



**WANG**

# **Word Processing**

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**Quick Reference Guide**



# Word Processing Quick Reference Guide

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**WANG**

**WANG LABORATORIES, INC.**

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## PREFACE

This Quick Reference Guide is a condensed version of the *Word Processing Reference Manual* (700-7611) – the comprehensive and detailed guide to all aspects of word processing. It is written for users of the Wang Office Information System (OIS), VS/Integrated Information System (VS/IIS), and the Word Processing System (WPS).

This guide (like the *Word Processing Quick Reference Cards* (777-4012), is primarily intended to serve the needs of an experienced user who requires a compact and easily accessible check of word processing functions and the steps taken to perform them. This guide follows the organization of the Reference Manual. However, the user is encouraged to turn to the Reference Manual when in-depth information is needed.



# THE OIS/WPS AND VS/IIS KEYBOARDS

## THE KEYBOARDS

The Wang Office Information System/Word Processing System (OIS/WPS) and the VS/Integrated Information System (VS/IIS) keyboards are used for performing word processing. When VS/IIS systems are functioning in DP (Data Processing) mode, the keys in the top row function as Program Function keys according to the names on the function strip below them. In WP mode, they follow the text editing functions on the top of each key. If your workstation has a keyboard whose top keys can also be used for WP Plus (the advanced WP system from Wang Laboratories, Inc., with such editing keys as ALIGN, REF/STYLE, COL, RCL/SAVE, etc.), be sure you have the WP function strip (part number 615-3009), with the standard WP function names, to use with it.

## THE KEYS

Other than the Program Function keys used for DP functions, there are five standard key types:

1. **Character keys** are the letters, numbers, and special characters needed for normal typing.
2. **Format keys** establish the arrangement of text on the page.
3. **Cursor control keys** move the cursor to any location within a document.
4. **Edit keys** change text already entered in a document.
5. **Transaction keys** instruct the system either to complete or to cancel an activity or operation.

Two additional keyboard attributes are

1. **Repeating keys** continue their function for as long as you press them down.
2. **The COMMAND key** is used with other keys to perform specific operations.

Refer to the following figures (Figures 1 and 2) for the location of keys on the keyboard. For a detailed description of the keys, refer to the *Word Processing Reference Manual*.



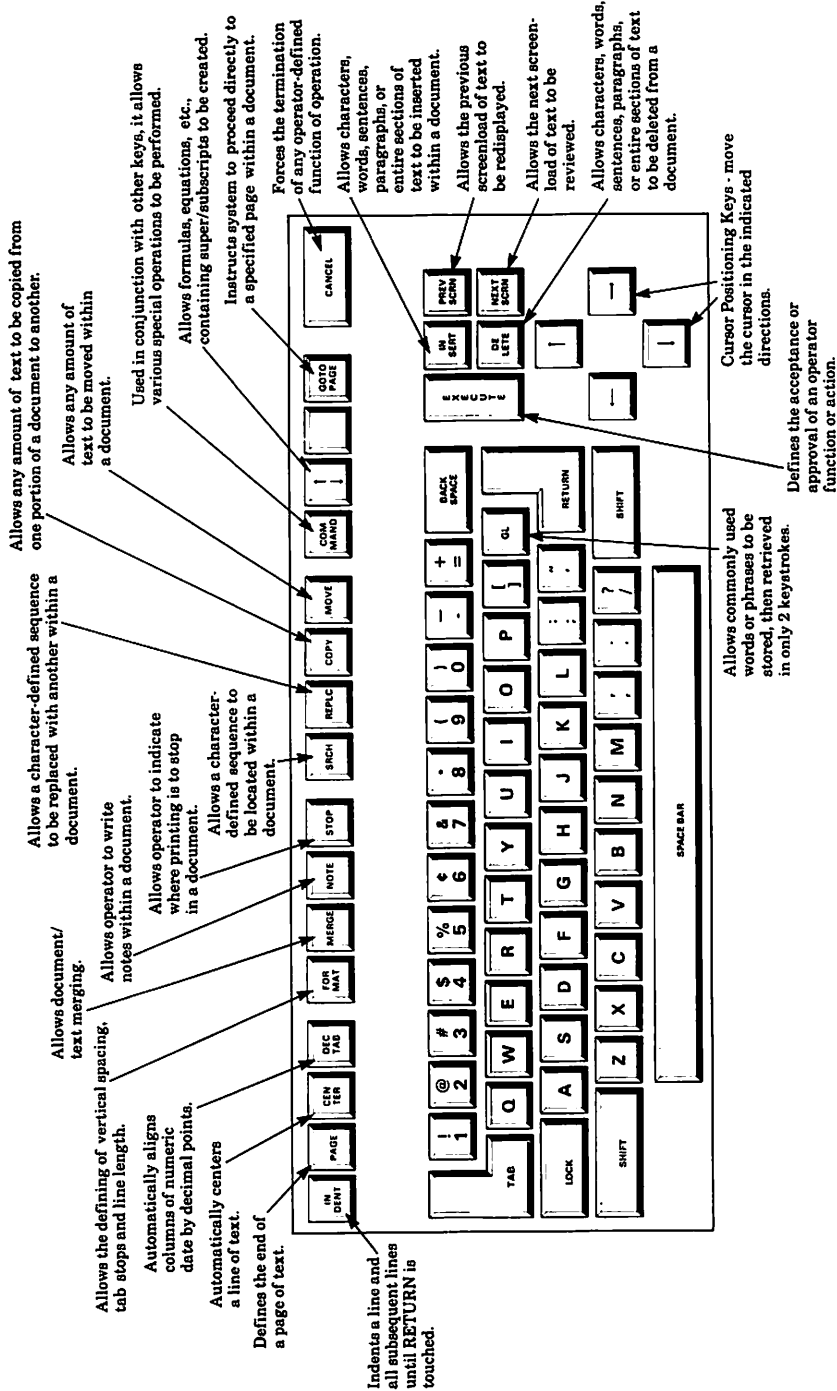


Figure 1. OIS and WPS Keyboard

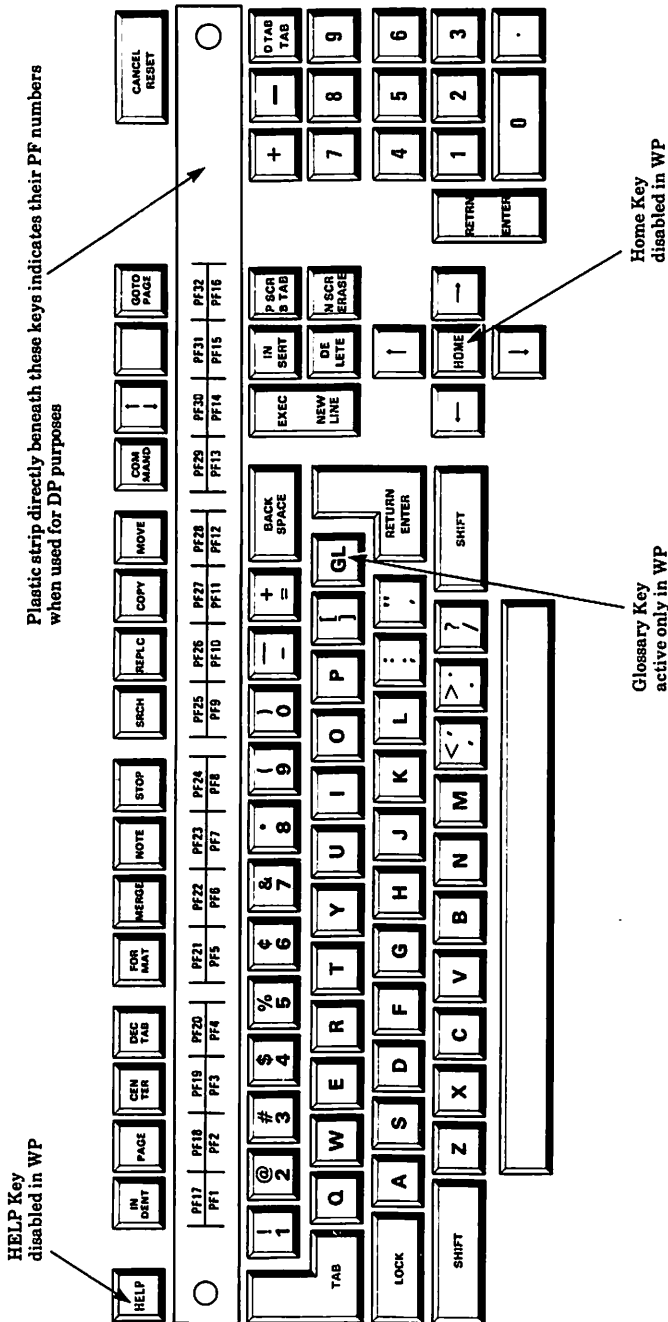


Figure 2. VS/IIIS Keyboard

# CURSOR MOVEMENT

## MOVING THE CURSOR

To move the cursor from line to line and page to page, you have the following choices (for simplification, the plus [ + ] symbol is used in place of the word, and):

- Cursor control keys
- BACKSPACE
- GO TO PAGE + the cursor control keys
- GO TO PAGE + the page number
- GO TO PAGE + the page number + the North/South cursor control keys
- NEXT SCRNL
- PREV SCRNL
- GO TO PAGE + NOTE (location specified by COMMAND + NOTE)
- GO TO PAGE + F (Footer page)
- GO TO PAGE + H (Header page)
- GO TO PAGE + W (Work page)

For a detailed description of moving the cursor, refer to the *Word Processing Reference Manual*.

## SEARCHING AND GLOBALLY SEARCHING FOR TEXT

Search is used to locate a defined character sequence in a document beginning at the cursor position and continuing to the end of the document. Global Search searches from page 1 to the end of the document.

## Searching for Text

1. Press SRCH.
2. Enter the character sequence to be searched (127 characters maximum). Begin and end the sequence with a space to avoid finding sequences within words.  
*Entering uppercase letters will locate only uppercase text. Entering lowercase letters will locate both uppercase and lowercase text.*
3. Press SRCH as needed to locate all instances of the character sequence.
4. You can perform any of the following functions when the characters are found:

- Insert
- Delete
- Replace
- Move
- Copy
- Super Move
- Super Copy
- Global Replace
- Underscore
- any Command attribute

Performing any of these functions, however, cancels the Search at that point.

5. To exit the operation, press CANCEL.

## Globally Searching for Text

1. Press SHIFT + SRCH to search from the beginning of the document.
2. Perform steps 2 through 4 in "Searching for Text."

## DOCUMENT MARKING

Document Marking allows the system to remember the page, line, and cursor position in the current document. The mark is canceled after returning to the Word Processing menu.

1. Position the cursor where the position is to be remembered and press **COMMAND + NOTE**.
2. Move the cursor to any place in the document and continue to edit.
3. To return to the marked position, press **GO TO PAGE + NOTE**.

1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100 101 102 103 104 105 106 107 108 109 110 111 112 113 114 115 116 117 118 119 120 121 122 123 124 125 126 127 128 129 130 131 132 133 134 135 136 137 138 139 140 141 142 143 144 145 146 147 148 149 150 151 152 153 154 155 156 157 158 159 160 161 162 163 164 165 166 167 168 169 170 171 172 173 174 175 176 177 178 179 180 181 182 183 184 185 186 187 188 189 190 191 192 193 194 195 196 197 198 199 200 201 202 203 204 205 206 207 208 209 210 211 212 213 214 215 216 217 218 219 220 221 222 223 224 225 226 227 228 229 230 231 232 233 234 235 236 237 238 239 240 241 242 243 244 245 246 247 248 249 250 251 252 253 254 255 256 257 258 259 260 261 262 263 264 265 266 267 268 269 270 271 272 273 274 275 276 277 278 279 280 281 282 283 284 285 286 287 288 289 290 291 292 293 294 295 296 297 298 299 300 301 302 303 304 305 306 307 308 309 310 311 312 313 314 315 316 317 318 319 320 321 322 323 324 325 326 327 328 329 330 331 332 333 334 335 336 337 338 339 340 341 342 343 344 345 346 347 348 349 350 351 352 353 354 355 356 357 358 359 360 361 362 363 364 365 366 367 368 369 370 371 372 373 374 375 376 377 378 379 380 381 382 383 384 385 386 387 388 389 390 391 392 393 394 395 396 397 398 399 400 401 402 403 404 405 406 407 408 409 410 411 412 413 414 415 416 417 418 419 420 421 422 423 424 425 426 427 428 429 430 431 432 433 434 435 436 437 438 439 440 441 442 443 444 445 446 447 448 449 450 451 452 453 454 455 456 457 458 459 460 461 462 463 464 465 466 467 468 469 470 471 472 473 474 475 476 477 478 479 480 481 482 483 484 485 486 487 488 489 490 491 492 493 494 495 496 497 498 499 500 501 502 503 504 505 506 507 508 509 510 511 512 513 514 515 516 517 518 519 520 521 522 523 524 525 526 527 528 529 530 531 532 533 534 535 536 537 538 539 540 541 542 543 544 545 546 547 548 549 550 551 552 553 554 555 556 557 558 559 560 561 562 563 564 565 566 567 568 569 570 571 572 573 574 575 576 577 578 579 580 581 582 583 584 585 586 587 588 589 590 591 592 593 594 595 596 597 598 599 600 601 602 603 604 605 606 607 608 609 610 611 612 613 614 615 616 617 618 619 620 621 622 623 624 625 626 627 628 629 630 631 632 633 634 635 636 637 638 639 640 641 642 643 644 645 646 647 648 649 650 651 652 653 654 655 656 657 658 659 660 661 662 663 664 665 666 667 668 669 670 671 672 673 674 675 676 677 678 679 680 681 682 683 684 685 686 687 688 689 690 691 692 693 694 695 696 697 698 699 700 701 702 703 704 705 706 707 708 709 710 711 712 713 714 715 716 717 718 719 720 721 722 723 724 725 726 727 728 729 730 731 732 733 734 735 736 737 738 739 740 741 742 743 744 745 746 747 748 749 750 751 752 753 754 755 756 757 758 759 760 761 762 763 764 765 766 767 768 769 770 771 772 773 774 775 776 777 778 779 780 781 782 783 784 785 786 787 788 789 790 791 792 793 794 795 796 797 798 799 800 801 802 803 804 805 806 807 808 809 810 811 812 813 814 815 816 817 818 819 820 821 822 823 824 825 826 827 828 829 830 831 832 833 834 835 836 837 838 839 840 841 842 843 844 845 846 847 848 849 850 851 852 853 854 855 856 857 858 859 860 861 862 863 864 865 866 867 868 869 870 871 872 873 874 875 876 877 878 879 880 881 882 883 884 885 886 887 888 889 890 891 892 893 894 895 896 897 898 899 900 901 902 903 904 905 906 907 908 909 910 911 912 913 914 915 916 917 918 919 920 921 922 923 924 925 926 927 928 929 930 931 932 933 934 935 936 937 938 939 940 941 942 943 944 945 946 947 948 949 950 951 952 953 954 955 956 957 958 959 960 961 962 963 964 965 966 967 968 969 970 971 972 973 974 975 976 977 978 979 980 981 982 983 984 985 986 987 988 989 990 991 992 993 994 995 996 997 998 999 1000

# FORMATTING A DOCUMENT

## CREATING AND REVISING FORMAT LINES

The format line controls the positioning of the text that follows it. By adjusting the format line, you establish starting position; vertical line spacing; tab, indent, and decimal tab positions; and line length.

The vertical spacing choices are

- |                             |                               |
|-----------------------------|-------------------------------|
| <b>1</b> – Single           | <b>Q</b> – Quarter            |
| <b>W</b> – One and one-half | <b>H</b> – Half               |
| <b>2</b> – Double           | <b>0</b> – Zero (strike thru) |
| <b>2</b> – Triple           |                               |

Although text is always displayed on the screen as single-spaced, the document will print according to the spacing you select in the format line.

Common line length settings are

- 80** – When printing vertically in 12 pitch on 8½- x 11-inch paper (90 is possible with minimal margins)
- 158** – (Maximum) when using horizontal scroll in 15 pitch

### The Primary Format Line

The Primary format line is the one displayed at the top of page 1. There is only one Primary format line and it cannot be deleted. It may, however, be edited (thus reformatting any text previously entered). Any number of other format lines (Alternate format lines) may be created within a page (when you wish to change the format for new text without reformatting the text previously entered). As new pages are created, the format line that appears at the top of the page is the last one created.

## **Editing a Primary or an Alternate Format Line**

1. Move the cursor into the format line by pressing **SHIFT + FORMAT**.
2. To change the vertical line spacing, press **BACKSPACE** and strike over the existing setting.
3. To clear tabs from the format line, press the space bar across the format line.
4. To create tab stops, position the cursor at the desired location and press **TAB**.
5. To set the line length, move the cursor to the desired position and press **RETURN**.
6. Press **EXECUTE**. Any text previously entered is reformatted according to your changes.

## **Creating an Alternate Format Line**

1. Position the cursor where the format line is needed, and press **FORMAT**.
2. Revise the settings in the format line, and press **EXECUTE**.

## **Recalling a Copy of the Primary Format Line**

1. Enter the previous format line by pressing **SHIFT + FORMAT**, or create a new format line by pressing **FORMAT**.
2. Press **FORMAT** again.
3. Press **EXECUTE**.

## **Deleting an Alternate Format Line**

1. Press **SHIFT + FORMAT** to enter the previous format line.
2. Press **DELETE** to delete the format line and adjust the text to the settings of the preceding format line.

## **Copying a Format Line During a Copy or Move Operation**

1. Position the cursor under the first character of the text to be copied/moved. Press **COPY/MOVE** and then **FORMAT** before highlighting the rest of the text to be copied/moved.
2. The copied format line governs both the copied text and any text after the copied text until another format line appears.



## OIS AND VS AUTOMATIC FORMAT MODIFICATION

Not available on WPS, Format Modification allows the system to search a document and automatically make consistent format changes.

1. *Using OIS*, select Format Modification from the Advanced Functions menu and press EXECUTE.  
*Using VS/HS*, select Format Modification from the Utilities menu and press EXECUTE.
2. Enter the ID of the document in which format changes will be made and press EXECUTE.
3. If the entire document is not involved, enter the page numbers to be searched and replaced.
4. Make a selection from the Format Modification menu and press EXECUTE.

### Modifying Page Format Lines or All Format Lines

1. Modify the format line to the desired format and press EXECUTE.
2. Press EXECUTE to rerun Format Modification, or press CANCEL to return to the Advanced Functions menu or the Utilities menu.

### Modifying Each Occurrence of a Specific Format Line

1. The system displays the first format line in the specified page range. Press SRCH if you need to locate a different line. Once it is located, press EXECUTE.
2. Modify the format line to the desired format.
3. Press EXECUTE to begin replacement.
4. Press EXECUTE to rerun Format Modification or press CANCEL to return to the Advanced Functions menu or the Utilities menu.

## USING THE FORMAT KEYS

### The Indent Key

1. Set the tab stops in the format line.
2. Press INDENT to move the cursor to the desired left-hand margin position.

3. Enter the text.
4. Press RETURN to end the Indent operation.

## The Center Key

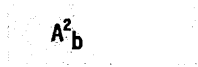
1. Position the cursor at the left margin and press CENTER. If the text is to be centered between an indented left margin and the right margin, press INDENT + CENTER.
2. Enter the text to be centered.
3. Press RETURN to end the Center operation.

## The Superscript/Subscript Key

1. *For a superscript*, press SHIFT + the Superscript/Subscript key, type the character(s), and then press the Superscript/Subscript key (unshifted).
2. *For a subscript*, press the Superscript/Subscript key (unshifted), type the character(s), and then press SHIFT + the Superscript/Subscript key.

## Placing a Superscript Above a Subscript

1. Type the main character, and press SHIFT + Superscript/Subscript.
2. Type the superscript character, and press Superscript/Subscript twice.
3. Type the base character, and press SHIFT + Superscript/Subscript. The screen display looks like the following example:



A<sup>2</sup><sub>b</sub>

## Half-Spacing

Half-Spacing is used to produce formulas and equations embedded in text.

1. Create or revise a format line with vertical spacing at H.
2. Enter lines of spaces, each followed by a RETURN, to correspond with the number of lines in the formula or equation.
3. Enter the baseline of the formula by positioning the cursor on the line and striking over the spaces with the desired characters.

4. Enter subscripts by moving down one line and striking over the spaces with the desired characters; enter superscripts by moving up one line and striking over the spaces with the desired characters.

## **FORMATTING COLUMNS**

Formatting columns includes aligning columns of numbers and centering column headings.

### **The Dec Tab Key**

1. Set the tab stops in the format line in the exact position where the decimal separator is to align.
2. Press DEC TAB.
3. Type the numbers.
4. Press DEC TAB to align each column on the line.
5. Press RETURN to end each line.

### **Centering Headings Over Columns**

1. Enter a line of spaces where the headings are to appear.
2. Position the cursor under the space above the first character in the column.
3. Determine the widest entry in the column and move the cursor half the number of characters in that entry.
4. Back space half the number of characters in the heading from the column's midpoint.
5. Type the heading.

## **PAGINATION**

Pagination allows the creation of pages in a document while the document is being created.

### **The PAGE Key**

1. Press RETURN after the last line of text.
2. Press PAGE for a normal page break; press CENTER + PAGE to enter a required page break (one that cannot be deleted during Automatic Repagination.)

## **Adding a Page Between Two Existing Pages**

1. Position the cursor under the character or page break graphic that is to precede the new page.
2. Press PAGE.
3. The cursor is displayed on the newly created page and subsequent pages are automatically renumbered. To enter text on the new page, you must use INSERT.

## **Deleting a Page of Text**

1. Position the cursor under the first character at the top of the page.
2. Press DELETE.
3. Press PAGE to highlight a page of text ended by a Page Break graphic. Press GO TO PAGE and the South cursor control key to highlight a page of text that is not ended by a Page Break graphic.
4. Press EXECUTE.

## **AUTOMATIC REPAGINATION**

Automatic Repagination automatically changes and adds page breaks in an existing document.

1. Press COMMAND + PAGE.
2. Enter the page length and press EXECUTE.
3. The system stops at the specified line intervals and prompts "Insert Page Break?".
4. To insert a page break at the position indicated by the cursor, press PAGE or EXECUTE.
5. To make a page longer or shorter than the specified length, press the North or South cursor control key to move the cursor to the preferred page location, and then press EXECUTE.
6. The system will repeat step 3 for the length of the document, after which you may terminate the function by pressing CANCEL.

## **EMPHASIZING TEXT**

### **Underscoring Text**

1. Position the cursor under the first character to be underscored.
2. Hold down the SHIFT key while pressing the underscore key once for each underscored character. (To underscore "empty space," use the space bar to enter spaces that can be underscored.)
3. To remove underscoring, strike over each character with the same character.

### **Automatic Underscore (Autoscore)**

1. Position the cursor where the underscored text is to be entered.
2. Press COMMAND.
3. Press SHIFT + the Underscore key.
4. Enter the text to be underscored.
5. To exit from the Autoscore mode, press COMMAND + SHIFT + the Underscore key.
6. To remove underscoring, cancel out of the Autoscore mode and strike over each character with the same character (or remain in the Autoscore mode and reunderscore the text).

### **Double Underscore on OIS and VS/IIS**

Double Underscore is not available on WPS.

1. Press the Superscript/Subscript key (unshifted) and underscore it.
2. Either enter the Autoscore mode and then enter the text, or enter the text and go back and manually underscore it.
3. Press the Superscript/Subscript key twice in the unshifted position. Underscore both graphics.
4. The text appears on the screen as single underscored, but prints as double underscored.

### **Strike Thru on OIS and VS/IIS**

Not available on WPS, this function is used to highlight text that is being considered for deletion.

1. Press the Superscript/Subscript key (unshifted) twice and underscore the graphics.

2. Enter the text you want to overstrike and underscore it.
3. Press the Superscript/Subscript key (unshifted) once and underscore the graphic.

## **Bold or Expanded Printing**

Depending on the character sets on your printer, this function will produce either bold (darker) print or expanded (larger) print.

1. Press SHIFT + the Superscript/Subscript key. Underscore the graphic.
2. Enter the text.
3. Press SHIFT + the Superscript/Subscript key. Underscore the graphic.

## **HYPHENATING TEXT**

### **Global Hyphenation**

Global Hyphenation automatically searches a document and lets you choose whether to divide words between syllables.

1. Position the cursor at the desired starting location in the text and press COMMAND + the Hyphen key (-).
2. Enter the smallest zone length to be considered for hyphenation. The minimum length is 03 and the maximum is 99.
3. The system searches the document and, when it finds a zone length equal to or greater than the specified length, prompts "Hyphen-ate?".
4. Press one of the following keys:
  - EXECUTE, or the Hyphen key, if you wish to insert a hyphen before the current cursor position.
  - BACKSPACE, the space bar, or the East or West cursor control key to move the cursor within the highlighted text to the position you want. Now press EXECUTE or the Hyphen key to hyphenate.
  - SRCH when you do not want to hyphenate.
5. Press CANCEL to terminate the function.

## Automatic Dehyphenation

1. Position the cursor at the desired starting position.
2. Press COMMAND + the Hyphen key
3. Enter the number 99 and press EXECUTE.

## OIS AND VS/IIS AUTOMATIC PARAGRAPH NUMBERING/ TABLE OF CONTENTS GENERATOR (APN/TOC)

Not available on WPS, APN/TOC sequentially numbers chapters and sections of a document and also generates a table of contents.

## Numbering Schemes

For a table of the six numbering schemes, refer to the *Word Processing Reference Manual*.

## Preparing the Input Document

1. Enter two Note symbols where chapter numbers should appear.
2. Enter one Note symbol at the left margin of the line where the first level of paragraph numbering should appear.
3. For each successive level of paragraph numbering, enter the number of tabs and/or indents followed by a Note symbol at the beginning of the line.
4. Indicate the amount of text to be included in the table of contents by entering Merge symbols ( ↓ ) in the text following the Note symbols.

## Generating Paragraph Numbers on OIS and VS/IIS

Generating Paragraph Numbers is not available on WPS.

1. *On OIS*, select Automatic Paragraph Numbering from the Advanced Functions menu and press EXECUTE.

*On VS/IIS*, select Paragraph Numbering and Table of Contents Generator from the Utilities menu and press EXECUTE.

2. Enter the document IDs for the input and output documents and press EXECUTE.
3. Select a numbering scheme from the menu and press RETURN.

4. Select No if the paragraph numbers should be left-justified; select Yes if the numbers should be preceded by tabs and indents, then press RETURN.
5. If the document will not have a table of contents, select "No", press EXECUTE, and go to step 8. To generate a table of contents, select "Yes" and press EXECUTE.
6. If Yes was selected, choose the level of paragraph numbering from the Formatting menu and press RETURN.
7. Select the output format for the table of contents and press EXECUTE.
8. Press EXECUTE to rerun the function. Press CANCEL to return to the Advanced Functions menu or the Word Processing Utilities menu.

## **HEADERS AND FOOTERS**

Headers and footers allow page numbers, titles, addresses, etc., to be printed automatically at the top or bottom of a page. Headers and footers are ignored when a document is super copied and do not work in merged documents.

### **Creating a Header**

1. Press GO TO PAGE + H (or h).
2. Revise the format line if needed.
3. Press INSERT.
4. Type the header text, and press RETURN several (two to four) times to allow for space between the header and the document.
5. Press EXECUTE.
6. To exit from the header page, press GO TO PAGE + any page number, and press EXECUTE.

### **Creating a Footer**

1. Press GO TO PAGE + F (or f).
2. Press INSERT.



3. Type the footer text and press EXECUTE. A RETURN preceding the text places a space between the page text and the footer. (You can also provide adequate line spaces between the document text and the footer by the line you choose for the footer in the Print Document Screen.)
4. To exit from the footer page, press GO TO PAGE, type any page number, and press EXECUTE.

## ALTERNATING HEADERS AND FOOTERS

Alternating headers and footers allow printing of a document with the even and odd page numbers (or other header/footer information) on opposite sides of the page.

### Creating a Document With Alternating Headers/Footers

1. Press GO TO PAGE + H or F (h or f).
2. Revise the format line to suit the text for your odd-numbered pages. (You will create an alternate format line for the even-numbered pages.)
3. Press EXECUTE.
4. Press INSERT and type the header/footer text to appear on the odd-numbered pages.
5. Press FORMAT and create an alternate format line for the even-numbered pages.
6. Press INSERT and type the header/footer text to appear on the even-numbered pages and press EXECUTE.
7. To add the text that will be included with both the odd header/footer and even header/footer, press FORMAT again for another alternate format line. Then press INSERT to enter the shared text.

### Printing Alternating Headers/Footers

1. On the Print Document menu, enter the first page to be printed. This number determines whether the top or bottom section of the header/footer page is to be printed first.

For example, if the document is starting as an *even*-numbered page, the *bottom* header/footer will print first. If the document is starting as an *odd*-numbered page, the *top* header/footer will print first.

2. Press EXECUTE.



## **EDITING**

### **HIGHLIGHTING AND DEHIGHLIGHTING TEXT**

Highlighting and dehighlighting text shows the system which parts of the text will be affected by an editing function.

#### **Highlighting Text**

1. Position the cursor under the first character to be highlighted.
2. Highlight the text to be edited. Use the locate keys to remove highlighting. For a complete list of highlighting methods, refer to the *Word Processing Reference Manual*.
3. Press EXECUTE.
4. Press CANCEL to cancel the editing operation.

#### **Dehighlighting Text**

1. Back space over the highlighted text you want to delighlight by using any of the cursor control keys.
2. Press EXECUTE.

### **STRIKEOVER**

1. Position the cursor under the character to be changed.
2. Enter the new character.

### **INSERT**

1. Position the cursor under the first character to follow the inserted text.
2. Press INSERT and enter the new text.
3. Press EXECUTE.

## **DELETE**

1. Position the cursor under the first character to be deleted.
2. Press DELETE.
3. Highlight the text to be deleted, then press EXECUTE.

## **REPLACE**

1. Position the cursor under the first character to be replaced.
2. Press REPLC and highlight the text to be replaced.
3. Press EXECUTE.
4. Enter the replacement text and press EXECUTE.

## **GLOBAL REPLACE**

Global Replace allows you to replace *all* instances of defined text (total) or *some* instances (selective).

### **Total Replace**

1. Position the cursor under the first character to be replaced.
2. Press SHIFT + REPLC.
3. Highlight the text to be replaced.
4. Press EXECUTE and enter the replacement text.
5. Press EXECUTE.
6. Press SHIFT + REPLC again.

### **Selective Replace**

1. Perform steps 1 through 5 in the previous section titled "Total Replace."
2. Press EXECUTE to find the next instance of the defined text.
3. Press EXECUTE to replace text. Press SRCH if text should not be replaced but the Replace operation should continue. Repeat steps 2 and 3 until the desired replacements are made.

## OIS AND VS/IIS SUPER GLOBAL REPLACE

Not available on WPS, Super Global Replace allows you to search one word processing document (the input document) for a particular character sequence and to create another document (the output document) in which the sequence is replaced. For additional information, refer to the *Word Processing Reference Manual*.

1. *Using OIS*, select Super Global Replace from the Advanced Functions menu and press EXECUTE.

*Using VS/IIS*, select Super Global Replace from the Utilities menu and press EXECUTE.

2. Enter the document ID in the Input Document field and press RETURN.
3. Enter a new document ID in the Output Document field and press RETURN.
4. Complete the fields of the menu.
5. Press EXECUTE.

## COPYING/MOVING TEXT

1. Position the cursor under the first character to be copied/moved.
2. Press COPY/MOVE.
3. To retain the format of the copied/moved text, press FORMAT.
4. Highlight the text to be copied/moved.
5. Press EXECUTE.
6. Position the cursor where the copied/moved text is to appear and press EXECUTE.

## SUPER COPYING/SUPER MOVING TEXT

Super Copy/Super Move copies or moves text from one document (source document) to another document (destination document).

1. Position the cursor where the text is to appear in the destination document.
2. Press SHIFT and COPY/MOVE.
3. Enter the source document ID.
4. Position the cursor under the first character to be super copied/super moved.

5. Press EXECUTE.
6. To retain the format of the source document, press FORMAT.
7. Highlight the text to be super copied/super moved and press EXECUTE.

## **SORTING KEY FIELDS**

The Sort function sorts a user-specified key field within a document in either an ascending or descending alphanumeric sort. For a more comprehensive discussion, including a list of the format rules to follow, a table showing the character collating sequence, and a sample sort, refer to the *Word Processing Reference Manual*. The following list provides a brief description of the terms for sorting key fields:

**Record** — A line or paragraph containing one or more fields and ending with a return.

**Field** — A subset of data within a record that starts before or after a tab, indent, center, or dec tab symbol.

**Key Field** — The field whose value determines the position of the record in the sequence.

### **Sorting One Field**

1. Using WPS, insert the Sort Utility disk in the drive.
2. Position the cursor anywhere in the record's key field on the first screen of the file to be sorted.
3. To sort in ascending order, press COMMAND + MERGE. To sort in descending order, press COMMAND + SHIFT + MERGE.
4. Press EXECUTE.

### **REQUIRED SPACE**

Required Space treats items, such as dates and names, as one word so that they will be printed on the same line of text.

1. Press COMMAND + the space bar between all characters that are to remain on the same line.
2. Watch for slash marks to appear on the screen to designate the required space. When the document is printed, the slash marks will be replaced with spaces.

## THE WORK PAGE

The Work Page is a page of text reserved for personal notes and information. It cannot be printed.

1. To access the Work Page, press **GO TO PAGE + W** (or **w**).
2. Enter the desired text.
3. To exit from the Work Page, press **GO TO PAGE +** any page number in the document and press **EXECUTE**.

## OPERATOR NOTES

Operator Notes are notes within a document that are always displayed on the screen but are only printed as an operator option.

1. Press **NOTE** where the note is to appear.
2. Type the desired text.
3. Press **NOTE** to end the note.

## COLUMN EDIT

Column Edit moves or deletes columns of text without affecting other text. For a list of the general rules to follow for Column Edit, refer to the *Word Processing Reference Manual*.

### Column Move

1. Position the cursor under the first or last character or graphic in the first column to be moved. Spaces, tabs, dec tabs, and indents should always be included. (Remember that columns cannot be moved from one document to another or from one page to another.)
2. Press **COMMAND + MOVE**.
3. Position the cursor in the last line of the column to be moved.
4. Highlight the column to its widest point.
5. Press **EXECUTE**.
6. Position the cursor under the first character position of the column that will appear, after moving, to the right of the present column.
7. Press **EXECUTE**.

## Column Delete

1. Position the cursor under the first or last character or graphic in the first line of the text of the column that is to be deleted.
2. Press **COMMAND + DELETE**.
3. Position the cursor in the last line of the column to be deleted.
4. Highlight the column to its widest point.
5. Press **EXECUTE**.



# PRINTING

## THE PRINTER

Word Processing supports a wide selection of band, daisy, laser and matrix printers, in order to provide the combination of printer speed and print quality you require.

## THE PRINT DOCUMENT MENU

The Print Document menu communicates to the printer the print requirements you have for a particular document. The top half of the menu contains entry fields, and the bottom half contains selection fields. Refer to the *Word Processing Reference Manual* for a complete discussion of each field.

## Modifying Print Document Menu Fields

To modify Print Document menu fields, you can press RETURN to move the cursor forward from field to field in the Print Document menu; press BACKSPACE to move the cursor backward; or use the cursor control keys to move the cursor to any location.

## PRINTING A DOCUMENT

1. Select Print Document from the Word Processing menu and press EXECUTE.
2. Enter the document ID.
3. Modify the fields in the Print Document menu and press EXECUTE.

## CANCELING A PRINT REQUEST

1. Select Cancel Print Request from the Special Print Functions menu and press EXECUTE.

2. Enter the document ID and press EXECUTE.
3. Enter the printer number and press EXECUTE.
4. Press EXECUTE to verify the document name.

## **SELECT NEXT PRINTED DOCUMENT**

1. Choose Select Next Printed Document from the Special Print Functions menu and press EXECUTE.
2. Enter the document ID and press EXECUTE.
3. Enter the printer number and press EXECUTE.
4. Press EXECUTE to verify the document ID.

## **TEMPORARILY STOPPING THE PRINTER**

1. While editing a document, press STOP where the printer is to stop, and switch to an alternate type style.
2. Type the text to be printed in the alternate style.
3. Press STOP to instruct the printer to switch back to the primary type style.

## **DUAL-COLUMN PRINTING**

Dual-Column printing makes it easier to produce text in two columns. You can create a dual-column document using one document alone or two documents together.

### **Creating Dual-Column Text Using One Document**

1. Create a new document.
2. Revise a format line for one column of text that will not be too wide to accommodate another column of text plus the space between them. Type the column of text, pressing RETURN after each line item.
3. Press PAGE.
4. On subsequent pages, continue to type a column of text, pressing RETURN after each line item and pressing PAGE to enter a new page, until your list is complete.
5. Do not enter a page break at the end of the document. Press CANCEL and EXECUTE to exit the document.

## Printing Dual-Column Text Using One Document

1. Select Dual-Column Print from the Special Print Functions menu.
2. Enter the ID of the document created for this purpose.
3. Do not enter a secondary document ID. Press EXECUTE.
4. Fill out the Print Document menu as usual. However, enter *two* left-margin settings: the first is for the left-hand column, and the second is for the right-hand column.
5. If it is necessary to type a single-column page within a dual-column document, press SHIFT + MERGE as the first character on the page.

## Creating Dual-Column Text Using Two Documents

1. Create a document (the left column of text) with a margin narrow enough that, when combined with a second column from another document, it will fit the page size.
2. Press CANCEL and EXECUTE to exit the document.
3. Repeat step 1, creating a second document (the right column of text).
4. Press CANCEL and EXECUTE to exit the document.

## Printing Dual-Column Text Using Two Documents

1. Select Dual-Column Print from the Special Print Functions menu and press EXECUTE.
2. Enter the ID of the left-column document, then enter the ID of the right-column document.
3. Complete the Print Document menu, entering the left margin field in the first three positions and the right margin field in the second three positions.

## MERGE PRINTING ON THE OIS AND VS/IIIS

Not available on WPS, Merge Printing allows you to create two separate documents and print them as one. You can generate such documents as personalized form letters by combining the primary document, which contains the standard text, with the secondary document, which contains the variable information. For a complete discussion of Merge Printing, refer to the *Word Processing Reference Manual*.

## **Preparing Primary and Secondary Documents for Merging**

1. Prepare the primary document by pressing **MERGE** at the point of each variable entry.
2. Enter punctuation marks, spaces, and returns that precede or follow the variable information.
3. Enter the formatting instructions and page breaks for the final output document.
4. Prepare the secondary document by entering a Merge symbol after each variable entry.
5. Between sets of variables, press **SHIFT + MERGE**.
6. Press **CANCEL** and **EXECUTE** after the last Merge symbol. Do not press **RETURN** after the last line.

## **Printing Merged Documents**

1. Select Merge Print from the Special Print Functions menu and press **EXECUTE**.
2. Enter the primary document ID and press **EXECUTE**.
3. Enter the secondary document ID and press **EXECUTE**.
4. Modify the fields in the Print Document menu.
5. Press **EXECUTE** to print the two documents as one.

## **Printing Envelopes**

You may use the secondary document of variables to print individual envelopes.

1. In the secondary document, press **MERGE** before each variable entry that you want to print on the envelope.
2. Before each entry that you do not want to print on the envelope, press **SHIFT + MERGE + MERGE**.

## **OIS AND VS/IIS DOCUMENT MERGE**

The OIS Advanced Functions menu and the VS/IIS Utilities menu allow you to merge primary and secondary documents for viewing on the screen before producing the final, printed copy.

## **Merging Primary and Secondary Documents Before Printing on OIS**

1. Select Document Merge from the Advanced Functions menu and press EXECUTE.
2. Enter the primary and secondary document IDs and press EXECUTE.
3. *If one set of variables will be merged*, select First Set of Merge Variables. *If all the variables will be merged*, select Total Merge of Documents.
4. Press RETURN and enter the ID of the document to be created, or enter the word next\* (\* represents your library letter) to use the next available ID in that library.
5. Press EXECUTE to begin Document Merge.
6. When the process is complete, press EXECUTE to rerun the function, or press CANCEL to return to the Advanced Functions menu.

## **Merging Primary and Secondary Documents Before Printing on VS/IIS**

1. Select Document Filing and Conversion from the VS/IIS Utilities menu and press PF15.
2. Enter the primary document ID in the Document field and press TAB.
3. Enter the volume name where the document resides and press RETURN.
4. Enter the secondary document ID in the Document field and press TAB.
5. Enter the volume name where the document resides and press RETURN.
6. Enter the ID of the document that will contain the merged information, or type the word next\* (\* represents your library letter) to use the next available document ID in that library. Press TAB.
7. Enter the name of the volume where the output document will reside.
8. Press ENTER.



## **DOCUMENT FILING**

### **MOUNTING AND DISMOUNTING DISKETTES ON THE OIS AND VS/IIS**

Before performing diskette operations, the diskette must be mounted (physically inserted) into the archiving workstation or central archive drive. These instructions do not apply to WPS.

#### **Mounting Diskettes in the Central Archive Drive**

1. At the Word Processing menu, press **COMMAND + the Superscript/Subscript key (unshifted)**.
2. Insert the diskette in the drive. Press **EXECUTE**.

#### **Mounting Diskettes in an Archiving Workstation**

1. Select **Document Filing** from the Word Processing menu.
2. Select the filing operation you want to perform.
3. At the prompt, insert the diskette and press **EXECUTE**.

#### **Dismounting Diskettes**

1. At the Word Processing menu, press **COMMAND + the Superscript/Subscript key (unshifted)**.
2. Remove the diskette from the drive.

## **PREPARING DISKETTES**

Before storing documents on a new archive diskette, the diskette must be prepared (assigned a diskette ID and formatted).

1. Select **Prepare New Archive Diskette** from the Document Filing menu.
2. Mount the diskette and press **EXECUTE**.

3. Type X and press EXECUTE. Press EXECUTE to confirm the diskette ID. Press CANCEL when complete.
4. Dismount the diskette.

## **FILING OPERATIONS**

Filing puts the document onto an archive diskette and removes it from the system disk; copying stores the document on the archive diskette and leaves it on the system disk. To access all filing operations, select Document Filing from the Word Processing menu and press EXECUTE.

### **Filing a Single Document**

1. Select Single in the Filing Methods column and press EXECUTE.
2. Enter the document ID and press EXECUTE.
3. Press EXECUTE.
4. Mount the diskette and press EXECUTE twice.

### **Filing Multiple Documents**

1. Select Multiple in the Filing Methods column and press EXECUTE.
2. *To select documents that are to be filed on OIS and VS/IIS, press INSERT. To deselect documents that are not to be filed, press DELETE. Up to 50 documents may be filed on these systems.*  
*To select documents to be filed on WPS, press RETURN. To deselect documents, press DELETE. Up to 34 documents may be filed on this system.*
3. After all documents have been chosen, press EXECUTE.
4. Press EXECUTE.
5. Press EXECUTE to confirm correct document ID of first document to be filed.
6. Mount the disk and press EXECUTE.
7. Press EXECUTE.
8. Press CANCEL when processing is completed.



## Filing a Range of Documents

The Filing a Range of Documents function is for WPS only.

1. Select Range in the Filing Methods column.
2. Enter the starting document ID and press EXECUTE.
3. Enter the number of documents to be filed and press EXECUTE.
4. Mount the diskette and press EXECUTE.

## DOCUMENT INDEX

Document Index displays a list of documents on an archive disk, on the system disk, in a library, or queued to a printer. Refer to the *Word Processing Reference Manual* for a discussion of which of these lists can be printed.

### Displaying an Index of Documents in a Library on OIS and VS/IIS

On WPS, you select System disk from the Document Index selection screen, rather than a particular library.

1. Select Document Index from the Word Processing menu and press EXECUTE.
2. Enter the library letter and press RETURN.
3. Make a selection in the Which Ones column.
4. If By Author or By Operator was chosen, go to step 5; if not, press EXECUTE to complete the operation.
5. Press RETURN, enter the author/operator name, and press EXECUTE.

### Displaying an Index of Documents on an Archive Diskette

1. Select Document Index from the Word Processing menu and press EXECUTE.
2. Select Archive Diskette in the Location column and press EXECUTE.
3. Press EXECUTE to verify the diskette ID.
4. Press EXECUTE to display all documents on the diskette.

## **Displaying an Index of Documents Waiting To Be Printed**

1. Select Document Index from the Word Processing menu and press EXECUTE.
2. Select Printers in the Location column and press EXECUTE.

## **Printing a Document Index**

1. Select Special Print Functions from the Word Processing menu and press EXECUTE.
2. Select Print Index and press EXECUTE.
3. After documents are listed, press EXECUTE.
4. Revise the Print Document menu (if needed) and press EXECUTE.

On WPS, after printing a Document Index for an archive diskette, select Cancel Index Printout from the Special Print Functions menu, and press EXECUTE.

# SECURITY MEASURES

## DOCUMENT SECURITY

For Document Security on OIS and VS/IIS, you can either

- Attach a password to an individual document while in the document
- Attach a password to a workstation to limit access to any documents you create during that word processing session

On WPS, you can only attach a password to a workstation.

### Creating and Attaching a Password to a Workstation

1. While at the Word Processing menu, press COMMAND.
2. Type an asterisk (\*), then press EXECUTE.
3. Type the password (six characters or less).
4. If the password has less than six characters, press EXECUTE; if it has six characters, the attachment is automatic.

### Creating and Attaching a Password Within a Document

You cannot create or attach a password on WPS.

1. While editing the document, press COMMAND.
2. Type an ampersand (&), type the password, and press EXECUTE.

### Removing a Password From a Workstation

You can remove a password from a workstation by returning to the DOS menu, selecting Utilities or Advanced Functions from the Word Processing menu, turning the workstation off, or performing the next steps:

1. Press COMMAND.
2. Type an asterisk, then press EXECUTE.

## **Accessing a Password-Protected Document**

1. From the Word Processing menu, select the operation you want to perform.
2. Enter the document ID. At the prompt, "Password Protected," press **COMMAND**. Type an asterisk (\*), enter the password, and press **EXECUTE**.

## **Changing a Password**

1. While editing a document, press **COMMAND**.
2. At the prompt, press the Ampersand (&) key.
3. Enter the new password and press **EXECUTE**.

## **Deleting a Password**

You cannot delete a password on WPS.

1. While editing a document, press **COMMAND**.
2. At the prompt, press the Ampersand key.
3. At the prompt, "Enter Password," press **EXECUTE** (thus entering a blank password).

## **OIS AND VS/IIS SECURITY DOCUMENT ERASE**

Security Document Erase overwrites a document with zeros so that it is both deleted and erased.

## **Erasing a Document on OIS**

1. Select Utilities from the Word Processing menu.
2. Select Security Erase and press **EXECUTE**.
3. Enter the document ID and press **EXECUTE**.
4. To initiate the erasing process, press **EXECUTE**.
5. To erase another document, enter the ID number and press **EXECUTE**.
6. To return to the Utilities menu, press **CANCEL**.

## **Erasing a Document on VS/IIS**

1. Press PF4 (Delete Single Document) from the Document Filing and Conversion menu.
2. In the Document field, type the document ID to be erased and press EXECUTE.
3. Type Yes for Security Erase to erase the document.
4. When all the fields are completed, press ENTER to begin deletion.



# ADDITIONAL FUNCTIONS

## FOOTNOTING/REPAGINATION ON OIS

Footnoting/Repagination automatically positions footnotes either directly above the bottom margin of a page or at the end of a document. It automatically numbers your footnotes and, if the footnotes are added to the bottom of the pages, automatically repaginates the document. You should refer to the complete discussion of Footnoting/Repagination in the *Word Processing Reference Manual* to use the function correctly. The function is not available on WPS and VS/IIS.

## REPAGINATION

Repagination automatically numbers or renumbers pages of an existing document and, like the Footnoting/Repagination function, processes a source document and produces an output document. It may be used independently of the Footnote function if the source document contains no footnotes. Refer to the *Word Processing Reference Manual* for a more complete discussion.

1. Select Footnoting/Repagination from the Advanced Functions menu.
2. Select Repagination and press EXECUTE.
3. Enter the source document ID. Press RETURN. Enter the Output Document ID.
4. Make your selections from the Repagination Selection screen. Press EXECUTE.

## Display Log

The operations performed by the Footnoting/Repagination function are kept in a log for each workstation. You can keep this log indefinitely, or delete it at will.

## Displaying the Log

1. Select Footnoting/Repagination from the Advanced Functions menu and press EXECUTE.
2. Select Display Log and press EXECUTE.

The log is displayed with the following symbols:

- F → indicates that Footnote/Repagination was performed
- R → indicates that Repagination only was performed
- E → indicates an error in the output document

3. Press CANCEL to exit from the log.
4. Press EXECUTE or CANCEL to accept the default, N, or enter Y to delete the log.

## Display Instructions

The Display Instructions function displays a brief summary of the rules and options available with the Footnoting/Repagination functions.

1. Select Footnoting/Repagination from the Advanced Functions menu and press EXECUTE.
2. Select Display Instructions and press EXECUTE.
3. Press PREV SCRN and NEXT SCRN to scroll through the instructions.
4. Press CANCEL when finished.

## Footnote Separation Picture

The Footnote Separation Picture function allows you to override the standard format used to place footnotes at the end of a page in the output document. It provides you with a maximum of five lines to enter text, underscores, notes, blank lines, etc. Refer to the *Word Processing Reference Manual* for an example of a Footnote Separation Picture.

1. Access the source document.
2. Press GO TO PAGE + W.
3. Press INSERT and NOTE.
4. Press the Asterisk (\*) key.
5. Enter the desired information, press the asterisk key and NOTE.
6. Press EXECUTE.



## Repagination Processing Commands

The Repagination Processing Commands function allows you to override the minimum and maximum lines per page specified in the Repagination Selection screen. It forces a page break at a specified place in the output document.

1. Access the source document.
2. Press CENTER + PAGE at the place in the source document where you want a page break to occur.

## CALCULATOR

Not available on WPS, the Calculator function allows you to perform many of the operations of a hand-held or office calculator. Accurate to a maximum of 13 digits, Calculator will perform powers and roots of numbers and also produce an output WP document containing specific calculations.

1. *Using OIS*, select Calculator from the Advanced Functions menu and press EXECUTE.  
*Using VS/IIS*, select Calculator from the Utilities menu and press EXECUTE.
2. Enter numbers after the plus (+) sign at the left of the screen.
3. Perform the appropriate calculations and then press CANCEL.
4. If no calculations are to be saved in an output document, press CANCEL.
5. To save the calculations, enter the ID of the document to be created or enter the word next\* (\* represents your library letter).
6. Press EXECUTE.
7. Press EXECUTE to rerun the function, or press CANCEL to return to the Advanced Functions or the Utilities menu.

## INDEX GENERATOR FOR OIS AND VS/IIS

Not available on WPS or VS/IIS Workstation 2246C, the Index Generator function automatically searches a document for all occurrences of designated keywords to create an index for a WP document. On VS/IIS, a 48K or 64K workstation is required.

## Preparing the Input Document

1. Select **Edit** from the **Word Processing** menu.
2. Press **GO TO PAGE + W** (or **w**).
3. Press **INSERT** and enter the keywords in a column on one page, pressing **RETURN** after each keyword.  
To sort alphabetically, type all keywords in either all uppercase or lowercase letters.
4. Press **EXECUTE** after entering all keywords.
5. Sort the keywords, if desired.
6. After sorting the keywords, press **CANCEL** to exit the document and select **Advanced Functions** (if you are using **OIS**) or **Utilities** (if you are using **VS/IIS**) from the **Word Processing** menu.

## Generating an Index

1. *Using OIS*, select **Index Generator** from the **Advanced Functions** menu and press **EXECUTE**.  
*Using VS/IIS*, select **Index Generator** from the **Utilities** menu and press **EXECUTE**.
2. Enter the document ID and press **EXECUTE**.
3. To edit a keyword, return to the **Word Processing** menu and edit the document's work page.
4. If all the keywords are correct, press **EXECUTE**.
5. Press **EXECUTE** to rerun the function. Press **CANCEL** to return to the **Advanced Functions** menu or the **Utilities** menu.

## OIS MAILBOX

Mailbox allows you to send a document or message of up to 240 characters to one or more mailboxes (workstations).

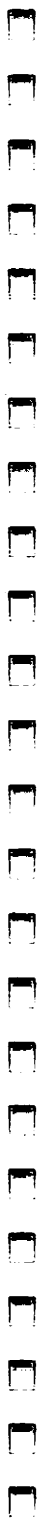
## Sending a Message

1. Select **Mailbox** from the **Advanced Functions** menu and press **EXECUTE**.
2. Select **Leave Mail** and press **EXECUTE**.
3. Enter the identification of the sender in the "Message from:" field.

4. Select Create Message or Send WP Document As Mail and press EXECUTE.
5. Enter the message on the lines. (To send a document, go to step 6.)
6. When sending a document, enter the ID of the document to be sent (less than three pages), and press EXECUTE.
7. *To select a mailbox*, use the space bar and press INSERT to place an acceptance block beside it.  
*To deselect a mailbox*, place the cursor under the acceptance block for that number and press DELETE.
8. When all mailboxes have been selected, press EXECUTE to send the message.

## Reading a Message

1. Select Mailbox from the Advanced Functions menu and press EXECUTE.
2. Press EXECUTE.
3. To read mail in another mailbox, strike over the unit number and press EXECUTE; otherwise, simply press EXECUTE.
4. Enter the desired message number and press EXECUTE.
5. *To delete a message from the mailbox*, position the cursor in front of the message number and press INSERT.  
*To cancel the message selection*, position the cursor under the acceptance block and press DELETE.
6. After selecting the messages to be deleted, press EXECUTE.



# UTILITIES

## OIS ATTACH TO SYSTEM

The Attach to System utility allows you to attach to other systems in a WISE (Wang Inter-System Exchange) network.

1. Select Attach to System from the Word Processing Utilities menu and press EXECUTE.
2. Enter the name of the system to which you want to attach and press EXECUTE.
3. To reattach to your own system, select Attach to System and press EXECUTE twice.

## CLEAR IN USE CONDITION

Not available on WPS, the Clear in Use Condition utility allows you to clarify the circumstances of the "In Use" message you receive when being denied access to a document and — where possible — to clear it.

1. Select Clear In Use Condition from the Word Processing Utilities menu and press EXECUTE.
2. Enter the ID of the document you wish to access and press EXECUTE.

The system clears the in-use condition unless the document is being accessed from another workstation.

3. Choose the situation that applies to you:
  - *If the document is being used or "in use" and needs clearing,*
    - 1) Press CANCEL if there is a possibility the document is queued to print or to telecommunications.
    - 2) Remove the document from the print queue with the Control Functions Queue Control option, and rerun Clear In Use if necessary.
    - 3) Press EXECUTE to "clear."

- *If the document is being edited or is queued to print as a regular document, or if the document is not in use and the message "Document is not In Use" appears, press CANCEL to return to the Word Processing Utilities menu.*

## **VS/IIS DOCUMENT INDEX**

The VS/IIS Document Index utility generates information about documents on the system in order to produce document management reports. Information generated includes title, author, operator, comments, page count, work time, keystrokes, and disk space allocation. You have the following options for indexing documents:

- PF1** — All Document Libraries
- PF2** — All Libraries on a Volume
- PF3** — Selected Libraries
- PF4** — Single Library
- PF5** — Single Document

You have the following options for producing reports:

**SELECT** — Determines whether to print information for all documents or selected ones only.

**SORT** — Specifies the fields for sorting the document summary information.

**LINES** — Specifies the number of lines for each page of the report.

**REPORT** — Chooses the type of report to be printed: **DETAIL**, **SUMMARY**, or **BRIEF**.

### **Report for All Document Libraries**

1. Select Document Index from the Word Processing Utilities menu.
2. Press PF1 from the Document Library Summary menu.
3. Enter Yes or No in the Select field. Press TAB.
4. Enter Yes or No in the Sort field. Press TAB.
5. Enter a number in the Lines field. Press TAB.
6. Make your selection in the Report field. Press ENTER to continue.
7. If you selected Yes for the Select/Sort fields, fill in the criteria on those screens and press ENTER.

8. Press PF14 to display the report; use the PF keys listed at the top of the screen to view the report.
9. To print the report, press PF15 while displaying the report. Press ENTER.
10. Press PF16 to return to the Document Index main menu.
11. Press PF16 to return to the Word Processing Utilities menu.

## **Report for All Libraries on a Volume**

1. Select Document Index from the Word Processing Utilities menu.
2. Press PF2 from the Document Filing and Conversion menu.
3. Type the volume name and press ENTER.
4. Enter Yes or No in the Select field. Press TAB.
5. Enter Yes or No in the Sort field. Press TAB.
6. Enter a number in the Lines field. Press TAB.
7. Make your selection in the Report field. Press ENTER.
8. If you selected Yes for the Select/Sort fields, fill in the criteria on those screens and press ENTER.
9. Press PF14 to display the report; use the PF keys listed at the top of the screen to view the report.
10. To print the report, press PF15 while displaying the report. Press ENTER.
11. Press PF16 to return to the Document Index main menu. Press PF16 again to return to the Word Processing Utilities menu.

## **Report for Selected Libraries**

1. Select Document Index from the Word Processing Utilities menu.
2. Press PF3 from the Document Library Summary menu.
3. Type the library letter in the Library field. To include the Glossary library, press the TAB key and type Yes in the Glossary field. Press ENTER.
4. Enter Yes or No in the Select field. Press TAB.
5. Enter Yes or No in the Sort field. Press TAB.
6. Enter a number in the Lines field. Press TAB.
7. Make your selection in the Report field. Press ENTER.

8. If you selected Yes for the Select/Sort fields, fill in the criteria on those screens and press ENTER.
9. Press PF14 to display the report.
10. To print the report, press PF15 while displaying the report. Press ENTER.
11. Press PF16 to return to the Document Index main menu; press PF16 again to return to the Word Processing Utilities menu.

## **Report for Single Library**

1. Select Document Index from the Word Processing main menu.
2. Press PF4 from the Document Library Summary menu.
3. Type the library letter in the Library field. Press ENTER.
4. Enter Yes or No in the Select field. Press TAB.
5. Enter Yes or No in the Sort field. Press TAB.
6. Enter a number in the Lines field. Press TAB.
7. Make your selection in the Report field and press ENTER.
8. Press PF14 to display the report; use the PF keys at the top of the screen to view the report.
9. To print the report, press PF15 while displaying the report. Press ENTER to print.
10. Press PF16 to return to the Document Index main menu. Press PF16 again to return to the Word Processing Utilities menu.

## **Report for Single Document**

1. Select Document Index from the Word Processing Utilities menu.
2. Press PF5 from the Document Library Summary menu.
3. Type the document ID in the Document field. Press the TAB key to enter a different volume name, if necessary. Press ENTER.
4. Press PF14 to display the report; use the PF keys at the top of the screen to view the report.
5. To print the report, press PF15 while displaying the report. Press ENTER to print the report.
6. Press PF16 to return to the Document Index main menu. Press PF16 again to return to the Word Processing Utilities menu.



## **VS/IIS DOCUMENT FILING AND CONVERSION**

The VS/IIS Document Filing and Conversion utility allows you to

- Copy, delete, rename, and reorganize WP documents and/or libraries
- Convert WP documents to VS files
- Convert VS files to WP documents
- Merge information from two WP documents into a third one

### **Copy Single Document**

1. Press PF1 from the Document Filing and Conversion menu.
2. Type the ID of the document to be copied. Type over the preset library letter to specify a different library. Press TAB.
3. Type the volume name where the document resides unless it is the volume listed in the Library Catalog. Press ENTER.
4. Type the ID of the document to be created, or the word next\* (\* represents your library letter). Press TAB.
5. Type the name of the volume where the output document library resides unless it is the volume listed in the Library Catalog. Press ENTER.

### **Copy Document Library**

1. Press PF3 from the Document Filing and Conversion main menu.
2. Type the name of the library to be copied in the Library field if it is different than the default library. Press TAB.
3. Type the name of the volume where the library resides unless it is the volume listed in the Library Catalog. Press ENTER.
4. Type the letter of the library to be created or the library in which the duplicate information is to be merged. Press TAB.
5. Type the name of the volume where the library resides unless it is the volume listed in the Library Catalog. Press TAB.
6. Select Yes or No (the default), depending on whether you wish to resequence the documents in the output library.
7. Type the document ID number you wish to assign to the first document. Press TAB.

8. Select Prompt (the default), Nocopy, or Delete in the Dupfiles field in case the system discovers duplicate files when it copies documents from one library and merges them into another existing library. Press ENTER.
9. If you entered the word, Prompt, in the Dupfiles field, the workstation displays the Document Conflict Resolution screen each time the system encounters a duplicate ID number. Choose from the four options for resolving the conflict: N, D, R, C.
10. If you select option R or C, fill in the new document ID in the NEWDOCID field and press ENTER.

### **Delete Single Document**

1. Press PF4 from the Document Filing and Conversion main menu.
2. Type the ID of the document to be deleted in the Document field. Type the library letter if it is different than the workstation's default. Press TAB.
3. Type the name of the volume where the document resides unless it is the volume listed in the Library Catalog. Press TAB.
4. Type Yes to use Security Erase on this document (the default is No). Press ENTER.

### **Delete Document Library**

1. Press PF6 from the Document Filing and Conversion main menu.
2. Type the letter of the library to be deleted if it is different than the workstation default (type a space to delete the Glossary library). Press TAB.
3. Type the name of the volume where the library resides unless it is the volume listed in the Library Catalog. Press TAB.
4. Type Yes to use Security Erase on this document (the default is No). Press ENTER.

### **Rename Single Document**

1. Press PF7 from the Document Filing and Conversion main menu.
2. Type the ID of the document to be renamed. Type over the library letter if it is different than the workstation default. Press TAB.
3. Type the name of the volume where the document resides unless it is the volume listed in the Library Catalog. Press ENTER.

4. Type the new document ID and library indicator in the Document field. Press TAB.
5. Type the name of the volume where the renamed document will reside unless it is the volume listed in the Library Catalog. Press ENTER.

## **Rename Document Library**

1. Press PF9 from the Document Filing and Conversion main menu.
2. Type the letter of the library to be renamed if it is different than the workstation default. (To rename the Glossary library, press the space bar once.) Press TAB.
3. Type the name of the volume where the library resides unless it is the volume listed in the Library Catalog. Press ENTER.
4. Type the new library letter in the Library field. Press TAB. Type the volume name for the output library unless it is the volume listed in the Library Catalog. Press TAB.
5. To renumber the library, type Yes in the Renumber field. Press TAB.
6. Type the first document ID number for the renamed library in the Document field. Press TAB.
7. If the new library already exists, the Dupfiles field gives the options, Prompt, Nocopy, and Delete, for handling duplicated document IDs. Press ENTER.

## **Reorganize Single Document**

The Reorganize Single Document utility eliminates unused disk space that accumulates in a document during editing.

1. Press PF10 from the Document Filing and Conversion main menu.
2. Type the ID of the document to be reorganized. Type over the library letter if it is different than the workstation default. Press TAB.
3. Type the name of the volume where the document resides unless it is the volume listed in the Library Catalog. Press ENTER.

## **Reorganize Document Library**

The Reorganize Document Library utility eliminates unused disk space within documents in a library and also lets you resequence the document IDs.

1. Press PF12 from the Document Filing and Conversion main menu.
2. Type over the letter of the library to be reorganized if it is different than the workstation default. Press TAB.
3. Type the name of the volume where the library resides unless it is the volume listed in the Library Catalog. Press TAB.
4. If the documents in the library are to be renumbered, type YES in the Renumber field. Press TAB.
5. Type the document ID you want to assign to the first document in the library. Press ENTER.

## **Convert Document to VS File**

1. Press PF13 from the Document Filing and Conversion main menu.
2. Type the ID of the document to be converted in the Document field. Type over the library letter if it is different than the workstation default. Press TAB.
3. Type the name of the volume where the document resides unless it is the volume listed in the Library Catalog. Press ENTER.
4. Type the name of the new data file to be converted from the document in the File field. Press TAB.
5. Type the name of the VS library where the file will be stored. Press TAB.
6. Type the name of the volume where the library resides in the Volume field. Press TAB.
7. Select the type of file the document will be converted to in the Conversion Type field. The options are DATA, PRINT, SOURCE, and TC. Press ENTER.
8. Fill in the Print File Options screen. Press ENTER.

## **Convert VS File To Document**

1. Press PF14 from the Document Filing and Conversion main menu.
2. Type the name of the file to be converted in the File field. Press TAB.

3. Type the name of the library where the VS file is stored. Press TAB.
4. Type the name of the volume where the VS library is stored unless it is the system volume. Press ENTER.
5. Type the ID of the document you are creating in the Document field. Press TAB.
6. Type the name of the volume where the library is stored unless it is the volume listed in the Library Catalog. Press TAB.
7. The next four fields define the information that will appear on the Document Summary page of the new WP document. Fill in those fields, pressing TAB to move from one field to another.
8. Press TAB. The Tabs field is preset at Yes.
  - *If the document does not contain any tabs*, change the value to No. This field does not appear on the screen when the system is converting a TC file to a document.
  - *If you want to convert a VS Source or Image file*, fill in the Type field. When converting a Source file, type the number of lines that should appear on each page of the new document. When converting an Image file, skip the Tabs and Lines Per Page fields.
9. Press ENTER.

## Document Merge

The procedures for performing Document Merge on the VS are outlined in the *Word Processing Reference Manual*. The utility allows you to view a merged document on the screen before printing.

## OIS AND VS/IIS DOCUMENT COMPARE

The OIS and VS/IIS Document Compare utility compares two documents character for character.

1. Select Document Compare from the Word Processing Utilities menu and press EXECUTE.
2. Enter the ID of one of the documents to compare and press RETURN.
3. Enter the page range that you want compared.
4. Enter the ID of the document to which the first document is to be compared and press RETURN.
5. Enter the page range that you want compared.

6. Press EXECUTE. As the system stops and highlights the differences between the characters, press EXECUTE to find the next difference.

## **DUPLICATING DISKETTES ON OIS AND VS/IIS**

Not available on WPS, the Duplicate Diskette utility on the OIS and VS/IIS makes an exact copy of the contents and ID number of an archive diskette.

### **Duplicating a Diskette on OIS**

1. Select Utilities from the Word Processing menu.
2. Select Duplicate Diskette from the Utilities menu.
3. Press EXECUTE and enter the number of copies.
4. To avoid verifying the duplication, press RETURN and use the space bar to choose No.
5. Press EXECUTE.
6. Put the diskette into the drive and press EXECUTE.
7. Put the new diskette into the drive and press EXECUTE.
8. Remove the diskette from the drive. To make another copy of the original disk, place another diskette into the drive and press EXECUTE.

### **Duplicating a Diskette on VS/IIS**

To use the central archive drive, access Duplicate Diskette from a 2246C or 2256C workstation.

1. Select Duplicate Diskette from the Utilities menu and press EXECUTE.
2. Press EXECUTE to begin duplication.
3. When the reading process is complete, press EXECUTE to make a copy or CANCEL to copy another diskette.
4. Place the diskette onto which that information will be copied into the drive and press EXECUTE.
5. If another copy is needed, press EXECUTE; if no more copies are needed, press CANCEL.
6. Remove the diskette, following the appropriate dismounting procedures.

## LIBRARY CATALOG

Not available on WPS, the Library Catalog utility displays a map of libraries and the volumes on which they reside.

1. Select Library Catalog from the Utilities menu.
2. Position the cursor next to the desired library letter by pressing the space bar or the appropriate letter, then press EXECUTE.

## MAKE PARAGRAPH FILE

Not available on WPS, the Make Paragraph File utility allows you to take blocks of text you use repeatedly and recall them into other WP documents with only a single command. Refer to the *Word Processing Reference Manual* for a complete discussion of the stipulations for naming paragraph files.

### Making a Paragraph File

1. Create a document to convert into paragraph files.
2. Select Make Paragraph File from the Word Processing Utilities menu and press EXECUTE.
3. Enter the ID of the desired Input Document. Enter the page number on which the conversion from document text to paragraph file is to begin. Press RETURN.
4. Enter the total number of pages to be converted.
5. Enter the paragraph file name in the Paragraph File Name field and press RETURN.
6. Press EXECUTE to run the function.

### Recalling a Paragraph File

1. If you are currently in Autoscore mode, cancel out before recalling a paragraph file.
2. In the WP document, position the cursor where the paragraph file is to be entered.
3. Press COMMAND. Press SHIFT + \$. Enter the name of the paragraph file you wish to recall and then press EXECUTE.

## OIS NETWORK PRINT

Available only on OIS, the Network Print utility allows you to move and delete documents in the print queue. You can also queue a document to print on another system within a WISE (Wang Inter-System Exchange) network or to print a document on your own system with the Soft Justify option.

### Altering the Print Queue

1. Select Network Print from the Word Processing Utilities menu and press EXECUTE.
2. Select Alter Queue and press RETURN.
3. Enter a printer unit number in the Queue Name field, or leave the field blank (to view a list of all the print and telecommunication queues). Press RETURN and enter the system name to alter a queue on another system.
4. Press EXECUTE.
5. Press RETURN and move the cursor to the entry that you want to move or delete.
6. Press INSERT to select the entry that you want to move or delete.
7. Press RETURN and select either Move Entry or Delete Entry. Press EXECUTE.
8. *To delete an entry*, press EXECUTE again.

*To move an entry*, enter the new printer unit number in the New Queue field; and, if you are moving to another system, press RETURN and enter the system name. Press EXECUTE.

### Printing Documents Through WISE

1. Select Network Print from the Word Processing Utilities menu and press EXECUTE.
2. Select Submit Job and press RETURN.
3. Enter the printer unit number and press RETURN.
4. Enter the name of the system on which the printer resides if it is different than the system to which you are attached, and press EXECUTE.
5. Select Document on the Submit Request screen and press RETURN.



6. Enter the unit number of the workstation to be notified when the print job is completed and press RETURN. Enter the name of the system on which that workstation resides if it is different than the system to which you are attached, and press EXECUTE.
7. Enter the ID of the document you want to print and press RETURN. Enter the name of the system on which that document resides and press EXECUTE.
8. Complete the Print menu as desired and press EXECUTE.

## RECOVER ARCHIVE DISKETTE ON OIS AND VS/IIS

Not available on WPS, the Recover Diskette utility retrieves documents from damaged archive diskettes. Do *NOT* attempt to use the utility on VS/IIS Archiving Workstations 2266C and 2276C.

1. *Using OIS*, select Recover Document from the Utilities menu and press EXECUTE. Select Archive Disk and press EXECUTE.  
*Using VS/IIS*, select Recover Diskette from the Utilities menu.
2. Make a selection and press RETURN.
3. Make another selection and press RETURN.
4. Place the archive diskette into the drive and press EXECUTE.
5. To change the ID number of a damaged diskette, strike over the ID and press EXECUTE after the prompt appears.

**SINGLE ID** — Type the ID number of the document to be retrieved and press EXECUTE.

**MULTIPLE IDs** — Space down to the desired document IDs and press INSERT, then press EXECUTE.

To cancel the choice, delete the acceptance block by pressing DELETE.

6. After selecting all documents, press EXECUTE.

## OIS AND VS/IIS SET WORKSTATION MODE

The Set Workstation Mode utility allows you to set the workstation's video display, clicker volume, and beeper volume. Not available on WPS, you must have a 5300 series workstation to set the video display and a 4200 (excluding a 4250), 6300, or 5300 series workstation to set the clicker and beeper volumes.

## **OIS Set Workstation Mode**

1. Select Set Workstation Mode from the Word Processing Utilities menu and press EXECUTE.
2. Select either White on Black or Black on White and press RETURN.
3. Using the space bar, select the volume you want to assign to the beeper. The beeper sounds each time you press the space bar so that you can hear the volume you want.
4. Press EXECUTE.

## **VS/IIS Set Workstation Mode**

1. On a VS 4200 series workstation Logon screen, press the 2nd key + FORMAT.
2. Use the East and West cursor control keys to move within the three icons that are displayed in a green bar at the bottom of the screen. Use the North and South cursor control keys to select the volume you want to assign the beeper.
3. Use the East arrow to move to the Clicker field. Use the North and South cursor control keys to set the volume.
4. Press EXECUTE to accept the desired sound level.
5. Press PF16 or HELP to remove the green bar once the settings are made.

## **SORT DOCUMENT**

Optional on WPS, the Sort utility resequences lists of information from separate documents into ascending or descending order. For a description of the entry fields and the functions and limitations of each menu, refer to the *Word Processing Reference Manual*.

## **Combining and Sorting Multiple Documents**

1. Select Sort Document from the Utilities menu and press EXECUTE. The Specify Source Document menu appears.
2. Complete the menu.
3. To include another document in the sort, press NEXT SCRN after filling in the menu.
4. Enter the next document ID and continue pressing NEXT SCRN until all information for the documents has been entered. Press EXECUTE.

5. Fill in the menu fields as needed and press EXECUTE.
6. To specify a second priority Sort field, press NEXT SCRNL. Repeat this step as needed.
7. Enter the column number of the secondary field and press EXECUTE.
8. Complete this menu, entering the library letter in which the result document will be placed, then press RETURN.
9. Press EXECUTE.

### **Adding a Document to the Source Document List**

1. While the Specify Source Document screen displays the document ID that will follow the new source document, press MOVE.
2. Enter the ID of the source document to be added.
3. Specify the page range, if it is less than the entire document. Press EXECUTE.

### **Removing a Document From the Source Document List**

1. Place the cursor under the document number to be removed from the list of source documents in the Specify Source Document menu.
2. Press DELETE five times.
3. Press RETURN.

### **Changing Columns to Sort**

1. From the Specify in Priority Order menu, use PREV SCRNL to locate the menu with the correct priority number.  
If the new entry is the second priority, place the cursor within the Specify Columns To Sort menu on the column number.
2. Press MOVE.
3. Type the new column number and other specifications.

### **Removing Columns**

1. From the Specify in Priority Order menu, place the cursor on the column number to be deleted.
2. Press DELETE until the number field is blank.
3. Press RETURN.

## OIS TYPEWRITER

Available on OIS only, the OIS Typewriter utility requires that you have a character printer (Daisy) located close to the workstation you are using. (Available printers supported are 6581W, DW/05-20, 6581WC, DW/05-55, and OIS/PTR-20 printers. Not supported are the PM015 and the new 60-cps Daisy.) Refer to the *Word Processing Reference Manual* for a discussion of Shadow mode and Typing mode used with the Typewriter feature, as well as an explanation of the Typewriter screen.

1. Select Typewriter from the Word Processing Utilities menu and press EXECUTE.
2. Enter the printer number of your character printer in the Printer field and press RETURN.
3. If your printer does not have a twin sheet feeder, insert a piece of paper, and make sure that the printer is selected.
4. Select either Shadow mode or Typing mode. Press RETURN.
5. Enter the pitch of the print wheel that is in the printer and press EXECUTE.
6. Enter the desired lines per inch and press RETURN.  
Enter the paper width and press RETURN.  
Enter the paper length and press RETURN.
7. Enter the character set of the character printer and press EXECUTE to display the Typewriter screen.
8. Press SHIFT + the cursor control keys to position the print head for fine alignment horizontally and vertically.
9. Press SHIFT + FORMAT to set the tab stops and the right margin in the format line. Set the left margin in the format line by pressing INDENT at the desired position. Press EXECUTE.
10. Type in the text, pressing RETURN to end each line, and move the print head to the left margin. The print head prints the text if you selected Typing mode; if you selected Shadow mode, the text begins to print once you have started typing the next line of text.

## OIS WANGWRITER DOCUMENT CONVERSION

Available only on OIS, the Wangwriter Document Conversion utility requires a mini-archiving workstation — not a 4250 or a PC in emulation. You cannot manipulate Wangwriter documents from an OIS 40, 50, or 60 central archive drive.

## Retrieving Wangwriter Documents From Diskettes

1. Place the Wangwriter diskette into the drive.
2. Select Wangwriter Document Conversion from the Word Processing Utilities menu and press EXECUTE.
3. Select Retrieve From Diskette and press EXECUTE.
4. Enter the name of the document that you want to retrieve and press RETURN.
5. Enter the Library ID in which the document you are retrieving is to be placed and press EXECUTE.

## Copying a Document to a Wangwriter Diskette

1. Place the Wangwriter diskette into the drive.
2. Select Wangwriter Document Conversion from the Word Processing Utilities menu and press EXECUTE.
3. Select Copy to Wangwriter Diskette and press EXECUTE.
4. Enter the ID of the document you want to copy and press RETURN.
5. Enter the Wangwriter document ID that you want to assign to the document. If you do not want to copy the entire document, press RETURN and enter the page range to be copied.
6. Press EXECUTE.

## OIS PC DOCUMENT CONVERSION UTILITIES

The OIS PC Document Conversion utility retrieves Wang PC documents and files onto OIS systems and copies OIS documents and files to PC diskettes. It is available on OIS systems 40, 50, 60, and 70 or on systems that have a mini-archiving workstation — a 4250 or a PC in emulation. Refer to the *Word Processing Reference Manual* for file name guidelines when transferring text and data files.

## Retrieving a Document or File From an MS-DOS Volume

1. Place the MS-DOS™ (PC) diskette in the local or central drive.
2. Select PC Conversion Utilities from the WP Utilities menu and press EXECUTE.
3. Select one of the following choices:
  - Retrieve Document From MS-DOS Volume

- Retrieve Text File From MS-DOS Volume
- Retrieve Data File From MS-DOS Volume

Press EXECUTE.

4. *To retrieve a document*, enter the ID of the PC document and press RETURN. Be sure to use uppercase alphanumeric characters. Enter the letter of the library in which you want the PC document to be placed and press EXECUTE.

*To retrieve a text or data file*, enter the name of the file and press RETURN. Be sure to use uppercase alphanumeric characters. Enter the new name of the file and press EXECUTE.

5. To remove the diskette, press COMMAND and the Superscript/Subscript key.

## **Copying a Document or File to an MS-DOS Volume**

1. Place the MS-DOS (PC) diskette into the local or central archive drive.
2. Select PC Conversion Utilities from the Word Processing Utilities menu and press EXECUTE.
3. Select one of the following choices:
  - Copy Document to MS-DOS Volume
  - Copy Text File to MS-DOS Volume
  - Copy Data File to MS-DOS Volume

Press EXECUTE.

4. *To copy a document*, enter the ID of the OIS document and press RETURN. Enter the ID of the new MS-DOS document and press EXECUTE. This field already contains the same name as the OIS document.

*To copy a text or data file*, enter the name of the OIS file and press RETURN. Enter the file name of the new MS-DOS file and press EXECUTE.

5. To perform another conversion utility from another diskette, select Change Diskette and press EXECUTE. You then exchange the diskettes and press EXECUTE.
6. To remove the diskette, press COMMAND, and then press the Superscript/Subscript key.

# GLOSSARY FUNCTIONS

## ABOUT GLOSSARY

Glossary allows you to store and recall frequently used text, format lines, editing operations, or instructions into a word processing document by pressing only two keys. Refer to the *Word Processing Reference Manual* for a more detailed discussion, including a list of glossary key names.

## THE FOUR STEPS OF THE GLOSSARY CYCLE

1. **Create** — You create a new glossary document and type a new glossary entry.
2. **Verify** — The system checks the glossary document to ensure that it follows the rules of glossary.
3. **Attach** — The system identifies the glossary document from which entries are to be recalled.
4. **Recall** — The system automatically displays the glossary entry in a standard document on the workstation screen.

## THE TEN RULES OF GLOSSARY

1. All text to be recalled from a glossary entry must be underscored.
2. A glossary entry label must be on the first line of each glossary entry.
3. A glossary entry label may be an uppercase or lowercase letter, a number, a punctuation mark, or a special character. It cannot be a screen graphic, an editing function key, or a special function key.
4. Each label within a glossary document must be unique.
5. Each glossary entry must end with a page break symbol, unless it is the last entry in a glossary document.
6. A glossary entry cannot be longer than a page. A page is defined as up to 254 full screens of text, ending with a page break symbol.

7. A glossary document must be verified before it can be attached to a workstation for recall.
8. A glossary document must be attached to your workstation before glossary entries can be recalled to a standard document.
9. Only *ONE* glossary document can be attached to a workstation at a time.
10. You may edit a glossary document provided it is not attached to any other workstation at the time.

## **DESIGNING A GLOSSARY ENTRY**

1. Define the purpose of the entry.
2. Plan the steps necessary to perform the task.
3. List the keys you need to include all the steps in the entry.
4. Type the entry including key names as necessary.
5. Test the entry by recalling it to a standard document.

## **CREATING A GLOSSARY DOCUMENT**

1. On OIS and VS/IIS, at the Word Processing menu, press RETURN to enter the Creation Library field. Press the space bar to designate the library, SPACE.
2. Select Create New Glossary from the Glossary Functions menu.
3. Enter the Document Summary information and press EXECUTE.
4. Assign a label to the glossary entry. (The label must be one character, one of the "valid" labels, enclosed in parentheses, and unique within a glossary document.)
5. Type a glossary entry; use screen graphics to format the entry in the glossary document; use key names to format the entry to the standard document.
6. End the glossary entry with a page break, unless it is the last entry in the glossary document.

## **VERIFYING A GLOSSARY DOCUMENT**

1. After typing/editing a glossary entry, press CANCEL, EXECUTE, EXECUTE.



2. When an attached glossary is edited and successfully verified, the system prompts "Attach it?". Press EXECUTE to attach the glossary; press CANCEL if you do not wish to attach at this time.

## **Correcting an Unsuccessfully Verified Glossary Document**

1. In response to the prompt "Please Cancel" during the verification process, press CANCEL.
2. Review, edit, or create glossary entries.
3. If you change an entry or add one or more new entries, you must verify the glossary again.
4. To verify the document again, press CANCEL, CANCEL, EXECUTE, EXECUTE.

## **ATTACHING A PREVIOUSLY VERIFIED GLOSSARY**

Refer to the preceding section, "Creating a Glossary Document," for an explanation of how to attach a glossary immediately after verification. Follow the procedures described in the three following sections for alternative methods of attaching a glossary to your workstation.

### **Attaching From the Glossary Functions Menu**

1. Select Glossary Functions from the Word Processing menu.
2. Select Attach Glossary from the Glossary Functions menu.
3. Enter the glossary document ID, and press EXECUTE.

### **Attaching While Creating/Editing a Standard Document**

1. While in a standard WP document, press COMMAND.
2. Press the GL key.
3. Enter the glossary document ID and press EXECUTE.

### **Attaching as Default Glossary**

1. *On OIS*, select Supervisory Functions from the DOS menu; select Set Workstation Defaults. In the Default Glossary ID field, fill in the ID of your most commonly used glossary document.
2. *On VS/IIS*, select Utilities from the Word Processing menu; select Set Workstation Defaults. Fill in the glossary document ID of your most commonly used glossary document. Press EXECUTE.

3. *On WPS*, select Change IDs and Standard Format from the main Utilities menu (if on WPS 5, 10, or 20, insert the System Disk into the archive drive). Use RETURN to position the cursor at the Standard Glossary ID field, and enter the glossary ID. Press EXECUTE.

## **DETACHING A GLOSSARY DOCUMENT**

There are seven ways to detach a glossary from your workstation. (Only the first and last are available on WPS.)

1. Attach another glossary document.
2. Select Detach Glossary from the Glossary Functions menu.
3. Select Advanced Functions from the OIS WP menu.
4. Select Utilities from the VS/IIS WP menu – unless the glossary is attached as the default glossary.
5. Go to the DOS menu on OIS – unless the glossary is attached as the default glossary.
6. Terminate word processing (on VS/IIS) – unless the glossary is attached as the default glossary.
7. Turn the switch/button on your workstation to the “off” position.

## **RECALLING A GLOSSARY ENTRY**

1. Position the cursor at the desired location in the standard document and press GL.
2. Press the key that is the entry label name.

## **PRINTING A GLOSSARY DOCUMENT**

1. Select Print Document from the Word Processing menu.
2. Enter the glossary document ID and press EXECUTE.
3. Make the Print Document menu selections and press EXECUTE.

## **STORING/DELETING GLOSSARY DOCUMENTS**

Follow the same procedures for archiving (storing) glossary documents as those used for standard documents. Follow the same deleting procedures for deleting glossary documents as those used for standard documents.

Title: WORD PROCESSING QUICK REFERENCE GUIDE

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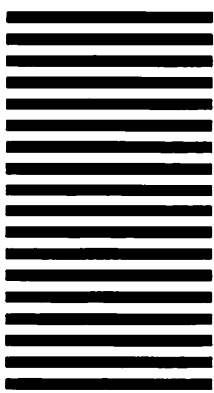
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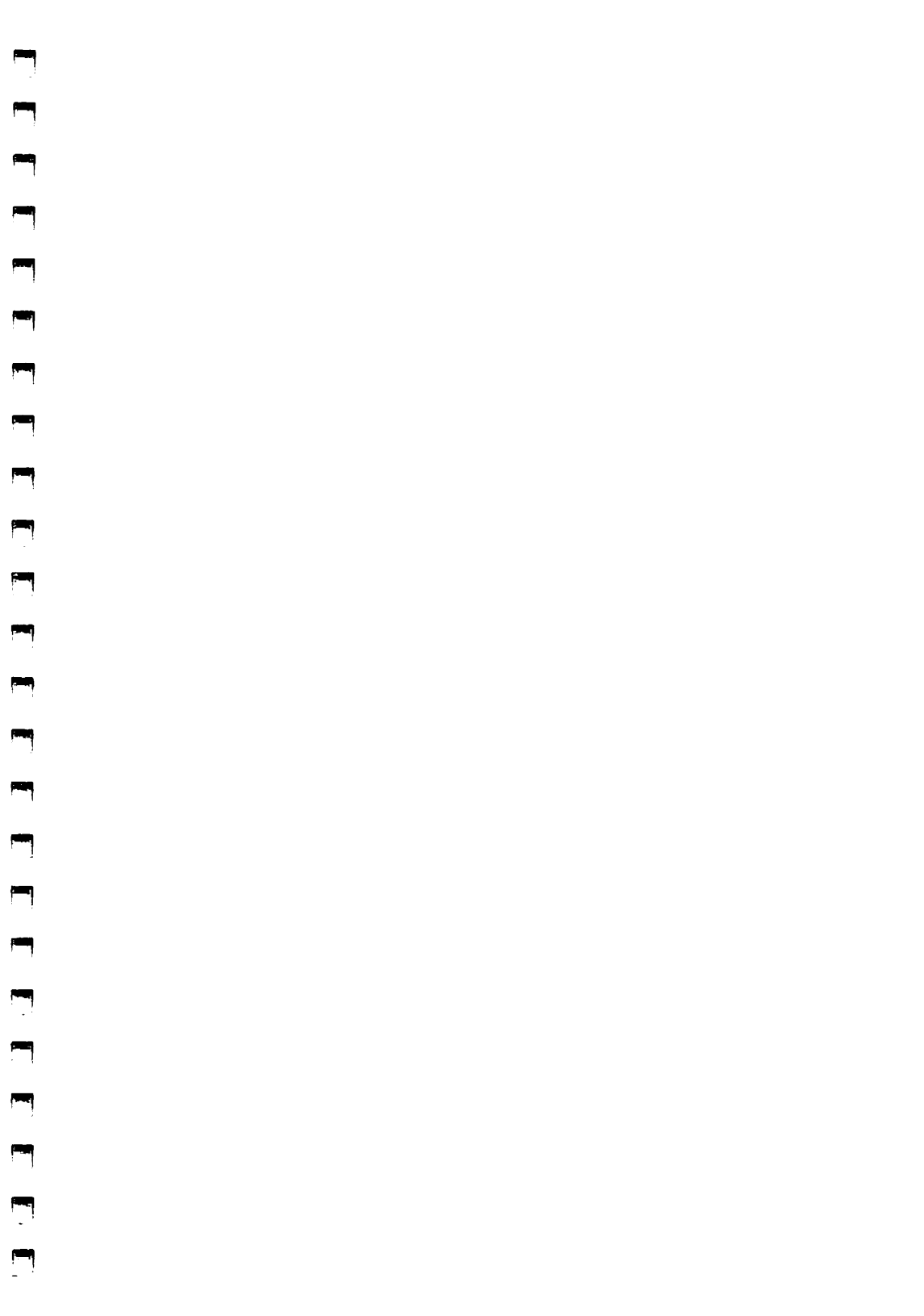
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