercise shows you how others will use the form you created in the first exercise.

The cursor position is represented by ■ in the exercises in this chapter.

Creating a Form Document

Begin this task on the Work with Documents in Folders display. Chapter 2 has instructions on how to sign on to the word processing function and see the Work with Documents in Folders display.

To create a form document for this exercise, do the following:

1. On the Work with Documents in Folders display, select the following options. Use a cursor movement key to move the cursor from one prompt to another.
   a. For the *Folder* prompt, do not change the name of the folder displayed.
   b. Leave the *Position to* prompt blank.
   c. For the *Opt* prompt, type a **1** (Create).
   d. For the *Document* prompt, type **FORM** for the name of the new document.

```
                        Work with Documents in Folders

Folder  . . .  XXXXXXXX
Position to . . . . . .  _____________     Starting characters

Type options (and Document), press Enter.
  1=Create       2=Revise         3=Copy          4=Delete         5=View
  6=Print        7=Rename         8=Details       9=Print options  10=Send
  11=Spell       12=File remote   13=Paginate     14=Authority     15=Fill form

Opt  Document
1    FORM
```

2. Press the Enter key. The Create Document Details display is shown.
3. On the Create Document Details display, you can specify descriptive information about the form you are creating. This information is for your use and the amount of information you enter will vary with your own organization's filing procedures.

   To specify document details for your form document, do the following:

   a. For the *Document description* prompt, type **Parking space request form**

      The information you enter for the *Document description* prompt can be displayed on the Work with Documents in Folders display.

   b. For the *Subject* prompt, type **Practice form**

   c. For this exercise, do not complete any other prompt on the display.

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To learn about a prompt, move your cursor to the prompt and press the Help key. After you read the online help information for the prompt, press F3 (Exit) to return to this display.

4. Press the Enter key. The Edit display is shown.
5. Type **Parking Space Request Form**
6. Press Alt C to center the title.
7. Press the Field Exit key twice.
8. Type the following on the Edit display. When you get to the end of a line, the word you are typing wraps automatically to the next line if it does not fit on the line you are typing.

   Complete the following information and give it to your manager. The form will be returned to you after your request has been processed.

9. Press the Field Exit key twice.
10. Type **Name:**

    Your display should look similar to the following display:

```
FORM         P:12                 Edit Page End             Pg:1       Ln:12
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
                        Parking Space Request Form■
■
Complete the following information and give it to your manager.  The
form will be returned to you after your request has been processed.■
■
Name: ■
```

11. Press F5 (Goto) and type **.ff** for the *Goto* prompt.
12. Press the Enter key. The Form Field Instruction display is shown. Specify the following choices:

    a. For the *Length of form field* prompt, type **30**
    b. For the *Allow numeric data only* prompt, type an **N** (No).
    c. For the *Value required* prompt, type a **Y** (Yes).
    d. For the *Prompt text* prompt, type **Enter the first and last name.**
    e. Do not change any other prompts on this display.

    To learn about any of the prompts, move your cursor to the prompt and press the Help key. After you read the online help information for the prompt, press F3 (Exit) to return to the Form Field Instruction display.

```
FORM        P:12              Edit                    Pg:1      Ln:12

Name:

.ff                        Form Field Instruction                Page 1 of 2
This instruction marks the location of a form field.

Type choices, press Enter.
  Length of form field . . . . . . . . . . . . . . 30   1-78
  Decimal positions  . . . . . . . . . . . . . . . 0    0-9
  Allow numeric data only  . . . . . . . . . . . . N    Y=Yes, N=No
  Value required . . . . . . . . . . . . . . . . . Y    Y=Yes, N=No
  Initial value

  Prompt text
Enter the first and last name.
                                                                  More...
F3=Exit                 F5=Numeric editing          F6=Character editing
F9=Date/time editing    F12=Cancel                  F16=Delete instruction
```

13. Press F6 (Character editing) on the Form Field Instruction display. The Character Field Editing Option display is shown.

```
FORM        P:12              Edit                    Pg:1      Ln:12

Name:

                        Character Field Editing Option

Type choice, press Enter.

  Capitalization
    option . . . . . .  1   1=Do not change capitalization
                            2=All letters of all words
                            3=First letter of first word
                            4=First letter of all words



F3=Exit     F12=Cancel      F16=Delete editing for this field
```

14. For the *Capitalization option* prompt, type a **4** (First letter of all words).
15. Press the Enter key. The Form Field Instruction display is shown.
16. Press the Enter key again. The Edit display is shown with the first form field.

```
FORM        P:12              Edit Carrier Return     Pg:1      Ln:12
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
                        Parking Space Request Form
Complete the following information and give it to your manager.  The
form will be returned to you after your request has been processed.

Name:_____
```

17. Press the Tab key twice.
18. Type **Date:**
19. Press F5 (Goto) and type **.ff** for the *Goto* prompt.
20. Press the Enter key. The Form Field Instruction display is shown. Specify the following choices:
    a. For the *Length of form field* prompt, type **18**
    b. For the *Allow numeric data only* prompt, type an **N** (No).
    c. For the *Value required* prompt, type a **Y** (Yes).
    d. For the *Prompt text* prompt, type **Enter the current date.**
21. Press the Enter key. The Edit display is shown with the second form field.
22. Press the Field Exit key once to get to the next line.
23. Type **Department:**
24. Press F5 (Goto) and type **.ff** for the *Goto* prompt.
25. Press the Enter key. The Form Field Instruction display is shown. Specify the following choices:
    a. For the *Length of form field* prompt, type a **5**
    b. For the *Allow numeric data only* prompt, type an **N** (No).
    c. For the *Value required* prompt, type a **Y** (Yes).
    d. For the *Prompt text* prompt, type **Enter the department number.**
26. Press the Enter key. The Edit display is shown with the third form field.
27. Press the Field Exit key once to get to the next line.
28. Type **Building:**
29. Press F5 (Goto) and type **.ff** for the *Goto* prompt.
30. Press the Enter key. The Form Field Instruction display is shown. Specify the following choices:
    a. For the *Length of form field* prompt, type **10**
    b. For the *Allow numeric data only* prompt, type an **N** (No).
    c. For the *Value required* prompt, type a **Y** (Yes).
    d. For the *Prompt text* prompt, type **Enter the building number.**
31. Press the Enter key. The Edit display is shown with the fourth form field.
32. Press the Field Exit key twice.
33. Type **Special considerations:**
34. Press F5 (Goto) and type **.ff** for the *Goto* prompt.
35. Press the Enter key. The Form Field Instruction display is shown. Specify the following choices:
    a. For the *Length of form field* prompt, type **45**
    b. For the *Allow numeric data only* prompt, type an **N** (No).
    c. For the *Value required* prompt, type an **N** (No).
    d. For the *Prompt text* prompt, type **Enter any special considerations.**
36. Press the Enter key. The Edit display is shown with the fifth form field.
37. Press the Field Exit key twice.
38. Type **For use by the parking space coordinator only:**

39. Press the Field Exit key twice.
40. Type **Parking space assigned:**
41. Press F5 (Goto) and type **.ff** for the *Goto* prompt.
42. Press the Enter key. The Form Field Instruction display is shown. Specify the following choices:
    a. For the *Length of form field* prompt, type **8**
    b. For the *Allow numeric data only* prompt, type an **N** (No).
    c. For the *Value required* prompt, type an **N** (No).
    d. For the *Prompt text* prompt, type **Parking space assigned.**
43. Press the Enter key. The Edit display is shown with the sixth form field. Your display should look similar to the following display:

```
FORM         P:12                 Edit Carrier Return       Pg:1       Ln:20
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
                        Parking Space Request Form■
■
Complete the following information and give it to your manager.  The
form will be returned to you after your request has been processed.■
■
Name:_____                          Date:_____■
Department:____■
Building:_____■
■
Special considerations:_____■
■
For use by parking space coordinator only:■
■
Parking space assigned:_____
```

44. Press F3 (Exit/Save). The Exit Document display is shown with the default choices. Specify the following:
    a. For the *Save document* prompt, type a **Y** (Yes). This saves your document in the folder specified for the *Folder* prompt.
    b. For the *Display save options* prompt, type an **N** (No). This specifies that you do not want to change the options on the Save Options display.
    c. For the *Print document* prompt, type an **N** (No).
    d. For the *Display print options* prompt, type an **N** (No). This specifies that you do not want to change the options on the Print Options display.
    e. For the *Display text index options* prompt, type an **N** (No). This specifies that you do not want to add the document to the text index.

    Note: If you do not have the text search function installed on your system, the *Display text index options* prompt is not shown on the Exit Document display.

```
                              Exit Document

Type choices, press Enter.

  Save document . . . . . .  Y            Y=Yes, N=No
    Document  . . . . . .    FORM         Name, F4 for list
      Folder  . . . . . .                 Name, F4 for list
        XXXXXXXX

    Display save options  . . . . .  N    Y=Yes, N=No

  Print document  . . . . . .  N         Y=Yes, N=No

    Display print options . . . . .  N    Y=Yes, N=No

  Display text index
    options . . . . . .  N               Y=Yes, N=No
```

45. Press the Enter key. A message telling you that the request is being processed is displayed briefly.

    The Work with Documents in Folders display is shown with a message indicating that your form was saved.

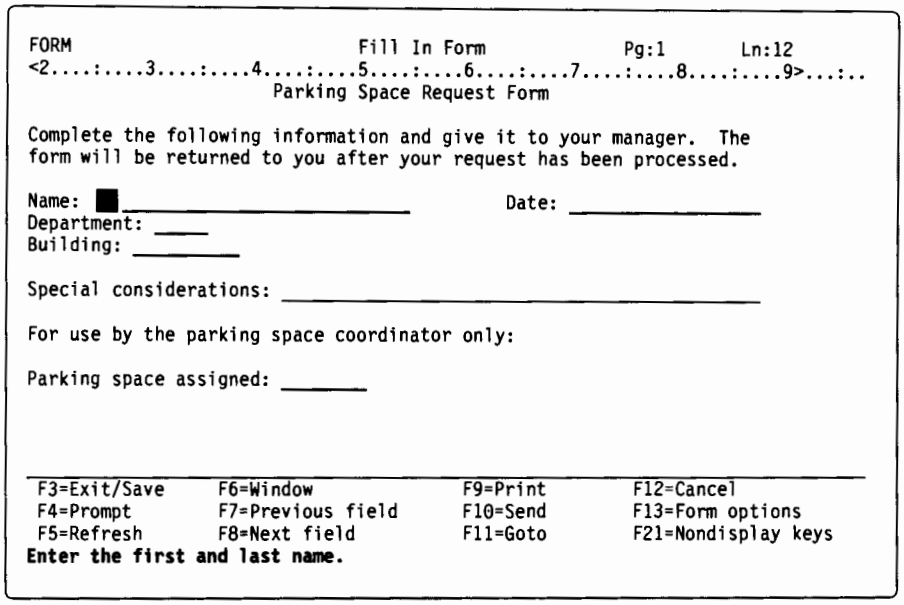
Filling in a Form

When filling in a form, you can only type data within specified form fields. All other text on the form is protected from changes. Once the data is entered, you can print or send the completed form.

To fill in the form you just created, do the following:

1. On the Work with Documents in Folders display, move the cursor to the *Opt* prompt in front of FORM. Type **15** (Fill form) to indicate that you want to fill in the form.
2. Press the Enter key. The Fill in Form display is shown.

   Note: If the status line is not shown on your display and you want it to be, press F13 (Form options). The Change Form Options display is shown. Type a **Y** (Yes) for the *Display status lines* prompt and press the Enter key.

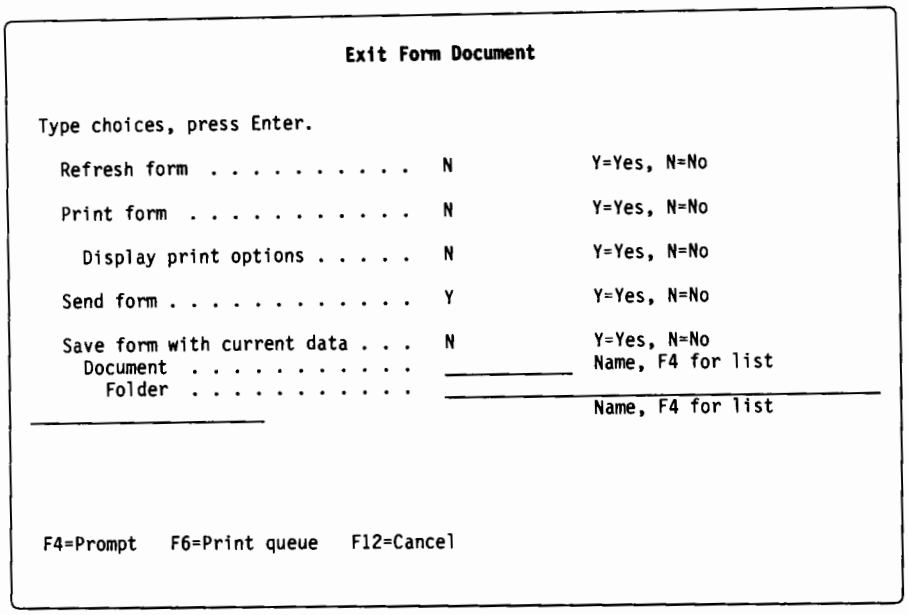


At the bottom of the display is a description of what to type for the first form field.

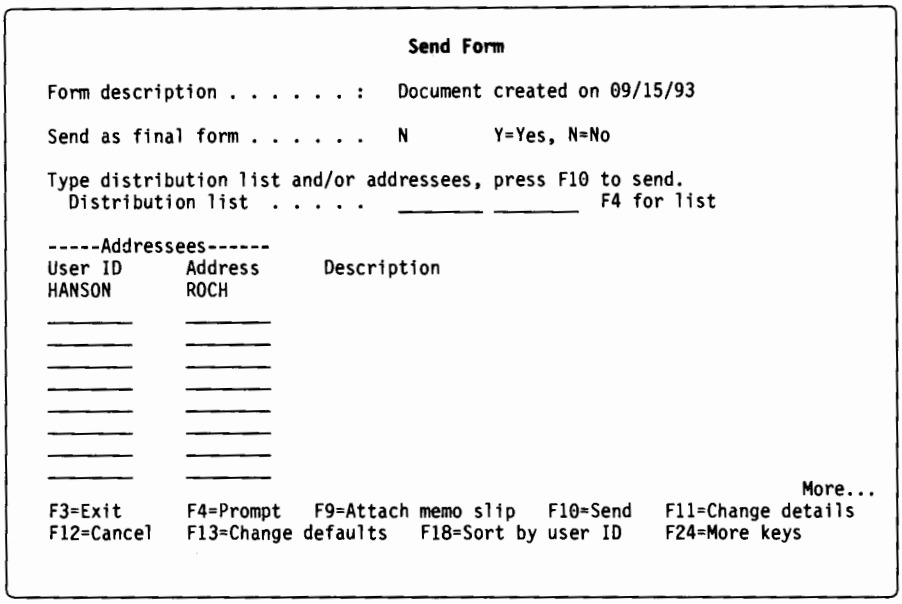
3. For the first form field on the display, type **jane anderson**
4. Press F8 (Next field). The first letter in each part of the name is capitalized and the cursor moves to the next field. If you want to go back to the first field, press F7 (Previous field).

   At the bottom of the display is a description of what to type for the second field.
5. For the second field on the display, type **September 15, 1993**

   Since you completely filled all the spaces for the field, the cursor automatically moves to the next field.
6. For the third field on the display, type **45E**
7. Press F8 (Next field). The cursor moves to the next field.
8. For the fourth field on the display, type **109**
9. Press F8 (Next field). The cursor moves to the next field.
10. For the fifth field on the display, type **None**
11. Press F3 (Exit/Save). The Exit Form Document display is shown with the default choices. Specify the following:
    a. For the *Refresh form* prompt, type an **N** (No).
    b. For the *Print form* prompt, type an **N** (No).
    c. For the *Display print options* prompt, type an **N** (No).
    d. For the *Send form* prompt, type a **Y** (Yes). This specifies that you want to send the completed form to someone.
    e. For the *Save form with current data* prompt, type an **N** (No). This specifies that you do not want to save the information you just typed in the form into a document.



12. Press the Enter key. The Send Form display is shown. Specify the following:
    a. For the *Send as final form* prompt, type an **N** (No). This specifies that the person who receives the form can change it.
    b. For the *User ID* and *Address* prompts, type your own user ID and address. This sends the form to you.



13. Press F10 (Send) to send the form.

    The Work with Documents in Folders display is shown. On the bottom line is information indicating how many people the form document is being sent to.

14. Press F3 (Exit).

Chapter 8. Creating a Statistical Document

This chapter shows you how to create a statistical document that is printed on wide paper. A statistical document is a document that contains rows of numbers, such as accounting reports. In this exercise, you will learn how to work with columns, column headings, and Summary Math text instructions.

Note: If you are using the adapted word processing function, skip this chapter and go to the next chapter.

The default text profile named SYSTEM is used for this example. If you have activated a different text profile, your example might not look the same. This example uses a 12 pitch type style.

The Edit displays shown in this example do not show the function keys. You can show the function keys by pressing F5 (Goto), typing a **k** for the *Goto* prompt, and pressing the Enter key. Once shown, they can be removed with the same sequence.

The cursor position is represented by ■ in the exercises in this chapter.

This chapter includes the following tasks:

1. Creating the document
    a. Changing the document format for wide paper
    b. Using the automatic windowing function
2. Typing the document
    a. Setting tabs for columns using the Layout Table display
    b. Typing three rows of columns
    c. Using Summary Math instructions for column totals
    d. Underlining the column totals
    e. Manually setting the tabs for the column headings
    f. Typing the column headings
    g. Underlining the column headings
3. Ending, saving, and printing the document

The following example is used in this chapter. You can use the text given in the chapter to create this example or use your own text throughout to create a similar document.

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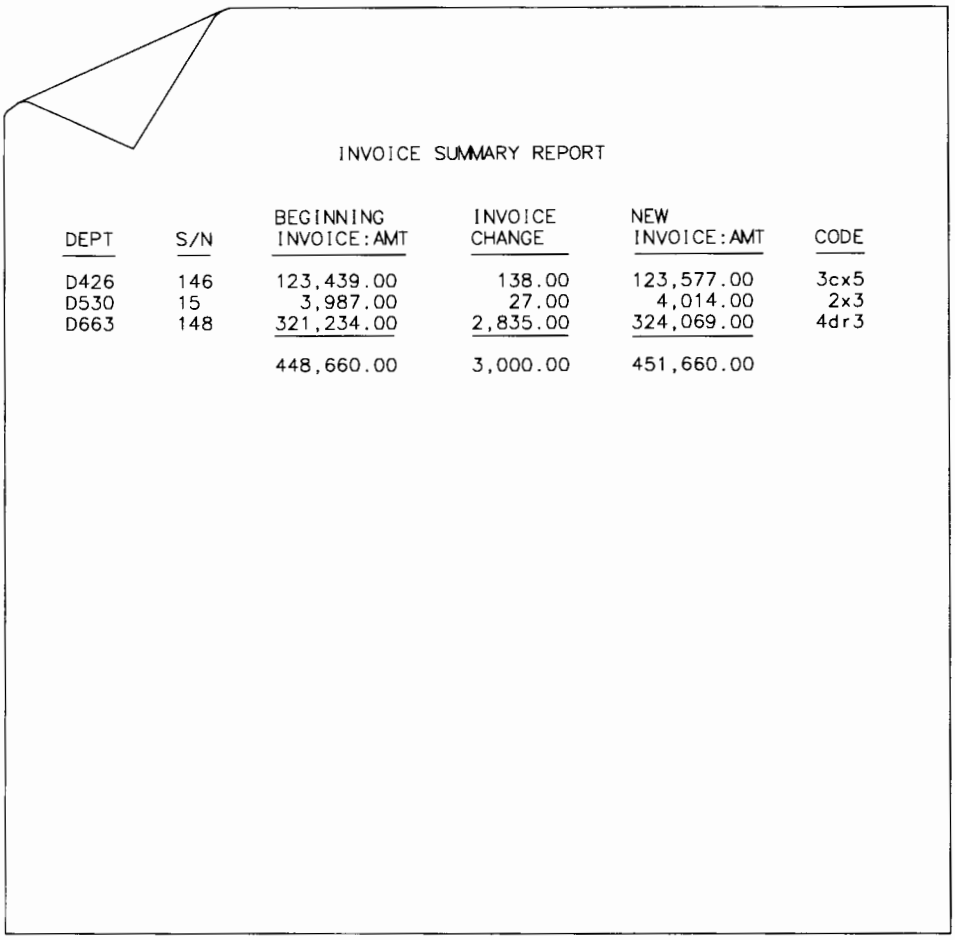


INVOICE SUMMARY REPORT

DEPT	S/N	BEGINNING INVOICE:AMT	INVOICE CHANGE	NEW INVOICE:AMT	CODE
D426	146	123,439.00	138.00	123,577.00	3cx5
D530	15	3,987.00	27.00	4,014.00	2x3
D663	148	321,234.00	2,835.00	324,069.00	4dr3
		448,660.00	3,000.00	451,660.00	

RSLN209-1

Creating the Document

Begin this task by creating a document on the Work with Documents in Folders display. Chapter 2 has instructions to sign on the word processing function and show the Work with Documents in Folders display.

1. On the Work with Documents in Folders display, select the following options:
   a. For the *Folder* prompt, if you do not want your document to be stored in the folder specified, type the name of the folder you want to use and press the Enter key.
   b. For the *Opt* prompt, type a **1** (Create).
   c. For the *Document* prompt, type **STATDOC** for the name of the new document.
2. Press the Enter key.

   The Create Document Details display is shown.
3. On the Create Document Details display, specify the following choices:
   a. Type any descriptive information you want to use for the document.
   b. Make sure the *Document to copy* and the *From folder* prompts are blank.
4. Press F20 (Change formats/options)

The Document Options menu is shown.

Note: If you are using the basic assistance level of the editor, F20 (Change formats/options) is not shown on the display. Instead, do the following:

a. Press the Enter key. The Edit display is shown.
b. Press F20 (Format options). The Format Options display is shown.
c. Select option 1 (Document options) and press the Enter key. The Document Options menu is shown.

Changing the Format for Wide Paper

To change the format for the wide document, you will change the paper width to 10 inches, and the right margin to column 100.

1. On the Document Options menu, select option 1 (Document format). Press the Enter key. The Select Document Format menu is shown.
2. On the Select Document Format menu, select option 4 (Page layout/paper options). Press the Enter key. The Page Layout/Paper Options display is shown.
3. On the Page Layout/Paper Options display, press the Page Down key to show page 2.
4. For the *Paper width* prompt, type **10** to specify 10 inches.
5. Press the Enter key. The Select Document Format menu is shown.
6. On the Select Document Format menu, select option 1 (Margins and tabs). Press the Enter key. The Margins and Tabs display is shown.

   Note: If you are using the basic assistance level of the editor, the Margins and Tabs display is different.

```
                          Change Formats/Options

 2         3         4         5         6         7         8         9
 0         0         0         0         0         0         0         0
<:...T:...T:...T:...T:...T:...T:...Tv...T:...T:...T:...T:...T:...T:...T:>...:.



dm                                 Margins and Tabs

Type of change . . . . . :   Chg Document Format

Change margin  . . :   Position cursor to desired margin setting.
                       Type < for left margin.  Type > for right margin.
Clear all tabs . . :   Press F6.
Clear tab  . . . . :   Move cursor to the tab setting.  Press the spacebar.
Set tab  . . . . . :   Move cursor to desired tab setting.
                        o  Flush left tab: type T  o  Center tab: type C
                        o  Decimal tab: type D     o  Flush right tab: type R
                        o  Comma tab: type M       o  Colon tab: type N

F3=Exit     F6=Clear Tabs    F7=Window      F12=Cancel
```

7. On the Margins and Tabs display:

   a. Press F7 (Window). The window function allows you to shift the display image so you can see column positions that are not currently shown on the display.

The following prompt is shown:

```
Type left column, press Enter
```

Note: If you are using the basic assistance level of the editor, F7 (Window) is not shown on the display. Instead of pressing F7 to make the *Type left column, press Enter* prompt appear, the *Left margin* prompt is already shown on the display.

This prompt is asking for the position you want at the left edge of the display. Because you want to move the display image to the left, specify a number greater than the current left margin of 19. Type **50** to shift the display image so column 50 is at the left side of the display.

Note: If you are using the basic assistance level of the editor:

1) For the *Right margin* prompt, type **100**
2) Read the following notes and go to step 8.

Press the Enter key. The display image is shifted, and columns 50 through 127 are shown on the display.

The | indicates the right edge of the paper. The position of this symbol depends on the values specified for the width of the paper and the type style.

Notes:

1) The paper edge symbol cannot represent the actual edge of the paper if you are using proportionally spaced fonts, which are handled as 12 pitch.
2) If a margin or tab is defined for the right edge of the paper, the | is replaced by the margin or tab symbol.
3) For some keyboards, the symbol for the right edge of the paper is ! instead of |. If you are using the PC text-assist function, the paper edge symbol is ▌.

b. To change the right margin to column 100, move the cursor to column 100 and type a **>**

```
                          Change Formats/Options
                                                        1         1         1
5         6         7         8         9               0         1         2
0         0         0         0         0               0         0         0
:...Tv...T:...T:...T:...T:...T:...T:...T:>...:....>....:....:....:....:....|....:..
```

8. Press the Enter key. The Select Document Format menu is shown.
9. Press F5 (Edit). The Edit display is shown.

Typing the Document

This exercise uses the automatic window and roll option. If you are using the text-assist function, you do not need to specify that you want to use automatic window and roll. If you are not using the text-assist function, press F13 (Edit Options) to show the Change Editing Options display. Make sure a **Y** (Yes) is typed for the *Auto window and roll* prompt. Press the Enter key to return to the Edit display.

Before you begin to type, make sure you are in insert mode. If you are not in insert mode, press the Insert key once.

1. On the Edit display, press the Tab key six times.
2. Type **INVOICE SUMMARY REPORT**
3. Press the Field Exit key five times to get to the next line, and to leave four blank lines between the report heading and the columns.

Using Tables and Columns of Data

When you type columns of data, you need to set the tabs for each column. Although you can set tabs on the Margins and Tabs display, you can also use the layout-table function. A **table** is an orderly arrangement of data in rows and columns. The layout-table function automatically sets the tabs for the columns of the table.

The data in the columns of our example table includes numbers with decimal positions. The tab for a column of numbers that has a decimal is set at the decimal position instead of at the beginning of the column. However, the column headings are usually alphabetic; the tab for a column of alphabetic data is set at the beginning of the column. For this reason, set the tabs and enter the columns of data before you type the column headings.

In this exercise, use the Layout Table display to set the tabs for the columns of data. For comparison, use the Margins and Tabs display to set the tabs for the column headings.

Setting Tabs for Columns

The layout-table function prompts you for the width of each column of data, then automatically adjusts the column spacing and sets the appropriate tabs.

1. Press F5 (Goto) and the *Goto* prompt appears on the display.
2. Type **tl** (Table Layout) to specify the Layout Table display.
3. Press the Enter key and the Layout Table display appears.
4. When you use the Layout Table display, start at the left margin and type the data from the largest entry of each column. This specifies the width for each column you need. Follow each column with a slash (/). The display tells you how to specify the different kinds of tabs when you type each column. For this exercise, use flush left tabs, decimal tabs, and a flush right tab.

   Type **D426/146/123,439.00/2,835.00/123,577.00/r3cx5/**

   Insert mode does not operate in this function, so you must type over errors.

```
                          Layout Table                          CREATE

<.....................................................................>
D426/146/123,439.00/2,835.00/123,577.00/r3cx5/



Do the following:
 1. To define a column that is:
      Flush left:         Type the longest entry.
      Decimal aligned:    Type the longest entry with the decimal point.
      Centered:           Beginning with a C, type the longest entry.
      Flush right:        Beginning with a R, type the longest entry.
      Comma aligned:      Type the longest entry with the comma.
      Colon aligned:      Type the longest entry with the colon.
      Text (wordwrap):    Beginning with a T, type the longest entry.
 2. Type a / to end each column definition.
 3. Repeat steps 1 and 2 for each column.
 4. Press F9 to adjust space evenly between columns.
 5. Press Enter to verify column definitions.
F3=Exit              F5=Refresh             F6=Charge margins      F7=Window
F9=Adjust spacing    F10=Reference area     F12=Cancel
```

5. Press F9 (Adjust spacing).

   The column data is changed to a's, the columns are spaced evenly between the margins, and tabs are set for the columns.

```
                          Layout Table                          CREATE

<2....:....3.T..:....4....:....D....:....v....:D...7....:....8...D:....9....:.
aaaa/        aaa/       aaaaaaa.aa/       aaaaa.aa/       aaaaaaa.aa/       Ra
```

   The second column has a flush left tab, indicated by a T over the beginning of the column. The third, fourth, and fifth columns have decimal tabs, with a D over the decimal position of each column. The sixth column is defined by a flush right tab, with an R over the last position of the column. The tab indicator for the sixth column is not shown on the display because it is past the right edge of the display.

6. Press the Enter key. The Edit display appears, with the tabs set as shown above. You now have tab settings to use when typing the columns of data. The display shows a Format Change character and the Begin Table instruction, followed by the End Table instruction and another Format Change character. The Format Change character is a highlighted F or, if you are using the text-assist function, a ╔ indicates the beginning of the format change and a ╗ indicates the end of the format change.

```
STATDOC  P:12                    EDIT Carrier Return       PG:1       LN:13
<2....:....3.T..:....4....:....D....:....v....:D...7....:....8...D:....9....:.
                              INVOICE SUMMARY REPORT■
■
■
■
■
 F
 bt
 ■
 et
 F
```

Because your cursor is between the format change for the beginning of the table and the format change for the end of the table, the status line shows the tab settings for the table. Move the cursor up to a line above the first Format Change character. The status line shows the default tab settings. Return the cursor to the Carrier Return between the Begin Table instruction and the End Table instruction before you continue the exercise.

Typing the Columns of Data

1. Type **D426**
2. Press the Tab key once and type **146**
3. Press the Tab key once and type **123,439.00**
4. Press the Tab key once and type **138.00**
5. Press the Tab key once and type **123,577.00**
6. Press the Tab key once. The display shifts so the last column is shown. Type **3cx5**
7. Press the Field Exit key once to go to the second row. The display shifts again to show the first column.
8. Type **D530**
9. Press the Tab key once and type **15**
10. Press the Tab key once and type **3,987.00**
11. Press the Tab key once and type **27.00**
12. Press the Tab key once and type **4,014.00**
13. Press the Tab key once and type **2x3**
14. Press the Field Exit key once to go to the third row.
15. Type **D663**
16. Press the Tab key once and type **148**
17. Press the Tab key once and type **321,234.00**
18. To underline the column, press Alt W.
19. Press the Tab key once and type **2,835.00**
20. To underline the column, press Alt W.
21. Press the Tab key once and type **324,069.00**
22. To underline the column, press Alt W.
23. Press the Tab key once and type **4dr3**
24. Press the Field Exit key to go to the next line.

The information you typed appears on the Edit display like the following example. Because you used Alt W (Word Underline) to underline the columns of decimal numbers, the columns are not underlined on the display unless you are using the text-assist function or a 3477 display station.

```
STATDOC  P:12                    EDIT Carrier Return       PG:1       LN:16
<2....:....3.T..:....4....:....D....:....v....:D...7....:....8...D:....9....:.
                              INVOICE SUMMARY REPORT■
■
■
■
■
 F
¯bt
*
D426          146          123,439.00          138.00          123,577.00          3c
D530           15            3,987.00           27.00            4,014.00           2
D663          148          321,234.00        2,835.00          324,069.00          4d
 ■
¯et
*
 F
```

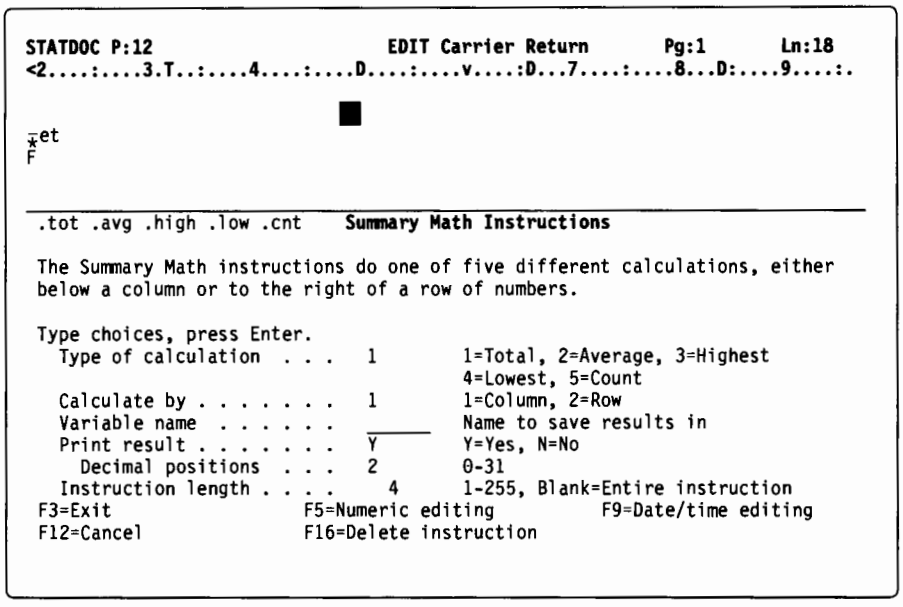
Some of the numbers in the last column are not shown on the display because they are past the right edge of the display. To show all of the last column, press F7 (Window), type **50** for the prompt, and press the Enter key. The display image shifts so position 50 is at the left edge of the display.

To return the display image to the original position, press F7, then press the Enter key.

Specifying Column Totals

You can have the system automatically calculate the totals of your columns by using a Summary Math text instruction.

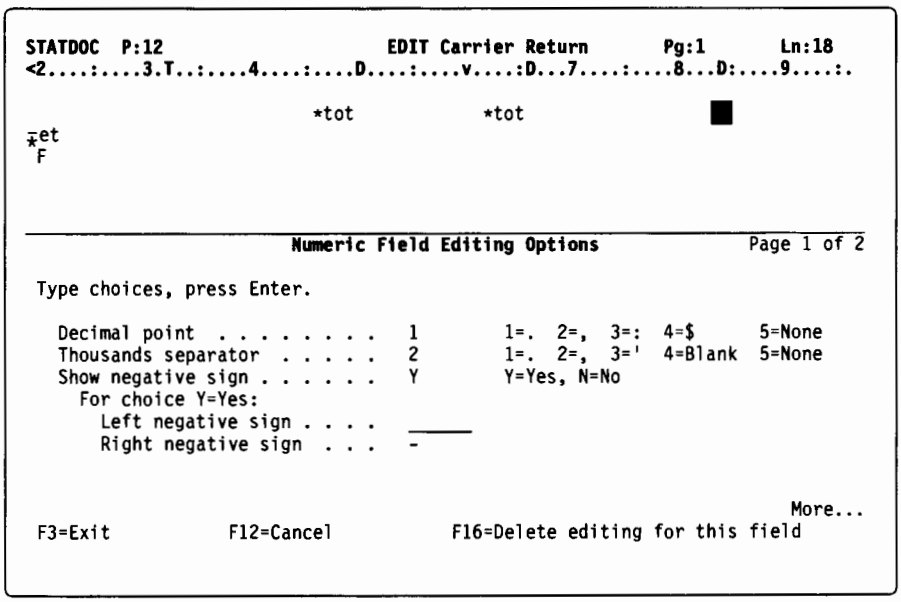
1. On the Edit display, make sure the cursor is in the first position of line 16 (the line following the columns you just typed). Press the Field Exit key two times to leave two blank lines between the columns and the column totals.
2. Press the Tab key two times to position the cursor under column three, the first column that needs a total.
3. Press F5 (Goto) and the *Goto* prompt appears on the display.
4. Type **.tot** (Total) to specify the Summary Math display.
5. Press the Enter key and the Summary Math display appears with the default choices.
6. On the Summary Math display, select the following choices:
   a. For the *Calculate by* prompt, type a **1** (Column).
   b. For the *Decimal positions* prompt, type a **2**
   c. For the *Instruction length* prompt, type a **4**



7. Press the Enter key. The .tot instruction is inserted in your document at the cursor position under column three. The period in front of the instruction is displayed as an instruction character.
8. Press the Tab key once to position the cursor under column four.
9. Type **.tot**

Because you have already specified the information for the prompts on the Summary Math display, you can just type the instruction in the document. You do not need to show the Summary Math display unless you want to change the information for the prompts.

10. Press the Tab key once to position the cursor under column five.
11. Because you will use numeric editing for the last total, use the Summary Math display to insert the last Total instruction. To show the Summary Math display:
    a. Press F5 (Goto) and the *Goto* prompt appears on the display.
    b. Type **.tot** (Total).
    c. Press the Enter key and the Summary Math display appears again.
12. You can specify numeric editing for a summary math value. On the Summary Math display, press F5 (Numeric editing). The first page of the Numeric Field Editing Options display is shown.
13. On Page 1 of the Numeric Field Editing Options display, select the following choices:
    a. For the *Decimal point* prompt, type a **1** to have a period used as the decimal point.
    b. For the *Thousands separator* prompt, type a **2** to have a comma placed in the number to indicate thousands.
    c. For the *Show negative sign* prompt, type a **Y** (Yes) to have a negative sign used for negative numbers.
    d. For the *Right negative sign* prompt, type a **-** (Dash) to have dash placed to the right of negative numbers.
    e. To learn more about any of these prompts, place your cursor on the prompt and press the Help key. After you read the online help information, press F3 (Exit) to return to this display.



14. Press the Page Down key. Page 2 of the Numeric Field Editing Options display is shown.
15. On Page 2 of the Numeric Field Editing Options display, select the following choices:
    a. For the *Show currency symbol* prompt, type an **N** (No).

b. For the *Print zero value* prompt, type an **N** (No).
c. For the *Replace leading zeros* prompt, type an **N** (No).
d. For the *Show single leading zero* prompt, type an **N** (No).
e. To learn more about any of these prompts, place your cursor on the prompt and press the Help key. After you read the online help information, press F3 (Exit) to return to the Numeric Field Editing Options display.

```
STATDOC  P:12                    EDIT Carrier Return       Pg:1       Ln:18
<2....:....3.T..:....4....:....D....:....v....:D...7....:....8...D:....9....:.
                          *tot           *tot                 ■
 et
 F


                        Numeric Field Editing Options              Page 2 of 2

 Type choices, press Enter.
   Show currency symbol . . . . . .  N        Y=Yes, N=No
     For choice Y=Yes:
       Left currency symbol . . . .  $
       Right currency symbol. . . .  _____
   Print zero value . . . . . . . .  N        Y=Yes, N=No
   Replace leading zeros  . . . . .  N        Y=Yes, N=No
     For choice Y=Yes:
       Replace with . . . . . . . .  1        1=Blanks, 2=Asterisks
                                              3=Floating currency symbol
     Show single leading zero . . .  N        Y=Yes, N=No
                                                                    Bottom
 F3=Exit          F12=Cancel          F16=Delete editing for this field
```

16. Press the Enter key until the Edit display is shown.

    A .tot instruction is inserted in your document under the column. The period in front of each instruction becomes an instruction character.

17. Press the Field Exit key.

Using Column Headings

If you have numbers in your column headings, you should underline the headings. A blank line does not end the function of a Summary Math text instruction. The line under the heading prevents the Summary Math text instruction from adding the numbers in the headings to the numbers in the columns.

Setting Tabs for the Column Headings

1. Press the Page Up key. The top of Page 1 for the Edit display is shown.
2. Move the cursor to the Required Carrier Return in the first position of line 11, which is the line above the Format Change character.

```
STATDOC  P:12                  EDIT Req'd Carrier Ret    Pg:1       Ln:11
<2...T:...T3...T:...T4...T:...T5...T:...Tv...T:...T7...T:...T8...T:...T9....:..
                             INVOICE SUMMARY REPORT■
■
■
■
■
 F
 bt
D426        146        123,439.00          138.00        123,577.00        3c
```

3. Press F5 (Goto) and the *Goto* prompt appears.
4. Type an **m** (margins) to specify the Margins and Tabs display.

5. Press the Enter key and the Margins and Tabs display appears:

```
STATDOC  P:12                    EDIT Req'd Carrier Ret    Pg:1       Ln:11

 2        3        4        5        6        7        8        9
 0        0        0        0        0        0        0        0
<:...T:...T:...T:...T:...T:...T:...Tv...T:...T:...T:...T:...T:...T:....:.

*bt

m                                Margins and Tabs

Type of change . . . . . :   Format Change

Change margin  . . :   Position cursor to desired margin setting.
                       Type < for left margin.  Type > for right margin.
Clear all tabs . . :   Press F6.
Clear tab  . . . . :   Move cursor to the tab setting.  Press the spacebar.
Set tab  . . . . . :   Move cursor to desired tab setting.
                        o  Flush left tab: type T  o  Center tab: type C
                        o  Decimal tab: type D     o  Flush right tab: type R
                        o  Comma tab: type M       o  Colon tab: type N

F3=Exit     F6=Clear tabs    F7=Window      F12=Cancel
```

6. Press F6 (Clear tabs) to clear all tabs on the display.
7. On the scale line, set a flush left tab at the beginning of each column of data. Move the cursor to:
   a. Position 32 and type a **T**
   b. Position 43 and type a **T**
   c. Position 61 and type a **T**
   d. Position 77 and type a **T**
   e. Position 95 and type a **T**

```
STATDOC  P:12                    EDIT Req'd Carrier Ret    Pg:1       Ln:11

 2        3        4        5        6        7        8        9
 0        0        0        0        0        0        0        0
<:....:....:.T..:....:..T.:....:....:....:T...:....:....:.T..:....:....:....T.
```

8. Press the Enter key and you return to the Edit display. The tabs are now set to align the headings above the data.

Typing the Column Headings

1. Because the column headings for the first two columns do not begin on the first line, press the Tab key two times to go to the third column. Type **BEGINNING**
2. Press the Tab key once and type **INVOICE**
3. Press the Tab key once and type **NEW**
4. Press the Field Exit key once to go to the next line.
5. Type **DEPT** and press Alt W to underline the heading.
6. Press the Tab key once, type **S/N** and press Alt W.
7. Press the Tab key once, type **INVOICE:AMT** and press Alt W.
8. Press the Tab key once, type **CHANGE**

As you can see, the column heading is not as wide as the column. Because you want the underline for the heading to be as wide as the column, use two Required Spaces to extend the heading to the width of the column. To insert two Required Spaces, press the Alt key and press the spacebar. Repeat this sequence one more time. Press Alt W.

9. Press the Tab key once, type **INVOICE:AMT** and press Alt W.
10. Press the Tab key once, type **CODE** and press Alt W.
11. Press the Field Exit key to go to the next line.

    The information you typed appears on the Edit display like this:

```
STATDOC  P:12                      EDIT Carrier Return       Pg:1       Ln:13
<2....:....3T...:....4..T.:....5....:....T....:....7....:.T..8....:....9....T.
                                INVOICE SUMMARY REPORT■
■
■
■
■
 F
                          BEGINNING          INVOICE          NEW■
DEPT          S/N         INVOICE:AMT        CHANGE           INVOICE:AMT       CO
 F
-bt
*
D426          146         123,439.00           138.00         123,577.00         3c
D530          15            3,987.00            27.00           4,014.00          2
D663          148         321,234.00         2,835.00         324,069.00         4d
■
■
                             *tot               *tot              *tot

-et
*
 F
```

12. To make sure your columns print correctly, you can use F19 (Print/View) to see what your document will look like when it prints:
    a. Press F19 (Print/View). Type a **3** (View printed output using split display) on the Print/View Options display and press the Enter key. The system shows the resolved document on the lower part of the display.
    b. Use the Page Down key to see the next lines of the resolved text.
    c. If you have problems with the resolved text, be sure to check the error log at the end of the document.
    d. When you have finished viewing the document, press F3 (Exit).

Ending, Saving, and Printing the Wide Document

1. On the Edit display, press F3 (Exit/Save). The Exit Document display is shown with the default choices.
2. On the Exit Document display, specify the following options:
    a. For the *Save document* prompt, type a **Y** (Yes).
    b. For the *Display save options* prompt, type an **N** (No).
    c. For the *Print document* prompt, type a **Y** (Yes).
    d. For the *Display print options* prompt, type a **Y** (Yes).

3. Press the Enter key. The Print Options display appears with the default choices.
4. On the Print Options display, for the *Output device* prompt, type a **1** (Printer). If the default value for the *Output device* prompt was not a 1 (Printer), additional prompts for the printer are displayed.
5. For the *Printer* prompt, type the ID for the printer you want to use.
6. Use the Page Down key to go to the next page of the Print Options display.
7. On page 2 of the Print Options display, for the *Resolve instructions* prompt, type a **Y** (Yes). This processes the text instructions when the document is printed.
8. Use the Page Down key to go to the next page of the Print Options display.
9. For the *Print error log* prompt, type a **Y** (Yes).
10. Press the Enter key. A message that the request is being processed is shown briefly.

    The Work with Documents in Folders display is shown with a message stating that the document has been saved and the print request has been placed on the job queue.

Chapter 9. Creating Multiple Text Columns

This chapter shows you types of column formatting and how to divide text into even columns. (Each column has approximately the same amount of text.) For information on how to divide text into the formats not described in this chapter, see the manual, *Using OfficeVision/400* Word Processing.*

The default text profile named SYSTEM is used for this example. If you have activated a different text profile, your example might not look the same. This example uses a 12 pitch type style.

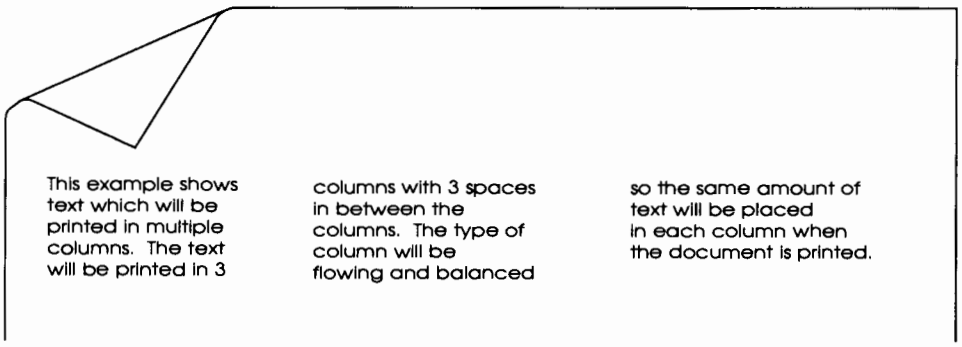
The Edit displays shown in this example do not show the function keys. You can show the function keys by pressing F5 (Goto), typing a **k** for the *Goto* prompt, and pressing the Enter key. Once shown, they can be removed with the same sequence.

The cursor position is represented by ■ in the exercises in this chapter.

This chapter includes the following tasks:

1. Creating the document
2. Defining multiple text columns
3. Typing text for flowing and balanced columns
4. Ending, saving, and printing the document

The following example is used in this chapter. You can use the text given in the chapter to create this example or use your own text throughout to create a similar document.



RSLN240-1

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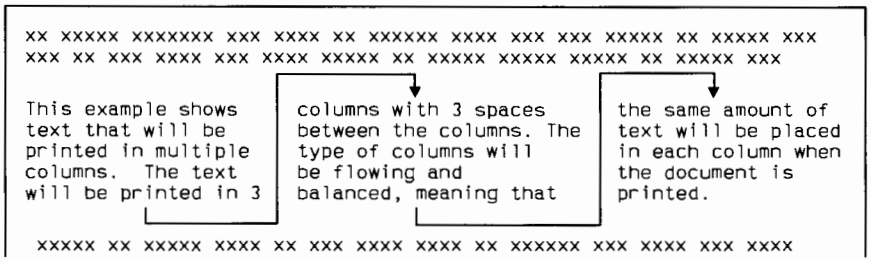
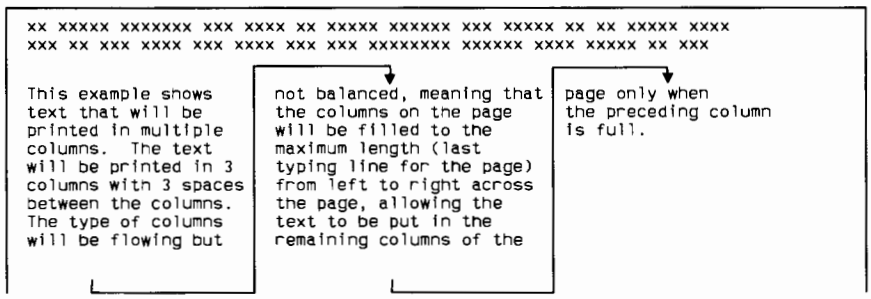
You can format your text into one of four types of columns:

- **Flowing and balanced** columns format the text into columns of equal width and as even as possible in depth.



RSLN327-1

- **Flowing but not balanced** columns format the text into columns of equal width, with the text filling the first column, then filling the second column. This continues across the page with text flowing into a new column only when all previous columns have been filled (reached the last typing line).



RSLN328-0

- **Related** columns format the text into columns of equal width, but you decide where the next column starts by inserting a Next Text Column instruction (.ntc) in the text. Columns are the same width, but the amount of text in each column can be different.

```
xx xxxx xxxxxxx xxx xxxxxxxx xx xxxx xx xxxxxx xxx xxxxx xxxx xx
xxx xx xxx xxxx xxx xxxx xx xxxxxxx xxxx xxx xxxxx xxxx xxx xxx

This example shows      The type of column      YOU can vary the
text that will be       is related, meaning     amount of text in
printed in multiple     that YOU determine      each column.
columns.  The text      where each column
will be printed in 3    will end.
columns with 3 spaces
between the columns.
```

RSLN329-2

- **Related with variable column widths** format the text based on the widths you specify. The columns are aligned horizontally across the page. Text does not flow from one column to the next. You must insert a Next Text Column instruction (.ntc) where you want the next column to begin.

```
xx xxxxx xxxxx xxx xxxx xx xxxxx xxx xx xxxx xxx xx xxxxx xxx xxxxx xx
xxx xx xxx xxxx xxx xxxx xxxx xxx xxxxx xx xx xxxxx xxx xxxxx xxx xxx

This example shows    The type of    YOU determine where each column
text that will be     column is      will end. In this example, the
printed in multiple   related with   second column is the narrowest
columns.  The text    variable       and the third column is the
will be printed in    column         widest and the shortest.
3 columns with 3      widths.
spaces between the
columns.
```

RSLN330-1

Creating the Document

Begin this exercise by creating a document on the Work with Documents in Folders display. Chapter 2 has instructions for signing on the word processing function and for showing the Work with Documents in Folders display.

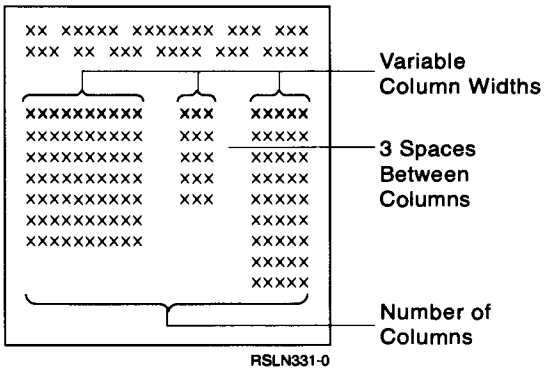
1. On the Work with Documents in Folders display, select the following options:
   a. For the *Folder* prompt, if you do not want your document to be stored in the folder specified, type the name of the folder you want to use and press the Enter key.
   b. For the *Opt* prompt, type a **1** (Create).
   c. For the *Document* prompt, type **COLUMNS** for the name of the new document.
2. Press the Enter key.

   The Create Document Details display is shown.
3. On the Create Document Details display, specify the following choices:
   a. Type any descriptive information you want to use for the document.
   b. Make sure the *Document to copy* and the *From folder* prompts are blank.
4. Press the Enter key.

   The Edit display is shown.

Defining Multiple Text Columns

Before you can type the text for multiple columns, you must first define the type of columns, the number of spaces between columns and the number of columns.



To define multiple text columns:

1. Make sure you are in insert mode (shown by a lighted indicator on the display). If the indicator is not on, press the Insert key once to turn it on.
2. Press F5 (Goto).

   The following prompt appears on the bottom of the display:

   ```
   Type page/line or menu name, press Enter
   ```

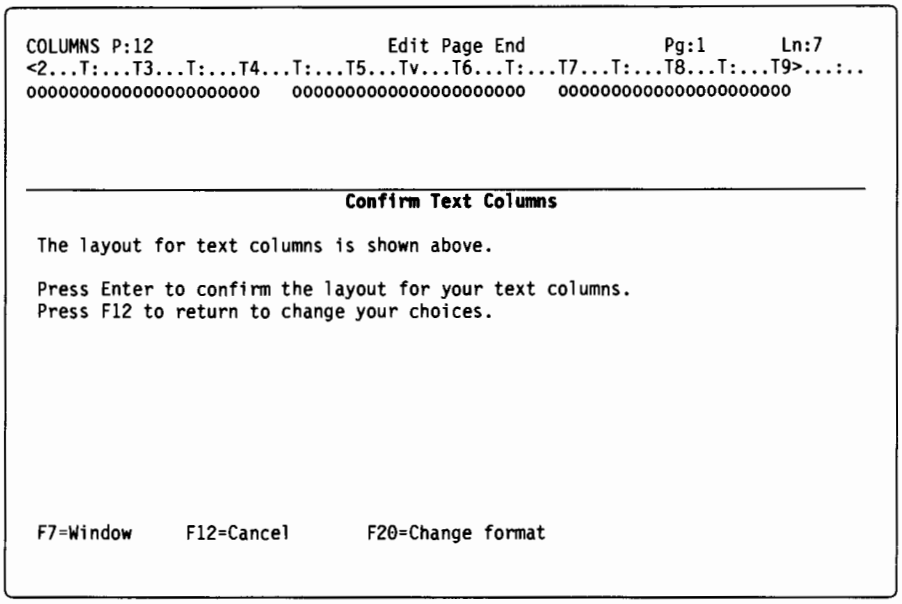
3. Type **mtc** and press the Enter key.

   The Define Multiple Text Columns display appears.

```
COLUMNS P:12                    Edit Page End            Pg:1       Ln:7
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..




mtc                          Define Multiple Text Columns

 Type choices, press Enter.

   Number of columns . . . . . .   __   1-12
   Number of spaces
     between columns . . . . . .   __   1-99
   Type of columns . . . . . . .   1    1=Flowing and balanced
                                        2=Flowing but not balanced
                                        3=Related
                                        4=Related with variable width



 F3=Exit     F12=Cancel
```

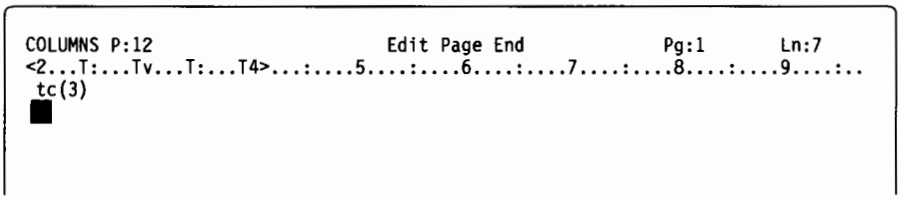
4. For the *Number of columns* prompt, type a **3**
5. For the *Number of spaces between columns* prompt, type a **3**
6. For the *Type of columns* prompt, leave the **1** (Flowing and balanced).
7. Press the Enter key.

The Confirm Text Columns display is shown with the layout for your text columns.



8. Press the Enter key.

   The Edit display appears and the number of columns you specified is shown. At the top left corner of the display, the letters `tc` appear, followed by a number in parenthesis that indicates the number of columns in your document.

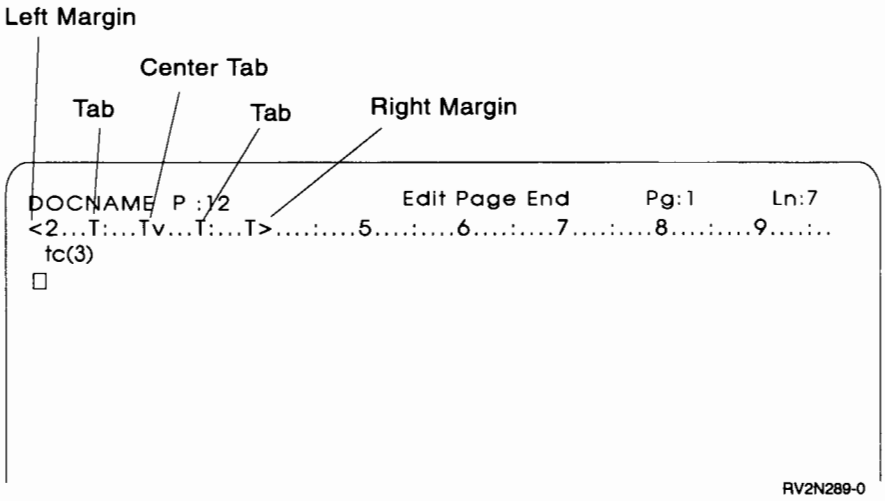


Typing Text for Flowing and Balanced Columns

When you are typing text for flowing and balanced columns, all the text is typed in one column. Type the column text just as you would type normal text. The text is shown in the number of columns specified when the document is printed on a printer or viewed on the display. You can view your document by pressing F19 (Print/View) on the Edit display and selecting option 3 (View printed output using split display) on the Select Print/View Option display.

Note: If you are using the PC text-assist function, you can type text in multiple columns across the Edit display. For more information about this, see the manual, *Using OfficeVision/400* Word Processing.*

The system also displays the scale line with the margins, center and tab stops only for the first column as shown below.



1. Type the following sentences. When you are typing, type as much of the sentences as you can on the current line of the display. When you run out of typing space on the current line of the display, the cursor and any uncompleted word automatically go to the next line where you can continue typing.

   This example shows text which will be printed in multiple columns. The text will be printed in 3 columns with 3 spaces in between the columns. The type of column will be flowing and balanced so the same amount of text will be placed in each column when the document is printed.

2. Press the Field Exit key once to get to the next line.
3. Press F5 (Goto).

   The following prompt is displayed on the bottom of the display:

   ```
   Type page/line or menu name, press Enter
   ```

4. Type **stc** and press the Enter key.

   A `tc(1)` is inserted at the bottom of your document. This sets the number of columns in the document back to 1.

   The text you have typed looks like the following on the Edit display. A square block (■) represents a Required Carrier Return. Unless the cursor is positioned on a Required Carrier Return, these control characters might not be shown on your display.

```
COLUMNS P:12                        Edit Page End              Pg:1       Ln:7
<2...T:...Tv...T:...T4>...:....5....:....6....:....7....:....8....:....9....:..
 tc(3)
This example shows
text which will be
printed in multiple
columns.  The text
will be printed in 3
columns with 3
spaces in between
the columns.  The
type of column will
be flowing and
balanced so the same
amount of text will
be placed in each
column when the
document is printed.■
 tc(1)
```

Ending, Saving, and Printing the Balanced Columns Document

1. On the Edit display, press F3 (Exit/Save). The Exit Document display is shown with the default choices.
2. On the Exit Document display, specify the following options:
   a. For the *Save document* prompt, type a **Y** (Yes).
   b. For the *Display save options* prompt, type an **N** (No).
   c. For the *Print document* prompt, type a **Y** (Yes).
   d. For the *Display print options* prompt, type a **Y** (Yes).
3. Press the Enter key. The Print Options display appears with the default choices.
4. On the Print Options display, for the *Output device* prompt, type a **1** (Printer). If the default value for the *Output device* prompt is not a 1 (Printer), additional prompts for the printer are be displayed.
5. For the *Printer* prompt, type the ID for the printer you want to use.
6. Use the Page Down key to go to the next page of the Print Options display.
7. On page 2 of the Print Options display, for the *Resolve instructions* prompt, type a **Y** (Yes). This processes the text instructions when the document is printed.
8. For the *Adjust page endings* prompt, type a **Y** (Yes).
9. Use the Page Down key to go to the next page of the Print Options display.
10. For the *Print error log* prompt, type a **Y** (Yes).
11. Press the Enter key. A message that the request is being processed is shown briefly.

    The Work with Documents in Folders display is shown with a message stating that the document has been saved and the print request has been placed on the job queue.

Chapter 10. Creating a Transparency

This chapter shows you how to create a transparency using large type. A **transparency** is a page that is printed or copied onto clear plastic. Some printers let you print directly on the transparency material.

To print with large print, you can use the large print function. Only intelligent printer data stream (IPDS*) printers support the large print function. If your printer supports a large font (for example, 5 characters per inch), you can use a large font instead of the large print function.

With some printers, you can also use color when you print with large type. If you want more information about the functions supported on different printers, see Appendix A in the manual, *Using OfficeVision/400* Word Processing*.

The default text profile named SYSTEM is used for this example. If you have activated a different text profile, your example might not look the same.

The Edit displays shown in this example do not show the function keys. You can show the function keys by pressing F5 (Goto), typing a **k** for the *Goto* prompt, and pressing the Enter key. Once shown, they can be removed with the same sequence.

This chapter includes the following tasks:

1. Creating a transparency
2. Changing the document format for large print
    a. Changing the margins and tabs
    b. Changing the lines per inch
    c. Changing the last typing line
3. Typing the document
4. Ending, saving, and printing the document

Note: The editing functions in this chapter are explained assuming you are using the word processing function. If you are using the adapted word processing function, refer to Appendix B for information on doing some of the editing functions.

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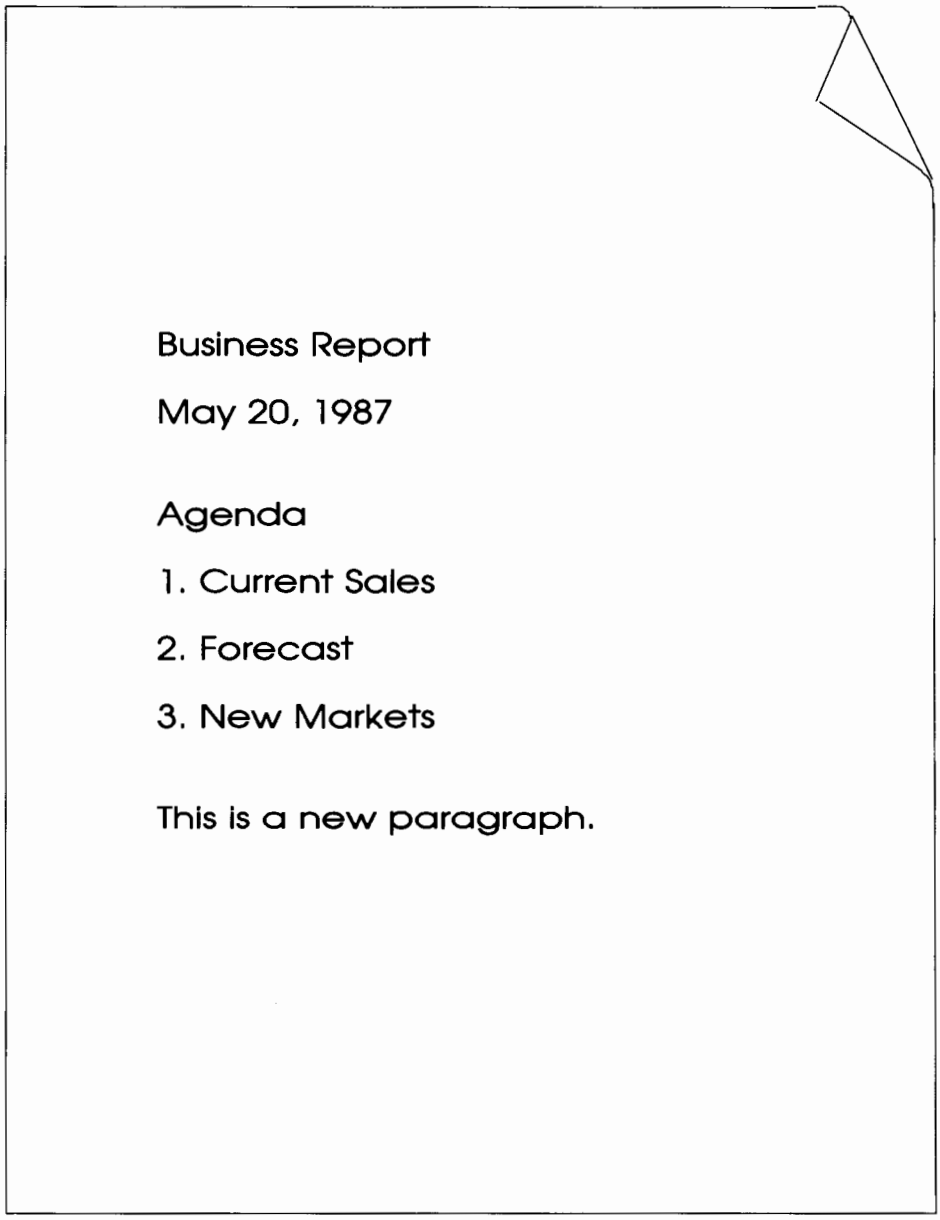
The following example shows the transparency created in this chapter. You can use the text given in the chapter to create this example or use your own text throughout to create a similar document.



Creating the Transparency Document

Begin this task by creating a document on the Work with Documents in Folders display. Chapter 2 has instructions to sign on the word processing function and show the Work with Documents in Folders display.

1. On the Work with Documents in Folders display, select the following options:
   a. For the *Folder* prompt, if you do not want your document to be stored in the folder specified, type the name of the folder you want to use and press the Enter key.
   b. For the *Opt* prompt, type a **1** (Create).
   c. For the *Document* prompt, type **TRANS** for the name of the new document.
2. Press the Enter key. The Create Document Details display is shown.
3. On the Create Document Details display, specify the following choices:
   a. Type any descriptive information you want to use for the document.
   b. Make sure the *Document to copy* and *From folder* prompts are blank.
4. Press F20 (Change formats/options). The Document Options menu is shown.
5. On the Document Options menu, select option 1 (Document format) and press the Enter key. The Select Document Format menu is shown.

Changing the Format for Large Print

When you use large print, the printed characters are twice their normal size. You should change the document format to make sure the text is centered on the page and the lines of text do not overlap. To change the document format to large print, you will change the margins, the lines per inch, and the last typing line.

Changing the Margins and Tabs

When you want to print a document in large print, you must reduce your margins to allow for the larger characters. With the large print function, the right margin can be up to position 63 if you are using 8.5 inch paper. For this exercise, change the left margin to 12, the right margin to 60, and set a tab at position 17.

1. On the Select Document Format menu, select option 1 (Margins and tabs). Press the Enter key. The Margins and Tabs display is shown.
2. On the Margins and Tabs display:
   a. Press F7 (Window). The window function allows you to shift the display image so you can see column positions that are not usually shown on the display. The following prompt is shown:

      ```
      Type left column, press ENTER
      ```

      Type **12** to shift the display image so column 12 is at the left side of the display. Press the Enter key and the display image is shifted.
   b. To change the left margin, move the cursor to position 12 and type a **<**
   c. To change the right margin, move the cursor to position 60 and type a **>**

```
                        CHANGE FORMATS/OPTIONS

       2         3         4         5         6         7         8
       0         0         0         0         0         0         0
<..:...<:...T:...T:...T:...T:...T:...T:...Tv...T>...T:...T:...T:.. T:...T:....
```

You do not have to delete the existing left and right margins because the new margins you set will automatically be used.

3. To set a tab at position 17 to use for the numbered list, move the cursor to position 17 and type a **T**

```
                        CHANGE FORMATS/OPTIONS

       2         3         4         5         6         7         8
       0         0         0         0         0         0         0
<..:.T.<:...T:...T:...T:...T:...T:...T:...Tv...T>...T:...T:...T:.. T:...T:....
```

4. Press the Enter key. The Select Document Format menu is shown.

Changing the Lines Per Inch

When you want to print a document in large print, you must reduce the lines per inch to allow for the larger characters. If you use more than 5 lines per inch, the lines of text will overlap. Because the characters print twice their normal size, you can reduce the lines per inch by one-half. For this exercise, you will change the lines per inch to 3.

1. On the Select Document Format menu, select option 2 (Line spacing/Justification).
2. Press the Enter key. The Line Spacing/Justification display is shown.
3. On the Line Spacing/Justification display, select the following options:
   a. For the *Line spacing* prompt, type a **2** (Double). Although double spacing is used in this example, it is not required for using large print.
   b. For the *Lines/inch* prompt, type **3.00**
4. Press the Enter key. The Select Document Format menu is shown.

Changing the Last Typing Line

When you want to print a document in large print, you must change the last typing line to allow for the larger characters. If you multiply the lines per inch with the length of the page, you can determine the last line of text that can be printed on the page. For example, if you use 3 lines per inch and your page is 11 inches long, the last line of text that can be printed is line 33. If you want at least one inch between the last typing line and the bottom of the page, use line 30 for the last typing line.

1. On the Select Document Format menu, select option 4 (Page layout/paper options).

2. Press the Enter key. The Page Layout/Paper Options display is shown.
3. On the Page Layout/Paper Options display, select the following options:
   a. For the *First typing line for footer* prompt, type **32**
   b. For the *Last typing line before footer* prompt, type **30**
4. Press the Enter key. The Select Document Format menu is shown.

   Note: If you are using a large font (for example, 5 characters per inch) instead of the large print function, the font ID must be specified on the Typestyle/Color display (select option 3 and press the Enter key). If you use a large font, you must also type an **N** (No) for the *Print with large print* prompt on the Print Options display when you print your document.
5. Press F5 (Edit) to return to the Edit display.

Typing the Transparency

Because you have changed the document format to allow for the large printed characters, you can type the text just like you would type any document.

Type the following, pressing the Field Exit key whenever you see the symbol for a Required Carrier Return (■):

```
Business Report■
.date■
■
Agenda■
```

Using a Numbered List

1. Press F5 (Goto) and the *Goto* prompt appears on the display.
2. Type **.nl** (Numbered List) to go to the Numbered List Instruction display.
3. Press the Enter key and the display appears with the default settings.
4. On the Numbered List Instruction display, select the following options:
   a. For the *Reset to number* prompt, leave this prompt blank. (If you type more than one numbered list in the same document, change this prompt to 1 for the first list item in each list, and leave it blank for the following list items in each list.)
   b. For the *Positions to reserve* prompt, type a **2**. This means you can have up to 99 numbered list items in each list.
   c. For the *Alignment of number* prompt, type a **2** (Right). This means the numbers of the list items are right-justified.
   d. For the *Trailing character* prompt, type a **.** (period). This means that a period follows the number of the list item.
   e. For the *Instruction length* prompt, type a **3**

```
TRANS P:12                          EDIT Page End              Pg:1       Ln:19
<..:.T..2...T:...T3...T:v...T4...T:...T5...T:...T>...T:...T7...T:...T8...T:...T9
Agenda■




.nl                          Numbered List Instruction

This instruction indicates that the current number value for a numbered list
should be increased by one, or reset to the specified number, and printed at
this point in the document.

Type choices, press Enter.

  Reset to number . . . . .   ___   1-999, Blank=Current value
  Positions to reserve . . .  2     1-5
  Alignment of number . . .   2     1=Left, 2=Right
  Trailing character . . . .  .     Character printed after the number
  Instruction length . . . .    3   1-255, Blank=Entire instruction

F3=Exit     F12=Cancel       F16=Delete instruction
```

5. Press the Enter key. The Edit display is shown with the Numbered List instruction (.nl) inserted.
6. Use a Required Tab to move the cursor to the tab at position 17. If the list item is longer than one line, the text continues on the next line at the tab position instead of at the beginning of the line. The text continues on the next line at the tab position until you press the Field Exit key.

   To use a Required Tab, press the Alt key and the Tab key.
7. Type **Current Sales**
8. Press the Field Exit key to get to the next line.
9. Type **.nl** to specify the next list item.
10. Press the Alt key and the Tab key.
11. Type **Forecast**
12. Press the Field Exit key to get to the next line.
13. Type **.nl** to specify the next list item.
14. Press the Alt key and the Tab key.
15. Type **New Markets**
16. Press the Field Exit key two times to get to the next line and to leave a blank line.
17. When you want to end the list, simply continue typing text without specifying another list item.

    Type the following:

    This is a new paragraph.

    The text should appear on your Edit display like this:

```
TRANS P:12                          EDIT Carrier Return       Pg:1       Ln:25
<..:.T..2...T:...T3...T:v...T4...T:...T5...T:...T>...T:...T7...T:...T8...T:...T9
Business Report■
 date■
■
Agenda■
 nl Current Sales■
 .nl Forecast■
 .nl New Markets■
■
This is a new paragraph.
```

18. To see how the document looks when it prints, press F19 (Print/View). Type a **3** (View printed output using split display) on the Print Options menu, and press the Enter key. Be sure to check the error log if there are problems with the document. When you have finished looking at the document, press F3 (Exit).

Ending, Saving, and Printing the Transparency

1. On the Edit display, press F3 (Exit/Save). The Exit Document display is shown with the default choices.
2. On the Exit Document display, specify the following choices:
   a. For the *Save document* prompt, type a **Y** (Yes).
   b. For the *Display save options* prompt, type an **N** (No).
   c. For the *Print document* prompt, type a **Y** (Yes).
   d. For the *Display print options* prompt, type a **Y** (Yes).
3. Press the Enter key. The Print Options display appears with the default choices.
4. On the Print Options display, for the *Output device* prompt, type a **1** (Printer). If the default value for the *Output device* prompt was not 1 (Printer), additional prompts for the printer are displayed.
5. For the *Printer* prompt, type the ID for an IPDS printer. Only IPDS printers can print with large print.
6. Use the Page Down key to go to the next page of the Print Options display.
7. For the *Resolve instructions* prompt on page 2 of the Print Options display, type a **Y** (Yes). This processes the text instructions when the document is printed.
8. For the *Print with large print* prompt on page 2 of the Print Options display, type a **Y** (Yes).

   Note: If you are using a large font instead of the large print function, you would type an **N** (No) for this prompt.

9. Use the Page Down key to go to the next page of the Print Options display.
10. For the *Print error log* prompt on page 3 of the Print Options display, type a **Y** (Yes).
11. Use the Page Down key to go to the next page of the Print Options display.
12. Press the Enter key. A message that the request is being processed is shown briefly.

The Work with Documents in Folders display is shown with a message stating that the document has been saved and the print request has been placed on the job queue.

Chapter 11. Creating a Document with Text and Graphics

Before you can use a chart in a document, you must use the AS/400 Business Graphics Utility (BGU) to create a chart and save it as a graphics data file. Or you can create a graphics data file with an application program. If you have BGU on your system and want information about using this utility, see the *BGU User's Guide and Reference* manual.

You can also get graphics from PC file documents stored in a shared folder. You can use certain PC graphic products to create a file containing either a graph or an image.

After you have the graphics data file or PC file document, you can use the word processing function to create a document that contains the graphics. You use the Graphic text instruction (.gr) to specify where the graphic will print in the document, and you use the get graphic function to copy the graphics from either the graphics data file or the PC file document. You can then print the document with the graphic.

Graphics will only print on IPDS printers. If the document is printed on a printer that is not an IPDS printer, blank space is inserted where the graphic should be printed.

You can insert graphics into a document that uses large print. When you get a graphic into a document that uses large print, you can place text above and below the graphic. However, you can only place text to the left and right of it by using multiple text columns.

When you get a graphic in a document, you must know the name of the graphics data file, and the name of the library and member where the graphics data file is stored.

Notes:

1. For more information about graphic instructions, see the manual, *Using OfficeVision/400* Word Processing.*
2. For information on how to view the image/graph from the Work with Documents in Folders, Work with Nontext Document Data, and Graphic Instruction displays, see the manual, *Using OfficeVision/400* Word Processing.*

The default text profile named SYSTEM is used for this example. If you have activated a different text profile, your example might not look the same.

The cursor position is represented by ■ in the exercises in this chapter.

This chapter includes the following tasks:

1. Creating the document.
2. Specifying the Graphic text instruction.
3. Using the get graphic function.
4. Ending, saving, and printing the document with the chart.

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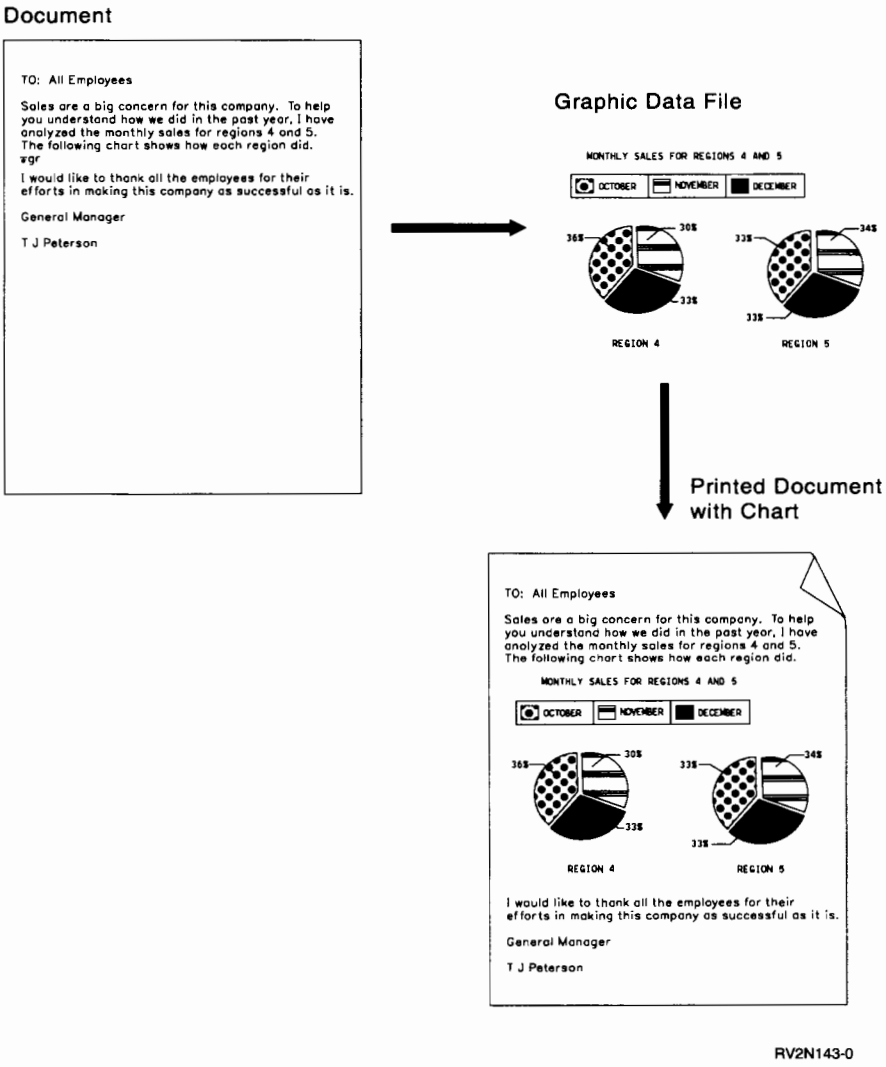
The following example is used in this chapter. You can use the text given in the chapter to create this example or use your own text throughout to create a similar document.



Creating the Document

After a graphics data file has been created with BGU or an application program, you can use the word processing function to create and print a document that uses the graphics data file. This exercise uses a graphics data file named QTR4. Instructions for creating a chart named QUARTER4 are in the *BGU User's Guide and Reference*, which also has instructions for saving a graphics data file. To learn how to create a chart using BGU, you can create the chart named QUARTER4, save it in a graphics data file that you name QTR4, and use it in the following exercise. Or you can use another graphics data file that is stored in a library on your system.

Begin this task by creating a document on the Work with Documents in Folders display. Chapter 2 has instructions to sign on the word processing function and show the Work with Documents in Folders display.

1. On the Work With Documents In Folders display, select the following options:
   a. For the *Folder* prompt, if you do not want your document to be stored in the folder specified, type the name of the folder you want to use and press the Enter key.
   b. For the *Opt* prompt, type a **1** (Create).
   c. For the *Document* prompt, type **LETTERGR** for the name of the new document.
2. Press the Enter key. The Create Document Details display appears.
3. On the Create Document Details display, specify the following choices:
   a. Type any descriptive information you want to use for the document.
   b. Make sure the *Document to copy* and the *From folder* prompts are blank.
4. Press the Enter key. The Edit display appears.
5. Type **TO: All Employees**
6. Press the Field Exit key three times to leave two blank lines between this line of text and the following memo.
7. Type the following paragraph:

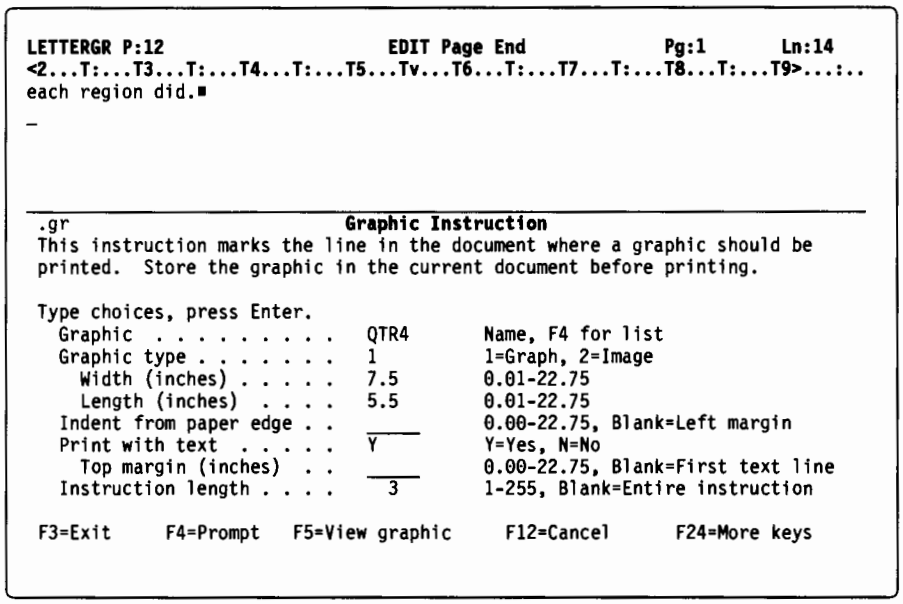
   Sales are a big concern for this company. To help you understand how we did in the past year, I have analyzed the monthly sales for Regions 4 and 5. The following chart shows how each region did.
8. Press the Field Exit key once to get to the next line.

Specifying the Graphic Text Instruction

The Graphic text instruction marks the place in the document where the chart will print and automatically allows enough space for the chart.

1. Press F5 (Goto) and the *Goto* prompt appears on the display.
2. Type **.gr** (Graphic) to specify the Graphic display.
3. Press the Enter key and the Graphic Instruction display appears with the default choices.
4. On the Graphic Instruction display, make the following choices:
   a. For the *Graphic* prompt, type the name of the graphics data file you are using. If you are using the chart you created as an exercise in the *BGU User's Guide and Reference*, and if you saved the chart in a graphics data file named QTR4, type **QTR4**. The graphic name must be the same case as the name of the file that exists on the system; for example, QTR4 cannot be specified as Qtr4.
   b. Type a **1** (*Graph*) for the *Graphic type* prompt.
   c. Type **7.5** for the *Width* prompt.
   d. Type **5.5** for the *Length* prompt.
   e. Type a **Y** for the *Print with text* prompt.
   f. Make sure the *Top margin* prompt is blank.
   g. Type **3** for the *Instruction length* prompt.

The *Width* and *Length* prompts allow you to change the scale size of the chart, not the shape of the chart.



5. While the Graphic Instruction display is shown, press F14 (Get Graphic). The Get Graphic display appears.

Using the Get Graphic Function

You use the Get Graphic display to copy the graphic data file into your document.

1. On the Get Graphic display, select the following choices:
   a. For the *Graphics data file* prompt, type the name of the graphics data file you are using. If you are using QTR4, type **QTR4**
   b. For the *Library* prompt, type the name of the library where the graphics data file is stored. If you specify *LIBL, the system searches your library list for the file. If you are using QTR4 and saved it in the library named QGPL, type **QGPL**
   c. For the *Member* prompt, type the name of the member where the graphics data file is stored. In this example the member name QTR4 is used.

```
LETTERGR  P:12                    EDIT Page End              PG:1       LN:14
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
each region did.■
■


 gg                                Get Graphic

 Type choices, press Enter.

   Document . . . . . .  __________   Name, F4 for list
   Graphic. . . . . .    _______      Name, F4 for list
     Folder . . . . . .               Name, F4 for list

   -OR-
   Graphics data file . . . .  QTR4    Name
     Library  . . . . . .      QGPL    Name, *LIBL
   Member . . . . . .          QTR4    Name


 F3=Exit     F4=Prompt   F12=Cancel       F14=BGU
```

2. Press the Enter key. The Graphic display appears with a message stating that the chart is copied successfully.
3. Press the Enter key. The Edit display appears.
4. Type the following text. Whenever you see the symbol for a Required Carrier Return (■), press the Field Exit key.

   I would like to thank all the employees for their efforts in making this company as successful as it is.■
   ■
   ■
   General Manager■
   ■
   T J Peterson

   The text you typed appears on the Edit display like this:

```
LETTERGR  P:12                    EDIT Page End              PG:1       LN:21
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
TO:  All Employees■
■
■
Sales are a big concern for this company.  To help you understand how we
did in the fourth quarter of this past year, I have analyzed the
monthly sales for Regions 4 and 5.  The following chart shows how
each region did.■
*gr■
I would like to thank all the employees for their efforts in making
this company as successful as it is.■
■
■
General Manager■
■
T J Peterson
```

Ending, Saving, and Printing the Document

1. On the Edit display, press F3 (Exit/Save). The Exit Document display appears with the default choices.
2. On the Exit Document display, specify the following options:
   a. For the *Save document* prompt, type a **Y** (Yes).
   b. For the *Display save options* prompt, type an **N** (No).
   c. For the *Print document* prompt, type a **Y** (Yes).
   d. For the *Display print options* prompt, type a **Y** (Yes).
3. Press the Enter key. The Print Options display appears with the default choices.
4. On the Print Options display, for the *Output device* prompt, type a **1** (Printer). If the default value for the *Output device* prompt was not 1 (Printer), additional prompts for the printer are displayed when you change the prompt to 1 (Printer).
5. For the *Printer* prompt, type the ID for the printer you want to use. Make sure you use a printer that supports graphics.
6. Use the Page Down key to go to the next page of the Print Options display.
7. On page 2 of the Print Options display, type a **Y** (Yes) for the *Resolve instructions* prompt. This processes the text instruction when the document is printed.
8. Press the Page Down key to go to the next page of the Print Options display.
9. For the *Print error log* prompt, type a **Y** (Yes). This causes an error log to be printed following the last page of the document.
10. Press the Enter key. A message that the request is being processed is shown briefly.

    The Work with Documents in Folders display appears with a message stating that the document has been saved and the print request has been placed on the job queue.

The chart you specified is merged into the document when the document is printed. The chart cannot be shown when viewing a resolved document or when viewing a document using F19 (Print/View).

Chapter 12. Combining Information to Create Tailored Documents

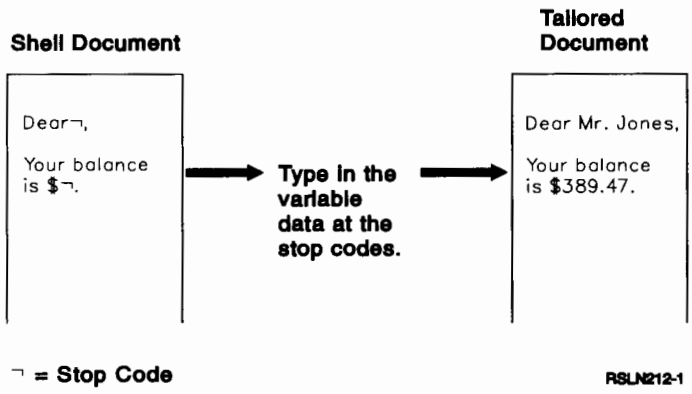
You can create and tailor standard documents, such as form letters. Form letters have information that is the same in every letter; this information is called the **constant text**. Form letters also have information that is different in each letter; this information is called **variable data**. To create these tailored documents, you must:

1. Create a **shell document**. A shell document contains constant text that does not change. You can add variable information to the shell document to create tailored documents. The shell document indicates where the variable data is to be inserted.
2. Combine variable data with the shell document. You can use one of the following methods or a combination of methods to combine the variable data with the shell document. These methods are defined later in this chapter.
   - Stop codes
   - Paragraphs document
   - Data/text merge
     - With a fill-in document
     - With a file
     - With a query
3. Print the tailored documents.

This chapter presents the different methods you can use to combine variable data with a shell document, and a summary to help you select which method to use. Later chapters in this manual have step-by-step instructions for using each of these methods. The manual *Using OfficeVision/400* Word Processing* has more detailed information about each of these methods.

Stop Codes

Stop codes are control characters that indicate the places in a document that require variable data. To use stop codes, create a shell document that contains the constant text and the stop codes. To produce each tailored document, make a copy of the shell document and type the variable information at the stop code positions.



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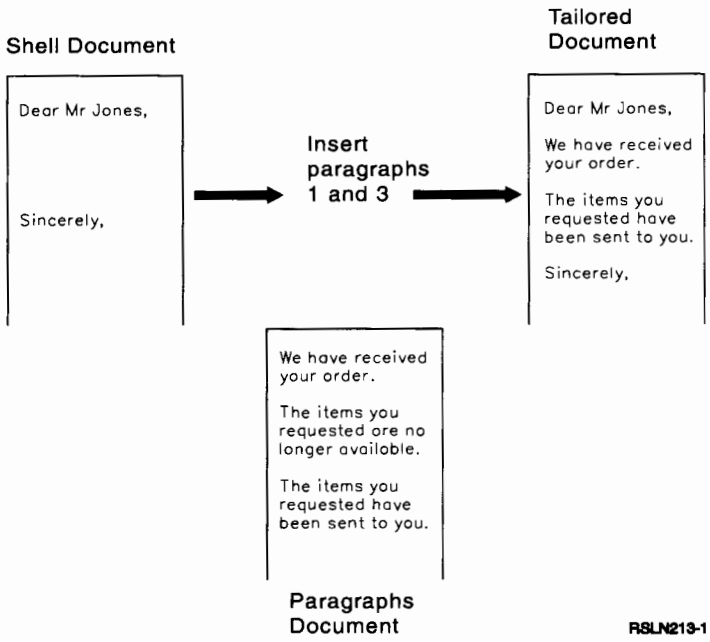
You may want to use stop codes if:

- You need only a few copies of the document.
- The variable information is not already stored in a document or file.
- The variable information does not need to be stored to use again.

An exercise for creating and using stop codes in a document is in Chapter 13.

Paragraphs Document

A **paragraphs document** contains a set of stored paragraphs that can be combined in any order to produce a tailored document. To use a paragraphs document, create a shell document that contains the constant text, and a paragraphs document that contains the variable data (paragraphs) you want to use. To produce each tailored document, make a copy of the shell document and insert the appropriate paragraphs from the paragraphs document.



You may want to use a paragraphs document if:

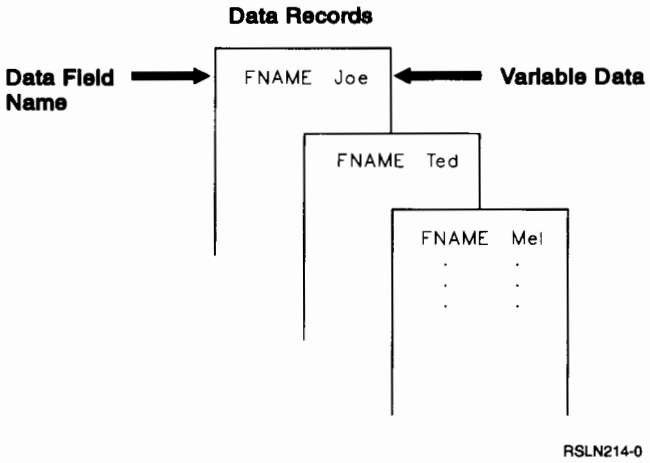
- Each paragraph can be used in more than one tailored document.
- Each tailored document can be created with a unique combination of related paragraphs.

An exercise for creating and using a paragraphs document is in Chapter 14.

Data/Text Merge

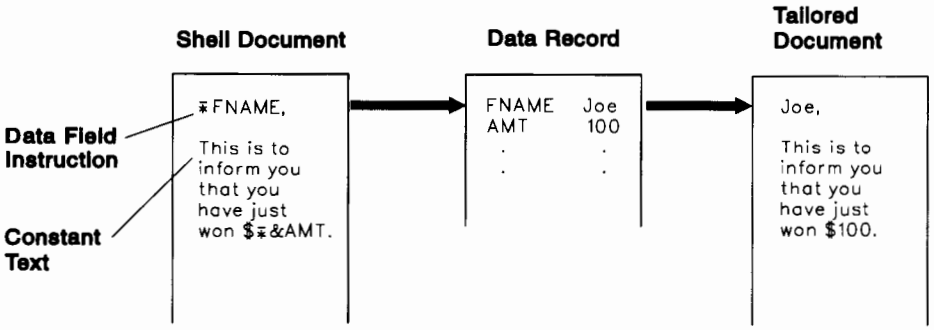
Data/text merge is the process of combining data from a fill-in document, file, or query with the text from a shell document. To use data/text merge, create a shell document that contains the constant text and **Data Field instructions**. A Data Field instruction is a text instruction that indicates where variable data should be inserted. To produce the tailored documents, you merge the variable data into the shell document when you print the document.

The variable data is stored as **data records** in a fill-in document or a file. Each data record is made up of individual **data fields**. When you store the data, you give each data field a name. For example, a data record might have a data field that contains a customer's first name, and you might name this data field FNAME. The data field name is the same in each record, but the variable data in the field FNAME can be different for each record:



RSLN214-0

These same data field names are used in the Data Field instructions which indicate where each data field should be inserted in the shell document. When the shell document is merged with the data records, the data stored in the data field is inserted into the tailored document.



RSLN215-3

You may want to use data/text merge if:

- You need many copies of the document.
- The same variable data is used many times.
- The variable data is already stored in a fill-in document or file.

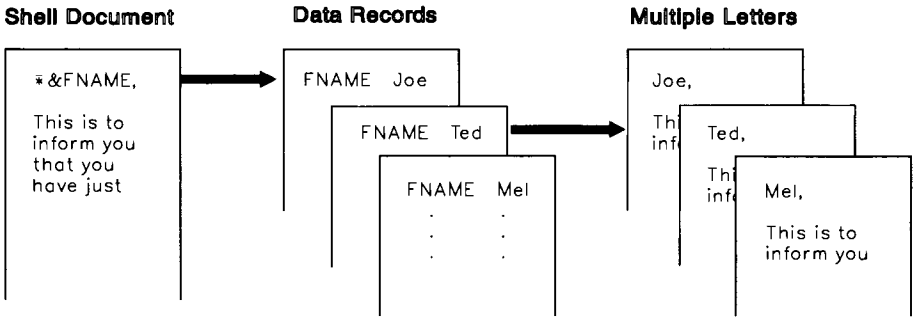
An exercise for data/text merge is in Chapter 15.

Specifying Multiple Letters Merge or Column List Merge

When you place the Data Field instructions in the shell document, you must specify if you want a multiple letters merge or a column list merge. If your data records are stored in a fill-in document, you must specify a multiple letters merge. If your data records are in a file or query, you can specify either a multiple letters merge or a column list merge.

Multiple Letters Merge

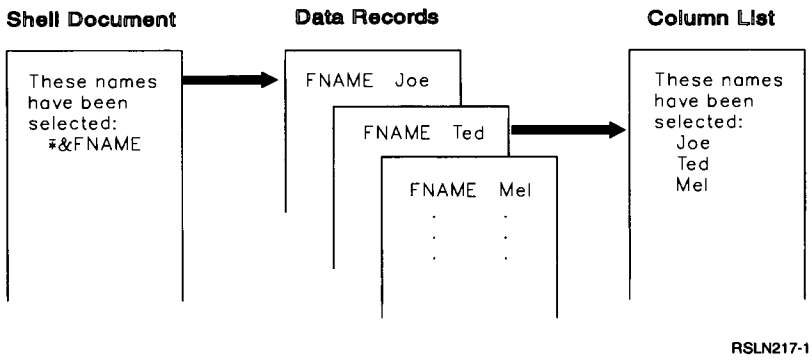
When you use a multiple letters merge, the shell document is merged with the data records and one document is produced for each data record.



You might use multiple letters merge to send out form letters to a list of customers. For a multiple letters merge, the data records can be stored in a fill-in document, file, or query.

Column List Merge

When you use a column list merge, the shell document is merged with the data records and one document is produced that contains information from each data record.



You might use a column list merge to create a report that shows information about each of your customers. To use a column list merge, the data records must be in a file or query. You cannot use a fill-in document for a column list merge.

Merging Data from a Fill-In Document

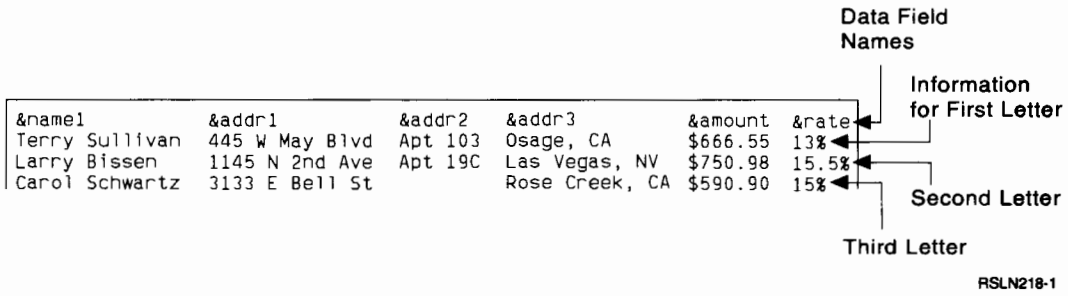
A **fill-in document** is created using the word processing function, and contains a list of data field names, followed by data records. The data field names identify the data fields that make up each data record, and the data records contain the actual data to be inserted into a document. When you want to merge data from a fill-in document, you use the word processing function to create the fill-in document and the shell document, and to merge the data from the fill-in document into the shell document. You can use a fill-in document to perform a multiple letters merge. A fill-in document can be formatted in rows or in columns.

You may want to use data/text merge with a fill-in document if:

- The variable data is not already stored in a file.
- You need many copies of the document (multiple letters).
- The variable data is used several times.

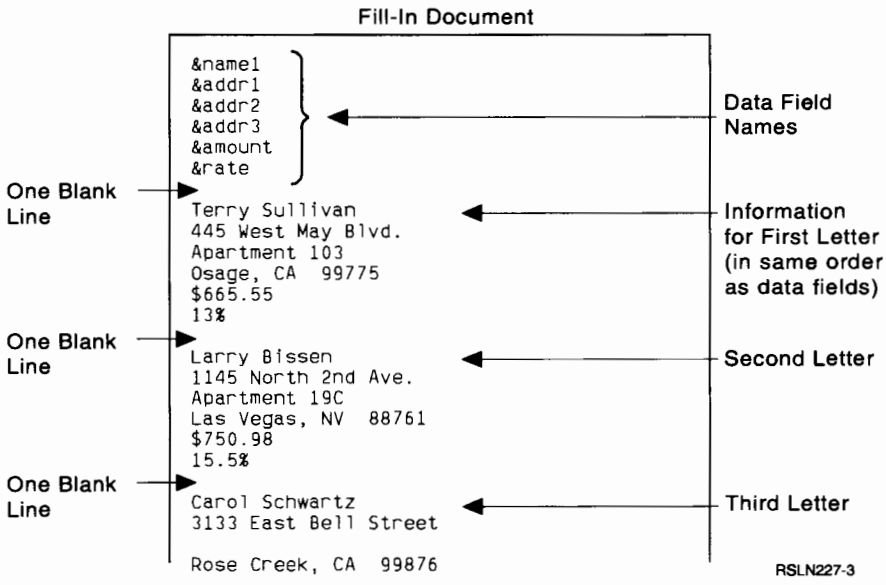
Fill-In Document in Column Format

You might use a column format if you are only using a few data fields, and the fields fit on one line of your document:



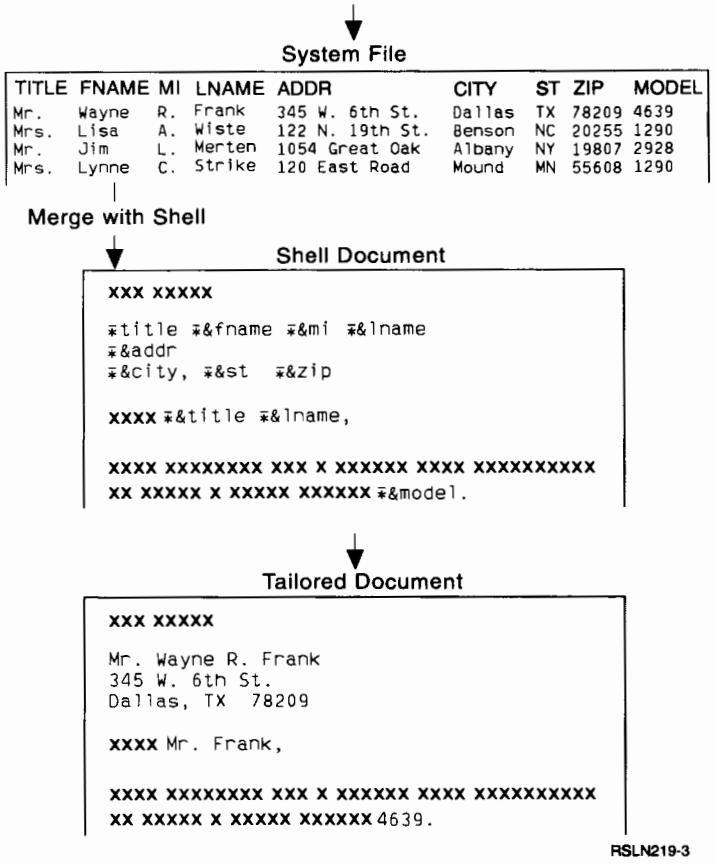
Fill-In Document in Row Format

If your data fields do not fit on one line of your document, use the row format:



Merging Data from a File

When you want to merge data from a file, you must use a program such as the interactive data definition utility (IDDU) or data description specifications (DDS) to define the file. Like a fill-in document, a file contains data records made up of individual data fields. These data records are stored in a database file. You can use a file to perform a multiple letters merge or a column list merge.



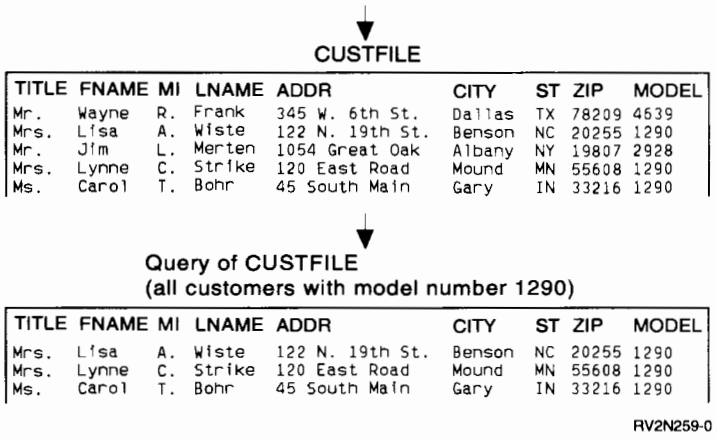
When you use a file, you can specify character editing on character data fields to change the capitalization of the data. You can also specify numeric editing for numeric data fields. For example, you can specify how to indicate negative (minus) numbers, or which separator character to use for a field that contains a date.

You may want to use data/text merge with a file if:

- The variable data is already stored in a file.
- You need many copies of the document (multiple letters) or you need one document with information from many records (column list).
- The same variable data is used several times.
- You produce documents that require information from many records in each document.

Merging Data from a Query

If your data records are stored in one or more files, you can use Query to create a query. With a query, you can sort records in alphabetic or numeric order, use records from more than one file, and use summary functions for specified fields. Or you can specify that only certain records are to be used for a data/text merge. For example, if you have a file in which each record contains a customer's name, address, and the model number of the customer's system, you could create a query that selects only those records that have a specified model number.



To use the query for a data/text merge, you specify the query as the data field source when you print the document. The data/text merge uses only the records selected by the query.

You can select one of the following options to copy data from a query into a document:

- Use a **direct merge**. For example, if you used the query in the example above, you could copy the list of names and addresses directly into your document and print the document.
- Use the **multicopy merge** to create multiple letters Data Field instructions and then copy them into your document.
- Use the **column list merge** to create column list Data Field instructions and then copy them into your document. When you print the document, the actual names and addresses are merged into the document.
- Use the **single record merge** to merge a single record of data into a document. Single record merge allows you to search a database for information using an application program, and directly merge that information interactively into an object to be edited or viewed. The manual *Using OfficeVision/400* Word Processing* has more information about using single record merge, and copying data and instructions from a query.

You may want to use a query if:

- You have Query installed on your system.
- The variable data is already stored in a file.
- You want to select only specific records from the file for a data/text merge.
- You want to use records from more than one file.
- You want to sort records in a specific sequence.

- You want to use summary functions on the variable data.
- You want to copy data from a file directly to your document.
- You want to copy Data Field instructions into your document.

Selecting the Method You Want to Use

The following summary can help you decide which method to use to combine variable data with a shell document:

Stop codes: To use stop codes, you make a copy of the shell document and type in the variable data. You may want to use stop codes if:

- You need only a few copies of the document.
- The variable information is not already stored in a document or file.
- The variable information does not need to be stored to use again.

Paragraphs document: To use a paragraphs document, you make a copy of the shell document and insert stored paragraphs. You may want to use a paragraphs document if:

- Each paragraph can be used in more than one tailored document.
- Each tailored document can be created with a unique combination of related paragraphs.

Data/text merge with a fill-in document: To use data/text merge with a fill-in document, you automatically merge the variable data from the fill-in document into the shell document. You can use the word processing function to create a fill-in document and enter the variable data into the document. You may want to use data/text merge with a fill-in document if:

- The variable information is not already stored in a file.
- The variable data is used several times.
- You need many copies of the document (multiple letters).
- You are not familiar with queries and files.

Data/text merge with a file: To use data/text merge with a file, you automatically merge the variable data from the file into the shell document. You must use a program such as IDDU or DDS to define the file, and enter data into the file. You may want to use data/text merge with a file if:

- The variable data is already stored in a file.
- You need many copies of the document (multiple letters) or you need one document with information from many records (column list).
- The same variable data is used several times.

Data/text merge with a query: To use data/text merge with a query, you can automatically merge variable data from selected or sorted records into a shell document. You can also copy data or Data Field instructions directly into a document. You must use Query to create the query. You may want to use data/text merge with a query if:

- The variable data is already stored in one or more files.
- You want to select only specific records from the file(s).
- You want to sort records in a specific sequence.
- You want to use summary functions on data fields.

- You want to copy data or Data Field Instructions directly into a document.

Chapter 13. Creating and Using a Stop Codes Document

This chapter shows you how to create a shell document that contains stop codes, and use the shell document to create tailored documents.

A **shell document** is the format of a document; it contains constant text that does not change. You can add variable information to this document to create tailored documents. **Stop codes** mark places in the document where you want to type variable information. **Prompted stop codes** are used to assign a prompt to a stop code defined in a document for inserting variable information. When a stop code is located, a description of what to type appears at the bottom of the display. You may then type the variable information. You should use stop codes when you are producing only ten or less documents.

The default text profile named SYSTEM is used for this example. If you have activated a different text profile, your example might not look the same.

The Edit displays shown in this example do not show the function keys. You can show the function keys by pressing F5 (Goto), typing a **k** for the *Goto* prompt, and pressing the Enter key. Once shown, they can be removed with the same sequence.

This chapter includes the following tasks:

1. Creating the shell document
2. Typing the shell document
    a. Typing the constant text
    b. Inserting the stop codes
    c. Ending and saving the shell document
3. Creating tailored documents with stop codes
    a. Filling in the stop codes
    b. Specifying a second letter
    c. Ending, saving, and printing the documents

Note: The editing functions in this chapter are explained assuming you are using the word processing function. If you are using the adapted word processing function, refer to Appendix B for information on doing some of the editing functions.

The following example shows the documents created in this chapter. You can use the text given in the chapter to create this example or use your own text throughout to create a similar document.

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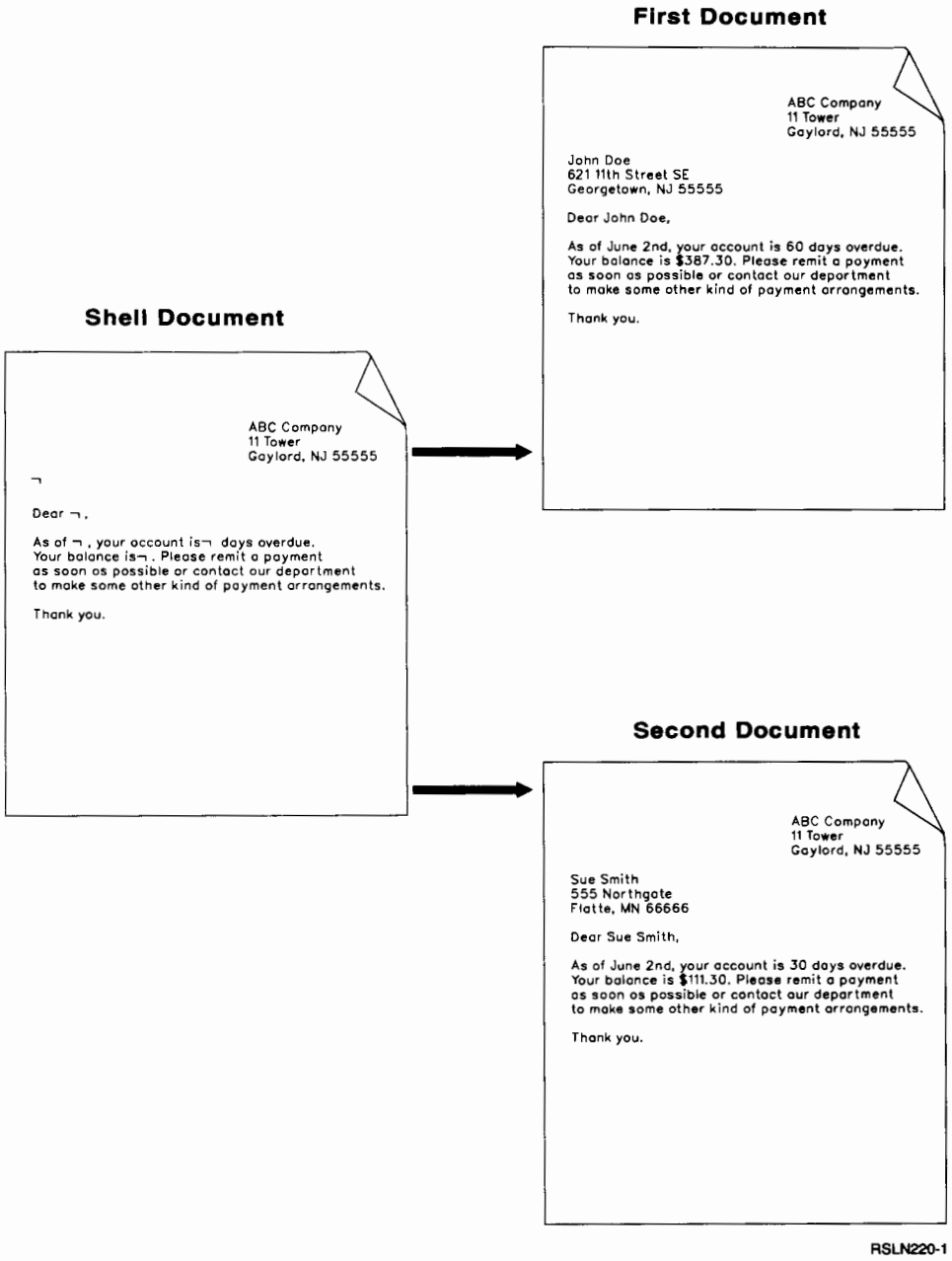


Creating the Shell Document

Begin this exercise by creating a document on the Work with Documents in Folders display. Chapter 2 has instructions to sign on the word processing function and show the Work with Documents in Folders display.

1. On the Work with Documents in Folders display, select the following options:
   a. For the *Folder* prompt, if you do not want your document to be stored in the folder specified, type the name of the folder you want to use and press the Enter key.
   b. For the *Opt* prompt, type a 1 (Create).

c. For the *Document* prompt, type **STOPCODE** for the name of the new document.

2. Press the Enter key.

   The Create Document Details display is shown. On the Create Document Details display, specify the following choices:

   a. Type any descriptive information you want to use for the document.
   b. Make sure the *Document to copy* and the *From folder* prompts are blank.

3. Press the Enter key.

   The Edit display is shown.

Before you begin to type, make sure that you are in insert mode (shown by a lighted indicator on the display). If it is not on, press the Insert key once to turn insert mode on.

Typing the Shell Document

When you type the shell document, type the constant text and use Alt S (Stop Code) to insert stop codes where you want variable data. Each time you press Alt S, the Insert Stop Code/Prompted Stop Code display appears. If you want a description to appear at the bottom of the display when the variable data is typed, complete the *Stop code* prompt on this display and press the Enter key. If you do not want a description to appear, just press the Enter key. Make sure you type any spaces or punctuation necessary before and after the stop codes.

1. Type the return address.

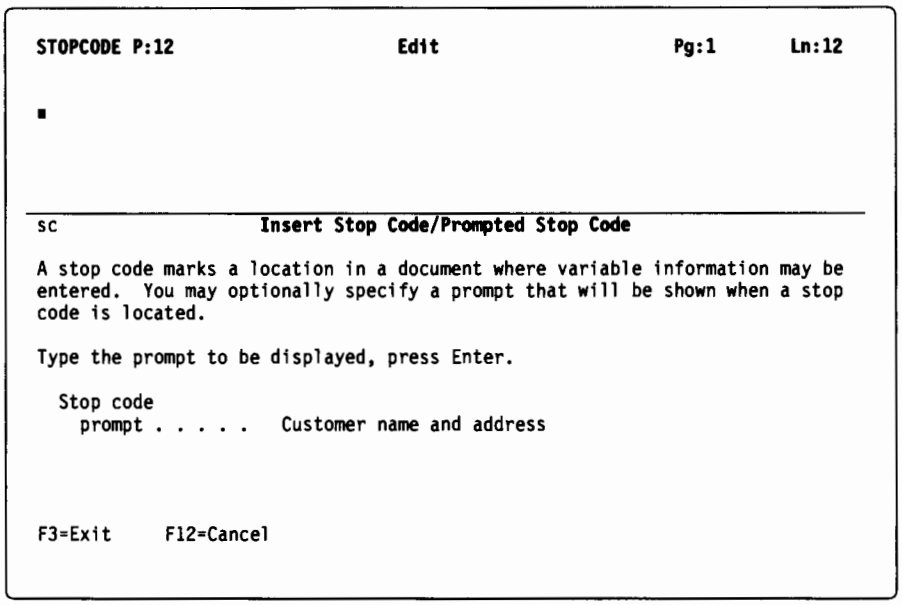
   For this exercise, the return address is on the right side of the paper. Use the Tab key to position the cursor on the right side of the paper. You are using the default tab setting, which is one tab every five positions.

   a. Press the Tab key ten times and type **ABC Company**
   b. Press the Field Exit key once to get to the next line.
   c. Press the Tab key ten times and type **11 Tower**
   d. Press the Field Exit key once to get to the next line.
   e. Press the Tab key ten times and type **Gaylord, NJ 55555**

2. Press the Field Exit key three times to leave two blank lines between the return address and the following stop code.

3. Press the Alt key and the S key to insert a stop code at the cursor location to reserve a place for the customer name and address.

4. To make this stop code a prompted stop code, type **Customer name and address** for the *Stop code* prompt. Press the Enter key.



5. Press the Field Exit key three times to leave two blank lines between the end of the address and the salutation.
6. Type **Dear**
7. Press the spacebar once to leave a blank space between the word Dear and the stop code. Press Alt S.
8. The Insert Stop Code/Prompted Stop Code display appears again. Leave the *Stop Code* prompt blank and press the Enter key.
9. Type the comma (,) to follow the salutation.
10. Press the Field Exit key twice to leave one blank line between the salutation and the body of the letter.
11. Type the following:

    Note: Each time the Insert Stop Code/Prompted Stop Code display appears for this step, leave the *Stop Code* prompt blank and press the Enter key.

    As of (Press Alt S here), your account is (Press Alt S here) days overdue. Your balance is (Press Alt S here). Please remit a payment as soon as possible or contact our department to make some other kind of payment arrangements.
12. Press the Field Exit key twice to leave one blank line between the paragraph and the next line.
13. Type **Thank you.**

    The information you just typed appears on the Edit display as follows. The symbol ¬ represents a stop code.

    Note: On some displays, the symbol | | represents a stop code.

```
STOPCODE  P:12                    EDIT Page End            PG:1       LN:21
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
                                                    ABC Company■
                                                    11 Tower■
                                                    Gaylord, NJ  55555■
■
■
¬■
■
■
Dear ¬,■
■
As of ¬, your account is ¬ days overdue.  Your balance is ¬.  Please
remit a payment as soon as possible or contact our department to make
some other kind of payment arrangements.■
■
Thank you._
```

14. Press F3 (Exit/Save) when you are finished typing the document, and the Exit Document display appears with the default choices.
15. On the Exit Document display, select the following choices:
    a. For the *Save document* prompt, type a **Y** (Yes).
    b. For the *Display save options* prompt, type an **N** (No).
    c. For the *Print document* prompt, type an **N** (No).
    d. For the *Display print options* prompt, type an **N** (No).
16. Press the Enter key. The Work with Documents in Folders display is shown, with a message stating that the document has been saved.

Using the Document with Stop Codes

You do not have to create a new document for each letter you want to create. One document can contain all your tailored letters. For each tailored letter, you get a copy of the shell document and tailor it by filling in the information for the stop codes.

In this part of the example, you will create two tailored letters. You will also save and print the tailored letters.

Creating the First Tailored Letter

1. On the Work with Documents in Folders display:
    a. For the *Folder* prompt, either use the default folder name or type the name of an existing folder.
    b. For the *Opt* prompt, type a **1** (Create).
    c. For the *Document* prompt, type **SCLETTER**
2. Press the Enter key.

   The Create Document Details display appears with the default choices.
3. On the Create Document Details display:
    a. For the *Subject* prompt, type **Stop code letter**

b. For the *Document to copy* prompt, type **STOPCODE**
c. For the *From folder* prompt, type the name of the folder that contains the document STOPCODE.

4. Press the Enter key and a copy of the document STOPCODE is shown on the Edit display.

Filling In the Stop Codes

1. To locate the first stop code, press Alt N (Next Stop Code). The cursor moves to the first stop code location. Notice that a description (`Customer name and address`) for what to type for this stop code appears at the bottom of the display.
2. Type **John Doe**
3. Press the Field Exit key once to get to the next line.
4. Type **621 11th Street SE**
5. Press the Field Exit key once to get to the next line.
6. Type **Georgetown, NJ 55555**
7. Press Alt N to locate the next stop code and type **John Doe**
8. Press Alt N to locate the next stop code and type **June 2nd**
9. Press Alt N to locate the next stop code and type **60**
10. Press Alt N to locate the next stop code and type **$387.30**
11. Press Alt N. The message `Stop code not found from cursor to end` appears.

    Your first letter is complete.
12. Press the Alt key and the Down Arrow (↓) key to place the cursor at the end of the page.

Typing the Second Letter

1. Type **.pa** to tell the printer to start on a new page.
2. Press Alt P to begin a new page on the display.
3. For the second letter, get another copy of the shell document by pressing F14 (Get options). The Get display appears with the default choices.
4. On the Get display, select the following choices:
   a. For the *Document* prompt, type **STOPCODE**
   b. For the *Folder* prompt, type the name of the folder where the shell document STOPCODE is stored.
   c. For the *Get option* prompt, type a **1** (Get directly to document).
5. Press the Enter key and another copy of the shell document STOPCODE is shown on the Edit display.
6. Press Alt N to locate the first stop code and type **Sue Smith**
7. Press the Field Exit key once to get to the next line.
8. Type **555 Northgate**
9. Press the Field Exit key once to get to the next line.
10. Type **Flatte, MN 66666**

11. Press Alt N to locate the next stop code and type **Sue Smith**
12. Press Alt N to locate the next stop code and type **June 2nd**
13. Press Alt N to locate the next stop code and type **30**
14. Press Alt N to locate the next stop code and type **$111.30**
15. Press Alt N. The message `Stop code not found from cursor to end` appears.

Your second letter is complete.

You can now print the two letters. The symbols for the stop codes are removed automatically when the letters are processed for printing.

Ending, Saving, and Printing the Tailored Documents

1. On the Edit display, press F3 (Exit/Save). The Exit Document display is shown with the default choices.
2. On the Exit Document display, specify the following options:
   a. For the *Save document* prompt, type a **Y** (Yes).
   b. For the *Display save options* prompt, type an **N** (No).
   c. For the *Print document* prompt, type a **Y** (Yes).
   d. For the *Display print options* prompt, type a **Y** (Yes).
3. Press the Enter key. The Print Options display appears with the default choices.
4. On the Print Options display, for the *Output device* prompt, type a **1** (Printer). If the default value for the *Output device* prompt was not a 1 (Printer), additional prompts for the printer are displayed.
5. For the *Printer* prompt, type the ID for the printer you want to use.
6. Press the Enter key. A message that the request is being processed is shown briefly.

   The Work with Documents in Folders display is shown with a message stating that the document has been saved and the print request has been placed on the job queue.

Two tailored letters will be printed.

Chapter 14. Creating and Using a Paragraphs Document

This chapter shows you how to create a paragraphs document and use it with a shell document to create tailored documents. A **tailored document** is a shell document to which variable data is added.

A **paragraphs document** contains stored paragraphs that can be combined in any order to produce a tailored document. Each paragraph is stored on a separate page in the paragraphs document.

The shell document contains the constant text for the documents. For each tailored document, the constant text is copied from the shell document, and the appropriate paragraphs are inserted from the paragraphs document in the order you specify.

The default text profile named SYSTEM is used for this example. If you have activated a different text profile, your example might not look the same.

This chapter includes the following tasks:

1. Creating the shell document
    a. Typing the constant text for the shell document
    b. Ending and saving the shell document
2. Creating the paragraphs document
    a. Typing the paragraphs in the paragraphs document
    b. Ending, saving, and printing the paragraphs document
3. Creating tailored documents
    a. Copying the shell document
    b. Getting the appropriate paragraphs from the paragraphs document
    c. Creating a second tailored document
    d. Ending, saving, and printing the tailored documents

Note: The editing functions in this chapter are explained assuming you are using the word processing function. If you are using the adapted word processing function, you may want to refer to Appendix B for information on doing some of the editing functions.

The following example shows the documents created in this chapter. You can use the text given in the chapter to create this example or use your own text throughout to create a similar document.

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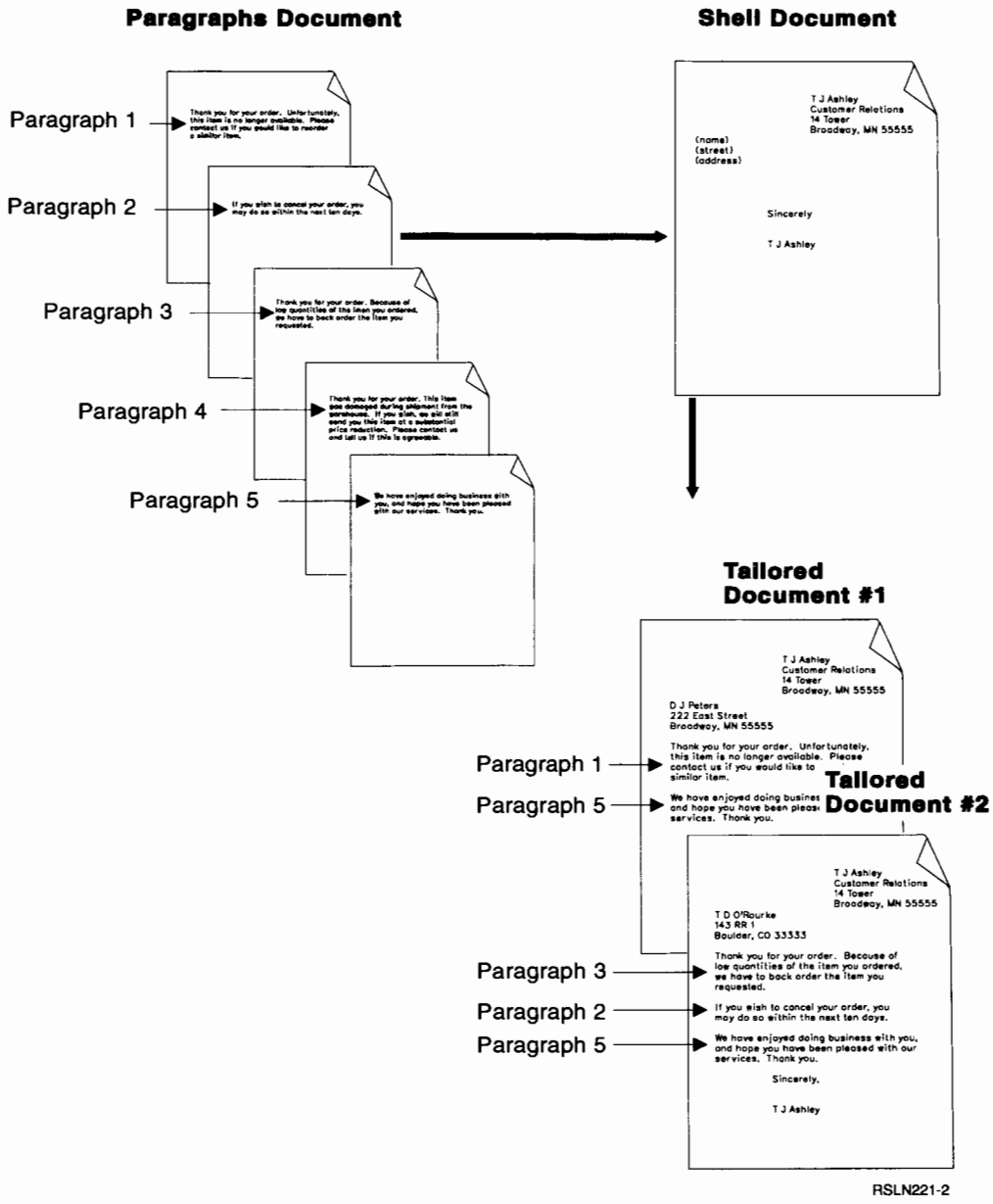


Creating the Shell Document

Begin this exercise by creating a document on the Work with Documents in Folders display. Chapter 2 has instructions to sign on the word processing function and show the Work with Documents in Folders display.

1. On the Work with Documents in Folders display, select the following choices:
   a. For the *Folder* prompt, if you do not want your document to be stored in the folder specified, type the name of the folder you want to use and press the Enter key.
   b. For the *Opt* prompt, type a **1** (Create).
   c. For the *Document* prompt, type **SHELLP** for the name of the new document.

2. Press the Enter key.

   The Create Document Details display is shown.

3. On the Create Document Details display, specify the following choices:

   a. Type any descriptive information you want to use for the document.
   b. Make sure the *Document to copy* and the *From folder* prompts are blank.

4. Press the Enter key. The Edit display is shown.

Before you begin to type, make sure that you are in insert mode. If you are not in insert mode, press the Insert key.

Typing the Shell Document

1. Type the return address.

   For this exercise, the return address is on the right side of the paper. Use the Tab key to position the cursor on the right side of the screen. You are using the default tab setting, which is one tab every five positions.

   a. Press the Tab key ten times and type **T J Ashley**
   b. Press the Field Exit key once to get to the next line.
   c. Press the Tab key ten times and type **Customer Relations**
   d. Press the Field Exit key once to get to the next line.
   e. Press the Tab key ten times and type **14 Tower**
   f. Press the Field Exit key once to get to the next line.
   g. Press the Tab key ten times and type **Broadway, MN 55555**

2. Press the Field Exit key four times to leave three blank lines between the return address and the inside address.

3. Because the inside address is different for each document, use a prompted stop code to indicate where to type the inside address. (You will type the information for the inside address as you create each tailored document.)

   Press the Alt key and the S key to insert a prompted stop code at the cursor location to reserve a place for the inside address.

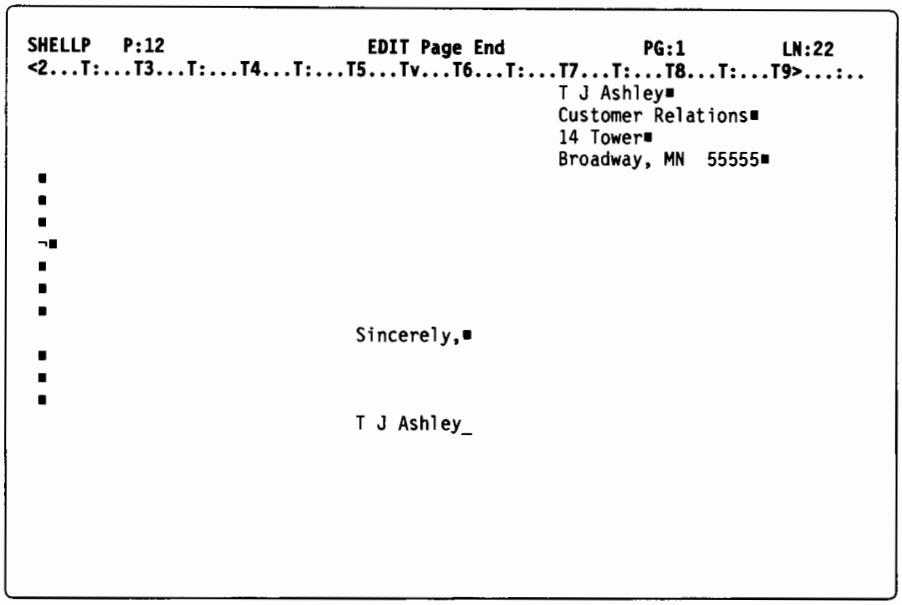
4. Press the Field Exit key four times to leave one blank line before and two blank lines after the paragraphs you will insert later in this chapter.

5. Press the Tab key six times and type **Sincerely,**

6. Press the Field Exit key four times to leave three blank lines between the closing and the name.

7. Press the Tab key six times and type **T J Ashley**

   The information you just typed looks like this on the Edit display:



8. Press the Field Exit key. You are finished typing the shell document.
9. Press F3 (Exit/Save) when you are finished typing the document, and the Exit Document display appears with the default choices.
10. On the Exit Document display, specify the following choices:
    a. For the *Save document* prompt, type a **Y** (Yes).
    b. For the *Display save options* prompt, type an **N** (No).
    c. For the *Print document* prompt, type an **N** (No).
    d. For the *Display print options* prompt, type an **N** (No).
11. Press the Enter key. The Work with Documents in Folders display is shown, with a message stating that the document has been saved.

Creating the Paragraphs Document

Create the paragraphs document on the Work with Documents in Folders display.

1. On the Work with Documents in Folders display, select the following choices:
    a. For the *Folder* prompt, if you do not want your document to be stored in the folder specified, type the name of the folder you want to use.
    b. For the *Opt* prompt, type a **1** (Create).
    c. For the *Document* prompt, type **PARAG** for the name of the new document.
2. Press the Enter key.

   The Create Document Details display is shown.
3. On the Create Document Details display, type any descriptive information you want to use for the document.
4. Press the Enter key. The Edit display is shown.

Typing the Paragraphs Document

1. Type the following paragraph on the Edit display:

   Thank you for your order. Unfortunately, this item is no longer available. Please contact us if you would like to reorder a similar item.

2. Press the Field Exit key twice to leave one blank line between the paragraphs.
3. Press Alt P to begin a new page on the display.

   This is the page end function, which starts the next page in the document and gives you a blank screen to type the next paragraph. The page number on the status line is the number of the paragraph you are typing.

4. Type the following paragraph on the Edit display:

   If you wish to cancel your order, you may do so within the next ten days.

5. Press the Field Exit key twice.
6. Press Alt P to begin a new page on the display.
7. Type the following paragraph on the Edit display:

   Thank you for your order. Because of low quantities of the item you ordered, we have to back order the item you requested.

8. Press the Field Exit key twice.
9. Press Alt P to begin a new page on the display.
10. Type the following paragraph on the Edit display:

    Thank you for your order. This item was damaged during shipment from the warehouse. If you wish, we will still send you this item at a substantial price reduction. Please contact us and tell us if this is agreeable.

11. Press the Field Exit key twice.
12. Press Alt P to begin a new page on the display.
13. Type the following paragraph on the Edit display:

    We have enjoyed doing business with you, and hope you have been pleased with our services. Thank you.

14. Press the Field Exit key twice.

    Note: Do not use the page end function (Alt P) after the last paragraph and do not paginate this document.

15. Press F3 (Exit/Save) when you are finished typing the document.

    The Exit Document display appears with the default choices.

16. To print a copy of this document for reference to the page number of each paragraph, type the following choices on the Exit Document display:

    a. For the *Save document* prompt, type a **Y** (Yes).
    b. For the *Display save options* prompt, type an **N** (No).
    c. For the *Print document* prompt, type a **Y** (Yes).
    d. For the *Display print options* prompt, type a **Y** (Yes).

17. Press the Enter key. The Print Options display appears with the default choices.
18. On the Print Options display, for the *Output device* prompt, type a **1** (Printer). If the default value for the *Output device* prompt is not a 1 (Printer), additional prompts for the printer are displayed.
19. For the *Printer* prompt, type the ID for the printer you want to use.
20. Use the Page Down key to go to the next page of the Print Options display.
21. On page 2 of the Print Options display, for the *Adjust page endings* prompt, type an **N** (No). This causes each paragraph to print on a single page, permitting you to select each paragraph you want by its page number.
22. Press the Page Down key to go to the next page of the Print Options display.
23. For the *Print error log* prompt, type a **Y** (Yes). This causes an error log to be printed following the last page of the document.
24. Press the Enter key. The following message is displayed briefly:

    ```
    Request is being processed
    ```

    The Work with Documents in Folders display is shown with a message stating that the document has been saved and placed on the job queue.

After printing the paragraphs document, you should write the number beside each paragraph to help you keep track of which paragraph is which.

Creating Tailored Documents

You do not have to create a new document for each letter you want to create. One document can contain all your tailored letters. For each tailored letter, you get a copy of the shell document and tailor it by adding different paragraphs.

In this part of the example, you will create two tailored letters. You will also save and print these letters.

1. On the Work with Documents in Folders display:
   a. For the *Folder* prompt, either use the default folder name or type the name of an existing folder.
   b. For the *Opt* prompt, type a **1** (Create).
   c. For the *Document* prompt, type **LETTER1**
2. Press the Enter key.

   The Create Document Details display appears with the default choices.
3. On the Create Document Details display:
   a. For the *Document description* prompt, type **Letter1**
   b. For the *Document to copy* prompt, type **SHELLP**
   c. For the *From folder* prompt, type the name of the folder that contains the document SHELLP.
4. Press the Enter key and a copy of the document SHELLP is shown on the Edit display.

Typing the First Letter

1. On the Edit display, type the inside address for the first letter:
   a. Press Alt N to move the cursor to the stop code that indicates where to type the inside address.
   b. Type **D J Peters** and press the Field Exit key.
   c. Type **222 East Street** and press the Field Exit key.
   d. Type **Broadway, MN 55555** and press the Field Exit key.
2. Move the cursor to the second Required Carrier Return below the inside address.
3. Press F14 (Get options) and the Get display appears with the default choices.
4. On the Get display, select the following choices:
   a. For the *Document* prompt, type **PARAG**
   b. For the *Folder* prompt, type the name of the folder where the paragraphs document is stored.

      Note: The names you enter for the prompts on the Get display are remembered, which means the next time you press F14, these names are automatically shown for the prompts.

   c. Select option 1 (Get directly to document) for the *Get option* prompt.
   d. For the *Pages to get* prompt, type **1 5**

      This indicates you want the paragraphs from page 1 and page 5 of the paragraphs document for this letter. Always type the page numbers in the order you want them to print, with a space separating the numbers.

```
LETTER1 P:12                    EDIT Req'd Carrier Return  Pg:1       Ln:18
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
 ■
 ■
                                Sincerely,■
 ■


                                    Get

 Type choices, press Enter.
   Document . . . . . .   PARAG           Name, F4 for list
     Folder . . . . . .                   Name, F4 for list
       XXXXXXXX
   -OR-
   File . . . . . .       _____           Name
     Library. . . . . .   _____           Name, *LIBL
   Member . . . . . .     _____           Name, *FILE, *FIRST, *LAST
   Get option . . . . .   1               1=Get directly to document
                                          2=Get to split display
   Pages to get . . . . .  1 5

 F3=Exit     F4=Prompt   F9=ASCII options     F12=Cancel
```

5. Press the Enter key. Paragraphs 1 and 5 are inserted in the document at the cursor position.

Your first letter is complete.

Typing the Second Letter

1. Press the Alt key and the Down Arrow (↓) key to place the cursor at the end of the page.
2. Type **.pa** to tell the printer to start a new page.
3. Press Alt P to begin a new page on the display.
4. Press F14 (Get options) and the Get display appears with the default choices.
5. On the Get display, select the following choices:
   a. For the *Document* prompt, type **SHELLP**
   b. For the *Folder* prompt, type the name of the folder where the shell document SHELLP is stored.
   c. For the *Get option* prompt, type a **1** (Get directly to document).
6. Press the Enter key and a copy of the shell document SHELLP is again shown on the Edit display.
7. On the Edit display, type the inside address for the second letter:
   a. Press Alt N to move the cursor to the stop code that indicates where to type the inside address.
   b. Type **T D O'Rourke** and press the Field Exit key.
   c. Type **143 R R 1** and press the Field Exit key.
   d. Type **Boulder, CO 33333** and press the Field Exit key.
8. Move the cursor to the second Required Carrier Return below the inside address.
9. Press F14 and the Get display appears with the default choices.
10. On the Get display:
    a. For the *Document* prompt, type **PARAG**
    b. Make sure the name of the folder where the paragraphs document is stored is shown for the *Folder* prompt.
    c. For the *Get option* prompt, type a **1** (Get directly to document).
    d. For the *Pages to get* prompt, type **3 2 5**

    This indicates you want the paragraphs from page 3, page 2, and page 5 of the paragraphs document for this letter. Always type the page numbers in the order you want them to print, with a space separating the numbers.
11. Press the Enter key. Paragraphs 3, 2, and 5 are inserted in the document at the cursor position.

Your second letter is complete.

Ending, Saving, and Printing the Tailored Documents

1. On the Edit display, press F3 (Exit/Save). The Exit Document display is shown with the default choices.
2. On the Exit Document display, specify the following choices:
   a. For the *Save document* prompt, type a **Y** (Yes).
   b. For the *Display save options* prompt, type an **N** (No).
   c. For the *Print document* prompt, type a **Y** (Yes).
   d. For the *Display print options* prompt, type a **Y** (Yes).

3. Press the Enter key. The Print Options display appears with the default choices.
4. On the Print Options display, for the *Output device* prompt, type a **1** (Printer). If the default value for the *Output device* prompt was not a 1 (Printer), additional prompts for the printer are displayed.
5. For the *Printer* prompt, type the ID for the printer you want to use.
6. Use the Page Down key to go to the next page of the Print Options display.
7. For the *Adjust page endings* prompt, type a **Y** (Yes) to paginate the document.
8. Use the Page Down key to go to the next page of the Print Options display.
9. For the *Print error log* prompt, type a **Y** (Yes). An error log will print following the last page of the document.
10. Press the Enter key. A message that the request is being processed is shown briefly.

    The Work with Documents in Folders display is shown with a message stating that the document has been saved and the print request has been placed on the job queue.

Two tailored letters will be printed.

Chapter 15. Creating a Shell Document for Multiple Letters Merge

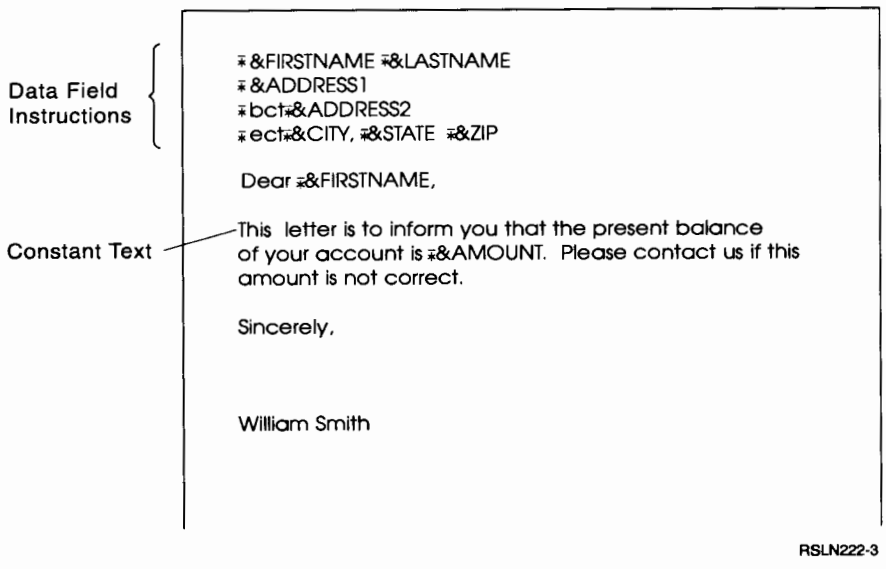
This chapter shows you how to create a shell document to use with the data/text merge function. The shell document contains constant information and data field instructions. The Data Field instructions specify where variable information is to be inserted into the document. This variable information can be stored in another document (a fill-in document) or in a file. In the following exercises, you will merge information from both a fill-in document and a file into this shell document.

The default text profile named SYSTEM is used in this example. If you have activated a different text profile, your example might not look the same.

This chapter includes the following tasks:

1. Creating the shell document
   a. Typing constant text
   b. Typing Data Field instructions to specify where each data field should be inserted
   c. Using Conditional Text instructions to check for blank lines in address fields
2. Ending and saving the shell document

The following example shows the shell document created in this chapter. You can use the text given in the chapter to create this example or use your own text throughout to create a similar document.



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Creating the Shell Document

Begin this exercise by creating a document on the Work with Documents in Folders display. Chapter 2 has instructions to sign on the word processing function and show the Work with Documents in Folders display.

1. On the Work with Documents in Folders display, select the following options:
   a. For the *Folder* prompt, if you do not want your document to be stored in the folder specified, type the name of the folder you want to use and press the Enter key.
   b. For the *Opt* prompt, type a **1** (Create).
   c. For the *Document* prompt, type **SHELLDOC** for the name of the new document.
2. Press the Enter key.

   The Create Document Details display is shown.
3. On the Create Document Details display, specify the following choices:
   a. Type any descriptive information you want to use for the document.
   b. Make sure the *Document to copy* and the *From folder* prompts are blank.
4. Press the Enter key.

   The Edit display is shown.

Before you begin to type, make sure that you are in insert mode (shown by a lighted indicator on the display). If the indicator is not on, press the Insert key to turn insert mode on.

Typing the Shell Document

1. To begin typing the shell document, use Data Field instructions to specify the variable fields of the inside address:
   a. Press F5 (Goto) and the *Goto* prompt appears on the display.
   b. Type **.&** to go to the Data Field instruction display.
   c. Press the Enter key and the Data Field Instruction display appears with the default choices.
   d. On the Data Field Instruction display, type the following choices:
      1) For the *Data field* prompt, type **FIRSTNAME**
      2) For the *Data field source* prompt, type a **2** (*PRINT). Specifying *PRINT for this prompt allows you to specify the name of the fill-in document, file, or query when you are ready to print instead of each time you enter a different data field.
      3) For the *Letters or list* prompt, type a **1** (Multiple letters).
      4) For the *Instruction length* prompt, type **11**

         The instruction length was determined by counting the number of characters for the *Data field* prompt (FIRSTNAME) and then adding a position each for the period (.) and ampersand (&).

```
SHELLDOC P:12                    EDIT Page End              Pg:1      Ln:7
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..




.&                          Data Field Instruction

This instruction prints the value of a data field from a described data
file, Query, or document.

Type choices, press Enter.
  Data field . . . . . .   FIRSTNAME    Name
    Data field source . .  2            1=From Merge Data Options
                                        2=*PRINT, 3=*NOTE
  Letters or list . . . .  1            1=Multiple letters, 2=Column list
  File ID for Query . . .
  Instruction length . . .  11         1-255, Blank=Entire instruction

F3=Exit                 F5=Numeric editing       F6=Character editing
F7=Date/time editing    F12=Cancel               F24=More keys
```

2. Press the Enter key and the Edit display appears with the Data Field instruction .&FIRSTNAME. (When you type an instruction and press the Enter key, the period at the beginning of the instruction turns into an instruction character.)
3. Press the spacebar once to put a space between the first name and the last name.
4. To specify the next Data Field instruction, you can repeat step 1 to again display the data field prompts. Or, because you have already answered the data field prompts, you can simply type the Data Field instruction (.&) followed by the data field name. To type the Data Field instruction for the last name, type **.&LASTNAME**

   The information you just typed appears on the Edit display like this:

```
SHELLDOC  P:12                   EDIT Page End              PG:1      LN:7
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
.&FIRSTNAME .&LASTNAME
```

5. Press the Field Exit key once to get to the next line.
6. To type the Data Field instruction for the first address line, type **.&ADDRESS1**
7. Press the Field Exit key once to get to the next line.
8. Use the conditional text instructions to check for a blank line in the second address (ADDRESS2) field. The Begin and End Conditional Text instructions allow you to tell the system not to print a blank line if there is no information for a particular field.
   a. Press F5 (Goto) and the *Goto* prompt appears.
   b. Type **.bct** (Begin Conditional Text) to specify the Begin Conditional Text Instructions display.
   c. Press the Enter key and the Begin Conditional Text Instructions display appears with the default choices.
   d. To tell the system to print the field ADDRESS2 only if the field is not blank, type the following choices:
      1) For the *Instruction type* prompt, type a **1** (begin).

2) For the *Field* prompt, type **ADDRESS2**
3) For the *Field source* prompt, type a **2** (*PRINT).
4) For the *Selection criteria* prompt, type **NE** (not equal).
5) For the *Test value* prompt, type **' '** (a single quotation mark, a space, and another single quotation mark.) This specifies a test value of blank.
6) For the *Instruction length* prompt, type **4**

```
SHELLDOC P:12                      EDIT Page End              Pg:1       Ln:9
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
&FIRSTNAME  &LASTNAME■
&ADDRESS1■


 .bct .ect        Begin and End Conditional Text Instructions
 These instructions mark the beginning and end of the text to be printed
 when the specified condition is true.

 Type choices, press Enter.
   Instruction type . . . .   1            1=Begin, 2=End
     Field  . . . . . . . .   ADDRESS2     Data field or variable name
       Field source . . . .   2            1=From Merge Data Options
                                           2=*PRINT, 3=Variable
     Selection criteria . .   NE           EQ, NE, GT, GE, LT, LE
     Test value . . . . . .   ' '
                                           Constant, variable name, data field
     File ID for Query  . .   ___
   Instruction length . . .   4            1-255, Blank=Entire instruction
 F3=Exit    F12=Cancel      F15=Merge data options   F16=Delete instruction
```

9. Press the Enter key and the Edit display appears with the Begin Conditional Text instruction (.bct).
10. Type **.&ADDRESS2** directly after the Begin Conditional Text instruction:

    .bct**.&ADDRESS2**
11. Press the Field Exit key once to get to the next line.
12. Type **.ect.&CITY, .&STATE .&ZIP**

    The End Conditional Text instruction (.ect) tells the system that the condition of deleting any blank lines ends after the line that contains the ADDRESS2 field.

    Note: Do not place an End Conditional Text instruction (.ect) at the end of a line. This could cause an extra blank line to print.

    The information appears on the Edit display like this:

```
SHELLDOC P:12                      EDIT Page End              Pg:1       Ln:10
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
&FIRSTNAME &LASTNAME■
&ADDRESS1■
.bct.&ADDRESS2■
.ect.&CITY, .&STATE  .&ZIP_
```

13. Press the Field Exit key two times to leave a blank line between the address information and the salutation.
14. The text that follows is called **constant text** because it appears in every letter produced by this shell document. However, you can also place variable data fields, such as FIRSTNAME, within the constant text.

    Type the following constant text for the document. Press the Field Exit key whenever you see the symbol for a Required Carrier Return (■):

```
Dear .&FIRSTNAME,■
■
This letter is to inform you that the present balance of your account
is .&AMOUNT.  Please contact us if this amount is not correct.■
■
Sincerely,■
■
■
■
William Smith■
```

Ending and Saving the Shell Document

1. On the Edit display, press F3 (Exit/Save), and the Exit Document display appears with the default choices.
2. On the Exit Document display, specify the following choices:
   a. For the *Save document* prompt, type a **Y** (Yes).
   b. For the *Display save options* prompt, type an **N** (No).
   c. For the *Print document* prompt, type an **N** (No).
   d. For the *Display print options* prompt, type an **N** (No).
3. Press the Enter key. A message that the request is being processed is shown briefly.

   The Work with Documents in Folders display is shown with a message stating that the document has been saved.

You do not need to print your shell document now; you will print it in later exercises when you merge it with variable information from a fill-in document or file.

Chapter 16. Creating and Using a Fill-In Document

This chapter shows you how to create a fill-in document, and how to merge it with the shell document named SHELLDOC you created in a previous chapter. The shell document contains constant text and Data Field instructions. The Data Field instructions specify where the variable information is to be inserted in the document. You store this variable information in the fill-in document. For example, you can store an address list in the fill-in document, then merge it with the shell document to create form letters.

The default text profile named SYSTEM is used in this example. If you have activated a different text profile, your example might not look the same.

This chapter includes the following tasks:

1. Creating the fill-in document
    a. Typing data field names to identify data fields
    b. Typing data for the data fields of each record
2. Merging the fill-in document with the shell document

Note: The editing functions in this chapter are explained assuming you are using the word processing function. If you are using the adapted word processing function, refer to Appendix B for information on doing some of the editing functions.

The following example shows the documents created in this chapter. You can use the text given in the chapter to create this example or use your own text throughout to create a similar document.

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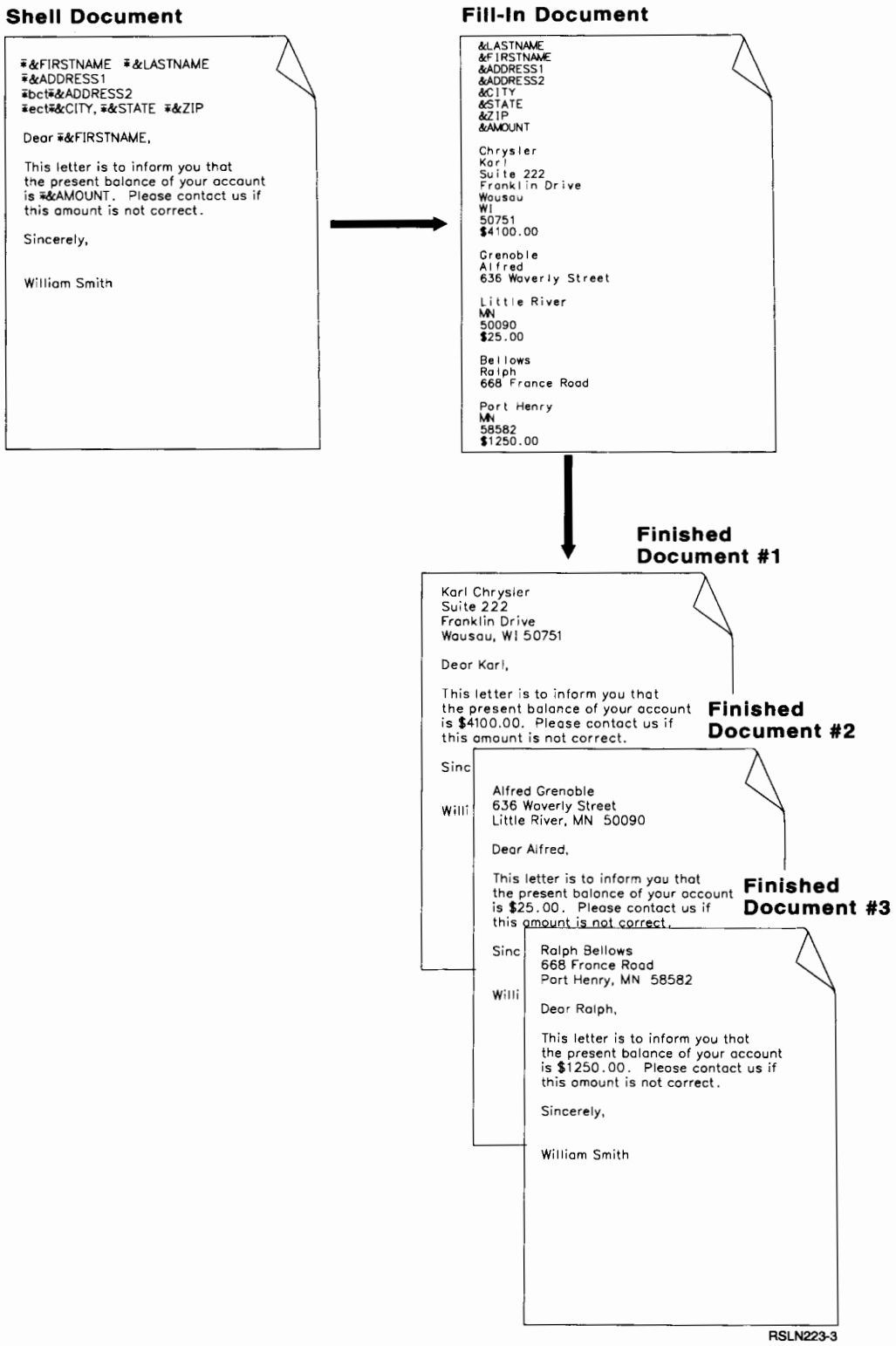

Shell Document
ǂ&FIRSTNAME ǂ&LASTNAME
ǂ&ADDRESS1
ǂbctǂ&ADDRESS2
ǂectǂ&CITY, ǂ&STATE ǂ&ZIP
Dear ǂ&FIRSTNAME,
This letter is to inform you that the present balance of your account is ǂ&AMOUNT. Please contact us if this amount is not correct.
Sincerely,
William Smith
Fill-In Document
&LASTNAME
&FIRSTNAME
&ADDRESS1
&ADDRESS2
&CITY
&STATE
&ZIP
&AMOUNT
Chrysler
Karl
Suite 222
Franklin Drive
Wausau
WI
50751
$4100.00
Grenoble
Alfred
636 Waverly Street
Little River
MN
50090
$25.00
Bellows
Ralph
668 France Road
Port Henry
MN
58582
$1250.00
Finished Document #1
Karl Chrysler
Suite 222
Franklin Drive
Wausau, WI 50751
Dear Karl,
This letter is to inform you that the present balance of your account is $4100.00. Please contact us if this amount is not correct.
Finished Document #2
Alfred Grenoble
636 Waverly Street
Little River, MN 50090
Dear Alfred,
This letter is to inform you that the present balance of your account is $25.00. Please contact us if this amount is not correct.
Finished Document #3
Ralph Bellows
668 France Road
Port Henry, MN 58582
Dear Ralph,
This letter is to inform you that the present balance of your account is $1250.00. Please contact us if this amount is not correct.
Sincerely,
William Smith
RSLN223-3

Creating the Fill-In Document

A fill-in document contains a list of data field names, followed by data records. The **data field names** identify the data fields that make up each data record. A data field name can be up to 10 characters in length. A **data record** contains the actual data to be inserted into the document.

A fill-in document can be in row format or column format. In column format each data field takes up one column of the document; in row format each data field takes up one row of the document. The fill-in document in the following exercise is in row format. The manual, *Using OfficeVision/400* Word Processing*, has information about using column format.

Begin this exercise by creating a document on the Work with Documents in Folders display. Chapter 2 has instructions to sign on the word processing function and show the Work with Documents in Folders display.

1. On the Work With Documents In Folders display, select the following options:
   a. For the *Folder* prompt, if you do not want your document to be stored in the folder specified, type the name of the folder you want to use and press the Enter key.
   b. For the *Opt* prompt type a **1** (Create).
   c. For the *Document* prompt, type **FILLIN** for the name of the new document.
2. Press the Enter key.

   The Create Document Details display is shown.
3. On the Create Document Details display, specify the following choices:
   a. Type any descriptive information you want to use for the document.
   b. Make sure the *Document to copy* and the *From folder* prompts are blank.
4. Press the Enter key.

   The Edit display is shown.

Begin the exercise on the Edit display. Before you begin to type, make sure that you are in insert mode (shown by a lighted indicator on the display). If the indicator is not on, press the Insert key to turn insert mode on.

Typing the Data Field Names

1. On the Edit display, type the following data field names. Type an ampersand (&) before each name; do not type a period before the ampersand. Press the Field Exit key whenever you see the symbol for a Required Carrier Return (■):

   &LASTNAME■
   &FIRSTNAME■
   &ADDRESS1■
   &ADDRESS2■
   &CITY■
   &STATE■
   &ZIP■
   &AMOUNT■
2. Press the Field Exit key again to leave a blank line between the field names you just typed and the following data records.

Typing the Data for the Data Fields

1. To create the first data record, type the following information. Press the Field Exit key whenever you see the symbol for a Required Carrier Return (■):

   Chrysler■
   Karl■
   Suite 222■
   Franklin Drive■
   Wausau■
   WI■
   50751■
   $4100.00■

   This information makes up one data record. Each line contains one data field. The data records must have the same number of fields as there are data field names.

   Note: Be sure to type any special symbols, such as $, with the numbers in the fill-in document.

```
FILLIN   P:12                    EDIT Page End              PG:1       LN:24
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
&LASTNAME■
&FIRSTNAME■
&ADDRESS1■
&ADDRESS2■
&CITY■
&STATE■
&ZIP■
&AMOUNT■
■
Chrysler■
Karl■
Suite 222■
Franklin Drive■
Wausau■
WI■
50751■
$4100.00■
_
```

2. Press the Field Exit key to leave a blank line between the first data record you typed and the next data record.

   Do not create more than one blank line between records. Additional blank lines are interpreted as blank fields.

   Note: In this example, you are separating the data records with a blank line. However, you can also separate records by using the page end function (Alt P) between records. This allows you to go to a specific record by pressing F5 (Goto), typing the record number +1 (because the data field names are in the first record), and pressing the Enter key.

3. The next data record has a blank line in the ADDRESS2 field. Conditional Text instructions in the shell document ensure that such blank lines are not printed in the tailored document. Type the following data record, pressing the Field Exit key whenever you see the symbol for a Required Carrier Return (■):

```
Grenoble■
Alfred■
636 Waverly Street■
■
Little River■
MN■
50090■
$25.00■
■
```

4. Type the following data record. Press the Field Exit key whenever you see the symbol for a Required Carrier Return (■):

```
Bellows■
Ralph■
668 France Road■
■
Port Henry■
MN■
58582■
$1250.00■
■
```

5. Press F3 (Exit/Save). The Exit Document display is shown.
6. On the Exit Document display, select the following choices:
   a. For the *Save document* prompt, type a **Y** (Yes).
   b. For the *Display save options* prompt, type an **N** (No).
   c. For the *Print document* prompt, type an **N** (No).
   d. For the *Display print options* prompt, type an **N** (No).
7. Press the Enter key. A message that the request is being processed appears on the display.

The Work With Documents In Folders display appears with a message stating that the document is saved.

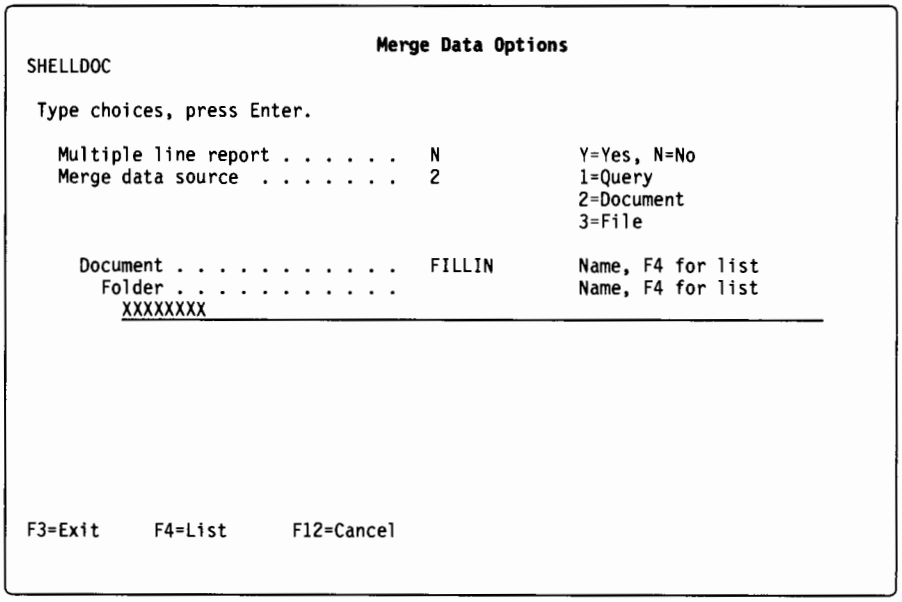
Merging the Shell Document with the Fill-In Document

For this part of the exercise, use the shell document named SHELLDOC you created in a previous chapter. The variable information (data records) from your fill-in document is automatically merged with your shell document when you print the shell document.

Begin this exercise on the Work with Documents in Folders display.

1. On the Work With Documents In Folders display, make the following choices:
   a. Make sure the *Folder* prompt shows the name of the folder where the document SHELLDOC is stored. If it does not, type the name of the folder where the document is stored.
   b. For the *Opt* prompt, type a **9** (Print opts).
   c. For the *Document* prompt, type **SHELLDOC**

2. Press the Enter key. The Print Options display appears with the default choices.
3. On the Print Options display, for the *Output device* prompt, type a **1** (Printer). If the default value for the *Output device* prompt is not a 1 (Printer), additional prompts for the printer are displayed.
4. For the *Printer* prompt, type the ID for the printer you want to use.
5. Use the Page Down key to go to the next page of the Print Options display.
6. Make sure the *Resolve instructions* prompt specifies a Y (Yes). This processes the text instructions in the document.
7. Press the Page Down key to go to the next page of the Print Options display.
8. For the *Print error log* prompt, type a **Y** (Yes). This causes an error log to be printed following the last page of the document.
9. Press F15. The Merge Data Options display appears.
10. On the Merge Data Options display, select the following choices:
    a. For the *Multiple line report* prompt, type an **N** (No). This tells the system that you do not want to print this document as a multiple line report.
    b. For the *Merge data source* prompt, type a **2** (Document). This tells the system that you want to merge the document with information stored in another document. Additional prompts appear on the display.
    c. For the *Document* prompt, type **FILLIN**
    d. For the *Folder* prompt, type the name of the folder where the fill-in document is stored.



11. Press the Enter key. The Print Options display is shown again.
12. Press the Enter key. A message that the request is being processed is shown briefly.

The Work With Documents In Folders display appears with a message stating that the document is saved and the print request has been placed on the job queue.

For each address in your fill-in document, one letter will print.

Chapter 17. Creating and Using Labels

To create labels, you have to create a document and specify it as a label document. In the label document, you can type the name and address for each label you want to print. Or, if you have the names and addresses stored in a fill-in document or a file, you can use data field text instructions in the document and merge the label document with the fill-in document or file. You can print either continuous form labels or cut sheet labels.

This chapter shows you how to create a label document for continuous form labels, and merge it with the names and addresses in the fill-in document created in Chapter 16. The manual, *Using OfficeVision/400* Word Processing* has information about creating a label document for cut sheet labels.

Remember that Chapter 16 used the default text profile named SYSTEM for its fill-in document example. If you used a different text profile, your example might not look the same.

The cursor position is represented by ■ in the exercises in this chapter.

This chapter includes the following tasks:

1. Creating a label document
   a. Changing the margins
   b. Changing the page format
   c. Specifying the label information
2. Ending, saving, and printing the labels

Note: The editing functions in this chapter are explained assuming you are using the word processing function. If you are using the adapted word processing function, refer to Appendix B for information on doing some of the editing functions.

Creating a Label Document

Begin this exercise by creating a document on the Work with Documents in Folders display. Chapter 2 has instructions on how to sign on the word processing function and see the Work with Documents in Folders display.

1. On the Work With Documents In Folders display, select the following options:
   a. For the *Folder* prompt, if you do not want your document to be stored in the folder specified, type the name of the folder you want to use and press the Enter key.
   b. For the *Opt* prompt, type a **1** (Create).
   c. For the *Document* prompt, type **LABELS** for the name of the new document.
2. Press the Enter key. The Create Document Details display is shown.
3. On the Create Document Details display, select the following choices:
   a. For the *Document description* prompt, type **Label document**
   b. Make sure the *Document to copy* and the *From folder* prompts are blank.
   c. For the *Print as labels* prompt, type a **Y** (Yes).

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Note: You must specify yes for this prompt to print the document as labels.

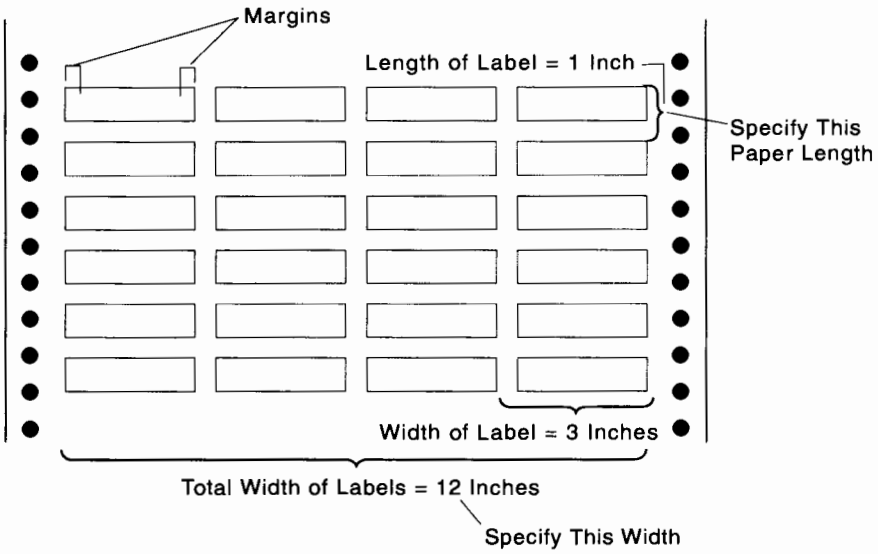
d. For the other prompts, type any descriptive information you want to use for the document.

4. Press F20 (Change formats/options). The Document Options display is shown.

Changing the Margins and Page Format

You must change the margins so the margins are the width of the text to be typed on the first label. You must also change the page format to specify the paper length, paper width, and paper source. The following illustration shows how to select the margin settings, paper length, and paper width for labels:

Continuous Form Labels



1. On the Document Options display, type a **1** (Document format).
2. Press the Enter key. The Select Document Format display is shown.
3. On the Select Document Format display, type a **1** (Margins and tabs).
4. Press the Enter key and the Margins and Tabs display appears.

   Notice that your left margin is currently set at position 19. You will have to move the display image (window) to the right to set the new left and right margins for the labels:

   a. Press F7 (Window). The following prompt is displayed:

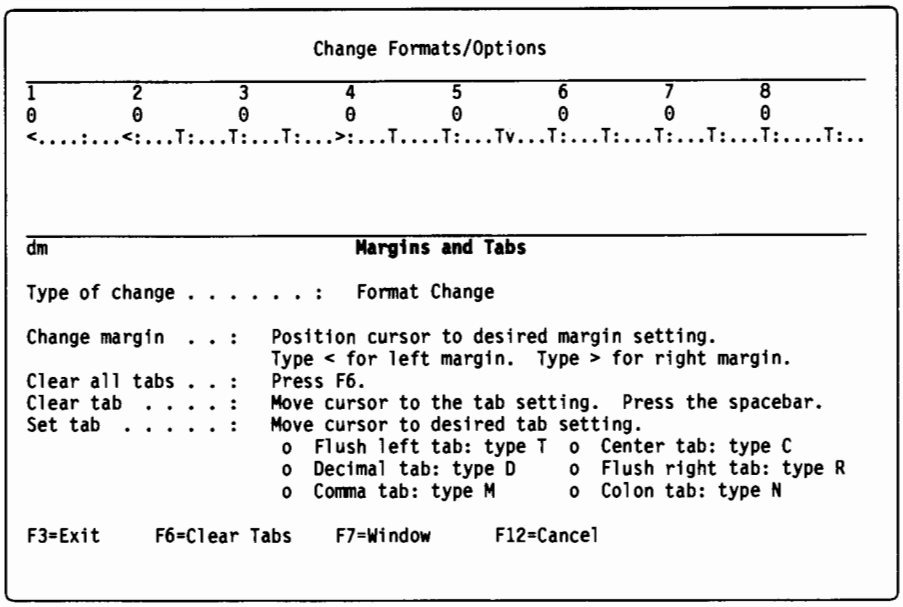
      ```
      Type left column, press Enter.
      ```

      This prompt is asking for the position you want at the left of the scale line on the display. If you want to move the display image to the right, you would specify a number greater than the current left margin of 19. If you want to move the display image to the left, you would specify a number less than 19. For this prompt, type **10**

b. Press the Enter key. The left side of the scale line moves to position 10. The cursor is automatically placed at position 10.

5. Press the Less Than (<) key to set the left margin at position 10.
6. Move the cursor to position 39 and press the Greater Than (>) key to set the right margin at position 39.

   You do not have to delete the existing left and right margins because the word processing function automatically uses the new margins you set.



7. Press the Enter key and the Select Document Format display appears.
8. On the Select Document Format display, type a **4** (Page layout/Paper options).
9. Press the Enter key and the display appears with the default choices.
10. Press the Page Down key to show Page 2 of the display.
11. On page 2 of the Page Layout/Paper Options display, select the following choices:

    a. For the *Paper width* prompt, type **12.0** to specify the total width of all the labels on the label form.
    b. For the *Paper length* prompt, type a **1** to specify that each label is 1 inch long. The length is the distance from the top of one label to the top of the next label.
    c. For the *Printing paper source: First page* prompt, type a **6** (Continuous feed). This identifies the document as being continuous form for the first page.
    d. For the *Printing paper source: Following pages* prompt, type a **6** (Continuous feed). This identifies the document as being continuous form for the following pages.

```
                        Change Formats/Options
Document name:  LABELS

                          Page Layout/Paper Options          Page 2 of 2

Type choices, press Enter.
  Paper width . . . . . .   12.0    .1-45.5 inches
  Paper length . . . . . .  1       .1-45.5 inches
  Printing paper source:
    First page . . . . . .  6       1-3=Paper drawer, 4=Manual feed
    Following pages  . . .  6       5=Envelope feed, 6=Continuous feed
  Rotate paper . . . . . .  1       1=Auto, 2=0, 3=90,
                                    4=180, 5=270 (Degrees)
  Print header on  . . . .  2       1=All pages, 2=Following pages
  Print footer on  . . . .  2       1=All pages, 2=Following pages
                                                                  Bottom
F3=Exit     F12=Cancel
```

12. Press the Enter key. The Select Document Format display appears.
13. Press F5 (Edit). The Edit display appears.

Specifying the Label Information

In this exercise, you use data field text instructions to specify the variable fields of the label addresses. This exercise uses the same Data Field instructions that were used in SHELLDOC, the document created in Chapter 15. You can copy the instructions from SHELLDOC instead of typing each instruction again.

If you want to copy the Data Field instructions from SHELLDOC, go to "Copying Instructions from Another Document" on page 17-7.

If you do not want to copy the Data Field instructions from SHELLDOC, continue with "Typing the Label Information."

Typing the Label Information

To type the label information, use data field text instructions to specify the variable fields of the label address.

Notes:

1. Instead of using the data field text instructions, you can type the names and addresses directly into the label document. When you type the names and addresses into the label document, separate each label by typing **.pa** or pressing Alt P.
2. Do not use proportionally spaced fonts when creating labels. This type of font causes the left edge of the label to be uneven.
3. Do not use underlining or bold that starts on one line and ends on a different line. This causes extra underlining between labels.

Before you begin to type, make sure that you are in insert mode. If you are not in insert mode, press the Insert key.

1. Use data field text instructions to specify the first name field:

a. Press F5 (Goto) and the *Goto* prompt appears on the display.
b. Type **.&** to go to the Data Field Instruction display.
c. Press the Enter key and the Data Field Instruction display appears with the default choices.
d. On the Data Field Instruction display, type the following choices:
   1) For the *Data field* prompt, type **FIRSTNAME**
   2) For the *Data field source* prompt, type a **2** (*PRINT). Specifying *PRINT for this prompt allows you to specify the name of the fill-in document or file when you are ready to print instead of each time you enter a different data field.
   3) For the *Letters or list* prompt, type a **1** (Multiple letters).
   4) For the *Instruction length* prompt, type **11**

```
LABELS P:12                        EDIT Page End              Pg:1       Ln:7
 <....:....2...T....T3...T:...>4....:....5....:....6....:....7....:....8....:..




.&                              Data Field Instruction

This instruction prints the value of a data field from a described data
file, Query, or document.

Type choices, press Enter.
  Data field . . . . . .   FIRSTNAME    Name
    Data field source  . . 2            1=From Merge Data Options
                                        2=*PRINT, 3=*NOTE
  Letters or list  . . . . 1            1=Multiple letters, 2=Column list
  File ID for Query  . . .
  Instruction length . . . 11           1-255, Blank=Entire instruction

F3=Exit                  F5=Numeric editing       F6=Character editing
F7=Date/time editing     F12=Cancel               F24=More keys
```

2. Press the Enter key and the Edit display appears with the Data Field instruction.
3. Press the spacebar once to put a space between the first name and the last name.
4. To specify the next Data Field instruction, you can repeat step 1 to again display the data field prompts. Or, because you have already answered the data field prompts, type the Data Field instruction (.&) followed by the data field name. To type the Data Field instruction for the last name, type **.&LASTNAME**

   The information you just typed appears on the Edit display like this:

```
LABELS  P:12                       EDIT Page End              PG:1       LN:7
<....:....2...T:...T3...T:...>4....:....5....:....6....:....7....:....8.....:..
 &FIRSTNAME .&LASTNAME
```

5. Press the Field Exit key once to get to the next line.
6. To type the Data Field instruction for the first address line, type **.&ADDRESS1**
7. Press the Field Exit key once to get to the next line.
8. Use the conditional text instructions to check for a blank line in the second address (ADDRESS2) field. The Begin and End Conditional Text instructions

allow you to tell the system not to print a blank line if there is no information for a particular field.

a. Press F5 (Goto) and the *Goto* prompt appears.
b. Type **.bct** (Begin Conditional Text) to specify the Begin Conditional Text Instructions display.
c. Press the Enter key and the Begin Conditional Text Instructions display appears with the default choices.
d. To tell the system to print the field ADDRESS2 if the field is not blank, type the following choices:
   1) For the *Instruction type* prompt, type a **1** (begin).
   2) For the *Field* prompt, type **ADDRESS2**
   3) For the *Field source* prompt, type a **2** (*PRINT).
   4) For the *Selection criteria* prompt, type **NE** (not equal).
   5) For the *Test value* prompt, type **' '** (a single quotation mark, a space, and another single quotation mark). This specifies a test value of blank.
   6) For the *Instruction length* prompt, type a **4**

```
LABELS P:12                          EDIT Page End              Pg:1       Ln:9
<....:....2...T:...T3...T:...>4....:....5....:....6....:....7....:....8.....:..
*&FIRSTNAME  *&LASTNAME■
*&ADDRESS1■




 .bct .ect        Begin and End Conditional Text Instructions
 These instructions mark the beginning and end of the text to be printed
 when the specified condition is true.

 Type choices, press Enter.
   Instruction type . . . .   1           1=Begin, 2=End
     Field. . . . . . . . .   ADDRESS2    Data field, variable name
       Field source . . . .   2           1=From Merge Data Options
                                          2=*PRINT, 3=Variable
     Selection criteria . .   NE          EQ, NE, GT, GE, LT, LE
     Test value . . . . . .   ' '
                                          Constant, data field, variable name
     File ID for Query  . .   ___
   Instruction length . . .   4           1-255, Blank=Entire instruction
 F3=Exit    F12=Cancel      F15=Merge data options   F16=Delete instruction
```

9. Press the Enter key and the Edit display appears with the Begin Conditional Text instruction (.bct). (When you press the Enter key, the period turns into an instruction character.)
10. Type **.&ADDRESS2** directly after the Begin Conditional Text instruction (*bct):

```
LABELS P:12                          EDIT Page End              Pg:1       Ln:9
<....:....2...T:...T3...T:...>4....:....5....:....6....:....7....:....8.....:..
*&FIRSTNAME *&LASTNAME■
*&ADDRESS1■
*bct.&ADDRESS2
```

11. Press the Field Exit key once to get to the next line.
12. Type **.ect.&CITY, .&STATE .&ZIP**

    The End Conditional Text instruction (.ect) tells the system that the condition of deleting any blank lines ends after the ADDRESS2 field. Do not place an End

Conditional Text instruction (.ect) at the end of a line. This could cause the text to adjust incorrectly.

13. Press the Field Exit key once to get to the next line.

    The information you just typed appears on the Edit display like this:

```
LABELS P:12                        EDIT Page End              Pg:1       Ln:11
<....:....2...T:...T3...T:...>4....:....5....:....6....:....7....:....8.....:..
&FIRSTNAME &LASTNAME■
&ADDRESS1■
bct.&ADDRESS2■
.ect.&CITY, .&STATE  .&ZIP■
```

Go to "Ending, Saving, and Printing the Labels" on page 17-9.

Copying Instructions from Another Document

You can copy a part of another document directly into a document you are editing. To copy text or instructions from another document, use a **split display** with the get function. When you use a split display, the top part of your display shows the text in the document you are editing, while the bottom part of your display shows the text in the document you specify for the Get display. You can then use the copy function to copy the text you want into the document you are editing.

To copy the Data Field instructions used for the inside address in SHELLDOC into your label document:

1. On the Edit display, press F14 (Get Options). The Get display is shown.
2. On the Get display, select the following choices:
   a. For the *Document* prompt, type **SHELLDOC**
   b. For the *Folder* prompt, type the name of the folder where SHELLDOC is stored.
   c. For the *Get option* prompt, type a **2** (Get to split display).
   d. Leave the *Pages to get* prompt blank.

```
LABELS P:12                        EDIT Page End              Pg:1       Ln:7
<....:....2...T:...T3...T:...>4....:....5....:....6....:....7....:....8.....:..
```

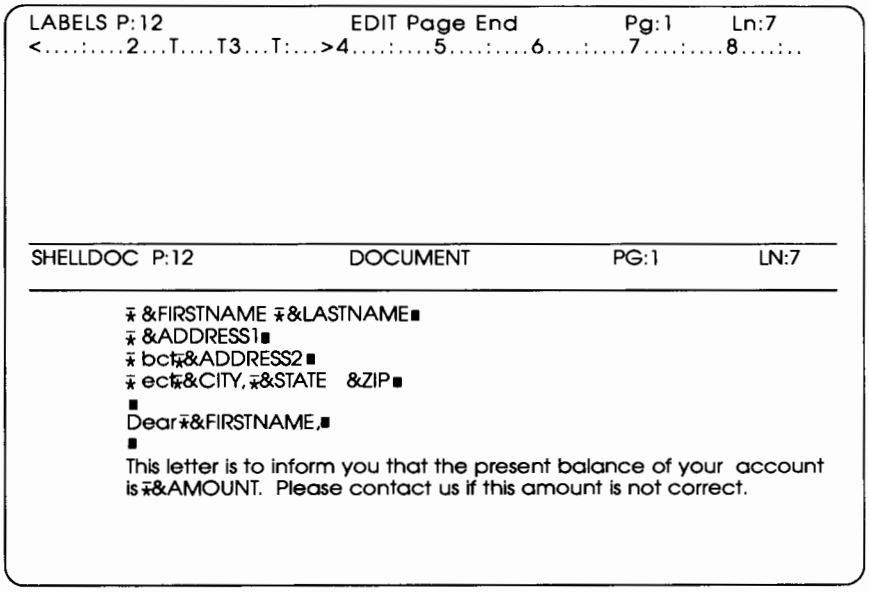
```
                                    Get

Type choices, press Enter.
  Document . . . . . .   SHELLDOC        Name, F4 for list
    Folder . . . . . .                   Name, F4 for list
      XXXXXXXX
  -OR-
  File . . . . . .       _________       Name
    Library. . . . . .   *LIBL           Name, *LIBL
  Member . . . . . .     *FILE           Name, *FILE, *FIRST, *LAST
  Get option . . . . .   2               1=Get directly to document
                                         2=Get to split display
  Pages to get . . . . .

F3=Exit     F4=Prompt   F9=ASCII options     F12=Cancel
```

3. Press the Enter key.

The Edit display is shown. The document you specified is shown in the split edit area at the bottom of the display. The document in the split edit area cannot be changed.



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The text in the split display begins at position 19 because the left margin in SHELLDOC is at position 19.

4. Make sure the cursor is in the first position in the document in the split edit area.

```
 &FIRSTNAME  &LASTNAME
&ADDRESS1
bct&ADDRESS2
ect&CITY,&STATE &ZIP
```

5. Press F1. The message `Copy what? Move cursor, press ENTER` is shown.
6. Move the cursor to the Required Carrier Return following the zip field.

```
&FIRSTNAME  &LASTNAME
&ADDRESS1
bct&ADDRESS2
ect&CITY,&STATE &ZIP
```

7. Press the Enter key. The Data Field instructions for the inside address are highlighted to indicate what is being copied.
8. Move the cursor to the first position in the label document at the top of the display.

   Note: If you typed a `Y` (Yes) for the *Auto window and roll* prompt on the Change Editing Options display, use the New Line key to move the cursor. (This prompt is not supported on the adapted word processing function.) If you are not using the automatic window and roll function, you can use any cursor movement key to move the cursor.

```
LABELS P:12                EDIT Page End          Pg:1    Ln:7
<....:....2...T....T3...T:...>4....:....5....:....6....:....7....:....8....:..
□

SHELLDOC P:12              DOCUMENT               PG:1    LN:7

        ⁑ &FIRSTNAME ⁑&LASTNAME■
        ⁑ &ADDRESS1■
        ⁑ bc⁑&ADDRESS2■
        ⁑ ec⁑&CITY,⁑&STATE  &ZIP■
        ■
        Dear⁑&FIRSTNAME,■
        ■
        This letter is to inform you that the present balance of your account
        is⁑&AMOUNT. Please contact us if this amount is not correct.

To where?  Move Cursor, press ENTER
```

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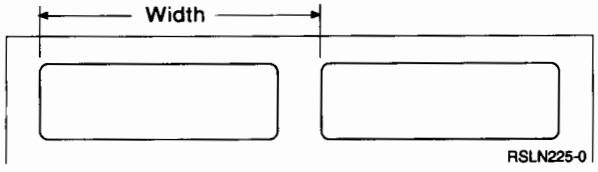
9. Press the Enter key. The Data Field instructions are copied into the label document at the cursor position.
10. Press F3 to end the split display.

Ending, Saving, and Printing the Labels

1. On the Edit display, press F3 (Exit/Save). The Exit Document display is shown with the default choices.
2. On the Exit Document display, specify the following choices:
   a. For the *Save document* prompt, type a **Y** (Yes).
   b. For the *Display save options* prompt, type an **N** (No).
   c. For the *Print document* prompt, type a **Y** (Yes).
   d. For the *Display print options* prompt, type a **Y** (Yes).
3. Press the Enter key. The Label Print Options display appears with the default choices.

   Note: The Label Print Options display is shown only if you specify a **Y** (Yes) for the *Print as labels* prompt on the Create Document Details display.
4. On the Label Print Options display, select the following choices:
   a. For the *Labels across page* prompt, type a **4**
   b. For the *Width of label* prompt, type **36**

      The width of a continuous form label is the number of characters from the left edge of the first label to the left edge of the second label.



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   c. For the *Sheet feed labels* prompt, type an **N** (No).

d. For the *Output device* prompt, type a **1** (Printer). If the default value for the *Output device* prompt was not a 1 (Printer), additional prompts for the printer are displayed.
e. For the *Printer* prompt, type the ID for the printer you want to use. The printer must be able to use continuous form paper.

Note: You can use the *Form type* prompt on page 1 of the Label Print Options display to specify the name of the forms you are using for your labels. Using a form name allows the system to send a message telling the printer operator to change the paper in the printer to the type of paper needed.

```
                              Label Print Options                Page 1 of 3
LABELS

 Type choices, press Enter.

   Labels across page . . . . . .  4          1-99
   Width of label . . . . . . . .  36         2-198
   Sheet feed labels  . . . . . .  N          Y=Yes, N=No
     Rows per sheet . . . . . . .  1          1-99
   Number of label sets . . . . .  1          1-99
   Output device  . . . . . . . .  1          1=Printer, 2=Display
                                              3=File
     Printer  . . . . . . . . . .  P1         *USRPRF, *SYSVAL, *WRKSTN
                                              Printer ID
     Output queue . . . . . . . .  *DEV       Name, *DEV, *FILE, *WRKSTN
       Library  . . . . . . . . .  *LIBL      Name, *LIBL
     Output file  . . . . . . . .  *DOC       Name, *DOC, *FILE
     Form type  . . . . . . . . .  _____      Printer form
     Printer file . . . . . . . .  QSYSPRT    Name
       Library  . . . . . . . . .  *LIBL      Name, *LIBL
                                                                   More...
F3=Exit     F6=Print queue     F12=Cancel
F15=Merge data options
```

5. Use the Page Down key to go to the next page of the Label Print Options display.
6. On page 2 of the Label Print Options display:
   a. For the *Resolve instructions* prompt, type a **Y** (Yes). This processes the text instructions when the document is printed.
   b. If you want to learn about any of the other options, move your cursor to the option and press the Help key. After you read the online help information for the option, press F3 (Exit) to return to this display.

```
                              Label Print Options                Page 2 of 3
LABELS

 Type choices, press Enter.

   Place on job queue . . . . . .  Y           Y=Yes, N=No
     Send completion
       message . . . . . . . . . .  N           Y=Yes, N=No
     Job description . . . . . .  QBATCH       Name
       Library . . . . . . . . . .  *LIBL       Name, *LIBL

   Delay printing . . . . . . . .  N           Y=Yes, N=No
   Print with large print . . . .  N           Y=Yes, N=No
   Graphic character set  . . . .  _____       Identifier
   Resolve instructions . . . . .  Y           Y=Yes, N=No
   Print quality  . . . . . . . .  1           1=Letter, 2=Text
                                               3=Draft


                                                                    More...
F3=Exit     F6=Print queue     F12=Cancel
F15=Merge data options
```

7. Use the Page Down key to go to the next page of the Label Print Options display.
8. On Page 3 of the Label Print Options display:
   a. For the *Print error log* prompt, type a **Y** (Yes).
   b. To learn about any of the other options, move your cursor to the option and press the Help key. After you read the online help information for the option, press F3 (Exit) to return to this display.

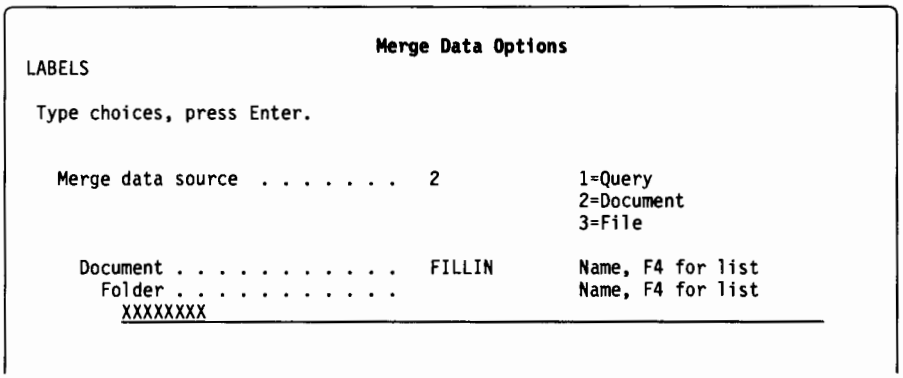
```
                              Label Print Options                Page 3 of 3
LABELS

 Type choices, press Enter.

   Cancel on error . . . . . .  N               Y=Yes, N=No
   Print error log . . . . . .  Y               Y=Yes, N=No
     Form type . . . . . . . .  _________       Printer form

   Save resolved output  . . .  N               Y=Yes, N=No
     Document  . . . . . . . .  __________      Name, F4 for list
       Folder  . . . . . . . .                  Name, F4 for list
```

9. Press F15. The Merge Data Options display is shown. (You can press F15 on any page of the Label Print Options display.)
10. On the Merge Data Options display, select the following choices:
    a. For the *Merge data source* prompt, type a **2** (Document). This tells the system that you want to merge the document with information stored in another document. Additional prompts appear on the display.
    b. For the *Document* prompt, type **FILLIN**
    c. For the *Folder* prompt, type the name of the folder where the fill-in document is stored.



11. Press the Enter key and the Label Print Options display is shown again.
12. Press the Enter key. A message that the request is being processed is shown briefly.

    The Work with Documents in Folders display is shown with a message stating that the document has been saved and the print request has been placed on the job queue.

Note: To use the same shell document to merge with a file or query, change the choice for the *Merge data source* prompt.

Chapter 18. Merging with a File

You can merge the data stored in a database file with a document. Merging with a file is similar to merging with a fill-in document; however, using a file gives you more flexibility for working with the variable data you want to merge.

Use a program such as the interactive data definition utility (IDDU) to define the data records in a file, then use data file utility (DFU) to enter data into the file. If you have IDDU on your system and you want to learn how to create data files, use the *IDDU User's Guide* to define a sample file, then use that file in this exercise. (The fields must be exactly the same as the fields used in this example.)

When you perform a data/text merge with a file, you must know the name of the file, the name of the library where the file is stored, and the name of the member within the file.

When you create a shell document to merge with the records in a file, you must know the names of the fields in the record. For this exercise, each data record has the following fields:

Field Name	Field Type	Size	Text
LASTNAME	Character	15	Last name field
FIRSTNAME	Character	10	First name field
ADDRESS1	Character	20	Address line 1 field
ADDRESS2	Character	20	Address line 2 field
CITY	Character	15	City field
STATE	Character	2	State field
ZIP	Character	9	Zip code field
AMOUNT	Numeric, 2 decimal positions	6	Amount field

The default text profile named SYSTEM is used for this example. If you have activated a different text profile, your example might not look the same.

This chapter includes the following tasks:

1. Selecting the shell document to merge
2. Merging and printing the shell document

The following example is used in this chapter. You can use the file given in the chapter to create this example or use another file to create a similar document. (The fields must be exactly the same as the fields used in this example.)

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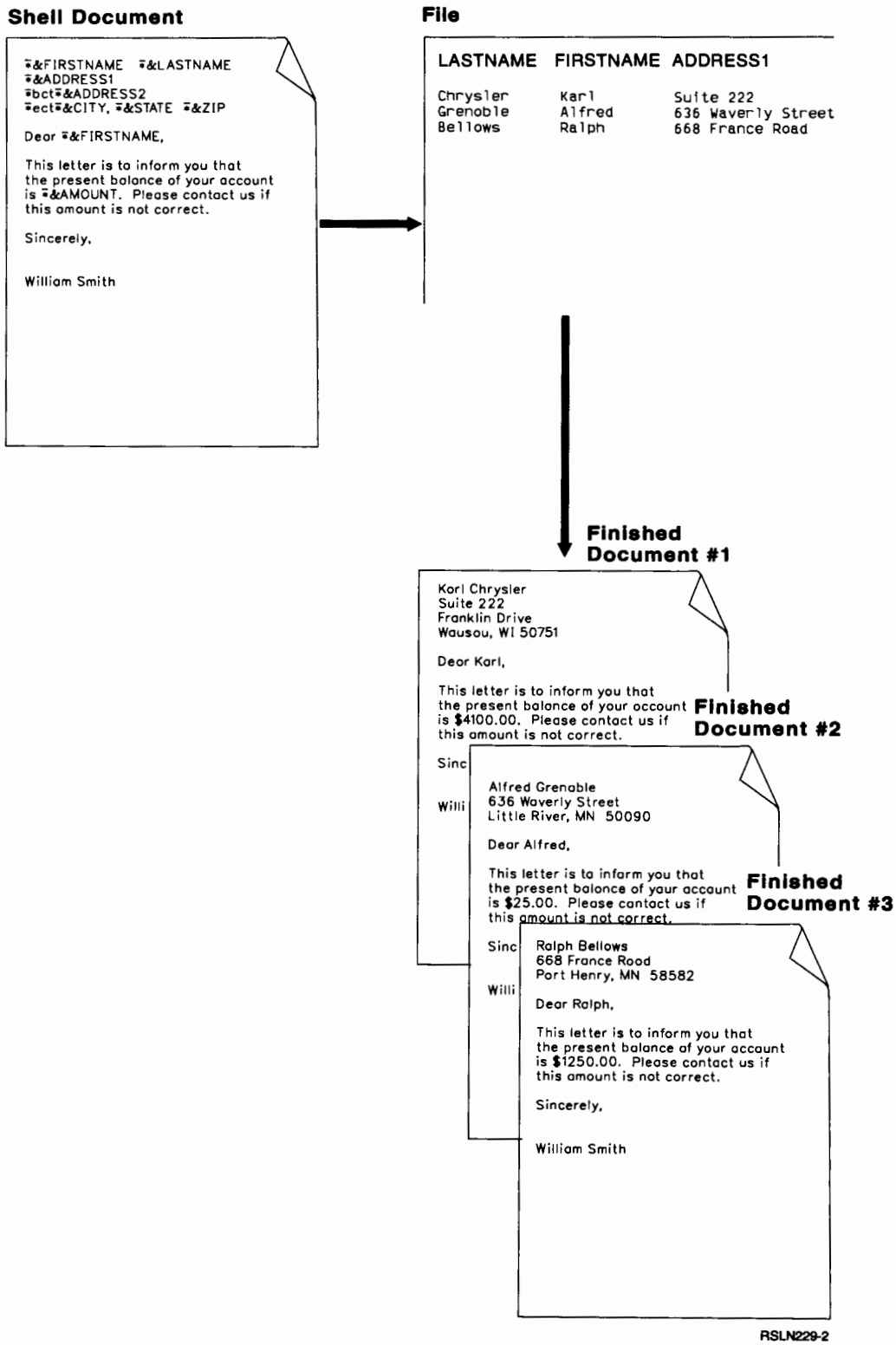
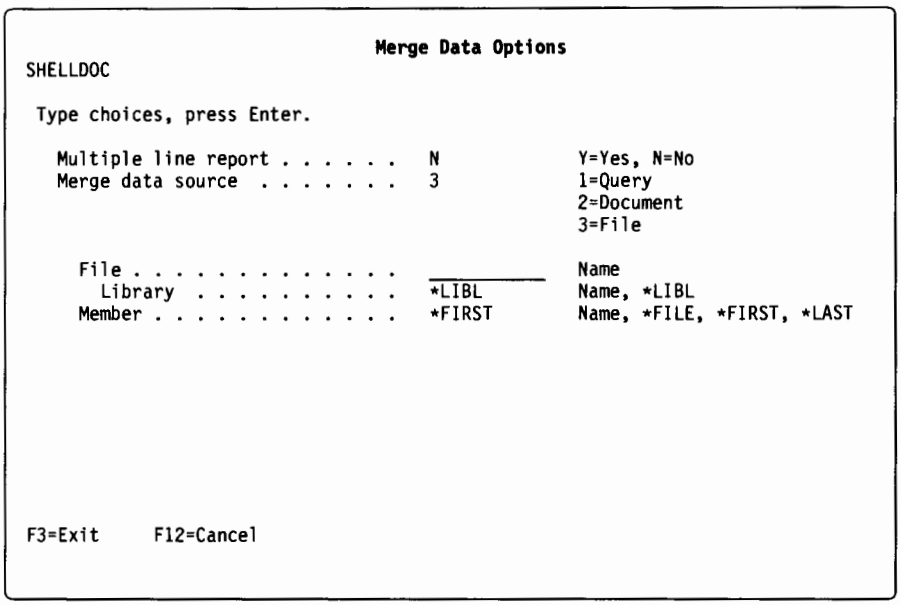

Shell Document
≠&FIRSTNAME ≠&LASTNAME
≠&ADDRESS1
≠bct≠&ADDRESS2
≠ect≠&CITY, ≠&STATE ≠&ZIP
Deor ≠&FIRSTNAME,
This letter is to inform you that the present balance of your account is ≠&AMOUNT. Please contact us if this amount is not correct.
Sincerely,
William Smith
File
LASTNAME FIRSTNAME ADDRESS1
Chrysler Karl Suite 222
Grenoble Alfred 636 Waverly Street
Bellows Ralph 668 France Road
Finished Document #1
Karl Chrysler
Suite 222
Franklin Drive
Wausou, WI 50751
Deor Karl,
This letter is to inform you that the present balance of your account is $4100.00. Please contact us if this amount is not correct.
Finished Document #2
Alfred Grenable
636 Waverly Street
Little River, MN 50090
Dear Alfred,
This letter is to inform you that the present balance of your account is $25.00. Please contact us if this amount is not correct.
Finished Document #3
Ralph Bellows
668 France Rood
Port Henry, MN 58582
Dear Ralph,
This letter is to inform you that the present balance of your account is $1250.00. Please contact us if this amount is not correct.
Sincerely,
William Smith
RSLN229-2

Merging the File with a Shell Document

For this exercise, use the shell document named SHELLDOC you created in Chapter 15. To merge SHELLDOC with a file, you must know the name of the file, the name of the library where the file is stored, and the member within the file. The variable information (data records) from the file is automatically merged with your shell document when you print the shell document.

Begin this exercise on the Work with Documents in Folders display.

1. On the Work with Documents in Folders display, make the following choices:
   a. Make sure the *Folder* prompt shows the name of the folder where the document SHELLDOC is stored. If it does not, type the name of the folder where the document is stored and press the Enter key.
   b. For the *Opt* prompt, type a **9** (Print opts).
   c. For the *Document* prompt, type **SHELLDOC**
2. Press the Enter key. The Print Options display is shown with the default choices.
3. On the Print Options display, for the *Output device* prompt, type a **1** (Printer). If the default value for the *Output device* prompt was not a 1 (Printer), additional prompts for the printer are displayed.
4. For the *Printer* prompt, type the ID for the printer you want to use.
5. Use the Page Down key to go to the next page of the Print Options display.
6. Make sure the *Resolve instructions* prompt specifies a Y (Yes). This processes the text instructions in the document.
7. Use the Page Down key to go to the next page of the Print Options display.
8. For the *Print error log* prompt, type a **Y** (Yes). This causes an error log to be printed following the last page of the document.
9. Press F15. The Merge Data Options display is shown.
10. On the Merge Data Options display, select the following choices:
    a. For the *Multiple line report* prompt, type an **N** (No). This tells the system that you do not want to print this document as a multiple line report.
    b. For the *Merge data source* prompt, type a **3** (File). This tells the system that you want to merge the document with information stored in a file. Additional prompts appear on the display.



c. For the *File* prompt, type the name of the file that contains the member you want to use.
d. For the *Library* prompt, type the name of the library where the file is stored. If you specify *LIBL, the system searches your library list for the file.
e. For the *Member* prompt, type the name of the member that contains the data that is to be merged. If you specify *FILE, the member with the same name as the file name is used. If you specify *FIRST, the first member in the file is used. If you specify *LAST, the last member in the file is used.
f. Press the Enter key. The Print Options display is shown again.

11. Press the Enter key. A message that the request is being processed is shown briefly.

The Work with Documents in Folders display is shown with a message stating that the print request has been placed on the job queue.

For each address in your file, one letter is printed. The letters are printed in the order in which the records are stored in the file.

Chapter 19. Merging with a Query

If you have Query on your system, you can create queries and use them with your documents. You must have Query on your system to complete this exercise.

You can use a **query** to sort records in a file, to use records from more than one file, to perform summary functions for specified fields, or to select specific records to use when performing a data/text merge with a document. A query can select or sort data records in one or more files using the values you specify when you create the query. For example, you can create a query to select the records for all customers whose accounts are more than 30 days overdue, and sort the records by zip code order. You can merge the information from the query with a shell document to print a letter to each of those selected customers. The letters print in zip code order to make it easier to mail them.

In addition to using a query for data/text merge when you print a document, you can also work with queries while you edit a document. You can use a **direct merge** to copy data from a query directly into the document you are editing. Or you can use a **multicopy merge** to create multiple letters Data Field instructions from a query and then copy them directly into a document. Or you can use a **column list merge** to create column list Data Field instructions from a query and then copy them directly into a document. You can find more information about copying data or instructions from a query in the manual, *Using OfficeVision/400* Word Processing*.

When you have created a query, it can be saved and used over again. You can create several queries that use the same data file. A query can use up to 32 files.

If you have Query on your system, and you want to learn how to create a query, you can use the *Query/400 User's Guide* to create a query, then use that query in this exercise.

When you perform a data/text merge with a query, you must know the name of the query and the name of the library where the query is stored.

When you create a shell document to merge with a query, you must know the names of the data fields used in the query. This exercise uses the same data fields described in Chapter 18. If you create your own query, the selected fields must be exactly the same as the fields described in that chapter.

The default text profile named SYSTEM is used for this example. If you have activated a different text profile, your example might not look the same.

This chapter includes the following tasks:

1. Selecting the shell document to merge
2. Merging and printing the shell document

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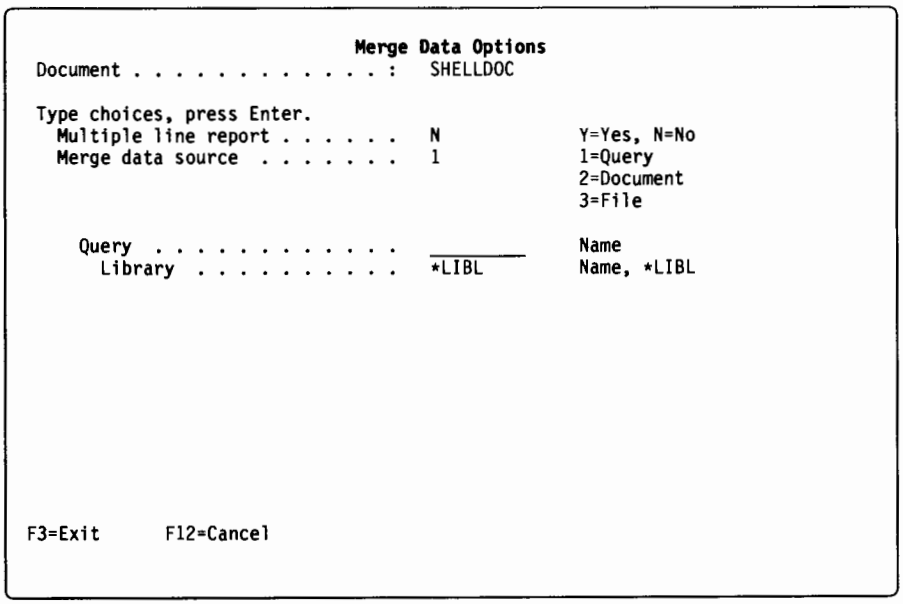
Merging the Query with a Shell Document

For this exercise, use the shell document named SHELLDOC you created in Chapter 15. You also need an existing query to merge with the shell document. To merge SHELLDOC with a query, you must know the name of the query and the name of the library where the query is stored. The variable information (data records) from the query is automatically merged with your shell document when you print the shell document.

Begin this exercise on the Work with Documents in Folders display.

1. On the Work with Documents in Folders display, make the following choices:
   a. Make sure the *Folder* prompt shows the name of the folder where the document SHELLDOC is stored. If it does not, type the name of the folder where the document is stored and press the Enter key.
   b. For the *Opt* prompt, type a **9** (Print opts).
   c. For the *Document* prompt, type **SHELLDOC**
2. Press the Enter key. The Print Options display appears with the default choices.
3. On the Print Options display, for the *Output device* prompt, type a **1** (Printer).

   If the default value for the *Output device* prompt was not a 1 (Printer), additional prompts for the printer are displayed.
4. For the *Printer* prompt, type the ID for the printer you want to use.
5. Use the Page Down key to go to the next page of the Print Options display.
6. Make sure the *Resolve instructions* prompt specifies a Y(Yes). This processes the text instructions in the document.
7. Use the Page Down key to go to the next page of the Print Options display.
8. For the *Print error log* prompt, type a **Y** (Yes). This causes an error log to be printed following the last page of the document.
9. Press F15. The Merge Data Options display appears.
10. On the Merge Data Options display, select the following choices:
    a. For the *Multiple line report* prompt, type an **N** (No). This tells the system that you do not want to print this document as a multiple line report.
    b. For the *Merge data source* prompt, type a **1** (Query). This tells the system that you want to merge the document with information from a query. Additional prompts appear on the display.



c. For the *Query* prompt, type the name of the query you want to use.

d. For the *Library* prompt, type the name of the library where the query is stored. If you specify *LIBL, your library list is searched for the query.

11. Press the Enter key. The Print Options display is shown again.

12. Press the Enter key. A message that the request is being processed is shown briefly.

The Work with Documents in Folders display appears with a message stating that the print request has been placed on the job queue.

For each address in your query, one letter will be printed.

Chapter 20. Using Column List Merge

A column list merge produces one document that contains data from each data record in a file or query. This exercise shows you how to create a shell document to use for a column list merge, and how to merge the document with data in a file. The shell document contains constant text and data field instructions. The Data Field instructions specify where variable data is to be inserted into the document.

You can use a program such as the interactive data definition utility (IDDU) to define the data records in a file, then use data file utility (DFU) to enter data into the file. If you have IDDU on your system and you want to learn how to create data files, you can use the *IDDU User's Guide* to define a sample file, then use that file in this exercise. (The fields must be exactly the same as the fields used in this example; these fields are described in Chapter 18.)

When you perform data/text merge with data stored in a file, you must know the name of the file, the name of the library where the file is stored, and the member within the file.

When you create a shell document to merge with the records in a file, you must know the names of the fields in the records. This exercise uses the fields described in Chapter 18.

The default text profile named SYSTEM is used in this example. If you have activated a different text profile, your example might not look the same.

This chapter includes the following tasks:

1. Creating the shell document
    a. Typing constant text
    b. Typing Data Field instructions to specify where each data field should be inserted
2. Merging and printing the shell document

Note: The editing functions in this chapter are explained assuming you are using the word processing function. If you are using the adapted word processing function, you may want to refer to Appendix B for information on doing some of the editing functions.

The following example shows the documents created in this chapter. You can use the text given in the chapter to create this example or use your own text throughout to create a similar document.

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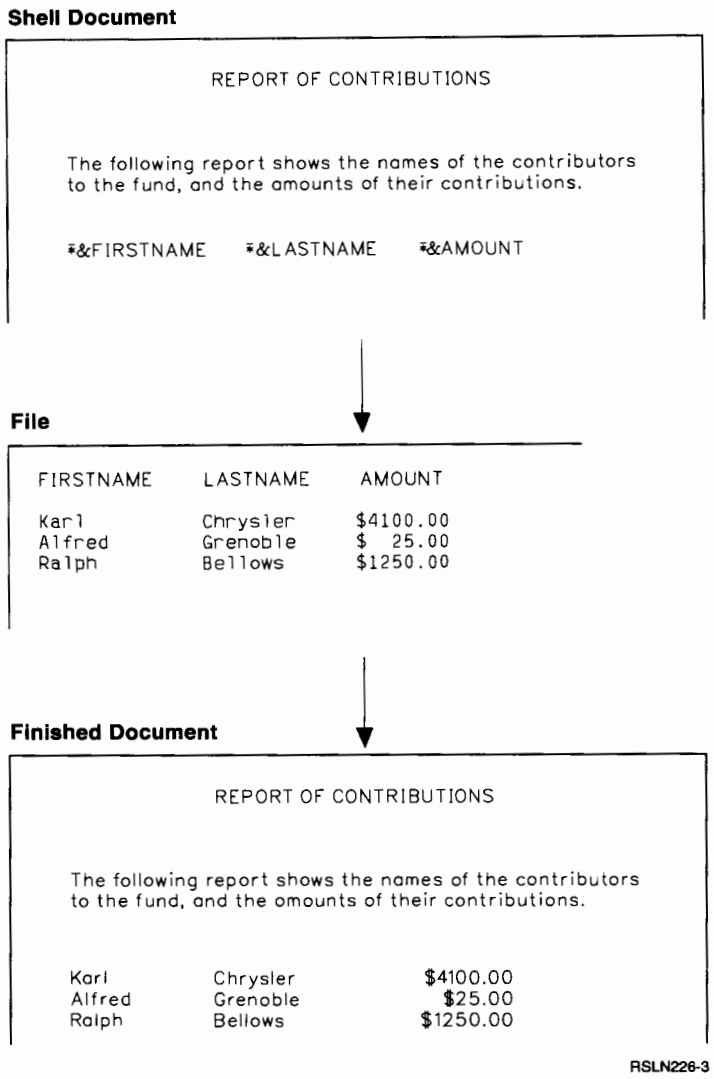


Creating the Shell Document

Begin this exercise by creating a document on the Work with Documents in Folders display. Chapter 2 has instructions to sign on the word processing function and show the Work with Documents in Folders display.

1. On the Work with Documents in Folders display, specify the following choices:
   a. For the *Folder* prompt, if you do not want your document to be stored in the folder specified, type the name of the folder you want to use and press the Enter key.
   b. For the *Opt* prompt, type a **1** (Create).
   c. For the *Document* prompt, type **COLLIST** for the name of the new document.
2. Press the Enter key.

   The Create Document Details display is shown.
3. On the Create Document Details display, specify the following choices:

a. Type any descriptive information you want to use for the document.
b. Make sure the *Document to copy* and the *From folder* prompts are blank.

4. Press the Enter key.

   The Edit display is shown.

Before you begin to type, make sure that you are in insert mode. If you are not in insert mode, press the Insert key.

Typing the Shell Document

1. On the Edit display, type the title of the document **REPORT OF CONTRIBUTIONS**

   Press Alt C to center the title.

   Note: If you are using the PC text-assist function, use the instructions in Appendix A to center the text. If you are using the adapted word processing function, use the instructions in Appendix B to center the text.

2. Press the Field Exit key five times, to go to the next line and to leave four blank lines following the title.

3. Type the following text. Press the Field Exit key whenever you see the symbol for a Required Carrier Return (■):

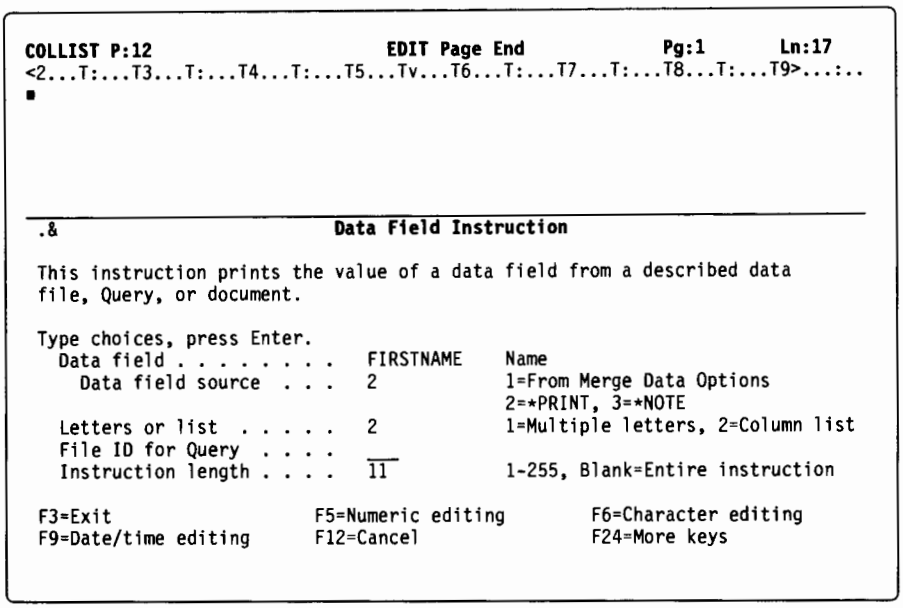
   The following report shows the names of the contributors to the fund, and the amounts of their contributions.■
   ■
   ■
   ■

Typing the Data Field Instructions

The Data Field instructions specify where the variable data is to be inserted in the document.

1. Press F5 (Goto) and the *Goto* prompt appears on the display.
2. Type **.&** to go to the Data Field Instruction display.
3. Press the Enter key and the Data Field Instruction display appears with the default choices.
4. On the Data Field Instruction display, type the following choices to define the field for the first name:
   a. For the *Data field* prompt, type **FIRSTNAME**
   b. For the *Data field source* prompt, type a **2** (*PRINT). Specifying *PRINT for the *Data field source* prompt allows you to specify the name of the file when you are ready to print the document.
   c. For the *Letters or list* prompt, type a **2** (Column list).
   d. For the *Instruction length* prompt, type **11**

      Because the field length is 11 characters long (nine characters for the name of the field [FIRSTNAME], and one character each for the period [.] and ampersand [&]), specifying 11 for this prompt also reserves enough space in the document for the longest first name.



5. Press the Enter key and the Edit display appears with the Data Field instruction for the first name field. (When you press the Enter key, the period turns into an instruction character.)
6. Press the spacebar once to put a space between the first name and the last name.
7. In earlier exercises, you answered the prompts for the first Data Field instruction, then just typed in the following Data Field instructions because you did not need to change the values for the data field prompts. However, in this exercise you are setting the instruction length equal to the length of each data field; use the Data Field display to specify each Data Field instruction.

   Press F5 (Goto) and the *Goto* prompt appears on the display.
8. Type **.&** to go to the Data Field display.
9. Press the Enter key and the Data Field display appears with the default choices.
10. On the Data Field display, type the following choices to define the field for the last name:

    a. For the *Data field* prompt, type **LASTNAME**
    b. For the *Instruction length* prompt, type **15**
11. Press the Enter key and the Edit display appears with the Data Field instruction for the last name field.
12. Press the Tab key five times.
13. Press F5 (Goto) and the *Goto* prompt appears on the display.
14. Type **.&** to go to the Data Field display.
15. Press the Enter key and the Data Field display appears with the default choices.
16. On the Data Field display, type the following choices to define the field for the amount:

    a. For the *Data field* prompt, type **AMOUNT**

b. For the *Instruction length* prompt, type an **8**

17. Press the Enter key and the Edit display appears with the Data Field instruction for the amount field.
18. Press the Field Exit key once to get to the next line.

    The text you just typed appears on the Edit display like this:

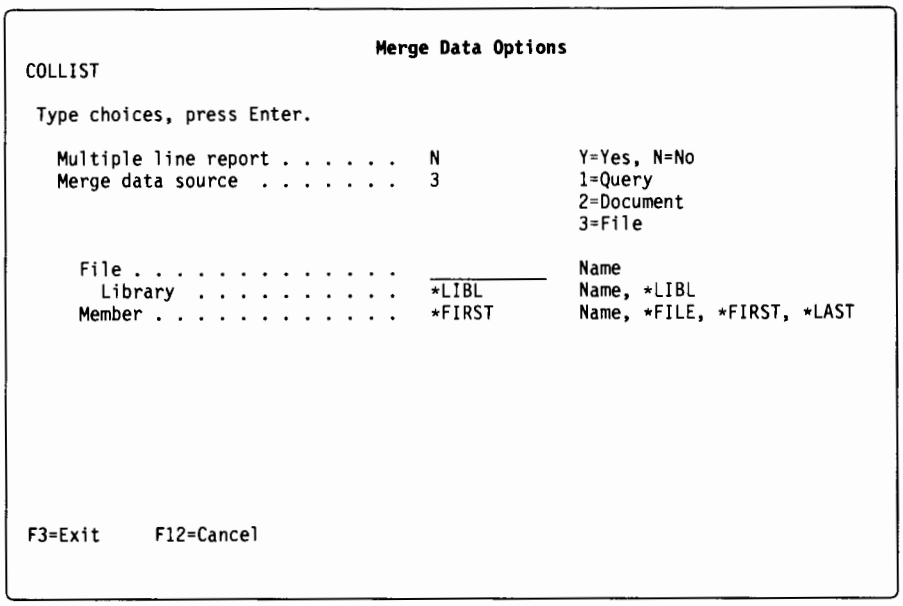
```
COLLIST P:12                        EDIT Page End              Pg:1       Ln:18
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
                          REPORT OF CONTRIBUTIONS■
■
■
■
■
The following report shows the names of the contributors to the fund,
and the amounts of their contributions.■
■
■
■
¥&FIRSTNAME ¥&LASTNAME                    ¥&AMOUNT&sqbu
```

Merging and Printing the Shell Document

The variable information (data records) from your file is automatically merged with your shell document when you print the shell document.

1. On the Edit display, press F3 (Exit/Save). The Exit Document display is shown with the default choices.
2. On the Exit Document display, specify the following options:
   a. For the *Save document* prompt, type a **Y** (Yes).
   b. For the *Display save options* prompt, type an **N** (No).
   c. For the *Print document* prompt, type a **Y** (Yes).
   d. For the *Display print options* prompt, type a **Y** (Yes).
3. Press the Enter key. The Print Options display appears with the default choices.
4. On the Print Options display, for the *Output device* prompt, type a **1** (Printer). If the default value for the *Output device* prompt was not a 1 (Printer), additional prompts for the printer are displayed.
5. For the *Printer* prompt, type the ID for the printer you want to use.
6. Use the Page Down key to go to the next page of the Print Options display.
7. Make sure the *Resolve instructions* prompt specifies a Y (Yes). This processes the text instructions in the document.
8. Use the Page Down key to go to the next page of the Print Options display.
9. For the *Print error log* prompt, type a **Y** (Yes). This causes an error log to be printed following the last page of the document.
10. Press F15. The Merge Data Options display appears.
11. On the Merge Data Options display, select the following choices:
    a. For the *Multiple line report* prompt, type an **N** (No). This tells the system that you do not want to print this document as a multiple line report.

b. For the *Merge data source* prompt, type a **3** (File). This tells the system that you want to merge the document with information stored in a file. Additional prompts appear on the display.



```
                              Merge Data Options
COLLIST

 Type choices, press Enter.

   Multiple line report . . . . . .  N            Y=Yes, N=No
   Merge data source  . . . . . . .  3            1=Query
                                                  2=Document
                                                  3=File

     File . . . . . . . . . . . . .  __________   Name
       Library  . . . . . . . . . .  *LIBL        Name, *LIBL
     Member . . . . . . . . . . . .  *FIRST       Name, *FILE, *FIRST, *LAST

F3=Exit     F12=Cancel
```

c. For the *File* prompt, type the name of the file you want to use.
d. For the *Library* prompt, type the name of the library where the file is stored. If you specify *LIBL, the system searches your library list for the file.
e. For the *Member* prompt, type the name of the member. If you specify *FILE, the member with the same name as the file name is used. If you specify *FIRST, the first member in the file is used.

12. Press the Enter key. The Print Options display is shown again.
13. Press the Enter key. A message that the request is being processed is shown briefly.

The Work with Documents in Folders display appears with a message stating that the document is saved and the print request has been placed on the job queue.

One report is printed, with information from each record in your file.

Chapter 21. Using The Basic Assistance Level Editor

This chapter shows you how to use the basic assistance level of the editor.

The basic assistance level of the editor allows you to select functions using a menu bar across the top of the Edit display. When you select one of the actions on the menu bar, a pull-down menu is shown. From this menu, you can choose the function you want. Since the many different kinds of keys do not have to be remembered, it can be easier for new or occasional users to perform functions. Also, on some displays there are fewer prompts to complete.

The cursor position is represented by ■ in the exercises in this chapter.

This chapter includes the following tasks:

- Selecting the basic assistance level
- Creating a document
- Using the menu bar
- Revising a document
- Ending and saving a document

Selecting the Basic Assistance level

Begin this task on the Work with Documents in Folders display. Chapter 2 has instructions on how to sign on to the word processing function and see the Work with Documents in Folders display.

To select the basic assistance level, do the following:

1. On the Work with Documents in Folders display, press F21 (Select assistance level). The Select Assistance Level display is shown.
2. For the *Assistance level* prompt, type a **1** (Basic).
3. Press the Enter key. The Work with Documents in Folders display is shown again. Notice that only basic options and function keys are shown on the display.

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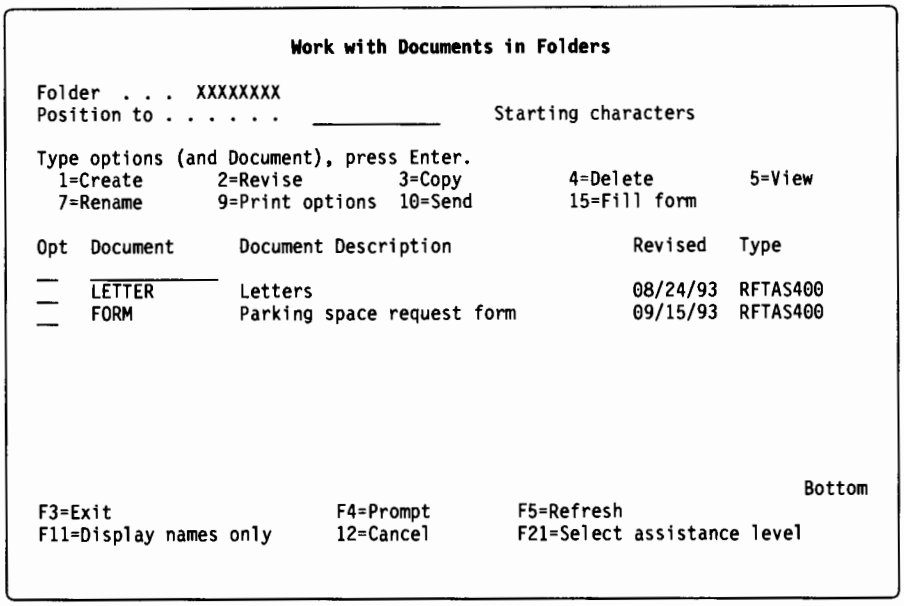


The assistance level you are using remains the same, even if you leave the OfficeVision/400 function or sign off the system.

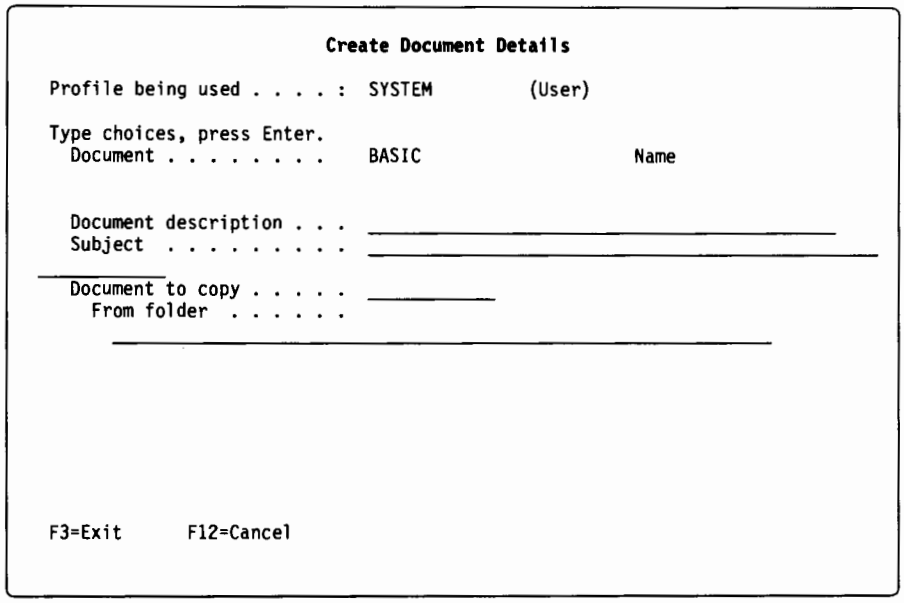
If you want to change back to the intermediate level, press F21 (Select assistance level) on the Work with Documents in Folders display. When the Select Assistance Level display is shown, type a **2** (Intermediate) for the *Assistance level* prompt and press the Enter key.

Creating a Document

Begin this task on the Work with Documents in Folders display.

To create a document for this exercise, do the following:

1. On the Work with Documents in Folders display, select the following options. Use a cursor movement key to move the cursor from one prompt to another.
   a. For the *Folder* prompt, do not change the name of the folder displayed.
   b. Leave the *Position to* prompt blank.
   c. For the *Opt* prompt, type a **1** (Create).
   d. For the *Document* prompt, type **BASIC** for the name of the new document.
2. Press the Enter key. The Create Document Details display is shown.



3. For the *Document description* prompt, type **Basics**
4. For the *Subject* prompt, type **Practice document**
5. Do not change the *Document to copy* prompt.
6. Press the Enter key. The Edit display is shown.
7. Type the following on the Edit display. When you get to the end of a line, the word you are typing wraps automatically to the next line if it does not fit on the line you are typing.

   This is the Edit display for the basic assistance level of the editor. Notice that there are only two function keys shown at the bottom of the display: F10 (Actions) and F21 (Nondisplay keys). Press F10 (Actions) to use the menu bar shown at the top of the Edit display. Instead of using function keys, use the menu bar to select an action.
8. Your display should look similar to the following display.

```
File   Edit   Effects   Goto   Spell   Format   Tools   Options   Help
BASIC          P:12                    Edit                    Pg:1       Ln:12
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
This is the Edit display for the basic assistance level of the
editor.  Notice that there are only two function keys shown at the
bottom of the display:  F10 (Actions) and F21 (Nondisplay keys).  Press
F10 (Actions) to use the menu bar shown at the top of the Edit
display.  Instead of using function keys, use the menu bar to select an
action.

F10=Actions                F21=Nondisplay keys
```

Using The Menu Bar

The basic editing functions are selected by using an action in the menu bar shown across the top of the Edit display.

To use the menu bar, do the following:

1. Press F10 (Actions) on the Edit display.

   The cursor moves to the first action on the menu bar.

```
File   Edit   Effects   Goto   Spell   Format   Tools   Options   Help
BASIC          P:12                    Edit                    Pg:1       Ln:12
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:..
This is the Edit display for the basic assistance level of the
editor.  Notice that there are only two function keys shown at the
bottom of the display:  F10 (Actions) and F21 (Nondisplay keys).  Press
F10 (Actions) to use the menu bar shown at the top of the Edit
display.  Instead of using function keys, use the menu bar to select an
action.
```

RV2N284-2

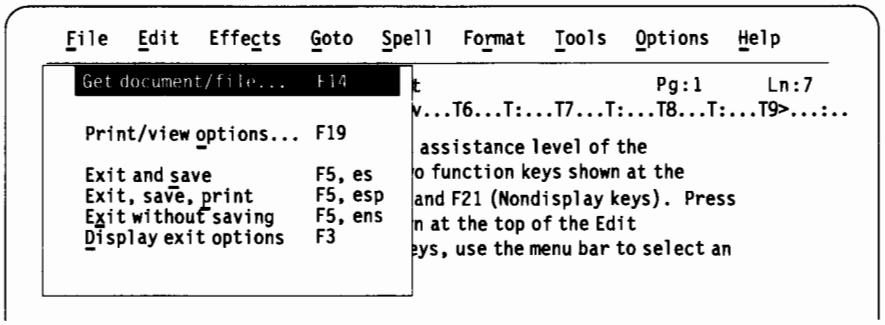
2. For this exercise, make sure the cursor is on the word `File` at the top of the display. If you need to move the cursor, use the Tab key or one of the cursor movement keys.

   Notes:

   a. Depending on the type of display station you are using, the operation of the menu bar may vary somewhat from the information in this chapter.

   b. Not all the function keys are shown at the bottom of the Edit display. However, you can still use the function keys you are familiar with to perform functions without using the menu bar. To return the cursor to the text, press F10 (Actions).

3. Press the Enter key. A pull-down menu is shown on the display with a list of functions you can do for that action.



RV2N285-1

4. To select an action, press the key for the underlined selection character for the action and press the Enter key. Notice that on the right side of each choice you can see what function key you can press when the cursor is within the text of the document.

   For this exercise assume you want to exit and save the document. Press the S and the Enter keys.

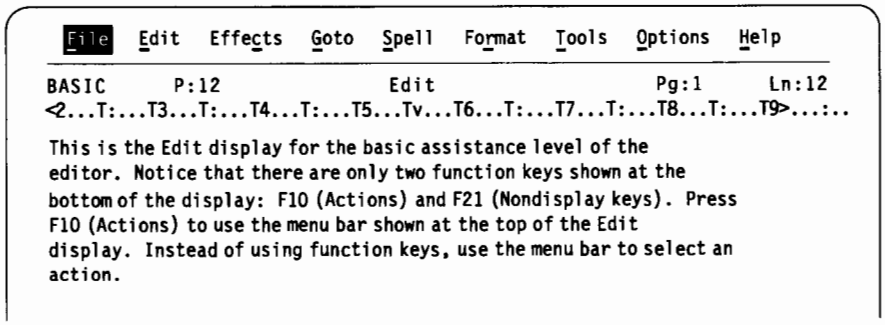
   Note: If the s in `Exit and save` is not underlined, use one of the cursor movement keys to move the cursor to that action. Then press the Enter key.

   The Work with Documents in Folders display is shown.

Revising a Document

Begin this task on the Work with Documents in Folders display. Move the cursor to the *Opt* prompt in front of `BASIC` and type a **2** (Revise). Press the Enter key. The Edit display for the document you created earlier is shown. Assume you want to delete the word `only` from the second line.

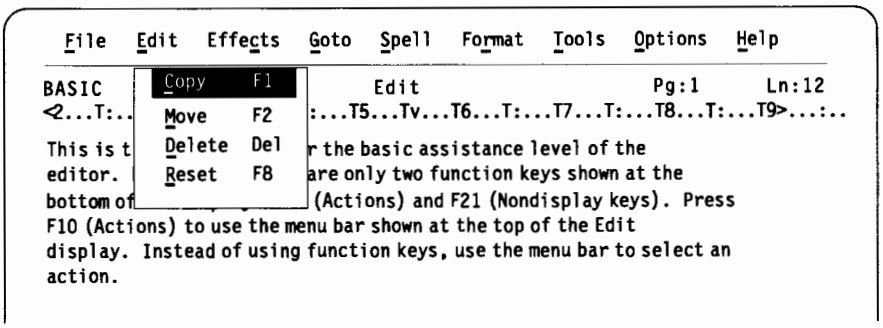
1. Use a cursor movement key to move the cursor to the word `only`.
2. Press F10 (Actions). The cursor moves to the menu bar at the top of the Edit display.



RV2N284-2

3. To select the Edit action from the menu bar, press the E key. The Edit pull-down menu is shown on the display with a list of the edit functions.

Note: If the E is not underlined, use the Tab key or one of the cursor movement keys to move the cursor to the word Edit. Then press the Enter key. The Edit pull-down menu is shown on the display with a list of the edit functions.



4. To select the Delete action, press the D and the Enter keys.
5. The menu bar is no longer shown and the cursor moves to the first letter of the word only.

   The following message appears at the bottom of the display:

   ```
   Delete what? Move cursor, press Enter
   ```

6. Use a cursor movement key or press the spacebar once to move the cursor to the space following the word only. This indicates the end of the text you want to delete.

   ```
   editor.  Notice that there are only ■two function keys shown at the
   ```

7. Press the Enter key.

   The word only and the space following it are highlighted in reverse image to show what will be deleted. Also, on some displays, the first letter in the word only disappears.

   The following message appears at the bottom of the display:

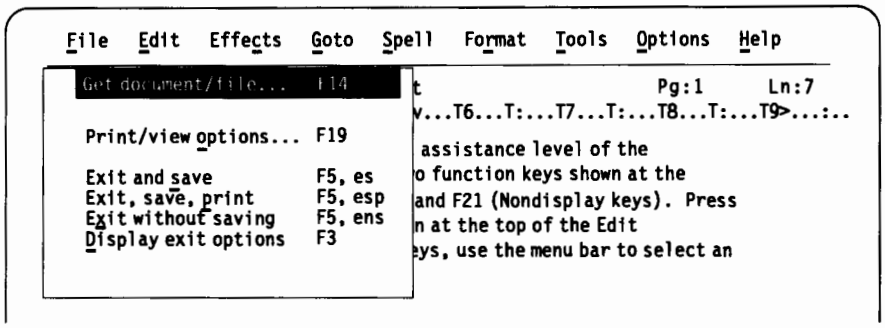
   ```
   Press ENTER to delete, F8 to not delete
   ```

   Note: The words to be deleted are highlighted and the message is shown only if you specified Y (Yes) for the *Highlight text to delete* prompt on the Change Editing Options display.

8. Press the Enter key to delete the highlighted text.

Ending and Saving a Document

1. Press F10 (Actions) to move the cursor to the menu bar.
2. Make sure the cursor is on the word File at the top of the display. If you need to move the cursor, use the Tab key or one of the cursor movement keys.
3. Press the Enter key. The file pull-down menu is shown on the display with a list of the file functions.



RV2N285-1

4. To select the Exit and save action, press the S and the Enter keys.

   Note: If the s in `Exit and save` is not underlined, use one of the cursor movement keys to move the cursor to that action. Then press the Enter key.

   Your document is saved and the Work with Documents in Folders display is shown.

Appendix A. Using the Text-Assist Function of PC Support/400

This appendix shows you how to type on the Edit display when you are using the text-assist function of PC Support. If your display station is a personal computer, the text-assist function allows you to use an enhanced OfficeVision/400 word processing function. When you use the text-assist function, the Edit display looks similar to the DisplayWrite 4 Edit display.

This appendix also shows you how to use the editing functions that work differently if you are using the text-assist function.

If you are using the PC text-assist type 0, the following functions are not available:

1. Cursor draw
2. Symbols
3. View image
4. Multiple column support
5. Notepads
6. Skip to line (skip is still available)
7. Sort
8. Greek code page support
9. Set variable
10. Set symbol

The cursor position is represented by ■ in the exercises in this appendix.

Using the Edit Display

The following example shows how the Edit display appears when you are using the text-assist function. In the following exercise, use the document named LETTER that you created at the beginning of Chapter 3 (before you were referred to this appendix).

The Edit display has two **status lines**, a **scale line**, and a **typing area**. The display can also show a list of **function keys** on the lower part of the display. Showing this list of function keys is one of the **editing options** you can choose. If your Edit display does not show this list, read "Editing Options" on page A-4 to learn how to display them.

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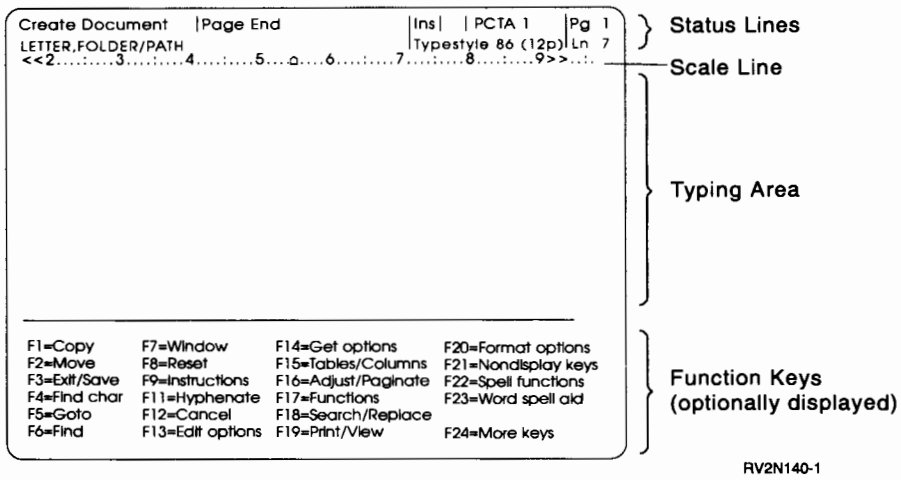
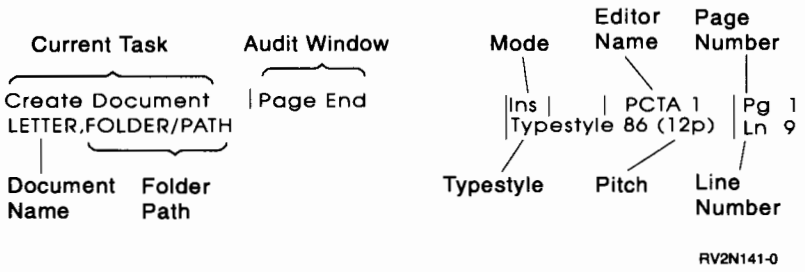


Status Lines

The first two lines on the display are the status lines.



The **current task** indicates the task you are performing on the document.

When the cursor is on a control character, the name of the character is shown in the **audit window**. Control characters control certain format decisions, such as where to end a line or a page. If you choose not to display codes (control characters), the control characters are not shown on the display unless the cursor is positioned at a control character. (Some text instruction characters are shown on the display even if you have selected not to display codes.) Displaying codes is one of the editing options you can select while working on the Edit display. In this example, the cursor is positioned on the Page End control character, and the name of the Page End character is shown in the audit window.

The **mode** indicates if you are in insert (`Ins`) mode or in replace (`Repl`) mode. You change between insert mode and replace mode by pressing the Insert key.

The **editor name** identifies which editor you are using. In the example in this appendix, the current editor is `PCTA-1`, which is the type 1 PC text-assist function.

The **page number** is the current page number of the document.

The **document name** is the name you specified on the Work with Documents in Folders display.

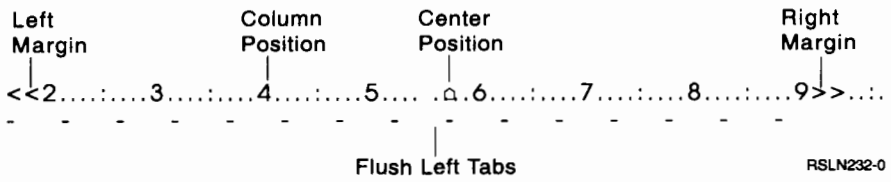
The **folder path** is the name of the folder that contains the document. If a folder is in another folder, the folder name is followed by a slash (/) and the name of the other folder. If the complete folder path is too long to fit on the display, the characters to the extreme right are not shown.

The **type style** specifies the current type style being used, and determines the pitch. The **pitch** is the characters per inch of the text you print; for example, 12p means a pitch of 12 characters per inch. The type style is specified in the document format you are using for the document, and depends on the printer you are using.

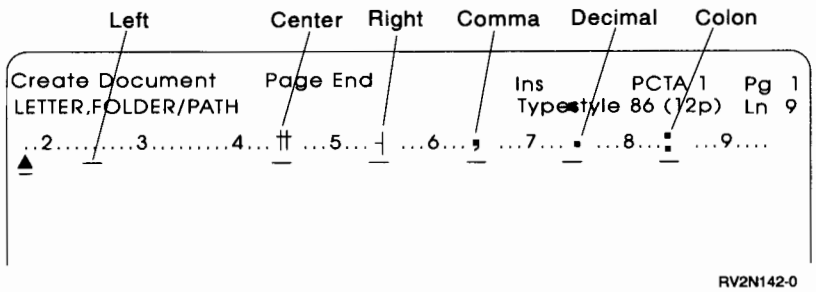
The **line number** shows what line the cursor is on. (In this example, line 7 is the first line in the document that can be used for typing text.) When you move the cursor to the next line, the number is increased by 1 if you are using single spacing for your line spacing; it is increased by 2 if you are using double spacing and so on. See Chapter 5 for more information about line spacing and other formatting options.

Scale Line

The third line on the Edit display is the scale line, which shows the current settings for the margins and tabs.



The left margin is indicated by << and the right margin is indicated by >>. The numbers 2, 3, 4, and so on indicate the column positions 20, 30, 40, and so on. The ⌂ indicates the center point between the left and right margin. In this example, the tabs are set every 5 spaces with a flush left tab, indicated by an underline character. Other types of tabs have underlined symbols.



Typing Area

The typing area is where you type the text for your document. The cursor is the underline or box that marks your current position in the typing area. The cursor moves as you type text. On the scale line, a highlighted box called the **shadow cursor** moves as the cursor moves. The shadow cursor shows the position on the line where the character being typed will print. The shadow cursor may not always be in the same position as the cursor. For example, if control characters (codes)

are being displayed, the cursor position is not always in the position where the character will print; the control characters take up spaces on the display but they do not print when the document is printed.

Function Keys

On the lower part of the display you can optionally show a list of the function keys you can use while you are typing your text. The typing sequence for using function keys depends on the type of keyboard attached to your display station. Function keys F1 through F24 might be entered by pressing a prefix key followed by a numeric key. For example, on some keyboards, F1=the F1 key, F11=shift F1, and F21=alt F1. Function keys B through Y require a prefix key followed by an alphabetic key. Depending on your keyboard, the prefix key might be the Command (Cmd) key or the Alternate (Alt) key. In this manual, the Alt key is used for the prefix key. If your keyboard uses the Cmd key for the prefix key, use the Cmd key when the manual refers to the Alt key. The *OfficeVision/400* Common Tasks* manual has more information about how to use the function keys on different types of keyboards.

Showing the list of function keys is one of the editing options you can choose while using the Edit display.

Editing Options

The editing options determine how your text appears on the Edit display, and how some of the functions work. To look at the different editing options, press F13 (Edit options). The Change Editing Options display is shown with the default options. Default options are options the system has already set for you. You can change an option by typing over it.

```
                          Change Editing Options              Page 1 of 2
Type choices, press Enter.


  Roll up/roll down . . . . . .  2    1=Half, 2=Full
  Lines on split edit . . . . .  10   4-14
  Display function keys . . . .  Y    Y=Yes, N=No
  Adjust text when editing . . .  Y    Y=Yes, N=No


  Revision symbol . . . . . .    _    Blank=None
  Remove revision symbols . . .  N    Y=Yes, N=No
  Units of measure
    for paper size . . . . . .   1    1=Inches, 2=Metric
  Size of display . . . . . .    1    1=24x80, 2=27x132

  Display mail reference . . . .  Y    Y=Yes, N=No


                                                              More...
F3=Exit     F12=Cancel
```

The display shows the current editing options. Editing options are remembered by the system; if you change any of the options, the changed values are remembered the next time you sign on the word processing function. If you want to learn about any of these editing options, move your cursor to the option and press the Help key. After you read the help for the option, press F3 (Exit) to return to this display.

To set your editing options for this exercise, do the following:

1. On the first page of the Change Editing Options display, type a **Y** (Yes) for the *Display function keys* prompt.

   If you specify Y for this prompt, the list of function keys is shown on the lower part of the Edit display.

2. Press the Page Down key to go to the next page of the display.

```
                          Change Editing Options              Page 2 of 2

Type choices, press Enter.

  Notepad . . . . . . . . . . . . .  1      1=System notepad
                                            2=User-named notepad


  Display codes . . . . . . . . . .  N      Y=Yes,    N=No
  Type text columns
    in multiple columns . . . . . .  N      Y=Yes,    N=No

                                                                  Bottom
F3=Exit     F12=Cancel
```

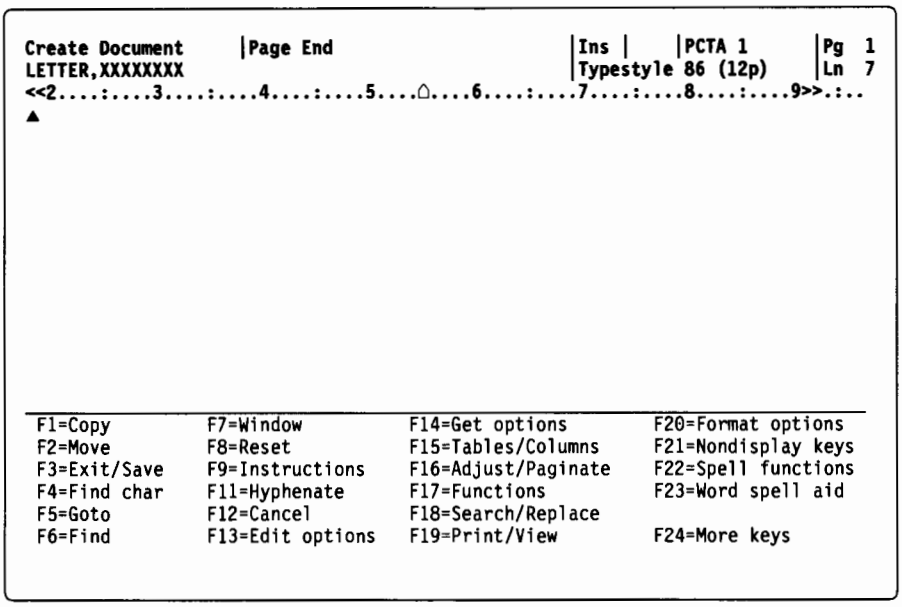
3. For the *Display codes* prompt, type a **Y** (Yes).

   If you specify Y for this prompt, all control characters inserted into your document are shown on the Edit display. (When you type an **N** [No] for this prompt, many of the control characters are shown only when the cursor is positioned on them. After you have become comfortable using these control characters, you will probably not want them displayed.)

4. Press the Enter key to return to the Edit display.

Typing on the Edit Display

Notice that the name `Page End` is displayed in the audit window on the Edit display. This means that the cursor is on the Page End character; the symbol for this character is displayed over your cursor. A Page End character is entered for you in every new document. There is one Page End character at the end of each page in a document.



When you type on the Edit display, you use **insert mode**. When you are in insert mode, `Ins` is shown on your status line. If you are not in insert mode, `Repl` is shown on the status line. If you are not in insert mode, press the Insert (Ins) key.

When you type in insert mode, the characters you type are entered on the display at the cursor position. Anything to the right of the cursor is moved to the right to make room for the new text. This means that any text you type is entered to the left of the Page End character.

When you get to the end of a line, the word processing function automatically wraps the next word around to the next line on the display as you type. If you want to go to a new line before you type to the end of the current line, you can press the Field Exit key.

Typing the Inside Address

If you make a mistake typing the inside address, do not try to correct it; you will learn how to correct typing mistakes when you begin typing the body of the letter.

1. Type **Mr. John J. Phillips**
2. Press the Field Exit key once to get to the next line.
3. Type **Wagner, Inc.**
4. Press the Field Exit key once to get to the next line.
5. Type **2400 Wayside Park**
6. Press the Field Exit key once to get to the next line.
7. Type **Milwaukee, WI 86204**
8. Press the Field Exit key two times to get to the next line and to leave a blank line between the inside address and the greeting.
9. Type **Dear John,**
10. Press the Field Exit key two times to get to the next line and to leave a blank line between the greeting and the body of the letter.

When you press the Field Exit key, a control character called a **Required Carrier Return** is inserted into your document at the cursor position. This character causes you to go to a new line. When the character is in the first position of the line, it creates a blank line.

When you select the editing option to display codes, the symbol for the Required Carrier Return is shown on the display as a highlighted triangle. When you do not display codes, the symbol for a Required Carrier Return is shown only if the cursor is positioned on the character.

The text you have typed looks like the following on the Edit display. A triangle (◄) represents a Required Carrier Return.

```
Create Document     |Carrier Return                |Ins |    |PCTA 1       |Pg  1
LETTER,XXXXXXXX                                   |Typestyle 86 (12p)    |Ln  14
<<2....:....3....:....4....:....5....⌂....6....:....7....:....8....:....9>>.:..
 Mr. John J. Phillips◄
 Wagner, Inc.◄
 2400 Wayside Park◄
 Milwaukee, WI  86204◄
 ◄
 Dear John,◄
 ◄
 ▲
```

Correcting Typing Mistakes

There are several ways you can correct typing mistakes. If you make a mistake while you are typing, you can use the Backspace key to delete the characters you just typed. If you want to correct text you have already typed, you can use cursor movement keys to move the cursor to the position you want and insert text, type over text, or delete text.

Deleting Words with the Backspace Key

Type the following:

Thank you for your letter.

To delete the word `letter` and replace it with the word `note`:

1. Press the Backspace key; each time you press the Backspace key the cursor moves one position to the left and deletes the character in that position. Keep pressing the Backspace key until the word `letter` is deleted.
2. Type **note.**

   Your text looks like this on your display:

   `Thank you for your note.` ■

Inserting Words in Insert Mode

To insert `nice` in front of the word `note`:

1. Use a cursor movement key to move the cursor to the first letter in the word `note`.

   `Thank you for your` **n** `ote.`

2. Make sure you are in insert mode; if `Ins` is not shown on the status line, press the Insert (Ins) key.

3. Type **nice** and press the spacebar one time.

   Your text looks like this on your display:

   ```
   Thank you for your nice note.
   ```

Replacing Words by Typing Over Text

To replace the word `nice` with the word `kind` by typing over the text:

1. Use a cursor movement key to move the cursor to the first letter in the word `nice`.

   ```
   Thank you for your nice note.
   ```

2. Press the Insert (Ins) key to turn off insert mode. `Repl` is shown on the status line.
3. Type **kind** to replace the word `nice`.
4. Press the Alt key and the Right Arrow (→) key to move your cursor to the end of the line.
5. Press the Insert (Ins) key again to turn insert mode on.

   Your text looks like this on your display:

   ```
   Thank you for your kind note.
   ```

6. Press the spacebar two times to begin the next sentence.
7. Type the following:

   The type of bolt you requested costs $8.64.

8. Press the spacebar two times.

Deleting Words with the Delete Key

Type the following:

Quantity discounts are always available.

To delete the word `always`:

1. Use a cursor movement key to move the cursor to the first letter in the word `always`.

   ```
   Quantity discounts are always available.
   ```

2. Press the Delete (Del) key.

   The following message appears on the bottom of the display:

   ```
   Delete what? Move cursor, press ENTER
   ```

3. Move the cursor to the space following the word `always` to indicate the end of the text you want deleted. (Or, if you type a character, the cursor moves to the first place it finds that character; in this case you want to delete to the space following the word, so press the spacebar once.) The text is highlighted as the cursor moves.

   ```
   Quantity discounts are always available.
   ```

4. Press the Enter key to delete the highlighted text.
5. Press the Alt key and the Right Arrow (→) key to move your cursor to the end of the line.

6. Press the Field Exit key two times to go to the next line and leave one blank line between the first and second paragraph.
7. Type the following:

   If you need any more information, please give me a call.
8. Press the Field Exit key.

The information you typed looks like the following on the Edit display.

```
Create Document     |Carrier Return                |Ins |    |PCTA 1      |Pg  1
LETTER,XXXXXXXX                                   |Typestyle 86 (12p)    |Ln  18
<<2....:....3....:....4....:....5....⌂....6....:....7....:....8....:....9>>.:..
 Mr. John J. Phillips◄
 Wagner, Inc.◄
 2400 Wayside Park◄
 Milwaukee, WI  86204◄
 ◄
 Dear John,◄
 ◄
 Thank you for your kind note.  The type of bolt you requested costs
 $8.64.  Quantity discounts are available.◄
 ◄
 If you need any more information, please give me a call.◄
 ⇓
 ▲
```

Typing the End of the Letter

1. Press the Field Exit key two times to leave two blank lines between the last paragraph and the end of the letter.

   After you type the last line on the display, the display automatically moves up to give you another typing line.
2. Type **Very truly yours,**
3. Press the Field Exit key five times to go to the next line and to leave four blank lines between the closing and the name.
4. Type **Irving Q. West**
5. Press the Field Exit key once to get to the next line.
6. Type **Sales Manager**
7. Press the Field Exit key once.

```
Create Document     |Carrier Return                |Ins |    |PCTA 1      |Pg  1
LETTER,XXXXXXXX                                   |Typestyle 86 (12p)    |Ln  27
<<2....:....3....:....4....:....5....⌂....6....:....7....:....8....:....9>>...:.
 $8.64.  Quantity discounts are available.◄
 ◄
 If you need any more information, please give me a call.◄
 ◄
 ◄
 Very truly yours,◄
 ◄
 ◄
 ◄
 ◄
 Irving Q. West◄
 Sales Manager◄
 ⇓
 ▲
```

8. Press the Alt key and the Up Arrow (↑) key to place the cursor at the beginning of the letter.

Highlighting Text

You can highlight text by underlining or by printing the text in bold type. You can also underline bold text. If you change your mind about the highlighting, you can delete the highlighting without deleting the text.

Underlining Words Using Alt U (Underline)

To underline the words Quantity discounts:

1. Using a cursor movement key, move the cursor to the first letter in the word Quantity.

   Thank you for your kind note. The type of bolt you requested costs $8.64. Quantity discounts are available.

2. To start the underline function, press Alt U (press the Alt key, and press the U key).

   A control character is inserted, and everything from the cursor position is underlined.

3. Move the cursor to the space following the word discounts.

   Thank you for your kind note. The type of bolt you requested costs $8.64. ‖Quantity discounts are available.

4. To end the underline function, press Alt J.

   Another control character is inserted, and the underlining stops at the cursor position.

   The control characters does not print when the letter prints.

Underlining a Single Word Using Alt W (Word Underline)

If you want to underline a single word, you can use the word underline function. To underline the word available:

1. Using a cursor movement key, move the cursor to the period following the word available.

   Thank you for your kind note. The type of bolt you requested costs $8.64. ‖Quantity discounts‖ are available.

2. Press Alt W. A control character is inserted at the cursor position; this character does not print when the letter prints. On the display, the word is either underlined or the color is changed.

   The text looks like this on your Edit display:

   Thank you for your kind note. The type of bolt you requested costs $8.64. ‖Quantity discounts‖ are available.

Using Bold Type (Alt B)

To use bold type for the word bolt:

1. Using a cursor movement key, move the cursor to the first letter in the word bolt.

   Thank you for your kind note. The type of bolt you requested costs $8.64. ‖Quantity discounts‖ are available.

2. To start the bold text, press Alt B.

   A control character is inserted at the cursor position.

3. Move the cursor to the space following the word bolt.

   Thank you for your kind note. The type of ╠bolt■ you requested costs $8.64. ╠Quantity discounts╣ are available←.

4. To end the bold text, press Alt J.

   Another control character is inserted. The text between the control characters will print with bold type.

   The control characters do not print when the letter prints.

   The text looks like this on your Edit display:

   Thank you for your kind note. The type of ╠bolt╣ you requested costs $8.64. ╠Quantity discounts╣ are available←.

Using Bold Type and Underline Together

To underline the bold type in the word bolt:

1. Using a cursor movement key, move the cursor to the control character in front of the first letter in the word bolt.

   Thank you for your kind note. The type of ■bolt╣ you requested costs $8.64. ╠Quantity discounts╣ are available←.

   Because your cursor is on the Begin Bold control character, Begin Bold is shown in the audit window.

2. To start the underline function, press Alt U. Another control character is inserted, and everything to the next End Underline control character is underlined.

3. Move the cursor to the space after the control character following the word bolt.

   Thank you for your kind note. The type of ╠╠bolt╣■ you requested costs $8.64. ╠Quantity discounts╣ are available←.

4. To end the underline function, press Alt J.

Instead of using Alt J to end underline or bold, you can use Alt U to end underline and Alt B to end bold. For example, to use both underline and bold for a word, you would press Alt B, press Alt U, and type the word. To end the underline, press Alt U; the bold continues until you press Alt B.

Deleting Highlighting Control Characters

To delete highlighting without deleting the text, you delete only the control characters for the highlighting. Delete the highlighting from the words bolt and available without deleting the text:

1. Using a cursor movement key, move your cursor to the first control character in front of the word bolt.

   Thank you for your kind note. The type of ■ ╠bolt╣╣ you requested costs $8.64. ╠Quantity discounts╣ are available←.

2. Press the Delete key. A message to move the cursor is shown. Move the cursor to the next control character, and press the Enter key. The control characters are deleted.

3. When you delete highlighting that has beginning and ending control characters, do not forget to delete the end control characters. Move your cursor to the first control character following the word bolt.

   ```
   Thank you for your kind note.  The type of bolt ■╢ you requested costs
   $8.64.  ╟Quantity discounts╢ are available←.
   ```

4. Press the Delete key. A message to move the cursor is shown. Move the cursor to the last control character following the word bolt, and press the Enter key. The control characters are deleted.

5. You can also delete control characters if you select not to show display codes. Change the editing option so the display codes are not shown:

   a. Press F13 (Edit options) to show the Change Editing Options display.
   b. On the Change Editing Options display, type an **N** for the *Display codes* prompt.
   c. Press the Enter key to return to the Edit display.

   Note: You can also change the option to display codes by pressing F5 (Goto) on the Edit display, typing **dc**, and pressing the Enter key.

6. Move the cursor to the period following the word available. Press the Left Arrow (←) key once more; the control character for the word underline function is shown at the cursor position and the name of the control character is shown in the audit window.

   ```
   Thank you for your kind note.  The type of bolt you requested costs
   $8.64.  Quantity discounts are available←
   ```

7. To delete the Word Underline control character, press the Delete key. When the message is shown, press the Enter key. The control character is deleted.

Copying and Moving Text

You can copy or move text from one place in your document to another. You can move text to the next line, or join two lines of text.

To make it easier to copy and move text in your document, remove the list of function keys from your display. To remove the list of function keys:

1. Press F5 (Goto). The *Goto* prompt is shown.
2. Type a **k** and press the Enter key.

Copying Text Using F1 (Copy)

To copy the first paragraph:

1. Move your cursor to the first letter in the word Thank beginning the first paragraph.

   ```
   ■hank you for your kind note.  The type of bolt you requested costs
   $8.64.  Quantity discounts are available.

   If you need any more information, please give me a call.
   ```

2. Press F1 (Copy).

   The message Copy what? Move cursor, press ENTER is shown.

3. Whenever the Move cursor message is shown, you can move the cursor quickly by pressing a key for any character; the cursor moves to that character. (You can also move the cursor to a control character.) To move the cursor to

the period following the word available, press the period key four times. The text is highlighted as the cursor moves.

Thank you for your kind note. The type of bolt you requested costs $8.64. Quantity discounts are available.

If you need any more information, please give me a call.

4. Press the Enter key. The message To where? Move cursor, press ENTER is shown.
5. Move the cursor to the first position of the word If beginning the next paragraph.

   Thank you for your kind note. The type of bolt you requested costs $8.64. Quantity discounts are available.

   If you need any more information, please give me a call.
6. Press the Enter key.

   The paragraph is copied to the cursor position. The text to the right of the cursor position is shifted to the right. The original sentence remains in the first paragraph.

   The text looks like this on your Edit display:

   Thank you for your kind note. The type of bolt you requested costs $8.64. Quantity discounts are available.

   Thank you for your kind note. The type of bolt you requested costs $8.64. Quantity discounts are available.If you need any more information, please give me a call.

   Notice that there is no space between the last two sentences. When you copy or move text, be careful to copy or move any necessary spaces or control characters with the text.

Moving Text to the Next Line

You can use the Field Exit key to move text to the next line.

1. Move the cursor to the first letter in the word If.

   Thank you for your kind note. The type of bolt you requested costs $8.64. Quantity discounts are available.

   Thank you for your kind note. The type of bolt you requested costs $8.64. Quantity discounts are available. If you need any more information, please give me a call.
2. Press the Field Exit key. The text to the right of the cursor moves to the next line.
3. To begin a new paragraph, press the Field Exit key again. A blank line is inserted to begin a new paragraph.

Joining Lines

To join the two lines of the new paragraph, press the Enter key. The text looks like this on your Edit display:

```
If you need any more information, please give me a call.
```

Note: If you want to join a line that ends with a Required Carrier Return, you must delete the Required Carrier Return control character.

Moving Text Using F2 (Move)

To move the first sentence:

1. Move your cursor to the first letter in the word Thank in the first paragraph.

   ```
   Thank you for your kind note.  The type of bolt you requested costs
   $8.64.  Quantity discounts are available.

   Thank you for your kind note.  The type of bolt you requested costs
   $8.64.  Quantity discounts are available.
   ```

2. Press F2 (Move).

   The message Move what? Move cursor, press ENTER is shown.

3. Move the cursor to the second space following the sentence. This moves the sentence and the spaces following the sentence. The text is highlighted as the cursor moves.

   ```
   Thank you for your kind note.  The type of bolt you requested costs
   $8.64.  Quantity discounts are available.

   Thank you for your kind note.  The type of bolt you requested costs
   $8.64.  Quantity discounts are available.
   ```

4. Press the Enter key.

   The message To where? Move cursor, press ENTER is shown.

5. Move the cursor to the second space following the price $8.64 in the same paragraph, then move the cursor one position to the right so the cursor is positioned on the Begin Underline control character.

   ```
   Thank you for your kind note.  The type of bolt you requested costs
   $8.64.  Quantity discounts are available.

   Thank you for your kind note.  The type of bolt you requested costs
   $8.64.  Quantity discounts are available.
   ```

6. Press the Enter key.

   The sentence is moved to the cursor position.

   The text looks like this on your Edit display:

   ```
   The type of bolt you requested costs $8.64.  Thank you for your kind
   note.  Quantity discounts are available.

   Thank you for your kind note.  The type of bolt you requested costs
   $8.64.  Quantity discounts are available.
   ```

Centering Text

To center text, you move your cursor to the position you want for the center of the text, then press Alt C and type the text. The text automatically centers around the position the cursor was in when you pressed Alt C.

1. To type text that is centered on the page:

   a. Use the spacebar or the Tab key to move the cursor to the center of the line between the first and second paragraphs. As you move the cursor, the highlighted box on the scale line moves so you can tell what position the cursor is in. The center of the line is indicated by ⌂.

```
Create Document     |Required Carrier Return       |Ins |    |PCTA 1      |Pg  1
LETTER,XXXXXXXX                                    |Typestyle 86 (12p)   |Ln  16
<<2....:....3....:....4....:....5....▪....6....:....7....:....8....:....9>>.:..
 Mr. John J. Phillips
 Wagner, Inc.
 2400 Wayside Park
 Milwaukee, WI  86204

 Dear John,

 The type of bolt you requested costs $8.64.  Thank you for your kind
 note.  Quantity discounts are available.
                                  ■
 Thank you for your kind note.  The type of bolt you requested costs
 $8.64.  Quantity discounts are available.
```

   b. Press Alt C.

   c. Type **centered text**

      As you type, the text is centered on the line. After you have typed the text you want centered, press the Tab key once to end the centering function.

2. To type text that is centered at another position:

   a. Use the spacebar or the Tab key to move the cursor to position 80 on the same line as the centered text.

```
Create Document     |Required Carrier Return       |Ins |    |PCTA 1      |Pg  1
LETTER,XXXXXXXX                                    |Typestyle 86 (12p)   |Ln  16
<<2....:....3....:....4....:....5....⌂....6....:....7....:....▪....:....9>>.:..
 Mr. John J. Phillips
 Wagner, Inc.
 2400 Wayside Park
 Milwaukee, WI  86204

 Dear John,

 The type of bolt you requested costs $8.64.  Thank you for your kind
 note.  Quantity discounts are available.
                              centered text                ■
 Thank you for your kind note.  The type of bolt you requested costs
 $8.64.  Quantity discounts are available.
```

   b. Press Alt C.

   c. Type **centering**

      As you type, the text is centered around position 80.

```
Create Document      |Required Carrier Return        |Ins |    |PCTA 1      |Pg  1
LETTER,XXXXXXXX                                    |Typestyle 86 (12p)     |Ln  16
<<2....:....3....:....4....:....5....⌂....6....:....7....:....■....:....9>>.:..
 Mr. John J. Phillips
 Wagner, Inc.
 2400 Wayside Park
 Milwaukee, WI  86204

 Dear John,

 The type of bolt you requested costs $8.64.  Thank you for your kind
 note.  Quantity discounts are available.
                              centered text              centering
 Thank you for your kind note.  The type of bolt you requested costs
 $8.64.  Quantity discounts are available.
```

Note: If you select to display codes, the text does not appear centered on the display; however, the text is centered when it prints.

You have completed this exercise. Before you save your letter, delete the first paragraph and the centered text:

1. Move the cursor to the blank line above the first paragraph.

   ```
   ■
   The type of bolt you requested costs $8.64.  Thank you for your kind
   note.  Quantity discounts are available.
                                centered text              centering
   Thank you for your kind note.  The type of bolt you requested costs
   $8.64.  Quantity discounts are available.
   ```

2. Press the Delete key. A message to move the cursor is shown. Move your cursor to the end of the centered text by pressing the g key.
3. Press the Enter key to delete the text.

Ending and Saving a Document

1. On the Edit display, press F3 (Exit/Save). The Exit Document display is shown with the default choices. The name of the document and folder are also shown on the display.
2. On the Exit Document display, specify the following choices:
   a. For the *Save document* prompt, type a **Y** (Yes) so your document is saved in the folder specified in the *Folder* prompt.
   b. For the *Display save options* prompt, type an **N** (No) to indicate that you do not want to change the options on the Save Options display.
   c. For the *Print document* prompt, type an **N** (No) to indicate that you do not want to print the document. See Chapter 4 for information on printing documents.
   d. For the *Display print options* prompt, type an **N** (No) to indicate that you do not want to change the options on the Print Options display.

```
                          Exit Document

Type choices, press Enter.

  Save document . . . . . .  Y          Y=Yes, N=No
    Document  . . . . . .    LETTER     Name, F4 for list
      Folder  . . . . . .               Name, F4 for list
        XXXXXXXX

    Display save options  . . . . .  N  Y=Yes, N=No

  Print document  . . . . . .  N       Y=Yes, N=No

    Display print options . . . . .  N  Y=Yes, N=No




F4=Prompt   F6=Print queue     F12=Cancel
```

3. Press the Enter key. A message that the request is being processed is displayed briefly.

   Then the Work with Documents in Folders display is shown with a message stating that the document has been saved.

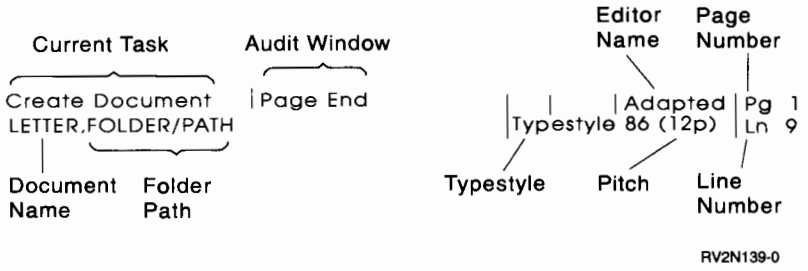
Continue the Exercises in This Manual

Continue with Chapter 4. Because you are using the text-assist function, you will notice the following differences in the chapters of the manual:

1. The status line and scale line on the Edit display are different. Refer to this appendix if you need to review the information on the status and scale lines.
2. The symbols for tab settings are different. When you set tab positions, refer to this appendix to see the correct symbol for each type of tab.
3. The centering function is different. When you have instructions to center text, use the centering instructions in this appendix instead of the instructions in the chapters of the manual.
4. The delete, copy, and move functions are different. When you use the text-assist function, the text to delete, move, or copy is highlighted as the cursor moves. In the chapters of the manual, the text is not highlighted until after the cursor has been moved and the Enter key has been pressed; when deleting text there might be an additional prompt before the text is deleted, which requires the Enter key to be pressed again.
5. The symbol for a Required Carrier Return is different. When you use the text-assist function, the symbol is ◄. The symbol is ■ on the displays in this manual.
6. The insert mode light is different. When you use the text-assist function, insert mode is indicated on the first status line as well as on the display as a lighted square. In the chapters of the manual, the insert mode light is a lighted square or triangle on the display.
7. The text instruction characters are shown differently on the display. When you use the text-assist function, after you type a text instruction and press the Enter key, the period at the beginning of the instructions turns into a graphic char-

Status Lines

The first two lines on the display are the status lines.



The **current task** indicates the task you are performing on the document. In the example in this appendix, the current task is `Create Document`.

When the cursor is on a control character, usually shown on the display as an asterisk with a line over it ($\bar{*}$), and you press the Enter key, the name of the character is shown in the **audit window**. Control characters control certain format decisions, such as where to end a line or a page. In this example, the cursor is positioned on the Page End control character, and the name of the Page End character is shown in the audit window.

The **editor name** identifies which editor you are using. In the example in this appendix, the current editor is `Adapted`, which is the OfficeVision/400 adapted word processing function.

The **page number** shows what page of the document is displayed. The page number changes when the cursor is moved to another page of the document.

The **document name** is the name you specified on the Work with Documents in Folders display.

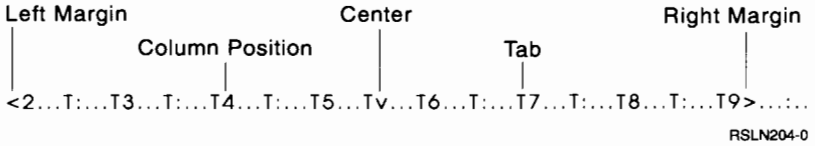
The **folder path** is the name of the folder that contains the document. If a folder is in another folder, the folder name follows the name of the other folder and a slash (/). If the complete folder path is too long to fit on the display, the characters to the extreme right are not shown.

The **typestyle** specifies the current font (type size and style) to be used for the highlighted line on the display when it is printed. The type style also determines the pitch. The **pitch** is the number of characters that can be printed per inch. For example, `12p` means a pitch of 12 characters per inch. The type style is specified in the document format you are using for the document.

The **line number** shows what line is the highlighted line on the display. The line number and what line is highlighted change when the cursor is moved to another line and the Enter key is pressed. (In this example, line 7 is the first line in the document that can be used for typing text.) If you are using single line spacing, the line number increases by 1 for each line typed; if you are using double line spacing, the line number increases by 2 for each line typed. See Chapter 5 for more information on spacing and other formatting options.

Scale Line

The third line on the Edit display is the scale line, which shows the current settings for the margins and tabs.



The left margin is indicated by < and the right margin is indicated by >. The numbers 2, 3, 4, and so on, indicate the column positions 20, 30, 40, and so on. The v indicates the center point between the left and right margin. In this example, the tabs are set every 5 spaces and are indicated by a T.

Typing Area

The typing area is where you type the text for your document. The cursor is a blinking line or solid box that marks your current position in the typing area. The cursor moves as you type text. The line that the cursor starts on when typing begins stays highlighted until you move the cursor to another line and press the Enter key. When you reach the bottom of the display, press F11 (Insert Lines) to insert more lines for typing.

Function Keys

On the lower part of the display you can optionally show a list of the function keys you can use while you are typing your text. The typing sequence for using function keys depends on the type of keyboard attached to your display station.

Some 5250-type display stations have keyboards with a set of function keys. On those keyboards, you only need to press the appropriately numbered key. Other 5250-type display stations have keyboards where you must first press a prefix key, then press the appropriate numeric key. Depending on your keyboard, the prefix key might be the Command (Cmd) key or the Alternate (Alt) key. For keyboards that use the Cmd key, press and release the Cmd key before you press the next key. For keyboards with the Alt key, press and hold the Alt key while you press the next key. Use the two keys to the right of the 0 for F11 and F12. To press function keys 13 through 24, press the prefix key, then hold down the Shift key while pressing one of the numbers. For example, for F14, press the Alt key and then hold down the Shift key while pressing the 2 key.

On some 3270-type display stations, Function keys F1 through F12 are entered by pressing PA1, waiting for the system response, and then pressing a key PF1 through PF12. Function keys F13 through F24 are entered by pressing PF13 through PF24 if present; or by pressing PA2, waiting for the system response, and then pressing a key PF1 through PF12.

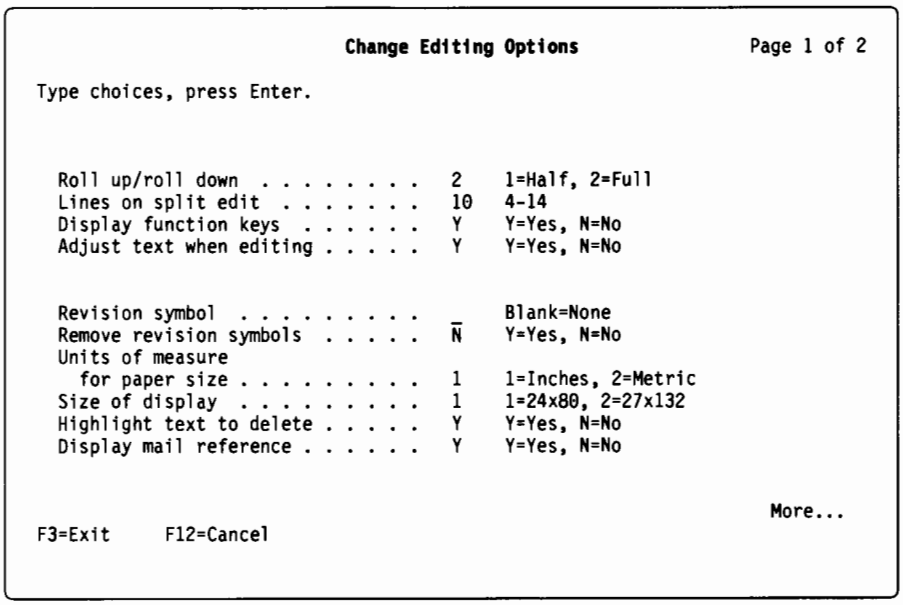
Function keys on 3270-type display stations may have different functions assigned to them than what the original defaults were for those keys. The following table shows the original default 3270 function key assignments, and what the 5250 function key is for each default or the function performed. If you have a 3270 display station and the function keys are different, see your administrator for assistance or the *Alerts and DSNX Guide* for keyboard mapping information.

3270 Keys	**5250 Keys or Function Performed**
PA1 then[1] PF1 through PF12	Command Function keys 1 through 12
PA2 then[1] PF1 through PF12, or PF13 through PF24	Command Function keys 13 through 24
PF1	AS/400 System Help
PF2	3270 help
PF3	Clears display
PF4	Prints display
PF5	3270 Display of 5250 extended attributes
PF6	Test Request key
PF7	Roll Down (Page Up) key
PF8	Roll Up (Page Down) key
PF9	Attention key
PF10	Error Reset key
PF11	System Request key
PF12	Record Backspace key
[1] After pressing a PA key, wait for the system response before pressing a PF key.	

In this appendix, it is assumed that you are using a 3270-type display station with the previous listed function key defaults. If you are using a 5250-type display station or a 3270-type display station with other function key defaults, press the correct function key for your display station instead of the function key listed.

Editing Options

The editing options determine how your text appears on the Edit display, and how some of the functions work. To look at the different editing options, press F13 (Edit options). The first page of the Change Editing Options display is shown. You can change an option by typing over it.



The display shows the current editing options. Editing options are remembered by the system; if you change any of the options, the changed values are remembered the next time you sign on the word processing function. To learn about any of these editing options, move your cursor to the option and press the Help key. After you read the help for the option, press F3 (Exit) to return to this display.

To set your editing options for this exercise, do the following:

1. On the first page of the Change Editing Options display, specify the following choices:
   a. For the *Display function keys* prompt, type a **Y** (Yes).

      If you specify Y for this prompt, the list of function keys is shown on the lower part of the Edit display.
   b. For the *Highlight text to delete* prompt, type a **Y** (Yes).

      If you specify Y for this prompt when you are deleting text by pressing F4 (Delete), the text you specified to be deleted is shown in reverse image. Then a message appears at the bottom of the display asking you to either confirm the deletion or to cancel your delete request.
2. Press the Page Down key to go to the next page of the display.
3. For the *Required carrier return character* prompt, type a slash (/). The / key is the key you press in the exercise later in this appendix to insert a Required Carrier Return.

4. For the *Tab character* prompt, type a plus (+). The + key is the key you press throughout the manual for a tab instead of pressing the Tab key.

```
                          Change Editing Options              Page 2 of 2

Type choices, press Enter.

  Notepad . . . . . . . . . . . . .  1      1=System notepad
                                             2=User-named notepad
  Required carrier
    return character . . . . . . .   /      Blank=None
  Tab character. . . . . . . . . .  +      Blank=None

                                                                    Bottom
F3=Exit     F12=Cancel
```

5. Press the Enter key to return to the Edit display.

Typing on the Edit Display

Notice that the name Page End is displayed in the audit window on the Edit display. This means that the cursor is on the Page End character. A Page End character is entered for you in every new document. There is one Page End character at the end of each page in a document.

```
Create Document     |Page End                |     |    |Adapted      |Pg 1
LETTER,XXXXXXXX                              |Typestyle 86 (12p)    |Ln 7
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:.
*

F1=Copy          F7=Window          F14=Get options       F20=Format options
F2=Move          F8=Reset           F15=Columns           F21=Nondisplay keys
F3=Exit/Save     F9=Instructions    F16=Adjust/Paginate   F22=Spell functions
F4=Delete        F11=Insert lines   F17=Functions         F23=Word spell aid
F5=Goto          F12=Cancel         F18=Search/Replace
F6=Find          F13=Edit options   F19=Print/View
```

Typing the Inside Address

Before you begin this exercise, make sure `Insert Text` is shown in the current task area of your display. If it is not shown, press F11 (Insert Text).

Note: The area opened up by the insert text field starts one position to the left of where the page end was. When you press the New Line key to type the next line, the text appears one position off. Do not put in a space before the next line. This happens when you press the Enter key to close the input field.

The slash (/) key is the Required Carrier Return for this exercise. A **Required Carrier Return** causes any text typed following it to go to the next line after the Enter key is pressed. When a Required Character Return is in the first position of a line, it creates a blank line. After typing a / and pressing the Enter key, the / changes to a ₹ and any text following it is moved to the next line.

If you make a mistake typing the inside address, do not try to correct it; you will learn how to correct typing mistakes when you begin typing the body of the letter.

1. Type **Mr. John J. Phillips/**
2. Press the New Line key once to get to the next line.

   Note: Make sure you press the New Line key instead of the Field Exit key to get to the next line. If you press the Field Exit key, the cursor moves past the insert area.
3. Type **Wagner, Inc./**
4. Press the New Line key once to get to the next line.
5. Type **2400 Wayside Park/**
6. Press the New Line key once to get to the next line.
7. Type **Milwaukee, WI 86204/**
8. Press the New Line key two times to get to the next line and to leave a blank line between the inside address and the greeting.
9. Type **Dear John,/**
10. Press the Enter key. All slashes (/) become Required Carrier Returns (₹).

    The text you typed looks like the following on the Edit display. Each ₹ represents a Required Carrier Return except for the last one, which represents a page end.

```
Create Document     |Required Carrier Return|     |     |Adapted      |Pg 1
LETTER,XXXXXXXX                             |Typestyle 86 (12p)     |Ln 12
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:.
Mr. John J. Phillips₹
Wagner, Inc.₹
2400 Wayside Park₹
Milwaukee, WI  86204₹
₹

Dear John,₹
₹
```

Typing the Body of the Letter

To continue the letter do the following:

1. Make sure the cursor is on the page end.
2. Press F11 (Insert Text).
3. Press the New Line key once to get to the next line and to leave a blank line between the greeting and the body of the letter.
4. Type the following three sentences. When you are typing, type as much as you can on the current line of the display. When you run out of typing space on the current line of the display, the cursor automatically goes to the next line and you can continue typing. Part of the word `Quantity` is on the first line, and part of it is on the second line.

   Thank you for your letter. The type of bolt you requested costs $8.64. Quantity discounts are always available.

   The text you typed looks like the following on the Edit display:

```
Insert Text          |                        |     |     |Adapted      |Pg 1
LETTER,XXXXXXXX                               |Typestyle 86 (12p)       |Ln 12
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:.
Mr. John J. Phillips
Wagner, Inc.
2400 Wayside Park
Milwaukee, WI  86204

Dear John,

Thank you for your letter.  The type of bolt you requested costs $8.64.  Quanti
ty discounts are always available.
```

5. Press the New Line key two times to get to the next line and to leave a space between the paragraphs. When you leave a blank line between paragraphs, you do not need to type a Required Character Return. A blank line is automatically inserted for you.
6. Type **If you need any more information, please give me a call./**
7. Press the Enter key. All slashes (/) become Required Carrier Returns (). Anything you typed beyond the right margin (indicated by a > on the scale line) appears on the next line, and the letters you typed for the word `Quantity` are joined together.

The text you typed looks like the following on the Edit display.

```
Create Document     |Required Carrier Return|     |    |Adapted     |Pg 1
LETTER,XXXXXXXX                             |Typestyle 86 (12p)    |Ln 17
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:.
Mr. John J. Phillips↵
Wagner, Inc.↵
2400 Wayside Park↵
Milwaukee, WI  86204↵
↵

Dear John,↵
↵

Thank you for your letter.  The type of bolt you requested costs
$8.64.  Quantity discounts are always available. ↵
↵

If you need any more information, please give me a call.↵
↵
```

Typing the End of the Letter

The cursor should now be on the page end. If it is not, press the New Line key until it is.

To type the end of the letter, do the following:

1. Press F11 (Insert Text).
2. Press the New Line key two times to get to the next line and to leave two blank lines between the last paragraph and the end of the letter.
3. Type **Very truly yours,/**
4. Press the New Line key five times to go to the next line and to leave four blank lines between the closing and the name.
5. Type **Irving Q. West/**
6. Press the New Line key once to get to the next line.
7. Type **Sales Manager/**
8. Press the Enter key. All slashes (/) become Required Carrier Returns (↵).

   The text you typed looks like the following on the Edit display.

```
Create Document     |Required Carrier Return|     |    |Adapted     |Pg 1
LETTER,XXXXXXXX                             |Typestyle 86 (12p)    |Ln 26
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:.
If you need any more information, please give me a call.↵
↵

↵

Very truly yours,↵
↵

↵

↵

↵

Irving Q. West↵
Sales Manager↵
↵
```

9. Press the Page Up key to place the cursor at the beginning of the letter.

Correcting Typing Mistakes

There are several ways you can correct typing mistakes. If you want to correct text you have already typed, move the cursor to the position you want and insert text, type over text, or delete text.

Inserting Words in Insert Mode

To insert `nice` in front of the word `letter`:

1. Move the cursor to the first letter in the word `letter`.

   ```
   Thank you for your letter.
   ```

2. Press the Insert (Ins) key.
3. Type **`nice`** and press the spacebar one time.

   Your text looks like this on your display:

   ```
   Thank you for your nice letter.
   ```

Replacing Words by Typing Over Text and Using the Delete Key

To replace the word `letter` with the word `note` by typing over the text and using the Delete key:

1. Move the cursor to the first letter in the word `letter`.

   ```
   Thank you for your nice letter.
   ```

2. Press the Enter key to turn off insert mode.
3. Type **`note`** to replace the first four characters of the word `letter`.
4. Press the Delete (Del) key two times to remove the letters `e` and `r`.

   Your text looks like this on your display:

   ```
   Thank you for your nice note.
   ```

   The Delete (Del) key may be used for deleting text. Do not use it to try to delete control characters.

Deleting Words Using the Delete Function

To delete the word `always` in sentence three:

1. Move the cursor to the first letter in the word `always`.

   ```
   Quantity discounts are always available.
   ```

2. Press F4 (Delete).

   The following message appears on the bottom of the display:

   ```
   Delete what? Move cursor, press Enter
   ```

3. Move the cursor to the space following the word `always` to indicate the end of the text you want deleted.

   ```
   Quantity discounts are always available.
   ```

4. Press the Enter key.

   The text to delete is shown in reverse image and the following message appears on the bottom of the display:

   ```
   Press Enter to delete, F8 to not delete.
   ```

5. Press the Enter key to delete the highlighted text.

The information you corrected looks like the following on the Edit display.

```
Create Document     |Required Carrier Return|    |    |Adapted     |Pg 1
LETTER,XXXXXXXX                                  |Typestyle 86 (12p)    |Ln 15
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:.
Mr. John J. Phillips
Wagner, Inc.
2400 Wayside Park
Milwaukee, WI  86204

Dear John,

Thank you for your nice note.  The type of bolt you requested costs
$8.64.  Quantity discounts are available.

If you need any more information, please give me a call.
```

Highlighting Text

You can highlight text by underlining or by printing the text in bold type. If you change your mind about the highlighting, you can delete the highlighting without deleting the text.

Underlining Words

To underline the words Quantity discounts:

1. Move the cursor to the first letter in the word Quantity.

   Thank you for your nice note. The type of bolt you requested costs
   $8.64. **Q**uantity discounts are available.

2. Press F9 (Instructions).

   The Select Text Instruction display appears.

3. Press F5 (Select code).

   The Select Code display appears.

4. For the *Selection* prompt, type a **6** (Begin underline). Press the Enter key.

   A control character shown as a is inserted in front of the word Quantity.

5. Move the cursor to the space following the word discounts.

   Thank you for your kind note. The type of bolt you requested costs
   $8.64. Quantity discounts **■** are available.

6. To end the underline function, press F5 (Goto).

   The following prompt appears on the bottom of the display:

   Type page/line or menu name, press Enter

7. Type **codes** and press the Enter key.

   The Select Code display appears.

8. For the *Selection* prompt, type a **7** (End bold or underline). Press the Enter key.

A control character is inserted after the word discounts. The text between the two control characters is not underlined on the display but does appear underlined when the document is printed.

The control characters do not print when the letter is printed.

If you want to check what you have indicated to be underlined, move the cursor to the ⁻* before the word Quantity and press the Enter key; Begin Underline appears in the audit window. Move the cursor to the ⁻* after the word discounts and press the Enter key; End appears in the audit window.

Using Bold Type

To make a word bold, you can either move the cursor to the first letter of the word, press F9, and complete the displays as you did in the procedure for underlining words, or you can use the goto request. The goto request is a faster method and is used here for making a word bold.

To use bold type for the word bolt:

1. Move the cursor to the first letter in the word bolt.

   Thank you for your nice note. The type of **b**olt you requested costs $8.64. ⁻*Quantity discounts⁻* are available.

2. To start the bold text, press F5 (Goto).

   The following prompt appears on the bottom of the display:

   Type page/line or menu name, press Enter

3. Press the Help key.

   The Select Goto Request display appears.

4. For the *Selection* prompt, type a **6** (Codes) and press the Enter key.

   The Specify Goto Requests - Codes display appears. This display lists all the abbreviations for codes. Once you learn the abbreviations, you will no longer need to use the Help key to show this display.

5. For the *Goto request* prompt, type a **bb** (Begin bold) and press the Enter key.

   A control character is inserted at the cursor position.

6. Move the cursor to the space following the word bolt.

   Thank you for your nice note. The type of ⁻*bolt you requested costs $8.64. ⁻*Quantity discounts⁻* are available.

7. To end the bold text, press F5 (Goto).

   The following prompt appears on the bottom of the display:

   Type page/line or menu name, press Enter

8. Type **e** and press the Enter key.

   A control character is inserted after the word bolt. The text between the two control characters is not in bold on the display but does appear in bold when the document is printed.

   The control characters do not print when the letter prints.

To check what you have indicated to be in bold, move the cursor to the ⁻* before the word bolt and press the Enter key; Begin Bold appears in the audit window.

Move the cursor to the ⁻* after the word bolt and press the Enter key; End appears in the audit window.

Deleting Highlighting Control Characters

The only way to delete control characters is by pressing F4 (Delete). Do not press the Del key to delete control characters.

To delete highlighting without deleting the text, you delete only the control characters for the highlighting. To delete the highlighting from the word bolt without deleting the text:

1. Move the cursor to the first control character in front of the word bolt.

   ```
   Thank you for your nice note.  The type of ■* bolt⁻* you requested costs
   $8.64.  ⁻*Quantity discounts⁻* are available.
   ```

2. Press F4 (Delete). The character you are deleting is shown in reverse image and any characters that were immediately to the left or right of the character you are deleting temporarily appear blank.

   The following message appears on the bottom of the display:

   ```
   Delete what?  Move cursor, press Enter
   ```

3. Leaving the cursor on the control character, press the Enter key.

   The ⁻* before the word bolt is shown in reverse image and the following message appears on the bottom of the display:

   ```
   Press Enter to delete, F8 to not delete.
   ```

4. Press the Enter key.

   The control character before the word bolt is deleted.

5. When you delete highlighting that has beginning and ending control characters, do not forget to delete the end control characters. Move your cursor to the first control character following the word bolt.

   ```
   Thank you for your nice note.  The type of bolt■* you requested costs
   $8.64.  ⁻*Quantity discounts⁻* are available.
   ```

6. Press F4 (Delete).

   The following message appears on the bottom of the display:

   ```
   Delete what?  Move cursor, press Enter
   ```

7. Press the Enter key.

   The ⁻* after the word bolt is shown in reverse image and the following message appears on the bottom of the display:

   ```
   Press Enter to delete, F8 to not delete.
   ```

8. Press the Enter key.

   The control character after the word bolt is deleted.

Copying and Moving Text

You can copy or move text from one place in your document to another. You can move text to the next line, or join two lines of text.

To make it easier to copy and move text in your document, remove the list of function keys from your display. To remove the list of function keys:

1. Press F5 (Goto). The *Goto* prompt is shown.
2. Type a **k** and press the Enter key.

Note: To show the function keys again, press F5 (Goto). The *Goto* prompt is shown. Type a **k** and press the Enter key.

Copying Text Using F1 (Copy)

To copy the first paragraph:

1. Move your cursor to the first letter in the word `Thank` beginning the first paragraph.

   ```
   Thank you for your nice note.  The type of bolt you requested costs
   $8.64.  *Quantity discounts* are available.

   If you need any more information, please give me a call.
   ```

2. Press F1 (Copy).

   The following message appears on the bottom of the display:

   ```
   Copy what? Move cursor, press Enter
   ```

3. Move the cursor to the period following the word `available`.

   ```
   Thank you for your nice note.  The type of bolt you requested costs
   $8.64.  *Quantity discounts* are available.

   If you need any more information, please give me a call.
   ```

4. Press the Enter key.

   The text to be moved is shown in reverse image and the following message appears on the bottom of the display:

   ```
   To where? Move cursor, press Enter
   ```

5. Move the cursor to the first position of the word `If` beginning the next paragraph.

   ```
   Thank you for your nice note.  The type of bolt you requested costs
   $8.64.  *Quantity discounts* are available.

   If you need any more information, please give me a call.
   ```

6. Press the Enter key.

   The paragraph is copied to the cursor position. The text to the right of the cursor position is shifted to the right. The original sentences remain in the first paragraph.

   The text looks like this on your Edit display:

```
Thank you for your nice note.  The type of bolt you requested costs
$8.64.  ÷*Quantity discounts*÷ are available.
```

```
Thank you for your nice note.  The type of bolt you requested costs
$8.64.  ÷*Quantity discounts*÷ are available.If you need any more
information, please give me a call.
```

Notice that there is no space between the last two sentences. When you copy or move text, be careful to copy or move any necessary spaces or control characters with the text.

Moving Text to the Next Line

1. Move the cursor to the first letter in the word If.

```
Thank you for your nice note.  The type of bolt you requested costs
$8.64.  ÷*Quantity discounts*÷ are available.
```

```
Thank you for your nice note.  The type of bolt you requested costs
$8.64.  ÷*Quantity discounts*÷ are available. If you need any more
information, please give me a call.
```

2. Press the Ins (Insert) key.
3. Press the / key two times to insert two Required Carrier Return characters.
4. Press the Enter key.

   The text that was to the right of the slashes forms a new paragraph and the slashes (/) change to Required Carrier Returns (÷*÷).

Note: To join a line ending with a Required Carrier Return, you must delete the Required Carrier Return control character using F4 (Delete).

Moving Text Using F2 (Move)

To move the first sentence:

1. Move your cursor to the first letter in the word Thank in the first paragraph.

```
Thank you for your nice note.  The type of bolt you requested costs
$8.64.  ÷*Quantity discounts*÷ are available.
```

```
Thank you for your nice note.  The type of bolt you requested costs
$8.64.  ÷*Quantity discounts*÷ are available.
```

2. Press F2 (Move).

   The following message appears on the bottom of the display:

```
Move what? Move cursor, press Enter
```

3. Move the cursor to the second space following the sentence. This moves the sentence and the spaces following the sentence.

```
Thank you for your nice note.  The type of bolt you requested costs
$8.64.  ÷*Quantity discounts*÷ are available.
```

```
Thank you for your nice note.  The type of bolt you requested costs
$8.64.  ÷*Quantity discounts*÷ are available.
```

4. Press the Enter key.

   The text to move is shown in reverse image and the following message appears on the bottom of the display:

```
To where? Move cursor, press Enter
```

5. Move the cursor to the Begin Underline control character before the word Quantity in the same paragraph.

   Thank you for your nice note. The type of bolt you requested costs $8.64. ▪ Quantity discounts‾* are available.

   Thank you for your nice note. The type of bolt you requested costs $8.64. ‾*Quantity discounts‾* are available.

6. Press the Enter key.

   The sentence is moved to the cursor position.

   The text looks like this on your Edit display:

   The type of bolt you requested costs $8.64. Thank you for your nice note. ‾*Quantity discounts‾* are available.

   Thank you for your nice note. The type of bolt you requested costs $8.64. ‾*Quantity discounts‾* are available.

Centering Text

Text can be either centered on a page or centered at a certain position on a page. The text does not appear centered on the display, but is centered when it prints.

1. To center text on the page:

   a. Press the Ins (Insert) key.

   b. Move the cursor to the control character separating the first and second paragraphs.

```
Create Document     |                        |    |    |Adapted     |Pg 1
LETTER,XXXXXXXX                              |Typestyle 86 (12p)    |Ln 15
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:.
Mr. John J. Phillips‾*
Wagner, Inc.‾*
2400 Wayside Park‾*
Milwaukee, WI  86204‾*
‾*

Dear John,‾*
‾*

The type of bolt you requested costs $8.64.  Thank you for your nice
note.  ‾*Quantity discounts are available.‾*
 *
Thank you for your nice note.  The type of bolt you requested costs
$8.64.  Quantity discounts are available.‾*
```

   c. Use the spacebar to move the cursor and the control character to the center of the line. This is the column under the v on the scale line.

```
Create Document     |                        |    |    |Adapted      |Pg 1
LETTER,XXXXXXXX                              |Typestyle 86 (12p)    |Ln 15
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:.
Mr. John J. Phillips¶
Wagner, Inc.¶
2400 Wayside Park¶
Milwaukee, WI  86204¶
¶

Dear John,¶
¶

The type of bolt you requested costs $8.64.  Thank you for your nice
note.  ¶Quantity discounts are available.¶
                                        *
Thank you for your nice note.  The type of bolt you requested costs
$8.64.  Quantity discounts are available.¶
```

d. Press F5 (Goto).

   The following prompt appears on the bottom of the display:

   ```
   Type page/line or menu name, press Enter
   ```

e. Type **ct** and press the Enter key.

   A control character is inserted at the cursor position.

f. Press the Ins (Insert) key again to return to insert mode.

g. Type **centered text**

   As you type, the text is not centered on the line but is centered when the document is printed.

h. Press the Enter key.

   The information looks like the following on the Edit display.

```
Create Document     |Required Carrier Return|    |    |Adapted      |Pg 1
LETTER,XXXXXXXX                              |Typestyle 86 (12p)    |Ln 16
<2...T:...T3...T:...T4...T:...T5...Tv...T6...T:...T7...T:...T8...T:...T9>...:.
Mr. John J. Phillips¶
Wagner, Inc.¶
2400 Wayside Park¶
Milwaukee, WI  86204¶
¶

Dear John,¶
¶

The type of bolt you requested costs $8.64.  Thank you for your nice
note.  ¶Quantity discounts are available.¶
                                    ¶centered text *
Thank you for your nice note.  The type of bolt you requested costs
$8.64.  Quantity discounts are available.¶
```

You have completed this exercise. Before you save your letter, delete the first paragraph and the centered text:

1. Move the cursor to the T in the first word of the first paragraph.

   ```
   The type of bolt you requested costs $8.64.  Thank you for your nice
   note.  ¶Quantity discounts are available.¶
                                       ¶centered text¶
   Thank you for your nice note.  The type of bolt you requested costs
   $8.64.  Quantity discounts are available.¶
   ```

2. Press F4 (Delete).

The following message appears on the bottom of the display:

```
Delete what? Move cursor, press Enter
```

3. To indicate the end of the text you want to delete, move the cursor to the control character after the word `text`.
4. Press the Enter key.

   The text to be deleted is shown in reverse image and the following message appears on the bottom of the display:

   ```
   Press Enter to delete, F8 to not delete.
   ```

5. Press the Enter key to delete the highlighted text.

Ending and Saving a Document

1. On the Edit display, press F3 (Exit/Save). The Exit Document display is shown with the default choices. The name of the document and folder are also shown on the display.
2. On the Exit Document display, specify the following choices:
   a. For the *Save document* prompt, type a **Y** (Yes) so that your document is saved in the folder specified for the *Folder* prompt.
   b. For the *Display save options* prompt, type an **N** (No) to indicate that you do not want to change the options on the Save Options display.
   c. For the *Print document* prompt, type an **N** (No) to indicate that you do not want to print the document. See Chapter 4 to learn how to print a document.
   d. For the *Display print options* prompt, type an **N** (No) to indicate that you do not want to change the options on the Print Options display.

```
                              Exit Document

Type choices, press Enter.

  Save document . . . . . .  Y            Y=Yes, N=No
    Document  . . . . . .    LETTER       Name, F4 for list
      Folder  . . . . . .                 Name, F4 for list
        XXXXXXXX

    Display save options  . . . . .  N     Y=Yes, N=No

  Print document  . . . . . .  N           Y=Yes, N=No

    Display print options . . . . .  N     Y=Yes, N=No




F4=Prompt   F6=Print queue     F12=Cancel
```

3. Press the Enter key. A message that the request is being processed is displayed briefly.

   The Work with Documents in Folders display is shown with a message stating that the document has been saved.

Continue the Exercises in This Manual

Continue with Chapter 4. Because you are using the adapted word processing function, you will notice the following differences in the chapters of this manual:

Note: There may be other differences not listed here.

1. The status line and scale line on the Edit display are different. Refer to this appendix if you need to review the information on the status and scale lines.
2. When using the adapted word processing function, the function keys may be different. For more information, refer to "Function Keys" on page B-3.
3. For a Required Carrier Return, press the key you specified on the Change Editing Options display for the *Required carrier return character* prompt and press the Enter key. In the chapters of this manual, the Field Exit key is pressed to insert a Required Carrier Return.
4. To tab, press the key you specified on the Change Editing Options display for the *Tab character* prompt and press the Enter key. In the chapters of this manual, the Tab key is used to tab.
5. The symbol for control characters on the displays in this manual is a ∎. However, when you use the adapted word processing function as shown in this appendix, the symbol for all control characters is a $\bar{*}$ or a ^{L}.
6. When you insert a control character using the adapted word processing function, control characters ($\bar{*}$) appear on the display. To see what control character is inserted, move the cursor to the $\bar{*}$ and press the Enter key. The name of the control character appears in the audit window. The displays in this manual actually show what the control characters are anytime you place the cursor on them.
7. The centering function is different. When you have instructions to center text, use the centering instructions in this appendix instead of the instructions in the chapters of the manual.
8. Throughout this manual, many of the exercises use the Alt key followed by a letter to insert a control character. If you are using the adapted word processing function, these control characters must be inserted by using the Select Codes display.
9. Throughout this manual, many of the exercises use Alt N to locate a stop code. To locate a stop code when you are using the adapted word processing function, press F6 (Find). When the *Find what* prompt appears, type **`*stop`** and press the Enter key.

Glossary

This glossary includes terms and definitions from:

- The *American National Dictionary for Information Systems*, ANSI X3.172-1990, copyright 1990 by the American National Standards Institute (ANSI). Copies may be purchased from the American National Standards Institute, 1430 Broadway, New York, New York 10018. Definitions are identified by the symbol (A) after the definition.
- The *Information Technology Vocabulary*, developed by Subcommittee 1, Joint Technical Committee 1, of the International Organization for Standardization and the International Electrotechnical Committee (ISO/IEC JTC1/SC1). Definitions of published parts of this vocabulary are identified by the symbol (I) after the definition; definitions taken from draft international standards, committee drafts, and working papers being developed by ISO/IEC JTC1/SC1 are identified by the symbol (T) after the definition, indicating that final agreement has not yet been reached among the participating National Bodies of SC1.

alternate format. In the SAA OfficeVision/400 program, a different arrangement of text from the one currently being used for a specified document.

audit window. In the SAA OfficeVision/400 program, a field in the status line that displays the name of a text instruction or character when the cursor is positioned on that instruction or character.

automatic line adjustment. The function of SAA OfficeVision/400 that fits lines between the defined left and right margins automatically when text is inserted or deleted or when the left, right, or temporary left margin is changed.

batch. Pertaining to a group of jobs to be run on a computer sequentially with the same program with little or no operator action. Contrast with *interactive*.

BGU. See *IBM AS/400 Business Graphics Utility Version 2 (BGU)*.

block. In the SAA OfficeVision/400 program, a sequential string of text (defined using cursor-movement keys or line commands) that is processed as a unit.

block copy. In the SAA OfficeVision/400 program, to copy a sequential string of text (defined using the cursor-movement keys) from one part of a document to another part.

block delete. In the SAA OfficeVision/400 program, to delete a sequential string of text (defined using the cursor-movement keys) in a document.

block move. In the SAA OfficeVision/400 program, to move sequential strings of text (defined using the cursor-movement keys) from one part of a document to another part.

Business Graphics Utility (BGU). See *IBM AS/400 Business Graphics Utility Version 2 (BGU)*.

carrier return. In the SAA OfficeVision/400 program, a character that is automatically inserted at the end of a full line of text as you type information on the display. The character is not displayed in the audit window. See also *required carrier return*.

center alignment. In the SAA OfficeVision/400 program, a character (C) on the scale line of a display that marks the center of the document between the left and right margins.

character field. An area that is reserved for information that can contain any of the characters in the character set. Contrast with *numeric field*.

character key. A keyboard key that allows the user to type into the system the character shown on the key. See also *function key*.

character string. A sequence of consecutive characters that are used as a value.

characters per inch (cpi). The number of characters printed horizontally within an inch across a page.

colon alignment tab. In the SAA OfficeVision/400 program, a tab setting that aligns data on a colon.

column list merge. In the SAA OfficeVision/400 program, a type of data/text merge that produces, in a printed document, a column list containing items from each data record selected. Contrast with *multiple letters merge*.

command line. The blank line on a display where commands, option numbers, or selections can be entered.

conditional text. In the SAA OfficeVision/400 program, text that is printed or not printed based on the result of the evaluation of a conditional expression.

control character. A character that starts, changes, or stops any operation that affects recording, processing, transmitting, or interpreting data (such as carriage

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return, font change, and end of transmission). Contrast with *graphic character.*

cpi. See *characters per inch (cpi).*

cursor. A movable symbol, often a blinking or solid block of light, that tells the display station user where to type, or identifies a choice to select.

data description specifications (DDS). A description of the user's database or device files that is entered into the system in a fixed form. The description is then used to create files.

data file utility (DFU). The part of the AS/400 Application Development Tools licensed program that is used to enter, maintain, and display records in a database file.

data merge. See *data/text merge.*

data/text merge. In SAA OfficeVision/400 and Query/400, the process of combining data from a file or another document (such as names and addresses) with the text of a document (such as a form letter).

database. All the data files stored in the system.

DBCS. See *double-byte character set (DBCS).*

DDS. See *data description specifications (DDS).*

decimal position. The location of the decimal point in a series of numbers.

default. A value that is automatically supplied or assumed by the system or program when no value is specified by the user.

default printer. A printer that is assigned to a system or user and accepts all the printed output from that system or user, if no other printer is specified.

DFU. See *data file utility (DFU).*

display screen. The part of the display device, which is similar to a television (TV) picture tube, used to display information entered or received at a display station.

display station. A device that includes a keyboard from which an operator can send information to the system and a display screen on which an operator can see the information sent to or the information received from the system.

document class. A user-defined character string, 1 through 16 characters long, that characterizes a document. It can be used to search for a filed document. For example, a document that is a memo could have a document class of MEMO; a document that is a report, REPORT.

document description. The 1- through 44-character description of a document, assigned by the user when creating or filing the document.

document details. Data that describes the characteristics of a document. For example, the details can include document type, subject, author, and date created.

document format. The selected arrangement of text for a specific document. See also *alternate format.*

document library. The AS/400 system library named QDOC that contains all documents and folders. .

double-byte character set (DBCS). A set of characters in which each character is represented by 2 bytes. Languages such as Japanese, Chinese, and Korean, which contain more symbols than can be represented by 256 code points, require double-byte character sets. Because each character requires 2 bytes, the typing, displaying, and printing of DBCS characters requires hardware and programs that support DBCS. Four double-byte character sets are supported by the system: Japanese, Korean, Simplified Chinese, and Traditional Chinese. Contrast with *single-byte character set.*

enrollment. In the SAA OfficeVision/400 program, the process of identifying a user to SAA OfficeVision/400. This process includes creating a user profile (if one does not already exist), adding a system distribution directory entry (if one does not exist), and creating calendar information, such as start time and start day.

error log. A record of machine checks, device errors, and media statistics.

FFT. See *final-form text (FFT).*

field. A group of related bytes (such as name or amount) that is treated as a unit in a record.

file. A generic term for the object type that refers to a database file, a device file, or a save file. The system-recognized identifier for the object type is *FILE.

fill-in document. In the SAA OfficeVision/400 program, a document that allows a user to merge data into documents without using Query/400.

final-form text (FFT). A data stream defined by document content architecture that is used to exchange resolved documents (which can be printed directly by most printers or displayed) between systems. Contrast with *revisable-form text (RFT).*

fixed currency symbol. A currency symbol that appears in the far left position of an edited field. Contrast with *floating currency symbol*.

floating currency symbol. A currency symbol that appears immediately to the left of the far left position in an edited field. Contrast with *fixed currency symbol*.

flush left. In the SAA OfficeVision/400 program, text aligned at the left margin. See also *left-justify*.

flush right. In the SAA OfficeVision/400 program, text aligned at the right margin. See also *right-justify*.

folder. A directory for documents. A folder is used to group related documents and to find documents by name. The system-recognized identifier for the object type is *FLR. Compare with *library*.

folder path. A folder name, followed by one or more additional folder names, where each preceding folder is found. For example, path A/B indicates that folder B is within folder A, and that folder A is not within any folder.

font. An assortment of characters of a given size and type style.

font ID. A number that identifies the character style and size for certain printers.

footer. In the SAA OfficeVision/400 program, one or more lines of text that prints at the bottom of every page of a document, such as a page number, the date, an outline heading, or the document ID. Contrast with *header*.

form type. A 10-character identifier, assigned by the user, that identifies each type of form used for printed output.

formatted document. A document arranged in paragraphs and pages usually for viewing or printing.

function key. A keyboard key that allows the user to select keyboard functions or programmer functions. Contrast with *character key*.

get function. In the SAA OfficeVision/400 program, a function that inserts text from one document into another document.

grade level. Pertaining to the vocabulary understanding of a student of a particular grade.

graphic character. A character that can be displayed or printed. Contrast with *control character*.

header. In the SAA OfficeVision/400 program, one or more lines of text that prints at the top of a document. For example, the header could be the subject of the document, the date, the page number, an outline heading, or the document ID. Contrast with *footer*.

highlight. To define text to be shown in contrast with other text by underlining, italics, bold-face; or on a display, high-intensity (brightness of characters), blinking, or reverse image. You can highlight words, parts of words, or information typed into a form using the text definition function of SAA OfficeVision/400.

IBM AS/400 Business Graphics Utility Version 2 (BGU). The IBM licensed program that can be used to design, plot, display, and print business charts.

IBM PC Support/400 Version 2. The IBM licensed program that provides system functions to an attached personal computer.

IBM Query/400 Version 2. The IBM licensed program used to select, format, and analyze information from data files to produce reports and other files.

IBM SAA OfficeVision/400 Version 2. The IBM licensed program that allows users to prepare, send, and receive mail; schedule items on calendars; maintain directories of names and addresses; file and retrieve documents; and create and maintain distribution lists. SAA OfficeVision/400 also provides word processing functions and the capability to work on behalf of other users.

IDDU. See *interactive data definition utility (IDDU)*.

insert mode. The typing operation where text to the right of the cursor is moved to the right instead of replaced.

instruction character. In the SAA OfficeVision/400 program, a control character that precedes a text instruction. This character is typed as a period, but changes to an asterisk with a line over it when you press the Enter key.

intelligent printer data stream (IPDS). An all-points-addressable data stream that allows users to position text, images, and graphics at any defined point on a printed page.

interactive. Pertaining to the dialog-like exchange of information between people and a computer. Contrast with *batch*.

interactive data definition utility (IDDU). A function of the operating system that can be used to externally define the characteristics of data and the contents of files.

IPDS. See *intelligent printer data stream (IPDS)*.

job queue. An object that contains a list of batch jobs waiting to be processed by the system. The system-recognized identifier for the object type is *JOBQ.

justify. To adjust text so that line endings are even. See *left-justify* and *right-justify*.

keyword. In the SAA OfficeVision/400 program, a user-defined word used as one of the search values to identify a document during a search operation.

leading zeros. In the SAA OfficeVision/400 program, zeros that are place holders to the left of numbers that are aligned to the right and have fewer positions than the specified field length.

left-justify. In the SAA OfficeVision/400 program, to print text with an even left margin. The right margin is printed unevenly.

library. A system object that serves as a directory to other objects. A library groups related objects, and allows the user to find objects by name. The system-recognized identifier for the object type is *LIB. Compare with *folder* and *document library*.

library list. A list that indicates which libraries are to be searched and the order in which they are to be searched. The system-recognized identifier is *LIBL.

line command. An abbreviation used to request a function for a specific line or lines from the command area to the left of the line or lines affected. For example, C for Copy or M for Move.

line format. In the SAA OfficeVision/400 program, the defined arrangement of characters on a line. Compare with *page format*.

line number. The number that precedes a line of information in a printout or on a display. This number can be up to 5 digits long, from 00001 through 99999.

lines per inch (lpi). The number of characters that can be printed vertically within an inch.

lpi. See *lines per inch (lpi)*.

member. Different sets of data, each with the same format, within one database file. See also *source member*.

menu bar. The area containing keywords at the top of a display that gives a user access to actions available for that display. After a user requests a choice in the menu bar, a pull-down menu is shown below the menu bar.

merge. To insert records throughout a single output file.

multiple letters merge. In the SAA OfficeVision/400 program, a type of data/text merge that produces one document for each data record selected. Contrast with *column list merge*.

multiple text columns. In the SAA OfficeVision/400 program, an arrangement of text in a document that appears as more than one column across the page, similar to the columns in a newspaper.

notepad. In the SAA OfficeVision/400 program, a storage area for commonly used text that is copied from a portion of an existing document or documents. The text from a notepad can be inserted into a document.

numeric character. Any one of the digits 0 through 9.

numeric field. An area that is reserved for a particular unit of information and that can contain only the digits 0 through 9. Contrast with *character field*.

object. A named storage space that consists of a set of characteristics that describe itself and, in some cases, data. An object is anything that exists in and occupies space in storage and on which operations can be performed. Some examples of objects are programs, files, libraries, and folders.

offline. Pertaining to the operation of a functional unit that is not under the continual control of the system. Contrast with *online*.

online. Pertaining to the operation of a functional unit that is under the continual control of the system. Contrast with *offline*.

online information. Information on the display screen that explains displays, messages, and programs. See also *textual data*.

output queue. An object that contains a list of spooled files to be written to an output device, such as a printer or a diskette. The system-recognized identifier for the object type is *OUTQ.

page. To move information up or down on the display.

page format. In the SAA OfficeVision/400 program, the defined arrangement of lines on a page. Compare with *line format*.

paginate. In the SAA OfficeVision/400 program, to adjust text within margins and page boundaries.

paragraphs document. In the SAA OfficeVision/400 program, a document that contains a paragraph or paragraphs that can be combined to create other documents.

parameter. A value supplied to a command or program that is used either as input or to control the actions of the command or program.

pending. Pertaining to a request that was submitted and that is awaiting processing.

pending operations window. In the SAA OfficeVision/400 program, a field in the status line that displays the name of any operation that is not completed.

pitch. The number of characters printed per inch.

print options. Specifications for printing a document.

printer ID. The identification code assigned to printers.

processing. The action of performing operations and calculations on data.

profile. Data that describes the characteristics of a user, program, device, or remote location.

prompt. A reminder or a displayed request for information or user action. The user must respond to allow the program to proceed.

prompted aid box. In the SAA OfficeVision/400 program, a list of words shown by the spell aid function, that contains possible spellings or synonyms to replace words in a document.

proportional spacing. The spacing of characters according to their relative width.

query. A request to select and copy from a file or files one or more records based on defined conditions. For example, a request for a list of all customers in a customer master file, whose balance is greater than $1000.

Query. The shortened name for the Query/400 licensed program.

queue. A list of messages, jobs, files, or requests waiting to be read, processed, printed, or distributed in a predetermined order.

record. A group of related data, words, or fields treated as a unit, such as one name, address, and telephone number.

required carrier return. In the SAA OfficeVision/400 program, a manually entered carrier return used after a short line or at the end of a paragraph to ensure that no more text will be added to the line during automatic line adjustment.

required space. In the SAA OfficeVision/400 program, a space or blank that is not removed when OfficeVision/400 adjusts lines (or paragraphs) of text.

resolve. In the SAA OfficeVision/400 program, to process the text instructions in a document while it is being printed.

resolved document. In the SAA OfficeVision/400 program, a document that contains final-form text. A document that has all text instructions processed and is formatted for printing.

reverse image. Text that appears on the display in the opposite color (for example, black on green instead of green on black).

revisable-form text (RFT). In the SAA OfficeVision/400 program, a data stream defined by document content architecture that is used to exchange unresolved documents (which cannot be directly printed or displayed) between systems. Contrast with *final-form text (FFT)*.

RFT. See *revisable-form text.*

right-justify. To print text with an even right margin by adding extra space throughout a line.

scale line. (1) In the SAA OfficeVision/400 program, a line on the display showing margins, tabs, and pitch. (2) In Query/400, a line at the top of a report that shows column positions.

separator line. In the SAA OfficeVision/400 program, a line that separates footnote text from the other text on a page.

shell document. In the SAA OfficeVision/400 program, a prearranged document (report, letter, memo, or note) where the user inserts variable information. An example of a shell document is a form letter, to which the user adds the receiver's name, address, and personal salutation.

source member. A member of a database source file that contains source statements, such as AS/400 BASIC, AS/400 PL/I, SAA C/400, SAA COBOL/400, SAA FORTRAN/400, SAA RPG/400, or DDS statements. See also *member.*

spelling dictionary. In the SAA OfficeVision/400 program, a list of words used to verify word choices and to verify and correct spelling when the document spell-check function is used, and to provide hyphenation breaks for words when the automatic hyphenation function is used. Users may also create their own spelling dictionaries. The system-recognized identifier for the object type is *SPADCT. See also *user dictionary.*

split display. In SAA OfficeVision/400 and SEU, a display that allows a user to see two members or documents at the same time, one at the top and one at the bottom of the display; a display that allows a user to

look at records from one file at the top of the display and look at records from another file or from a spooled file at the bottom of the display; a display that allows the user to change records in the file being displayed at the top of the display and look at records from another file or spooled file at the bottom of the display.

spool. The system function of putting files or jobs into disk storage for later processing or printing.

status line. A line at the top of a display that contains information about a document and current operations, including an audit window, the document name, and page and line number.

stop code. In the SAA OfficeVision/400 program, a position marked in a document where you can insert variable information.

summary math. In the SAA OfficeVision/400 program, text instructions that request calculations on columns or rows of numbers.

superscript. A symbol, number, or letter written immediately above and to the right or left of another character. For example, a footnote can be identified in text with a superscript number. Contrast with *subscript*.

synonym. One of two or more words of the same language that have the same or nearly the same meaning.

synonym aid. A document proofreading function that replaces a given word with one having a similar meaning that the user chooses from a list of synonyms provided by a dictionary.

system profile. In the SAA OfficeVision/400 program, the text profile named SYSTEM that contains formatting and editing options to be used for creating documents.

test condition. A statement that, when taken as a whole, may be either true or false, depending on the circumstances existing at the time the expression is evaluated.

text instruction. In the SAA OfficeVision/400 program, an abbreviated command, preceded by an instruction character, that produces a specified arrangement such as a numbered list of information on a page, in a file, or on a display when the document is processed.

text profile. In the SAA OfficeVision/400 program, a description of formatting and editing options for creating a document.

thousands separator. The character (comma in the United States) placed every third number starting left of the decimal point. For example, three thousands separators are used in the number: 641,322,974,821.

user dictionary. In the SAA OfficeVision/400 program, a supplemental spelling dictionary created by a user. Each user can create as many user dictionaries as needed. See also *spelling dictionary*.

user ID. See *user identification (user ID)*.

user identification (user ID). (1) The name used to associate the user profile with a user when a user signs on the system. See also *user profile name*. (2) The first part of a two-part network name used in the system distribution directory and in the office applications to uniquely identify a user. The network name is usually the same as the user profile name, but does not need to be. See also *common user identification (common user ID)*.

user profile name. The name or code that the system associates with a user when he or she signs on the system. Also known as user ID. See also *user identification (user ID)*. For SQL, see also *authorization ID*.

variable. A name used to represent data whose value can be changed while the program is running by referring to the name of the variable.

word wrap. In the SAA OfficeVision/400 program, the function of a word processing program that automatically moves the last word on a displayed line of text down to the next line if the word runs beyond the right margin setting.

work station. A device used to transmit information to or receive information from a computer; for example, a display station or printer.

zone width. The number of positions to the left of the right margin in which to end words.

Bibliography

The following AS/400 manuals contain information you may need. The manuals are listed with their full title and base order number. When these manuals are referred to in this manual, the short title listed is used.

- *Publications Guide*, GC41-9678. Lists and briefly describes all documentation for the AS/400 system.

  Short title: *Publications Guide.*

- *Systems Application Architecture* OfficeVision/400*: *Learning about OfficeVision/400*, SC41-9615. Provides information and exercises to help you learn how to use OfficeVision/400.

  Short title: *Learning about OfficeVision/400*.*

- *Systems Application Architecture* OfficeVision/400*: *OfficeVision/400 Common Tasks*, SX41-9868. Provides brief reference information about performing common office tasks.

  Short title: *OfficeVision/400* Common Tasks.*

- *Systems Application Architecture* OfficeVision/400*: *Using OfficeVision/400*, SC41-9616. Provides detailed information about using OfficeVision/400 and describes how to do additional OfficeVision/400 tasks not described in the manual *Learning about OfficeVision/400**.

  Short title: *Using OfficeVision/400*.*

- *Systems Application Architecture* OfficeVision/400*: *Using OfficeVision/400 Adapted Word Processing Function*, SC41-9879. Provides detailed information about using the adapted word processing function.

  Short title: *Using OfficeVision/400* Adapted Word Processing Function.*

- *Systems Application Architecture* OfficeVision/400*: *Using OfficeVision/400 Word Processing*, SC41-9618. Contains detailed information about using OfficeVision/400 word processing. It describes tasks not included in the manual *Learning about OfficeVision/400* Word Processing.*

  Short title: *Using OfficeVision/400* Word Processing.*

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