

**IBM Displaywriter System
Operator Training
Book 1 -- Basic Topics**

Textpack – 4

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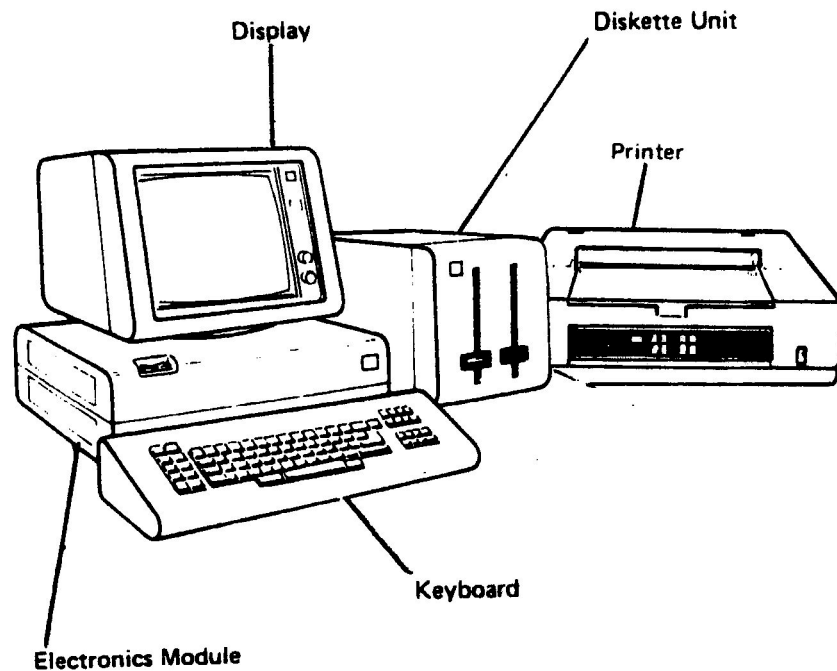
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Topic 1. What is This Thing All About?

The Displaywriter is a "word processor" -- a sort of super-typewriter. The parts of the Displaywriter system are shown below:



When you type things on the Keyboard, you will see them on the Display screen first. This makes it easy to correct your work before you actually print it on paper.

The Displaywriter is an enormously powerful tool to help you do your work. It may seem very different from using typewriters. At first it may seem difficult. But very quickly you will find that it can help you be more effective.

This training manual is designed to help you get to the point of really using the Displaywriter as soon as possible. At any point, if you wish to take a detour in your training to explore the Displaywriter, or to use it for some of your own work -- DO IT! Even if you run into some trouble, the time you spend using and exploring the Displaywriter on your own is time well spent. It's the best way to learn.

The Topic chapters of this manual book have been planned so that you can use them for REFERENCE as well as for TRAINING. So if you do go off on your own, you can still make some use of this manual.

USING THIS MANUAL

This manual contains three types of information. The first type is "read-only" information, providing you with background and explanation. Read-only information appears in this type format.

THE SECOND TYPE OF INFORMATION IS "INSTRUCTIONS", SHOWING YOU WHAT TO DO. INSTRUCTIONS APPEAR IN THIS FORMAT -- BOLD-FACE CAPITAL LETTERS.

▶ Third is "recovery" information, telling you what to do if something goes wrong. Recovery information is always preceded by the symbol " ▶ ".

Try to read each topic **ALL THE WAY THROUGH** before actually following any of the instructions.

GETTING STARTED

You need to turn the power on and (in the terminology of the Displaywriter) "load programs" from "program diskettes". There are two program diskettes, which contain the programs you will need to use the Displaywriter.

PRESS THE RIGHT SIDE OF THE POWER SWITCH (LOCATED ON THE ELECTRONICS MODULE -- LOOK AT THE DRAWING ONE PAGE BACK) TO TURN ON THE DISPLAYWRITER.

After several seconds, the letters "IBM" should appear on the screen. You can adjust the control knobs on the Display unit so that the letters are bright green on a dark background. You can also tilt and turn the display for your comfort.

▶ If the letters do not appear, turn the system off, wait a few seconds, and then turn it on again, adjusting the Display control knobs. If the letters still don't appear call the IBM Office Support

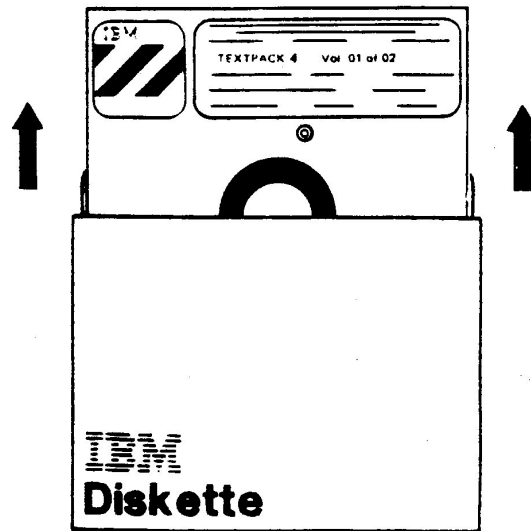
Center (the telephone number can be found in the **Office Support Center Guide** included in your Reference Package).

LOCATE THE VOL. 1 PROGRAM DISKETTE AND REMOVE IT FROM ITS ENVELOPE. BE CAREFUL HANDLING DISKETTES.

Your diskettes are in the vinyl pocket in the back of this book.

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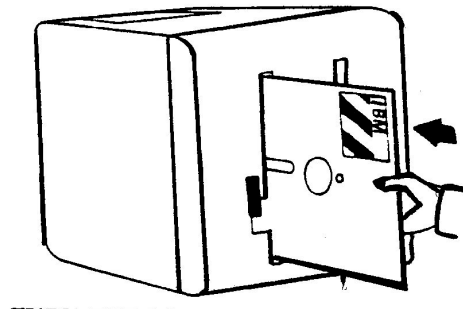


Don't peel diskette!

Don't bend diskette!

Don't touch the plastic!

TURN THE LOAD LEVER OF THE LEFT DISKETTE SLOT UP TO THE LEFT AND INSERT THE VOL. 1 PROGRAM DISKETTE SO THAT THE LABEL FACES THE LOAD LEVER, AS SHOWN BELOW.



Is label oriented correctly?

TURN THE LOAD LEVER DOWN TO THE RIGHT TO CLOSE IT.

Turning the lever starts the program load. You will hear a clicking sound for about 30 seconds. When the clicking stops, the programs have been loaded. They will now be stored in the Displaywriter until you turn it off.

You are now ready to use the Displaywriter. The list of items you see on the screen is called the TASK SELECTION menu. It lists the major things the Displaywriter can do. From this list of selections (called a "menu"), you can choose the particular task you want to accomplish using the Displaywriter.

The majority of these tasks will be involved with letters (and other sorts of documents) -- typing or creating them, revising them, and printing them out on paper. Therefore, most of the time when you are working with the Displaywriter, you will be choosing the first item on the Task Selection menu -- TYPING TASKS.

WHAT IF I GET STUCK?

Everyone makes mistakes -- and learning to use a word processor is difficult enough to cause many mistakes. When you do make a mistake try to just correct it and go on -- you don't have to do everything perfectly. If you really do get so stuck that you can't continue, there is a general remedy you should keep in mind.

- ▶ Press the END key, located to the left of the keyboard.
- ▶ Now remove all diskettes from the diskette unit to avoid damaging them, and then turn the system off.

You must now start all over again, by re-loading your programs from the program diskettes.

ON YOUR OWN

Check your understanding so far: remove the Vol. 1 diskette, turn the Displaywriter off, and then start it up again. Remember that any time you turn the power off, you must always first remove the diskettes. If you run into any trouble, just go on to Topic 2.

Topic 2. Typing Something.

In the terminology of the Displaywriter you will be "creating a document" -- that is, typing a brief letter. You will first name the document, as you might make up a name for a baby **BEFORE** it's actually born. Then you will assign the document to a work diskette -- this is where the document will be stored by the Displaywriter. And then, finally you will type the document at the keyboard, and see the text appear on the screen -- your electronic typing paper!

Note: If you turned off the power at the work station between Topic 1 and Topic 2, turn it back on and re-insert the Vol. 1 program diskette.

TASK SELECTION

In the TASK SELECTION menu you choose the general kind of work that you want to do. To type (create) a document, choose TYPING TASKS.

Can you find this prompt on the screen?:

Type ID letter to choose ITEM; press ENTER.

TYPE AN a, THE ID LETTER FOR TYPING TASKS, AND THEN PRESS THE ENTER KEY.

▶ If you typed the wrong ID letter, just press BKSP (backspace) to remove the incorrect letter.

▶ If you typed the wrong letter **AND** pressed ENTER too, hold down the CODE key and press Selection menu to start over. CANCL and REQST are on the same key. If you don't hold down CODE when you press CANCL, you will get REQST (Request) instead of CANCL. You can correct this by trying CANCL again, this time while holding down.

The Displaywriter prompts you to insert the Vol. 2 program diskette. Its name begins with the number "6". You will find this diskette in the vinyl pocket in the back of this book.

INSERT THE VOL. 2 PROGRAM DISKETTE.

TYPING TASKS

In the TYPING TASKS menu you choose the specific kind of typing task that you want to do. To type something new, choose Create Document.

Make sure that the Displaywriter is prompting you:
Type ID letter to choose ITEM; press Enter.

TYPE AN a, THE ID LETTER TO CREATE A DOCUMENT, AND THEN PRESS THE ENTER KEY.

- ▶ If you make a mistake, hold down the CODE key while you then press the CANCL key.

You must NAME your documents (letters, memos) just as you would label a file folder -- so you can get these documents back to work on later. Each document you create on the Displaywriter must have a different name. The best names are short and easy to remember.

Can you find this prompt screen?:
Type document name; press ENTER.

TYPE THE NAME First Letter AS THE DOCUMENT NAME (THE DIFFERENCE BETWEEN UPPER AND LOWER CASE MATTERS), AND THEN PRESS THE ENTER KEY.

- ▶ Use BKSP or Code + CANCL for typing mistakes.
- ▶ Remember that each document must have a separate name. If you have already used a name for another document, you will get a message that the document already exists.

You must also specify the name of the WORK DISKETTE your document will be stored on. The work diskette you are using is named TRAIN.

Make sure that the Displaywriter is prompting you:
Type diskette name; press ENTER.

TYPE THE NAME OF THE WORK DISKETTE, TRAIN, AND THEN PRESS THE ENTER KEY.

There should be a prompt on the screen asking you to insert the work diskette TRAIN into the diskette unit. Make sure you can find this prompt. The TRAIN diskette is in the vinyl pocket in the back of this book.

► If you are asked to insert a diskette other than TRAIN, hold down the CODE key and then press the REPLY key (located near CANCL.). Again type the document name and then the diskette name.

INSERT THE WORK DISKETTE WITH THE NAME TRAIN PRINTED ON ITS LABEL, INTO THE DISKETTE SLOT REQUESTED BY THE PROMPT.

CREATE OR REVISE

You do not need to make any choices on the CREATE OR REVISE DOCUMENT menu. Can you find the following words on the screen?:

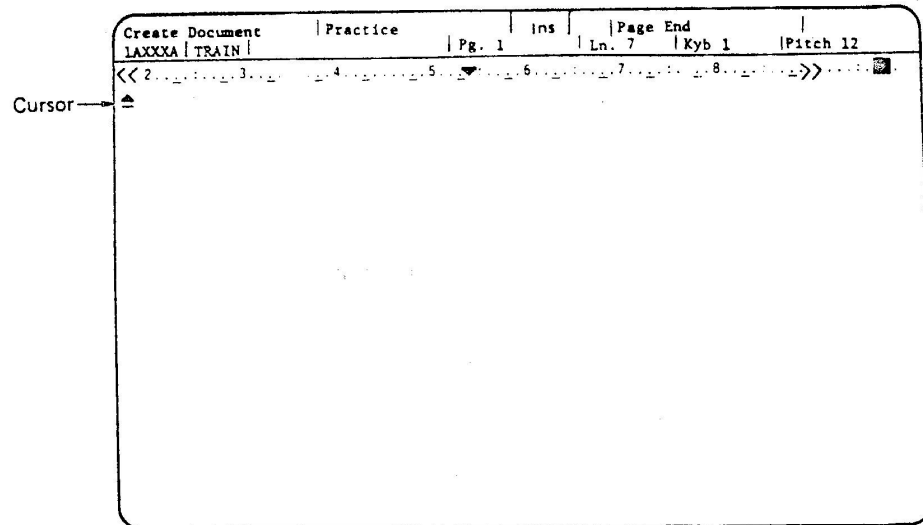
When finished with this menu, press ENTER.

PRESS THE ENTER KEY.

► If you accidentally choose an ITEM in the Create or Revise Document menu, use CODE + CANCL.

THE TYPING AREA

You type your documents in the TYPING AREA.



The cursor

The short horizontal line that is brightened (or highlighted) on the screen is called the cursor. It marks your current typing position in the Typing Area. The cursor is always positioned where the next character you type will appear. As you type, the cursor moves to show where you are typing.

When the cursor is under a character, that character is highlighted on the screen. When you start, the cursor is under a triangular Page End symbol. As you type along, this symbol moves with the cursor, marking the end of the typed page of text.

You can use the Displaywriter as a super-typewriter: margins and tabs have been set automatically for you, you don't even have to bother with carrier returns.

► At first you might find the Typing Area difficult to work in. Try not to worry too much about typos and style. If you make a mistake, just go on. You will learn more about correcting mistakes later.

TYPE THE LETTER BELOW. DON'T PRESS THE CARRIER RETURN KEY AT ALL (SEE WHAT HAPPENS), AND DON'T CORRECT TYPOS.

Bobby - I just want to drop you a short note to tell you that I landed safely and that everything is going just great. Hawaii is every bit as exciting as they say. The people are friendly and relaxed, and the scenery is breathtaking. If the weather is good tomorrow, I'm going to try scuba diving. See you all soon.

ENDING A DOCUMENT

To leave the Typing Area, you must END your document. The Displaywriter stores it on the work diskette (TRAIN) for later use. CODE + CANCL will not get you out of the Typing Area.

PRESS THE END KEY

The END key is located just below the CANCL key. You must END a displayed document before removing the work diskette or turning the power off at the workstation -- to safely store it.

The TYPING TASKS menu reappears.

► If you remove your work diskette from the diskette unit **BEFORE** you END the document you are working on, the diskette will require "recovery". If this happens, use another work diskette for your training.

ON YOUR OWN

Type a letter to a friend: (1) choose a to Create, (2) Use your friend's first name as the document name, (3) Use the TRAIN work diskette, (4) Press ENTER on the Create or Revise Document menu, (5) Type something in the Typing Area, (6) Press END. If you have trouble, just go on to Topic 3.

Topic 3. Printing Something on Paper

When you type a document into the Displaywriter, you may want to print it out on paper.

Note: If you turned off the power at the workstation between Topic 2 and Topic 3, turn it back on and re-insert the Vol. 1 and Vol. 2 program diskettes.

PRINT DOCUMENT

GET TO THE TYPING TASKS MENU.

Can you find this prompt on the screen?:
Type ID letter to choose ITEM; press ENTER.

TYPE d TO CHOOSE THE ITEM IN THE TYPING TASKS MENU TO PRINT A DOCUMENT, THEN PRESS THE ENTER KEY.

► Remember BKSP and CODE + CANCL in case you make mistakes. Remember that CANCL and REQST are on the same key. If you don't hold down CODE when you press CANCL, you will get REQST (Request) instead of CANCL. You can correct this by trying CANCL again, this time while holding down CODE.

Make sure that the Displaywriter is prompting you:
Type document name; press ENTER.

If you have just typed in a document, the name of that document is "suggested" (you can delete the name with BKSP, if you want). Otherwise, the Displaywriter presents a blank where you can type a name.

You can print a document you created in Topic 2 (for example, the document **First Letter**) or a document already stored on the TRAIN work diskette, named **Smith Letter**.

TYPE A DOCUMENT NAME (IF THE DISPLAYWRITER HAS ALREADY DONE THIS, JUST GO ON).

PRESS THE ENTER KEY.

Can you find this prompt on the screen?:

Type diskette name; press ENTER.

If you have already inserted TRAIN, the Displaywriter suggests that diskette name. Otherwise it presents a blank for you to fill in.

TYPE THE INSERTED NAME, TRAIN (IF THE DISPLAYWRITER HAS ALREADY DONE THIS, JUST GO ON).

PRESS ENTER.

► If you are asked to insert a diskette other than TRAIN, hold down the CODE key and then press the REPLY key (located near CANCL).

INSERT THE TRAIN WORK DISKETTE (IF YOU HAVE NOT ALREADY DONE SO).

Now the PRINT DOCUMENT menu appears. You do not need to respond to the prompt on this menu.

Can you find the following words on the screen?:

When finished with this menu, press ENTER.

PRESS ENTER TO SEND THE DOCUMENT TO THE PRINTER.

► If you accidentally choose an ITEM in the Print Document menu, you can use CODE + CANCL.

The document is now ready to print. A tone (beep) sounds at the keyboard and a blinking arrow symbol appears at the bottom left on the screen. This indicates that the Displaywriter has a message for you to read.

PRESS THE MSG KEY.

The MSG key is located beside the END key.

The message asks you to turn the printer power on. You need to find the on/off switch, located on the front of the printer.

TURN THE PRINTER POWER ON.

The blinking arrow indicates another message.

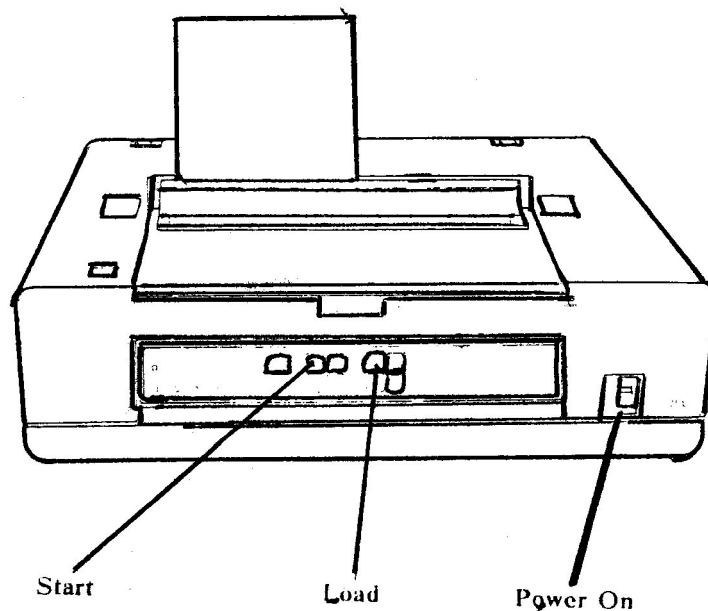
PRESS THE MSG KEY.

This message asks you to load printer paper.

THE PRINTER

PLACE A SHEET OF PAPER INTO THE PRINTER WITH THE LEFT EDGE OF THE PAPER LINED UP WITH THE Δ . PRESS THE LOAD BUTTON ON THE PRINTER.

The printer automatically indexes the paper.



IBM 5218 Printwheel Printer

PRESS THE START BUTTON ON THE PRINTER.

The paper indexes up to the first printing line.

A tone sounds and the blinking arrow re-appears on the screen, indicating another message.

PRESS THE MSG KEY.

The message confirms the typestyle number of the printer element and keyboard you are using by saying "Put on printer

element 086 001" (or something similar), and directs you to press **START** on the printer.

AGAIN PRESS THE START BUTTON ON THE PRINTER.

► You may get an additional message asking you to press the REQST key (located on the same key as CANCL). In such a case, press REQST (do **NOT** hold down the CODE key), and when you see the Textpack Request Tasks menu, select item e, corresponding to "Print with element now on printer". If you make a mistake, remember CODE + CANCL.

Your document should now print and automatically index up when completed. The blinking message symbol again appears.

PRESS THE MSG KEY.

The message confirms that your document has been printed.

PRESS THE MSG KEY AGAIN TO CLEAR THE LAST MESSAGE FROM THE SCREEN.

ON YOUR OWN

Print the letter to a friend that you typed earlier. Remember, the document name is your friend's first name. The diskette name is TRAIN.

**Topic 4. Revising Something
You Have Typed.**

You may want to change something in a document that has been typed in and stored.

Note: If you turned off the power at the workstation between Topic 3 and Topic 4, turn it back on and re-insert the Vol. 1 and Vol. 2 program diskettes.

DISPLAYING THE DOCUMENT

ON THE TYPING TASKS MENU, CHOOSE THE ITEM TO REVISE A DOCUMENT.

To try revising, use a document named Smith Letter that has already been stored on TRAIN.

Make sure that the Displaywriter prompts you for the document name and then for the diskette name. Carefully respond to these prompts with the following information:

Document name: Smith Letter

Diskette name: TRAIN

▶ Remember, if a document name or diskette name appears on the prompt line but is not the one you want, hold down the CODE key and then press CANCL to remove it. Then type what you want.

▶ If you are asked to insert a diskette other than TRAIN, hold down the CODE key and then press the REPLY key (located near CANCL).

JUST PRESS ENTER ON THE CREATE OR REVISE MENU.

▶ If you accidentally choose an ITEM on the Create or Revise menu, hold down CODE and press CANCL.

The first part of the previously stored letter automatically appears in the TYPING AREA, and you are ready to begin the revisions.

MOVING THE CURSOR

The four cursor-movement keys have arrows on them (they are located on the right of the keyboard).

PRESS THE ↓ CURSOR KEY SEVERAL TIMES AND WATCH THE CURSOR MOVE DOWN THE SCREEN.

The ↑, ←, and → cursor keys work analogously. Try them and see.

If you move the cursor all the way to the bottom of the screen, or all the way to the right, the display "shifts" so that you can see more of your document. By moving the cursor all the way up and to the left, you can bring the document back to where it started.

DELETING TEXT

USE THE CURSOR KEYS TO MOVE THE CURSOR UNDER THE FIRST r IN THE WORD regular.

PRESS THE DEL KEY

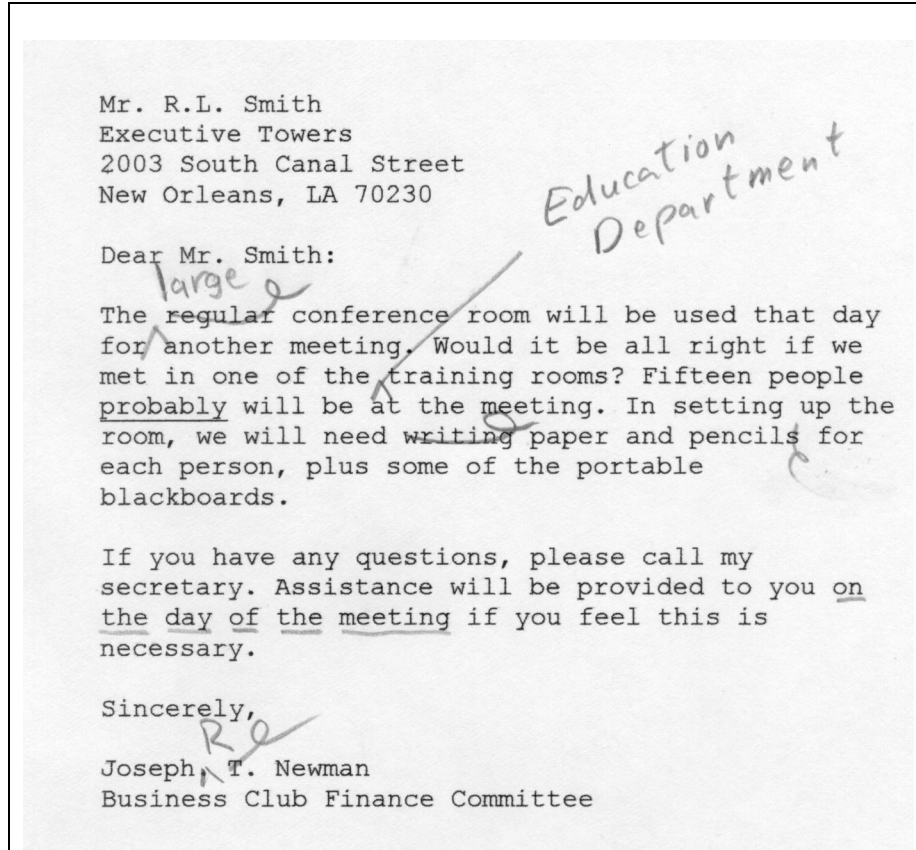
The DEL key is located up and to the right of the keyboard keys. Is the Displaywriter prompting you?: **Delete what?**

► If you make a mistake at this point, use CODE + CANCL and start the deletion again.

USING THE → KEY, MOVE THE CURSOR THROUGH THE MATERIAL TO BE DELETED, THE WORD regular.

The word is highlighted: you can see exactly what is going to be deleted before it actually is deleted

► If the wrong characters are highlighted use CODE + CANCL and start the deletion again.



WHEN THE TEXT YOU WANT TO DELETE IS HIGHLIGHTED, PRESS THE ENTER KEY.

The material you wanted to delete now disappears.

INSERTING TEXT

The cursor is already at the point where you want to add the word **large**.

TYPE THE WORD large

► If you make a mistake, delete -- using BKSP or DEL -- and then re-type.

The Displaywriter is usually in "insert" mode. The text to the right of the cursor is moved over so that what you are typing can be inserted.

REPLACING TEXT

You can also use the Displaywriter in "replace" mode. When you do this, characters you type replace the characters that were there before.

MOVE THE CURSOR TO THE T IN THE SIGNATURE LINE.

WHILE HOLDING DOWN CODE, PRESS THE INSERT/REPLACE KEY.

INSERT/REPLACE is on the same key as the number "8".

Can you find the letters **Repl** on the "status line" at the very top of the screen? This indicates that the Displaywriter is now in replace mode.

IN THE DOCUMENT, TYPE A CAPITAL R TO REPLACE THE T.

PRESS THE INSERT/REPLACE KEY AGAIN.

Can you find the letters **Ins** which now appear on the status line at the very top of the screen? This indicates that the Displaywriter is now once again in insert mode.

PRESS THE END KEY TO STORE THE DOCUMENT.

ON YOUR OWN

As you can see on page 4:3, more deletions, insertions, and replacements are suggested for the Smith Letter document. Practise your revision skills by trying some of these. When you have practiced enough, print out **Smith Letter** (refer to Topic 3 for help with printing).

Topic 5. Centering and Underlining Text.

When you type a document using the Displaywriter, you may want to underline and/or center some of the text.

Note: If you turned off the power at the work station between Topic 4 and Topic 5, turn it back on and re-insert the Vol. 1 and Vol. 2 program diskettes.

CHOOSE THE ITEM IN THE TYPING TASKS MENU TO CREATE A DOCUMENT.

Use the following information, as the Displaywriter prompts you:

Document name: Winners

Diskette name: TRAIN

CENTERING

You will be typing the example document below. Its heading must be centered.

Winners of the Lucky Turkey Raffle

The annual Lucky Turkey Raffle was held on Tuesday morning at the Mount Kisco Moose Lodge. The grand prize winner, for the third year in a row was Melvin Marvin. Melvin exclaimed, "I just don't know what I'll do with another thirty-five pound turkey!!!"

Runners-up, who wore bags of sweet potatoes, included the following:

Lucy Wimple, Roger Ripple, Miles Standish, and Greg Smith.

USING THE SPACE BAR (NOT THE ARROW KEYS), POSITION THE CURSOR AT THE CENTER POINT OF THE TYPING LINE.

The center point is at column 54. It is marked on the typing scale, at the top of the screen, with the symbol ▼.

WHILE HOLDING DOWN CODE, PRESS THE CTR KEY.

CTR is on the same key as the character "c". The CTR (center) key is used to center characters on a typed line.

Nothing happens immediately, but the Displaywriter will now center the line as you type it.

TYPE: Winners of the Lucky Turkey Raffle

PRESS THE CARRIER RETURN KEY TWICE, THEN CONTINUE TYPING THE EXERCISE UNTIL YOU GET TO THE UNDERLINED WORD third.

UNDERLINING

To underline one word at a time use WORD UND (word underline).

TYPE THE WORD YOU WANT TO UNDERLINE, third

Do not type the space that follows the word.

WHILE HOLDING DOWN CODE, PRESS THE WORD UND KEY.

WORD UND is on the same key as the character "i".

The Displaywriter underlines the word you have just typed.

► Use Del, if you make a mistake.

SPACE ONCE AND THEN CONTINUE TYPING, UNTIL YOU GET TO THE UNDERLINED PHRASE.

For continuous underlining you can use BEGIN UND and END UND.

WHILE HOLDING DOWN CODE, PRESS THE BEGIN UND KEY.

BEG UND is on the same key as the character "u".

Nothing happens on the screen.

TYPE THE PHRASE TO BE UNDERLINED. DO NOT TYPE THE PUNCTUATION FOLLOWING THE LAST WORD.

► Use Del, if you make a mistake.

The Displaywriter underlines the words automatically as you type.

WHILE HOLDING DOWN CODE, PRESS THE END UND KEY.

END UND is on the same key as the character "j".

TYPE THE PUNCTUATION FOLLOWING THE UNDERLINED PHRASE, AND THEN FINISH THE EXERCISE.

ON YOUR OWN

You can make up additional text to extend this exercise and get more experience with centering and underlining. When you finish, try to print the document **Winners** out on paper (refer to Topic 3 for help in doing this).

**Topic 6. Deleting Short Cuts
and Extensions.**

There is a short cut for using the DEL key.

Note: If you turned off the power at the workstation between Topic 5 and Topic 6, turn it back on and re-insert the program diskettes.

DELETING A LOT OF TEXT

DISPLAY THE DOCUMENT Smith Letter.

USING THE CURSOR MOVEMENT KEYS, POSITION THE CURSOR AT THE WORD IF, AT THE BEGINNING OF THE THIRD PARAGRAPH.

PRESS THE DEL KEY.

The Displaywriter prompts you: **Delete what?**

▶ If you make a mistake, use CODE + CANCL and start the deletion over.

TYPE THE LAST WORD OF THE PARAGRAPH AND THE FINAL PERIOD: necessary.

The entire paragraph is now highlighted.

▶ If you made a mistake, use CODE + CANCL and start the deletion over.

PRESS ENTER.

The paragraph disappears.

When you type something in response to the deletion prompt, the Displaywriter deletes everything from the current cursor position through the first occurrence of whatever you typed.

DELETING BLANK LINES

The Displaywriter stores blank lines as carrier return CHARACTERS.

USE ↑ TO POSITION THE CURSOR AT THE BEGINNING OF THE SECOND LINE OF THE FIRST PARAGRAPH OF Smith Letter.

PRESS CARRIER RETURN ONCE.

You have inserted a blank line in the paragraph.

USE ↑ TO POSITION THE CURSOR AT THE BEGINNING OF THE BLACK LINE -- ALL THE WAY AT THE LEFT.

As you can see, a special highlighted carrier return character appears. This is the special character that was inserted when you originally pressed CARRIER RETURN.

PRESS THE DEL KEY.

WHEN THE DISPLAYWRITER PROMPTS YOU: Delete What?, PRESS ENTER.

The blank line disappears. You have deleted the special CARRIER RETURN character.

ON YOUR OWN

You can use these techniques to insert and then delete underlined and centered material. Experiment with deletion. When you are finished, END the Smith Letter document, and then print it out.

Topic 7. Rearranging Text.

Displaywriter allows you to "cut and paste" pieces of your document as you revise it.

Note: If you turned off the power at the workstation between Topic 6 and Topic 7, turn it back on and re-insert the program diskettes.

MOVING TEXT

Instead of deleting an entire paragraph, or even a sentence, a word, or a single character and then re-typing it, you can use the MOVE key to move the text from one place to another.

DISPLAY THE DOCUMENT Promotions, WHICH IS STORED ON THE TRAIN DISKETTE.

USING THE ↓ CURSOR KEY, POSITION THE CURSOR AT THE LEFT MARGIN ON THE FIRST LINE OF THE CIRCLED PIECE OF TEXT, AS SHOWN BELOW.

Another special character -- the TAB -- becomes visible at the left margin.

Three employees have been promoted this month. Please make any necessary changes in their personnel files and enroll the new managers in the next "Management Guidelines" session.

You may need to consider a "special" session due to the scheduled annual inventory next month. Provide each individual with an alternate date.

<u>NAME</u>	<u>TITLE</u>	<u>DEPARTMENT</u>
Steven Murphy	Asst. Mgr.	945/122
Betty Moor	Manager	531/245
Sandy Powell	Manager	989/689

Please contact these people and schedule an appointment for me to meet with them individually to congratulate them on their achievements with the company.

PRESS THE MOVE KEY.

The MOVE key is located to the right of the DEL key.

The Displaywriter prompts you: Move what?

USE THE ↓ AND → KEYS TO MOVE THE CURSOR TO THE END OF THE CIRCLED PIECE OF TEXT.

MOVE THE CURSOR THREE SPACES PAST THE FINAL PERIOD IN ORDER TO INCLUDE THE CARRIER RETURN SYMBOL (WHICH BECOMES VISIBLE ONLY WHEN THE CURSOR IS POSITIONED UNDER IT).

The text to be moved is now highlighted.

- ▶ If you made a mistake, use CODE + CANCL and start the move again.

PRESS ENTER.

The Displaywriter prompts you: To where?

POSITION THE CURSOR AT THE LEFT MARGIN ON THE FIRST LINE OF THE LAST PARAGRAPH.

The special TAB character appears.

PRESS ENTER.

The highlighted paragraph is now moved.

- ▶ If you made a mistake, you can move things around some more in order to correct it.

ON YOUR OWN

Additional corrections are marked in red for the Promotions document. Using deletion, insertion, and replacement, try making these corrections. When you are finished END the document, and print it out on paper.

**Topic 8. Moving the Cursor:
Short Cuts.**

Displaywriter allows you to move the cursor around immediately, if you don't want to wait to move it space by space.

Note: If you turned off the power at the workstation between Topic 7 and Topic 8, turn it back on and re-insert the program diskettes.

DISPLAY ONE OF YOUR STORED DOCUMENTS (First Letter, Smith Letter, Winners, or Promotions).

CODED CURSOR KEYS

Topic 4 discussed the arrow cursor keys. If you hold down the CODE key, pressing the various cursor keys has a different meaning:

CODE + ↓ immediately positions the cursor at the bottom of the page.

CODE + ↑ immediately positions the cursor at the top of the page.

CODE + → immediately positions the cursor at the far right end of the line.

CODE + ← immediately positions the cursor at the far left end of the line.

EXPERIMENT WITH THE CODED CURSOR KEYS AND THEIR UNCODED ALTERNATIVES.

You should be able to locate the cursor anywhere on the screen.

THE FIND KEY

The FIND key allows you to position the cursor by specifying a target.

PRESS THE FIND KEY.

The FIND key is located to the right of the arrow cursor movement keys.

The Displaywriter prompts you: **Find what?**

▶ If you make a mistake, use CODE + CANCL and start the find again.

TYPE: the

▶ If you make a mistake, BKSP or use CODE + CANCL.

PRESS ENTER.

The cursor is automatically positioned at the first occurrence of **the** in the text. (This includes occurrence of **the** within other words, such as in the word **mother**.) You cannot use FIND to move backwards through the text.

ON YOUR OWN

You can combine FIND with operations for deletion, insertion, and replacement to make it easier to revise documents. Practice using FIND, and the other operations, before you END your document and print it out.

Topic 9. Printing More Than One Copy at a Time.

The Displaywriter normally prints one copy at a time. You can request it to print more than one.

Note: If you turned off the power at the workstation between Topic 8 and Topic 9, turn it back on and re-insert the program diskettes.

CHOOSE THE ITEM IN THE TYPING TASKS MENU TO PRINT A DOCUMENT.

Use the following information, as the Displaywriter prompts you:

Document name: Promotion

Diskette name: TRAIN

CHOOSE THE ITEM IN THE PRINT DOCUMENT MENU TO CHANGE THE PRINT QUANTITY.

► If you chose the wrong ITEM, use CODE + CANCL and choose again.

Notice the YOUR CHOICE column in the menu. The Displaywriter prompts you:

Type YOUR CHOICE; press ENTER.

TYPE THE NUMBER 2 AS YOUR CHOICE AND PRESS ENTER.

► If you make a mistake, use BKSP or CODE + CANCL to change your choice.

What you typed is now highlighted under the YOUR CHOICE column. Notice that the Displaywriter again prompts you:

Type ID letter to choose ITEM press ENTER.

The Print Document menu remains on the screen so you can change other ITEMS, if necessary. In this exercise, only the print quantity needs to be changed. You are finished with this menu.

Notice the words above the prompt line:

When finished with this menu, press ENTER.

PRESS ENTER.

RESPOND TO THE MESSAGES AS THEY OCCUR. REMEMBER TO PRESS START ON THE PRINTER AFTER RESPONDING TO EACH MESSAGE.

ON YOUR OWN

Make up a letter describing a recent vacation you took to Far Harbor, a small fishing village on the northern coast of Maine. Try to write about ten lines of so of text. Try to use centering and underlining as you go along. After you get something typed, try some revisions using deletion, insertion, and replacement. Use MOVE and FIND too, if you can work them in. Print two copies of the document.

**Topic 10. Using Comments to
Keep Track of Documents.**

Sometimes document names do not tell you enough about the documents you have. You can use Document Comments to give you additional information.

Note: If you turned off the power at the workstation between Topic 9 and Topic 10, turn it back on and re-insert the program diskettes.

CHOOSE THE ITEM IN THE TYPING TASKS MENU TO CREATE A DOCUMENT.

Use the following information, as the Displaywriter prompts you:

Document name: First Interview

Diskette name: TRAIN

CHOOSE THE ITEM IN THE CREATE OR REVISE DOCUMENT MENU TO TYPE A DOCUMENT COMMENT.

Notice the YOUR CHOICE column in the menu. The Displaywriter prompts you:

Type **YOUR CHOICE**; press **ENTER**.

You can type up to 44 characters of information to describe the contents of your document. The comment for this document is: **Schedule for October 25.**

TYPE THE DOCUMENT COMMENT AND PRESS ENTER.

► If you make a mistake, use **BKSP** or **CODE + CANCL** and then re-type the document comment.

What you typed is now highlighted under the YOUR CHOICE column. Notice that the Displaywriter again prompts you:

Type **ID letter to choose ITEM** press **ENTER**.

If you want to change the document comment, you can choose the ITEM again and type a different comment.

When your Document Comment is highlighted, you are finished with this menu. Notice the words above the prompt line: **When finished with this menu, press ENTER.**

PRESS ENTER TO GO TO THE TYPING AREA.

► If you make a mistake, use CODE + CANCL enough times to return to the Typing Tasks menu.

TYPE THE DOCUMENT SHOWN BELOW.

Remember that for long lines, Displaywriter will put in the carrier returns for you. Remember also to center the heading, and to use underlining where indicated. Use spaces or tabs to set up the table.

INTERVIEWS		
<p>The following schedule lists each student to be interviewed the after noon of October 25. If you will not be able to meet at the specified time, please <u>notify</u> the Placement Office.</p>		
<p>Each student must be fully aware of the total number of hours that will be required, and each company must present an interview outline.</p>		
<u>STUDENT</u>	<u>TIME</u>	<u>COMPANY</u>
Robert Carlson	2:00	Ace Liability
Martha Haley	2:30	Acme Airline
Jerry Hill	3:00	Mill Electric
<p>Any students interested in interviewing with other companies in the future, please notify the Placement Office. All interviews will be in the Student Union Building in the second floor ballroom.</p>		

END THE DOCUMENT.

PRINT TWO COPIES OF THE DOCUMENT.

**Topic 11. Setting Margins,
Tabs, and Line Space.**

The Displaywriter sets the left margin at column 18, the right margin at column 90, and the line spacing at 1 (single spacing) -- unless you specify otherwise. You may want to use margins, tabs, or spacing different from that which Displaywriter automatically provides.

Note: If you turned off the power at the workstation between Topic 8 and Topic 9, turn it back on and re-insert the program diskettes.

CHOOSE THE ITEM IN THE TYPING TASKS MENU TO CREATE A DOCUMENT.

Use the following information, as the Displaywriter prompts you:
Document name: Second Interview
Diskette name: TRAIN

CHOOSE THE ITEM IN THE CREATE OR REVISE DOCUMENT MENU TO CHANGE THE DOCUMENT FORMAT, THEN PRESS ENTER.

The Format Selection menu appears.

SETTING THE LINE FORMAT

CHOOSE THE ITEM IN THE FORMAT SELECTION MENU TO CHANGE THE LINE FORMAT, AND PRESS ENTER.

The Displaywriter prompts you:
Type your choice; press ENTER.

TYPE THE NUMBER FROM THE POSSIBLE CHOICES COLUMN THAT EQUALS DOUBLE SPACING; PRESS ENTER.

The number in the YOUR CHOICE column is now changed and highlighted to indicate that a change has been made.

► If you made a mistake, use CODE + CANCL or choose the same ITEM again. You can now make a new choice.

PRESS ENTER TO RETURN TO THE FORMAT SELECTION MENU.

The Format Selection menu returns to the screen.

SETTING THE MARGINS

CHOOSE THE ITEM IN THE FORMAT SELECTION MENU TO CHANGE MARGINS, AND PRESS ENTER.

The Margins and Tabs menu appears.

The cursor is positioned on the scale-line at the top of the screen under the current left margin setting. The setting, indicated by <<, is highlighted.

USE THE SPACE BAR (NOT THE CURSOR) TO SPACE FIVE TIMES TO 23 ON THE SCALE LINE.

The scale line moves to the left as you space over.
The left margin is now set at 23.

USE THE → KEY (NOT THE SPACE BAR) TO MOVE THE CURSOR TO THE >> RIGHT MARGIN SETTING AT 90.

The >> mark moves to the left as you backspace over. The right margin is now set at 85.

PRESS ENTER ENOUGH TIMES TO GO TO THE TYPING AREA.

TYPE THE MATERIAL BELOW.

INTERVIEWS

The following schedule lists each student to be interviewed the after noon of October 25. If you will not be able to meet at the specified time, please notify the Placement Office.

Each student must be fully aware of the total number of hours that will be required, and each company must present an interview outline.

As you type, the text on the screen appears single-spaced. Notice however that each time the cursor returns to the left margin, the line number on the status line at the top of the screen increases by 2 -- indicating that the document will print double-spaced.

END AND PRINT THE DOCUMENT.

Compare the format of the **Second Interview** document to the first two paragraphs of **First Interview**, the document you created in Topic 10.

ON YOUR OWN

Besides line spacing and margins, you can change other aspects of format in the Format Selection menu. For example, you can change the tab settings. As a further exercise, you can create a document named **Third Interview**. You can type in the some of the same text as you did for your **Second Interview** document, but change several of the format settings (you can even try a **Fourth Interview!**). When you print these documents out, compare the different formats.

**Topic 12. Changing Margins,
Tabs, and Line Space
for Parts of a Document.**

As you type a document, you may want to change the margins, tabs, and/or spacing just for a section of the document.

Note: If you turned off the power at the workstation between Topic 11 and Topic 12, turn it back on and re-insert the program diskettes.

CHANGING LINE FORMAT

DISPLAY THE DOCUMENT *Second Interview*, **WHICH YOU
ORIGINALLY CREATED IN TOPIC 11.**

**POSITION THE CURSOR IMMEDIATELY TO THE RIGHT OF THE
FINAL PERIOD IN THE LAST LINE OF THE TEXT.**

TYPE A CARRIER RETURN.

To type the rest of the document, as it appears on page 12:3, you will need to change the line spacing and the margins for the table. Look at 12:3 now.

The CHG FMT key allows you to change format after you have already begun typing a document. It displays the FORMAT SELECTION menu, showing only those ITEMS that can be changed at this point in the document.

PRESS THE CHG FMT KEY.

The CHG FMT key is located immediately below the DEL key.

The Format Selection Menu appears on the screen.

**CHOOSE THE ITEM IN THE FORMAT SELECTION MENU TO
CHANGE THE LINE FORMAT, THEN PRESS ENTER.**

The Line Format menu appears on the screen.

► If you have trouble getting the Line Format menu, use CODE + CANCL to return to the Typing Page, and then try again. Be sure that the cursor is positioned immediately to the right of the

final period in the last line of the text, and that you type a Carrier Return before pressing CHG FMT.

CHOOSE THE ITEM IN THE LINE FORMAT MENU TO CHANGE THE LINE SPACING.

The Displaywriter prompts you:
Type **YOUR CHOICE**; press **ENTER**.

TYPE THAT NUMBER FROM THE POSSIBLE CHOICES COLUMN THAT EQUALS SINGLE SPACING.

► If you make a mistake, use **CODE + CANCL** and then make your choice again.

CHANGING ADJUST LINE ENDINGS.

As you have seen, Displaywriter automatically inserts carrier returns and adjusts line endings as you type. You can turn this feature off from the Line Format menu.

CHOOSE THE ITEM TO CHANGE ADJUST LINE ENDINGS.

The Displaywriter prompts you:
Type **YOUR CHOICE**; press **ENTER**.

TYPE THE NUMBER FROM THE POSSIBLE CHOICES COLUMN THAT EQUALS No.

Remember that you will now have to type each carrier return yourself.

► If you make a mistake, use **CODE + CANCL** and then make your choice again.

PRESS ENTER ENOUGH TIMES TO RETURN TO THE TYPING AREA.

INTERVIEWS

The following schedule lists each student to be interviewed the after noon of October 25. If you will not be able to meet at the specified time, please notify the Placement Office.

Each student must be fully aware of the total number of hours that will be required, and each company must present an interview outline.

<u>STUDENT</u>	<u>TIME</u>	<u>COMPANY</u>
Robert Carlson	2:00	Ace Liability Finance
Martha Haley	2:30	Acme Airline Service
Jerry Hill	3:00	Mill Electricronics, Inc

Any students interested in interviewing with other companies in the future, please notify the Placement Office. All interviews will be in the Student Union Building in the second floor ballroom.

TYPE THE FIRST LINE OF THE SINGLE-SPACED TABLE. UNDERLINE EACH WORD. TYPE THE NEXT THREE LINES.

The difference between double space and single space is not visible on the screen. But in single space the line number on the status line at the top of the screen increases by only 1 each time you press RETURN.

PRESS CARRIER RETURN TWICE AFTER TYPING THE THIRD AND FINAL LINE OF THE TABLE, AND THEN STOP!

You must now change the document format back to your starting choices, double-spacing and automatic line adjust.

PRESS THE CHG FMT KEY.

CHOOSE THE ITEM IN THE FORMAT SELECTION MENU TO RETURN THE LINE FORMAT TO THE STARTING CHOICES.

**TYPE THE REMAINDER OF THE PASSAGE.
BUT DO NOT YET END THE DOCUMENT.**

DISPLAYING FORMAT INFORMATION

Format information like tabs and carrier returns are stored by Displaywriter as special symbols. As you have seen, these format symbols are normally only visible when the cursor is positioned under them. If you wish, you can display these symbols to better understand the format of a document.

**WHILE HOLDING DOWN CODE,
PRESS THE SCREEN FORMAT KEY.**

SCREEN FORMAT is on the same key as END.

The Screen Format menu appears.

**CHOOSE THE ITEM IN THE SCREEN FORMAT MENU TO
DISPLAY CODES.**

The Displaywriter prompts you:
Type your choice; press ENTER.

**TYPE THE NUMBER FROM THE POSSIBLE CHOICES COLUMN
THAT EQUALS Yes.**

PRESS ENTER AGAIN TO DISPLAY THE DOCUMENT TEXT.

Notice that the format symbols display along with the text. The text looks funny because the special symbols take up space on the screen and push the text to the right.

Locating Format Symbols.

You can use FIND to quickly locate format symbols in a document.

**TO GET THE TOP OF THE DOCUMENT, HOLD DOWN CODE AND
THEN PRESS THE ↑ CURSOR KEY.**

PRESS THE FIND KEY.

The Displaywriter prompts you: **Find what?**

**PRESS THE CHG FMT KEY TO FIND THE NEXT CHANGE
FORMAT SPECIAL CHARACTER.**

PRESS ENTER.

The cursor is now positioned under the change format symbol. From this point you can easily display the Format Selection menu.

PRESS ENTER.

The Format Selection menu appears. From this point you could examine and change the format settings if you wanted to.

PRESS ENTER TO RETURN TO THE DOCUMENT.

END THE DOCUMENT AND PRINT IT OUT.

ON YOUR OWN

You do not have to have the special symbols displayed in order to locate them with FIND. Display **Second Interview** again and FIND the CHG FMT without first displaying codes.

The formatting capabilities of the Displaywriter which you have learned in Topics 11 and 12 are extremely powerful. Instead of re-typing a document to put it into a different format, you only need to type in a few new specifications. Experiment with additional reformatting.

Topic 13. Using Menus: Short Cuts.

You may want to "bypass" some of the intermediate menus to more quickly complete your work. The Displaywriter provides some shortcuts for using menus.

Note: If you turned off the power at the workstation between Topic 12 and Topic 13, turn it back on and re-insert the program diskettes.

YOUR CHOICE

When you make choices in a menu that has the columns **YOUR CHOICE** and **POSSIBLE CHOICES**, you may use a shortcut to type your selection. You can type both the ID letter and your choice on the prompt line before you press **ENTER**.

DISPLAY THE CREATE AND REVISE DOCUMENT MENU OR THE PRINT DOCUMENT MENU.

TYPE THE ID LETTER FOR AN ITEM YOU WANT TO CHANGE.

SPACE ONCE.

TYPE THE YOUR CHOICE RESPONSE FROM THE POSSIBLE CHOICES COLUMN.

PRESS ENTER.

ON YOUR OWN

Try this out with the Format Selection menu.

Topic 14. Bypassing Menus.

Using further shortcuts, you can type a "menu abbreviation" on the prompt line to go directly to a specific menu or to the typing area.

Note: If you turned off the power at the workstation between Topic 13 and Topic 14, turn it back on and re-insert the program diskettes.

BYPASSING TO THE TYPING AREA

When you are on the Typing Tasks menu, you can go directly to the Typing Area:

WHILE HOLDING DOWN CODE, PRESS MENU BYPASS.

MENU BYPASS is on the same key as GO TO. It is located to the right of the arrow cursor keys.

The Displaywriter prompts:
Type abbreviation; press ENTER.

TYPE c TO CREATE A DOCUMENT OR r TO REVISE.

SPACE ONCE.

TYPE THE DOCUMENT NAME.

HOLD DOWN CODE AND PRESS THE "m" CHARACTER KEY.

TYPE THE DISKETTE NAME.

PRESS ENTER.

The Typing Area appears. In bypassing the Create and Revise Document menu, you accept the Displaywriter normal settings for margins, tabs, etc.

ON YOUR OWN

A Reference Card for Menu Bypass Abbreviations is in the vinyl pocket in the back of your book. Use this card to experiment with menu bypass.

**Topic 15. Saving and Replaying
Keystrokes.**

As you type or revise a document, you may want to repeat sequences of keystrokes -- insertions, deletions, etc.

Note: If you turned off the power at the workstation between Topic 14 and Topic 15, turn it back on and re-insert the program diskettes.

KEY SAVE MODE

DISPLAY THE DOCUMENT Volunteers, **STORED ON TRAIN.**

Try using MENU BYPASS to do this.

WHILE HOLDING DOWN CODE, PRESS THE KEY SAVE KEY.

KEY SAVE is on the same key as KEY PLAYBACK. It is located to the left of the keyboard keys, near the CANCL key. (Check the keyboard diagram in the vinyl pocket in the back of this book.)

The Displaywriter responds:

When finished saving keys, press the KEY SAVE key again.

PRESS FIND.

The Displaywriter prompts you: **Find what?**

PRESS TAB SIX TIMES, THEN PRESS ENTER.

The cursor has moved to the first tab character on the date line. Now you need to delete the tabs.

PRESS DEL.

The Displaywriter prompts you: **Delete what?**

PRESS TAB FIVE TIMES.

Be sure that all of the six tabs are highlighted.

PRESS ENTER.

The date moves to the left margin.

PRESS KEY SAVE.

There is a message on the screen indicating that you have ended key save mode.

You are now ready to playback the keystrokes in order to move the lines of the closing to the left margin.

PLAYBACK MODE

PRESS KEY PLAYBACK.

KEY PLAYBACK is on the same key as KEY SAVE, but for to get it, you don't need to hold down the CODE key.

The first line of the closing is revised: the tabs are deleted and the line moves to the left margin.

PRESS MSG.

There is a message: **Playback completed.**

PRESS KEY PLAYBACK TO REVISE THE NEXT LINE IN THE CLOSING. REPEAT THE STEPS FOR EACH LINE THAT IS TO BE MOVED TO THE LEFT MARGIN.

WHEN YOU ARE FINISHED REVISING, END THE LETTER, AND PRINT IT OUT.

ON YOUR OWN

What other things could you use key save and key playback for? Try out at least one of your ideas.

**Topic 16. Working on Your Own
With the Displaywriter.**

Congratulations! You have now made a first pass through the basis operations of the Displaywriter. You are ready to use it on your own to do real work. As you do this, there are a few things to keep in mind.

MANAGING YOUR DOCUMENTS.

So far you have only created a small number of practice documents. As you continue to use the Displaywriter, you will begin to have a larger and larger number of stored documents. From the Typing Tasks menu you can choose the ITEM to display the index of diskette contents. This is a list of all the documents stored on that diskette. Try this for the TRAIN diskette -- there are a lot of documents stored on TRAIN that you have not yet used!

MANAGING YOUR DISKETTES.

From the first, you probably noticed "Work Diskette Tasks" on the Task Selection menu. You use Work Diskette Tasks to manage your work diskettes. For example, you will eventually need more than one work diskette in order to store all of your documents. When you begin to use a new diskette you must remember to use the Work Diskette Tasks to "initialize" your new diskette, that is to prepare it for storing documents. You cannot use a diskette until it has been initialized.

Using the Work Diskette Tasks, you can also duplicate a diskette. Having more than one copy of a diskette is a way of protecting your work, just like making photocopies is a way of protecting work you do on paper.

WHEN THINGS GO WRONG

The Displaywriter -- like any machine -- may need repair from time to time. As part of your Reference Package, you have a **Problem Determination Guide**. This is an illustrated, step-by-step aid to help you find out what is wrong and who can help.

Note: If there is obvious physical damage (like broken parts) or any kind of burning smell, don't bother with the **Problem Determination Guide**. Just call your IBM Service Representative.

MORE ADVANCED TOPICS

Even though you can now do quite a few things with the Displaywriter, there is a great deal more that you can eventually learn about. Use the **Work Station Procedures Guide** portion of your Reference Package to help you get started doing your own work. To continue your training as you work along, refer to the **Selectable Topics, Book 2**, whenever you want to or need to.