

**Wang
Word Processor
Operator's
Reference Guide**

**WANG WORD
PROCESSING SYSTEMS**

WANG

WANG WORD PROCESSOR OPERATOR'S REFERENCE GUIDE

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A. MENUS

System Start-up Menu

- Edit Old Document
- Create New Document
- Print Document
- Special Print Functions
- Document Index
- Document Filing
- Telecommunications
- Other Functions

Special Print Functions Menu

- Cancel Print Request
- Select Next Printed Document
- Merge Print
- Dual Column Print
- Print Index
- Cancel Index Printout

Other Functions Menu

- Attach Glossary
- Edit Old Glossary
- Create New Glossary
- Reset Date and Time
- Duplicate Diskette

Document Filing Menu

Copy to Archive Diskette	Single
File to Archive Diskette	Multiple
Retrieve from Archive Diskette	Range
Delete from System Disk	
Delete from Archive Diskette	
Prepare New Archive Diskette	

Document Index Menu

System Disk	All
Archive Diskette	By Author
Printers	By Operator
	In Use
	Recovered

B. MISCELLANEOUS FUNCTIONS

1. Cancel Index Printout

(A Special Print Function enabling the operator to cancel the print request of the Document Index. See also Operator's Guide, Section 8.6.)

1. Move the Acceptance Block to Special Print Functions on the System Start-up.
2. Touch EXECUTE. The system displays the Special Print Functions Menu.
3. Move the Acceptance Block to Cancel Index Printout on the Special Print Functions Menu.
4. Touch EXECUTE.

2. Cancel Print Request

(A Special Print Function enabling the operator to stop a document from printing and remove it from the print queue. See also Operator's Guide, Section 8.1.)

1. Move the Acceptance Block to Special Print Functions on the System Start-up.
2. Touch EXECUTE. The system displays the Special Print Functions Menu.
3. Move the Acceptance Block to Cancel Print Request on the Special Print Functions Menu.
4. Touch EXECUTE. The system requests the Document ID.
5. Enter the Document ID (and the device number if necessary).
6. Touch EXECUTE. The system responds with the Document Name.
7. Touch EXECUTE to cancel this print request, or CANCEL if this is the incorrect document (to cancel the Cancel Print Request).

3. Date and Time

(Must be entered either when the system is first turned on or when it is "reset" with the System Reset button. See also Operator's Guide, Sub-section 3.1.2.)

1. Type the two-digit numbers for month, day, and year.

EXAMPLES:

June 1, 1977 = 060177

December 25, 1977 = 122577

2. The cursor jumps to the position for "time".
3. Type the time in hours and minutes. (24-hour clock).

EXAMPLES:

9:00 A.M. = 0900

12:30 P.M. = 1230

4:15 P.M. = 1615

4. The system displays the System Start-up.

4. Document Filing Operations

(Functions enabling an operator to archive, retrieve, or delete documents from or to the Archive or System Diskettes. See also Operator's Guide, Chapter 9.)

1. Move the Acceptance Block to Document Filing on the System Start-up.
2. Touch EXECUTE. The Document Filing Menu is displayed.
3. The following are the available filing operations:
 - a) **Copy to Archive Diskette** — Copies a specified document from the System Disk(ette) to an Archive Diskette. (Leaves it on the System Disk(ette).)
 - b) **File to Archive Diskette** — Transfers a specified document from the System Disk(ette) to an Archive Diskette for permanent storage. (Deletes it from the System Disk(ette) at the same time.)

- c) **Retrieve from Archive Diskette** — Copies a specified document from the Archive Diskette to the System Disk(ette), usually for playout or editing. (Leaves it on the Archive Diskette.)
 - d) **Delete Document from System Disk** — Deletes a specified document from the System Disk(ette).
 - e) **Delete Document from Archive Diskette** — Deletes a specified document from the Archive Diskette.
 - f) **Prepare New Archive Diskette** — Prepares a diskette to be ready to store archived documents. (See #8, Prepare New Archive Diskette.)
4. Move the Acceptance Block to the appropriate filing operation.
 5. Touch RETURN to move the cursor to the Filing Methods column.
 6. The following are the available filing methods:
 - a) **Single** — Used for filing one document.
 - b) **Multiple** — Used for filing numerous designated documents.
 - c) **Range** — Used for filing numerous consecutive documents.
 7. Move the Acceptance Block to the appropriate filing method.
 8. If using Single filing, perform the following steps:
 - a) Touch EXECUTE to move the cursor to Document ID.
 - b) Enter the Document ID of the document on which the filing operation is to be performed.
 - c) Touch EXECUTE. The system displays the name of the document.
 - d) Touch EXECUTE if this is the correct document or CANCEL if it is incorrect.
 9. If using Multiple filing, perform the following steps:
 - a) Touch EXECUTE.
 - b) The system displays the Document Index. Use the SPACE BAR to move the cursor to the documents to be filed.
 - c) Touch RETURN. The system automatically underlines the Document ID Number and prompts "chosen" in the bottom right corner.
 - d) Repeat steps (a) and (b) for each document to be filed.
 - e) When all the desired documents have been "chosen" touch EXECUTE.
 - f) The system returns to the Document Filing Menu and prompts "Mount Archive Disk" and "Execute or Cancel".
 - g) Mount disk and touch EXECUTE. The system proceeds to file each document, displaying the ID number as it is filed.
 - h) When all of the documents have been filed, the system displays a final list of all the filed documents.
 10. If using Range filing, perform the following steps:
 - a) Touch EXECUTE.

- b) System prompts "Enter starting Document Id:". Enter the ID of the first document to be filed (or touch EXECUTE). The system then prompts "Number of Documents". Enter the number of documents to be filed. The system prompts "Execute or Cancel". Touch EXECUTE to begin the filing process. The system then numerically files the amount of documents entered starting with the "Starting" ID Number.
11. When all of the documents have been filed, the system displays a final list of all the filed documents.

NOTE: The system displays the message "Mount Archive Diskette" if one is needed during the above steps. When this message is displayed, insert the Archive Diskette and touch EXECUTE.

5. Document Index

(A function enabling an operator to view any or all of the document names currently resident on the system. See also Operator's Guide, Chapter 10.)

1. Move the Acceptance Block to Document Index on the System Start-up.
2. Touch EXECUTE. The system displays the Document Index Menu.
3. Move the Acceptance Block to one of the choices in the LOCATION column.
 - a) **System Disk** — The Document ID's and Names currently on the System Disk(ette).
 - b) **Archive Diskette** — The Document ID's and Names currently on the Archive Diskette.
 - c) **Printers** — The Document ID's and Names currently being printed or queued to the printer. Also, the device number of the printer on which the operation is being performed.
 - d) **Telecommunications** — Allows an operator to verify all documents queued for telecommunications.
4. Touch RETURN, then move the Acceptance Block to one of the choices in the WHICH ONES column.
 - a) **All** — Each document from that location.
 - b) **By Author** — Only the documents written by that author. (Author's Name must be entered under Author/Operator Name.)
 - c) **By Operator** — Only the documents typed by that operator. (Operator's name must be entered under Author/Operator Name.)
 - d) **In Use** — Only the documents currently being created, edited, printed, or queued in the system. "In Use" means not available for another operator until that step is finished.
 - e) **Recovered** — Only the documents that were affected by a "Disk Recovery Procedure."
5. Touch RETURN and enter Author or Operator Name if you selected "By Author" or "By Operator" from the WHICH ONES column.
6. Touch EXECUTE to view the first screenload of Document ID's and Names.
7. Touch NEXT SCRN to view each remaining screenload, if any.

6. Duplicate Diskette

(System 30 only. From the Other Functions Menu, a function enabling an operator to duplicate a floppy diskette. The contents are copied from an old diskette onto the System Disk, and then onto a new diskette. See also Operator's Guide, Section 12.6.)

1. Move the Acceptance Block to Other Functions on the System Start-up.
2. Touch EXECUTE. The system displays the Other Functions Menu.
3. Move the Acceptance Block to Duplicate Diskette on the Other Functions Menu.
4. Touch EXECUTE. The system responds with the message "Insert Old Disk in Archive Drive."
5. Insert the old disk and touch EXECUTE. The contents of the old disk are then copied onto the System Disk.
6. When the copy is complete, the system responds with the message "Insert New Disk Into Archive Drive."
7. Remove the old disk, insert the new disk, and touch EXECUTE. The system copies the contents of the old disk from where they are stored on the System Disk to the new disk.
8. When the copy is completed, the system returns to the System Start-up.

7. Merge Print

(A Special Print Function enabling an operator to print two documents as one merged document, usually for automatic letter writing. See also Operator's Guide, Section 8.3.)

1. Move the Acceptance Block to Special Print Functions on the System Start-up.
2. Touch EXECUTE. The system displays the Special Print Functions Menu.
3. Move the Acceptance Block to Merge Print on the Special Print Functions Menu.
4. Touch EXECUTE. The system requests the Document ID of the primary (standard) document. Enter the correct ID.
5. Then enter the Document ID of the secondary (variable) document.
6. Touch EXECUTE. The system displays the Print Document Menu.
7. Modify the preset fields in the Print Document Menu if desired (or leave as is).
8. Touch EXECUTE to print these two documents as one merged document.

8. Prepare New Archive Diskette

(To prepare a diskette to be ready to store archived documents. See also Operator's Guide, Section 9.12.)

1. Move the Acceptance Block to Document Filing on the System Start-up.
2. Touch EXECUTE. The system displays the Document Filing Menu.
3. Move the Acceptance Block to Prepare New Archive Diskette on the Document Filing Menu.

4. Touch EXECUTE. The System prompts "Mount Archive Disk" in the lower left corner and "To begin, key 'X!'" in the lower right corner.
5. Mount the diskette in the Archive Drive and touch X.
6. The system prompts "Execute or Cancel." Touch EXECUTE.
7. The system displays the Archive ID for this Archive Diskette. (Four numbers and one letter. For example: 0291D.) The system starts to prepare the new diskette immediately.

9. Print a Document

(See also Operator's Guide, Chapter 7.)

1. Move the Acceptance Block to Print Document on the System Start-up.
2. Touch EXECUTE.
3. Enter the Document ID of the document you wish to print (if different from the number automatically displayed).
4. Touch EXECUTE. The system displays the Print Document Menu.
5. Modify the preset fields in the Print Document Menu if desired (or leave as is).
6. Touch EXECUTE to print this document.

10. Print Index

(A Special Print Function enabling an operator to print the Document Index. See also Operator's Guide, Section 8.5.)

1. Move the Acceptance Block to Special Print Functions on the System Start-up.
2. Touch EXECUTE. The system displays the Special Print Functions Menu.
3. Move the Acceptance Block to Print Index on the Special Print Functions Menu.
4. Touch EXECUTE. The system displays the Document Index Menu.
5. Modify the preset fields in the Document Index Menu if desired (or leave as is).
6. Touch EXECUTE. The system displays the Print Document Menu.
7. Modify the preset fields in the Print Document Menu if desired (or leave as is).
8. Touch EXECUTE to print the Document Index.

11. Reset Date and Time

(From the Other Functions Menu. Enables Date or Time (if incorrect) to be changed. See also Operator's Guide, Section 12.1.)

1. Move the Acceptance Block to Other Functions on the System Start-up.
2. Touch EXECUTE. The system displays the Other Functions Menu.
3. Move the Acceptance Block to Reset Date and Time on the Other Functions Menu.
4. Touch EXECUTE.
5. Enter the date and time as in #3 - Date and Time.

12. Select Next Printed Document

(A Special Print Function enabling an operator to rearrange the print queue by specifying which document will be the next to print. See also Operator's Guide, Section 8.2.)

1. Move the Acceptance Block to Special Print Functions on the System Start-up.
2. Touch EXECUTE. The system displays the Special Print Functions Menu.
3. Move the Acceptance Block to Select Next Printed Document on the Special Print Functions Menu.
4. Touch EXECUTE. The system requests the Document ID.
5. Enter the Document ID (and the device number if necessary) of the document to be printed next.
6. Touch EXECUTE. The system responds with the Document Name.
7. Touch EXECUTE if this is the correct document or CANCEL if it is incorrect.

C. KEY TO GRAPHIC SYMBOLS

The following symbols (graphics) represent certain functions, and are automatically initiated by touching the appropriate key.

Key touched:	The screen displays:
INDENT	→
PAGE	⊥
CENTER	◆
DEC TAB	└
MERGE	↓
DON'T MERGE	⊥
NOTE	!!
STOP	■
TAB	▶
RETURN	◀
FORMAT	⊥
↑↑ (superscript)	↑
↓↓ (subscript)	↓

D. ERROR/WARNING MESSAGES

Back at beginning — during a search operation, you have eliminated sufficient characters from the search sequence to place you back at the point from which you started.

Cannot Find one — an attempt has been made to locate a character sequence which does not appear on the current page.

Cannot Globally Replace that — one of the restrictions placed upon the global replace operation has been violated.

Digit only — only a digit can be entered at this point; other characters are recognized as illegal by the system.

Disk full — Please Archive — the System Disk(ette) is full. Some documents must be archived at this time.

Execute or Cancel — only two keys are allowable at this point
— CANCEL or EXECUTE.

First finish Copy — the copy operation must be completed or cancelled before proceeding to the next function.

First finish Delete — the delete operation must be completed or cancelled before proceeding to the next function.

First finish Insert — the insert operation must be completed or cancelled before proceeding to the next function.

First finish Move — the move operation must be completed or cancelled before proceeding to the next function.

First finish Replace — the replace operation must be completed or cancelled before proceeding to the next function.

Invalid key ignored — the system recognizes this keystroke as being illegal. Touch the correct key.

Invalid length — a length specified for an operation (e.g., global hyphenation) is too long or otherwise invalid.

Move Cursor — the requested function cannot be performed at this point in the document. The cursor must be moved.

No next screen — there is no screenload following the current screenload.

No previous screen — there is no screenload preceding the current screenload.

Now being Edited — indicates that another operator is editing the document.

Now in use — the requested document is being used by another operator or for another operation.

Password Protected — indicates a document cannot be accessed until the correct password is attached to the Work Station.

Space or Return only — all keystrokes, except SPACE or RETURN, are illegal at this point.

Too long to Archive — if the current operation were completed, the document would be too large to fit on an Archive Diskette. Make the document smaller or divide it by using super copy.

Too many Batched Documents — indicates more than the maximum amount of documents have been chosen for a Batch Filing operation.

Too many characters — the character sequence entered is too long for the current operation.

Too many pages — more than the allowable maximum number of pages (120) were created in the document.

Too many screens — the defined text region (e.g., for copy) is too long.

Use Wide Screen Work Station — an attempt has been made to edit a wide platen document on a standard platen Work Station.

Unknown Command — a nonexistent command has been selected with the COMMAND Key.

Unknown document — the ID Number entered is nonexistent, either because it has not yet been assigned or it has been deleted. Enter the correct ID Number.

E. PROMPTS/INSTRUCTIONS/MESSAGES

Already on System Disk — indicates the requested document is currently residing on the System Disk(ette), not on the Archive Diskette. Simply select Edit Old Document from the System Start-up and enter the appropriate ID Number.

(Autoscore Mode) — indicates that every text character entered will be underscored.

Chosen — indicates that a particular Document ID will be filed.

Copy what? — after touching COPY, highlight the text to be copied and touch EXECUTE.

Delete what? — after touching DELETE, highlight the text to be deleted and touch EXECUTE.

(Deleting) — displayed while text is being deleted.

Document: — the function being performed requires a Document ID. Enter it following the prompt.

(Document End) — the last character of the document is visible on the screen.

Document will be deleted after printing — indicates that a specified document will automatically be deleted from the System Disk(ette) after it is printed.

Documents Processed: — list of Document ID's being processed in a Batch Filing operation.

End of Edit? — displayed after touching the CANCEL Key in Document Create or Edit. To terminate the operation, touch EXECUTE; otherwise, touch CANCEL.

Enter starting Document I.D. — enter the first Document ID to be filed, retrieved, etc., in the group Batch Filing operation.

Find next one? — touch EXECUTE or SEARCH to find the next occurrence, CANCEL to terminate the global replace operation, or SHIFT REPLACE to replace every instance from this point on.

Format copied — indicates that the Format Line was copied along with the moved or copied text.

From where? — highlight the text to be moved or copied.

Hyphenate? — position the cursor where the word is to be broken and touch EXECUTE. Touch SEARCH to bypass this instance and to find the next word for possible hyphenation, or CANCEL to terminate the operation.

Insert page break? — move the cursor to the first line to appear on a new page and touch EXECUTE.

Insert what? — after touching INSERT, type the characters to be inserted, and touch EXECUTE.

Move what? — after touching MOVE, highlight the text to be moved and touch EXECUTE.

(Page End) — indicates that a page break is on the current screenload.

Page length: — enter the page length to be used when repaginating the document.

Pages to be printed: xx — indicates on the Document Summary the number of pages to be printed at this print request.

Please Mount Archive Diskette — indicates appropriate Archive Diskette must be mounted in order for the requested operation to be performed.

Printout cancelled by operator — indicates that the print request for a specified document has been cancelled.

(Rearranging) — displayed while the system is rearranging a document following an operation that has modified it.

Replace it? — touch EXECUTE or REPLACE to replace this occurrence, SEARCH to find next occurrence, CANCEL to terminate the global replace operation, or SHIFT REPLACE to replace every instance from this point on.

Replace it with? — after highlighting the text to be replaced, enter the replacement characters and touch EXECUTE.

Replace what? — after selecting replace or global replace, highlight the text to be replaced and touch EXECUTE.

Search for what? — enter the character sequence to be located.

(Searching) — indicates the system is locating some particular text to be used in the operation.

To begin, Key 'X'! — touch X to initiate Prepare New Archive Diskette function.

To where? — indicate (by positioning the cursor) where text is to be moved or copied.

Which Command? — touch the key corresponding to the command to be performed.

Which page: — appears after touching the GO TO PAGE Key. Now indicate where the cursor is to be located.

Zone length: — enter the minimum number of blank spaces to be considered for hyphenation when using global hyphenation.

F. SPECIAL KEY SUMMARY

1. AUTOSCORE MODE

- a. Purpose: To underscore (underline) new text and inserted characters as they are entered by the operator.
- b. Sequence: Touch COMMAND, touch the Underscore Key, type in the text. Text is automatically underscored.
- c. Notes: To exit from Autoscore, touch CANCEL.

To deunderscore text while in Autoscore Mode, move the cursor to the character(s) to be deunderscored, and touch the Underscore Key to eliminate the underscoring

2. BACKSPACE

- a. Purpose: To move the cursor backwards through text. Usually to strike over incorrect text.
- b. Sequence: Touch BACKSPACE. Touching and holding backspaces repetitively.
- c. Notes: BACKSPACE is also used to dehighlight text during Copy, Delete, Move, or Replace.

3. CANCEL

- a. Purpose: To terminate any function or operation before the EXECUTE Key has been touched.
- b. Sequence: Touch CANCEL.
- c. Notes: CANCEL, followed by EXECUTE, is used to exit from Document Create or Document Edit.

If CANCEL is accidentally touched while in Document Create or Document Edit, simply touch it again to void the first CANCEL.

4. CENTER

- a. Purpose: To center text automatically on a line.
- b. Sequence: Touch CENTER, type text, touch RETURN.
- c. Notes: A centered line always has the diamond graphic at the beginning of the line.

If text is already present in a line, inserting a CENTER centers it.

5. COPY

- a. Purpose: To highlight consecutive text in one part of a document, and copy it to another location in the same document. Both parts of the document will contain the same text.
- b. Sequence: Position cursor to beginning of text to be copied, touch COPY, highlight the text to be copied, touch EXECUTE, reposition cursor to beginning of new location, touch EXECUTE.
- c. Notes: Everything highlighted is copied. Highlight by moving the cursor or by touching any key; the system highlights up to and including any key touched.
- To highlight up to any letter, touch that letter.
- To highlight a word, touch the SPACE BAR.
- To highlight a sentence, touch the period.
- To highlight a paragraph, touch the RETURN.
- To highlight "Wang Laboratories," touch "s."
- To highlight across screenloads or pages, touch NEXT SCRIN or GO TO PAGE.
- To dehighlight, use BACKSPACE, the Cursor Control Keys, PREV SCRIN, or GO TO PAGE.

6. CURSOR CONTROL KEYS

- a. Purpose: To position the cursor on the screen, or to move the cursor to the beginning or end of the screen.
- b. Sequence: Touch one of the four Cursor Control Keys (with the arrows up, down, left, or right). The cursor moves in the direction indicated. The keys repeat automatically when held down.
- c. Notes: Touching and holding the North Cursor Key returns the cursor to "home," or the first position of the screen. Touching and holding the South Cursor Key returns the cursor to "reverse home," or the last position on the screen.
- The Cursor Control Keys move the cursor through the text without changing it.
- See also GO TO PAGE.

7. DECIMAL TAB

- a. Purpose: To automatically align columns of numbers on their decimal points, or to right justify any column of text or figures without decimal points.
- b. Sequence: Touch DEC TAB, type text or numbers. Touch DEC TAB, then type numbers again for each other column on that line. Touch RETURN at the end of the line.
- c. Notes: Decimal points are aligned on the next preset tab position.

The graphic symbol (\perp) appears to the left of each number that has been decimally tabbed.

8. DELETE

- a. Purpose: To highlight consecutive text in a document, and to remove it from that document.
- b. Sequence: Position the cursor to beginning of the text to be deleted, touch DELETE, highlight the text to be deleted, touch EXECUTE.
- c. Notes: Everything highlighted is deleted. Highlight by moving the cursor or by touching any key; the system highlights up to and including the letter or symbol touched.

To highlight up to any letter, touch that letter.

To highlight a word, touch the SPACE BAR.

To highlight a sentence, touch the period.

To highlight a paragraph, touch the RETURN.

To highlight "Wang Laboratories," touch "s."

To highlight across screenloads or pages, touch NEXT SCRN or GO TO PAGE.

To dehighlight, use BACKSPACE, the Cursor Control Keys, PREV SCRN, or GO TO PAGE.

9. DOCUMENT MARKING

- a. Purpose: To mark a specific location in a document and later return to this same location.
- b. Sequence: Touch COMMAND, touch NOTE, and perform any operations anywhere within the document. To return to the original

location, touch GO TO PAGE and touch NOTE.

- c. Notes: Only one point can be marked and noted at any one time. The cursor always returns to the location last marked.

Document Marking is lost when CANCEL, EXECUTE are touched to terminate Document Create or Edit.

If text containing the marked point is deleted, the Work Station returns the cursor as close as possible to the former marked location.

10. EXECUTE

- a. Purpose: To inform the system that the present course of action is acceptable to the operator.
- b. Sequence: Touch EXECUTE.
- c. Notes: Usually EXECUTE causes the system to proceed to the next menu.

EXECUTE is used after CANCEL to exit from the Create Document and Edit Document operations.

11. FOOTER

- a. Purpose: To create the footers at the bottom of pages which will identify documents, usually from page 2 on.
- b. Sequence: Touch GO TO PAGE, type f (or F), touch INSERT, type the footer material. The footer will now print on each page. Touch GO TO PAGE, type in a page number, touch EXECUTE, and the system returns to the document.
- c. Notes: For automatic page numbering, type a pound sign (#) as part of the footer material. Page numbers replace the pound sign when the document prints.

Footer lines are not counted in the line count at the top of each screen.

Only one footer is allowed per document.

A footer is "left behind" when a document is copied and is not available on a merged document.

It is usually advisable to begin each footer with one or more blank lines so that the footer is spaced below the last line of text.

12. FORMAT

- a. Purpose: To set or change the right-hand margin, tab settings, and/or vertical print spacing between lines.
- b. Sequence: (Create a new format.) Touch **FORMAT**, reset whatever you wish, touch **EXECUTE**.
(Revise the last format.) Touch **SHIFT** and **FORMAT**, reset whatever you wish, touch **EXECUTE**.
(Revise the last format to equal the original document format.) Touch **SHIFT** and **FORMAT**, touch **FORMAT** again, touch **EXECUTE**.
(Delete the last format.) Touch **SHIFT** and **FORMAT**, touch **DELETE**.
- c. Notes: Vertical print spacing is shown in Position 2 of the Format Line:
0 – zero or no spacing (overstrike)
Q – quarter spacing
H – half spacing
1 – single spacing
W – one and one-half spacing
2 – double spacing
3 – triple spacing
- Tabs are entered in the Format Line by positioning the cursor and touching the **TAB** Key. Tabs are removed in the Format Line by spacing over them.
- The right margin is set in the Format Line by positioning the cursor to the desired margin and touching **RETURN**. The existing right margin symbol disappears.
- Touching **SHIFT** and **FORMAT** simultaneously brings the cursor inside the last Format Line so revisions can be made.
- Touching **FORMAT** by itself creates a new Format Line.

13. GLOSSARY

- a. Purpose: To automatically have the system recall and enter into a document some previously-created text or instructions.
- b. Sequence: Touch the Glossary Key (**GL**). Touch the key corresponding to the name of the Glossary entry to be recalled.
- c. Notes: All Glossary entries must first be "attached" to the Work Station before they can be recalled.
- See the Glossary User Manual for more information.

14. GO TO PAGE

- a. Purpose: To position the cursor to another location in the current document.
- b. Sequence: Touch GO TO PAGE, type the number of the page desired, touch EXECUTE.
- c. Notes: GO TO PAGE, ↓, goes to the first character on the current page.
- GO TO PAGE, ↓, goes to the last character on the current page.
- GO TO PAGE, →, goes to the last character on the current line.
- GO TO PAGE, →, goes to the first character on the current line.
- GO TO PAGE, Page Number, ↓ or EXECUTE, goes to the first character on the specified page.
- GO TO PAGE, Page Number, ↓, goes to the last character on the specified page.
- GO TO PAGE, Page Number, →, goes to the last character of the current line number on the specified page.
- GO TO PAGE, Page Number, →, goes to the first character of the current line number on the specified page.
- GO TO PAGE, NEXT SCRNL, goes to the next page of a document.
- GO TO PAGE, PREV SCRNL, goes to the previous page of a document.
- GO TO PAGE, f (or F), is used to create or edit a footer.
- GO TO PAGE, h (or H), is used to create or edit a header.
- GO TO PAGE, w (or W), is used to go to the Work Page.

15. HEADER

- a. Purpose: To create the headings at the top of pages which will identify documents, usually from page 2 on.
- b. Sequence: Touch GO TO PAGE, type h (or H), touch INSERT, type the header material, touch EXECUTE. The header prints on each page. Touch GO TO PAGE, type in a page number, touch EXECUTE, to return to your document.
- c. Notes: For automatic page numbering, type a pound sign (#) as part of the header

material. Page numbers replace the pound sign when the document prints.

Header lines are not counted in the line count at the top of each screen.

Only one header is allowed per document.

A header is "left behind" when a document is copied and is not available on a merged document.

It is usually advisable to end each header with one or more blank lines so that the header will be spaced above the first line of text.

16. HYPHENATION (Globally)

- a. Purpose: To automatically find each instance in a document where a hyphenation decision is necessary, and to allow the operator to insert a hyphen.
- b. Sequence: Touch COMMAND, touch the Hyphen Key (-), enter the zone length (minimum 3, maximum 99), touch EXECUTE. Then touch:
 - 1) EXECUTE or Hyphen (-) to insert a hyphen.
 - 2) Backspace, Space, West or East Cursor to move the cursor, then EXECUTE or Hyphen (-).
 - 3) SEARCH to make no changes to this word but find the next decision.
 - 4) CANCEL to terminate global hyphenation.
- c. Notes: Global hyphenation searches for hot zones greater than or equal to the zone length entered, and highlights the portion of the next word that can fit into that hot zone.

Minimum hot zone is three (3). Entering a hot zone of 3 causes the system to stop and ask for a hyphenation decision every time there are 3 or more available spaces at the end of a line. Results in a lot of hyphenation decisions.

Maximum hot zone is ninety-nine (99). Results in very few hyphenation decisions.

Global hyphenation removes all old hyphens during its operation.

17. INDENT

- a. Purpose: To indent paragraphs or any section of text automatically.
- b. Sequence: Touch INDENT, and then type your text.
- c. Notes: Indent remains effective through subsequent lines until RETURN is touched. (All these lines are also indented.)

Indent moves text to the first tab setting on that line. For a greater indent, touch INDENT again until the correct tab setting is reached.

If you change the tab setting by changing the Format Line, the indented material will also adjust its position to correspond to this new format. The graphic— appears to the left of all text that has been indented.

18. INSERT

- a. Purpose: To insert any amount of text into an existing document.
- b. Sequence: Position cursor to where text is to be added, touch INSERT, type new text, touch EXECUTE.
- c. Notes: All text being inserted is highlighted. The system automatically realigns the rest of the document after an insert.

19. MERGE

- a. Purpose: To create letters or documents with provision for the future addition of "variable" information from a second document. To combine two documents into one.
- b. Sequence: Type the primary document, touching MERGE wherever variable information is to be inserted. Then type the secondary (variable) document(s) as a series of inserts separated by merge graphics.

When Merge Print is selected on the Special Print Functions Menu, these two documents combine into one.
- c. Notes: The merge graphic (†) is not printed and takes up no space on the printout.

20. MOVE

- a. Purpose: To highlight consecutive text in one part of a document and then move it to another part of that document.

- b. Sequence: Position cursor to beginning of text to be moved, touch MOVE, highlight text to be moved, touch EXECUTE, reposition cursor to where highlighted text is to be moved, touch EXECUTE.
- c. Notes: Everything highlighted is moved. Highlight by moving the cursor or by touching any key. The system highlights up to and including the letter or symbol touched.
 - To highlight up to any letter, touch that letter.
 - To highlight a word, touch the SPACE BAR.
 - To highlight a sentence, touch the period.
 - To highlight a paragraph, touch the RETURN.
 - To highlight "Wang Laboratories," touch "s."
 - To highlight across screenloads or pages, touch NEXT SCRIN or GO TO PAGE.
 - To dehighlight, use BACKSPACE, the Cursor Control Keys, PREV SCRIN, or GO TO PAGE.

21. NEXT SCREEN/PREVIOUS SCREEN

- a. Purpose: To view any screenload of text in a document.
- b. Sequence: Touch NEXT SCREEN to view text further in the document than is shown on the screen. Touch PREVIOUS SCREEN to view any previous text .
- c. Notes: The system displays a prompt when either the beginning or the end of the document is reached.
 - See also GO TO PAGE.

22. NOTE

- a. Purpose: To allow non-printing comments (notes) to appear on the screen but not on the printed document.
- b. Sequence: Touch NOTE, type the comments, touch either NOTE, RETURN, PAGE, or FORMAT.
- c. Notes: Everything typed between NOTE and either the next NOTE, RETURN, PAGE, or FORMAT will not be printed.

The graphic !! (two exclamation points) appears on the screen every time NOTE is touched.

Notes can be printed out by selecting option "With Notes" on the Print Document Menu.

23. PAGE

- a. Purpose: To define the end of a page.
- b. Sequence: Position cursor to where you want a page break to occur, touch PAGE.
- c. Notes: Page breaks can be inserted anywhere, but are easier to see and work with if used after a RETURN.

PAGE brings a copy of the last-used Format Line to the head of the new page.

To make a "required" or "hard" page break, touch CENTER, then PAGE.

24. REPAGINATION

- a. Purpose: To automatically search through a document, deleting old page breaks, and to allow an operator to insert new page breaks in appropriate places.
- b. Sequence: Touch COMMAND, touch PAGE, enter the page length (number of lines of text, excluding headers and footers), touch EXECUTE. Then touch:
 - 1) PAGE or EXECUTE to insert a page break where the system stops.
 - 2) North or South Cursor to where you want the page break to be, and touch PAGE or EXECUTE.
 - 3) CANCEL to terminate Repagination.
- c. Notes: "Hard" or "required" page breaks (a center code followed by a page break) are not automatically repaginated by the system.

At any time you can move the cursor from where the system puts it before touching PAGE.

See also PAGE.

25. REPLACE

- a. Purpose: To highlight consecutive text in a document and then replace it with other text.

- b. **Sequence:** Position cursor at beginning of text to be replaced, touch REPLACE, highlight text to be replaced, touch EXECUTE, type the new text, touch EXECUTE.
- c. **Notes:** Everything highlighted is replaced. Highlight by moving the cursor or by touching any key. The system highlights up to and including the letter or symbol touched.
 - To highlight up to any letter, touch that letter.
 - To highlight a word, touch the SPACE BAR.
 - To highlight a sentence, touch the period.
 - To highlight a paragraph, touch the RETURN.
 - To highlight "Wang Laboratories," touch "s."
 - To highlight across screenloads or pages, touch NEXT SCRN or GO TO PAGE.
 - To dehighlight, use BACKSPACE, the Cursor Control Keys, PREV SCRN, or GO TO PAGE.

26. REPLACE (Globally)

- a. **Purpose:** To highlight all instances of defined consecutive text in a document and then replace them with other text.
- b. **Sequence:** Position cursor at first instance of text to be replaced, touch SHIFT and REPLACE, highlight text to be replaced, touch EXECUTE, type the new text, touch EXECUTE. Then repeatedly touch EXECUTE to replace all other instances of that text, or touch SEARCH to selectively skip a particular replacement, or touch SHIFT and REPLACE again to automatically replace all instances of that text.
- c. **Notes:** Touch CANCEL to exit from the replace operation if you don't wish to replace the text.
 - Everything highlighted is replaced. Highlight by moving the cursor or by touching any key. The system highlights up to and including the letter or symbol touched.
 - To highlight up to any letter, touch that letter.

To highlight a word, touch the SPACE BAR.

To highlight a sentence, touch the period.

To highlight a paragraph, touch the RETURN.

To highlight "Wang Laboratories," touch "s."

To highlight across screenloads or pages, touch NEXT SCRN or GO TO PAGE.

To dehighlight, use BACKSPACE, the Cursor Control Keys, PREV SCRN, or GO TO PAGE.

27. RETURN

- a. Purpose: To end a line of type and bring the cursor to the start of the next line.
- b. Sequence: Touch RETURN.
- c. Notes: The graphic symbol ◀ appears whenever RETURN is touched.

Use at the end of a paragraph or at the end of a short line, (for example, name and address lines). It is not necessary inside the body of text, as the system handles it automatically.

28. SEARCH

- a. Purpose: To search through a document and stop at any defined character sequence.
- b. Sequence: Touch SEARCH, type in the character sequence. The system will stop at the first instance of that sequence. To find the next instance of that sequence, touch SEARCH or EXECUTE. Keep touching SEARCH or EXECUTE to find all remaining instances of that character sequence.
- c. Notes: When you are at any character sequence, you can perform any editing function (replace, move, etc.).

To exit from SEARCH, touch any key other than SEARCH.

SHIFT and SEARCH starts the search from the beginning of the document. SEARCH, by itself, starts the search from the current cursor location in the document.

29. STOP

- a. Purpose: To stop the printer. Usually for changing the print wheel or sometimes, the forms.
- b. Sequence: Type text, touch STOP, type the symbol(s) you want from the other print wheel, touch STOP, continue to type the text for the original print wheel.
- c. Notes: STOP is displayed on the screen as a small square (■). It does not print.

When the stop graphic is encountered, the printer stops printing, illuminates the CHANGE DAISY button, and sounds a tone.

30. SUBSCRIPT/SUPERSCRIPT

- a. Purpose: To allow the printer to move up and/or down one-half (1/2) line from the main typing line to create subscripts and/or superscripts.
- b. Sequence: (For subscript.) Touch SUBSCRIPT (↓), type the subscripted characters, touch SUPERSCRIPT (SHIFT and ↑) to return back up to the main typing line.

(For superscript.) Touch SUPERSCRIPT (SHIFT and ↑), type the superscripted characters, touch SUBSCRIPT (↓) to return back down to the main typing line.

- c. Notes: The graphic symbol ↓ appears whenever SUBSCRIPT (↓) is touched. This is ignored in printing. (H₂O prints as H₂O.)

The graphic symbol ↑ appears whenever SUPERSCRIPT (SHIFT and ↑) is touched. This will be ignored in printing. (X² prints as X².)

Formulas *cannot* be created with more than one level of subscript or more than one level of superscript with SUBSCRIPT/SUPERSCRIPT. To create multilevel formulas, use Index and Half-spacing as described in the Operator's Guide, Section 11.4.

Formulas or equations *can* be created with both subscripts and superscripts, as long as there is only one level of each.

If single-spacing or less is used in the Format Line, super/subscripts are placed ¼ of a line up or down. If 1 ½ (W) spacing or more is used in the Format Line, super/subscripts are placed ½ of a line up or down.

You must have an equal number of subscripts and superscripts on each line of text. For example, for each subscript, you must later have a superscript to return to the main typing line, and vice versa.

31. SUPER COPY

- a. Purpose: To highlight consecutive text in one document and copy it to any location in another document. Both documents then contain this same text.
- b. Sequence: Position cursor where the text is to be entered, touch SHIFT and COPY, enter the Document ID which has the text to be copied, position the cursor where copying is to begin, touch EXECUTE, highlight the text, touch EXECUTE.
- c. Notes: Both documents must be on the System Disk(ette).

Everything highlighted is copied. Highlight by moving the cursor or by touching any key; the system highlights up to and including any key touched.

To highlight up to any letter, touch that letter.

To highlight a word, touch the SPACE BAR.

To highlight a sentence, touch the period.

To highlight a paragraph, touch the RETURN.

To highlight "Wang Laboratories," touch "s."

To highlight across screenloads or pages, touch NEXT SCRN or GO TO PAGE.

To dehighlight, use BACKSPACE, the Cursor Control Keys, PREV SCRN, or GO TO PAGE.

32. SUPER MOVE

- a. Purpose: To highlight consecutive text in one document and move it to another document.
- b. Sequence: Position cursor to where the text is being moved. Touch SHIFT and MOVE, enter the Document ID of the text to be moved, position the cursor where the move begins, touch EXECUTE, highlight desired text, and touch EXECUTE.

- c. Notes: Everything highlighted is moved. You can highlight by moving the cursor or by touching any key. The system highlights up to and including any key touched.

To highlight up to any letter, touch that letter.

To highlight a word, touch the SPACE BAR.

To highlight a sentence, touch the period.

To highlight a paragraph, touch the RETURN.

To highlight "Wang Laboratories," touch "s".

To dehighlight, use BACKSPACE, the Cursor Control Keys, PREV SCRN, or GO TO PAGE.

33. TAB

- a. Purpose: To indent the beginning of a paragraph or other text not on the left margin.
- b. Sequence: Touch TAB as on a standard typewriter.
- c. Notes: The graphic symbol ► appears whenever TAB is touched.

Tabs are preset by the system at whatever is the standard for your company.

34. WORK PAGE

- a. Purpose: To hold special notes or information, separate from the document, for the operator's use.
- b. Sequence: Touch GO TO PAGE and w (or W). To return to the document, touch GO TO PAGE and any page number from the document.
- c. Notes: The Work Page does not print out.

It only consists of one page, able to hold 120 screenloads.

Text must be inserted into the Work Page. After it is inserted, any editing function can be used within the Work Page.

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