

Operator Guide to Training



Operator Guide to Training

First Edition (June 1983)

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ABOUT THIS BOOK

Purpose and Audience

This book is intended for operators who use the IBM Displaywriter System.

Contents

This book contains an introduction to the entire Displaywriter training program and describes how to use it.

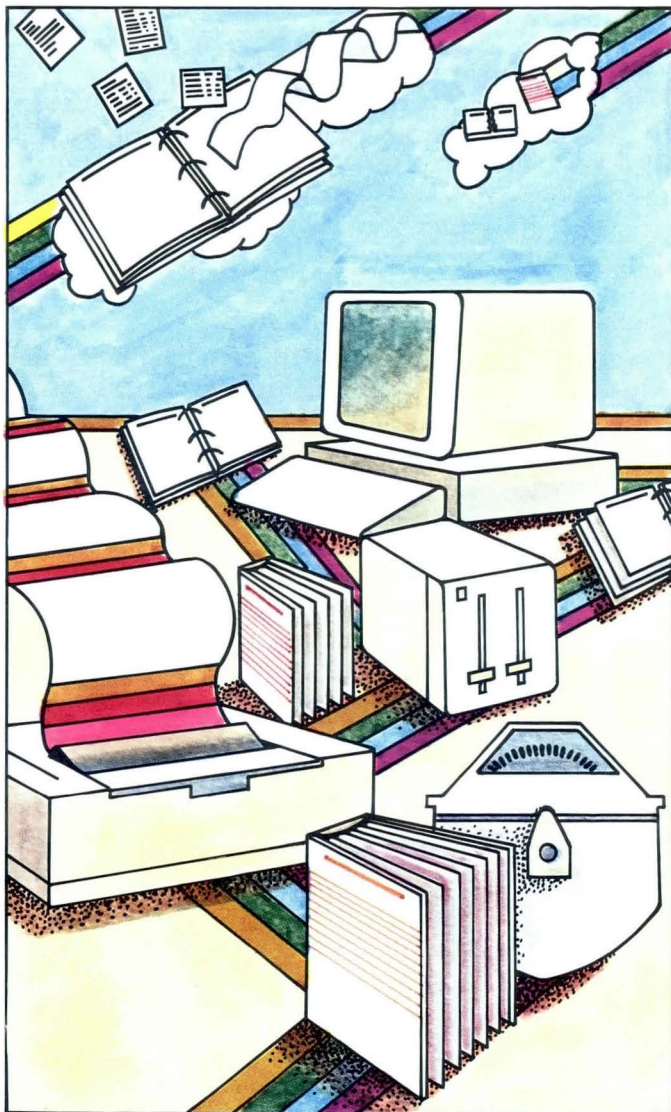
Related Publications

A description of related publications is provided in this guide.

Data Security

All magnetic media are subject to physical damage, erasure, and loss for a variety of reasons, including operator error, accidental occurrences, and machine malfunction. In addition, magnetic media are subject to theft. Therefore, an integral part of any informational system should be to establish and implement backup (duplication) procedures. The customer, not IBM, is solely responsible for establishing and implementing all such procedures.



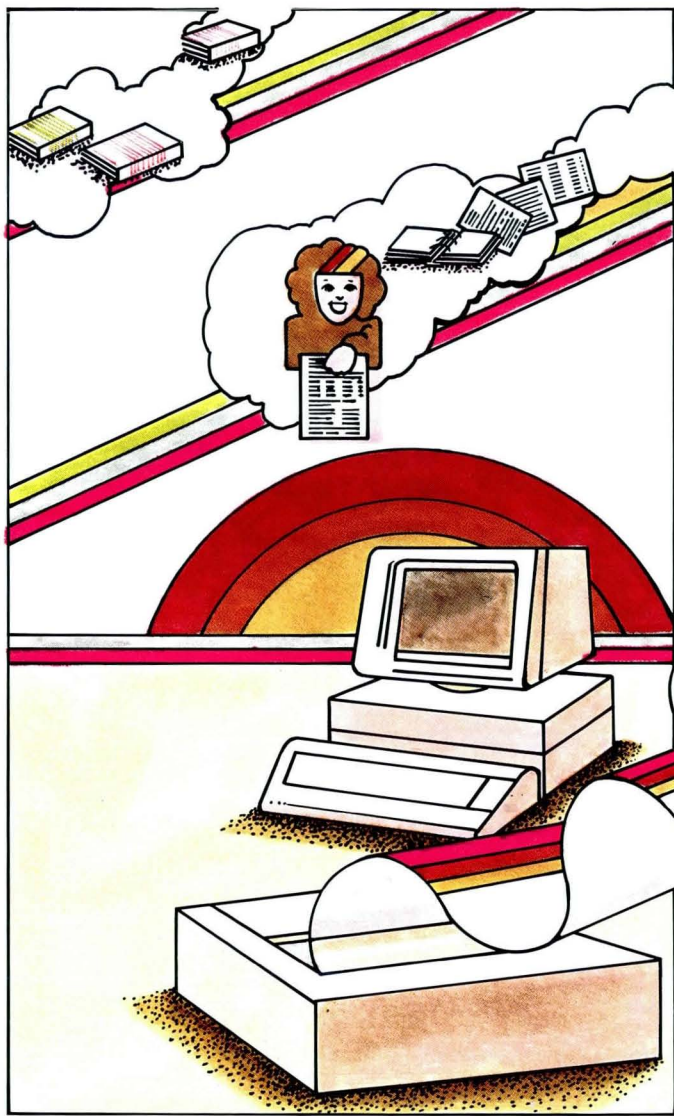


Welcome to training on the IBM Displaywriter System!

This guide describes some important features about the Displaywriter training program. It guides you through the training program and helps you tailor the training to your unique needs.

Who Should Read this Guide?

- You should read this guide if:
 - You have *never* trained on the IBM Displaywriter System before, OR
 - You have trained on the Displaywriter using a *different* IBM training program.
- You should read the *Upgrade Guide* if you have used this guide before to train on another level Textpack program.



What Can You Expect from Training?

The IBM Displaywriter System prompts you as you work, which helps to make operation easy. However, because of the Displaywriter's sophistication, training is essential. Training correctly will help ensure that you can do your work efficiently.

This guide will help you select basic and advanced training materials. When you complete your basic training, you will be able to create a document, make simple revisions, and print the document.

After basic training, you will continue training on advanced lessons that are important to most routine work and that pertain to your own work situation.



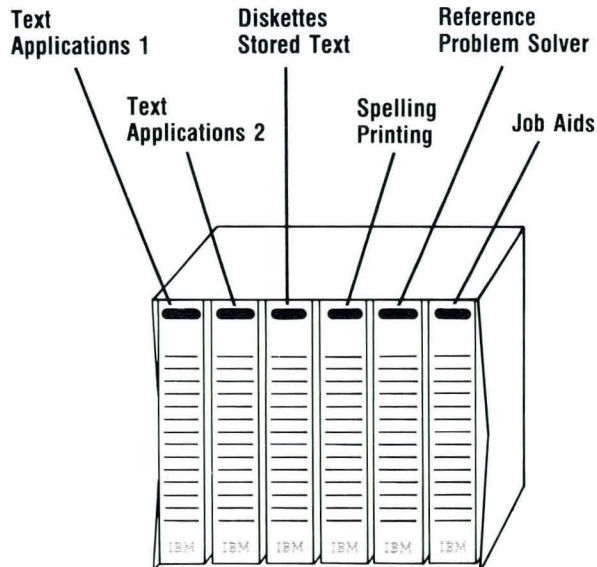
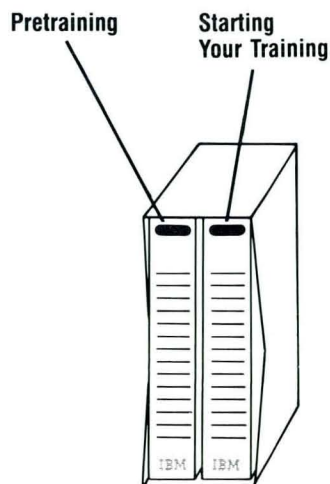
Description of the Training Program

Your training materials are comprised of several binders. Some are training binders and some are reference binders.

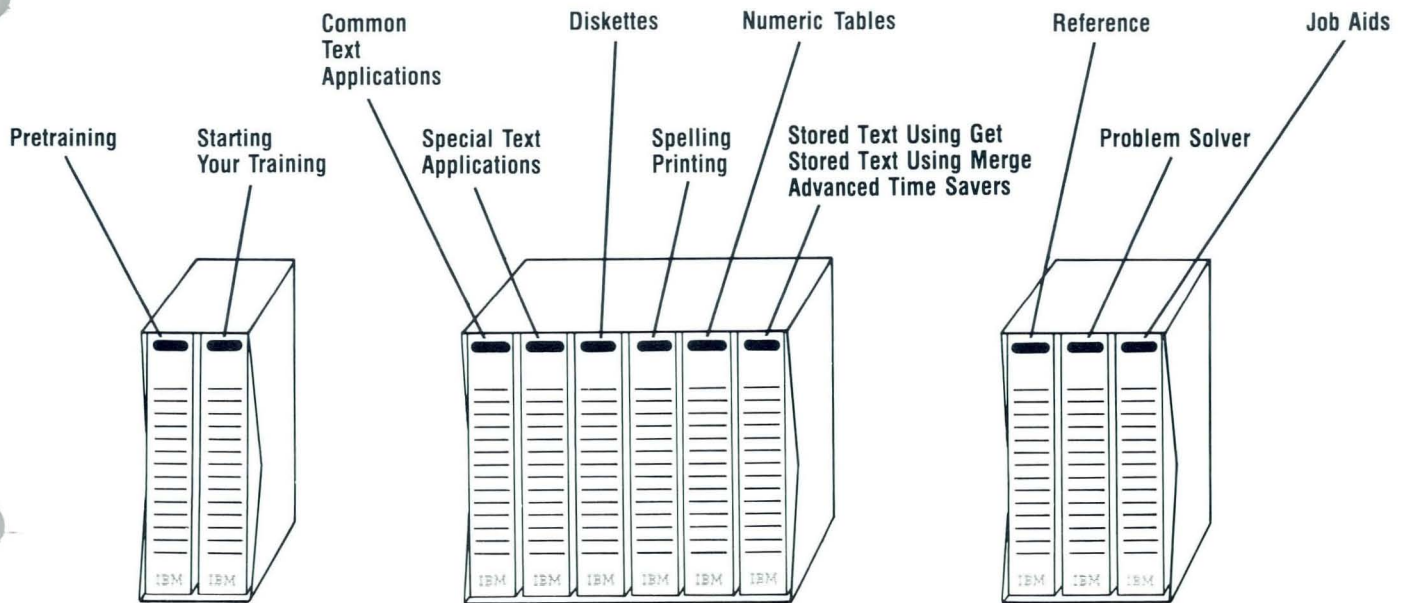
There are two different sets of training materials for the Displaywriter. You should have one set. To determine which set you have, match your set with one of the following two pictures.

A complete description of all the training and reference materials can be found in Appendix C in the back of this guide.

Textpacks E and 2:

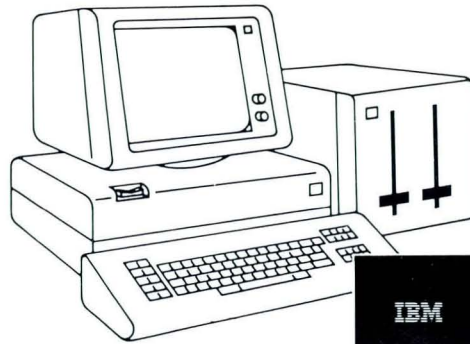


Textpacks 4 and 6:

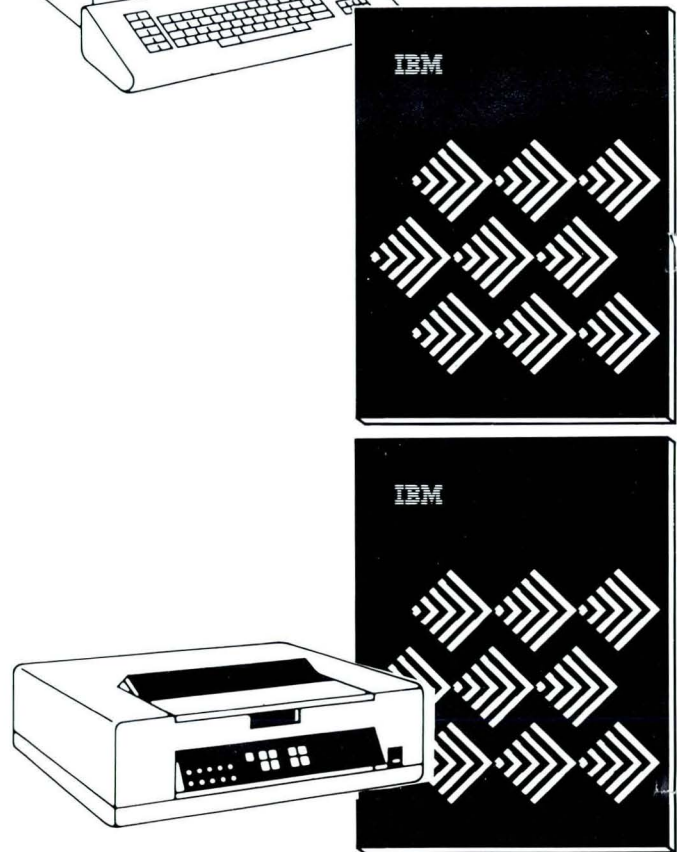


These two books, shipped with the IBM Displaywriter System, are used to set up the equipment.

IBM Displaywriter System Customer Setup Guide



IBM 5218/5228 Printwheel Printer Setup Procedures



These items are also shipped with the IBM Displaywriter System. Keep them nearby for easy reference.

IBM Displaywriter System Printer Guide

IBM 5218/5228 Printwheel Printer Problem Determination Guide

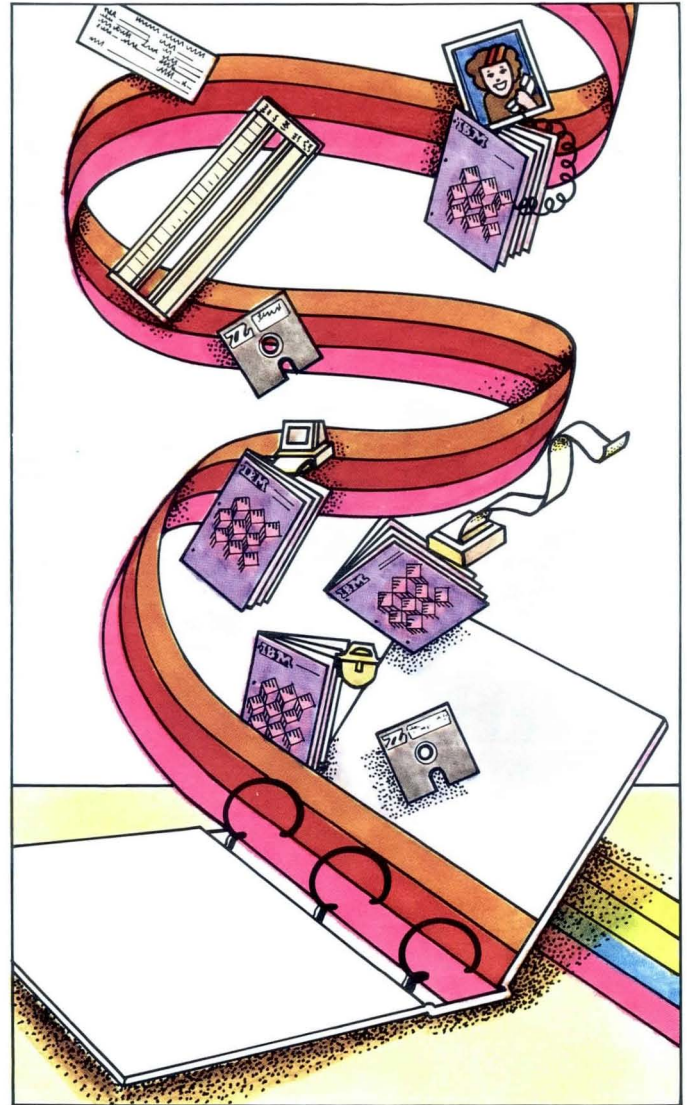
IBM Problem Determination Diskette

Memory Record Diskette(s)

IBM Displaywriter System Office Systems Customer Assistance Center (OSCAC) Guide

IBM Conversion Ruler

IBM Duplicate Diskette Labels



What's Special About How the Training Materials are Organized?

The training materials are organized in a special way that allows you to control your own learning.

Look through the *Starting Your Training* binder as you read the following description of the training organization.

Units. The training binders consist of one or more units. These units are listed on the spine of each binder.

Lessons. The units are divided into numbered lessons. A lesson is simply a set of related segments.

Segments. The segments carefully guide you through the steps of operation. Each segment teaches a specific task and is divided into several parts. You can use these parts in the way that best suits your learning style.



What Are the Segment Parts?

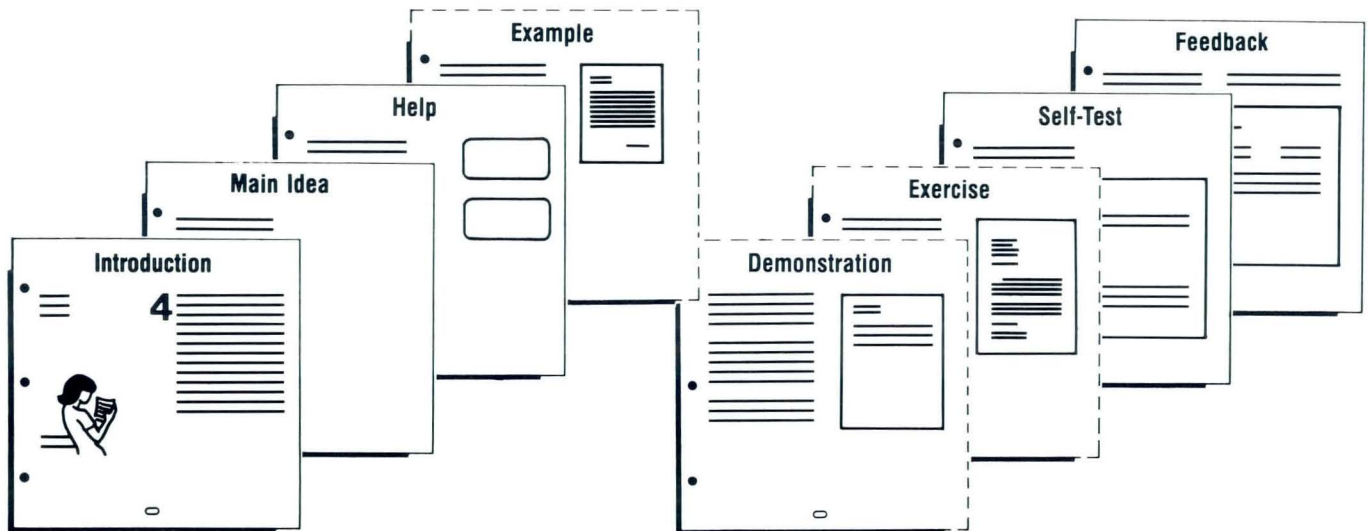
If you'll look through a couple of segments in the *Starting Your Training* binder, you'll notice that some segment parts are not included in every segment.

Every segment has:

- An **Introduction** that tells you what the segment is about.
- A **Main Idea** that is the segment in a nutshell.
- A **Help** that provides detail of the Main Idea.
- A **Self-Test** and **Feedback** that you use to check your understanding of the segment.

However, only some segments have:

- Some **Examples** that illustrate how the Main Idea can be applied to your work.
- A **Demonstration** or **Exercise** that lets you practice a function.



How Do You Use these Segment Parts to Train?

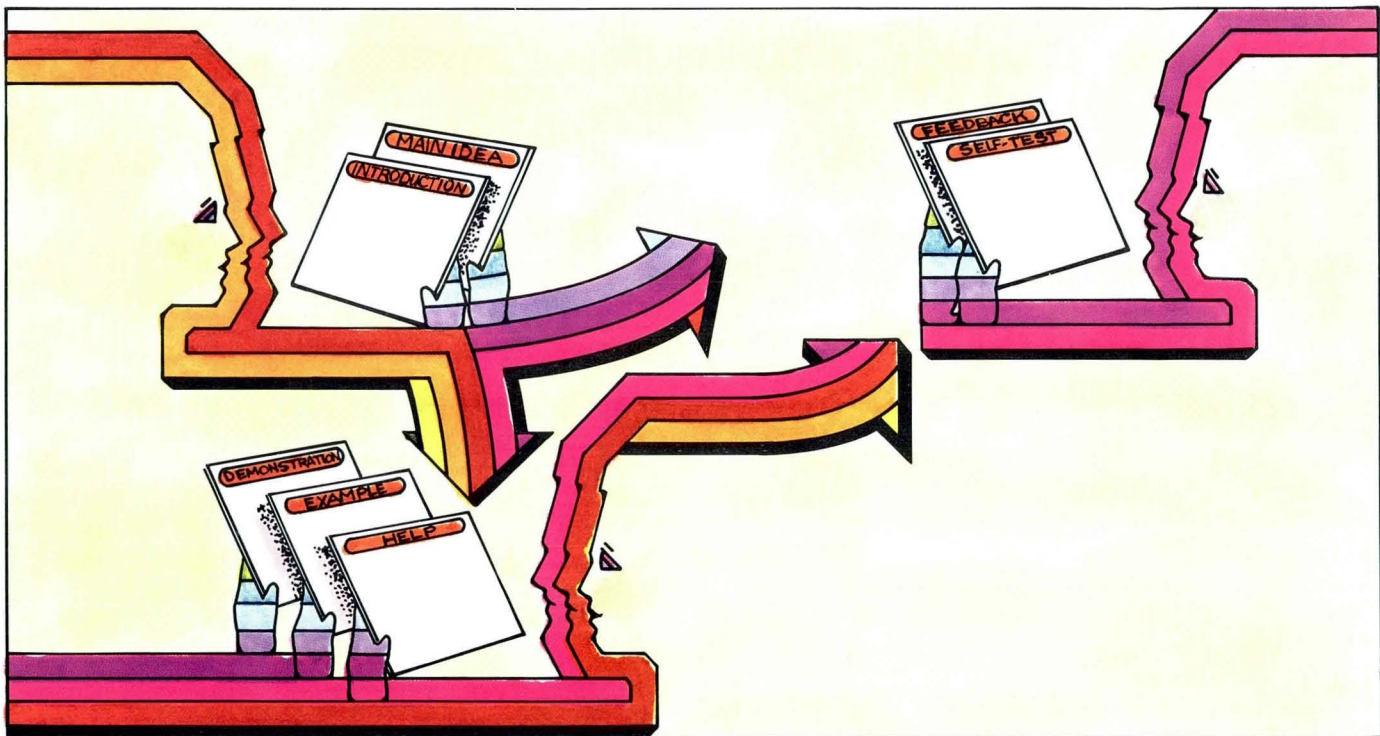
First, read the segment **Introduction** to see what the segment is about, and whether you must take any prerequisite segments.

Next, read the **Main Idea** for an overall picture of the segment. Then decide whether you understand the **Main Idea**. If you do understand, skip to the **Self-Test** and **Feedback** to check your understanding.

However, if you don't understand the **Main Idea** and you need more explanation, choose any or all of the available segment parts for help.

Then take the **Self-Test** and **Feedback** to be sure you understand.

Feel free to use these segment parts in any combination. You can always go back to any segment part for review if you need more information.



Have you already trained on the IBM Displaywriter System using another training program?

YES

Go to the *Upgrade Guide* located in the *Pretraining* binder to decide what you need for training. It is not necessary to read the rest of this guide.

NO

Continue reading this guide to decide what you need for training.



The amount of training you need depends on your particular work experience and type of work.

The next two parts of this guide will help you tailor the Displaywriter training to your individual needs. In Part I you will select your basic training, based on your work experience. In Part II you will select your advanced training, based on your type of work.

Perform each step before going on to the next page.

Step 1: Copy Training Profile Sheet

Make a photocopy of the Training Profile Sheet on page 17. Do not write on the master.

Step 2: Select Your Basic Training

- A. If you are *new* to word processing, circle the letter **A** on your profile sheet.
- OR**
- B. If you have already used any type of word processing equipment, circle the letter **B** on your profile sheet.





Across from the letter you just circled are the training books you will use to begin training and the order in which you will use them.

DISPLAYWRITER TRAINING PROFILE SHEET



Basic Training

A	<i>Word Processing Concepts</i>	<i>Starting Your Training</i>	<i>Operator Guide to Training — Part II</i>
B	<i>Starting Your Training</i>	<i>Operator Guide to Training — Part II</i>	




Textpack Program Diskettes

			
Textpack E	Textpack 2	Textpack 4	Textpack 6

Diskette Unit

Single		Dual	
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Printer

5215 	Sheet-Feed Paper Handler 	5218/5228 
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Step 3: Identify Your Textpack Level

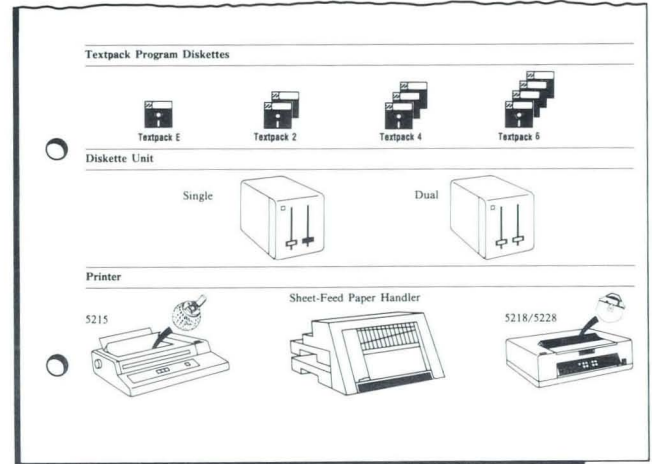
- The Displaywriter has different text processing capabilities, depending on the level of your *Textpack* program diskette(s), that is, *Textpack E*, *Textpack 2*, *Textpack 4*, or *Textpack 6*. The higher numbers represent greater text processing capabilities.
- Find your Textpack level on the program diskette, if available, or ask your supervisor. Circle the appropriate Textpack program diskette on your Training Profile Sheet.

Step 4: Identify Your Equipment Models

Before training, you must identify exactly what kind of equipment you will use.










On your Training Profile Sheet, circle each type of equipment that matches the equipment you will train on. If the equipment isn't accessible at this time, ask your supervisor for the information.

You'll be referring to this information during training.



Step 5: Begin Training

- Look at your Training Profile Sheet and gather the books across from the letter you circled for **Basic Training**.
- Also gather these items sent with your training materials:
 - Textpack Program Diskettes
 - Keyboard Template
 - Work Diskettes (labeled MASTER and TRAIN)
- *After* you finish your basic training, return to Part II in this guide to select your advanced training.
- Begin your basic training now!

DISPLAYWRITER TRAINING PROFILE SHEET			
Basic Training			
A	<i>Word Processing Concepts</i>	<i>Starting Your Training</i>	<i>Operator Guide to Training — Part II</i>
B	<i>Starting Your Training</i>	<i>Operator Guide to Training — Part II</i>	
Textpack Program Diskettes			
			
Textpack E	Textpack 2	Textpack 4	Textpack 6
Diskette Unit			
Single		Dual	
Printer			
			
5215	Sheet-Feed Paper Handler	5218/5228	

Basic Training

A	<i>Word Processing Concepts</i>	<i>Starting Your Training</i>	<i>Operator Guide to Training — Part II</i>
B	<i>Starting Your Training</i>	<i>Operator Guide to Training — Part II</i>	

Textpack Program Diskettes



Textpack E



Textpack 2



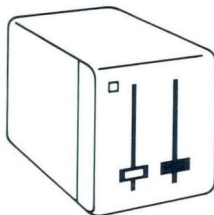
Textpack 4



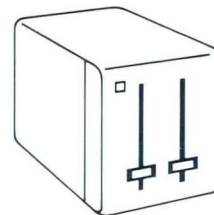
Textpack 6

Diskette Unit

Single

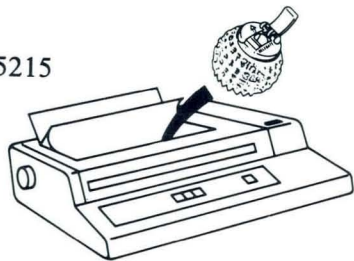


Dual

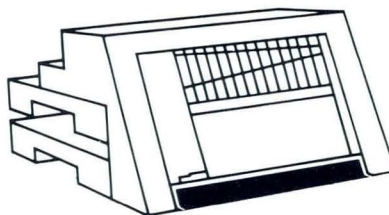


Printer

5215



Sheet-Feed Paper Handler



5218/5228

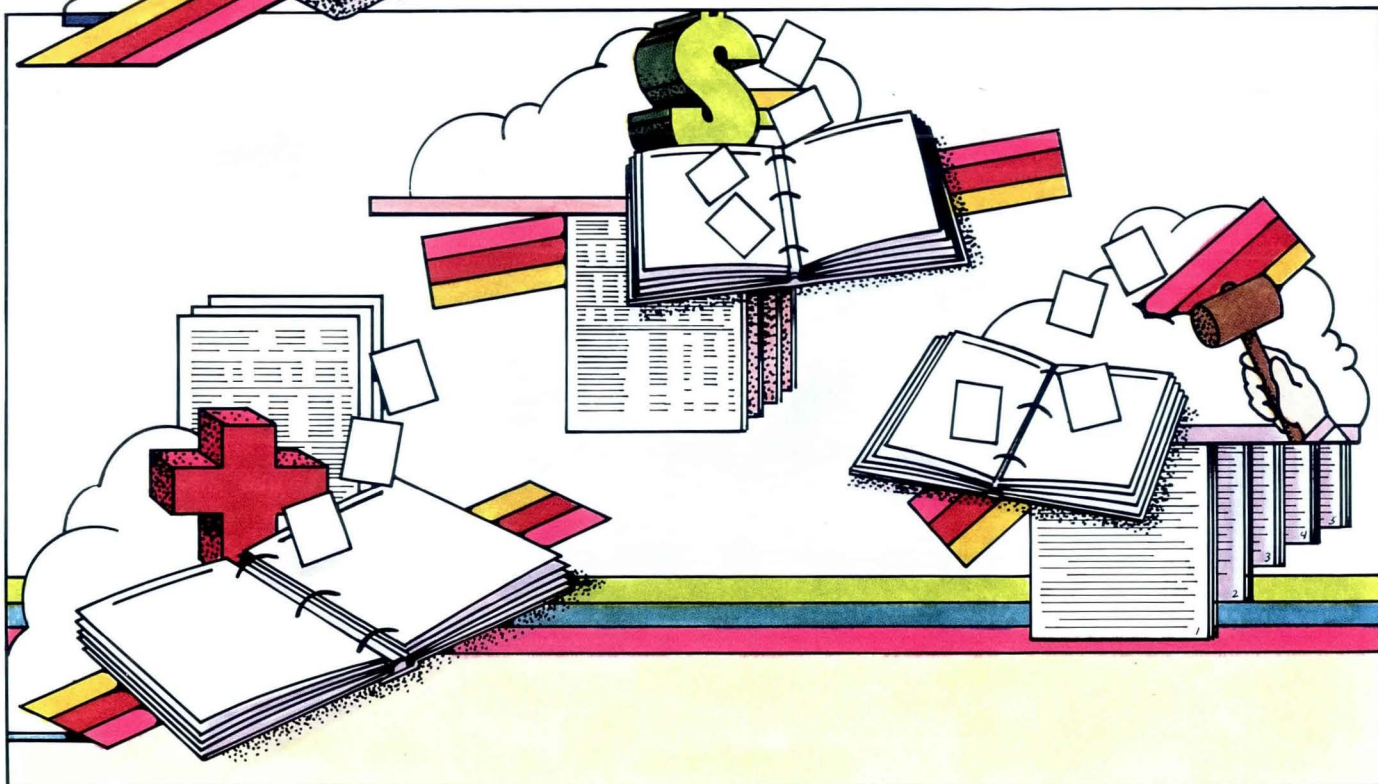


Read this second part *after* you finish your basic training.



Welcome Back!

You have completed your basic training, and now you're ready for advanced training. You may not need to learn all of the advanced training lessons. This second part will help you select the lessons necessary to do your work.



Step 1: Copy Training Profile Sheet

Make a photocopy of the Training Profile Sheet. Copy page 24 if your Textpack level is E or 2. Copy page 25 if your Textpack level is 4 or 6. Do not write on the master.

Step 2: Select Your Advanced Lessons

To determine which advanced lessons you will train on:

- Gather samples of your work.
- Use the tables in Appendix A if your Textpack level is E or 2.

OR

Use Appendix B if your Textpack level is 4 or 6.

- Match your work samples with the descriptions in the Appendix. The Appendix lists the lessons you should take. On your Training Profile Sheet, circle the lesson numbers that match your work. Certain advanced lessons are needed for most text jobs. These recommended lessons are already circled on your Training Profile Sheet. It's not necessary to recircle these lessons.
- Your Training Profile Sheet has certain lessons marked with an asterisk (*). These lessons are recommended for continuing your training later when you feel comfortable doing your own work.

When you go to the lesson, read the lesson table of contents or introduction, or both, to determine which segments you will train on.

DISPLAYWRITER TRAINING PROFILE SHEET		
ADVANCED TRAINING UNITS	LESSONS	HOURS
<i>Text Applications 1</i>	①	1.0
	②	1.5
	3	2.0
<i>Text Applications 2</i>	①	1.0
	*2	1.0
	3	1.0
	4	1.0
<i>Diskettes</i>	1	1.0
	2	1.0
	*3	1.5
<i>Spelling</i>	1	1.0
	2	2.0
	3	1.0
<i>Printing</i>	*1	2.5
	1	1.5
	2	1.0

Note: The precircled lessons are strongly recommended for advanced training. Lessons marked with an asterisk (*) are recommended for continuing training later.

DISPLAYWRITER TRAINING PROFILE SHEET		
ADVANCED TRAINING UNITS	LESSONS	HOURS
<i>Common Text Applications</i>	①	1.0
	②	1.5
	3	2.5
	4	1.0
	*5	1.5
<i>Special Text Applications</i>	1	1.0
	2	2.0
	3	1.5
	4	2.0
	5	1.0
	6	1.5
<i>Diskettes</i>	①	1.0
	②	1.0
	*3	1.5
	4	1.0
<i>Spelling</i>	1	2.0
	2	2.0
	3	1.0
<i>Printing</i>	*1	2.5
<i>Numeric Tables</i>	1	2.0
	2	1.0
	3	2.0
<i>Stored Text/Get</i>	1	1.5
	2	1.0
<i>Stored Text/Merge</i>	1	2.0
	2	2.0
<i>Advanced Time Savers</i>	*1	2.0

Note: The precircled lessons are strongly recommended for advanced training. Lessons marked with an asterisk (*) are recommended for continuing training later.

Step 3: Schedule Training

- *Compute your training time.*
Add the hours for *all* the lessons circled on your Training Profile Sheet.
These hours are estimates based on an *average* of 20 minutes per segment. Your actual time will depend on how many segments you choose in a lesson, and on how you use the segment parts.
- *Prepare a calendar.*
Select work times for training. The total hours should equal your total training hours figured above. Prepare a calendar to organize your training schedule.
- *Communicate your schedule.*
Confirm your completed training schedule with your supervisor. Be sure you have scheduled enough time for training.
Let the people you support know when you will be training.

Step 4: Continue Training

Continue training with the circled lessons on your Training Profile Sheet. Train on the precircled, recommended lessons first.

DISPLAYWRITER TRAINING PROFILE SHEET		
ADVANCED TRAINING UNITS	LESSONS	HOURS
Common Text Applications	①	1.0
	②	1.5
	3	2.5
	④	1.0
	*5	1.5
Special Text Applications	1	1.0
	2	2.0
	3	1.5
	4	2.0
	5	1.0
	6	1.5
Diskettes	①	1.0
	②	1.0
	*3	1.5
	4	1.0
Spelling	1	2.0
	2	2.0
	3	1.0
Printing	*1	2.5
Numeric Tables	1	2.0
	2	1.0
	3	2.0
Stored Text/Get	1	1.5
	2	1.0
Stored Text/Merge	1	2.0
	2	2.0
Advanced Time Savers	*1	2.0

Note: The precircled lessons are strongly recommended for advanced training. Lessons marked with an asterisk (*) are recommended for continuing training later.

Operator Guide

ADVANCED TRAINING UNITS	LESSONS	HOURS
<i>Text Applications 1</i>	①	1.0
	②	1.5
	3	2.0
<i>Text Applications 2</i>	①	1.0
	*2	1.0
	3	1.0
	4	1.0
<i>Diskettes</i>	①	1.0
	②	1.0
	*3	1.5
<i>Spelling</i>	1	1.0
	2	2.0
	3	1.0
<i>Printing</i>	*1	2.5
<i>Stored Text/Get</i>	1	1.5
	2	1.0

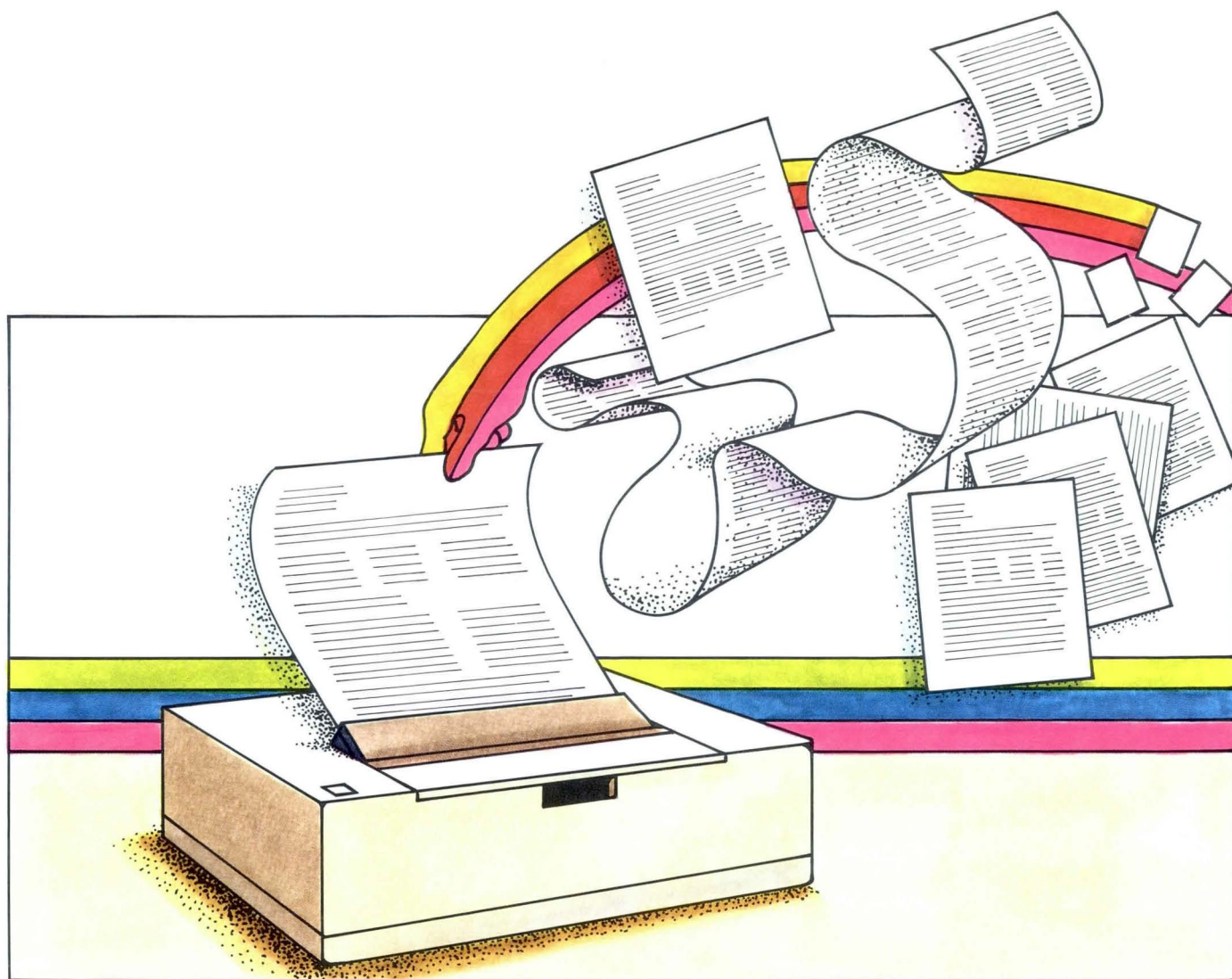
Note: The precircled lessons are strongly recommended for advanced training. Lessons marked with an asterisk (*) are recommended for continuing training later.

Operator Guide: Textpacks 4 and 6 / Training Profile—Part II

ADVANCED TRAINING UNITS	LESSONS	HOURS
<i>Common Text Applications</i>	①	1.0
	②	1.5
	3	2.5
	④	1.0
	*5	1.5
<i>Special Text Applications</i>	1	1.0
	2	2.0
	3	1.5
	4	2.0
	5	1.0
	6	1.5
<i>Diskettes</i>	①	1.0
	②	1.0
	*3	1.5
	4	1.0
<i>Spelling</i>	1	2.0
	2	2.0
	3	1.0
<i>Printing</i>	*1	2.5
<i>Numeric Tables</i>	1	2.0
	2	1.0
	3	2.0
<i>Stored Text/Get</i>	1	1.5
	2	1.0
<i>Stored Text/Merge</i>	1	2.0
	2	2.0
<i>Advanced Time Savers</i>	*1	2.0

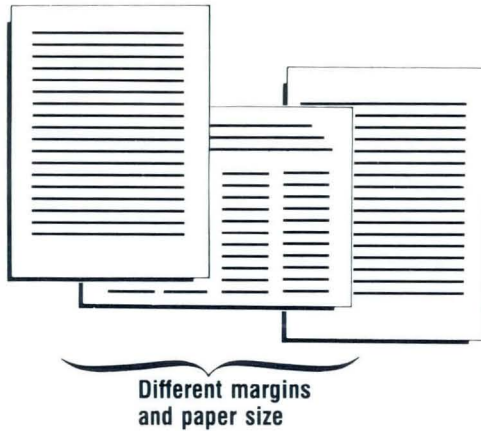
Note: The precircled lessons are strongly recommended for advanced training. Lessons marked with an asterisk (*) are recommended for continuing training later.

Appendix A: Textpack E/2 Work Applications



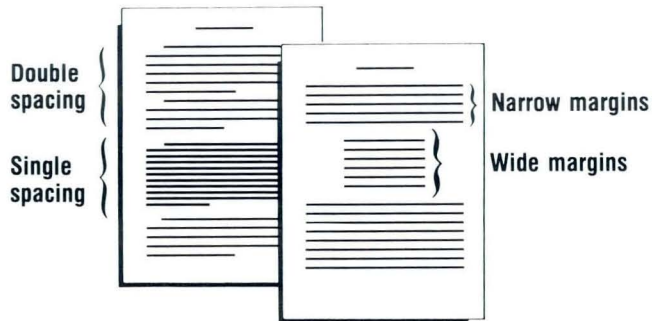
IF YOU DO THIS KIND OF WORK
Formatting Changes in a Document

TAKE THESE LESSONS
Text Applications 1, Lesson 2

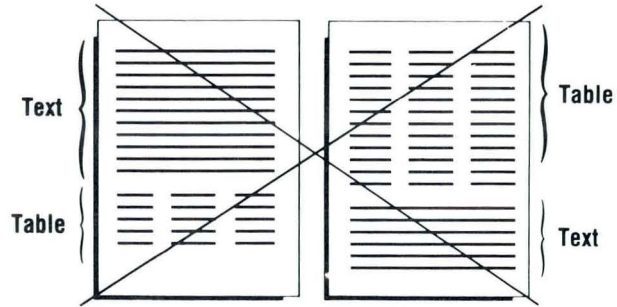


Formatting Changes in a Page

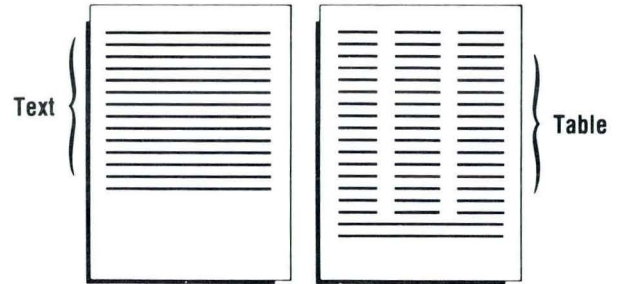
Text Applications 1, Lesson 2



IF YOU DO THIS KIND OF WORK
Need to Keep Certain Text Together

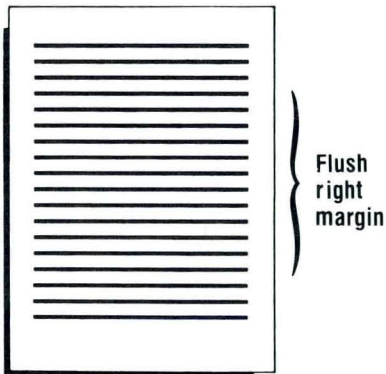


TAKE THESE LESSONS
Text Applications 1, Lesson 3



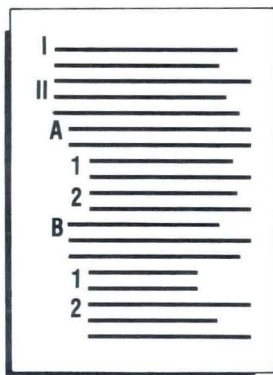
Justified Text

Text Applications 1, Lesson 3



IF YOU DO THIS KIND OF WORK
Outlines or Indented Formats

TAKE THESE LESSONS
Text Applications 1, Lesson 3



Simple Tables

Text Applications 1, Lesson 3



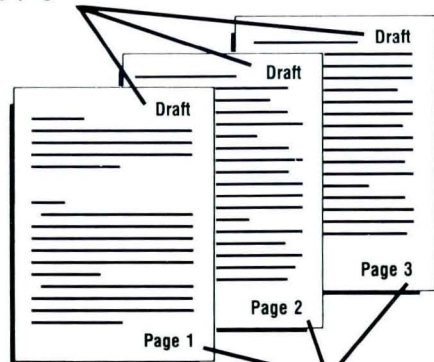
IF YOU DO THIS KIND OF WORK

Headers and Footers

TAKE THESE LESSONS

Text Applications 2, Lesson 2

Heading appears
on every page



Page numbers appear
on every page

Equations Using Subscripts/Superscripts

Text Applications 2, Lesson 3

$$Y_{n+1} - Y_{n+1} = Kh^{m+1}(X_{n+1} - X_n)$$

IF YOU DO THIS KIND OF WORK

Constructed Characters

TAKE THESE LESSONS

Text Applications 2, Lesson 3

The symbol Ø is used to differentiate between a zero and the letter O.

Type in Foreign Languages

Text Applications 2, Lesson 4

Spanish

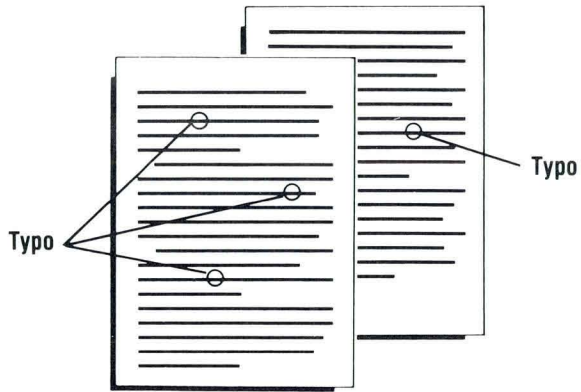
1. ¿Ya se les pagó el tiempo extra a la
Ya se les pagó a las que trabajaron
la semana pasada. El sábado se les
que hayan trabajado tiempo extra est
2. ¿Le dieron Uds. al jefe todos los da
Sí.

OR

Need Any Other Symbols Not Shown on the Keyboard

IF YOU DO THIS KIND OF WORK

Proofread for Typographical Errors in Your Documents

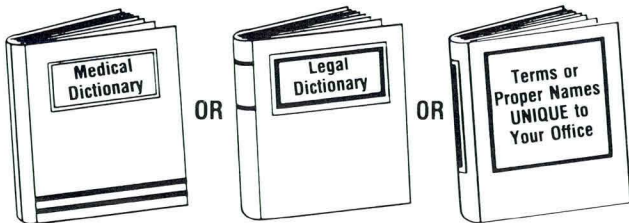


TAKE THESE LESSONS

Spelling, Lesson 1 (Textpack 2 only)

Proofread Special Terms

Spelling, Lesson 2 (Textpack 2 only)

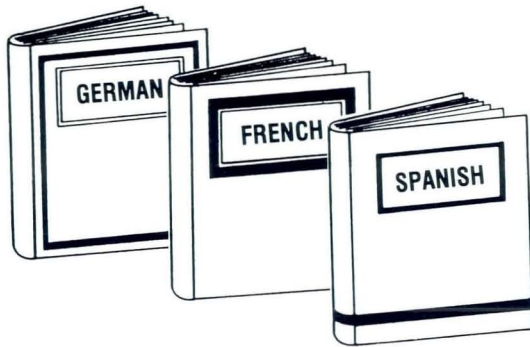


IF YOU DO THIS KIND OF WORK

Proofread Foreign Language Documents

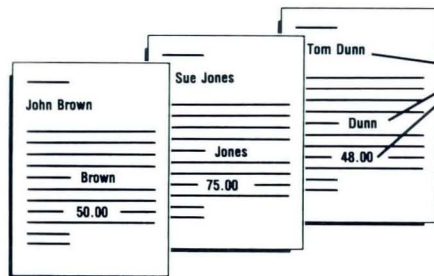
TAKE THESE LESSONS

Spelling, Lesson 3 (Textpack 2 only)



Repetitive Documents

Creating Documents from Stored Text Using Get,
Lesson 1



Names and amounts
are different for
each letter.

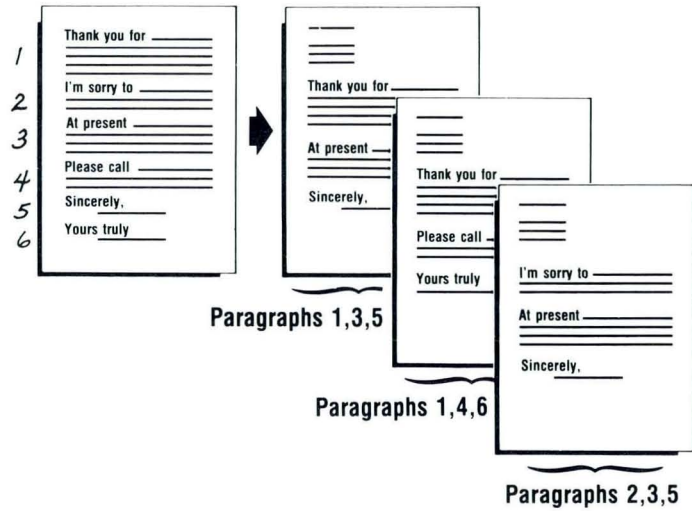
Text is same for
each letter.

IF YOU DO THIS KIND OF WORK

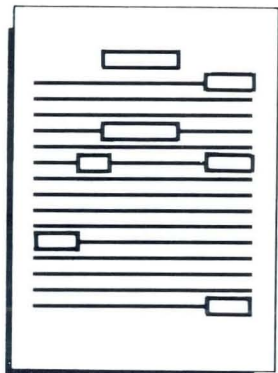
Use Different Combinations of Standard Paragraphs

TAKE THESE LESSONS

Creating Documents from Stored Text Using Get, Lesson 2



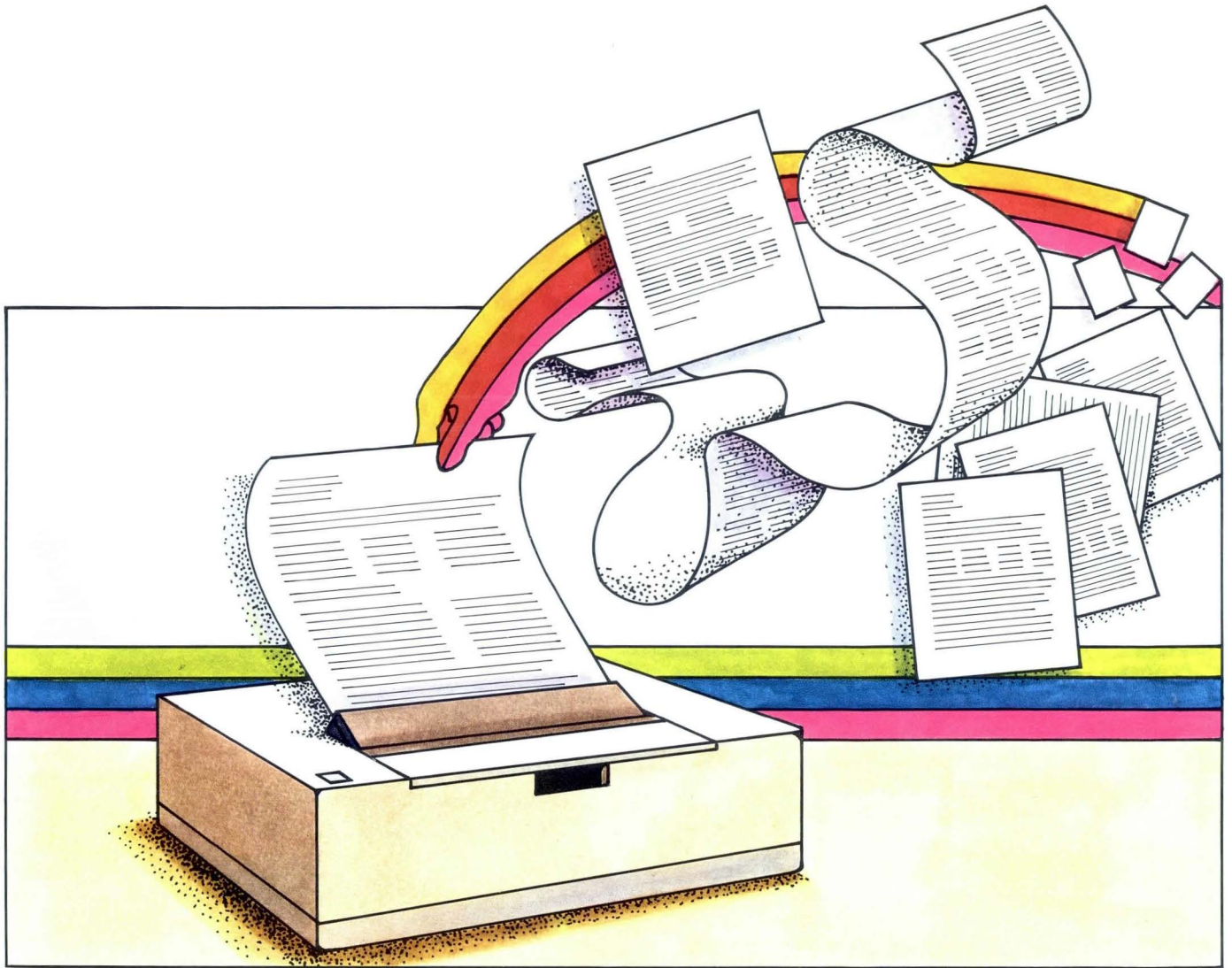
IF YOU DO THIS KIND OF WORK
Preprinted Forms



TAKE THESE LESSONS

Printing, Lesson 1
(When you send the form one time.)

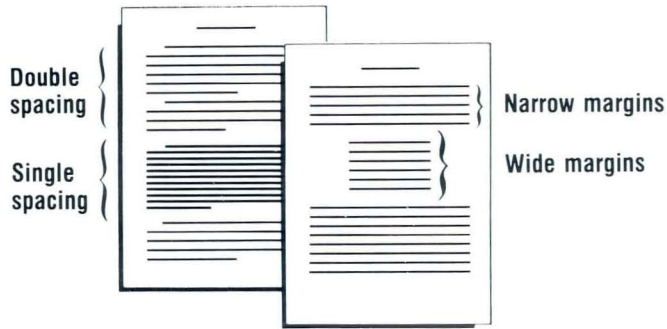
Creating Documents from Stored Text Using Get,
Lesson 1
(When you send the form to several people or send
the form more than once.)





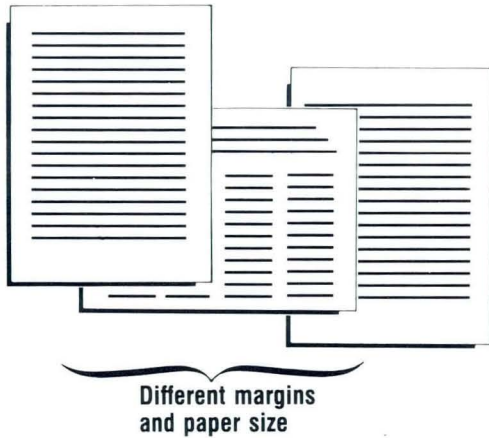
IF YOU DO THIS KIND OF WORK
Formatting Changes in a Page

TAKE THESE LESSONS
Common Text Applications, Lesson 2



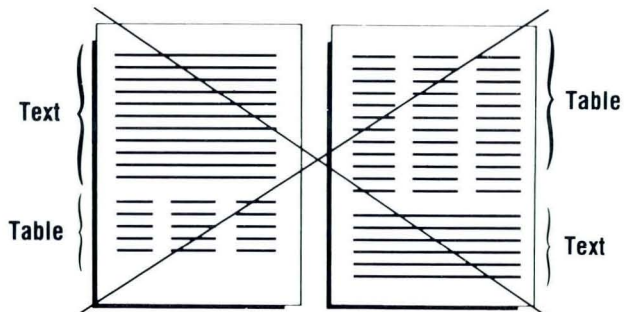
Formatting Changes in a Document

Common Text Applications, Lesson 2



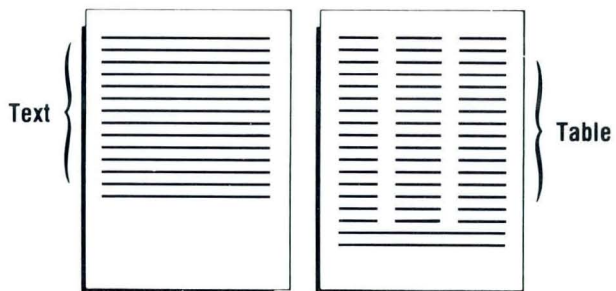
IF YOU DO THIS KIND OF WORK

Need to Keep Certain Text Together



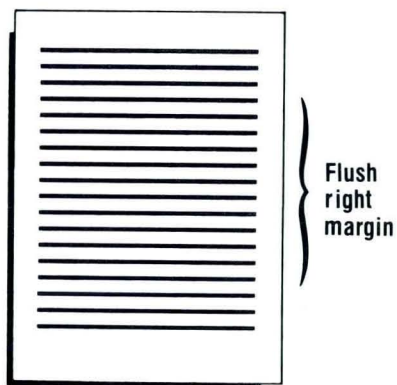
TAKE THESE LESSONS

Common Text Applications, Lesson 3



Justified Text

Common Text Applications, Lesson 3



IF YOU DO THIS KIND OF WORK
Simple Tables

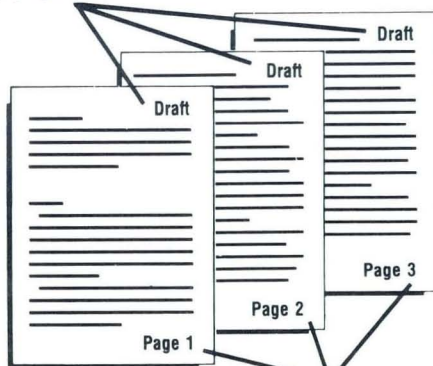
TAKE THESE LESSONS
Common Text Applications, Lesson 3



Headers and Footers

Common Text Applications, Lesson 5

**Heading appears
on every page**

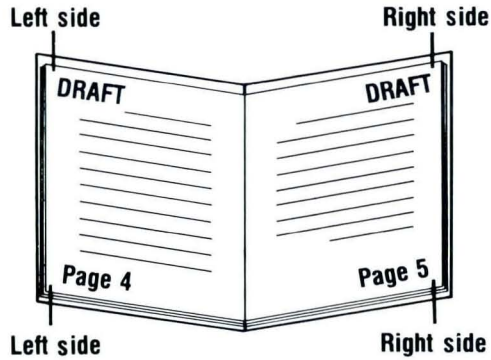


**Page numbers appear
on every page**

IF YOU DO THIS KIND OF WORK
Alternating Headers and Footers

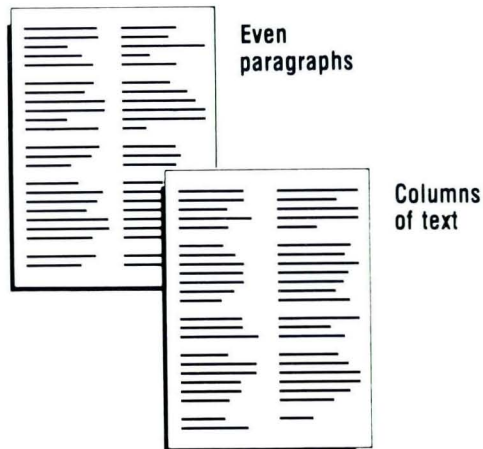
TAKE THESE LESSONS

Common Text Applications, Lesson 5



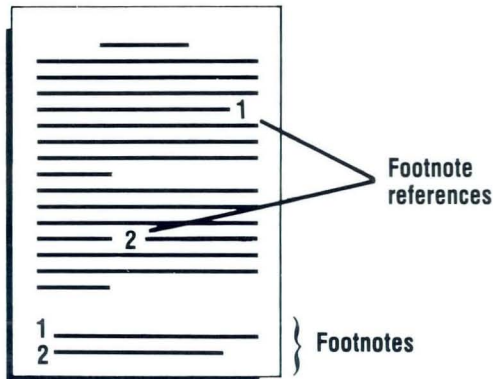
Columns of Text

Special Text Applications, Lesson 1



IF YOU DO THIS KIND OF WORK

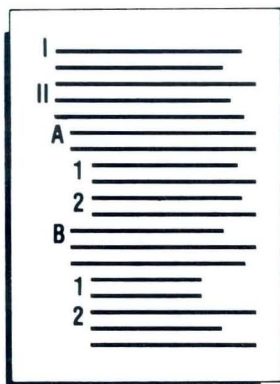
Footnotes



TAKE THESE LESSONS

Special Text Applications, Lesson 2,3
(Textpack 6 only)

Outlines or Indented Formats



Common Text Applications, Lesson 3
(Textpack 4 or 6)

Special Text Applications, Lesson 4
(Textpack 6 only)

IF YOU DO THIS KIND OF WORK

Equations Using Subscripts/Superscripts

$$Y_{n+1} - Y_n = Kh^{m+1}(X_{n+1} - X_n)$$

TAKE THESE LESSONS

Special Text Applications, Lesson 5

Constructed Characters

Special Text Applications, Lesson 5

The symbol \emptyset is used to differentiate between a zero and the letter O.

IF YOU DO THIS KIND OF WORK

Block Overstrike

TAKE THESE LESSONS

Special Text Applications, Lesson 5



Type in Foreign Languages

Special Text Applications, Lesson 6

Spanish

1. ¿Ya se les pagó el tiempo extra a la
Ya se les pagó a las que trabajaron
la semana pasada. El sábado se les
que hayan trabajado tiempo extra est
2. ¿Le dieron Uds. al jefe todos los da
Sí.

OR

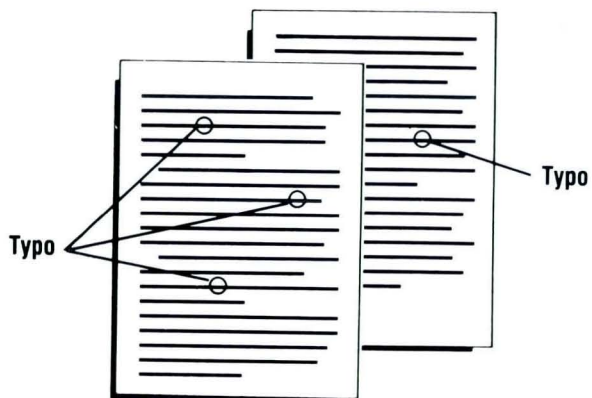
Need Any Other Symbols Not Shown on the Keyboard

IF YOU DO THIS KIND OF WORK

Proofread for Typographical Errors in Your Documents

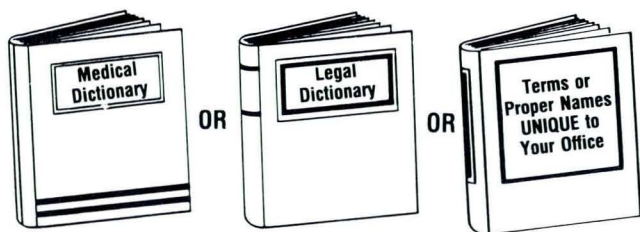
TAKE THESE LESSONS

Spelling, Lesson 1



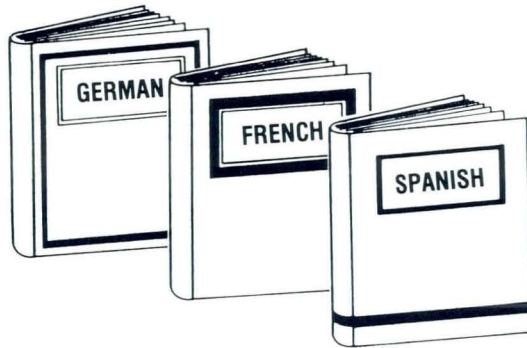
Proofread Special Terms

Spelling, Lesson 2



IF YOU DO THIS KIND OF WORK

Proofread Foreign Language Documents

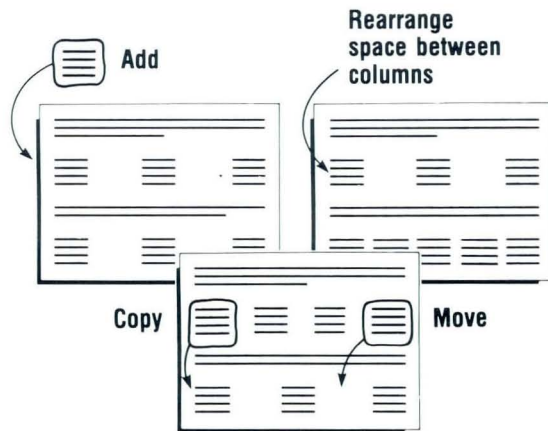


TAKE THESE LESSONS

Spelling, Lesson 3

Tables with Columns of Numbers

Numeric Tables, Lesson 1, 2*



*(Textpack 6 only)

IF YOU DO THIS KIND OF WORK

Math

Add/Subtract

Multiply/Divide

Add Columns/Rows

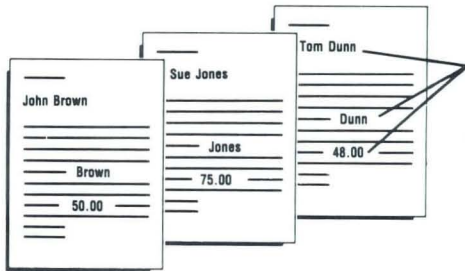
Find Averages Within Your Documents

TAKE THESE LESSONS

Numeric Tables, Lesson 3

The diagram consists of two main parts. On the left, a rectangular box contains two mathematical problems. The first is an addition problem:
$$\begin{array}{r} 100 \\ 200 \\ +300 \\ \hline 600 \end{array}$$
 The second is a multiplication problem:
$$\begin{array}{r} 25 \\ \times 3 \\ \hline 75 \end{array}$$
 Below these problems, the text "AVERAGE=" is followed by a horizontal line. To the right of this box is a larger rectangular box representing a document page with several horizontal lines. A speech bubble icon is positioned on the right side of the page. A bracket on the right side of the document page points to the speech bubble icon and is labeled "Add a column of numbers". Another bracket on the right side of the document page points to a thick horizontal line drawn across the page and is labeled "Add a row of numbers".

IF YOU DO THIS KIND OF WORK
Repetitive Documents



Names and amounts are different for each letter.

Text is same for each letter.

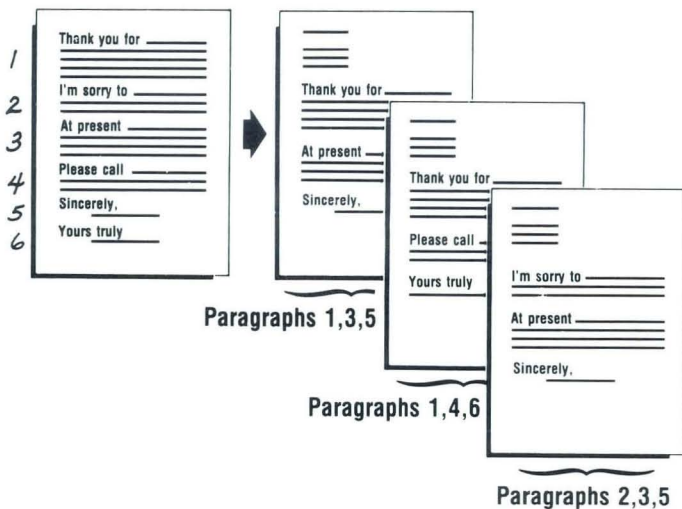
TAKE THESE LESSONS

Creating Documents from Stored Text Using Get, Lesson 1

OR

Creating Documents from Stored Text Using Merge, Lesson 1

Use Different Combinations of Standard Paragraphs



Creating Documents from Stored Text Using Get, Lesson 2

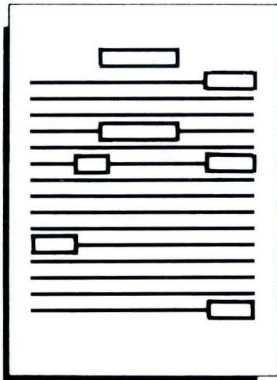
OR

Creating Documents from Stored Text Using Merge Lessons 1 and 2

Note: If you do repetitive documents frequently and do large volumes, the Merge function should be used.

IF YOU DO THIS KIND OF WORK

Preprinted Forms



TAKE THESE LESSONS

Printing, Lesson 1

(When you send the form one time.)

Creating Documents from Stored Text Using Get,
Lesson 1

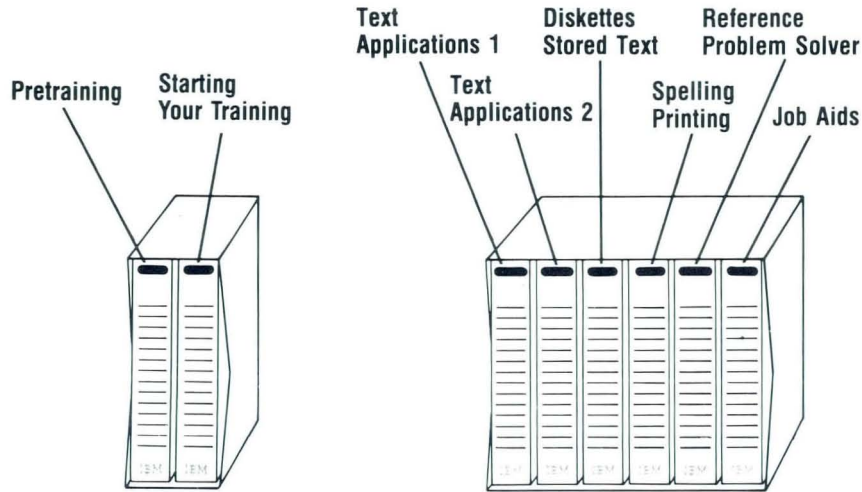
(When you send the form to more than one person
or send the form more than once.)

Creating Documents from Stored Text Using Merge,
Lesson 1

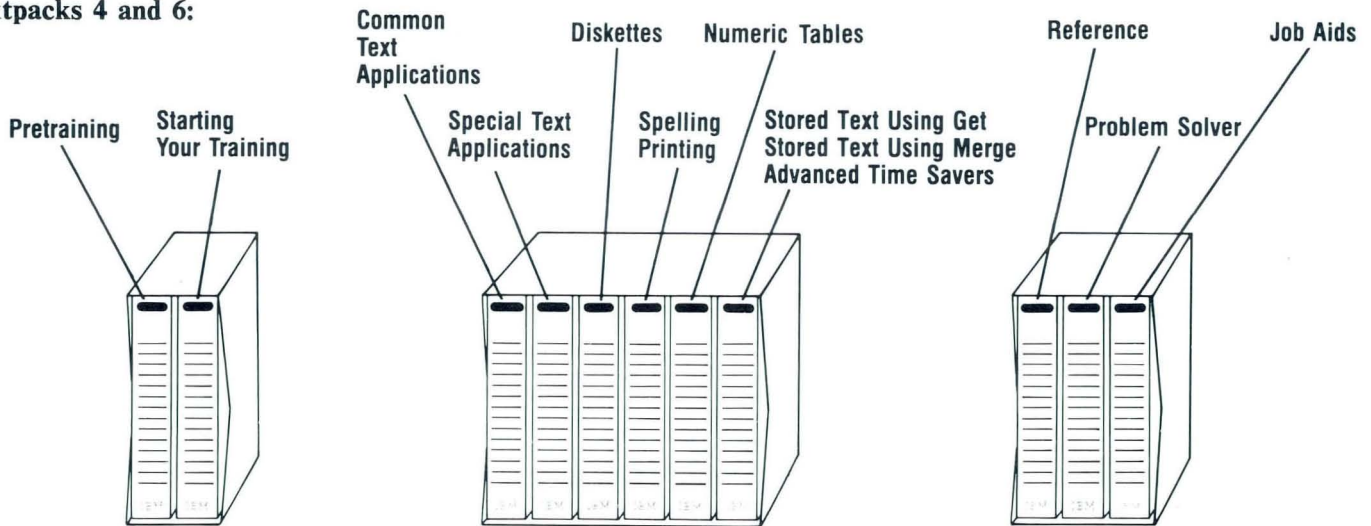
(When you send the form to several people or send
the form on a recurring basis.)

Appendix C: Training and Reference Materials

Textpacks E and 2:



Textpacks 4 and 6:



There are two different complete sets of training materials, one for Textpacks E and 2, and one for Textpacks 4 and 6. The following are the same for all textpacks.

BINDER	CONTAINS	PURPOSE
<i>Pretraining</i>	<i>IBM Displaywriter System Preview</i>	Introduces the IBM Displaywriter System. An instruction booklet for operating the diskette accompanies the diskette.
	<i>Operator Guide to Training</i>	Introduces the entire Displaywriter training program and describes how to use it.
	<i>Word Processing Concepts</i>	Familiarizes new word processing operators with basic word processing terms and concepts.
	<i>Upgrade Guide</i>	Describes how to continue training with new Textpacks once you have trained on the Displaywriter.
	<i>Supervisor Guide to Training</i>	Introduces the supervisor to the Displaywriter training program.
<i>Starting Your Training</i>		Teaches the basic steps for creating, revising, and printing a simple text document on the Displaywriter.

These binders are for Textpacks E and 2 only.

BINDER	PURPOSE
<i>Text Applications 1</i>	Teaches common functions that can be applied to most work applications.
<i>Text Applications 2</i>	Teaches advanced functions for general work applications.
<i>Diskettes/Stored Text</i>	Teaches how to use and maintain work and program diskettes and how to create documents from stored text.
<i>Spelling/Printing</i>	Explains how to use the spelling capability to check documents for misspelled words, and also how to perform advanced printing tasks.

These binders are for Textpacks 4 and 6 only.

BINDER	PURPOSE
<i>Common Text Applications</i>	Teaches common functions that can be applied to most work applications.
<i>Special Text Applications</i>	Teaches advanced functions for specific applications.
<i>Diskettes</i>	Teaches how to use and maintain work and program diskettes.
<i>Spelling/Printing</i>	Explains how to use the spelling capability to check documents for misspelled words, and also how to perform advanced printing tasks.
<i>Numeric Tables</i>	Shows how to create and revise numeric tables and check mathematical calculations.
<i>Stored Text Using Get/ Stored Text Using Merge/ Advanced Time Savers</i>	Shows how to create documents from stored text. Also shows some advanced functions that can be used for any applications.

These binders are the same for all Textpacks.

BINDER	CONTAINS	PURPOSE
<i>Reference Book</i>	<i>Prompts and Messages</i> <i>Charts</i> <i>Menu Sequences</i> <i>Glossary</i> <i>Index</i>	<p>Lists the cause and action steps for all the prompts and messages that can appear on the screen.</p> <p>Provides reference information for computing such things as proportional spacing and metric equivalents.</p> <p>Shows the order in which menus appear on the screen.</p> <p>Describes Displaywriter terms.</p> <p>Provides an index for the entire Displaywriter training program.</p>
<i>Problem Solver*</i>		<p>Helps operators solve common operational problems.</p>
<i>Job Aids</i>		<p>Provides a quick look at operational procedures taught in the training program.</p>

*The *Problem Solver* is in the *Reference Book* for Textpacks E and 2 only.

These books are shipped with the IBM Displaywriter System and are used to set up the equipment. They are the same for all Textpacks.

BOOK	PURPOSE
<i>IBM Displaywriter System Customer Setup Guide</i>	Shows how to physically set up the entire IBM Displaywriter System.
<i>IBM 5218/5228 Printwheel Printer Setup Procedures</i>	Shows how to check the printer after it has been set up.

These reference materials are also shipped with the IBM Displaywriter System. They are the same for all Textpacks.

ITEM	PURPOSE
<i>IBM Displaywriter System Printer Guide</i>	Describes each part of the printer and includes printer operating instructions.
<i>IBM Problem Determination Guide</i>	Shows how to identify and respond to problems.
<i>IBM Problem Determination Diskette</i>	Used with the <i>IBM Problem Determination Diskette Guide</i> to identify equipment problems.
<i>Memory Record Diskette(s)</i>	Used with the <i>IBM Problem Determination Guide</i> to diagnose problems.
<i>IBM 5218/5228 Printwheel Printer Problem Determination Guide</i>	Shows how to identify and respond to printer problems.
<i>IBM Displaywriter System Office Systems Customer Assistance Center (OSCAC) Guide</i>	Describes the services available and the procedures to follow when calling this center.
<i>IBM Conversion Ruler</i>	Used to calculate the format for documents.
<i>IBM Duplicate Diskette Labels</i>	Used to identify duplicated program diskettes.

IBM Displaywriter System
Operator Guide to Training
Order No. S544-2227-0

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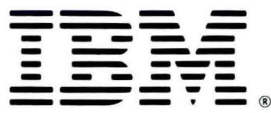
Cut or Fold Along Line

IBM Displaywriter System Operator Guide to Training Printed in U.S.A. SS44-2227-0

Fold and tape

Please Do Not Staple

Fold and tape



Notes

Notes



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