

IBM

IBM SYSTEM/38

Program Number 5714-WP2

# *Text Management*

IBM System/38  
OFFICE/38  
Learning by Example  
Working With Text Management



**IBM System/38**  
**OFFICE/38—Text Management**  
**Learning by Example: Working With Text Management**

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This edition applies to Release 7, Modification Level 0 of IBM System/38 OFFICE/38--Text Management Program Product (Program 5714-WP2) and to all subsequent releases and modifications until otherwise indicated in new editions.

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## About This Manual

This manual will guide you through a series of examples designed to help you learn the functions of Text Management. The *Text Management Learning by Example* manual contains examples to help you do common tasks. Use these examples as models to accomplish what you want to do with Text Management. The Learning by Example manual is part of the information available for *IBM System/38 OFFICE/38—Text Management, Licensed Program Number 5714-WP2*.

You may require some additional authority to do some of the examples. If you have difficulty doing a task, see your System/38 administrator or the appropriate person in your organization for help.

## Other related manual

*IBM System/38 OFFICE/38—Text Management User's Guide and Reference Manual, form number SC09-1022.*

This manual further describes the functions and capabilities of Text Management. You can always refer to this manual for more information about Text Management.

## The Equipment You Need

Before you use Text Management, you must have the right equipment and some familiarity with System/38 work stations.

You may use Text Management on the following work stations:

- IBM 5251 Model 11 and Model 12
- IBM 5291
- IBM 5292 Model 1 and Model 2
- IBM 5555 (with alphanumeric data only)
- IBM 3180 Model 2.

In addition, by using a remote attach, you may also use Text Management on the following work stations:

- IBM 3277
- IBM 3278
- IBM 3279.

With Text Management, you can print information using the following printers:

- Work station printers:
  - IBM 5219 Printer, Models D1 and D2
  - IBM 5224 Printer, Models 1 and 2
  - IBM 5225 Printer, Models 1, 2, 3, and 4
  - IBM 5256 Printer, Models 1, 2, and 3
  - IBM 4214 Printer.
- System printers
- The IBM Displaywriter (IBM 6580)
- The IBM 6670 Information Distributor, Models I and II.

## What You Should Know

To use the *Text Management Learning by Example* information effectively, you must know how to use the work station.

If you are not familiar with your work station, you can use the information contained in Appendix A of *IBM System/38 OFFICE/38—Text Management User's Guide and Reference Manual*, form number SC09-1022.

## Working with the Examples

1. First read Chapter 1, *Before You Start*. It describes general information about using Text Management and what you will learn by doing the examples.
2. Then proceed through the examples step by step.

The examples have three levels of information:

- One level of information tells you what you must key in. This information is **highlighted**, like **this**.
- A second level of information tells you where to key in the information. All input fields are *written in type like this*.
- A third level of information gives you additional information enclosed in a note box.

### Note

- This information appears like this.

## Using the Glossary

The Glossary provides definitions for terms used in the *Learning by Example* manual. It also includes some terms used in System/38. Terms appear in alphabetical order in the Glossary which is part of the *IBM System/38 OFFICE/38—Text Management User's Guide and Reference Manual*, form number SC09-1022.





Inserting a Skeleton Line .....	4-8
Deleting Text .....	4-11
Deleting a character .....	4-11
Deleting text from a paragraph .....	4-12
Deleting a line of text .....	4-12
Deleting a block of text .....	4-14
Using Targets in the Document .....	4-14
To use the AR or BR line command .....	4-15
To use the Ax or Bx commands .....	4-15
Copying Text .....	4-16
Copying a line of text .....	4-17
Copying a block of text .....	4-19
Copying text in a paragraph .....	4-21
Moving Text .....	4-23
Moving a line of text .....	4-23
Moving a block of text .....	4-23
Moving text inside a formatted paragraph .....	4-25
Moving Columns .....	4-27
Copying into a Text Document .....	4-29
Copying portions of another document .....	4-32
Deleting Documents from a File .....	4-35
Summary .....	4-36
<b>Chapter 5. Using the Data Base .....</b>	<b>5-1</b>
Selecting Data for Browsing or Copying .....	5-1
Copying lists into the document .....	5-6
Summary .....	5-10
<b>Chapter 6. Formatting a Text Document .....</b>	<b>6-1</b>
Print Control Commands .....	6-1
Heading Titles and Subheadings .....	6-2
Highlighting Text .....	6-4
Deleting highlighting from a document .....	6-8
Underlining Text .....	6-9
Removing the Paragraph Format to Define Text .....	6-13
Summary .....	6-14
<b>Chapter 7. Proofing the Text .....</b>	<b>7-1</b>
Using Spell Check .....	7-1
Using Spell Aid .....	7-6
Using Synonym Aid .....	7-8
Using Automatic Hyphenation .....	7-10
Managing Dictionary Search .....	7-12
Summary .....	7-17
<b>Chapter 8. Creating Form Documents .....</b>	<b>8-1</b>
Creating a Form Document .....	8-1
Creating columns .....	8-7
Inserting prompting text .....	8-9
Specify text definition for form fields .....	8-12

Deleting a form field .....	8-17
Updating the form document .....	8-17
Creating a Source Document .....	8-19
Summary .....	8-22
<b>Chapter 9. Using Text Functions .....</b>	<b>9-1</b>
Browsing a Text Document .....	9-1
Displaying Printed Format on Split Display .....	9-2
Deleting a Text Document .....	9-5
Deleting a File from a Library .....	9-7
Printing a Text Document .....	9-8
Filling in a Form Document .....	9-8
Summary .....	9-17
<b>Chapter 10. Printing Text Documents .....</b>	<b>10-1</b>
Printing from the PRIMARY MENU .....	10-1
Printing on the System Printer .....	10-4
Printing on the 5219 .....	10-5
Printing on the 6670 Information Distributor .....	10-6
Printing on the Displaywriter .....	10-8
Printing from the Edit Display .....	10-9
Printing from the EXIT FROM EDIT Display .....	10-12
Using Default Print Options .....	10-12
Changing a Document's Print Options .....	10-12
Change Header/Footer .....	10-14
Change Data File Options .....	10-16
Draft Copy Options .....	10-18
Change Device Type .....	10-20
Change Printer File .....	10-21
Change Number of Copies .....	10-23
Inserting Nonprint Options .....	10-23
Change the Job Description (JOBDD) .....	10-24
Summary .....	10-25
<b>Index .....</b>	<b>X-1</b>







3-29.	EXTENDED PARAGRAPH FORMAT OPTIONS display	3-25
4-1.	DOCUMENT LIST	4-2
4-2.	Thursday added to the date line of STDLET2	4-3
4-3.	Part of the STDLET2 example letter	4-4
4-4.	STDLET2 with sequence numbers off	4-6
4-5.	Inserting a line of text	4-7
4-6.	Adding the blank line to STDLET2	4-7
4-7.	Adding the new text line to STDLET2	4-8
4-8.	Defining a skeleton line on LINECOM2	4-9
4-9.	Inserting a skeleton line on LINECOM2	4-10
4-10.	Skeleton line inserted in LINECOM2	4-10
4-11.	Deleting a text line from STDLET2	4-13
4-12.	Deleting five lines from STDLET2	4-13
4-13.	Copying lines to a repeated target	4-15
4-14.	Using the Ax command to insert five copies of a line at the target	4-16
4-15.	STDLET2 designating line 16 for copying	4-17
4-16.	Copying line 16 onto line 11 of STDLET2	4-18
4-17.	Copying line 16 repeatedly	4-19
4-18.	Copying the second paragraph	4-20
4-19.	Using the CCR command to copy before line 0011.00	4-21
4-20.	Moving the first paragraph after the second	4-24
4-21.	Reverse image on the first character of the string you want to move	4-26
4-22.	Reverse image string that you want to move	4-26
4-23.	Moving a column in the LINECOM2 document	4-28
4-24.	LINECOM2 document column ready for moving	4-28
4-25.	Edit display of the DBCOPY2 document	4-29
4-26.	SERVICES MENU copying LINECOM2 into DBCOPY2	4-30
4-27.	Edit display of the DBCOPY2 document	4-31
4-28.	Displaying DBCOPY2 and LINECOM2 on split screen	4-32
4-29.	DBCOPY2 and LINECOM2 on split display	4-33
4-30.	Copying lines 7, 8, and 9 from LINECOM2	4-34
4-31.	Copying three lines from LINECOM2 into DBCOPY2 before line number 0005.	4-34
5-1.	Using option 5 to select fields from the data base member	5-2
5-2.	Field selection ordering display for ITEM data base	5-3
5-3.	Ordering the field selection for COLLIST2	5-3
5-4.	Selecting all data base members that are on backorder	5-5
5-5.	Selecting the data base member	5-6
5-6.	Field selection ordering display for ITEM data base	5-7
5-7.	FIELD SPACING display for the COLLIST2 document	5-7
5-8.	Selecting all data base members that are on backorder	5-8
6-1.	Sample document for highlighting	6-4
6-2.	Key in the first control character at the start of the block	6-5
6-3.	Key in the second control character at the end of the block	6-6
6-4.	Highlighted block of text	6-7
6-5.	Highlighting a whole line with one control character	6-8
6-6.	Deleting highlighting from your text	6-9
6-7.	Underlining text in the document	6-10
6-8.	Highlighting and underlining text in the document	6-12
6-9.	Deleting highlighting and underlining from a document	6-13

7-1.	Choosing to see the sample letter SPELLER2	7-2
7-2.	SPELLER2 example letter	7-3
7-3.	Changing to Spell mode	7-3
7-4.	Default EXIT FROM EDIT prompt	7-5
7-5.	Spell Aid alternatives for Yoo	7-7
7-6.	Find the synonyms for limit	7-8
7-7.	Synonyms for limit in display window	7-9
7-8.	PARAGRAPH FORMAT OPTIONS display	7-11
7-9.	SERVICES MENU from SPELLER2's Edit display	7-13
7-10.	DICTIONARY SEARCH LIST for SPELLER2	7-14
7-11.	Adding a second dictionary to SPELLER2's search list	7-15
7-12.	Second dictionary added to SPELLER2's search list	7-15
7-13.	Searching SPELLER2's UK dictionary first	7-16
7-14.	Displaying SPELLER2's new search order	7-16
8-1.	Naming your form document and its file	8-2
8-2.	Display waiting for your input	8-3
8-3.	FORMDOC2 text display	8-4
8-4.	Defining a form field	8-5
8-5.	Creating the first form field	8-5
8-6.	Defining several form fields at once	8-6
8-7.	Creating several form fields at once	8-7
8-8.	Inserting commands to duplicate a line	8-8
8-9.	Inserting additional input fields to create columns	8-9
8-10.	Inserting prompting text.	8-10
8-11.	Display showing document in FORM mode	8-11
8-12.	Display in EDIT mode (you can edit any part of the form document )	8-11
8-13.	TEXT DEFINITION with default values	8-13
8-14.	Values for the first form field	8-13
8-15.	Highlighted line	8-14
8-16.	Highlight and underscore the .Name field	8-14
8-17.	Removing extra spaces from a field when printing	8-15
8-18.	TEXT DEFINITION prompt specifying numeric value only	8-16
8-19.	TEXT DEFINITION prompt to replace leading zeroes with asterisks	8-17
8-20.	Completed EXIT FROM EDIT prompt	8-18
8-21.	Information in the source document SOURCE2	8-19
9-1.	Choosing to browse STDLET	9-2
9-2.	Choosing to display the printed format of a document	9-3
9-3.	Displaying printed format of the PRTCTL document	9-4
9-4.	PRIMARY MENU (some fields may not be blank)	9-5
9-5.	DOCUMENT LIST	9-6
9-6.	Choosing to delete COLLIST2 from the EXAMPLE file	9-6
9-7.	Choosing to fill in FORMDOC2	9-9
9-8.	FORMDOC2 appears on display	9-10
9-9.	Window line command on the FORMDOC2 display	9-11
9-10.	FORMDOC2 display windowed left 10 spaces	9-12
9-11.	Filling in the first form field	9-13
9-12.	Filling in the address and title fields	9-13
9-13.	Form fields remaining	9-14
9-14.	EXIT FROM EDIT prompt exiting filling form document	9-15

9-15.	Leaving the EXIT FROM EDIT prompt .....	9-16
10-1.	Choosing to print STDLET2 in the EXAMPLE file of QGPL ..	10-2
10-2.	Completed PRINT MENU for STDLET2 .....	10-3
10-3.	Completed Displaywriter PRINT OPTIONS menu for STDLET2	10-4
10-4.	SYSTEM PRINTER OPTIONS display .....	10-5
10-5.	5219 PRINTER OPTIONS display for STDLET2 .....	10-6
10-6.	STDLET2's default 6670 INFORMATION DISTRIBUTOR OPTIONS display, Part I .....	10-7
10-7.	STDLET2's default 6670 INFORMATION DISTRIBUTOR OPTIONS screen, Part II .....	10-8
10-8.	DISPLAYWRITER OPTIONS display .....	10-9
10-9.	SERVICES MENU from STDLET2's Edit display .....	10-10
10-10.	Completed PRINT OPTIONS prompt for STDLET2 .....	10-11
10-11.	The PRINT OPTIONS display .....	10-13
10-12.	Change PAGE HEADING AND FOOTING OPTIONS display	10-15
10-13.	Choosing to change DBCOPY2's data files that control printing	10-16
10-14.	PRINT CONTROL FILE LIST for DBCOPY2 .....	10-17
10-15.	Redisplaying the PRINT CONTROL FILE LIST without the 1 in the Option field .....	10-17
10-16.	Choosing to use STDLET2's draft copy options .....	10-18
10-17.	DRAFT COPY OPTIONS display for STDLET2 example ..	10-19
10-18.	Changing the printer device type for STDLET2 (using the defaults) .....	10-21
10-19.	Changing the printer file name for STDLET2 (using the defaults)	10-22
10-20.	Printing three copies of a document .....	10-23
10-21.	Designating a nonprint character .....	10-24



## Chapter 1. Before You Start

This manual introduces you to the functions available in Text Management. Each chapter contains illustrative examples that guide you through the different tasks involved in Text Management. Before you start working with these examples, you must sign onto your system.

### Entering Text Management

Before you can sign onto System/38, you must obtain a password from the appropriate person in your organization. Then you can use that password to sign onto the system and request Text Management.

1. Key in your password.
2. If Text Management displays the COMMAND ENTRY display, key in the command *EDTXT*. Press ENTER. System/38 displays the PRIMARY MENU. From here, you can select from the various functions with which you want to work.
3. Otherwise, choose the option that allows you to work with Text Management.

**Note:**

If you have PS/38 installed on your system, ask the System/38 administrator, or the appropriate person in your organization, to ensure that library *qtxt* is listed above library *qofc*.

The following figure shows the PRIMARY MENU which is the display you see once you have entered Text Management.

TEXT	PRIMARY MENU
Select one of the following:	
<ol style="list-style-type: none"> <li>1. Create or revise a document</li> <li>2. Browse a document</li> <li>3. Print a document</li> <li>4. Fill in a form document</li> </ol>	
Option:	_
Name of the document when stored:	
Document (blank for a list of documents):	_____
File (blank for a list of files):	_____
Library:	_____
Within Text Management:	
Press HELP key to display help text.	
Press CF1 key to exit.	
Press CF2 key to back up to the previous display in a series.	
CF6-Display messages	

Figure 1-1. Text Management PRIMARY MENU

## Leaving Text Management

- Press CF1 to return to the PRIMARY MENU. Depending on where you are in the function in which you are working, you may have to press CF1 more than once before you reach the PRIMARY MENU.
- If you entered Text Management by keying in EDTEXT, you can leave Text Management by pressing CF1 or CF2 repeatedly. Depending on your user profile, when you leave Text Management by pressing CF1 or CF2, you may still remain signed on to System/38. Key in signoff to sign off System/38.

## Useful Function Keys

Throughout Text Management, you can use special function keys to help you do your work quickly and easily.

For more information on these function keys, see the Text Management Reference Card, form number SC09-1110, or the *Text Management User's Guide and Reference Manual*, form number SC09-1022.

## Using the HELP Key

After you enter Text Management, you can press HELP to give you more information about Text Management.

## General Information about Working With Text Management

Before you start, you should understand the following terms as Text Management uses them:

- Text document
- Form document
- Text library
- File
- Formatted text
- Unformatted text.

A **text document** is a document that you are in the process of drafting, writing, revising, and polishing. Text documents are stored in a text file in the text library.

A **form document** is a skeleton document that you create so that you can, for example, send out form letters. It has some text and contains fields where you can key in such variables as names and addresses.

You store your documents in the **text library** so that you can retrieve them easily when you want to revise and polish them.

You store a group of documents in an electronic **file** that you keep in the text library. You can keep all your documents that refer to one

subject in a single file. For example, you could keep all your sales reports in a file that you call SALES.

In fact, you can think of Text Management as an electronic filing cabinet. You keep your documents in an electronic file folder that you store in your filing cabinet drawer, or text library.

Your documents can have two kinds of text--**formatted** and **unformatted**. Formatted text is text in paragraphs defined by a paragraph format identifier. You can define the shape of the paragraphs associated with a paragraph format identifier and then use the format identifiers to shape the layout of the paragraphs. For example, you can define a blank line to precede the paragraph and the length of each line in the paragraph. When you turn the sequence numbers off (using CF13) Text Management identifies formatted text with a format identifier and indicates additional lines in the paragraph with double quotes (""). Unformatted text appears in your document exactly as you key it in on each line. For example, you can use unformatted text for your date, address, and title lines. When you turn the sequence numbers off, Text Management indicates unformatted text with a period (.)

When you are working with text documents, you can use the keyboard template to see what the CF keys do. You can also use the Text Management Reference Card to find this type of information. You should also note that in some cases CF2 processes the display you are on, as well as returning you to the previous display.

In this manual, you learn how to do the following:

- Create text documents, form documents, and files
- Insert, delete, copy, and move text in your documents
- Print documents
- Format your text using highlighting, underlining, headings, and print control commands that format the way your text appears on the page
- Use the spell aid function.



#### Note

- Before you start working with these examples, ask the appropriate person in your organization to create a copy of the EXAMPLE file for you. This person needs to create a copy of the EXAMPLE file using the following commands:
  1. Create a duplicate copy of the file: CRTDUPOBJ  
OBJ(EXAMPLE) FROMLIB(QTXT) OBJTYPE(\*FILE)  
TOLIB(QGPL) DATA(\*YES)
  2. Press ENTER.
  3. Grant authority to the file: GRTOBJAUT  
OBJ(EXAMPLE.QGPL) OBJTYPE(\*FILE)  
USER(\*PUBLIC) AUT(\*ALL)
  4. Press ENTER.

For the examples in this manual, create a document on the DOCUMENT LIST in the EXAMPLE file. When you have finished practicing on the document, delete it from the EXAMPLE file. On the DOCUMENT LIST, key 9 beside the document that you want to delete and press ENTER.



## Chapter 2. Text Documents

This chapter shows you how to see a list of text documents and also explains how to work with a text document that is larger than your display.

### Document List

Text Management allows you to see a list of documents contained in the EXAMPLE file or any other file in your library to which you are authorized. On the PRIMARY MENU:

1. Key 1 in the *Option* field.
2. Leave the *Document* field blank to see a list of documents.
3. Key in the file name. For this example, use the file name **EXAMPLE**.
4. Key in the library name if it is not already displayed. For this example, use the **QGPL** library. Your display now shows:

TEXT

PRIMARY MENU

Select one of the following:

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

Option: 1

Name of the document when stored:

Document (blank for a list of documents):

File (blank for a list of files):

Library:

EXAMPLE\_\_\_\_\_

QGPL\_\_\_\_\_

Within Text Management:

Press HELP key to display help text.

Press CF1 key to exit.

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

CF6-Display messages

Figure 2-1. PRIMARY MENU for displaying a document list

5. Press ENTER to display the DOCUMENT LIST

```

TEXT          DOCUMENT LIST
File:  EXAMPLE      Library: QGPL
Enter new document name or select document from list below: _____
Search description: _____
Search from created date: 00/00/00      To created date: 02/22/84
Locate document name beginning with: _____

OPT  DOCUMENT  DESCRIPTION  CREATED
-   COLLIST   Simple data base column list_____ 02/22/84
-   DBCOPY    Document to copy data in directly_____ 02/22/84
-   ENVELOPE  Envelope example_____ 02/22/84
-   FORMDOC   Document with form fields, highlight, underline_____ 02/22/84
-   LETMCCL   Letter with multicopy and column list_____ 02/22/84
-   LINECOM   General letter with data for line commands_____ 02/22/84
-   MULTICOPY Multiple copy document from data base_____ 02/22/84
-   PRTCTL    Document with print control commands_____ 02/22/84
-   SOURCE    Document containing Print Control File data_____ 02/22/84
-   SPELLER   Letter with misspelled words_____ 02/22/84
-   STDLET    Standard letter_____ 02/22/84

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

```

Figure 2-2. DOCUMENT LIST

Once on this list, move your cursor to the option field on the left hand side of the display and key in the option beside the document you want to work with. The functions you can use and their option numbers appear at the bottom of your display.

Choose 8 if you want to copy a document, at the same time, key in a new name in the *Enter new document name or select document from list below* field. This creates a new document and takes you to the Edit display to see the new document. The new document is a duplicate of the original document.

You can only enter an 8 in the *Option* field if you reached this display after choosing Option 1 (*Create or revise a document*) on the PRIMARY MENU. Therefore, if you did not choose option 1 on the PRIMARY MENU, the field, *8-Copy to new document*, will not be shown.

Choose option 9 if you want to delete a document from the given file. Text Management then issues a message telling you to press ENTER to delete the document. You can cancel the delete by blanking out the 9.

Otherwise, press ENTER to delete the document. You can delete more than one document at a time.

For all other options, only one document can be selected at a time.

**Note**

After you have displayed the list of documents, Text Management saves the list. When you next display the list of documents for this file, Text Management gets the saved list. Any changes made to the list of documents for this file by other users will not be visible to you until you refresh the saved list. To do this:

1. Display the document list for another file. This erases the saved document list by replacing it with another list.
2. Display the document list for the first file again. This brings in a fresh copy of the document list.

To leave the DOCUMENT LIST, press CF1 to return to the PRIMARY MENU.

## Creating a Document on the Document List

This example shows you how to create a document on the DOCUMENT LIST. You can name a new document on this display and create it by copying an existing document into the new one.

1. On the PRIMARY MENU, choose Option 1. Leave the *Document* field blank. In the *File* field, key in **EXAMPLE**. In the *Library* field, key in **QGPL**.
2. Press ENTER. Text Management displays the DOCUMENT LIST.
3. In the *Enter new document name or select document from list below* field, key in a new document name. For this example, key in the name **STDLET2**.
4. Now copy one of the existing documents into the new document you are creating. Key 8 beside the document you want to copy into the new one. For this example, key 8 beside **STDLET**.
5. Press ENTER. Text Management copies **STDLET** into your new document and adds the new document, **STDLET2**, to the **EXAMPLE** file. Text Management also copies any mark-up, such



as paragraph formats and printing options, associated with the original document into the new document. For example, if the existing document has a temporary dictionary, Text Management copies it into the new document.

You can now revise and polish the document that you have just created. For the examples in this manual, you should use the document that you have just created to practice with, and then delete it from the EXAMPLE file when you have finished.

Now that you have created a document, you need to know how you can display different parts of it. You can move the document up and down on your display or from side to side.

## Moving the Document Up and Down

You already know how to roll the document up and down using the ROLL keys on your keyboard. You can also use line positioning commands to move the document up and down. Use +x to move your document up x number of lines or -x to move it down x number of lines.

1. On the Edit display, key in the line positioning command followed by a space on the sequence number field. For example, key in +5 on the sequence number field (the far left position on the screen).
2. Press ENTER. Text Management moves the document up five lines.

You can also move directly to a specific line in the document. For example, if you want to change the wording on line 0020.00 key in 0020.00 on the sequence number field. Then, press ENTER, and Text Management displays line 0020.00 at the top of the display.

The three ways of line positioning move the document up and down in different ways:

- ROLL keys move the document by a whole display.
- Line positioning commands (+ x for Up; -x for Down) move the display up and down x number of lines.
- A line number keyed into the sequence number field takes you directly to that line.

Now you know how to move the document up and down on your display.

## Returning to the PRIMARY MENU

To return to the PRIMARY MENU from the Edit display, press CF1. Text Management displays the EXIT FROM EDIT display. Press ENTER to update the document with any changes that you have made and return to the PRIMARY MENU. If you are processing a list of options on the DOCUMENT LIST display, Text Management processes the next one. But you still need to know how to move it from side to side.

### Note

For the examples in this manual, turn the sequence numbers on when you come to a document without numbers. To do this, press CF13.

## Windowing

Text Management allows you to create or browse documents that are wider than your display area. You can tell Text Management what column you want to appear on the left of the display. To see the areas outside of the current display area, you move the document on your display to the left. To return to the original display, you move the document on your display to the right. This function is known as *windowing*. You can move your display from as little as one space to as much as the width of the document in either direction. If you window far enough to the right, you can see the date on which the line of the document was changed.

For this example, use the Edit display of the LINECOM document from the EXAMPLE file in library QGPL to see how windowing works.

1. Display the section of the document that you want to move to the right.
2. Move the cursor onto the sequence number field.
3. Key in the command **W22** followed by a space. You can key in the window command on any sequence number field or on the upper left-hand field of the display. The **W** stands for window. The number is the number of the column that you want to appear on the far left of the display. Your display shows:



```

TEXT      W:1      Document: LINECOM      Scan: _____
Fmt: 1 <... .. 1 ... .. 2 ... .. 3 ... C.. 4 ... .. 5 ... .. 6 ... .. 7>
*****BEGINNING*****
0001.00 The Adams Supply Co. Ltd
0002.00 15006 Main Street
0003.00 Toronto
0004.00
0005.00 Dear Sir,
0006.00
0007.00 | At the present time, we are making plans for next year's supplies. In
0008.00 examining our stock, we have discovered shortages in the items listed
0009.00 below.
0010.00
0011.00 | Please notify us as soon as possible whether you can supply us with
0012.00 these items in the quantities we need, and advise us when we can expect
0013.00 delivery.
0014.00
W22 .00      Quantity      Item
0016.00      10      Pencils
0017.00      20      Pens
0018.00      30      Tablets
0019.00      40      Erasers
0020.00      50      Ink Bottles

```

Figure 2-3. LINECOM document before windowing

Note that the top of the display shows *W:1*. This indicates that the current window begins in column 1. The new command *W22* indicates that the new window begins in column 22.

4. Press **ENTER**. Your display shows:

```

TEXT      W:22   Document: LINECOM      Scan:
Fmt: 1 ... 3 ... C. 4 ... 5 ... 6 ... 7>... 8
*****BEGINNING*****
0001.00 Ltd                                000000
0002.00                                     000000
0003.00                                     000000
0004.00                                     000000
0005.00                                     000000
0006.00                                     000000
0007.00 | we are making plans for next year's supplies. In 000000
0008.00 | we have discovered shortages in the items listed 000000
0009.00 |
0010.00 |
0011.00 | oon as possible whether you can supply us with. 000000
0012.00 | antities we need, and advise us when we can expect 000000
0013.00 |
0014.00 |
0015.00 | Item                                000000
0016.00 | Pencils                            000000
0017.00 | Pens                               000000
0018.00 | Tablets                           000000
0019.00 | Erasers                            000000
0020.00 | Ink Bottles                        000000

```

Figure 2-4. LINECOM document after windowing

The numbers to the right of the display indicate the date the given line in the document was created or last changed. Text Management displays zeros for any lines in the document that have not been changed since it was created. Note that the top of the display now shows W:22 to indicate that this display starts in column 22 of the document.

- To return to the original display, key in W! followed by a space on the sequence number field and press ENTER.

**Note**

- You can also key the window line command in the top left-hand corner of the display on the line that indicates the beginning of the document.

## Using the Scan Field on the Display

If you want to search for a word or phrase in the document, key the character or characters into the *Scan* field on the display. If the scan string begins or ends with a space, enclose the string in single quotes. Use CF7 to scan forward on the display and CF8 to scan backward. Text Management starts scanning from the current position of the cursor.

## Scanning for Character Strings

Text Management can scan for a sequence of one or more characters called a *string*. To search for a string of characters in the document with which you are working, you can key the scan string into the *Scan* field on your display. Then press CF7 to scan forward or CF8 to scan backward. Text Management can also scan for a string and display it before replacing that string with a *substitute string*. Text Management can also scan for a string and replace each instance with a substitute string without displaying each occurrence. Create the document PRTCTL2 on the DOCUMENT LIST from the PRTCTL document in the EXAMPLE file of the QGPL library to learn how to use the scan functions.

To scan for a string, you:

1. Must be on the Edit display.
2. Press CF5. Text Management displays the SERVICES MENU.
3. Key 1 in the Option field and press ENTER. Text Management now displays the SCAN/SUBSTITUTE OPTIONS display:

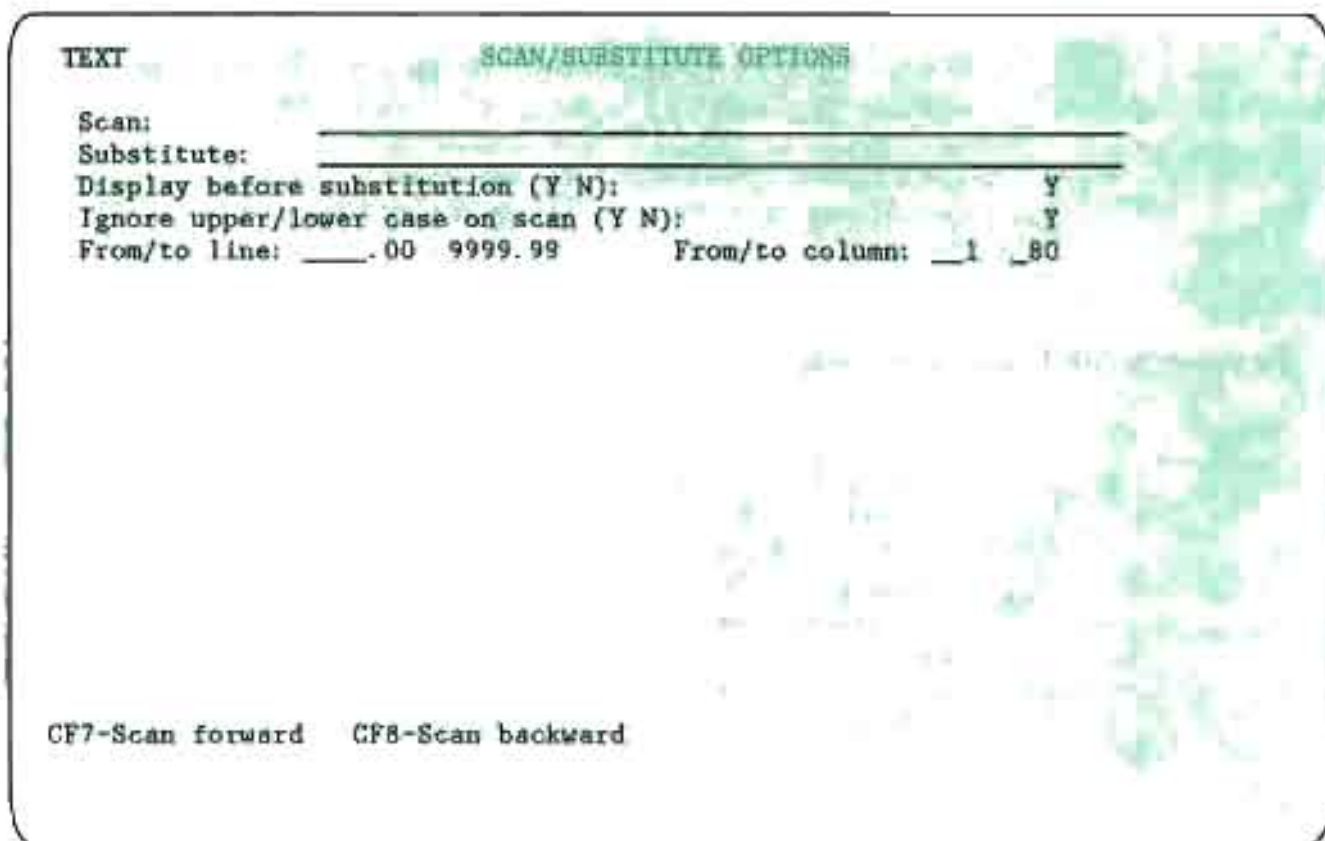


Figure 2-5 SCAN/SUBSTITUTE OPTIONS display

4. Key in the scan string in the *Scan* field. You can specify whether to ignore upper and lower case on the scan string. The default is *Y* for Yes. You can change this value to *N* for No. If you key in *N* for No, Text Management scans for instances of the scan string that exactly match the scan string that you key in on this display. For this example, use *command* and use the defaults. Your display shows

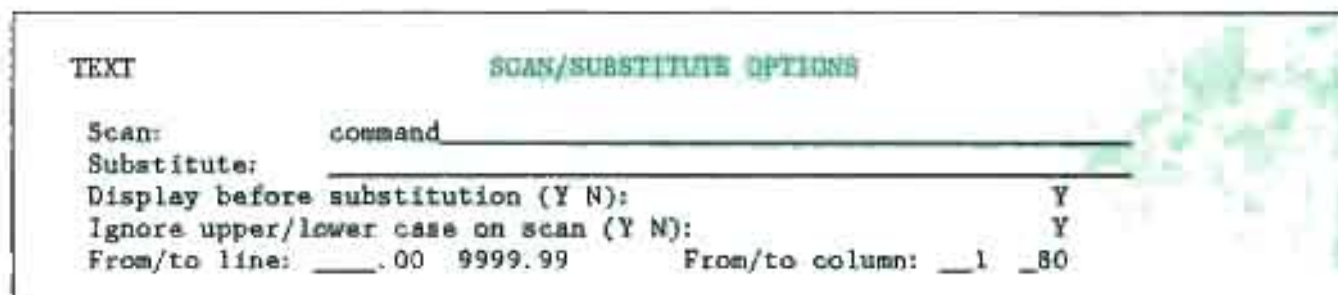


Figure 2-6 Scan string for PRIC11.2 example

5. Press **ENTER** to return to the document's edit display. The top of your display now shows *command* in the *Scan* field.

```

TEXT      W:1      Document: PRTCTL2      Scan: command_____
Fmt: 1 <... 1 ... 2 ... 3 ... C... 4 ... 5 ... 6 ... 7>
*****BEGINNING*****
0001.00 .sk 6
0002.00                               S/38 Text Management
0003.00                               How to Use Print Control Commands When Creating Documents
0004.00                               ,date
0005.00 .tc
0006.00 .h1 Introduction
0007.00 This sample document shows you how print control commands can be
0008.00 used in document creation. The sample document shows a document
0009.00 containing print control commands. Compare this to the printed form,
0010.00 which shows the document after the commands have been executed.
0011.00 .h1 Parts of a Document
0012.00 .h2 The Automatic Table of Contents
0013.00 Text Management has provided an easy way to get a table of
0014.00 contents in your document. You just insert a table-of-contents
0015.00 command ( tc ) into the document where you want the table of contents
0016.00 .sk 0
0017.00 to go.
0018.00 .h2 Major Chapter Headings
0019.00 Major chapter headings are located at the beginning of each
0020.00 chapter and you define them with an h1 print control command.

```

Figure 2-7. Scan string command on the Edit display of PRTCTL2

6. Press **CF7** to scan forward and **CF8** to scan backward. These commands move the cursor to the next instance of the scan string. Repeat the commands until no more instances appear.
7. Automatic hyphenation has no effect on scanning because Text Management temporarily removes the hyphen while scanning. But if you insert a hyphen manually, then you must include it in your scan string, or Text Management will not recognize the word.
8. Press **CF1** and return to the **EXIT FROM EDIT** display when you have finished working with the document.
9. Press **ENTER** to return to the **PRIMARY MENU**.

Text Management scans for a string for you to change or leave as you want. It can also scan and substitute a new string for the old.



automatically, or it can scan and allow you the option of substituting the new string.

## Substitution

On the SCAN/SUBSTITUTE OPTIONS display, you use the scan line to look for a string, and key in a new substitute string on the substitute line. Then press ENTER to return to the Edit display:

TEXT		SCAN/SUBSTITUTE OPTIONS	
Scan:	document	_____	
Substitute:	letter	_____	
Display before substitution (Y/N):			Y
Ignore upper/lower case on scan (Y/N):			Y
From/to line:	___00 9999.99	From/to column:	__1 __80

Figure 2-8. SCAN/SUBSTITUTE OPTIONS display for substitution on PROJECT document.

Press CF7 to scan forward and CF8 to scan backward from the current position of the cursor. Each time Text Management finds an instance of the string *document*, it moves the cursor to that position and waits for you to decide whether to substitute the string *letter*. If you want to substitute the new string, press ENTER, CF7, or CF8. If you press ENTER, Text Management makes the substitution and redisplay the line with the substitution string inserted, press CF7 or CF8 to scan for the next instance of the scan string. If you press CF7 or CF8 without pressing ENTER, Text Management substitutes the new string and moves to the next instance of the scan string without redisplaying the changed line. If you decide that you do not want to make a particular substitution, press CF6 to cancel the substitution.

If you want to substitute *letter* for *document* everywhere that it occurs, key in the scan string and the substitute string on the appropriate lines. To reply to *display before substitution* field, change Y for Yes to N for No.

TEXT	SCAN/SUBSTITUTE OPTIONS	
Scan:	document	_____
Substitute:	letter	_____
Display before substitution (Y N):		N
Ignore upper/lower case on scan (Y N):		Y
From/to line:	____.00 9999.99	From/to column: __1 __80

Figure 2-9. Scanning and substituting automatically

This change tells Text Management to scan for the string and insert the substitute string throughout the whole document from the current position of the cursor. It does not display each instance for you but simply carries out the function. To execute this command, press ENTER to return to the Edit display and then press C/7. Text Management replaces all instances of the scan string with the substitution string. Because Text Management scans and substitutes from the current position of the cursor, you will miss occurrences of the scan string if you do not scan from the beginning or end of the document.

When you have finished working with the document, press C/F1 to display the EXIT FROM EDIT prompt. Press ENTER to return to the PRIMARY MENU.

## Scanning and Substituting in Part of the Document

With Text Management, you can choose to scan for a string in a particular part of the document.

1. In the *Scan* field, key in the character or characters you want to look for.
2. In the *Substitute* field, key in the character or characters you want to substitute for the scan string.
3. Key in the line number and/or the column number where you want Text Management to start scanning for the scan string.
4. Key in the line number and/or the column number where you want Text Management to stop scanning for the scan string.
5. Press ENTER to return to the Edit display.

6. Press CF7 or CF8 to make the substitution.

Text Management scans for the string in the part of the document you specified. For example, if you keyed 5 and 15 in the *From/to line* field, Text Management scans the document from lines 5 to line 15. If you also specified 3 and 10 in the *From/to column* field, Text Management searches from the third column to the tenth column on all lines between 5 and 15. If you specified substitution, Text Management either substitutes the substitute string for the scan string automatically or stops at each instance of the scan string and gives you the option to replace it with the substitute string.

If you want to scan without substituting, you can use the *Scan* field on the Edit display. Make sure that **SUBST** is not displayed to the left of the *Scan* field. If it is, you need to clear the *Substitute* field on the SCAN/SUBSTITUTE OPTIONS display. Press CF5 to display the SERVICES MENU and choose option 1. On the SCAN/SUBSTITUTE OPTIONS display, press the FIELD EXIT key in the *Scan* field and the *Substitute* field. This clears the outstanding scan and substitute strings, and you can use the *Scan* field on the Edit display of the document.

## Summary

When you have completed the examples in this chapter, you should have learned how to:

- Display the DOCUMENT LIST.
- Create a text document on the DOCUMENT LIST and copy an existing document into it.
- Move the document up and down using the +x and -x line positioning commands and to go directly to a line by keying a line number into the sequence number field.
- Move the document from side to side on the display using the W for Window line command.
- Scan for characters or words in the document.
- Scan for a string of characters and substitute another string for it.



## Chapter 3. Composing Text Documents

This chapter shows you how to create files and text documents with Text Management. You will also learn how to:

- Write a text document
- Create paragraphs in the document
- Use formatted and unformatted text
- Define paragraph formats
- Change the default paragraph
- Assign paragraphs to different formats
- Define extended paragraph format options
- Store your document in the text document library.

The first step is to sign on. On the PRIMARY MENU, there is a list of options for you to choose from.

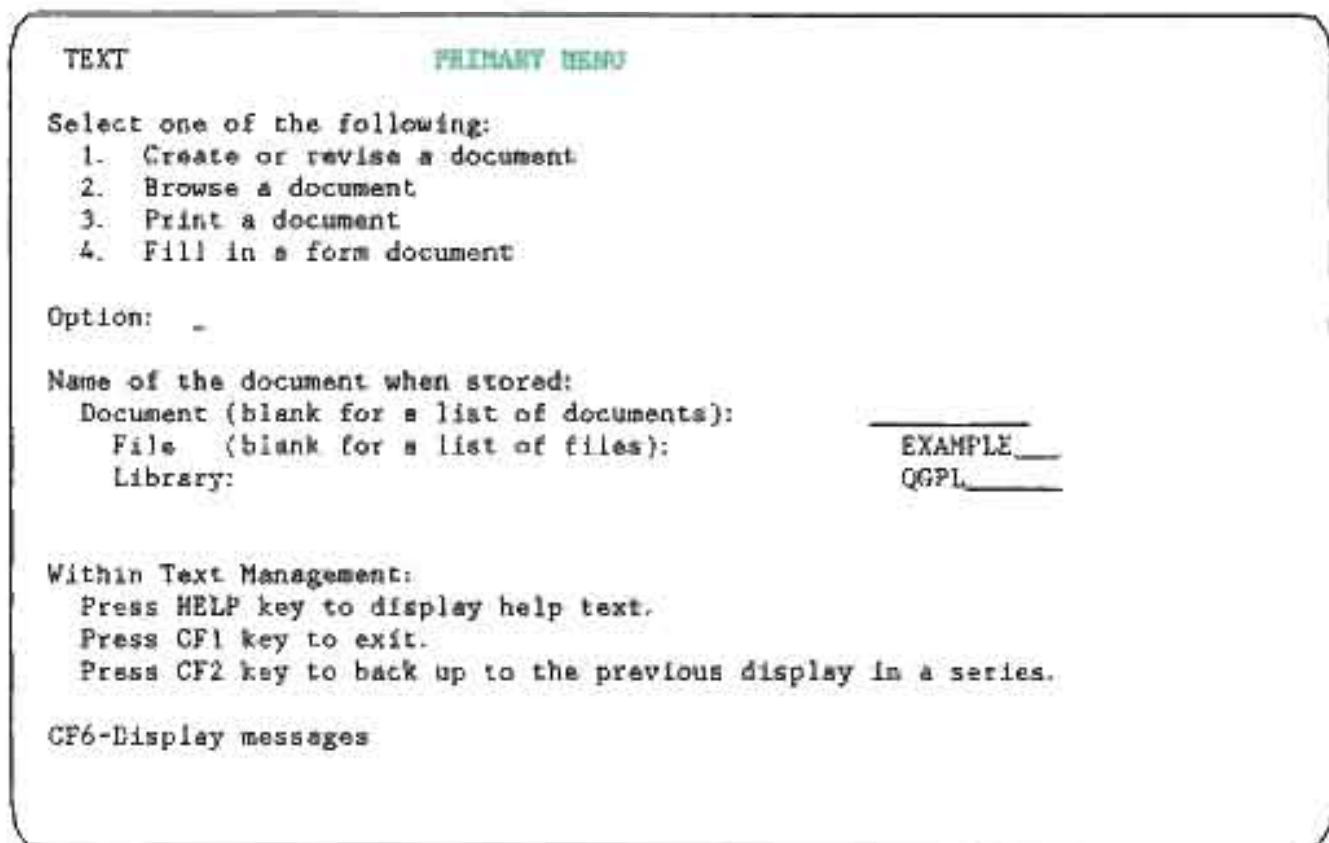


Figure 3-1 PRIMARY MENU (some fields may not be blank)

## Creating Files

Now that you have signed on and entered the PRIMARY MENU, you can create a file. Each *file* contains a group of *documents*, and Text Management stores every file in a *library*—you can think of the system as an electronic filing cabinet. Follow the example and execute the same steps on Text Management. As you complete each section, check that your display matches the one in this book.

### Note

If you make some typing errors as you key in the information, you can type over the errors with the correct information. If you want to delete some extra characters, you can press DELETE. Position the cursor under the letter you want to delete, and press DELETE. Later on, you will learn other correction methods.

1. Position the cursor on the blank line next to the word *Option*. You want to *create* a file, so you can leave this field blank, or you can key in 1 if you want to create a document at the same time. For this example, leave the *Option* field blank.
2. Now you need to name the actual file. For this example, use the file name **SAMPLES** or the name of a file that does not already exist. Key in this name, with no spaces, opposite *File*. Leave the *Document* field blank.

The file name can be any mixture of alphanumeric characters that you want, but it cannot begin with a number or include any spaces. The name should describe the contents of the file.

If you have more than one library, key in the name of the one you want the file to reside in. If you do not key in a library name, Text Management will place your file in the first library that is on the library list.

Your display looks like this:

TEXT	PRIMARY MENU
Select one of the following:	
1. Create or revise a document	
2. Browse a document	
3. Print a document	
4. Fill in a form document	
Option:	_
Name of the document when stored:	
Document (blank for a list of documents):	_____
File (blank for a list of files):	SAMPLES__
Library:	YOURLIB__
Within Text Management:	
Press HELP key to display help text.	
Press CF1 key to exit.	
Press CF2 key to back up to the previous display in a series.	
CF6-Display messages	

Figure 3-1 Creating a file

3. If Text Management is not displaying the name of your library, key in your library name.
4. Press ENTER twice. Your display now shows the CREATE TEXT FILE prompt.

```
TEXT                CREATE TEXT FILE
Library:  YOURLIB

Enter the following for the new file:
File name:          SAMPLES__
File description:   _____

Allow others to read and print documents in this file  (Y N):  Y
Allow others to change documents in this file          (Y N):  N

CF2 - Return          CF4 - Prompt for additional command parameters
```

Figure 3-3. CREATE TEXT FILE prompt

It is called a *prompt* because the display prompts you for answers that provide Text Management with specific information about the file you are creating.

5. Text Management displays the name of your file (SAMPLES). Key in a short description of the contents of the file. For this example, key in **sample documents** as the description.
6. You must also decide if you want to let other people read and print the documents in this file. Since this file does not contain any personal or confidential information, you probably want to allow other people to read it. If you do, then leave Y for Yes. Otherwise, key in N for No. Other people should be able to look at a sample file, so leave Y for Yes.

If you do not want anyone to change the file, leave **N** for No. This also happens to be the *default* or automatic value. Your display now looks like this:

```
TEXT                                CREATE TEXT FILE
Library:  YOURLIB

Enter the following for the new file:
File name:          SAMPLES_____
File description:   sample documents_____

Allow others to read and print documents in this file      (Y/N):  Y
Allow others to change documents in this file              (Y/N):  N

CF2 - Return          CF4 - Prompt for additional command parameters
```

Figure 3-4. Completed CREATE TEXT FILE prompt

7. Press **ENTER**.

You have now created a file with Text Management. You can now create a document that you want to keep in this file.

## Creating a Document

Once you have a file, you need to create a document for it. On the **PRIMARY MENU**:

1. Choose option 1 *Create or recall a document*. Key 1 in the *Option* field.



- 2 Key the name of the document you want to create in the *Document* field. For this example, call the document EXAMPLE1. If the document already exists, use a different name.
- 3 Key in the file and library names, and press ENTER. Text Management displays the edit display for the new document that you are creating.



Figure 3-5 Display ready for document

Now Text Management is waiting for you to write your first document in this file. The cursor is at the first position of the first line. Notice that, because this is a new document, there are no line, or *sequence*, numbers along the side of the document. There are two lines indicating its beginning and the end of the document space into which you key information.

#### Note

- You can create a file and a document at the same time. Simply key in a document name and a file name on the PRIMARY MENU. Press ENTER, and complete the steps for creating a file. The Edit display also shows a message telling you that when you completed the CREATE TEXT FILE prompt, your file SAMPLES was created and placed in the library, in this case YOURLIB.

## Writing a Document

Start by writing a letter. Using Text Management, you will learn how to format a letter, how to create a paragraph, and how to print your letter.

Start by keying in the following on the first line:

L. Smith

Now press NEW LINE to move the cursor to the next line. Your display looks like this:

```
TEXT      W:1      Document: EXAMPLE1      Scan: _____
Fmt: 1 <... .. 1 ... .. 2 ... .. 3 ... C... 4 ... .. 5 ... .. 6 ... .. 7>
*****BEGINNING*****
..... L. Smith
..... -
.....
```

Figure 3-6. First line of your document

Next, key in the following on the second line:

3949 San Marcos Road

Press NEW LINE again to move the cursor to the third line. Your display should look like this:



```
TEXT      W: 1      Document: EXAMPLE1      Scan: _____
Fmt: 1 <... 1 ... 2 ... 3 ... C... 4 ... 5 ... 6 ... 7>
*****BEGINNING*****
L. Smith
3949 San Marcos Road
-
```

Figure 3-7 First two lines of your document

Now key in

Evanston, Illinois

Then press NEW LINE twice to move the cursor two lines down. Key in the following:

Dear Sir,

Press NEW LINE to move the cursor down one more line

Your display looks like this.

```
TEXT      W: 1      Document: EXAMPLE1      Scan: _____
Fmt: 1 <... 1 ... 2 ... 3 ... C... 4 ... 5 ... 6 ... 7>
*****BEGINNING*****
L. Smith
3949 San Marcos Road
Evanston, Illinois
Dear Sir,

```

Figure 3-8 First five lines of your document

Press the space key. You press this key to tell Text Management to leave a blank line here.

Press ENTER.

Your display now looks like this.

```

TEXT      W: 1      Document: EXAMPLE1      Scan: _____
Fmt: 1 <... .. 1 ... .. 2 ... .. 3 ... .. C.. 4 ... .. 5 ... .. 6 ... .. 7>
*****BEGINNING*****
0001.00 L. Smith
0002.00 3949 San Marcos Road
0003.00 Evanston, Illinois
0004.00
0005.00 Dear Sir,
0006.00
*****END*****

```

Figure 3-9. First five lines of your document with sequence numbers

If the document does not show the sequence numbers, you can press **CF13** to display them. If your display does show them, but you do not want them displayed, press **CF13** to remove them from the display. For the examples in this manual, leave them on.

Now that you have completed the address, you are ready to key in the body of the letter.

### Paragraphs in the document

Your cursor is on line 0006.00. To create a new paragraph, press **CF19**. Text Management inserts paragraph space, and provides lines of underlines for you to type on. Text Management positions the cursor for you at the point where you start to key in the body of your document. Your display looks like this:

```

TEXT      W: 1      Document: EXAMPLE1      Scan: _____
Fmt: 1 <... .. 1 ... .. 2 ... .. 3 ... .. C.. 4 ... .. 5 ... .. 6 ... .. 7>
*****BEGINNING*****
0001.00 L. Smith
0002.00 3949 San Marcos Road
0003.00 Evanston, Illinois
0004.00
0005.00 Dear Sir,
0005.01
0006 1  _____
_____
_____
_____
_____

```

Figure 3-10. Paragraphs in the document

On your display, you see that Text Management has inserted a line of space numbered 0005.01 after the greeting, and that a highlighted 1 replaces the last two digits of the sixth line number. This line is the first line of a new paragraph.

Now you can key in the first paragraph of your letter like this:

```
TEXT      W:1      Document: EXAMPLE1      Scan: _____
Fmt: 1 <... .. 1 ... .. 2 ... .. 3 ... .. 4 ... .. 5 ... .. 6 ... .. 7>
*****BEGINNING*****
0001.00 L. Smith
0002.00 3949 San Marcos Road
0003.00 Evanston, Illinois
0004.00
0005.00 Dear Sir,
0005.01
0006.01 I can type right over the underlines. Text Management automatically put
s my words on a new line. This means that I do not have to use the return carri
age to start a new line. This makes typing much easier for me as I no longer ha
ve to worry about the right-hand margin. _____
_____
_____
_____
_____
_____
```

Figure 3-11. Entering the first paragraph

You have keyed in your first paragraph. Your new paragraph does not have any sequence numbers next to the lines. Now you are going to type another paragraph, so position the cursor after the last word in the paragraph and press (F9) again. This removes the input lines from your first paragraph, and *adjusts* the remaining lines to fit the format of the paragraph. Due to this adjustment, your display may not be exactly the same as the one shown below, but it should be similar.

```

TEXT      W:1      Document: EXAMPLE1      Scan: _____
Fmt: 1 <... 1 ... 2 ... 3 ... C... 4 ... 5 ... 6 ... 7>
*****BEGINNING*****
0001.00 L. Smith
0002.00 3945 San Marcos Road
0003.00 Evanston, Illinois
0004.00
0005.00 Dear Sir,
0005.01
0006.00 I can type right over the underlines. Text Management
0007.00 automatically puts my words on a new line. This means that I
0008.00 do not have to use the return carriage to start a new line.
0009.00 This makes typing much easier for me as I no longer have
0010.00 to worry about the right-hand margin.
0011.00
0012.00
-----
-----
-----
*****END*****

```

Figure 3-12. Starting the second paragraph

Now key in your second paragraph of text. Your display looks like this:



```

TEXT      W:1      Document: EXAMPLE1      Scan:
Fmt: 1 <... .. 1 ... .. 2 ... .. 3 ... G... 4 ... .. 5 ... .. 6 ... .. 7>
        BEGINNING
0001.00 L. Smith
0002.00 3949 San Marcos Road
0003.00 Evanston, Illinois
0004.00
0005.00 Dear Sir,
0005.01
0006.00 I can type right over the underlines. Text Management
0007.00 automatically puts my words on a new line. This means that I
0008.00 do not have to use the return carriage to start a new line.
0009.00 This makes typing much easier for me as I no longer have
0010.00 to worry about the right-hand margin.
0011.00
0012.00 I no longer need to use paper to compose my letters. I can write them
on the screen, format them, and display them before I put them on paper. Text
Management makes it easy to write good letters.

```

---



---



---



---

Figure 3-13: Entering the second paragraph

Now press **ENTER**.

The display now looks like this

```

TEXT          W:1      Document: EXAMPLE1      Scan: _____
Fmt: 1 <... .. 1 ... .. 2 ... .. 3 ... C... 4 ... .. 5 ... .. 6 ... .. 7>
*****BEGINNING*****
0001.00 L. Smith
0002.00 3949 San Marcos Road
0003.00 Evanston, Illinois
0004.00
0005.00 Dear Sir,
0005.01
0006.00 I can type right over the underlines. Text Management
0007.00 automatically puts my words on a new line. This means that I
0008.00 do not have to use the return carriage to start a new line.
0009.00 This makes typing much easier for me as I no longer have
0010.00 to worry about the right-hand margin.
0011.00
0012.00 I no longer need to use paper to compose
0013.00 my letters. I can write them on the screen, format them, and
0014.00 display them before I put them on paper. Text Management
0015.00 makes it easy to write good letters.
*****END*****

```

Figure 3-14. The document's second paragraph

Now your document has two paragraphs, but you do not have any room to key in the closing of your letter. You need some additional space.

Move the the cursor to the leftmost position of the sequence number field of the last box of text. You can insert text using the line command **I** for Insert followed by the number of lines you want to insert plus a space (if you just key in **I**, Text Management inserts one additional line). Next, key in **I4** followed by a space. This will insert four blank lines for you. If you want more than four lines of space, just change the number following **I** for insert. If you request more lines than Text Management can fit on the display, Text Management inserts only those lines for which there is room.

Finally, press **ENTER** and then key in the rest of the letter.



```

TEXT      W:1      Document: EXAMPLE1      Scan: _____
Fmt: 1 <... .. 1 ... .. 2 ... .. 3 ... .. G.. 4 ... .. 5 ... .. 6 ... .. 7>
          BEGINNING
0001.00 L. Smith
0002.00 3949 San Marcos Road
0003.00 Evanston, Illinois
0004.00
0005.00 Dear Sir,
0005.01
0006 | I can type right over the underlines. Text Management
0007.00 automatically puts my words on a new line. This means that I
0008.00 do not have to use the return carriage to start a new line.
0009.00 This makes typing much easier for me as I no longer have
0010.00 to worry about the right-hand margin.
0011.00
0012 | I no longer need to use paper to compose
0013.00 my letters. I can write them on the screen, format them, and
0014.00 display them before I put them on paper. Text Management
0015.00 makes it easy to write good letters.
.....
..... Yours sincerely,
.....
..... B. Smith.

```

Figure 3-15. Inserting extra space in the document.

Press **FN CLR** to complete the document.

Press **CFI** to save your document and store it in the text document library. Text Management now displays the **EXIT PROMPTS** prompt. (See Figure 3-16 on page 3-15.)

This display tells Text Management what you want to do with the document. You have finished this document so you probably want to *save the editor*—leave **Y** for **Yes** in the *File editor* field. The name of this document is **EXAMPLE1**, the file name is **SAMPLE15** and the name of your library is **YOLRLIB**. Text Management displays these for you.

For subject, key in a short description of the document.

The rest of the prompts can be left as it is. Your display now shows the following:

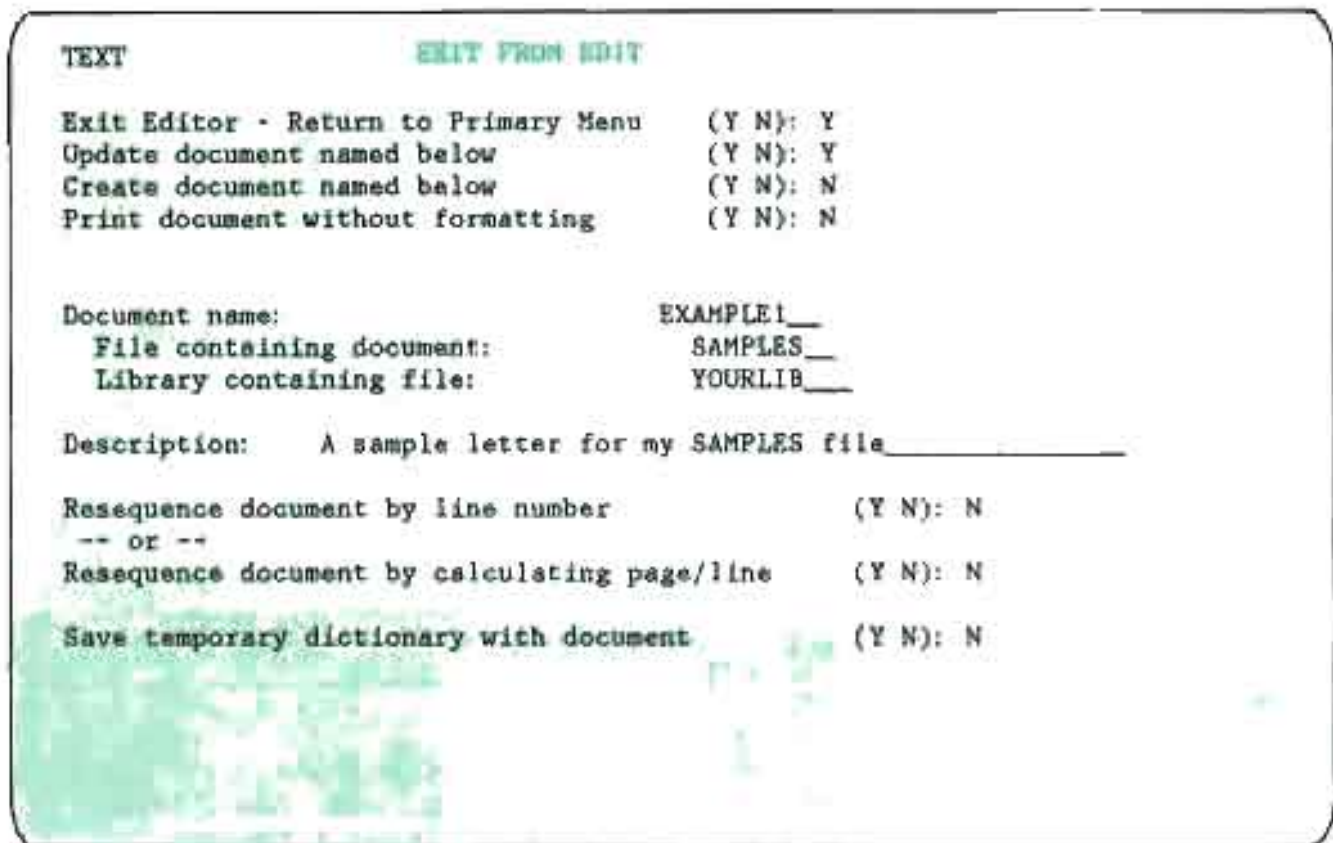


Figure 3-16 Completed EXIT FROM EDIT prompt

Press ENTER. Text Management returns to the PRIMARY MENU.

### Paragraph format options

Text Management recognizes two forms of text—*unformatted* and *formatted*. Unformatted text does not have a paragraph format identifier. You can use unformatted text for addresses or titles or anything else that you do not want in a paragraph. Formatted text has a paragraph format identifier. You can define different paragraph formats, or layout styles, each of which has its own paragraph format number, or *identifier*. Formatted text is easy to manipulate. For example, you can assign it to different paragraph formats and change the layout. Each time you want to create a new paragraph, press CF9. The section “Paragraphs in the document” on page 3-9 contains more information on using formatted paragraphs in the document. When you format your text, you can change the layout quickly and easily so you may prefer to format your text rather than leave it unformatted.

1. Write a document called EXAMPLE2 to go in the SAMPLES file. Key in the unformatted text as shown below. Do NOT key in any paragraph information. Press C-F13 to turn on the sequence numbers, and press ENTER.
2. Press FIELD BACKSPACE twice to position the cursor on the leftmost number field. Then move it to line 0006.00.
3. Key in the assigned paragraph format. Here you *assign* (that is, state exactly what paragraph format you want to use) the current default paragraph format using the assign method rather than C-F9.

Key in P and the number of the paragraph format that you want—in this case, the default format 1—and press the space bar. Do this for each paragraph.

Your display now looks like this:

```

TEXT          W:1      Document: EXAMPLE2          Scan: _____
Fmt: 1 <... .. 1 ... .. 2 ... .. 3 ... .. C.. 4 ... .. 5 ... .. 6 ... .. 7>
*****BEGINNING*****
P1 1.00 This is an example of some unformatted text that needs to have some
0002.00 paragraphs assigned to it. This is very easy to do since I have
0003.00 already seen how to use the field backspace key in the letter that
0004.00 I wrote for EXAMPLE1.
0005.00
P1 6.00 Some people would not believe how easy this is to do but Text
0007.00 Management makes it so easy that I never have to worry about
0008.00 anything difficult.
0009.00
0010.00
0011.00
*****ENDING*****

```

Figure 3-17 Unformatted text

4. Press ENTER. Your unformatted text is now formatted in the default paragraph format.

So far, you have used the default paragraph format. There are, however, some other conditions to consider. First, the format you use must fit your unformatted text. That is, if the paragraph has a blank line preceding it, and the lines are a certain length, then the format you use MUST specify that the blank line and the line length be equal to or greater than your longest line of unformatted text. For example, if the longest line of text contains 35 characters, the amount of space between



your margins must be 35 or greater. You would set this margin as 1 and 36, or any number greater than 36.

When you first display the Edit display of the document, the default paragraph format is 1. To see your default paragraph structure and to see what, if any, other paragraph format options you have, press **CF17**. This will display the PARAGRAPH FORMAT OPTIONS list. You will always have at least one paragraph format, and it may be set as shown below:

TEXT		PARAGRAPH FORMAT OPTIONS				
PARAGRAPH FORMAT ID	MARGINS		ALIGN RIGHT (Y/N)	PARAGRAPH INDENTATION SPACES	BLANK LINE BEFORE PARAGRAPH (Y/N)	AUTOMATIC HYPHENATION (Y/N)
	LEFT	RIGHT				
_1	_1	_71	N	_0	Y	N
---	---	---	-	---	-	-
---	---	---	-	---	-	-
---	---	---	-	---	-	-
---	---	---	-	---	-	-
---	---	---	-	---	-	-
---	---	---	-	---	-	-
---	---	---	-	---	-	-
---	---	---	-	---	-	-

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

**CF3-Paragraph Format Extended Options**

Figure 3-18. PARAGRAPH FORMAT OPTIONS display

Every user starts out with this format. When you use paragraph format 1, your text begins in the first column of the page and ends in column 71. Your margins will be set at 1 and 71. The text is not aligned against the right margin. The paragraph has no indentation at its start but it does have a blank line before it, and automatic hyphenation is not set. Press **ENTER** to return to the document.

This paragraph format means your display now looks like this:

```

TEXT          W:1      Document: EXAMPLE2          Scan: _____
Fmt: 1 <... .. 1 ... .. 2 ... .. 3 ... C.. 4 .., ... 5 ... .. 6 ... .. 7>
      *****BEGINNING*****
0001 | This is an example of some unformatted text that needs to have some
0002.00 some paragraphs assigned to it. This is very easy to do since I have
0003.00 already seen how to use the field backspace key in the letter that
0004.00 I wrote for EXAMPLE1.
0005.00
0006.00 | Some people would not believe how easy this is to do but Text
0007.00 Text Management makes it so easy that I never have to worry about
0008.00 anything difficult.

```

Figure 3-19. Formatted text using paragraph identifier 1

You can change your paragraph formats in one of two ways. You can simply change the default values by keying over the existing ones for option 1. However, you may want to use that format most of the time, and another on a few occasions. In that case, it is easier to define your second format as an additional option that you can assign when you need to.

Remember, you can use your field movement keys to move from field to field. If your entry fills the field, then the cursor automatically moves to the next one.

Suppose, for example, you decide that you want to change the paragraph format of the document EXAMPLE2 in your SAMPLES file. Take the following steps:

1. Press **CF-7** to display your **PARAGRAPH FORMAT OPTIONS** list.

TEXT	PARAGRAPH FORMAT OPTIONS					
	MARGINS		ALIGN	PARAGRAPH	BLANK LINE	AUTOMATIC
PARAGRAPH	LEFT	RIGHT	RIGHT	INDENTATION	BEFORE	HYPHENATION
FORMAT			(Y/N)	SPACES	PARAGRAPH	(Y/N)
ID					(Y/N)	(Y/N)
_1	_1	_71	N	_0	Y	N
_	_	_	_	_	_	_
_	_	_	_	_	_	_

Figure 3-20. First paragraph format option

So far, you have only one paragraph format option. This is also your default paragraph.

2. Move your cursor onto the PARAGRAPH FORMAT ID column, on the second row, and key in 2, so that your display shows

TEXT		PARAGRAPH FORMAT OPTIONS				
PARAGRAPH FORMAT ID	--- MARGINS ---		ALIGN RIGHT (Y N)	PARAGRAPH INDENTATION SPACES	BLANK LINE BEFORE PARAGRAPH (Y N)	AUTOMATIC HYPERMATION (Y N)
	LEFT	RIGHT				
_1	_1	_71	N	_0	Y	N
_2	__	__	-	__	-	-
__	__	__	-	__	-	-

Figure 1-21. Identify a second paragraph format option

This number *identifies*, or names, the second paragraph format option.

3. Define where you want the left and right margins. Key in the corresponding column numbers. For this example, use 10 and 60 so that your display looks like this:

TEXT		PARAGRAPH FORMAT OPTIONS				
PARAGRAPH FORMAT ID	--- MARGINS ---		ALIGN RIGHT (Y N)	PARAGRAPH INDENTATION SPACES	BLANK LINE BEFORE PARAGRAPH (Y N)	AUTOMATIC HYPERMATION (Y N)
	LEFT	RIGHT				
_1	_1	_71	N	_0	Y	N
_2	_10	_60	-	__	-	-
__	__	__	-	__	-	-

Figure 1-22. Defining the left and right margins of a new paragraph format option

These set your left margin to start ten spaces in from the left side of the page, and your right margin at sixty spaces in from the left. The paragraph format is fifty characters wide.

4. Next, you must decide whether you want to end each line with a complete word that does not necessarily line up with the word above it. For this example, use unaligned margins, or *ragged right*. (This book uses ragged right.) Key in N for No under *ALIGN RIGHT*:



TEXT		PARAGRAPH FORMAT OPTIONS				
PARAGRAPH FORMAT ID	- - - MARGINS - - -		ALIGN RIGHT (Y N)	PARAGRAPH INDENTATION SPACES	BLANK LINE BEFORE PARAGRAPH (Y N)	AUTOMATIC HYPHENATION (Y N)
	LEFT	RIGHT				
_1	_1	_71	N	_0	Y	N
_2	_10	_60	N	__	-	-
__	__	__	-	__	-	-

Figure 3-23. Defining right margin as not aligned

- The next column is for paragraph indentation. Here, you key in the number of spaces you want the paragraph indented. Use a positive number to indent to the right. Use a negative number to indent to the left. For this example, use a positive number to indent five spaces to the right. Key in 5. Your display shows:

TEXT		PARAGRAPH FORMAT OPTIONS				
PARAGRAPH FORMAT ID	- - - MARGINS - - -		ALIGN RIGHT (Y N)	PARAGRAPH INDENTATION SPACES	BLANK LINE BEFORE PARAGRAPH (Y N)	AUTOMATIC HYPHENATION (Y N)
	LEFT	RIGHT				
_1	_1	_71	N	_0	Y	N
_2	_10	_60	N	_5	-	-
__	__	__	-	__	-	-
__	__	__	-	__	-	-

Figure 3-24. Defining paragraph indentation

- For this example, insert a blank line before each paragraph. You insert blank lines before paragraphs to format paragraph layouts for a block letter style. If you do not want a blank line before a paragraph, key in N for No. If you do not insert a blank line, you must indent the paragraph at least two spaces. Text Management uses the space to store certain paragraph attributes. If you want a blank line before a paragraph, key in Y for Yes in the corresponding column:

TEXT		PARAGRAPH FORMAT OPTIONS				
PARAGRAPH FORMAT ID	- - - MARGINS - - -		ALIGN RIGHT (Y N)	PARAGRAPH INDENTATION SPACES	BLANK LINE BEFORE PARAGRAPH (Y N)	AUTOMATIC HYPHENATION (Y N)
	LEFT	RIGHT				
_1	_1	_71	N	_0	Y	N
_2	_10	_60	N	_5	Y	-
—	—	—	-	—	-	-
—	—	—	-	—	-	-

Figure 3-25. Inserting a blank line before each paragraph

- Since you defined the right margin as ragged right, you do not need to break your words. If you want, however, you can still use automatic hyphenation. For this example, you do not need to use automatic hyphenation, so in that column key in N for No. Your display looks like this:

TEXT		PARAGRAPH FORMAT OPTIONS				
PARAGRAPH FORMAT ID	- - - MARGINS - - -		ALIGN RIGHT (Y N)	PARAGRAPH INDENTATION SPACES	BLANK LINE BEFORE PARAGRAPH (Y N)	AUTOMATIC HYPHENATION (Y N)
	LEFT	RIGHT				
_1	_1	_71	N	_0	Y	N
_2	_10	_60	N	_5	Y	N
—	—	—	-	—	-	-
—	—	—	-	—	-	-

Figure 3-26. Defining automatic hyphenation as not used

You have now defined a second paragraph format, and you can assign it to the document with which you are working. Remember, you can assign this paragraph format to unformatted text only if it fits the format. You can assign this second format to any formatted text. So, to format unformatted text, assign it first to the paragraph format that it fits. Then, change those paragraph format options to the format in which you want the final text.

If you ever want to change formatted text to unformatted text, simply space over the paragraph format character on the sequence numbers.

Press ENTER to return to the document.

You have already formatted some unformatted text using paragraph format 1. Now change that same text into the format of the paragraph option you just defined. Do this in one of two ways: key in 2 over each highlighted paragraph identifier on the sequence number field.

```

TEXT      W:1      Document: EXAMPLE2      Scan: _____
Fmt: 1 <... .. 1 ... .. 2 ... .. 3 ... C.. 4 ... .. 5 ... .. 6 ... .. 7>
*****BEGINNING*****
0001 2 This is an example of some unformatted text that needs to have some
0002.00 paragraphs assigned to it. This is very easy to do since I have
0003.00 already seen how to use the field backspace key in the letter that
0004.00 I wrote for EXAMPLE1.
0005.00
0006 2 Some people would not believe how easy this is to do but Text
0007.00 Management makes it so easy that I never have to worry about
0008.00 anything difficult.
0009.00
0010.00
0011.00
*****END*****

```

Figure 3-27. Change paragraph format identifier 1 to format identifier 2.

Or assign the paragraph format to each paragraph. Key in P2 followed by a space on the sequence number field as shown:

```

TEXT      W:1      Document: EXAMPLE2      Scan: _____
Fmt: 1 <... .. 1 ... .. 2 ... .. 3 ... C.. 4 ... .. 5 ... .. 6 ... .. 7>
*****BEGINNING*****
P2 1 1 This is an example of some unformatted text that needs to have some
0002.00 paragraphs assigned to it. This is very easy to do since I have
0003.00 already seen how to use the field backspace key in the letter that
0004.00 I wrote for EXAMPLE1.
0005.00
P2 6 1 Some people would not believe how easy this is to do but Text
0007.00 Management makes it so easy that I never have to worry about
0008.00 anything difficult.
0009.00
0010.00
0011.00
*****END*****

```

Figure 3-28. Assign the paragraph to the new format

Press ENTER, and Text Management adjusts the paragraph to the new paragraph



The paragraphs now have a new format. You can change the format of the document as many times as you want. You can define up to 99 paragraph format options, and you can also change the default paragraph easily if you know in advance what format you want. When you use CF9 to create a new paragraph, the paragraph format used is the default format. See “Changing the default paragraph” for more information about default paragraph formats.

## Changing the default paragraph

Text Management allows you to change the default paragraph. Text Management also changes the default paragraph automatically when you assign a paragraph format. The default changes to the paragraph format that you assigned last.

When you create a new paragraph with CF9, you can change the paragraph format identifier. Backspace until the cursor is on the paragraph format identifier at the beginning of the blank lines. Key in the new paragraph format on top of the old one, and then key in your text on the underlines that Text Management provides. Press ENTER. Text Management creates a new paragraph in the format that you keyed in.

You can key over any existing paragraph format identifier with a new one and press ENTER. Text Management reformats the paragraph to fit the format that you specified.

You can also assign a paragraph format using the Px for Paragraph line command, where x is the number of the paragraph format that you want to use. You can assign blocks of paragraphs to a format using the line command PPx/PP (where x is the number of the paragraph format) to define the block of paragraphs you want to assign.

On the sequence number field of the line containing the paragraph format identifier that you want to change, key in P for Paragraph and the new format identifier followed by a space. Press ENTER, and Text Management reformats the paragraph in the format that you specified. For example, P2 reassigns the paragraph to the format you defined for paragraph format 2 on the PARAGRAPH FORMAT OPTIONS display.

You can display the default paragraph format. Roll the display up until you reach the bottom of the display, or until you see unformatted text. The last paragraph format identifier on the display is the number of the default paragraph.

Note that, if you create a new paragraph format identifier while you are revising a document that already exists, the paragraph format is valid only for that particular document. If you define new paragraph format options while you are creating a new document, then Text Management uses those new paragraph formats the next time you create a new document.

## Extended Paragraph Format Options

There are some additional parameters that you can change. These are on the EXTENDED PARAGRAPH FORMAT OPTIONS display. This option appears when you are defining your paragraph format options. Press CF3 to display these options. Note that you can only execute this command from the PARAGRAPH FORMAT OPTIONS display, and that the values you assign to the parameters apply only to that particular paragraph format.

When you press CF3 on the PARAGRAPH FORMAT OPTIONS display, the PARAGRAPH FORMAT EXTENDED OPTIONS display is shown. The paragraph format identifier and the margins are set at the values defined by the paragraph format option that you use in your document. You cannot change them on this display. If you use paragraph option 2 (as defined in “Changing the default paragraph” on page 3-23) in the document, then when you enter the PARAGRAPH FORMAT EXTENDED OPTIONS display you see:

TEXT		PARAGRAPH FORMAT EXTENDED OPTIONS			
PARAGRAPH FORMAT ID	- MARGINS -		LINES PER INCH	FONT	SPACING BETWEEN EACH LINE (1 2 3)
	LEFT	RIGHT			
1	1	71	-	—	1
2	10	60	-	—	1

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

CF3-Paragraph Format Options

Figure 3-29 EXTENDED PARAGRAPH FORMAT OPTIONS display

Lines per inch specifies the number of lines to an inch of paper.

A font is a family or assortment of characters of a given size and style. It can have the characters in Roman, italic, and small capitals. Some fonts also include boldface.

You can also specify the amount of space left between each line. You can use a minimum of 1 and a maximum of 3. Use 1 for single space, 2 for double space, and 3 for triple space. Remember, you do not key your text in this way, but you see the spacing when you print the document. If you do not specify the spacing, Text Management uses single spacing. All these options apply only when you print the document.

It is important for you to know what kind of printer you use. You can change the number of lines per inch and the font, but only the IBM 5219 printer uses this information. You can change the spacing between lines for all the printers.

You do not have to use these options in the document. When you define these options on the PARAGRAPH FORMAT EXTENDED



OPTIONS display, they apply to the paragraph, rather than the whole document. You can specify these same options for the whole document on the print option displays when you print the document.

If you want to specify options:

1. Move the cursor to the input field. Remember you can use your field movement keys to move to input fields.
2. Key in the value you want in that field.
3. To save this display and return to Text Management, if you made changes, press ENTER twice; if you did not make any changes, press ENTER once. Or press CF3 to save the changes and return to the PARAGRAPH FORMAT OPTIONS display.

You have now added some paragraph format extended options to your paragraph formats.

## Summary

When you have completed the examples in this chapter, you should have learned how to:

- Create files and text documents.
- Write a document.
- Create paragraphs in a document.
- Format text or use unformatted text.
- Define paragraph formats.
- Change the default paragraph.
- Assign paragraphs to different formats.
- Define extended paragraph format options.
- Store your document in the text document library using the EXIT FROM EDIT display.

## Chapter 4. Revising a Text Document

Text Management lets you revise the documents. For the examples in this chapter, create your own copy of STDLET in the EXAMPLE file of the QGPL library on the DOCUMENT LIST using option 8. With Text Management you can:

- Add text—INSERT, CF10, CF12.
- Add a line of text—I for Insert.
- Create and insert a skeleton line—S for Skeleton and IS for Insert Skeleton.
- Delete text—DELETE, D, DD/DD, Dx, CF11.
- Copy text—C, CC/CC, Cx, CR, CCR/CCR, CF22.
- Move text—M, MM/MM, Mx, CF21.
- Move columns—CF18.
- Copy from another document into this document.
- Delete a document from a file.

Each file contains a group of documents, and Text Management stores every file in a **library**—you can think of the system as an electronic filing cabinet.

Text Management makes it easy to revise documents. You can choose to revise a text document from the PRIMARY MENU or from the DOCUMENT LIST. The DOCUMENT LIST helps you find a document when you are not sure of the document name, but do know the file and library names.

### Note

If you do not choose option 1 on the PRIMARY MENU, the field *8-Copy to new document* will not be shown. You can leave the *Document* field blank, but key in the file and library names.

For this example, create a new document STDLET2 by copying STDLET into the new document on the DOCUMENT LIST; or use the document SAMPLE that you created in Chapter 2, "Text Documents" on page 2-1.

Use the following steps to choose the document you want to revise:

1. On the DOCUMENT LIST, key 1 beside the document STDLET2

```
TEXT                                DOCUMENT LIST
File:    EXAMPLE                    Library: QGPL
Enter new document name or select document from list below: _____
Search description: _____
Search from created date:    00/00/00    To created date:    02/22/85
Locate document name beginning with: _____

OPT  DOCUMENT      DESCRIPTION                                CREATED
--   -
--   COLLIST      Simple data base column list_____    02/22/84
--   DBCOPY       Document to copy data in directly_____ 02/22/84
--   ENVELOPE     Envelope example_____                02/22/84
--   FORMDOC      Document with form fields, highlight, underline_____ 02/22/84
--   LETMCCL      Letter with multicopy and column list_____ 02/22/84
--   LINECOM      General letter with data for line commands_____ 02/22/84
--   MULTICOPY    Multiple copy document from data base_____ 02/22/84
--   PRTCTL       Document with print control commands_____ 02/22/84
--   SOURCE       Document containing Print Control File data_____ 02/22/84
--   SPELLER      Letter with misspelled words_____      02/22/84
--   STDLET       Standard letter_____                  02/22/84

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

Figure 4-1. DOCUMENT LIST

2. Press ENTER to display STDLET2 on the Edit display.

Now you know how to display a document on the Edit display so that you can make changes; you are ready to start practicing the different ways of revising your document.

## Inserting Text

You can insert text in your document in several ways. You can:

- Insert characters in a line of text using INSERT or CF12.
- Insert a line of text using the I for Insert line command.
- Insert text into a formatted paragraph using CF10 or CF11.
- Insert text using a skeleton line as a pattern.

Move the cursor to the character following the position in which you want the inserted character to appear. On STDLET2, place the cursor under the J in the date July. Press INSERT and key in the character or characters. On STDLET2, key in Thursday. Note that, as you key the characters in, the rest of the line shifts to the right.

```
TEXT      W: 1      Document: STDLET2      Scan: _____
Fmt:  1 <..I ... 1 ... 2 ... ..C3 ... .. 4 ... .. 5 ... ..> 6 ... .. 7
*****BEGINNING*****
0001.00 Thursday, July 9, 1981
0002.00
0003.00
0004.00
0005.00 Mrs. Lawrence Smith
0006.00 3949 San Marcos Road
0007.00 Evanston, Illinois
```

Figure 4-2. Thursday added to the date line of STDLET2.

Press RESET or ENTER to cancel the "INSER" function, and continue to make any other changes on the Edit display.

You can use CF12 to insert characters in the same way. CF12 displays the whole line of unformatted text, even if the document is wider than your display. You can use CF12 to revise text that is part of a formatted paragraph or to revise unformatted text.

1. Position the cursor anywhere on the line you want to revise, and press **CTL2**. Text Management underlines the line you want to revise, and allows you to make changes.
2. Position the cursor at the point where you want to insert text and press **INSER1**.
3. Key in the additional character or characters. Text Management moves the text to accommodate the additional characters.
4. Press **ENTER** to complete the changes.

### Inserting text into a paragraph

Make sure that you are on the Edit display of the document and that you insert the text in a paragraph. Check that there is a highlighted paragraph format identifier on the line numbers field of the display.

```

TEXT      W:1      Document: STDLET2      Scan: _____
Fmt: 1 <..I ... 1 ... 2 ... ..C3 ... .. 4 ... .. 5 ... .. > 6 ... .. 7
*****BEGINNING*****
0001.00 Thursday, July 9, 1981
0002.00
0003.00
0004.00
0005.00 Mrs. Lawrence Smith
0006.00 3949 San Marcos Road
0007.00 Evanston, Illinois
0008.00
0009.00 Dear Mrs. Smith,
0010.00
0011.1 You may use your CLEARVIEW CARD at any of thousands of
0012.00 merchants in the Chicago area who proudly display the
0013.00 CLEARVIEW sticker. You will be required to show your card
0014.00 at the time of purchase.
0015.00
0016.1 The limit set on your credit will be $750.00. If you
0017.00 wish to increase your credit limit beyond $750.00, please
0018.00 call your CLEARVIEW Account Representative on (312)
0019.00 555-1234.
0020.00

```

Figure 4-1. Part of the STDLET2 example letter.



1. On the Edit display of STDLET2, position the cursor where you want to insert text. On STDLET2, position your cursor on line 0013.00 on the *Y* of *You* following *CLEARVIEW* sticker.
2. Press CF10 to display some lines for your text.
3. Key in the additional text on the lines. For STDLET2, key in **These are the added words that I have entered into this letter.**, followed by two spaces. Note that you can cancel the insertion by pressing CF6.
4. Press ENTER. Text Management inserts the additional text, adjusts the paragraph to accommodate it, and displays the inserted text on your display.

#### Notes

- You cannot insert text into unformatted text using CF10. This key inserts new text and adjusts the paragraph format to accommodate it.
- When Text Management adjusts the paragraph, pending line commands and line commands in the adjusted text are cancelled; Text Management completes line commands outside of the adjusted text. Pending commands are commands you have started to execute, but have not yet completed. If there are pending commands, they appear on the heading line.
- Text Management executes line-positioning, delete, and skeleton line commands before it inserts text. If this command deletes or moves the position the cursor is on, then the insertion function is canceled.

### Inserting a line of text

Again, make sure you are on the Edit display of the document. When you insert a line of text, you must do so outside of a paragraph or the second half of the paragraph will become unformatted. Remember you can see where the paragraph begins by looking for the highlighted paragraph format identifier on the line number field.

You also can see whether your text is formatted when the sequence numbers are turned off. Press CF13 to turn off the sequence numbers. With the sequence numbers turned off, you can see that Text Management indicates each paragraph with a paragraph format identifier on the left of the display. Text Management indicates consecutive lines of formatted text in each paragraph with quotation

marks below the paragraph format identifier on the left of the display. Text Management indents unformatted text with a period for each line of unformatted text.

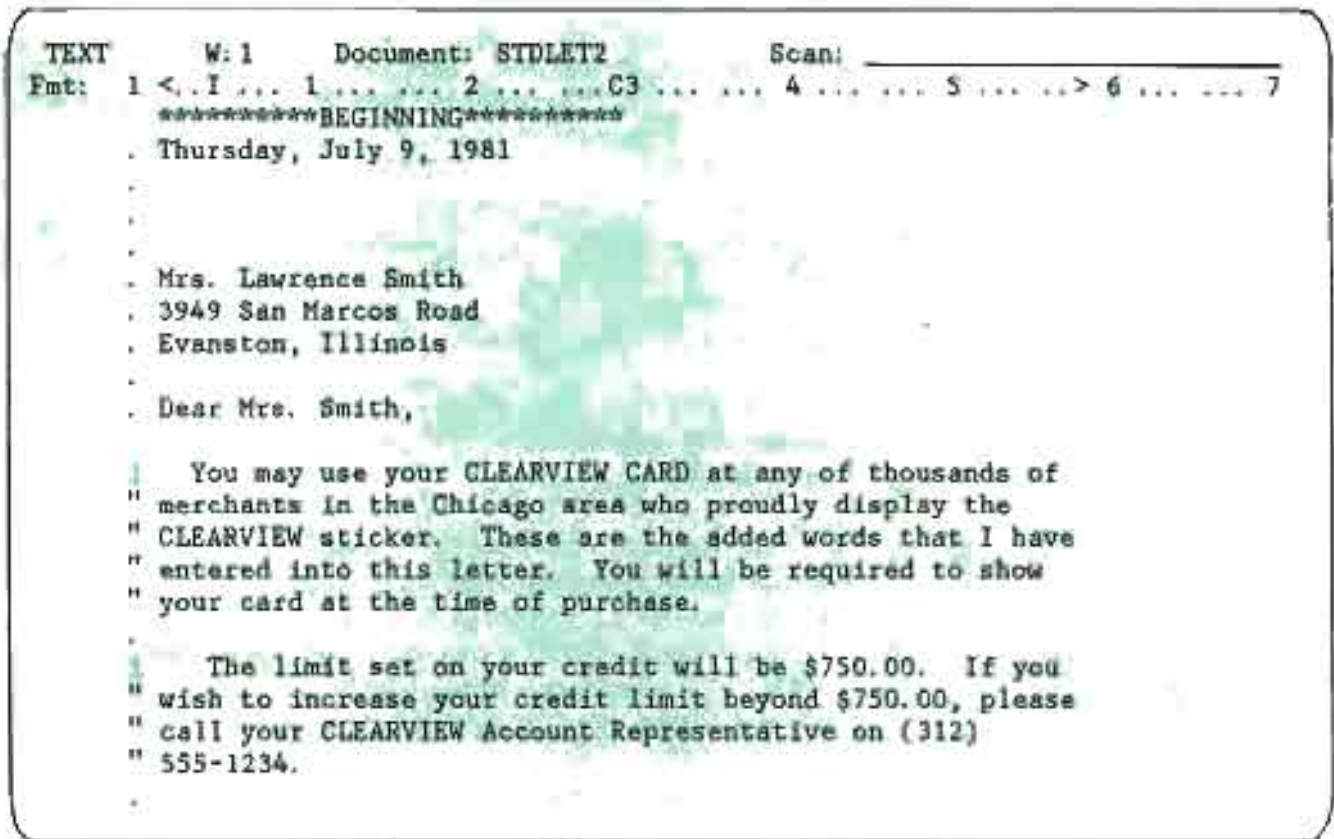


Figure 4-4. STDLET2 with sequence numbers off

For this example, add a line to the address of STDLET2. The address is not part of a paragraph format.

- 1) On the Edit display, key 1 on the sequence number field 0005 00

```

TEXT      W:1      Document: STDLET2      Scan: _____
Fmt: 1 <..I ... 1 ... .. 2 ... ..C3 ... .. 4 ... .. 5 ... ..> 6 ... .. 7
*****BEGINNING*****
0001.00 Thursday, July 9, 1981
0002.00
0003.00
0004.00
I 05.00 Mrs. Lawrence Smith
0006.00 3949 San Marcos Road
0007.00 Evanston, Illinois
0008.00
0009.00 Dear Mrs. Smith,

```

Figure 4-5 Inserting a line of text

2. Press ENTER, and your display shows

```

TEXT      W:1      Document: STDLET2      Scan: _____
Fmt: 1 <..I ... 1 ... .. 2 ... ..C3 ... .. 4 ... .. 5 ... ..> 6 ... .. 7
*****BEGINNING*****
0001.00 Thursday, July 9, 1981
0002.00
0003.00
0004.00
0005.00 Mrs. Lawrence Smith
      +
0006.00 3949 San Marcos Road
0007.00 Evanston, Illinois
0008.00
0009.00 Dear Mrs. Smith,

```

Figure 4-6 Adding the blank line to STDLET2

3. Key in the text you want on that line. In this example, key in The Carriage House.

```

TEXT      W: 1      Document: STDLET2      Scan: _____
Fmt: 1 <... I ... 1 ... .. 2 ... .. C3 ... .. 4 ... .. 5 ... ..> 6 ... .. 7
*****BEGINNING*****
0001.00 Thursday, July 9, 1981
0002.00
0003.00
0004.00
0005.00 Mrs. Lawrence Smith
          The Carriage House
0006.00 3949 San Marcos Road
0007.00 Evanston, Illinois
0008.00
0009.00 Dear Mrs. Smith,

```

Figure 4-7 Adding the new text line to STDLET2

4. Press **ENTER** twice.

If you want to insert more than one line outside a paragraph format at the same point in the document, key in **I** followed by the number of lines you want to add plus a space. For example, **I5** inserts five lines when you press **ENTER**.

## Inserting a Skeleton Line

You use a skeleton line when you want to insert text into unadjusted text. A skeleton line is a format pattern for you to use to insert information on a blank line. With a skeleton line, you can repeatedly insert text using a pattern. You can specify that the cursor always appear at a certain position on the skeleton line. You use this command on the **Edt** display of the document.

This example inserts a skeleton line in the **LINECOM2** document of the **EXAMPLE** file in the **QGPL** library. Before you start the example, make sure you have a copy of the **LINECOM** document (call it **LINECOM2**), and then use the following steps:

1. Move the cursor to the sequence numbers field opposite the line you want to use as a pattern. Move the cursor to line **0016.00** for this example.
2. Key in the line command **S**. Your display shows



```

TEXT      W:1      Document: LINECOM2      Scan: _____
Fmt: 1 <... .. 1 ... .. 2 ... .. 3 ... G... 4 ... .. 5 ... .. 6 ... .. 7>
*****BEGINNING*****
0001.00 The Adams Supply Co. Ltd
0002.00 15006 Main Street
0003.00 Toronto
0004.00
0005.00 Dear Sir,
0006.00
0007.1 At the present time, we are making plans for next year's supplies. In
0008.00 examining our stock, we have discovered shortages in the items listed
0009.00 below.
0010.00
0011.1 Please notify us as soon as possible whether you can supply us with
0012.00 these items in the quantities we need, and advise us when we can expect
0013.00 delivery.
0014.00
0015.00          Quantity      Item
S 16.00          10      Pencils
0017.00          20      Pens
0018.00          30      Tablets
0019.00          40      Erasers
0020.00          50      Ink Bottles

```

Figure 4-8. Defining a skeleton line as LINECOM2

The S command defines line 16 as a skeleton for Text Management to use as a pattern for later line insertions.

3. You can define where the cursor should appear on each skeleton line. For this example, position the cursor under the P of Pencils. When you insert a skeleton line, the cursor appears at this point on the skeleton line.
4. Press ENTER. Text Management now remembers line 16 as a skeleton.

Now you may use the Insert Skeleton line command (IS) to insert the skeleton line.

5. Position the cursor on the line where you want to insert a skeleton line, and key in the command IS on the sequence numbers field. For this example, insert a skeleton line between lines 0016.00 and 0017.00.



```

0012.00 these items in the quantities we need, and advise us when we can expect
0013.00 delivery.
0014.00
0015.00          Quantity      Item
IS 6.00          10          Pencils
0017.00          20          Pens
0018.00          30          Tablets
0019.00          40          Erasers
0020.00          50          Ink Bottles

```

Figure 4-9. Inserting a skeleton line on LINECOME

6. Press ENTER. Text Management adds a skeleton line and positions the cursor on the P. Your display shows

```

0013.00 delivery.
0014.00
0015.00          Quantity      Item
0016.00          10          Pencils
          10          Pencils
0017.00          20          Pens
0018.00          30          Tablets
0019.00          40          Erasers
0020.00          50          Ink Bottles

```

Figure 4-10. Skeleton line inserted in LINECOME

7. Now you can add another item to the list you are ordering. For this example, change *Pencils* to *Pencil Holders*.
8. Press ENTER. Text Management adds the new item and inserts a new skeleton line. To add more items to the list, key in the additional items. To remove the extra skeleton line, press ENTER.
9. You can insert another skeleton line further down the list, or cancel the skeleton line you created.

You can now key in information on the skeleton line, using it as a pattern for lines that have similar content. The skeleton line only becomes part of the document if you key in information or a blank.

## Deleting Text

You can delete text from your documents. You can:

- Delete one character at a time using **DELETE** or **CF12** and **DELETE**.
- Delete text from a formatted paragraph using **CF11**.
- Delete a line of text using the **D** for Delete line command.
- Delete a block of text using the **DD/DD** or **Dx** (where x is the number of lines you want to delete) line commands.

### Deleting a character

On the Edit display of the document, position the cursor under the character you want to delete. Press **DELETE** once, and Text Management deletes that character and shifts all text on the right. Use this key if you want to delete parts of a line or single characters in your document.

You can also use **CF12** to delete characters from a line of text. **CF12** displays the whole line of unformatted text, even if the document is wider than your display.

1. Position the cursor on the line you want to change.
2. Press **CF12**. Text Management underlines the line of text and allows you to make changes.
3. Position the cursor under the character you want to delete and press **DELETE**. Text Management removes the character and adjusts the line. If the line you have changed is part of a formatted paragraph, Text Management adjusts the paragraph to accommodate the change.
4. Press **ENTER** to complete the changes you have made to the line.

## Deleting text from a paragraph

Text Management allows you to delete text from a paragraph and also from outside the paragraph format. To delete text from a paragraph:

1. Position the cursor where you want to start to delete text. Earlier you inserted a line of text (*These are the added words that I have entered into this letter.*) into your copy of STDLET (you called it STDLET2). Position the cursor under the T of *These*.
2. Press CF11. Text Management displays the first character of the text you want to delete in reverse image. Text Management also displays a reverse image **D** in the *Pend* field at the top of the display to indicate that a delete operation is pending.
3. Move the cursor to the last character you want to delete from the text. In STDLET2, this is the period following *letter*.
4. Press CF11 again. Text Management deletes the enclosed text and adjusts the paragraph to accommodate the change.

### Note

- You can only use CF11 to delete unformatted text if the text matches the paragraph format.

## Deleting a line of text

You can use the following line commands to delete a line of unformatted text or to delete a line of text from a paragraph. This example explains how to use the delete line commands for unformatted text. You can follow the same steps if you want to delete text from a formatted paragraph.

### Note

- If you delete the line of a paragraph containing the paragraph format identifier, Text Management changes the paragraph to unformatted text.

Again, you must be on the Edit display of the document to delete single lines of text outside of a paragraph format. In a previous example, you inserted a line into STDLET2 (*The Carriage House*). Now delete that line.

1. On the Edit display of STDLET2, position the cursor on the sequence number field of the line you want to delete.
2. Key a **D** on the sequence number field beside the line you want to delete:

```

TEXT      W:1      Document: STDLET2      Scan: _____
Fmt: 1 < .I . . . 1 . . . . . 2 . . . . . C3 . . . . . 4 . . . . . 5 . . . . . > 6 . . . . . 7
          *****BEGINNING*****
0001.00 Thursday, July 9, 1981
0002.00
0003.00
0004.00
0005.00 Mrs. Lawrence Smith
D 05.01 The Carriage House
0006.00 3949 San Marcos Road
0007.00 Evanston, Illinois
0008.00
0009.00 Dear Mrs. Smith,

```

Figure 4-11. Deleting a text line from STDLET2

3. Press **ENTER** and Text Management deletes the line

If you want to delete two or more consecutive lines from the document, key **D** and the number of lines you want to delete, followed by a space. For example, **D5** deletes the line the command is on and the four following lines. If you key in **D5** on line 0004.00 of STDLET2, this display results:

```

TEXT      W:1      Document: STDLET2      Scan: _____
Fmt: 1 < .I . . . 1 . . . . . 2 . . . . . C3 . . . . . 4 . . . . . 5 . . . . . > 6 . . . . . 7
          *****BEGINNING*****
0001.00 Thursday, July 9, 1981
0002.00
0003.00
0009.00 Dear Mrs. Smith,

```

Figure 4-12. Deleting 5-4 lines from STDLET2

The first line of text is the salutation

## Deleting a block of text

You delete blocks of text using commands on the sequence number field.

1. Position the cursor on the sequence number field where you want to start deleting the block of text.
2. Key in **DD**.
3. Move the cursor to the sequence number field where you want to end the block of text you are deleting.
4. Key in **DD**.
5. Press **ENTER**, and Text Management deletes the block of text between the two sets of **DD**.

## Using Targets in the Document

You can use a **target** with the move and copy line commands to tell Text Management exactly where you want to insert text in the document. You can specify several kinds of targets in the document with which you are working. Use line commands to define the text. You key targets on the sequence number field of the line before or after the point in the text where you want to insert the text. Press **ENTER**, and Text Management executes the line command at the target location.

You can use **A** for After to insert text following the line the target is on. **B** for Before tells Text Management to insert text preceding the line the target is on.

If you want to make several different inserts at the same location, you can use a **repeated target**. You key in the repeated target command, and then execute the copy or move line commands, one at a time, to insert the text at the target location.

You can use **AR** to insert the text following the target line. When you execute the second command, Text Management inserts the text on the line following the last line of the first insert. The repeated target **BR** inserts each additional insert on the line before the first line of the first target.



## To use the AR or BR line command

The line commands AR and BR let you move or copy lines to a repeated target. This explanation uses the copy line command as an example. To move text to a repeated target, use the move line commands. Use AR to copy onto the line following the one the cursor is on, or BR to copy onto the preceding line. Each time you copy a line to the target, the cursor moves onto the line that you copied in.

1. Key AR in the line numbers field to copy the line after the one the cursor is on. Key BR on the sequence number field the cursor is beside to copy the line before the line the cursor is on.
2. Key C on the sequence number field next to the line you want to copy.

```
BR 1 1 You may use your CLEARVIEW CARD at any of thousands of
0012.00 merchants in the Chicago area who proudly display the
0013.00 CLEARVIEW sticker. You will be required to show your card
0014.00 at the time of purchase.
0015.00
C 16 1 The limit set on your credit will be $750.00. If you
0017.00 wish to increase your credit limit beyond $750.00, please
0018.00 call your CLEARVIEW Account Representative on (312)
A 19.00 555-1234.
0020.00
```

Figure 4-11. Copying lines to a repeated target

3. Press ENTER to copy the line at the AR or BR location.
4. Repeat 2 and 3 as many times as you want to have different lines copied.

## To use the Ax or Bx commands

The Ax or Bx target copies the line at the target location x number of times. You cannot use these commands with move line commands.

1. Note that x stands for the number of times you want to copy the line at a particular location.
2. Key in Ax for After and Bx for Before on the sequence number field where you want the specified number of lines copied.

3. For example, the command A5 inserts five copies of the line at the target.

```
TEXT W:1 Document: STDLET2 Scan: _____
Fmt: 1 <..1 ... 1 ... .. 2 ... ..G3 ... .. 4 ... .. 5 ... ..> 6 ... .. 7
*****BEGINNING*****
0001.00 Thursday, July 9, 1981
0002.00
0003.00
0004.00
0005.00 Mrs. Lawrence Smith
0006.00 3949 San Marcos Road
0007.00 Evanston, Illinois
0008.00
0009.00 Dear Mrs. Smith,
0010.00
A5 1 1 You may use your CLEARVIEW CARD at any of thousands of
0012.00 merchants in the Chicago area who proudly display the
0013.00 CLEARVIEW sticker. You will be required to show your card
0014.00 at the time of purchase.
0015.00
C 16 1 The limit set on your credit will be $750.00. If you
0017.00 wish to increase your credit limit beyond $750.00, please
0018.00 call your CLEARVIEW Account Representative on (312)
0019.00 555-1234.
0020.00
```

Figure 4-14. Using the A<sub>x</sub> command to insert five copies of a line at the target

## Copying Text

When you copy text, you do not erase or move the original text. You reproduce it and insert it where you want the second copy of the text to appear. Your document then has two copies of that section of text (or however many copies you have made). You can use the C for Copy command to copy text. Simply key C on the sequence number field of the line that you want to copy. Specify a target on the sequence number field of the line where you want to insert a copy of the line. Press ENTER. Text Management inserts a copy of the line at the target. For these examples use the STDLET document from the EXAMPLE file of the QGPL library.

## Copying a line of text

Make sure that you are on the Edit display of the document. You can use this command to copy formatted or unformatted text.

1. Place the cursor on the sequence number field of the line you want to copy.
2. Key **C** on the sequence number field.

```
TEXT      W:1      Document: STDLET2      Scan: _____
Fmt: 1 < .I ... 1 ... .. 2 ... ..C3 ... .. 4 ... .. 5 ... ..> 6 ... .. 7
*****BEGINNING*****
0001.00 Thursday, July 9, 1981
0002.00
0003.00
0004.00
0005.00 Mrs. Lawrence Smith
0006.00 3949 San Marcos Road
0007.00 Evanston, Illinois
0008.00
0009.00 Dear Mrs. Smith,
0010.00
0011.00 | You may use your CLEARVIEW CARD at any of thousands of
0012.00 merchants in the Chicago area who proudly display the
0013.00 CLEARVIEW sticker. You will be required to show your card
0014.00 at the time of purchase.
0015.00
C 16 | The limit set on your credit will be $750.00. If you
0017.00 wish to increase your credit limit beyond $750.00, please
0018.00 call your CLEARVIEW Account Representative on (312)
0019.00 555-1234.
0020.00
```

Figure 4-15 STDLET2 designating line 16 for copying

3. Move the cursor to where you want to duplicate the line.
4. Key in **A** for After on the sequence number field to copy the line following the line with the character A. Key in **B** for Before on the line sequence number field to copy the line before the line with the character B. The example below copies the line into a position before the original line, therefore, it uses **B** for Before on the sequence number field.



```

TEXT      W: 1      Document: STDLET2      Scan: _____
Fmt: 1 <...I ... 1 ... 2 ... ..C3 ... .. 4 ... .. 5 ... ..> 6 ... .. 7
*****BEGINNING*****
0001.00 Thursday, July 9, 1981
0002.00
0003.00
0004.00
0005.00 Mrs. Lawrence Smith
0006.00 3949 San Marcos Road
0007.00 Evanston, Illinois
0008.00
0009.00 Dear Mrs. Smith,
0010.00
B 11 1 You may use your CLEARVIEW CARD at any of thousands of
0012.00 merchants in the Chicago area who proudly display the
0013.00 CLEARVIEW sticker. You will be required to show your card
0014.00 at the time of purchase.
0015.00
C 16 1 The limit set on your credit will be $750.00. If you
0017.00 wish to increase your credit limit beyond $750.00, please
0018.00 call your CLEARVIEW Account Representative on (312)
0019.00 555-1234.
0020.00

```

Figure 4-16 Copying line 16 onto line 1 of STDLET2

5. Press **ENTER** to copy the line into the new position.

You may also copy a line repeatedly. Use the command **CR** (copy repeatedly).

1. Key **CR** on the sequence number field beside the line you want to copy repeatedly.
2. Key in a target. Use **A** for After to copy onto the line that follows the one with **A** or **B** for Before to copy the line onto the preceding line.

```

TEXT      W:1      Document: STDLET2      Scan: _____
Fmt: 1 <..I ... 1 ... .. 2 ... ..C3 ... .. 4 ... .. 5 ... ..> 6 ... .. 7
*****BEGINNING*****
0001.00 Thursday, July 9, 1981
0002.00
0003.00
0004.00
0005.00 Mrs. Lawrence Smith
0006.00 3949 San Marcos Road
0007.00 Evanston, Illinois
0008.00
0009.00 Dear Mrs. Smith,
0010.00
B 11 : You may use your CLEARVIEW CARD at any of thousands of
0012.00 merchants in the Chicago area who proudly display the
0013.00 CLEARVIEW sticker. You will be required to show your card
0014.00 at the time of purchase.
0015.00
CR 16 : The limit set on your credit will be $750.00. If you
0017.00 wish to increase your credit limit beyond $750.00, please
0018.00 call your CLEARVIEW Account Representative on (312)
0019.00 555-1234.
0020.00

```

Figure 4-17. Copying line 16 repeatedly

3. Press ENTER to copy the line. Repeat steps 2 and 3 until you do not want to copy the line anymore.
4. Press CF6 to cancel the outstanding copy line.

### Copying a block of text

You must be on the Edit display.

1. Position the cursor on the sequence number field beside the start of the block of text you want to copy.
2. Key CC on the sequence number field beside the starting line.
3. Move the cursor to the sequence number field beside the end of the block of text you want to copy, and key in CC again.
4. Move the cursor to the sequence number field where you want to copy the block of text.



5. If you want the block of text copied after the line, key in A for After on the sequence number field. If you want to copy it ahead of that line, then key in B for Before.

```
TEXT      W:1      Document: STDLET2      Scan: _____
Fmt: 1 <..I... 1 ... .. 2 ... .. C3 ... .. 4 ... .. 5 ... ..> 6 ... .. 7
*****BEGINNING*****
0001.00 Thursday, July 9, 1981
0002.00
0003.00
0004.00
0005.00 Mrs. Lawrence Smith
0006.00 3949 San Marcos Road
0007.00 Evanston, Illinois
0008.00
0009.00 Dear Mrs. Smith,
0010.00
0011.00 : You may use your CLEARVIEW CARD at any of thousands of
0012.00 merchants in the Chicago area who proudly display the
0013.00 CLEARVIEW sticker. You will be required to show your card
A 14.00 at the time of purchase.
0015.00
CC 6 : The limit set on your credit will be $750.00. If you
0017.00 wish to increase your credit limit beyond $750.00, please
0018.00 call your CLEARVIEW Account Representative on (312)
CC 9.00 555-1234.
0020.00
```

Figure 4-18. Copying the second paragraph.

6. Press ENTER to copy the block.

You may also copy a block of text repeatedly using one of the following commands and the CCR command:

1. Key in CCR on the sequence number field at the start of the block of text that you want to copy repeatedly.
2. Key in CC at the end of the block you want to copy.
3. Key in A for After or B for Before and press ENTER wherever you want to insert the block of copied text.

```

TEXT      W:1      Document: STDLETZ      Scan: _____
Fmt: 1 <.I ... 1 ... .. 2 ... ..C3 ... .. 4 ... .. 5 ... ..> 6 ... .. 7
*****BEGINNING*****
0001.00 Thursday, July 9, 1981
0002.00
0003.00
0004.00
0005.00 Mrs. Lawrence Smith
0006.00 3949 San Marcos Road
0007.00 Evanston, Illinois
0008.00
0009.00 Dear Mrs. Smith,
0010.00
0011.00 You may use your CLEARVIEW CARD at any of thousands of
0012.00 merchants in the Chicago area who proudly display the
0013.00 CLEARVIEW sticker. You will be required to show your card
0014.00 at the time of purchase.
0015.00
0016.00 CCR The limit set on your credit will be $750.00. If you
0017.00 wish to increase your credit limit beyond $750.00, please
0018.00 call your CLEARVIEW Account Representative on (312)
0019.00 555-1234.
0020.00

```

Figure 4-19. Using the CCR command to copy before line 0011.00

4. Press ENTER to copy the block.
5. Press CF6 to cancel the outstanding CCR command

### Copying text in a paragraph

You can use C122 to copy text in a formatted paragraph. There are three steps to copying text in a paragraph:

1. Press CF22 to define the start of the text you want to copy.
2. Press C122 to define the end of the text you want to copy.
3. Move the cursor to the point where you want to copy the text and press C122.

Before you begin to copy text in a paragraph, make sure that:

- You are on the Edit display of the document.

- You are copying text within paragraphs.

Remember that formatted paragraphs have a format identifier in the two digits on the right of the decimal of the sequence number field. If the sequence numbers are turned off, you see the paragraph format identifier. Text Management indicates the lines included in the paragraph with double quotation marks ("). Press CF13 to turn the sequence numbers on or off.

1. Move the cursor to the start of the text you want to copy.
2. Press CF22. Text Management displays the first character of the text you want to copy in reverse image. If you look at the top of the display, you see that Text Management also displays a reverse image C in the *Pend* field to indicate that a copy command is pending.
3. Move the cursor to the end of the text you want to copy.
4. Press CF22. The entire block of text reappears in reverse image to indicate the text you want to copy. Text Management continues to display CC in reverse image in the *Pend* field to indicate that a copy command is pending.
5. Move the cursor to the point in the paragraph where you want to insert a copy of the text.
6. Press CF22. This copies the text into the position where the cursor is and, at the same time, adjusts the paragraph to accommodate the new text.

#### Note

- You can only use CF22 to copy unformatted text if the text matches the paragraph formats.
- The top of your display shows Pend: CC until you press CF22 to insert a copy of the text. To cancel the pending copy command, press CF6.

## Moving Text

Moving text is similar to copying text. You use the **M** for Move command instead of the **C** for Copy command. When you move text, you define a section of text that you want to remove from one place in your document and insert in another. As with all text changes, you must be on the Edit display of the document to use the move text commands.

### Moving a line of text

Before you move a line of text, make sure that you are on the Edit display of the document.

1. Position the cursor on the sequence number field across from the line of text you want to move.
2. Key in **M** on the sequence number field of the line you want to move.
3. Move the cursor to the sequence number field where you want to move the line to.
4. To move the text to follow the line the cursor is on, key in **A** for After on the sequence number field where you want to insert the text within a paragraph. To move the text to precede the line the cursor is on, key in **B** for Before on the sequence number field.
5. Press **ENTER**. Text Management moves the line from the old position to the new one.

#### Note

- You can use the **M** for Move line command on both formatted and unformatted text.

### Moving a block of text

Before you start to move a block of text, make sure you are on the Edit display of the document.

1. Position the cursor on the sequence number field next to the first line of the block you want to move.
2. Key in **MM** on the sequence number field.



3. Key in **MM** on the sequence number field next to the last line in the block of text you want to move.
4. Move the cursor to the sequence number field where you want to move the lines.
5. To move the text to follow the line the cursor is on, key in **A** for After on the sequence number field where you want to insert the text. To move the text to precede the line the cursor is on, key in **B** for Before on the sequence number field.

```

TEXT      W:1      Document: STDLET2      Scan: _____
Fmt: 1 <..I... 1 ... 2 ... C3 ... 4 ... 5 ... > 6 ... 7
*****BEGINNING*****
0001.00 Thursday, July 9, 1981
0002.00
0003.00
0004.00
0005.00 Mrs. Lawrence Smith
0006.00 3949 San Marcos Road
0007.00 Evanston, Illinois
0008.00
0009.00 Dear Mrs. Smith,
0010.00
MM 1 :      You may use your CLEARVIEW CARD at any of thousands of
0012.00 merchants in the Chicago area who proudly display the
0013.00 CLEARVIEW sticker. You will be required to show your card
MM 4.00 at the time of purchase.
0015.00
0016 1      The limit set on your credit will be $750.00. If you
0017.00 wish to increase your credit limit beyond $750.00, please
0018.00 call your CLEARVIEW Account Representative on (312)
A 19.00 555-1234.
0020.00

```

Figure 4-23 Moving the first paragraph after the second

6. Press **ENTER** to move the block to the new location.



#### Note

- You can enclose any block of text with MM. This command works on both formatted and unformatted text.
- You can also use the Mx line command to move a line of text. Key in **M** and the number of lines that you want to move, followed by a space. Key in a target and press ENTER.

### Moving text inside a formatted paragraph

To move text inside a paragraph, make sure that you are on the Edit display of the document and that you are inside a paragraph (check for the paragraph format identifier that is highlighted on the sequence number field to the right of the decimal).

1. Move the cursor to the first character of the text you want to move.
2. Press CF21. Text Management displays in reverse image the first character of the string you want to move. Text Management also displays a reverse image **M** in the *Pend* field at the top of the display to indicate that a move command is pending.

```

TEXT      W:1   Pnd: M                      Scan: _____
Fmt: 1 <..I ... 1 ... .. 2 ... ..C3 ... .. 4 ... .. 5 ... ..> 6 ... .. 7
*****BEGINNING*****
0001.00 Thursday, July 9, 1981
0002.00
0003.00
0004.00
0005.00 Mrs. Lawrence Smith
0006.00 3949 San Marcos Road
0007.00 Evanston, Illinois
0008.00
0009.00 Dear Mrs Smith.
0010.00
0011.00 | You may use your CLEARVIEW CARD at any of thousands of
0012.00 merchants in the Chicago area who proudly display the
0013.00 CLEARVIEW sticker. You will be required to show your card
0014.00 at the time of purchase.
0015.00
0016.00 | The limit set on your credit will be $750.00. If you
0017.00 wish to increase your credit limit beyond $750.00, please
0018.00 call your CLEARVIEW Account Representative on (312)
0019.00 555-1234.
0020.00

```

Figure 4-21 Reverse image on the first character of the string you want to move.

3. Move the cursor to the end of the string you want to move.
4. Press (|) again. Text Management places the entire string you want to move in reverse image.

```

0016.00 | The limit set on your credit will be $750.00. If you
0017.00 wish to increase your credit limit beyond $750.00, please
0018.00 call your CLEARVIEW Account Representative on (312)
0019.00 555-1234.
0020.00

```

Figure 4-22 Reverse image string that you want to move.

5. Move the cursor to where you want to insert the text.
6. Press (|) again. Text Management moves the string of text and adjusts the paragraph to accommodate the insertion.

#### Notes

- Note that you can move text between different paragraphs, but you cannot move text between formatted and unformatted text using CF21.
- You can also use the move line commands (M, MM/MM, and Mx) to move formatted text.

## Moving Columns

A column is a block of information that fits into a square or rectangle in the document. Examples of columns in documents are columns of figures found in bills and invoices, tables in reports, and quotations in articles.

Text Management allows you to move columns of text. You must be on the Edit display of the document to move columns, and you must have enough space at the new location to hold the column, or Text Management does not allow you to move it. (Use the LINECOM2 document from the EXAMPLE file of the QGPL library, or create it now by copying LINECOM into the new document on the DOCUMENT LIST, for the example.)

1. Move the cursor to the top left-hand corner of the column that you want to move. On the LINECOM2 document, position the cursor on the I of the *Item* column.
2. Press CF18. Text Management reverse images the first character in the column that you want to move and displays a reverse image L in the *Pend* field at the top of the display. (Note that the character in reverse image covers all the characters adjacent to it, but they reappear after the move or when the move is cancelled.)

```

TEXT      W:1      Document: LINECOM2      Scan: _____
Fmt: 1 <... .. 1 ... .. 2 ... .. 3 ... .. 4 ... .. 5 ... .. 6 ... .. 7>
      @@@@@@BEGINNING@@@@@
0001.00 The Adams Supply Co. Ltd
0002.00 15006 Main Street
0003.00 Toronto
0004.00
0005.00 Dear Sir,
0006.00
0007.00 | At the present time, we are making plans for next year's supplies. In
0008.00 examining our stock, we have discovered shortages in the items listed
0009.00 below.
0010.00
0011.00 | Please notify us as soon as possible whether you can supply us with
0012.00 these items in the quantities we need, and advise us when we can expect
0013.00 delivery.
0014.00
0015.00      Quantity      Item
0016.00          10      Pencils
0017.00          20      Pens
0018.00          30      Tablets
0019.00          40      Erasers
0020.00          50      Ink Bottles

```

Figure 4-21 Moving a column in the LINECOM2 document

3. Move the cursor to the lower right-hand corner of the column that you want to move. On the LINECOM2 document, position the cursor on the last character of the last item.
4. Press F-18 again. Text Management reverses the image of the whole column of text.

```

0012.00 these items in the quantities we need, and advise us when we can expect
0013.00 delivery.
0014.00
0015.00      Quantity      Item
0016.00          10      Pencils
0017.00          20      Pens
0018.00          30      Tablets
0019.00          40      Erasers
0020.00          50      Ink Bottles

```

Figure 4-24 LINECOM2 document cursor ready for moving

5. Move the cursor to the position you want to move the column to. Note that the cursor indicates the new position of the top left-hand corner of the column after the move.
6. Press **CtrlB** again. Text Management moves the column to the new position, providing there is room for it.

Remember that if you want to move a form field, you must include the space to the left of the form field in the text you move. If you do not, you move the text but not the form field.

## Copying into a Text Document

Text Management allows you to copy another document into the document you are working with. You can copy the whole document or just part of it. You must be on the Edit display of the first document to copy a second document into the first. Before you start the example, make sure you create **DBCOPY2** by copying **DBCOPY1** into it on the **DOCUMENT LIST**. You copy a whole document using these steps:

1. Make sure you are on the Edit display of the first document. For this example, use the Edit display of the **DBCOPY2** document in the **EXAMPLE** file of the **QGPI** library.

```

TEXT      W:1      Document: DBCOPY2      Scan: _____
Fmt: 1 <... .. 1 ... .. 2 ... .. 3 .C. ... 4 ... .. 5 ... .. 6 ... >... 7
*****BEGINNING*****
0001.00 Lawrence Smith
0002.00 Supply Coordination
0003.00 Dept 345, Bldg 003
0004.00
0005.00 Please check the quantity on hand for the following supplies and
0006.00 determine if we have received any of these supplies yet. This is
0007.00 the first review of the new ordering procedure and your personal
0008.00 attention would be appreciated.
0009.00
0010.00 Item Number      Description      Quantity on Hand
0011.00
0012.00
0013.00 Sincerely,
0014.00
0015.00 J A Adams, Director of Purchasing
*****END*****

```

Figure 4-25 Edit display of the **DBCOPY2** document



2. Press CFS. Text Management displays the SERVICES MENU.
3. Key 4 in the Option field.
4. Key the second text document's name, file, and library (use the LINECOM2 document from the EXAMPLE file in QGPL that you created on the DOCUMENT LIST in an earlier example) into the corresponding fields on the SERVICES MENU. Your display now shows:

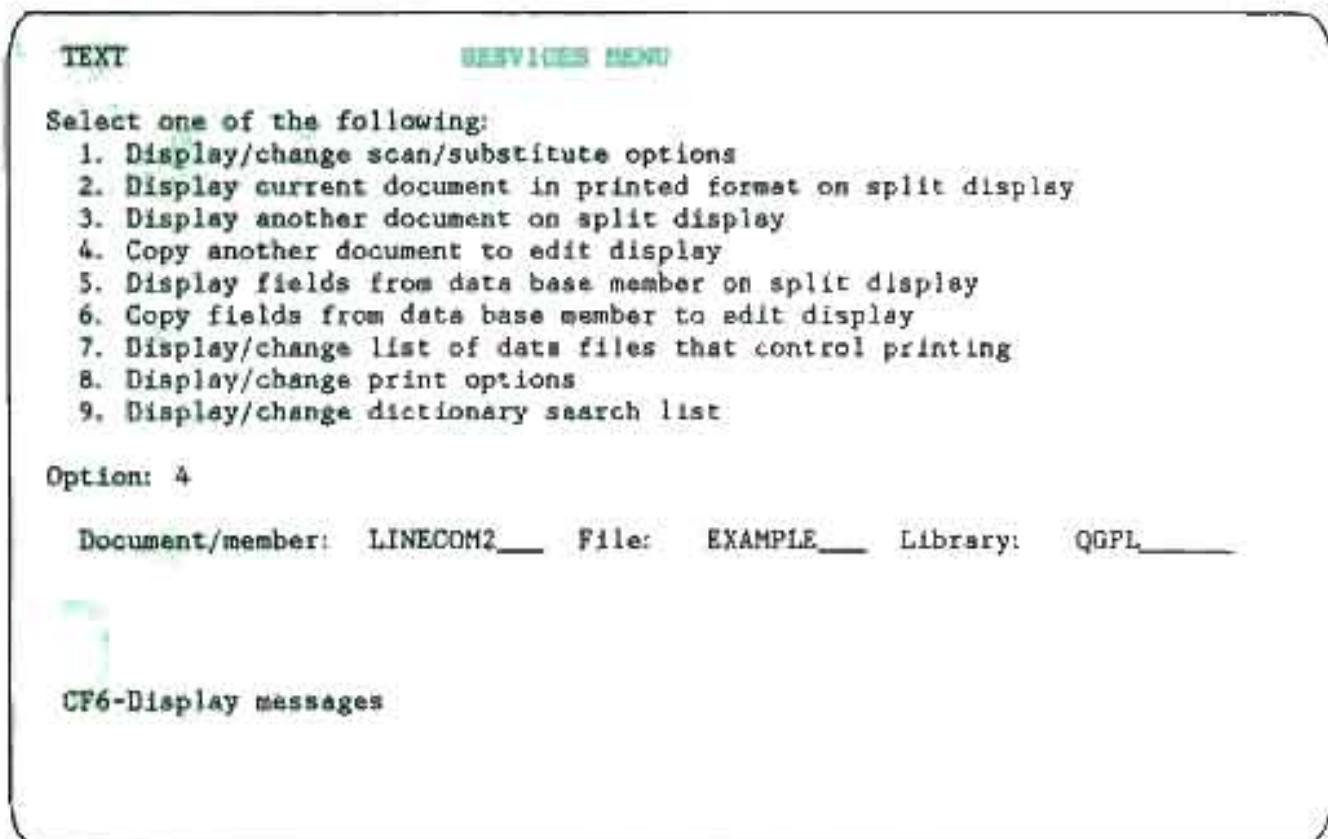


Figure 4-16 SERVICES MENU: copying LINECOM2 into DBCOPY2

3. Press ENTER. If you do not specify a target in the document on the edit display, Text Management copies the second document (LINECOM2) onto the end of the first (DBCOPY2). You can also use a target to specify where you want to copy the second document.

```

TEXT      W:1      Document: DBCOPY2      Scan: _____
Fmt: 1 <... .. 1 ... 2 ... .. 3 .C. ... 4 ... .. 5 ... .. 6 ...>... 7
          BEGINNING
0001.00 Lawrence Smith
0002.00 Supply Coordination
0003.00 Dept 345, Bldg 003 .date
0004.00
0005.00 Please check the quantity on hand for the following supplies and
0006.00 determine if we have received any of these supplies yet. This is
0007.00 the first review of the new ordering procedure and your personal
0008.00 attention would be appreciated.
0009.00
0010.00 Item Number Description Quantity on Hand
0011.00
0012.00
0013.00 Sincerely,
0014.00
0015.00 J A Adams, Director of Purchasing
0016.00 The Adams Supply Co. Ltd
0016.00 15006 Main Street
0017.00 Toronto
0018.00
0019.00 Dear Sir,
39 lines copied from document LINECOM2 file EXAMPLE.QDF

```

Figure 4-27. Edit display of the DBCOPY2 document

Note that DBCOPY2 ends on line 0015.00, and LINECOM2 begins on line 0016.00. You can now edit the two documents as one and update it on the EXIT FROM EDIT display.

6. Press CFI to view the EXIT FROM EDIT display. Update the document and your first document now includes the second.

You can also copy a second document into the body of the one on the Edit display. On the Edit display of the first document, key in a target (use A for After or B for Before) where you want the second document to appear. Then follow the preceding steps 2 through 6 to copy the document to the target instead of to the end of the document.

Other ways to copy one document into another are to use option 8 on the DOCUMENT LIS1 and to create a document on the EXIT FROM EDIT display.

## Copying portions of another document

Text Management also allows you to copy parts of a second document into a document on your edit display.

1. Make sure you are on the Edit display of the first document. For this example, use the DBCOPY2 document from the EXAMPLE file of the QGPL library that you created on the DOCUMENT LIST.
2. Press CF3 to display the SERVICES MENU.
3. Key 3 in the *Option* field.
4. Key the second document's name, file, and library into the appropriate fields. (Use LINECOM2, EXAMPLE, QGPL.)

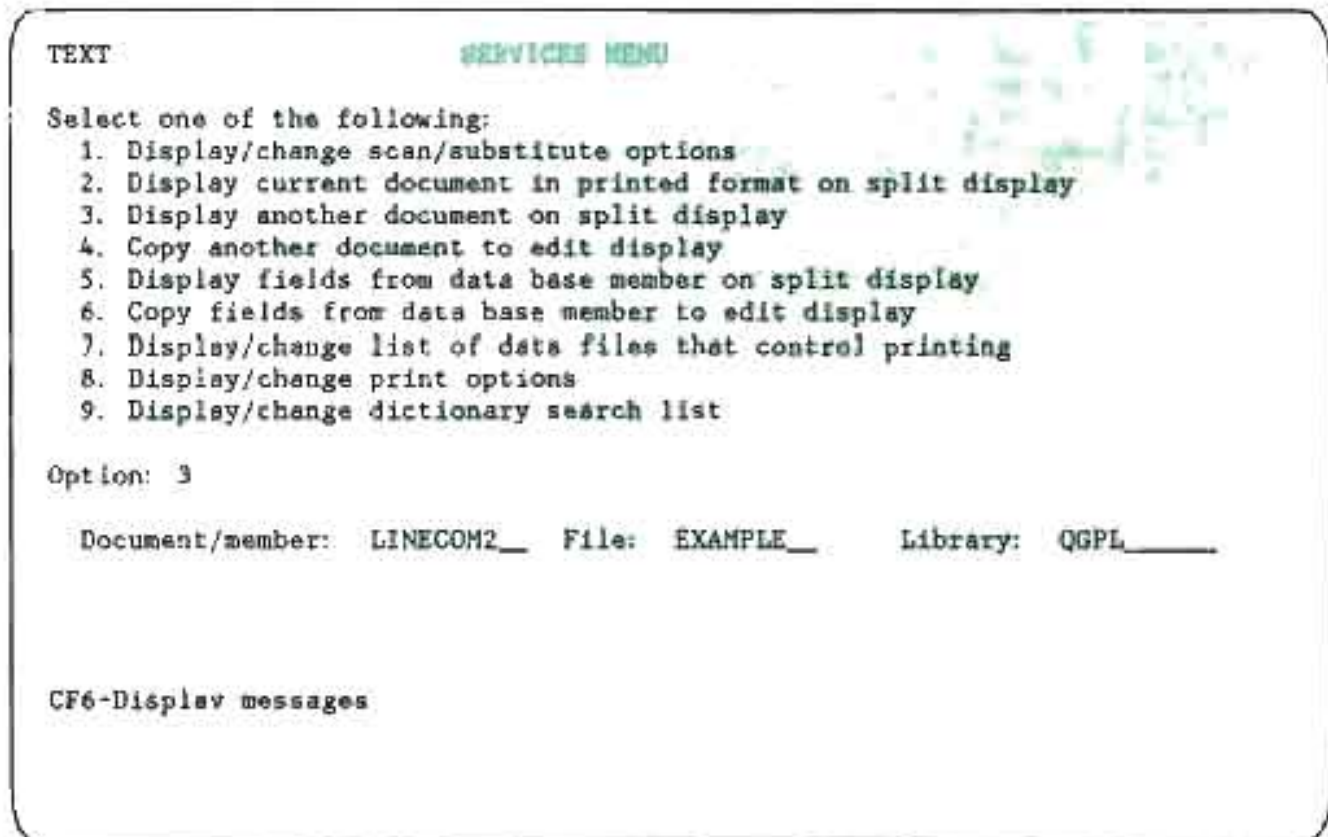


Figure 4-28 Displaying DBCOPY2 and LINECOM2 in split screen

5. Press ENTER to display the two documents on the split screen. DBCOPY2, the original document, is on the top half of the display; LINECOM2, the second document, is on the bottom half of the display.



```

TEXT      W:1      Document: DBCOPY2      Scan: _____
Fmt: 1 <... .. 1 ... .. 2 ... .. 3 .C. ... 4 ... .. 5 ... .. 6 ...>... 7
*****BEGINNING*****
0001.00 Lawrence Smith
0002.00 Supply Coordination
0003.00 Dept 345, Bldg 003 . date
0004.00
0005.00 Please check the quantity on hand for the following supplies and
0006.00 determine if we have received any of these supplies yet. This is
0007.00 the first review of the new ordering procedure and your personal
0008.00 attention would be appreciated.
0009.00
-----
Browse: LINECOM2      W:1      Scan: _____
*****BEGINNING*****
0001.00 The Adams Supply Co. Ltd
0002.00 15006 Main Street
0003.00 Toronto
0004.00
0005.00 Dear Sir,
0006.00
0007.00 At the present time, we are making plans for next year's supplies. In
0008.00 examining our stock, we have discovered shortages in the items listed

```

Figure 4-29. DBCOPY2 and LINECOM2 on split display

6. On a split display you can ROLL each display and scan for character strings. To roll the display, position the cursor on the half of the display that you want to roll and press the ROLL keys. To scan for characters, key the character string into the Scan field on the half of the display containing the document that you want to scan. You can also use line positioning commands on each half of the display in order to see different parts of the document on that part of the display.
7. Move the cursor on the sequence number field to the line you want to copy or to the beginning of the block you want to copy.
8. Key in C to copy one line or C and the number of lines following that you want to copy. You can also define a block of text that you want to copy using the CC/CC line commands to enclose the block of lines. Remember, you can use any of the copy line commands to copy from the document on the Browse display into the Document on the Edit display.

```

Browse: LINECOM2      W:1      Scan: _____
*****BEGINNING*****
0001.00 The Adams Supply Co. Ltd
0002.00 15006 Main Street
0003.00 Toronto
0004.00
0005.00 Dear Sir,
0006.00
C2 7 1 At the present time, we are making plans for next year's supplies. In
0008.00 examining our stock, we have discovered shortages in the items listed

```

Figure 4.10. Copying lines 7, 8, and 9 from LINECOM2

9. Move the cursor to the top half of the Edit display
10. Key in A for After on the sequence number field that you want to copy the lines after. Or key in B for Before if you want to add them before that sequence number.

```

TEXT      W:1      Document: DBCOPY2      Scan: _____
Pmt: 1 <... 1 ... 2 ... 3 .C... 4 ... 5 ... 6 ... > 1
*****BEGINNING*****
0001.00 Lawrence Smith
0002.00 Supply Coordination
0003.00 Dept 345.      Bldg 003      date
0004.00
0005.00 Please check the quantity on hand for the following supplies and
0006.00 determine if we have received any of these supplies yet. This is
0007.00 the first review of the new ordering procedure and your personal
0008.00 attention would be appreciated.
0009.00
-----
Browse: LINECOM2      W:1      Scan: _____
*****BEGINNING*****
0001.00 The Adams Supply Co. Ltd
0002.00 15006 Main Street
0003.00 Toronto
0004.00
0005.00 Dear Sir,
0006.00
0007.00 At the present time, we are making plans for next year's supplies. In
0008.00 examining our stock, we have discovered shortages in the items listed

```

Figure 4.11. Copying three lines from LINECOM2 into DBCOPY2 before line number 0005.



11. Press ENTER. Text Management copies the text from LINECOM2 into DBCOPY2.

12. Press CF1 to display the EXIT FROM EDIT prompt.

Note that you may scan for a string of characters in the second text document. Key the scan string in the lower *Scan* field. Press CF7 to scan forward or CF8 to scan backward. If the scan string has spaces at the beginning or end, make sure you enclose the scan string in single quotes.

## Deleting Documents from a File

When you have finished practicing with the document you created on the DOCUMENT LIST, delete it from the EXAMPLE file. The following steps explain how to delete a document.

1. On the PRIMARY MENU:
  - a. Leave the *Document* field blank.
  - b. Key EXAMPLE in the *File* field.
  - c. Key QGPL in the *Library* field.
2. Press ENTER. Text Management displays the DOCUMENT LIST.
3. Key 9 beside the name of the document you want to delete. For this example, delete the document DBCOPY2 that you created earlier.
4. Press ENTER. Text Management asks you to confirm the deletion by pressing ENTER. If you decide you do not want to delete the document, key a blank over the 9 and press ENTER. You can also cancel the deletion by pressing CF6 or CF1 (to exit without processing any options).
5. Press ENTER again to delete documents with a 9 beside them.

## Summary

When you have completed the examples in this chapter, you should have learned how to:

- Revise a text document.
- Add text—INSERT, CF10, CF12.
- Add a line of text—I for Insert.
- Create and insert a skeleton line—S for Skeleton and IS for Insert Skeleton.
- Delete text—DELETE, D, DD/DD, Dx, CF11.
- Copy text—C, CC/CC, Cx, CR, CCR/CCR, CF22.
- Move text—M, MM/MM, Mx, CF21.
- Move columns—CF18.
- Copy from one document into another.
- Delete a document from a file.

## Chapter 5. Using the Data Base

You can choose information from the document to browse on split display and copy into your document using line commands. You can also copy information from data base files directly into your document. You can copy information into your document from data base files or other text documents (called **source documents**) when the document is printed.

A data base contains files and each file contains a set of members. Each **member** contains a set of **records** and each record contains a set of **fields**. For example, if you think of a telephone book as a member, then every person listed would be a record. The record for each person would contain three fields: the person's name, address, and telephone number.

### Selecting Data for Browsing or Copying

Before you start to choose data from the data base, make sure that you are on the Edit display of the document and that you have a data base member, file, and library to choose records from. For this example, you may use the document COLLIST, the data base member ITEM, the file EXAMPLE, and the library QGPL. On the DOCUMENT LIST, create your own copy of COLLIST to practice with. Call it COLLIST2. Remember to delete it from the EXAMPLE file when you finish.

This example shows you how to browse records from the data base on a split display. You can then use the copy line commands to copy information from the records display on the View half of the display into your document on the Edit half of the display. Use a target to tell Text Management where to insert any records that you copy into the document. Remember, you can use the ROLL keys and line positioning commands to see different parts of the display. Text Management moves the half of your display containing the cursor.

1. Press CF5 on the Edit display. Text Management displays the SERVICES MENU.

2. If you want to browse data base records on split display, key 5 in the *Option* field to *Display fields from data base member on split display*. If you want to copy the data records chosen to the end of the document, key 6 in the *Option* field to *Copy fields from data base member to Edit display* of the document (here, CCLIST2). For this example, key 5 in the *Option* field.
3. Key the data member name, file, and library name of the data base where the records are that you want to use. For this example, key ITEM in the *Member* field, ITEM in the *File* field, and QJXT in the *Library* field. Your display shows

```

TEXT                                SERVICES MENU

Select one of the following:
1. Display/change scan/substitute options
2. Display current document in printed format on split display
3. Display another document on split display
4. Copy another document to edit display
5. Display fields from data base member on split display
6. Copy fields from data base member to edit display
7. Display/change list of data files that control printing
8. Display/change print options
9. Display/change dictionary search list

Option: 5

Document/member:  ITEM_____  File:  ITEM_____  Library:  QJXT_____

CF6-Display messages

```

Figure 5-1 Using option 5 to select fields from the data base member

4. Press ENTER. Text Management displays the FIELD SELECTION/ORDERING display. This display shows all the fields contained in the member, or record. In addition, Text Management also displays the length of the field and a description of each field.
5. You can choose the order in which you want to copy the records into the document on the FIELD SELECTION/ORDERING display. When you copy the fields onto your display or into your



document, Text Management displays them in the order that you key in on the FIELD SELECTION/ORDERING display.

TEXT		FIELD SELECTION/ORDERING	
File:	ITEM	Library:	QTX
		Member:	ITEM
Select the fields to be displayed in the browse area by numbering them:			
ORDER	FIELD	LENGTH	DESCRIPTION
_____	ITMNR	5	CATALOG ITEM NUMBER
_____	QTYORD	7,0	QUANTITY ON ORDER
_____	QTYOH	7,0	QUANTITY ON HAND
_____	DESCR	25	DESCRIPTION
_____	BKORDDT	6,0	BACK ORDER DATE

Figure 5-2. Field selection ordering display for ITEM data base

- Choose the fields that you want to use and key in the order in which you want to display the fields in the *ORDER* field. For this example, key 1 beside ITMNR, 2 beside DESCR, and 3 beside QTYOH. When you see the records on split display, Text Management will display ITMNR in the first column, DESCR in a second column and QTYOH in a third column on the lower half of your display. Text Management does not display the records for the other fields because you did not choose them. For this example, you will not see the records for QTYORD or BKORDDT. When you choose an order, the next time you see the list the fields are arranged in that order until you change it again.

ORDER	FIELD	LENGTH	DESCRIPTION
1_____	ITMNR	5	CATALOG ITEM NUMBER
_____	QTYORD	7,0	QUANTITY ON ORDER
3_____	QTYOH	7,0	QUANTITY ON HAND
2_____	DESCR	25	DESCRIPTION
_____	BKORDDT	6,0	BACK ORDER DATE

Figure 5-3. Ordering the field selection for COLLIS 12

- Press ENTER. Text Management now displays the FIELD SPACING display. This display shows you the column number at which Text Management will copy or display the records based on the record length.

8. Text Management displays some spacing information for the records. If you want to change the spacing, key in the column number that you want to copy the records to, or to browse them at. Text Management calculates the spacing and displays it in the *COLUMN* field for you.
9. Press ENTER. Text Management displays the RECORD SELECTION TEST display. This selection method allows you to choose the records. If you do not specify any particular records, then Text Management uses all the records. You can set conditions that must be met for records to be included. When you key in specific selection criteria on this display, Text Management reads each record and checks to see if it meets the conditions that you specified. If the record meets the conditions, Text Management includes it when Text Management copies or displays a list. If the record does not meet the conditions that you specified, Text Management does not include it in the list.

If you want Text Management to choose only the records that meet all of the conditions on the RECORD SELECTION TEST display before choosing the record, key in **AND** in the *AND/OR* field on the RECORD SELECTION TEST display. If you want Text Management to choose a record if it meets any one of the conditions that you specify on this display, key in **OR** in the *AND/OR* field on the RECORD SELECTION TEST display.

You can use the following relationships:

- EQ for equal to.
  - NE for not equal to.
  - GT for greater than.
  - LT for less than.
  - GE for greater than or equal to.
  - LE for less than or equal to.
  - RG for a range. The field contents are in the range between the two test value entries, and include the test value entries.
  - LS for a list. The field contents match one of the entries listed.
10. Key in the field names and their relationships to other fields and values to choose the record values you want. For instance, if you

want a list of items that were backordered and no others, you key in the field (BKORDDT), the relationship greater than (GT), and the test condition one or more orders (0).

**Note**

- You can use fields that you did not specify on the FIELD SELECTION, ORDERING display.

Your display shows

```

TEXT                                RECORD SELECTION TEST
File: ITEM                          Library: QTXT      Member: ITEM
Enter tests to determine if a record is to be selected:

AND/OR  FIELD      REL  TEST VALUE
      BKORDDT___  GT   0_____
"
"
"

Relationship of test in this group to all additional groups:  (AND OR)
For additional tests, press ROLL.
AND: Include records only if all tests are true.
OR:  Include record if any test is true.
REL: EQ, NE, GT, LT, GE, LE, RG, LS

Position cursor below and press ROLL to display all fields.
FIELD      LENGTH  DESCRIPTION
ITMNR      5       CATALOG ITEM NUMBER
DESCR      25      DESCRIPTION
QTYOH      7,0     QUANTITY ON HAND
QTYORD     7,0     QUANTITY ON ORDER
  
```

Figure 5-4 Selecting all data base members that are on backorder

11. Press ENTER. Text Management returns to the Edit display of the document with the data base records either on split screen (option 5 on the SERVICES MENU) or copied into the document (option 6 on the SERVICES MENU).

## Copying lists into the document

You can also copy lists of information into the document using the move column and copy commands. Press CF2 to leave the split display and return to the Edit display. This shows how to copy three lists of data into the COLLS12 document.

1. Make sure you are on the Edit display of the document.
2. Press CF5 to display the SERVICES MENU.
3. Key 6 in the *Option* field.
4. Key the data base member name, the file name, and the library name of the data base that you want records copied from into the corresponding fields. Leave blank to see a list of members. (For this example, use ITEM, ITEM, and QTXT.)

<b>TEXT</b>	<b>SERVICES MENU</b>				
Select one of the following:					
1. Display/change scan/substitute options					
2. Display current document in printed format on split display					
3. Display another document on split display					
4. Copy another document to edit display					
5. Display fields from data base member on split display					
6. Copy fields from data base member to edit display					
7. Display/change list of data files that control printing					
8. Display/change print options					
9. Display/change dictionary search list					
Option: 5					
Document/member:	ITEM_____	File:	ITEM_____	Library:	QTXT_____
CF6-Display messages					

Figure 5-5 Selecting the data base member

5. Press ENTER. Text Management displays the FIELD SELECTION/ORDERING display.



TEXT		FIELD SELECTION/ORDERING	
File:	ITEM	Library:	QTXT
		Member:	ITEM
Select the fields to be displayed in the browse area by numbering them:			
ORDER	FIELD	LENGTH	DESCRIPTION
___1	ITMNR	5	CATALOG ITEM NUMBER
___2	DESCR	25	DESCRIPTION
___3	QTYOH	7,0	QUANTITY ON HAND
___	QTYORD	7,0	QUANTITY ON ORDER
___	BKORDDT	6,0	BACK ORDER DATE

Figure 5-6. Field selection ordering display for ITEM data base

6. Press ENTER. Text Management displays the FIELD SPACING display. The starting column positions of each field are already displayed. You may change the column positions so that the fields fit the document in the proper locations.

TEXT		FIELD SPACING	
File:	ITEM	Library:	QTXT
		Member:	ITEM
You can change starting column of the field as it appears on the browse line:			
COLUMN	FIELD	LENGTH	DESCRIPTION
__1	ITMNR	5	CATALOG ITEM NUMBER
__8	DESCR	25	DESCRIPTION
__35	QTYOH	7,0	QUANTITY ON HAND

Figure 5-7. FIELD SPACING display for the COLLIST? document

7. Press ENTER. Text Management displays the RECORD SELECTION TEST. This test allows you to choose the records. If you do not specify any particular records, then Text Management uses all the records. You can set conditions that must be met for data to be included.

- Key in the field names and their relationships to other fields and values to choose the record values you want. For instance, if you want a list of items that were backordered and no others, you key in the field (BKORDDT), the relationship greater than (GT), and the test condition one or more orders (0).

**Note**

- You can use fields that you did not specify on the FIELD SELECTION ORDERING display.

Your display shows

```

TEXT                                RECORD SELECTION TEST
File: ITEM                          Library: QTXT      Member: ITEM
Enter tests to determine if a record is to be selected:

AND/OR  FIELD      REL. TEST VALUE
        BKORDDT    GT    0
"
"
"

Relationship of test in this group to all additional groups:  (AND OR)
For additional tests, press ROLL.
  AND: Include records only if all tests are true.
  OR:  Include record if any test is true.
  REL: EQ, NE, GT, LT, GE, LE, RG, LS

Position cursor below and press ROLL to display all fields.
FIELD      LENGTH  DESCRIPTION
ITMNR      5       CATALOG ITEM NUMBER
DESCR     25       DESCRIPTION
QTYOH      7,0     QUANTITY ON HAND
QTYORD     7,0     QUANTITY ON ORDER
  
```

Figure 5-8. Selecting all data base members that are on backorder.

- Press ENTER. Text Management returns the edit display of COLLIST2 with the copied data base items at the end of the document and a message telling you how many lines Text Management copied from the data member.

**Note**

- If you specify a target on the Edit display before going to the SERVICES MENU, Text Management copies the records from the data base to the target location instead of copying them to the end of the document.

## Summary

When you have completed the examples in this chapter, you should have learned:

- What a data base is.
- How to select and browse data base records on a split display.
- How to insert data base records in the document.



## Chapter 6. Formatting a Text Document

The examples in this chapter show you how to use special commands to format your document. For more information on the format of these commands, see *IBM System/38 OFFICE/38—Text Management User's Guide and Reference Manual*.

### Print Control Commands

Print control commands are a special set of characters that activate special instructions when you print the document. The results of these commands appear only in the printed version of the document.

You can use most of the print control commands on any document line. There are some, though, that you cannot use in paragraphs or page headings and footings. Remember that you can only key print commands into the document from the Edit display.

All print control commands begin with a period (.) and you may enter them in either upper or lower case. The following are print control commands:

Command	Used for
<code>.date</code>	System Date—inserts the date
<code>.docid</code>	Prints the Document Name
<code>.excf</code>	Execution File (use with the <code>.exc</code> command)
<code>.exc</code>	Execute CL Command
<code>.h</code>	Heading—prints heading titles and subheadings
<code>.tc</code>	Table of Contents
<code>.dh to</code>	Display Headings—Text Only

<code>.im</code>	Imbed—imbeds another text document
<code>.kp on/kp off</code>	Keep on/keep off—keeps text together on the same page
<code>.n</code>	Number
<code>.&amp;</code>	Field Name—used for data base substitution
<code>.pa</code>	Page—forces page breaks
<code>.pa dx</code>	Page (IBM 5219)—forces page breaks and takes paper from drawer x
<code>.pn</code>	Page Number—inserts page number
<code>.*</code>	Comment—comment that does not print
<code>.skx</code>	Skip—skips x number of lines
<code>.tot</code>	Column Total
<code>.xtot</code>	Cross Total

You may insert these commands directly into the body of the document. Text Management executes the commands as it prepares to print the document or when you choose to browse the document on split screen in printed format. It replaces each command with the specified information (for example, `.tot` sums up a column of figures and prints the total) and adjusts the text to accommodate the added information. For more information see *IBM System/38 OFFICE/38—Text Management User's Guide and Reference Manual*.

## Heading Titles and Subheadings

You can create heading titles and subheadings in your documents using a *print control command*.

You can use this command when you want titles and subtitles printed in the document. The headings you specify in the document can create a Table of Contents for the document.

Note that:

- To key print control commands into the document, you must be on the Edit display.

- When you have a heading command, Text Management treats all text on the same line as the print control command as heading text.
- Text Management may remove highlighting and underlining when it prints heading text. For example, if a heading is used, it may cause the highlighting or underlining to be removed. For more information, refer to *IBM System/38 OFFICE/38—Text Management User's Guide and Reference Manual*.
- Leading and trailing single quotation marks disappear if:
  - The leading quotation mark is less than two spaces from the command.
  - There is a trailing quotation mark.

Heading commands tell Text Management to change your heading information into a specific format. Two or more spaces between the heading command and the heading text become part of the heading text. Note that extra spaces do not appear in the Table of Contents.

Sections of the document usually use the following heading types:

<i>Heading</i>	<i>Associated Section</i>
.h0	Table of Contents
.h1	Chapter
.h2	Major section
.h3	Minor section
.h4	Topic
.h5	Inline heading
.h6	Inline heading

## Highlighting Text

It is easy to highlight your text using CH14. You define a block of text using certain control characters and CH14.

The control character for highlighting is **h**. You begin a block of text with **h** and end it the same way. Note that each control character takes up one character space. Press CH14 to execute the command. You must be on the Edit display to use the highlighting command. Before you highlight, you must complete all your other edit changes first. Press ENTER to clear the screen of all pending operations.

Highlight a block of text from STDLET2. (If you did not create this document earlier, do so now by copying the STDLET document in the EXAMPLE file of the QG51 library into a new document (STDLET2) on the DOCUMENT LIST.)

```
TEXT      W:1      Document: STDLET2      Scan: _____
Pnt: 1 <...I ... 1 ... .. 2 ... ..C3 .. ... 4 ... .. 5 ... ..> 6 ... .. 7
          *****BEGINNING*****
0001.00 July 9, 1981
0002.00
0003.00
0004.00
0005.00 Mrs. Lawrence Smith
0006.00 3949 San Marcos Road
0007.00 Evanston, Illinois
0008.00
0009.00 Dear Mrs. Smith,
0010.00
0011.00 : You may use your CLEARVIEW CARD at any of thousands of
0012.00 merchants in the Chicago area who proudly display the
0013.00 CLEARVIEW sticker. You will be required to show your card
0014.00 at the time of purchase.
0015.00
0016.00 : The limit set on your credit will be $750.00. If you
0017.00 wish to increase your credit limit beyond $750.00, please
0018.00 call your CLEARVIEW Account Representative on (312)
0019.00 555-1234.
0020.00
```

Figure 6-4 Sample document for highlighting

Using the document STDLET2 from the EXAMPLE file, highlight the block of text to increase your credit limit beyond \$750.00.

1. Press ENTER to clear all pending changes.
2. Position the cursor in the space before the start of the block and key in h. Your display will show *wishhto*.

```

TEXT      W:1      Document: STDLET2      Scan: _____
Fmt: 1 <..I ... 1 ... .. 2 ... ..C3 ... .. 4 ... .. 5 ... ..> 6 ... .. 7
*****BEGINNING*****
0001.00 July 9, 1981
0002.00
0003.00
0004.00
0005.00 Mrs. Lawrence Smith
0006.00 3949 San Marcos Road
0007.00 Evanston, Illinois
0008.00
0009.00 Dear Mrs. Smith,
0010.00
0011.00 | You may use your CLEARVIEW CARD at any of thousands of
0012.00 merchants in the Chicago area who proudly display the
0013.00 CLEARVIEW sticker. You will be required to show your card
0014.00 at the time of purchase.
0015.00
0016.00 | The limit set on your credit will be $750.00. If you
0017.00 wishhto increase your credit limit beyond $750.00, please
0018.00 call your CLEARVIEW Account Representative on (312)
0019.00 555-1234.
0020.00

```

Figure 5-2. Key in the first control character at the start of the block

3. Now move the cursor to the first position after the block of text you want to highlight, and key in a second h. For this example, key h after the comma, so your display shows *\$750.00,please*.



```

TEXT      W:1      Document: STDLET2      Scan: _____
Fmt: 1 <..I... I... .. 2... ..C3... .. 4... .. 5... ..> 6... .. 7
      *****BEGINNING*****
0001.00 July 9, 1981
0002.00
0003.00
0004.00
0005.00 Mrs. Lawrence Smith
0006.00 3949 San Marcos Road
0007.00 Evanston, Illinois
0008.00
0009.00 Dear Mrs. Smith,
0010.00
0011 1      You may use your CLEARVIEW CARD at any of thousands of
0012.00 merchants in the Chicago area who proudly display the
0013.00 CLEARVIEW sticker. You will be required to show your card
0014.00 at the time of purchase.
0015.00
0016 1      The limit set on your credit will be $750.00. If you
0017.00 wish to increase your credit limit beyond $750.00, please
0018.00 call your CLEARVIEW Account Representative on (312)
0019.00 555-1234.
0020.00

```

Figure 6-3. Key in the second control character at the end of the block.

3. This outlines the block of text that you want to highlight.

4. Press CF14. Your display now shows a block of highlighted text:

```

TEXT      W:1      Document: STDLET2      Scan: _____
Fmt: 1 <..I ... 1 ... .. 2 ... ..C3 ..... 4 ..... 5 ... ..> 6 ... .. 7
*****BEGINNING*****
0001.00 July 9, 1981
0002.00
0003.00
0004.00
0005.00 Mrs. Lawrence Smith
0006.00 3949 San Marcos Road
0007.00 Evanston, Illinois
0008.00
0009.00 Dear Mrs. Smith,
0010.00
0011.00 | You may use your CLEARVIEW CARD at any of thousands of
0012.00 merchants in the Chicago area who proudly display the
0013.00 CLEARVIEW sticker. You will be required to show your card
0014.00 at the time of purchase.
0015.00
0016.00 | The limit set on your credit will be $750.00. If you
0017.00 wish to increase your credit limit beyond $750.00, please
0018.00 call your CLEARVIEW Account Representative on (312)
0019.00 555-1234.
0020.00

```

Figure 6-4. Highlighted block of text.

When you want to highlight text, you key in *h* at either end of the block and press **CF14**. Remember, you must complete all changes by pressing **ENTER** before you start to define your highlighting. If you do not, Text Management reads every *h*, *d*, and *u* on lines that you have changed as a text definition control character.

Text Management has another easy way to use highlighting. Sometimes you want to highlight a whole line. You use only one control character, *h*, and key the *h* at the start of the line. Then press **CF14**. This highlights the whole line.

If your paragraph format starts in column 2, you simply key *h* on top of the first character as shown below. Your display shows *wish to increase your credit limit beyond \$750.00.*

```

TEXT      W:1      Document: STDLET2      Scan: _____
Fmt: 1 <.,I ... 1 ... .. 2 ... .. C3 ... .. 4 ... .. 5 ... ..> 6 ... .. 7
*****BEGINNING*****
0001.00 July 9, 1981
0002.00
0003.00
0004.00
0005.00 Mrs. Lawrence Smith
0006.00 3949 San Marcos Road
0007.00 Evanston, Illinois
0008.00
0009.00 Dear Mrs. Smith,
0010.00
0011.1    You may use your CLEARVIEW CARD at any of thousands of
0012.00 merchants in the Chicago area who proudly display the
0013.00 CLEARVIEW sticker. You will be required to show your card
0014.00 at the time of purchase.
0015.00
0016.1    The limit set on your credit will be $750.00. If you
0017.00 wish to increase your credit limit beyond $750.00, please
0018.00 call your CLEARVIEW Account Representative on (312)
0019.00 555-1234.
0020.00

```

Figure 6-5. Highlighting a whole line with one control character

Press CF14 and the whole line appears in highlight form.

Remember that each control character takes up one character space.

Note that you can key control characters on top of existing characters and press CF14. When Text Management prints the document, it prints the character or characters that do not appear. If you want to change existing highlighted text, you can key over the top of it.

### Deleting highlighting from a document

1. Again, clear any edit changes by pressing ENTER.
2. Move the cursor to the h defining the start of the highlight block and key in a d for delete. For this example, key d in the space before the highlighted text. Your display shows *dshdsh increase your credit limit beyond \$750.00 please*. As soon as you key in d, Text Management turns the highlighting off.



```

TEXT      W:1      Document: STDLET2      Scan: _____
Fmt: 1 <..I ... 1 ... .. 2 ... ..C3 ... .. 4 ... .. 5 ... ..> 6 ... .. 7
*****BEGINNING*****
0001.00 July 9, 1981
0002.00
0003.00
0004.00
0005.00 Mrs. Lawrence Smith
0006.00 3949 San Marcos Road
0007.00 Evanston, Illinois
0008.00
0009.00 Dear Mrs. Smith,
0010.00
0011.00 | You may use your CLEARVIEW CARD at any of thousands of
0012.00 merchants in the Chicago area who proudly display the
0013.00 CLEARVIEW sticker. You will be required to show your card
0014.00 at the time of purchase.
0015.00
0016.00 | The limit set on your credit will be $750.00. If you
0017.00 dishdto increase your credit limit beyond $750.00,dplease
0018.00 call your CLEARVIEW Account Representative on (312)
0019.00 555-1234.
0020.00

```

Figure 6-6. Deleting highlighting from your text

### 3 Press CF14.

This removes the highlighting from your text document.

If you want to highlight the contents of a form field in a document, you use the TEXT DEFINITION prompt in FORM mode, and then update the document to include highlighting. Move the cursor into the form field you want to highlight and press CF14. The TEXT DEFINITION prompt appears on your display, and you can define the various attributes you want to appear in that form field.

## Underlining Text

Underlining your text is like highlighting it. Make sure you are on the Edit display. You cannot use CF14 (Text Definition) from the input or insert modes. If you want to begin underlining in column 2 or the first column of the paragraph format, you must remove the paragraph format

as you did for highlighting. If you want to underline a block of text, use the control character `u`.

1. Press `ENTER` to complete all pending changes.
2. Place the cursor at the start of the string you want to underline.
3. Key in `u`.
4. Move the cursor to the end of the block of text you are underlining. For this example, underline the block: *to increase your credit limit beyond \$750.00.*
5. Key in a second `u`. Your display shows:

```
TEXT      W:1      Document: STDLET2      Scan: _____
Fmt: 1 <..I ... 1 ... .. 2 ... ..03 ... .. 4 ... .. 5 ... ..> 6 ... .. 7
*****BEGINNING*****
0001.00 July 9, 1981
0002.00
0003.00
0004.00
0005.00 Mrs. Lawrence Smith
0006.00 3949 San Marcos Road
0007.00 Evanston, Illinois
0008.00
0009.00 Dear Mrs. Smith,
0010.00
0011.00 You may use your CLEARVIEW CARD at any of thousands of
0012.00 merchants in the Chicago area who proudly display the
0013.00 CLEARVIEW sticker. You will be required to show your card
0014.00 at the time of purchase.
0015.00
0016.00 The limit set on your credit will be $750.00. If you
0017.00 wish to increase your credit limit beyond $750.00, please
0018.00 call your CLEARVIEW Account Representative on (312)
0019.00 555-1234.
0020.00
```

Figure 6-7. Underlining text in the document.

6. Press `CF14`.

Your display now shows underlined text.



You can also underline the width of text on your display with one control character at the start of the line.

You can delete underlining from your document just as easily. Move the cursor to the u defining the start of the underlined block and key in a d for delete, and press CF14. This removes the underlining from your document.

Text Management also allows you to highlight and underline a block of text at the same time. You use the two control characters: h for highlight, and u for underline. Key in one control character and press CF14. Next, key in the second control character on top of the first one and press CF14 again. Text Management highlights and underlines the text enclosed between the control characters. Although you key in two control characters, you only use one character space.

Note that, if you want to delete one or the other, you have to delete both and then redefine the attribute. The two control characters are in the same character space and you replace them both with the d for delete when you key over one of them. If you used two character spaces to define highlighting and underlining, then you must delete both. When you highlight and underline some text, your display shows:

```

TEXT      W: 1      Document: STOLET2      Scan: _____
Fmt: 1 <. 1 ... 1 ... .. 2 ... .. C3 ... .. 4 ... .. 5 ... .. > 6 ... .. 7
          *****BEGINNING*****
0001.00 July 9, 1981
0002.00
0003.00
0004.00
0005.00 Mrs. Lawrence Smith
0006.00 3949 San Marcos Road
0007.00 Evanston, Illinois
0008.00
0009.00 Dear Mrs. Smith,
0010.00
0011.00 | You may use your CLEARVIEW CARD at any of thousands of
0012.00 merchants in the Chicago area who proudly display the
0013.00 CLEARVIEW sticker. You will be required to show your card
0014.00 at the time of purchase.
0015.00
0016.00 | The limit set on your credit will be $750.00. If you
0017.00 wish to increase your credit limit beyond $750.00, please
0018.00 call your CLEARVIEW Account Representative on (312)
0019.00 555-1234.
0020.00

```

Figure 6.8. Highlighting and underlining text in the document.

When you delete the highlighting and underlining, your display shows  
*as follows*

```

TEXT      W:1      Document: STDLET2      Scan: _____
Fmt: 1 <.I ... 1 ... .. 2 ... ..C3 ... .. 4 ... .. 5 ... ..> 6 ... .. 7
          *****BEGINNING*****
0001.00 July 9, 1981
0002.00
0003.00
0004.00
0005.00 Mrs. Lawrence Smith
0006.00 3949 San Marcos Road
0007.00 Evanston, Illinois
0008.00
0009.00 Dear Mrs. Smith,
0010.00
0011.00 1 You may use your CLEARVIEW CARD at any of thousands of
0012.00 merchants in the Chicago area who proudly display the
0013.00 CLEARVIEW sticker. You will be required to show your card
0014.00 at the time of purchase.
0015.00
0016.00 1 The limit set on your credit will be $750.00. If you
0017.00 wish to increase your credit limit beyond $750.00, please
0018.00 call your CLEARVIEW Account Representative on (312)
0019.00 555-1234.
0020.00

```

Figure 6-9 Deleting highlighting and underlining from a document

## Removing the Paragraph Format to Define Text

If you want to begin highlighting or underlining text that starts in the first column of the paragraph format, you cannot enter the command before or to the left of it. You can still highlight or underline the text, but you must change your format slightly. To highlight text that begins in the first column of the paragraph, you must

1. Space over the paragraph format number to remove the formatting
2. Press ENTER
3. Key the highlighting command h or u to the left of the text. Remember, if your paragraph format starts in column 2, you must key the control character on top of the character in column 2.
4. Press CTRL

5. Key the paragraph format back in (using Px where x represents the number of the format which you spaced over in step 1).

## Summary

When you have completed the examples in this chapter, you should have learned how to use control characters to:

- Format the document with print control commands.
- Highlight and underscore text in the document.
- Remove the paragraph format to add highlighting and underscoring.
- Delete highlighting and underscoring from the document.

## Chapter 7. Proofing the Text

The examples in this chapter show you how to proof your document using Text Management's special features. You can check the spelling in a document using Spell Check; find the spelling that you want using Spell Aid; add words to a temporary dictionary for that document; and find synonyms using Synonym Aid. Create your own document by copying SPELLER on the DOCUMENT LIST display into a new document to practice with. You could call it SPELLER2. Remember to delete it from the EXAMPLE file when you have finished.

### Note

System dictionaries are not automatically supplied with Text Management; therefore, you may not have this function or the Synonym Aid function available to you.

## Using Spell Check

Text Management checks your spelling for you. To practice using Text Management's document proofing features, choose Option 1 on the PRIMARY MENU. Key in **SPELLER2** for the Document name, **EXAMPLE** for the file name, and **QGPL** for the library name. Your display shows:



TEXT

PRIMARY MENU

Select one of the following:

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

Option: 1

Name of the document when stored:

Document (blank for a list of documents):

File (blank for a list of files):

Library:

SPELLER2\_

EXAMPLE\_

QGPL\_

Within Text Management:

Press HELP key to display help text.

Press CF1 key to exit.

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

CF6-Display messages

Figure 7-1. Choosing to see the sample letter SPELLER2

Press ENTER and the document SPELLER2 is on your display in the Edit mode. Your display looks like this:

```

TEXT      W:1      Document: SPELLER2      Scan: _____
Fmt: 1 <..I ... 1 ... .. 2 ... ..C3 ... .. 4 ... .. 5 ... ..> 6 ... .. 7
*****BEGINNING*****
0001.00 July 9, 1981
0002.00
0003.00
0004.00
0005.00 Mrs. Lawrence Smith
0006.00 3949 San Marcos Road
0007.00 Evanston, Illinois
0008.00
0009.00 Dear Mrs. Smith,
0010.00
0011.00 You may use your CLEARVIEW CARD at any of thousands of
0012.00 merchants in the Chicago area who proudly display the
0013.00 CLEARVIEW sticker. You will be required to show your card
0014.00 at the time of purchase.
0015.00
0016.00 The limit set on your credit will be $750.00. If you
0017.00 wish to increase your credit limit beyond $750.00, please
0018.00 call your CLEARVIEW Account Representative on (312)
0019.00 555-1234.
0020.00

```

Figure 7-2. SPELLER2 example letter

SPELLER2 contains incorrectly spelled words. Use the Spell Check function to find the misspelled words.

1. Press CF3 to go into Spell mode. The top of your screen shows:

```

TEXT      W:1      Spell: SPELLER2      Scan: _____
Fmt: 1 <..I ... 1 ... .. 2 ... ..C3 ... .. 4 ... .. 5 ... ..> 6 ... .. 7
*****BEGINNING*****
0001.00 July 9, 1981
0002.00
0003.00
0004.00
0005.00 Mrs. Lawrence Smith

```

Figure 7-3. Changing to Spell mode

Misspelled words appear in reverse image. Some of the words (for example, proper names) are not in Text Management's dictionary.

even though they appear the way you want. Because Text Management searches for a match in the dictionary, it reverse images any word it does not find. However, you can add words to a temporary dictionary which you can save with the document. For example, because proper names appear reverse imaged, you may want to add them to your temporary dictionary so Text Management will no longer consider them misspelled. Once you have a temporary dictionary, Text Management will use it (when you are in Spell Mode) to check the spelling of the words in the corresponding document.

The cursor is under the first misspelled word.

In SPELLER2, Marcos is not in the dictionary but is correctly spelled. Add Marcos to the temporary dictionary by pressing CF14. This removes the reverse image from the word. Marcos is part of this document's dictionary but it is not part of the main dictionary; therefore, Text Management still considers Marcos misspelled in other documents. CF23 also adds a word to the temporary dictionary. Use CF23 when you want to hyphenate a word and add the word including the hyphenation point that you specified to the document's temporary dictionary. You have the option of saving this temporary dictionary when you save your document.

2. There are two ways to move to the next misspelled word.
  - a. Press CF7 or CF8. These keys will automatically window outside your screen. Therefore, if you have a document that is wider than your screen, use CF7 or CF8 to ensure that all words are checked for spelling. Note that the *Scan* field must be blank or Text Management will search for the entry in the *Scan* field, rather than the next word in reverse image.
  - b. Use FIELD ADVANCE and FIELD BACKSPACE.

In SPELLER2, the cursor moves to Evanston. You want to add this word to your temporary dictionary, so press CF14 again. CF7 scans the text forward for the next misspelled word. If you want to scan backwards for a misspelled word, press CF8.

3. Move the cursor to the third misspelled word. It is now on the first letter of the misspelled word Yoo. Correct this error by keying the correct spelling over the old one. Do so in one of two ways. Key in the whole word again, or key in the correct letters (in this case you would key a u over the second o). Once you key in the correct spelling and press ENTER, the word no longer appears in reverse

image. Move to the next misspelled word which is CLEARVIEW. Add it to the temporary dictionary by pressing CF14.

4. Sometimes you need to insert letters to correct the word as in the next spelling error in the example. Rather than key the whole word in again, insert the missing letter. Remember that you insert a character in front of another character. To do this in Spel. mode, press CF12. You can use CF12 to insert characters in both formatted and unformatted text. Your display shows underlines under the remainder of the paragraph. Move the cursor to the position following the missing letter. Press INSERT and then key in the letter a. Text Management inserts the missing letter and shifts the rest of the text to the right. Press ENTER to remove the underlines. The word display is now correctly spelled as display, and the reverse image disappears.
5. When all the errors are correctly spelled or added to the temporary dictionary, you want to leave the document. You do not have to correct every word in reverse image before you leave the document. Press CF1 to move to the EXIT FROM EDIT prompt.

TEXT	EXIT FROM EDIT
Exit Editor - Return to Primary Menu	(Y N): Y
Update document named below	(Y N): Y
Create document named below	(Y N): N
Print document without formatting	(Y N): N
Document name:	SPELLER2__
File containing document:	EXAMPLE__
Library containing file:	QGPL__
Description:	Letter with misspelled words_____
Resequence document by line number	(Y N): N
-- or --	
Resequence document by calculating page/line	(Y N): N
Save temporary dictionary with document	(Y N): Y

Figure 7-4. Default EXIT FROM EDIT prompt

To save the temporary dictionary with the document, key in **Y** for Yes in the corresponding field and press ENTER. This updates the document and returns you to the PRIMARY MENU.

## Using Spell Aid

Spell Check finds words in the document that are incorrectly spelled. Spell Aid provides a list of possible correct spellings for a misspelled word. You choose the spelling you want. Use Spell Aid on the Edit display of Text Management. Practice using Spell Aid on the document SPELLER2 from the EXAMPLE file in the QGPL library. When you use Spell Aid on the Edit display, the word that you are checking does not appear in reverse image.

### Note

- You can use Spell Aid on the Edit display of the document or when you are in Spell Mode. On the Edit display, position the cursor on the word for which you want help, and press CF19.

1. Check that you have an unaltered version of SPELLER on your screen. To use Spell Aid in Spell mode, press CF3 to turn the Spell Check function on. The first spelling error is *Yoo* (the third item in reverse image). Move the cursor to *Yoo*.
2. Press CF19 to use Spell Aid. Spell Aid shows the alternatives in a small window on the display. Your display now shows:



```

TEXT      W:1      Spell: SPELLER2      Scan: _____
Fmt: 1 <.,I ... 1 ... .. 2 ... ..C3 ... .. 4 ... .. 5 ... ..> 6 ... .. 7
*****BEGINNING*****
0001.00 July 9, 1981
0002.00
0003.00
0004.00
0005.00 Mrs. Lawrence Smith
0006.00 3949 San Marion Road
0007.00 Evanston, Illinois
0008.00
0009.00 Dear Mrs. Smith,
0010.00
0011.00 You may use your CLEARVIEW CARD at any of thousands of
0012.00 merchants in the Chicago area who proudly disply the
0013.00 ..... sticker. You will be required to show your card
0014.00 : US : me of purchase.
0015.00 : You :
0016.00 : Ye : mit set on your credit will be $750.00. If you
0017.00 ..... ncrease your credit limit beyond $750.00, please
0018.00 call your CLEARVIEW Account Representative on (312)
0019.00 555-1234.
0020.00

```

Figure 7-5. Spell Aid alternatives for You.

Note that Spell Aid positions the cursor on the alternative that it considers most likely. The name of the dictionary that Text Management is using occurs at the top of the aid panel—in this case, Text Management is using the US (United States) dictionary.

3. Choose one of the alternatives. Position the cursor on the word you want to use and press ENTER. Spell Aid replaces the error with your selector. *You* becomes *You*. At this point, the window also disappears. If the word is longer or shorter than the original word, Text Management automatically adjusts the surrounding text for you.
4. If Text Management does not find any alternatives in its dictionary, or if the word is correctly spelled, a message appears at the bottom of your display.
5. When you are creating or changing a document, you can use Spell Aid to check whether a word is spelled correctly. Position the cursor on, or to the immediate right of, the word you want to check and press CF19.

6. Press **CF1** to go to the **EXIT FROM EDIT** display. Key in **Y** for Yes to update the document with any changes that you have made. Press **ENTER** to leave the **EXIT FROM EDIT** display.

Remember, these steps apply to both the Edit and the Spell modes.

## Using Synonym Aid

Text Management has another dictionary aid to help you. Synonym Aid gives you a list of synonyms for a word. When you use Synonym Aid, the alternatives for a word appear in a window on your display. Synonym Aid works in both Edit and Spell modes. Use the document **SPELLER2** from the **EXAMPLE** file in the **QGPL** library for this example. Make sure that **SPELLER2** is a copy of the original form of **SPELLER** and find the synonyms for the word *limit*.

```
0016 The limit set on your credit will be $750.00. If you
0017.00 wish to increase your credit limit beyond $750.00, please
0018.00 call your CLEARVIEW Account Representative on (312)
0019.00 555-1234.
0020.00
```

Figure 7-6. Find the synonyms for *limit*.

1. Position the cursor under the first character of the word *limit* and press **CF20**. The word *limit* appears in reverse image. Your display shows:

```

TEXT      W:1      Document: SPELLER2      Scan: _____
Fmt: 1 <.1 ... 1 ... .. 2 ... ..C3 ... .. 4 ... .. 5 ... ..> 6 ... .. 7
*****BEGINNING*****
0001.00 July 9, 1981
0002.00
0003.00
0004.00 .....
0005.00 : NOUN
0006.00 :-bounds, confines, environs, precincts
0007.00 :-end, bounds, confines, limitation
0008.00 :-ceiling, limitation, maximum
0009.00 :-extreme, extremity
0010.00 :-length, extreme
0011.1 VERB s of
0012.00 :-circumscribe, confine, delimit, restrict
0013.00 :-determine, bound, delimit, demarcate, mark out card
0014.00 .....
0015.00
0016.1 The limit set on your credit will be $750.00. If you
0017.00 wish to increase your credit limit beyond $750.00, please
0018.00 call your CLEARVIEW Account Representative on (312)
0019.00 555-1234.
0020.00

```

Figure 7-7. Synonyms for limit in display window

2. Choose a synonym for *limit*. *Ceiling* is an appropriate synonym for *limit* in this instance. Position the cursor on the word *ceiling*. You may use either FIELD ADVANCE and FIELD BACKSPACE or the cursor movement keys.
3. Press ENTER to replace *limit* with *ceiling*. Note that Text Management adjusts the paragraph for you because *ceiling* is a longer word than *limit*.
4. If you do not find a synonym you want, then move the cursor outside of the window and press ENTER to return the text to normal.
5. Press CFI to go to the EXIT FROM EDIT display. When you have authorization to update documents, leave the default value Y for Yes in response to *Update document named below*.
6. Press ENTER.

## Using Automatic Hyphenation

Automatic hyphenation is a feature of Text Management.

### Note

You can also use CF23 to hyphenate words. (This is called Manual Hyphenation.) CF23 hyphenates the word and adds the word and the hyphenation point that you specified to the document's temporary dictionary. To delete a hyphenation point, position the cursor under the first position of the word, and press CF23. For more information about using CF23, see *IBM System/38 OFFICE/38—Text Management User's Guide and Reference Manual*, form number SC09-1022.

Use automatic hyphenation when you are editing your documents, and remember that Text Management hyphenates words that are in paragraphs—it cannot hyphenate unformatted text.

Use the following steps to use automatic hyphenation.

1. Make sure that you are on the Edit display.
2. Determine the paragraph format. The paragraph format identifier appears on the line numbers field, two digits to the left of the decimal, and is a highlighted numeral.
3. Press CF17 to show the PARAGRAPH FORMAT OPTIONS display:



TEXT		PARAGRAPH FORMAT OPTIONS				
PARAGRAPH FORMAT ID	--- MARGINS --- LEFT RIGHT	--- ALIGN RIGHT (Y/N)	PARAGRAPH INDENTATION SPACES	BLANK LINE BEFORE PARAGRAPH (Y/N)	AUTOMATIC HYPHENATION (Y/N)	
_1	_1    _71	N	_0	Y	N	
---	---	-	---	-	-	
---	---	-	---	-	-	
---	---	-	---	-	-	
---	---	-	---	-	-	
---	---	-	---	-	-	
---	---	-	---	-	-	
---	---	-	---	-	-	
---	---	-	---	-	-	

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

**CF3-Paragraph Format Extended Options**

Figure 7-8. PARAGRAPH FORMAT OPTIONS display

4. Find the paragraph identification number in the first column headed PARAGRAPH FORMAT ID and move the cursor to that line.
5. Now move the cursor along that line to the column headed AUTOMATIC HYPHENATION (Y/N).
6. Key in Y for Yes in this field. The default value for this position is N for No. Text Management now adjusts all the paragraphs with this identifier in your document.
7. Press **Ctrl 2** to return to the previous display.
8. Press **Ctrl F** to view the EXIT FROM EDIT menu. Key in Y for Yes in reply to *Endate documents named below*.

Text Management checks its dictionaries to see where to hyphenate words. If it does not find the word in its dictionary, then it uses standard hyphenation rules to determine the word break.



Text Management does not start a word in the last five spaces of any line, unless that word and its trailing punctuation fit in the five spaces, or the paragraph format for that paragraph specifies right alignment. If the word is longer than five spaces, Text Management moves it to the next line. Text Management hyphenates words if a word and its trailing punctuation are longer than five characters AND begin more than five spaces from the end of the line. In all other cases, Text Management moves the word to the next line. For more information, refer to *IBM System/38 OFFICE/38— Text Management User's Guide and Reference Manual*.

Note that, if a word is in more than one dictionary, Text Management uses the hyphenation points from the first instance it finds. Text Management searches the dictionaries in the order that they appear on the DICTIONARY SEARCH LIST. Your temporary dictionary appears first on this list.

## Managing Dictionary Search

Text Management uses one or more dictionaries to provide Spell Check, Spell Aid, Synonym Aid, and automatic hyphenation. Each document has a dictionary search list that contains the names of the dictionaries that Text Management uses. The names appear on the list in the order that Text Management consults them.

You may add, change, or delete dictionaries from the dictionary search list and rearrange the search order. To view the DICTIONARY SEARCH LIST:

1. Make sure you are on the Edit display of the document.
2. Press CF5 to view the SERVICES MENU:

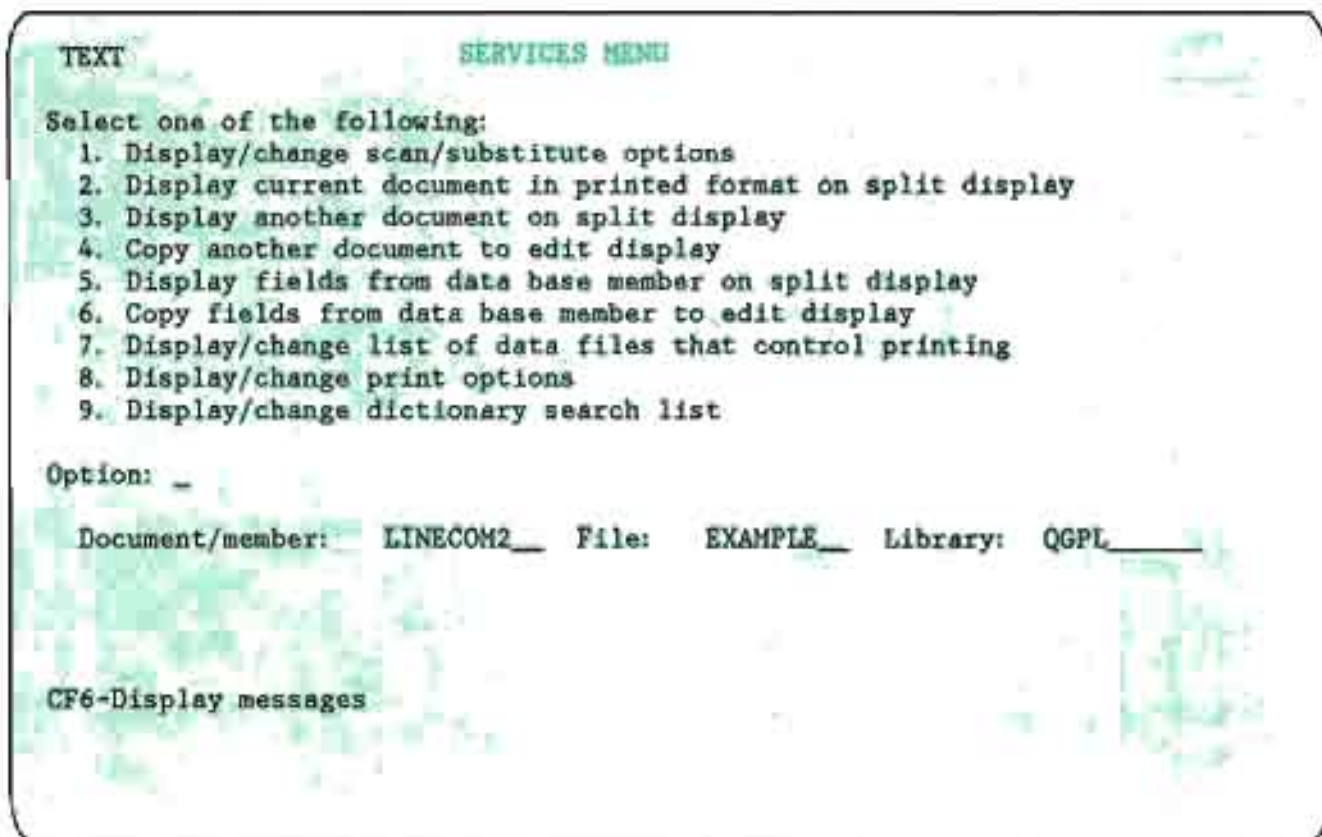


Figure 7-9. SERVICES MENU from SPELLER2's Edit display

3. Key in 9 in the *Option* field and press ENTER. This displays the DICTIONARY SEARCH LIST:

```

TEXT
Document: SPELLER2          DICTONARY SEARCH LIST
                             File: EXAMPLE          Library: QGPL

ORDER  DICTIONARY  LIBRARY  DESCRIPTION
  1    US_____  QENGLISH_  US ENGLISH DICTIONARY
  -    _____  _____
  -    _____  _____
  -    _____  _____
  -    _____  _____
  -    _____  _____
  -    _____  _____
  -    _____  _____

CPS-Display updated dictionary search list

```

Figure 7-16. DICTONARY SEARCH LIST for SPELLER2

Note that SPELLER2 uses only one dictionary—a U.S. English dictionary. Your DICTONARY SEARCH LIST may differ from SPELLER2's.

4. To add a dictionary to the DICTONARY SEARCH LIST:
  - a. In the *ORDER* input field, key in a number to indicate the order in which you want Text Management to search the dictionaries.
  - b. For the *DICTIONARY* field, key in the dictionary name.
  - c. Under *LIBRARY*, key in the library name. Your display looks like this:

TEXT		DICTIONARY SEARCH LIST		
Document:	SPELLER2	File:	EXAMPLE	Library: QGPL
ORDER	DICTIONARY	LIBRARY	DESCRIPTION	
1	US_____	QENGLISH__	US ENGLISH DICTIONARY	
2	UK_____	QENGLISH__		

Figure 7-11. Adding a second dictionary to SPELLER2's search list

- d. Press ENTER. Your display may now show a status code and a description of the dictionary:

TEXT		DICTIONARY SEARCH LIST		
Document:	SPELLER2	File:	EXAMPLE	Library: QGPL
ORDER	DICTIONARY	LIBRARY	DESCRIPTION	
1	US_____	QENGLISH__	US ENGLISH DICTIONARY	
2	UK_____	QENGLISH__	UK ENGLISH DICTIONARY	

Figure 7-12. Second dictionary added to SPELLER2's search list

5. To delete a dictionary from the dictionary search list:
  - a. Space over the search order number, the dictionary name, and the library name.
  - b. Press ENTER.
6. To change the search order:
  - a. Key the new search order number (1 through 9) into the *ORDER* field. The numbers do not have to be consecutive. Text Management searches the lowest number first.

TEXT		DICTIONARY SEARCH LIST	
Document:	SPELLER2	File:	EXAMPLE
		Library:	QGPL
ORDER	DICTIONARY	LIBRARY	DESCRIPTION
2	US_____	QENGLISH__	US ENGLISH DICTIONARY
1	UK_____	QENGLISH__	UK ENGLISH DICTIONARY

Figure 7-3. Searching SPELLER2's UK dictionary first

- b. Press ENTER. Text Management now redisplay the DICTIONARY SEARCH LIST in the new search sequence.

TEXT		DICTIONARY SEARCH LIST	
Document:	SPELLER2	File:	EXAMPLE
		Library:	QGPL
ORDER	DICTIONARY	LIBRARY	DESCRIPTION
1	UK_____	QENGLISH__	UK ENGLISH DICTIONARY
2	US_____	QENGLISH__	US ENGLISH DICTIONARY

Figure 7-4. Displaying SPELLER2's new search order

7. When you press ENTER, the following codes can appear in the STATUS column:

#### STATUS MEANING

- 1 Dictionary or Library is not authorized for your use.
- 2 Dictionary or Library not found.
- 3 Dictionary or Library is not available at this time. Try again later.

When you look at the message, either Dictionary or Library appears highlighted depending on which is appropriate

8. Note that CFS refreshes the dictionary list with an updated status. You can use CFS to check and see if the status has changed
9. To leave the DICTIONARY SEARCH LIST



- If you have not made any changes since the last time you pressed ENTER, press ENTER to return to the Edit display.
- If there are some new changes, press CF2 to process the changes and return to the SERVICES MENU.
- If you want to cancel the changes made to the DICTIONARY SEARCH LIST, press CF1. Text Management ignores all of the changes you made since the last time you pressed ENTER, and returns you to the Edit display.

When you print a document, Text Management uses the dictionary search list to search for hyphenation points if automatic hyphenation is used in the document.

## Summary

When you have completed the examples in this chapter, you should have learned how to proof your document using:

- Spell Check.
- Spell Aid.
- Synonym Aid.
- Automatic hyphenation.
- The DICTIONARY SEARCH LIST.



## Chapter 8. Creating Form Documents

Text Management also allows you to create form documents. A *form document* is a document that requires the user to fill in the input fields, or *form fields*. You can give each form field certain attributes: prompting information, underlining, highlighting, and numeric input. Form fields can be adjacent to each other, but the end of one form field cannot touch, or overlap, another form field.

When you create a form document, you create a skeleton form. Each time you fill the form in, you change a copy of it, not the master skeleton. You use the copy to produce and print a completed form document. You can always request another copy of the original form document.

### Creating a Form Document

For this example, you will create your own form document. You can look at the document FORMDOC in the EXAMPLE file to see what it should look like.

Choose option 1 *Create or revise a document* on the PRIMARY MENU. Key **FORMDOC2** in the *Document* field, and use the EXAMPLE file in QGPL library. Your display shows:

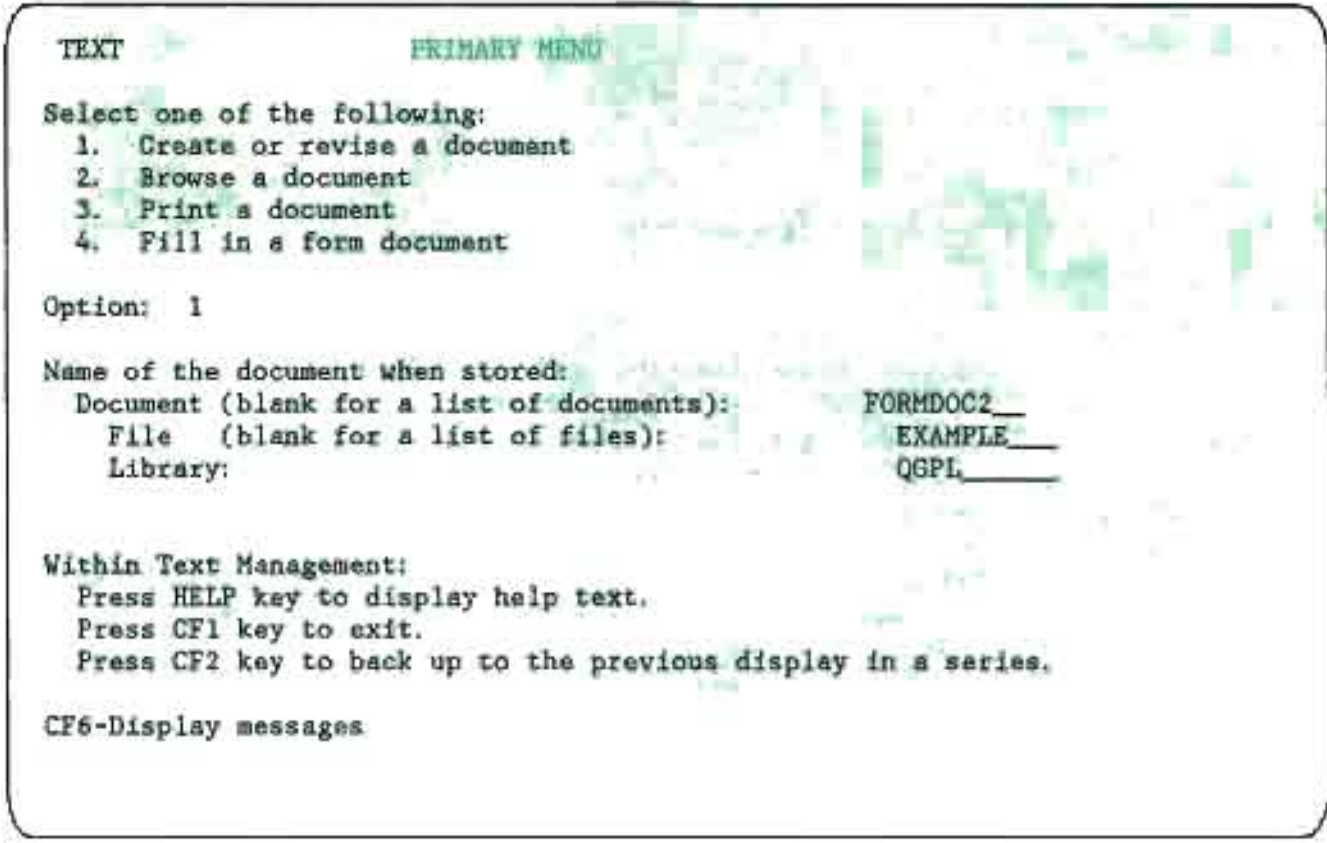


Figure 8-1. Naming your form document and its file

Press ENTER to create the document. Your display now shows:

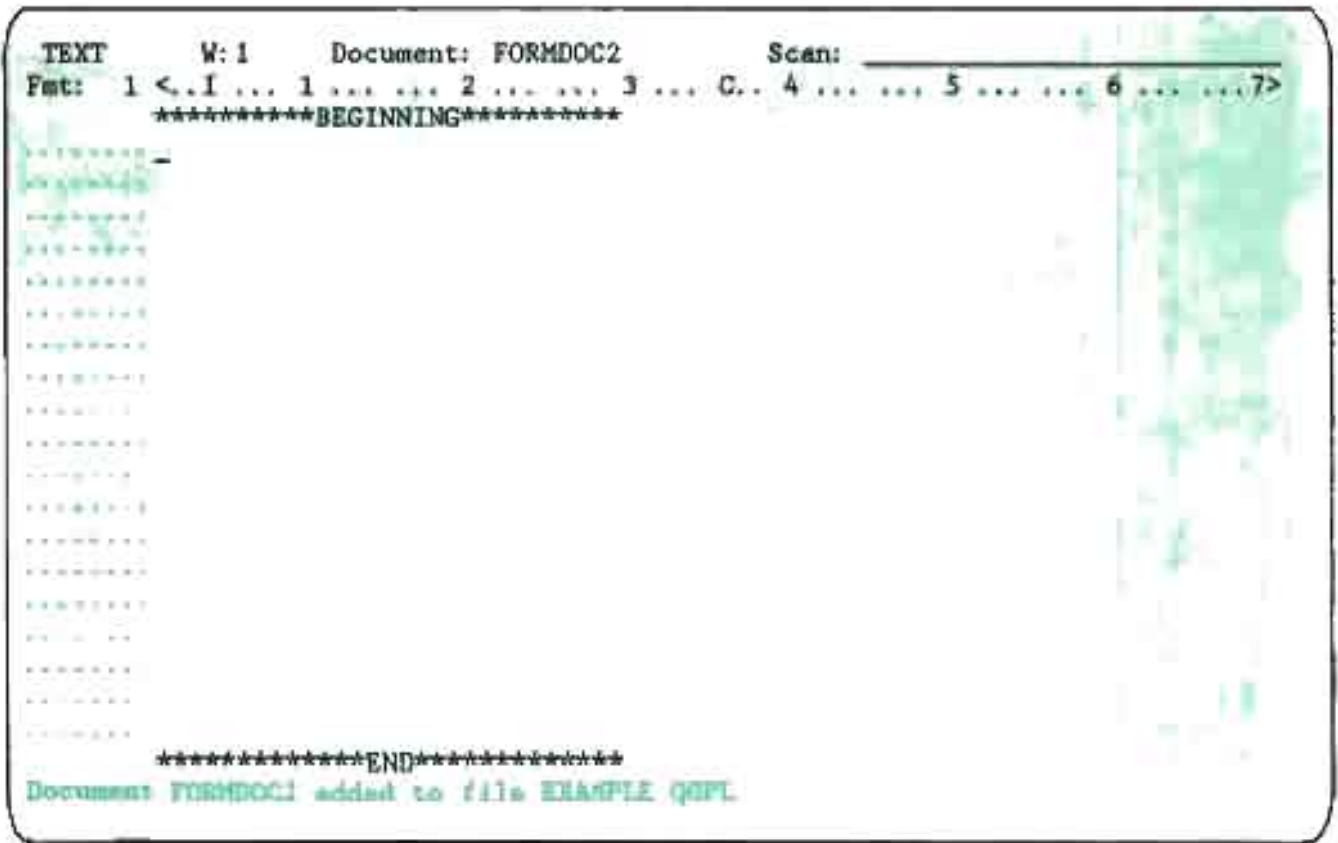


Figure 8-2. Display waiting for your input

FORMDOC2 is a form letter confirming an order. Key in the basic part of the letter as you want it to appear. Leave blank areas for the parts of the letter that change with each use of the form document. For the sample form document, use the text shown on the display below (it is the same text as the FORMDOC document in the EXAMPLE file)



```

TEXT      W:1      Document: FORMDOC2      Scan: _____
Fmt: 1 <..1 ... 1 ... .. 2 ... .. 3 ... G.. 4 ... .. 5 ... .. 6 ... .. 7>
*****BEGINNING*****
0001.00
0002.00      Catalog Service Co.
0003.00      "Guaranteed Satisfaction"
0004.00
0005.00 Dear
0006.00
0007.01 We were pleased to receive your order. A new catalog is enclosed
0008.00 for your future orders. May we have an opportunity to serve you again
0009.00 in the very near future. Your order as we received it was:
0010.00
0011.00      ITEM NUMBER      QUANTITY      DESCRIPTION      COST
0012.00
0013.00
0014.00
0015.00
0016.00      Sincerely,
0017.00      Howard Davis, Pres.
0018.00
0019.00
0020.00 *****END*****

```

Figure 8-3: FORMDOC2 test display

Press ENTER to store the changes that you have made to the document. If you do not press ENTER before you start to define your form fields, you will lose all the changes that you have made since the last time you pressed ENTER.

The next step is to define the form fields themselves. Key in an f where you want the form field to begin and another one where you want it to end. For this document, on line 0001.00, key in f in the first column and space over to the 30th column and key in a second f. Measure your cursor position on the scale line, just as you would on the scale bar on your typewriter. In this way, you do not have to count spaces as you key them in.

Remember that each f takes up one character space of your form field, and that your form field actually begins in column 2, not column 1, and ends in column 29. (Form fields cannot begin in column 1 because you must define them in a character space, and the first character position is column 1.) Insert your form fields so that your display shows:

```

TEXT      W:1   Document: FORMDOC2      Scan: _____
Fmt: 1 <..1... 1... .. 2... .. 3... C.. 4... .. 5... .. 6... .. 7>
*****BEGINNING*****
0001.00 f                                     Catalog Service Co
0002.00                                     "Guaranteed Satisfaction"
0003.00
0004.00
0005.00 Dear
0006.00
0007      We were pleased to receive your order. A new catalog is enclosed
0008.00 for your future orders. May we have an opportunity to serve you again
0009.00 in the very near future. Your order as we received it was:
0010.00

```

Figure 8-4. Defining a form field

The two f's outline your form field. To create the form field, press (F14). Your display now shows an underline where the form field is:

```

TEXT      W:1   Document: FORMDOC2      Scan: _____
Fmt: 1 <..1... 1... .. 2... .. 3... C.. 4... .. 5... .. 6... .. 7>
*****BEGINNING*****
0001.00 _____
0002.00                                     Catalog Service Co
0003.00                                     "Guaranteed Satisfaction"
0004.00
0005.00 Dear
0006.00
0007      We were pleased to receive your order. A new catalog is enclosed
0008.00 for your future orders. May we have an opportunity to serve you again
0009.00 in the very near future. Your order as we received it was:
0010.00

```

Figure 8-5. Creating the first form field

You can create more than one form field at a time. Make sure that you use the cursor movement keys to move and that you do not press ENTER. Use the scale line to help you create the remaining form fields in FORMDOC2 by keying in f at each of these locations:

1. Line 0002.00 column 1 and column 30
2. Line 0003.00 column 1 and column 30
3. Line 0005.00 column 6 (immediately following Dear) and column 25

Note

Do not leave a space after Dear. The f takes up one character space so that a blank is automatically supplied. You should also key the second f on this line on top of the comma so that Text Management does not leave a space between the end of the form field and the comma. When you key the f on top of the comma, the comma temporarily disappears. When you print the document, Text Management prints the comma for you.

4 Line 0012.00 columns 9, 15, 24, 28, 33, 58, 61, 68

Your display shows

```
TEXT      W:1      Document: FORMDOC2      Scan: _____
Fmt: 1 <..I ... 1 ... .. 2 ... .. 3 ... G.. 4 ... .. 5 ... .. 6 ... .. 7>
*****BEGINNING*****
0001.00
0002.00 f      £      Catalog Service Co.
0003.00 f      £      "Guaranteed Satisfaction"
0004.00
0005.00 Dearf      f
0006.00
0007.00 We were pleased to receive your order. A new catalog is enclosed
0008.00 for your future orders. May we have an opportunity to serve you again
0009.00 in the very near future. Your order as we received it was:
0010.00
0011.00      ITEM NUMBER      QUANTITY      DESCRIPTION      COST
0012.00      f      f      f      f      f      f      f      f
0013.00      Total      .tot
0014.00
0015.00
0016.00      Sincerely,
0017.00
0018.00      Howard Davis, Pres.
0019.00
0020.00 *****END*****
```

Figure 8-6. Defining several form fields at once

Press C/F14 to create the remaining form fields. Your document looks like this:



```

TEXT      W:1      Document: FORMDOC2      Scan: _____
Fmt: 1 <..I ... 1 ... .. 2 ... .. 3 ... G.. 4 ... .. 5 ... .. 6 ... .. 7>
*****BEGINNING*****
0001.00 _____
0002.00 _____
0003.00 _____
0004.00 _____
0005.00 Dear _____
0006.00
0007.00      We were pleased to receive your order. A new catalog is enclosed
0008.00 for your future orders. May we have an opportunity to serve you again
0009.00 in the very near future. Your order as we received it was:
0010.00
0011.00      ITEM NUMBER      QUANTITY      DESCRIPTION      COST
0012.00      _____      _____      _____      _____
0013.00                                     Total      .tot
0014.00
0015.00
0016.00      Sincerely,
0017.00
0018.00      Howard Davis, Pres
0019.00
0020.00 *****END*****

```

Figure 8-7. Creating several form fields at once.

Note the space between Dear and the form field. Also note *.tot* which is a print control command that totals the figures when you key them in the COST column of the document.

### Creating columns

So far, this document only has one input field for entering items. You need to create more fields so that the order size is not limited to one item. Create four columns with five input lines each for this document. To do so, you have to copy line 0012.00 four more times. Simply key **C** for Copy on the sequence number field for line 0012.00. Next, key in the target **B4** followed by a space on the sequence number field of line 0013.00. You can choose one of two targets: **B** for Before to execute the command before the line the target is on, or **A** for After to execute the command on the line following the line the target is on. A number following the target letter tells Text Management how many times to execute a command at the target location. Your display shows:

```

TEXT      W:1      Document: FORHDOC2      Scan: _____
Fmt: 1 <..1 ... 1 ... .. 2 ... .. 3 ... .. C.. 4 ... .. 5 ... .. 6 ... .. 7>
*****BEGINNING*****
0001.00 _____
0002.00 _____
0003.00 _____
0004.00 _____
0005.00 Dear _____
0006.00
0007.00 | We were pleased to receive your order. A new catalog is enclosed
0008.00 for your future orders. May we have an opportunity to serve you again
0009.00 in the very near future. Your order as we received it was:
0010.00
0011.00      ITEM NUMBER      QUANTITY      DESCRIPTION      COST
C 12.00      _____      _____      _____      _____
B4 3.00      _____      _____      Total      .tot
0014.00
0015.00
0016.00      Sincerely,
0017.00
0018.00      Howard Davis, Pres.
0019.00
0020.00 *****END*****

```

Figure 8-8 Inserting commands to duplicate a line

When you press ENTER, four additional input lines appear between lines 0012.00 and 0013.00. Line 0013.00's content moves below these additional input lines. *Total* and *.tot* now appear at the bottom of all the input fields.



```

TEXT      W:1      Document: FORMDOC2      Scan: _____
Fmt: 1 <.I ... 1 ... .. 2 ... .. 3 ... G.. 4 ... .. 5 ... .. 6 ... .. 7>
*****BEGINNING*****
0001.00 _____ Catalog Service Co.
0002.00 _____ "Guaranteed Satisfaction"
0003.00 _____
0004.00 _____
0005.00 Dear _____
0006.00
0007.00 We were pleased to receive your order. A new catalog is enclosed
0008.00 for your future orders. May we have an opportunity to serve you again
0009.00 in the very near future. Your order as we received it was:
0010.00
0011.00          ITEM NUMBER      QUANTITY      DESCRIPTION      COST
0012.00          _____      _____      _____      _____
0012.01          _____      _____      _____      _____
0012.02          _____      _____      _____      _____
0012.03          _____      _____      _____      _____
0012.04          _____      _____      _____      _____
0013.00                                     Total      .tot
0014.00
0015.00
0016.00          Sincerely,
0017.00

```

Figure 8-9. Inserting additional input fields to create columns

FORMDOC2 now has four columns with five input lines.

With Text Management, you can insert prompting text, underscore and highlight parts of the document, and specify that an input field accepts only numerical information.

### Inserting prompting text

The next step in creating a form document is to insert prompting text. Prompting text tells the user what to key in on that input field. It shows on the display, but it does not appear in the printed form of the document. All prompting text begins with a period to indicate that the prompt appears only on the display. You can insert prompting text by keying in a period followed by a prompt for the input field.<sup>1</sup> FORMDOC2 has four input fields at the top for name, address, city, and title. You can insert prompting text for these items. Starting on the first line of the four input fields, key in the following items:

1. .Name

2. Press NEW LINE, FIELD ADVANCE, or FIELD EXIT.
3. .Address
4. Press NEW LINE, FIELD ADVANCE, or FIELD EXIT.
5. .City
6. Press NEW LINE, FIELD ADVANCE, or FIELD EXIT.
7. .Title
8. Press NEW LINE, FIELD ADVANCE, or FIELD EXIT.

Your display now looks like this:

```

TEXT      W: 1      Document: FORMDOC2      Scan: _____
Fmt: 1 <..I ... 1 ... .. 2 ... .. 3 ... C.. 4 ... .. 5 ... .. 6 ... .. 7>
*****BEGINNING*****
0001.00   .Name_____
0002.00   .Address_____
0003.00   .City_____
0004.00
0005.00   Dear .Title_____
0006.00
0007.00   |   We were pleased to receive your order.  A new catalog is enclosed
0008.00   |   for your future orders.  May we have an opportunity to serve you again
0009.00   |   in the very near future.  Your order as we received it was:
0010.00
0011.00           ITEM NUMBER      QUANTITY      DESCRIPTION      COST
0012.00           _____      _____      _____      _____
0012.01           _____      _____      _____      _____
0012.02           _____      _____      _____      _____
0012.03           _____      _____      _____      _____
0012.04           _____      _____      _____      _____
0013.00                                           Total          .tot
0014.00
0015.00
0016.00           Sincerely,
0017.00

```

Figure 8-10. Inserting prompting text.

You do not need to insert prompting text for the remaining input fields because each column has a heading.

You key information in over the top of the prompting text. If you want to key information into the input fields only, you have to be in FORM mode. When you are in FORM mode, the changes that you make to the document are temporary. When you make changes to the Edit display of the form document, your changes are permanent. Press CF4 to enter and exit FORM mode. When you wish to fill in a form document, you use FORM mode, and key information over the prompts.

If your display is

```

TEXT      W: 1      Form: FORMDOC2      Scan: _____
Fmt: 1 <..I ... 1 ... .. 2 ... .. 3 ... C.. 4 ... .. 5 ... .. 6 ... .. 7>
*****BEGINNING*****
0001.00   . Name_____
0002.00   . Address_____
0003.00   . City_____
0004.00
0005.00   Dear . Title_____
0006.00
Catalog Service Co.
"Guaranteed Satisfaction"

```

Figure 8-11. Display showing document in FORM mode.

Press CF4, and your display returns to the EDIT mode. Your display now shows:

```

TEXT      W: 1      Document: FORMDOC2      Scan: _____
Fmt: 1 <..I ... 1 ... .. 2 ... .. 3 ... C.. 4 ... .. 5 ... .. 6 ... .. 7>
*****BEGINNING*****
0001.00   . Name_____
0002.00   . Address_____
0003.00   . City_____
0004.00
0005.00   Dear . Title_____
0006.00
Catalog Service Co.
"Guaranteed Satisfaction"

```

Figure 8-12. Display in EDIT mode (you can edit any part of the form document).

Press CF4 again to return to FORM mode.

When using a form document that has prompting text, remember that the text is a prompt and that you type the required information over the top of the prompt. If you enter the information after the prompt, the information does not print because the period remains at the beginning of the input field. Text Management then assumes that the whole line is

a prompt. Just key over the prompt, starting with the period and press FIELD EXIT. Both the prompting period and information disappears.

Text Management also allows you to specify that only numerical input is acceptable in certain fields and which fields you want underscored and highlighted. Now add some of these features to FORMDOC.

### **Specify text definition for form fields**

Text Management allows you to specify additional features as part of your form document with the TEXT DEFINITION prompt. CF14 is the Text Definition command key. You use this key to define your form fields when you are creating a form document. You also use this key to call the TEXT DEFINITION prompt.

FORMDOC2 has a basic format with prompting text inserted, but you can highlight, underscore, and specify numerical input using the TEXT DEFINITION prompt. Choose option 1 *Create or revise a document* on the PRIMARY MENU; do not key in a document name. On the DOCUMENT LIST, copy FORMDOC from the EXAMPLE file in the QGPL library into a new document that you call FORMDOC3. When you have FORMDOC3 on your display, position the cursor in the first form field and press CF14. Your display returns:



TEXT	TEXT DEFINITION
Field length:	028
Field location	Line: 0001.00 Column: 002
Value (initial period indicates value that will not print):	
.Name_____	
<b>Underline/highlight</b>	
Underline this field when printing	(Y N): N
Highlight this field when printing (overprint)	(Y N): N
<b>Positioning</b>	
Remove extra spaces after field when printing	(Y N): N
Center field after keying	(Y N): N
Right adjust and blank fill field	(Y N): N
Right adjust and zero fill field	(Y N): N
<b>Numeric Options</b>	
Allow only numeric value	(Y N): N
Edit field with this Edit Code	(A-D, J-M, Y, Z, 1-9): _
Replace leading zeros with asterisks	(Y N): N
Replace leading zeros with floating currency symbol	(Y N): N
Provide decimal alignment	(1-9): _
CP2-Return to Edit Display	ENTER-Next Form Field

Figure 8-13. TEXT DEFINITION with default values.

Remember to position the cursor in the first form field before you press **CP14**. Text Management displays specific information for that field in the first few lines of the **TEXT DEFINITION** prompt. Look closely at the top part of your display. Text Management displays values in some fields from the information already provided in the document. You see:

TEXT	TEXT DEFINITION
Field length:	028
Field location	Line: 0001.00 Column: 002
Value (initial period indicates value that will not print):	
.Name_____	

Figure 8-14. Values for the first form field

The length of the field is 28 characters; the field location is line 001.00, column 002, and the value of that field is *Name*. Note these are all



attributes you can specify when you create the document and insert prompting text:

The next section of the prompt allows you to specify more attributes for specific fields in your document:

Highlight the name of the person you are sending the form document to by changing the default value for *Highlight this field when printing* to **Y** for Yes. You can see how this looks by pressing **CF2**. Your display returns to the copy of the form and shows:

```
TEXT      W: 1      Document: FORMDOC3      Scan: _____
Func: 1 <..I... 1... .. 2... .. 3... .. C... 4... .. 5... .. 6... .. 7>
          *****BEGINNING*****
0001.00   .Name_____
0002.00   .Address_____

          Catalog Service Co.
          "Guaranteed Satisfaction"
```

Figure 8-15. Highlighted line

When you key a name in this field and print the document, the name is highlighted.

Text Management can do more than highlight, though. It can also define underlining. Or you can do both. Highlight and underscore the name field this way:

```
TEXT      TEXT DEFINITION
Field length:      028
Field location     Line: 0001.00  Column: 002
Value (initial period indicates value that will not print):
.Name_____
Underline/highlight
Underline this field when printing      (Y/N): Y
Highlight this field when printing (overprint)  (Y/N): Y
```

Figure 8-16. Highlight and underscore the .Name field

To highlight and underscore the .Name field, change the default values from **N** for No to **Y** for Yes. You highlight and underscore any field by placing the cursor on the first position in that field, and then pressing **CF14** to obtain the **TEXT DEFINITION** prompt.

#### Note

- You define options for each individual field. Therefore, if you are going to create columns, specify the attributes before copying the line.

If you are already on the TEXT DEFINITION prompt, you do not have to return to the Edit display. To move to the next form field, press ENTER. Each time you move to a new form field, the field length, field location, and field value change to reflect the new form field. Also, the defaults are set to display the current definition for the field. You do not carry information from one form field definition to the next. You do not have to change each form field. Just press ENTER again to move to the next field.

The next part of the prompt helps you position the text of your document. When you key a name into the *Title* input field, you want the comma after the salutation to be next to the name, not five or six spaces away. The positioning options allow you to specify the location of the text in the form field. To position the comma next to the title, press ENTER until the *Value* field shows *Title* on the TEXT DEFINITION prompt. Move the cursor to the positioning section and change the display to read:

#### Positioning

Remove extra spaces after field when printing	(Y N): Y
Center field after keying	(Y N): N
Right adjust and blank fill field	(Y N): N
Right adjust and zero fill field	(Y N): N

Figure 8-17. Removing extra spaces from a field when printing

The default value for this field is N for No. To remove extra spaces, key in Y for Yes. You can remove extra spaces from both numeric and alphabetic fields.

You can also center a field once you have keyed in the text. This option is useful when you are quoting an order number or a title that you want in the center of the document. Again, key Y for Yes in the *Center field after keying* field to center the text in the form field.

You can also specify that fields be right adjusted and filled with either blanks or zeroes. Just change the default value from N for No to Y for Yes.

Text Management also allows you to specify that a form field accept only numeric input. You can define some additional features for the numeric values, as well. Locate the form field for Item. Change the values this way:

```
Numeric Options
Allow only numeric value (Y N): Y
Edit field with this Edit Code (A-D, J-H, Y, Z, 1-9): _
Replace leading zeroes with asterisks (Y N): N
Replace leading zeroes with floating currency symbol (Y N): N
Provide decimal alignment (1-9): _

CF2-Return to Edit Display ENTER-Next Form Field
```

Figure 8-18. TEXT DEFINITION prompt specifying numeric value only

You can also choose some position options for your numeric input. You can specify that the field be right adjusted and filled with either leading blanks or leading zeroes. If you want the field right adjusted and filled with leading asterisks, specify that the positioning be right adjusted and zero filled, then specify numeric values only with leading zeroes replaced with asterisks. You can also specify an edit code that you want to use with this field. To produce a display that shows

```
ITEM NUMBER
*****
*****12345
```

Your TEXT DEFINITION prompt shows





Figure 8-19. TEXT DEFINITION prompt to replace leading zeroes with asterisks

The TEXT DEFINITION prompt allows you to combine several features, or it lets you define just one attribute. You can also align your figures using the decimal point, replace leading zeroes with a floating currency symbol, or combine any of these features.

The TEXT DEFINITION prompt, then, allows you to tailor the form document to your requirements. You can create polished, professional form documents quickly and easily by changing the appropriate lines of the prompt from N for No to Y for Yes. You can exit from the TEXT DEFINITION prompt at any point by pressing CF2. This takes you to the Edit display of the document.

### Deleting a form field

To cancel, or delete, a form field, key in d immediately before the field and press CF14.

### Updating the form document

Now you have keyed in the basic outline of your form document. You can now press CF1 to update and save this document. Your display returns the EXIT FROM EDIT prompt. Check that the values on your display match the ones in Figure 8-20. If they differ, key in the values from this list:

1. Y for Yes (Exit Editor)
2. Y for Yes (Update document named below)

3. N for No (Create document named below)
4. N for No (Print document without formatting)

Your display shows:

```

EXIT FROM EDIT

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

Document name:                            FORMDOC3__
File containing document:                  EXAMPLE__
Library containing file:                   QGPL_____

Description:   A sample letter for my EXAMPLE file_____

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

Save temporary dictionary with document    (Y N): N

```

Figure 8-29. Completed EXIT FROM EDIT prompt

Press ENTER to complete the updating of your form document. This returns you to the PRIMARY MENU.

You now have a basic form document to use. You can make more modifications to it, or you can use it as a form document and print copies of it. You have created input fields, now you can use your FIELD ADVANCE and FIELD BACKSPACE to move between fields. Text Management allows you to add extra touches to your forms to give them a polished look, and also allows you to insert information to make the document easier to fill in. Use CF7 or CF8 to automatically window outside your screen.



## Creating a Source Document

You may use a *source document* to store information as you would store it in a data base file. You may then copy the information from this document into other text documents. A source document contains information in the form of a pattern. You use a source document to add information to other documents. The name of the field must begin with a period followed by an ampersand plus the field name—for example, `&field`. The field name must match the name of the field in the data base member from which you want to copy the information.

Before you create a source document, decide what field names you need, based on the information that you consider important and the maximum length of each field (information for two adjacent fields must not overlap).

When you create a source document, you must have an existing file. The document SOURCE in the EXAMPLE file of the QGPL library is an example of a source document.

For this example, create a copy of the document SOURCE in the EXAMPLE file of QGPL, and call it SOURCE2.

1. On the Edit display of your document, key in the field names. Use the command `&` followed by the field name (for example, `&NAME`). You do not need to key in field names if you are working with SOURCE2.

### Note

- Key in the information for each field immediately underneath the field name. For this example, insert two lines after line 0002.00, and add your name, address, and other required information at the top of the list. Make sure your entries match the pattern of the other entries in the list.

```
TEXT  W: 1      Document: SOURCE2      Scan: _____
Fmt:  1 <..I ... 1 ... .. 2 ... .. 3 ... C.. 4 ... .. 5 ... .. 6 ... .. 7>
      *****BEGINNING*****
0001.00 .&SEL   .&NAME       .&ADDRESS     .&CITY        .&STATE .&DEPT
0002.00                .&TITLE       .&JOBCODE
0003.00 X          FG Brady      134 Main Street  Rochester    MN          103
```

Figure 8-21. Information in the source document SOURCE2

2. Add items to the list, making sure that the first character of each item is in the same column as the period of the field name. For example, add your name and address to the document as the first name in the list (use I for Insert to provide lines). Insert a line, and then add your name and address at the top of the list already in the document.
3. When you do not want to add any more items, press CF1. Text Management displays the EXIT FROM EDIT display.
4. Press ENTER. Text Management saves the changes and displays the PRIMARY MENU.

You now have a source document containing information that you may copy into other documents. For instance, you could use a source document to contain a mailing list. The document MULTICOPY uses .&TITLE. This calls the information from the source document and prints the information from the corresponding field.

Create your own copy of MULTICOPY on the DOCUMENT LIST and display it in printed format on split display. Use CF5 on the Edit display of your version of MULTICOPY. Choose option 5 to display the Edit display of MULTICOPY at the top of the display and the fields from SOURCE2 on the bottom. Press ENTER. On the FIELD SELECTION/ORDERING display, key in a number beside the fields you want to display, in the order you want them displayed. For this example, key 1 beside NAME, 2 beside ADDRESS, and 3 beside CITY. Press ENTER. You can change the layout of the fields on the FIELD SPACING display, or use the spacing provided. (For this example, use the spacing Text Management has supplied.) Press ENTER. You can use the RECORD SELECTION TEST display to choose records that meet the conditions you specify on this display. For this example, do not set any conditions. Press ENTER to return to the document with the records displayed on the bottom half of the display. You can now see your name and address included in the list.

## Summary

When you have completed the examples in this chapter, you should have learned how to:

- Create a form document.
- Build columns of input fields.
- Insert prompting text.
- Specify text definition for form fields.
- Update the form document.
- Create a source document.



## Chapter 9. Using Text Functions

This chapter explains different functions you can use in Text Management from the PRIMARY MENU. You will learn how to:

- Browse a text document.
- Browse a document on split display.
- Delete a text document.
- Print a text document.
- Fill in a form document.

For the examples in this chapter, use option 8 to create a document on the DOCUMENT LIST in the EXAMPLE file of the QGPL library.

### Browsing a Text Document

You can look at a text document on the BROWSE display, but you cannot make any changes to it. If the document that you are browsing is larger than your display, you can use window commands to move the display to the left or right. You can scan for character strings on the BROWSE display by keying the scan string into the *Scan* field. If the scan string contains a leading or trailing blank, enclose the string in single quotes. Use CF7 to scan forward and CF8 to scan backward. To browse a text document:

1. On the PRIMARY MENU menu, key **2** in the *Option* field.
2. Key in the document, file, and library names of the document that you want to browse. For this example, use the document **STDLET** from the file **EXAMPLE** contained in the **QGPL** library. Your display shows:

TEXT

PRIMARY MENU

Select one of the following:

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

Option: 2

Name of the document when stored:

Document (blank for a list of documents):

File (blank for a list of files):

Library:

STDLET\_\_\_\_\_

EXAMPLE\_\_\_\_\_

QGPI\_\_\_\_\_

Within Text Management:

Press HELP key to display help text.

Press CF1 key to exit.

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

CF6-Display messages

Figure 9-1. Choosing to browse STDLET

3. Press ENTER. Text Management displays the STDLET document on the BROWSE display.

On the BROWSE display, you can turn the line numbers on or off using CF13. You can also print the document from this display by pressing CF15.

## Displaying Printed Format on Split Display

You can display the printed format of your document on a split display. The top half of your screen displays the document that you are editing; the bottom half shows the printed form of the document. You can see the page breaks, the margins, and various other features of the printed document.

Look for features that you want to change on the print display on the bottom, or printed format, part of the display. Then you can change the top, or Edit, half of the display. You can change printed format features

on the Edit display, but in order to see how those features affect the printed format of the document you must return to the SERVICES MENU and choose to redisplay the printed format of the document.

Choose option 1 on the PRIMARY MENU, and use the PRTCTL document from the EXAMPLE file in the QGPL library in printed format

1. From the Edit display of the document, press CF5 to display the SERVICES MENU
2. Key 2 in the *Option* field

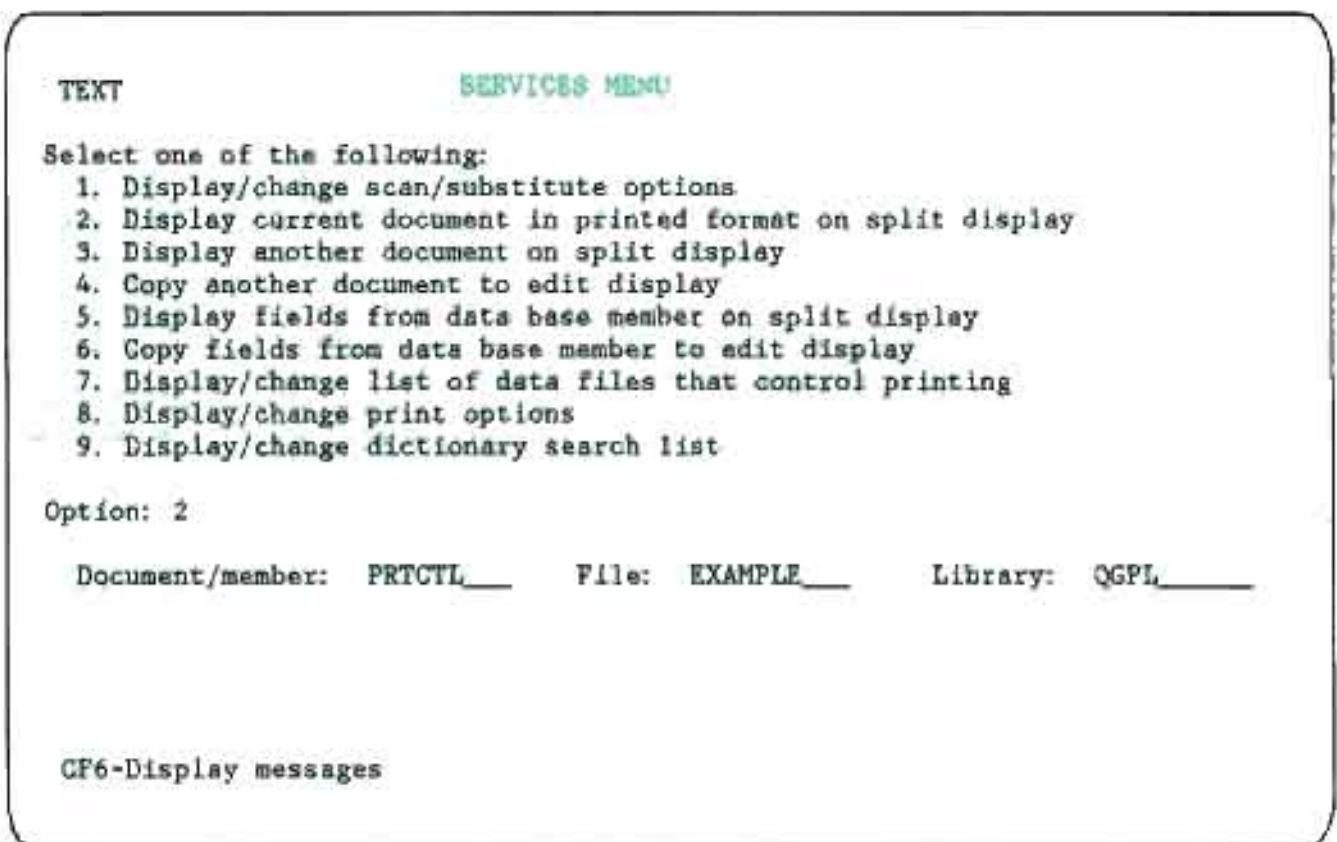


Figure 9-2. Choosing to display the printed format of a document

3. Press ENTER. Your display shows

```

TEXT      W:1      Document: PRTCTL      Scan: _____
Fmt: 1 <... 1 ... 2 ... 3 ... C... 4 ... 5 ... 6 ... 7>
*****BEGINNING*****
0001.00 .sk 6
0002.00                               S/38 Text Management
0003.00           How to Use Print Control Commands When Creating Documents
0004.00                               .date
0005.00 .tc
0006.00 .hl Introduction
0007.00   This sample document shows you how print control commands can be
0008.00 used in document creation. The sample document shows a document
0009.00 containing print control commands. Compare this to the printed form.
-----
Browse W:1__ Page: 1__ Line: 8__ Scan: _____
*****BEGINNING*****
                               S/38 Text Management
                               How to Use Print Control commands When Cresting Documents
                               12/12/85

CONTENTS
1.1 Introduction . . . . . 2
1.2 Parts of a Document . . . . . 3
1.2.1 The Automatic Table of Contents . . . . . 3
1.2.2 Major Chapter Headings . . . . . 3

```

Figure 9-3 Displaying printed format of the PRTCTL document

4. Position the cursor on the half of the display you want to work with. Use the ROLL keys to display different parts of the document. You can also scan for words on either half of the display. Key the scan string into the Scan field on the part of the display you want to search.
5. To update the document, press CFI to go to the EXIT FROM EDIT display.
6. To return to the PRIMARY MENU, press ENTER.

Because Text Management uses a character to highlight and underline text, some of the text may be blanked out on the Edit display. When you browse the document in printed format, Text Management shows you all the text, but highlighted and underlined words will appear as plain words.

## Deleting a Text Document

Before starting this example, create a document on the DOCUMENT LIST display; then follow these steps to delete it. Text Management allows you to delete a text document from a file if you have the authorization to do so. You must be on the DOCUMENT LIST to delete a text document from a file. To delete a text document:

1. Leave the *Option* field blank
2. Leave the *Document* field blank
3. Key in the file name
4. Key in the library name. Your display shows:

```
TEXT                PRIMARY MENU

Select one of the following:
 1. Create or revise a document
 2. Browse a document
 3. Print a document
 4. Fill in a form document

Option: _

Name of the document when stored:
 Document (blank for a list of documents):
   File (blank for a list of files):      EXAMPLE
   Library:                               QGPL

Within Text Management:
 Press HELP key to display help text.
 Press CF1 key to exit.
 Press CF2 key to back up to the previous display in a series.

CF6-Display messages
```

Figure 9-4. PRIMARY MENU (some fields may not be blank)

5. Press ENTER. Your display now shows the DOCUMENT LIST for the EXAMPLE file in the QGPL library:



```

TEXT                                DOCUMENT LIST
File:  EXAMPLE                      Library:  QGPL
Select document from list below:
Search description:
Search from created date:  00/00/00    To created date:  02/22/84
Locate document name beginning with:

OPT  DOCUMENT      DESCRIPTION                                CREATED
-    COLLIST      Simple data base column list_____ 02/22/84
-    COLLIST2     Simple data base column list_____ 02/22/84
-    DBCOPY       Document to copy data in directly_____ 02/22/84
-    ENVELOPE     Envelope example_____ 02/22/84
-    FORMDOC     Document with form fields, highlight, underline_____ 02/22/84
-    LETMCC      Letter with multicopy and column list_____ 02/22/84
-    LINECOM     General letter with data for line commands_____ 02/22/84
-    MULTICOPY   Multiple copy document from data base_____ 02/22/84
-    PRTCTL      Document with print control commands_____ 02/22/84
-    SOURCE      Document containing Print Control File data_____ 02/22/84
-    SPELLER     Letter with misspelled words_____ 02/22/84
-    STDLET      Standard letter_____ 02/22/84

1-Select document.                    9-Remove document  CF16-Print list

```

Figure 9-5. DOCUMENT LIST

6. Key 9 in the *Option* field beside the document you want to delete from the file

```

TEXT                                DOCUMENT LIST
File:  EXAMPLE                      Library:  QGPL
Select document from list below:
Search description:
Search from created date:  00/00/00    To created date:  02/22/84
Locate document name beginning with:

OPT  DOCUMENT      DESCRIPTION                                CREATED
-    COLLIST      Simple data base column list_____ 02/22/84
9    COLLIST2     Simple data base column list_____ 02/22/84
-    DBCOPY       Document to copy data in directly_____ 02/22/84
-    ENVELOPE     Envelope example_____ 02/22/84

```

Figure 9-6 Choosing to delete COLLIST2 from the EXAMPLE file

7. Press ENTER. Text Management displays a message at the bottom of your display telling you to press ENTER again to delete the document with 9 beside it. If you decide you do not want to delete the document after all, key a blank over the 9 to cancel the deletion.
8. Press ENTER again, and Text Management deletes the document.

To return to the PRIMARY MENU, press CF2. To return to the PRIMARY MENU without deleting the document, press CF1.

**Note**

- You can also use CF2 to process the display, delete the document from the file, and return to the PRIMARY MENU.

## Deleting a File from a Library

Deleting a file from a library is similar to deleting a text document from a file.

1. On the PRIMARY MENU, leave the *File* field blank to see a list of files contained in the library. Key in the library name.
2. Press ENTER, and Text Management displays a list of files contained in the library.
3. Key 9 beside the file or files that you want to delete, and press ENTER. **Do NOT delete the EXAMPLE file from the QGPL library.**
4. Text Management asks you to press ENTER again to confirm the deletion. You can cancel the request by keying a blank over the 9 and pressing ENTER.
5. Press CF2 to process the display and return to the PRIMARY MENU, or CF1 to return to the PRIMARY MENU without deleting the file.

**Note**

- You can also use CF2 to process the display, delete the file from the library, and return to the PRIMARY MENU.

## Printing a Text Document

You may print text documents from the Edit display of the document that you are working on. For more information on printing your documents, see Chapter 10, "Printing Text Documents" on page 10-1.

You can browse or change a document's print options from the Edit display of the document that you want to print. Press CF5 to display the SERVICES MENU. Key 8 in the *Option* field and press ENTER. Text Management now displays the PRINT OPTIONS menu. You can make changes here if you want, or you can leave the values that appear in the different fields and print the document using those values. Press ENTER. Text Management returns to the Edit display of the document that you want to print.

On the Edit display of the document you want to print, press CF15. Text Management locks your keyboard while it prints the document.

You may also print a document from the PRIMARY MENU. Key 3 in the *Option* field, and the document, file, and library names in the corresponding fields. Then, press ENTER. Text Management now displays the PRINT MODE MENU.

If you chose to see or change the print options by selecting \*TEMP or \*PERM on the PRINT MODE MENU, Text Management displays the PRINT OPTIONS menu. Again, you may make changes you want or use the default values already in place. Press ENTER. Text Management prints the document for you.

## Filling in a Form Document

FORMDOC2 is a form document in the EXAMPLE file of the QGPL library that you created in an earlier example. (If you did not create FORMDOC2 in the earlier example or have deleted it, create it now by copying FORMDOC from the EXAMPLE file of the QGPL library on the DOCUMENT LIST using option 8.) Now you are going to fill in a copy of FORMDOC2. Make sure that you are on the PRIMARY MENU. Choose option 4: *Fill in a form document*. Key in the correct document name: the document name is **FORMDOC2**, the file is **EXAMPLE**, and the library is **QGPL**. Your display shows:

TEXT

PRIMARY MENU

Select one of the following:

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

Option: 4

Name of the document when stored:

Document (blank for a list of documents):

FORMDOC2\_\_

File (blank for a list of files):

EXAMPLE\_\_

Library:

QGPL\_\_\_\_\_

Within Text Management:

Press HELP key to display help text.

Press CF1 key to exit.

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

CF6-Display messages

Figure 9-7. Choosing to Fill in FORMDOC2

Press ENTER and FORMDOC2 appears on the display ready for you to complete



```

TEXT      W:1      Form: FORMDOC2      Scan: _____
Fmt: 1 <.I ... 1 ... 2 ... 3 ... C... 4 ... 5 ... 6 ... 7>
*****BEGINNING*****
0001.00   .Name_____
0002.00   .Address_____
0003.00   .City_____
0004.00
0005.00   Dear .Title_____
0006.00
0007.00   |   We were pleased to receive your order.  A new catalog is enclosed
0008.00   |   for your future orders.  May we have an opportunity to serve you again
0009.00   |   in the very near future.  Your order as we received it was:
0010.00
0011.00           ITEM NUMBER      QUANTITY      DESCRIPTION      COST
0012.00           _____      _____      _____      _____
0013.00           _____      _____      _____      _____
0014.00           _____      _____      _____      _____
0015.00           _____      _____      _____      _____
0016.00           _____      _____      _____      _____
0017.00                                           Total      .tot
0018.00
0019.00           Sincerely,
0020.00

```

Figure 9-8. FORMDOC2 appears on display

Note the prompting text in the fields and the input lines. All you have to do is fill in the information in the form fields. Remember, you must key over the leading period of the prompt, or the information you enter does not print. To move from one form field to the next, you can use the field movement keys instead of the cursor movement keys. When the *Show* field is blank, you can also use CF7 to scan forward and CF8 to scan backward for a form field. When you complete a field or press NEW LINE, the cursor moves automatically to the first form field on the line. The field movement keys allow you to skip a field or to return to a field. Once you have defined form fields in a document, you can use the field movement keys much as you do a typewriter's tab key (except that you have the option of a reverse movement).

Sometimes a document has more fields than are on the display, or a field may not appear completely on the display. You cannot key information into a field that is only partially displayed. In these cases, you cannot use FIELD ADVANCE or FIELD BACKSPACE to move to those form fields until you have them completely on the display. You can display them in three ways. You can use CF7 to scan for the next form



field CF7 will window the display to show the next form fields on the display. Before using CF7 to scan for form fields, make sure that the Scan field at the top of the display is empty; otherwise, Text Management scans for the contents of the Scan field rather than for the next form field. You can use the ROLL keys to move the document until the fields appear on the display, or you can use the window command on the sequence number field. To use the window command:

1. Position the cursor on the leftmost position of the sequence number field. Note that the original value for W at the top of the display is 1.
2. Key in the window line command W and the number of the column that you want to display in the left margin, followed by a space. Key in W10\_ to display column 10 in the window. Your display shows

```

TEXT      W: 1      Form: FORMDOC2      Scan: _____
Fmt: 1 <..I ... 1 ... .. 2 ... .. 3 ... G.. 4 ... .. 5 ... .. 6 ... .. 7>
W10      *****BEGINNING*****
0001.00   .Name_____
0002.00   .Address_____
0003.00   .City_____
0004.00
0005.00   Dear .Title_____
0006.00
0007      We were pleased to receive your order. A new catalog is enclosed
0008.00   for your future orders. May we have an opportunity to serve you again
0009.00   in the very near future. Your order as we received it was:
0010.00
0011.00           ITEM NUMBER      QUANTITY      DESCRIPTION      COST
0012.00           _____      _____      _____      _____
0013.00           _____      _____      _____      _____
0014.00           _____      _____      _____      _____
0015.00           _____      _____      _____      _____
0016.00           _____      _____      _____      _____
0017.00                                           Total      - tot
0018.00
0019.00           Sincerely,
0020.00

```

Figure 9-9. Window line command on the FORMDOC2 display.

3. Press ENTER, and the display moves 10 spaces to the left. Note that the W value at the top of your display changes to W.10—the column in the window. Your display shows

```

TEXT      W: 10      Form: FORMDOC2      Scan: _____
Fmt: 1 1 ... 2 ... 3 ... C... 4 ... 5 ... 6 ... 7>... 8
*****BEGINNING*****
0001.00  _____
0002.00  _____
0003.00  _____
0004.00
0005.00  title_____
0006.00
0007.00  I am pleased to receive your order. A new catalog is enclosed
0008.00  future orders. May we have an opportunity to serve you again
0009.00  in the near future. Your order as we received it was:
0010.00
0011.00  M NUMBER      QUANTITY      DESCRIPTION      COST
0012.00  _____      _____      _____      _____
0013.00  _____      _____      _____      _____
0014.00  _____      _____      _____      _____
0015.00  _____      _____      _____      _____
0016.00  _____      _____      _____      _____
0017.00                                     Total          .tot
0018.00
0019.00                                     Sincerely,
0020.00

```

Figure 9-10. FORMDOC2 display windowed left 10 spaces

4. To return to the left edge of the document, key in the window line command W1\_ and press ENTER.

Filling in the form document is easy. Move to the first field, and key in the information over the prompt (Remember, your information cannot exceed the length of the form field shown on the display.) On FORMDOC2, key in the Name Mrs. Lawrence Smith.

```

TEXT      W:1      Form: FORMDOC2      Scan: _____
Fmt: 1 <..I ... 1 ... .. 2 ... .. 3 ... C.. 4 ... .. 5 ... .. 6 ... .. 7>
*****BEGINNING*****
0001.00  Mrs. Lawrence Smith_____
0002.00  .Address_____
0003.00  .City_____
0004.00
0005.00  Dear .Title_____
0006.00
0007      We were pleased to receive your order.  A new catalog is enclosed

```

Figure 9-11. Filling in the first form field

Now key in the Address: 3949 San Marcos Road, the City, Evanston, Illinois, and the Title, Mrs. Smith. Your display shows:

```

TEXT      W:1      Form: FORMDOC2      Scan: _____
Fmt: 1 <..I ... 1 ... .. 2 ... .. 3 ... C.. 4 ... .. 5 ... .. 6 ... .. 7>
*****BEGINNING*****
0001.00  Mrs. Lawrence Smith_____
0002.00  3949 San Marcos Road_____
0003.00  Evanston, Illinois_____
0004.00
0005.00  Dear Mrs. Smith_____
0006.00
0007      We were pleased to receive your order.  A new catalog is enclosed

```

Figure 9-12. Filling in the address and title fields

Remember that the title line removes the blank spaces between the input and the comma when you print the document. You cannot see the comma although Text Management still recognizes that it is there.

Now fill in the remainder of the form:

```

0008.00 for your future orders.  May we have an opportunity to serve you again
0009.00 in the very near future.  Your order as we received it was:
0010.00
0011.00      ITEM NUMBER      QUANTITY      DESCRIPTION      COST
0012.00      _____      _____      _____      _____
0013.00      _____      _____      _____      _____
0014.00      _____      _____      _____      _____
0015.00      _____      _____      _____      _____
0016.00      _____      _____      _____      _____
0017.00                                     Total      .tot
0018.00
0019.00                      Sincerely,
0020.00

```

Figure 9-13. Form fields remaining

The item field accepts numeric input only.

When the form is complete, press **CF15** to print the document. Your display does not change, but a message appears telling you that the print is complete. The printed document does not show the form field underlines unless the underlines are part of the Text Definition specifications.

To exit from the document, press **CF1**. Your display returns to the **EXIT FROM EDIT** display.



```

EXIT FROM EDIT

Exit Editor - Return to Primary Menu      (Y N): N
Edit another new form                     (Y N): Y
Create document named below              (Y N): N
Print document without formatting         (Y N): N

Document name:                            FORMDOC2__
File containing document:                 EXAMPLE__
Library containing file:                  QGPL_____

Description:   Document with form fields, highlight, underline__

Resequence document by line number       (Y N): N
  ** or **
Resequence document by calculating page/line (Y N): N

Save temporary dictionary with document   (Y N): N

```

Figure 9-14. EXIT FROM EDIT prompt exiting filling form document

Note that the EXIT FROM EDIT prompt has an option that allows you to fill in another document without leaving the Editor. The display has certain default values that you can change according to your needs.

Text Management assumes that you do not want to exit from the editor, and displays N for No in the *Exit Editor* field. Text Management also assumes that you want to fill in another form document, and enters the value Y for Yes in the *Edit another new form* field. If you want to fill in another document, press ENTER. A new copy of the skeleton form document appears on the screen for you to complete and print.

Just repeat these steps until you do not want to fill in any more forms. When you want to stop, change the EXIT FROM EDIT prompt to read Y for Yes in the *Exit Editor* field, and N for No in the *Edit another new form* field. Your display shows,



### EXIT FROM EDIT

Exit Editor - Return to Primary Menu (Y N): Y  
Edit another new form (Y N): N  
Create document named below (Y N): N  
Print document without formatting (Y N): N

Document name: FORMDOC2\_\_  
File containing document: EXAMPLE\_\_  
Library containing file: QGPL\_\_\_\_\_

Description: Document with form fields, highlight, underline\_\_

Resequence document by line number (Y N): N

-- or --

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

Save temporary dictionary with document (Y N): N



Figure 9-15. Leaving the EXIT FROM EDIT prompt.

Press ENTER. Your display returns the PRIMARY MENU, and you can choose to work in another area of Text Management.



## Summary

When you have completed the examples in this chapter, you should have learned how to:

- Browse a text document.
  - Browse a document on split display.
  - Delete a text document.
  - Print a text document.
  - Fill in a form document.
- 
- 



## Chapter 10. Printing Text Documents

You can print your document in three ways. You can use:

- Option 3 on the PRIMARY MENU or the DOCUMENT LIST.
- CF15 on the Edit display of the document.
- The EXIT FROM EDIT display. Text Management prints the document on the system printer exactly as it appears on your display without using print options stored with the document or resolving print control commands.

You can browse and change the print options for the document and then print it. Or, you can print the document without browsing the print options. When you choose not to browse the print options, Text Management uses either the default print options to print the document or the print options stored with the document.

Before you start printing, see your System/38 administrator to find out which printer to use. The administrator can also tell you which printer file and library you should use to print your documents.

Again, create your own document with which to practice on the DOCUMENT LIST, and call it STDLET2. Remember to delete it from the EXAMPLE file when you finish practicing.

### Printing from the PRIMARY MENU

Use the document that you created on the DOCUMENT LIST for this example. The file name is EXAMPLE, and the library is QGPL.

1. On the PRIMARY MENU, key 3 in the *Option* field.
2. Key the document, file, and library names in the corresponding fields. Your display shows:

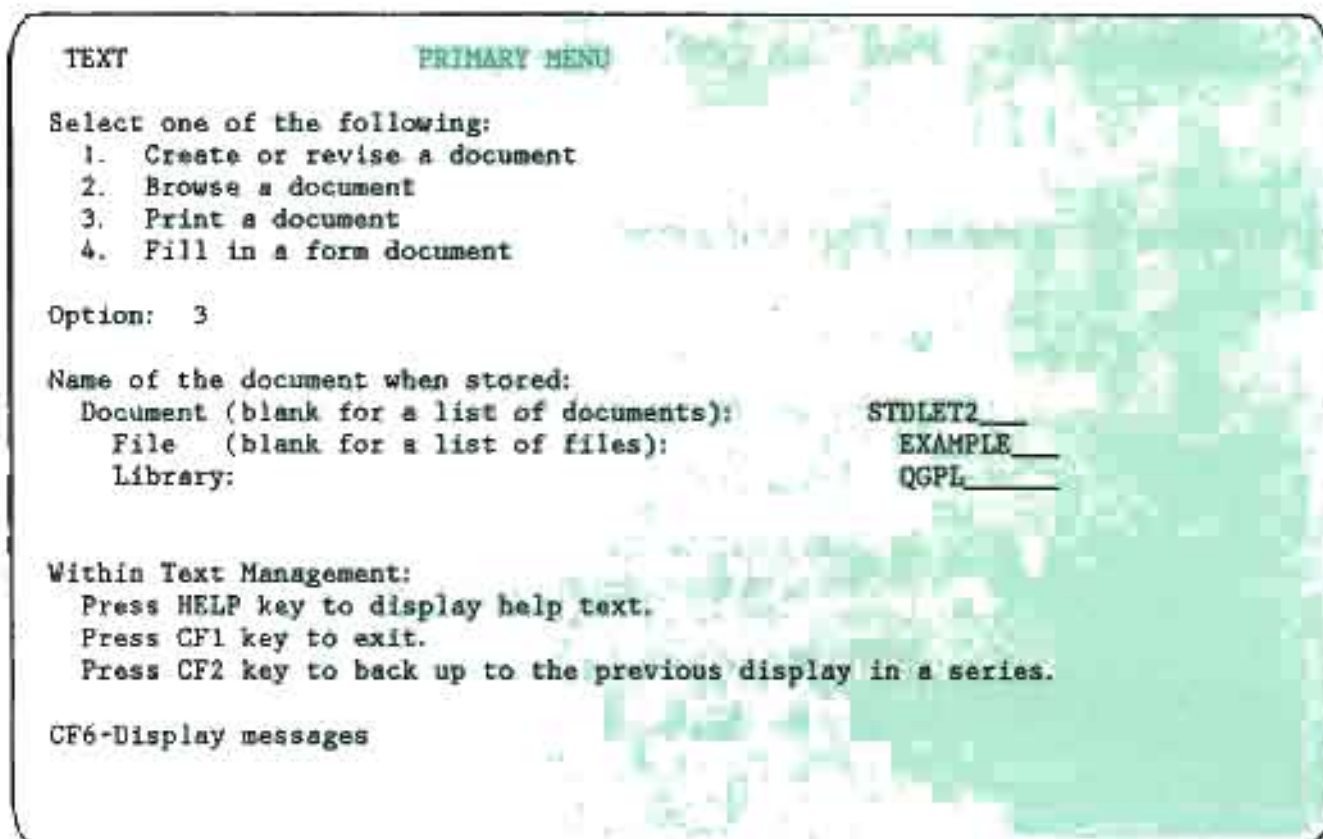


Figure 10-1. Choosing to print STDLET2 in the EXAMPLE file of QGPL.

3. Press ENTER. Text Management now displays the PRINT MODE MENU.
4. Key 1 in the *Interactive* field. (If you want Text Management to print the document at a later time as a batch printing job, key in option 2. The advantage to using option 2 is that you can carry on with your next task without waiting until the document print is complete.)
5. Key \*TEMP in the *Display:change print options* field. Your display shows:



```
TEXT                                PRINT MODE MENU
Document: STDLET2                   File: EXAMPLE                       Library: QGPL

Select document print mode:
  1. Interactive
  2. Batch

Option: 1

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

Figure 10-2 Completed PRINT MENU for STDLET2

6. Press ENTER. Text Management now displays the PRINT OPTIONS menu.
7. Key in Y for Yes in the *Printing device options (Y/N)* field. If you do not want to see the device options, key in N for No.
8. Key in the printer that you want to use in the *Printer device type* field.
9. Key in the name of the printer file, or leave the *Printer file name* field blank to see a list of printer files. Your display shows:

```

TEXT                                PRINT OPTIONS
Document: STDLET2                   File: EXAMPLE                       Library: QGPL
Enter temporary changes:

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

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

```

Figure 10-3. Completed Displaywriter PRINT OPTIONS menu for STDLET2

10. Press ENTER. Text Management now displays the print options for the device you specified in the *Printer device type* field.

## Printing on the System Printer

If you specified \*SYSVRT in the *Printer device type* field on the PRINT OPTIONS display, Text Management displays the SYSTEM PRINTER OPTIONS display. When you choose to print on the EXIT FROM EDIT display, Text Management prints the document on the system printer. This section shows you how to print the document using the print options for your system printer. You can change any fields on the display, or you can use the default print options. Your display shows:

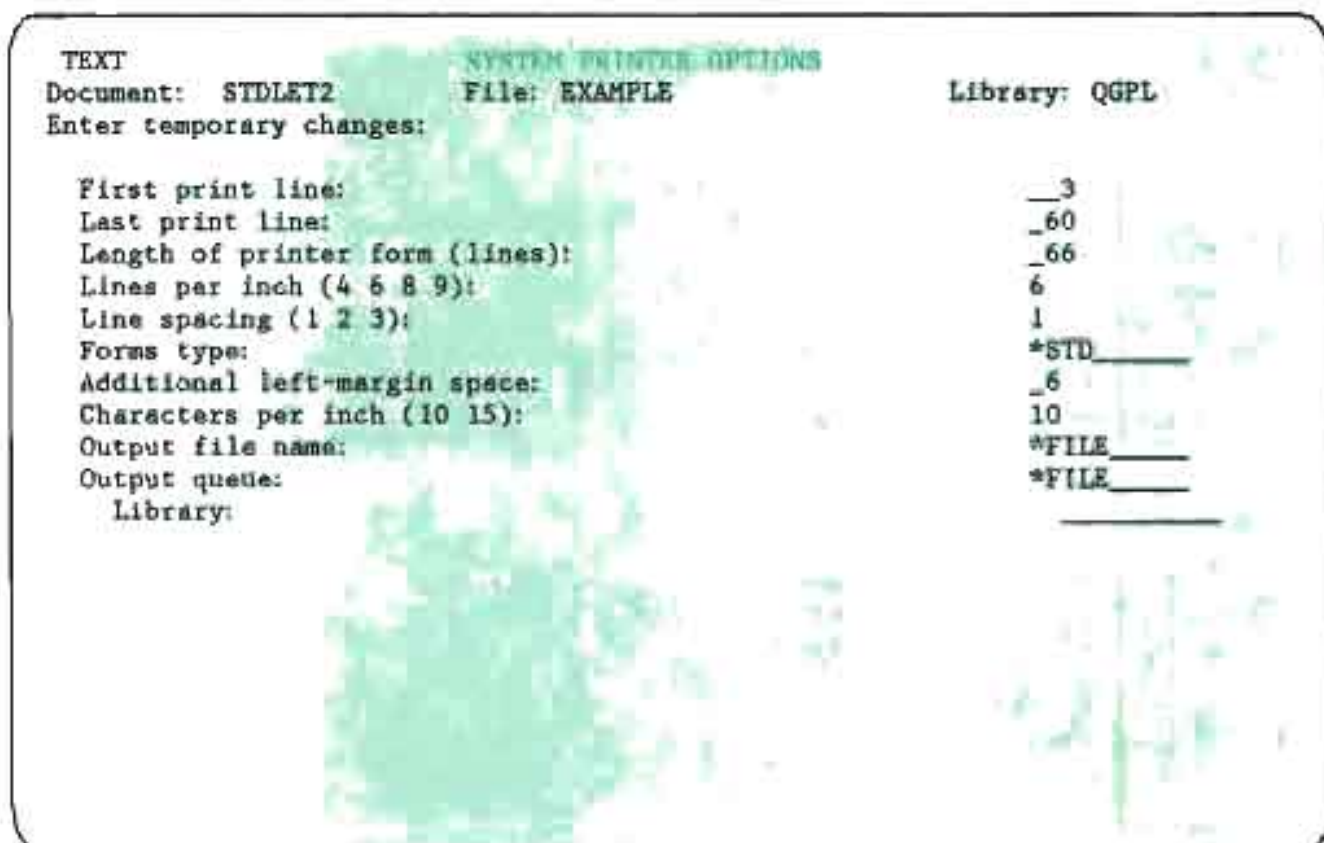


Figure 10-3. SYSTEM PRINTER OPTIONS display

You may change any of the fields that you want to on this display, or you can let the system printer print the document using all the default print options.

Press ENTER, and Text Management prints the document for you while displaying the message *Document print in progress*. When Text Management completes the print, it returns the PRIMARY MENU.

## Printing on the 5219

If you specified \*5219 in the *Printer device type* field on the PRINT OPTIONS display, Text Management displays the 5219 PRINTER OPTIONS prompt. This example shows you how to print your document using the print options for the IBM 5219 printer. You can change any fields on the display, or you can use the default print options.

```

TEXT                               3219 PRINTER OPTIONS
Document:  STDLET2                 File:  EXAMPLE                     Library:  QGPL
Enter temporary changes:

Print font:                         _87
First print line:                   _3
Last print line:                    _60
Length of printer form (lines):    _66
Lines per inch (4 6 8):             6
Line spacing (1 2 3):               1
Forms type:                         *STD _____
Additional left-margin space:      10
Conserve ribbon (Y N):              Y
Paper supply selection:             1
  1 - Primary drawer
  2 - Alternate drawer
  3 - Alternate drawer for first page of each copy
  4 - Alternate drawer for first page of the job
  5 - Continuous forms feed
  6 - Alternate drawer for envelopes
Output file name:                   *FILE _____
Output queue:                       *FILE _____
Library:                             _____

```

Figure 10-5. 3219 PRINTER OPTIONS display for STDLET2

Press ENTER. If you specified Option 1 on the PRINT MODE MENU, Text Management prints the document. Once printed, you return to the display from which you issued the command. If you chose to print the document in batch, Text Management stores the print options with the document.

## Printing on the 6670 Information Distributor

If you specified \*6670 in the *Printer device type* field on the PRINT OPTIONS prompt, Text Management displays the 6670 INFORMATION DISTRIBUTOR OPTIONS prompts. This section shows you how to print your document using the print options for the IBM 6670 Information Distributor. There are two parts to the 6670 INFORMATION DISTRIBUTOR OPTIONS display. Complete the first display, and then press ROLL UP to display the second part. You can change any fields on the display, or you can use the default print options.



```

TEXT                               6670 INFORMATION DISTRIBUTOR OPTIONS
Document:  STDLET2                 File:  EXAMPLE                       Library:  QGPL
Enter temporary changes:

Use Text Management supplied OCL (Y N):                Y

Font selection      Font ID      Down-load from system/38
Primary:           _86          (Y N):  N
Highlight          160          (Y N):  N
Primary underscore: _86          (Y N):  N
Highlight underscore: 160        (Y N):  N

Input keyboard number:                                101

First print line:                                     _3
Last print line:                                     _60
Lines per inch (5.5 6 6.5):                          6.0
Line spacing (1 2 3):                                  1
Additional left-margin space:                          10

```

Figure 10-6. STDLET2's default 6670 INFORMATION DISTRIBUTOR OPTIONS display, Part 1

You can specify up to four different fonts to use on the 6670 Information Distributor. Fonts are stored on System 38, and you can send, or download, up to two fonts to the 6670 Information Distributor at run-time. Text Management copies the font information from System/38 to the 6670 INFORMATION Distributor. For more information about the fonts you can use, see *IBM System/38 OFFICE/38—Text Management User's Guide and Reference Manual*.



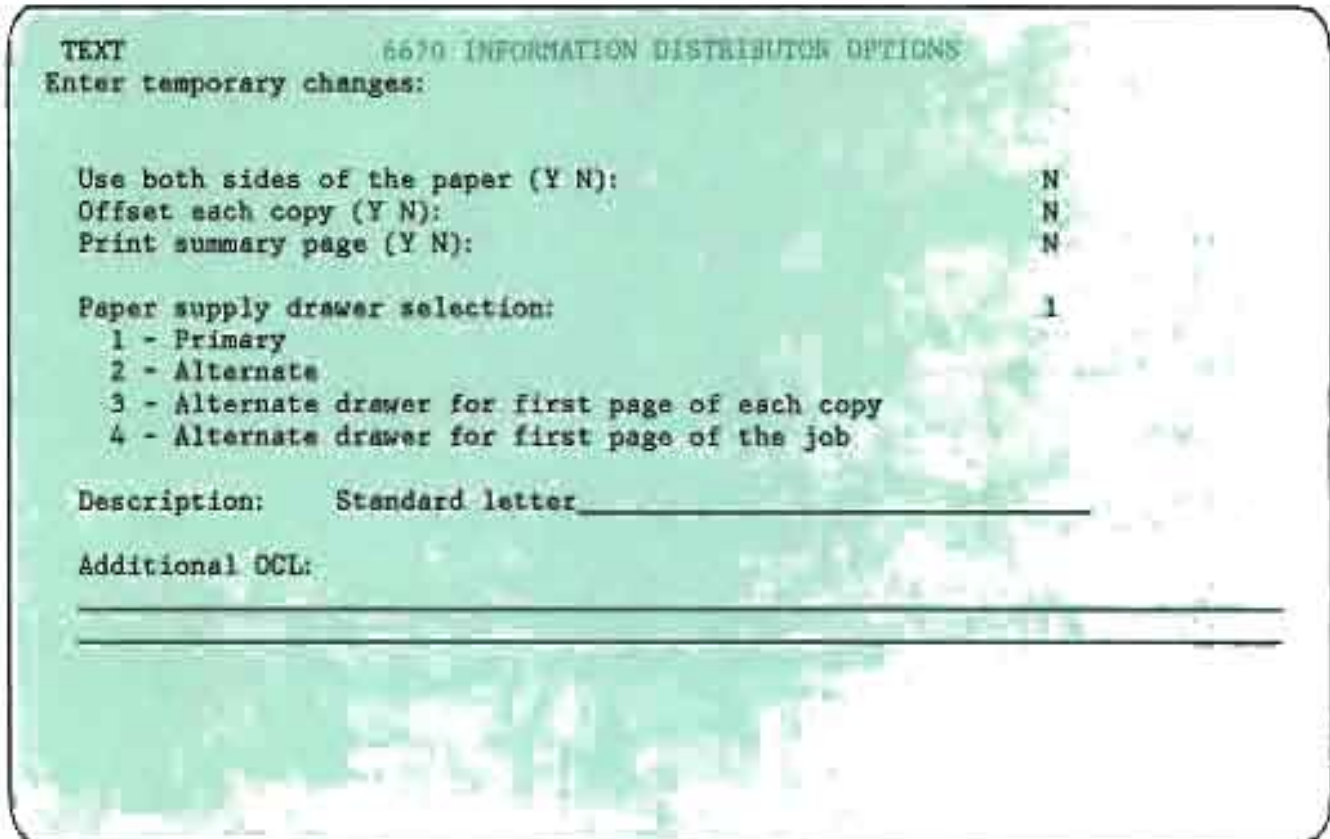


Figure 10-7. STDLET2's default 6670 INFORMATION DISTRIBUTOR OPTIONS screen, Part II

Press ENTER. If you specified Option 1 on the PRINT MODE MENU, Text Management prints the document. Once printed, you return to the display from which you issued the command.

## Printing on the Displaywriter

If you specified \*6580 in the *Printer device type* field on the PRINT OPTIONS display, Text Management displays the DISPLAYWRITER OPTIONS prompt. This section shows you how to print your document using the print options for the IBM Displaywriter (6580). You can change any fields on the display, or you can use the default print options.

TEXT		DISPLAYWRITER OPTIONS	
Document:	STDLET2	File:	EXAMPLE
		Library:	QGPL
Enter temporary changes:			
Use Text Management supplied OCL (Y N):			Y
Print font:			_87
First print line:			_3
Last print line:			_60
Lines per inch (5, 3, 6, 8):			6.0
Line spacing (1, 2, 3):			1
Additional left-margin space:			10
Paper supply selection:			1
1 - Primary			
2 - Alternate			
3 - Alternate drawer for first page of each copy			
4 - Alternate drawer for first page of the job			
Description:	Standard letter_____		
Additional OCL:	_____		
	_____		

Figure 10-8. DISPLAYWRITER OPTIONS display

Press ENTER. If you specified Option 3 on the PRINT MODE MENU, Text Management prints the document. Once printed, you return to the display from which you issued the command.

## Printing from the Edit Display

You can also print a document from the Edit display of the document using CF15. If you want to print the document immediately and do not want to change the print options, you can press CF15 on the Edit display. Text Management prints the document using the print options that are currently stored with the document. Use the following steps to browse or change the options:

1. On the Edit display, press CF15 to display the SERVICES MENU.
2. Key 8 in the *Option* field. Your display shows:

TEXT

SERVICES MENU

Select one of the following:

1. Display/change scan/substitute options
2. Display current document in printed format on split display
3. Display another document on split display
4. Copy another document to edit display
5. Display fields from data base member on split display
6. Copy fields from data base member to edit display
7. Display/change list of data files that control printing
8. Display/change print options
9. Display/change dictionary search list

Option: 8

Document/member: DATA\_\_\_\_\_ File: EXAMPLE\_\_ Library: QGPL\_\_\_\_\_

CF6-Display messages

Figure 10-9. SERVICES MENU from STDLET2's Edit display

3. Press ENTER. Text Management now displays the PRINT OPTIONS menu
4. Key Y for Yes in the *Printing device options (Y/N)* field. (Leave it as N for No if you do not want to see the print options for the device you are using.)
5. In the *Printer device type* field, key in the device you want to use.
6. Key in the name of the printer file, or leave the *Printer file name* field blank to see a list of printer files. Your display shows:



TEXT	PRINT OPTIONS	
Document: STDLET2	File: EXAMPLE	Library: QGPL
Enter permanent changes:		
Display/change		
Printing device options (Y N):		Y
Page headings and footings (Y N):		N
Data files that control printing (Y N):		N
Draft copy options (Y N):		N
Print control		
Printer device type:		*6580
Printer file name (blank for a list):		_____
Library:		QGPL_____
Number of copies:		_____
Print pages		
From:		_____
To:		_____
Non-print character:		_____
Job description name:		QBATCH_____
Library		QGPL_____

Figure 10-10. Completed PRINT OPTIONS prompt for STDLET2

7. Press ENTER. If you left it as N for No in *Printer device options* (Y N), your display returns you to the Edit display. If you keyed in Y for Yes in this field, then Text Management displays the print options prompt for the device you are using. You can change these fields if you want to, or you can leave them as they are to print the document using the existing print options.
8. Press ENTER. Text Management shows a list of files if you leave the *Printer file name* field blank, otherwise Text Management returns you to the Edit display of the document you want to print.
9. When you are on the Edit display, press PF15 to print the document. Text Management prints the document and locks your keyboard until it completes printing the document. Text Management displays the Edit display and the message *Print complete* when it finishes printing the document.

## Printing from the EXIT FROM EDIT Display

When you key **Y** for Yes in the *Print document without formatting* field on the EXIT FROM EDIT display, Text Management prints the document on the system printer exactly as it appears on the display. Text Management does not resolve the print control commands or use the print options stored with the document.

## Using Default Print Options

When you print your document, you can use Text Management's default print options or you can choose to change them. Use the document you created on the DOCUMENT LIST to see how to use the various print options provided by Text Management.

## Changing a Document's Print Options

Text Management allows you to change many options for printing. Each example shows you how to change a specific option, but you can change more than one option at a time. You can also use the default printing options to print the document.

You can get to the PRINT OPTIONS display in one of two ways: from the PRIMARY MENU or the Edit display.

To get to the PRINT OPTIONS display from the PRIMARY MENU:

1. Key **3** in the *Option* field.
2. Key in the document, file, and library names in the corresponding fields.
3. Press ENTER. Text Management displays the PRINT MODE MENU.
4. Key **1** in the *Option* field.
5. Key **\*TEMP** in the *Display/change print options* field to display the PRINT OPTIONS display and to change the options for the printing of this document.

To bypass displaying or changing any print options, key **\*NO**. To display the PRINT OPTIONS display or to change the options and save them with the document, key **\*PERM**.



- 6 Press ENTER. Text Management displays the PRINT OPTIONS display.

TEXT	PRINT OPTIONS	
Document: STDLET2	File: EXAMPLE	Library: QGPL
Enter temporary changes:		
Display/change		
Printing device options (Y N):		N
Page headings and footings (Y N):		N
Data files that control printing (Y N):		N
Draft copy options (Y N):		N
Print control		
Printer device type:		*SYSVRT__
Printer file name (blank for a list):		QSYSVRT__
Library:		*LIBL__
Number of copies:		-
Print pages		
From:		---
To:		---
Non-print character:		-

Figure 10-11. The PRINT OPTIONS display.

To get to the PRINT OPTIONS display from the Edit display of your document, use the following steps:

1. On the Edit display of the document, press CTS. Text Management displays the SERVICES MENU.
2. Key 8 in the *Option* field.
3. Press ENTER. Text Management now displays the PRINT OPTIONS display.

## Change Header/Footer

You may print headings and footings at the top and/or bottom of the pages of the document. (These are often called running headers and running footers.) You can also specify that Text Management print the headings and/or footings on the first and/or following pages. If you imbed a document using the .im print control command, note that Text Management ignores the headings and footings of an imbedded document and uses those of the principal document.

When you want to change the headers/footers of the document, make sure you are on the PRINT OPTIONS display and follow these steps:

1. Key **Y** for Yes in the *Page headings and footings (Y N)* field.
  2. Press ENTER. Text Management displays the PAGE HEADING AND FOOTING OPTIONS display.
  3. On the four lines of underlining on the display under the *Headings* title, key in the text that you want to appear as a header. If you want a header to appear on the first page, you must change the N for No in the *1ST PAGE* field to **Y** for Yes.
  4. On the four lines of underlining on the display under the *Footings* title, key in the text that you want to appear as a footer. The default is for no footer to print on the first page. If you want to print your footer on the first page, you must change the N for No in the *1ST PAGE* field to **Y** for Yes. Remember you may use headings or footings or both.
-

TEXT		PAGE HEADING AND FOOTING OPTIONS	
Headings:		1ST PAGE	AFTER 1ST PAGE
Print headings	(Y N):	N	Y
Document: _____	File: _____	Library: _____	
or key heading:			
KEY THE INFORMATION YOU WANT IN THE HEADING HERE _____			
_____			
_____			
Footings:		1ST PAGE	AFTER 1ST PAGE
Print footings	(Y N):	N	Y
Document: _____	File: _____	Library: _____	
or key footing:			
KEY THE INFORMATION YOU WANT IN THE FOOTING HERE _____			
_____			
_____			

Figure 10-12. Change PAGE HEADING AND FOOTING OPTIONS display

5. Press ENTER. Text Management returns you to the PRINT OPTIONS display.
6. Press ENTER. If you came from the SERVICES MENU, Text Management saves the print options with the document. Otherwise, Text Management displays the message *Document print in progress*.
7. When Text Management completes the print, it displays the PRIMARY MENU and the message *Print complete*.

You may specify the name of another document that you want to use as a heading or footing. Key in the document name, file name, and library name that you want to appear in the heading or footing in the corresponding fields. For example, if you want the heading or footing to contain more than four lines of text or if you want a heading or footing to appear in more than one document, use a document to contain the text.

You may also use print control commands in the heading or footing. Two that are often used are `pn` for a page number and `date` for the date. When you use `pn`, Text Management numbers each page for you.

When you use `date`, Text Management prints the system date on each page.

## Change Data File Options

You may change the data files that control printing if you want to. When you print the document, you can have information retrieved from data base members or source documents (text documents that simulate data base files). You may change the name of the data base file and the member from which Text Management takes the information.

Before you start to change the data files controlling printing, make sure that you have a data base file and member that you can copy from. To work with the examples, create your own copy of the DBCOPY document (you could call it DBCOPY2) in the EXAMPLE file of the QGPL library, and use the ITEM member in the ITEM file in the QTXT library for the data base. DBCOPY is a source document.

From the Edit display of DBCOPY2, go to the PRINT OPTIONS display, and follow these steps:

1. Key Y for Yes in the *Data files that control printing* field. Your display shows

```
TEXT                                PRINT OPTIONS
Document: DBCOPY2                   File: EXAMPLE                       Library: QGPL
Enter permanent changes:

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

Figure 10-13 Choosing to change DBCOPY2's data files that control printing

2. Press ENTER. Text Management displays the PRINT CONTROL FILE LIST display.
3. Key 1 in the *Option* field to copy all the records from the chosen data base.
4. Key in the data base member name, data base file name, and the library in the appropriate fields. (Remember to use ITEM, ITEM, and QTXT for this example.)



5. Key 1 in the TYPE field to print a column list of fields

TEXT		PRINT CONTROL FILE LIST			
Select either a data base file or a document containing a field list that has fields whose names are in your document:					
OPTION	DB MEMBER/DOCUMENT	FILE	LIBRARY	TYPE	SEL. COND
1	ITEM_____	ITEM_____	QTXT_____	1	
-	_____	_____	_____	-	
-	_____	_____	_____	-	
-	_____	_____	_____	-	
-	_____	_____	_____	-	

**OPTION**

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

**TYPE**

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

CF2-Return      Enter-Perform any selected option

Figure 10-14. PRINT CONTROL FILE LIST for HBCOPY2

6. Press ENTER. Text Management processes the display and redisplay it without the 1 in the *Option* field:

TEXT		PRINT CONTROL FILE LIST			
Select either a data base file or a document containing a field list that has fields whose names are in your document:					
OPTION	DB MEMBER/DOCUMENT	FILE	LIBRARY	TYPE	SEL. COND
-	ITEM_____	ITEM_____	QTXT_____	1	
-	_____	_____	_____	-	
-	_____	_____	_____	-	

Figure 10-15. Redisplaying the PRINT CONTROL FILE LIST without the 1 in the Option field

7. Press ENTER. Text Management displays the PRINT OPTIONS menu



8. Press ENTER. If you came from the SERVICES MENU, Text Management saves the print options with the document. Otherwise, Text Management prints the document immediately.

Note that you may remove data base files from the list of files that control printing by keying 9 in the *Option* field beside the file that you want to remove. Text Management removes that file from the list.

## Draft Copy Options

For this example, create your own copy of STDLET on the DOCUMENT LIST, and call it STDLET2. On the Edit display of the document, change the salutation to **Dear Customer** from Dear Mrs. Smith. Update the document and then work through this example.

A draft copy is a copy of a document that you are still in the process of revising. Draft copy options allow you to see what lines you changed where and when. You change the draft copy options on the DRAFT COPY OPTIONS display.

Use the following steps to change the draft copy options:

1. Make sure you are on the PRINT OPTIONS display.
2. Key Y for Yes in the *Draft copy options (Y/N)* field:

TEXT	PRINT OPTIONS	
Document: STDLET2	File: EXAMPLE	Library: QGPL
Enter permanent changes:		
Display/change		
Printing device options (Y/N):		N
Page headings and footings (Y/N):		N
Data files that control printing (Y/N):		N
Draft copy options (Y/N):		Y

Figure 10-16. Choosing to use STDLET2's draft copy options

3. Press ENTER. Text Management now displays the DRAFT COPY OPTIONS menu.
4. Key Y for Yes in the *Print line number* field to print numbers beside each line of the document.

5. Key a character in the *Editing-changes flag* field. This character appears beside the line on which you made any changes after the date specified in the *Flag changes after this date* field. For this example, key in F for Flag.
6. Key 2 in the *Starting column* field so that Text Management flags the changes in the column specified with the flag character (here, the F you specified in the preceding step) in the first column of the draft copy print.
7. Key in the date after which you want to flag changes. For example, suppose you made changes to the document during the last two weeks, but you only want to see the changes you made last week. In the *Flag changes after this date* field, key in last Monday's date. Text Management will flag all the changes that you have made to the document since last Monday. Your display shows

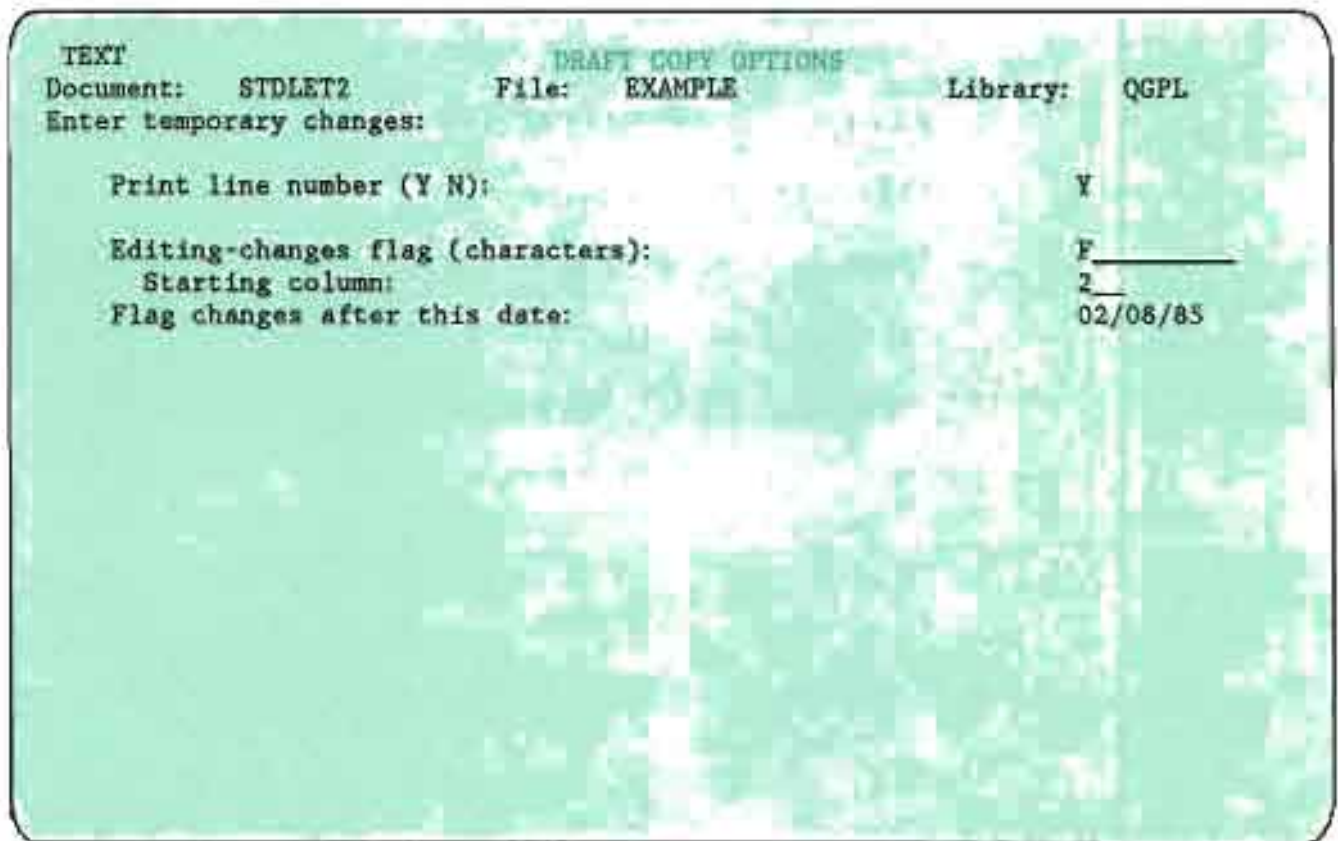


Figure 10-17. DRAFT COPY OPTIONS display for STDLET2 example

8. Press ENTER. If you came from the SERVICES MENU, Text Management saves the print options with the document. Otherwise,

Text Management displays the message *Document print in progress* and printing is finished.

9. When Text Management completes the print, it displays the message *Print complete*.

## Change Device Type

Text Management allows you to choose the printer you want to use to print your document.

Before you change the printer device type, make sure that you have the printer device type that you want to use, and that you are on the PRINT OPTIONS display. Use these steps to change the printer device type:

1. Key in the name of the device type that you want to use in the *Printer device type* field. Depending on the device you have, you may be able to choose one of the following:

KEY IN	FOR THIS PRINTER
*SYSPRT	the system printer
*5219	the IBM 5219
*6670	the IBM 6670
*6580	the IBM Displaywriter

TEXT	PRINT OPTIONS	
Document: STDLET2	File: EXAMPLE	Library: QGPL
Enter temporary changes:		
Display/change		
Printing device options (Y N):		Y
Page headings and footings (Y N):		N
Data files that control printing (Y N):		N
Draft copy options (Y N):		N
Print control		
Printer device type:		*SYSVRT__
Printer file name (blank for a list):		QSYSVRT__
Library:		*LIBL__
Number of copies:		__
Print pages		
From:		__
To:		__
Non-print character:		__
Job description name:		QBATCH__
Library		QGPL__

Figure 10-18. Changing the printer device type for STDLET1 (using the defaults)

2. Press ENTER. If you came from the SERVICES MENU, Text Management saves the print options with the document. Otherwise, Text Management prints the document, and displays the message *Document print in progress*.
3. When Text Management completes the print, it displays the message *Print complete*.

### Change Printer File

Text Management lets you change the printer file that you use to print the document. Before you change the printer file, make sure that you are on the PRINT OPTIONS display, and that you have a printer file. Ask your System/38 administrator, or the appropriate person in your organization, for the name of the printer file that you should use.

On the PRINT OPTIONS display:



1. Key in the name of the printer file you want to use in the *Printer file name* field. Ask your System/38 administrator for the printer file name that is associated with the device file you want to use.
2. Key in the printer file's library name in the *Library* field. If you leave the *Library* field blank, Text Management uses \*LIBL. If you leave the *Printer file name* field blank, Text Management takes you to the PRINTER FILE LIST display. The default for the file name is QSYSPRT and the library default is \*LIBL. For this example, use the default values. Your display shows:

TEXT	PRINT OPTIONS
Document: STDLET2	File: EXAMPLE Library: QGPL
Enter temporary changes:	
Display/change	
Printing device options (Y N):	N
Page headings and footings (Y N):	N
Data files that control printing (Y N):	N
Draft copy options (Y N):	N
Print control	
Printer device type:	*SYSPRT__
Printer file name (blank for a list):	QSYSPRT__
Library:	*LIBL__
Number of copies:	—
Print pages	
From:	—
To:	—
Non-print character:	—
Job description name:	QBATCH__
Library	QGPL__

Figure 10-19. Changing the printer file name for STDLET2 (using the defaults)

3. Press JNFUR. If you came from the SERVICES MENU, Text Management saves the print options with the document. Otherwise, Text Management prints the document, and displays the message, *Document print in progress*.
4. When Text Management completes the print, it displays the message, *Print complete*. Text Management saves the printer file name with the document.

## Change Number of Copies

You can also choose how many copies of the document you want to print.

To change the number of copies on the PRINT OPTIONS display

1. Key in the number of copies you want to print in the *Number of copies* field. If you leave the *Number of copies* field blank, or if you key in zero (0) or one (1), Text Management prints one copy of the document. For this example, key in 3 to print three copies of STDL12 from the EXAMPLE1 file in QGPL:



```
Number of copies:          3_
Print pages
  From:                   ___
  To:                      ___
Non-print character:      _
Job description name:     QBATCH_
  Library                  QGPL_
```

Figure 10-20. Printing three copies of a document

Remember to check the printer device type to make sure you are printing on the printer you want.

2. Press ENTER. If you came from the SERVICES MENU, Text Management saves the print options with the document. Otherwise, Text Management prints the document. When printing is complete, Text Management displays the message, *Print complete*.

## Inserting Nonprint Options

Text Management allows you to specify a nonprint character that you can see on your display but that does not print in the document. You use a nonprint character when you want Text Management to insert a space but do not want to use a space character because, for example, paragraph adjustment deletes them. You designate another character as a nonprint character and use it instead of the space character. You can specify a nonprint character on the PRINT OPTIONS display:

1. Key in the character you want as the nonprint character in the *Nonprint character* field. For example, you could use an asterisk (\*) as the nonprint character. Your display shows:



```
Number of copies: 3_
Print pages
  From:
  To:
Non-print character: *
Job description name: QBATCH_
                   QGPL_
```

Figure 10-2: Designating a nonprint character

2. Press ENTER. If you came from the SERVICES MENU, Text Management saves the print options with the document. Otherwise, Text Management prints the document and displays the message, *Document print in progress*. Remember that Text Management locks your keyboard until it finishes printing.
3. When Text Management finishes printing, it displays the message *Print complete*. The character that you designated as a nonprint character does not print in the document; spaces appear in its location.

## Change the Job Description (JOBID)

JOBID stands for job description. A job description determines how to carry out a batch job. It contains a specific set of job-related attributes that one or more jobs can use. When you print documents in batch using a job description, Text Management does not lock your keyboard while it prints the document. The fields for the job description appear when you choose Option 7 on the PRINT MENU, or when you come to the PRINT OPTIONS menu from the SERVICES MENU.

The following example assumes you came from the PRINT MENU only. Before you start to change the job description from the PRIMARY MENU, make sure that you are on that display and use the following steps:

1. On the PRIMARY MENU, key 3 in the *Option* field.



2. Key in the document, file, and library names in the corresponding fields.
3. Press ENTER. Text Management displays the PRINT MENU.
4. Key 2 in the *Option* field to print the document at a later time as a batch job.
5. Key \*TEMP in the *Display/change print options* field.
6. Press ENTER. Text Management displays the PRINT OPTIONS menu.
7. Key in the job description that you want to use in the *Job description name* field. Note that the default job description is QBATCH.
8. Key in the job description's library name in the *Library* field. Note that the default library is \*LIBL.
9. Press ENTER. Text Management submits the batch job, returns you to the display from which you issued the print command, and displays a message containing the job description name of the batch in the format:

Job QTU\_XXXXX.userprname.YYYYYY

Note that XXXXX is a five digit number that Text Management assigns, the userprname is your user profile name, and YYYYYY is a six digit number that Text Management assigns.

## Summary

When you have completed the examples in this chapter, you should have learned how to:

- Print a document from the PRIMARY MENU.
- Print a document using CF15 on the Edit display.
- Print a document from the EXIT FROM EDIT display.
- Change the print options for the document.
- Use headings and footings in a document.
- Change the data file options.



- Print a draft copy of the document with line numbers and mark any changed lines.
- Change the device type.
- Print more than one copy of the document.
- Insert nonprint characters.
- Change the job description for a batch job.

# Index

## Special Characters

+x, line positioning 2-5  
\*SYSPRT 10-4  
\*5219 10-5  
\*6580 10-8  
\*6670 10-6

## A

A for After 4-14  
adding words to temporary dictionary 7-10  
additional space 3-13  
adjusting  
    form fields to the right 8-15  
    paragraphs 3-10  
    text 3-10  
aligning form fields 8-4  
AR, repeated target 4-15  
assigning paragraph formats 3-16  
automatic hyphenation 3-17, 3-21

## B

B for Before 4-14  
batch print 10-24  
blank lines 3-20  
BR, repeated target 4-15  
browsing  
    browsing 9-1  
    selecting data 5-1  
    text documents 9-1

## C

centering  
    form fields 8-15  
CF keys  
    CF10 4-5  
    CF11 4-12  
    CF13 3-9  
    CF14 8-5, 8-12, 8-15  
    CF15 10-9  
    CF17 3-17

    CF18 4-27  
    CF21 4-25  
    CF22 4-22  
    CF23 7-4  
    CF3 3-24  
    CF4 8-11  
    CF5 10-9  
    CF6 4-5  
    CF7 9-1  
    CF8 9-1  
    CF9 3-9  
CF12 4-3, 7-5  
CF14 7-4  
CF23 7-10  
changing  
    data merge file options 10-16  
    default paragraphs 3-23  
    default print options 10-12  
    headings and footings 10-14  
    paragraph formats 3-18, 3-22  
    print options 10-12  
    printer device type 10-20  
    printer file options 10-21  
column move 4-27  
columns  
    creating 8-7  
copying  
    copying 4-16  
    formatted text 4-21, 4-22  
        CF22 4-22  
    from a second document 4-32  
    from split display 4-32  
    into a text document 4-29, 4-30  
        target 4-30  
    line command (C) 4-16  
    line command C 8-7  
    repeated block copy (CCR) 4-20  
    repeated targets 4-15  
    repeatedly (CR) 4-18  
    selecting data 5-1  
    text blocks (CC) 4-19  
    unformatted text 4-17  
CREATE TEXT FILE prompt 3-4  
creating  
    columns 8-7  
    documents 3-7  
    duplicate object 1-5  
    files 3-2  
    form documents 8-1  
    form fields 8-4  
    source documents 8-19  
    text documents 3-1, 3-7  
    text files 3-2  
creating a text document 3-5

**D**

- data base 5-1
  - copying data from 5-1
  - data base merge files 10-18
    - deleting 10-18
  - data merge file 10-16
  - field 5-1
  - FIELD SELECTION display 5-2
  - member 5-1
  - record 5-1
  - RECORD SELECTION TEST 5-4
  - selecting data from 5-1
- data base field 5-1
- data base record 5-1
- database
  - database merge 10-17
    - PRINT CONTROL FILE LIST 10-17
- date created or changed 2-8
- decimal point alignment 8-17
- default, definition 3-5
- defining
  - format options 3-19
  - paragraph format options 3-19
- deleting
  - characters 4-11
  - data base merge files 10-18
  - documents from a file 4-35
  - files 9-7
  - from a paragraph 4-12
    - CF11 key 4-12
  - highlighting 6-8
  - text block 4-14
  - text documents 9-5
  - underlining 6-11
  - unformatted text 4-12, 4-13
    - line command (D) 4-13
- device type
  - names 10-20
- dictionaries
  - automatic hyphenation 7-11
  - cancelling changes 7-17
  - changing search order 7-15
  - dictionary search 7-12
  - DICTIONARY SEARCH LIST 7-12
  - for Spell Aid 7-7
  - hyphenation points 7-17
  - status codes 7-16
  - temporary 7-4
    - CF14 7-4
    - CF23 7-4
- displaying

- default paragraphs 3-17
- displaying the default paragraph 3-17
- displays
  - CREATE TEXT FILE prompt 3-4, 3-5
  - defining margins of new paragraph format 3-19
  - DISPLAYWRITER OPTIONS 10-9
  - DOCUMENT LIST 2-3, 9-6
  - DRAFT COPY OPTIONS 10-19
  - EXIT FROM EDIT prompt 3-14, 9-16
  - EXTENDED PARAGRAPH FORMAT OPTIONS 3-25
  - PAGE HEADING AND FOOTING OPTIONS 10-14
  - PAGE HEADINGS AND FOOTINGS OPTIONS 10-15
  - paragraphing 3-10
  - PRIMARY MENU 3-2
  - PRINT CONTROL FILE LIST 10-17
  - PRINT MENU 10-3
  - PRINT OPTIONS menu 10-4, 10-11
  - sample display ready for document 3-6
  - sample of inserting commands to duplicate a line 8-8
  - SERVICES MENU 10-10
  - TEXT DEFINITION 8-17
  - TEXT DEFINITION prompt 8-13
  - 5219 PRINTER OPTIONS 10-6
- Displaywriter (6580) 10-8
- document
  - creating 3-7
  - deleting from a file 4-35
  - source 8-19
  - writing 3-7
- document list 2-1, 4-1
- documents
  - deleting text documents 9-5
  - fill in forms 9-8
  - form documents 9-8
  - printing text documents 9-8
- draft copies 10-18
- DRAFT COPY OPTIONS menu 10-18

**E**

- editing
  - EXIT FROM EDIT prompt 3-14
- entering Text Management 1-1
- EXIT FROM EDIT (forms) prompt 9-15
- EXIT FROM EDIT prompt 3-14
- EXTENDED PARAGRAPH FORMAT OPTIONS 3-24, 3-25

## F

- field
  - data base 5-1
- field movement keys 9-10
- FIELD SELECTION display 5-2
- FIELD SPACING display 5-7
- file
  - deleting a document from 4-35
- files
  - data base merge 10-18
  - deleting 9-7
- flagging changes 10-19
- floating currency symbol 8-17
- fonts 3-25
- footer 10-14
- form documents 8-1
  - aligning form fields 8-4
  - blank or zero filled 8-15
  - centering form fields 8-15
  - CF14 8-12
  - CF14 key 8-5, 8-15
  - CF4 key 8-11
  - completing form 9-8
  - completing form fields 9-10
  - creating 8-1
  - creating form fields 8-4
  - creating multiple form fields 8-5
  - creating the form 8-17
  - decimal point alignment 8-17
  - display incomplete fields 9-11
  - EXIT FROM EDIT prompt 9-15
  - filling in 9-12
  - filling multiple forms 9-15
  - floating currency symbol 8-17
  - form field columns 8-7
  - form field definition 8-1
  - form fields 8-1
  - FORM mode 8-11
  - highlighting 8-9, 8-14
  - inserting prompting text 8-9
  - leading asterisks 8-16
  - leading zeros 8-17
  - numeric input fields 8-16
  - numerical input only 8-9
  - printing 9-14
  - prompting text 8-9, 8-11
  - right adjusting form fields 8-15
  - text definition 8-12
  - underlining 8-14
  - underscoring 8-9

- using field movement keys 9-10
- windowing 9-11

- form fields
  - aligning 8-4
  - blank or zero filled 8-15
  - centering 8-15
  - CF14 8-12
  - CF14 key 8-5, 8-15
  - completing form 9-10
  - creating 8-4
  - creating columns 8-7
  - creating multiple fields 8-5
  - decimal point alignment 8-17
  - definition 8-1
  - display incomplete fields 9-11
  - floating currency symbol 8-17
  - form fields 8-1
  - highlighting 6-9, 8-9, 8-14
  - inserting prompting text 8-9
  - leading asterisks 8-16
  - leading zeros 8-17
  - numeric input 8-16
  - numerical input only 8-9
  - prompting text 8-9
  - right adjusting 8-15
  - text definition 8-12
  - underlining 8-14
  - underscoring 8-9
  - using field movement keys 9-10
  - windowing 9-11
- formatted text 3-15, 3-21, 4-5
- formatting text documents 6-1
- forms, multiple 9-15

## H

- header 10-14
  - footer 10-14
- highlighting 8-14
  - a line 6-7
  - deleting 6-8
  - form fields 6-9
  - highlighting 6-4
    - CF14 key 6-4
    - text definition 6-4
- hyphenation
  - automatic 7-10
  - manual 2-11, 7-10
  - using CF23 7-10
- hyphenation, CF23 7-4
- hyphenation, manual 7-10



## I

- I for insert 3-13
- INSERT 4-3
- insert characters 4-3
- insert text 4-3
- inserting
  - a line 4-3
  - a skeleton line 4-8
  - additional space 3-13
  - blank lines in a paragraph 3-20
  - CF10 4-3, 4-5
  - CF12 4-3
  - CF6 to cancel 4-5
  - characters 4-3
  - I for insert 3-13, 4-3, 4-8
  - inserting text 4-3
    - inserting characters 4-3
  - into paragraph 4-4
  - prompting text 8-9
  - text 4-3
  - unformatted text 4-5
  - with INSERT 4-3

## J

- job description 10-24
- JOBID 10-24

## L

- leading zeros 8-17
- leaving Text Management 1-2
- line commands
  - A for After 4-14
  - Ax or BX (repeated copy) 4-15
  - B for Before 4-14
  - C for Copy 4-16, 4-17, 8-7
  - CC (block copy) 4-19
  - CCR (repeated block copy) 4-20
  - CR (repeated copy) 4-18
  - D for Delete 4-13
  - DD/DD (block delete) 4-14
  - Dx (block delete) 4-14
  - I for insert 3-13, 4-8
  - IS (insert skeleton line) 4-9
  - M for Move 4-23

- MM (block move) 4-23
- P for assigning paragraphs 3-22
- P for Paragraph 3-23
- pending 4-5
- PPx/PP 3-23
- repeated targets 4-15
  - AR for After 4-15
  - BR for Before 4-15
- S (skeleton line) 4-8
- targets 4-14, 8-7
  - A for After 4-14, 8-7
  - B for Before 4-14, 8-7
- windowing (W) 2-6
- line positioning commands (+ x or -x) 2-5
- line spacing 3-25

## M

- main menu 1-2
- manual hyphenation 7-10
- margins 3-19
- member 5-1
- modes
  - BROWSE 9-1
  - FORM 8-11
  - Spell 7-5
- moving
  - block move (MM) 4-23
  - columns 4-27
    - CF18 4-27
  - formatted text 4-25
    - CF21 4-25
  - line positioning (+ x or -x) 2-5
  - ROLL keys 2-5
  - text 4-23
  - unformatted text 4-23
- multiple copies 10-23
- multiple forms 9-15

## N

- naming
  - text files 3-3
- naming files 3-3
- naming text files 3-3
- nonprint characters 10-23
- nonprint options 10-23
  - nonprint characters 10-23
- numeric input fields 8-16

## O

options, paragraph format 3-15

## P

P for assigning paragraphs 3-22

P for Paragraph 3-23

paragraph format identifier 3-23

paragraph format options 3-15

paragraphing

adjusting 3-10

assigning formats 3-16

automatic hyphenation 3-17, 3-21

CF10 4-5

CF17 format options 3-17

CF3 3-24

CF9 3-9

changing default 3-23

changing the format 3-18, 3-22

copying 4-21

default paragraph 3-17

defining a format option 3-19

deleting from 4-12

displaying default paragraph 3-17

extended format options 3-24, 3-25

EXTENDED PARAGRAPH FORMAT  
OPTIONS 3-24

format identifier 3-23

format options 3-15

formatted text 4-5

in documents 3-9

indentation 3-20

inserting a blank line 3-20

inserting text 4-4

P for assigning 3-22

paragraph print options 3-25

right margin alignment 3-17

paragraphs

assigning 3-23

P for Paragraph 3-23

PPx/PP 3-23

pending delete (D) 4-12

PPx/PP 3-23

PRIMARY MENU 1-2

print control commands 6-1

headings 6-2

in header or footer 10-15

.date (date) 10-15

.pn (page number) 10-15

PRINT MODE MENU 9-8, 10-2

print options

(JOBID) job description 10-24

change data merge file 10-16

changing database merge 10-17

PRINT CONTROL FILE LIST 10-17

changing print options 10-12

data merge file 10-16

default 10-12

device type 10-20

draft copies 10-18, 10-19

flagging changes 10-19

line numbers 10-18

draft copy options 10-18

DRAFT COPY OPTIONS menu 10-18

header or footer 10-14, 10-15

on first page 10-14

print control commands 10-15

inserting nonprint options 10-23

job description 10-24, 10-25

QBATCH 10-25

nonprint characters 10-23

nonprint options 10-23

number of copies 10-23

PAGE HEADING AND FOOTING  
OPTIONS 10-14

printer devices 10-20

printer file 10-21

PRINT OPTIONS menu 9-8, 10-10

printed format

browse on split display 9-2

highlighting 9-4

underlining 9-4

printer file

changing options 10-21

printers

Displaywriter (6580) 10-8

system printer 10-4

5219 3-25, 10-5

6670 10-6

printing

a form document 9-14

batch 10-24

change printer file options 10-21

changing device type 10-20

default print options 10-12

Displaywriter (6580) 10-8

draft copies 10-18

from Edit display 10-9

line numbers 10-18

multiple copies 10-23

number of copies 10-23

on EXIT FROM EDIT 10-12

on the system printer 10-4

PRINT MODE MENU 9-8, 10-2

PRINT OPTIONS menu 9-8, 10-10

system printer 10-4

text documents 9-8, 10-1

5219 10-5

6670 Information Distributor 10-6

prompt

- definition 3-4
- prompting 8-9
- prompting text 8-11
- prompts
  - TEXT DEFINITION 8-12
- proofing
  - Spell Aid 7-6
  - Spell Check 7-1
  - synonym aid 7-8, 7-9
    - cancelling entry 7-9
  - text documents 7-1

## Q

- QBATCH 10-25
- QSYSPRT 10-4

## R

- ragged right, definition 3-19
- record 5-1
- RECORD SELECTION TEST 5-4, 5-7
- repeated copy at target (Ax or Bx) 4-15
- repeated targets (AR, BR) 4-15
- revising
  - block move (MM) 4-23
  - CF10 4-5
  - copying 4-15, 4-16, 4-18, 4-20, 4-21, 4-29, 4-30, 4-32
    - formatted text 4-21
    - from a second document 4-32
    - from split display 4-32
    - into a text document 4-29
    - line command (C) 4-16
    - repeated block copy (CCR) 4-20
    - repeated targets 4-15
    - repeatedly (CR) 4-18
    - repeatedly at target 4-15
    - text document target 4-30
  - deleting 4-12, 4-14, 6-8, 6-11
    - from paragraphs 4-12
    - highlighting 6-8
    - text block 4-14
    - underlining 6-11
  - deleting unformatted text 4-12
  - formatted text 4-22
    - CF22 4-22
  - from the DOCUMENT LIST 4-1
  - inserting 4-3, 4-4, 4-5, 4-8
    - a skeleton line 4-8
    - cancelling with CF6 4-5
    - CF10 4-5

- characters 4-3
  - I for Insert 4-8
  - INSERT 4-3
    - into a paragraph 4-4
    - unformatted text 4-5
- moving 4-23, 4-27
  - CF18 4-27
    - unformatted text 4-23
  - moving columns 4-27
  - moving formatted text 4-25
    - CF21 4-25
  - moving text 4-23
  - pending line commands 4-5
  - proofing 7-1, 7-6, 7-8
    - Spell Aid 7-6
    - Spell Check 7-1
    - synonym aid 7-8
  - revising 4-1
  - text blocks (CC) 4-19
  - underlining text 6-9
  - unformatted text 4-5, 4-13, 4-17
    - line command (D) 4-13
- right margin alignment 3-17
- ROLL keys 2-5

## S

- scanning 2-9, 9-1
  - ignoring upper/lower case 2-10
  - on BROWSE display 9-1
  - scan field 2-9
  - scan string 2-9
  - SCAN/SUBSTITUTE OPTIONS display 2-9
  - scanning 2-9
  - substituting 2-9
- sequence numbers 3-6
  - turning on/off 3-9
- show before substituting 2-12
- signing off Text Management 1-2
- signing on to Text Management 1-1
- skeleton line 4-8
- source document 5-1, 8-19
  - creating 8-19
- space, additional 3-13
- spacing lines 3-25
- Spell Aid 7-6
- Spell Check 7-1
- split display 4-32
  - browsing printed format 9-2
  - definition 9-2
  - viewing printed format 9-2
- Substituting
  - automatic 2-12
  - ignoring upper/lower case 2-10
  - SCAN/SUBSTITUTE OPTIONS display 2-9

substitute string 2-9  
synonym aid 7-8  
    cancelling entry 7-9  
system printer 10-4

## T

table of contents 6-2  
targets 4-14  
    A for After 4-14, 8-7  
    B for Before 4-14, 8-7  
    definition 4-14  
    repeated 4-15  
        AR for After 4-15  
        BR for Before 4-15  
temporary dictionary 7-4  
text  
    adjusted 3-10  
    formatted 3-21  
    formatted text 3-15  
    prompting 8-9, 8-11  
    unformatted 3-16, 3-21  
    unformatted text 3-15  
TEXT DEFINITION prompt 8-12, 8-17  
text document functions  
    browse a document on split display 9-1  
    browse a text document 9-1  
    delete a text document 9-1  
    print a text document 9-1  
text documents  
    browsing 9-1  
        scanning 9-1  
    composing 3-1  
    copying 4-32  
        from a second document 4-32  
    copying into 4-29  
    creating documents 3-5  
    date created or changed 2-8  
    deleting 9-5  
    document list 2-1, 4-1  
    draft copies 10-18  
    EXIT FROM EDIT prompt 3-14  
    flagging changes 10-19  
    formatting 6-1  
    header or footer 10-14  
        on first page 10-14  
    number of copies 10-23

    printed format on split display 9-2  
    printing 9-8, 10-1  
    proofing 7-1  
    revising 4-1  
    writing 3-6  
text files  
    CREATE TEXT FILE prompt 3-4  
    creating 3-2  
    naming 3-3  
Text Management main menu 1-2

## U

underlining 8-14  
    deleting 6-11  
    underlining text 6-9  
unformatted text 3-15, 3-16, 3-21, 4-5, 4-12, 7-10

## W

windowing  
    form documents 9-11  
    form fields 9-11  
    line command (W) 2-6  
    text documents 2-6  
writing  
    documents 3-7  
    text documents 3-6, 3-7

## X

-x, line positioning 2-5

## Numerics

5219 10-5  
6580 (Displaywriter) 10-8  
6670 Information Distributor 10-6





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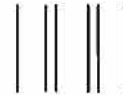
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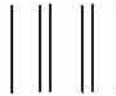
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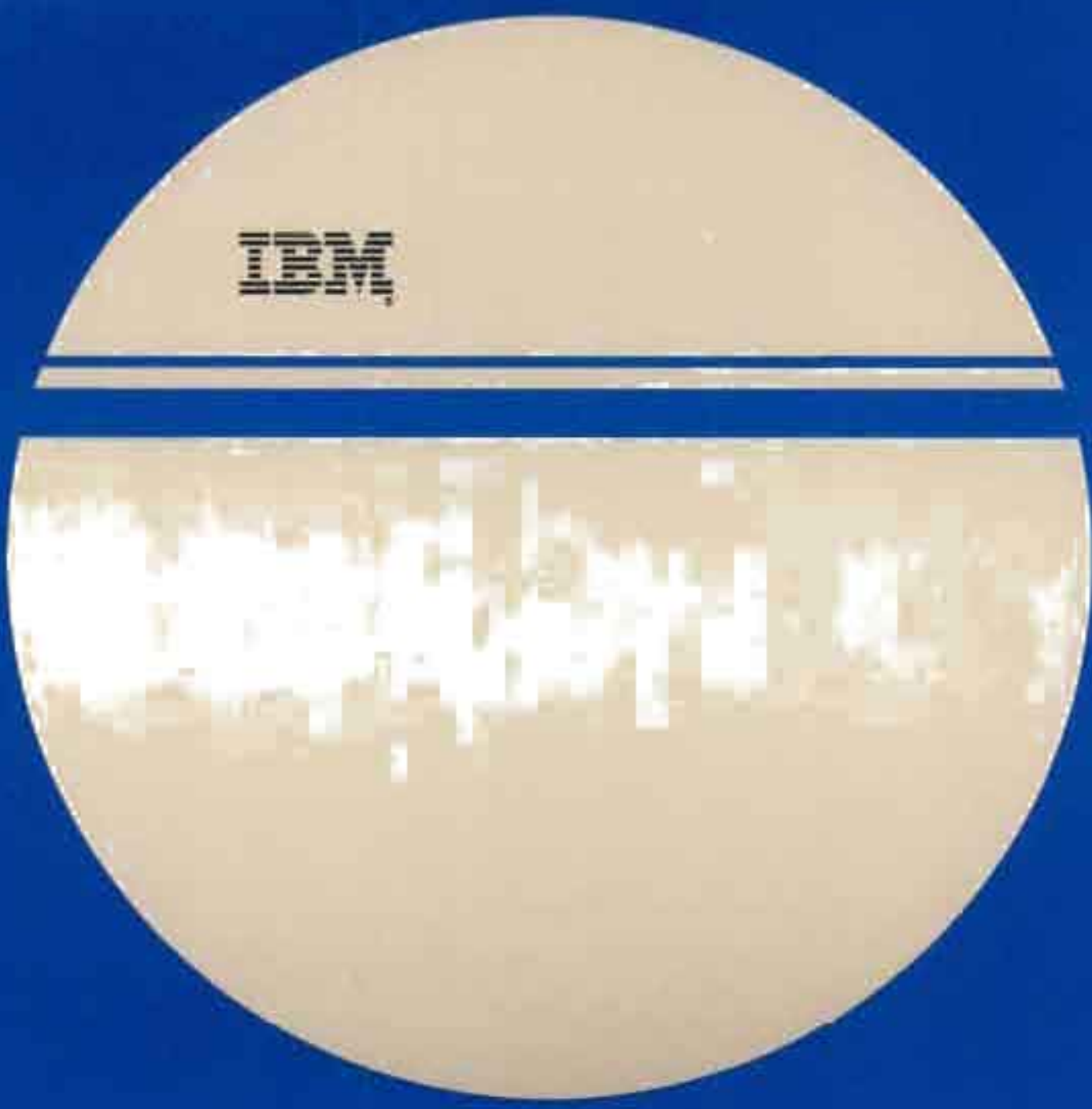
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