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IBM System/38

IBM System/38
OFFICE/38—Text Management
User's Guide and Reference Manual

Program Number 5714-WP2

IBM

IBM System/38

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ABOUT THIS MANUAL

This manual describes how to use Text Management, the functions available with it, and examples of its uses.

It is intended both for the person with data processing expertise, such as a programmer, and for the person with little data processing experience.

SUMMARY OF THE CHANGES

This revision of the manual contains the following changes:

* A new chapter describing how to print a document using the four types of printing device supported by Text Management. This chapter replaces Appendix K.

* A new appendix, Appendix N, has been added. Some of the information in this appendix was in Appendix K.

* The original Appendix J is divided into two appendixes: J and K.

* Descriptions of new displays.

* Descriptions of revised displays.

* Other miscellaneous changes to reflect modifications made to Text Management and to correct typographical errors.

HOW THIS MANUAL IS ORGANIZED

The manual is divided as follows:

Overview of Text Management
Part 1 (Chapters 1-9)   describes procedures using IBM-supplied examples.

Part 2 (Chapters 10-12) describes all of the functions of Text Management.

Appendix A presents a brief description of the procedures for using a System/38 work station.

Appendix B summarizes the command functions and commands.

Appendix C shows a flow chart of the Text Management displays.

Appendix D contains hints on using members, documents, files, and libraries.

Appendix E describes the parameters available with the EDTTXT and EDTDOC commands.

Appendix F   shows the information stored with a document.

Appendix G   describes the procedures to be followed in problem
              determination.

Appendix H   shows the contents of two data-base files used in examples
              in Part 1.

Appendix I   shows the keyboard template for Text Management.

Appendix J   describes the procedures for installing Text Management.

Appendix K   describes the security provisions available with Text
              Management.

Appendix L   describes how Text Management uses the user profile.

Appendix M   describes the combinations of command functions and line
              commands that you can use with Text Management.

Appendix N   describes miscellaneous operations concerned with printing.

Glossary   is a glossary of terms used in this manual.

WHAT YOU SHOULD KNOW

The IBM 5251 Display Station Models 11 and 12 can be used as work stations with this
product.

To use this manual effectively, you should know how to use the:

*   Work station controls and indicators

*   Work station keys

    –   Cursor movement keys

    –   Command function (CF) keys

    –   Field advance, backspace, and exit keys

    –   Insert and Delete keys

    –   Error Reset key

This information is contained in: *IBM System/38 Programmer's/User's Work Station
Guide*, SC21-7744. Appendix A contains a brief summary describing how to use a work
station on the System/38.

You must also read the *IBM System/38 Getting Started with Text Management*,
GC09-1018, to find out how to sign on to Text Management and how to use Text
Management to perform simple tasks.

The following printers can be used with Text Management:

* Work station printers:

    - 5224 Printer, Models 1 and 2.

    - 5225 Printer, Models 1, 2, 3, and 4.

    - 5256 Printer, Models 1, 2, and 3.

* System printers:

    - 5211 Printer, Model 2.

    - 3262 Printer, Model B1.

    - 3203 Printer, Model 5.

* The IBM 5219 Printer.

* The IBM Displaywriter (IBM 6580).

* The IBM 6670 Information Distributor, Models I and II.

When using the system printer, the user is responsible for providing a suitable print belt for printing text. For example, the belt should contain both upper and lower case characters.

IF YOU NEED MORE INFORMATION

You may need to know how to sign on to Text Management and how to perform simple tasks.

* *IBM System/38 OFFICE/38--Text Management Getting Started with Text Management*, GC09-1021.

You may want to see the Text Management messages.

* *IBM System/38 OFFICE/38--Text Management Messages*, SC09-1023.

You may need to refer to other IBM publications for specific information.

Content and Use of System/38 Publications:

- *IBM System/38 Guide to Publications*, GC21-7726 (Guide to Publications).

    - Contents of System/38 publications

    - Reading sequences for System/38 publications

    - Index entries from frequently used System/38 publications

    - Glossary of terms used in System/38 publications

Operating Aid:

- *IBM System/38 Keyboard Template*, GX21-7756 (Keyboard Template).

How to use a work station

- *IBM System/38 Programmer's/User's Work Station Guide*, SC21-7744 (Programmer's/User's Work Station Guide).

Control Language Information

- *IBM System/38 Control Language Reference Manual*, SC21-7731 (CL Reference Manual).

- *IBM System/38 Guide to Program Product Installation and Device Configuration*, SC21-7775 (Guide to Program Product Installation).

- *IBM System/38 Problem Determination Guide*, SC21-7876 (Problem Determination Guide).

- *IBM System/38 Control Program Facility Reference Manual, Data Description Specifications*, SC21-7806.

Communicating with the IBM 6670 Information Distributor

- *IBM Office System 6 Programmer's Guide for Communicating with the IBM 6670 Information Distributor; Binary Synchronous Communications (BSC) Environment*, G544-1007 (6670 Programmer's Guide - BSC).

- *IBM 6670 Quick Reference Card; Binary Synchronous Communications (BSC) Environment*, S544-3004.

- *General Information Manual for the IBM 6670 Information Distributor*, G544-1006.

System/38 Text Management allows you to create, revise, and print documents (simple letters, memos, forms). Usually you can see on the display what your document will look like when it is printed.

With Text Management, you can now do data processing and text processing at the same terminal. Additionally, you can do both within a single operation (shown in Part 1 of this manual).

It does not matter if you have little knowledge of data processing, or a great amount of data processing experience. You can use Text Management to produce simple letters and memos.

To get started with simple letters, or to learn how to use Text Management, it is strongly recommended that you *perform* the examples in the prerequisite manual *Getting Started with Text Management*.

To develop skill in the full use of Text Management, or to set up applications such as creating forms, copying from one type of document to another, or copying information stored in the system's data base into certain types of documents, it is strongly recommended that you *perform* the examples in Part 1 of this manual.

As you gain more experience and want to know all the functions available with Text Management, study Part 2.

PART 1. ADDITIONAL OPERATIONS USING IBM-SUPPLIED SAMPLE DOCUMENTS

This part shows you some examples of operations involving combinations of the functions described in Part 2.

Many of the following examples use documents from an IBM-supplied file called *EXAMPLE*. These documents are protected to prevent users from changing them so that they can be used again as examples. If you display one of these documents on the edit display, or if you go to the print mode menu to print one of these documents, you will see a message stating that you are not authorized to update the document. Also, when you have finished an example and are at the exit from edit display, ensure that the input field following "Update document named below" contains an N. If this field contains a Y when you press the Enter/Rec Adv key, you will receive an error message.

CHAPTER 1. PRINTING A DOCUMENT (EXAMPLE 1)

Depending, of course, on the printers available on your system, you can print your document on one of four types of printer. The types are:

- The system printer (the IBM 3203 Model 5, the IBM 3262 Model B1, the IBM 5211 Model 2, the IBM 5224 Models 1 and 2, the IBM 5225 Models 1, 2, 3, and 4, and the IBM 5256 Models 1, 2, and 3).

- The IBM 5219 printer.

- The IBM Displaywriter (IBM 6580).

- The IBM 6670 Information Distributor, Models I and II.

STARTING THE PRINT OPERATION

You can start a print operation from the primary menu or from the edit display.

Starting from the Primary Menu

Assume that you want to print document *STDLET* in file *EXAMPLE* in library *QTXT*. Assume also that you have just started Text Management and are at the primary menu (Figure 1-1).

1. Choose option 3 (Print a document) **A** and name the document, file, and library.
   B

```
┌─────────────────────────────────────────────────────────────┐
│                                                               │
│    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: 3                                                  │
│                                                               │
│    Name of the document when stored:                          │
│       Document (blank for a list of documents):    STDLET     │
│          File   (blank for a list of files):       EXAMPLE    │
│          Library:                                  QTXT        │
│                                                               │
│    Within Text Management:                                     │
│       Press HELP key to display help text.                     │
│       Press CF1 key to exit any function.                      │
│       Press CF2 key to back up to previous display in a series.│
│                                                               │
│    CF6-Display messages                                        │
│                                                               │
└─────────────────────────────────────────────────────────────┘
```

Figure 1-1. Primary Menu

2. Press the Enter/Rec Adv key to go to the print mode menu (Figure 1-2).

3. You can choose to print either interactively (option 1) or in batch (option 2).

    If you choose to print interactively, your printing request will be started as
    soon as it is made but you will not be able to perform another operation until
    the printing request is completed.

    If you choose to print in batch, your printing request is sent as a job to the
    batch queue and will be processed in its turn. You will be able to perform
    another operation as soon as your printing request is in the batch queue.

    Assume that you choose option 1 (C).

```
  TEXT                    PRINT MODE
  Document:  STDLET             File:  EXAMPLE            Library:  QTXT

  Select document print mode:
    1. Interactive
    2. Batch

  Option: 1

  Display/change print options (*NO *TEMP *PERM):                    *TEMP
```
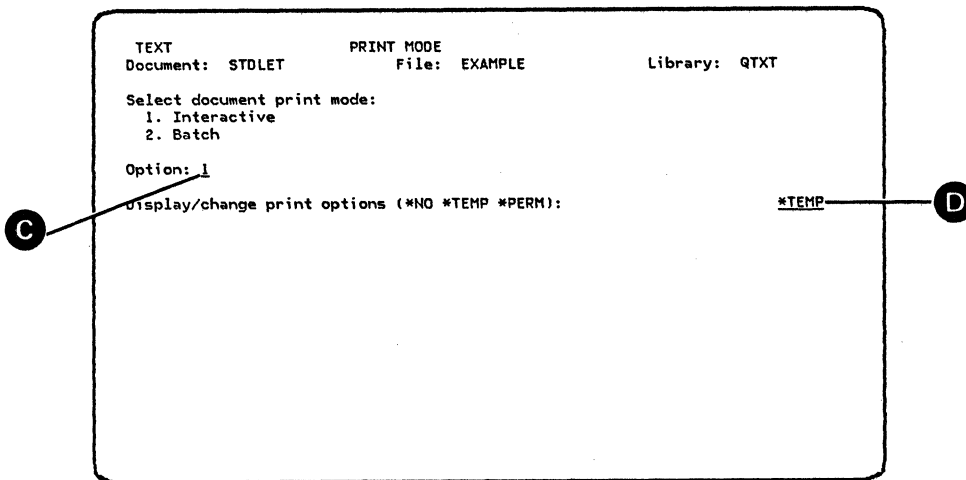
Figure 1-2. Print Mode Menu

4. You can choose one of the following:

    •   To bypass displaying or changing any print options (key *NO).

    •   To display the print options or to change them for only this printing of the
        document (key *TEMP).

    •   To display the print options or to change them and save them with the
        document (key *PERM).

    If the print mode menu has a message that tells you that you are not authorized
    to update the document, choose between *NO and *TEMP. If you choose *PERM, you
    will not be able to leave the print mode menu.

    Assume that you want to change the print options for this printing only. Key in
    *TEMP. (D)

5. Press the Enter/Rec Adv key to go to the print options display (Figure 1-4), where you can choose the device type that you want to use to print your document. If you want to print a draft copy, you can also set up draft copy options. You can also display or change the page headings and page footings, and the list of data files that control printing.

Starting from the Edit Display

Assume that you have document *STDLET* in file *EXAMPLE* in library *QTXT* showing on the edit display. There may be a message indicating that you are not authorized to update this document. You can, however, perform the following procedure as though you were authorized. Text Management will allow you to change the print options but will not allow you to update the document on the exit from edit display. You can thus print the document with the changed options by using the CF15 key, but if you try to return to the primary menu, you will lose the changes or receive an error message.

1. Press the CF5 key to go to the services menu (Figure 1-3).

```
 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

 Option:  8

    Document/member:  _____   File:  _____   Library:  _____




 CF6-Display Messages
```

Figure 1-3. Services Menu

2. Choose option 8 (Display/Change print options).

3. Press the Enter/Rec Adv key to go to the print options display.

CHANGING THE PRINT OPTIONS

This procedure assumes that you are at the print options display (Figure 1-4) after coming from the print mode menu or the services menu, as described earlier.

1. Key in Y to display or change the printing device options **E** .

2. Key in the printing device type **F** . The entry in this field determines which printer options menu will be shown. It does *not* determine the type of printer that will be used to print your document. You can enter one of these:

   - *SYSPRT (to go to the system printer options display, Figure 1-5).

   - *5219 (to go to the 5219 printer options display, Figure 1-6).

   - *6580 (to go to the Displaywriter options display, Figure 1-7).

   - *6670 (to go to the 6670 Information Distributor options display, Figure 1-8).

3. Key in the name of the printer file and library to be used **G** . Ensure that the file you name is the file associated with the printing device that you want to use to print your document. If you want to send your document to a Displaywriter or to an IBM 6670 for printing, the file must be a BSC file. See Appendix N for more information about a BSC file.

4. Key in the number of copies that you want printed. **H** Note that if you are printing on the Displaywriter, you will only print one copy.


```
 TEXT                         PRINT OPTIONS
 Document: STDLET              File: EXAMPLE          Library: QTXT
 Enter temporary changes:

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

 Print control
   Printer device type:                         *SYSPRT ──────────── F
   Printer file name (blank for a list):        QSYSPRT
     Library:                                      *LIBL ─┐
   Number of copies:                            1       ─┘──────────── G
   Print pages
         From:                                  ──
         To:                                    ──
   Non-print character:                         ─ ───────────────── H
```

Figure 1-4. Print Options Display

5. Press the Enter/Rec Adv key to go to the printing device options display for the entry you made in step 2. **F**

PRINTING ON A SYSTEM PRINTER

This procedure assumes that:

- You performed all the procedures in this chapter, from "Starting the Print Operation" through "Changing the Print Options".

- You entered *SYSPRT as the printing device type on the print options display.

- You are at the system printer options display (Figure 1-5).

```
  TEXT                    SYSTEM PRINTER OPTIONS
  Document: STDLET        File:  EXAMPLE          Library:  QTXT
  Enter temporary changes:

    First print line:                               3
    Last print line:                               60
    Length of printer form (lines):                66
    Lines per inch (4 6 8 9):                       6
    Line spacing (1 2 3):                           1
    Forms type:                                    *STD
    Additional left margin space:                   6
    Characters per inch:                           10
    Output file name:                             *FILE
    Output queue:                                 *FILE
         Library:
```

Figure 1-5. Printing on a System Printer

You can see that the system printer options display contains information in the input fields (your display may contain entries different from those shown in Figure 1-5). This information may come from four sources:

- From the document, if you had previously chosen to update the document on the exit from edit display after you had saved the print options.

- From the user profile, if the document does not contain any information from the system printer options display. See Appendix L for more information on the user profile.

- From message QTX0800, if neither the user profile nor the document contain any information from the system printer options display. You can change the contents of message QTX0800 as described in Appendix N.

- From the Text Management defaults.

Notice that, if you reached this display from the services menu, the third line of the display (Figure 1-5) contains:

"Enter permanent changes:"

If you entered *TEMP on the print mode menu, this line contains:

"Enter temporary changes:"

1. Examine the options on this display. Change any that do not meet your requirements.

2. Press the Enter/Rec Adv key. This performs one of two operations:

*   If you started printing by choosing option 3 (Print a document) on the primary menu, you submit your document for printing.

    -   If you chose interactive printing on the print mode menu, you stay at the system printer options display until the printing is complete. Then you return to the primary menu. You will not be able to start another operation until printing is complete.

    -   If you chose batch printing on the print mode menu, you return to the primary menu, so that you can start another operation. You will be able to start another operation as soon as the print request enters the batch queue, as indicated by a message.

*   If you started from the edit display, you return to the edit display. To print a document interactively, press the CF15 key. You will not be able to start another operation until printing is complete. The document (STDLET) will be printed with the changed options. When you exit, however, you may not be allowed to update the document because you may not be authorized to do so.

PRINTING ON A 5219 PRINTER

This procedure assumes that:

*   You performed all the procedures in this chapter from "Starting the Print Operation" through "Changing the Print Options".

*   You entered *5219 instead of *SYSPRT as the printing device type on the print options display.

*   You are at the 5219 printer options display (Figure 1-6).

```
  TEXT                    5219 PRINTER OPTIONS
  Document:  STDLET            File:  EXAMPLE              Library:  QTXT
  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:                                6
    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
    Output file name:                                          *FILE
    Output queue:                                              *FILE
       Library:
```

Figure 1-6. Printing on an IBM 5219 Printer

You can see that the 5219 printer options display contains information in the input fields (your display may contain entries different from those shown in Figure 1-6). This information may come from four sources:

- From the document, if you had previously chosen to update the document on the exit from edit display after you had saved the print options.

- From the user profile, if the document does not contain any information from the 5219 printer options display. See Appendix L for more information on the user profile.

- From message QTX0801, if neither the user profile nor the document contain any information from the 5219 printer options display. You can change the contents of message QTX0801 as described in Appendix N.

- From the Text Management defaults.

Notice that, if you reached this display from the services menu, the third line of the display Ⓐ (Figure 1-6) contains:
                    "Enter permanent changes:"

If you entered *TEMP on the print options menu, this line contains:
                    "Enter temporary changes:"

1. Examine the options on this display. Change any that do not meet your requirements.

2. Press the Enter/Rec Adv key. This performs one of two operations:

- If you started printing by choosing option 3 (Print a document) on the primary menu, you submit your document for printing.

- If you chose interactive printing on the print mode menu, you stay at the system printer options display until the printing is complete. Then you return to the primary menu. You will not be able to start another operation until printing is complete.

- If you chose batch printing on the print mode menu, you return to the primary menu, so that you can start another operation. You will be able to start another operation as soon as the print request enters the batch queue, as indicated by a message.

- If you started from the edit display, you return to the edit display. To print a document interactively, press the CF15 key. You will not be able to start another operation until printing is complete. The document (STDLET) will be printed with the changed options. When you exit, however, you may not be allowed to update the document because you may not be authorized to do so.

PRINTING ON A DISPLAYWRITER OR ON AN IBM 6670

You can send a document to an *IBM Displaywriter System* or to an *IBM 6670 Information Distributor* for printing, if:

- There is a binary-synchronous (BSC) data link connecting the System/38 and the Displaywriter or IBM 6670.

- The appropriate person at the System/38 has defined the communications environment, using the CRTDEVD, CRTCUD, and CRTLIND commands. (See the *CL Reference Manual* or the *IBM System/38 Data Communication Programmer's Guide*, SC21-7825, for details.) Examples using these commands are described in Appendix N.

- You have used a CRTBSCF command to define the file to be used by Text Management to send the document over the communications line. This file is called a *BSC file*.

Operator Control Language

The operator control language (OCL) is a group of commands and instructions used to control the processing of jobs on the Displaywriter and the IBM 6670. These commands and instructions are stored in the IBM 6670. When you send a document to be printed, you can choose one of the following. You can:

- Use the OCL stored in the IBM 6670 or use the Displaywriter defaults.

- Have Text Management generate OCL to override the stored OCL or the defaults.

- Enter OCL into your document to override the stored OCL or the defaults.

- Enter OCL on the 6670 Information Distributor options display or the Displaywriter options display.

OCL commands start with a comma (,) and may be followed by parameters. An OCL separator (such as a new-line character) or an OCL delimiter (such as a form-feed character) indicates the end of a command. OCL instructions may be followed by operands. Each operand must follow a space. For more information about coding rules, see the *6670 Programmer's Guide -- BSC*.

Sending the Document to a Displaywriter for Printing

This procedure assumes that:

- You performed all the procedures in this chapter from "Starting the Print Operation" through "Changing the Print Options".

- You entered *6580 as the printing device type and have named a BSC file and library as the output queue on the print options display (Figure 1-4).

- You have defined the communications environment and have created the BSC file (Appendix N).

- You are at the Displaywriter options display (Figure 1-7).


```
      TEXT                    DISPLAYWRITER OPTIONS
      Document:  STDLET              File:  EXAMPLE        Library:  QTXT
 (A)— Enter temporary changes:

      Use Text Management supplied OCL (Y N):         Y ——————————— (B)

      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                              (C)

      Additional OCL:

      _____
      _____
```

Figure   1-7. Printing on a Displaywriter

You can see that the Displaywriter options display contains information in the input fields (your display may contain entries different from those shown in Figure 1-7). This information may come from four sources:

- From the document, if you had previously chosen to update the document on the exit from edit display after you had saved the print options.

- From the user profile, if the document does not contain any information from the system printer options display. See Appendix L for more information on the user profile.

- From message QTX0802, if neither the user profile nor the document contain any information from the Displaywriter options display. You can change the contents of message QTX0802 as described in Appendix N.

- From the Text Management defaults.

Notice that, if you reached this display from the services menu, the third line of the display Ⓐ (Figure 1-7) contains:

"Enter permanent changes:"

If you entered *TEMP on the print options menu, this line contains:

"Enter temporary changes:"

1. If you use OCL stored in your document, you must ensure that all OCL commands start in column 1 and that you have specified no additional spaces to the left of the margin on the print options display.

   If you want Text Management to generate the OCL, key Y in the input field following "Use Text Management supplied OCL (Y N):" Ⓑ (see Figure 1-7).

2. If you chose to use Text-Management-supplied OCL, examine the options on this display. Change any that do not meet your requirements.

   Notes:

   A. The entry showing in the "Description" input field is the description that was attached to the document when the document was created. You can key in a new description if you wish. The description may be used to identify the document at the Displaywriter. When it reaches the Displaywriter, the Displaywriter screen shows a code (such as YYYY.xxx) in the Name field and the description in the Comment field. For example:

      ```
      Receive Document
            Diskette:        Work02
            Name:            YYYY.xxx
            Comment:         document description
      ```

      The operator can identify your document by looking for the description and noting the code, after which the operator can use the code to identify your document. The Displaywriter truncates the description if it is longer than 42 characters, including spaces.

   B. If you key in additional OCL (C) (Figure 1-7), the additional OCL overrides OCL created by Text Management but is overridden by OCL within the document.

3. Press the Enter/Rec Adv key. This performs one of two operations:

   - If you started printing by choosing option 3 (Print a document) on the primary menu, you submit your document for printing.

     - If you chose interactive printing on the print mode menu, you stay at the system printer options display until the printing is complete. Then

you return to the primary menu. You will not be able to start another
operation until printing is complete.

- If you chose batch printing on the print mode menu, you return to the
  primary menu, so that you can start another operation. You will be able
  to start another operation as soon as the print request enters the batch
  queue, as indicated by a message.

* If you started from the edit display, you return to the edit display. To
  print a document interactively, press the CF15 key. You will not be able to
  start another operation until printing is complete. The document (STDLET)
  will be printed with the changed options. When you exit, however, you may
  not be allowed to update the document because you may not be authorized to
  do so.

Sending the Document to an IBM 6670 for Printing

This procedure assumes that:

* You performed all the procedures in this chapter from "Starting the Print
  Operation" through "Changing the Print Options".

* You entered *6670 instead of *SYSPRT as the printing device type and have named
  the BSC file and library as the output queue on the print options display
  (Figure 1-4).

* You have defined the communications environment and have created the BSC file.

* You are at the 6670 Information Distributor options display (Figure 1-8).

Figure 1-8

```
    TEXT              6670 INFORMATION DISRIBUTOR OPTIONS
    Document:  STDLET           File:  EXAMPLE           Library:   QTXT
 A──Enter temporary changes:                                                    B

    Use Text Management supplied OCL (Y N):                 Y ──────────────

    Font selection          Font ID       Download from System/38
    Primary:                   86              (Y N):   N
    Highlight:                160              (Y N):   N
    Primary underscore:        80              (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 1-8. Printing on an IBM 6670

Notice that, if you reached this display from the services menu, the third line of the display Ⓐ contains:

"Enter permanent changes:"

If you entered *TEMP on the print options display, this line contains:

"Enter temporary changes:"

1. If you use OCL stored in your document, you must ensure that all OCL commands start in column 1 and that you have specified no additional spaces to the left of the margin on the print options display.

    If you want Text Management to generate the OCL, key Y in the input field following "Use Text-Management-supplied OCL (Y N):" Ⓑ (see Figure 1-8).

2. If you chose to use Text-Management-supplied OCL, examine the options on this display. Change any that do not meet your requirements.

    Notes:

    A. If you key in additional OCL Ⓒ (Figure 1-7), the additional OCL overrides OCL created by Text Management but is overridden by OCL within the document.

    B. Due to pre-processing time in the System/38 Text Management licensed program, you may not achieve the performance results shown in the *General Information Manual for the IBM 6670 Information Distributor*, G544-1006.

    C. If you are printing multicopy documents and if you are using Text-Management-supplied OCL, Text Management sends OCL before each copy. This may affect the performance of the IBM 6670.

3. Press the Roll Up key to see additional options. Change any that do not meet your requirements.

4. Press the Enter/Rec Adv key. This performs one of two operations:

    *   If you started printing by choosing option 3 (Print a document) on the primary menu, you submit your document for printing.

        -   If you chose interactive printing on the print mode menu, you stay at the system printer options display until the printing is complete. Then you return to the primary menu. You will not be able to start another operation until printing is complete.

        -   If you chose batch printing on the print mode menu, you return to the primary menu, so that you can start another operation. You will be able to start another operation as soon as the print request enters the batch queue, as indicated by a message.

    *   If you started from the edit display, you return to the edit display. To print a document interactively, press the CF15 key. You will not be able to start another operation until printing is complete. The document (STDLET) will be printed with the changed options. When you exit, however, you may

not be allowed to update the document because you may not be authorized to
do so.

OCL Generated by Text Management for the IBM 6670

When Text Management sends a document to an IBM 6670, it generates OCL to create a
job separator page that precedes the document. Text Management also generates OCL
that it will use unless you specify, on the 6670 Information Distributor options
display (Figure 1-8), that you don't want to use the Text-Management-supplied OCL.
Text Management generates the OCL based on the values in the input fields of the
6670 Information Distributor options displays.

JOB SEPARATOR OCL

Text Management generates the following OCL to create a job separator page that
precedes and identifies the document. The job separator OCL is generated even if
you have specified that you don't want to use Text-Management-supplied OCL for your
document.

OCL	Description
,PRINT	Print the data using format 106 (the default text-processing format for a 6670 receive job).
DUPLEX 0	Print on one side of the paper.
FIRST LINE 2	Start printing on line 2.
INTERLINE SPACING 1 6.0	Use single spacing and six lines per inch.
LAST LINE 70 0	Stop printing on line 70 and honor page-ending codes in the document.
LINE NUMBERING 0	Do not number the lines.
MARGIN LEFT 2	Set the left margin at column 2.
OFFSET 2	Jog each separator sheet.
PAPER 1	Use the paper from the primary paper-supply drawer.
PLAY 134	Set the line length at 132 characters.
SUMMARY 0 0	Do not print a summary sheet.
,END	The data follows.

The data consists of:

Data	Description
*.JOBNAME...job	job is the job name.
*.USER NAME.user	user is the name of the user.
*.JOBNBR....num	num is the job number.
*.DATE......date	date is the date the document was sent.
*.TIME......time	time is the time the document was sent.
*.FILE......file	file is the file name.
*.LIBRARY...lib	lib is the library name.
*.DOCUMENT..doc	doc is the document name.

document description

The values for job, user, num, date, time, file, lib, doc, and the document description are supplied by Text Management. You can change the contents and format of the data on the job separator page by changing message QTX0803. The procedure for this is described in Appendix N. Figure 1-9 shows an example of a job separator page.

```
*.JOBNAME...WS02
*.USER NAME.HARTSHORN
*.JOBNBR....000150
*.DATE......05/13/82
*.TIME......13:11:00
*.FILE......EXAMPLE
*.LIBRARY...QTXT
*.DOCUMENT..STDLET


   Standard Letter
```

Figure 1-9. Example of a Job Separator Page

DEFAULT OCL

If no input field values for the 6670 Information Distributor options displays have been saved with the document, and if the user profile does not contain any entries for the options displays, Text Management inserts default values taken from message QTX0804 into the input fields of the prompt. If you do not make changes to these values, Text Management generates default OCL based on these values.

Figure 1-10 and Figure 1-11 show the 6670 Information Distributor options displays containing default values as originally supplied with Text Management in message QTX0804. If you change the message, these values will change. You should change the message to reflect the fonts and the keyboard information stored in the IBM 6670. For more information about this message, see the description, in Appendix N, of how to change the message.


```
       TEXT              6670 INFORMATION DISRIBUTOR OPTIONS
       Document: STDLET          File: EXAMPLE          Library:  QTXT
       Enter temporary changes:

 A     Use Text Management supplied OCL (Y N):                     Y

       Font selection          Font ID      Download from System/38
 B     Primary:                   86           (Y N):   N
       Highlight:                 160          (Y N):   N                    E
       Primary underscore:         80          (Y N):   N
 C     Highlight underscore:      160          (Y N):   N                    F

       Input keyboard number:                              101               G

 D     First print line:                                     3
       Last print line:                                     60
       Lines per inch (5.5 6 6.5):                         6.0               H
       Line spacing (1 2 3):                                1
       Additional left-margin space:                       10        +       I
                                                                             J
```

Figure 1-10. 6670 Information Distributor Options Display (1)


```
       TEXT              6670 INFORMATION DISRIBUTOR OPTIONS
       Document: STDLET          File: EXAMPLE          Library:  QTXT
       Enter temporary changes:
                                                                             K
       Print on both sides of the paper (Y N):         Y
       Offset each copy (Y N):                         Y                     L
       Print summary page (Y N):                       N

       Paper supply selection:                         1                     M
         1 - Primary
         2 - Alternate                                                       N
         3 - Alternate drawer for first page of each copy
         4 - Alternate drawer for first page of the job

       Description:   Standard Letter

       Additional OCL:

       _____
       _____
```

Figure 1-11. 6670 Information Distributor Options Display (2)

The entries shown in Figure 1-10 and Figure 1-11 cause Text Management to generate the following OCL. Each display entry is marked with a letter and the OCL generated because of the entry is marked with the same letter.

The following describes the default OCL in the order in which it is generated by Text Management:

OCL	Description
,PRINT	Print the data using format 106 (the default text-processing format for a 6670 receive job).
PLAY 134	Set the line length at 134 characters.
TYPE STYLE 86 160 86 160 Ⓐ Ⓑ Ⓒ Ⓓ	Use type style 86 as the primary font and the primary underlined font. Use type style 160 as the highlight font and the highlight-and-underline font. The default type styles can be changed by changing message QTX0804, as described in Appendix N.
MARGIN LEFT 2	Text Management uses the margin left value (10) on the display Ⓙ to build pages but uses a value of 2 when creating the OCL.
Ⓜ SUMMARY 0 0	Do not print a summary sheet or any printed messages in the text.
QUANTITY 1	Print one copy of the document.
Ⓝ PAPER 1	Use the paper from the primary paper-supply drawer.
INPUT 10 101 Ⓔ	The document was created on a 10-pitch character set on keyboard 101. Change the keyboard to reflect your default by changing message QTX0804, as described in Appendix N.
Ⓚ DUPLEX 1	Print on both sides of the paper.
Ⓛ OFFSET 2	Jog each copy of the document.
INTERLINE SPACING 1 6.0 Ⓘ Ⓗ	Use single spacing and six lines per inch.
FIRST LINE 2	Text Management uses the first line value (3) on the display Ⓕ to build pages but uses a value of 2 when creating the OCL.
LAST LINE 70 0	Honor page-ending codes in the document. Text Management uses the last line value

(60) on the display Ⓖ to build pages but
                                    uses a value of 70 when creating the OCL.

    LINE NUMBERING 0   Do not number the lines.

    ,DEFINED CODES   Define the following code for the
                                    following use:

    | UNIT SPACE   Replace the character |, representing the
                                    hexadecimal value BE (required blank),
                                    with a horizontal space 1/60 th of an inch
                                    wide.

    ,PROGRAMMED ST⌃⊃S   Use the following programmed stops for
                                    the following:

Ⓐ 1 OUTPUT 86   On program stop 1, switch to font 86.

Ⓑ 2 OUTPUT 160   On program stop 2, switch to font 160.

Ⓒ 3 OUTPUT 86   On program stop 3, switch to font 86.

Ⓓ 4 OUTPUT 160   On program stop 4, switch to font 160.

    ,END   This is the end of the default OCL.

Notes:

1. You can examine the OCL generated by Text Management if you request that a
    summary page be printed. On the summary page, you will see that the names in
    the OCL commands and instructions are shortened to three letters (such as INP).
    If there are OCL errors, the IBM 6670 automatically prints a summary page,
    whether you asked for one or not. See "Printing the OCL on the IBM 6670" in
    Appendix G for an example of a summary page.

2. The IBM 6670 must contain the following as stored format 230:

        DEV OP 1P 2P 3P 4P
        HAL 0
        HOL 1
        SWI 0
        BLO 512
        COD 0
        CPU 1 1
        REC 0
        TER 0

3. The document can only be printed on lines 2 through 89.

4. The IBM 6670 shifts the text two positions to the right.

5. A File Full internal storage error may occur on the IBM 6670 while Text
    Management is sending your document. This indicates that all available space on
    the IBM 6670 diskette has been used. Text Management stops sending the document

until space on the IBM 6670 diskette becomes available. This may mean that the part of the document already on the diskette will be printed before Text Management resumes sending the rest of the document.

6. If you choose a font with proportional spacing, or if your highlight font has a different pitch from the primary font, paragraphs with right-aligned margins may be printed with ragged right margins.

7. The default number of lines per inch for rotated type styles (224, 225, 226, and 227) is 6.0 lines per inch. Do not use 8.57 lines per inch for these styles.

8. If you want to use a rotated type style, you must specify this style for both the primary font and the highlight font.

9. Even if you use Text-Management-supplied OCL, you can still use OCL that is in your document, providing:

   • All OCL commands start in column 1.

   • The OCL conforms to the OCL coding rules (see the *6670 Programmer's Guide -- BSC*).

   If you have OCL in your document and you don't want it to be used, make sure that it doesn't start in column 1. One way to do this is to specify additional spaces to the left of the margin on the print options display.

10. If you use the *.sk 0* print control command to create special characters in your document, you may not print what you expect because the IBM 6670 does not overstrike.

Figure 1-10 and Figure 1-11 show the 6670 Information Distributor option displays with these entries.

Sending Fonts from the System/38 to the IBM 6670

If you want to send the font from the System/38 to the IBM 6670 Model II, the font must already be stored as a member of file FONTS in the System/38. See Appendix J for the procedure for installing the fonts in file FONTS.

```
  TEXT               6670 INFORMATION DISRIBUTOR OPTIONS
  Document: STDLET            File: EXAMPLE          Library: QTXT
  Enter temporary changes:

    Use Text Management supplied OCL (Y N):              Y ──────────────── Ⓐ

    Font selection         Font ID      Download from System/38
    Primary:                  86           (Y N):    N ┐
    Highlight:               160           (Y N):    N │
    Primary underscore:       80           (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 1-12. Sending Fonts to the IBM 6670

If you want Text Management to supply the OCL to send the fonts to the IBM 6670
Model II, use the following procedure:

1. On the 6670 Information Distributor options display (Figure 1-12), key Y Ⓐ
    into the input field following

    "Use Text Management supplied OCL (Y N):".

2. Key the numbers of the font you want to use into the input fields under the
    heading "Font ID" Ⓑ.

3. Key Y into the field or fields under the heading "Download from System/38" for
    the font or fonts that you want to send from the System/38. Ⓒ You can send a
    maximum of two fonts. For each font that you want to send, Text Management
    looks for a member called FONTxxx, in which xxx is the number you keyed in step
    2. (Text Management adds a leading zero if you keyed in only two digits.) For
    example, if you keyed in 87, Text Management looks for member FONT087 in file
    FONTS.

4. Press the Enter/Rec Adv key to return to the print options display.

5. At the print options display, press the Enter/Rec Adv key to:

    •   Send the font or fonts and the document to the IBM 6670 if you reached the
        print options display after choosing option 3 (Print a document) on the
        primary menu.

    •   Return to the edit display if you reached the print options display from the
        services menu after choosing option 1 (Create or revise a document) on the
        primary menu. At the edit display, you can send the fonts and the document
        by pressing the CF15 key.

CHAPTER 2. CREATING A FILE (EXAMPLE 2)

This example is different from others in Part 1 in that, because it describes how to create a file, no sample file is supplied. The example assumes that you are starting at the primary menu, and that you have authority to use the CRTSRCPF command.

To create a new file:

1. Blank out the document name input field. See note A.

2. Key in the name of the new file. See note B.

3. Key in the name of an existing library that will contain the new file.

4. Press the Enter/Rec Adv key. Text Management issues a message to tell you that the file does not exist and that you can create a file by pressing the Enter/Rec Adv key. Press the Enter/Rec Adv key. This takes you to the create text file display. The name of the new file is already entered on the create text file display.

5. Enter a description ⒶＡ. See Figure 2-1. You can choose whether you will allow others to read, print, or change documents from this file Ⓑ.

    You can also press the CF4 key to enter other command parameters. This takes you to the create source physical file prompt. For more information, see the description of the CRTSRCPF command in the *CL Reference Manual*.


```
TEXT              CREATE TEXT FILE
Library:  LIBNAME

Enter the following for the new file:
  File name:              NEWFILE
  File description:       This is the new file.

  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 2-1. Using the Create Text File Display

6. Press the Enter/Rec Adv key.

After you press the Enter/Rec Adv key, you go to the primary menu, where a message tells you that the file has been created.

At this point, you have created an empty file, whose identity and attributes are known by Text Management. This is a normal System/38 source file. It can have a width of from 40 to 240 characters.

To put something into this file, you must create a document, as described in the prerequisite manual *Getting Started with Text Management*. A document is a System/38 source-file member.

Notes:

A. If you want to create a document and a file in one operation, you must choose option 1 and key in the name of the new document instead of performing step 1. Then, after you press the Enter/Rec Adv key to leave the create text file display (Step 6), you will go to the edit display to enter text in your new document.

B. If you leave the file name blank and the library contains files that you are authorized to view, you will go to the file list display. If there are no files in the library or the library does not contain any files that you are authorized to view, you receive a message to indicate this on the primary menu.

A form document is a document in which the user is expected to fill in the input fields, called *form fields*. Each form field can be preassigned with certain attributes, such as prompting information, numeric input only, underlining, and highlighting.

The form document that you see on the edit display and whose form fields you fill in is a copy of the original, which is kept in storage. You use the copy to produce and print a filled-in form document, after which you can request another, unfilled-in, copy of the original form document.

This example shows you how to create and use a form document like *FORMDOC* in file *EXAMPLE* in library *QTXT*, as shown in Figure 3-1. Your document and file names, of course, must be different from those shown below.

```
TEXT      W:1      Document: FORMDOC          Scan: _____
Fmt:  1 <..I ... 1 ... ... 2 ... ... 3 ... C.. 4 ... ... 5 ... ... 6 ... ... 7>
        *********BEGINNING**********
0001.00  .Name_____               Catalog  Service  Co.
0002.00  .Address_____         "Guaranteed  Satisfaction"
0003.00  .City_____
0004.00
0005.00  Dear .Title_____
0006.00
0007  1     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 3-1. Form Document Example

CREATING A FORM DOCUMENT

Create a new document and enter text into the new document so that it looks like Figure 3-2.

```
   TEXT      W:1     Document:                        Scan: _____
   Fmt:  1 <..I ... 1 ... ... 2 ... ... 3 ... C.. 4 ... ... 5 ... ... 6 ... ... 7>
         *********BEGINNING**********
   0001.00                                                 Catalog  Service  Co.
   0002.00                                                "Guaranteed  Satisfaction"
   0003.00
   0004.00
   0005.00  Dear
   0006.00
   0007  1     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                              Sincerely,
   0016.00
   0017.00                              Howard Davis, Pres.
   0018.00
         **************END*************
```

Figure 3-2. Creating a Form Document

Create a form field in the top line of the document this way:

1. Press the Enter/Rec Adv key to complete processing of any previous changes that
    have been keyed into the document.

2. Key an *f* in column 1 of the top line of the document **A** .

3. Space to column 33 and key in another *f* **B** , as shown in Figure 3-3. The two *f*s
    outline the position of the form field; that is, the form field will start in
    column 2 and will end in column 32.

```
   TEXT      W:1     Document:                        Scan: _____
   Fmt:  1 <..I ... 1 ... ... 2 ... ... 3 ... C.. 4 ... ... 5 ... ... 6 ... ... 7>
         *********BEGINNING**********
   0001.--f                                        f       Catalog  Service  Co.
   0002.00                                                "Guaranteed  Satisfaction"
   0003.00
   0004.00
   0005.00  Dear
   0006.00
   0007  1     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                              Sincerely,
   0016.00
   0017.00                              Howard Davis, Pres.
   0018.00
         **************END*************
```

Figure 3-3. Creating a Form Field (1)

4. Press the CF14 key to create the form field, which is shown underlined **C** in Figure 3-4.

```
    TEXT      W:1     Document:                  Scan: _____
    Fmt:  1 <..I ... 1 ... ... 2 ... ... 3 ... C.. 4 ... ... 5 ... ... 6 ... ... 7>
           *********BEGINNING**********
    0001.00   _____              Catalog  Service  Co.
    0002.00                                            "Guaranteed  Satisfaction"
    0003.00
    0004.00
    0005.00  Dear
    0006.00
    0007  1     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                          Sincerely,
    0016.00
    0017.00                          Howard Davis, Pres.
    0018.00
           **************END*************
```

Figure 3-4. Creating a Form Field (2)

Note that you cannot create a form field that starts in column 1 because you cannot outline such a field with f's.

You can start a form field at the left margin (if the left margin is not in column 1) and you can end a form field at the right margin. See the description of the text definition display for the procedure.

5. Key ".Name" in the first five positions of the form field **D**, as shown in Figure 3-5. Press the Enter/Rec Adv key. Because this entry starts with a period, Text Management recognizes it as prompting information.

   Prompting information tells the person who fills in the form what type of information is expected to be entered into the form field; in this case, the information is expected to be a *name*. If you don't enter anything into a form field containing prompting information, the field is left blank when printed; the prompting information (.Name) is not printed.

```
         TEXT      W:1     Document:                        Scan: _____
         Fmt:   1 <..I ... 1 ... ... 2 ... ... 3 ... C.. 4 ... ... 5 ... ... 6 ... ... 7>
                  *********BEGINNING**********
         0001.00  .Name_____           Catalog  Service  Co.
         0002.00                                           "Guaranteed  Satisfaction"
         0003.00
         0004.00
         0005.00  Dear
         0006.00
         0007  1     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                        Sincerely,
         0016.00
         0017.00                        Howard Davis, Pres.
         0018.00
                  ***************END**************
```

Figure 3-5. Inserting Prompting Text in a Form Field

You can use a similar procedure to create the other form fields (shown underlined) in this document. You do not need to create the form fields one at a time; you can outline all fields with fs before pressing the CF14 key to create all form fields at the same time.

You can use line commands to create columns of form fields in your document. For example, if you want to create columns of form fields under the headings "ITEM NUMBER" (A), "QUANTITY" (B), "DESCRIPTION" (C), and "COST" (D):

1. In line 0012.00, outline the four form fields with fs, as shown in Figure 3-6.

```
         TEXT      W:1     Document:                        Scan: _____
         Fmt:   1 <..I ... 1 ... ... 2 ... ... 3 ... C.. 4 ... ... 5 ... ... 6 ... ... 7>
                  *********BEGINNING**********
         0001.00  .Name_____           Catalog  Service  Co.
         0002.00  .Address_____           "Guaranteed  Satisfaction"
         0003.00  .City_____
         0004.00
         0005.00  Dear .Title_____
         0006.00
         0007  1     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                        Sincerely,
         0016.00
         0017.00                        Howard Davis, Pres.
         0018.00
                  ***************END**************
```

Figure 3-6. Creating Columns of Form Fields (1)

2. Press the CF14 key to create all four fields at once, as shown in Figure 3-7.

```
    TEXT      W:1      Document:                    Scan: _____
    Fmt:  1 <..I ... 1 ... ... 2 ... ... 3 ... C.. 4 ... ... 5 ... ... 6 ... ... 7>
            *********BEGINNING**********
    0001.00  .Name_____              Catalog  Service  Co.
    0002.00  .Address_____              "Guaranteed  Satisfaction"
    0003.00  .City_____
    0004.00
    0005.00  Dear .Title_____
    0006.00
    0007  1    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                              Sincerely,
    0016.00
    0017.00                              Howard Davis, Pres.
    0018.00
            *************END*************
```

Figure 3-7. Creating Columns of Form Fields (2)

3. Key in a *C* line command 🅴 in the leftmost position of the line number field
    for line 0012.00 and key in a *B4* target 🅵 , followed by a space, in the
    leftmost position of the line number field for line 0013.00. See Figure 3-8.
    This will copy line 0012.00 four times before line 0013.00.

```
    TEXT      W:1      Document:                    Scan: _____
    Fmt:  1 <..I ... 1 ... ... 2 ... ... 3 ... C.. 4 ... ... 5 ... ... 6 ... ... 7>
            *********BEGINNING**********
    0001.00  .Name_____              Catalog  Service  Co.
    0002.00  .Address_____              "Guaranteed  Satisfaction"
    0003.00  .City_____
    0004.00
    0005.00  Dear .Title_____
    0006.00
    0007  1    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
    C012.00       ____            __         _____        ____
    B4 3.00                                              Total        .tot
    0014.00
    0015.00                              Sincerely,
    0016.00
    0017.00                              Howard Davis, Pres.
    0018.00
            *************END*************
```

Figure 3-8. Creating Columns of Form Fields (3)

4. Press the Enter/Rec Adv key to create four columns of form fields. See
    Figure 3-9.

```
 TEXT      W:1      Document:                    Scan: _____
 Fmt:  1 <..I ... 1 ... ... 2 ... ... 3 ... C.. 4 ... ... 5 ... ... 6 ... ... 7>
         *********BEGINNING**********
 0001.00  .Name_____               Catalog  Service  Co.
 0002.00  .Address_____             "Guaranteed  Satisfaction"
 0003.00  .City_____
 0004.00
 0005.00  Dear .Title_____
 0006.00
 0007 1     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      ____            __       _____
 0014.00                                                  Total      .tot
 0015.00                            Sincerely,
 0016.00
```

Figure 3-9. Creating Columns of Form Fields (4)

If you would like to specify that, for example, only numeric information should be
entered into a form field, move the cursor into the form field and press the CF14
key to go to the text definition display for that field. On the text definition
display, you can specify that only numeric values should be entered into this field.
You can similarly specify other characteristics that you want the form field to
have.

Figure 3-10 shows the text definition display for a form field located under the
heading COST in document *FORMDOC*. Notice that the input field following "Allow
only numeric value" contains a Y (for Yes) **A**.

```
  TEXT                     TEXT DEFINITION
  Field length:        006
  Field location   Line: 0012.00      Column:   062
  Value (initial period indicates value that will not print):
  ____

  Underline/highlight
     Underline this field when printing                     (Y N): N
     Highlight this field when printing (overprint)         (Y N): N
  Positioning
     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): Y
     Right adjust and zero fill field                       (Y N): N
  Numeric options
     Allow only numeric value                               (Y N): Y
        Edit field with this Edit Code    (A-D, J-M, Y, Z, 1-9): L
           Replace leading zeros with asterisks               (Y N): N
           Replace leading zeros with floating currency symbol (Y N): N
           Provide decimal alignment                        (1-9): 2


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

Figure 3-10. Text Definition for a Form Field

Note: If the form field is less than four positions long, some of the lines of the
text definition display are not shown because they do not apply to a short field.
See the description of the text definition display in Part 2 for more details.

Once you are at the text definition display for one form field, you can move to the text definition display of the next form field by pressing the Enter/Rec Adv key. If you press the Enter/Rec Adv key while you are at the text definition display of the last form field, you return to the edit display. Otherwise, to return to the edit display, press the CF2 key.

To see the text definition of a preceding form field, you must return to the edit display. At the edit display, position the cursor in the desired field and press the CF14 key.

USING A FORM DOCUMENT

This procedure shows you how to use a form document. Assume that you are at the primary menu and you want to fill in document *FORMDOC* in file *EXAMPLE* of library *QTXT*. Choose option 4 (A) and name the document, file, and library (B). See Figure 3-11.


```
    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):      FORMDOC
            File   (blank for a list of files):        EXAMPLE
            Library :                                  QTXT

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

    CF6-Display messages
```

Figure 3-11. Primary Menu Option to Fill In a Form Document

Press the Enter/Rec Adv key to see the document on the edit display. See Figure 3-12.

```
TEXT      W:1    Pend: FORM                    Scan: _____
Fmt:   1 <..T......T... ... 2 ... ... 3 ... C.. 4 ... ... 5 ... ... 6 ... ... 7>
************BEGINNING**********
0001.00   .Name_____             Catalog  Service  Co.
0002.00   .Address_____            "Guaranteed  Satisfaction"
0003.00   .City_____
0004.00
0005.00   Dear .Title_____
0006.00
0007 1      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

  CF6-Display messages
```

Figure 3-12. Form Document

A pending indication Ⓐ

                              Pend: FORM

replaces the document name at the top of the display, and indicates that forms
prompting is in effect.

You can now use the Field Advance key, the Field Backspace key, or the Field Exit
key to move to the next form field, if the next form field is completely shown on
the display.

If your document has form fields that are not shown or only partly shown on the
display (for example, because the document is wider than the display), you will not
be able to use the Field Advance key, the Field Backspace key, or the Field Exit key
to move to those form fields unless you use the Roll keys or the window line command
to reposition the display. Instead, if the scan field is blank, you can use the CF7
key or the CF8 key to scan for the form field that is outside the display window.
In this case, Text Management automatically repositions the display, if necessary,
to show the next form field.

Notice that only numeric values are valid in the fields under COST. This is defined
as a numeric-only field on its text definition display. If you key in a non-numeric
value and then press the Enter/Rec Adv key, Text Management issues an error message.

Note that you cannot revise any part of the document other than a form field. If you try to revise a non-form-field character, an error code is displayed on the bottom left of the display. Press Error Reset to recover. If you need to change some text that is not in a form field, press the CF4 key or the CF6 key to cancel forms prompting.

If you want to display or change the options of a form field, move the cursor into the field and press the CF14 key to go to the text definition display for that field.

Figure 3-13 shows a typical filled-in form. Note that document *FORMDOC* contains two highlighted text fields. See the description of command function 14 (CF14) in Part 2 for details on how to create underlined and highlighted text fields.

```
 TEXT      W:1    Pend: FORM                    Scan: _____
 Fmt:  1 <..I ... 1 ... ... 2 ... ... 3 ... C.. 4 ... ... 5 ... ... 6 ... ... 7>
         *********BEGINNING***********
 0001.00  RB Wilson                              Catalog Service Co.
 0002.00  2 Every Street                         "Guaranteed Satisfaction"
 0003.00  Brampton, Ontario
 0004.00
 0005.00  Dear Mr. Wilson,
 0006.00
 0007  1    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        00127           2          Hacksaw - 8 inch        21.37
 0013.00        10029           1          Paint-blue (gal)        13.00
 0014.00        10051           2          Paint-green (gal)       26.00
 0015.00        2135C           8          Nails (ctn)             15.25
 0016.00        3332X          20          Brass tacks (pkt)       25.80
 0017.00                                                  Total    .tot
 0018.00
 0019.00                             Sincerely,
 0020.00
```

Figure 3-13. Example of Filled-In Form Document

When you have filled in the form, press the CF15 key to print it. This does not print the underlines that identify the form field on the display, unless you have specified underlining on the text definition display for that form field.

When you want to exit from the edit display, press the CF1 key to go to the exit from edit display. See Figure 3-14.

```
TEXT                    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:                          FORMDOC
   File containing document:            EXAMPLE
   Library containing file:             QTXT

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
```

A ───→

B ───→

Figure 3-14. Exiting from Filling In a Form Document

Notice that this is slightly different from the usual exit from edit
display. Because you chose option 4 on the primary menu, the usual
display:

     Update document named below   (Y N): Y

is replaced by:

     Edit another new form   (Y N): Y   Ⓐ

Because you have just filled in a copy of the document, the exit from
edit display is already set up to present you with a refreshed copy of
the form, that is, a copy of the form that has not been used. Just
press the Enter/Rec Adv key.

If you do not want to fill in another copy of the form, change the N
following "Exit Editor - Return to Primary Menu" Ⓑ to Y, and change
the Y following "Edit another new form" Ⓐ to N. Press the Enter/Rec
Adv key. This returns you to the primary menu.

CHAPTER 4. COPYING FROM ONE DOCUMENT TO ANOTHER (EXAMPLE 4)

Three methods can be used to copy from one document to another.

*   Using the exit from edit display.

    This allows you to create a new document by editing an existing document and storing it under a new name. The new document created this way can be in a different file and library from the original document.

*   Using the document list display.

    This also allows you to create a new document by copying an existing document and renaming the copy, except that the new document created this way will be in the same file and library as the original.

*   Using the services menu.

    This allows you to copy part or all of one document into another.

USING THE EXIT FROM EDIT DISPLAY

Assume that you have displayed document *DBCOPY* of file *EXAMPLE* of library *QTXT* on the edit display, you have pressed the CF1 key to go to the exit from edit display, and now you want to copy the document to another file and library.

After "Create document named below" **A**, enter Y (for yes), and enter the names of the new document, the file it will be in, and the library **B**. The library must already exist.

Figure 4-1 assumes that the new document is to be called *NEWNAME*, and will be in file *FILENAME* in library *LIBNAME*. These are not IBM-supplied examples.

When you press the Enter/Rec Adv key, you go to the primary menu, which displays a message that tells you that document *NEWNAME* has been updated.

```
    TEXT                    EXIT FROM EDIT

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

    Document name:                     NEWNAME
      File containing document:        FILENAME
      Library containing file:         LIBNAME

    Description:     This is a new copy

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

Figure 4-1. Copying a Document on the Exit From Edit Display

USING THE DOCUMENT LIST DISPLAY

Because file *EXAMPLE* is protected from being changed (and this prevents the creation of a new document in this file), assume that you have used the CPYF command to copy file *EXAMPLE* into a new file, *EXAMPLE1*. See the *CL Reference Manual* for more information about the CPYF command. Assume that you want to copy document *DBCOPY* of file *EXAMPLE1* of library *QTXT*.

From the primary menu, choose option 1 (Create or revise a document). Leave the document name blank, but key in the file name (EXAMPLE1) and the library name (QTXT) of the document you want to copy. Press the Enter/Rec Adv key.

This takes you to the document list display.

Key in the name of the new document, assumed to be *NEWNAME* (as shown in Figure 4-2) **A**, and select the document to be copied by entering an 8 in the OPT column next to the name of the document **B**.

Note that the created date of the documents (shown in Figure 4-2 as mm/dd/yy) will be the date when you created file *EXAMPLE1*.

Press the Enter/Rec Adv key.

```
TEXT                  DOCUMENT LIST
File: EXAMPLE1        Library: QTXT
Enter new document name or select document from list below:    NEWNAME
Search description:  _____
Search from created date:    00/00/00          To created date:  01/82/02
Locate document name beginning with:    _____

OPT  DOCUMENT    DESCRIPTION                                          CREATED
  _  COLLIST     Simple data base column list                        mm/dd/yy
  8  DBCOPY      Document to copy data in directly                   mm/dd/yy
  _  FORMDOC     Document with form fields, highlight, underline     mm/dd/yy
  _  LETMCCL     Letter with multiple copy and column list entries   mm/dd/yy
  _  LINECOM     General letter with data for line commands          mm/dd/yy
  _  MULTICOPY   Multiple copy document from data base               mm/dd/yy
  _  PRTCTL      Document with print control commands                mm/dd/yy
  _  SOURCE      Document containing Print Control File data         mm/dd/yy
  _  STDLET      Standard letter                                     mm/dd/yy




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

Figure 4-2. Copying a Document on the Document List Display

If you are authorized to create a document in this file: when you press
the Enter/Rec Adv key, you go to the edit display, which displays the
new document (which is document *NEWNAME* of file *EXAMPLE1* of library
QTXT).

USING THE SERVICES MENU

Assume that you want to copy part of document *FORMDOC* in file
EXAMPLE in library *QTXT* into document *MULTICOPY*, also of file
EXAMPLE.

1. Display document *MULTICOPY* (Figure 4-3) on the edit display by
   choosing option 1 (Create or revise a document) on the primary menu.

```
TEXT      W:1     Document: MULTICOPY      Scan: _____
Fmt:  1 <... ... 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 1 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
0009.00 again in the near future.
0010.00
0011.00 Sincerely,
0012.00
0013.00 W. J. Thomas
0014.00 President
        **************END**************
```

Figure 4-3. Sample Document MULTICOPY.

2. Press the CF5 key to go to the services menu.

On the services menu, choose option 3 **(A)**, and key in the name of document *FORMDOC*, and the names of the file, *EXAMPLE*, and library, *QTXT*, as shown **(B)** in Figure 4-4 below.

```
   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

   Option: 3

      Document/member:   FORMDOC     File:  EXAMPLE    Library:  QTXT




   CF6-Display Messages
```

Figure 4-4. Copying a Document Using the Services Menu

3. Press the Enter/Rec Adv key.

   This takes you to the split edit display, where document *MULTICOPY* is on the upper part of the display and document *FORMDOC* is on the bottom.

4. You can now use the line positioning line commands to display the parts of the documents that you want to work with. Then you can copy from the lower part to the upper part using line commands such as CC **(A)**, and a target such as A **(B)**. See Figure 4-5.

   Note that both copy (CC) line commands do not need to be showing on the display.

```
    TEXT      W:1      Document: MULTICOPY        Scan: _____
    Fmt:  1 <... ... 1 ... ... 2 ... ... 3 ..C ... 4 ... ... 5 ... ... 6 ... ..> 7
    0003.00 .&CITY
    0004.00
    0005.00 Dear .&TITLE,
    0006.00
    0007  1 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
    0009.00 again in the near future.
    A010.00
    0011.00 Sincerely,
    0012.00
    _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
    Browse: FORMDOC      W:1                       Scan: _____
    0010.00
    CC11.00    ITEM NUMBER    QUANTITY      DESCRIPTION         COST
    0012.00    ___            __            _____   ___
    0013.00
    0014.00    ___            __            _____   ___
    0015.00
    0016.00    ___            __            _____   ___
    CC17.00                                             Total   .tot
    0018.00
```

Figure 4-5. Copying on the Split Edit Display

5. After you press the Enter/Rec Adv key, the display looks as shown in Figure 4-6 below.

```
    TEXT      W:1      Document: MULTICOPY        Scan: _____
    Fmt:  1 <... ... 1 ... ... 2 ... ... 3 ..C ... 4 ... ... 5 ... ... 6 ... ..> 7
    0010.00
    0010.01    ITEM NUMBER    QUANTITY      DESCRIPTION         COST
    0010.02
    0010.03    ___            __            _____   ___
    0010.04
    0010.05    ___            __            _____   ___
    0010.06    ___            __            _____   ___
    0010.07                                             Total   .tot
    0011.00 Sincerely,
    0012.00
    _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
    Browse: FORMDOC      W:1                       Scan: _____
    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
```

Figure 4-6. Split Edit Display After Copying

To return to the normal edit display, press the CF2 key.

Note that if you wanted to copy all of document FORMDOC into your document, you could have used a slightly different procedure:

1. Enter the target in the line number field of your document. If you don't enter a target, document FORMDOC is inserted at the end of your document.

2. On the services menu, choose option 4 (Copy another document to edit display) (Figure 4-4). Key in the names of the document, FORMDOC, the file, EXAMPLE, and the library, QTXT, if they are not already there.

3. Press the Enter/Rec Adv key to copy document *FORMDOC* into your document. You do not see the split edit display. Instead you go to the normal edit display.

Note, also, that if you use the following procedure...

1. You are at the split edit display with one document (document A) in the upper part, and a second document (document B) in the lower part.

2. You enter a target in the line number field of document A.

3. You press the CF5 key to go to the services menu.

4. You choose option 4 to copy another document (document C) to the edit display, and you name the document.

5. You then press the Enter/Rec Adv key.

... you return to the edit display, which is no longer split. The edit display shows document A containing document C.

CHAPTER 5. USING TEXT MANAGEMENT WITH THE DATA BASE

While using Text Management, you can retrieve information from the System/38 data base and use it in combination with the information in a document. The following four examples show how this can be done.

Note that the data-base files must not have floating-point record formats.

COPYING FROM THE DATA BASE INTO A DOCUMENT USING THE SPLIT DISPLAY (EXAMPLE 5)

In this example, three lists of data are inserted into the sample document. The lists of data are created from data-base fields in a data-base file on the system.

This example shows you:

* How to arrange the data so that it will fit into your document.

* How to select the data that you want in your document.

* How to use the split edit display so that you can copy from the data base into your document.

The document used in this example (Figure 5-1) is *DBCOPY* in file *EXAMPLE* in library *QTXT*.


```
  TEXT      W:1      Document: DBCOPY           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
          *************END*************
```

Figure 5-1. Sample Document DBCOPY

Assume that you want to fill in some entries under the three headings: Item Number (A), Description (B), and Quantity on Hand (C).

Also assume that this information is in a data-base file called *ITEM*, which has a single member and only one record format. File *ITEM* is also in library *QTXT*. See Appendix H to see the contents of file *ITEM*.

1. Display your document on the edit display, using option 1 (Create or revise a document) on the primary menu.

2. Press the CF5 key to go to the services menu.

3. Choose option 5. **D** (Figure 5-2)

4. Key in the name of the file, *ITEM*, of library *QTXT* **E**. See Figure 5-2. Because the file has only one member, you can leave the member name blank. Text Management assumes you want to use the only member of the file and will not take you to the member list.

```
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

Option:  5

   Document/member:  _____    File:  ITEM____    Library:  QTXT____




CF6-Display Messages
```

Figure 5-2. Copying From the Data Base Using the Services Menu

5. Press the Enter/Rec Adv key.

   This takes you to the field selection/ordering display, which shows the names of the fields of file *ITEM*.

   As shown in Appendix H, file *ITEM* has five fields: ITMNBR, QTYORD, QTYOH, DESCR, and BKORDDT. The field selection/ordering display lists the fields, their lengths, and their descriptions.

6. Select the fields in the order you want them to be copied in your document. In the example, the selected fields are the item number (ITMNBR) **F**, the description (DESCR) **G**, and the quantity on hand (QTYOH) **H**, in that order. See Figure 5-3.

7. Press the Enter/Rec Adv key.

```
      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        ITMNBR        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






      CF2-Services display      CF1-Edit display
```
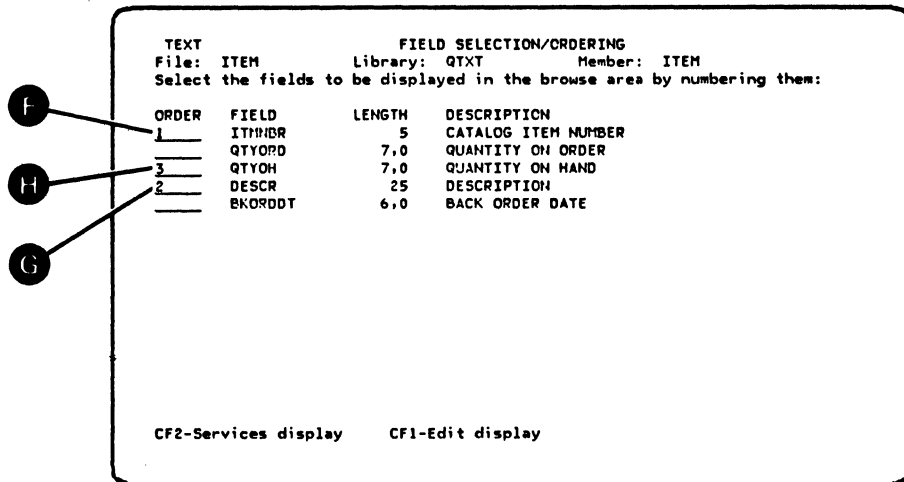
Figure 5-3. Using the Field Selection/Ordering Display

8. The next display is the field spacing display, which displays the
    columns in your document where the previously-selected fields will
    be placed. The first field is assigned to column 1 and all other
    fields are separated by two blanks. You may accept these
    assignments or you may change the column spacing so that the fields
    fit into your document in the proper locations. In the example in
    Figure 5-4, the column positions ⓘ were changed to line up with
    the three headings that exist in document *DBCOPY*.

```
      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
        4      ITMNBR        5       CATALOG ITEM NUMBER
       20      DESCR        25       DESCRIPTION
       49      QTYOH       7.0       QUANTITY ON HAND










      CF2-Selection/Ordering Display      CF1-Edit Display
```
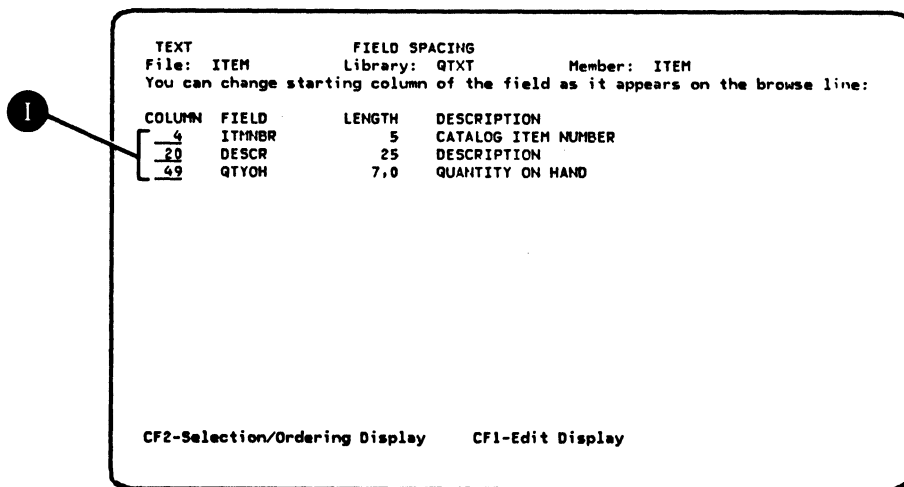
Figure 5-4. Using the Field Spacing Display

9. Press the Enter/Rec Adv key to go to the record selection test
    display.

    Now that you have selected the fields you want in your document, you
    can choose the records. If you press the Enter/Rec Adv key without
    keying in a selection, you will select all records. In this

example, assume that you want to list the back-ordered items, shown, in Appendix H, as records with entries in the BKORDDT field.

The next display, the record selection test display, allows you to set the test conditions and choose the fields that will be tested to determine if a record will be displayed. In this example, the field to be tested is BKORDDT. By keying in "BKORDDT GT 0" **(J)** and pressing the Enter/Rec Adv key, you will receive only those items that were back-ordered (that is, those items whose BKORDDT field is greater than zero). See Figure 5-5.

Press the Enter/Rec Adv key.


```
   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 record 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 NAME   LENGTH      DESCRIPTION
   ITMNBR       5           ITEM NUMBER
   DESCR        25          DESCRIPTION
   QTYOH        7,0         QUANTITY ON HAND
   QTYORD       7,0         QUANTITY ON ORDER                              +
```

Figure 5-5. Using the Record Selection Test Display

The following chart indicates what the two-character code in the REL column **(K)** means. For more information, see the description of the record selection display in Part 2.

REL Code	Meaning
EQ	Equal to
NE	Not equal to
GT	Greater than
LT	Less than
GE	Greater than or equal to
LE	Less than or equal to
RG	Within the range
LS	Contained in the list

When you enter this information, Text Management takes you to the split edit display, where your document is shown in the upper part and the selected records in the lower part. You can now use the line positioning line commands to display the parts of the document that you want to work with. You can then copy from the data base into your document, using the CC line commands **(L)** and a target **(M)**. See Figure 5-6.

```
   TEXT      W:1      Document: DBCOPY            Scan: _____
   Fmt:  1 <... ... 1 ... ... 2 ... ... 3 .C. ... 4 ... ... 5 ... ... 6 ...>... 7
   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
  ►A010.00    Item Number         Description          Quantity on Hand
   0011.00 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
    Browse: ITEM        W:1                    Scan: _____
            **********BEGINNING**********
   0001.00    CATAL                                    QUANTITY
   0002.00    ITEM                                       ON
   0003.00    NUMBE           DESCRIPTION                HAND
  ►CC04.00    2134C           FINISHING NAILS (CTN)       56
   0005.00    2554S           GREEN SPRAY ENAMEL (PT)     38
   0006.00    3332X           BRASS TACKS (PKT)          186
   0007.00    4RCC2           DECORATOR HINGES BLACK      25
  ►CC08.00    4RCC3           DECORATOR HINGES SILVER     28
```

Figure 5-6. Copying Data From the Data Base Using the Split Edit
               Display

After pressing the Enter/Rec Adv key, the display looks as shown in
Figure 5-7 .

```
   TEXT      W:1      Document: DBCOPY            Scan: _____
   Fmt:  1 <... ... 1 ... ... 2 ... ... 3 ... C.. ... 4 ... ... 5 ... ... 6 ...>... 7
   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
   0010.01    2134C           FINISHING NAILS (CTN)       56
   0010.02    2554S           GREEN SPRAY ENAMEL (PT)     38
   0010.03    3332X           BRASS TACKS  (PKT)         186
   0010.04    4RCC2           DECORATOR HINGES  BLACK     25
   0010.05    4RCC3           DECORATOR HINGES  SILVER    28
   0011.00 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
    Browse: ITEM        W:1                    Scan: _____
            **********BEGINNING**********
   0001.00    CATAL                                    QUANTITY
   0002.00    ITEM                                       ON
   0003.00    NUMBE           DESCRIPTION                HAND
   0004.00    2134C           FINISHING NAILS (CTN)       56
   0005.00    2554S           GREEN SPRAY ENAMEL (PT)     38
   0006.00    3332X           BRASS TACKS  (PKT)         186
   0007.00    4RCC2           DECORATOR HINGES  BLACK     25
   0008.00    4RCC3           DECORATOR HINGES  SILVER    28
```

Figure 5-7. Result of Copying From the Data Base

To return to the normal edit display, press the CF2 key.

CREATING PERSONALIZED LETTERS FROM DATA-BASE INFORMATION (EXAMPLE 6)

This is an example of how Text Management uses its own document
processing capabilities and the system's data processing capabilities to

retrieve information stored in the system's data base and to merge this
information into copies of a document.

This example uses a skeleton letter to create personalized letters to be
sent to a number of customers. One copy of the letter is created for
each customer and the customer's name, address, and other personal
information is entered from the customer's record in the data base.

Before you start a procedure such as this, you must know where the
data-base information is, (its member name, its file name, and the name
of the library where it is located), and you must know what fields are
in the file. If you are not sure of any of this, see the person in your
organization who can help you. You can also create a document to hold
the information, instead of the data base. See "Creating and Using a
Source Document" later in Part 1.

To show you how this works, a sample document and a sample set of stored
information are available.

In this example, the stored information is in file *ACCOUNT* in library
QTXT. The file has a single member. As shown in Appendix H, the
member consists of eleven records. Each record has eight fields, four
of which are called NAME, ADDRESS, CITY, and TITLE.

The sample skeleton letter is a document called *MULTICOPY* in the file
called *EXAMPLE* in the library called *QTXT*. It has four fields
containing the values: .&NAME, .&ADDRESS, .&CITY, and .&TITLE. These
values are field-name commands and consist of ".&" followed by the name
of a field. The field-name commands tell Text Management to find the
contents of the field in a specified data-base file, and to insert the
contents into the document to replace the field-name command. See the
description of the field-name command in Part 2.

Display document *MULTICOPY* on the edit display by choosing option 1
(Create or revise a document) on the primary menu (Figure 5-8).

Notice the field-name commands .&NAME **(A)**, .&ADDRESS **(B)**, .&CITY **(C)**,
and .&TITLE **(D)**.

```
      TEXT      W:1      Document: MULTICOPY        Scan:_____
      Fmt:  1 <... ... 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      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
      0009.00 again in the near future.
      0010.00
      0011.00 Sincerely,
      0012.00
      0013.00 W. J. Thomas
      0014.00 President
               *************END*************
```

Figure 5-8. Sample Document MULTICOPY

Press the CF5 key to go to the services menu (Figure 5-9).

Choose option 7 **(E)** and press the Enter/Rec Adv key. (See the description of the services menu in Part 2.)

```
      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

      Option:  7

          Document/member:  _____   File: _____  Library: _____




      CF6-Display Messages
```

Figure 5-9. Using the Services Menu to Create Personalized Letters

The next display is the print control file list display (Figure 5-10). On this display, you enter the name of the document or member or the names of the documents or members that you want Text Management to search when it looks for the fields that you named in the field-name commands in your document. In this example, you want Text Management to search file *ACCOUNT* to find fields NAME, ADDRESS, CITY, and TITLE, which you named in field-name commands .&NAME, .&ADDRESS, .&CITY, and .&TITLE in document *MULTICOPY*.

On the print control file list display:

1. Choose option 1 **F** to print all records in the file into your
    document.

2. Name the member, file, and library containing the fields you want to
    insert in your document **G**. In this example, because the file
    ACCOUNT has only one member, you can leave the member name blank.
    Text Management assumes you want to use the only member and does not
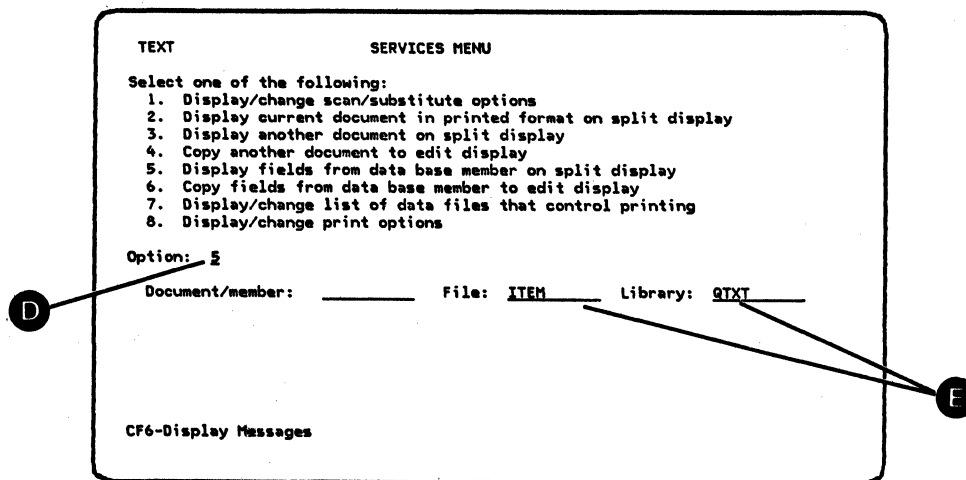   take you to the member list display. Ensure that the first
    character you enter into each field goes into the first position of
    the field.

3. Choose type 2 **H** because you want to print multiple copies of the
    document, one for each selected record of file *ACCOUNT*.


```
        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                            ACCOUNT          QTXT           2
          -       _____            _____         _____       -
          -       _____            _____         _____       -
          -       _____            _____         _____       -
          -       _____            _____         _____       -

        OPTION
          1 - Select all the records in the File/Document.
          2 - Prompt for selection of records and setting selection rules.
          0 - 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 5-10. Print Control File List for Multiple-Copy Operation

After keying in these values, press the Enter/Rec Adv key twice to
return to the edit display. To print the document, see Chapter 1.

The print control file list that you generate is saved with the
document. Whenever you work with this document, you can display this
print control file list using option 7 of the services menu.

The procedure creates a separate document for each record of the stored
information by merging the record with a copy of the skeleton letter.
You should receive eleven copies of document *MULTICOPY*, each with the
name, address, city, and title from a different customer's record.

For each record, as Figure 5-11 shows, Text Management places the
contents of the stored information field NAME in the field containing
.&NAME, the contents of field ADDRESS in the field containing .&ADDRESS,
the contents of field CITY in the field containing .&CITY, and the
contents of field TITLE in the field containing .&TITLE.

Skeleton Letter (Multicopy)

.& NAME
.& ADDRESS
.& CITY

Dear .& TITLE,

Stored Information (File Account)

NAME	ADDRESS	CITY	TITLE
F.G. Brady	134 Main Street	Rochester	Mr. Brady
B.R. Devinny	2213 North Ave.	Milwaukee	Ms. Devinny
A.B. Harmes	125 Greenbriar Lane	Chicago	Miss Harmes
H.G. Knuth	Box 1256	New York	Mr. Knuth

F.G. Brady
134 Main Street
Rochester

Dear Mr. Brady,

B.R. Devinny
2213 North Ave.
Milwaukee

Dear Ms. Devinny,

A.B. Harmes
125 Greenbriar Lane
Chicago

Dear Miss Harmes,

H.G. Knuth
Box 1256
New York

Dear Mr. Knuth

Figure 5-11. Multiple-Copy Data-Base Operation

Below, in Figure 5-12, is one example of a printed personalized letter:

```
FG Brady
134 Main Street
Rochester

Dear Mr. Brady,

We were pleased to receive your order.  A new catalog is enclosed
for your future orders.  May we have an opportunity to serve you
again in the near future.

Sincerely,

W. J. Thomas
President
```

Figure 5-12. Example of a Personalized Letter

COPYING COLUMN LISTS FROM THE DATA BASE INTO A DOCUMENT (EXAMPLE 7)

This example shows you how you can insert columns of data from the data base into your document as it is printed.

The example uses a data-base file called *ITEM* in library *QTXT*, and a sample document called *COLLIST* in file *EXAMPLE* of library *QTXT*.

As shown in Appendix H, the data-base file has only one member, containing 15 records, each of which has fields called ITMNBR, DESCR, and QTYOH. This example shows you how to copy data from these fields into document *COLLIST*.

Display document *COLLIST* on the edit display, using option 1(Create or revise a document) on the primary menu. See Figure 5-13.

```
  TEXT      W:1       Document: COLLIST            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  1 Please check the quantity on hand for the following supplies and
  0006.00 determine if we have received any of these supplies yet.
  0007.00
  0008.00   Item Number           Description        Quantity on Hand
  0009.00     .&ITMNBR             .&DESCR              .&QTYOH
  0010.00
  0011.00 Sincerely,
  0012.00
  0013.00 J A Adams, Director of Purchasing
           **************END**************
```

Figure 5-13. Sample Document COLLIST

Document *COLLIST* has three field-name commands, .&ITMNBR, .&DESCR, and .&QTYOH, each containing the name of a data-base field preceded by a .& symbol to tell Text Management to replace the field-name command with the contents of the data-base field.

Press the CF5 key to go to the services menu. See Figure 5-14.

Choose option 7 (Display/change list of data files that control printing) **A** . Press the Enter/Rec Adv key. (The description of the services menu is in Part 2.)

```
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

Option:  7

     Document/member:  _____   File:  _____   Library:  _____




CF6-Display Messages
```

Figure 5-14. Using the Services Menu to Build Column Lists

This takes you to the print control file list. See Figure 5-15. On this display, you enter the name of the document or member or the names of the documents or members that you want Text Management to search when it looks for the fields that you named in the field-name commands in your document. In this example, you want Text Management to search file *ITEM* to find fields ITMNBR, DESCR, and QTYOH, which you named in field-name commands .&ITMNBR, .&DESCR, and .&QTYOH in document *COLLIST*.

On the print control file list display (Figure 5-15):

1. Choose option 1 **B** to print all records in the file into your document.

2. Name the member, file, and library containing the fields you want to insert in your document **C** . In this example, because the file *ITEM* has only one member, you can leave the member name blank. Text Management assumes you want to use the only member and does not take you to the member list display. Ensure that the first character you enter into each field goes into the first position of the field.

3. Choose type 1 **D** because you want to generate a column list.

```
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            QTXT           1

-        _____            _____       _____       -
-        _____            _____       _____       -
-        _____            _____       _____       -
-        _____            _____       _____       -

OPTION
1 - Select all the records in the File/Document.
5 - 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 5-15. Print Control File List for Column List Operation

Press the Enter/Rec Adv key twice to return to the edit display. To
print the document, see Chapter 1.

The print control file list that you generate is saved with the
document. Whenever you work with this document, you can display this
print control file list using option 7 of the services menu.

Below (Figure 5-16) is the document that is printed out:

```
Lawrence Smith
Supply Coordination
Dept 345,   Bldg 003                              01/06/82

Please check the quantity on hand for the following supplies and
determine if we have received any of these items yet.

    Item Number            Description            Quantity on Hand
    00127                  Hacksaw - 8 inch            28
    00128                  Hacksaw - 10 inch           32
    00129                  Hacksaw - 12 inch           30
    10027                  Paint - white (gal)         25
    10029                  Paint - blue  (gal)         23
    10046                  Paint - red   (gal)         20
    10051                  Paint - green (gal)         23
    2134C                  Finishing nails (ctn)       56
    2135C                  Nails  (ctn)               106
    2139S                  Screws (ctn)               121
    25545                  Green spray enamel (pt)     38
    3332X                  Brass tacks  (pkt)         186
    3333X                  Steel tacks  (pkt)         200
    4RCC2                  Decorator hinges black      25
    4RCC3                  Decorator hinges silver     20

Sincerely,

J A Adams, Director of Purchasing
```

Figure 5-16. Example of a Letter with Column Lists

CREATING A DOCUMENT WITH MULTIPLE COPIES AND COLUMN LISTS (EXAMPLE 8)

In this example, copies of a document *LETMCCL* are merged with information from two data base files, *ITEM* and *ACCOUNT*. As shown in Figure 5-17, each copy of the document contains two column lists from file *ITEM*. The records of file *ACCOUNT* go one at a time into successive copies of the document. So every copy of the document is alike except for the NAME and DEPT information from file *ACCOUNT*.
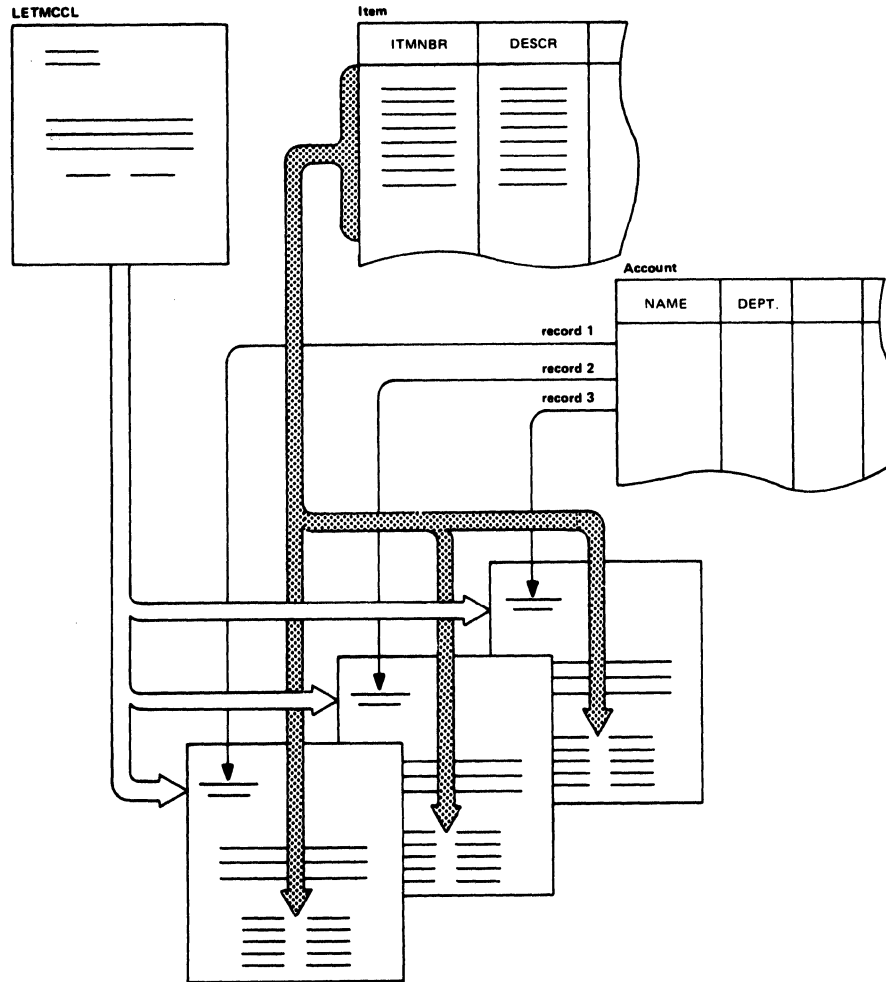
Figure 5-17. Creating a Muliple-Copy Document with Column Lists

Display document *LETMCCL* on the edit display, using option 1 (Create or revise a document) on the primary menu.

The document, as shown in Figure 5-18, contains four text fields, .&NAME Ⓐ, .&DEPT Ⓑ, .&ITMNBR Ⓒ, and .&DESCR Ⓓ. The first two text fields, .&NAME and .&DEPT, are filled from file *ACCOUNT*. The other fields are filled from file *ITEM*.

```
        TEXT        W:1      Document: LETMCCL           Scan:_____
        Fmt:  1 <... ... 1 ... ... 2 ... ... 3 ... C.. 4 ... ... 5 ... ... 6 ... ... 7>
                   **********BEGINNING**********
        0001.00 .date
        0002.00
        0003.00 To: .&NAME
        0004.00 Dept. .&DEPT
        0005.00
        0006  1 An inventory of stock will be conducted for your location the week of
        0007.00 July 27, 1981.  Please inform your employees to itemize all stock in
        0008.00 your department.
        0009.00
        0010.00    Item Number          Description           Quantity
        0011.00
        0012.00 .&ITMNBR              .&DESCR                                ___
        0013.00
        0014.00
        0015.00 Sincerely,
        0016.00
        0017.00 Sue Jones
        0018.00 Inventory Control
                   **************END**************
```

Figure 5-18. Sample Document LETMCCL.

Press the CF5 key to go to the services menu.

Choose option 7 (Display/change list of data files that control printing). Press the Enter/Rec Adv key. (See (A) in Figure 5-14)

This takes you to the print control file list display. On this display, you enter the name of the document or member or the names of the documents or members that you want Text Management to search when it looks for the fields that you named in the field-name commands in your document.

In this example, you want Text Management to search file *ITEM* to find fields ITMNBR and DESCR (which you named in field-name commands .&ITMNBR and .&DESCR) and you want to search file *ACCOUNT* to find fields NAME and DEPT (which you named in field-name commands .&NAME and .&DEPT). Fill in the display as shown below in Figure 5-19, ensuring that the first letter of the name is keyed into the first position of the input field.

Note that Text Management copies the underlining (E) under the heading "Quantity" for every line of the column list.

```
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         _____          ACCOUNT___       QTXT_____        2
   1         _____          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 5-19. Print Control File List for Multiple-Copy/Column-List
                Operation

For file *ACCOUNT*, choose type 2 **F** for generating multiple copies of
a document. For file *ITEM*, choose type 1 **G** to generate column lists
in each copy.

Press the Enter/Rec Adv key twice to return to the edit display. To
print the document, see Chapter 1.

The print control file list that you generated is saved with the
document. Whenever you work with this document, you can display this
print control file list from the services menu.

Text Management prints one copy of the document for every selected
record in file *ACCOUNT*. Each of the eleven copies contains two
column lists from file *ITEM*.

An example of one copy is shown in Figure 5-20:

```
07/10/81

To: FG Brady
Dept: 103

An inventory of stock will be conducted for your location the week of
July 27, 1981.  Please inform your employees to itemize all stock in
your department.

   Item Number          Description          Quantity

   00127            Hacksaw - 8 inch           _____
   00128            Hacksaw - 10 inch          _____
   00129            Hacksaw - 12 inch          _____
   10027            Paint - white (gal)        _____
   10029            Paint - blue  (gal)        _____
   10046            Paint - red   (gal)        _____
   10051            Paint - green (gal)        _____
   2134C            Finishing nails (ctn)      _____
   2135C            Nails  (ctn)               _____
   2139S            Screws (ctn)               _____
   2554S            Green spray enamel (pt)    _____
   3332X            Brass tacks  (pkt)         _____
   3333X            Steel tacks  (pkt)         _____
   4RCC2            Decorator hinges black     _____
   4RCC3            Decorator hinges silver    _____


Sincerely,

Sue Jones
Inventory Control
```

Figure 5-20. Example of a Multiple-Copy Letter with Column Lists

CHAPTER 6. USING TEXT MANAGEMENT WITH A SOURCE DOCUMENT

The preceding chapter described how you can use information from the
data base in combination with information in a document.

Instead of storing the information in the data base, you can store it in
a *source document* if you only intend to use the information when using
Text Management.

CREATING AND USING A SOURCE DOCUMENT (EXAMPLE 9)

This example describes how to create personalized letters from source
document information. It shows you what a source document looks like
and tells you how to create and use one. It also shows you how to
insert information from the source document into a letter to create a
personalized letter.

Creating The Source Document

A source document consists of a pattern, followed by data that is
arranged in the same layout as the pattern. The pattern indicates to
Text Management how the data is laid out and consists of field-name
commands. See the description of the field-name commands in Part 2.

This example uses a source document called *SOURCE* in file *EXAMPLE* in
library *QTXT*. The following illustration (Figure 6-1) shows document
SOURCE when displayed on the edit display.

```
   TEXT        W:1      Document: SOURCE          Scan: _____
        1 <... ... 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
0004.00         Mr. Brady       CL
0005.00      BR Devinny     2213 North Ave        Milwaukee  WI      413
0006.00         Ms. Devinny     SY
0007.00 X    AB Harmes       125 Greenbriar Lane  Chicago    IL      437
0008.00         Miss Harmes     PR
0009.00      HG Knuth       Box 1256              New York   NY      975
0010.00         Mr. Knuth       MG
0011.00 X    BR Lancaster   36 So. Main Street    Buffalo    NY      975
0012.00         Mrs. Lancaster CL
0013.00      R  Peabody     344 Knoll Street      Green Bay  WI      437
0014.00         Ms. Peabody     MG
0015.00      PL Pritchard   1384 Hillside Lane    Chicago    IL      103
0016.00         Mr. Pritchard CL
0017.00 X    RR Rogers      652 York Lane SW      Philadelphia PA    103
0018.00         Mr. Rogers      PR
0019.00      MS Sandee      334 Mill Road         Chicago    IL      994
0020.00         Mrs. Sandee     SY
```

Figure 6-1. Example of Source Document

You can see the pattern in lines 0001.00 and 0002.00. Because the
pattern uses two lines, each entry of data takes two lines, and the data
in the entry has the same format as the pattern. For example, in the
pattern, the period (.) of .&NAME ⒜ is in column 9 of the first line.
In the first entry (in lines 0003.00 and 0004.00), the name, FG Brady,
starts in column 9 of the first line of the entry ⒝. Similarly, in
the second entry (in lines 0005.00 and 0006.00), the name, BR Devinny,
starts in column 9 in the first line of the entry ⒞. The field-name
commands tell Text Management how to find the named field in each entry.

When you create a source document, you decide what field names are
needed, based on the information you feel is important. You should also
decide what the maximum length of each field will be, because the data
for two adjacent fields must not overlap. For example, if a field
contains names whose maximum length is 20 characters, the period that
starts the field must be at least 20 characters from the period that
starts the following field. A field must be all on one line. However,
you can use more than one line for the pattern.

Note: The field name command .&SEL allows you to enter different
characters into the field so that you can (using the record selection
test display) select the records based on the character. For example,
you can select records containing X in this field (not described in this
example).

Using a Source Document to Personalize Letters

This procedure is identical to that described in "Creating Personalized
Documents from Data Base Information," earlier in Part 1, except a
source document is used instead of a data-base file.

This example uses a source document called *SOURCE* in file *EXAMPLE* in
library *QTXT*, instead of the data-base file, *ACCOUNT*.

```
   TEXT      W:1       Document: MULTICOPY        Scan:_____
   Fmt:   1 <... ... 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  1 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
   0009.00 again in the near future.
   0010.00
   0011.00 Sincerely,
   0012.00
   0013.00 W. J. Thomas
   0014.00 President
            *************END*************
```

Figure 6-2. Sample Document MULTICOPY

Display document *MULTICOPY* on the edit display by choosing option 1
(Create or revise a document) on the primary menu (see Figure 6-2).

Press the CF5 key to go to the services menu. See Figure 6-3.

Choose option 7 (Display/change list of data files that control
printing) **(D)**. Press the Enter/Rec Adv key. (The description of the
services menu is in Part 2.)

```
┌─────────────────────────────────────────────────────────────────┐
│                                                                   │
│   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                             │
│                                                                   │
│   Option: _7                                                      │
│                                                                   │
│      Document/member:  _____   File: _____  Library: _____ │
│                                                                   │
│                                                                   │
│                                                                   │
│                                                                   │
│   CF6-Display Messages                                            │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

Figure 6-3. Using the Services Menu to Personalize Letters

The next display (Figure 6-4) is the print control file list display.
On this display, you enter the name of the document that you want Text
Management to search when it looks for the fields that you named in the
field-name commands in your document.

In this example, you want Text Management to search document *SOURCE* in
file *EXAMPLE* to find fields NAME, ADDRESS, and so on, named in
field-name commands .&NAME, .&ADDRESS, and so on.

Key in the following values **(E)**,**(F)**,**(G)**,**(H)**, and **(I)** (ensuring that the first
character you enter in each field goes into the first position of the
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
          1        SOURCE             EXAMPLE          QTXT           2
          -        _____           _____         _____      -
          -        _____           _____         _____      -
          -        _____           _____         _____      -
          -        _____           _____         _____      -

       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   6-4. Print Control File List for Source-Document Operation

After keying in these values, press the Enter/Rec Adv key twice to
return to the edit display. To print the document, see Chapter 1.

The print control file list that you generate is saved with the
document. Whenever you work with this document, you can recall this
print control file list using option 7 of the services menu.

This procedure creates a separate document for each record of the stored
information by merging the record with a copy of the form letter. You
should receive nine copies of document *MULTICOPY*, each with the name,
address, city, and title from a different customer's record.

CHAPTER 7. USING PRINT CONTROL COMMANDS

You can use print control commands to change the appearance of your document when it is printed. The following two examples show some of the things you can do with print control commands.

USING PRINT CONTROL COMMANDS WHEN CREATING DOCUMENTS (EXAMPLE 10)

Read the text of Figure 7-1 and Figure 7-2, which are the contents of document *PRTCTL* in file *EXAMPLE* in library *QTXT*.

```
 TEXT      W:1      Document: PRTCTL          Scan:_____
 Fmt:  1 <..I ... 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    The 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   7-1. A Document as Created on the Edit Display (1)

```
 TEXT      W:1      Document: PRTCTL          Scan:_____
 Fmt: 01 <..I ... 1 ... ... 2 ... ... 3 ... C.. 4 ... ... 5 ... ... 6 ... ... 7>
 0020.00 chapter and you define them with an  h1 print control command.
 0021.00 .sk 0                    .
 0022.00 These chapter headings are for the major subjects in your document.
 0023.00 They are so important that they are capitalized and underlined,
 0024.00 and each one begins a new page.
 0025.00 .h2 Minor Headings
 0026.00    There are up to five levels of additional headings within any
 0027.00 document.  Each one is set off by slightly different techniques
 0028.00 to allow that  level to be identified.
 0029.00    The first minor heading under a chapter heading is defined
 0030.00 by an  h2 print control command in front of the heading. The heading
 0031.00 .sk 0 .
 0032.00 is capitalized when printed and is included in the table of contents.
 0033.00    As you may have guessed, the five levels of minor headings are
 0034.00 defined with the  h2 through  h6 print control commands.
 0035.00 .sk 0            .           .
 0036.00 .h3 Heading Example
 0037.00 This shows a third level heading.
          **************END***************
```

Figure   7-2. A Document as Created on the Edit Display (2)

Figure 7-1 and Figure 7-2 show that the document fills two displays. Examine Figure 7-3. This shows what the document of Figure 7-1 and Figure 7-2 looks like after being processed by Text Management.

The print control commands, which start with a period (.), are described in Part 2.

Note that the *.date* print control command tells Text Management to fetch the system date and to insert it into the printed document starting where the period of *.date* was located. The date on your system may be in a form different from that shown in Figure 7-3.

S/38 Text Management
How to Use Print Control Commands When Creating Documents

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

1.1   INTRODUCTION

     This sample document shows you how print control commands can be

1.2   PARTS OF A DOCUMENT

1.2.1   THE AUTOMATIC TABLE OF CONTENTS

     Text Management has provided an easy way to get a table of contents in your document. You just insert a table-of-contents command (.tc) into the document where you want the table of contents to go.

1.2.2   MAJOR CHAPTER HEADINGS

     Major chapter headings are located at the beginning of each chapter and you define them with an .h0 print control command. These chapter headings are for the major subjects in your document. They are so important that they are capitalized and underlined, and each one begins on a new page.

1.2.3   MINOR HEADINGS

     There are up to five levels of additional headings within any document. Each one is set off by slightly different techniques to allow that level to be identified.
     The first minor heading under a chapter heading is defined by an .h1 print control command in front of the heading. The heading is capitalized when printed and is included in the table of contents.
     As you may have guessed, the five levels of minor headings are defined with the .h1 through .h6 print control commands.

1.2.3.1   HEADING EXAMPLE

  This shows you a third level heading.

Figure   7-3. A Document in Printed Form

PRINTING PAGE NUMBERS AND OTHER PAGE INFORMATION ON YOUR DOCUMENT (EXAMPLE 11)

In this example, assume that you have created document *MULTICOPY* in file *EXAMPLE* in library *QTXT*. Now you want to print the document with the date in the top right corner of each page, and the page number in the center of the bottom line of each page. Assume also that you are at the primary menu.

1. Choose option 1 to create or revise the document, and enter the names of the document, file, and library.

2. Press the Enter/Rec Adv key to go to the edit display.

3. At the edit display, press the CF5 key to go to the services menu.

4. Choose option 8 (Display/change the print options) and press the Enter/Rec Adv key to go to the print options display.

5. When you reach the print options display, choose to display, create, or change page headings and footings. Text Management then takes you to the page heading and footing options display.

Figure 7-4. Using the Page Heading and Footing Options Display

The example shown in Figure 7-4 will print a two-line heading Ⓐ
(including the date) Ⓑ and a footing (the page number) Ⓒ on every
page of the printed document. As you can see, the *.date* command Ⓑ is
positioned on the right end of the top line so that the date will be
printed on the right side of the first print line on every page of the
document. The footing:

Page: .pn Ⓒ

is positioned in the center of the top line of the four lines available
for page footings. Because the other three lines are empty, they are
ignored, and the page number will be printed in the middle of the last
print line on every page in the form: Page: 1, Page: 2, and so on.

Text Management scans up from the bottom of the four footing lines on
this display and allocates lines for the footing. The number of lines
allocated depends on the number of lines on this display that contain
entries. For example, if there is an entry on the bottom line of these
four footing lines, the program allocates four lines at the bottom of
the printed page to the footing. If the bottom line is empty, but there
is an entry on the third line, the program allocates only three lines to
the footing, allowing for one more line of text on the printed page.

By only making an entry on the top one of the four footing lines, you
reserve only one line (on the bottom of the page) for the footing and
allow the other three lines (that could be used for the footing) to be
available for text.

6. Press the Enter/Rec Adv key twice to return to the edit display.
    You can then press the CF15 key to print the document.

Figure 7-5 shows an example of printed document *MULTICOPY* containing a heading and a footing as specified in Figure 7-4 .

```
STRICTLY CONFIDENTIAL          Date: 01/06/82
   DO NOT COPY




FG Brady
134 Main Street
Rochester

Dear Mr. Brady,

We were pleased to receive your order.  A new catalog is enclosed
for your future orders.  May we have an opportunity to serve you
again in the near future.

Sincerely,

W. J. Thomas
President




              Page: 1
```

Figure 7-5. Example of a Document Page with Page Headings and Footing

CHAPTER 8. DISPLAYING YOUR DOCUMENT IN PRINTED FORMAT (EXAMPLE 12)

This display shows you how you can, at the same time, see your document and also see how your document will look when it is printed.

The document used in this example is *PRTCTL* in file *EXAMPLE* in library *QTXT*.

1. Display document *PRTCTL* on the edit display, using option 1 (Create or revise a document) on the primary menu.

2. Press the CF5 key to go to the services menu.

3. Choose option 2 (Display current document in printed format on split display) **A** . See Figure 8-1.

```
  TEXT                    SERVICES DISPLAY

  Scan/Substitute (CF7-Forward  CF8-Backward)
    Scan:           _____
    Substitute:     _____
    Display before substitution (Y N):    Y
    From line:          .00    To line:   9999.99
    From column:     1       To column:   80
    Ignore upper/lower case differences on scans (Y N):  Y

  Copy/Browse
    Current document in printed format to split display        (Y N): Y

    Another document:    To split display (Y N):   N  To document (Y N): N
      Document:      _____  File:  _____  Library:  *LIBL____

    Data base member:    To split display (Y N):   N  To document (Y N): N
      Member:        _____  File:  _____  Library:  *LIBL____

  Display/Change Print Control
    Print Options display                     (Y N):  N
    List of data files that control printing  (Y N):  N
```

Figure 8-1. Choosing to Display the Document in Print Format

4. Press the Enter/Rec Adv key. This takes you to the split edit display (Figure 8-2).

```
   TEXT      W:1      Document: DBCOPY           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 .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,
   _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
    Browse:  W: 1      Page: 1      Line: 8    Scan: _____
   **********BEGINNING**********
                 How to Use Print Control Commands When Creating Documents
                                   03/03/82
   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 8-2. Split Edit Display Showing Print Format

Notice that the spaces generated by the .sk line command (line 0001.00
on the upper part of the display) do not appear in the lower part, but
are reflected in the line number, shown in the top line of the lower
part.

If you key in changes in the upper part of the display, these changes
are not reflected in the lower part until you repeat steps 2 through 4
(even though the input field still contains Y).

CHAPTER 9. SCANNING A DOCUMENT AND SUBSTITUTING ONE SEQUENCE OF CHARACTERS FOR ANOTHER (EXAMPLE 13)

This example describes:

* How to scan for a sequence of one or more characters (a *scan string*).

* How to scan for a scan string and display the scan string before replacing it with another sequence (a *substitute string*) of one or more characters.

* How to scan for and replace each scan string with a substitute string.

The example uses sample document *PRTCTL* and file *EXAMPLE* in library *QTXT*.

SCANNING FOR A SCAN STRING

Assume that you want Text Management to scan for a string of characters (for example, *Command*) and to stop when it finds a matching string.

This is a two-step procedure. In the first step, you enter the scan string. In the second step, you use the CF7 key or the CF8 key to start the scan.

* Step 1:

  You can enter the scan string on the edit display or the scan/substitute options display.

  - Using the edit display:

    — Display the document on the edit display.

    — Enter the string, *Command*, in the scan field.

  - Using the scan/substitute options display:

    — Display the document on the edit display.

    — Press the CF5 key to go to the services menu.

    — On the services menu, choose option 1 (Display/change scan/substitute options). Press the Enter/Rec Adv key.

— On the scan/substitute options display, enter the string, *Command*, in the scan field.

• Step 2:

After you have entered the string, you can start the scan (while you are still at the edit display or at the scan/substitute options display) by pressing the CF7 key to scan forward toward the end of the document, or the CF8 key to scan backward toward the beginning of the document.

The scan starts from one position to the right of the edit-display cursor on a forward scan or one position to the left of the edit-display cursor on a backward scan.

You can position the cursor on the edit display before going to the scan/substitute options display to enter the scan string. Text Management saves the position of the cursor so that you can start the scan at the scan/substitute options display.

Alternatively, you can press the CF2 key twice to return from the scan/substitute options display to the edit display so that you can position the cursor and start the scan at the edit display.

If Text Management finds a matching string in the document, it stops, as shown in Figure 9-1 :

• With the document displayed on the edit display, showing the found matching string.

• With the cursor under the first character of the matching string
Ⓐ.

• With a message at the bottom of the display to tell you that it has found a matching string **Ⓑ** .

If Text Management must roll the display to show the matching string, it displays the string on the second document line (the fourth line) of the display.

```
TEXT        W:1      Document: PRTCTL              Scan: command
Fmt:  1 <..I ... 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
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    The 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.
  Scan character string found
```

Figure 9-1. Scanning for a Word

To resume the search, press the CF7 or CF8 key again.

Notice that you will find both *Command* and *command* as matching
strings. If you don't want this, go to the scan/substitute options
display and enter N in the input field following "Ignore upper/lower
case on scan".

In a paragraph, Text Management will find a matching string even if the
string is broken by the end of a line (or by a hyphen, if the hyphen was
inserted by Text Management after the CF23 key was pressed). Exceptions
are:

*   When scanning the document or data-base information on the lower
    part of the split edit display.

*   When the input fields following "From/To column" in the services
    menu contain other than the default values.

SCANNING AND DISPLAYING BEFORE SUBSTITUTING

Assume that you want Text Management to display the scan string so that
you can decide whether to replace the scan string with a substitute
string or to cancel the substitution. Assume also that you want to scan
forward from the beginning of the document.

Display the document PRTCTL on the edit display by using option 1
(Create or revise a document) on the primary menu.

Position the cursor where you want the scan to start. In this case, move the cursor under the period (.) of ".sk 6" in line 0001.00.

Press the CF5 key to go to the services menu.

Choose option 1 (Display/change scan/substitute options) and press the Enter/Rec Adv key to go to the scan/substitute options display.

Enter the scan string *Document* in the scan field, and the substitute string *letter* in the substitute field.

Without leaving the scan/substitute options display, press the CF7 key. When Text Management finds a matching string, it shows the document on the edit display with the cursor under the first character of the matching string, and a message at the bottom of the display indicating that the substitutions are pending. Note the indicator:

<center>SUBST</center>

on the top line of the display. This indicates that there is an entry in the substitute field of the scan/substitute options display.

You can then perform one of the following:

- Press the CF6 key to cancel the substitution. Then press the CF7 key to resume the forward scan.

- Press the Enter/Rec Adv key to make the substitution. Then press the CF7 key to resume the forward scan.

- Press the CF7 key to make the substitution and resume the forward scan.

SCANNING AND SUBSTITUTING WITHOUT DISPLAYING

This process is similar to "Scanning and Displaying Before Substituting" except that all matching strings found during the scan are replaced by the substitute string; Text Management does not stop to display them.

Assume that you want to scan forward from the beginning of the document and to replace all occurrences of the word *document* with the word *letter*.

Display the document PRTCTL on the edit display, by using option 1 (Create or revise a document) on the primary menu.

Position the cursor where you want the scan to start. In this case, move the cursor under the period (.) of ".sk 6" in line 0001.00.

Press the CF5 key to go to the services menu.

Choose option 1 (Display/change scan/substitute options).

Press the Enter/Rec Adv key go to the scan/substitute options display.

Enter the scan string *document* in the scan field, and the substitute string *letter* in the substitute field.

In the input field following "Display before substitution", replace the Y with N, if necessary.

Without leaving the scan/substitute display, press the CF7 key. When Text Management finishes scanning the complete document, and has made at least one substitution, it displays a message at the bottom of the edit display indicating that the substitutions are complete.

When Text Management finds a matching string, it replaces the matching string with the substitute string without stopping.

Note:
Be aware that every occurrence of the matching string will be replaced, even if the matching string appears in the middle, at the beginning, or at the end of a word. For example, if the document had contained the word "documentary", the word would be changed to "letterary". To avoid this, display before substituting.

This part of the manual describes the functions available with Text
Management and provides examples to show you how these functions can be
used.

Description of the functions is in three segments:

- Editing functions--how they control the creation and revision of
  documents.

- Printing functions--how they control the layout of the document as
  it is printed.

- Text Management displays--what they look like and what they do.

CHAPTER 10. EDITING FUNCTIONS

There are two types of editing function:

* Command functions (CF keys)
* Line commands

COMMAND FUNCTIONS (CF KEYS)

Appendix M describes which command functions are valid in combination with other command functions. The appendix also describes how Text Management processes line commands and command functions entered together.

Command Function 1 (CF1) -- Save/Exit

In general, when you press the CF1 key, you leave the current display without processing any entries made on that display.

* If, after choosing option 1 (Create or revise a document) or 4 (Fill in a form document) on the primary menu, you did not go to the edit display (for example, you went to the file list display or the document list display), pressing the CF1 key takes you back to the primary menu.

  If, however, you did go to the edit display, and from the edit display you went to another display (for example, the services menu, the text definition display, the paragraph format options display), pressing the CF1 key on the other display returns you to the edit display.

  If you press the CF1 key on the edit display, you go to the exit from edit display.

* If you chose option 2 (Browse a document) on the primary menu and went to the edit display, pressing the CF1 key returns you to the primary menu.

* If you chose option 3 (Print a document) on the primary menu, pressing the CF1 key returns you to the primary menu.

* If you press the CF1 key at the primary menu, you leave Text Management.

* If you press the CF1 key while displaying help information, you return to the display on which you pressed the Help key.

This command function is not allowed on the exit from edit display.

Command Function 2 (CF2) -- Previous Display

The CF2 key returns you to the previous display after processing any
entries made. It saves the current display.

If you are viewing the split edit display, pressing the CF2 key returns
you to the edit display.

Command Function 3 (CF3) -- Paragraph Format Extended Options

If you are at the paragraph format options display, pressing the CF3 key
takes you to the paragraph format extended options display. If you
press the CF3 key again, you return to the paragraph format options
display.

Command Function 4 (CF4) -- Forms Prompting On/Off

The CF4 key helps you to fill in forms. By pressing the CF4 key, you
can start or end *forms prompting*. Forms prompting is indicated at the
top of the edit display by:

                        Pend: FORM

When you are forms prompting, you can only enter information into:

*   The scan field.

*   The line number field of the the first document line (the third line
    on the edit display).

*   Form fields.

You can move from one form field to the next in two ways:

*   By blanking out the scan field and then pressing either the CF7 key
    (to scan forward for the next form field) or the CF8 key (to scan
    backward for the next form field). This finds the next form field
    even if it is not on the current display (because, for example, the
    document is wider than the display and part or all of the next form
    field is outside the display window).

*   By pressing the Field Advance key, the Field Backspace key, or the
    Field Exit key. This finds only those form fields that are shown
    completely on the current edit display.

You can leave forms prompting by pressing the CF4 key or by pressing the
CF6 key to cancel.

You cannot start forms prompting if there is a pending command function
or a pending line command or target.

During forms prompting, you can only use CF keys 1, 4, 5, 6, 7, 8, 13, 14, and 15. For more information about form fields, see the description for command function 14 (CF14).

There is an additional use for the CF4 key on the create text file display. When you press the CF4 key, you go to the create source physical file prompt (not part of Text Management), where you can choose additional options. See the description of the create text file display in Chapter 12 and the *CL Reference Manual* for more information about the create source physical file prompt.

Command Function 5 (CF5) -- Services Menu

The CF5 key can only be used at the edit display, and only if you reached the edit display after choosing option 1 (Create or revise a document) or option 4 (Fill in a form document) on the primary menu. When you press the CF5 key, the next display you see is the services menu. This display allows you to:

• Go to the scan/substitute options display to scan a document for a string of characters or words (scan string) and to substitute another string of characters (substitute string) for it, when you find the scan string.

• Use a split display to edit a document and, at the same time:

  — view the same document in printed format.

  — view or copy from another document.

  — view or copy from records in a data-base file.

• Copy all of a document or a data-base file into your document.

• Display or change print options by going to the print options display.

• Display or change a list of data files that control printing.

This command function is invalid when you are browsing after choosing option 2 on the primary menu.

For more information about the services menu , see the description later in Chapter 12 of this manual.

Command Function 6 (CF6) -- Display Messages/Cancel

By pressing the CF6 key on the edit display, you can:

• Cancel any pending operations, that is, operations in which the *Pend:* indicator is displayed at the top of the display.

- Cancel a pending substitution, when you are performing a scan-and-substitute operation in which you want to display the original text before making the substitution. See "Scanning a Document and Substituting One Sequence of Characters for Another" in Chapter 9.

- Cancel forms prompting.

If you press the CF6 key when viewing the split edit display, the cancel only occurs on the part of the display that contains the cursor.

You cannot use this command function while you are browsing after choosing option 2 (Browse a document) on the primary menu.

By pressing the CF6 key on the primary menu or the services menu, you display the messages from the workstation message queue.

Command Function 7 (CF7) -- Scan/Substitute Forward

When viewing the edit display or the scan/substitute options display, you can start a previously-prepared scan or scan-and-substitute operation by pressing the CF7 key to scan forward toward the bottom of the document. The scan starts one position to the right of the cursor on the edit display, unless the cursor is located in a line number field, in the left or right margin, or in the scan field.

- If the cursor is in the line number field or the left margin, Text Management starts the scan at the first character of that line of text.

- If the cursor is in the right margin, Text Management starts the scan at the first character of the next line of text.

- If the cursor is in the scan field, Text Management starts the scan at the first character of the first line of text.

You can prepare the scan by entering the sequence of characters that you want to find (the scan string) in the scan field of either the edit display or the scan/substitute options display. If you want to substitute another sequence of characters (the substitute string) for the scan string, you must enter this in the substitute field of the scan/substitute options display. See "Scanning a Document and Substituting One Sequence of Characters for Another" in Chapter 9 and the description of the scan/substitute options display later in Chapter 12.

You can use the CF7 key to find form fields that are not visible, or only partly visible, on the current display (for example, they are to the right or left of the display window). During forms prompting, if you blank out the scan field and then press the CF7 key, Text Management scans forward from the cursor position and locates and displays the next form field, moving the window, if necessary, to display the form field.

Command Function 8 (CF8) -- Scan/Substitute Backward

When viewing the edit display or the scan/substitute options display. you can start a previously-prepared scan or scan-and-substitute operation by pressing the CF8 key to scan backward toward the top of the document. The scan starts one position to the left of the cursor on the edit display, unless the cursor is located in a line number field, in the left or right margin, or in the scan field.

• If the cursor is in the line number field or the left margin, Text Management starts the scan at the last character of the previous line of text.

• If the cursor is in the right margin, Text Management starts the scan at the last character of that line of text.

• If the cursor is in the scan field, Text Management starts the scan at the last character of the line of text that precedes the first line of text currently showing on the edit display.

Preparation for the scan is identical to that for a forward scan (CF7).

You can use the CF8 key to find form fields in a way similar to that described for the CF7 key, with the exception that the scan is backward.

Command Function 9 (CF9) -- Create New Paragraph

If you press the CF9 key with the cursor anywhere on a line (except when unadjusted text is on both sides of the cursor), Text Management inserts at least four lines of underlining, and locates the cursor at the beginning of the first line of underlining. Any text that you key in becomes a paragraph of the default format when you press the Enter/Rec Adv key. For a description of the default paragraph format, see "Paragraphs and Paragraph Adjustment" later in Chapter 10.

If you press the CF9 key with the cursor in a paragraph, Text Management inserts lines of underlining into the paragraph. Depending on whether you enter any text or not, Text Management converts the original paragraph into two paragraphs or three.

• If you press the Enter/Rec Adv key without keying in any text, the original paragraph becomes two paragraphs. The character immediately above the cursor becomes the first character of the second paragraph. Both paragraphs have the same format as the original paragraph.

• If you do key in text before pressing the Enter/Rec Adv key, Text Management creates three paragraphs:

   - One containing the text of the original paragraph preceding the added text.

   - One containing the added text.

- One containing the text of the original paragraph following the added text.

All paragraphs are of the same format as the original paragraph from which they were created.

If the cursor is located in a line number field or in the left margin when you press the CF9 key, Text Management performs in the same way as if the cursor was located at the first character of the line of text. If the cursor is located in the right margin when you press the CF9 key, Text Management performs in the same way as if the cursor was located at the first character of the next line of text.

If you key a character into the last position of the lines of underlining provided when you pressed the CF9 key, an alarm sounds and Text Management provides you with additional lines of underlining.

If you press the CF9 key with unadjusted text on both sides of the cursor, you will see a message on the bottom of the display telling you that this is not allowed. An exception is when the text preceding the cursor on the line conforms to the default paragraph format; in that case, Text Management assigns the default paragraph format identifier to the text and then performs the command function.

Note that Text Management does not automatically insert two spaces after the period at the end of a sentence. You must key in any spaces that you want. If you key in more than two spaces, Text Management deletes spaces until you have only two.

After you have keyed in the text for the paragraph, you can start a new paragraph without pressing the Enter/Rec Adv key by pressing the CF9 key again. Text Management adjusts the text already entered, displays more lines of underlining, and positions the cursor at the start of the first line of underlining (the start of the paragraph).

This command function is not valid if you are browsing or forms prompting.

Command Function 10 (CF10) -- Insert and Adjust

To insert text into a paragraph of a document displayed on the edit display, position the cursor at the point where the text is to be inserted and press the CF10 key. Text Management inserts lines of underlining. You can then key in the text.

When you press the Enter/Rec Adv key or the Field Exit key, the paragraph is adjusted to include the inserted text.

If you key a non-blank character into the last position of the lines of underlining provided when you pressed the CF10 key, an alarm sounds, and Text Management adjusts the paragraph and provides you with additional lines of underlining.

Note that if you add a sentence in the middle of a paragraph, you must also add the spaces that separate the added sentence from the preceding and following sentences. If you add more than two spaces, Text Management deletes spaces until you have only two.

If the cursor is in the line number field or the left margin when you press the CF10 key, Text Management behaves as if the cursor is at the first character of that line of text. If the cursor is in the right margin, Text Management behaves as if the cursor is at the first character of the next line of text.

This command function is not valid if you are browsing or forms prompting.

Command Function 11 (CF11) -- Delete and Adjust

To delete information from a document, press the CF11 key twice, as follows:

1. Move the cursor to the start of the information to be deleted. Press the CF11 key. The start of the information is now shown in reversed image (a *reversed-image marker*), and a pending indication

                        Pend: D

    appears at the top of the display. If you want to cancel now, press the CF6 key.

    If the cursor is in the left margin when you press the CF11 key for the first time, Text Management behaves as if the cursor is at the first character of that line of text. If the cursor is in the right margin, Text Management behaves as if the cursor is at the first character of the next line of text.

2. Move the cursor to the end of the information to be deleted and again press the CF11 key. Text Management deletes the information and adjusts the paragraph. The pending indication disappears from the top of the display.

    If the cursor is in the left margin when you press the CF11 key for the second time, Text Management behaves as if the cursor is at the last character of the previous line of text. If the cursor is in the right margin, Text Management behaves as if the cursor is at the last character of that line of text.

During paragraph adjustment, Text Management deletes any spaces in excess of two between sentences in a paragraph, but does not add spaces.

All of the information to be deleted must be within one paragraph.

Do not key in any line commands within the boundaries of the text to be deleted.

Command Function 12 (CF12) -- Revise Paragraph and Adjust

If you need to make several additions or deletions to a paragraph, move
the cursor into the first line of the paragraph and press the CF12 key.
This moves the first line of the paragraph up to the second document
line (the fourth line of the edit display). This line and all following
lines except the last two lines of the display are underlined. Text
Management inserts at least four lines containing nothing but
underlining ahead of the last two lines on the display.

If the paragraph is large, it is divided so that the four lines
containing nothing but underlining can be provided.

You can use the insert and delete functions of the Ins/Del key within
the underlined paragraph (or part of a paragraph). Text Management
regards the underlined text as a single line of text without line ends.
When you press the Enter/Rec Adv key after completing all inserting and
deleting, Text Management adjusts the paragraph to accommodate the
changes.

If these changes were made to the first part of a large paragraph, you
can move the cursor to a position following the end of this part and
press the CF12 key so that you can make changes to the rest or to the
next part of the paragraph.

If you key a character into the last position of the lines of
underlining provided when you pressed the CF12 key, an alarm sounds, and
Text Management adjusts the paragraph and provides you with additional
lines of underlining.

If the cursor is in the line number field or the left margin when you
press the CF12 key, Text Management behaves as if the cursor is in the
line of text.

Command Function 13 (CF13) -- Display Line Numbers On/Off

Press the CF13 key:

*   To display line numbers in the line number field if they are absent.

*   To remove line numbers if they are present.

With line numbers absent, the line number fields contain:

*   A paragraph format identifier if the line is the first line of a
    paragraph.

*   A double quotation mark (") if the line is in a paragraph.

*   A period (.) if the line is unadjusted text.

Line numbers, if present, may be in one of two formats:

- Line-number format (in which, for example, 0001.00 is line 1).

- Page/line format, pppp.ll, in which pppp is the page number and ll is the line number (for example, 0123.01 is page 123 line 1).

If the line number field does *not* contain line numbers, you need not start line commands in the first (leftmost) position of the line number field. However, if the line number field does contain line numbers, all line commands *must* start in the first (leftmost) position of the line number field. See "Line Commands" later in Chapter 10 for more information.

When line numbers are present, the line number is highlighted to indicate that the cursor is located on that line.

Command Function 14 (CF14) -- Text Definition Display

You can use the CF14 key to perform four types of operation. You can perform more than one operation and more than one type of operation at one time. That is, you can create more than one underlined text field, more than one highlighted text field, and more than one form field, all at the same time.

Before starting any of these operations, press the Enter/Rec Adv key, so that all pending operations and document changes are completed.

- To underline a string of characters or words, key in a letter *u* or *U* immediately before and immediately after the string, and then press the CF14 key. The string becomes an underlined text field. This underlining occurs both in the display and in the printed output.

  Inserting one letter *u* or *U* causes underlining to the last non-blank character on the line.

  The underlining becomes part of the document.

- To create a highlighted text field, key in a letter *h* or *H* immediately before and immediately after a string of characters or words, and then press the CF14 key. The string becomes a highlighted text field. The highlighting shows both in the display and in the printed output, where it is achieved by printing the highlighted text line three times over itself.

  Keying in one letter *h* or *H* causes highlighting to the last non-blank character on the line.

  The highlighting becomes part of the document.

- To create a form field, key in a letter *f* or *F* immediately before and immediately after the field, and press the CF14 key. You can then go to the text definition display to further define the form field.

Keying in one letter *f* or *F* defines a form field to the last non-blank character on the line.

- To perform additional form field definition, place the cursor anywhere in a form field and press the CF14 key. This takes you to the text definition display for the field, where you can choose from several options for the field (see the description of the text definition display later in Chapter 12).

To cancel a highlighted or underlined text field or a form field, key in a blank, a *d*, or a *D* immediately before the field, and press the CF14 key.

Because of the method used to define form fields and highlighted and underlined text fields, the following conditions apply:

- If you key a blank or any other character immediately ahead of a form field or an underlined or highlighted text field and then press the Enter/Rec Adv key, Text Management issues an error message and ignores any entries.

- If you key in a blank or any other character immediately after a form field, the underlining that indicates the form field on the display extends to the next field on the line or to the end of the line if there is no other field. Press the Enter/Rec Adv key to restore the display. The character that you keyed in seems to have disappeared. When you print the document, however, Text Management prints the character.

- If you key in a blank or any other character immediately after a highlighted or underlined text field, the highlighting or underlining extends to the next field on the line, or to the end of the line if there is no other field. Press the Enter/Rec Adv key to restore the display. The character that you keyed in seems to have disappeared. When you print the document, however, Text Management prints the character.

- You cannot start a form field in column 1 because you cannot frame the field with *f*s. If, after you have added or deleted text, a form field is located so that it starts in column 1, Text management cancels the form field.

- Normally, you cannot start a form field at the left margin of a paragraph, because you cannot enter an *f* to the left of the left margin. If you want a form field to start at the left margin, you must:

  1. Blank out the paragraph format identifier for the paragraph.

  2. Assign the form field in the normal way.

  3. Re-create the paragraph using a *Px* line command.

  Use a similar procedure to end a form field at the right margin.

When you are creating a form field or a highlighted or underlined text
field, do not key the first *f*, *h*, or *u* over an existing character of
text. If you do, you will lose that character when you press the CF12
key.

Command Function 15 (CF15) -- Print Document

To print the document interactively, using the current print options,
press the CF15 key. Before using this CF key, you should be sure that
these print options suit your purpose. See the description of the print
options display, later in Chapter 12.

If the printer file named on the print options display is a
Displaywriter BSC file, pressing the CF15 key sends the document to the
Displaywriter. If the printer file is an IBM 6670 BSC file, pressing
the CF15 key sends the document to the IBM 6670. See Chapter 1 for more
information.

Command Function 16 (CF16) -- Print List Documents/Files

When you are displaying the file list or the document list, you can
print the list by pressing the CF16 key. Text Management uses one of
the following:

- The printer file saved in the user profile (if you reached the file
  list display or the document list display from the primary menu).

- The printer file used last to print a document (if you reached the
  file list display or the document list display from a display other
  than the primary menu).

- The system printer (if no prior printer file was specified).

The printed output can be a useful record for filing. (See the
descriptions of the file list and the document list displays later in
Chapter 12, and a description of what is saved in the user profile in
Appendix L.)

If you have performed a search-on-description or a
search-on-creation-date operation on the document list display, you will
print the list produced by the search. This may be smaller than the
original list. However, if you have performed a locate-document-name
operation, you will print the complete document list, not the smaller
list that may be shown on the display. See the description of the
document list display in Chapter 12.

Command Function 17 (CF17) -- Paragraph Format Options

Text Management allows you to define many different paragraph formats,
in which you can specify:

- The positions of the left and right margins.

- If you want every line to be aligned with the right margin.

- If you want a blank line between paragraphs.

- The size of the indentation of the first line in the paragraph.

- The spacing between lines in the paragraph when it is printed.

- The number of lines per inch to be used for the paragraph when printing the document on an IBM 5219.

- The font to be used for the paragraph when printing the document on an IBM 5219.

You can go to the paragraph format options display from the edit display by pressing the CF17 key. See the description of the paragraph format options display later in Chapter 12.

Command Function 18 (CF18) -- Column Move

A column is a block of information that can be contained in a rectangle or square within the document. It is usually a column of figures, as in a bill or invoice, but it can be a diagram within a report, or an inserted quotation within an article.

To move a column, press the CF18 key three times as described below:

1. To define the top left corner of the column, move the cursor to that position and press the CF18 key. Text Management shows this position in reversed image and indicates a move operation is under way by replacing the document identifier at the top of the display with a pending indication showing a letter L.

                        Pend: L

    To cancel, press the CF6 key.

    If the cursor is in the left margin when you press the CF18 key for the first time, Text Management behaves as if the cursor is at the first character of that line of text. If the cursor is in the right margin, Text Management behaves as if the cursor is at the first character of the next line of text.

    Because of the method of producing the reversed image, all characters immediately adjacent to a reversed-image marker disappear from the display. These characters have not disappeared from the document, however, and they will re-appear when the reversed image is removed.

2. To define the bottom right corner of the column, move the cursor to
   that position and press the CF18 key. The command function makes a
   reversed-image marker of the whole column. A pending indication

                            Pend: L R

   appears at the top of the display. Again, you can cancel by
   pressing the CF6 key.

   If the cursor is in the left margin when you press the CF18 key for
   the second time, Text Management behaves as if the cursor is at the
   last character of the previous line of text. If the cursor is in
   the right margin, Text Management behaves as if the cursor is at the
   last character of that line of text.

3. To tell Text Management where the top left corner of the column is
   to go, move the cursor to that position. Press the CF18 key to move
   the column. If information will be lost by moving the column (for
   example, by moving it to a point too close to the right margin or
   too close to other text), Text Management does not move the column,
   but instead sends you a message to tell you that data will be lost
   if the column is moved as requested. You can then move the cursor
   to a more-suitable location before pressing the CF18 key to retry
   the move.

   The reversed image disappears and the characters that had previously
   disappeared because of the reversed image now reappear. Also, the
   document name replaces the pending indication at the top of the
   display.

Do not perform line commands within the boundaries of the text to be
moved.

If you want to move a form field, you must include the space to the left
of the form field in the moved text. Otherwise, you will move the text
but not the form field.

Command Function 21 (CF21) -- Move and Adjust

The procedure to move text has three steps.

1. With the document displayed on the edit display, move the cursor to
   the start of the text to be moved and press the CF21 key. The first
   character of the text to be moved is now shown with a reversed
   image, and a pending indication

                            Pend: M

   appears at the top of the display to inform you that a move is
   partly completed.

   If the cursor is in the left margin when you press the CF21 key for
   the first time, Text Management behaves as if the cursor is at the

first character of that line of text. If the cursor is in the right
margin, Text Management behaves as if the cursor is at the first
character of the next line of text.

If you want to cancel now, press the CF6 key.

You may notice that a letter immediately to the left or right of the
reversed-image character has disappeared. This happens during the
generation of the reversed image. The letter is restored when the
reversed image disappears.

2.   Move the cursor to the last character of the text to be moved.
     Press the CF21 key. All of the text to be moved is now shown as a
     reversed-image marker, and the pending indication is updated:

                         Pend: M M

     If the cursor is in the left margin when you press the CF21 key for
     the second time, Text Management behaves as if the cursor is at the
     last character of the previous line of text. If the cursor is in
     the right margin, Text Management behaves as if the cursor is at the
     last character of that line of text.

     If you want to cancel now, press the CF6 key.

3.   Move the cursor to the point where the text is to be inserted.
     Press the CF21 key.

     If the cursor is in the left or right margin when you press the CF21
     key for the third time, Text Management issues an error message.

     When this is complete, the text is in the new location and the
     pending indication is no longer at the top of the display. Text
     Management adjusts the paragraphs containing the removed and moved
     text.

The text to be moved must be in one paragraph.

The point where the text is to be inserted must be in a paragraph. The
exception is when the cursor is located in unadjusted text that conforms
to the default paragraph format. In that case, Text Management assigns
the default paragraph format identifier to the text before starting the
command function.

If you want to move a form field, you must include the space to the left
of the form field in the moved text. Otherwise, you will move the text
but not the form field.

Command Function 22 (CF22) -- Copy and Adjust

This CF key works in a similar way to the CF21 key (Move and Adjust)
except that the CF22 key does not delete the original information.

After a successful copy operation, two copies of the text exist in the document.

The point where the text is to be inserted must be in a paragraph. The text to be copied must be in one paragraph.

Command Function 23 (CF23) -- Hyphenate and Adjust

If, in a paragraph, you have a short line followed by a line starting with a long word, you can hyphenate the long word to move part of it into the preceding, short line. Move the cursor to the character where you want the hyphen to be inserted and press the CF23 key. All of the word to the left of the cursor is moved to the preceding line and is followed by a hyphen. The character above the cursor and all the following text in the paragraph is adjusted.

If, at some later time, the paragraph is adjusted again, Text Management may remove the hyphen.

You should only use the CF23 key to hyphenate the first word of a line. If the cursor is located under the first character of any word of the line except the first word when you press the CF23 key, Text Management moves the word or words to the left of the cursor to the previous line, inserts a hyphen after the last moved word, and adjusts the line containing the cursor and following lines of the paragraph. During a subsequent adjustment of the paragraph, Text Management may remove the hyphen and join the two words together in the same way that it joins the two parts of a previously-hyphenated word together.

You cannot use this command function in highlighted or underlined text fields or form fields.

Command Function 24 (CF24) -- Remove Spaces and Adjust

To remove a string of spaces in a paragraph in your document, position the cursor under the first space to be removed and press the CF24 key. Text Management removes following spaces to the next non-blank character and adjusts the text from the cursor to the end of the paragraph.

You can use the CF24 key to combine two paragraphs into one. Move the cursor just past the end of the first paragraph, and press the CF24 key to delete all spaces between the cursor position and the first character of the second paragraph. If the two paragraphs are of different formats, the combined paragraph has the format of the former first paragraph.

If the cursor is in the left margin when you press the CF24 key, Text Management behaves as if the cursor is located at the first position of the line.

If the cursor is in the right margin when you press the CF24 key, Text
Management behaves as if the cursor is located at the first position of
the following line if that line is in a paragraph.

LINE COMMANDS

On the edit display, you can use line commands to insert, delete, copy,
move, or shift one or more characters, words, or lines. You can use
line commands to delete, copy, or move paragraphs. You can also use a
line command to change the paragraph format identifier of a paragraph.

*In the descriptions of these commands, x designates a single-digit or a
multidigit number and b is a blank or space.*

If the line number field contains line numbers, you must enter line
commands starting at the leftmost position of the field. Entering the
line command, however, does not affect the line number, which is
remembered by Text Management. If the line command ends in a number,
you must follow the number with a space (blank) so that Text Management
will be able to distinguish between the number that is part of the line
command and the number that is part of the line number. If you key in a
four-character line command in the line number field of the first line
of a paragraph, you must key in a space following the line command even
though it appears that there is already a space in that position.

If the line number field does not contain line numbers, you can enter
line commands anywhere in the line number field. In addition, you need
not enter a space following the line command.

Although only one command is allowed per line, you can enter more than
one command on the display and perform them at the same time, providing
they do not conflict. For example, you can delete one line and move
another at the same time, but you cannot move one line and copy another
at the same time because both commands need a target. Note that
line-positioning line commands are performed first and deletes second.
All other line commands falling within the boundaries of a delete are
not performed. If you press a CF key with the cursor located within the
boundaries of a delete, the delete is performed but not the command
function.

You should be careful when using line commands in paragraphs (as defined
by Text Management). After performing the line command, Text Management
does not adjust the paragraph (except under certain conditions with the
paragraph line command). It is possible that you can change a line of a
paragraph so that the line no longer conforms to the format for the
paragraph (for example, by indenting the line, or by inserting a blank
line ahead of the line). When this happens, Text Management is unable
to recognize the line as being part of the paragraph, and the line and
all subsequent lines of that paragraph become unadjusted text. Text
Management may not perform command functions that adjust text if the CF
key is pressed when the cursor is in unadjusted text. Instead, a
message may be shown at the bottom of the display.

The following examples use document *LINECOM* in file *EXAMPLE* in library *QTXT*. To enable you to see how the line commands work more clearly, the displays show line numbers.

Delete Commands

With these commands, you can delete one line or many lines:

Line Command	Description
D	Delete this line from the document
Dxb (b is a blank)	Delete x lines starting with this line.
DD	Delete a block of lines. One DD command indicates the first line and another DD command indicates the last line to be deleted.

Text Management performs delete line commands after line-positioning line commands but before all other line commands and command functions. Delete commands cannot be used on the *beginning-of-text* (BEGINNING) or *end-of-text* (END) lines.

A pending *DD* line command (that is, a command that is only partly completed, such as occurs when only one *DD* command has been entered) can be ended by blanking out the line command or by pressing the CF6 key.

The following example shows the *D* line command (A) keyed in the line number of line 0016.00 to delete that line. The *DD* line commands (B) are keyed into line numbers 0018.00 and 0020.00 to delete that block of lines. See Figure 10-1. In Figure 10-2, you can see the same display after Text Management has processed the delete commands.

```
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  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
0016.00                 10         Pencils
0017.00                 20         Pens
0018.00                 30         Tablets
0019.00                 40         Erasers
0020.00                 50         Ink Bottles
```

Figure 10-1. Using Delete Line Commands (1)

```
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  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
0017.00                 20         Pens
0021.00                 60         Staplers
0022.00                 70         Rubber Stamps
0023.00                 80         Rulers
0024.00                 90         Paper Punches
```

Figure 10-2. Using Delete Line Commands (2)

Insert Commands

You can use the insert line commands to insert a single blank line or
several blank lines so that you can add text to unadjusted text. (You
should use the CF10 key or the CF12 key to add text to adjusted text.)
You can define the contents of a line and insert it once or several
times into a document.

These commands cannot be used on the end-of-text line.

If you want to move or copy text into an inserted line (using the CF21
or the CF22 keys or line commands), you must key at least one space into
the inserted line before you press the CF key or before you press the
Enter/Rec Adv key to perform the line command. If you don't key in a

space, Text Management assumes that you don't want the inserted line and removes it.

Line Commands	Description
I	Insert a blank line following this line. If you key anything into the blank line, even a space, you will be provided with another blank line when you enter the text. If you do not key in anything, Text Management deletes the blank line and ends the insert operation. If you key in more than one I line command at a time, only the first will be processed.
Ixb (b is a blank) (x is 1-9999)	Insert x blank lines. Text Management deletes any blank lines that you leave after the last line of additions. No additional blank lines are provided. To preserve a block of blank lines, just key a space into the last line. More than one Ixb line command can be keyed in and processed at a time. If the value of x is greater than the number of lines remaining on the display, only sufficient blank lines to fill the display are provided.
S	Remember the contents of this line and the position of the cursor. They form the skeleton line.
IS	Perform an insert, as described for the I line command above, but insert the skeleton line rather than a blank line. You must enter something, even a space, to retain the line. If you key in more than one IS line command at a time, only the first is performed.

```
    ISxb                    Insert x skeleton lines.  If the value of
(b is a blank)              x is greater than the number of lines
(x is 1-9999)              remaining on the display, only sufficient
                            skeleton lines to fill the display are
                            provided.  When you enter text, Text
                            Management deletes any unchanged lines
                            following the last skeleton line in which
                            changes were made.  More than one ISxb line
                            command can be keyed in and performed at
                            a time.
```

Examples:

1. Insert a line

In the following display (Figure 10-3), an *I* line command **(A)** has been keyed in the line number field of line 0015.00 to request the insert operation:

```
 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  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
 I015.00             Quantity      Item
 0017.00               20          Pens
 0021.00               60          Staplers
 0022.00               70          Rubber Stamps
 0023.00               80          Rulers
 0024.00               90          Paper Punches
```

Figure 10-3. Using Insert Line Commands (1)

When you press the Enter/Rec Adv key, Text Management provides a blank line that you can key data on **(B)** , as shown in Figure 10-4 .

```
     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  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
     .......                    -
     0017.00               20          Pens
     0021.00               60          Staplers
     0022.00               70          Rubber Stamps
     0023.00               80          Rulers
```

Figure 10-4. Using Insert Line Commands (2)

Note that the cursor is located to the same location as the first
non-blank character on the previous line.
When you key in some information and press the Enter/Rec Adv key, Text
Management assigns a line number (0015.01) **C**, creates a new line, and
provides another insert line as shown in the following display
(Figure 10-5):

```
     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  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
     0015.01               10          Pencils
     .......                    -
     0017.00               20          Pens
     0021.00               60          Staplers
     0022.00               70          Rubber Stamps
```

Figure 10-5. Using Insert Line Commands (3)

If you press Enter/Rec Adv key without keying in any data on the insert
line, Text Management deletes the line, as shown in the following
display (Figure 10-6):

```
   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  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
   0015.01             10         Pencils
   0017.00             20         Pens
   0021.00             60         Staplers
   0022.00             70         Rubber Stamps
   0023.00             80         Rulers
```

Figure 10-6. Using Insert Line Commands (4)

2.   Inserting More Than One Line

You can use the *Ixb* line command to insert x blank lines. The
following display (Figure 10-7) shows the *I3* line command Ⓐ , followed
by a space, keyed in the line number field of line 0017.00.

```
   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  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
   0015.01             10         Pencils
   I3 7.00             20         Pens
   0021.00             60         Staplers
   0022.00             70         Rubber Stamps
   0023.00             80         Rulers
```

Figure 10-7. Inserting Three Lines (1)

When you press the Enter/Rec Adv key, Text Management provides three
blank lines, as shown in the following display (Figure 10-8): You can
now key in three lines of information on the blank lines.

```
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  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
0015.01             10         Pencils
0017.00             20         Pens
.......                        _
.......
.......
```

Figure 10-8. Inserting Three Lines (2)

3. Create a Skeleton Line and Insert It

Key in the *S* line command Ⓐ and position the cursor at the required
point Ⓑ . Press the Enter/Rec Adv key. The following example
(Figure 10-9) shows the *S* line command keyed in the line number field
of line 0015.01.

```
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  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
S015.01             10         Pencils
0017.00             20         Pens
...7..01            30         Tablets
0017.02             40         Erasers
0017.03             50         Ink Bottles
```

Figure 10-9. Creating a Skeleton Line

When you press the Enter/Rec Adv key, Text Management remembers the
contents of line 0015.01 and the cursor position. You can then use the
IS line command to insert the skeleton line. Figure 10-10 shows the *IS*
line command Ⓒ keyed in the line number of line 0015.01:

```
    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  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
    IS15.01               10        Pencils
    0017.00               20        Pens
    0017.01               30        Tablets
    0017.02               40        Erasers
    0017.03               50        Ink Bottles
```

Figure 10-10. Inserting a Skeleton Line (1)

When you press the Enter/Rec Adv key, Text Management inserts the
skeleton line **D**, as shown in the following display (Figure 10-11):

```
    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  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
    0015.01               10         Pencils
    .......               10         Pencils
    0017.00               20         Pens
    0017.01               30         Tablets
    0017.02               40         Erasers
```

Figure 10-11. Inserting a Skeleton Line (2)

You can now key in information on the skeleton line, using it as a
pattern for lines that will have similar contents. As with other insert
line commands, unless you key in additional data or a blank on the
skeleton line, it does not become part of the document.

Move and Copy Commands

You can use the move and copy line commands to move or copy a line or several lines of information from one location to another. A move operation copies the information from one location to another then deletes the original information. A copy operation is similar but does not delete the original information. You cannot move one line and copy another at the same time.

All of these commands require a target to define where Text Management will locate the copied or moved information. One of the following targets must be keyed in the line number field of the target line before a move or copy command can be performed. The target can be entered either before or after the copy or move line command.

Note that you can only enter one target at a time, except when using the CR, CRxb, or CCR line commands.

Target	Description
A	Place the text immediately *after* this line.
B	Place the text immediately *before* this line.
Axb (b is a blank) (x is 2-9999)	Place x copies of the text immediately after this line.
Bxb	Place x copies of the text immediately ahead of this line.
AR	Place the text immediately after this line, as described for the A target, except that after the copy or move is performed, move the AR target to the last line of the text just inserted, so that the operation can be *repeated*. More than one copy or more than one move line command can be entered at a time.

ARxb	Place x copies of the text immediately after this line, as described for the Axb target, except that after the copy or move is performed, move the ARxb target to the last line of the text just inserted. More than one copy or more than one move line command can be entered at a time.
BR	Place the text immediately before this line, as described for the B target, except that after the copy or move operation is performed, leave the BR target where it was. More than one move or more than one copy line command can be entered at a time.
BRxb	Place x copies of the text immediately before this line, as described for the Bxb target, except that after the copy or move operation is performed, leave the BRxb target where it was. More than one move or more than one copy line command can be entered at a time.

Note that the *AR* and *BR* targets allow text from different locations to be arranged in a sequence. The *AR*, *ARxb*, *BR*, and *BRxb* targets can be used with the following line commands: *C*, *Cxb*, *CC*, *M*, *Mxb*, and *MM*. They cannot be used with the *CR*, *CRxb,* or *CCR* commands.

A, *Axb*, *AR*, and *ARxb* targets cannot be used on the end-of-text line. *B*, *Bxb*, *BR*, and *BRxb* targets cannot be used on the beginning-of-text line.

AR, *ARxb*, *BR*, and *BRxb* operations can be ended by blanking out the target command, or by pressing the CF6 key (Cancel). Pending *A* or *B* targets (that is, operations in which the target has been indicated, but the copy or move command has not been entered) can be canceled by pressing the CF6 key or by blanking out the *A* or *B* target.

Copy Line Commands	Description
C	Copy this line.
CC	Copy the block of information. One CC command indicates the first line of the block, and a second CC command indicates the last line of the block.
Cxb (b is a blank)	Copy x lines.

CR	Copy this line. When this is done, retain the CR command ready for another target to be set, and the copy to be repeated. More than one target can be entered at one time.
CRxb	Copy x lines. When this is done, retain the CRxb command ready for another target to be set. More than one target can be entered at one time.
CCR	Copy this block of information. This command indicates one end of the block, and a CC command indicates the other end. When this command is used, Text Management retains the CC and CCR commands ready for another target to be set. More than one target can be entered at one time.

Move Line Commands	Description
M	Move this line.
MM	Move the block of information. One MM command indicates the first line of the block, and a second MM command indicates the last line of the block.
Mxb (b is a blank)	Move x lines.

Pending and *C*, *CC*, *Cxb*, *CR*, *M*, *MM*, *Mxb*, *CR*, *CRxb*, and *CCR* line commands (that is, commands that are only partly completed, such as a *C* command without a target) can be ended by blanking out the line command, or by pressing the CF6 key.

Copy and move line commands cannot be used on the beginning-of-text and end-of-text lines.

1. Copying a Single Line

This example assumes that you are starting with an unaltered copy of the document.

The following example shows the C line command Ⓐ keyed in the line number field of line 0016.00, and the A target Ⓑ keyed in the line command field of line 0019.00. See Figure 10-12.

```
    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  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
   C016.00                   10       Pencils
    0017.00                   20       Pens
    0018.00                   30       Tablets
   A019.00                   40       Erasers
    0020.00                   50       Ink Bottles
```

Figure 10-12. Copying a Line (1)

This shows the display after you have pressed the Enter/Rec Adv key (Figure 10-13):

```
    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  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
    0016.00                   10       Pencils
    0017.00                   20       Pens
    0018.00                   30       Tablets
    0019.00                   40       Erasers
    0019.01                   10       Pencils
```

Figure 10-13. Copying a Line (2)

2. Copying a Block of Lines

The example (Figure 10-14) shows the *CC* line command Ⓐ keyed in the
line number field of lines 0017.00 and 0018.00, and the *A* target Ⓑ
keyed in the line command of line 0019.00.

```
     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  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
     0016.00                 10       Pencils
    CC17.00                  20       Pens
    CC18.00                  30       Tablets
    A019.00                  40       Erasers
     0019.01                 10       Pencils
```

Figure 10-14. Copying a Block of Lines (1)

Press the Enter/Rec Adv key. See Figure 10-15.

```
     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  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
     0016.00                 10       Pencils
     0017.00                 20       Pens
     0018.00                 30       Tablets
     0019.00                 40       Erasers
     0019.01                 20       Pens
```

Figure 10-15. Copying a Block of Lines (2)

Notice that the second line that was copied cannot fit on the display.
You can see it by rolling the display (using the Roll Up key) or by
using a line-positioning line command (described later).

3. Copying a Single Line More Than Once

The following example (Figure 10-16) shows how you can make more than one copy of a line. Key a *C* line command (A) into the line number field (here it was put in line 0016.00), and key a *Bxb* line target (B) into another line number field (here a *B3* line command, followed by a space, was put in line 0018.00).

```
     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  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
    C016.00                  10          Pencils
    0017.00                  20          Pens
    B3 8.00                  30          Tablets
    0019.00                  40          Erasers
    0019.01                  20          Pens
```

Figure 10-16. Copying a Line More Than Once (1)

In Figure 10-17, you can see what the display looks like after you press the Enter/Rec Adv key.

```
     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  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
    0016.00                  10          Pencils
    0017.00                  20          Pens
    0017.01                  10          Pencils
    0017.02                  10          Pencils
    0017.03                  10          Pencils
```
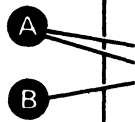
Figure 10-17. Copying a Line More Than Once (2)

4. Copying a Single Line Into Many Targets

This example (Figure 10-18) shows that you can set up a target in the same way you would for copying a single line. Enter a *CR* command **(A)** in the line number field of the line you want to copy (line 0017.00) and a target (line 0017.02) **(B)**.

```
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  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
0016.00                10       Pencils
CR17.00                20       Pens
0017.01                10       Pencils
A017.02                10       Pencils
0017.03                10       Pencils
```

Figure 10-18. Copying into Many Targets (1)

When you press the Enter/Rec Adv key, Text Management copies the single line and the target disappears. See Figure 10-19. The *CR* line command **(C)** remains.

```
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  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
0016.00                10       Pencils
CR                     20       Pens
0017.01                10       Pencils
0017.02                10       Pencils
0017.03                20       Pens
```

Figure 10-19. Copying into Many Targets (2)

To copy this line after a different line, you only need to key in the new target and press the Enter Rec/Adv key. You may key in several targets at once before pressing the Enter/Rec Adv key, at which time all of the targets receive copies of the line. To stop this operation, enter blanks over the *CR* command and press the Enter/Rec Adv key, or press the CF6 key.

5. Copying Many Single Lines After Successive Targets.

This example assumes that you are starting with an unaltered copy of the document.

You can copy lines from different parts of your document one at a time into successive lines following a target you have chosen. This example shows you how. See Figure 10-20. The procedure is similar to copying a single line except that you use the *AR* target (A) instead of the *A* target.

```
    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  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
    C016.00                10         Pencils
    0017.00                20         Pens
    0018.00                30         Tablets
    AR19.00                40         Erasers
    0020.00                50         Ink Bottles
```
(A)

Figure 10-20. Copying After Successive Targets (1)

Now, after copying the first line, Text Management moves the *AR* line target (B) to the line number field of the *new* line and waits for you to enter the next *C* line command. See Figure 10-21.

```
    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  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
    0016.00                10         Pencils
    0017.00                20         Pens
    0018.00                30         Tablets
    0019.00                40         Erasers
    AR                     10         Pencils
```
(B)

Figure 10-21. Copying After Successive Targets (2)

You can stop this procedure by entering blanks over the *AR* line target and pressing the Enter/Rec Adv key, or by pressing the CF6 key.
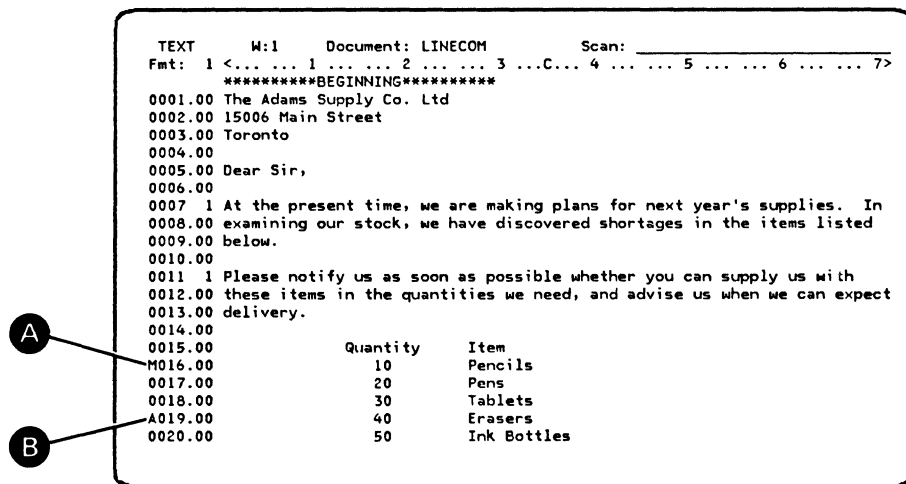
6. Copying Many Single Lines Before a Selected Target

This is similar to the previous example, except you use a *BR* line target instead of the *AR* target. After copying the line, Text Management leaves the *BR* target where it is. You can then enter another *C* line command to copy another line. Each new line is placed just ahead of the line containing the *BR* target. To cancel, just enter blanks over the *BR* target or press the CF6 key.

7. Move a Single Line

This example assumes that you are starting with an unaltered copy of the document.

The following example (Figure 10-22) shows the *M* line command Ⓐ keyed in the line number field of line 0016.00 and the *A* line target Ⓑ keyed in the line command field of line 0019.00. Figure 10-23 shows you what the display looks like after you press the Enter/Rec Adv key.

```
   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  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
   M016.00                10           Pencils
   0017.00                20           Pens
   0018.00                30           Tablets
   A019.00                40           Erasers
   0020.00                50           Ink Bottles
```

Figure 10-22. Moving a Line (1)

```
 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  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
 0017.00                 20        Pens
 0018.00                 30        Tablets
 0019.00                 40        Erasers
 0019.01                 10        Pencils
 0020.00                 50        Ink Bottles
```

Figure 10-23. Moving a Line (2)

8. Moving a Block of Lines

The following example (Figure 10-24) shows the *MM* line command Ⓐ
keyed in the line number field of lines 0017.00 and 0019.01 and the *A*
line target Ⓑ keyed in the line number field of line 0020.00.
Figure 10-25 shows what the display looks like after you press the
Enter/Rec Adv key.

```
 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  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
 MM17.00                 20        Pens
 0018.00                 30        Tablets
 0019.00                 40        Erasers
 MM19.01                 10        Pencils
 A020.00                 50        Ink Bottles
```

Figure 10-24. Moving a Block of Lines (1)

```
     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  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
   0020.00                50       Ink Bottles
   0020.01                20       Pens
   0020.02                30       Tablets
   0020.03                40       Erasers
   0020.04                10       Pencils
```

Figure 10-25. Moving a Block of Lines (2)

Line-Positioning Line Commands

These line commands control the position of the document on the display.
They are the only line commands that can be used when forms prompting or
browsing.

Line Commands	Description
xb (b is a blank)	Position the line with a line number x at the top of the display. The number x can be in the form xb, xxb, xxxb, xxxxb, xxxx.xb, or xxxx.xx (where b is a blank).
+xb	Roll the display up x lines (x can be 1-9999).
-xb	Roll the display down x lines (x can be 1-9999).
Wxb	Move the entire display of the document sideways so that position x of the line will be just to the right of the line numbers (x can be 1-999). The current line position (called the window) is shown at the top of the display (W:x). The display can be shifted to the right by making the value of x in the line command less than the value of the window. For example, if W:6 is shown at the top of the display, a W2 line command moves the display four positions to the right.

1. Position to a Line

This example assumes that you are starting with an unaltered copy of the document.

The following example (Figure 10-26) shows the *21* line command Ⓐ, followed by a space, keyed in the line number field of line 0014.00 and the resulting display after the Enter/Rec Adv key is pressed.

```
┌──────────────────────────────────────────────────────────────────────┐
│   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  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.                                                    │
│   21 4.00                                                              │
│   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 10-26. Position to a Line (1)

In Figure 10-27 you can see the result.

```
┌──────────────────────────────────────────────────────────────────────┐
│   TEXT      W:1      Document: LINECOM          Scan: _____│
│   Fmt:   1 <... ... 1 ... ... 2 ... ... 3 ...C... 4 ... ... 5 ... ... 6 ... ... 7>│
│   0021.00                 60       Staplers                            │
│   0022.00                 70       Rubber Stamps                       │
│   0023.00                 80       Rulers                              │
│   0024.00                 90       Paper Punches                       │
│   0025.00                100       Paper Clips                         │
│   0026.00                110       Notepads                            │
│   0027.00                120       Colored Markers                     │
│   0028.00                                                              │
│   0029.00 Yours Truly,                                                 │
│   0030.00                                                              │
│   0031.00                                                              │
│   0032.00 S. Klausman                                                  │
│   0033.00 Project Manager                                              │
│           *************END**************                               │
│                                                                        │
│                                                                        │
│                                                                        │
└──────────────────────────────────────────────────────────────────────┘
```

Figure 10-27. Position to a Line (2)

2. Position to Beginning of Document

The following example (Figure 10-28) shows the *0* line command Ⓐ,
followed by a space, keyed in the line number field of line 0021.00.

```
     TEXT      W:1      Document: LINECOM        Scan: _____
     Fmt:   1 <... ... 1 ... ... 2 ... ... 3 ...C... 4 ... ... 5 ... ... 6 ... ... 7>
    0 21.00                 60           Staplers
    0022.00                 70           Rubber Stamps
    0023.00                 80           Rulers
    0024.00                 90           Paper Punches
    0025.00                100           Paper Clips
    0026.00                110           Notepads
    0027.00                120           Colored Markers
    0028.00
    0029.00 Yours Truly,
    0030.00
    0031.00
    0032.00 S. Klausman
    0033.00 Project Manager
            **************END**************
```

Figure 10-28. Position to the Beginning (1)

Figure 10-29 shows the result after pressing the Enter/Rec Adv key.

```
     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 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
    0016.00               10         Pencils
    0017.00               20         Pens
    0018.00               30         Tablets
    0019.00               40         Erasers
    0020.00               50         Ink Bottles.
```

Figure 10-29. Position to the Beginning (2)

3. Position to End of a Document

The following example (Figure 10-30) shows a *9* Ⓐ keyed in the first
position of a line number (0007.00). This actually requests that line
9007.00 be moved to the top of the display. Because there is no line
9007.00, the line with the number closest to line 9007.00 is moved to
the top of the display. This line is the end of the document.
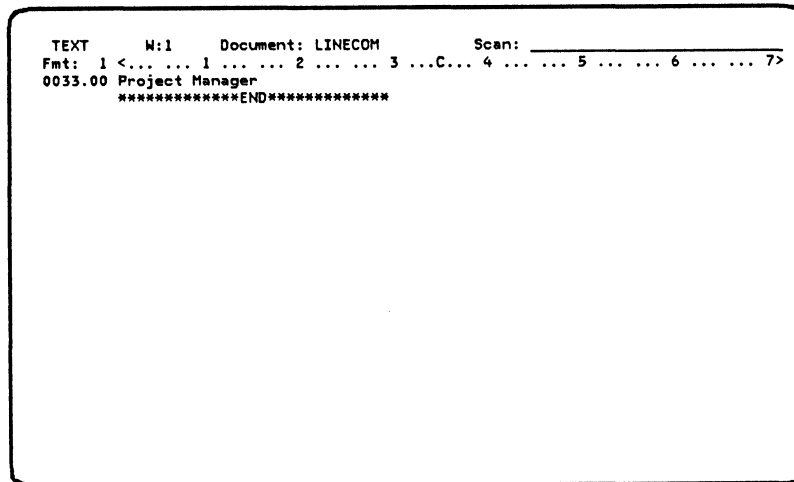
Note that you must not enter a space after the 9; if you enter a space
after the 9, the display is positioned at line 9.

```
    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
    9007  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
    0016.00               10         Pencils
    0017.00               20         Pens
    0018.00               30         Tablets
    0019.00               40         Erasers
    0020.00               50         Ink Bottles
```
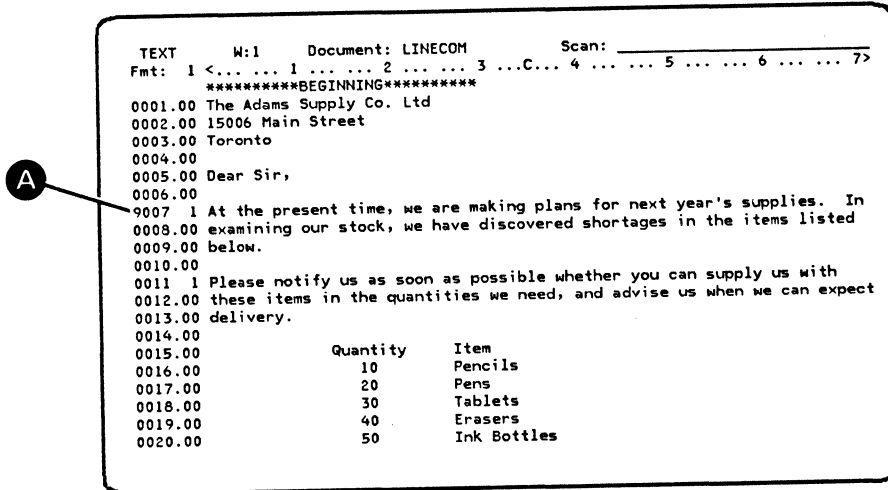
Figure 10-30. Position to the End of the Document (1)

Figure 10-31 shows the result.

```
    TEXT      W:1      Document: LINECOM          Scan: _____
    Fmt:  1 <... ... 1 ... ... 2 ... ... 3 ...C... 4 ... ... 5 ... ... 6 ... ... 7>
    0033.00 Project Manager
            **************END*************
```

Figure 10-31. Position to the End of the Document (2)

4. Position to Top of Display

If you replace one digit of the line number with the same digit, Text
Management recognizes this as a request to position that line at the top
of the display. In the following example (Figure 10-32), a *0* is keyed
in the first position **(A)** of the line number field of line 0007.00 and
the Enter/Rec Adv key pressed.

```
     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  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
     0016.00             10         Pencils
     0017.00             20         Pens
     0018.00             30         Tablets
     0019.00             40         Erasers
     0020.00             50         Ink Bottles
```

Figure 10-32. Position to the Top of the Display (1)

Note that when you are repositioning to the top of the display, you must
not key in a space after the digit. For example, if you enter 5 over
the first digit of line 5000, line 5000 is positioned at the top of the
display. If you enter 5 *followed by a space* over the first two digits
of line 5000, *line 5* is positioned at the top of the display. See the
result in Figure 10-33.

```
     TEXT     W:1      Document: LINECOM          Scan: _____
     Fmt:  1 <... ... 1 ... ... 2 ... ... 3 ...C... 4 ... ... 5 ... ... 6 ... ... 7>
     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
     0016.00             10         Pencils
     0017.00             20         Pens
     0018.00             30         Tablets
     0019.00             40         Erasers
     0020.00             50         Ink Bottles
     0021.00             60         Staplers
     0022.00             70         Rubber Stamps
     0023.00             80         Rulers
     0024.00             90         Paper Punches
     0025.00            100         Paper Clips
     0026.00            110         Notepads
     0027.00            120         Colored Markers
```

Figure 10-33. Position to the Top of the Display (2)

5. Roll up x Lines

The following example, Figure 10-34, shows the +7 line command Ⓐ, followed by a space. When you press the Enter/Rec Adv key, Text Management rolls up seven lines. You can roll down in a similar way, except that you enter a negative value in the line number (for example, a -7 line command, followed by a space, rolls down seven lines).

You can also use the Roll keys to position lines on the display. For a split edit display, the roll is done in the part of the display indicated by the cursor position.

```
  TEXT      W:1      Document: LINECOM        Scan: _____
  Fmt:  1 <... ... 1 ... ... 2 ... ... 3 ...C... 4 ... ... 5 ... ... 6 ... ... 7>
          *********BEGINNING**********
+7 1.00 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
0016.00              10         Pencils
0017.00              20         Pens
0018.00              30         Tablets
0019.00              40         Erasers
0020.00              50         Ink Bottles
```

Figure 10-34. Roll (1)

Figure 10-35 shows the result.

```
  TEXT      W:1      Document: LINECOM        Scan: _____
  Fmt:  1 <... ... 1 ... ... 2 ... ... 3 ...C... 4 ... ... 5 ... ... 6 ... ... 7>
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
0016.00              10         Pencils
0017.00              20         Pens
0018.00              30         Tablets
0019.00              40         Erasers
0020.00              50         Ink Bottles
0021.00              60         Staplers
0022.00              70         Rubber Stamps
0023.00              80         Rulers
0024.00              90         Paper Punches
0025.00             100         Paper Clips
0026.00             110         Notepads
0027.00             120         Colored Markers
```
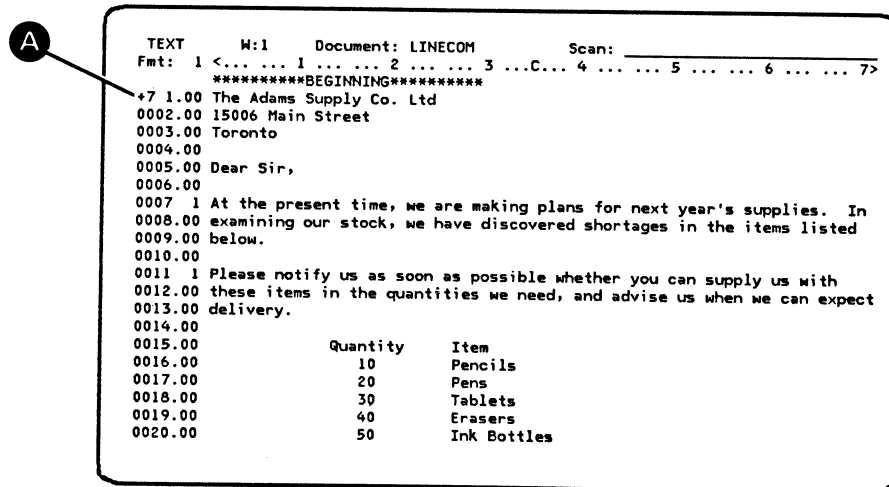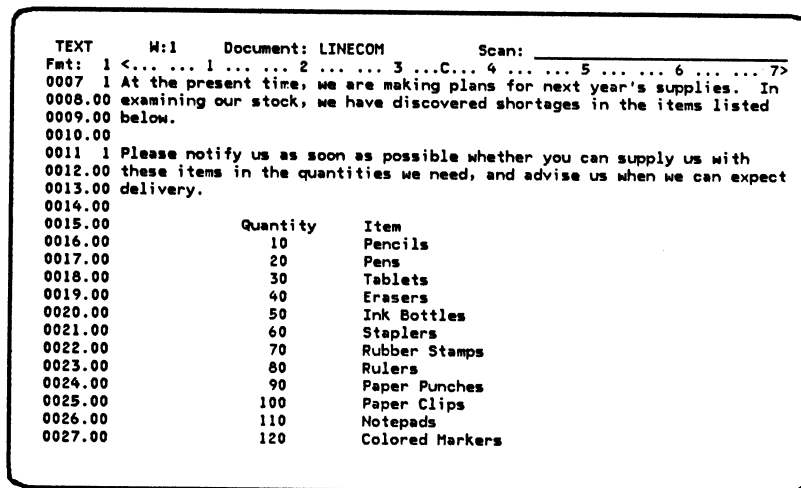
Figure 10-35. Roll (2)

6.   Using The Wxb Command

Assume that you have just fetched an unaltered copy of document *LINECOM*. Figure 10-36 shows a *W16* line command, followed by a space, keyed in line 0016.00 **A**:

```
 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  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
 W16 .00             10        Pencils
 0017.00             20        Pens
 0018.00             30        Tablets
 0019.00             40        Erasers
 0020.00             50        Ink Bottles
```

A

Figure 10-36. Window (1)

When you press the Enter/Rec Adv key, you get the following display (Figure 10-37):

```
 TEXT      W:16     Document: LINECOM        Scan:_____
 Fmt:   1 .. 2 ... ... 3 ...C... 4 ... ... 5 ... ... 6 ... ... 7>... ... 8
           ING**********
 0001.00 y Co. Ltd                                                        81
 0002.00 et                                                               81
 0003.00                                                                  81
 0004.00                                                                  81
 0005.00                                                                  81
 0006.00                                                                  81
 0007  1 time, we are making plans for next year's supplies.  In         81
 0008.00 tock, we have discovered shortages in the items listed          81
 0009.00                                                                  81
 0010.00                                                                  81
 0011  1 s as soon as possible whether you can supply us with            81
 0012.00 the quantities we need, and advise us when we can expect         81
 0013.00                                                                  81
 0014.00                                                                  81
 0015.00 antity     Item                                                  81
 0016.00 10         Pencils                                               81
 0017.00 20         Pens                                                  81
 0018.00 30         Tablets                                               81
 0019.00 40         Erasers                                               81
 0020.00 50         Ink Bottles                                           81
```

Figure 10-37. Window (2)

Note: The numbers that appear on the right of your display are the dates when the line was created or changed last. These may be different in your document from those shown in Figure 10-37.

Shift Line Commands

You can use these commands to shift a line or a block of lines to the left or to the right. If the amount of shift on a line will cause a loss of data, Text Management shifts the information as far as possible and places the word SHIFT in the line number for that line. Any keying into that line removes the word SHIFT.

Line Commands	Description
Rxb (b is a blank)	Shift the information in this line to the right x positions.
RRxb	Shift the data in this block to the right x positions. The RRxb command indicates one end of the block of information, and an RR command indicates the other end.
Lxb	Shift the information in this line to the left x positions.
LLxb	Shift the data in this block to the left x positions. The LLx command indicates one end of the block of information, and an LL command indicates the other end.
CT	Center this line of unadjusted text around the centerpoint as defined for the default paragraph format.
CCT	Center this block of unadjusted text around the centerpoint as defined for the default paragraph format. One CCT command indicates the first line and another CCT command indicates the last line of the block to be centered.

Note that in these commands, x is a single-digit or multidigit number. If x is not specified, a value of one is assumed and the line or block of lines shifts one position.
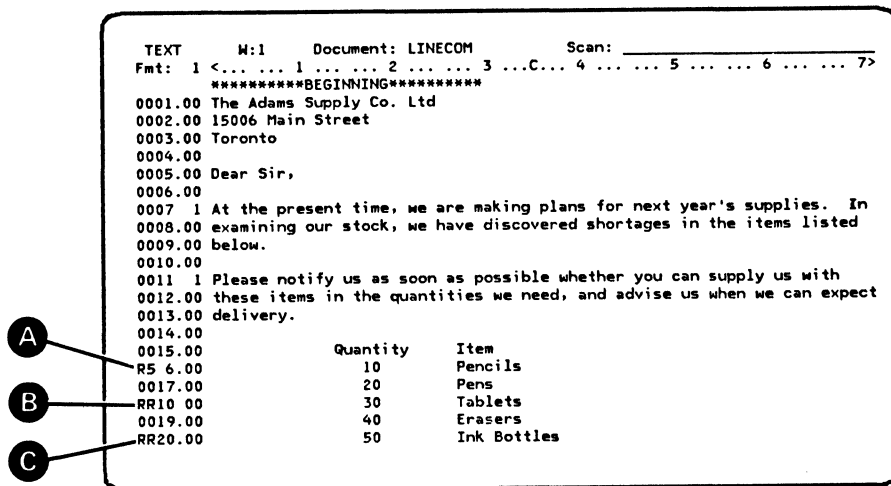
These line commands cannot be used in beginning-of-text and end-of-text lines.

1. Shifting a Line and a Block of Lines

This example assumes that you are starting with an unaltered copy of the document.

The following example (Figure 10-38) shows an *R5* line command Ⓐ keyed in the line number field of line 0016.00 to request that the data be shifted five positions to the right.

The *RR10* line command Ⓑ in the line number field of line 0018.00 indicates the beginning of a block to be shifted; the *RR* line command Ⓒ in the line number field of line 0020.00 indicates the end of the block and tells Text Management to shift the data ten positions to the right.

```
   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  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
 A R5 6.00               10           Pencils
   0017.00               20           Pens
 B RR10 00               30           Tablets
   0019.00               40           Erasers
 C RR20.00               50           Ink Bottles
```

Figure 10-38. Shift Right (1)

Figure 10-39 shows the display you get after you press the Enter/Rec Adv key.

You can use a similar technique, using *L* and *LL* line commands, to shift text to the left.

```
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  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
0016.00                     10          Pencils
0017.00              20       Pens
0018.00                       30         Tablets
0019.00                       40         Erasers
0020.00                       50         Ink Bottles
```

Figure 10-39. Shift Right (2)

2. Centering a Block of Lines

This example assumes that you are starting with an unaltered copy of the document.

The following example (Figure 10-40) shows *CCT* line commands **(A)** keyed in the line number field of lines 0015.00 and 0020.00 to request that the data be centered.

Press the Enter/Rec Adv key. Figure 10-41 shows the result.

```
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  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
CCT5.00              Quantity      Item
0016.00                     10      Pencils
0017.00                     20      Pens
0010 00                     30      Tablets
0019.00                     40      Erasers
CCT0.00                     50      Ink Bottles
```

(A)

Figure 10-40. Centering (1)

```
┌─────────────────────────────────────────────────────────────────┐
│                                                                   │
│   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  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                 │
│   0016.00                       10        Pencils                │
│   0017.00                       20          Pens                 │
│   0010 00                       30        Tablets               │
│   0019.00                       40        Erasers               │
│   0020.00                       50        Ink Bottles           │
│                                                                   │
└─────────────────────────────────────────────────────────────────┘
```

Figure 10-41. Centering (2)

Paragraph Line Commands

You can use these line commands to assign or change the format of a
paragraph. These formats are defined on the paragraph format options
display. See the description of this display later in Part 2.

On the paragraph format options display, as many as 99 paragraph formats
can be described, with respect to margins, right-margin alignment, blank
line between paragraphs, and amount of indentation of the first line.
The display shows only 10 formats at a time but you can roll the display
to see or enter more. When a new paragraph format is added, Text
Management rearranges the format in numerical order, if needed.

Line Commands   Description

    Pxb   Assign this paragraph to format x. This line
(b is a blank)   command is keyed in any line number field
                     of the paragraph. The last one or two digits
                     of the first line number field of the paragraph
                     will contain the highlighted paragraph format
                     identifier (x) after this command is performed.

PPxb   Assign this block of paragraphs to format x.
                        One PP line command (either PPxb or PP) must be
                        placed in a line number field of the first line
                        of the first paragraph. A second PP line command
                        must be placed in the line number field of any
                        line of the last paragraph of the block.
                        The last one or two digits of the first line number
                        field of all paragraphs in the block will contain
                        the highlighted paragraph format identifier (x)
                        after this command is performed.

Notes:

1. If you use the paragraph line command to change the paragraph format
    of a paragraph or a block of paragraphs that has a
    previously-assigned paragraph format, Text Management adjusts the
    paragraph or the block to the options for new paragraph format.

2. If you use the paragraph line command to change the paragraph format
    of a block of paragraphs containing more than one paragraph format,
    Text Management adjusts *all* paragraphs of the block to the options
    for new paragraph format, even if a paragraph in the block of
    paragraphs has that format already.

3. If a paragraph contains a form field, the program keeps the form
    field intact on one line during adjustment. An exception is that,
    if adjustment causes the form field to start in column 1, Text
    Management nullifies the form field and issues a message.

4. During adjustment, the program inserts spaces where needed into
    lines of paragraphs where right margin alignment is specified and
    removes previously added spaces if they are no longer needed.

5. Text Management retains blank lines ahead of the paragraph.

6. You can use a paragraph line command to assign a paragraph format to
    unadjusted text (text not previously assigned a paragraph format).
    Before you use the paragraph line command, you must ensure that the
    unadjusted text conforms to the format to be assigned, as laid out
    on the paragraph format options display. If the unadjusted text
    does not conform to this description, the program does not perform
    the operation but does issue a message to inform you of the reason.

Example:

This example uses document *STDLET* in file *EXAMPLE* in library *QTXT*.

The example (Figure 10-42) shows two paragraphs of format 1. A *P2* line command Ⓐ is keyed in the line number field of the first line of the second paragraph (line 0016). Both paragraph formats 1 and 2 have been previously defined. (You can see these if you press the CF17 key to go to the paragraph format options display.)

```
    TEXT      W:1      Document: STDLET        Scan:_____
    Fmt:  1 <..I ... 1 ... ... 2 ... ... C ... ... 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
    P2 6  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 10-42. Paragraph Line Command (1)

Press the Enter/Rec Adv key. Text Management adjusts the paragraph to conform to format 2. See Figure 10-43.

```
    TEXT      W:1      Document: STDLET        Scan:_____
    Fmt:  1 <..I ... 1 ... ... 2 ... ... C ... ... 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  2        The limit set on your credit will be $750.00.  If you
    0017.00        wish to increase your credit limit beyond $750.00,
    0018.00        please call your CLEARVIEW Account Representative on
    0019.00        (312) 555-1234.
    0020.00
```

Figure 10-43. Paragraph Line Command (2)

PARAGRAPHS AND PARAGRAPH ADJUSTMENT

In Text Management, the terms "paragraph" and "paragraph adjustment" have specific meanings. Any use of these terms in this manual conforms to these specific meanings.

Paragraphs

For a block of information to be defined as a paragraph within Text Management, it must conform to one of two descriptions:

1. It has the format of a paragraph. That is, it must:

    a. Have the paragraph format identifier highlighted as the last one or two digits of the line number field of the first line of the paragraph. See the example under the heading "Paragraph Line Commands" earlier in Part 2.

    b. Conform to the description for that format as shown on the paragraph format options display. See the description of this display later in Part 2.

2. It conforms to the default paragraph format and one of CF keys 9, 10, 11, 12, 21, 22, 23, and 24 is pressed with the cursor located within the block. Text Management assigns the default paragraph format identifier to the block before performing the command function. See "Default Paragraph Format" for more information about the default paragraph format.

A paragraph can contain as many as 31 744 characters.

When keying in unadjusted text following a paragraph, you should be careful not to make the unadjusted text look like another line of the paragraph. For example, do not start the unadjusted text at the left margin of the paragraph, unless you separate the unadjusted text from the paragraph by inserting a blank line. In particular, if the left margin of the paragraph is at column 1 and you want to follow the paragraph with a print control command, you should either key in at least one space to the left of the print control command or insert a blank line between the paragraph and the command.

Paragraph Formats

The paragraph format options display can define as many as 99 paragraph formats. Each format has an identifier. In the display of the document (on the edit display), the first line of the paragraph contains the paragraph format identifier highlighted in the last one or two digits of the line number field.

You can change from one format to another in three ways:

*   By keying a *Pxb* line command in the line number field of any line of the paragraph (x is the new paragraph format and b is a blank).

- By keying a *PPxb/PP* pair of line commands in the line number fields of a block of paragraphs (x is the new paragraph format and b is a blank).

- By keying in the new paragraph format identifier over the old identifier and pressing the Enter/Rec Adv key.

Text Management adjusts the paragraph to the new format.

You can use line commands in a paragraph. Text Management, however, does not adjust the paragraph after performing the line command.

You can change a paragraph into unadjusted text by keying a blank or blanks over the paragraph format identifier.

You can inadvertently cause a paragraph to end prematurely by, for example:

- Inserting a blank line in the paragraph.

- Indenting the line.

- Changing the margins.

When this happens, the blank line, the indented line, or the line with changed margins does not conform to the paragraph format description, and Text Management does not recognize that line and following lines of the paragraph as being part of the paragraph.

Default Paragraph Format

Initially, the default paragraph format is the top paragraph format on the paragraph format options display for the document. However, the default changes when:

- Text Management performs a *Px* line command or a *PPx/PP* pair of line commands. The default becomes format x.

- You change the paragraph format identifier during a Create New Paragraph (CF9), an Insert and Adjust (CF10), or a Revise Paragraph and Adjust (CF12) operation. The default becomes the same as the new paragraph format.

To see what the default format is, roll the edit display up until the edit display does not contain a paragraph or until you cannot roll the display any more. The format shown on the scale line is then the default paragraph format.

Paragraph Adjustment

Paragraph adjustment, as used by Text Management, means the reassembly of the text within a paragraph to the format as identified by the

paragraph format identifier. Generally, during adjustment, Text
Management deletes all spaces in excess of two between sentences and all
spaces in excess of one between words. Text Management does not
automatically insert spaces between words or sentences, except when
aligning the right margin (if this has been specified for the paragraph
format).

Paragraphs in documents used as page headings or footings are ignored.

If you make a change to a line of a paragraph, during paragraph
adjustment Text Management flags that line and all following lines of
the paragraph with the current date. See the description of the print
options display in Part 2 for more information on how to use the change
flags.

Paragraph adjustment occurs after any one of CF keys 9, 10, 11, 12, 21,
22, 23, and 24 is pressed and also occurs if a substitution is made
after the CF7 or the CF8 key is pressed.

• The CF7 key (Scan/Substitute Forward) and the CF8 key
  (Scan/Substitute Backward), if information is substituted, adjust
  the paragraph containing the substituted information.

• The CF9 key (Create New Paragraph) adjusts the new paragraph.

• The CF10 key (Insert and Adjust) adjusts the paragraph containing
  the inserted information.

• The CF11 key (Delete and Adjust) adjusts the paragraph that
  contained the deleted information.

• The CF12 key (Revise Paragraph and Adjust) adjusts the paragraph
  that was revised.

• The CF21 key (Move and Adjust) adjusts both the paragraph that
  contained the removed information and the paragraph containing the
  moved information.

• The CF22 key (Copy and Adjust) adjusts only the paragraph containing
  the inserted (copied) text.

• The CF23 key (Hyphenate and Adjust), after the hyphenation
  operation, adjusts the paragraph.

• The CF24 key (Remove Spaces and Adjust) adjusts the paragraph after
  the spaces are removed.

Adjustment also occurs when you:

• Change any item of any paragraph format on the paragraph format
  options display except the spacing between the lines, and then press
  the Enter/Rec Adv key. Text Management adjusts all the paragraphs
  of the changed format or formats in the document.

- Change the paragraph format with the *Pxb* command or a *PPxb/PP* pair of commands. Text Management adjusts any paragraph or paragraphs involved so that they conform to the new paragraph format (x).

- Key in another paragraph format identifier over the current paragraph format identifier in the first line of a paragraph. Text Management adjusts the paragraph to the new format as described in the paragraph format options display.

Paragraph adjustment also occurs at print time (that is, while Text Management is formatting the document before printing it) if Text Management finds:

- One of the following print control commands inside a paragraph but outside a form field:

  - .date.

  - .docid.

  - .n.

  - .&.

- In a paragraph, a form field with the option to remove extra spaces after the field when printing.

If, during paragraph adjustment, Text Management finds a form field or a highlighted or underlined text field starting in column 1, it cancels the form or text field. You can avoid this by setting the left margin of the paragraph at column 2 or higher.

If you need to do one of these...

- Change unadjusted text into a paragraph

- Modify paragraph format options

- Change a paragraph from one format to another

should ensure that the text affected by the change does not contain a long form field that may be longer than a line of the paragraph after the paragraph is adjusted. If this happens, Text Management:

- Cancels the form field.

- Issues a message.

- Adjusts the text in the form field as though the text consisted of one word. That is, any blanks are treated as characters of the word. During adjustment, the text may be hyphenated at the right margin and the extra text moved to the next line. If this causes a blank to appear at the beginning of a line in the paragraph, Text

Management regards that line and all following lines of the paragraph as unadjusted text that is not part of the paragraph.

If you receive the message, you should do one of these things:

* Examine the format options of the paragraph that is causing the message to be issued. You may need to respecify the margin settings.

* Change the paragraph format to a format in which the lines are long enough to accommodate the form field.

* Examine the text to see if you can make it fit your requirements. You may be able to resolve the problem by performing another paragraph adjustment.

CHAPTER 11. PRINT FUNCTIONS

You can request a print operation in four ways:

*   From the edit display.

    By pressing the CF15 key, you start an interactive print operation
    using the print options already in place. See the description of
    the CF15 key earlier in Part 2.

*   From the primary menu.

    If you select option 3 on the primary menu, you go to the print mode
    menu. There you can choose whether you want to print interactively
    or in batch. You can choose to print without changing print options
    by entering *NO. If you choose *TEMP or *PERM, you go to the print
    options display. You can then select print options such as the
    amount of space between lines, length of printer form, number of
    copies. See the description of the print options display later in
    Part 2.

*   From the document list display or the file list display.

    You can print the list by pressing the CF16 key. See the
    descriptions of the displays later in Part 2.

*   From the exit from edit display.

    You can print an unformatted copy of your document.

In addition to these options, Text Management provides print control
commands that you can use to control what goes into your printed output,
and how it will look.

Widow Lines

A widow line is a line of a paragraph that is separated from the
paragraph by being on a different page. On finding that the *last* line
of a paragraph will be a widow line, Text Management prevents the widow
line by moving the next-to-last line of the paragraph with the last line
to the new page.

On finding that the *first* line of a paragraph will be a widow line, Text
Management prevents the widow line by moving the first line of the
paragraph to the new page with the rest of the paragraph.

On finding that a three-line paragraph will result in the last line
becoming a widow line on a new page, Text Management moves the
next-to-last line to the new page to prevent that widow line, even

though it causes the first line of the paragraph to become a widow line.
In this case, the widow line so created remains.

PRINT CONTROL COMMANDS

In general, the way your document looks on the edit display is the way
it will look when you print it. However, with the print control
commands, you have the ability to change the appearance of the document
when it is printed.

All print control commands have a period (.) as the first character and
can be entered in either upper case or lower case. They can be located
anywhere on a document line.

This is a list of print control commands:

Command	Description
.date	System Date
.docid	Document/File/Library
.excf	Execution File
.exc	Execute CL Command
.h	Heading
.tc	Table of Contents
.dh to	Display Headings -- Text Only
.im	Imbed
.kp	Keep
.n	Number
.&	Field Name
.pa	Page
.pa dx	Page (IBM 5219)
.pn	Page Number
.*	Comment
.sk	Skip
.tot	Column Total
.xtot	Cross Total

You can insert these commands directly into the body of the document.
Text Management performs the commands as it prepares to print the
document. In performing many of these commands, Text Management
replaces the command with information and adjusts the text to
accommodate the information.

When keying in a print control command following a paragraph, you should
be careful not to make the command look like another line of the
paragraph. If it looks like another line of a paragraph, Text
Management will adjust the command into the paragraph. For example, do
not start the command at the left margin of the paragraph, unless you
separate the command from the paragraph by inserting a blank line. In
particular, if the left margin of the paragraph is at column 1 and you
want to follow the paragraph with a print control command, you should

either key in at least one space to the left of the print control
command or insert a blank line between the paragraph and the command.

Some commands should not be used in a paragraph; others should not be
used in page headings and page footings. The following chart summarizes
these commands:

Command	Can be used in	
	paragraphs	headings & footings
.date	yes	yes
.docid	yes	yes
.excf	no	no
.exc	no	no
.h	no	no
.tc	no	no
.dh to	no	no
.im	no	no
.kp	no	no
.n	yes	yes
.&	yes	yes
.pa	no	no
.pa dx	no	no
.pn	no	yes
.*	no	yes
.sk	no	yes
.tot	no	no
.xtot	no	no

System Date Command (.date)

On processing this command, Text Management replaces the command with
the system date in the format used by the system.

For example:

the command:

> .date

becomes:

> 07/15/81

(if this is the format currently being used by the system)

This command can be used anywhere in the document or in page headings
and page footings.

Document/File/Library (.docid)

On processing this command, Text Management replaces the command with the name of the document being printed, and the names of the file and library that contain it, in that order, separated by a slash (/).

For example, if you were using document DBCOPY in file EXAMPLE in library QTXT, and you inserted this command:

.docid

when Text Management prints the document, it replaces the command with:

DBCOPY/EXAMPLE/QTXT

This command can be used anywhere in the document or in the page headings or footings.

Execution File and Execute CL commands (.excf and .exc)

You can use these commands to have Text Management perform a System/38 Control Language (CL) command while processing your document prior to printing it.

To use these commands, you must be authorized to use all of the following:

- The CL command named in the *.exc* command.

- The following CL commands:

  - CRTPF

  - CPYSPLF

  - CNLSPLF

  - DLTOVR

  - OVRPRTF

For more information about CL commands, see the *CL Reference Manual*.

If you use the .excf command, it must come before the *.exc* command.

- .excf (name of a printer file)

  You can have either no spaces or one space between the command and the left parenthesis.

  Use this command to name the printer file that will contain any output generated by the CL command specified in the *.exc* command.

If you leave out this command, *.excf (QSYSPRT)* is assumed.

- .exc (qualified CL command name)

    You can have either no spaces or one space between the command and the left parenthesis.

    The qualified CL command name is in the form *command.library*. If no library name is entered, *LIBL* is assumed.

    Use this command to tell Text Management to perform the CL command. You must take care when using the *.exc* command. In some circumstances (such as, if you use the *.exc* command. to call a program that contains interactive commands), you can get unexpected results.

For example, assume that you want to have the output of the DSPSYSSTS command produced in your document. This command uses the printer file named QPDSPSTS. (You can determine the name of the printer file by first performing the DSPSYSSTS command with a parameter OUTPUT(*LIST), and then checking the output queue for the name of the printer file.) These would be the commands to insert in your document:

```
.excf (QPDSPSTS)
.exc (DSPSYSSTS OUTPUT(*LIST))
```

Each of the .exc and .excf commands should be alone on a line. Any text to the left of the command on the same line is not printed. Any text to the right of the the command on the same line may cause an error and prevent Text Management from performing the command.

These commands cannot be used in paragraphs or in page headings or footings.

Heading Commands (.h0, .h1, .h2, .h3, .h4, .h5, .h6)

With these commands, you can tell Text Management to convert your heading information into a specific heading format.

You can have no spaces or one space between the heading command and following heading text. Any additional spaces become spaces ahead of the heading text. Text Management:

- Treats all text (including any print control commands) following the heading command on the line as heading text.

- Does not change any text preceding the heading command on the line.

- Drops all highlighting and underscoring of the heading text during printing.

- Removes leading and trailing single quotation marks (') if: (a) the leading quotation mark is separated from the command by no spaces or one space, and (b) there is a trailing quotation mark.

Note that extra spaces are removed from heading text placed in the table of contents. See the description of the table of contents command later in this chapter for an example showing headings in a table of contents.

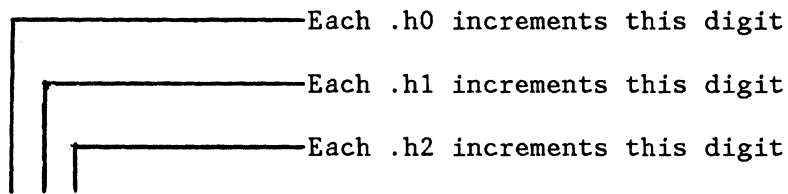Heading commands are commonly associated with the following sections of a document:

.h0   Table of Contents entry only

.h1   Chapter

.h2   Major section

.h3   Minor section

.h4   Topic

.h5   Inline heading

.h6   Inline heading

The following chart shows you the characteristics of the different heading commands. For example, the chart shows that a *.h1* command:
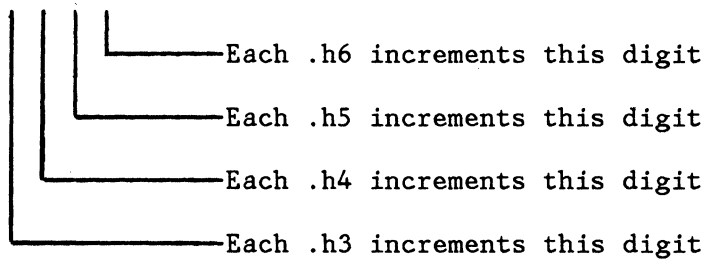
- Generates an automatic skip to a new page.

- Spaces down five lines after the heading.

- Underlines the heading.

- Capitalizes the heading.

- Inserts the heading in the table of contents.

- Causes a skip before the entry is made in the table of contents.

	.h0	.h1	.h2	.h3	.h4	.h5	.h6
Page eject before heading		yes					
Line spaces after heading	1	5	2	2	2	0	0
Heading underlined		yes	yes		yes	yes	yes
Heading capitalized		yes	yes	yes		yes	
Table of Contents entry	yes	yes	yes	yes			
Table of Contents entry only	yes						
Skip before T.O.C. entry		yes					

Note the heading numbering system:

```
 ┌──────────────────────Each .h0 increments this digit
 │ ┌────────────────────Each .h1 increments this digit
 │ │ ┌──────────────────Each .h2 increments this digit
 │ │ │
1.1.1.1.1.1.1
       │ │ │ └──────────Each .h6 increments this digit
       │ │ └────────────Each .h5 increments this digit
       │ └──────────────Each .h4 increments this digit
       └────────────────Each .h3 increments this digit
```

When a digit is incremented, all digits to the right are reset.

The following heading commands:

```
.h1 h1 causes this
.h2 h2 causes this
.h3 h3 causes this
.h4 h4 causes this
.h5 h5 causes this
.h6 h6 causes this
```

cause the headings shown in Figure 11-1.

1.1 H1 CAUSES THIS

1.1.1 H2 CAUSES THIS

1.1.1.1 H3 CAUSES THIS

1.1.1.1.1 h4 causes this

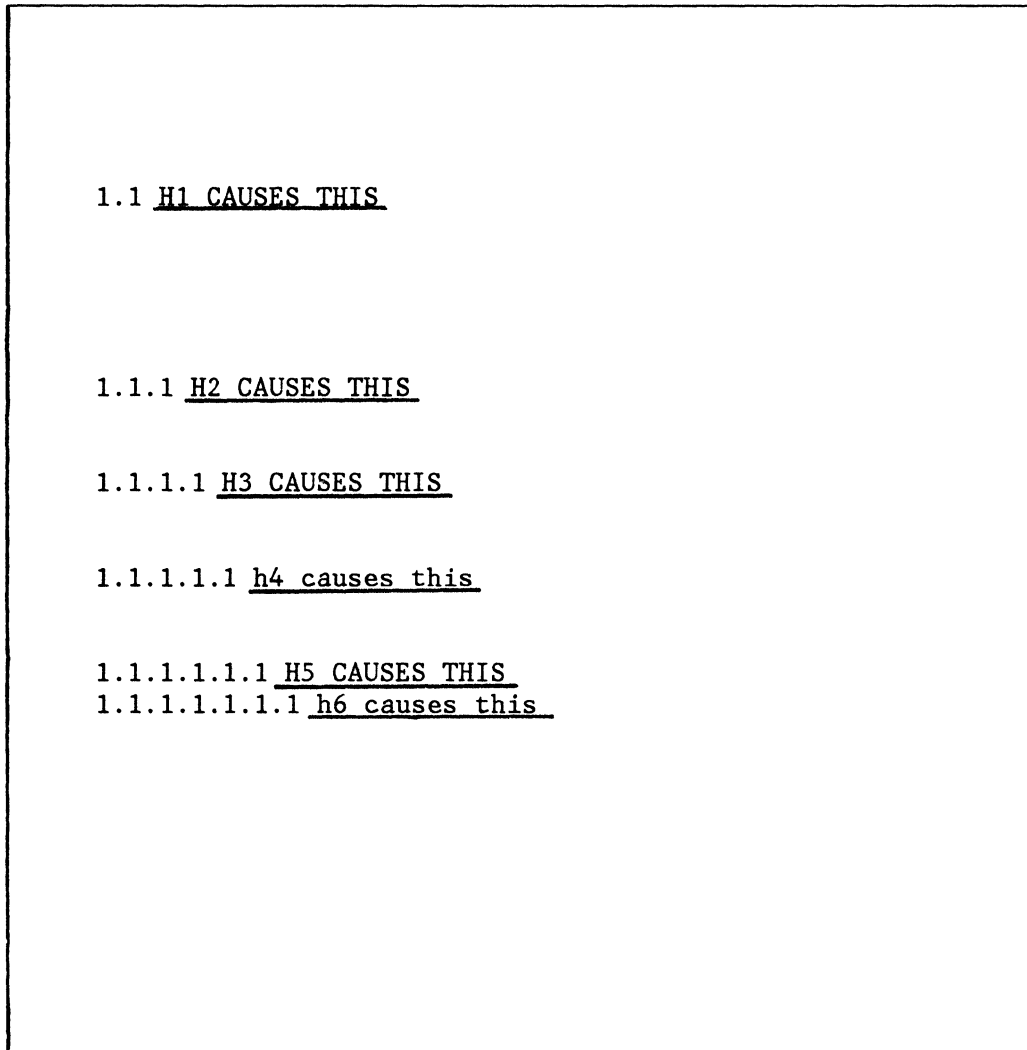1.1.1.1.1.1 H5 CAUSES THIS
1.1.1.1.1.1.1 h6 causes this

Figure 11-1. Sample Page Showing the Effect of Heading Commands

You cannot use these commands in paragraphs or in page headings or footings.

Note that Text Management moves a heading to the following page if the first line of text following the heading will not be printed on the same page as the heading.

Table of Contents Command (.tc)

With this command, you tell Text Management to create and print a table of contents to replace the *.tc* command in the document. Only one of these commands is allowed for each document. The table of contents starts a new page. A skip to a new page occurs at the end of the table.

You can replace the word "CONTENTS", which is assumed by Text Management, with your own table-of-contents heading. For example:

        .tc Table of Contents

replaces the word "CONTENTS" with the words "Table of Contents" as the heading for the table of contents.

You can have no spaces or one space between the command and following table-of-contents-heading text. Any additional spaces become spaces ahead of the table-of-contents-heading text. Text Management:

- Treats all text (including any print control commands) following the table-of-contents command on the line as table-of-contents-heading text.

- Does not print any text preceding the command on the line.

- Drops all highlighting and underscoring of the table-of-contents-heading text during printing.

- Removes leading and trailing single quotation marks (') if: (a) the leading quotation mark is separated from the command by no spaces or one space, and (b) there is a trailing quotation mark.

The way you key the heading is the way it appears in the table of contents, except that extra spaces in the heading are removed in the table of contents. If you key the headings in lower case, they will be in lower case in the table of contents.

For example:

This series of commands:

        .tc
        .h0 h0 causes this
        .h1 h1 causes this
        .h2 h2 causes this
        .h3 h3 causes this

```
.h4 h4 causes this
```

produces this table of contents:

```
┌─────────────────────────────────────────────────────────────┐
│                                                               │
│                                                               │
│    CONTENTS                                                    │
│                                                               │
│    1  h0 causes this                                          │
│                                                               │
│    1.1  h1 causes this . . . . . . . . . . . .  1             │
│    1.1.1  h2 causes this  . . . . . . . . . . .  1            │
│       1.1.1.1  h3 causes this . . . . . . . . .  1            │
│                                                               │
│                                                               │
└─────────────────────────────────────────────────────────────┘
```

Notice that the *.h4* command does not cause a table-of-contents entry,
and the *.h0* command creates an entry in the table of contents but does
not generate a heading in the body of the text.

You cannot use this command in a paragraph or in page headings or
footings.

Display Headings - Text Only (.dh to)

You can use this command with the table-of-contents command to print the
headings but not the heading numbers in the table of contents and in the
headings.

For example:

This series of commands:

```
.tc
.dh to
.h0 h0 causes this
.h1 h1 causes this
.h2 h2 causes this
.h3 h3 causes this
.h4 h4 causes this
```

produces this table of contents:

```
|                                                                              |
|                                                                              |
|    CONTENTS                                                                  |
|                                                                              |
|    h0 causes this                                                            |
|                                                                              |
|    h1 causes this.  .   .   .   .   .   .   .   .   .   .   .   .   .   1     |
|    h2 causes this.  .   .   .   .   .   .   .   .   .   .   .   .   .   1     |
|      h3 causes this .   .   .   .   .   .   .   .   .   .   .   .   .   1     |
|                                                                              |
|                                                                              |
```

You can use this command without using the table-of-contents command; in this case, all headings following the command will not be numbered.

You cannot use this command in a paragraph or in page headings or footings.

Any text on the same line as this command is printed.

Any heading commands on the same page as this command and pages following this command are controlled by this command.

Imbed command (.im)

This command allows you to copy another document into your document to replace the *.im* command. You can nest imbed commands up to eight levels.

Use one of these formats when using the .im command:

    .im(doc file.lib)   or   .im(doc file lib)

where *doc* is the document name, *file* is the file name, and *lib* is the name of the library.

If you leave out the file and library names, Text Management assumes the file and library names of your current document (that is, the document in which the copy will be imbedded) and does not use the current system library list. If you leave out the library name, Text Management assumes the library name of your current document. You can use *LIBL instead of the library name.

For example:

Assume that you have a document called *SHOES* in file *RETAIL* in
library *BUSINESS*, and it contains the following information:

Q202	Blue Shoes	222
Z777	Red Sneakers	543
1717	Green Slippers	213
2536	Orange Boots	990

Also assume that you are using document *DBCOPY* from file *EXAMPLE* in
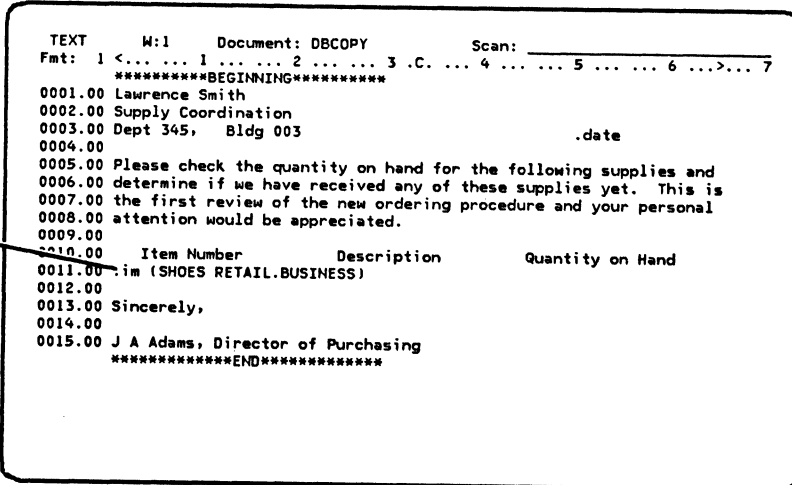library *QTXT*, and you insert an imbed command Ⓐ, as shown in
Figure 11-2.

Figure 11-3 shows the result.

All of the heading and footing options in the copied document are
ignored. (See the description of the page heading and footing options
display later in Part 2).

You must be authorized to use the imbedded document.

You cannot use this command in a paragraph or in page headings or
footings.

This command should be alone on a line; any text to the left of the
command on the same line is not printed.


```
   TEXT      W:1      Document: DBCOPY        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 :im (SHOES RETAIL.BUSINESS)
   0012.00
   0013.00 Sincerely,
   0014.00
   0015.00 J A Adams, Director of Purchasing
             *************END*************
```

Figure 11-2. Using the Imbed Command (1)

```
Lawrence Smith
Supply Coordination
Dept 345,   Bldg 003                              01/15/82

Please check the quantity on hand for the following supplies and
determine if we have received any of these supplies yet.  This is
the first review of the new ordering procedure and your personal
attention would be appreciated.

        Item Number          Description          Quantity on Hand
           Q202               Blue Shoes                222
           Z777               Red Sneakers              543
           1717               Green Slippers            213
           2536               Orange Boots              990


Sincerely,

J A Adams, Director of Purchasing
```

Figure 11-3. Using the Imbed Command (2)

Keep Commands (.kp on and .kp off)

Use these commands when you want to keep a block of information together
on one page. Text Management may start a new page earlier than usual in
order to keep the information together. If after starting a new page,
Text Management cannot fit the block into the page, the keep off command
is ignored.

You must insert only one space between *.kp* and *on* and between *.kp* and
off. If you do not enter *on* or *off*, Text Management assumes *on*. If you
enter two or more spaces after *.kp*, Text Management assumes that you
have not inserted *on* or *off*, and assumes *on*.

Place the *.kp on* command at the start of the block and the *.kp off* at
the end. For example:

```
.kp on
These text lines all
appear on
the same page
no matter what happens.
.kp off
```

If you include commands within the block of information you want to keep
together, you may cause errors. For example, if you include a *.pa*
print control command (new page) between a *.kp on* and a *.kp off* print
control command, the keep command is ignored.

Any text appearing on the same line as a *.kp* command is kept.

You cannot use these commands in paragraphs or in page headings or
footings.

Number Command (.nx)

where x is a number containing one through five digits.

Use this command to consecutively number items in your document. Text
Management replaces the first number command with the number x, and
succeeding number commands with (x+1), (x+2), and so on.

You can use this command to number the items in a column list. Place
the *.n* command immediately to the left of the first item of the column
instead of keying in the actual number.

For example, if you insert:

```
.n      .&NAME
```

into your document, and NAME is the field (in data-base file *ACCOUNT*
in library *QTXT*) used in a Text Management column-list operation (see
the layout of file *ACCOUNT* in Appendix H), the result looks like
this:

```
 1      FG Brady
 2      BR Devinny
 3      AB Harmes
 4      HG Knuth
 5      BR Lancaster
 6      R  Peabody
 7      PL Pritchard
 8      RR Rogers
 9      MS Sandee
10      RB Wilson
11      FX Wisdom
```

If x is blank, Text Management assumes a value of 1.

The number can be separated from the command by only one space or it can follow the command without a space.

This command can be used anywhere in the document or in page headings and page footings.

Field Name Command (.&XXXX)

where XXXX represents a name with as many as ten characters.

When you want to place some information from a field of a data-base file or a source document into your document, construct a field in your document by inserting the characters ".&" followed (without a space) by the name of the data-base or source-document field.

For example, if you wish to place information from a data-base field called NAME into your document, create a field in your document, and in the field put the command .&NAME. Enter the name of the file that contains the field NAME on the print control file list display. See the description of the print control file list display later in Part 2. During a data-base operation, Text Management takes the contents of data-base field NAME and inserts it into a copy of your document in place of the command .&NAME.

For an example, see "Creating Personalized Letters from Data-Base Information" in Part 1.

You can use this command anywhere in the document and in the page headings or footings, if the information named in the command is from one of these:

* A data-base file used in a multiple-copy operation.

* A *.tot* command.

* A *.xtot* command.

Names from a data-base file used in a column-list operation can only be used in unadjusted text.

Note that you must be authorized to use the data-base file.

You can use this command to insert a value into a form field that is edited at print time using an edit code. See the description of the text definition display for details on using edit codes.

Page Command (.pa)

You can tell Text Management to start a new page at a specific point by inserting a *.pa* command. Any other text on the same line as this command is printed on the next page.

Page Command (.pa dx)

where x is either 1 or 2.

This command is similar to a *.pa* command, but, additionally, instructs the IBM 5219 printer to use the paper from paper supply x for the new page. Paper supply 1 is the upper drawer and paper supply 2 is the lower drawer.

Page Number Command (.pn x)

where x is a number containing as many as four digits.

This command operates in two different ways, depending on where it is located:

1. To number the pages of your document, insert a *.pn* command on the page heading and footing options display (see a description of this display later in Part 2). Text Management replaces the *.pn* command with the page number. For example, to number pages in the form "Page 1", enter "Page .pn". To number pages in the form "- 1 -", enter "- .pn -".

2. To change the numbering of your pages, insert a *.pn x* command in the text on the page on which you want to start renumbering. Text Management removes the *.pn x* command, and inserts x as the page number in the page heading or footing for that page (as described in 1 above). Following pages are numbered (x+1), (x+2), and so on.

   For example, if you want to imbed 10 pages from another source in your document starting at page 5, and you want the page numbering of your document to reflect this, let Text Management number pages 1 through 4. Then, where you expect page 15 to start, insert a *.pn 15* command to start numbering at 15.

If x is blank, Text Management assumes a value of 1.

The number can be separated from the command by only one space or it can follow the command without a space.

This command can be used in page headings and page footings but not in paragraphs.

Comment Command (.*)

Use this to enter a comment that will not be printed. The command does not need to be at the beginning of a line. All text on the same line as the command is a comment.

For example:

```
.* This is a comment and will not
.* appear in the printed output.
```

You can use this command in page headings or footings but not in paragraphs.

Skip Command (.sk x)

where x is a number with as many as three digits.

A skip stops when it reaches a new page.

You can control printing of your printed output by using this command. If you enter *.sk 1*, printing on the current print line stops and resumes on the next print line and no blank lines are inserted. If you enter *.sk 2*, one blank line is inserted, and so on.

For example, Text Management replaces the *.sk 7* command with six blank lines.

If you enter this:

```
This
.sk 1 is the way skip
.sk 2 works,
isn't it? .sk 2
```

your printout will look like this:

```
This
        is the way skip

        works,

isn't it?
```

Note that the example shows that the *.sk* command does not need to be the first item on the line.

If you enter *.sk 0*, Text Management prints the contents of the line containing the command over the previous line. If the rest of the line containing the *.sk 0* command is blank, the line following that line is printed over the previous line.

For example:

```
    This is how  sk 0 works
    .sk 0        .
    .sk 0        _____
```

is printed like this:

```
 _____
|                                   |
|    This is how .sk 0 works        |
|_____|
```

If x is blank, Text Management assumes a value of 2.

This command can be used in page headings or footings but not in paragraphs.

Column Total Command (.tot)

If you wish to insert a column of numbers into your document, you can use the *.tot* command to add them up. When you place this command under a column of numbers, Text Management prints a line under the last entry and adds up the column. The entries in the column must be aligned, that is, either right-adjusted or aligned at the decimal point. Some part of the .tot command must be under the column of numbers.

When adding the entries in the column, Text Management assumes the alignment of the bottom entry is correct, and adds the column of numbers upward from the bottom entry. The format of the total is the same as the format of the entries added. If Text Management finds an entry that is not aligned with the bottom entry, it stops.

It is recommended that the period (.) of the *.tot* command should be one position to the left of the expected position of the decimal point. For example, if you have columns of form field entries that you would like totaled, define your document in a similar way to this:

```
        Quantity        Cost
        _____        _____
        _____        _____
        _____        _____
        _____        _____
          .tot            .tot
```

When the form fields are filled in and the document is sent to be printed, Text Management adds the entries and prints totals in place of the *.tot* commands:

```
Quantity        Cost
    25         25.00
    16         32.00
     5        100.00
     2        425.72
    48        582.72
```

You may add a name to the command, for example, *.tot (&sum)*. This
allows you to reference this total later in the document by the
field-name command *.&sum* (see the example for the cross total command).
The name must be enclosed in parentheses and must not be separated from
the command by more than one space.

The total can contain as many as 31 digits, of which as many as fifteen
can be to the right of the decimal point.

If you insert this command in a numeric form field while forms
prompting, the period (.) of the command must be in the first position
of the form field.

You cannot use this command in page headings or footings or in
paragraphs.

If your named total contains decimal information and is referenced by a
form field, you should ensure that the decimal alignment entered on the
text definition display for that form field is large enough to contain
all the information. Otherwise the decimal information may be truncated
without a message.

Notes:

A. Overprinted lines are not included in totals.

B. If you are using this command to total the entries in a column list
    that replaces a field-name command, you must ensure that the *.tot*
    command is aligned with the least-significant digits of the column
    list.

Cross Total Command (.xtot)

This allows you to total a row of numbers when you place this command to
the right of the numbers. The total replaces the command, with the
leftmost digit of the sum replacing the period (.) of the command,
unless the command is within a form field. In that case, Text
Management uses the alignment specified in the text definition display
for that form field (see the description of the text definition display
later in Part 2).

Adding starts at the number that is immediately to the left of the
command and continues until Text Management finds an invalid number.

For example, if you designed a chart like this to relate customers with purchases, you could use the *.xtot* command to find line totals.

	Item 1	Item 2	Item 3	
Customer 1:	10	10	40	.xtot
Customer 2:	20	20	50	.xtot
Customer 3:	30	40	50	.xtot
	.tot	.tot	.tot	.xtot (&total)

Grand total= .&total

When you print this document, Text Management prints totals for both lines and columns.

You can assign a name to the total by adding the name to the command. For example, *.xtot (&total)* allows you to reference the total by the field-name command *.&total*, providing the reference occurs after the field-name command. The name must be enclosed in parentheses and must not be separated from the command by more than one space. When Text Management encounters the field-name command .&total, it replaces the field-name command with the named cross total (&total).

The result of printing the example is shown below:

	Item_1	Item_2	Item_3	
Customer 1:	10	10	40	60
Customer 2:	20	20	50	90
Customer 3:	30	40	50	120
	60	70	140	270

Grand total= 270

Notes:

- In this example, you can also generate a grand total by entering a column total command under the cross total commands, providing you ensure that the cross totals are aligned. This can be achieved by:

  1. Placing the cross totals in form fields.

  2. Specifying identical amounts of decimal alignment on the text definition displays for these form fields.

The column total command to generate the grand total need not be in
a form field.

- The colon (:) to the right of each customer number in the example is
  there to prevent the customer number (that is, the "1" in "Customer
  1") from being included in the cross total. You should take
  precautions to prevent numeric values in line titles and column
  titles from being included in the totals.

- The total can contain as many as 31 digits, of which as many as
  fifteen can be to the right of the decimal point.

- If you insert this command in a numeric form field when in forms
  prompting, the period (.) of the command must be in the first
  position of the form field.

- If your named total contains decimal information and is referenced
  by a form field, you should ensure that the decimal alignment
  entered on the text definition display for that form field is large
  enough to contain all the information. Otherwise the decimal
  information may be truncated without a message.

- You cannot use this command in paragraphs or in page headings or
  footings.

CHAPTER 12. TEXT MANAGEMENT DISPLAYS

The Text Management displays are:

- Create text file

    You can use this display to create a new file to contain your documents.

- Displaywriter options

    This display allows you to key in values so that Text Management can build the OCL required for the Displaywriter.

- Document list

    If you leave the document name blank on any display where you entered valid file and library names, Text Management shows you a list of documents in the file. You can then select one.

- Draft copy options

    You can enter options to be used for printing draft copies of your document.

- Edit display

    This is the display you will use most of the time. It contains your document. On this display, you initially create your document and make changes, either by line commands or by command functions.

- Exit from edit

    When you have created, displayed, or revised your document and want to exit, you go to this display. On it, you can select from several functions.

- Field selection/ordering

    You can use this display or source document to tell Text Management which information fields in the data base or source document you want to browse through or copy from, and the order in which you want them to be displayed.

- Field spacing

    This allows you to space the fields from the data base or source document so they will fit into your document when you copy them.

- File list

If you leave the file name blank on any display where you have
entered a valid library name, Text Management shows you a list of
files in that library. You can then select one.

* Format list

  Displays a list of record formats if your file is a logical file
  with more than one record format.

* Member list

  If you leave the member name blank on the print control file list
  display, or on the services menu (while browsing or copying data
  from the data base), but you enter valid file and library names,
  Text Management shows you a list of members in the file and allows
  you to choose one (unless the file has only one member, in which
  case Text Management selects it).

* Page heading and footing options

  You can use this to select what you want at the top and bottom of
  your pages of printed output.

* Paragraph format options

  You can describe what the paragraphs of your document will look like
  by selecting the options on this display. Text Management examines
  these options when it adjusts the paragraph.

* Paragraph format extended options

  You can describe more paragraph options such as options for the IBM
  5219 printer.

* Primary menu

  This is the first display you see when entering Text Management, and
  the last you see when leaving. Using it, you can choose to create
  or revise a document, to look at it, to print it, or to fill in a
  form document.

* Print control file list

  Using this display, you can choose which data-base-file or
  source-document operation you want Text Management to perform before
  printing the document. You can also name the data-base file and
  member or the source document to be involved in the operation.

* Print mode menu

  You can choose whether you want to print interactively or in batch.
  You can also choose to save any changes made to the print options.
  Note that you can only print in batch if you select option 3 (Print
  a document) on the primary menu.

- Print options

  This display describes the printer form, the line spacing, the number of copies, and other related information.

- Record selection test

  With this display, you can select the records you want included in your document by choosing the fields that will later be compared against a selection value. You can also set the conditions for selection.

- Recovery

  This display indicates that a problem occurred during the last revision of your document. It allows you to choose whether to attempt recovery or to ignore the last revision.

- Scan/substitute options

  You can set up options for performing a scan of your document.

- Services menu

  You can select one of several operations from this display. These operations include browsing a document, copying data from the data base, modifying the print options, displaying a document in printed form, and displaying the list of data files that control printing.

- System printer options

  This display enables you to enter options to be used when printing your document on a system printer.

- Text definition

  This display allows you to perform operations on form fields within your document. Such operations include highlighting or underlining the field when it is printed.

- 5219 printer options

  You can enter options to be used when printing your document on the IBM 5219 printer.

- 6670 Information Distributor options

  This display allows you to key in values so that Text Management can build the OCL required for the IBM 6670.

Flow Chart of the Displays

Figure 12-1 shows a simplified flow chart of some of the Text Management displays. This flow chart does not attempt to show all paths between displays. For more information on how you get to a display and what the next display is, see the descriptions of the individual displays.
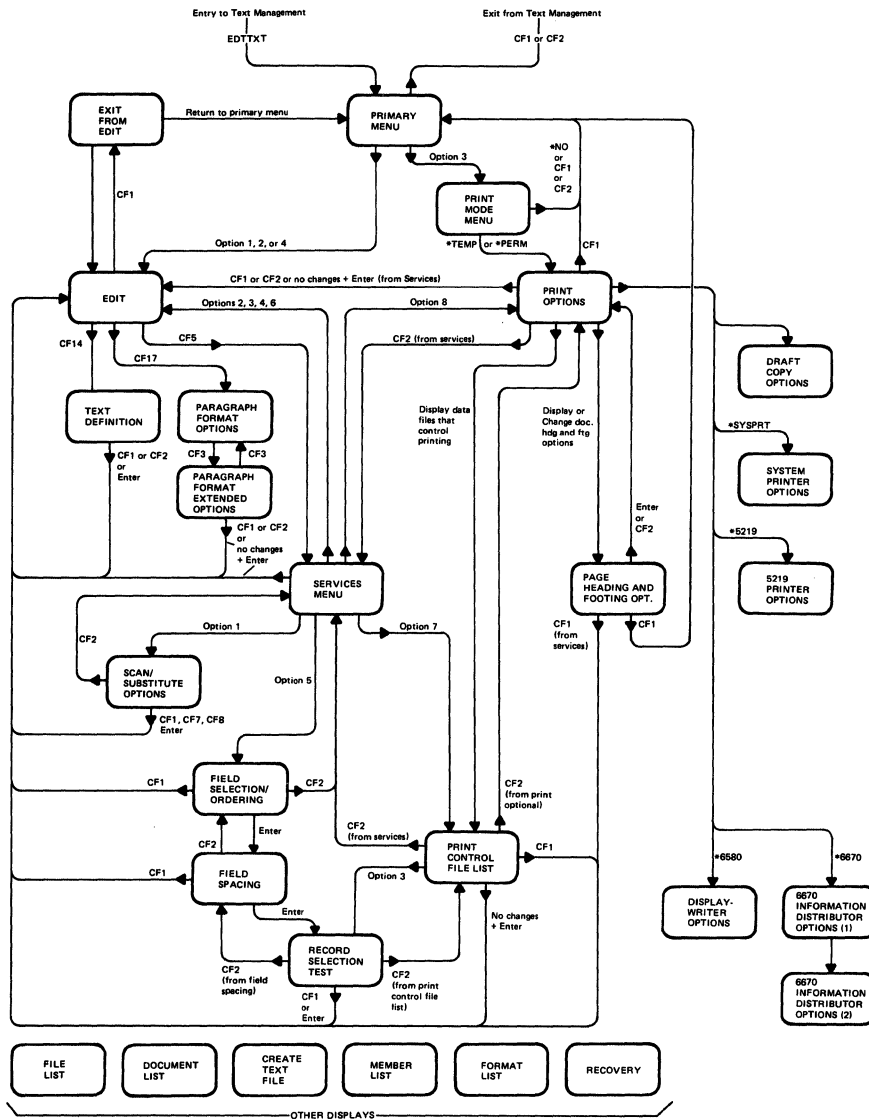
Figure 12-1. Flow Chart of the Displays

Because the edit display is the display used most, it has the most interconnections with other displays.

You can see from the flow chart that the first display you see after using the EDTTXT command to enter Text Management is the primary menu. On the primary menu, you can select the document you want to work with. (If you do not know the name of the document or the file it is in, Text Management shows you a list to choose from.) Then, depending on the

option you choose on the primary menu, you will see the edit display or
the print mode menu. If you leave the name of the file blank, you must
enter the name of the library. If you enter the name of the file but
leave the library name blank, Text Management assumes an entry of *LIBL.

You can also use the EDTDOC command to enter Text Management. This,
depending on whether you entered the option parameter for the command
and also on the option you entered, will take you to the edit display or
the print mode menu. This is not shown in the flow chart.

From the edit display, you can go to one of four displays:

- The text definition display to define special attributes for form
  fields.

- The paragraph format options display to specify different types of
  paragraphs.

- The services menu to select one of several operations.

- The exit from edit display to exit.

If you choose option 3 on the primary menu, you go to the print mode
menu. There you can choose whether you want to print your document
interactively or in batch. If you choose to display or change the print
options you go to the print options display, where you can enter the
name of the printer file and the number of copies that you want printed,
and you can change the entries that state the form length, line spacing,
and other information related to the printed format of the document.

From the print options display, you can choose to display or change:

- Draft copy options.

- The print control file list.

- Page headings and footings.

- Additional options for the printing device that you want to use to
  print your document.

As you can see in Figure 12-1, if you press the CF1 key, you will exit.
Most displays exit to the edit display, but the print options display
and the page heading and footing options display exit back to the
primary display if you reached them after choosing option 3 on the
primary menu. However, if you reached them from the services menu,
pressing the CF1 key takes you to the edit display.

In general, if you press the CF2 key, you will return to the previous
display. You can reach some displays in more than one way. In
Figure 12-1, for example, the print control file list can be reached
from the print options display or from the services display. Pressing
the CF2 key, then, can return you to one or other of these displays,
depending where you came from.

You can go to the file list display and the document list display from any display in which you can enter a file name or a document name. To simplify this flow chart, these paths have been removed.

Specifically, you can go to the file list display and the document list display from:

- The primary menu.

- The services menu.

- The exit from edit display.

- The print control file list display.

- The print options display.

- The page heading and footing options display.

Additionally, you can go to the document list display from:

- The file list display

- The create file display

- The print options display

You can go to the member list from the services menu or from the file list if, on the services menu, you choose to browse or copy from the data base but leave the member name blank.

Create Text File

```
        TEXT                    CREATE TEXT FILE
     ─Library:

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

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






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

(Callouts: A points to "Library:", B points to "File name:", C points to "File description:", D points to first "(Y N): _", E points to second "(Y N): _")

Figure 12-2. Create Text File Display

HOW DO YOU GET TO THIS DISPLAY?

From one of the following:

* The file list, after you choose to create a new file.

* The primary menu, if the file you named does not yet exist and either you did not choose an option or you chose option 1.

* The exit from edit display, if you choose to create a document and the file you name does not exist.

WHICH IS THE NEXT DISPLAY?

This depends on what you entered on the primary menu. If you left the document name blank, you return to the primary menu. If you chose option 1 and you entered the document name, you go to the edit display. If you did not choose an option on the primary menu, you return to the primary menu.

WHAT CF KEYS AFFECT THIS DISPLAY?

* CF1   takes you to the primary menu or the exit from edit display without creating a file.
* CF2   returns you to the previous display after processing any entries.
* CF4   takes you to the System/38 Create Source Physical File prompt to allow you to choose additional options, if you need them. If you do not choose additional options, the standard defaults for the CRTSRCPF command are assumed. See the *CL Reference Manual* for more information.

HOW DOES THE ENTER/REC ADV KEY AFFECT THIS DISPLAY?

When you press the Enter/Rec Adv key, Text Management accepts any
additions or changes you have made to the information in the input
fields, creates the new file, and either returns you to the primary menu
or takes you to the edit display.

WHAT DOES THIS DISPLAY DO?

You can create a new file to contain your documents. You can name the
file and describe it, you can ensure its privacy from being read or
printed by anyone else, and you can make it secure from being changed by
others.

After filling in the fields, use the Enter/Rec Adv key or the CF2 key to
create the file and leave this display.

WHAT DOES EACH ITEM ON THIS DISPLAY DO?

ITEM   DESCRIPTION

(A)   Identifies the library.

(B)   Displays the name of the file. You can change the name, if
           you wish. The name can have as many as 10 characters but it
           must start with an alphabetic character.

           This is a required entry.

(C)   Allows you to describe the file in as many as 50 characters.

(D)   Lets you choose whether you will allow other users of the
           System/38 to read and print the documents in this file.

           The default is Y.

(E)   Lets you choose whether you will allow other users of the
           System/38 to change the documents in this file.

           The default is Y.

Displaywriter Options

```
 A ──────TEXT                    DISPLAYWRITER OPTIONS                          C
       ──Document:                      File:                  Library:        D
 B ──────Enter temporary changes:                                              E

         Use Text Management supplied OCL (Y N):        _                      F

         Print font:                                    __                     G
         First print line:                              __
         Last print line:                               __
         Lines per inch (5.3 6 8):                      __                     H
         Line spacing (1 2 3):                          _
         Additional left-margin space:                  __                     I
         Paper supply selection:                        _
           1 - Primary                                                         J
           2 - Alternate
           3 - Alternate drawer for first page of each copy
           4 - Alternate drawer for first page of the job

         Description: _____                K

         Additional OCL:
         _____                 L
         _____
```

Figure 12-3. Displaywriter Options Display

HOW DO YOU GET TO THIS DISPLAY?

From the print options display if you choose *6580 as the printer device type, and you did not choose to display or change one of these items:

- The page headings and footings.

- The data files that control printing.

- Draft copy options.

If you choose one or more of these items, the sequence of displays will be:

1. The page heading and footing options display (if you choose to display or change the page headings and footings).

2. The print control file list (if you choose to display or change the data files that control printing).

3. The draft copy options display (if you choose to display or change the draft copy options).

WHICH IS THE NEXT DISPLAY?

The primary menu or the edit display.

WHAT CF KEYS AFFECT THIS DISPLAY?

- CF1   returns you to:

- The primary menu without saving any changes made to the print options display, the draft copy options display, the print control file list display, or the printing device options display.

- The edit display without saving any changes made to this display, but saving any changes made to the print options display, the draft copy options display, the print control file list display, and the printing device options display.

- CF2   returns you to the print options display.

HOW DOES THE ENTER/REC ADV KEY AFFECT THIS DISPLAY?

Pressing the Enter/Rec Adv key does one of the following:

- Starts the print and returns you to the primary menu when the printing is finished (interactive printing).

- Submits the print job and returns you to the primary menu (batch printing).

- Returns you to the edit display.

WHAT DOES THIS DISPLAY DO?

With this display, you can enter information to allow Text Management to generate OCL that fits your requirements.

Until you enter values on this display, Text Management displays entries from the user profile. If the user profile does not contain entries for this prompt, Text Management assumes the default values from message QTX0802. See "Changing message QTX0802 (Displaywriter Defaults)" in Appendix N for more information.

If you reached this display through the services menu, Text Management saves all values in the input fields with the document. This enables you to send the document again with the same OCL by displaying the document on the edit display and pressing the CF15 key. Also, when you return to this display, you will see the saved values.

If you reached this display after choosing option 3 (Print a document) on the primary menu, any changes you make to the values in the input fields:

- Are saved if you chose *PERM on the print mode menu.

- Are not saved if you chose *TEMP on the print mode menu.

WHAT DOES EACH ITEM ON THIS DISPLAY DO?

ITEM   DESCRIPTION

Ⓐ   Displays the name of your document, and the names of the file and library where it is stored.

Ⓑ   If you reached this display by choosing *TEMP on the print mode menu, this line contains the following:

         "Enter temporary changes:"

Any changes that you enter are retained only for this printing.

If you reached this display from the services menu or by choosing *PERM on the print mode menu, this line contains the following:

         "Enter permanent changes:"

and any changes that you enter become attached to the document. You can then print the document using these options by pressing the CF15 key when you are displaying the document at the edit display.

Ⓒ   If you key Y into this field, Text Management uses the information in items D through J to generate the OCL you require.

If you key N into this field, you must have the required OCL in the document already or you will use the additional OCL (item L) or, if item L is blank, the defaults established in the Displaywriter.

Note that if you use OCL in your document:

- Each OCL command must start in column 1.

- The OCL must comply with the OCL coding rules (see the *6670 Programmer's Guide -- BSC*).

- The print options display must specify no additional spaces to the left of the margin.

- Right-aligned paragraphs may print with a ragged right margin if you select a font with proportional spacing.

- Text Management regards the OCL as text when adjusting paragraphs and when making decisions about page endings. This may affect how your document looks.

D Lets you select one of the print fonts available on the Displaywriter that you are sending your document to. If you do not know what fonts are available, ask the person who knows about that Displaywriter, or choose not to use Text-Management-supplied OCL (Item C), or blank this item out.

E F Lets you set where the first and last lines of print will be. Note that if your document has a page heading, it is printed where you have chosen the first line or lines of print to be. Also, if your document has a page footing, it is printed on the last line or lines. The positioning of the first and last lines is calculated using the value for lines per inch (Item G).

G Lets you specify the number of lines of print for every inch of paper length. Only values of 5.3, 6, and 8 are allowed.

H Allows you to choose whether you want single, double, or triple spacing between print lines.

I Lets you enter the number of additional spaces you want in the left margin. This shifts the document to the right when it is printed. If you make this number too large, it can cause truncation of the printed output.

J If the Displaywriter has paper-supply drawers:

- Key 1 into this field to select the paper from the upper paper-supply drawer for all pages of your document.

- Key 2 into this field to select the paper from the lower paper-supply drawer for all pages of your document.

- Key 3 into this field to select the paper from the lower paper-supply drawer for the first page of each copy of your document, and to select the paper from the upper paper-supply drawer for all other pages.

- Key 4 into this field to select the paper from the lower paper supply drawer for the first page of each job, and to select the paper from the upper paper-supply drawer for all other pages.

  If the Displaywriter does not have paper-supply drawers, or if you do not know, key 1 into this field.

K This field displays the document description. You can override this description by keying over the text. The changed description will be saved if:

- You choose to update the document on the exit from edit display.

- You choose *PERM on the print mode menu.

The changes will be shown on the exit from edit display if you reached this display through the services menu. The description can be used by the Displaywriter operator to identify your document. When your document arrives, the Displaywriter displays a message with a format such as the following on the operator's screen:

```
Receive Document
        Diskette:      Work02
        Name:          YYYY.xxx
        Comment:       document description
```

in which YYYY is a prefix that can be defined at the Displaywriter, xxx is the job number allocated by the Displaywriter, and the document description contains the document description displayed on the Displaywriter prompt. If the operator knows how you have described your document, he or she can now note the YYYY.xxx code that accompanies the description and can refer to your document by this code.

Note that the Displaywriter will truncate the description to 42 characters, including spaces.

L You can enter your own OCL into this field. Text Management does not verify that it contains OCL or that the OCL is correct.

Document List


```
     TEXT               DOCUMENT LIST
     File:                 Library:
     Enter new document name or select document from list below:
     Search description:
     Search from created date:              To created date:
     Locate document name beginning with:

     OPT  DOCUMENT     DESCRIPTION                              CREATED




     1-Select document  8-Copy to new document  9-Remove document  CF16-Print list
```
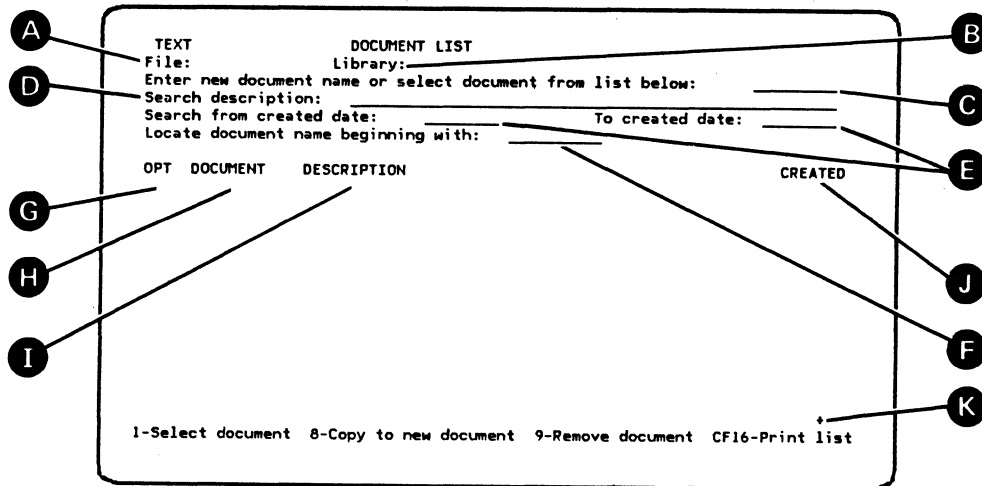
Figure 12-4. Document List Display

HOW DO YOU GET TO THIS DISPLAY?

From one of these displays, if you enter a file name but you leave the name of the document blank:

*   Primary menu.

*   Exit from edit, if you want to create or update a document.

*   Services display, if you want to browse or copy another document.

*   Page heading and footing options display.

*   File list display.

WHICH IS THE NEXT DISPLAY?

If you reached this display from the primary menu, the next display is one of these:

*   The primary menu, if you previously did not pick an option.

*   The edit display, if you chose option 1 on the primary menu.

*   The print options display, if you chose option 3 on the primary menu, and selected an existing document on this display.

If you reached this display from the exit from edit display, you go to one of the following:

- The primary menu if, on this display, you chose to create a new document.

- The edit display if, on the exit from edit display, you chose not to return to the primary menu.

If you reached this display from the services menu, you go to the edit display, which may be the split version.

If you reached this display from the print control file list, you return there.

If you reached this display from the page heading and footing options display, you return to the print options display.

If you reached this display from the file list display, the next display depends on the display you were at before the file list display. See above.

WHAT CF KEYS AFFECT THIS DISPLAY?

- CF1   takes you to the edit display, the exit from edit display, or to the primary menu without processing.
- CF2   generally returns you to the previous display after saving this display and processing any entries made. If you have keyed in a 9 to delete a document, Text Management keeps you at the document list display and issues a message telling you to press Enter to delete the document.
- CF16   prints the document list, but does not change displays. If you have performed a search operation (items D and E), you print the list produced by the search. This may be a short form of the original list. If you have performed a locate operation (item F), you print the complete original list, not the list produced by the locate.

HOW DOES THE ENTER/REC ADV KEY AFFECT THIS DISPLAY?

When you press the Enter/Rec Adv key, Text Management accepts any additions or changes you have made to the information in the input fields, performs any OPT functions (see item G), and takes you to the next display.

WHAT DOES THIS DISPLAY DO?

If you don't know the name of the document, this list will display all of the documents in a file. You can search for documents created within a time interval that you can key in. You can also search for documents based on a sequence of letters, characters, or words in the description, or you can locate a document whose name starts with a sequence of characters that you can key in.

Note:
After you have displayed the list of documents, Text Management saves the list. When you again display the list of documents for this file,

Text Management fetches 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. One way to do this is to: (1) display the document list for another file (this erases the saved document list by replacing it with another list), and (2) display the document list for the first file again (this brings in a fresh copy of the document list).

WHAT DOES EACH ITEM OF THE DISPLAY DO?

ITEM   DESCRIPTION

A   Names the file that contains these documents.

B   Names the library containing this file.

C   Allows you to select a document by entering its name here. A name can have as many as 10 characters, of which the first must be alphabetic.

If you reached this display after choosing option 1 (Create or revise a document) on the primary menu, and if the document you name does not exist, Text Management creates one.

Also allows you to name the new document created by copying a document using option 8 in the OPT column (item G).

If you reached this display after choosing option 2 (Browse a document) on the primary menu, the line:

"Enter new document name or select document from list below:"

is replaced by:

"Select document from list below:"

D   Allows you to enter a sequence of letters or words that the Text Management uses to search the descriptions of all the documents in the list. After the search, Text Management displays only those documents whose descriptions contain the sequence. If you press the CF16 key, Text Management prints only those documents whose descriptions contain the sequence. If no document contains the sequence, Text Management does not change the display, and issues a message at the bottom of the display. This search can be done at the same time as a search on creation date (Item E), and a locate-document operation (Item F), described below.

E   Allows you to enter two dates that Text Management uses to search the creation dates of the documents. Text Management only displays documents with creation dates between, and including, the search dates. If you press the CF16 key, Text Management prints only the list of documents created between, and including, the dates. If you enter a date after "from

created date:" and leave the other date blank, the program
displays a list of documents created on or after that date.
If you enter a date after "To created date:" and leave the
other date blank, the program displays a list of documents
created on or before that date. This search can be done at
the same time as a search on description (Item D) and a
locate-document operation (Item F).

You can enter as many as six digits in each field, but these
can be separated by date separators, such as a slash (/).

The default for the "from" date is 00/00/00 and the default
for the "To" date is the current system date.

F Allows you to tell Text Management to locate the next document
whose name begins with a character or sequence of characters
that you choose. Text Management displays the entry for the
located document as the top entry. To locate the next entry
whose name begins with the character or sequence, press the
Enter/Rec Adv key. If you press the CF16 key, Text Management
prints the complete document list. This search can be done at
the same time as a search on description (Item D) and a search
on creation date (Item E), described above.

G Allows you four options:

- You can enter a 1 in this column next to the name of the
  document you want to browse, revise, or print. This
  selects the document and passes you to the next display.

- You can enter an 8 in this column next to the name of the
  document you want to copy. You must also key the name of
  the new document in Item C. This creates a new document
  and takes you to the edit display to display the new
  document. The new document has the same source date as
  the original document.

  You can only enter an 8 in this input field if you reached
  this display after choosing option 1 (Create or revise a
  document) on the primary menu. If you did not choose
  option 1 on the primary menu, the reference to an entry of
  8 is deleted from the bottom of this display.

- You can enter a 9 in this column next to the name of the
  document or documents you want removed from this 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 the Enter/Rec Adv
  key to perform the delete. This deletes the document and
  returns you to this display.

- Leave all other entries in the column blank.

A 1 and one or more 9s can be used at the same time.

Only one 1 or one 8 can be entered at a time; if you enter a
second, the first is canceled, even if you roll the display.

(H) Lists the names of all documents in the file.

(I) Lists the descriptions of all documents in the file. If Text
Management underlines the descriptions on the display, you can
make changes to them.

(J) Lists the creation dates of the documents.

(K) Advises that more documents are available for display. You
can see them if you use the Roll keys.

Draft Copy Options

```
┌─────────────────────────────────────────────────────────────────────┐
│                                                                       │
│    TEXT                        DRAFT COPY OPTIONS                      │
Ⓐ──────Document:                 File:                  Library:         │
│    ─Enter temporary changes:                                          │
Ⓑ                                                                       │
│      Print line number (Y N):                          _ ────────────Ⓒ│
│                                                                       │
│      Editing-changes flag (characters):                               │
│        Starting column:                               ──────┐────────Ⓓ│
│      Flag changes after this date:                    ──────┘         │
│                                                                      Ⓔ│
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
│                                                                       │
└─────────────────────────────────────────────────────────────────────┘
```
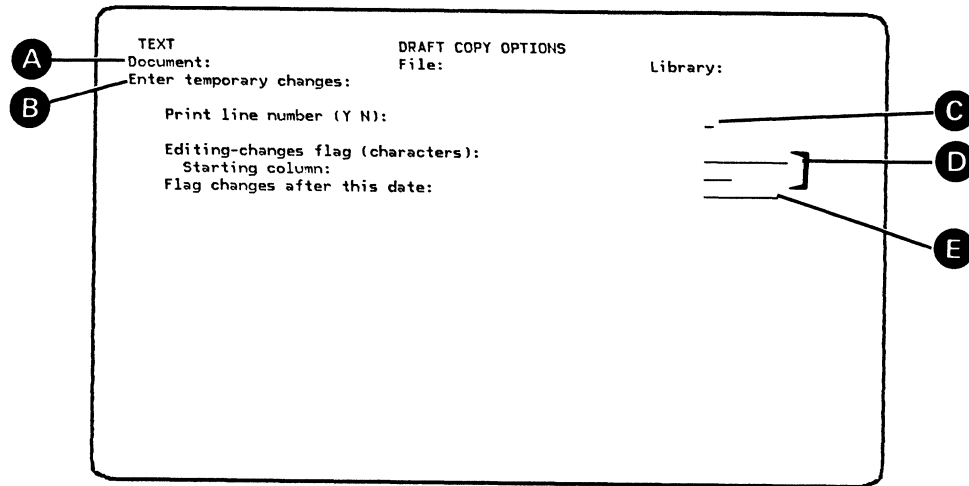
Figure 12-5. Draft Copy Options Display

HOW DO YOU GET TO THIS DISPLAY?

From the print options display if you choose to display or change the
draft copy options, and you did not choose to display or change one of
these items:

*   The page headings and footings.

*   The data files that control printing.

If you choose one or more of these items, the sequence of displays will
be:

1. The page heading and footing options display (if you chose to
    display or change the page headings and footings).

2. The print control file list (if you chose to display or change the
    data files that control printing).

3. The draft copy options display (this display).

WHICH IS THE NEXT DISPLAY?

The print options display or a printing device options display.

WHAT CF KEYS AFFECT THIS DISPLAY?

*   CF1   returns you to the primary menu or the edit display without
            saving any changes made to the print options display, the
            draft copy options display, the print control file list
            display, or the printing device options display.

• CF2   returns you to the print options display after saving this
         display and processing any entries made.

HOW DOES THE ENTER/REC ADV KEY AFFECT THIS DISPLAY?

Pressing the Enter/Rec Adv key saves any changes entered. If no changes
have been made, pressing the Enter/Rec Adv key returns you to the print
options display.

WHAT DOES THIS DISPLAY DO?

This display allows you to control the printed appearance of your
document.

If you entered this display from the services menu or after choosing
*PERM on the print mode menu, the entries you make on this display are
attached to your document. This enables you to print it again at some
later time with the same print options by pressing the CF15 key with the
document on the edit display or by choosing option 3 on the primary
menu.

If you entered this display after choosing *TEMP on the print mode menu,
the entries you make on this display are only temporary and are not
stored away with your document.

Until you make entries on this display, Text Management displays the
entries from the user profile. If the user profile does not contain
entries, Text Management assumes values for some fields as described
below.

Note that the source file record length (the width of your document)
must not be greater than the forms width. If it is, Text Management may
truncate long lines without a message when printing your document.

WHAT DOES EACH ITEM ON THIS DISPLAY DO?

ITEM   DESCRIPTION

A   Displays the name of your document, and the names of the file
         and library where it is stored.

B   If you reached this display from the services menu or by
         choosing *PERM on the print mode menu, this line contains the
         following:

              "Enter permanent changes:"

         Any changes that you enter become attached to the document.

         If you reached this display by choosing *TEMP on the print
         mode menu, this line contains the following:

              "Enter temporary changes:"

and any changes that you enter are retained for this print only.

C Lets you choose whether or not you want the line numbers printed in the line number format in which 0003.00 indicates line 3.

Note that if the document has headings and footings, each heading and each footing has its own line number sequence that is different from the line number sequence of the body of the document.

If the user profile does not contain entries for this item, Text Management assumes a value of N.

D Lets you specify a character or a sequence of as many as 10 characters that you want to use to indicate lines on which changes have been made, and the column in which you want the character to appear or the character sequence to start. Note that you must take care not to overwrite information on the line.

Text Management prints the date the line was last changed on every line of the document, if you use this procedure:

1. Blank out the Editing-changes flag (characters) entry.

2. Key in a starting column number.

3. Leave the date (item E) blank.

E You can specify that you want to flag any changes made after a specific date.

Edit Display

```
  A        ─H:1      Document:─                  Scan:
         Fmt:  1 <..I ... 1 ... ... 2 ....  ...C... 4 ... ... 5 ... ... 6 ... ... 7>
                   *********BEGINNING*********                                      C
           0001.00
           0002.00
  D        0003.00
           0004.00
           0005.00
           0006.00                                                                 B
  E        0007.00
           0008.00
          ─0009.00
           0010.00
           0012.00
           0013.00
           0014.00
           0015.00
           0016.00
           0017.00
           0018.00
           0019.00

                   **************END*************
```
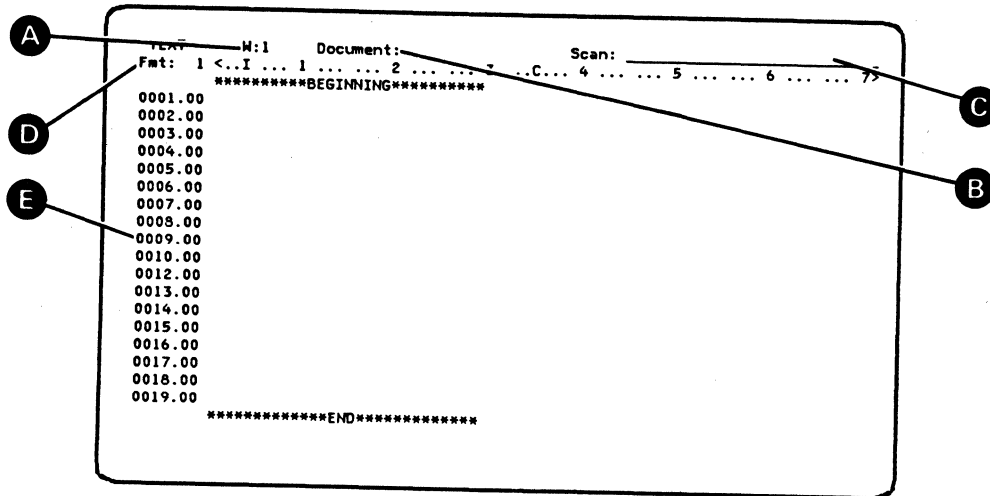
Figure 12-6. Edit Display

HOW DO YOU GET TO THIS DISPLAY?

From these displays:

- From the primary menu, if you chose option 1 (Create or revise a document), 2 (Browse a document), or 4 (Fill in a form document). The edit display contains the document unless you are creating a new document.

- From the services menu, if you chose to perform one of these functions:

    - To copy an entire document into your document.

    - To copy all selected fields from the data-base file into your document.

- From the exit from edit display, if you chose not to return to the primary menu.

- From the document list, after you selected a document, if you had chosen option 1, 2, or 4 on the primary menu.

- From the file list, after you selected a file, and if you had previously named the document.

- From most displays after CF1. See the "Flow Chart of the Displays" earlier in Part 2.

WHICH IS THE NEXT DISPLAY?

You must use command functions to go to another display.

WHAT CF KEYS AFFECT THIS DISPLAY?

- CF1   takes you to the exit from edit display after processing any entries made. If you are browsing, pressing CF1 takes you back to the primary menu.
- CF2   returns you to the full edit display from the split edit display.
- CF4   turns forms prompting on and off.
- CF5   takes you to the services menu after processing any entries made.
- CF6   cancels any pending operations.
- CF7   starts a forward scan.
- CF8   starts a backward scan.
- CF9   creates a new paragraph.
- CF10   lets you insert text into a paragraph.
- CF11   lets you delete text from a paragraph.
- CF12   lets you make many revisions to a paragraph in one operation.
- CF13   lets you display or remove the line numbers from the line command fields (item E).
- CF14   lets you create form fields, or underlined or highlighted text fields. If you move the cursor to a form field, pressing the CF14 key takes you to the text definition display.
- CF15   allows you to print the document.
- CF17   takes you to the paragraph format options display.
- CF18   lets you move a column of text from one part of your document to another.
- CF21   lets you move text into or within a paragraph.
- CF22   lets you copy text into or within a paragraph.
- CF23   allows you to hyphenate long words at the beginning of a line to remove large gaps at the end of the previous line.
- CF24   lets you remove spaces between words, sentences, and paragraphs.

HOW DOES THE ENTER/REC ADV KEY AFFECT THIS DISPLAY?

When you press the Enter/Rec Adv key, Text Management performs any line commands that you have keyed in. If Text Management has stopped a scan to display before substituting: when you press the Enter/Rec Adv key, Text Management makes the substitution but does not resume the scan.

WHAT DOES THIS DISPLAY DO?

Using this display you can:

- Create and revise a document.

- Browse a document.

- Fill in a form document.

Using the split version of this display you can:

*   Display two documents at the same time.

*   Selectively copy from one document into another.

*   Display one document and fields from the data base at the same time.

*   Selectively copy from the data-base fields into the document.

*   Display a document in revisable form and in the form that the
    document takes when printed. Note that in generating the printed
    form of the document, print control commands in the document are
    resolved.

WHAT DOES EACH ITEM OF THE DISPLAY DO?

ITEM   DESCRIPTION

Ⓐ   Indicates the horizontal position of the document relative to
          the display. For example, W:6 indicates that the first five
          letters, characters, or blanks on each line of the document
          are shifted off the display and the leftmost letter,
          character, or blank on the display is actually the sixth on
          the document. You can use the W line command to move the
          document horizontally with reference to the display.

Ⓑ   Names the document displayed. This is sometimes replaced by a
          pending indication symbol

                              Pend:

          to advise you that an operation is pending, that is, partially
          completed.

          If you pressed the CF4 key to enter forms prompting, or if you
          reached this display after choosing option 4 (Fill in a form
          document) on the primary menu, Text Management replaces the
          document name with:

                           Pend: FORM

          During forms prompting, you can only use CF keys 1, 4, 5, 6,
          7, 8, 13, 14, and 15, and line-positioning line commands. You
          can only key into the scan field, form fields, and the line
          number field of the first document line (the third line of the
          display).

          If you reach the edit display after choosing option 2 (Browse
          a document) on the primary menu, "Document" is replaced by
          "Browse" to indicate that you cannot use line commands or CF
          keys to change the document. You can scan using the CF7 and
          CF8 keys and you can key in changes. If you key in changes,

you can print the document with the changes included by pressing the CF15 key. You can use the CF13 key to display or remove the line numbers.

C Allows you to enter a combination of letters, characters, or words to be used by Text Management to scan the document. Any text keyed in here is also displayed in the scan input field of the services menu. Using the CF7 key, you can ask Text Management to scan forward (toward the end of the document). Using the CF8 key, you can ask for a backward scan (toward the beginning of the document). See the description of command functions earlier in Part 2.

If you enclose your scan string in single quotation marks ('), and if the first quotation mark is in the first position of the scan field, Text Management treats all characters (including spaces and imbedded quotes) between the first quotation mark on the scan line and the last quotation mark on the scan line as the scan string. If the first quotation mark is not in the first position of the scan field, Text Management treats it as part of the scan string.

D Indicates either the paragraph format of the first paragraph on the current edit display or, if there are no paragraphs on the current edit display, the default paragraph format (Fmt:). For example, *Fmt: 1* indicates that the first paragraph on the edit display has a paragraph format identifier 1 or that the default paragraph format is format 1. Also in this line (called the *scale* line), the < sign shows where the left margin is set and the > sign shows where the right margin is set. The letter C shows where the center of the line is located, and the letter I indicates how far the first line of the paragraph is indented. A letter R replaces the > sign if the right margin is aligned.

E Allows you to enter line commands. To the left of each line is a *line number field*. This may contain a line number. You can remove or display line numbers by pressing the CF13 key. With the line number absent, the field contains one of the following:

- A period (.) to indicate that the line contains unadjusted text.

- A one-digit or two-digit number to indicate that the line is the first line of a paragraph; the number is the paragraph format identifier.

- A double quotation mark (") to indicate that the line contains adjusted text.

The line numbers are maintained by Text Management. If present, they can be in one of two formats, chosen on the print options display or on the exit from edit display:

- Line number format (for example, 0001.00, 0002.00, 0003.00).

- Page/line number format (pppp.11), where pppp is the page number, and 11 is the line within the page. To obtain the page/line format, Text Management makes calculations based on page size, the number of lines of print on an inch of paper, and other information from the print options display. The text program also considers the effect of any print control commands in the document.

You can turn the line numbering off and on with alternate pressing of the CF13 key.

If you choose to browse another document or information from the data base by choosing one of these options on the services display, you will see one of the two versions of the split edit display. See Figure 12-7.

```
TEXT        W:1     Document:                    Scan: _____
Fmt:   1 <... ... 1 ... ... 2 ... ... 3 ... C.. 4 ... ... 5 ... ... 6 ...>... 7
0002.00
0003.00
0004.00
0005.00
0006.00
0007.00
0008.00
0009.00
0010.00
0011.00 _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _ _
  Browse:              W:1              Scan: _____
         **********BEGINNING**********
0001.00
0002.00
0003.00
0004.00
0005.00
0006.00
0007.00
0008.00
         **************END**************
```
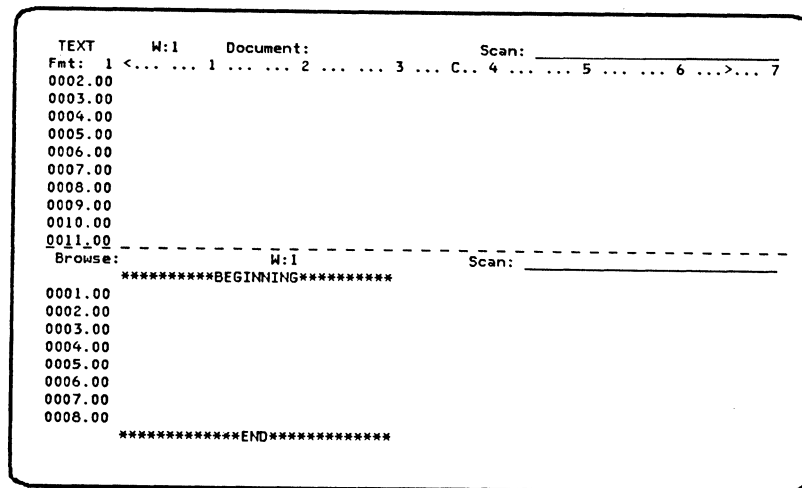
Figure 12-7. Split Edit Display (1)

In the split display, your document is in the upper part and the other document, or the data-base information, is in the lower part.

In the display shown in Figure 12-7, a broken line separates the upper part of the display from the lower. The lower part is similar to the upper with a few differences; for example, there is no scale line. On the lower part of the display, you can use those line commands that do not change the document or data-base member displayed on the lower part. For example, you can use copy and positioning line commands, but you cannot use delete or move line commands.

On the lower part of the display, a scan operation will *not* find a matching string that is broken by a hyphen or split because of a line ending. If you want to ignore the difference between uppercase and lowercase characters during a scan on the lower part of the display, you must:

- Enclose the scan string in single quotation marks.

- Place the first single quotation mark in the first position of the scan field.

If, on the services menu, you chose to display your current document in printed format on the split display, you will see a slightly different version of the split display. See Figure 12-8. Because the printed format of your document has no line number field, you cannot use line commands to position the display. This version of the split display allows you to position the display by keying in the page **B** and line number **C** that you want to see, and to set the window **A**.

You cannot make changes directly to the printed format of your document. If you make changes to your document and you want to see how these changes have affected the printed format, you must return to the services menu and key Y in to display your document in printed format again, even though the input field still contains a Y.

```
    TEXT     W:1     Document:              Scan: _____
    Fmt:  1 <... ... 1 ... ... 2 ... ... 3 ... C.. 4 ... ... 5 ... ... 6 ...>... 7
    0002.00
    0003.00
    0004.00
    0005.00
    0006.00
    0007.00
    0008.00
    0009.00
    0010.00
    0011.00
    Browse:   W: ____  Page: ____  Line: ___  Scan: _____
```
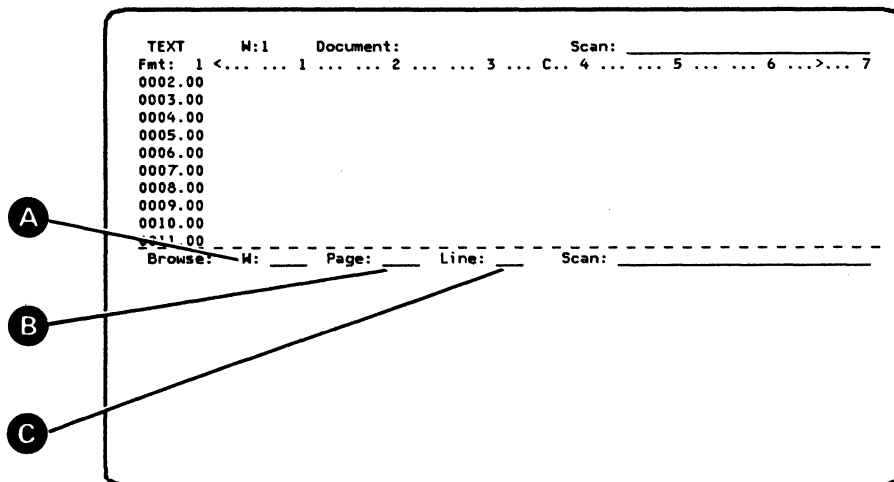
Figure 12-8. Split Edit Display (2)

Exit From Edit

```
┌────────────────────────────────────────────────────────────┐
│  TEXT                    EXIT FROM EDIT                      │
│                                                             (A)
│  Exit Editor - Return to Primary Menu    (Y N): _          (B)
│  Update document named below             (Y N): _          
│  Create document named below             (Y N): _          (C)
│  Print document without formatting       (Y N): _          
│                                                             (D)
│  Document name:                          _____          
│    File containing document:             _____          
│    Library containing file:              _____          (H)
│                                                             
│  Description:                            _____       
│                                                             
│  Resequence document by line number      (Y N): _          
│    -- or --                                                (I)
│  Resequence document by calculating page/line  (Y N): _    
│                                                             (J)
│                                                             │
└────────────────────────────────────────────────────────────┘
  (E)  (F)                (G)
```
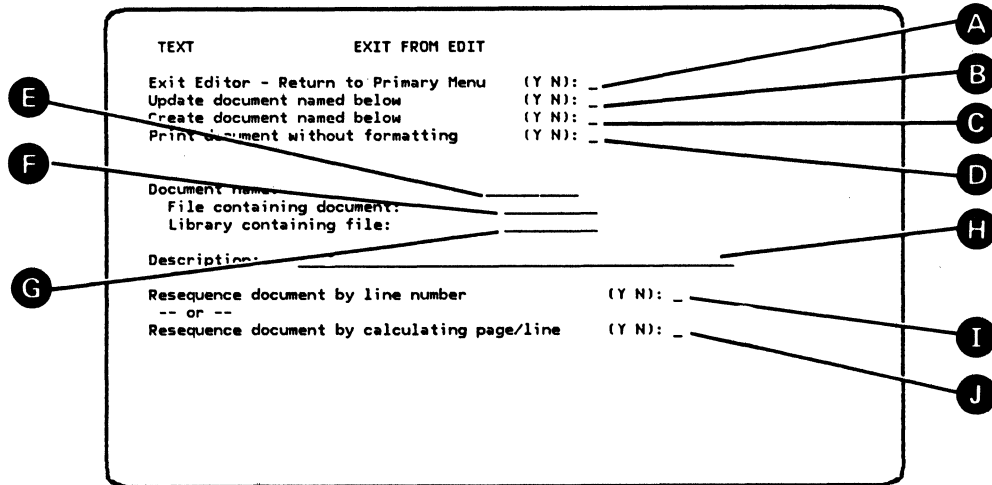
Figure 12-9. Exit From Edit Display

HOW DO YOU GET TO THIS DISPLAY?

From the edit display.

WHICH IS THE NEXT DISPLAY?

If you started Text Management with the EDTTXT command, you can go to
the primary menu or the edit display. If you started Text Management
with the EDTDOC command, you can go to the edit display or you can exit
from Text Management. If you choose, you can go to the primary menu.
If you choose otherwise, you return to the edit display.

If you want to update a document, or create a new document, or edit a
new form, but do not enter a file name, you go to the file list. If you
enter a file name but do not enter a document name, you go to the
document list.

WHAT CF KEYS AFFECT THIS DISPLAY?

- CF2   takes you to the edit display.

HOW DOES THE ENTER/REC ADV KEY AFFECT THIS DISPLAY?

When you press the Enter/Rec Adv key, Text Management performs all those
functions that have a Y in their input field, and accepts any changes to
the document name, file name, library name, and description. Then Text
Management takes you to the next display.

WHAT DOES THIS DISPLAY DO?

This is the main exit display. On this display you have many choices

available:

- You can choose to return to the primary menu. This enables you to leave Text Management, to edit or browse another document, or to print this document with different print options. Alternatively, you can return to the edit display to continue editing the document.

- You can choose to update the original document with all the revisions you have just made to the copy. Or you can choose to have your revisions remain temporary, to disappear after you have printed the revised document, left Text Management, or started on another document.

- You can choose to create a new document by changing the name of the document you have just been working on. This allows you to keep two copies of the document: one without the latest changes but with the original name, and one with the latest changes and a new name. Or you can use this just to copy a document with a different name. See "Copying from One Document to Another" in Part 1.

- You can choose to print your document without any print formatting, that is, as it appears on the display.

- You can choose to resequence the lines of the document, and you can choose the type of line number from two types:

  - by line number (for example, 0001.00, 0002.00).

  - by page and line number (such as 0005.00, which is the first line on page 5); be careful with this choice, because your print options may make the calculations involved with this numbering system inaccurate or time-consuming.

WHAT DOES EACH ITEM OF THE DISPLAY DO?

ITEM   DESCRIPTION

(A) Allows you to choose whether to go to the primary menu or to return to the edit display.

This entry defaults to Y if you reached this display after choosing option 1 (Create or revise a document) on the primary menu. It defaults to N if you reached this display after choosing option 4 (Fill in a form document). If a command function or line command is pending, this entry defaults to N.

If you entered Text Management by using the *EDTDOC* command, this entry changes to:

Exit Editor   (Y N):

If you enter Y into this field, you leave Text Management.

B   Allows you to choose whether to incorporate your revisions into the stored document. If you choose not to update, all your revisions will disappear after you print the revised document, start working on another document, or leave Text Management.

If you were creating or revising a document (option 1 on the primary menu) and changes were made to the document, this entry defaults to Y. If no changes were made, this entry defaults to N.

If you were filling in a form document before you came to this display (option 4 on the primary menu), this entry is replaced by:

          Edit another new document   (Y N):

The default for this entry is Y. By pressing the Enter/Rec Adv key with an entry of Y in this field, you go to the edit display, which contains another copy of the form document, with fields that have not been filled in, and with forms prompting on. Any pending line commands or command functions are canceled. This operation allows you to bypass going to the primary menu again to select option 4 (Fill in a form document) to fetch another copy of the same form document.

C   Allows you to change the name of the document you have been working on. This, in effect, creates a new document.

D   Allows you to print your document as it appears on the display. The printing operation does not consult the print options and no print control commands are resolved.

E   Lets you enter the name of the document you want to create or update. If you want to create or update a document and you blank out this field, you go to the document list display.

This entry defaults to the name of the current document.

F   Lets you enter the name of the file. If you want to create or update a document, or edit a form, and you blank out this field, you go to the file list display.

This entry defaults to the name of the file containing the current document.

G   Lets you enter the name of the library.

This entry defaults to the name of the library containing the current document.

H   Allows you to enter or change the description of your document if you have a Y in item B. The description is displayed in the document list.

This entry defaults to the description of the current document.

I Lets you change the line numbers of your document to take into account the revisions you have made. The line numbers have the form xxxx.00 in which xxxx is the line number (for example, 0100.00, 0101.00).

J Lets you change the line numbers of your document to show both the page number and the line number on the page. The line numbers have the form pppp.ll, where pppp is the page number and ll is the line number on the page. For example, the first two lines on page 4 are numbered 0004.00 and 0004.01.

```
 TEXT                     FIELD SELECTION/ORDERING
 File:            Library:              Member:
 Select the fields to be displayed in the browse area by numbering them:

 ORDER    FIELD      LENGTH     DESCRIPTION





 CF2-Services display     CF1-Edit display
```
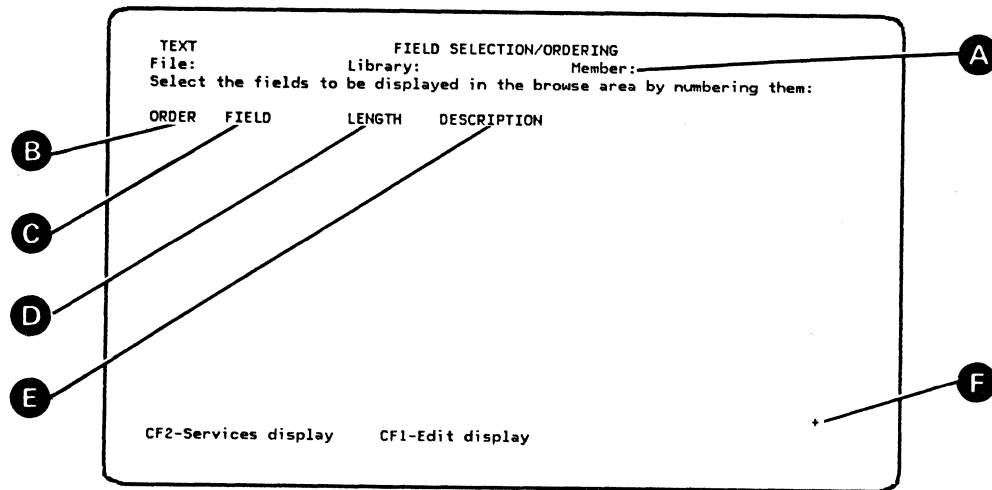
Figure 12-10. Field Selection/Ordering Display

HOW DO YOU GET TO THIS DISPLAY?

From the services menu, if you choose to browse or copy data from the data base.

WHICH IS THE NEXT DISPLAY?

The field spacing display. You go to the next display after you press the Enter/Rec Adv key.

WHAT CF KEYS AFFECT THIS DISPLAY?

- CF1   takes you to the edit display without further processing.
- CF2   returns you to the services menu, after saving this display and processing any entered selections.

HOW DOES THE ENTER/REC ADV KEY AFFECT THIS DISPLAY?

When you press the Enter/Rec Adv key, Text Management accepts any additions or changes you have made to the information in the input fields, then takes you to the field spacing display.

WHAT DOES THIS DISPLAY DO?

This display allows you to choose those fields that you want copied into your document on the edit display or that you want to see in the bottom half (browse area) of the split edit display during browsing or copying from the data base. Text Management displays the fields of the record that you chose previously. You can then choose which fields you want to display, and the order in which you want them displayed.

WHAT DOES EACH ITEM OF THE DISPLAY DO?

ITEM	DESCRIPTION

A   Identifies the file, library, and member names of the data-base file.

B   Allows you to select the fields to be shown in the browse area of the edit display and to choose the order in which the fields will be displayed. Enter 1 next to the field name to identify the first field, enter 2 for the second, and so on. Leave this entry blank if you do not want to see the field in the edit display.

     If you enter selections, they remain with the display until: (a) they are changed, (b) you start to work with another document, or (c) you leave Text Management.

C   Lists all the fields in the data-base file.

D   Lists the length of each field. If the field is numeric, this is in the form x,y, in which x is the length, and y is the number of positions to the right of the decimal point.

E   Describes each field.

F   A small plus (+) symbol advises that more fields are available for display. You can see them if you use the Roll keys.

Field Spacing

```
┌─────────────────────────────────────────────────────────────┐──────Ⓐ
│     TEXT               FIELD SPACING                          │
│     File:              Library:              Member:─────────┐│
│     You can change starting column of the field as it appears on the browse line: │
│                                                               │
│     COLUMN  FIELD      LENGTH    DESCRIPTION                   │
│                                                               │
│                                                               │
│                                                               │
│                                                               │
│                                                               │
│                                                               │
│                                                         ┌─────Ⓕ
│                                                      +  ┘      │
│                                                               │
│     CF2-Selection/Ordering Display    CF1-Edit Display        │
│                                                               │
└─────────────────────────────────────────────────────────────┘
```

Ⓑ Ⓒ Ⓓ Ⓔ
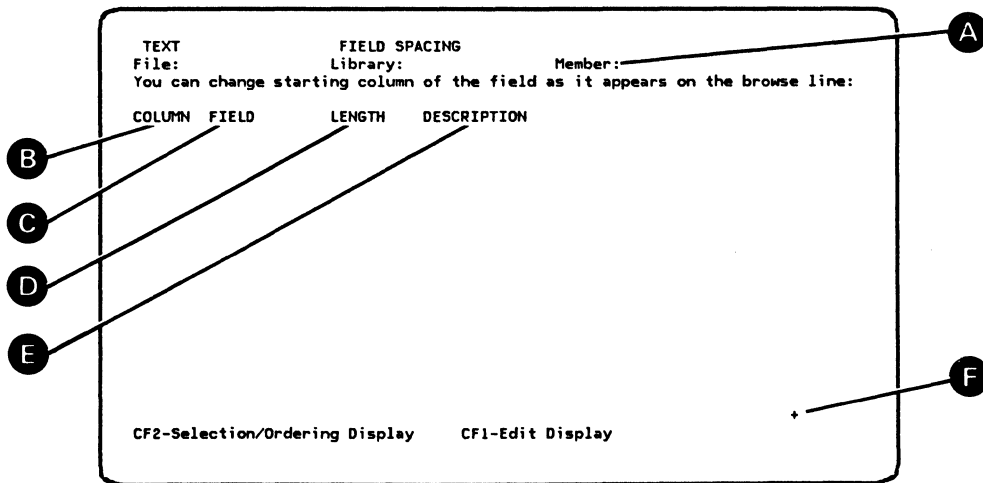
Figure 12-11. Field Spacing Display

HOW DO YOU GET TO THIS DISPLAY?

From the field selection/ordering display if you select any fields on
that display.

WHAT IS THE NEXT DISPLAY?

The record selection test display if you press the Enter/Rec Adv key.

WHAT CF KEYS AFFECT THIS DISPLAY?

- CF1   takes you to the edit display without further processing.
- CF2   returns you to the field selection/ordering display without
         saving this display or processing any entries made.

HOW DOES THE ENTER/REC ADV KEY AFFECT THIS DISPLAY?

When you press the Enter/Rec Adv key, Text Management accepts any
additions or changes you have made to the information in the input
fields, then takes you to the record selection test display.

WHAT DOES THIS DISPLAY DO?

After you have chosen the fields you want to appear, and the order in
which you want them in your document or displayed in the browse area of
the split edit display, you can specify the column locations of the
fields so that they conform to the spacing in your document.

By suitable selection, using the field selection/ordering display and
this display, you can build up a block of information that you can copy
into your document or that you can display in the browse area of the

split edit display so that you can then copy from it into your document. See an example of this in "Copying from the Data Base into a Document Using the Split Display" in Part 1.

WHAT DOES EACH ITEM OF THE DISPLAY DO?

ITEM   DESCRIPTION

(A)   Identifies the file, library, and member names of the data-base file.

(B)   Contains the starting position for each field. The starting position of the first field is column 1. The starting position of following fields is based on the starting position and length of the previous field, plus two spaces to separate the fields.

            You can change these values to suit your own design.

(C)   Lists the fields that were chosen on the field selection/ordering display in the order chosen.

(D)   Lists the length of each field. This may be in the form x,y, in which x is the length, and y is the number of positions to the right of the decimal point.

(E)   Describes each field.

(F)   A small plus (+) symbol advises that more fields are available for display. You can see them if you use the Roll keys.

File List


```
    (A)        TEXT              FILE LIST                                    (B)
               Library
               Enter new file or select file from list below:    _____

               OPT   FILE        DESCRIPTION                        CREATED    (F)
    (C)
    (D)
    (E)
    (H)                                                                        (G)
               List contains only authorized source files.

               1-Select file   9-Delete file   CF2-Previous display   CF16-Print file list
```
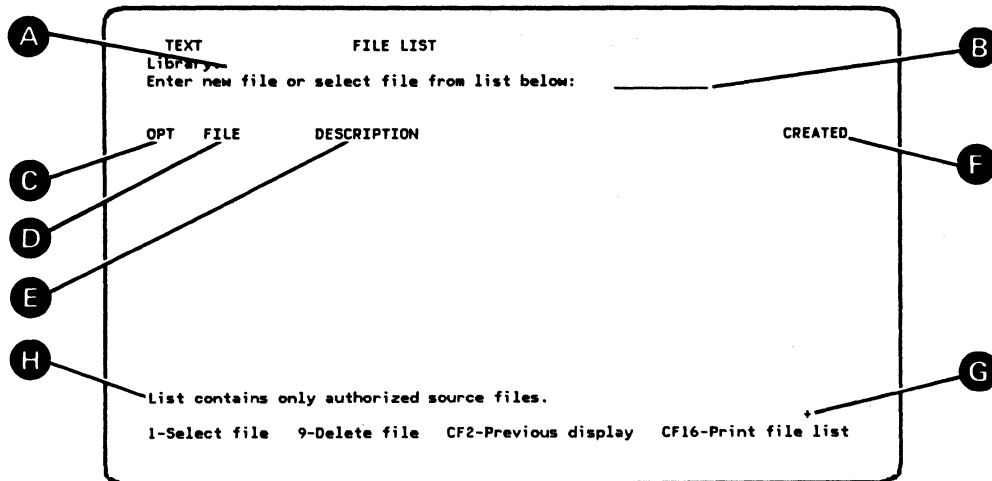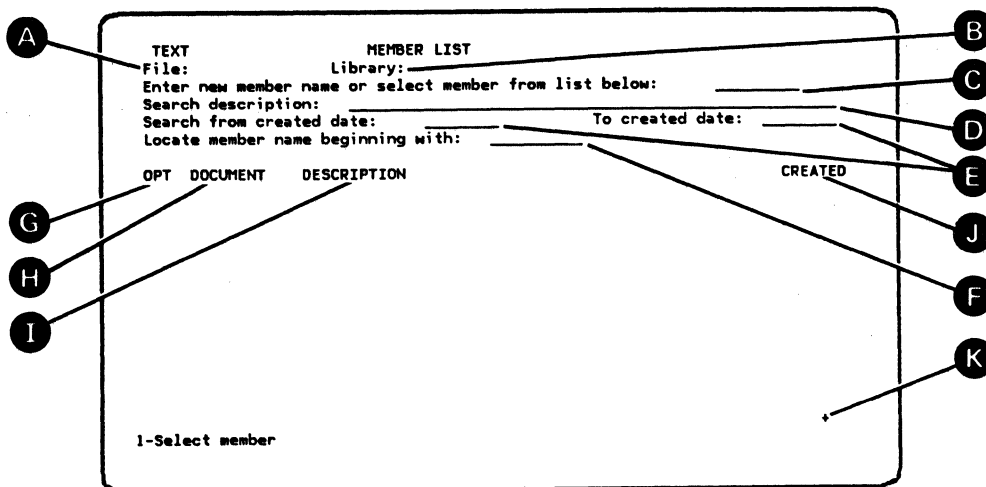
Figure 12-12. File List Display

HOW DO YOU GET TO THIS DISPLAY?

From one of these displays, if you leave the file name blank (or you blank the name out):

* The primary menu.

* The exit from edit, if you want to create or update a document.

* The services menu, if you want to browse or copy another document, or if you want to browse or copy data from the data base.

* The print control file list display.

* The print options display.

* The page heading and footing options display.

WHICH IS THE NEXT DISPLAY?

If you decide to create a new file on the file list display, you go to the create text file display.

If you left the document name blank, you go to the Document List.

If you entered the document name, the next display depends on how you reached this display:

* If you reached this display from the primary menu, the next display is one of these alternatives:

- The primary menu, if you did not pick an option on the primary menu.

- The edit display, if you picked option 1 (Edit a document), option 2 (Browse a document), or option 4 (Fill in a form document) on the primary menu.

- The print options display, if you picked option 3 (Print a document) on the primary menu.

- If you reached this display from the exit from edit display, the next display is the primary menu, unless, on the exit from edit display, you chose not to return to the primary menu, in which case you go to the edit display.

- If you reached this display from the services menu, you go to:

  - The split edit display, if you choose to browse or copy from your current document or another document.

  - The print control file list display, if you choose to display, create, or change the print control file list.

  - The field selection/ordering display, if you choose to browse or copy data from the data base.

- If you reached this display from the print control file list, you return there.

- If you reached this display from the page heading and footing options display, you go to the print options display.

- If you reached this display from the print options display:

  - You return to the primary menu or the edit display if you named a printer file.

  - You go to the transmission control menu if you named a BSC file.

WHAT CF KEYS AFFECT THIS DISPLAY?

- CF1   takes you to the primary menu or returns you to the exit from edit display.
- CF2   generally returns you to the previous display after saving this display and processing any entries made. If you have keyed in a 9 to delete a file, Text Management keeps you at the file list display and issues a message telling you to press Enter to delete the file.
- CF16   prints the file list.

HOW DOES THE ENTER/REC ADV KEY AFFECT THIS DISPLAY?

When you press the Enter/Rec Adv key, Text Management accepts any

additions or changes you have made to the information in the input
fields, performs any OPT functions (see item C), and takes you to the
next display.

WHAT DOES THIS DISPLAY DO?

This display shows you the files within the library you named. You can
then choose to create a new file, to select one of the files, or to
delete one file or more.

If you reached this display from the services menu (where you chose to
copy data from the data base) or from the print control file list
display, Text Management displays only the names of data-base files.

If you reached this display from the print options display after you
blanked out the name of the printer file and entered the library name,
Text Management displays only the names of printer or BSC files.

In all other cases, Text Management displays only those source files
that you are authorized to read.

Note:
Text Management saves the file list display. When you want to to
display this file list again, Text Management fetches the saved display.
Any changes made to the file list by other users will not be visible to
you until you refresh the saved file list. One way to do this is to:
(1) display the file list of another library (this erases the saved file
list display by replacing it with the new display), and (2) display the
original file list again (this displays a new copy of the file list
display).

WHAT DOES EACH ITEM OF THE DISPLAY DO?

ITEM   DESCRIPTION

A   Displays the name of the library containing these files.

B   You can select a file by entering the name of an existing file
         here. This has the same effect as entering a 1 in the OPT
         field beside the name of the file.

         Allows you to create a new file by entering the name of the
         new file here if you reached this display after choosing
         option 1 (Create or revise a document) on the primary menu.
         You will then go to the create text file display.

         If you reached this display after choosing option 2 (Browse a
         document) on the primary menu, the line:

              "Enter new file or select file from list below:"

         is replaced by:

"Select file from list below:"

(C) Allows you to select a file or to delete one file or more. You can select a file by entering a 1 in the OPT column beside the name of the file. You can delete a file or files by entering a 9 beside the name of each file that you want to delete. A 1 and one or more 9s can be used at the same time.

(D) Lists the files.

(E) Describes each file.

(F) Lists the creation date of each file.

(G) A small plus (+) symbol advises that more fields are available for display. You can see them if you use the Roll keys.

(H) Describes the type of files currently displayed. The files can be source files, or data-base files, or printer or BSC files.

Format List

```
┌──────────────────────────────────────────────────────┐
│   TEXT                  FORMAT LIST                    │────Ⓐ
│   File:           Library:              Member:        │
│   Enter format name or select format from list below: │
│                                                        │────Ⓑ
│   OPTION   FORMAT    DESCRIPTION                       │
│   │                                                    │
Ⓒ─────┘                                                  │
│                                                        │
│                                                        │
│                                                        │
│                                                        │
│                                                        │────Ⓓ
│   1-Select format  CF2-Previous display           ⁺    │
└──────────────────────────────────────────────────────┘
```
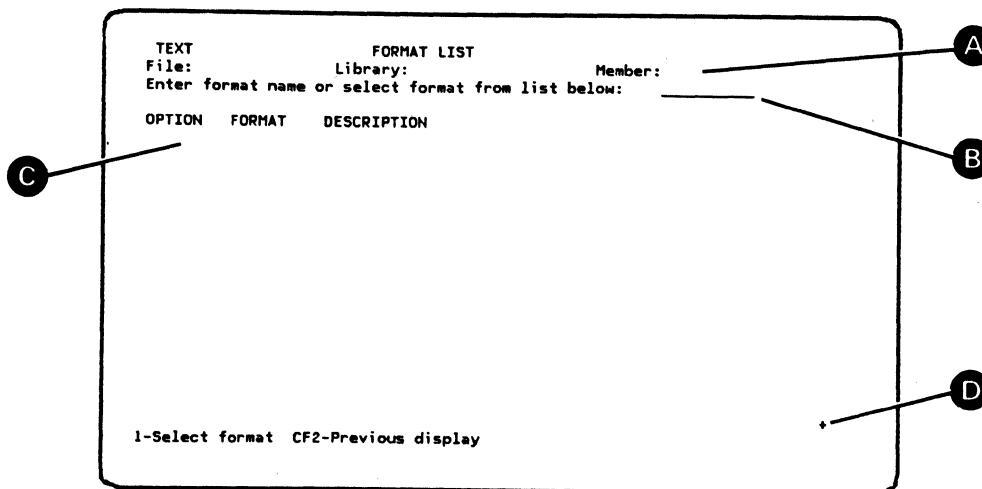
Figure 12-13. Format List Display

HOW DO YOU GET TO THIS DISPLAY?

From the services menu or the print control file list if the file you
selected is a logical file with more than one record format.

WHICH IS THE NEXT DISPLAY?

If, on the services menu, you selected to browse or copy data from the
data base, the next display after the format list display is the field
selection/ordering display.

If you reached this display from the print control file list display,
you return to the print control file list display.

WHAT CF KEYS AFFECT THIS DISPLAY?

- CF1   returns you to the primary menu or the edit display with no
         further processing.
- CF2   returns you to the services menu after saving this display and
         processing any entries.

HOW DOES THE ENTER/REC ADV KEY AFFECT THIS DISPLAY?

When you press the Enter/Rec Adv key, Text Management accepts any
additions or changes you have made to the information in the input
fields, performs any OPT functions (see item C), and takes you to the
next display.

WHAT DOES THIS DISPLAY DO?

If the file you selected on the services menu is a logical file with

more than one record format, this display allows you to choose one
format from a list of the record formats in the file.

WHAT DOES EACH ITEM OF THIS DISPLAY DO?

ITEM   DESCRIPTION

(A)   Displays the member, file, and library you selected on the
          services menu.

(B)   Lets you enter the record format name. This defaults to the
          format previously selected or saved with the document.

(C)   Lets you enter a 1 in the option column next to the name of
          the record format you want.

(D)   A small plus (+) symbol advises that more fields are available
          for display. You can see them if you use the Roll keys.

```
  (A)              TEXT              MEMBER LIST                                    (B)
                  File:              Library:
                  Enter new member name or select member from list below:    _____       (C)
                  Search description:
                  Search from created date:    _____        To created date:  _____    (D)
                  Locate member name beginning with:    _____
                                                                                CREATED   (E)
                  OPT  DOCUMENT      DESCRIPTION
  (G)                                                                                       (J)

  (H)                                                                                       (F)

  (I)                                                                                       (K)


                                                                          +
                  1-Select member
```

Figure 12-14. Member List Display

HOW DO YOU GET TO THIS DISPLAY?

From one of these displays, if you left the name of the member blank:

- Services display, if you want to browse or copy data from the data base, and you entered valid file and library names.

- File list display, if you want to browse or copy data from the data base, but you did not enter a member name.

- Print control file list display.

WHICH IS THE NEXT DISPLAY?

- The field selection/ordering display if you reached this display from the services menu or the file list display.

- The print control file list display if you reached this display from the print control file list display.

WHAT CF KEYS AFFECT THIS DISPLAY?

- CF1   takes you to the edit display or to the primary menu (if you chose option 3 on that menu) without further processing.
- CF2   returns you to the print control file list display or the services menu after saving this display.

HOW DOES THE ENTER/REC ADV KEY AFFECT THIS DISPLAY?

When you press the Enter/Rec Adv key, Text Management accepts any

additions or changes you have made to the information in the input
fields, performs any OPT functions (see item G), and takes you to the
field selection/ordering display.

WHAT DOES THIS DISPLAY DO?

If you don't know the name of the member, this list will display all of
the members in a file. You can search for members created within a time
span that you specify. You can also search for members based on a
sequence of letters, characters, or words in the description, or based
on the letters at the start of the member name.

Note:
After you have displayed the list of members, Text Management saves the
list. When you display the member list for this file, Text Management
fetches the saved list. Any changes made to the member list for this
file by other users will not be visible to you until you refresh the
saved list. One way to do this is to: (1) display the member list for
another file (this erases the saved member list by replacing it with
another list), and (2) display the member list for the first file again
(this displays a new copy of the member list).

WHAT DOES EACH ITEM OF THE DISPLAY DO?

ITEM   DESCRIPTION

(A)   Names the file that contains these members.

(B)   Names the library containing this file.

(C)   Allows you to select a member by entering its name here.

(D)   Allows you to enter a sequence of letters or words that the
           Text Management uses to search the descriptions of all the
           members in the list. Start the search by pressing the
           Enter/Rec Adv key. Only members that contain the sequence are
           displayed after the search is completed. After the search,
           Text Management displays only those members whose descriptions
           contain the sequence. If no member contains the sequence, the
           display is unchanged, and a message is issued at the bottom of
           the display. This search can be done at the same time as a
           search on creation date, and a search on member name,
           described below.

(E)   Allows you to enter two dates that Text Management uses to
           search the creation dates of the members. Start the search by
           pressing the Enter/Rec Adv key. Text Management only displays
           documents with creation dates between, and including, the
           search dates. If you enter a date after "from created date:"
           and leave the other date blank, Text Management displays a
           list of members created on or after that date. If you enter a
           date after "To created date:" and leave the other date blank,
           the display shows a list of members created on or before that

date. This search can be done at the same time as a search on description and a search on member name.

F Allows you to tell Text Management to locate the next member whose name begins with a character or sequence of characters that you choose. Text Management displays the entry for the located member as the top entry. To locate the next entry whose name begins with the character or sequence, press the Enter/Rec Adv key. This search can be done at the same time as a search on description and a search on creation date, described above.

G You can enter a 1 in this column next to the name of the member you want to edit or print. This selects the member and passes you to the next display. Leave all other entries in the column blank.

H Lists the names of all members in the file.   A name can have as many as 10 characters, of which the first must be alphabetic.

I Lists the descriptions of all members in the file.

J Lists the creation dates of the members.

K A small plus (+) symbol advises that more fields are available for display. You can see them if you use the Roll keys.

Page Heading and Footing Options

Figure 12-15. Page Heading And Footing Options Display

HOW DO YOU GET TO THIS DISPLAY?

From the print options display, if you chose to display, create, or change the page heading or footing options.

WHICH IS THE NEXT DISPLAY?

One of these displays:

* The primary menu after you press the CF1 key if you reached this display after choosing option 3 (Print a document) on the primary menu.

* The edit display after you press the CF1 key if you reached this display from the services display after choosing to display or change the print options display.

* The print options display after you press the CF2 key or the Enter/Rec Adv key.

* The file list display if you enter a library name but leave the file name blank.

* The document list display if you enter a file name and a a library name but leave the document name blank.

WHAT CF KEYS AFFECT THIS DISPLAY?

* CF1   takes you to the next display without changing the options
* CF2   returns you to the print options display after saving this display.

HOW DOES THE ENTER/REC ADV KEY AFFECT THIS DISPLAY?

When you press the Enter/Rec Adv key, Text Management accepts any additions or changes you have made to the information in the input fields, then takes you to the print options display.

WHAT DOES THIS DISPLAY DO?

This display lets you choose the information you want to print at the top and bottom of each page of your document. This information is called page headings and page footings, shortened for convenience to headings and footings. This information is also known, traditionally, as running heads.

You also have an option to make the first page different from all of the others.

If you reached this display through the services menu, Text Management saves all entries you make on this display with the document.

Note that headings and footings of an imbedded document are ignored.

WHAT DOES EACH ITEM OF THE DISPLAY DO?

ITEM   DESCRIPTION

Ⓐ   Allows you to choose whether or not you want any printing at the head of the first page. You can print on the heads of all pages by entering Y (for Yes) for both items A and B.

Ⓑ   Allows you to choose whether you want any printing on the tops of all pages other than the first.

Ⓒ   Lets you copy the entire contents of a document into the heading of your document. The document to be used as the heading can contain more than four lines of text. Enter the name of the document to be used as the heading and the names of the file and library where it can be found.

        Text Management ignores any paragraphs in a document used as a heading.

        If you reached this display through the services menu, the names of the document, file, and library are saved with the document and will be displayed when you return to this display for this document. If you reached this display without passing through the services display, the names are not saved.

Ⓓ   If you don't want to use a document as a heading, you can enter as many as four lines of information to be printed at the head of the page. If you enter text on the top line of these four lines, it will be printed on the first print line

of the printed document. The second line corresponds to the
second print line, and so on.

Note that if you want page numbering at the head of every
page, you must enter a *.pn* command on one of these lines.
For example, you would enter: *Page .pn*. Similarly, if you
want the date (from the system) at the head of a page, you
must enter a *.date* command on one of these lines. (See
"Printing Page Numbers and Other Information on your Document"
in Part 1, and the description of the print control commands
earlier in Part 2.)

E   Allows you to choose whether or not you want any printing at
the bottom of the first page. You can print at the foot of
every page by entering Y (for Yes) at both items E and F.

F   Allows you to choose whether you want any printing on the
bottom of the other pages.

G   Lets you copy the entire contents of a document into the
footing of your document. The document to be used as the
footing can contain more than four lines of text. Enter the
name of the document to be used as the footing and the names
of the file and library where it can be found.

Text Management ignores any paragraphs in a document used as a
footing.

If you reached this display through the services menu, the
names of the document, file, and library are saved with the
document and will be displayed when you return to this display
for this document. If you reached this display without
passing through the services display, the names are not saved.

H   If you don't want to use a document as a footing, you can
enter as many as four lines of information to be printed at
the foot of the page. The text program scans these four lines
from the bottom. If there is an entry on the bottom line, the
program allocates the last four lines of the print form to the
footing. If the last line is blank, but there is an entry on
the third line, the program allocates only the last three
lines of the print form to the footing, so allowing the text
one more line. Similarly, if the last two lines are blank,
but the second line has an entry, the footing is two lines.
If you need only a one-line footing, you should enter it on
the top line, so that you will get three more lines of text on
each page.

Note that if you want page numbering at the foot of a page,
you must enter a *.pn* command on one of these lines.
Similarly, if you want the date (from the system) on the foot
of a page, you must enter a *.date* command on one of these
lines. (See the description of the print control commands
earlier in Part 2.)

Paragraph Format Options
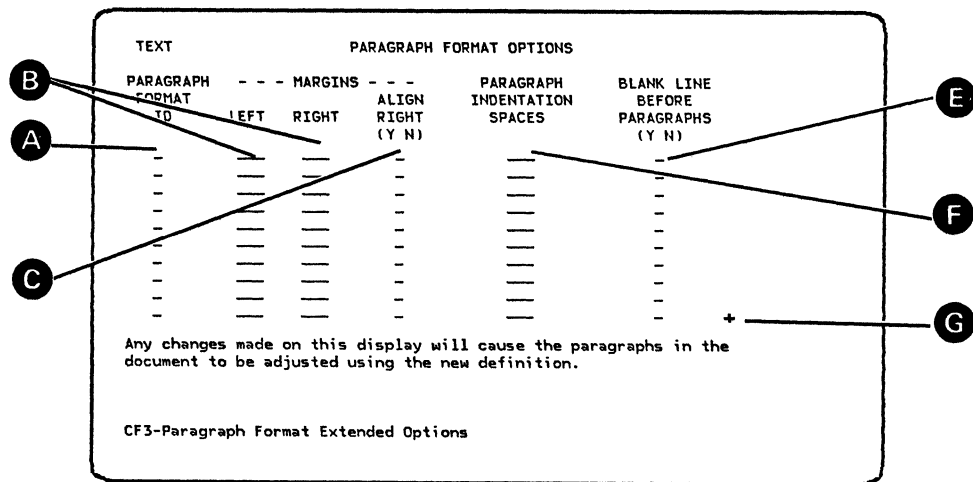
Figure 12-16. Paragraph Format Options Display

HOW DO YOU GET TO THIS DISPLAY?

From the edit display if you press the CF17 key, or from the paragraph format extended options display if you press the CF3 key.

WHICH IS THE NEXT DISPLAY?

The edit display or the paragraph format extended options display.

WHAT CF KEYS AFFECT THIS DISPLAY?

- CF1   takes you to the edit display without further processing.
- CF2   returns you to the edit display after saving this display and processing any entries made.
- CF3   takes you to the paragraph extended options display after saving this display and processing any entries made.

HOW DOES THE ENTER/REC ADV KEY AFFECT THIS DISPLAY?

- If you keyed in any entries or changes, Text Management accepts the entries or changes, but keeps you at this display.

- If you did not key in any entries or changes, Text Management takes you to the edit display.

WHAT DOES THIS DISPLAY DO?

This display allows you to specify as many as 99 paragraph formats. Only ten can be seen on the display at a time; you can see more by using the Roll keys.

If you key in entries for additional paragraph formats before pressing the Roll key, Text Management resequences the paragraph formats according to their paragraph format identifier before rolling the display. For each format, you can specify:

- Where the left and right margins are to be set.

- If the right margin is to be aligned.

- If a blank line will separate paragraphs.

- If there is to be an indentation of the first line of a paragraph and, if so, how much.

You can change the specification of any paragraph format at any time from this display. If you do make a change to one paragraph format, Text Management changes all paragraphs of that format in your document so that they conform to the new description. This is paragraph adjustment.

Initially, the top paragraph format on the paragraph format options display for the document is the default. However, the default changes when:

- A *P* line command or a pair of *PP* line commands are performed.

- The paragraph format identifier is changed during a CF9, CF10, or CF12 operation.

If you want to know how Text Management uses paragraphs, see "Paragraphs and Paragraph Adjustment" earlier in Part 2.

When you create a new document, Text Management saves the current paragraph format options display with the user profile. The new document uses this display from the user profile until entries are made in its own paragraph format options display. If neither the document nor the user profile contains entries for the paragraph format options display, Text Management assumes default values for a paragraph format.

WHAT DOES EACH ITEM ON THE DISPLAY DO?

ITEM   DESCRIPTION

(A)   Allows you to enter an identifier for each paragraph format.
          On the edit display, this identifier appears highlighted in
          the last one or two digits of the line number field of the
          first line of the paragraph.

          You can delete a paragraph format by deleting the identifier
          here.

          This is a required entry.

          If neither the user profile nor the document contains entries
          for this display, Text Management assumes a value of 1 for
          this entry.

(B)   Allows you to set the sizes of the left and right margins. On
          the edit display, the edge of the left margin is indicated by
          a less-than (<) symbol on the scale line (line 2).   The edge
          of the right margin shows up as a greater-than (>) symbol.

          This is a required entry.

          If neither the user profile nor the document contains entries
          for this display, Text Management assumes values of 1 and 71
          for this entry (if the record length is 83 or more) or values
          of 1 and the record length minus twelve (if the record length
          is less than 83).

(C)   Lets you choose to have the right margin aligned. If you do,
          the right margin symbol changes to a letter R. Text
          Management inserts blanks into each line so that the last
          letter or character of the line is positioned at the right
          margin.

          If neither the user profile nor the document contains entries
          for this display, Text Management assumes a value of N for
          this entry.

(D)   Allows you to choose the number of positions of indentation
          that you want the first line of a paragraph to have. See item
          E to find out how this affects your choice of a blank line.
          You can specify either positive or negative indentation. If
          you enter a positive number (such as 2), Text Management
          begins the first line of the paragraph to the right of the
          left margin. For example, the paragraph looks like this:

```
|                                                |
|        This is an example of a paragraph       |
|        with a positive indentation.  Notice    |
|        that the first line begins two spaces   |
|        further to the right than the other     |
|        lines.                                  |
|                                                |
```

If you enter a negative number (such as -2), Text Management
begins the first line of the paragraph to the left
of the left margin.
For example, the paragraph looks like this:

```
|                                                |
|      1.This is an example of a paragraph       |
|        with a negative indentation.  Notice    |
|        that the first line begins two spaces   |
|        further to the left than the other      |
|        lines.                                  |
|                                                |
```

The negative indentation allows such things as paragraph
numbers to be included in a paragraph adjustment operation,
because they are part of the paragraph.

If neither the user profile nor the document contains entries
for this display, Text Management assumes a value of 0 for
this entry.

If no blank line is required (item E is N) and the left margin
is set at 0 or 1, this entry defaults to 2.

E Allows you to tell Text Management to insert a blank line
ahead of any paragraph of this type. You need not ask for a
blank line if you specify that you want the first line of the
paragraph to be indented two or more spaces. You *must*
specify a blank line if you want a character in column 1 or 2
of the first line of the paragraph.

If you delete one of these blank lines using a delete line
command, Text Management replaces it with another blank line;
the replacement blank line may have a different line number.

If the first line of your document is to be the first line of
a paragraph, the paragraph format for that paragraph must
specify one of these descriptions:

•   No blank line between paragraphs and the first character
     of the line is not to be in column 1 or 2 (for example,

the left margin is at column 3 or higher, or the line is
indented at least two positions).

- A blank line between paragraphs and the first character of
  the line is not to be in column 1 or 2. In this case, no
  blank line is inserted but the paragraph is created.

If the paragraph format does not have one of these
descriptions, you may cause an error or the paragraph may not
be kept by Text Management when you leave the edit display.
If it does, Text Management cannot assign a paragraph format
identifier to it and it remains unadjusted text.

If neither the user profile nor the document contains entries
for this display, Text Management assumes a value of Y for
this entry.

F A small plus (+) symbol advises that more fields are available
for display. You can see these if you use the Roll Up key.

Paragraph Format Extended Options

```
┌─────────────────────────────────────────────────────────┐
│  TEXT              PARAGRAPH FORMAT EXTENDED OPTIONS       │
│                                                           │
│  PARAGRAPH    - -MARGINS- -  LINES PER    FONT   SPACING  │
│   FORMAT                       INCH              BETWEEN   │
│     ID       LEFT    RIGHT                        LINES    │
│    (A)        (B)                                 (1 2 3)  │
│                                _           _       _       │(E)
│                                -          ___      -       │
│                                -          ___      -       │
│                                -          ___      -       │(D)
│                                -          ___      -       │
│                                -          ___      -       │
│                                -          ___      -  ◆    │(F)
│  Any changes made on this display will only be effective at print time. │
│                                                           │
│                                                           │
│  CF3-Paragraph Format Options                             │
└─────────────────────────────────────────────────────────┘
```

Figure 12-17. Paragraph Format Extended Options

HOW DO YOU GET TO THIS DISPLAY?

From the paragraphs format options display if you press the CF3 key.

WHICH IS THE NEXT DISPLAY?

The edit display.

WHAT CF KEYS AFFECT THIS DISPLAY?

- CF1   takes you to the edit display without further processing.
- CF2   returns you to the edit display after saving this display and
         processing any entries made.
- CF3   returns you to the paragraph format options display after
         saving this display and processing any entries made.

HOW DOES THE ENTER/REC ADV KEY AFFECT THIS DISPLAY?

- If you keyed in any entries or changes, Text Management accepts the
  entries or changes, but keeps you at this display.

- If you did not key in any entries or changes, Text Management takes
  you to the edit display.

WHAT DOES THIS DISPLAY DO?

This display is an extension to the paragraph format options display and
allows you to specify additional paragraph format options.

WHAT DOES EACH ITEM ON THIS DISPLAY DO?

ITEM   DESCRIPTION

(A)   Displays the paragraph format identifiers from the paragraph format options display. You cannot change these identifiers on this display.

(B)   Displays the settings of the left and right margins from the paragraph format options display. On the edit display, the edge of the left margin is indicated by a less-than (<) symbol on the scale line (line 2). The edge of the right margin shows up as a greater-than (>) symbol. You cannot change these margin settings on this display.

(C)   Lets you choose the number of lines per inch that the paragraph will be printed at if the document is printed on an IBM 5219 printer.

(D)   Allows you to choose the font for printing the paragraph if the document is printed on an IBM 5219 printer.

(E)   You can specify whether you want single, double, or triple spacing of the lines of the paragraph when the document is printed. Double or triple spacing specified here is not shown on the edit display of the document. Note that this value is multiplied by the value in the line spacing entry on the printing device options displays.

             If neither the user profile nor the document contains entries for this display, Text Management assumes a value of 1 for this entry.

(F)   A small plus (+) symbol indicates that more fields are available for display. You can see these if you use the Roll Up key.

Primary Menu

```
┌─────────────────────────────────────────────────────────────┐
│  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):      _____    │
│      Library :                                _____    │
│                                                              │
│  Within Text Management:                                    │
│    Press HELP key to display help text.                     │
│    Press CF1 key to exit any function.                      │
│    Press CF2 key to back up to the previous display in a series. │
│                                                              │
│  CF6-Display messages                                       │
└─────────────────────────────────────────────────────────────┘
```

Figure 12-18. Primary Menu

HOW DO YOU GET TO THIS DISPLAY?

You can reach this display:

*   By using the command *EDTTXT* to enter Text Management.

*   From the exit from edit display by choosing to return to the primary menu.

*   From the print options display if you had chosen option 3 (Print a document) on the primary menu.

*   From the print mode menu (if you choose *NO).

WHICH IS THE NEXT DISPLAY?

If you choose option 1, 2, or 4 and you enter the names of the document, file, and library, you go to the edit display.

If you choose option 3, and you enter the names of the document, file, and library, you go to the print mode menu.

If you enter the name of the library but leave the name of the file blank, you go to the file list.

If you enter the names of the file and library but you leave the name of the document blank, you go to the document list.

You *must* enter the library name if you leave the file name blank. Otherwise Text Management issues an error message. If you enter the

file name but leave the library name blank, Text Management assumes an entry of *LIBL.

WHAT CF KEYS AFFECT THIS DISPLAY?

- CF1   takes you out of Text Management.
- CF2   takes you out of Text Management.
- CF6   displays the messages in the workstation message queue if you have authority to use the DSPMSG command.

HOW DOES THE ENTER/REC ADV KEY AFFECT THIS DISPLAY?

When you press the Enter/Rec Adv key, Text Management takes you to the next display.

WHAT DOES THIS DISPLAY DO?

You can choose to create or revise a document, to look at a document without revising it, to print a document, or to fill in a form.

You should enter the names of the document and the file that contains the document. If you leave either of these blank, Text Management shows you a list, from which you can choose.

If you leave the file name blank, you must enter the name of the library that contains your document. If you don't, Text Management issues a message at the bottom of the display.

WHAT DOES EACH ITEM OF THE DISPLAY DO?

ITEM   DESCRIPTION

A   Allows you to choose the operation.

- Select option 1 to create or revise a document or both.

- Select option 2 to look at a document without having the ability to revise it.

- Select option 3 to print a document after checking and, if necessary, revising the print options and the print mode.

- Select option 4 to fill in a form and, if you wish, to save and print it.

B   Allows you to enter the name of the document. If you leave this blank, Text Management shows you the document list display.

Initially, this entry contains the document name from the user profile. If the user profile does not contain an entry, this entry is blank.

C Allows you to enter the name of the file that contains the document. If you leave this blank, Text Management shows you the file list display. If you enter the name of a file that does not exist, and you also enter the name of a library (not *LIBL) in item D, Text Management issues a message to tell you to press the Enter/Rec Adv key to create a file with this name. After you press the Enter/Rec Adv key, you go to the create text file display. If you enter the name of a file that does not exist, and you also enter *LIBL in item D, Text Management issues an error message.

Initially, this entry contains the file name from the user profile. If the user profile does not contain an entry, this entry is blank.

D Allows you to enter the name of the library, or *LIBL.

Initially, this entry contains the library name from the user profile. If the user profile does not contain a library name, this entry defaults to *LIBL.

Print Control File List


```
    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
    -        ------------------      ---------     --------    -      --------
    -        ------------------      ---------     --------    -
    -        ------------------      ---------     --------    -
    -        ------------------      ---------     --------    -

    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 12-19. Print Control File List Display

HOW DO YOU GET TO THIS DISPLAY?

From one of these displays:

* The services menu if you choose to display or change the list of data-base files that control printing.

* The print options display if you chose to display the list of data files that control printing.

WHICH IS THE NEXT DISPLAY?

If you choose option 3 (Prompt for selection of records and setting selection rules), you go to the record selection test display. If you choose option 1 or 9, you stay at this display. If the file you name is a logical file with more than one record format, you go to the format list display to choose one of the record formats. If you left the file name blank, you go to the file list display. If you entered the file name but left the member name blank and if the file contained more than one member, you go to the member list display.

WHAT CF KEYS AFFECT THIS DISPLAY?

* CF1   takes you to the edit display without further processing.
* CF2   returns you to either the edit display or the primary menu.

HOW DOES THE ENTER/REC ADV KEY AFFECT THIS DISPLAY?

- If you keyed in any entries or changes, and you chose option 1 or 9,
  Text Management accepts the entries but keeps you at this display.

- If you keyed in any entries or changes, and you chose option 3, you
  go to the record selection test display.

- If you did not key in any entries or changes, Text Management
  returns you to the edit display or the print options display.

WHAT DOES THIS DISPLAY DO?

Text Management allows you to move information from the data base into a
copy of your document before the copy is printed. This display enables
you to give Text Management a print control file list to tell the
utility where to find the information in the data base.

You can also specify which of two types of operation you want Text
Management to perform:

- Insert a column (or several columns) of information from the data
  base into one copy of your document just before printing the copy
  (Type 1).

- Make several copies of your document and into each copy insert a
  different record from selected records in the data base (Type 2).

In addition, you can choose one of these options to tell Text Management
to:

- Use all records in the data-base file or document (Option 1).

- Use only selected records; in this case, you must select the records
  and set the conditions for using them (Option 3).

- Remove the member or document from the print control file list
  (Option 9).

To make Text Management move information from a field in the data base
into a field in your document, you must:

- Insert the name of the data-base field into your document and
  precede it with a .& symbol. For example, if the name of the
  data-base field is ONE, you must insert .&ONE into your document.
  See the description of the field-name print control command earlier
  in Part 2.

- Make sure that the field in your document is wide enough to accept
  the widest item of the data-base field. Note that Text Management

will create enough lines in your document to accommodate all of a
column list from the data base.

- Ensure that only information that you want repeated for every entry
  in the list is in the same line as the field-name print control
  command. If you move a column of information from a data-base field
  into your document, any other information on the same line as the
  field-name print control command is duplicated for every entry of
  the list. For example, if a line of your document contains this
  information:

        the name is .&NAME

  (where NAME is the name of a field in data-base file ACCOUNT in
  library QTXT), and you perform a column list operation, the printed
  result looks like this:

        the name is FG Brady
        the name is BR Devinny
        the name is AB Harmes

  and so on.
  See "Copying Column Lists from the Data Base into a Document"
  in Part 1, and the layout of file ACCOUNT in Appendix H.

WHAT DOES EACH ITEM OF THE DISPLAY DO?

ITEM   DESCRIPTION

A   Allows you to choose one of three options by entering a number
          in this column next to the member or document name.

- Enter 1 if you want Text Management to search all records
  of this file or document for the field name in your
  document.

  If you reached this display from the services menu and if
  you enter 1 for a file that has existing record selection
  conditions defined (item D is Y), Text Management deletes
  the existing record selection conditions. However, if
  this display contains the name of a file whose documents
  or members have identical fields, and if you replace the
  name of one of these documents or members with another,
  Text Management retains any record selection conditions
  (that is, the Y in item D is not deleted).

- Enter 3 if you want to select the records and set the
  conditions under which Text Management will search the
  records for the field name in your document. In this
  case, you go to the record selection test display to
  select the records and to establish the test conditions.

If the file you select is a logical file that contains
more than one record format, you go to the format list
display so that you can choose a format.

- Enter 9 if you want to delete this member or document from
  this list.

If you leave this input field blank, Text Management assumes
an entry of 1.

B These three columns allow you to tell Text Management which
members and documents you want it to search. Enter the name
of the member or document, and the names of the file and
library in which it can be found.

If you reach this display through the services menu, Text
Management saves all entries with the document.

If you leave the file name blank, you must enter the name of
the library. If you leave the library name blank, you must
key in the file name; Text Management assumes a value of *LIBL
in the library-name input field.

If you leave the file name blank, you will go to the file list
display. If you enter the file name but leave the
member/document name blank, and if the file contains more than
one member, you will go to the member list display.

If you key in the names of more than one member or document
and press the Enter/Rec Adv key, Text Management checks for
duplicate field names within those members or documents. If
it finds duplicate field names, Text Management issues a
warning message. If you then press the Enter/Rec Adv key to
continue, you may encounter unpredictable results.

If this display contains the name of a file whose documents or
members have identical fields, and if you replace the name of
one of these documents or members with another, Text
Management retains any record selection conditions (that is,
the Y in item D is not deleted).

These entries are required.

C Allows you to tell Text Management what type of operation you
want to do:

- Enter 1 if you want Text Management to move a column (or
  more than one column) of information from a data-base
  field into a copy of your document before printing it.
  Numeric fields are right-adjusted and alphabetic fields
  are left-adjusted.

- Enter 2 if you want Text Management to make several copies
  of your document and to insert records, one at a time,

from the data base into successive copies so that the
first copy will contain the first record, the second copy
will contain the second record, and so on. The fields are
left-adjusted, and the remaining information on the line
is closed up to avoid leaving excessive space in the line.

If you leave this input field blank, Text Management assumes
an entry of 1.

D Contains a Y (for Yes) if record selection conditions apply to
this member or document (option 3 on this display was
previously used to select this member or document and
selection conditions were set up). Contains an N if no record
selection conditions apply (option 1 was used to select this
member or document).

Print Mode Menu

```
┌─────────────────────────────────────────────────────────────┐
│    TEXT              PRINT MODE                               │
A ─── Document:                    File:          Library:      │
│                                                               │
│    Select document print mode:                                │
│       1. Interactive                                          │
│       2. Batch                                                │
│                                                               │
│    Option: _                                                  │
B ───                                                           │
│    Display/change print options (*NO *TEMP *PERM):    ___ ─── C│
│                                                               │
│                                                               │
│                                                               │
│                                                               │
│                                                               │
│                                                               │
│                                                               │
└─────────────────────────────────────────────────────────────┘
```

Figure 12-20. Print Mode Menu

HOW DO YOU GET TO THIS DISPLAY?

From the primary menu, if you select Option 3 (Print a document).

WHICH IS THE NEXT DISPLAY?

If you choose *PERM or *TEMP, you go to the print options display.
If you choose *NO, you return to the primary menu.

WHAT CF KEYS AFFECT THIS DISPLAY?

- CF1   takes you to the primary menu without saving any changes made
         to the print options.
- CF2   returns you to the primary menu after saving any changes made
         to the print options if you followed this procedure:

    - You previously used *PERM to go to the print options menu.

    - You changed at least one print, draft-copy,
      print-control-file-list, or printing-device option.

    - You returned to this display by pressing the CF2 key.

    - You either keep the *PERM entry or change it to *NO.

    - You press the CF2 key.

HOW DOES THE ENTER/REC ADV KEY AFFECT THIS DISPLAY?

By pressing the Enter/Rec Adv key, you:

- Print the document if you chose options 1 and *NO.

- Submit the document for batch printing if you chose options 2 and *NO.

- Go to the print options display if you chose one of options 1 and 2, and one of options *TEMP and *PERM.

- Stay at this display if neither option 1 nor option 2 is chosen.

WHAT DOES THIS DISPLAY DO?

It enables you to choose to print your document either interactively or as a batch print job.

If you choose to print interactively, your document will be printed immediately, but you will wait until the document is printed before Text Management allows you to proceed.

If you choose to print in batch mode, your document will be inserted as a job in the batch queue and will be printed in its turn. As soon as the document is in the batch queue, Text Management allows you to proceed.

This display also enables you to choose whether any options that you change on the following displays will be saved with the document (*PERM), used for only one printing (*TEMP), or left unchanged (*NO):

- The print options display.

- The print control file list display.

- The draft copy options display.

- The page heading and footing options display.

- The printing device options displays.

WHAT DOES EACH ITEM OF THE DISPLAY DO?

ITEM   DESCRIPTION

A   Identifies your document, file, and library.

B   If you choose option 1, your print request will be started immediately, but Text Management will prevent you from proceeding until the print request has ended.

         If you choose option 2, your print request is inserted as a job on the batch queue. Text Management allows you to proceed as soon as the job is in the batch queue. If you choose option 2, you must be authorized to use the SBMJOB command.

C If you want to use the current options, enter *NO. If you
want to change the print options for only this printing, enter
*TEMP. If you want to change the print options and to save
them for future printings of the document, enter *PERM.

Print Options

```
       TEXT                      PRINT OPTIONS
(A)----Document:                 File:              Library:
(B)--- Enter temporary changes:

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

       Print control
          Printer device type:
          Printer file name (blank for a list):
             Library:
          Number of copies:
          Print pages
                From:
                To:
          Non-print character:
          Job description name:
             Library:
```

Figure 12-21. Print Options Display

HOW DO YOU GET TO THIS DISPLAY?

From one of these displays:

*   The print mode menu if you chose *TEMP or *PERM.

*   The services menu if you chose to display or change the print
    options display menu (option 8).

*   One of the printing device options displays (5219 options,
    Displaywriter options, system printer options, 6670 Information
    Distributor options).

*   The page headings and footings options display.

*   The draft copy options display.

*   The print control file list display.

WHICH IS THE NEXT DISPLAY?

*   If you blank out the printer file name and enter a library name, you
    go to the file list.

*   If you choose to display or change the page heading and page
    footings, you go to the page heading and footing options display.

*   If you choose to display or change data files that control printing,
    you go to the print control file list display.

- If you choose to display or change the draft copy options, you go to the draft copy options display.

- If you choose to display or change the printing device options, you go to the options display for the printing device you chose.

- If none of the preceeding is true, and you reached this display from the services menu, you go to the edit display.

- Otherwise, Text Management prints the document and returns you to the primary menu.

Note that if you choose more than one of items C, D, E, and F, you will go to the chosen displays in the following sequence:

1. Page heading and footing options display (if you choose item D).

2. Print control file list display (if you choose item E).

3. Draft copy options display (if you choose item F).

4. The chosen printing device options display (if you choose item C).

WHAT CF KEYS AFFECT THIS DISPLAY?

- CF1 takes you, without processing any entries, to:

    - The primary menu, if you reached this display from the primary menu.

    - The edit display, if you reached this display from the services menu.

- CF2 returns you to either the print mode menu (if you came from the primary menu) or the services menu (if you came from the services menu) after saving this display.

HOW DOES THE ENTER/REC ADV KEY AFFECT THIS DISPLAY?

When you press the Enter/Rec Adv key, Text Management accepts any additions or changes you have made to the information in the input fields, then:

- If you blanked out the printer file name and entered a library name, Text Management takes you to the file list display.

- If you chose to display or change the document heading and footing options, Text Management takes you to the page heading and footing options display.

- If you chose to display or change data files that control printing, you go to the print control file list display.

- If you chose to display or change the draft copy options, you go to the draft copy options display.

- If you chose to display or change printing device options, you go to the display for the printing device type named (item G).

- If you made none of these choices and you reached this display from the services menu, you go to the edit display.

- If you made none of these choices and you reached this display from the primary menu, Text Management prints the document and returns you to the primary menu.

WHAT DOES EACH ITEM OF THE DISPLAY DO?

ITEM   DESCRIPTION

(A) Displays the name of your document, and the names of the file and library where it is stored.

(B) If you reached this display by choosing *TEMP on the print mode menu, this line contains the following:

> "Enter temporary changes:"

If you reached this display from the services menu or by choosing *PERM on the print mode menu, this line contains the following:

> "Enter permanent changes:"

and any changes that you enter become attached to the document. You can then print the document using these options by pressing the CF15 key when you are displaying the document at the edit display.

(C) Allows you to display or change the options for the printing device type named in item G. The default is N.

(D) Allows you to go to the page heading and footing options display to display, create, or change these options. The default is N.

(E) If you enter Y (for Yes), you go to the print control file list display to display or change the list of data files that control printing. The default is N.

(F) Allows you to change the draft copy options. The default is N.

(G) You can choose the type of printer that you want to print your document by entering *SYSPRT (the system printer), *5219 (the

IBM 5219), *6580 (the Displaywriter), or *6670 (the IBM 6670). The default is *SYSPRT.

H **I** Lets you name the printer file and the library it is in. Do not use file QPTUPRTF. You can use QSYSPRT or a similar file. If you leave the file name blank, Text Management takes you to the file list display, where Text Management shows you only BSC-file and printer-file names. If you leave the library name blank, Text Management assumes an entry of *LIBL. If your printer file has more than one format, Text Management uses the first format in the file. This format must contain an alphameric field at least as long as the record length of the file you are using. The default is QSYSPRT *LIBL.

J Enables you to enter the number of copies to be printed. Note that if you are printing on an IBM 6670, this number is replaced by the maximum number of copies allowed by the IBM 6670, if the maximum number is smaller than this entry. Note also that the Displaywriter will print only one copy.

K **L** Allows you to print only part of your document by entering the starting and ending page numbers. To print a single page, just enter the page number in both the field following *From:* and the field following *To:*. If you enter a page number in the field following *To:* only, you get all pages up to that page number. If you enter a page number in the field following *From:* only, you get all pages from that page number to the end of the document. If you leave both fields blank, you get all pages.

M Allows you to enter a character that you want to designate as a non-printing character. If you want to insert spaces in your document but you do not want to use space characters (because, for example, space characters can be deleted during paragraph adjustment), you can designate any other character as a non-print character and use it instead of the space character. This other character will be displayed but not printed. For example, if you entered a percent symbol (%) as a non-print character, no percent symbols in your document would be printed (they would be replaced by blanks), but they would appear in your display and would not be deleted during paragraph adjustment.

N **O** You can name the job description and library that you want to use to describe your batch job.

The job description is an object that contains a specific set of job-related attributes that can be used by one job or more. The attributes determine how each job is to be performed on the system.

This job description is used to determine how a batch job is to be performed.

These two fields are only displayed if:

- You chose option 2 (Batch) on the print mode menu.

- You reached this display from the services menu.

The default job description is QBATCH and the default library is QGPL.

Note that when the batch job is submitted, a message is issued that supplies a job name. This name has the following format...

QTXT_XXXXX.userprname.YYYYYY

... in which XXXXX is a 5-digit number assigned by Text Management, userprname is a user profile name, and YYYYYY is a 6-digit number assigned by the System/38.

Record Selection Test

```
┌──────────────────────────────────────────────────────────────┐
│  TEXT                    RECORD SELECTION TEST                  │────○A
│  File:            Library:              Member:────────────────│
│  Enter tests to determine if a record is to be selected:       │
│                                                                │
│  AND/OR  FIELD NAME  REL  TEST VALUE                           │────○E
│  ──      ────────    ─    ──────────────────────────────      │
│  "       ────────    ─    ──────────────────────────────      │
│  "       ────────    ─    ──────────────────────────────      │
│  "       ────────    ─    ──────────────────────────────      │
│  ──      ────────    ─    ──────────────────────────────      │
│  Relationship of test in this group to all additional groups:  (AND OR):  __ │
│  For additional tests, press ROLL                              │
│      AND: Include record only if all tests are true.          │
│       OR: Include record if any test is true.                 │────○F
│      REL: EQ, NE, GT, LT, GE, LE, RG, LS.                     │
│                                                                │
│  Position cursor below and press ROLL to display all fields.   │
│  FIELD NAME    LENGTH      DESCRIPTION                         │
│                                                                │────○H
│                                                          +     │
└──────────────────────────────────────────────────────────────┘
```

Figure 12-22. Record Selection Test Display

HOW DO YOU GET TO THIS DISPLAY?

From two displays:

* From the print control file list if you selected option 3 (Prompt for selection of records and setting selection rules).

* From the field spacing display.

WHICH IS THE NEXT DISPLAY?

If you started the sequence of displays at the edit display, you return to the edit display.

If you reached this display from the print control file list display and if you reached that display from the print options display, you return to the print control file list display.

WHAT CF KEYS AFFECT THIS DISPLAY?

* CF1   takes you to the edit display or the primary menu without further processing.
* CF2   returns you to the previous display after saving the contents of this display.

HOW DOES THE ENTER/REC ADV KEY AFFECT THIS DISPLAY?

* If you started the sequence of displays at the edit display, and if the input fields contain entries, Text Management takes you to the split edit display (if you reached this display from the field

spacing display) or to the edit display (if you reached this display from the print control file list) after making the tests.

- If you started the sequence of displays at the edit display, and if all input fields are blank, Text Management takes you to the split edit display or the edit display, but selects all records.

- If you reached this display from the print control file list display and if you reached that display from the print options display, you return to the print control file list display.

WHAT DOES THIS DISPLAY DO?

You can use this display under two different circumstances:

- If you have chosen to browse or copy data from the data base, you can use this display to set the conditions under which the record to be browsed or copied will be chosen.

- If you are displaying or changing the list of data files that control printing, in preparation for a data-base operation, you can use this display to set the conditions under which the record will be included in the data-base search made by Text Management. (See the description of the print control file list display.)

This display can be used to make a group of as many as five tests. In addition, you can link together additional groups of tests on additional record selection test displays to increase the overall number of tests that can be made.

On any single display, all of the tests must be linked together by an AND function (in which Text Management selects the record if *all* tests are true) or an OR function (in which Text Management selects the record if *any* of the tests is true). You cannot mix ANDs and ORs on a display.

All related groups of tests (that is, related record selection test displays) must be linked by an AND function or an OR function. They cannot be linked by a mixture of ANDs and ORs.

Use the Roll Up and Roll Down keys to move from one group of tests to another.

WHAT DOES EACH ITEM OF THIS DISPLAY DO?

ITEM   DESCRIPTION

Ⓐ   Displays the file, library, and member names.

Ⓑ   Lets you specify whether the tests on this display are to be linked by an AND function or an OR function. Note that you can only specify one choice (either AND or OR) for all entries on this display; you cannot mix ANDs and ORs. If you want to

mix ANDs and ORs, you must use more than one display. See item F for an example showing you how to use this display.

This entry is required if you enter more than one test on this display.

C You can enter the name of the field to be tested here.

This entry is required. Text Management saves the information with the document.

D You can enter the relationship between the field and the test value for a true result of the test to occur. A list of the valid relationships is given on the display. The following chart shows the relationship that must exist between the field and the test value for a true result to occur. Note that the tests use the hexadecimal form of the test values; this means that 1 (hexadecimal F1) is greater than A (hexadecimal C1).

Valid REL	Description of the Relationship for a True Result
EQ	The field contents and the test value are equal.
NE	The field contents and the test value are not equal.
GT	The field contents are greater than the test value.
LT	The field contents are less than the test value.
GE	The field contents are greater than or equal to the test value.
LE	The field contents are less than or equal to the test value.
RG	The contents of the field are in the range indicated by the two entries in the test value. The range includes the two entries.
LS	The contents of the field are included in the list of test values.

This entry is required. Text Management saves the information with the document.

E Indicates the test value to be compared against the field. If an item in the list of test values contains a space, the item must be enclosed in single quotation marks ('). For example, 'New Year'. Items in the list must be separated by a single space.

Examples:

FIELD NAME	REL	TEST VALUE
BALANCE	GT	0
AGE	RG	18 65
STATE	LS	Maine 'New York' 'North Carolina'

This entry is required. Text Management saves the information with the document.

F

Allows you to specify other groups of tests to be linked by AND or OR functions with the group of tests on this display to determine if the record is to be selected.

If you key in AND or OR in this entry and press a Roll key, you go to another record selection test display so that you can enter another group of tests. On the new record selection test display, this input field is already filled in with the same entry as the previous record selection test display. This links all groups together with either an AND or an OR, but prevents mixing ANDs and ORs.

To summarize the AND/OR rules:

*   Entries within a group (that is, on a single display) can be either all linked together by an AND or all linked together by an OR but cannot be linked by a mixture of ANDs and ORs.

*   Groups can be all linked together by an AND or can be all linked together by an OR but cannot be linked by a mixture of ANDs and ORs.

*   Entries in one group can be all linked by an AND and entries in another group can be all linked by an OR.

To show you how this display works, assume that you would like to have a list of the names of people who fit these descriptions:

*   They are female.

*   They are younger than 21 or older than 55 years.

*   They work in personnel departments, which are 200, 331, and 540.

The file you are to work with is a personnel file that contains these fields: NAME, SEX, AGE, DEPT.

On the first record selection test display, specify:

```
FIELD NAME   REL   TEST VALUE
SEX          EQ    FEMALE
```

Also specify that this group must be ANDed with other groups (Item F). Press the Roll key to go to another record selection test display.

On the second record selection test display, specify:

```
AND/OR    FIELD NAME   REL   TEST VALUE
          AGE          GT    55
OR        AGE          LT    21
```

Note that the input field following "AND/OR:" (item F)
contains AND. Press the Roll key to go to a third record
selection test display.

On the third display, specify:

```
AND/OR    FIELD NAME   REL   TEST VALUE
          DEPT         LS    200 331 540
```

G Shows, on the bottom four lines of the display, the names,
lengths, and descriptions of four fields of the file. You can
use the Roll keys to see other groups of four fields.

H Advises you that more fields are available for display. Move
the cursor to the section of the display below the line that
starts "Position the cursor below". Press the Roll Up key to
display the next four fields.

Recovery

```
┌─────────────────────────────────────────────────────────────┐
│                                                               │
│     TEXT                RECOVERY                               │
│                                                               │
│   The last request for document           in file            │
│     in library                  resulted in abnormal termination. │
│                                                               │
│    Select one of the following:                               │
│                                                               │
│       1.  Attempt recovery - Review changes made during the last │
│                              request to either keep or discard.   │
│                                                               │
│       2.  Restart          - Disregard changes made from last session │
│                              and load the version in document file. │
│                                                               │
│    Option: _                                                  │
│                                                               │
│  (A)                                                          │
│                                                               │
│                                                               │
│                                                               │
└─────────────────────────────────────────────────────────────┘
```
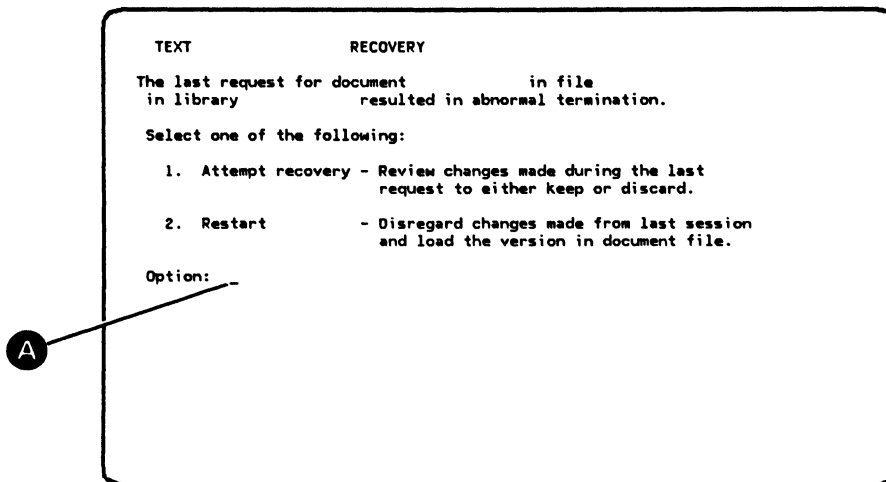
Figure 12-23. Recovery Display

HOW DO YOU GET TO THIS DISPLAY?

From the primary menu if you have both of these conditions:

* You chose option 1 (Create or revise a document).

* An abnormal end occurred the last time your document was revised.

WHICH IS THE NEXT DISPLAY?

The edit display.

WHAT CF KEYS AFFECT THIS DISPLAY?

* CF1   returns you to the primary menu without recovery.
* CF2   returns you to the primary menu without recovery.

HOW DOES THE ENTER/REC ADV KEY AFFECT THIS DISPLAY?

When you press the Enter/Rec Adv key, Text Management performs the
option that you keyed in, then takes you to the edit display.

WHAT DOES THIS DISPLAY DO?

You can attempt to recover the revisions. If this seems successful, you
should create a new document from the recovered copy containing the
revisions. You can then check the new document against the original
before deleting one or the other.

On the other hand, if you decide recovery is not possible, you can
destroy the copy containing the errors. This, however, does not destroy

the original of your document. It does mean that the previous revisions may need to be repeated.

WHAT DOES EACH ITEM OF THE DISPLAY DO?

ITEM   DESCRIPTION

Ⓐ
          By entering a 1, you tell Text Management to try to recover the copy of the document that had previously had an abnormal termination. If Text Management can recover the copy, you will save any changes that were made to the copy before the abnormal termination occurred.

          By entering a 2, you tell Text Management to discard the copy of the document that had previously had an abnormal termination and to display another copy of the original. By doing so, you will lose all of the changes that were entered in the previous copy before the abnormal termination.

Scan/Substitute Options

```
TEXT                    SCAN/SUBSTITUTE OPTIONS                      Ⓐ
Scan:
Substitute: _____             Ⓑ
Display before substitution (Y N):                      _
Ignore upper/lower case on scan (Y N):                  _           Ⓒ
From/to line: _____  _____    From/to column: __ __             Ⓓ

                                                                    Ⓔ




       CF7-Scan forward      CF8-Scan backward
```

Figure 12-24. Scan/Substitute Options Display

HOW DO YOU GET TO THIS DISPLAY?

From the services menu if you chose option 1 (Display/change scan/substitute options).

WHICH IS THE NEXT DISPLAY?

The edit display.

WHAT CF KEYS AFFECT THIS DISPLAY?

- CF1   takes you, without further processing, to the edit display.
- CF2   returns you to services menu after saving any changes made to this display.
- CF7   starts a forward scan and returns you to the edit display.
- CF8   starts a backward scan and returns you to the edit display.

HOW DOES THE ENTER/REC ADV KEY AFFECT THIS DISPLAY?

Pressing the Enter/Rec Adv key takes you back to the edit display.

WHAT DOES THIS DISPLAY DO?

With this display, you can enter information to be used when scanning a document. Chapter 9 describes how to scan your document.

This display allows you to:

- Prepare to scan your document for a character or a string of characters. The scanning process is started when you press the CF7 or CF8 key while at this display or at the edit display.

- You can arrange that if Text Management finds the character or string of characters, it substitutes a different character or string of characters in your document. This can be done automatically, or you can choose to stop to display the found character or character string before making the decision to substitute.

- You can be specific about the area you want to scan, by specifying the starting and finishing lines. You can even specify that the scan will be between two columns.

- One useful option that you have is to be able to treat uppercases and lowercases of the same character as equal. This relieves you of the necessity of making repeated scans to ensure that you have found all the combinations of uppercase and lowercase characters.

WHAT DOES EACH ITEM OF THE DISPLAY DO?

ITEM   DESCRIPTION

Ⓐ   Allows you to enter a scan string of from one to fifty characters in preparation for a scan of your document. You can start a scan toward the end of your document by pressing the CF7 key, or toward the beginning of your document by pressing the CF8 key. The scan starts one position to the right of the edit-display cursor on a forward scan and one position to the left of the edit-display cursor on a backward scan. See the descriptions of the CF7 and CF8 keys for more information.

If you enclose your character string in single quotation marks ('), and if the first quotation mark is in the first position of the scan field, Text Management treats all characters (including spaces and imbedded quotation marks) between the first quotation mark in the scan field and the last quotation mark in the scan field as the scan string. If the first quotation mark is not in the first position of the scan field, Text Management regards it as being part of the scan string.

This entry is required if you press the CF7 key or the CF8 key when not forms prompting.

Ⓑ   You can enter a string of from one to fifty characters that will replace the scan string located during a scan. The two strings need not be of equal lengths; Text Management adjusts the text to accommodate the substitution. If your substitute string consists of two single quotation marks (''), the scan string is deleted.

Ⓒ   This allows you to display the scan string before substituting. You can cancel the substitution by pressing the CF6 key. If you enter N (for No), all duplications of the scan string encountered before the end (CF7) or the beginning

(CF8) of the document are replaced by the substitute string in one operation.

D If this input field contains Y, Text Management regards uppercase and lowercase versions of the same character as being identical. Using a single scan, you can find all combinations of uppercase and lowercase characters in the scan string.

E You can set the area of scan in your document by specifying the scan starting and ending lines. You can also limit the scan by defining that the scan is to be between specific columns of each line. In a paragraph, Text Management will find a matching string even if the string is broken by the end of a line (or by a hyphen, if the hyphen was inserted by Text Management after the CF23 key was pressed). Exceptions are:

- When scanning the document or data-base information on the lower part of a split display.

- When the input fields following "From/To column:" contain other than default values.

Services Menu

```
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

Option: _

   Document/member:  _____    File: _____   Library: _____




CF6-Display Messages
```

Ⓐ Ⓑ Ⓒ Ⓓ

Figure 12-25. Services Menu

HOW DO YOU GET TO THIS DISPLAY?

From the edit display after you press the CF5 key.

WHICH IS THE NEXT DISPLAY?

Depending on what you select, you can go to one of these displays after you press the Enter/Rec Adv key:

* The scan/substitute options display if you choose option 1.

* The edit display if you choose option 2, 3, or 4.

* The file list display if you choose option 3, 4, 5, or 6 and left the file name blank.

* The document list display if you choose option 3 or 4 and left the document name blank.

* The member list display if you choose option 3 or 4 and left the member name blank.

* The field selection/ordering display if you choose option 5 or 6.

* The print control file list display if you choose option 7.

* The print options display if you choose option 8.

WHAT CF KEYS AFFECT THIS DISPLAY?

* CF1   takes you to the edit display without further processing.

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- CF2   returns you to the edit display after saving this display.
- CF6   displays the messages from the workstation message queue if you are authorized to use the DSPMSG command.

HOW DOES THE ENTER/REC ADV KEY AFFECT THIS DISPLAY?

When you press the Enter/Rec Adv key, Text Management accepts any additions or changes you have made to the information in the input fields, then takes you to the next display.

WHAT DOES THIS DISPLAY DO?

This display enables you to:

- Go to the scan/substitute options display to perform a scan or a scan-and-substitute operation on the document.

- Display your document and the printed form of your document at the same time on a split edit display.

- Display your document and another document at the same time, and to copy from the other document into yours. You can also choose to display two copies of your document at the same time.

- Display your document and records from the data base at the same time, and copy from the data base records into your document.

- Display or change the print control file list.

- Change the print options.

WHAT DOES EACH ITEM OF THE DISPLAY DO?

ITEM   DESCRIPTION

A   If you choose option 1, you go to the scan/substitute options display, where you can set up and start a scan of your document.

If you choose option 2, you display your document in the upper part of the split edit display and the printed format of your document in the lower part of the split edit display. You can then make changes to your document in response to what you see in the printed format. To see how your changes have affected the printed format, you must return to the services menu and choose option 2 again. The printed format of the document follows the current print options. Blank lines inserted by Text Management (for example, due to .sk and .pa line commands) do not show on the split edit display, but are reflected in the line numbering.

If you choose option 3, you display your document on the upper part of a split edit display, with another document (or

another copy of your document) on the lower part. You must enter the name of the other document in Item B, with the file name and library name in Items C and D. You cannot change the information in the lower part of the display.

If you choose option 4, you can copy another document into your document. You should enter a target in your document before you come to the services menu. See the description of the move and copy commands in Chapter 10 for more information about targets. After you have chosen option 4 and pressed the Enter/Rec Adv key, Text Management copies the entire document that you named into your document at the target that you set up in your document. If you did not set up a target, Text Management inserts the copy at the end of your document. You then go to the edit display.

If the copied document contains paragraphs with formats different from those in your document, those formats are added to the paragraph format options display. The paragraph format identifiers of these paragraphs may be different after being copied into your document than they were in the original document.

If you choose option 5, you display your document on the upper part of a split edit display with records from the data base displayed on the lower part. Enter the name of the data-base member in Item B and the data-base file and library in Items C and D.

If you choose option 6, you copy all selected fields from the data-base member named in items B, C, and D into your document.

You should enter a target into your document before you come to the services menu. After you have chosen option 6 and have pressed the Enter/Rec Adv key, Text Management copies all the selected fields into your document at the target that you set up in your document. If you did not set up a target, Text Management inserts the copy at the end of your document. You then go directly to the edit display.

If you choose option 5 or option 6 and you enter the names of the member, file, and library, you pass through four displays in succession:

1. The field selection/ordering display lets you space the fields to be displayed, and to specify the order in which they are to be displayed on the lower part of the split edit display.

2. The field spacing display lets you arrange the fields so that you can copy them directly into your document.

3. The record selection test display allows you to choose the
    field or fields to be tested to determine if a record will
    be displayed, and to set the conditions for the test or
    tests.

4. The split edit display shows your document and the
    selected records from the data base.

For example, if you have a file named *ACCOUNT*, shown in
Appendix H, containing eleven customer records, each having
eight fields, and you want to insert into your document the
names and addresses of the customers who have a negative
balance:

1. In the field selection/ordering display, select the NAME,
    ADDRESS, and CITY fields in that order.

2. In the field spacing display, space the fields so that
    they can fit directly into your document.

3. In the record selection test display, choose the BALANCE
    field to be tested, and set the conditions of the test
    that will determine if the contents of a record are to be
    displayed on the split edit display. In this case, the
    conditions are LT (less than) a test value of zero.

4. Text Management tests the BALANCE field of every record in
    file *ACCOUNT* and selects only those records whose
    BALANCE fields are less than zero. The content of fields
    NAME, ADDRESS, and CITY of the four selected records are
    displayed in the lower part of the split edit display.

If you choose option 7, you go to the print control file list
display to display or change the list.

If you choose option 8, you go to the print options display to
display or change the options. The options created or changed
are then attached to your document. You can then print your
document from the edit display using these options by pressing
the CF15 key.

B **C** **D** If you choose option 3, 4, 5, or 6, enter the name of the
document, the file, and the library.

Text Management displays the document, file, and library names
from the user profile. If the user profile does not contain
these names, Text Management leaves the document and file
names blank and inserts *LIBL as the library name entry. You
can leave the document and file names blank. If you leave the
file name blank, you *must* enter the name of the library. If
you enter the file name but leave the library name blank, Text
Management assumes an entry of *LIBL in the library name
field. If you leave the file name blank, you will go to the
file list display. If you enter the file name but leave the

document or member name blank, you will go to the document
list display or the member list display.

System Printer Options
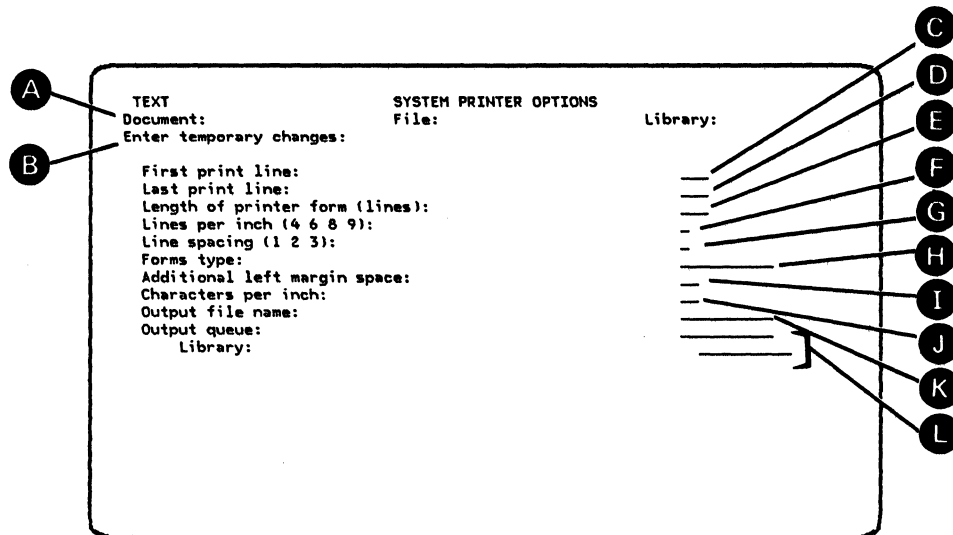
Figure 12-26. System Printer Options Display

HOW DO YOU GET TO THIS DISPLAY?

From the print options display if you:

- Choose to display or change the printing device options.

- Enter *SYSPRT as the printing device type.

- Did not choose to display or change one of these items:

  - The page headings and footings.

  - The data files that control printing.

  - Draft copy options.

If you choose one or more of these items, the sequence of displays will be:

1. The page heading and footing options display (if you chose to display or change the page headings and footings).

2. The print control file list (if you chose to display or change the data files that control printing).

3. The draft copy options display (if you chose to display or change the draft copy options).

WHICH IS THE NEXT DISPLAY?

The primary menu or the edit display.

WHAT CF KEYS AFFECT THIS DISPLAY?

- CF1   returns you to the primary menu or edit display without saving any changes made to the print options display, the draft copy options display, the print control file list display, or the printing device options display.
- CF2   returns you to the print options display after saving any changes.

HOW DOES THE ENTER/REC ADV KEY AFFECT THIS DISPLAY?

Pressing the Enter/Rec Adv key does one of the following:

- Starts the print and returns you to the primary menu when the printing is finished (interactive printing).

- Submits the print job and returns you to the primary menu (batch printing).

- Returns you to the edit display.

WHAT DOES THIS DISPLAY DO?

You can display or change the options for printing the documents on the system printer.

If you entered *TEMP on the print mode menu, any changes made to this display are used for this printing only.

Until you save the contents of this prompt with the document, Text Management displays entries from the user profile. If the user profile does not contain any entries for this prompt, Text Management assumes the default values from message QTX0800. See "Changing Message QTX0800 (System Printer Defaults)" in Appendix N for more information.

WHAT DOES EACH ITEM OF THE DISPLAY DO?

ITEM	DESCRIPTION
Ⓐ	Displays the name of your document, and the names of the file and library where it is stored.
Ⓑ	If you reached this display after choosing *TEMP on the print mode menu, this line contains the following:

"Enter temporary changes:"

If you reached this display from the services menu or after entering *PERM on the print mode menu, this line contains the following:

"Enter permanent changes:"

C D   You can specify where the first and last print lines are to appear. The calculations made to locate the position of the first and last lines are based on the lines per inch entry (Item F). Note that any page heading will start on the first print line and any page footing will end on the last print line.

E   You can enter the length of the printer form in lines.

F   Lets you specify the number of lines per inch. Only values of 4, 6, 8, and 9 are permi ted.

G   Allows you to choose whether you want single, double, or triple spacing between print lines.

H   Lets you name the type of form that you want to use.

I   Lets you enter the number of additional spaces you want in the left margin. This shifts the document to the right when it is printed. If you make this number too large, it may cause truncation of the printed output.

J   You can choose whether you want to print at 10 or 15 characters per inch, 10 being assumed by Text Management if the user profile does not contain a value for this item. 15 should only be entered if the system printer is an IBM 5224 or an IBM 5225.

K   You can enter the name of the output file.

L   You can enter the name of the output queue and the library you want to use. This indirectly specifies the system printer you want to use.

To change the output queue and library, you must have authority to override the printer file.

Text Definition

```
┌─────────────────────────────────────────────────────────────────┐
│      TEXT                  TEXT DEFINITION                        │
│   ┌Field length:                                                  │
│   └Field location    Line:           Column:                     │
│      Value (initial period indicates value that will not print): │
│      _____        │
│                                                                  │
│      Underline/highlight                                         │
│         Underline this field when printing              (Y N): _ │
│         Highlight this field when printing (overprint)   (Y N): _│
│      Positioning                                                 │
│         Remove extra spaces after field when printing    (Y N): _│
│         Center field after keying                        (Y N): _│
│         Right adjust and blank fill field                (Y N): _│
│         Right adjust and zero fill field                 (Y N): _│
│      Numeric options                                             │
│         Allow only numeric value                         (Y N): _│
│         Edit field with this Edit Code    (A-D, J-M, Y, Z, 1-9): _│
│            Replace leading zeros with asterisks          (Y N): _│
│            Replace leading zeros with floating currency symbol (Y N): _│
│            Provide decimal alignment                     (1-9): _│
│                                                                  │
│      CF2-Return to Edit Display    ENTER-Next Form Field         │
│                                                                  │
└─────────────────────────────────────────────────────────────────┘
```

Figure 12-27. Text Definition Display

HOW DO YOU GET TO THIS DISPLAY?

From the edit display by moving the cursor to a form field and pressing the CF14 key.

WHICH IS THE NEXT DISPLAY?

The edit display.

WHAT CF KEYS AFFECT THIS DISPLAY?

- CF1   returns you to the edit display without further processing.
- CF2   returns you to the edit display after saving the display and processing any changes you may have made to the text definition.

HOW DOES THE ENTER/REC ADV KEY AFFECT THIS DISPLAY?

When you press the Enter/Rec Adv key, Text Management accepts any additions or changes you have made to the information in the input fields, then takes you to the text definition display for the next form field. If you are at the text definition display for the last form field, pressing the Enter/Rec Adv key takes you to the edit display.

WHAT DOES THIS DISPLAY DO?

This display allows you to assign additional characteristics to any form field in your document.

A form field is created by keying in a letter *f* immediately in front of
and behind the proposed form field and pressing the CF14 key. The
characteristics of a form field are:

• It is underlined on the display but not in the printed output.

• If you start forms prompting, using the CF4 key, you can only enter
  information into a form field, into the scan field, or into the line
  number field of the first document line on the display (the third
  line of the current display).

You cannot start a form field, or a highlighted or underlined text
field, in column 1 because you cannot frame the field with *f*s, *h*s, or
*u*s. If, after you have added or deleted text, or after paragraph
adjustment, a form field or text field is located so that it starts in
column 1, Text Management cancels the form field or text field. You can
avoid this in a paragraph by having the left margin at column 2 or
higher.

If you need to...

• Change unadjusted text into a paragraph

• Modify paragraph format options

• Change a paragraph from one format to another

... you should ensure that the text affected by the change does not
contain a long form field that may be longer than a line of the
paragraph after the paragraph is adjusted. If this happens, Text
Management:

• Cancels the form field.

• Issues a message.

• Adjusts the text in the form field as much as possible as though the
  text consisted of one word. If this causes blanks to appear at the
  beginning of a line in the paragraph, Text Management regards that
  line and all following lines of the paragraph as unadjusted text,
  not part of the paragraph.

If you receive the message, you should do one of these things:

• Examine the options of the paragraph that is causing the message to
  be issued. You may need to respecify the margin settings.

• Change the paragraph format to a format in which the lines are long
  enough to accommodate the form field.

• Examine the text to see if you can make it fit your requirements.
  You may be able to resolve the problem by performing another
  paragraph adjustment.

Normally, you cannot start a form field or text field at the left margin of a paragraph, because you cannot enter an *f*, an *h*, or a *u* to the left of the left margin. If you want the field to start at the left margin and if the left margin is not at column 1:

*   Blank out the paragraph format identifier for the paragraph.

*   Assign the form field or text field in the normal way.

*   Re-create the paragraph using a *Px* line command.

Use a similar procedure to end a form field at the right margin.

If the form fields are less than four characters long, some entries are not shown on the text definition display.

*   If the form field is two or three characters long, items I, J, K, and L are not displayed.

*   If the form field is one character long, items E through L are not displayed.

WHAT DOES EACH ITEM OF THIS DISPLAY DO?

ITEM   DESCRIPTION

Ⓐ   Shows you the length and the location of the field. If you press the Enter/Rec Adv key, Text Management shows you this information for the next form field.

Ⓑ   Allows you to enter information to be shown on the display as either an initial value or prompting information in a form field. If the first character of this information is a period (.), Text Management regards it as prompting information and displays it but does not print it. Otherwise, Text Management displays it and prints it. If the initial value or prompting information is overwritten on the edit display, Text Management displays and prints the new information.

No checking is done to determine if an initial value entry is valid. For example, you can enter an alphabetic initial value in a numeric-only field. If the form field is to be edited using an edit code (item J), you must ensure that any initial value entered here conforms to the selected edit code, because Text Management neither edits nor checks the initial value until the form field is changed on the edit display while forms prompting.

The length of the line is equal to the length of the form field.

Ⓒ   You can tell Text Management to underline the form field in the printed output.

D You can tell Text Management to highlight the form field in the printed output.

E You can tell Text Management to remove any extra spaces in the form field when it is printed. Text Management then moves the remainder of the line following the form field to the left, leaving one space after the last letter in the form field entry. This will not be performed on numeric-only form fields to be edited using an edit code.

F You can tell Text Management to place the information entered in the form field into the center of the field.

G Lets you specify that the information entered in the form field is to be moved as far as possible to the right of the field (right-adjusted) with blanks inserted on the left, if needed, to fill the field.

H Lets you specify that the information is to be right-adjusted (see above) and zeros inserted on the left, if needed, to fill the field.

I Allows you to permit only numeric values in the form field. If you enter alphabetic information, Text Management issues a message but accepts the information.

This entry must be Y to use items J, K, and L.

J If you have specified that this form field can only contain numeric values (item I), you can tell Text Management to edit the form field using one of the System/38 edit codes. (See the *IBM System/38 Control Program Facility Reference Manual -- Data Description Specifications*, SC21-7806 for edit code descriptions.) Editing using an edit code only occurs during forms prompting. If no edit code is specified, and if decimal alignment is to be provided (Item L), Text Management assumes edit code L.

K If you have specified that this form field can only contain numeric values (item I), you can tell Text Management to replace leading zeros and all blanks to the left of the leftmost digit of the form field with asterisks (*) or the floating currency symbol ($).

L If you have specified that this form field can only contain numeric values (item I), you can indicate the decimal alignment you want. For example, if you enter 5, Text Management creates 5 decimal positions and justifies to the right. If you enter a value of 12 into the form field and press the Enter/Rec Adv key, Text Management converts this to 12.00000.
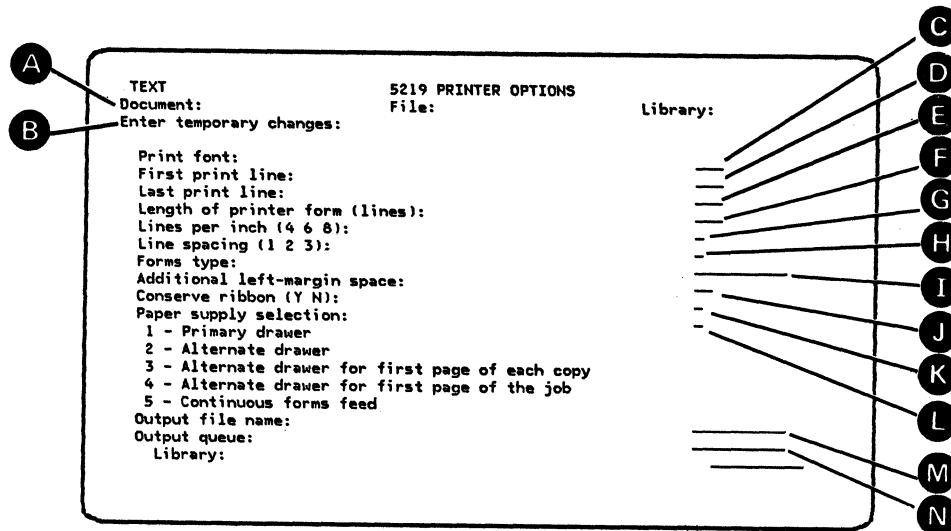
Figure 12-28. 5219 Printer Options Display

HOW DO YOU GET TO THIS DISPLAY?

From the print options display if you choose *5219 as the printing device type, and you did not choose to display or change one of these items:

• The page headings and page footings.

• The data files that control printing.

• Draft copy options.

If you choose one or more of these items, the sequence of displays will be:

1. The page heading and footing options display (if you chose to display or change the page headings and page footings).

2. The print control file list (if you chose to display or change the data files that control printing).

3. The draft copy options display (if you chose to display or change the draft copy options).

WHICH IS THE NEXT DISPLAY?

The primary menu or the edit display.

WHAT CF KEYS AFFECT THIS DISPLAY?

• CF1   takes you, without further processing, to:

- The primary menu, if you reached this display after choosing option 3 (Print a document) on the primary menu.

- The edit display, if you reached this display after choosing option 1 (Create or revise a document) on the primary menu and after passing through the services menu.

- CF2   returns you to the print options display after saving any changes.

HOW DOES THE ENTER/REC ADV KEY AFFECT THIS DISPLAY?

Pressing the Enter/Rec Adv key does one of the following:

- Starts the print and returns you to the primary menu when the printing is finished (interactive printing).

- Submits the print job and returns you to the primary menu (batch printing).

- Returns you to the edit display.

WHAT DOES THIS DISPLAY DO?

With this display, you can enter information for printing your document on the IBM 5219 printer.

If you reached this prompt through the services menu, Text Management saves all values in the input fields with the document. This enables you to print the document again by pressing the CF15 key with the document on the edit display. Also, when you return to this display, you will see the saved values.

If you reached this prompt after choosing option 3 (Print a document) on the primary menu, any changes you make to the values in the input fields:

- Are saved after you send the document if you choose *PERM on the print mode menu.

- Are not saved if you chose *TEMP on the print mode menu.

Until you save the contents of this prompt with the document, Text Management displays entries from the user profile. If the user profile does not contain any entries for this prompt, Text Management assumes the default values from message QTX0802. See "Changing Message QTX0802 (5219 Defaults)" in Appendix N for more information.

WHAT DOES EACH ITEM OF THE DISPLAY DO?

ITEM   DESCRIPTION

(A)   Displays the name of your document, and the names of the file and library where it is stored.

(B)   If you reached this display by choosing *TEMP on the print mode menu, this line contains the following:

        "Enter temporary changes:"

Any changes that you enter are retained only for this printing.

If you reached this display from the services menu or by choosing *PERM on the print mode menu, this line contains the following:

        "Enter permanent changes:"

and any changes that you enter become attached to the document. You can then print the document using these options by pressing the CF15 key when you are displaying the document at the edit display.

(C)   You must select one of the print fonts available on the IBM 5219 that you are sending your document to.

If you do not make a selection, Text Management issues an error message.

This entry is used as the font to be used for unadjusted text and as the default for paragraphs in the document. However, on the paragraph format extended options display, you can specify other fonts to be used for the paragraph formats.

Note on creating the printer file for the IBM 5219 (CRTPRTF command):

If you intend to change fonts to print a paragraph, and if the new font has a different pitch (characters per inch) from the preceding font, you should be aware that this may cause the right margin of the paragraph to be out of alignment with the right margin of the preceding text. The right margins may appear to be aligned when displayed because all characters are displayed at the same number of characters per inch.

(D) (E)   Let you set where the first and last lines of print will be. Note that if your document has a page heading, it is printed where you have chosen the first lines of print to be. Also, if your document has a page footing, it is printed on the last

lines. Any lines-per-inch values for headings and footings
are ignored

The positioning of the first and last lines is calculated
using the value for lines per inch (Item G).

F You can specify the length of the printer form in lines.

G Lets you specify the number of lines of print for every inch
of paper length. Only values of 4, 6 and 8 are allowed.

This entry is used as the number of lines per inch to be used
for unadjusted text and as the default for paragraphs in the
document. However, on the paragraph format extended options
display, you can specify other values of lines per inch to be
used for the paragraph formats.

H Allows you to choose whether you want single, double, or
triple spacing between print lines.

I You can name the type of form to be used.

J Lets you enter the number of additional spaces you want in the
left margin. This shifts the document to the right when it is
printed. If you make this number too large, it may cause
truncation of the printed output.

K If you want the highest quality of printing, enter N into this
field. An entry of N overrides the positioning of the
Conserve Ribbon switch on the IBM 5219.

If you want to conserve the ribbon, and the quality of the
printing is suitable for your requirements, enter Y into this
field. Note that if the Conserve Ribbon switch is off, it
overrides a value of Y in this field.

L If the IBM 5219 has paper-supply drawers:

- Key 1 into this field to select the paper from the primary
  (lower) paper-supply drawer for all pages of your
  document.

- Key 2 into this field to select the paper from the
  alternate (upper) paper-supply drawer for all pages of
  your document.

- Key 3 into this field to select the paper from the
  alternate (upper) paper-supply drawer for the first page
  of each copy of your document, and to select the paper
  from the primary (lower) paper-supply drawer for all other
  pages.

- Key 4 into this field to select the paper from the
  alternate (upper) paper supply drawer for the first page

of each job, and to select the paper from the primary
(lower) paper-supply drawer for all other pages.

If the IBM 5219 does not have paper-supply drawers, or if you
do not know, key 1 into this field.

(M) Lets you name the output file. If the user profile does not
contain an entry, Text Management assumes an entry of *FILE.

(N) If you have authority to use the OVRPRTF command, you can name
the output queue and the library. The output queue indirectly
specifies which printing device will be used to print your
document, so you should ensure that you name the output queue
and library associated with the IBM 5219.

If the user profile does not contain an entry for this item,
Text Management assumes a value of *FILE.

```
        TEXT                    6670 INFORMATION DISTRIBUTOR OPTIONS
        Document:                     File:                    Library:
        Enter temporary changes:

        Use Text Management supplied OCL (Y N):          _

        Font selection          Font ID    Download from System/38
        Primary:                  __           (Y N):    _
        Highlight:                __           (Y N):    _
        Primary underscore:       __           (Y N):    _
        Highlight underscore:     __           (Y N):    _

        Input keyboard number:                           __

        First print line:                                __
        Last print line:                                 __
        Lines per inch (5.5 6 6.5):                      _
        Line spacing (1 2 3):                            _
        Additional left-margin space:                    _        +
```

Figure 12-29. 6670 Information Distributor Options (First Display)

HOW DO YOU GET TO THIS DISPLAY?

From the print options display if you:

- Chose to display or change the printing device options.

- Entered *6670 as the printing device type.

- Did not choose to display or change one of these items:

    - The page headings and footings.

    - The data files that control printing.

    - Draft copy options.

If you choose one or more of these items, the sequence of displays will be:

1. The page heading and footing options display (if you chose to display or change the page headings and footings).

2. The print control file list (if you chose to display or change the data files that control printing).

3. The draft copy options display (if you chose to display or change the draft copy options).

WHICH IS THE NEXT DISPLAY?

The primary menu or the edit display.

WHAT CF KEYS AFFECT THIS DISPLAY?

- CF1   takes you, without saving any changes, to:

    - The primary menu, if you reached this prompt after choosing option 3 (Print a document) on the primary menu.

    - The edit display, if you reached this display after passing through the services menu.

- CF2   returns you to the print options display after saving any changes.

HOW DOES THE ENTER/REC ADV KEY AFFECT THIS DISPLAY?

When you press the Enter/Rec Adv key, Text Management saves the entries for generating OCL, and then does one of the following:

- Sends the document to the IBM 6670 and returns you to the primary menu when the printing is finished (interactive printing).

- Submits the print job and returns you to the primary menu (batch printing).

- Returns you to the edit display.

WHAT DOES THIS DISPLAY DO?

With this display, you can enter information to allow Text Management to generate OCL that fits your requirements.

If you reached this prompt through the services menu, or if you entered *PERM on the print mode menu, Text Management saves all values in the input fields with the document. This enables you to send the document again with the same OCL by displaying the document again on the edit display and pressing the CF15 key.

If you reached this prompt after entering *TEMP on the print mode menu, any changes you make to the values in the input fields are not saved after you send the document to the IBM 6670.

Until you save the contents of this prompt with the document, Text Management displays entries from the user profile. If the user profile does not contain any entries for this prompt, Text Management assumes the default values from message QTX0804. See "Changing Message QTX0804 (6670 Defaults)" in Appendix N for more information.

WHAT DOES EACH ITEM OF THE DISPLAY DO?

ITEM	DESCRIPTION

(A) Displays the name of your document and the names of the file and library where it is stored.

(B) If you reached this display after entering *TEMP on the print mode menu, this line contains:

"Enter temporary changes:"

Any changes that you enter become attached to the document.

If you reached this display from the services menu or after entering *PERM on the print mode menu, this line contains:

"Enter permanent changes:"

(C) If you key Y into this field, Text Management uses the information in items D through Q to generate the OCL you require.

If you key N into this field, you must have the required OCL in the document already or you will use the OCL stored in the IBM 6670.

Note that if you use OCL in your document:

- Each OCL command must start in column 1.

- The OCL must comply with the OCL coding rules (see the 6670 Programmer's Guide -- BSC).

- The print options display must specify no additional spaces to the left of the margin.

- You should be aware that the 6670 shifts the text two positions to the right when printing.

- Right-aligned paragraphs may print with a ragged right margin if you select a font with proportional spacing.

- If you use Text-Management-supplied OCL, the maximum number of copies that can be printed is 99 (or the maximum allowed by the IBM 6670, if less). Otherwise, the maximum number of copies is 999 (or the maximum allowed by the IBM 6670, if less).

- You may not print what you expect if you send the document to the IBM 6670 and you use the *.sk 0* command in your document to generate special characters. This is because the IBM 6670 does not overstrike.

- The maximum number of lines on a page sent to the IBM 6670 depends on the size of the page and the number of lines per inch. See the *6670 Programmer's Guide -- BSC* for more information.

- Text Management regards the OCL as text when adjusting paragraphs and when making decisions about page endings. This may affect how your document looks.

Note also that OCL for a job separator page is generated by Text Management if you sent the document to the IBM 6670. This occurs whether you use Text-Management-supplied OCL or not. See Chapter 1 for a description of the job-separator OCL.

(D) Lets you key in the number of the font that you want the IBM 6670 to use when printing your document. You must ensure that the IBM 6670 contains the font numbered here.

This is a sample list of fonts. Consult your IBM Marketing Representative for more information about fonts.

Font Number	Pitch	Description
005	10	Orator Regular
007	10	Orator Bold
011	10	Courier 10 Regular
012	10	Prestige Pica
086	12	Prestige Elite Regular
087	12	Letter Gothic
096	12	Prestige Elite Bold
097	12	Prestige Elite Italic
160	PSM	Essay Standard
162	PSM	Essay Italic
163	PSM	Essay Bold
192	12	Symbol (OS/6)
193	12	Symbol (6670)
198	10	Symbol (6670)
224	13.3	Data 1/Rotated Regular

Note that extended fonts (not listed) require a ,KEYWORD OCL command to be used. See the *6670 Keyboard and Fonts Catalog*. Do not specify these fonts in this field. To use them, you must insert a TYPE STYLE OCL instruction with only two operands into your document. For more information, see the *6670 Programmer's Guide -- BSC*.

Note that font selection must be progressive. That is, you must make the font selection in one of these orders:

- Item D only.

- Items D and F.

- Items D, F, and H.

- Items D, F, H, and J.

(E)(G)(I)(K) Key in Y to send the font from the System/38 to the IBM 6670 Model II. Key in N to use the font in the IBM 6670. See "Sending Fonts From System/38 to the IBM 6670" in Chapter 1 for more information on the procedure.

Note that you can only send two fonts from the System/38 at a time. Note also that Text Management does not verify that the IBM 6670 is a Model II; if it is a Model I, it regards font information sent by the System/38 as text.

(F) Lets you key in the number of the font that you want the IBM 6670 to use as a highlight font when printing your document. You must ensure that the IBM 6670 contains the font numbered here.

(H)(J) Lets you key in the fonts to be used to print underscored text in your document.

(L) Lets you specify the number of the keyboard used to create the document. You must ensure that the IBM 6670 contains the information for the keyboard numbered here.

This is a sample list of keyboards. Consult your IBM marketing representative for more information about available keyboards.

Country	Keyboards
Austria/Germany	26, 27, 28, 29, 265
Belgium	32, 33, 269
Brazil	60, 61, 277
Canada (French)	38,39
Denmark	56, 57, 281
Finland	52, 53, 285
France (AZERTY)	31, 289
France (QWERTY)	289
Italy	41, 46, 47
Japan (English)	68, 69
Norway	54, 55, 281
Portugal	62, 63
Spain	44, 45
Spanish Speaking	24, 25
Sweden	52, 53, 285
United Kingdom	66, 67, 254, 313
United States	1, 2, 3, 4, 5, 100, 101
United States ASCII	102, 103

(M)(N) Let you set where the first and last lines of print will be. Note that if your document has a page heading, it is printed where you have chosen the first lines of print to be. Also,

if your document has a page footing, it is printed on the last
lines. Any lines-per-inch values for headings and footings
are ignored

The positioning of the first and last lines is calculated
using the value for lines per inch (Item O).

O Lets you specify the number of lines of print for every inch
of paper length. Only values of 5.5, 6, and 6.5 are allowed.

P Allows you to choose whether you want single, double, or
triple spacing between print lines.

Q Lets you enter the number of additional spaces you want in the
left margin. This shifts the document to the right when it is
printed. If you make this number too large, it may cause
truncation of the printed output.

R A small plus (+) indicates that there are additional options.

```
  TEXT                    6670 INFORMATION DISTRIBUTOR OPTIONS
  Document:                        File:                    Library:
 ┌─Enter temporary changes:

    Print on both sides of the paper (Y N):                    _
 ──Offset each copy (Y N):                                      _
    Print summary page (Y N):                                   _

    Paper supply selection:                                     _
    1 - Primary
    2 - Alternate
    3 - Alternate drawer for first page of each copy
    4 - Alternate drawer for first page of the job

  Description: _____

  Additional OCL: _____
                  _____
                  _____
```

Ⓐ Ⓑ Ⓒ Ⓓ Ⓔ Ⓕ Ⓖ

Figure 12-30. 6670 Information Distributor Options (Second Display)

HOW DO YOU GET TO THIS DISPLAY?

From the first 6670 Information Distributor options display if you pressed the Roll Up key.

WHICH IS THE NEXT DISPLAY?

The primary menu, edit display, or, if you press the Roll Down key, the first 6670 Information Distributor options display.

WHAT CF KEYS AFFECT THIS DISPLAY?

* CF1   takes you, without further processing, to:

    * The primary menu, if you reached this display after choosing option 3 (Print a document) on the primary menu.

    * The edit display, if you reached this display after after passing through the services menu.

* CF2   returns you to the print options display after saving any entries.

HOW DOES THE ENTER/REC ADV KEY AFFECT THIS DISPLAY?

When you press the Enter/Rec Adv key, Text Management saves the entries for generating OCL, and does one of the following:

* Starts the print and returns you to the primary menu when the printing is finished (interactive printing).

• Submits the print job and returns you to the primary menu (batch printing).

• Returns you to the edit display.

WHAT DOES THIS DISPLAY DO?

With this display, you can enter information to allow Text Management to generate OCL that fits your requirements.

If you reached this prompt through the services menu, or if you entered *PERM on the print mode menu, Text Management saves all values in the input fields with the document. This enables you to send the document again with the same OCL by displaying the document again on the edit display and pressing the CF15 key.

If you reached this prompt after entering *TEMP on the print mode menu, any changes you make to the values in the input fields are not saved after you send the document to the IBM 6670.

Until you save the contents of this prompt with the document, Text Management displays entries from the user profile. If the user profile does not contain any entries for this prompt, Text Management assumes the default values from message QTX0804. See "Changing Message QTX0804 (6670 Defaults)" in Appendix N for more information.

WHAT DOES EACH ITEM OF THE DISPLAY DO?

ITEM   DESCRIPTION

Ⓐ   If you reached this display by choosing *TEMP on the print mode menu, this line contains the following:

                  "Enter temporary changes:"

            If you reached this display from the services menu or by choosing *PERM on the print mode menu, this line contains the following:

                  "Enter permanent changes:"

            and any changes that you enter become attached to the document. You can then print the document using these options by pressing the CF15 key when you are displaying the document at the edit display.

Ⓑ   Lets you choose whether you want the IBM 6670 to jog the first page of each copy of the document.

Ⓒ   Lets you choose whether you want the IBM 6670 to print on both sides of the paper.

Ⓓ   Allows you to choose to have a summary page printed.

E   If you key 1 into this field, you select the paper from the primary paper-supply drawer for all pages of your document.

If you key 2 into this field, you select the paper from the alternate paper-supply drawer for all pages of your document.

If you key 3 into this field, you select the paper from the alternate paper-supply drawer for the first page of each copy of your document, and you select the paper from the primary paper-supply drawer for all other pages.

If you key 4 into this field, you select the paper from the alternate paper-supply drawer for the first page of each job, and you select the paper from the primary paper-supply drawer for all other pages.

F   Displays the description of your document. You can override this description by keying over the text.

G   Allows you to enter OCL to be used when the document is sent to the IBM 6670.

APPENDIX A. USING A SYSTEM/38 WORK STATION

This is a brief description about using a work station on a System/38.
For more information, see the *Programmer's/User's Work Station Guide*.

ENTERING INFORMATION

To enter information into the system through a work station, use the
work station keyboard as you would a typewriter, see Figure A-1 .
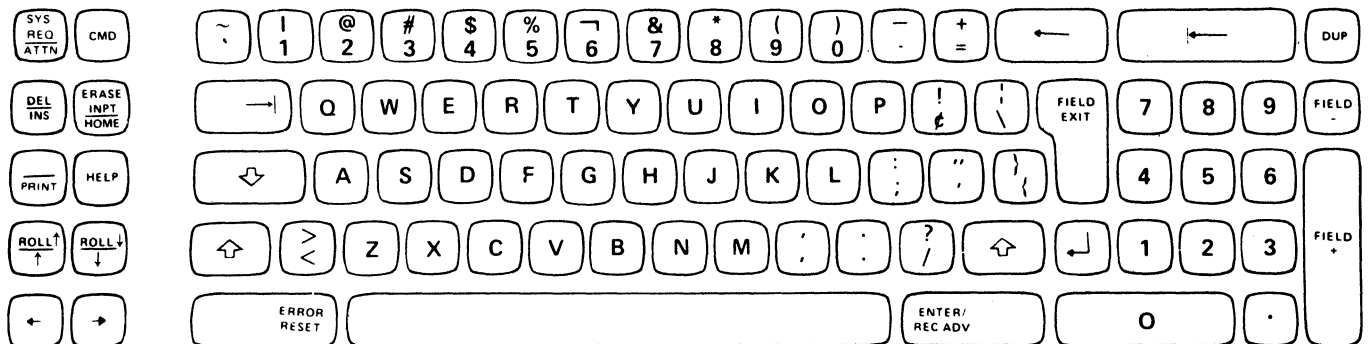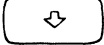
Figure A-1. 5251 Keyboard

Using the Shift Keys

As on a typewriter, you obtain uppercase letters (the characters
indicated on the upper half of the keys) by using an upper shift; that
is, by pressing the [⇧] (Upper Shift) key.

When you press the [⬧] (Shift Lock) key on the typewriter-like
keyboard, the keyboard locks in upper shift. You can return the
keyboard to lower shift by pressing and releasing either of the Upper
Shift keys.

Displays and Input Fields

In communicating with the system, you will make use of a variety of
displays. Some of the displays you use allow you to enter information
only in certain areas of the display. These areas are called *input
fields*. On Text Management displays (except the edit display), each
input field is indicated by a continuous underline. See Figure A-2.

```
   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):
         Library :


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

Figure A-2. Example of Display with Input Fields

The display shown above (the primary menu) has four input fields:
- **A** is an input field for the entry of an option number.
- **B** is for the entry of the document name.
- **C** is for the entry of the file name.
- **D** is for the entry of the library name.

When a display containing more than one input field appears on your work station screen, the cursor is generally located at the first available position of the first input field. When your entry fills an input field, the system automatically advances the cursor to the first position of the next input field. If your entry does not fill the input field, you can advance the cursor to the next input field by pressing the Field Exit key or, if you want to advance the cursor to the next field without clearing the remainder of your current input field, press the [→] (Field Advance) key.

The input fields of some displays already contain information when those displays appear on your screen. You can change the information in the displays by keying in the new words or characters on top of the old ones.

A single input field can extend to more than one line of a display. When entering information into such a field, key in your entry as if you were typing it on one continuous line. When you reach the end of one line, the cursor automatically moves to the beginning of the next line. If you choose, you can break your text at a convenient point before reaching the end of the line. In that case, press the [↵] (New Line) key to move the cursor to the next line.

Entering the Information

When you have completed all additions or changes to the display, send
the information to the system for processing by pressing the Enter/Rec
Adv key. To *enter* information, you must use a two-step procedure:

1. Key in the information.

2. Press the Enter/Rec Adv key.

How the System Responds

When the system processes the information you entered, the response can
be indicated on your screen in different ways:

*   Your current display could be modified to include information
    related to your request.

*   Your current display could be replaced by an entirely different
    display.

Deleting and Inserting Information

The Del/Ins key can be used to select insert mode or to delete a
character.

To select insert mode, just press the [DEL/INS] (Del/Ins) key. Insert mode
allows you to insert a character or characters into an input field on
your screen without destroying text already there. When you key in a
character, the character is inserted at the cursor position and the
cursor and all following text shifts one position to the right.

To delete a character:

1. Position the cursor under the character to be deleted.

2. Press and hold the Upper Shift key.

3. Press the Del/Ins key.

The cursor remains where it was but the following text shifts to the
left one position.

Note:
You must be careful when using this key within a paragraph or when a
command function is pending because this may cause results that you
don't expect.

USING THE COMMAND FUNCTIONS OF TEXT MANAGEMENT

When you use a command function (CF key), you request Text Management to take an action. The relationship between the keyboards and the CF keys is summarized in Figure A-3 and is also shown on the *Keyboard Template* and on the template shown in Appendix I.

Typewriter-Like Keyboard Top Row of Keys

Upper Shift	CF13	CF14	CF15	CF16	CF17	CF18	CF19	CF20	CF21	CF22	CF23	CF24
Lower Shift	CF1	CF2	CF3	CF4	CF5	CF6	CF7	CF8	CF9	CF10	CF11	CF12

CMD │ !1 │ @2 │ #3 │ $4 │ %5 │ ¬6 │ &7 │ *8 │ (9 │)0 │ — . │ + =

Figure A-3. Command Functions (CF Keys)

- To use one of command functions 1 through 12 (that is, to press one of the CF1 to CF12 keys), first press the CMD key, then press the appropriate key on the top row of keys. For example, to use command function 7 (to press the CF7 key), first press the CMD key, then press the 7 key.

- To use one of command functions 13 through 24 (to press one of the CF13 to CF24 keys), press the CMD key, then press and hold the Upper Shift key and press the appropriate key in the top row of keys. For example, to press the CF22 key, first press the CMD key, then press and hold the Upper Shift key and press the 0 key.

The functions of the CF keys are described in detail in Part 2.

SPECIAL USE OF KEYS BY TEXT MANAGEMENT

Two keys are used differently by Text Management than as described in the operator's guides (see "What You Should Know" earlier in this manual).

These keys are:

1. The Help key.

2. The Home key.

Using the Help key

Use the Help key to display help information. Text Management provides three types of help information:

1. Help text for messages. If an error message is displayed, help text for this message can be displayed:

    • By pressing the Help key, if the Input Inhibited indicator (on the right of the screen) is on. The Error Reset key must then be pressed to unlock the keyboard and reset the Input Inhibited indicator.

    • By positioning the cursor under the message and then pressing the Help key, if the Input Inhibited indicator is not on. See "Handling an Error Message" later in Appendix A.

2. Help text for error codes. If an error code is displayed, press the Help key to replace the error code with an error message. See "Handling an Error Code" later in Appendix A.

3. Help text for Text Management displays. When you press the Help key and the cursor is not under a message on the bottom line of the display, the help option menu is displayed. Use the Roll Up and Roll Down keys to proceed from one help text display to another.

    Use the *Next Option* field on the help option menu to select help text for a section of Text Management. The sections are listed as options on the help option menu.

    To return to the help option menu, press the CF2 key. Use the Enter/Rec Adv key to scan the help text: each time you press the Enter/Rec Adv key, Text Management shows you the next help text display. If you key in the option number following *Next Option*, and press the Enter/Rec Adv key, you will go to the display for the specified option.

When you have finished with the help text, press the CF1 key to return to your display.

Figure A-4 shows you the Text Management help option menu.

```
TEXT - HELP              HELP OPTION MENU              Next Option: __

1-  Introduction
2-  Storing and retrieving documents
3-  Creating revising and browsing documents
4-     Edit Display
5-        Line Commands that you key in line number fields (D, CC, ...)
6-        Using labeled keys:  ROLL, HELP, DELETE, INSERT, PRINT, HOME
7-        Using CF keys       (CF1, CF2, CF4, ...)
8-        Form fields - Uses and how to use them
9-        Print control commands in your text (.date, .sk, .tot, ...)
10-    Services Menu - CF5
11-       Scan and substitute text
12-       Browsing a print formatted document
13-       Browsing and copying text from another document
14-       Getting data into a document from the data base
15-    Paragraph Format Options - CF17 (paragraph decriptions)
16-    Exit from Edit display   (Exiting and saving your document)
17- Printing a document
        Headings/footings, formatting, print control, marking changes,
        sending a document to a printer.

CF1 - Exit help    CF2 - Previous display   Roll -Forward and back
```

Figure A-4. Help Option Menu

Using the Home key

Pressing the Home key at the edit display, returns the cursor to the
position on the display where it was located when you originally reached
the display.

If you press the Home key when the cursor is in that original position
(for example, because you have not moved the cursor, or because you have
just pressed the Home key to return it to that position), Text
Management refreshes the edit display from the original document,
removing any changes made on the display.

HANDLING THE ROLL CAPABILITY

Text Management displays may contain a rollable area, in which new lines
of information can be moved on to the screen and old lines moved off.
You might imagine the information as being on the outside of a drum that
you can roll forward or backward to view a specific part on your work
station screen, as shown in Figure A-5.
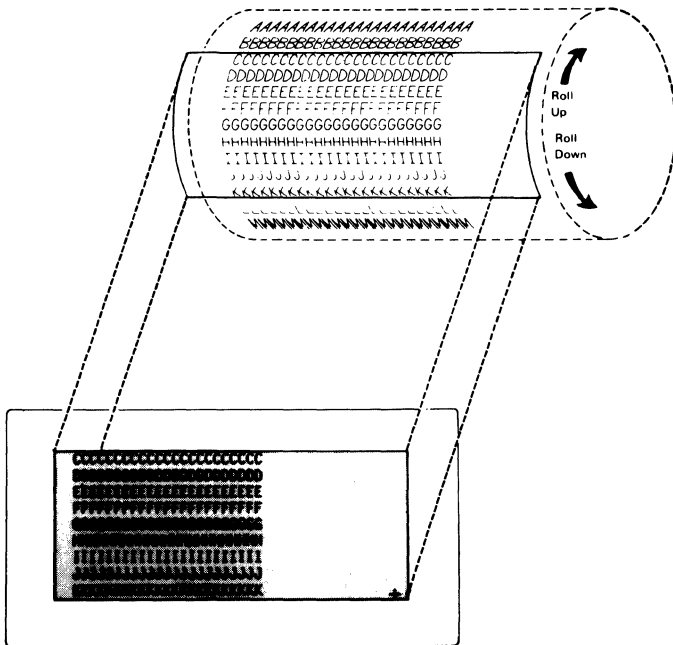
Figure A-5. Display Roll Capability

If there is more information than can be viewed on one display at one
time, a plus sign (+) appears in the lower right corner of the display.
When the + disappears, or if there is no +, there is no more information
to be viewed.

To move the lines of information up:

1. Press and hold the Shift key.

2. Press the [ROLL↑] (Roll Up) key.

To move the lines of information down:

1. Press and hold the Shift key.

2. Press the [ROLL↓] (Roll Down) key.

When you reach the end of the information, pressing the Roll Up key
causes Text Management to issue a message. When you reach the beginning
of the information, pressing the Roll Down key causes Text Management to
issue a message.

HANDLING AN ERROR MESSAGE

If you enter information that the system cannot process because of an error, the cursor is positioned at the input field containing the error, and an error message is shown at the bottom of the display.

On some displays, the input field containing the error is shown in reversed image (dark characters on a light background). The keyboard may also be locked. To unlock the keyboard, press the Error Reset key.

When an error message appears, you can respond in one of three ways:

* Press the Error Reset key (if necessary), correct the error, and continue.

* If the Input Inhibited indicator (on the right of the screen) is on, press the Help key to obtain additional information about the error before pressing the Error Reset key.

* If the Input Inhibited indicator is not on, position the cursor to the message line. Then press the Help key to obtain additional information about the error.

The error message Ⓐ , shown as an example on the edit display in Figure A-6 , was issued because an attempt was made to change a paragraph to paragraph format 4 when no paragraph format 4 was defined on the paragraph format options display for the document.

```
   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  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
   0016.00       Ⓐ       10        Pencils
   0017.00               20        Pens
   0018.00               30        Tablets
   0019.00               40        Erasers
   0020.00               50        Ink Bottles
   Paragraph format identifier ' 4' not found.
```

Figure A-6. Display with Error Message

If you move the cursor into the message and press the Help key, you
receive a second-level message display that shows both the original
message and an expanded description of the error. See Figure A-7.
After examining the second-level message display, return to your
original display by pressing the Enter/Rec Adv key.

```
  TEXT              SECOND LEVEL MESSAGE DISPLAY
  Msg id: QTU0152  Sev: 20                    2/25/83 10:11:39

      Paragraph format identifier ' 4' not found.


      The operation was not performed.  Paragraph format identifier ' 4' is not
  defined or was previously deleted.  Define the paragraph format identifier and
  resubmit the request.
```

Figure A-7. Second Level Message Display

HANDLING ERROR CODES

If an error occurs while you are keying in information, you may find
that a flashing four-digit error code is shown instead of an error
message. See Figure A-8. If you do not know what the code means, press
the Help key. The code is replaced with an error message. Press the
Reset key to continue.

The error message (A) shown as an example on the display below was issued because the CMD key was pressed, and then the Enter/Rec Adv key was pressed.

Figure A-9 shows the error message (B) after the Help key was pressed.

```
      TEXT     W:1     Document: DBCOPY          Scan: _____
      Fmt:  1 <... ... 1 ... ... 2 ... ... 3 ... C.. 4 ... ... 5 ... ... 6 ...>... 7
              *********BEGINNING**********
            . Lawrence Smith
            . Supply Coordination
            . Dept 345,  Bldg 003                        .date
            .
            1 Please check the quantity on hand for the following supplies and
            " determine if we have received any of these supplies yet.  This is
            " the first review of the new ordering procedure and your personal
            " attention would be appreciated.
            .
            .    Item Number          Description          Quantity on Hand
            .
            .
            . Sincerely,
            .
            . J A Adams, Director of Purchasing
              **************END**************


      0003
```

Figure A-8. Display with Error Code and No Line Numbers

```
      TEXT     W:1     Document: DBCOPY          Scan: _____
      Fmt:  1 <... ... 1 ... ... 2 ... ... 3 ... C.. 4 ... ... 5 ... ... 6 ...>... 7
              *********BEGINNING**********
            . Lawrence Smith
            . Supply Coordination
            . Dept 345,  Bldg 003                        .date
            .
            1 Please check the quantity on hand for the following supplies and
            " determine if we have received any of these supplies yet.  This is
            " the first review of the new ordering procedure and your personal
            " attention would be appreciated.
            .
            .    Item Number          Description          Quantity on Hand
            .
            .
            . Sincerely,
            .
            . J A Adams, Director of Purchasing
              **************END**************


      Invalid key followed Cmd key.
```

Figure A-9. Result of Pressing the Help Key

You must press the Error Reset key to clear the error message and unlock the keyboard.

APPENDIX B. SUMMARY OF COMMANDS AND COMMAND FUNCTIONS

In these commands, x indicates a single-digit or multidigit number and b is a blank space.

LINE COMMANDS

These commands are in six types:

- Copy and move
- Delete
- Insert
- Positioning
- Shifting data (right and left)
- Paragraph

They are used to manipulate the text of a document. Insert them into the line number field on the edit display. Text Management does not adjust any paragraph after processing a line command (except after processing a paragraph line command).

Copy and Move

Line Command Description

C	Copy this line.
Cxb	Copy x lines (b is a blank).
CC	Copy a block of lines. A pair of these commands is needed.
CR	Copy this line to the A or B target each time a new A or B is entered.
CRxb	Copy x lines to the A or B target each time a new A or B is entered (b is a blank).
CCR	Copy a block of lines to the A or B target each time a new A or B is entered. A CC line command is needed with this command.
M	Move this line.
Mxb	Move x lines (b is a blank).
MM	Move a block of lines A pair of these commands is needed.

These targets indicate where the copy and move line commands are to put the text (which may consist of one line or more).

Line Target	Description
A	Insert the information after this line
Axb	Insert x copies of the information after this line (b is a blank).
AR	Insert the information after this line and then move this AR target to the sequence number of the last line of the information.
ARxb	Insert x copies of the information after this line and then move this ARxb target to the sequence number of the last line of the last copy of the information (b is a blank).
B	Insert the information before this line.
Bxb	Insert x copies of the information before this line (b is a blank).
BR	Insert the information before this line but do not delete this BR target.
BRxb	Insert x copies of the information before this line but do not delete this BR target (b is a blank).

Delete

Line Command	Description
D	Delete this line
Dxb	Delete x lines (b is a blank).
DD	Delete a block of lines. A pair of these commands is needed.

Insert

Line Command	Description
I	Insert a line after this line.
Ixb	Insert x lines after this line (b is a blank).
S	Define this line as a skeleton line and remember the cursor position.
IS	Insert the skeleton line after this line.
ISxb	Insert x skeleton lines after this line (b is a blank).

Positioning

Line Command Description

xb   Position line x to the top line of the body of the display. This is
actually the third line from the top of the display (b is a blank).

⁺xb   Roll the display up x lines (b is a blank).

-xb   Roll the display down x lines (b is a blank).

Wxb   Move the display window to the right or left so that column x is the
first that can be displayed (b is a blank).

Shifting Data

Line Command Description

Rxb   Shift this line to the right x positions (b is a blank).

RRxb   Shift this block of lines to the right x positions (b is a blank). A
pair of these commands is needed.

Lxb   Shift this line to the left x positions (b is a blank).

LLxb   Shift this block of lines to the left x positions (b is a blank).

CT   Center the text on this line.

CCT   Center the text in this block of lines. A pair of these commands is
needed.

Paragraph

Line Command Description

Pxb   Assign and adjust this paragraph to paragraph format x (b is a
blank).

PPxb   Assign and adjust this block of paragraphs to paragraph format x (b
is a blank).

PRINT CONTROL COMMANDS

These commands let you change the appearance of the document before it is printed.
Insert these commands into the body of the document.

Print Control Command	Description
.date	Insert the date.
.docid	Insert the names of the document, file, and library.
.excf (X)	Use print file X for the output of the .exc command.
.exc (C)	Execute CL command C.
.hx	Convert heading into format x (x = 0 through 6)
.tc	Build and insert a table of contents.
.dh to	Display only heading text.
.im(X Y Z)	Imbed document X from file Y in library Z.
.kp on/off	Keep a block of text together.
.n	Number this line.
.&X	Insert field X into the document.
.pa	Start a new page.
.pa dx	Start a new page and use the paper from supply x (IBM 5219).
.pn x	Start page numbering at page x.
.*	Do not print this comment.
.sk x	Skip x lines without printing.
.tot	Generate a total of the column of numbers immediately above the command.
.xtot	Generate a crosstotal of a row of numbers.

COMMAND FUNCTIONS (CF KEYS)

CF keys 7 through 12, and 22 through 24 cause paragraph adjustment.

Command Function	Description
CF1	Save/Exit.
CF2	Return to the previous display. Return to the edit display from the split edit display.
CF3	Go to the paragraph format extended options display from the

paragraph format options display, and return to the paragraph
                    format options display.

CF4   Start or stop form field prompting.

CF5   Go to the services menu.

CF6   Display messages (primary menu or services menu). Cancel
                    pending operations (edit display).

CF7   Scan/substitute forward.

CF8   Scan/Substitute backward.

CF9   Create a new paragraph.

CF10   Insert and adjust.

CF11   Delete and adjust.

CF12   Revise a paragraph and adjust.

CF13   Display or remove line numbers.

CF14   Define the text or form field.

CF15   Print the document.

CF16   Print the document list or the file list.

CF17   Go to the paragraph format options display.

CF18   Move a column of text.

CF19-20   Unused.

CF21   Move and adjust.

CF22   Copy and adjust.

CF23   Hyphenate and adjust.

CF24   Remove spaces and adjust.

APPENDIX C. FLOW CHART OF TEXT MANAGEMENT DISPLAYS

Figure C-1 shows a simplified flow chart of some of the Text Management displays. This flow chart does not attempt to show all paths between displays. For more information on how you get to a display and what the next display is, see the descriptions of the individual displays.
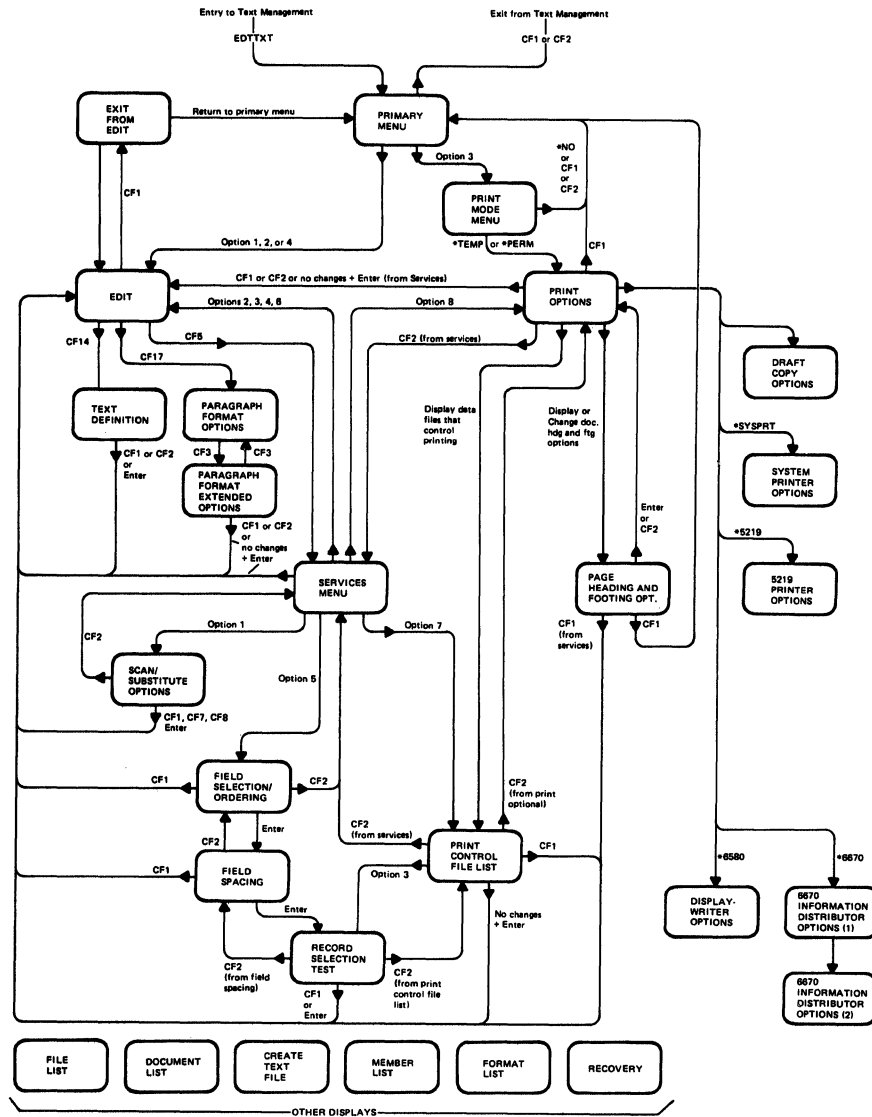
Figure C-1. Flow Chart of the Displays

Because the edit display is the display used most, it has the most interconnections with other displays.

You can see from the flow chart that the first display you see after using the EDTTXT command to enter Text Management is the primary menu. On the primary menu, you can select the document you want to work with. (If you do not know the name of the document or the file it is in, Text Management shows you a list to choose from.) Then, depending on the option you choose on the primary menu, you will see the edit display or the print mode menu. If you leave the name of the file blank, you must enter the name of the library. If you enter the name of the file but leave the library name blank, Text Management assumes an entry of *LIBL.

You can also use the EDTDOC command to enter Text Management. This, depending on whether you entered an option and also on the option you entered, will take you to the edit display or the print mode menu. This is not shown in the flow chart.

From the edit display, you can go to one of four displays:

- The text definition display to define special attributes for form fields.

- The paragraph format options display to specify different types of paragraphs.

- The services menu to select one of several operations.

- The exit from edit display to exit.

If you choose option 3 on the primary menu, you go to the print mode menu. There you can choose whether you want to print your document interactively or in batch. If you choose to display or change the print options you go to the print options display, where you can enter the name of the printer file and the number of copies that you want printed, and you can change the entries that state the form length, line spacing, and other information related to the printed format of the document.

From the print options display, you can choose to display or change:

- Draft copy options.

- The print control file list.

- Page headings and footings.

- Additional options for the printing device that you want to use to print your document.

As you can see in Figure 12-1, if you press the CF1 key, you will exit. Most displays exit to the edit display, but the print options display and the page heading and footing options display exit back to the primary display if you reached them after choosing option 3 on the primary menu. However, if you reached them from the services menu, pressing the CF1 key takes you to the edit display.

In general, if you press the CF2 key, you will return to the previous display. You can reach some displays in more than one way. In Figure 12-1, for example, the print control file list can be reached from the print options display or from the services display. Pressing the CF2 key, then, can return you to one or other of these displays, depending where you came from.

You can go to the file list display and the document list display from any display in which you can enter a file name or a document name. To simplify this flow chart, these paths have been removed.

Specifically, you can go to the file list display and the document list display from:

- The primary menu.

- The services menu.

- The exit from edit display.

- The print control file list display.

- The print options display.

- The page heading and footing options display.

Additionally, you can go to the document list display from:

- The file list display

- The create file display

- The print options display

You can go to the member list from the services menu or from the file list if, on the services menu, you choose to browse or copy from the data base but leave the member name blank.

The description of each display in Part 2 of this manual tells you how to reach the display, and which display is next. The description also tells you what conditions take you to a display and what CF keys you can use.

APPENDIX D. HINTS ON USING MEMBERS, DOCUMENTS, FILES, AND LIBRARIES

This is a grouping of miscellaneous information to help you when using Text Management on the System/38.

ORGANIZING YOUR DOCUMENTS, FILES, AND LIBRARIES

The speed at which you achieve results with Text Management can be influenced by the way your documents, files, and libraries are organized. It takes Text Management longer to search large libraries for a file or to search large files for a document than it does to search small libraries or files.

Try to distribute your documents evenly among your files and your files in your libraries. Consult with the appropriate person in your account on how to do this if you have any doubts.

Try to avoid using very large documents. If your document is potentially very large, break it into smaller documents and use imbed commands to restore it to one printed document during printing. This avoids any lengthy delays that might occur when editing and updating very long documents.

HIERARCHY OF LISTS

If you leave both the member name and the file name blank when calling a member from the system data base, Text Management directs you to the file list first, then to the member list. If the file is a logical file with more than one record format, Text Management directs you to the format list after the member list.

INFORMATION IN DATA-BASE FILES

Text Management expects all information in data-base files to be characters that can be entered from the keyboard. Other types of information (such as packed decimal information) may cause unpredictable results.

Should you encounter unexpected printed results on the IBM 6670, Displaywriter, or the IBM 5219: press the TEST/NORMAL switch to TEST and see if there is a character with a hexadecimal value in the range 00 through 3F displayed at the point where irregular printing begins. Text management allows characters with hexadecimal values in this range to be sent to a printer, but is not responsible for how that device interprets them.

To ensure normal printing, replace such a character with another character, whose hexadecimal value is 40 or higher.

If the unwanted characters are all on the right side of the document, the whole document can be copied to a file with a smaller record length, so that all the unwanted characters are truncated from the document. You can create the file using

the CF4 option on the create text file display (Chapter 2). You should specify a record length equal to a value of 12 plus the width that you require.

Note that characters with hexadecimal values in the range 00 through 3F will also cause a scan/substitute operation to fail.

SAVING YOUR DOCUMENT

You can use the save/restore commands to save and restore the files containing your document or library.

You can also use the CPYF command to save your document.

Note that if you use the RGZPFM command, you must ensure that the SRCOPT parameter contains *SAME.

CREATING AN INDEXED FILE

You must allow duplicate sequence numbers, if, while you are not using Text Management, you create an indexed source file that you may use with Text Management.

OVERRIDES IN TEXT MANAGEMENT

Text Management ignores all overrides for all files.

DOCUMENT LINE NUMBERS

The largest line number is 9999.99. Text Management issues a warning when the line numbers in your document are approaching this value, and may automatically resequence the line numbers in your document if your line numbers get too large.

APPENDIX E. THE EDTTXT AND EDTDOC COMMANDS

Before you use the *EDTTXT* and *EDTDOC* commands, the Text Management library (QTXT) must be in the library list. For more information on how to check this, see step 4 of Appendix J (Installing Text Management).

If you are a new user of Text Management, just enter the command *EDTTXT*. Depending on which function you choose, Text Management allows you to enter additional parameters when needed.

If you want to bypass the primary menu, use the *EDTDOC* command. This also bypasses the primary menu on exit and takes you out of Text Management.

If you wish to find out about command parameters allowed for the *EDTTXT* and *EDTDOC* commands, press the CF4 key after entering the command. The parameters allowed are:

- Qualified source file name.

- Source member name.

- An initial menu option.

Note that both commands save information in the user profile. Information saved in the user profile after one of these commands is used to start Text Management may be displayed if the other command is used to start Text Management later.

The following command syntax diagram shows, in simplified form, the parameters and values that are valid for the *EDTTXT* command. Note that the default is shown as the top choice. For a detailed description of command syntax, refer to the *CL Reference Manual*.
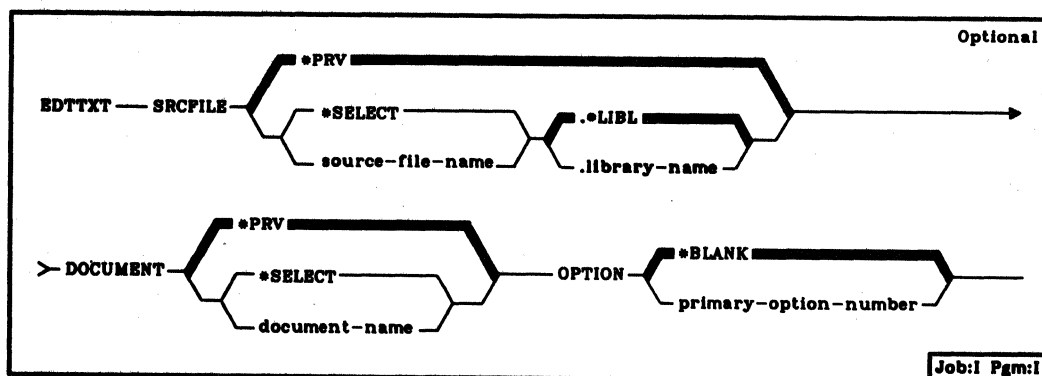
SRCFILE Parameter: Specifies the qualified name of the source file and library used to initialize the primary menu. (If you do not enter a library qualifier, Text Management uses *LIBL to find the file.)

*PRV: Text Management uses the name of the source file and library in your last Text Management session as the initial value for this field.

*SELECT: If you specify *SELECT, or if *PRV does not contain a value, Text Management leaves the source file value blank. In this case, you must enter a valid library name so that Text Management can show you a list of files. Also, if you specify *SELECT, the DOCUMENT parameter defaults to *SELECT.

source-file-name: Enter the name of the source file that you want to appear on the primary menu. If the name you enter is the same as the previous source-file-name, the name of the library defaults to the previous library name. If the name you enter is different from the previous source-file-name, the name of the library defaults to *LIBL.

library-name: Enter the name of the library that contains the source file that you want to appear on the primary menu.

DOCUMENT Parameter: Specify the name of the document (source member) to appear on the primary menu.

*PRV: Text Management saves the name of the document in your last Text Management session and uses it as the initial value for this field.

*SELECT: If you specify *SELECT, Text Management leaves the document value blank and displays a list of documents.

document-name: Enter the name of the document that you want to appear on the primary menu.

OPTION Parameter: Specifies which option to use as a value for the primary menu.

BLANK: If you specify *BLANK, Text Management leaves the Option parameter blank.

primary-option-number: Enter the option number (1-4) that you want to appear on the primary menu.

The following command syntax diagram shows, in simplified form, the parameters and values that are valid for the *EDTDOC* command. Note that the default is shown as the top choice. For a detailed description of command syntax, refer to the *CL Reference Manual*.

```
                                                                    Optional

                           *PRV
EDTDOC ── SRCFILE ─┬─────────────────┬─────────┬──.*LIBL─────────┬──────────────►
                   ├─ *SELECT ────────┤         └─.library-name ─┘
                   └─ source-file-name┘

                         *PRV
>─ DOCUMENT ─┬───────────────────┬──────── OPTION ─┬─ 1 ───────────────────────┬──
             ├─ *SELECT ──────────┤                 └─ primary-option-number ──┘
             └─ document-name ────┘

                                                              Job:I Pgm:I
```
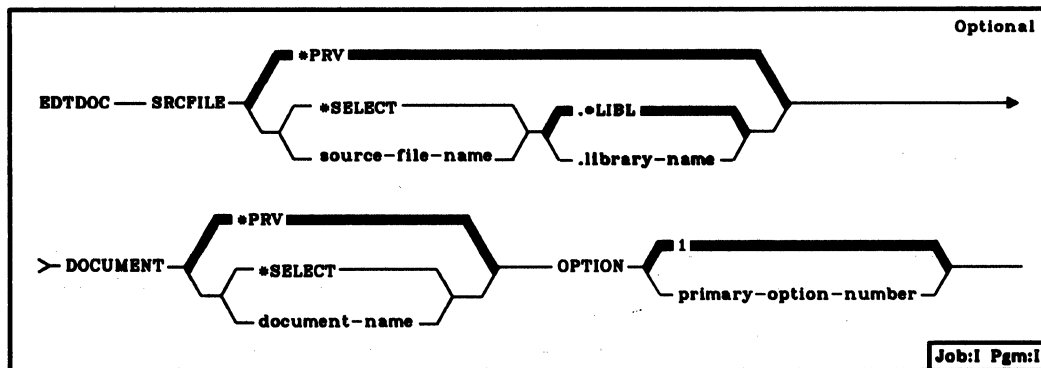
SRCFILE Parameter: Specifies the qualified name of the source file and library. (If you do not enter a library qualifier, Text Management uses *LIBL to find the file.)

PRV: Text Management uses the name of the source file and library in your last Text Management session as the initial value for this field.

SELECT: If you specify *SELECT, or if *PRV does not contain a value, Text Management leaves the source file value blank. In this case, you must enter a valid library name so that Text Management can show you a list of files. Also, if you specify *SELECT, the DOCUMENT parameter defaults to *SELECT.

source-file-name: Enter the name of the source file. If the name you enter is the same as the previous source-file-name, the name of the library defaults to the previous library name. If the name you enter is different from the previous source-file-name, the name of the library defaults to *LIBL.

library-name: Enter the name of the library that contains the source file.

DOCUMENT Parameter: Specify the name of the document (source member).

PRV: Text Management saves the name of the document in your last Text Management session and uses it as the initial value for this field.

SELECT: If you specify *SELECT, Text Management leaves the document value blank and displays a list of documents.

document-name: Enter the name of the document.

OPTION Parameter: Specifies which option to use.

This parameter defaults to 1, ensuring that the primary menu is bypassed. In addition, any operation that would have taken you to the primary menu now exits from the program.

primary-option-number: Enter the option number (1-4) that you want to perform.

APPENDIX F. INFORMATION STORED WITH A DOCUMENT

Generally, users of Text Management do not need to know what form the document takes when stored. However, if you need to examine the document, you may be interested in its actual layout. If you decide to change the stored document with a product other than Text Management, you may encounter undesirable and unpredictable results.

If you examine a stored document using CPYF (Copy File), you see that the listing is an exact image of the document but contains some special characters. The first twelve bytes are the source sequence (line) number and date. The Text Management data starts in column 13. Some of the characters in the data may have values less than hexadecimal 40 and can cause display problems if these records are displayed with anything other than Text Management.

Paragraphs are preceded by one byte of hex 00 followed by a one-byte paragraph format identifier. These two bytes start in column 1 of the data and have the following format:

        Byte 1:   hex 00

        Byte 2:
          Bit 0 -   Reserved, always on
          Bits 1-7 Format identifier (1-99)

Hyphenated words at the end of a line are followed by hex 00 as the last byte of the data.

If you have a duplicate sequence (line) number, the data in the second line contains information about the text field definition of the first line. This also includes highlight and underline attributes.

The text definition records are not displayed by Text Management. Each text field starts with a text definition byte (byte 1), which is under the byte preceding the text field in the first line. The second, third, and fourth bytes contain information about form fields. These bytes are only present if the text definition field is longer than two, three, or four bytes. The byte under the last position of the field contains hex FF (byte n). All bytes between the fourth byte and ending byte (byte n) contain hex 40. Bytes that are not within text definition fields contain hex 00.

This chart shows what each bit of the first four bytes (and ending byte) mean:

        Byte 1:
          Bit 0 -   Reserved, always on
              1 -   Form field
              2 -   Highlighted text
              3 -   Underlined text
              4-7   Reserved, always off

```
Byte 2:
 Bit 0 -    Reserved, always on
     1 -    Numeric field
     2-3    have the following meanings:
               01 Right-adjust and blank-fill field
               10 Right-adjust and zero-fill field
               11 Center field
     4 -    Close up field when printing
     5 -    Asterisk-fill on edit code
     6 -    Floating-dollar on edit code
     7 -    Reserved, always off

Byte 3:     Edit code

Byte 4:
 Bit 0 -    Reserved, always on
     1-7    Decimal positions

Byte n:     hex FF
```

Control information is stored at the end of a document with the first eight columns of the data indicating what type of information it is. Columns 9 through 40 contain the saved data. The remaining columns of these records are not used. Many of these records are optional and may not be saved.

The data is organized as follows:

Type   Description

.CL   This type of control record is a result of
                        options taken from the print control file
                        list display. The record ".CL COL" is the
                        same format as ".CL MCL", where COL stands
                        for column list and MCL stands for
                        multiple-copy list. The records have the
                        following format:

        Bytes 1-8   ".CL MCL " (first record of the pair)
              9-18   Data-base file name
              19   Not used
              20-29   Data-base library name
              30   Not used
              31-40   Data-base member name

        Bytes 1-8   ".CL MCL " (second record of the pair)
              9-18   Data-base format name
              19-40   Not used

        Bytes 1-8   ".CL HDG "
              9-11   Data-base group conditioning
              12   Not used
              13-15   Data-base field conditioning
              16-40   Not used

```
Bytes  1-8     ".CL FLD "
       9-18    Data-base field name
       19      Not used
       20-21   Data-base test condition
       22      Not used
       23-38   Data-base test value
       39      Continuation indicator ("+")
               (Continuation record has the same format.)
       40      Not used
```

Type   Description

.PRT   This type of control record is a result of
                      options taken on the print options display
                      and the page heading and footing options
                      display. The records have the following
                      format:

```
Bytes  1-8     ".PRTOPT1"
       9-18    Printing device type
       19-28   Printer file name
       29-38   Printer library name
       39-40   Not used


Bytes  1-8     ".PRTOPT2"
       9-18    Job description name
       19-28   Job description library name
       29-31   Number of copies
       32      Non-print character
       33-40   Not used


Bytes  1-8     ".PRTHDG1"
       9-18    Heading member
       19-28   Heading file
       29-38   Heading library
       39      First page
       40      After first page


Bytes  1-8     ".PRTHDG2"
       9-40    Characters 1-32 of first heading line


Bytes  1-8     ".PRTHDG3"
       9-40    Characters 33-64 of first heading line


Bytes  1-8     ".PRTHDG4"
       9-40    Characters 65-79 of first heading line
(This repeats for second, third, and fourth heading
lines using .PRTHDG5-.PRTHDGD.)
(The format of .PRTFTG1-.PRTFTGD are the same as
.PRTHDG1-.PRTHDGD.)
```

Type	Description
.PF	This type of control record is a result of options taken on the paragraph format options display. There is one record for every format identifier saved. The record has the following format:

	Bytes	1-8	".PF "
		9-10	Paragraph format identifier
		11-13	Right margin
		14-16	Left margin
		17	Align right
		18	Spacing
		19	Blank line required
		20-21	Indentation
		22	Lines per inch
		23-25	Font
		26-40	Not used

Bytes	1-8	".PRTSYS1" for the system printer
	9-11	First print line
	12-14	Last print line
	15-17	Form length
	18-20	Lines per inch
	11-23	Spacing
	24-33	Form type
	34-36	Additional spaces to left of margin
	37-38	Characters per inch
	39-40	Not used

Bytes	1-8	".PRTSYS2" for the system printer
	9-18	Output queue name
	19-28	Output queue library name
	29-38	Output file name
	39-40	Not used

Bytes	1-8	".PRT1 1" for the IBM 5219
	9-11	Print font
	12-14	First print line
	15-17	Last print line
	18-20	Form length
	21-23	Lines per inch
	24-26	Spacing
	27-36	Form type
	37-39	Additional spaces to left of margin
	40	Paper supply drawer

Bytes	1-8	".PRT1 2" for the IBM 5219
	9-18	Output queue name
	19-28	Output queue library name
	29-38	Output file name
	39	Conserve ribbon
	40	Not used

```
Bytes 1-8      ".PRT2  1" for the Displaywriter
      9        Text Management supplied OCL
      10-12    Print font
      13-15    First print line
      16-18    Last print line
      19-21    Lines per inch
      22-24    Spacing
      25-27    Additional spaces to left of margin
      28       Paper supply drawer
      29-40    Not used

Bytes 1-8      ".PRTO2 1" for the Displaywriter
      9-40     OCL

Bytes 1-8      ".PRT3  1" for the IBM 6670
      9        Text Management supplied OCL
      10-12    Normal font
      13       Load normal font
      14-16    Highlight font
      17       Load highlight font
      18-20    Primary underscore font
      21       Load primary underscore font
      22-24    Highlight underscore font
      25       Load highlight underscore font
      26-28    Input keyboard number
      29-31    First print line
      32-34    Last print line
      35-40    Not used

Bytes 1-8      ".PRT3  2" for the IBM 6670
      9-11     Lines per inch
      12-14    Spacing
      15-17    Additional spaces to left of margin
      18       Print both sides
      19       Offset each copy
      20       Print summary page
      21       Paper supply drawer
      22-40    Not used

Bytes 1-8      ".PRTO3 1" for the Displaywriter
      9-40     OCL

Bytes 1-8      ".PRTDRT1" for draft copies
      9        Print line numbers
      10-19    Change flag characters
      20-22    Change flag column
      23-28    Flag changes after this date
      29-40    Not used
```

APPENDIX G. PROBLEM DETERMINATION

If a problem occurs when you are using Text Management, the cause of the problem may not be immediately apparent. An error in your application, in system operation, or in Text Management could have caused your problem. The problem determination procedure in this chapter helps you isolate the cause of your problem and tells you what you can do to solve your problem. If you need to call for service, this procedure tells you what information you should collect for your service representative so that the problem can be fixed in the shortest possible time.

HOW TO USE THIS PROCEDURE

This procedure is arranged in a sequence of questions that you can answer Yes or No.

Start at the beginning of the procedure and follow the question-and-answer sequence, answering each question to which you are directed, based on your previous answer. If the problem is isolated to a condition that requires more-detailed procedures, you are referred to those procedures. Figure G-1 is an example of a recovery display:

```
   TEXT                    RECOVERY

The last request for document STOLET    in file EXAMPLE
in library  QTXT         resulted in abnormal termination.

Select one of the following:

   1.  Attempt recovery - Review changes made during the last
                          request to either keep or discard.

   2.  Restart          - Disregard changes made from last session
                          and load the version in document file.

Option:  1
```

Figure G-1. Example of a Recovery Display

1. Did you receive the recovery display?

```
   No    Yes
    |     |
    A     B
```

```
A    B
|    |
|    If work space associated with the document
|    already exists when Text Management attempts
|    to create it, Text Management displays
|    the recovery display.
|
```

2. Did you receive a message, such as: file not found, or
    the operator needs to do something to a device?
```
     |    |
    No   Yes
     |    |
     |    Check that your library list (*LIBL) contains the correct
     |    libraries.  Take the actions indicated by the message and save
     |    any automatic dumps printed as a result of the message.  If the
     |    action requires operator action, call your system operator.  If
     |    the action requires you to call for help, see Calling for Service
     |    at the end of this procedure.
     |
     |    When you examine a message for indicated actions, check the
     |    following:
     |
     |    •   Second-level message text, which describes the message in
     |        more detail.  To get the second-level message text,
     |        position the cursor under the message, and press the Help key.
     |
     |    •   Other messages referred to in the second-level message text.
     |
     |    If you still cannot solve your problem after fully examining the
     |    message, go to Calling for Service at the end of this
     |    procedure.
```

3. Are other system users having problems communicating with the
    system?
```
     |    |
    No   Yes
     |    |
     |    Call your system operator and describe the problem.  Have your
     |    system operator use the procedures in the Problem Determination
     |    Guide.
     |
```

4. Is this the first time you have ever run the job or function, or the
    first time you have run the job or function after making changes to it?
```
     |    |
    Yes   No
     |    |
     |    You have a system problem.  Call your system operator, describe
     |    your problem, and have the operator use the appropriate
     |    procedure in the Problem Determination Guide.
     |
     A
```

```
A
|
```

5. Are you having a non-programming problem, such as no print output,
    or a device that is not working?
```
     |   |
    Yes  No
     |   |
     |   You have a system problem.  Call the system operator and have
     |   the operator use the appropriate procedure in the Problem
     |   Determination Guide.
     |
```

6. Has the Input Inhibited indicator stayed on longer than expected?
```
     |   |
    No  Yes
     |   |
     |   Are you transmitting a document to a Displaywriter or an IBM 6670?
     |    |   |
     |   No  Yes
     |    |   |
     |    |   Check the Displaywriter or the IBM 6670 for errors.
     |    |   If there are no errors, you have a problem communicating
     |    |   with the Displaywriter or IBM 6670.  See Calling
     |    |   for Service later in this appendix.
     |    |
     |   Press the Error Reset key.  If the indicator does not turn off,
     |   do the following:
     |
     |   •   Press the System Request key.  Press the Enter/Rec Adv key.
     |       When the system request menu appears, choose option 1
     |       (Transfer to secondary interactive job).
     |
     |       or
     |
     |   •   Go to another work station and sign on to create a second
     |       interactive job.
     |
     |   Enter the Display Subsystems (DSPSBS) command to request the
     |   subsystems display.  On that display, look for a job entry that has
     |   the same job name as the work station with the problem.  (If two
     |   entries are shown, look at both.)  Record these names.
     |
     |   Does the job entry (or entries) indicate a status of HELD?
     |    |   |
     |   No  Yes
     |    |   |
     |    |   Enter a 6 in the input field beside the job name to release
     |    |   the job.
     |    |
     |   You could have a loop or wait condition.  Do the following to
     |   gather helpful information and cancel the failing job:
     A
```

A
|
| 1.   On the command entry display, key in the Display Job (DSPJOB)
| command and press the CF4 key. Enter the following parameters:
|
| Parameter   Value
|
| Job name   JOB   Work station ID for the
| failing job.
| User name   User name, as the system
| recognizes it.
| Job number   The job number you recorded
| earlier.
| Output   OUTPUT   *LIST to print your job
| information for later use.
|
| 2.   When the display job menu appears, choose option 5 (Program
| invocation stack). When you press the Enter/Rec Adv key, the
| invocation stack for the failing job will be printed.
| The invocation stack will tell you which instruction your
| program or application is currently on. When you compare this
| information with your original listing, you can determine why
| the loop or wait occurred.
|
| 3.   Press the CF1 key to return to the command entry display.
|
| 4.   Enter the Cancel Job (CNLJOB) command. For example:
| CNLJOB JOB(WS1.QUSER.008299)
| Check with the system operator that the job log for
| the failing job is printed.
| The job log is a record of each program action and any
| messages resulting from these program actions.
|
| Note: Your job log should be printed if you use the default
| value for the Log Limit (LOGLMT) parameter on the CNLJOB
| command. However, if your job description specifies a 0
| for the message level in the LOG parameter, no job log will
| be printed.
|
| 5.   Examine your job log, invocation stack, and program listing
| to determine why the problem occurred.
| If this fails to solve your problem, see Calling for Service
| at the end of this procedure.
|
A

```
         A
         |
```

7. Is the program producing unexpected results?
```
    |   |
    No  Yes
    |   |
    |       You can do the following to determine why this happened:
    |
    |       1.  Get a listing of your program.
    |       2.  Get the job log for your job, by choosing LOG(*LIST) when
    |           you sign off.  For example:
    |                       SIGNOFF LOG(*LIST)
    |           Your job log will be written to a spooled output file.
    |           Your job log is a record of each job action and any messages
    |           received by your job in the order they occurred.
    |       3.  Use the CPF debugging functions, such as traces and
    |           breakpoints, to isolate specific problems in operation.  CPF
    |           debugging functions are described in the CPF Programmer's
    |           Guide.
    |       If this procedure fails to solve your problem, see Calling for
    |       Service at the end of this procedure.
    |
```

8. You have a problem that requires additional assistance.

    Go to *Calling for Service* at the end of this procedure.

THINGS TO KNOW WHEN COMMUNICATING WITH THE IBM 6670

If you use OCL in your document:

*   Each OCL command must start in column 1.

*   The OCL must comply with the OCL coding rules (see the *6670 Programmer's Guide - BSC*).

*   The print options display must specify no additional spaces to the left of the margin.

*   You should be aware that the 6670 shifts the text two positions to the right when printing.

*   You may print with a ragged right margin even on right-aligned paragraphs if you select a font with proportional spacing.

*   You may not print what you expect if you send the document to the IBM 6670 and you use the *.sk 0* command in your document to generate special characters. This is because the IBM 6670 does not overstrike.

*   The maximum number of lines on a page sent to the IBM 6670 is 89.

OCL PROBLEM DETERMINATION

You can use the following procedures for printing all the information sent to the IBM 6670, including the OCL that is generated by Text Management and the OCL that is received by the IBM 6670.

Printing Information Sent to the IBM 6670 (Including OCL)

This procedure creates a file with the same record length as the BSC file normally used to send documents to the IBM 6670. You then use this file to override the BSC file. Then you follow the normal procedure for printing a document at the IBM 6670. Instead of the document being sent to the IBM 6670, however, it is sent to the new file. You can then print the contents of the new file to see the OCL and the document that were sent to the file.

Assume that the BSC file is named S6670 and is in library USRLIBRY (see Appendix N for a description of a BSC file). Assume also that you want to create a data-base file S6770DB in library LIBRY2 to override the BSC file.

1. At the command entry display, key in the following to create the data-base file:

        CRTPF FILE(S6670DB.LIBRY2) RCDLEN(512)

    Press the Enter/Rec Adv key.

2. Key in the following to override the BSC file with the new file:

        OVRDBF FILE(S6670) TOFILE(S6670DB.LIBRY2)

    Press the Enter/Rec Adv key.

3. Now follow the normal procedure for sending a document to an IBM 6670 for printing. This procedure is described in Chapter 1. On the print options display, ensure that the printer file named is file S6670 in library USRLIBRY.

4. To print the OCL and the document, key in the following to print the contents of the new file:

        CPYF FROMFILE(S6670DB.LIBRY2) TOFILE(*LIST) PRTFMT(*HEX)

    Press the Enter/Rec Adv key.

Remember:

* To remove the override on the BSC file. You can use the following command to do it:

        DLTOVR FILE(S6670)

* To delete the data-base file. You can use the following command to do it:

        DLTF FILE(S6670DB.LIBRY2)

Printing the OCL on the IBM 6670

If you want to see the OCL printed on the IBM 6670, key a Y into the input field following "Print summary page" on the 6670 Information Distributor options display (Figure 1-11).

The summary page printed on the IBM 6670 looks similar to this:

```
       JOB 0078  P/Nxxxxxxx ECxxxxxx 01   110483
 A—   ,PRI
 B—   inp 10 100_fir 5_las 66 0_mar 8_typ 11 160_tab 5_pap 1_sum 0 1_
 B—   dup 1_int 1 6_lin 0_pla 96
      ┌PLA 134
      │TYP 086 160 086 160
      │MAR 2
      │SUM 1 0
      │QUA 001
      │PAP 1
      │INP 10 101
      │DUP 0
      │OFF 2
 A——  │INT 16.0
      │FIR 2
      │LAS 70 0
      │LIN 0
      │,DEF
      │| UNIT
      │,PRO
      │1 OUT 086
      │2 OUT 160
      │3 OUT 086
      │4 OUT 160
      └,END
```

The entries marked A are the OCL sent by the System/38; the entries marked B are the OCL stored in the IBM 6670 and overridden by the OCL from the System/38. Your values may differ from those shown.

The values shown marked A are the default OCL values that are generated by Text Management. These are described in Chapter 1 and shown in Figure 1-10 and Figure 1-11 .

CALLING FOR SERVICE

Do the following when you require additional assistance:

1. Cancel the failing job (if necessary) by pressing System Request and choosing option 2. Print the job log, if you have not already done so. Do this by signing off your work station and choosing *LIST for the OUTPUT parameter. For example:

        SIGNOFF LOG(*LIST)

Call your system operator to verify that the job log was printed.

2. Examine the job log, and any other available information on your job, to
    determine why your problem occurred.

3. If the problem concerns the operations of an IBM 6670, call your IBM marketing
    representative.

4. If you still require additional assistance, have your system operator go to the
    System/38 Program Summary Form in the *Problem Determination Guide*.

TEXT MANAGEMENT MODULE DESCRIPTIONS

These are brief descriptions of the modules of Text Management.

Module	Description
QTUBLDS	Builds the output table for the edit display. This output table is used by QTUMAIN.
QTUBRCT	Performs browse requests.
QTUCHK	Handles member/file/library checking. Displays the file list. Creates and updates files. Displays the document list. Creates, copies, and removes documents.
QTUCPP	Saves the EDTTXT and EDTDOC command parameters.
QTUDATA	Loads data from the data base for multiple-copy lists, column lists, and browse operations.
QTUEXIT	Handles the exit from edit display.
QTUFLLD	Handles the text definition display.
QTUFMTS	Handles the paragraph format options display and the paragraph format extended options display.
QTUHELP	Suspends the current display to show the help text or second-level text for messages.
QTUINTB	Starts the batch print.
QTULOAD	Creates, loads, and recovers work space.
QTUMAIN	Handles line commands and CF keys. Controls the edit session.
QTUMDDB	Handles the field selection/ordering display, the field spacing display, the record selection test display, and the print control file list

```
            display.

QTUMDPM     Handles the print mode menu.

QTUMDPR     Handles the print options display and the page
            heading and footing options display.
            Updates control records.
            Handles the job description.

QTUMENU     Handles the primary menu.

QTUPARS     Checks the validity of line commands.

QTUPROF     Handles the user profile.

QTUPRT      Processes print control commands.
            Handles page headings and footings on a page.

QTUPTGT     Builds, formats, and reformats the edit display.

QTUSBMB     Submits the batch print job.

QTUSERV     Handles the services menu and the scan/substitute
            options display.

QTUTADJ     Performs paragraph adjustment.

QTUTBLD     Builds paragraphs.

QTUTRIP     Transforms the interactive user profile.

QTUTRMK     Handles information stored with the document.

QTUUPDT     Saves the document from the edit display.

QTUUPMK     Saves permanent changes to the print options.

QTUXMIT     Transmits the document to the Displaywriter and
            the IBM 6670.
```

APPENDIX H. LAYOUT OF DATA-BASE FILES ACCOUNT AND ITEM

Throughout Part 1, extensive use has been made of two IBM-supplied data-base files, ACCOUNT and ITEM. This appendix shows you what these files contain, and how they are laid out.

File: ACCOUNT
Library: QTXT

Fields:

NAME	DEPT	JOBCODE	ADDRESS	CITY	STATE	TITLE	BALANCE

Length:

16	3	2	20	14	2	16	7,2

Records:

NAME	DEPT	JOBCODE	ADDRESS	CITY	STATE	TITLE	BALANCE
FG Brady	103	CL	134 Main Street	Rochester	MN	Mr. Brady	+000.00
BR Devinny	413	SY	2213 North Ave.	Milwaukee	WI	Ms. Devinny	+003.00
AB Harmes	437	PR	125 Greenbriar Lane	Chicago	IL	Miss Harmes	-124.00
HG Knuth	975	MG	Box 1256	New York	NY	Mr. Knuth	+012.00
BR Lancaster	975	CL	36 So. Main Street	Buffalo	NY	Mrs. Lancaster	+025.00
R Peabody	437	MG	344 Knoll Street	Green Bay	WI	Ms. Peabody	-052.75
PL Pritchard	103	CL	1384 Hillside Lane	Chicago	IL	Mr. Pritchard	-021.50
RR Rogers	103	PR	652 York Lane SW	Philadelphia	PA	Mr. Rogers	+000.00
MS Sandee	994	SY	334 Mill Road	Chicago	IL	Mrs. Sandee	+000.00
RB Wilson	849	SY	2 Every Street	Brampton	ON	Mr. Wilson	-001.00
FX Wisdom	849	MG	1378 Don Mills Road	Toronto	ON	Mr. Wisdom	+124.00

```
File:      ITEM
Library:   QTXT

Fields:
ITMNBR  QTYORD  QTYOH          DESCR              BKORDDT

Length:
 5       7,0     7,0            25                 6,0

Records:
00127            28     Hacksaw - 8 inch
00128            32     Hacksaw - 10 inch
00129            30     Hacksaw - 12 inch
10027            25     Paint - white (gal)
10029            23     Paint - blue  (gal)
10046            20     Paint - red   (gal)
10051            23     Paint - green (gal)
2134C    100     56     Finishing nails (ctn)    080781
2135C            106    Nails  (ctn)
2139S            121    Screws (ctn)
2554S    25      38     Green spray enamel (pt)   081581
3332X    100     186    Brass tacks   (pkt)       081581
3333X            200    Steel tacks   (pkt)
4RCC2    20      25     Decorator hinges black    080781
4RCC3    20      28     Decorator hinges silver   080781
```

APPENDIX I. KEYBOARD TEMPLATE

The templates shown on the next page are identical to the template provided for the Text Management PRPQ in the *Keyboard Template*, at revision level 6 or higher. They provide you with temporary templates and are not meant to replace the *Keyboard Template*.

Text Management GX21-7756-6 (CF Keys 7–12 and 19–24 cause paragraph adjustment)

| | CF13 Display Line Numbers On/Off | CF14 Text Definition | CF15 Print Document | CF16 Print List Documents/ Files | CF17 Paragraph Format Options | CF18 Column Move | CF19 | CF20 | CF21 Move and Adjust | CF22 Copy and Adjust | CF23 Hyphenate and Adjust | CF24 Remove Spaces and Adjust | |
| CMD ⇧ | CF1 Save/ Exit | CF2 Previous Display | CF3 Paragraph Format Extended Options | CF4 Forms Prompting On/Off | CF5 Services Display | CF6 Display Messages/ Cancel | CF7 Scan/ Substitute Forward | CF8 Scan/ Substitute Backward | CF9 Create New Paragraph | CF10 Insert and Adjust | CF11 Delete and Adjust | CF12 Revise Paragraph and Adjust | |

Text Management GX21-7756-6 (CF Keys 7–12 and 19–24 cause paragraph adjustment)

Text Management GX21-7756-6 (CF Keys 7–12 and 19–24 cause paragraph adjustment)

APPENDIX J. INSTALLING TEXT MANAGEMENT

Before you can install this program, the Control Program Facility (CPF) or an equivalent system support program must be installed on your system. The procedures described here assume that you have installed CPF and that the command entry display is currently on the system console screen. See the *System/38 Operator's Guide* for instructions on deleting temporary PCs.

1. Text Management is distributed on diskettes. Place the appropriate diskette(s) in the magazine (starting in slot 1), and then place the magazine in magazine position 1 of the diskette magazine drive. Then you can install the program using the CPF save/restore functions.

2. To restore objects to the same library from which they were saved, you must have the library currently on the system. To confirm the correct library exists on the system, key in:

        DSPOBJD   OBJ(*ALL.QSYS)   OBJTYPE(*LIB)

   If you wish to display only IBM-supplied libraries beginning with Q, key in:

        DSPOBJD   OBJ(Q*.QSYS)   OBJTYPE(*LIB)

   Examine the display to determine if library QTXT is on the system. If library QTXT is not shown, use the Create Library (CRTLIB) command to create it.

3. Use the Restore Object (RSTOBJ) command to install the Text Management program. The cursor is in the correct position on the command entry display. To obtain the prompt for this command, key RSTOBJ onto the screen directly following the double colon (::). Press the prompt key (CF4). The system responds by displaying the RSTOBJ prompt.

   Note: Text Management is restored using the RSTOBJ command to prevent the deletion of the Master Program Change Index associated with each library, which occurs when the Restore Library command is used.

   The default values shown in the RSTOBJ prompt are used for some of the parameters. Respond to the prompt by keying in values for these parameters:

Parameter	Entry
OBJ	*ALL
SAVLIB	QTXT
LOC	*M1(See note 1)
VOL	(See note 2)
MBROPT	*NEW

   Notes:
   1. The unit part of the LOC parameter specifies *M1. The diskettes

are to be placed in a magazine that is placed in magazine position
1 of the diskette magazine drive.
2. To ensure that you are using the correct volume identifier, refer
to the Memo to Users that is part of the prerequisite documentation
for the diskettes containing the Text Management program.

When you have responded to all the appropriate parameters, press the Enter/Rec
Adv key. The system restores the program product objects from the diskettes,
and then responds by displaying the command entry display with a completion
message. Text Management is now completely installed.

4. Before verifying that the installation of Text Management was successful,
   display and identify the contents of the user portion of the library list.
   Before you can use Text Management, library QTXT must be in the library list.

   To display the system default user portion of the library list, key in:
        DSPLIBL

   Examine what is displayed to determine if QTXT is there. If QTXT is not
   displayed, add it by using the Replace Library List (RPLLIBL) command. Key in
   each library name that was listed and add QTXT. For example:

           RPLLIBL LIBL(QGPL QTXT ___ ___ ___)

   The library list must be enclosed in parentheses with a blank space separating
   the library names.

   The RPLLIBL command adds only the new library name to the library list of your
   job. That is, it is in effect only for the duration of the job (in this
   situation, for verifying the correct installation of Text Management).

5. Verify that Text Management is correctly installed by performing the procedures
   described under the heading "Signing on to Text Management" in the *Getting
   Started with Text Management* manual.

6. Remove the diskette(s) from the diskette magazine drive.

7. After verification, you may want to add the library name permanently. As an
   example, key in:

           CHGSYSVAL SYSVAL(QUSRLIBL) VALUE('QGPL QTXT ___ ___ ___')

   Note: Key in the list of library names (previously displayed as a result of the
   DSPLIBL command) and add the new library name. This time the library list must
   be enclosed in parentheses and apostrophes with a blank space separating the
   libraries. This change takes effect immediately after the job ends (after
   signoff).

8. After completing the installation of Text Management, go to *Describing the
   Device Configuration* if you wish to create or change device descriptions.

INSTALLING IBM 6670 FONTS ON THE SYSTEM/38

Chapter 1 describes how to send a document to an IBM 6670 for printing. If the IBM 6670 is a Model II, you can send fonts from the System/38 to the IBM 6670 so that you can have the document printed with the fonts you want.

This procedure describes how to copy the fonts from the font diskette into a member in the System/38 data base. The procedure describes how to create a font file, which *must* be named FONTS. Then the procedure describes how to add a member to the font file. The name of this member must start with FONT. Add a member like this for each font that you want to copy from the diskette into the data base. Finally, the procedure describes how to copy from the font diskette to the new member.

Creating the Font File

Use the following command and parameters to create a font file:

```
COMMAND        PARAMETERS

CRTPF          FILE(FONTS.libraryname)
               RCDLEN(128)
               MBR(*NONE)
               MAXMBRS(*NOMAX)
               LVLCHK(*NO)
               TEXT('6670 font file')
```

In the FILE parameter, the name of the file must be FONTS, but you can replace the word "libraryname" with the name of any library on your system or with *LIBL.

Adding a Member to the Font File

Use the following command and parameters to add a member to the font file:

```
COMMAND        PARAMETERS

ADDPFM         FILE(FONTS.libraryname)
               MBR(FONTxxx)
```

You must add a member for each font that you want to add to the font file. The name of the new member must start with FONT and you replace the xxx with the three-digit font number.

Copying the Fonts from the Diskette

Having created a member for each font that you want to add to the font file, you can now copy the font from the diskette to the member. Use the following commands and parameters to copy the fonts from the diskette (assumed to be in slot 1) to the file created previously.

```
COMMAND        PARAMETERS

OVRDKTF        FILE(QDKT) LOC(*S1)

CPYF           FROMFILE(QDKT)
               TOFILE(FONTS.libraryname)
               FROMMBR(FONTxxx)
               TOMBR(FONTxxx)
               MBROPT(*REPLACE)
```

,The name in the TOMBR parameter should be the same as the name in the FROMMBR parameter. The name consists of FONT followed by the three-digit font number. For example, the name of the 086 font is FONT086.

Use the CPYF command once for each font that you want to copy into the font file.

APPENDIX K. SECURITY CONSIDERATIONS

You must ensure the security of any data-base files and source files by using the IBM-supplied file and library security. For a complete description of System/38 security conventions, see the *IBM System/38 Control Program Facility Programmer's Guide*, SC21-7730. Commands that implement security are described in the *CL Reference Manual*.

To use Text Management, a user must be authorized to use:

* The *EDTTXT* or *EDTDOC* command.

* Files to be accessed by Text Management.

To use batch printing, a user must be authorized to use the SBMJOB command.

To use the CF6 key on the primary menu or edit display (display messages), a user must be authorized to use the DSPMSG command.

To use the *.excf* and *.exc* commands (Chapter 10), a user must be authorized to use the following commands:

* CRTPF

* CPYSPLF

* CNLSPLF

* DLTOVR

* OVRPRTF

Note that, because the *.exc* command enables users to use CL commands, the security officer must provide suitable security for the CL commands to protect them from inappropriate use. Authorization to access files can be granted specifically to individual users or generally to all users.

To use a file, a user must have operational authority over the file. The operational authority must include the right to read the file. If the file is a logical file, the operational authority must extend to the physical file or files from which the logical file is derived.

Initial authorization to use a file is specified when the file is created. Authorization is specified explicitly or by default. The default value, PUBAUT(*NORMAL), in the command that creates the file, grants operational authority to the file to all system users.

If the file contains sensitive information, the file should be placed in a private library, or authorization should be restricted. A physical file that contains

sensitive information can be protected by logical files that reveal sensitive fields only to certain users, if any.

To protect fields in a physical file:

1. Specify PUBAUT(*NONE) in the CRTPF (Create Physical File) command that creates the file.

2. Specify PUBAUT(*NONE) in the CRTLF (Create Logical File) command that creates a logical file from the physical file. Do not include sensitive fields in the record format or formats for the logical file.

3. Grant specific users the authority to read the physical file by issuing the GRTOBJAUT (Grant Object Authority) command. Name the physical file in the command and specify AUT(*READ).

4. Grant specific users the authority to read the logical file by issuing the GRTOBJAUT (Grant Object Authority) command. Name the logical file in the command and specify AUT(*OPER).

See the *CL Reference Manual* for a description of these commands.

APPENDIX L. TEXT MANAGEMENT AND THE USER PROFILE

Text Management stores information for each user profile used by System/38 to describe the user or group of users. Information that Text Management stores consists of:

- The document, file, and library names from the primary menu.

- The member, document, file, and library names from the Copy/Browse section of the services display.

- An indicator to inform Text Management whether the line number field of the edit display contains line numbers or not.

- The resequencing entries from the exit from edit display.

- The printer file and library names, the job description name and library name, the number of copies, and the non-print character from the print options display.

- All current paragraph formats.

- All information from the printing device options displays.

In addition, every time a document is created, Text Management saves the following:

- The printer file and library names, the job description name and library name, the number of copies, and the non-print character from the print options display.

- All current paragraph formats.

- All information from the printing device options menus.

Note: As a result of this, when a new document is created, this information is automatically built into the new document.

APPENDIX M. COMMAND CROSS-REFERENCE

This appendix shows you what command functions you can use when a command function is pending or is partly completed. In addition, this appendix describes the rules that tell you how Text Management handles line commands performed at the same time as command functions.

CROSS-REFERENCE CHART FOR CREATING OR REVISING A DOCUMENT ON THE EDIT DISPLAY

The chart shows which CF keys are valid when command function are pending or partly complete (or, in the case of CF4, when in forms prompting), if you are creating or revising a document on the edit display after choosing option 1 on the primary menu.

In the chart, the CF keys listed across the top can be pending or partly completed. For example, you must press the CF21 key three times during a move-and-adjust operation; after you press the key the first time, the command function is pending and a pending indicator replaces the document name at the top of the edit display. Similarly, after you press the CF9 key, Text Management inserts lines of underlining on the edit display; this indicates that the command function is partly completed. One difference between a partly-completed command function and a pending command function is that a partly-completed command function does not have a pending indicator.

The CF keys listed down the side of the chart are valid on the edit display if you reached the display after choosing option 1 (Create or revise a document).

Each Y indicates that Text Management accepts the CF key listed on the left of chart as being valid when it is pressed while the command function listed at the top is pending or partly completed. Each N indicates that Text Management regards the CF key at the left as not being valid when pressed while the command function listed at the top of the chart is pending or partly completed.

Pending or Partly-Completed Command Functions

		CF 4	CF 7	CF 8	CF 9	CF 10	CF 11	CF 12	CF 18	CF 21	CF 22
Command	1	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Functions	4	-	N	N	Y	Y	N	Y	N	N	N
That May	5	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
Be Used	6	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	7	Y	-	Y	Y	Y	Y	Y	Y	Y	Y
	8	Y	Y	-	Y	Y	Y	Y	Y	Y	Y
	9	N	Y	Y	-	Y	N	Y	N	N	N
	10	N	Y	Y	Y	-	N	Y	N	N	N
	11	N	Y	Y	N	N	-	N	N	N	N
	12	N	Y	Y	Y	Y	N	-	N	N	N
	13	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	14	Y	Y	Y	N	N	Y	N	Y	Y	Y
	15	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y
	17	N	Y	Y	Y	Y	Y	Y	Y	Y	Y
	18	N	Y	Y	N	N	N	N	-	N	N
	21	N	Y	Y	N	N	N	N	N	-	N
	22	N	Y	Y	N	N	N	N	N	N	-
	23	N	Y	Y	N	N	N	N	N	N	N
	24	N	Y	Y	N	N	N	N	N	N	N

Y- combination of
CF keys is valid

N- combination of
CF keys is not
valid

Assume that you want to know which CF keys you can use during a pending move-and-adjust command function. Locate CF21 in the list of CF keys across the top of the chart. Below the CF21 entry you can see a column containing Ys and Ns. You can see that CF keys 1, 5, 6, 7, 8, 13, 14, 15, and 17 are valid during a pending move-and-adjust command function.

Assume that you want to know which CF keys you can use during forms prompting. Find CF4 across the top of the chart. Look down the column immediately under CF4. You should find that CF keys 1, 5, 6, 7, 8, 13, 14, and 15 are valid.

Suppose that you want to find out whether you can use the CF9 key to create a new paragraph while you are inserting text (CF10 is partly completed). Find CF10 at the top of the chart and find CF9 at the side of the chart. Look down the column under the CF10 until you come to the entry opposite CF9. This contains a Y, indicating that you can press the CF9 key to create a paragraph while you are inserting text.

HOW TEXT MANAGEMENT HANDLES CF KEYS WHEN BROWSING ON THE EDIT DISPLAY

CF keys 1, 7, 8, 13, and 15 are valid. You can use any of CF keys 1, 13, and 15 when the CF7 or the CF8 command function is partly completed.

HOW TEXT MANAGEMENT HANDLES CF KEYS WHEN FILLING IN A FORM DOCUMENT

CF keys 1, 4, 5, 6, 7, 8, 13, 14, and 15 are valid. You can use any of CF keys 1,

5, 13, and 15 when the CF7 or the CF8 command function is partly completed. You can use CF key 4 to leave forms prompting when the CF7 or the CF8 command function is partly completed, but you can not use the CF4 key to enter forms prompting when a command function is partly completed.

HOW TEXT MANAGEMENT HANDLES LINE COMMANDS WHEN A CF KEY IS PRESSED

Text Management has rules that describe what happens when line commands and CF keys are processed together. There is a sequence that governs the processing of these line commands and CF keys. To express this sequence in a simplified form, the line commands and CF keys are processed in this order:

1. Line-positioning line commands.

2. Delete line commands.

3. CF keys 9, 10, 11, 12, 18, 21, 22, 23, and 24.

4. Other line commands.

5. Other CF keys.

This simplified sequence does not tell the whole story. CF keys 9, 10, and 12 have additional rules, as do CF keys 11, 18, 21, and 22.

Rules for CF Keys 9, 10, and 12

During the creating or revising of a document on the edit display, if one of CF keys 9, 10, and 12 is pressed, the following rules apply:

1. During paragraph adjustment:

   • Pending line commands or targets are canceled.

   • Line commands in lines affected by the adjustment are canceled.

   • Line commands in lines not affected by the adjustment are performed.

2. Line-positioning, delete, and skeleton line commands are performed before the command function. If this deletes the line where the cursor was located or moves the line where the cursor was located off the display, the command function is canceled.

3. Paragraph and shift line commands are performed after the CF key.

4. Insert line commands on the same line as the cursor or on following lines may be dropped.

Rules for CF Keys 11, 18, 21, 22

During the creating or revising of a document on the edit display, if one of CF keys 11, 18, 21, and 22 is pressed, the following rules apply:

1. CF keys 11, 21, and 22 are not valid in unadjusted text.

2. Paragraph adjustment cancels a pending command function, if the reversed-image marker is or markers are in the text affected by the adjustment.

Note:
Do not use shift, center, move, or delete line commands in lines containing reversed-image markers. You may receive results that you don't expect.

This appendix describes:

• How to create and identify a BSC file

• How to change the messages containing printing defaults.

Creating a BSC File

You must use the following command and parameters to create a BSC file:

```
COMMAND          PARAMETER

CRTBSCF          FILE(BSC-file-name.library-name)
                 SRCFILE(DDS-source-file-name.library-name)
                 SRCMBR(DDS-source-member)
                 DEV(device-name)
                 TRNSPY(*YES)
                 LVLCHK(*NO)
```

FILE Parameter:
  BSC-file-name is the name by which you want the BSC file to be known.
  library-name is the name of the library that will contain the BSC file.

SRCFILE Parameter:
  DDS-source-file-name is the name of the file that contains the DDS source member.
  library-name is the name of the library that contains the DDS source member. If
  this is blank, Text Management assumes an entry of QGPL.

SRCMBR Parameter:
  DDS-source-member is the name of the DDS source member.

DEV Parameter:
  device-name is the name that was specified in the DEVD parameter of the CRTDEVD
  command used to define the device description when defining the communications
  environment.

For more information about these and other parameters for the CRTBSCF command, see
the *CL Reference Manual* or the *IBM System/38 Data Communication Programmer's
Guide*, SC21-7825.

In addition, you must add the DDS statements for the BSC file as shown in
Figure N-1.

IBM International Business Machines Corporation

DATA DESCRIPTION SPECIFICATIONS

File		Keying Instruction	Graphic								
Programmer	Date		Key								

Sequence Number (1-5)	Form Type (6)	And/Or/Comment (A/O/*) (7)	Not (N) (8)	Indicator (9-10)	Not (N) (11)	Indicator (12-13)	Not (N) (14)	Indicator (15-16)	Name Type (R/K/S/O) (17)	Reserved (18)	Name (19-28)	Reference (R) (29)	Length (30-34)	Data Type (b A/P/S/B A/S/X/Y/N/I/W) (35)	Decimal Positions (36-37)	Usage (b/O/I/B/H/M) (38)	Line (39-41)	Pos (42-44)	(45-52)
	A								R		FMT512								
	A										BUF512		512	A					
	A																		

Figure N-1. DDS Statements for the BSC File

The name FMT512 is mandatory, but you can replace the name BUF512 with any name of your choice. The length of 512 and the data type A are also mandatory.

Examples Using the CRTCUD, CRTDEVD, CRTLIND, and CRTBSCF commands

These examples are included here to show you how the commands may be used. They may not fit your requirements as shown; you will probably need to change the examples to use them on your system.

Displaywriter Example

```
CRTLIND    LIND(LDSPW) LINNBR(20) +
           TYPE(*BSC) CNN(*PP) RATE(4800) AUTOCALL(*NO) +
           AUTOANS(*NO) WIRE(4) OEMMDM(*YES) ONLINE(*YES) +
           CTLU(CDSPW) TEXT('Displaywriter line')
CRTCUD     CUD(CDSPW) TYPE(*BSC) +
           MODEL(0000) CTLADR(0020) SWITCHED(*NO) LINE(*NONE) +
```

```
                       RMTID(*ANY) TEXT('Displaywriter control unit')
        CRTDEVD        DEVD(DDSPW) DEVADDRC(000020) +
                       DEVTYPE(*BSC) MODEL(0) CTLU(CDSPW) +
                       TEXT('Displaywriter device')
        DLTF           FILE(DSPW.USRLIBRY)
        CRTBSCF        FILE(DSPW.USRLIBRY) SRCFILE(QDDSSRC.*LIBL)
                       SRCMBR(BSCFILE) DEV(DDSPW) TRNSPY(*YES) LVLCHK(*NO) +
                       TEXT('Displaywriter file')
```

IBM 6670 Example

```
        CRTLIND        LIND(L6670) LINNBR(21) +
                       TYPE(*BSC) CNN(*PP) RATE(4800) AUTOCALL(*NO) +
                       AUTOANS(*NO) WIRE(4) OEMMDM(*YES) +
                       TEXT('Displaywriter line')
        CRTCUD         CUD(C6670) TYPE(*BSC) DEVDLY(500) +
                       MODEL(0000) CTLADR(0021) LINE(L6670) +
                       TEXT('6670 control unit')
        CRTDEVD        DEVD(D6670) DEVADDRC(000021) +
                       DEVTYPE(*BSC) MODEL(0) CTLU(C6670) +
                       TEXT('6670 device')
        DLTF           FILE(S6670.USRLIBRY)
        CRTBSCF        FILE(S6670.USRLIBRY) SRCFILE(QDDSSRC.*LIBL) +
                       SRCMBR(BSCFILE) DEV(D6670) TRNSPY(*YES) LVLCHK(*NO) +
                       TEXT('6670 file')
```

Note that print jobs with less than 100 pages may not need the DEVDLY parameter for
the CRTCUD command.

How to Identify a BSC File

If you want to know if a file is a BSC file, use the following command:

```
        COMMAND        PARAMETER

        DSPOBJD        OBJ(file-name.library-name)
                       OBJTYPE(*FILE)
```

When the object definition display appears, look at the attribute (under the heading
ATTR). If the attribute is BSC, the file is a BSC file.

Changing Message QTX0800 (System Printer Defaults)

Message QTX0800 contains the defaults for the system printer. See the *Text
Management Messages* manual for the contents of messages.

You should change this message to reflect the requirements of your account.

Use the following command and parameters to change the message:

```
COMMAND          PARAMETERS

CHGMSGD          MSGID(QTX0800)
                 MSGF(QTXTMSG)
                 MSG ('message text')
```

You must enter all of the text for the defaults as message text in the MSG
parameter.   This message text must be enclosed in single quotation marks (').

For example, the following command can be used to restore message QTX0800 to the
form originally supplied with Text Management:

```
CHGMSGD  MSGID(QTX0800) MSGF(QTXTMSG) +
         MSG('*SYSPRT*003*060*066*006*1**STD.......*06*10*')
```

In this example:

* *SYSPRT identifies this as a system printer message.

* 003 is the first print line.

* 060 is the last print line.

* 066 is the length of the print form.

* 006 indicates the number of lines per inch.

* 1 is the line spacing.

* *STD is the form type (the name of the type can be as many as ten characters).

* 06 indicates the number of additional left-margin spaces.

* 10 is the number of characters per inch.

Figure 1-5 shows the system printer option display with these entries.

Changing Message QTX0801 (5219 Defaults)

Message QTX0801 contains the defaults for the IBM 5219. See the *Text Management
Messages* manual for the contents of messages.

You should change this message to reflect the defaults for the IBM 5219 you want to
use.

Use the following command and parameters to change the message:

```
COMMAND          PARAMETERS

CHGMSGD          MSGID(QTX0801)
                 MSGF(QTXTMSG)
                 MSG ('message text')
```

You must enter all of the text for the defaults as message text in the MSG
parameter. This message text must be enclosed in single quotation marks (').

For example, the following command can be used to restore message QTX0801 to the
form originally supplied with Text Management:

```
CHGMSGD  MSGID(QTX0801) MSGF(QTXTMSG) +
         MSG('*5219..*087*003*060*066*006*1**STD.......*10*1*')
```

In this example:

* *5219 identifies this as an IBM 5219 message.

* 087 is the print font.

* 003 is the first print line.

* 060 is the last print line.

* 066 is the length of the printer form.

* 006 indicates the number of lines per inch.

* The first 1 is the line spacing.

* *STD is the form type (the form-type name can be as many as ten characters).

* 10 indicates the number of additional left-margin spaces.

* 1 (the last entry) is the paper supply selection.

Figure 1-6 shows the 5219 printer option display with these entries.

Changing Message QTX0802 (Displaywriter Defaults)

Message QTX0802 contains the defaults for the Displaywriter. See the *Text
Management Messages* manual for the contents of messages.

You should change this message to reflect the defaults for the Displaywriter you
want to use.

Use the following command and parameters to change the message:

```
          COMMAND           PARAMETERS

          CHGMSGD           MSGID(QTX0802)
                            MSGF(QTXTMSG)
                            MSG ('message text')
```

For example, the following command can be used to restore message QTX0802 to the form originally supplied with Text Management:

```
CHGMSGD  MSGID(QTX0802) MSGF(QTXTMSG) +
         MSG('*6580..*087*003*060*060*1*10*1*')
```

In this example:

- *6580 identifies this as a Displaywriter message.

- 087 is the print font.

- 003 is the first print line.

- The first 060 is the last print line.

- The second 060 indicates the number of lines per inch (6.0).

- The first 1 is the line spacing.

- 10 indicates the number of additional left-margin spaces.

- 1 (the last entry) is the paper supply selection.

Changing Message QTX0803 (Job Separator Page)

Message QTX0803 contains the text for the job separator page. See the *Text Management Messages* manual for the contents of messages.

You should change this message to reflect your job-separator-page requirements.

Use the following command and parameters to change the message:

COMMAND	PARAMETERS
CHGMSGD	MSGID(QTX0803)
	MSGF(QTXTMSG)
	MSG ('message text')

You must enter all of the text for the job separator page as message text in the MSG parameter. This message text must be enclosed in single quotation marks (').

For example, the following command can be used to restore message QTX0803 to the form originally supplied with Text Management:

```
CHGMSGD  MSGID(QTX0803) MSGF(QTXTMSG) +
         MSG('*6670..*.JOB NAME..*.USER NAME.*.JOB NBR...
             *.DATE......*.TIME......*.FILE......*.LIBRARY...
             *.DOCUMENT..*')
```

From "*.JOB NAME" through "*.DOCUMENT.." is the text for the job separator page. Figure 1-9 shows the job separator page with these entries.

Changing Message QTX0804 (6670 Defaults)

Message QTX0804 contains the defaults for the IBM 6670. See the *Text Management Messages* manual for the contents of messages.

You should change this message to reflect the the requirements for the IBM 6670 that you want to use.

Use the following command and parameters to change the message:

```
COMMAND          PARAMETERS

CHGMSGD          MSGID(QTX0804)
                 MSGF(QTXTMSG)
                 MSG ('message text')
```

You must enter all of the text for the defaults as message text in the MSG parameter. This message text must be enclosed in single quotation marks (').

For example, the following command can be used to restore message QTX0804 to the form originally supplied with Text Management:

```
CHGMSGD  MSGID(QTX0804) MSGF(QTXTMSG) +
         MSG('*6670..*086*N*160*N*086*N*160*N*101
             *003*060*060*1*10*1*')
```

In this example:

* *6670 identifies this as am IBM 6670 message.

* The first 086 entry is the primary print font.

* Each N indicates that the preceding print font will not be sent from the System/38.

* The first 160 entry is the highlighted print font.

* The second 086 entry is the primary underline print font.

* The second 160 entry is the highlighted underline print font.

* 101 is the input keyboard number.

* 003 is the first print line.

* The first 060 is the last print line.

* The second 060 indicates the number of lines per inch (6.0).

* The first 1 is the line spacing.

* 10 indicates the number of additional left-margin spaces.

- 1 (the last entry) is the paper supply selection.

GLOSSARY

This glossary defines terms as they are used in this manual. The primary source for the definition is the *IBM System/38 Guide to Publications*, GC21-7726. The secondary source is the *IBM Displaywriter System, Operator's Reference Guide*, S544-0859.

adjusted text. Text that is formatted according to the options on the paragraph format options display.

adjusting. The process of reassembling text so that it conforms to the options on the paragraph format options display.

batch job. A group of processing actions submitted as a predefined series of actions to be performed with little or no interaction with the user or operator.

batch print. This is a form of batch job in which the processing actions print the document.

center. To place text at or around a designated position.

character. Any letter, digit, or other symbol in the data character set that is part of the organization, control, or representation of data.

create a document. To name, key in, and enter a document for the first time.

cursor. A movable spot of light, resembling a bright underscore, that shows where the next character will appear on the work station screen when a key on the keyboard is pressed.

data base. The collection of all data-base files stored in the system.

data-base file. An object that contains descriptions of how input data is to be presented to a program from internal storage and how output data is to be presented to internal storage from a program. See also physical file and *logical file*.

default value. A value assumed when no value has been specified.

document. A collection of one or more lines of text that can be named and stored.

document name. A string of characters that identifies a document.

file. A generic term for the object type that refers to a data-base file, a device file, or a set of related records treated as a unit. The system-recognized identifier for the object type is *FILE.

highlight. The process of emphasizing an area by brightening the area on a display, or by overprinting on a printer.

hyphenation. The process of separating a word by inserting a hyphen to end a line and moving the remainder of the word to the start of the next line.

left margin. The area on a page between the left paper edge and the leftmost position on the page.

library. An object that serves as a directory to other objects. A library is used to group related objects and to find objects by name when they are used. The system-recognized identifier for the object type is *LIB.

line. See text line.

line number. See text line number.

line spacing. The spacing between the type line of one printed line and the type line of the preceding line.

logical file. A description of how data is to be presented to or received from a program. This type of data-base file contains no data, but it provides an ordering and format for one or more physical files. Contrast with *physical file*.

margin. The space between the text area and the top, bottom, and side edges of a printed page.

margin text. Information printed in the top, bottom, or side margins of a page.

member. A description of a named subset of records in a physical or logical file. Each member conforms to the characteristics of the file and has its own access path. All I/O requests are directed to a specific member of a data-base file.

menu. A display in which a list of options is shown.

object. A named unit that consists of a set of attributes (that describe the object) and, in some cases, data. An object is anything that exists in and occupies space in storage and on which operations can be performed. Some examples of objects are programs, files, and libraries.

page footing. Constant text that is formatted to be in the bottom margin of one or more pages.

page heading. Constant text that is formatted to be in the top margin of one or more pages. This is also known, traditionally, as a running head.

paragraph. A subdivision of a document that consists of one or more lines of adjusted text.

parameter. (1) Data passed to or received from another program. (2) A named variable that identifies a value or a group of values to be used by a command to tailor a function requested by the command.

physical file. A description of how data is to be presented to or received from a program and how data is actually stored in the data base. A physical file contains one record format and one or more members. Contrast with *logical file*.

problem determination. The process of determining the source of a problem as a program component, a machine failure, a common-carrier link, a user-supplied element, or a user error.

prompt. A displayed request for information or user action. The user must respond for the program to proceed.

reverse image. The process of emphasizing characters by making the characters dark on a light background.

right align. To place an entry in a field or to move the contents of a field so that the rightmost character of the data is in the rightmost position of the field. This is also called *right adjust*.

right margin. The area on a page between the last text character and the right paper edge.

text. The information displayed or printed on a document.

text line. A row of characters entered, displayed, or printed.

text line number. A number associated with a line in a printout or on a display screen.

source document. A document that can be used instead of the data base as a source of information to be inserted into another document using field-name commands.

user profile. An object that contains a description of a particular user or group of users. A user profile contains a list of authorizations to objects and functions. The system-recognized identifier is *USRPRF.

work station. A device that lets a person transmit information to or receive information from a computer as needed to perform a job.

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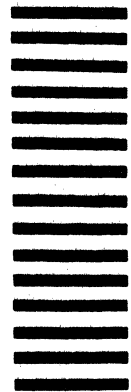
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