Spelling

Printing

IBM

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Printing

IBM

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ABOUT THIS BOOK

Purpose and Audience

This book is intended for operators who use the IBM Displaywriter System and have completed *Starting Your Training*.

Contents

This book explains how to use the spelling capability to check documents for misspelled words, and how to perform advanced printing tasks.

Related Publications

A description of related publications is provided in the *Operator Guide to Training*.

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.

n this unit you will learn about your Displaywriter's Spelling Verification Aid, about creating and updating supplemental dictionaries, and about using foreign language dictionaries.

In Lesson 1 you will be introduced to the Spelling Verification Aid, also referred to as Spell Check. Spell Check allows you to spot common spelling errors and typos and to correct them. The system checks the words against a dictionary stored on your program diskette. You will learn to hyphenate, paginate, and print your documents while the system is checking spelling. You will also learn to indicate to the system that you only want to spell check portions of a document.

In Lesson 2 you will learn to create and update supplemental dictionaries. Supplemental dictionaries contain specific words that you use frequently but are not in your Displaywriter's standard dictionary. Once you have created a supplemental dictionary, you can update the words in it by adding, revising, and deleting.

In Lesson 3 you will learn to check the spelling of documents typed in a foreign language or of multilanguage documents.

The training documents for this unit are found on MASTR3. Before beginning this unit, you should duplicate MASTR3 onto TRAIN3. The procedure for duplicating work diskettes can be found in the *Job Aids*, Tab 7, Diskette Tasks.

Unit: Spelling

Lesson 1: Checking Spelling

1

1 This lesson shows you how to use your Displaywriter to help identify typos and common spelling errors. You must understand the segments in this lesson in order to go on to Lesson 2.

In Segment 1 you will learn about the Displaywriter dictionary and terminology relating to spelling.

There are two methods with which to spell check your documents: Prompted Spell Check and Automatic Spell Check. You can also choose to hyphenate and paginate your documents while you are checking spelling. In Segment 2 you will learn about Prompted Spell Check, and in Segment 3 you will learn how to use Prompted Spell Check with hyphenation and pagination. Prompted Spell Check allows you to make your own spelling and hyphenation decisions during Spell Check.

Segment 4, Using the Spelling Correction Aid, is for Textpack 6 only. This function provides alternative spellings of words that are highlighted in your document.

In Segment 5 you will learn about Automatic Spell Check. With Automatic Spell Check, the system highlights words

it recognizes as incorrect without stopping for decisions from the operator. Later, you can access the document and correct the highlighted words.

In Segment 6 you will learn to select parts of a document to be checked. This function is helpful if your documents contain tables, charts, or foreign terms.

The requirements of your work will tell you which of the segments in this lesson you should complete.

The training documents for this lesson are found on MASTR3. If you have not already done so, duplicate MASTR3 onto TRAIN3.

1

Your Displaywriter's Spelling Verification Aid (also known as Spell Check) allows you to be both efficient and accurate in spelling. The system checks the spelling of a document against a standard U.S. English dictionary. The dictionary contains approximately 10,000 root words, prefixes, and suffixes, which are equivalent to approximately 50,000 commonly used business terms. This function also allows you to add words to create a supplemental dictionary. (You will learn how to do this in Lesson 2.)

Your goal for this segment is to become familiar with Spell Check.
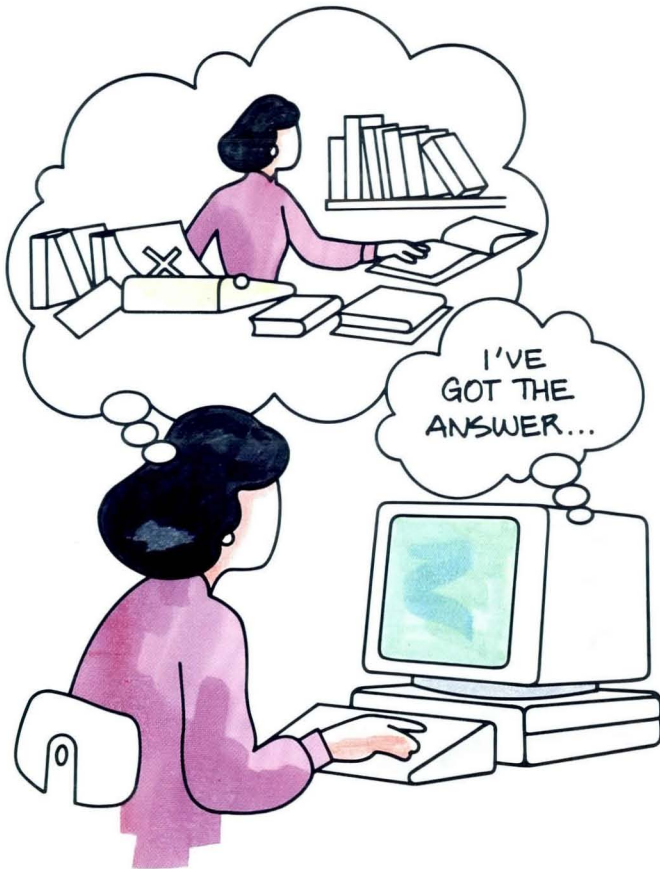
MAIN IDEA

Spell Check *will* highlight:

- Words in your documents that do not match the words stored in the standard dictionary on your program diskette.

Spell Check will *not* highlight:

- Words with misplaced capitalization.
- Incorrect grammar usage.
- Words that are spelled correctly but are hyphenated at the right margin with a syllable hyphen.
- Numbers and graphics.
- Words that are incorrect but contain correct prefixes, suffixes, and roots.

If you have Textpack 6, you also have the Spelling Correction Aid, which provides alternative spellings of words that are highlighted in your document.

You can also choose to hyphenate and paginate the document during Spell Check. You can use one of several combinations, as shown in the following chart.

Type of Spell Check	Hyphenation	Pagination
Prompted	no	no
Prompted	prompted	auto
Prompted	auto	auto
Prompted	no	auto
Automatic	no	no
Automatic	prompted	auto
Automatic	auto	auto
Automatic	no	auto
None	prompted	auto
None	auto	auto

If you have enough information about Spell Check, go on to the Example. If you would like more detail, read the Help that follows.

HELP

The Displaywriter highlights words on your screen that do not match the words that are stored in its standard dictionary. Highlighting is the system's way of flagging these words to let you know they must be checked for spelling.

Spell Check *will* highlight:

- **Words in your documents that do not match the words stored in the standard dictionary on your program diskette.**
  Look at the example on the right. Common errors such as typos (hte and ot) will appear highlighted in your text.

> Ask him for **hte** answer
> **ot** your question.

Spell Check will *not* highlight:

- **Words with misplaced capitalization.**
  Even though there might be an error in capitalization
  the Displaywriter does not recognize it.
  Look at the example on the right . The Displaywriter
  ignores the uppercase *S* and uppercase *T* and
  matches *preSenT* with *present* in the dictionary.
  Therefore, the word is not highlighted.

- **Incorrect usage.**
  Your Displaywriter ignores words that are spelled
  correctly but used incorrectly in a sentence.
  Look at the example. In this sentence, *there* should
  be *their*. The Displaywriter does not recognize the
  error in usage because *there* can be matched in the
  dictionary.

preSenT

They were with there mothers.

- **Words that are spelled correctly but are hyphenated at the right margin with a syllable hyphen.**
  A syllable hyphen is a temporary hyphen used to divide a word between lines. You insert a syllable hyphen by pressing CODE + hyphen after each syllable in a word. For more information on syllable hyphens, see Lesson 2, Segment 2 of this unit. Notice the example. The word *consid-eration* is a match since the Displaywriter pays no attention to the syllable hyphen at the right margin.

- **Numbers and graphics.**
  Your Displaywriter ignores numbers and graphics (such as asterisks, brackets, and question marks).

- **Words that are incorrect but contain correct prefixes, suffixes, and roots.**
  For example, *anticomposer* would not be highlighted (even though it is not a word) because *anti* is a correct prefix, *compose* is a correct root, and *er* is a correct suffix.

> After much consid-
> eration, we agreed to . . .

The Spelling Correction Aid, for Textpack 6 only, provides you with alternative spellings of words that are highlighted in your document. You will learn how to use the Spelling Correction Aid in Segment 4 of this lesson. Do *not* use this function until you begin Segment 4.

You can also choose to hyphenate and paginate the document during Spell Check.

You use the Check Document menu and the Hyphenate and Paginate Document menu to set up your combinations. Notice that you can also print the document from the Hyphenate and Paginate Document menu. You will learn more about how to use these menus in Segments 2, 3, or 5 of this lesson.

```
                      CHECK DOCUMENT

                              YOUR     POSSIBLE
        ID   ITEM             CHOICE   CHOICES

        a    Kind Of Spelling Check   1    1 = Prompted  2 = Automatic
                                           3 = None
        b    System Page Number(s)
             For Spelling Check
        c    Hyphenation/Pagination   1    1 = Yes      2 = No




        When finished with this menu, press ENTER.

        Type ID letter to choose ITEM; press ENTER:  ¤
```

```
              HYPHENATE AND PAGINATE DOCUMENT

                                   YOUR   POSSIBLE
        ID   ITEM                  CHOICE CHOICES

        a    Dictionary Hyphenation    1    1 = Prompted   2 = Automatic
                                            3 = None
        b    Paginate, Hyphenate, Spell
             Check from Page           1    1 - 5
        c    Paginate On Exact Line Count  2   1 = Yes    2 = No
        d    Print Paginated Pages     1    1 = Yes    2 = No
        e    Paper Handling            1    1 = Cut Paper, Manual Feed
                                            2 = Cut Paper, Automatic Feed
                                            3 = Continuous Paper



        When finished with this menu, press ENTER.

        Type ID letter to choose ITEM; press ENTER:  ¤
```

Now go on to the Example on the next page.

EXAMPLE

Look at the first sample document. Notice the boxed
words. They are all errors that must be corrected.

In the state off affaires, as It now stands, their are several important
maters that this committee needs to discuss. In april of 2081, we
discussed smoe possibler salutions:

   Such as:

      o organizing committes fo responsibility

      o interrecognized of individual rites

      o polacy of promotion form within the

        organization

However, if you look at the boxed words in the second
sample document, you will see that not all the words
from the first document would be highlighted. An
explanation of the highlighting follows the illustration.

In the state off affaires, as It now stands, their are several important

maters that this committee needs to discuss. In april of 2081, we

discussed smoe possibler salutions:

      Such as:

            o   organizing committes fo responsibility

            o   interrecognized of individual rites

            o   polacy of promotion form within the

               organization

The following words were not highlighted.

- The word *off* is not highlighted because your Displaywriter does not know you meant to type *of*. The word *off* is a match with the Displaywriter's stored dictionary.

- The words *It* and *april* are not highlighted because your Displaywriter ignores capitalization.

- Look at *2081*. It is not highlighted because your Displaywriter ignores numbers.

- The words *their*, *rites*, and *form* are not highlighted because the Displaywriter does not recognize incorrect usage.

- The words *salutions* and *interrecognized* are not highlighted because they contain correct prefixes, roots, and suffixes.

Notice the words that are highlighted.

- The words *affaires*, *maters*, *smoe*, *possibler*, *committes*, *fo*, and *polacy* are all highlighted because they are misspelled.

For practice identifying which words might be highlighted during a spell check, go on to the Self-Test.

SELF-TEST

For this Self-Test, look at the sample document in
the illustration. On a separate sheet of paper, write
down all the words you think your Displaywriter will
highlight, then turn the page to see if your answers
are correct.

```
                          DUAL FUNDS

        An interesting variation of closed-end funds is the dual fund. It
offers too separate investmente vehicles: capital shares and income
shares.
        All money for both types of shares is placed in a single pool. All
capital investment growth is Retained by holders of capital shares.
Thus, every shareholder has $2 invested for every $1 he invests--more
when the shares sell at a discount.
        Most dual funds are listed on the NYSE. The prices are quoted in
the daily financial tables when thesre are sales. More detailed data on
net asset value, percentage of discount or premium and closing market
prices as of the previous friday are shown in the major financial
publications.
        The income shares resermble proferred stock because they have a
stated minimum dividend that is cumulative.
```

For Feedback, go on to the next page.

FEEDBACK

The boxed words would be highlighted.

```
                            DUAL FUNDS

     An interesting variation of closed-end funds is the dual fund. It
offers too separate investmente vehicles: capital shares and income
shares.
     All money for both types of shares is placed in a single pool. All
capital investment growth is Retained by holders of capital shares.
Thus, every shareholder has $2 invested for every $1 he invests--more
when the shares sell at a discount.
     Most dual funds are listed on the NYSE. The prices are quoted in
the daily financial tables when thesre are sales. More detailed data on
net asset value, percentage of discount or premium and closing market
prices as of the previous friday are shown in the major financial
publications.
     The income shares resermble proferred stock because they have a
stated minimum dividend that is cumulative.
```

Notice the boxed words in the illustration. Are they the same words that you wrote down?

Here's why they would be highlighted:

- *investmente* is highlighted because it is misspelled.

- *NYSE* is highlighted even though it is a correct abbreviation because it is not in your Displaywriter's standard dictionary.

- *thesre*, *resermble*, and *proferred* are highlighted because they are misspelled.

You may be surprised to discover that some words you wrote down would not be highlighted. For example:

- In the first paragraph, *too* is not highlighted because your Displaywriter cannot know you meant to type *two*. *Too* is in the Displaywriter's standard dictionary.

- In the second paragraph, *Retained* is not highlighted because the Displaywriter ignores capitalization. *$2* and *$1* are not highlighted because your Displaywriter ignores numbers.

- In the third paragraph, *friday* is not highlighted because your Displaywriter ignores capitalization.

Don't worry if your answers don't match exactly. Just keep in mind the kinds of words your Displaywriter highlights and those it ignores.

If you had trouble, review the segment and try the Self-Test again.

Prerequisites:
You must have completed
Segment 1 in this lesson

2

I'LL JUST SPELL CHECK NOW. I'LL HYPHENATE, PAGINATE AND PRINT LATER.

There are two ways to spell check your documents: with Prompted Spell Check and Automatic Spell Check. In this segment you will learn about Prompted Spell Check.

With Prompted Spell Check the Displaywriter checks your document and highlights any words that are not in its standard dictionary. It then prompts you to make the necessary corrections, if any. With Prompted Spell Check you can check, hyphenate, paginate, and print your document in one pass. For the purpose of training, however, this segment discusses checking your document without using the hyphenation and pagination functions. When you finish, make sure you go on to Segment 3, Prompted Spell Check: Hyphenation/Pagination, to better understand the full capability of Prompted Spell Check.

Your goal for this segment is to be able to check and correct a document using Prompted Spell Check without Hyphenation/Pagination.

MAIN IDEA

Use Prompted Spell Check without Hyphenation/
Pagination to:

- Correct spelling errors while responding to the
  system's prompts.
- Indicate that a word is correct throughout the text.
- Spell check your document without making
  hyphenation and pagination decisions.

To use Prompted Spell Check to check and correct
a document without Hyphenation/Pagination, go to
the typing area of your document and follow these
steps:

1. Press SPELL.
2. Type the document and diskette names in the
   Spelling Tasks menu, if necessary.
3. Be sure Kind of Spelling Check is set to Prompted
   in the Check Document menu.
4. Set Hyphenation/Pagination to No in the Check
   Document menu.
5. Press ENTER to begin checking spelling.

6. Follow the instructions to make spelling decisions:

- To leave highlighting and continue: Press SPELL.
- To remove highlighting and continue: Press ENTER.
- To Retype and Revise word: Retype the word. Press ENTER.
- To use spelling correction aid: Press AID. (For Textpack 6 users only).

7. Respond to the messages.

You may have left some words highlighted because you were unsure of the spelling. To correct the highlighted words after completing the Prompted Spell Check, do the following:

1. Choose Revise Document in the Typing Tasks menu to access the document and go to the typing area.

2. To locate highlighted words, press FIND, then SPELL.

3. To cancel highlighting and leave the word unchanged, press CANCL.

4. To correct misspelled words, press CANCL, then revise as necessary.

If you have enough information about using Prompted Spell Check without Hyphenation/ Pagination, go on to the Demonstration. If you would like more detail, read the Help that follows.

HELP

Use Prompted Spell Check without Hyphenation/ Pagination in the following situations:

- **To correct spelling errors while responding to the system's prompts.**
  The system stops at each misspelled word for you to make a spelling decision.

- **To indicate that a word is correct throughout the text.**
  Words in your document that are not in the Displaywriter's dictionary are highlighted on your screen. Therefore, proper names, company names, and technical or foreign terms may be highlighted even though they are spelled correctly.
  You can instruct the Displaywriter that these words are correct, so they won't be highlighted throughout the entire document.

- **To spell check your document without making hyphenation and pagination decisions.**
  The system spell checks your document only. It does not hyphenate or paginate the document.

To use Prompted Spell Check to check and correct a document without Hyphenation/Pagination, go to the typing area of your document and follow these steps:

1. Press SPELL.
The Task Selection menu appears and Spelling Tasks is highlighted. The system automatically loads the Spelling Tasks.

```
                         TASK SELECTION

    ID    ITEM

    a     Typing Tasks:
              Create, Revise or Paginate Documents
    b     Work Diskette Tasks:
              Delete or Duplicate Documents,
              Duplicate, Condense or
              Erase/Initialize (Name) Diskette,
              Print Index of Diskette Contents, Change
              Document or Diskette Name, Recover Documents,
              Display or Convert Final-form Documents
    c     Program Diskette Tasks
              Default Formats, Duplicate Setups,
              Printer and Work Station Description,
              Duplicate and Erase Program Diskette,
              Feature Program Diskette Tasks,
              Create and Update Combined Program Diskette
    d     Spelling Tasks
    e     Feature Tasks
    f     Key-To-Print Task
    g     Merge Tasks
```

The Spelling Tasks menu appears and Check Document is highlighted.

The prompt "Type document name; press ENTER" appears.

Note: You can also choose Spelling Tasks directly from the Task Selection menu without first going to the typing area of your document.

```
                              SPELLING TASKS

       ID    ITEM
       a     Check Document
       b     Load Supplement
       c     Clear Supplement
       d     Store Supplement On Program Diskette
       e     Choose Spelling Language Dictionary
       f     Create Document Of Supplemental Words

       g     Go to Task Selection



       Type document name; press ENTER:  ¤
```

2. **Type the document and diskette names in the Spelling Tasks menu, if necessary.**

The document and diskette names you were using when you pressed SPELL appear on the prompt line. If they are correct, press ENTER. If not, type the correct document and diskette names.

The Check Document menu appears.

```
                              CHECK DOCUMENT

                                     YOUR     POSSIBLE
       ID    ITEM                    CHOICE   CHOICES
       a     Kind Of Spelling Check    1      1 = Prompted  2 = Automatic
                                              3 = None
       b     System Page Number(s)
             For Spelling Check
       c     Hyphenation/Pagination    1      1 = Yes       2 = No



       When finished with this menu, press ENTER.
       Type ID letter to choose ITEM; press ENTER:  ¤
```

3. Be sure Kind of Spelling Check is set to Prompted.
The default is for prompted spelling check.

```
                        CHECK DOCUMENT

                               YOUR    POSSIBLE
    ID   ITEM                  CHOICE  CHOICES

    a    Kind Of Spelling Check    1      1 = Prompted  2 = Automatic
                                          3 = None
    b    System Page Number(s)
         For Spelling Check
    c    Hyphenation/Pagination    1      1 = Yes       2 = No




    When finished with this menu, press ENTER.
    Type ID letter to choose ITEM; press ENTER:  ¤
```

4. Set Hyphenation/Pagination to No in the Check Document menu.
Under normal work conditions, you would probably hyphenate and paginate your document while doing a Prompted Spell Check. However, for this segment, change the Hyphenation/Pagination setting to No.

5. Press ENTER to begin checking spelling.
Your Displaywriter stops at the first highlighted word.

```
                        CHECK DOCUMENT

                               YOUR    POSSIBLE
    ID   ITEM                  CHOICE  CHOICES

    a    Kind Of Spelling Check    1      1 = Prompted  2 = Automatic
                                          3 = None
    b    System Page Number(s)
         For Spelling Check
    c    Hyphenation/Pagination    2      1 = Yes       2 = No




    When finished with this menu, press ENTER.
    Type ID letter to choose ITEM; press ENTER:  ¤
```

6. Respond to the instructions to make spelling decisions.

Notice that "Check spelling of word: (word)" appears above the prompt line. This shows the word to be corrected.

- Press SPELL to leave the word highlighted on the screen.

  Use this option if you are unsure of the correct spelling and want to verify it later. The cursor automatically moves to the next word to be checked.

- Press ENTER to remove highlighting.

  This indicates to the system that even though the word is not in the standard dictionary it is correct. The system will not highlight the word again in this document. The cursor automatically moves to the next word to be checked.

- To correct the word, retype and press ENTER.

  After you retype the word, the corrected word appears on the prompt line following the prompt "Retype word; press ENTER." When you press ENTER, the corrected word automatically appears in place of the highlighted word. If you retype the word incorrectly, the system prompts you to type the word again. The cursor automatically moves to the next word to be checked.

Spell Check

available for payment of liabilities. Change funds, for example, must be retained in order to have the change necessary for doing business.

Accounts recievable—An entry that is identified merely as "accounts receivable" or has the designation "trade" after it refers to accounts receivable from customers only. Notes or accounts receivable from officers, employees or owners of the business are considered nontrade receivables and should be entered as a separate item.

================= CHECK SPELLING OF WORD =================

To leave highlighting and continue: Press SPELL.
To remove highlighting and continue: Press ENTER.
To retype and revise word: Retype the word. Press ENTER.
To use spelling correction aid: Press AID.

Check spelling of word:
   recievable
Retype word; press ENTER.

Note: The Displaywriter does not automatically correct all occurrences of a misspelled word throughout the document. Each occurrence of a misspelled word is highlighted, and you correct each word.

- To use the Spelling Correction Aid, press AID. (For Textpack 6 users: You will learn about the Spelling Correction Aid in Segment 4 of this lesson. Do *not* use this function until you begin Segment 4.)

7. **Respond to the messages.**
   Press MSG to see the messages. You are informed when your spelling check is complete. You are also given the number of words that remain highlighted and must be checked. You can manually check them later with a dictionary.

Note: If, after you begin your Prompted Spell Check, you want to do something else, press END. The Task Selection menu appears and Typing Tasks is highlighted. The message "Check Document ended at operator request" appears. The system returns to the Typing Tasks menu and Revise Document is highlighted.

You may have left some words highlighted because you were unsure of the spelling. To correct the highlighted words after completing your Prompted Spell Check:

1. **Choose Revise Document in the Typing Tasks menu to access the document and go to the typing area.**
   Note: To correct the highlighted words after completing your Spell Check, you do not have to spell check your document a second time.

2. **To locate highlighted words, press FIND, then SPELL.**
   After you press SPELL, the symbol ■ appears on the screen next to the prompt "Find what?" Press ENTER and the cursor automatically moves to the first highlighted word.

3. **To cancel highlighting and leave the word unchanged, press CANCL.**
   The highlighting disappears from the word.

4. **To correct misspelled words, press CANCL, then revise as necessary.**
   Remember to press CANCL to remove the highlighting from any words before you revise them. Revise misspelled words as you revise any error.

```
XXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
Find what? ■
```

To use Prompted Spell Check without Hyphenation/ Pagination, go on to the Demonstration.

DEMONSTRATION

In this Demonstration you will practice correcting some spelling errors using Prompted Spell Check without Hyphenation/Pagination. The practice document is already stored on TRAIN3.

Choose Revise to access the following document:

Document name: Assets 1
Diskette name: TRAIN3

Go to the typing area.

Press SPELL.

The document ends, and the Task Selection menu appears with Spelling Tasks highlighted. The Spelling Tasks menu appears. Check Document is highlighted.

Press ENTER twice to accept the document and diskette names.

The Check Document menu appears. The default is Prompted for Kind of Spelling Check, so you do not have to make any changes to the menu.

Set Hyphenation/Pagination to No.

Since you will not be hyphenating and paginating in this segment, you must change this setting.

Press ENTER to begin checking spelling.

The Displaywriter stops at the highlighted word
recievable. The Check Spelling of Word instructions
tell you:

- To leave highlighting and continue: Press SPELL.
- To remove highlighting and continue: Press
  ENTER.
- To retype and revise word: Retype the word. Press
  ENTER.
- To use spelling correction aid: Press AID.
  (Textpack 6 users: Do *not* use this function until
  you begin Segment 4.)

Since you must correct the word, type *receivable* **and
press ENTER.**

The word *receivable* appears next to the prompt. The
highlighting disappears from *recievable*. The system
continues to check spelling and the cursor
automatically stops at the next word to be checked,
which is *monatization*.

Press SPELL to indicate you want *monatization* **to
remain highlighted.**

This allows you to check the spelling of *monatization*
later. The cursor automatically moves to the next word
to be checked, which is the acronym *FIFO*.

Press ENTER to indicate that *FIFO* is correct.

The highlighting is removed. *FIFO* will not be highlighted again in this document. The cursor automatically moves to the next word to be checked, the proper name *ABC*.

Press ENTER to indicate that *ABC* is correct.

The highlighting is removed from *ABC* wherever it appears in the text.

Since you are finished checking your document, the message "Spelling check complete. Words marked: 1" appears. This means that one word remains highlighted and must be verified (*monatization*). The Typing Tasks menu appears, and Revise Document is highlighted.

Use regular revision procedures, not Spell Check, to remove the highlighting from *monatization*.

Go to the typing area of the Assets 1 document.

Press FIND to locate the word that remains highlighted, *monatization*.

The prompt "Find what?" appears.

Press SPELL to indicate you want to find the highlighted word.

The symbol ■ appears next to the "Find what?" prompt.

Press ENTER.

The cursor automatically moves to *monatization*. The spelling of *monatization* is correct.

Press CANCL to remove the highlighting from *monatization*.

Press FIND and ENTER to find other highlighted words.

You will see the message "Characters not found from cursor to end of document" when there are no more highlighted words in the document.

End your document.

To practice using Prompted Spell Check without Hyphenation/Pagination on your own, go on to the Self-Test.

SELF-TEST

In this Self-Test, spell check the document named below using Prompted Spell Check without Hyphenation/Pagination. Make all the corrections indicated.

Note: Do *not* use the Spelling Correction Aid in this Self-Test. If you are a Textpack 6 user, you will learn about this function in Segment 4 of this lesson.
  Choose Revise to access the following document:
  Document name: Careers 1
  Diskette name: TRAIN3
  Be sure to set Hyphenation/Pagination to No in the Check Document menu.

- Correct *entriely* to *entirely*.
- Correct *carreer* to *career*.
- Indicate *footsteps* is correct.
- Leave *Rorschack* highlighted so you can look it up later.
- Remove the highlighting from *SRA* to indicate it is correct.
- Note the message that one word is marked.
- Revise the document.
- Locate the word that is still highlighted (*Rorschack*).
- Cancel the highlighting and correct the spelling of *Rorschack* to *Rorschach*.

Go on to the Feedback on the next page.

FEEDBACK

If you followed directions, the only word that should have been highlighted when you revised your document was *Rorschack*.

If not, did you remember to:

☐ Press ENTER to replace your corrected words in the text?

☐ Press SPELL to keep *Rorschack* highlighted?

☐ Press ENTER to indicate that *SRA* was correct?

Prerequisites:
You must have completed
all previous segments in
this lesson

3

In the last segment you learned to check spelling using Prompted Spell Check without the Hyphenation/Pagination functions. In this segment you will learn how to check, hyphenate, paginate, and print your document in one step.

Not only can Prompted Spell Check check for misspelled words, but with the Hyphenation/Pagination function, it can also help to make your right margin more even by stopping for hyphenation decisions. You have the option of accepting the system's point of hyphenation, or changing it to suit your own needs.

Your goal for this segment is to be able to check for spelling errors, hyphenate, paginate, and print a document in one step using Prompted Spell Check with Hyphenation/Pagination.

I CAN CHECK THIS DOCUMENT AND CORRECT SPELLING ERRORS WHILE SHE WAITS FOR THE PRINTED COPY...

MAIN IDEA

Use Prompted Spell Check with Hyphenation/
Pagination to:

- Check, hyphenate, paginate, and print a final copy
  of your document.
- Make your own hyphenation decisions to hyphenate
  words at the right margin.

To use Prompted Spell Check with Hyphenation/
Pagination to check, hyphenate, paginate, and print
your document, go to the typing area of your document
and follow these steps:

1. Press SPELL.
2. Type the document and diskette names in the
   Spelling Tasks menu, if necessary.
3. Be sure Kind of Spelling Check is set to Prompted
   and Hyphenation/Pagination is set to Yes in the
   Check Document menu.
4. Indicate desired hyphenation, pagination and
   printing choices in the Hyphenate and Paginate
   Document menu.
5. Press ENTER to begin checking spelling.
6. Follow the instructions on the screen to make
   spelling decisions.
7. Respond to the messages to print your document,
   if any.

8. Make hyphenation decisions:
   a. Press ENTER to accept the point of hyphenation.
   b. Place the cursor one character position *past* where the hyphen should fall and press ENTER to hyphenate at a different point.
   c. Place the cursor under the first character of the word and press ENTER to move the word to the next line.
   d. Place the cursor one space past the last character of the word and press ENTER to keep the word on the same line.

9. Respond to the messages.

10. Revise the document, if necessary.

If you have enough information about using Prompted Spell Check with Hyphenation/Pagination, go on to the Demonstration. If you would like more detail, read the Help that follows.

HELP

Use Prompted Spell Check with Hyphenation/
Pagination in the following situations:

- **To check, hyphenate, paginate, and print a final copy of your document.**
  The Displaywriter can prepare your document for printing while you correct misspelled words, hyphenate, and paginate.
- **To hyphenate words at the right margin.**
  You can make your right margin more even by using Dictionary Hyphenation in the Hyphenate and Paginate Document menu. You can then decide if and when you want to hyphenate.

To use Prompted Spell Check with Hyphenation/
Pagination to check, hyphenate, paginate, and print
your document, go to the typing area of your document
and follow these steps:

1. **Press SPELL.**
   The Task Selection menu appears with Spelling
   Tasks highlighted. The Spelling Tasks load
   automatically.
   The Spelling Tasks menu appears and Check
   Document is highlighted. The prompt "Type
   document name; press ENTER" appears.
   Note: You can also choose Spelling Tasks directly
   from the Task Selection menu without first going
   to the typing area of your document.

2. **Type the document and diskette names, if necessary.**
   The document and diskette names you were using
   when you pressed SPELL appear on the prompt
   line. If they are correct, press ENTER. If not, type
   the correct document and diskette names.
   The Check Document menu appears.

3. **Be sure Kind of Spelling Check is set to Prompted and Hyphenation/Pagination is set to Yes in the Check Document menu.**
   The defaults are Prompted for Kind of Spelling Check and Yes for Hyphenation/Pagination. Just press ENTER to accept these settings and go to the Hyphenate and Paginate Document menu.

```
                           CHECK DOCUMENT

                                 YOUR      POSSIBLE
        ID   ITEM                CHOICE    CHOICES

        a    Kind Of Spelling Check   1    1 = Prompted  2 = Automatic
                                           3 = None
        b    System Page Number(s)
             For Spelling Check
        c    Hyphenation/Pagination   1    1 = Yes       2 = No




        When finished with this menu, press ENTER.

        Type ID letter to choose ITEM; press ENTER:  ¤
```

Note: You may choose to hyphenate and paginate your document only and not go through a Prompted Spell Check. You would do this if you wanted to tighten your right margin. If this is the case, select None for Kind of Spelling Check. You can also tell the Displaywriter which pages to spell check by choosing Item b and filling in the correct system page numbers.

```
                           CHECK DOCUMENT

                                 YOUR      POSSIBLE
        ID   ITEM                CHOICE    CHOICES

        a    Kind Of Spelling Check   3    1 = Prompted  2 = Automatic
                                           3 = None
        b    System Page Number(s)
             For Spelling Check
        c    Hyphenation/Pagination   1    1 = Yes       2 = No




        When finished with this menu, press ENTER.

        Type ID letter to choose ITEM; press ENTER:  ¤
```

4. **Indicate desired hyphenation, pagination, and printing choices in the Hyphenate and Paginate Document menu.**
   The defaults are already set for prompted hyphenation with pagination and printing. You do not have to make any new choices in this menu.
   Note: You can have the Displaywriter begin paginating, hyphenating, and spell checking from a specific page in the document by choosing Item b and typing the page number. With Item c, you can also instruct the Displaywriter to paginate on an exact line count, ignoring widow lines.

5. **Press ENTER to begin checking the document.**
   Notice that the line number changes on the status line. The system is counting lines for pagination. Your Displaywriter stops at the first word that does not appear in its stored dictionary or that requires a hyphenation decision, whichever is first.

HYPHENATE AND PAGINATE DOCUMENT

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Dictionary Hyphenation	1	1 = Prompted 2 = Automatic 3 = None
b	Paginate, Hyphenate, Spell Check from Page	1	1 - 5
c	Paginate On Exact Line Count	2	1 = Yes 2 = No
d	Print Paginated Pages	1	1 = Yes 2 = No
e	Paper Handling	1	1 = Cut Paper, Manual Feed 2 = Cut Paper, Automatic Feed 3 = Continuous Paper

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ¤

6. **Follow the instructions on the screen to make spelling decisions.**
   You can correct the word, press ENTER if the word is already correct, or press SPELL to keep the word highlighted so that you can check it later.
   Note: If you leave words highlighted, they will appear with the existing spelling in the printed copy.

7. **Respond to the messages to print your document.**
   You may receive messages to print your document before the Spell Check is complete. You may respond to the messages as you receive them. Or, you may wait until the Spell Check is complete to print the document.

Note: If at any time you want to leave Prompted Spell Check with Hyphenation/Pagination, press END. To cancel printing, cancel as you would any print job. Only those pages that are currently queued to print will be canceled.

8. Make hyphenation decisions:
Since you have selected Prompted Hyphenation in the Hyphenate and Paginate Document menu, the cursor stops at the point of hyphenation indicated in the Displaywriter's dictionary. When "Hyphenate where?" appears on the screen, indicate whether or not to hyphenate the word.

a. Press ENTER if you want to accept the system's point of hyphenation. The cursor automatically moves to the next word for a hyphenation or spelling decision.

If cursor stops here,

The cursor shows you where the word will hyphenate

word breaks here when you press ENTER.

The cursor shows you where the word will hy-
phenate.

b. If you want to change the system's point of hyphenation, place the cursor one character position *past* where you want the hyphen to fall and press ENTER. The cursor automatically moves to the next word for a hyphenation or spelling decision.

If you move cursor here,

Please inform everyone **that the meeting is scheduled**

word breaks here when you press ENTER.

Please inform ev-
eryone **that the meeting is scheduled**

c. If you want to move the entire word to the next line, place the cursor under the first character of the word and press ENTER. The cursor automatically moves to the next word for a hyphenation or spelling decision.

If you move cursor to first character,

then, the cursor cannot

entire word moves to next line.

then, the cursor
cannot

d. If you want to keep the entire word on the same line, place the cursor one space past the last character of the word and press ENTER. The cursor automatically moves to the next word for a hyphenation or spelling decision.

If you move cursor past word,

then, the cursor cannot
stay on the same line.

entire word stays on same line.

then, the cursor cannot
stay on the same line.

9. **Respond to the messages.**
   Press MSG to see the messages. One message tells
   you your document is paginated. Another message
   tells you when your spelling check is complete and
   gives you the number of words that remain
   highlighted and still must be checked manually.
   You can check them later with a printed
   dictionary.

10. **Revise the document, if necessary.**
    Note: You must wait until the document has
    printed or you will receive the message
    "(Document name) already in use."

To use Prompted Spell Check with Hyphenation/
Pagination, go on to the Demonstration.

DEMONSTRATION

In this Demonstration you will practice correcting
some spelling errors and making some hyphenation
decisions using Prompted Spell Check with
Hyphenation/Pagination. For training purposes, the
words requiring spelling decisions are grouped at the
beginning of the document, and those requiring
hyphenation decisions are grouped at the end. In your
work, words requiring spelling or hyphenation
decisions will probably be intermingled. You will also
print a copy of this document. The practice document
is already stored on TRAIN3.

Choose Revise to access the following document:

Document name: Assets
Diskette name: TRAIN3

Go to the typing area.

Press SPELL.

The document automatically ends. The Task Selection
menu appears on your screen with Spelling Tasks
highlighted. The Spelling Tasks menu appears and
Check Document is highlighted. The prompt "Type
document name; press ENTER" appears.

**Press ENTER twice, since the document name and
diskette name are correct.**

The Check Document menu appears. The defaults are
Prompted for Kind of Spelling Check and Yes for
Hyphenation/Pagination.

Press ENTER to go to the Hyphenate and Paginate Document menu.

The defaults are Prompted Dictionary Hyphenation and Yes for Print Paginated Pages.

Press ENTER to begin checking the document.

The line number on the status line changes as the system counts lines for pagination. The Displaywriter stops at the highlighted word *recievable*.

Type *receivable* and press ENTER.

The highlighting disappears from *recievable* and the word is replaced by *receivable*. The system continues to spell check. The cursor automatically stops at the next word to be checked, which is *valueation*.

Type *valuation* and press ENTER.

The highlighting is removed from *valueation* and the word is replaced by *valuation*. The cursor automatically moves to the next word to be checked, *exampel*.

Type *example* and press ENTER.

The highlighting is removed from *exampel* and the word is replaced by *example*. The cursor automatically moves to the next word to be checked, *contra*.

The system has completed checking the first page.

Follow the system's message to print.

Press SPELL to keep *contra* **highlighted.**

You can check the spelling of *contra* later in your dictionary. The cursor automatically moves to the next word to be checked, which is *LIFO*.

Press ENTER to indicate *LIFO* **is correct.**

The highlighting is removed from *LIFO*. The cursor automatically moves to the next word to be checked, which is *XYZ*.

Press ENTER to indicate *XYZ* **is correct throughout the document.**

The highlighting is removed from *XYZ* wherever it appears in the text.

The Displaywriter now stops for the first hyphenation decision. The cursor automatically stops at the *n* in *company's*. The prompt "Hyphenate where?" appears.

Use the cursor movement keys to place the cursor at the space past the *s* in *company's* and press ENTER.

The word *company's* stays on the line. The cursor automatically moves to the next word for a hyphenation decision. It stops at the *r* in *materials*. "Hyphenate where?" appears.

Place the cursor at the *m* in *materials* and press ENTER.

The word *materials* moves to the beginning of the next line. The cursor automatically moves to the *r* in the next *materials*. "Hyphenate where?" appears.

Press ENTER to accept the system's point of hyphenation.

The word breaks at *mate-*, and *rials* moves to a new line. The cursor automatically moves to the *t* in *proportionately*. "Hyphenate where?" appears.

Place the cursor at the *a* in *proportionately* to change the point of hyphenation and press ENTER.

The word breaks at *proportion-*, and *ately* moves to a new line.

Respond to the messages.

Some of the messages will relate to printing. One message tells you that your document is paginated. Another message tells you that your spelling check is complete and that one word remains marked. The system automatically goes to the Typing Tasks menu and Revise Document is highlighted.

When the document has finished printing, go to the typing area of the Assets document.

Use FIND and SPELL to locate the remaining highlighted word, *contra.*

Press CANCL to indicate *contra* **is correct.**

The highlighting is removed from *contra*.

End your document.

To practice using Prompted Spell Check with Hyphenation/Pagination on your own, go on to the Self-Test.

SELF-TEST

For this Self-Test, perform a Prompted Spell Check
with Hyphenation/Pagination of the Careers
document. Make the corrections and hyphenation
decisions indicated below. Paginate and print your
document.

    Choose Revise to access the following document:
Document name: Careers
Diskette name: TRAIN3

- Correct *educateions* to *educations*.
- Move *counselors* to the next line.
- Accept the system's point of hyphenation for
  beginning.
- Correct *desparate* to *desperate*.
- Accept the system's point of hyphenation for
  overwhelming.
- Accept the system's point of hyphenation for
  changing.

- Keep *automatic* on the same line.
- Accept the system's point of hyphenation for *detectives*.
- Keep *practice* on the same line.
- Accept the system's point of hyphenation for *adolescence*.
- Hyphenate *straightened* at the first *e*.
- Accept the system's point of hyphenation for *available*.
- Indicate that *ABC* is correct.
- Accept the system's point of hyphenation for *knowledge*.
- Keep *interests* on the same line.
- Hyphenate *occupations* at the *t*.
- Move *interviews* to the next line.
- Follow the prompts to print the document.
- Note the messages that tell you the document is paginated and the number of words that are marked, if any.

Go on to the next page.

FEEDBACK

If you followed directions, no words remained marked
after you completed your Spell Check.

If not, did you remember to:

☐ Press ENTER to replace your corrected word in
the text?

☐ Press ENTER to indicate that *ABC* was correct?

In making your hyphenation decisions, did you
remember to:

☐ Press ENTER to accept the system's point of
hyphenation?

☐ Place the cursor on the first character of the word
and press ENTER to move the word to a new line?

☐ Place the cursor one character position past the
last character of the word and press ENTER to
keep the word on the line?

☐ Place the cursor on the character past where you
want the hyphen to fall and press ENTER to change
the point of hyphenation?

Prerequisites:
You must have completed
Segments 1 and 2 in this
lesson

4

I WONDER
IF IT'S 'Z' OR 'S'...
I'LL USE MY
SPELLING
CORRECTION AID
TO SEE...

PHAZES
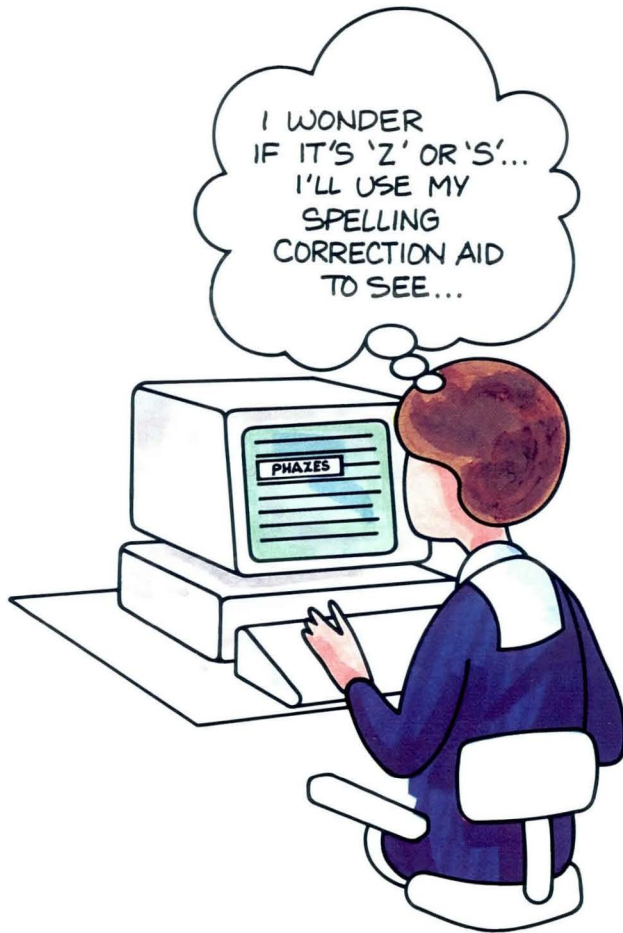
Complete this segment only if you have Textpack 6.

By this time you have checked several documents using Prompted Spell Check. But what happens when you come across a word that you think is incorrect, but don't know how to spell? Looking the word up in the dictionary doesn't always help, especially if spelling is not your best subject.

The Spelling Correction Aid can save you time and frustration. It provides a list of up to seven alternate spellings for words your Displaywriter recognizes as misspelled.

Your goal for this segment is to be able to use the Spelling Correction Aid when checking the spelling of a document using Prompted Spell Check.

MAIN IDEA

Use the Spelling Correction Aid while checking
spelling using Prompted Spell Check.
　　To view alternate spellings, follow these steps:

1. After a word appears highlighted, press AID.
2. Insert the spelling aid program diskette (Volume
   4 of your program diskette), then press ENTER.
3. Select an item for the desired spelling from the list
   of displayed words.
4. Press ENTER to correct the highlighted word in
   the document.

*If you have enough information about the Spelling
Correction Aid, go on to the Demonstration. If you would
like more detail, read the Help that follows.*

HELP

Use the Spelling Correction Aid while checking
spelling using Prompted Spell Check. The Check
Spelling of Word instructions tell you to press AID
whenever you want a list of alternate spellings for a
highlighted word.

practical for items with a high unit price.

2. First in, first out, or FIFO , is another method of costing inventory.
   It assumes that the first units purchased are the first units sold,
   that those still in inventory are the last ones purchased.

3. Last in, first out assumes the opposite—that the last goods
   purchased are the first ones sold.

```
<================== CHECK SPELLING OF WORD ==================>

To leave highlighting and continue:    Press SPELL.
To remove highlighting and continue:  Press ENTER.
To retype and revise word:             Retype the word. Press ENTER.
To use spelling correction aid:        Press AID.

Check spelling of word:
  FIFO

Retype word; press ENTER.  ¤
```

To view alternate spellings, follow these steps:

1. **After a word appears highlighted, press AID.**

You are then prompted to insert the spelling aid program diskette.

2. **Insert the spelling aid program diskette (Volume 4 of your program diskette).**

Volume 4 must be inserted with the work diskette that you are using. In order to insert Volume 4 of Textpack 6, you must have either a dual diskette unit or have Volume 4 on a combined 2D diskette if you are using a single diskette unit. For more information on combining diskettes, see *Diskettes*, Lesson 4.

After Volume 4 is inserted and you press ENTER, a list of one to seven words appears on your screen, or the message "No possible words found" appears. If you receive the message, follow one of the Check Spelling of Words instructions and continue with your Prompted Spell Check. Skip Steps 3 and 4.

The Three Phazes of Youth
According to students of human behavior, young people go through fairly predictable phases in looking at themselves and the world. In the "fantasy" phase, up to about age 11 or 12, children believe they can do anything. They dream of being super-heroes, detectives, airplane pilots or whatever else appeals to hem. During the "tentative" phase, up to 17 or 18, they gradually find out more about their own developing skills.
A wise parent, the experts point out, does not steer a child into ever-narrowing channels, hoping SOMHOW lead him or her to a safe port. "Don't be in a hurry to attach permanent labels," specialists of The

```
========================CHECK SPELLING OF WORD====================
To leave highlighting and continue:     Press SPELL.
To remove highlighting and continue:   Press ENTER.
To retype and revise word:              Retype the word. Press ENTER.
To use spelling correction aid:         Press AID.

Check spelling of word:
Phazes
Insert spelling aid program diskette in left slot; press ENTER.
```

3. Select an item for the desired spelling from the list of displayed words.

These words are alternate spellings of the highlighted word. The words may appear in lowercase, uppercase and lowercase, or uppercase, depending on the original highlighted word.

Look at the example on the right. The alternatives for the highlighted word *Phazes* all have initial caps because *Phazes* has an initial cap. Notice the word *Phazes* appears under the instruction "To correct spelling of word." The instruction is to help remind you which word you are correcting so that you don't have to check back to the word in the text.

The Three Phazes of Youth

   According to students of human behavior, young people go through fairly predictible phases in looking at themselves and the world. In the "fantasy" phase, up to about age 11 or 12, children believe they can do anything. They dream of being super-heroes, detectives, airplane pilots or whatever else appeals to hem. During the "tentative" phase, up to 17 or 18, they gradually find out more about their own developing

⟨======================= POSSIBLE WORDS =======================⟩

ID	WORD
a	Phases
b	Phrases
c	Patters
d	Pauses
e	Parses
f	Papers
g	Payees

To correct spelling of word:
Phazes

Type ID letter to choose word; press ENTER:

In the next example, the alternatives are all lowercase because *predictible* is also lowercase.

The Three Phazes of Youth
   According to students of human behavior, young people go through fairly predictible phases in looking at themselves and the world. In the "fantasy" phase, up to about age 11 or 12, children believe they can do anything. They dream of being super-heroes, detectives, airplane pilots or whatever else appeals to hem. During the "tentative" phase, up to 17 or 18, they gradually find out more about their own developing

⟨===================== POSSIBLE WORDS =====================⟩

ID	WORD
a	predictable
b	predicable
c	predictably
d	predictively

To correct spelling of word:
predictible

Type ID letter to choose word; press ENTER: ¤

To select a word, choose the correct item. The selected word appears after the prompt "Retype word; press ENTER."

The Three Phazes of Youth
   According to students of human behavior, young people go through fairly predictible phases in looking at themselves and the world. In the "fantasy" phase, up to about age 11 or 12, children believe they can do anything. They dream of being super-heroes, detectives, airplane pilots or whatever else appeals to hem. During the "tentative" phase, up to 17 or 18, they gradually find out more about their own developing skills.
   A wise parent, the experts point out, does not steer a child into ever-narrowing channels, hoping SOMHOW lead him or her to a safe port. "Don't be in a hurry to attach permanent labels," specialists of The

⟨==================== CHECK SPELLING OF WORD ====================⟩

To leave highlighting and continue:	Press SPELL.
To remove highlighting and continue:	Press ENTER.
To retype and revise word:	Retype the word. Press ENTER.
To use spelling correction aid:	Press AID.

Check spelling of word:
Phazes

Retype word; press ENTER: Phases

Note: The list of words displayed may not contain the correct alternative to the highlighted word. If your Displaywriter does not indicate a correct choice, press CANCL. When you press CANCL, the alternate words clear from the screen. Follow one of the other Check Spelling of Word instructions:

- Press SPELL to leave highlighting and continue.
- Press ENTER to remove highlighting and continue.
- Retype the word and press ENTER to revise the word.

Then continue with your Prompted Spell Check. Skip Step 4.

4. **Press ENTER to correct the highlighted word in the document.**
   When you press ENTER, the incorrect word is replaced with the word you have chosen.
   Continue checking your document.

To use the Spelling Correction Aid, go on to the Demonstration.

DEMONSTRATION

For this Demonstration, use Prompted Spell Check
for the document on TRAIN3. Then use your Spelling
Correction Aid to correct the highlighted words.

Choose Revise to access the following document:

Document name: Reporting Assets
Diskette name: TRAIN3

Perform a Prompted Spell Check without
Hyphenation/Pagination.

Your document will not hyphenate, paginate, or print.
Your Displaywriter will stop and highlight *recievable*.

The Check Spelling of Word instructions appear on
your screen. Several options are indicated:

- To leave highlighting and continue: Press SPELL.
- To remove highlighting and continue: Press
  ENTER.
- To retype and revise word: Retype the word. Press
  ENTER.
- To use spelling correction aid: Press AID.

The word *recievable* appears under the instruction
"Check spelling of word."

Press AID.

The prompt "Insert Spelling Aid Program Diskette
in (left or right) slot; press ENTER" appears.

Insert the Volume 4 program diskette (which contains the Spelling Aid Program) and press ENTER.

A list of possible words that contains alternatives to the word *recievable* appears on the screen.

The word *recievable* also appears under the instruction "To correct spelling of word:"

Select *receivable* and press ENTER.

The word *receivable* appears after the prompt "Retype word; press ENTER."

Press ENTER to replace *recievable* with *receivable* in the text and remove the highlighting.

The cursor automatically moves to the next word to be checked, *EXAMPEL*. The Check Spelling of Word instructions appear on your screen.

Press AID.

The list of possible words containing alternatives for *EXAMPEL* appears on your screen. The alternatives for *EXAMPEL* are all capitals to match *EXAMPEL*.

Select *EXAMPLE* and press ENTER.

EXAMPLE appears next to the prompt "Retype word; press ENTER."

Press ENTER to replace the incorrect word in the text with *EXAMPLE* **and remove the highlighting.**

The cursor moves to the next word to be checked, *Marketeable*.

Using your Spelling Correction Aid, repeat the steps to replace *Marketeable* **with** *Marketable* **in the text.**

Notice that the list of alternatives for *Marketeable* all have initial caps. After *Marketeable* is replaced by *Marketable* in the text and the highlighting is removed, the cursor moves to the next word to be checked, *monatization*.

Press AID to display a list of alternatives for *monatization.*

Your Displaywriter indicates that there are "No possible words found" and no alternatives are given. This occurs because *monatization* is not found in the Displaywriter's standard dictionary and there aren't any words that resemble it.

Press SPELL to leave *monatization* **highlighted.**

Since you're not sure how to spell monatization, you can check the spelling later. The cursor moves to the next word to be checked, *contra*.

Press AID to display a list of alternatives for *contra*.

The list of words for *contra* doesn't contain possible alternatives.

Press CANCL, then ENTER to indicate *contra* **is correct.**

The word *contra* is an accounting term and it is correct.

The cursor moves to the next words to be checked, which are *FIFO*, *LIFO*, and *XYZ*.

Press ENTER to remove the highlighting from *FIFO*, *LIFO*, **and** *XYZ*.

FIFO and *LIFO* are correctly spelled acronyms. *XYZ* is a company name. You do not have to use the Spelling Correction Aid for these words. After you indicate *XYZ* is correct, the Task Selection menu appears with Typing Tasks highlighted.

A message appears telling you to insert your Textpack 6 program diskette containing Typing Tasks.

Follow the message to insert the program diskette.

The Typing Tasks menu appears and Revise Document is highlighted.

Revise the document as you normally would after a Prompted Spell Check and indicate that *monatization* is correct.

The highlighting is removed from *monatization*.

End your document.

To practice using the Spelling Correction Aid on your own, go on to the Self-Test.

SELF-TEST

In this Self-Test, do a Prompted Spell Check on the Career Planning document. Do not print the document. Change the setting to No for Hyphenation/Pagination in the Check Document menu.

Choose Revise to access the following document:
Document name: Career Planning
Diskette name: TRAIN3

When your Displaywriter stops at the highlighted words, do the following:

- Use the Spelling Correction Aid to correct *entriely*.
- Use the Spelling Correction Aid to correct *Carreer*.
- Use the Spelling Correction Aid to correct *HAERT*.
- Use the Spelling Correction Aid and indicate *op* is correct.
- Indicate *footsteps* is correct.
- Use the Spelling Correction Aid and keep *Rorschack* highlighted.
- Use the Spelling Correction Aid and indicate *SRA* is correct.
- Use the Spelling Correction Aid and indicate *schoolwork* is correct.
- Revise the document and change *Rorschack* to *Rorschach*.

For Feedback, go on to the next page.

FEEDBACK

After you have completed checking the Career Planning document, you will get a message telling you that one word is marked (*Rorschack* is left highlighted).

While you were checking the document, the following should have happened:

☐ You should have been given a list of choices that included the correct spelling of the words *entriely*, *Carreer*, and *HAERT*.

☐ You should have received the message "No possible words found" for *Rorschack*.

☐ None of the choices that appeared on your screen was correct for *op*, *footsteps*, *SRA*, and *schoolwork*.

5

One of the methods that you can use to check your document is Automatic Spell Check. Automatic Spell Check *automatically* highlights words in your document that do not match the Displaywriter's dictionary words. You can also automatically hyphenate, paginate, and print your document by choosing the hyphenate, paginate, and print options.

Automatic Spell Check is useful if you want to flag your spelling errors in a draft of a document. You may want to quickly print the document, then do your spelling corrections later with your other revisions. Or, you may choose to print the document after you have made the spelling corrections.

Your goal for this segment is to be able to spell check, hyphenate, paginate, and print a document using Automatic Spell Check.

I CAN MAKE THESE SPELL CHECK CORRECTIONS WHILE SHE'S READING THE DRAFT...
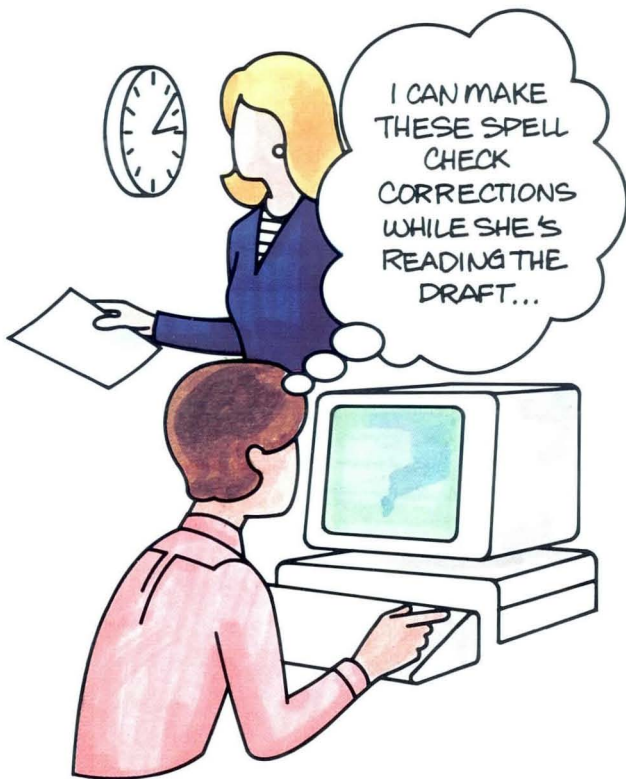
MAIN IDEA

Use Automatic Spell Check with Automatic Hyphenation/Pagination to:

- Highlight incorrect words throughout the text to correct later.
- Automatically hyphenate words at the right margin.
- Automatically paginate and print the document.

To use Automatic Spell Check with Automatic Hyphenation/Pagination to check, hyphenate, paginate, and print a document, go to the typing area of your document and follow these steps:

1. Press SPELL.
2. Type the document and diskette names in the Spelling Tasks menu, if necessary.
3. Set Kind of Spelling Check to Automatic and Hyphenation/Pagination to Yes in the Check Document menu.
4. Indicate desired hyphenation, pagination, and printing choices in the Hyphenate and Paginate Document menu.
5. Respond to the messages.

To revise your document after completing
Automatic Spell Check, do the following:

1. Choose Revise Document and go to the typing area
   of your document.
2. To locate highlighted words, use FIND, then
   SPELL.
3. To cancel highlighting, press CANCL.
4. To correct misspelled words, press CANCL, then
   revise as necessary.

*If you have enough information about using Automatic
Spell Check, go on to the Demonstration. If you would
like more detail, read the Help that follows.*

HELP

Use Automatic Spell Check with Automatic
Hyphenation/Pagination in the following situations:

- **To highlight incorrect words throughout the text
  to correct later.**
  With Automatic Spell Check the Displaywriter
  highlights incorrect words but does not prompt you
  for spelling decisions. You make spelling decisions
  later when you revise the document. The highlighted
  words print normally, but are highlighted when they
  appear on your screen.

- **To automatically hyphenate words at the right
  margin.**
  Your Displaywriter makes hyphenation decisions for
  you, so your final document has a more even right
  margin.

- **To automatically paginate and print the document.**
  You can paginate and print your document. When
  you go back later to revise, you do not have to
  paginate again, unless your revisions affect
  pagination.

To use Automatic Spell Check to check, hyphenate, paginate, and print your document, go to the typing area of your document and follow these steps:

1. Press SPELL.
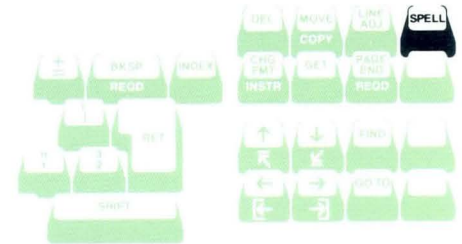
The Task Selection menu appears with Spelling Tasks highlighted.
The Spelling Tasks program loads and Check Document is highlighted.

```
                    TASK SELECTION

ID    ITEM

a     Typing Tasks:
         Create, Revise or Paginate Documents
b     Work Diskette Tasks:
         Delete or Duplicate Documents,
         Duplicate, Condense or
         Erase/Initialize (Name) Diskette,
         Print Index of Diskette Contents, Change
         Document or Diskette Name, Recover Documents,
         Display or Convert Final-form Documents
c     Program Diskette Tasks
         Default Formats, Duplicate Setups,
         Printer and Work Station Description,
         Duplicate and Erase Program Diskette,
         Feature Program Diskette Tasks,
         Create and Update Combined Program Diskette
d     Spelling Tasks
e     Feature Tasks
f     Key-To-Print Task
g     Merge Tasks
```

The prompt "Type document name; press ENTER" appears, followed by the document you were creating or revising when you pressed SPELL. **Note:** You can also choose Spelling Tasks directly from the Task Selection menu without going to the typing area of your document.

SPELLING TASKS

ID	ITEM
a	Check Document
b	Load Supplement
c	Clear Supplement
d	Store Supplement On Program Diskette
e	Choose Spelling Language Dictionary
f	Create Document Of Supplemental Words
g	Go to Task Selection

Type document name; press ENTER: ☒

2. **Type the document and diskette names, if necessary.** The Check Document menu appears.

CHECK DOCUMENT

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Kind Of Spelling Check	1	1 = Prompted 2 = Automatic 3 = None
b	System Page Number(s) For Spelling Check		
c	Hyphenation/Pagination	1	1 = Yes 2 = No

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ☒

3. **Set Kind of Spelling Check to Automatic and Hyphenation/Pagination to Yes in the Check Document menu.**
   Note: If you want to spell check only certain pages of the document, choose Item b and fill in the correct system page numbers.

CHECK DOCUMENT

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Kind Of Spelling Check	2	1 = Prompted 2 = Automatic 3 = None
b	System Page Number(s) For Spelling Check		
c	Hyphenation/Pagination	1	1 = Yes 2 = No

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ☒

4. Indicate desired hyphenation, pagination, and printing choices in the Hyphenate and Paginate Document menu.

The Hyphenate and Paginate Document menu is set for Prompted Dictionary Hyphenation. Change the setting to Automatic for Dictionary Hyphenation, then press ENTER.

Press ENTER again to indicate that you want to accept the defaults for automatic pagination and printing.

Note: If you choose not to print, set Print Paginated Pages to No. If you want the Displaywriter to begin paginating, hyphenating, and spell checking from a specific page in the document, choose Item b and type the system page number. If you want to paginate on an exact line count, change Item c to Yes.

After you press ENTER, your Displaywriter begins checking your document. If you are paginating, the status line shows the line number the system is on as the document is being checked. If you are printing your document, your printer starts up when the first page has been checked.

When the Displaywriter has finished checking spelling, hyphenation, and pagination, it automatically loads Typing Tasks. Revise Document appears highlighted on your screen. You are now ready to revise. If you are printing, you must wait for your document to finish printing before you revise.

HYPHENATE AND PAGINATE DOCUMENT

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Dictionary Hyphenation	1	1 = Prompted 2 = Automatic 3 = None
b	Paginate, Hyphenate, Spell Check from Page	1	1 - 5
c	Paginate On Exact Line Count	2	1 = Yes 2 = No
d	Print Paginated Pages	1	1 = Yes 2 = No
e	Paper Handling	1	1 = Cut Paper, Manual Feed 2 = Cut Paper, Automatic Feed 3 = Continuous Paper

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ▨

5. Respond to the messages.

Press MSG to see messages. If you try to revise while you are printing, a message appears telling you that your document is printing.

TYPING TASKS

ID   ITEM

a   Create Document
b   Revise Document
c   Paginate Document
d   Print Document
e   Display Index of Diskette Contents

f   Go to Task Selection

Type document name; press ENTER: ☒
==> (Document Name) already in use.

You will be informed that your document has been paginated if you have selected automatic hyphenation and pagination.

TYPING TASKS

ID   ITEM

a   Create Document
b   Revise Document
c   Paginate Document
d   Print Document
e   Display Index of Diskette Contents

f   Go to Task Selection

Type document name; press ENTER: ☒
==> (Document Name) paginated.

Another message appears when the spelling check is complete. The number of highlighted words displays. If no words are marked, or if you want to check your words later, press CANCL to remove the highlighting.

```
                        TYPING TASKS

ID  ITEM

a   Create Document
b   Revise Document
c   Paginate Document
d   Print Document
e   Display Index of Diskette Contents

f   Go to Task Selection




    ┌─────────────────────────────────────┐
    │ Type document name; press ENTER: ░   │
    └─────────────────────────────────────┘
    ═▷ Spelling check complete. Words marked: 9.
```

To correct the highlighted words after completing Automatic Spell Check, do the following:

1. **Choose Revise Document and go to the typing area of your document.**

2. **To locate highlighted words, use FIND, then SPELL.**
   After you press SPELL, the symbol ■ appears on the screen next to the prompt "Find what?" Press ENTER and the cursor automatically moves to the first highlighted word.

```
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXX
Find what? ■
```

3. **To cancel highlighting and leave the word unchanged, press CANCL.**
   The highlighting disappears from the word.

4. **To correct misspelled words, press CANCL, then revise as necessary.**
   Remember to use CANCL to remove the highlighting from any words left marked before you revise any error.

To use Automatic Spell Check, go on to the Demonstration.

DEMONSTRATION

In this Demonstration you will practice using
Automatic Spell Check with Automatic Hyphenation/
Pagination to hyphenate, paginate, and print your
document. Your practice document is already stored
on TRAIN3.

Choose Revise to access the following document:

Document name: Bank Assets
Diskette name: TRAIN3

Go to the typing area.

Press SPELL.

The document automatically ends. The Task Selection
menu appears with Spelling Tasks highlighted. The
Spelling Tasks program loads and Check Document
is highlighted.

**Press ENTER twice to accept the document and
diskette names.**

**Set Kind of Spelling Check to Automatic in the Check
Document menu.**

The default is Yes for Hyphenation/Pagination, so you
do not have to change it.

**Press ENTER to go to the Hyphenate and Paginate
Document menu.**

Set Dictionary Hyphenation to Automatic in the Hyphenate and Paginate Document menu.

Press ENTER to accept the defaults for pagination and printing in the Hyphenate and Paginate Document menu.

The system begins checking your document. The status line reads *Checking Document*. The Hyphenate and Paginate Document menu is still on the screen. The line number changes on the status line as the system checks your document. Your printer starts up after the first page is checked.

At this point you print your document even though you haven't made your spelling corrections yet. This allows you to see what the document looks like after the system has automatically hyphenated and paginated it for you.

Respond to the messages.

You will receive several messages relating to printing. A message informs you that the Spell Check is complete and that nine words are marked. This means that nine words remain highlighted.

The Task Selection menu appears and Typing Tasks is highlighted. Typing Tasks loads and Revise Document is highlighted. You must wait for your document to finish printing before you can go on to the next step.

Go to the typing area of the Bank Assets document.

Press FIND to locate the first word that remains highlighted, *recievable*.

The prompt "Find what?" appears.

Press SPELL to indicate you want to find the highlighted word.

The symbol ■ appears next to the prompt "Find what?"

Press ENTER.

The cursor automatically moves to *recievable*.

Press CANCL to remove the highlighting from *recievable*.

Correct *recievable* **to** *receivable*.

Press FIND and ENTER to locate the next highlighted word.

The cursor stops at *valueation*.

Cancel the highlighting and correct *valueation* **to** *valuation*.

Press FIND, ENTER, then CANCL to correct the following words:

- *exampel* to *example*
- *experence* to *experience*
- *Marketeable* to *Marketable*

Press FIND and ENTER to locate the next highlighted word.

The system stops at *FIFO*.

FIFO is a correct word. It is an acronym for First In, First Out.

Press CANCL to remove the highlighting.

Press FIND and ENTER to locate the next highlighted word.

The system stops at *ABC*.

ABC is a company name and is correct.

Press CANCL to remove the highlighting.

Press FIND and ENTER to locate the next highlighted word.

The system stops at *ABC* the next two times it appears.

Press CANCL to remove the highlighting from *ABC* each time it appears.

Press FIND and ENTER to locate other highlighted words.

You will see the message "Characters not found from cursor to end of document" when there are no more highlighted words in the document.

End your document.

To practice using Automatic Spell Check on your own, go on to the Self-Test.

SELF-TEST

For this Self-Test, do an Automatic Spell Check with
Automatic Hyphenation/Pagination of the Career
Choices document. Hyphenate, paginate, and print the
document. Then correct the remaining marked words.
    Choose Revise to access the following document:
    Document name: Career Choices
    Diskette name: TRAIN3
    After your Spell Check, make the following
corrections:

- Correct *entriely* to *entirely*.
- Correct *carreer* to *career*.
- Indicate *op* is correct.
- Indicate *footsteps* is correct.
- Indicate *SRA* is correct.
- Indicate *schoolwork* is correct.

For Feedback, go on to the next page.

FEEDBACK

If you have done everything in the Self-Test correctly, a message indicates that nine words remain marked. If not, did you remember to change Kind of Spelling Check to Automatic in the Check Document menu?

Did your document hyphenate automatically? If not, did you remember to change Dictionary Hyphenation to Automatic in the Hyphenate and Paginate Document menu?

Were you able to properly revise your document and make the appropriate corrections? If not, did you remember to:

☐ Use **FIND**, then **SPELL** to locate the highlighted words?

☐ Use **CANCL** before you corrected the word?

Prerequisites:
You must have completed
Segment 1 and Segment 2
or 5 in this lesson

6 In earlier segments you learned how to perform a Spell Check on entire documents. As you use Spell Check in your work, you may find that certain documents have portions you do not want to spell check because they contain proper names, charts, or foreign terms. In this segment you will learn to spell check only those sections of a document you want checked.

Your goal for this segment is to be able to specify the sections of a document you want to spell check.

MAIN IDEA

You can indicate portions of a document that you do not want checked for spelling while you are in the typing area of your document by doing the following:

1. As you are typing, when you come to a section you do *not* want checked, press INSTR.
2. Choose End Spelling Check.
3. At the end of the section you do *not* want checked, press INSTR.
4. Choose Begin Spelling Check.
5. After you have finished typing, press SPELL.
6. Spell check the document using either Prompted Spell Check or Automatic Spell Check.

If you have enough information about checking spelling for portions of a document, go on to the Demonstration. If you would like more detail, read the Help that follows.

HELP

To indicate portions of a document that you do not want checked for spelling, follow these steps:

1. **As you are typing, when you come to a section you do *not* want checked, press INSTR.**
   The Instructions menu appears.

INSTRUCTIONS

ID	ITEM
a	Begin Keep
b	End Keep
c	Include
d	Math
	Add, Subtract, Multiply, Divide
e	File Report Instructions
f	Multi-column File Listing
g	Summary Math
	Total, Average, Highest, Lowest, Count
h	Conditional Text: Field or Variable Empty
i	Conditional Text: Field or Variable Not Empty
j	End of Conditional Text
k	Skip to Line
l	Begin Spelling Check
m	End Spelling Check
n	Language For Spelling Check
o	Footnote

Type ID letter to choose ITEM; press ENTER:

2. Choose End Spelling Check.
This procedure tells your Displaywriter not to check the next portion of the document.

3. At the end of the section you do not want checked, press INSTR.
The Instructions menu appears.

```
                                    INSTRUCTIONS
ID    ITEM
a     Begin Keep
b     End Keep
c     Include
d     Math
          Add, Subtract, Multiply, Divide
e     File Report Instructions
f     Multi-column File Listing
g     Summary Math
          Total, Average, Highest, Lowest, Count
h     Conditional Text: Field or Variable Empty
i     Conditional Text: Field or Variable Not Empty
j     End of Conditional Text
k     Skip to Line
l     Begin Spelling Check
m     End Spelling Check
n     Language For Spelling Check
o     Footnote


   Type ID letter to choose ITEM; press ENTER: ¤
```

4. Choose Begin Spelling Check.
This indicates where the system will begin checking the next section of the document.
You don't have to do anything else, unless there are other sections in your document that you do not want checked. In that case, repeat Steps 1 through 4.

Note: If the document is already typed, you can indicate the section you do not want to spell check by revising the document and inserting instructions before and after the section you do not want checked.

```
                                    INSTRUCTIONS
ID    ITEM
a     Begin Keep
b     End Keep
c     Include
d     Math
          Add, Subtract, Multiply, Divide
e     File Report Instructions
f     Multi-column File Listing
g     Summary Math
          Total, Average, Highest, Lowest, Count
h     Conditional Text: Field or Variable Empty
i     Conditional Text: Field or Variable Not Empty
j     End of Conditional Text
k     Skip to Line
l     Begin Spelling Check
m     End Spelling Check
n     Language For Spelling Check
o     Footnote


   Type ID letter to choose ITEM; press ENTER: ¤
```

5. **After you have finished typing, press SPELL.**
   The system ends the document and Spelling Tasks
   appears highlighted in the Task Selection menu. The
   Spelling Tasks menu appears and Check Document
   is highlighted.

6. **Spell check the document using either Prompted
   Spell Check or Automatic Spell Check.**
   If you are also hyphenating and paginating the
   document, the system stops for hyphenation
   decisions, even in the portion(s) of the document
   that are not being spell checked. This is true even
   if you have set Dictionary Hyphenation to
   Automatic. The system cannot use automatic
   dictionary hyphenation without Spell Check.

*To check spelling for portions of a document, go on
to the Demonstration.*

DEMONSTRATION

For this Demonstration you will type a document and
spell check only portions of the document.

Create the document shown on the opposite page:

Document name: Employee's Memo
Diskette name: TRAIN3

Type the memo to the end of the line *The following*
people have been hired recently: **and press RETURN**
twice.

Press INSTR.

The Instructions menu appears.

Choose End Spelling Check.

Type the list of names and press RETURN twice.

Press INSTR.

Choose Begin Spelling Check.

When you have finished typing the document, press
SPELL.

Perform a Prompted Spell Check or an Automatic
Spell Check.

Do not hyphenate, paginate, or print the document.

If you have followed directions, the list of names should
not appear highlighted.

```
            MEMORANDUM

            TO:  All Employees

SPELL       FROM:  The President
CHECK
            SUBJECT:  New Hires


            The following people have been hired recently:

DO          Alice Johnson
NOT
SPELL       Rich Jones
CHECK
            Mary Thomas

SPELL       Let's give them a hearty welcome to our company.
CHECK
```

*To practice checking spelling for portions of a document
on your own, go on to the Self-Test.*

SELF-TEST

For this Self-Test, perform a Spell Check on portions
of a document.

Create the document on the opposite page.

Document name: Note to Students

Diskette name: TRAIN3

Do not spell check the students' names. You can
use either Prompted or Automatic Spell Check on the
remainder of the document. Do not hyphenate,
paginate, or print the document.

SPELL
CHECK
{
NOTE TO STUDENTS:

Please refer to the schedule that is attached.

October 26:

The following lists each student to be interviewed the afternoon of
October 26. If you will not be able to meet at the specified time,
notify the Placement Office.

STUDENTS
}

DO
NOT
SPELL
CHECK
{
Linda Garcia
Carolyn Murphey
Christopher Strong
Robert Carlson
Martha Haley
Jerry Hill
}

SPELL
CHECK
{
Each student must be fully aware of the total number of hours that is
required.
}

For Feedback go on to the next page.

FEEDBACK

If you have completed this Self-Test correctly, no
names should be highlighted. If any names are
highlighted, you probably did not choose End Spelling
Check before you typed the students' names.

Unit: Spelling

Lesson 2: Creating and Updating Supplemental Dictionaries

2
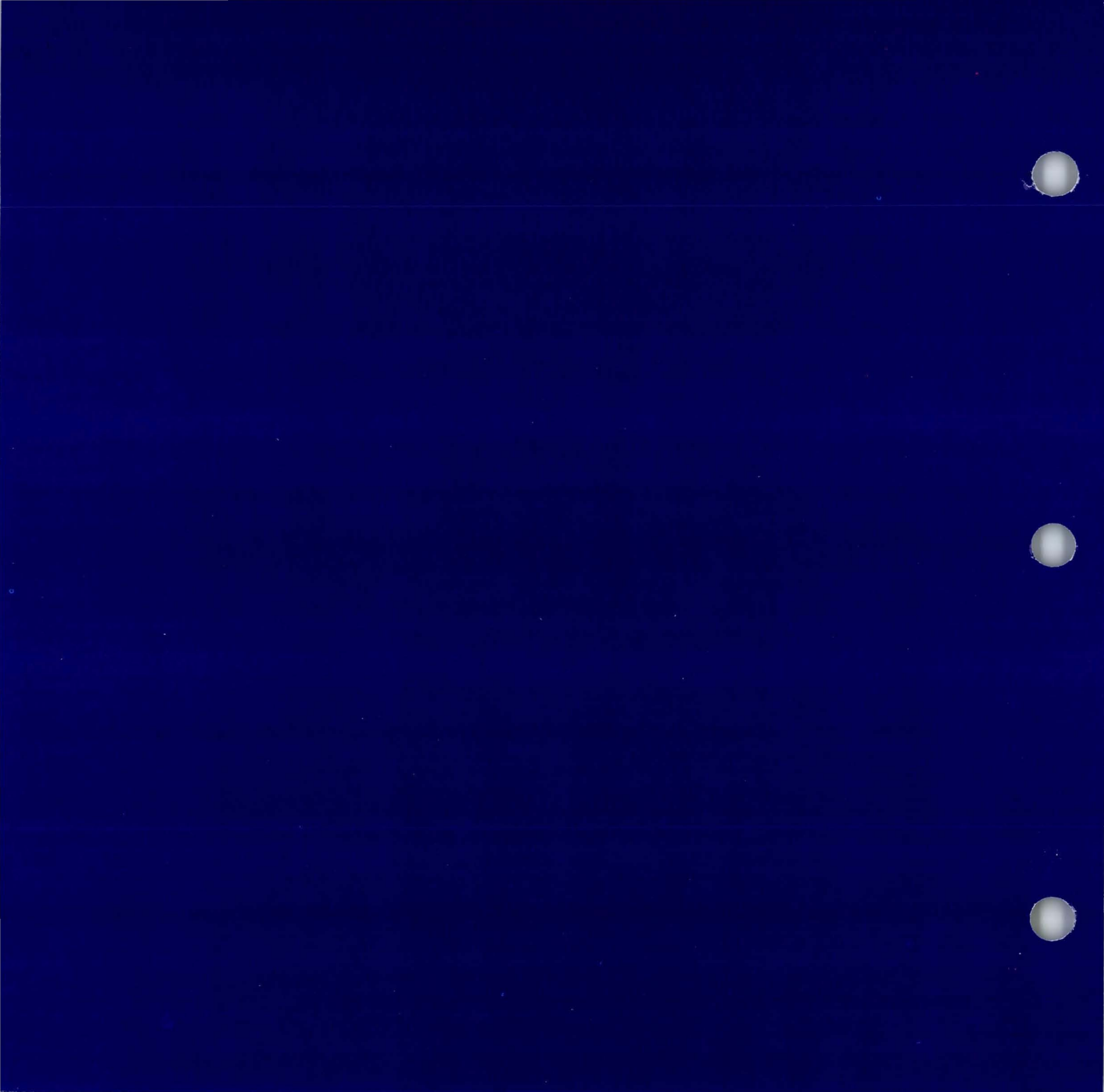
2

In the previous lesson you learned how to spell check using the Displaywriter standard dictionary. In this lesson you will learn to use supplemental dictionaries along with the standard dictionary.

A supplemental dictionary is a word list that you create. It contains words you frequently use which are not in the standard dictionary. When you request Spell Check, you can specify that one or more supplemental dictionaries be used with the standard dictionary. This increases the number of words a document is checked against during Spell Check.

In Segment 1 you will learn about the two types of supplemental dictionaries — work diskette supplements and program diskette supplements. You will also learn how to choose words to include in a supplemental dictionary.

In Segment 2 you will learn to create a supplemental dictionary.

In Segment 3 you will learn to spell check using a supplemental dictionary.

In Segment 4 you will learn to store a supplemental dictionary on your program diskette.
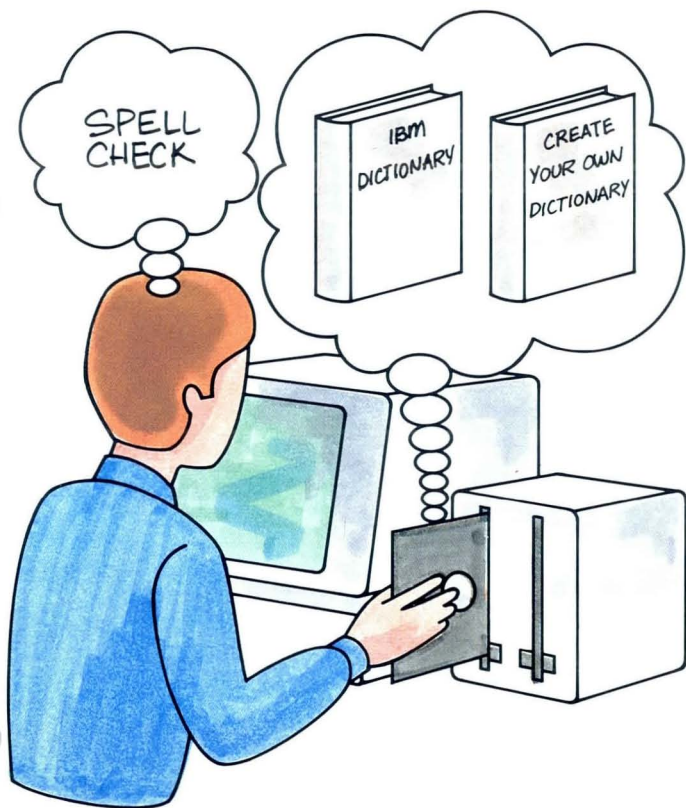
In Segment 5 you will learn to update a work diskette supplement.

In Segment 6 you will learn to update a program diskette supplement.

The training documents for this lesson are found on **MASTR3**. If you have not already done so, duplicate **MASTR3** onto **TRAIN3**.

Prerequisites:
You must have completed
Segment 1 and Segment 2
or 5 in Lesson 1 of this unit

1

The Displaywriter standard dictionary may not contain all the words your company frequently uses. During a Spell Check, these unfamiliar words are highlighted, even if spelled correctly.

If you place these words in a supplemental dictionary, you can add them to the list of words used in a Spell Check. When you run a Spell Check, you can specify one or more supplemental dictionaries to be used in addition to the standard dictionary. These supplemental dictionaries may be either work diskette supplements or program diskette supplements. This increases the number of words your document is checked against and reduces the number of correctly spelled words that are highlighted.

Your goal for this segment is to be able to choose words to place in a supplemental dictionary. You will also be able to choose the appropriate type of supplemental dictionary for a given work application.

... I SHOULD PUT ACRONYMS IN THE SUPPLEMENTAL DICTIONARY...

MAIN IDEA

Choosing Words for a Supplemental Dictionary

Include words commonly used in your documents and not found in the standard dictionary.

Choosing the Type of Supplemental Dictionary

You can create a work diskette supplement or a program diskette supplement. The differences between the two are listed below.

Work Diskette Supplement

- You must load a work diskette supplement into memory whenever you use it.
- This supplement should include words for a specific type of work.

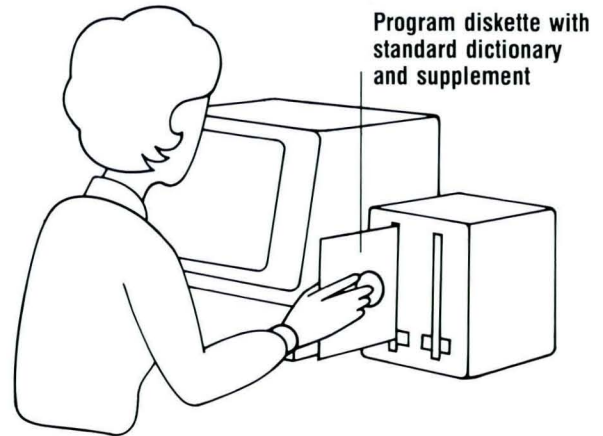*Program Diskette Supplement*

- You can store one program diskette supplement with the standard dictionary to be loaded automatically with Spelling Tasks.
- The program diskette supplement should include words that you use in most documents.

If you have enough information about words to include in supplemental dictionaries and how to choose the appropriate type of supplement, go on to the Demonstration. If you would like more detail, read the Help that follows.

HELP

Choosing Words for a Supplemental Dictionary

Include words commonly used in your documents and not found in the standard dictionary. These may be:

- Proper nouns
- Acronyms
- Technical terms
- Foreign terms
- Industry-specific terms

Choosing the Type of Supplemental Dictionary

You can create a work diskette supplement or a program diskette supplement. The differences between the two follow.

Work Diskette Supplement

- **You must load a work diskette supplement from the work diskette into memory whenever you use it.**

  Use this type of supplement for a set of specialized words that you use occasionally.

  If you use a set of specialized words only once, it will save you time to use Prompted Spell Check instead of creating a supplement.

- **This supplement should include words for a specific type of work.**

  You can create as many different work diskette supplements as you need.

  For example, you might create a work diskette supplement for every department in your company that uses unique specialized words.

LOADING WORK DISKETTE WITH SUPPLEMENT INTO MEMORY
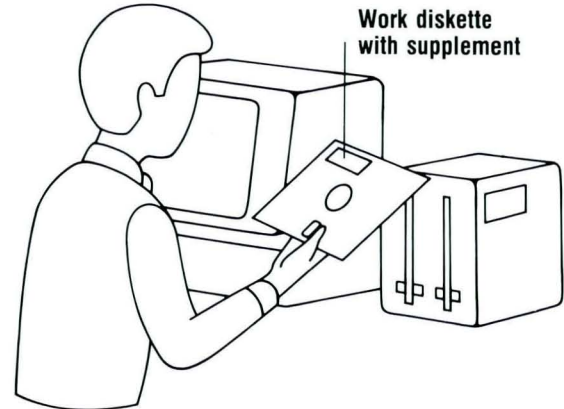
Work diskette with supplement

Program Diskette Supplement

- You can store one program diskette supplement with the standard dictionary on the program diskette.

Spelling
Tasks

Program diskette
with standard
dictionary

IBM
Diskette 1
↓

Supplement

Leander
Ilene
Saxson
Bernardo
Rumnson
Kirkland
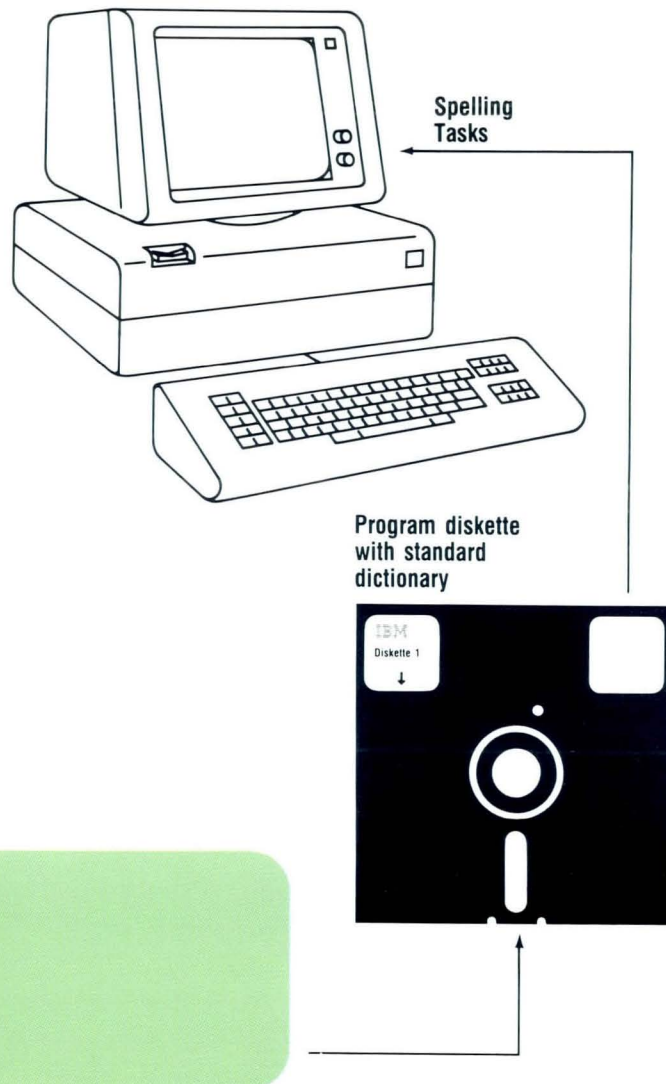
The program diskette supplement is loaded automatically whenever you load Spelling Tasks. Every time you check a document against the standard dictionary, it is also checked against the program diskette supplement.

PROGRAM DISKETTE SUPPLEMENT LOADED WITH SPELLING TASKS

Program diskette with standard dictionary and supplement

- **The program diskette supplement should include words that you use in most documents.**
  For example, you might want to store your company name, location, and chief executives on a program diskette supplement.
  Note: The total character count of the combined supplemental dictionaries used in a Spell Check may *not* exceed 4,500 characters.
  When you run a Spell Check, you can load any number of work diskette supplements in addition to the program diskette supplement, as long as the total number of characters in the supplements does not exceed 4,500.

For examples of words to include in supplemental dictionaries and how to choose the appropriate type of supplement, go on to the next page.

EXAMPLE

Suppose you work for ABC Corporation located in Claremont, California. The company produces computer software. Many clients of ABC Corporation are in the medical field. Two company departments — Legal and Accounting — use unique specialized terms.

You might identify the following types of words to include in supplemental dictionaries:

- Proper names: company name, location, chief executives
- General-application words: computer terms
- Specific-application words: medical terms, legal terms, accounting terms

After you have identified words to include in supplemental dictionaries, you must decide what type of supplemental dictionary to use. The illustration shows how you might place some specialized words used by ABC Corporation in supplemental dictionaries.

WORD	DESCRIPTION	TYPE OF SUPPLEMENTAL DICTIONARY	
		PROGRAM DISKETTE	WORK DISKETTE
ABC	Company name	✕	
Claremont	Company location	✕	
Bernard Wicks	Company President	✕	
Floppy	Computer term used in many work applications	✕	
FIFO	Accounting term - specific application		✕
Ex post facto	Legal term - specific application		✕
Platelet	Medical term - specific application		✕

To practice choosing words for supplemental dictionaries and the appropriate supplement, go on to the Self-Test.

SELF-TEST

Suppose you work for Papel, Inc., located in Chichester, Vermont. The company publishes deluxe edition books, specializing in cookbooks and art books. The Advertising Department often uses unique specialized terms.

On a separate sheet of paper use the following information to complete the sample chart. For each word, decide which type of supplemental dictionary would be appropriate.

| WORD | DESCRIPTION | TYPE OF SUPPLEMENTAL DICTIONARY | |
		PROGRAM DISKETTE	WORK DISKETTE
Papel	Company name		
Chichester	Company location		
Amanda Graff	Company President		
Milline	Advertising term - specific application		
Tracery	Art term - specific application		
Folio	Bookbinding term - used in many applications		
Souffle	Cooking term - specific application		
Octavo	Bookbinding term - used in many work applications		

For Feedback, go on to the next page.

FEEDBACK

Your chart should look something like this illustration.
If you had difficulty completing the Self-Test, you
should review this segment before going on.

WORD	DESCRIPTION	TYPE OF SUPPLEMENTAL DICTIONARY	
		PROGRAM DISKETTE	WORK DISKETTE
Papel	Company name	×	
Chichester	Company location	×	
Amanda Graff	Company President	×	
Milline	Advertising term - specific application		×
Tracery	Art term - specific application		×
Folio	Bookbinding term - used in many work applications	×	
Souffle	Cooking term–specific application		×
Octavo	Bookbinding term - used in many work applications	×	

If you had trouble, review the segment and try the Self-Test again.

Prerequisites:
You must have completed
Segment 1 in this lesson

2

In the previous segment you learned how to identify words to include in a supplemental dictionary. Now you will learn how to create a supplemental dictionary.

You create a supplemental dictionary the same way you create any document. Once you have created a supplemental dictionary, you can request that it be loaded with the standard dictionary to be used in a Spell Check.

Your goal for this segment is to be able to create a supplemental dictionary from a list of frequently used words not already stored in the standard dictionary.

BESIDES THESE SCIENTIFIC NAMES, I CAN MAKE ANOTHER SUPPLEMENTAL DICTIONARY FOR ALL THESE ENGINEERING TERMS...

SUPPLEMENTAL
SCIENTIFIC NAMES
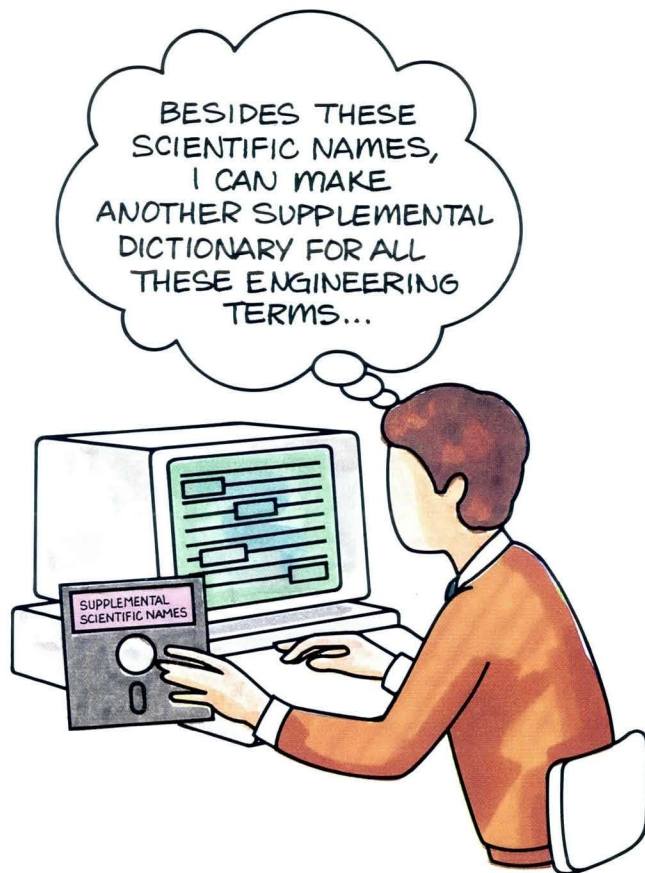
MAIN IDEA

To create a supplemental dictionary, follow these steps:

1. Create a document and go to the typing area.
2. Type each root word and all desired variations. Type a carrier return at the end of each word.

   Note: If you want the Displaywriter to automatically hyphenate when your supplement words appear in text, do the following:
   a. Type the first syllable of the word.
   b. Press CODE + hyphen to insert a syllable hyphen.
   c. Type the remaining syllables with syllable hyphens.
3. Press END after you have typed all the words in the supplemental dictionary.

If you have enough information about creating supplemental dictionaries, go on to the Demonstration. If you would like more detail, read the Help that follows.

HELP

Here is some additional information about creating a supplemental dictionary. Follow these steps:

1. **Create a document and go to the typing area.**
   Since you may create more than one supplemental dictionary, it is a good idea to type a document comment to identify the supplement.

2. **Type each root word and all desired variations. Type a carrier return at the end of each word.**
   Word variations may include singular, plural, and possessive forms for nouns and all necessary tenses for verbs. Examples of words that might be added to a supplement with variations are:

   platelet (noun)
   platelets (plural)
   platelet's (possessive)
   expunge (verb)
   expunges (present tense)
   expunged (past tense)

**platelet
platelets
platelet's
expunge
expunges
expunged**

Typing a carrier return to place each word on a separate line makes it easier for you to proofread the supplement.

Consider the following when adding words to your supplement:

If a lowercase version of a word is included in the supplement (for example, *p*latelet), it is not necessary to add the initial capped version also (*P*latelet). The system does not stop to highlight the initial capped version or any other capitalization version of the word.

However, if only the initial capped version of the word appears in the supplement (for example, Oxford), the system stops to highlight the all-lowercase version (oxford).

If a word with a combination of uppercase and lowercase characters is entered (LeeAnn), the system stops to highlight any version of the word that does not *exactly* match the supplement version.

Note: If you want the system to automatically hyphenate your supplement words, you must specify where syllable breaks occur by doing the following:

a. Type the first syllable of the word.
b. Press CODE + hyphen to insert a syllable hyphen.
c. Type the remaining syllables with syllable hyphens (CODE + hyphen).

A syllable hyphen is a temporary hyphen used when it is necessary or desirable to divide a word between lines.
Type syllable hyphens only where it is grammatically correct to divide the word.
After you type a syllable hyphen, the code disappears from the screen (if Display Codes is set to No). If you turn Display Codes on, you can see the syllable hyphens on the screen after you type them.
If you type a word with syllable hyphens, you do *not* have to retype it without hyphens.

3. **Press END after you have typed all the words in the supplemental dictionary.**
The Typing Tasks menu appears.
You can now spell check a document using your supplemental dictionary. You will learn to check a document using a supplemental dictionary in the next segment.

To create a supplemental dictionary, go on to the Demonstration.

DEMONSTRATION

Now you will create a supplemental dictionary. Look through the sample list of words. This list contains the root words and variations you will include in the supplemental dictionary. Syllable hyphenation points are indicated by hyphens (-).

Create the following document and go to the typing area:

Document name: Science Supp
Diskette name: TRAIN3
Document comment: Medical Terms

Follow these steps to place a root word and its variations in the supplemental dictionary:

Set Display Codes to Yes so you can see the coded hyphens as you type them.

Type *plate*

This is the first syllable of the word *platelet*.

```
plate-let
plate-lets
plate-let's
lat-tice
lat-tices
lat-tice's
gal-li-um
ar-se-nide
erad-i-cate
erad-i-cat-ed
erad-i-cates
erad-i-cat-ing
```

Type CODE + hyphen.

The hyphen appears on the screen, indicating where a syllable break will occur.

Type *let*

The root word, *plate-let*, is entered.

Press RETURN.

To enter the plural form of *platelet*:

Type *plate*

Type CODE + hyphen.

Type *lets*

Press RETURN.

To enter the possessive form of *platelet*:

Type *plate*

Type CODE + hyphen.

Type *let's*

Press RETURN.

```
plate-let
plate-lets
plate-let's
lat-tice
lat-tices
lat-tice's
gal-li-um
ar-se-nide
erad-i-cate
erad-i-cat-ed
erad-i-cates
erad-i-cat-ing
```

Use the above procedure to place the remaining words in the sample list into the supplemental dictionary.

When you have entered all the words, compare what appears on your screen to the screen illustration. Make sure that all the hyphens appear on the screen as syllable hyphens (-) and not required hyphens (▼), for example plate-lets and not plate ▼ lets.

Set Display Codes to No and end the document.

plate-let
plate-lets
plate-let's
lat-tice
lat-tices
lat-tice's
gal-li-um
ar-se-nide
erad-i-cate
erad-i-cat-ed
erad-i-cates
erad-i-cat-ing

To practice creating a supplemental dictionary on your own, go on to the Self-Test.

SELF-TEST

Create a supplemental dictionary using the sample list of words. Enter the root words and variations as shown. Include syllable hyphen breaks as indicated by the hyphens (-).

To create the supplemental dictionary, use the following information:

    Document name: Computers Supp
    Diskette name: TRAIN3
    Document comment: MICRO Terms

When you have entered all the words into the supplemental dictionary, compare what appears on your screen with the screen illustration on the next page.

Set Display Codes to No before you end the document.

```
ALU
ALU's
ASCII
ASCII's
EBCDIC
EBCDIC's
ion-ize
ion-iz-ing
ion-iz-ed
flop-py
flop-py's
flop-pies
```

For Feedback, go on to the next page.

FEEDBACK

Your completed supplemental dictionary should look like the screen illustration.

    If not, did you remember to:

☐ Set Display Codes to Yes?
☐ Type syllable hyphens instead of required hyphens?
☐ Type the correct variations of the supplement words?

> **ALU**
> **ALU's**
> **ASCII**
> **ASCII's**
> **EBCDIC**
> **EBCDIC's**
> **ion-ize**
> **ion-iz-ing**
> **ion-iz-ed**
> **flop-py**
> **flop-py's**
> **flop-pies**

If you had trouble, review the segment and try the Self-Test again.

Prerequisites:
You must have completed
all previous segments in
this lesson
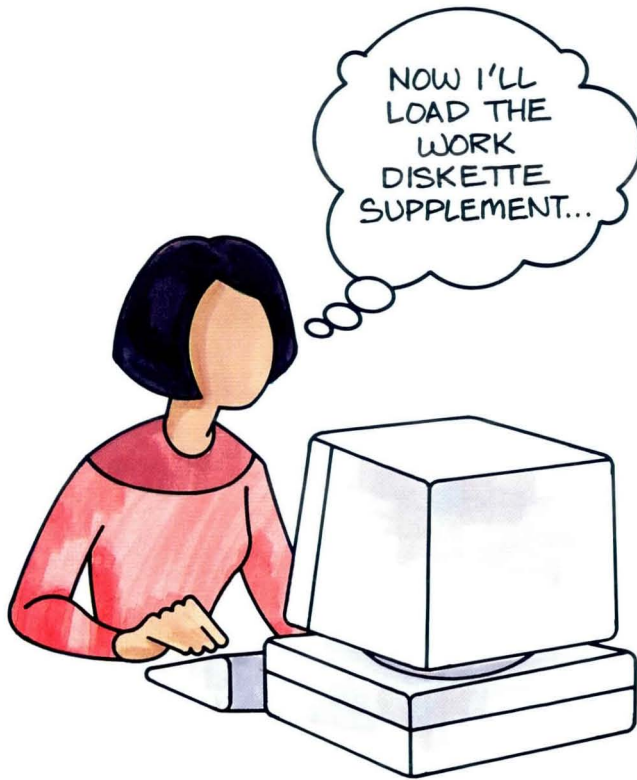
3

Before you can use a supplemental dictionary in a Spell Check, it must be loaded into the system memory. When you choose Spelling Tasks, the system automatically loads the standard dictionary into memory. If you have stored a supplemental dictionary on the program diskette, it is also loaded automatically.

If you want to use one or more work diskette supplements in addition to the standard dictionary and the stored supplement, you must specify that the work diskette supplements be loaded into the system memory. Remember, the total supplemental characters must not exceed 4,500.

Your goal for this segment is to be able to load a work diskette supplemental dictionary and to spell check a document using that supplemental dictionary.

NOW I'LL LOAD THE WORK DISKETTE SUPPLEMENT...

MAIN IDEA

To check spelling using one or more supplemental dictionaries, follow these steps:

1. Choose Spelling Tasks in the Task Selection menu.
2. For each supplement to be loaded:
   - Choose Load Supplement in the Spelling Tasks menu.
   - Type the supplement and diskette names.
3. Choose Check Document.
4. Type the document and diskette names.
5. Check spelling using either Prompted or Automatic Spell Check.

When the Spell Check is completed, the Spelling Tasks menu appears.

If you have enough information about checking the spelling of a document with a work diskette supplement, go on to the Demonstration. If you would like more detail, read the Help that follows.

HELP

Here is more information about checking spelling with supplemental dictionaries. Follow these steps:

1. **Choose Spelling Tasks in the Task Selection menu.**
   The Spelling Tasks menu appears.

2. **For each supplement to be loaded:**
   - Choose Load Supplement in the Spelling Tasks menu.
     This tells the system that you want to load a supplement from your work diskette. You are still in the Spelling Tasks menu. The prompt asks for the document name.
   - **Type the supplement and diskette names.**
     The system loads the supplement. A message indicates that your supplement is loaded. The message also tells you how many words are in the supplement.

```
                        SPELLING TASKS

ID    ITEM
a     Check Document
b     Load Supplement
c     Clear Supplement
d     Store Supplement On Program Diskette
e     Choose Spelling Language Dictionary
f     Create Document Of Supplemental Words
```

```
                        SPELLING TASKS

ID    ITEM
a     Check Document
b     Load Supplement
c     Clear Supplement
d     Store Supplement On Program Diskette
e     Choose Spelling Language Dictionary
f     Create Document Of Supplemental Words

g     Go to Task Selection




Type ID letter to choose ITEM; press ENTER: ¤
⇒ Supplement loaded. (—) words now in supplement.
```

3. **Choose Check Document.**
   You are still in the Spelling Tasks menu.

4. **Type the document and diskette names of the document you want to check.**
   This tells the Displaywriter which document you want to spell check against the standard dictionary and the loaded supplement.
   Remember to type the name of the document you want the system to spell check. You must backspace or cancel to erase the supplement name first.

```
                        SPELLING TASKS

ID    ITEM
a     Check Document
b     Load Supplement
c     Clear Supplement
d     Store Supplement On Program Diskette
e     Choose Spelling Language Dictionary
f     Create Document Of Supplemental Words
```

5. Check spelling using either Prompted or Automatic Spell Check.
If you want to review Prompted or Automatic Spell Check, see the *Job Aids*, Tab 8, Spelling.

Note: When the Spell Check is completed, the Spelling Tasks menu appears.
You can check another document using the loaded supplement by repeating Steps 4 and 5.
If you want to check a new document using another supplement, choose Clear Supplement in the Spelling Tasks menu. Repeat Steps 2 through 5 to check spelling using a different supplement.
To correct misspelled words left highlighted, use the same procedure you use to correct misspelled words after you spell check a document against the standard dictionary.
A work diskette supplement is automatically cleared from the system memory when you return to the Task Selection menu.

```
                    SPELLING TASKS

ID    ITEM
a     Check Document
b     Load Supplement
c     Clear Supplement
d     Store Supplement On Program Diskette
e     Choose Spelling Language Dictionary
f     Create Document Of Supplemental Words

g     Go to Task Selection



Type ID letter to choose ITEM; press ENTER: ⌷

⇒ Supplement cleared.
```

To check spelling of a document with a work diskette supplement, go on to the Demonstration.

DEMONSTRATION

In this Demonstration you will spell check a document using a work diskette supplemental dictionary. Under normal circumstances, you would first load the standard dictionary and your supplement and then check the document. However, for the purpose of this Demonstration, this document has been checked for you, but only against the standard dictionary. You will choose Revise to access the document so you can see which words remain highlighted. Then you will load your supplement and check the document.

Choose Revise to access the following document:

Document name: Advances in Science
Diskette name: TRAIN3

Look through the screen text. Notice all the highlighted words. These words are highlighted because they were not found in the standard dictionary when the document was spell checked. End the document.

To spell check the document using the supplemental dictionary named Science 1 Supp, do the following:

Choose Spelling Tasks in the Task Selection menu.

Choose Load Supplement in the Spelling Tasks menu.

Type the supplement and diskette names.

Supplement name: Science 1 Supp
Diskette name: TRAIN3

A message indicates that your supplement is loaded.
It also tells you there are 12 words in the supplement.

Choose Check Document.

This tells the system that you want to check a document
using the Science 1 Supp supplement you just loaded.

Don't forget that in order to type the document name,
you must erase the supplement name by backspacing
or canceling. If you forget to type the document name,
the system will spell check your supplement.

Type the document and diskette names.

Document name: Advances in Science
Diskette name: TRAIN3

The Check Document menu appears.

Spell check the document using either Prompted or Automatic Spell Check without Hyphenation/ Pagination.

Your document is checked against the standard dictionary and the Science 1 Supp supplement. No words are highlighted. There are no misspelled words. Notice the message "Spelling check complete. Words marked: 0."

When the Spell Check is completed, the Spelling Tasks menu appears.

Return to the Task Selection menu.

To practice checking the spelling of a document with a work diskette supplement on your own, go on to the Self-Test.

SELF-TEST

In this Self-Test you will spell check a document using
a supplemental dictionary. You will first load your
supplement and then check the document using
Prompted or Automatic Spell Check without
Hyphenation/Pagination.

    Supplement name: Computers 1 Supp
    Diskette name: TRAIN3
    Document name: Microcomputers
    Diskette name: TRAIN3

*When you have completed the Spell Check, go on to
the next page.*

FEEDBACK

Your Spell Check should have resulted in *no* highlighted words. If your results differed, did you remember to:

☐ Load the supplemental dictionary named Computers 1 Supp?

☐ Erase the supplement name and type the document name when you checked the document?

If you had trouble, review the segment and try the Self-Test again.

Spelling

Prerequisites:
You must have completed
all previous segments in
this lesson

4 You can store the supplemental dictionary you use most often on your program diskette. The program diskette supplemental dictionary loads automatically along with the standard dictionary whenever you press SPELL or choose Spelling Tasks from the Task Selection menu. The system uses both dictionaries to spell check all your documents.

This supplemental dictionary should contain words you use in most documents. For example, it might contain the name, location, and chief executives of your company. It might also contain technical terms common to your company's industry.

Your goal for this segment is to be able to store a supplemental dictionary on the program diskette.

IF I'D JUST STORE THIS SUPPLEMENT ON THE PROGRAM DISKETTE I WOULDN'T NEED TO LOAD IT SO OFTEN
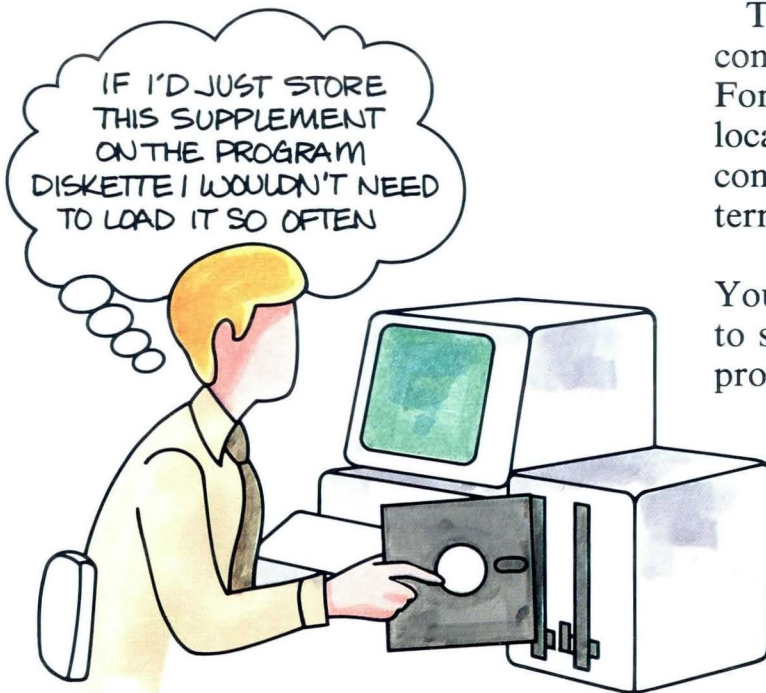
MAIN IDEA

To store a supplemental dictionary on your program diskette, follow these steps:

1. Choose Spelling Tasks in the Task Selection menu.
2. Choose Load Supplement.
3. Type the supplement and diskette names.
4. Choose Store Supplement on Program Diskette.
5. Type the program diskette name.

If you have enough information about storing supplemental dictionaries, go on to the Demonstration. If you would like more detail, read the Help that follows.

HELP

Here's more information about storing supplemental dictionaries on your program diskette. Follow these steps:

1. **Choose Spelling Tasks in the Task Selection menu.** The standard dictionary loads automatically and the Spelling Tasks menu appears.

```
                          TASK SELECTION

ID    ITEM

a     Typing Tasks:
         Create, Revise or Paginate Documents
b     Work Diskette Tasks:
         Delete or Duplicate Documents,
         Duplicate, Condense or
         Erase/Initialize (Name) Diskette,
         Print Index of Diskette Contents, Change
         Document or Diskette Name, Recover Documents,
         Display or Convert Final-form Documents
c     Program Diskette Tasks
         Default Formats, Duplicate Setups,
         Printer and Work Station Description,
         Duplicate and Erase Program Diskette,
         Feature Program Diskette Tasks,
         Create and Update Combined Program Diskette
d     Spelling Tasks
e     Feature Tasks
f     Key-To-Print Task
g     Merge Tasks

 Type ID letter to choose ITEM; press ENTER:  ¤
```

2. **Choose Load Supplement.**
   This tells the system that you want to load a supplemental dictionary into memory.
   You cannot transfer a supplemental dictionary from a work diskette onto a program diskette. You must first load the supplemental dictionary from the work diskette into the system memory and then store it on the program diskette.

```
                          SPELLING TASKS

ID    ITEM

a     Check Document
b     Load Supplement
c     Clear Supplement
d     Store Supplement On Program Diskette
e     Choose Spelling Language Dictionary
f     Create Document Of Supplemental Words

g     Go to Task Selection




 Type document name; press ENTER:  ¤
```

3. **Type the supplement and diskette names.**
   This identifies the supplemental dictionary you want
   to load and the diskette it is on. After you respond
   to the prompts, you receive the message that the
   supplemental dictionary is loaded. The message also
   tells you the number of words in the supplemental
   dictionary. If you have included words in your
   supplemental dictionary that are included in the
   standard dictionary, the duplicate words will not
   be stored again as part of the supplemental
   dictionary.

4. **Choose Store Supplement on Program Diskette.**
   You are still in the Spelling Tasks menu. Be sure
   you have loaded the program diskette that contains
   Spelling Tasks.

SPELLING TASKS

ID	ITEM
a	Check Document
b	Load Supplement
c	Clear Supplement
d	Store Supplement On Program Diskette
e	Choose Spelling Language Dictionary
f	Create Document Of Supplemental Words
g	Go to Task Selection

Type diskette name; press ENTER:
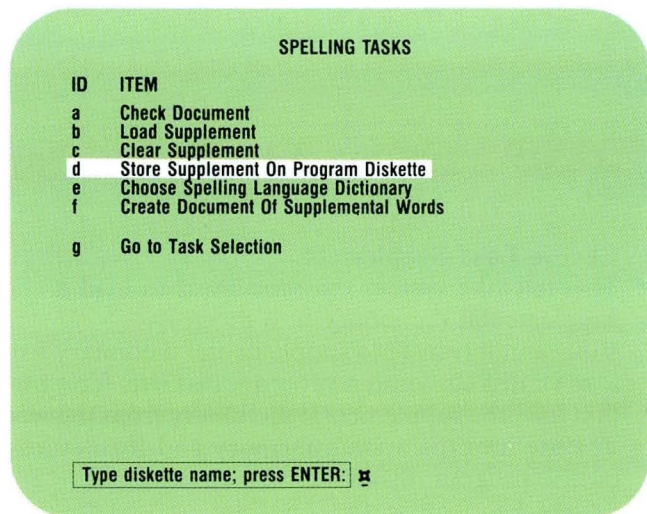
5. Type the program diskette name.

After you press ENTER, you receive the message that the supplemental dictionary is stored. This means that it is now stored on the program diskette and will load with the standard dictionary whenever you spell check using that program diskette.

SPELLING TASKS

ID	ITEM
a	Check Document
b	Load Supplement
c	Clear Supplement
d	Store Supplement On Program Diskette
e	Choose Spelling Language Dictionary
f	Create Document Of Supplemental Words
g	Go to Task Selection

Type ID letter to choose ITEM; press ENTER: ▮

⇒ Supplement stored

To store a supplemental dictionary, go on to the Demonstration.

DEMONSTRATION

Before you begin this Demonstration, make sure that you are using a duplicated program diskette. Do *not* use the IBM master program diskette.

In this Demonstration you will store a supplemental dictionary on a duplicate program diskette. This supplemental dictionary appears in the illustration. It is currently stored on TRAIN3.

Choose Spelling Tasks in the Task Selection menu.

The Spelling Tasks menu appears.

Choose Load Supplement.

Load Supplement is highlighted.

Type the supplement name and diskette name.

Supplement name: Company Supp
Diskette name: TRAIN3

A message tells you that Company Supp is loaded and that there are eight words in the supplemental dictionary.

If the message indicates more that eight words loaded, you have forgotten to clear your other spelling supplements first. Choose Clear Supplement and load Company Supp again.

Springville
Springville's
Clairmont
Clairmont's
Viejas
Viejas'
Glenview
Glenview's

Choose Store Supplement on Program Diskette.

Store Supplement on Program Diskette is highlighted.

Type the program diskette name if necessary, then press ENTER.

The program diskette that contains Spelling Tasks is already loaded, and the diskette name appears next to the prompt.

After you press ENTER, a message tells you that the supplement is stored.

Return to the Task Selection menu.

There is no Self-Test for this segment.

Prerequisites:
You must have completed
all previous segments in
this lesson

5 You can make changes to your supplemental dictionaries to keep them current. If you think of additional words or notice highlighted words during Spell Checks that you want to include in the supplement, you can add these words. You can also revise and delete words.

Your goal for this segment is to be able to update work diskette supplemental dictionaries. You will be able to use Revise Document to revise a supplement, to add words to a supplement during a Spell Check, and to create a new supplement during a Spell Check.
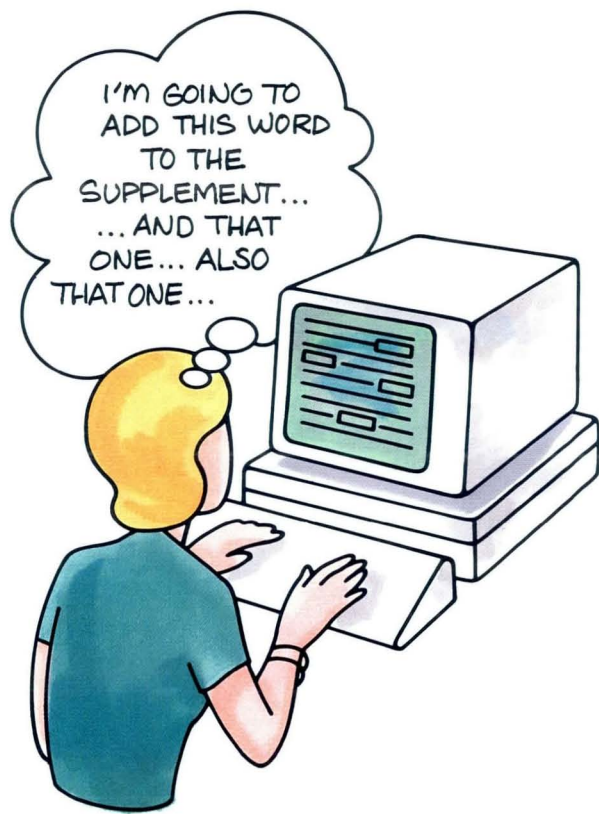
MAIN IDEA

To *revise* a work diskette supplement (not during a Spell Check):

• Choose Revise Document in the Typing Tasks menu to access the supplement. Add, revise, or delete words as you would in any document.

To *add* words to an *existing* work diskette supplement *during a Spell Check* of a document, follow these steps:

1. Choose Spelling Tasks in the Task Selection menu.
2. Choose Clear Supplement in the Spelling Tasks menu.
3. Choose Load Supplement and load the supplement to which you want to add words.
4. Spell check your document using Prompted Spell Check. Press ENTER to add highlighted words to temporary storage, as necessary, or press SPELL to go on.
5. Choose Create Document of Supplemental Words.
6. Type the name of the *existing* work diskette supplement and diskette name, if necessary.
7. Press ENTER to add words to the existing supplement.

To *create* a *new* work diskette supplement *during a Spell Check*, follow these steps:

1. Choose Spelling Tasks in the Task Selection menu.
2. Choose Clear Supplement in the Spelling Tasks menu.
3. Spell check your document using Prompted Spell Check. Press ENTER to add highlighted words to temporary storage, as necessary, or press SPELL to go on.
4. Choose Create Document of Supplemental Words and give the document a name.

If you have enough information about updating supplements on work diskettes, go on to the Demonstration. If you would like more detail, read the Help that follows.

HELP

To *revise* a work diskette supplement (not during a Spell Check):

- **Choose Revise Document in the Typing Tasks menu to access the supplement. Add, revise, or delete words as you would in any document.**
  Your changes are stored permanently in the supplemental dictionary document.

  To *add* words to an *existing* work diskette supplement *during a Spell Check* of a document, follow these steps:

1. **Choose Spelling Tasks in the Task Selection menu.**
2. **Choose Clear Supplement in the Spelling Tasks menu.**
   Any supplements that are currently in the system memory are cleared from memory. The message "Supplement cleared" appears.

SPELLING TASKS

ID	ITEM
a	Check Document
b	Load Supplement
c	Clear Supplement
d	Store Supplement On Program Diskette
e	Choose Spelling Language Dictionary
f	Create Document Of Supplemental Words
g	Go to Task Selection

Type ID letter to choose ITEM; press ENTER:
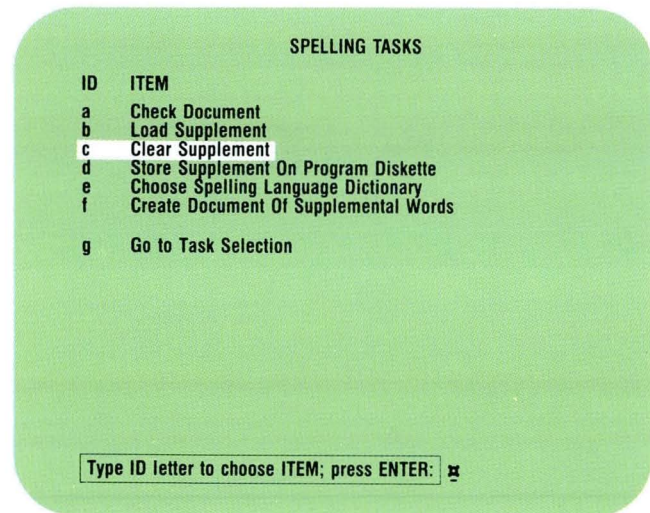
3. **Choose Load Supplement and load the supplement to which you want to add words.**
   The supplement is loaded into the system memory. The message "Supplement loaded. (number) words now in supplement" appears.

4. **Spell check your document using Prompted Spell Check.**
   If you do not want to also hyphenate, paginate, and print while spell checking a document, set Hyphenation/Pagination to No.
   Your document is checked against the standard dictionary and the supplement you just loaded.

   - If you press ENTER when Spell Check highlights a word, the word is placed in the system memory for temporary storage.

   - If you retype the word and press ENTER, and the corrected spelling does not match the standard dictionary or stored supplement, the system prompts you again to verify the new spelling. If it is correct, press ENTER and the word is placed in the temporary storage also. Eventually all the words in the temporary storage are stored permanently in the supplemental dictionary.

   - If you press SPELL when Spell Check highlights a word, the word is *not* placed in memory. It remains highlighted for you to correct later.

```
                    SPELLING TASKS

ID    ITEM
a     Check Document
b     Load Supplement
c     Clear Supplement
d     Store Supplement On Program Diskette
e     Choose Spelling Language Dictionary
f     Create Document Of Supplemental Words

g     Go to Task Selection




Type document name; press ENTER:
```

5. **Choose Create Document of Supplemental Words.**

6. **Type the name of the** _existing_ **work diskette supplement and diskette name, if necessary.**
Because you want to _add_ words to an _existing_ supplement, you type the same name as the work diskette supplement you just loaded.
Remember that it is the existing work diskette supplement name that you want to type here and _not_ the name of the document you specified for the Spell Check.

```
                          SPELLING TASKS

    ID    ITEM
    a     Check Document
    b     Load Supplement
    c     Clear Supplement
    d     Store Supplement On Program Diskette
    e     Choose Spelling Language Dictionary
    f     Create Document Of Supplemental Words

    g     Go to Task Selection




    Type document name; press ENTER:  ¤
```

The prompt "Press ENTER to continue or press CANCL" appears, as well as the message "(Work diskette supplement name) already exists."

```
                          SPELLING TASKS

    ID    ITEM
    a     Check Document
    b     Load Supplement
    c     Clear Supplement
    d     Store Supplement On Program Diskette
    e     Choose Spelling Language Dictionary
    f     Create Document Of Supplemental Words

    g     Go to Task Selection




    Press ENTER to continue or press CANCL.  ¤
    ⇒(Work diskette supplement name) already exists.
```

7. **Press ENTER to add words to the existing supplement.**
   You press ENTER since you *do* want to add words to the existing supplement.

   The message "Supplement words written to (work diskette supplement name)" appears. The work diskette supplement is now updated to include its original words, as well as those added during the Spell Check.

   Note: If for some reason you do *not* want to store the words to the existing supplement, when you see the prompt "Press ENTER to continue or press CANCL," press CANCL. Choose Create Document of Supplemental Words again and type a new document name. You will now have two versions of the work diskette supplement — one version with only the original words in the supplement and another version with the original words plus the updates from the last Spell Check. If you don't need the original version, delete it from your work diskette.

   For more information on deleting documents, see *Diskettes*, Lesson 2, Segment 1.

The procedures for creating a *new* work diskette supplement during a Spell Check and for adding words to a work diskette supplement during a Spell Check are similar. However, since there is no existing supplement, the steps for loading a supplement are omitted when creating a new work diskette supplement.

Follow these steps:

1. **Choose Spelling Tasks in the Task Selection menu.**

2. **Choose Clear Supplement in the Spelling Tasks menu.**
   This clears the system memory of any supplements. The message "Supplement cleared" appears.

3. **Spell check your document using Prompted Spell Check.**
   If you do not want to also hyphenate, paginate, and print while spell checking, set Hyphenation/ Pagination to No. Press ENTER to add highlighted words to temporary storage, as necessary, or press SPELL to go on.

4. **Choose Create Document of Supplemental Words and give the work diskette supplement a name.**

To update supplements on work diskettes, go on to the Demonstration.

DEMONSTRATION

For this Demonstration you will *add* words to an *existing* supplemental dictionary. Do not hyphenate, paginate, or print the document.

Choose Spelling Tasks in the Task Selection menu.

This places the standard dictionary into the system memory. If there is a program diskette supplement, it is also placed into memory.

Choose Clear Supplement.

This clears any work diskette supplement that may be in memory. The message "Supplement cleared" appears.

Choose Load Supplement, using the following information:

Supplement name: Scientific Terms Supp
Diskette name: TRAIN3

The supplement is placed into memory.

Choose Check Document and spell check the following document using Prompted Spell Check without Hyphenation/Pagination:

Document name: Technical Applications
Diskette name: TRAIN3

Your Displaywriter stops at *Celluloide*.

Celluloide is incorrect.

Retype *Celluloide* to *Celluloid*.

Celluloid remains highlighted. Remember that if you retype the word and press ENTER and the corrected spelling does not match the standard dictionary or the stored supplement, the system prompts you again to verify the new spelling.

Press ENTER to place *Celluloid* in temporary storage.

Next, your Displaywriter stops at *Geysers*.

Press ENTER to add *Geysers* to temporary storage.

Next, your Displaywriter stops at *geyser*. Remember, the system does not recognize word variations when it spell checks supplement words, so you must add all word variations to your supplements. Press ENTER again to add *geyser*.

Continue to enter the rest of the highlighted words to temporary storage.

seep
volcanic
magma
molten
channelways

Choose Create Document of Supplemental Words.

When the prompt "Type document name; press ENTER" appears, type *Scientific Terms Supp*

When the prompt "Type diskette name; press ENTER" appears, type *TRAIN3*, **if necessary.**

You will see the prompt "Press ENTER to continue or press CANCL" and the message "(Scientific Terms Supp) already exists."

Press ENTER.

The eight words entered during the Spell Check are added to the existing supplement.

The message "Supplement words written to (Scientific Terms Supp)" appears.

Go to the Task Selection menu.

Go on to the next page.

In the second part of this Demonstration you will *revise* words in the supplemental dictionary you just updated. Do not print the document.

Go to the Typing Tasks menu.

Choose Revise to access the supplement using the following information:

Supplement name: Scientific Terms Supp
Diskette name: TRAIN3

Go to the typing area and set Display Codes to Yes.

Make the following revisions:

- Add the following words with syllable hyphens, as indicated:
  ar-se-nide's
  celluloid's
  gey-ser's
  seeps

- Add syllable hyphens:
  vol-canic
  channel-ways
  gey-ser
  Gey-sers

- Delete:
  platelet
  platelet's
  platelets

End the document.

To practice updating supplements on work diskettes on your own, go on to the Self-Test.

SELF-TEST

In this Self-Test you will *add* words to an *existing* supplemental dictionary *during a Prompted Spell Check* without Hyphenation/Pagination. Do not print your document.

Use the following supplement:
Supplement name: Computers 1 Supp
Diskette name: TRAIN3

Spell check the following document:
Document name: Advances in Micros
Diskette name: TRAIN3

Create a document of supplemental words and add the highlighted words to the *existing* supplement named Computers 1 Supp. Check Advances in Micros again with the revised supplemental dictionary.

For Feedback, go on to the next page.

FEEDBACK

When you spell checked Advances in Micros a second time, there should have been no words marked. If not:

☐ Did you clear the supplement first?

☐ Did you load the supplement named Computers 1 Supp?

☐ Did you remember to create a document of supplemental words and store it to the *existing* supplement named Computers 1 Supp?

☐ Did you clear the supplement again after creating a document of supplemental words?

☐ Did you load Computers 1 Supp again?

☐ When you spell checked Advances in Micros a second time, did you use the supplement named Computers 1 Supp?

☐ Does your Computers 1 Supp supplement contain the words shown in the illustration?

ALU
ALU's
ASCII
ASCII's
EBCDIC
EBCDIC's
floppies
floppy
floppy's
ionize
ionized
ionizing
kilohertz
megahertz
MICROS
nanoseconds

Prerequisites:
You must have completed
all previous segments in
this lesson

6

If you are using a program diskette
supplemental dictionary, you should review
it regularly. If this supplement no longer
meets your needs, you should update it.

Your goal for this segment is to be able
to update a program diskette supplement.
You will be able to revise a supplement,
replace a supplement, and add words to a
supplement during a Spell Check.

SOME OF THESE
HIGHLIGHTED WORDS CAN
BE ADDED TO THE STORED
SUPPLEMENT ON THE
PROGRAM DISKETTE...
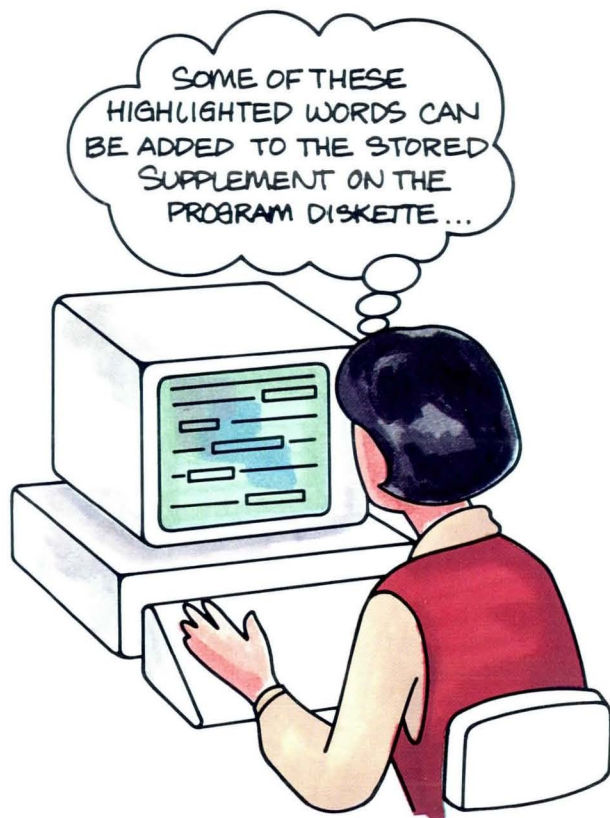
MAIN IDEA

Revising a Program Diskette Supplement

One way to revise a program diskette supplement is to temporarily load the supplemental words into a work diskette supplement and make the appropriate revisions. When completed, you can then reload the work diskette supplement back onto the program diskette.

To revise a document of stored supplement words, follow these steps:

1. Choose Spelling Tasks in the Task Selection menu.
2. Choose Create Document of Supplemental Words and type a document name.
3. Choose Revise Document in the Typing Tasks menu and type the document name you indicated in Step 2.
4. Go to the typing area and add words to or delete words from the supplemental dictionary, as necessary.
5. Choose Spelling Tasks.
6. Choose Clear Supplement.
7. Choose Load Supplement and type the name of the document you indicated in Step 2.
8. Choose Store Supplement on Program Diskette.

Replacing a Program Diskette Supplement

Another way to revise the program diskette supplement is to *replace* it with a different work diskette supplement.

To replace a program diskette supplement with a different work diskette supplement, follow these steps:

1. Choose Spelling Tasks in the Task Selection menu.
2. Choose Clear Supplement in the Spelling Tasks menu.
3. Choose Load Supplement and type the work diskette supplement and diskette names.
4. Choose Store Supplement on Program Diskette.

Adding Words to a Program Diskette Supplement During a Spell Check

To *add* words to the existing program diskette supplement *during a Spell Check*, follow these steps:

1. Choose Spelling Tasks in the Task Selection menu.
2. Choose Check Document in the Spelling Tasks menu.
3. Spell check the document using Prompted Spell Check. Press ENTER to add highlighted words to temporary storage, as necessary, or press SPELL to go on.
4. Choose Store Supplement on Program Diskette.

Deleting a Program Diskette Supplement

To delete a stored supplement, do the following:

1. Choose Spelling Tasks in the Task Selection menu.
2. Choose Clear Supplement.
3. Choose Store Supplement.

*If you have enough information about updating
supplements on program diskettes, go on to the
Demonstration. If you would like more detail, read the
Help that follows.*

HELP

Revising a Program Diskette Supplement

To revise a program diskette supplement, you first
create a document of supplemental words and give
the supplement a name. You can use the same name
you used when you created the supplement, or you
can use a new name. This is a Spelling Task. Then,
you revise the supplement as a Typing Task.

1. **Choose Spelling Tasks in the Task Selection menu.**
   This loads the standard dictionary and the program
   diskette supplement into the system memory.

2. **Choose Create Document of Supplemental Words
   and type a document name.**
   You must give the program diskette supplement a
   name in order to revise it.
   You may use the same name you used when you
   created the supplement. If you do, the prompt
   "Press ENTER to continue or press CANCL" and
   the message "(Work diskette supplement name)
   already exists" appears. Press ENTER to continue.

SPELLING TASKS

ID	ITEM
a	Check Document
b	Load Supplement
c	Clear Supplement
d	Store Supplement On Program Diskette
e	Choose Spelling Language Dictionary
f	Create Document Of Supplemental Words
g	Go to Task Selection

Type document name; press ENTER: ☒

3. **Choose Revise Document in the Typing Tasks menu
and type the document name you indicated in Step
2.**

4. **Go to the typing area and add words to or delete
words from the supplemental dictionary, as
necessary.**
End the document and go to the Task Selection
menu.

TYPING TASKS

ID   ITEM

a   Create Document
b   Revise Document
c   Paginate Document
d   Print Document
e   Display Index of Diskette Contents

f   Go to Task Selection

Type document name; press ENTER: ¤

5. **Choose Spelling Tasks.**
The standard dictionary and the stored supplement
are automatically loaded into memory. This is the
old supplement.

TASK SELECTION

ID   ITEM

a   Typing Tasks:
        Create, Revise or Paginate Documents
b   Work Diskette Tasks:
        Delete or Duplicate Documents,
        Duplicate, Condense or
        Erase/Initialize (Name) Diskette,
        Print Index of Diskette Contents, Change
        Document or Diskette Name, Recover Documents,
        Display or Convert Final-form Documents
c   Program Diskette Tasks
        Default Formats, Duplicate Setups,
        Printer and Work Station Description,
        Duplicate and Erase Program Diskette,
        Feature Program Diskette Tasks,
        Create and Update Combined Program Diskette
d   Spelling Tasks
e   Feature Tasks
f   Key-To-Print Task
g   Merge Tasks

Type ID letter to choose ITEM; press ENTER: ¤

6. Choose Clear Supplement.
This clears the old supplement from memory.

```
                              SPELLING TASKS

ID    ITEM
a     Check Document
b     Load Supplement
c     Clear Supplement
d     Store Supplement On Program Diskette
e     Choose Spelling Language Dictionary
f     Create Document Of Supplemental Words

g     Go to Task Selection




Type ID letter to choose ITEM; press ENTER:  ¤
```

7. Choose Load Supplement and type the name of the document you indicated in Step 2.
This loads the updated supplement into memory.

```
                              SPELLING TASKS

ID    ITEM
a     Check Document
b     Load Supplement
c     Clear Supplement
d     Store Supplement On Program Diskette
e     Choose Spelling Language Dictionary
f     Create Document Of Supplemental Words

g     Go to Task Selection




Type document name; press ENTER:  ¤
```

8. **Choose Store Supplement on Program Diskette.**
   This stores the revised supplement on the program
   diskette, replacing the old supplement.

Replacing a Program Diskette Supplement

To *replace* a program diskette supplement with a
different work diskette supplement, follow these steps:

1. **Choose Spelling Tasks in the Task Selection menu.**

2. **Choose Clear Supplement in the Spelling Tasks
   menu.**
   This clears the existing supplement from memory.

3. **Choose Load Supplement and type the work
   diskette supplement and diskette names.**
   The supplement you named is loaded into memory.

4. **Choose Store Supplement on Program Diskette.**
   The supplement in memory is stored on the program
   diskette, replacing the old supplement.

```
                         SPELLING TASKS

 ID    ITEM
 a     Check Document
 b     Load Supplement
 c     Clear Supplement
 d     Store Supplement On Program Diskette
 e     Choose Spelling Language Dictionary
 f     Create Document Of Supplemental Words

 g     Go to Task Selection




 ┌──────────────────────────────────┐
 │ Type diskette name; press ENTER: ¤│
 └──────────────────────────────────┘
```

Adding Words to a Program Diskette Supplement During a Spell Check

To *add* words to the program diskette supplement *during a Spell Check*, follow these steps:

1. **Choose Spelling Tasks in the Task Selection menu.** This loads the standard dictionary and program diskette supplement into memory.

2. **Choose Check Document in the Spelling Tasks menu.**

3. **Spell check the document using Prompted Spell Check. Press ENTER to add highlighted words to temporary storage, as necessary, or press SPELL to go on.**
   Your document is checked against the standard dictionary and the program diskette supplement.

   - If you press ENTER when Spell Check highlights a word, the word is placed in the system memory for temporary storage.

   - If you retype the word and press ENTER, and the corrected spelling does not match the standard dictionary or stored supplement, the system prompts you again to verify the new spelling. If it is correct, press ENTER and the word is placed in temporary storage also. Eventually, all the words in temporary storage are stored permanently on the program diskette supplement.

- If you press SPELL when Spell Check highlights a word, the word is not placed in memory. It remains highlighted for you to correct later.

4. **Choose Store Supplement on Program Diskette and type the name of the program diskette that contains the Spelling Tasks, if necessary.**
You can store the words that are currently in temporary storage from the Spell Check directly to the program diskette supplement. It is not necessary to first create a document of supplemental words.

Deleting a Program Diskette Supplement

To delete a stored supplement, do the following:

1. **Choose Spelling Tasks in the Task Selection menu.**

2. **Choose Clear Supplement.**
Your stored supplement is cleared from memory.

3. **Choose Store Supplement.**
Storing a supplement now replaces your "old" supplement with "empty memory." Even though there is no supplement stored on your program diskette, a message appears telling you that your supplement has been stored.

To update supplements on program diskettes, go on to the Demonstration.

DEMONSTRATION 1

For both of the Demonstrations and the Self-Test that follow, make sure you use the duplicate program diskette you used in Segment 4 of this lesson. Do *not* use the original IBM program diskette. In the first Demonstration you will *add* words to your program diskette supplement during a Spell Check. The illustration shows the words that are currently in your program diskette supplement. To ensure that you have the correct supplement stored on your program diskette for this Demonstration, do the following:

Choose Spelling Tasks in the Task Selection menu.

The Spelling Tasks menu appears.

Choose Clear Supplement.

The message "Supplement cleared" appears.

Choose Load Supplement and type the supplement name *Company Supp* and the diskette name, if necessary.

The message "Supplement loaded. 8 words now in supplement" appears.

Clairmont
Clairmont's
Glenview
Glenview's
Springville
Springville's
Viejas
Viejas'

Choose Store Supplement on Program Diskette.

Type the program diskette name, if necessary, then press ENTER.

The program diskette that contains Spelling Tasks is already loaded, and the diskette name appears next to the prompt.

After you press ENTER, the message "Supplement stored" appears.

Now you will check a document using the stored supplement and add words to temporary storage. You will then add the words in temporary storage to the existing program diskette supplement.

Choose Check Document and type the following:

Document name: *Board Meeting Minutes*
Diskette name: *TRAIN3*

Be sure to cancel the name of the supplement you just loaded and type the name for the document you want spell checked.

Use Prompted Spell Check without Hyphenation/ Pagination to spell check the document. When the system stops at a highlighted word, press ENTER.

Eight words are placed in memory for temporary storage: *Watson*, *Kilpatrick*, *Gilbert*, *Rizzo*, *Emory*, *Rodgers*, *Grady*, and *Hillson*.

The message "Spelling check complete. Words marked: 0" appears.

Choose Store Supplement on Program Diskette and type the name of the program diskette that contains Spelling Tasks, if necessary.

The updated supplement, which includes the eight words that were highlighted during the Spell Check, is stored on the program diskette.

The message "Supplement stored" appears.

You have completed the first Demonstration.

Go on to the next Demonstration.

DEMONSTRATION 2

In the second Demonstration you will revise your program diskette supplement. The Spelling Tasks menu should be on the screen. You will create a document of the stored supplemental words and revise it. You will then store the revised supplement back on the program diskette.

Choose Create Document of Supplemental Words and type the document name, *Company Supp Update*, and the diskette name, *TRAIN3*, if necessary.

The message "Supplement words written to (Company Supp Update)" appears.

Go to the Task Selection menu.

Choose Typing Tasks.

You must be in Typing Tasks to revise the document.

Choose Revise Document to access Company Supp Update and go to the typing area.

Make the following revisions:

Set Display Codes to Yes.

- Delete:
  Clairmont
  Clairmont's
  Glenview
  Glenview's

- Add syllable hyphens:
  Spring-ville
  Spring-ville's

- Add:
  Cajon
  Cajon's
  Centro
  Centro's

Press END.

Go to the Task Selection menu.

Choose Spelling Tasks.

Choose Clear Supplement.

This clears the existing program diskette supplement from memory.

The message "Supplement cleared" appears.

Choose Load Supplement and type the supplement name *Company Supp Update.*

The message "Supplement loaded. 16 words now in supplement" appears.

Choose Store Supplement on Program Diskette and type the program diskette name, if necessary.

The revised supplement, Company Supp Update, is stored on your program diskette.

The message "Supplement stored" appears.

Check the document named Board Meeting Minutes again using Prompted or Automatic Spell Check without Hyphenation/Pagination.

If you have performed the steps correctly, the message "Spell check complete. Words marked: 0" appears.

To practice updating supplements on program diskettes on your own, go on to the Self-Test.

SELF-TEST

In order to complete this Self-Test, you must first have
done the previous Demonstrations.

This Self-Test is divided into two parts. In Part 1
you will add words to your program diskette
supplement during a Spell Check. In Part 2 you will
create a document of supplement words and revise it.
Then you will store the revised supplement on the
program diskette.

The stored supplement, Company Supp Update, is
currently on your program diskette. You will use this
supplement with this Self-Test.

*Part 1: Adding Words to the Program Diskette
Supplement*

Use Prompted Spell Check without Hyphenation/
Pagination to check the following document:
  Document name: Board Meeting Summary
  Diskette name: TRAIN3
  Store the highlighted words to the existing program
diskette supplement.

Part 2: Revising the Program Diskette Supplement

Revise the program diskette supplement by creating
a document of supplemental words named Update 1.
Include the following revisions:

• Add:
   Bufalari's
   Fenton's
   Kirkman's
   Metzer's

• Add syllable hyphens:
   Ca-jon
   Ca-jon's
   Cen-tro
   Cen-tro's

Load the supplement named Update 1, then store
it to the program diskette. Spell check Board Meeting
Summary again without Hyphenation/Pagination.

For Feedback, go on to the next page.

FEEDBACK

If you had words that were still highlighted, did you remember to:

☐ Press ENTER to put highlighted words into temporary storage?

☐ Store the highlighted words to the program diskette supplement?

☐ Revise the supplement?

☐ Clear the existing supplement?

☐ Load the revised supplement?

☐ Store the revised supplement?

Unit: Spelling
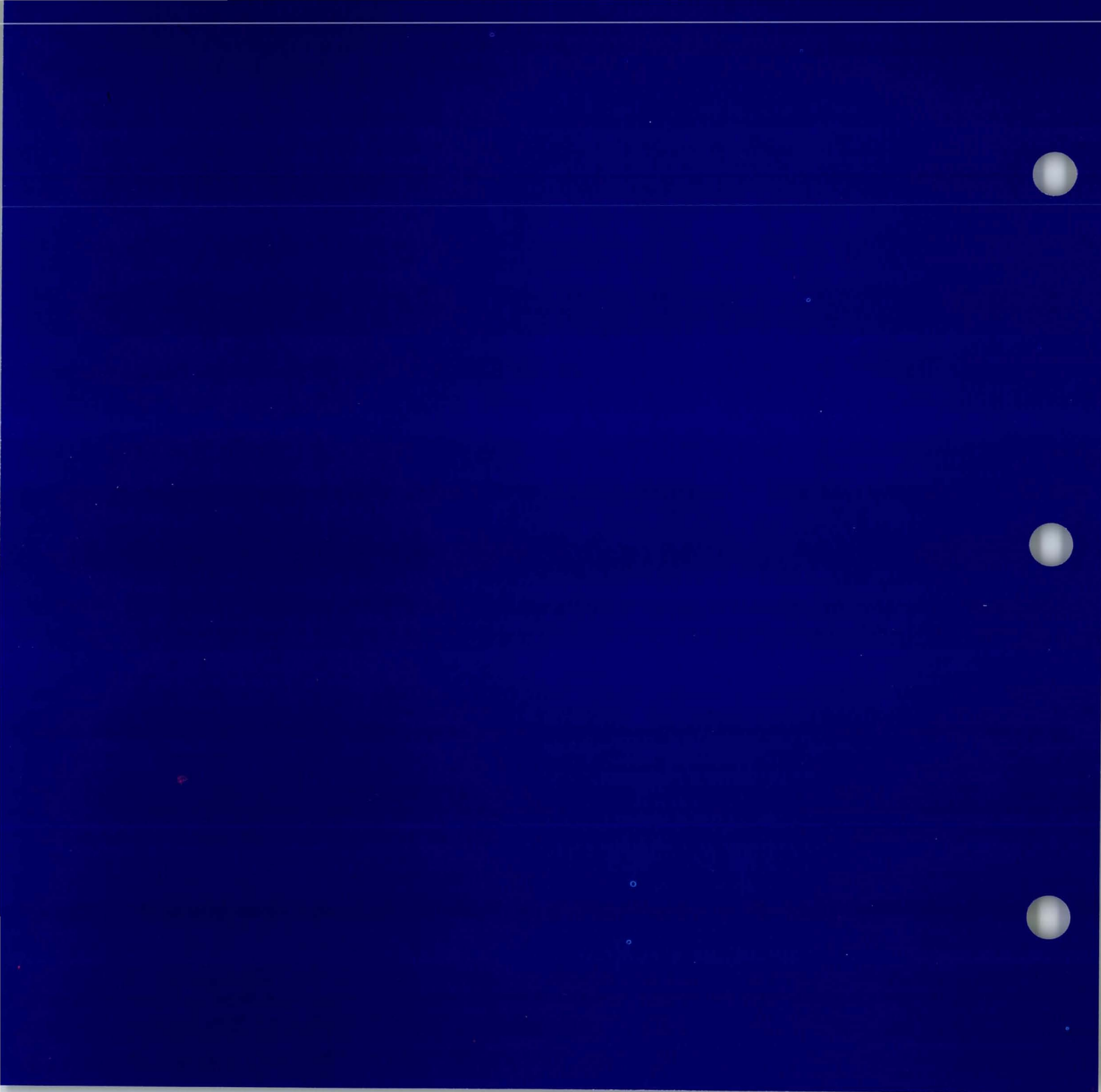
3

Checking spelling for foreign languages is a unique work application that requires the Languagepack 2 program diskettes. Take this lesson *only* if you have Languagepack 2 program diskettes.

The Languagepack 2 program diskettes consist of three diskettes. Two contain the Displaywriter standard dictionaries in four languages and one contains dictionaries in three languages.

You can use supplements with any of the 11 language dictionaries. Each supplement has a limit of 4,500 characters. One supplement can be stored on the program diskette with each language dictionary. For more information on supplements, see Lesson 2 of this unit.

Foreign language supplemental dictionaries work the same way as supplements for U.S. English, with two exceptions. When you type the document, you must type a keyboard change for the appropriate language keyboard. When you load and store a supplement, you must indicate which language dictionary you are using.

In this lesson you will learn how to check spelling for foreign languages. In Segment 1 you will learn how to check the spelling of a document typed in a single foreign language. In Segment 2 you will learn how to check the spelling of multilanguage documents.

The training documents for this lesson are found on **MASTR3**. If you have not already done so, duplicate **MASTR3** onto **TRAIN3**.

Prerequisites:
You must have completed
Special Text Applications,
Lesson 6, and Segment 1
and Segment 2 or 5 in
Lesson 1 of this unit

1 Take this segment only if you have Languagepack 2 program diskettes.

If you type documents in a foreign language, you will want to check the documents for typing errors. With the Displaywriter, you can load foreign language dictionaries to spell check a document in any of 11 languages.

Your goal for this segment is to be able to check the spelling of a foreign language document using a foreign language dictionary.

SEÑOR—
YA SE LES
PAGÓ A LAS QUE
TRABAJARON
TIEMPO EXTRA
LA SEMANA
PASADA

SÍ SÍ
SEÑORITA

MAIN IDEA

When you create or revise a foreign language document, you must specify which foreign language dictionary you will use during the Spell Check.

To specify a foreign language dictionary, follow these steps in the typing area of a document:

1. Press KYB CHG and type the keyboard number of the foreign language you are using, then press INSTR.
2. Choose Language for Spelling Check in the Instructions menu.
3. Choose the item for the language you will use to check the document.
4. Continue to create or revise the document.

To check the spelling of a foreign language document:

1. Choose Spelling Tasks in the Task Selection menu.
2. Select Choose Spelling Language Dictionary in the Spelling Tasks menu.
3. Insert the Languagepack 2 program diskette that contains the language dictionary you want.
4. Choose the item for the language you want in the Spelling Language Dictionaries menu.
5. Press ENTER to load the language dictionary.
6. Spell check the document.

If you have enough information about checking documents typed in a foreign language, go on to the Demonstration. If you would like more detail, read the Help that follows.

HELP

To specify a foreign language dictionary, follow these steps in the typing area of a document:

1. **Press KYB CHG and type the keyboard number of the foreign language you are using, then press INSTR.**
   The Instructions menu appears.
2. **Choose Language for Spelling Check in the Instructions menu.**
   The Language for Spelling Check Instruction menu appears.

```
                              INSTRUCTIONS
ID    ITEM
a     Begin Keep
b     End Keep
c     Include
d     Math
          Add, Subtract, Multiply, Divide
e     File Report Instructions
f     Multi-column File Listing
g     Summary Math
          Total, Average, Highest, Lowest, Count
h     Conditional Text: Field or Variable Empty
i     Conditional Text: Field or Variable Not Empty
j     End of Conditional Text
k     Skip to Line
l     Begin Spelling Check
m     End Spelling Check
n     Language For Spelling Check
o     Footnote


Type ID letter to choose ITEM; press ENTER:
```

3. **Choose the item for the language you will use to check the document.**
   The typing area returns to the screen.
4. **Continue to create or revise the document.**

```
              LANGUAGE FOR SPELLING CHECK INSTRUCTION
ID     LANGUAGE
a      U.S. English
b      U.K. English
c      German
d      Dutch
e      National French
f      Canadian French
g      Italian
h      Spanish
i      Swedish
j      Danish
k      Norwegian




Type ID letter to choose ITEM; press ENTER:
```

To check the spelling of a foreign language document:

1. **Choose Spelling Tasks in the Task Selection menu.**
2. **Select Choose Spelling Language Dictionary in the Spelling Tasks menu.**
   The Spelling Language Dictionaries menu appears.

```
                         SPELLING TASKS

ID     ITEM
a      Check Document
b      Load Supplement
c      Clear Supplement
d      Store Supplement On Program Diskette
e      Choose Spelling Language Dictionary
f      Create Document Of Supplemental Words

g      Go to Task Selection




Type ID letter to choose ITEM; press ENTER: ¤
```

```
                   SPELLING LANGUAGE DICTIONARIES

ID     LANGUAGE

a      U.S. English
b      U.K. English
c      German
d      Dutch
e      National French
f      Canadian French
g      Italian
h      Spanish
i      Swedish
j      Danish
k      Norwegian




Type ID letter to choose ITEM; press ENTER: ¤
```

3. Insert the Languagepack 2 program diskette.
Be sure you insert the diskette that contains the
language dictionary you want to use.

Vol. 01 of 03	Vol. 01 – U.S. English U.K. English German Dutch
Vol. 02 of 03	Vol. 02 – Nat'l French Can. French Italian Spanish
Vol. 03 of 03	Vol. 03 – Swedish Danish Norwegian
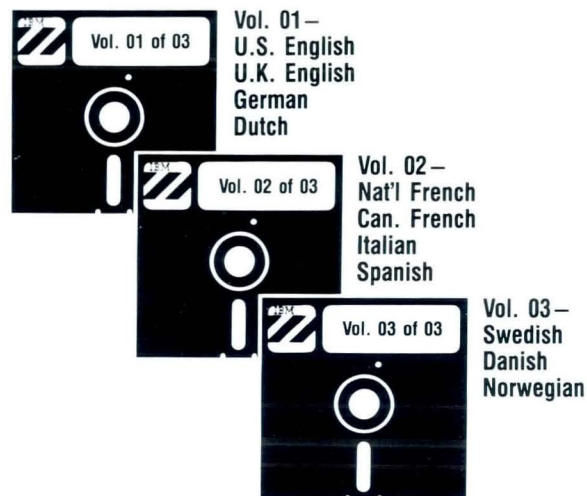
**4. Choose the item for the language you want from
the Spelling Language Dictionaries menu.**
The language you specified appears highlighted and
you are prompted to type the name of the diskette
the language is stored on. Since your diskette is
already inserted, the diskette name should appear
on the prompt line. If it does not, type it.

SPELLING LANGUAGE DICTIONARIES

ID	LANGUAGE
a	U.S. English
b	U.K. English
c	German
d	Dutch
e	National French
f	Canadian French
g	Italian
h	Spanish
i	Swedish
j	Danish
k	Norwegian

Type diskette name; press ENTER: ¤

5. **Press ENTER to load the language dictionary.**
   Loading Language appears on the first status line.

```
Loading Language
DISK01

                    SPELLING LANGUAGE DICTIONARIES

     ID    LANGUAGE

      a    U.S. English
      b    U.K. English
      c    German
      d    Dutch
      e    National French
      f    Canadian French
      g    Italian
      h    Spanish
      i    Swedish
      j    Danish
      k    Norwegian


     Type ID letter to choose ITEM; press ENTER:  ¤
```

After the language dictionary is loaded, the Spelling Tasks menu displays and the language chosen appears in the right corner of the first status line.

6. **Spell check the document.**
   Use either Prompted or Automatic Spell Check.

```
                                               Spanish

                        SPELLING TASKS

     ID    ITEM

      a    Check Document
      b    Load Supplement
      c    Clear Supplement
      d    Store Supplement On Program Diskette
      e    Choose Spelling Language Dictionary
      f    Create Document Of Supplemental Words

      g    Go to Task Selection




     Type ID letter to choose ITEM; press ENTER:  ¤
```

To spell check a foreign language document, go on to the Demonstration.

DEMONSTRATION

For this Demonstration you will use the Spanish language dictionary to check the spelling of a document.

Choose Revise to access the following document and go to the typing area:

Document name: Spanish Review
Diskette name: TRAIN3

First, you must indicate that you will use the Spanish language dictionary during the Spell Check. To do this:

Press INSTR with the cursor under the Keyboard Change code at the beginning of the first line of text.

Notice the Keyboard Change code that was typed when the document was created.

The Instructions menu appears.

Choose Language for Spelling Check.

The Language for Spelling Check Instruction menu appears.

Choose the item for Spanish.

The typing area returns to the screen.

Move the cursor to the left one space.

The words *Spelling Language:h* appear in the right corner of the first status line. The letter *h* indicates the language you selected for the Spell Check.

End the document.

Now you are ready to spell check the document using the Spanish language dictionary. To do this:

Choose Spelling Tasks in the Task Selection menu.

The Spelling Tasks menu appears.

Select Choose Spelling Language Dictionary.

The Spelling Language Dictionaries menu appears.

Insert the Volume 2 diskette of the Languagepack 2 program.

The volume you inserted contains the Spanish language dictionary.

Choose Spanish in the Spelling Language Dictionaries menu.

Spanish is highlighted and the name of the diskette you just inserted appears on the prompt line.

Press ENTER.

The Spanish language dictionary is loaded into
memory. The Spelling Tasks menu appears. The word
Spanish appears on the first status line.

**Spell check the document named Spanish Review using
either Prompted or Automatic Spell Check without
Hyphenation/Pagination.**

If you use Prompted Spell Check, when the system
stops for a highlighted word, press SPELL to continue
the Spell Check.

The word *gabrica* is highlighted because it is not found
in the Spanish language dictionary.

When you finish spell checking the document, you will
see the message, "Spelling check complete. Words
marked: 1."

*To practice spell checking a foreign language document
on your own, go on to the Self-Test.*

Spelling

SELF-TEST

For this Self-Test, use the Spanish language dictionary
to spell check the following document:

Document name: Spanish Test

Diskette name: TRAIN3

Use either Prompted or Automatic Spell Check
without Hyphenation/Pagination for the Spell Check.
If you use Prompted Spell Check, when the system
stops at a highlighted word, press SPELL to continue
the Spell Check.

For Feedback, go on to the next page.

FEEDBACK

If you correctly completed the Self-Test, the message at the end of the Spell Check should indicate that one word was marked. The word *zescoja* was not found in the Spanish language dictionary.

If the result of your Spell Check was different, ask yourself the following questions:

☐ Did you use INSTR to specify the Spanish language dictionary in the document?

☐ Did you insert Volume 2 of the Languagepack 2 program diskettes?

☐ Did you choose the item for Spanish in the Spelling Language Dictionaries menu?

If you had trouble, review the segment and try the Self-Test again.

Prerequisites:
You must have completed
Segment 1 in this lesson

2

Take this segment only if you have Languagepack 2 program diskettes.

How do you spell check a document that contains English and Spanish words? You cannot use the standard dictionary alone. Since that dictionary only contains English and a few foreign terms, all the Spanish words would be highlighted.

With the Languagepack 2 program diskette, you can spell check each language in a document using the appropriate language dictionary. In a document containing English and Spanish, the English portion is checked against an English dictionary and the Spanish portion is checked against a Spanish dictionary.

Your goal for this segment is to be able to spell check multilanguage documents using foreign language dictionaries.

English

1.   Have the secretaries been paid for overtime?

      The ones who worked overtime last week have already
      been paid.   The ones who are working overtime this
      week will be paid Saturday.

2.   Did you give the boss all the information on the matter?

      Yes.

Spanish

1.   ¿Ya se les pagó el tiempo extra a las secretarias?

      Ya se les pagó a las que trabajaron tiempo extra
      la semana   El sábado se les pagará a las
      que ha   tiempo extra esta semana.

2.   ¿Le   fe todos los datos sombre el asunto?
      Sí.

MAIN IDEA

When you create or revise a multilanguage document, you must mark each language section with the appropriate Language for Spelling Check code.

To mark sections of a multilanguage document with Language for Spelling Check codes, follow these steps in the typing area of your document:

1. At the beginning of a language, press **KYB CHG** and type the keyboard number of the language you are using, then press **INSTR**.
2. Choose Language for Spelling Check in the Instructions menu.
3. Choose the item for the language you will use to check this section.
4. Continue to create or revise the document.
5. Repeat Steps 1 through 4 for each language in the document.

To check the spelling of each language in a multilanguage document:

1. Choose Spelling Tasks in the Task Selection menu.
2. Select Choose Spelling Language Dictionary in the Spelling Tasks menu.
3. Insert the Languagepack 2 program diskette that contains the language dictionary you want.
4. Choose the item for the particular language you want in the Spelling Language Dictionaries menu.
5. Press ENTER to load the language dictionary.
6. Spell check the document in the selected language.
7. Repeat Steps 1 through 6 for each language you want to check.

If you have enough information about checking spelling of multilanguage documents, go on to the Demonstration. If you would like more detail, read the Help that follows.

HELP

To mark sections of a multilanguage document with
Language for Spelling Check codes, follow these steps
in the typing area of your document:

1. **At the beginning of a language, press KYB CHG
   and type the keyboard number of the language you
   are using, then press INSTR.**
   The Instructions menu appears.

2. **Choose Language for Spelling Check in the
   Instructions menu.**
   The Language for Spelling Check Instruction menu
   appears.

3. **Choose the item for the language you will use to
   check this section.**
   The typing area returns to the screen.

4. **Continue to create or revise the document.**

INSTRUCTIONS

ID	ITEM
a	Begin Keep
b	End Keep
c	Include
d	Math
	Add, Subtract, Multiply, Divide
e	File Report Instructions
f	Multi-column File Listing
g	Summary Math
	Total, Average, Highest, Lowest, Count
h	Conditional Text: Field or Variable Empty
i	Conditional Text: Field or Variable Not Empty
j	End of Conditional Text
k	Skip to Line
l	Begin Spelling Check
m	End Spelling Check
n	Language For Spelling Check
o	Footnote

Type ID letter to choose ITEM; press ENTER: ▨

LANGUAGE FOR SPELLING CHECK INSTRUCTION

ID	LANGUAGE
a	U.S. English
b	U.K. English
c	German
d	Dutch
e	National French
f	Canadian French
g	Italian
h	Spanish
i	Swedish
j	Danish
k	Norwegian

Type ID letter to choose ITEM; press ENTER: ▨

5. **Repeat Steps 1 through 4 for each language in the document.**
   This indicates which language dictionary is to be used for each section of your document.

Language for Spelling Check Code: a

English Version

I am really delighted to be in France. I had never been to Europe.

I have already received the invitation. I leave for Nice on Monday.

I am going to study, and afterwards I am going to rest a little. What are you going to do?

Language for Spelling Check Code: e

French Translation

Je suis vraiment enchanté d'être en France. Je n'avais jamais été en Europe.

J'ai deja recu l'invitation: Je pars pur Nice lundi.

Je vais étudier; et après je vais me reposer un peu. Qu'est-ce que vous allez faire?

To check the spelling of each language in a multilanguage document:

1. **Choose Spelling Tasks in the Task Selection menu.**
2. **Select Choose Spelling Language Dictionary in the Spelling Tasks menu.**
   The Spelling Language Dictionaries menu appears.

```
                        SPELLING TASKS

ID     ITEM
a      Check Document
b      Load Supplement
c      Clear Supplement
d      Store Supplement On Program Diskette
e      Choose Spelling Language Dictionary
f      Create Document Of Supplemental Words

g      Go to Task Selection




      Type ID letter to choose ITEM; press ENTER:  ¤
```

```
               SPELLING LANGUAGE DICTIONARIES

ID     LANGUAGE
a      U.S. English
b      U.K. English
c      German
d      Dutch
e      National French
f      Canadian French
g      Italian
h      Spanish
i      Swedish
j      Danish
k      Norwegian




      Type ID letter to choose ITEM; press ENTER:  ¤
```

3. **Insert the Languagepack 2 program diskette that contains the language dictionary you want.**
Be sure you insert the diskette that contains the language dictionary for the language you will use.

Vol. 01 of 03

Vol. 01 –
U.S. English
U.K. English
German
Dutch

Vol. 02 of 03

Vol. 02 –
Nat'l French
Can. French
Italian
Spanish

Vol. 03 of 03

Vol. 03 –
Swedish
Danish
Norwegian
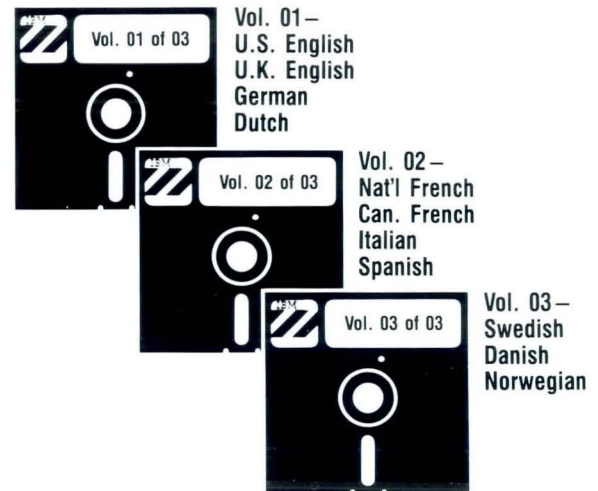
4. **Choose the item for the particular language you will use in the Spelling Language Dictionaries menu.**
The language you indicated is highlighted. The prompt requests that you type the Languagepack 2 program diskette name. Since the diskette is inserted, the diskette name should already appear on the prompt line. If it does not, type it.

SPELLING LANGUAGE DICTIONARIES

ID	LANGUAGE
a	U.S. English
b	U.K. English
c	German
d	Dutch
e	National French
f	Canadian French
g	Italian
h	Spanish
i	Swedish
j	Danish
k	Norwegian

Type diskette name; press ENTER: ☒

5. **Press ENTER to load the language dictionary.**
Loading Language appears on the first status line.
After the language dictionary is loaded, the Spelling
Tasks menu displays and the language selected
appears in the right corner of the first status line.

6. **Spell check the document in the selected language.**
Use either Prompted or Automatic Spell Check.
Note: If you will print the document, be sure to
set Print Paginated Pages to No in the Hyphenate
and Paginate Document menu during all Spell
Checks but the final one. Do *not* print on any Spell
Check but the last.

| | | | U.S. English | | |

SPELLING TASKS

ID	ITEM
a	Check Document
b	Load Supplement
c	Clear Supplement
d	Store Supplement On Program Diskette
e	Choose Spelling Language Dictionary
f	Create Document Of Supplemental Words
g	Go to Task Selection

Type ID letter to choose ITEM; press ENTER: ¤
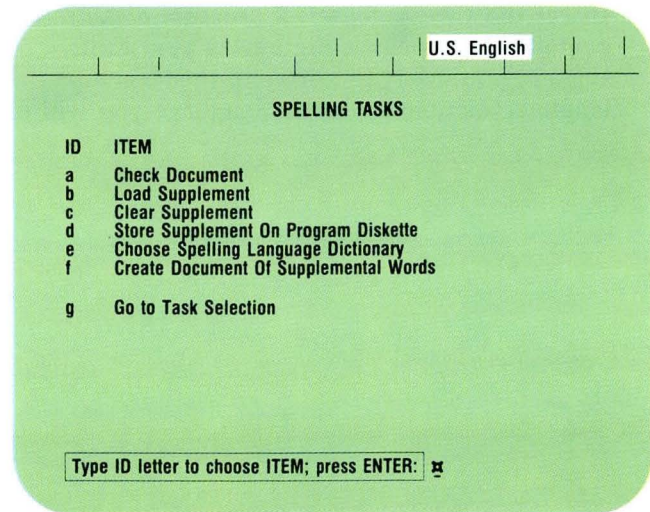
7. Repeat Steps 1 through 6 for each language you want to check.
Each language in the document is checked against the currently loaded language dictionary. For example, if you are checking with the French language dictionary, only the section marked for French is checked. If you are checking with the English language dictionary, only the section marked for English is checked. Words remain highlighted only in the portion of the document you last checked.

English Version

I am really delighted to be in France. I had never been to Europe.

CHECKED BY U.S. ENGLISH DICTIONARY
I have already received the invitation. I leave for Nice on Monday.

I am going to study, and afterwards I am going to rest a little. What are you going to do?

French Translation

Je suis vraiment enchanté d'être en France. Je n'avais jamais été en Europe.

CHECKED BY NATIONAL FRENCH DICTIONARY
J'ai deja recu l'invitation: Je pars pur Nice lundi.

Je vais étudier; et après je vais me reposer un peu. Qu'est-ce que vous allez faire?

To check the spelling of a multilanguage document, go on to the Demonstration.

DEMONSTRATION

For this Demonstration you will spell check a
document typed in English and Spanish.

**Choose Revise to access the following document and
go to the typing area:**

Document name: Bilingual Memo
Diskette name: TRAIN3

First, you will mark each language section with the
appropriate Language for Spelling Check codes. To
do this:

**Press INSTR at the beginning of the English text
section.**

The Instructions menu appears.

Choose Language for Spelling Check.

The Language for Spelling Check Instruction menu
appears.

Choose the item for U.S. English.

The typing area returns to the screen.

Move the cursor one space to the left.

The words *Spelling Language:a* appear in the right corner of the first status line.

The letter *a* indicates the language you selected for the Spell Check.

Place the cursor under the Keyboard Change code at the beginning of the Spanish text section.

You may pass several other Keyboard Change codes that the system inserted. Ignore them. Your cursor should be under the Keyboard Change code at the beginning of line 19.

Press INSTR.

Choose Language for Spelling Check.

Choose the item for Spanish.

The typing area returns to the screen.

Move the cursor one space to the left.

The words *Spelling Language:h* appear in the right corner of the first status line.

End the document.

Now you are ready to spell check the English portion of the document. To do this:

Choose Spelling Tasks in the Task Selection menu.

The Spelling Tasks menu appears.

Select Choose Spelling Language Dictionary.

The Spelling Language Dictionaries menu appears.

Insert the Volume 1 diskette of the Languagepack 2 program.

The Volume 1 diskette contains the U.S. English language dictionary.

Choose U.S. English in the Spelling Language Dictionaries menu.

U.S. English is highlighted and the name of the Volume 1 program diskette appears on the prompt line.

Press ENTER.

The U.S. English language dictionary is loaded into memory. The Spelling Tasks menu appears. The words *U.S. English* appear on the first status line.

Spell check the English portion of the document named Bilingual Memo using either Prompted or Automatic Spell Check without Hyphenation/ Pagination. If you use Prompted Spell Check, when the system stops for a highlighted word, press SPELL to continue the Spell Check.

The word *obertime* is highlighted because it is not found in the U.S. English dictionary. The message "Spelling check complete. Words marked: 1" appears.

Vol. 01—
U.S. English
U.K. English
German
Dutch

Vol. 01 of 03

Now you are ready to spell check the Spanish portion.
To do this:

Select Choose Spelling Language Dictionary.

Insert the Volume 2 diskette of the Languagepack 2 program.

The Volume 2 diskette contains the Spanish language dictionary.

Choose Spanish in the Spelling Language Dictionaries menu.

Press ENTER to load the Spanish language dictionary.

The Spelling Tasks menu appears. The word *Spanish* appears on the first status line.

Spell check the Spanish portion of the document named Bilingual Memo using either Prompted or Automatic Spell Check without Hyphenation/Pagination. If you use Prompted Spell Check, when the system stops for a highlighted word, press SPELL to continue the Spell Check.

The word *azunto* is highlighted because it is not found in the Spanish dictionary. The message "Spelling check complete. Words marked: 1" appears.

When you finish the Spell Check, you have completed the Demonstration.

Vol. 02—
Nat'l French
Can. French
Italian
Spanish

IBM
Vol. 02 of 03

To practice checking the spelling of a multilanguage document on your own, go on to the next page.
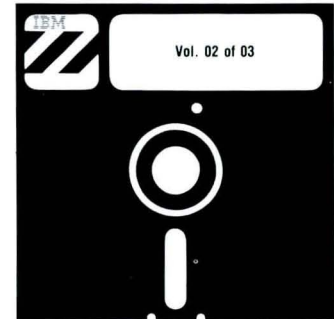
SELF-TEST

For the Self-Test, use the Languagepack 2 program diskettes to spell check the following document:

    Document name: Anglo-Spanish Meeting
    Diskette name: TRAIN3

    Use either Prompted or Automatic Spell Check without Hyphenation/Pagination to spell check the English and Spanish portions of the document. If you use Prompted Spell Check, when the system stops at a highlighted word, press SPELL to continue the Spell Check.

For Feedback, go on to the next page.

FEEDBACK

If you correctly completed the Self-Test, the message at the end of the Spanish Spell Check should indicate that one word was marked. The word *Nodia* was not found in the Spanish language dictionary. The message at the end of the U.S. English Spell Check should indicate that no words were marked. There were no misspelled words in this portion of the document.

If your results were different, ask yourself the following questions:

☐ Did you use INSTR to mark each language section with the appropriate Language for Spelling Check code?

☐ Did you insert the Volume 1 diskette of the Languagepack 2 program to spell check in U.S. English?

☐ Did you insert the Volume 2 diskette to spell check in Spanish?

If you had trouble, review this segment and try the Self-Test again.

Unit: Printing

Lesson 1: Printing

1

1

The segments on printing are specific. Refer only to the segments that pertain to the type of printer you have and your specific office tasks. The segments discuss some types of printing you haven't done yet, handling the print queue, and specific printing applications.

The first segment is an important segment for all operators. It will help you further understand the printing function. You will learn more about what the print queue is and what it does.

Segment 2 is another important segment for all operators. It will teach you to manipulate the print queue. You will learn to manage a number of print jobs by printing a rush job, canceling a job, and viewing the print queue.

Segment 3 shows you how to print envelopes using a sheet-feed paper handler. If you use manual feed, skip this segment, since printing envelopes using manual feed is not much different from printing regular sheets of paper.

Segment 4 discusses another method of printing called Trail Print. You use this method when you have minor revisions to a document and you want to print each revised page immediately, without going through the Print Document menu.

Segment 5 discusses the Key-To-Print function, a method of printing primarily used for envelopes, index cards, or labels. With Key-To-Print, the printer prints as you type and the document is not stored on the diskette.

Segment 6 teaches you how to use the Key-To-Print function to complete forms. Refer to this segment only if you complete forms in your office.

Segment 7 is designed for work situations where more than one operator shares a printer. If you do not share a printer with other Displaywriter work stations, skip this segment.

The training documents for this lesson are found on MASTR2. If you have not already done so, duplicate MASTR2 onto TRAIN2.

1 On the first day of training you learned the basics of printing a document. Since then, you've printed a number of entire documents. In this segment you will learn several other ways to print, as well as terms and concepts associated with printing.

Your goal for this segment is to be familiar with printing terms and concepts, including types of printing.
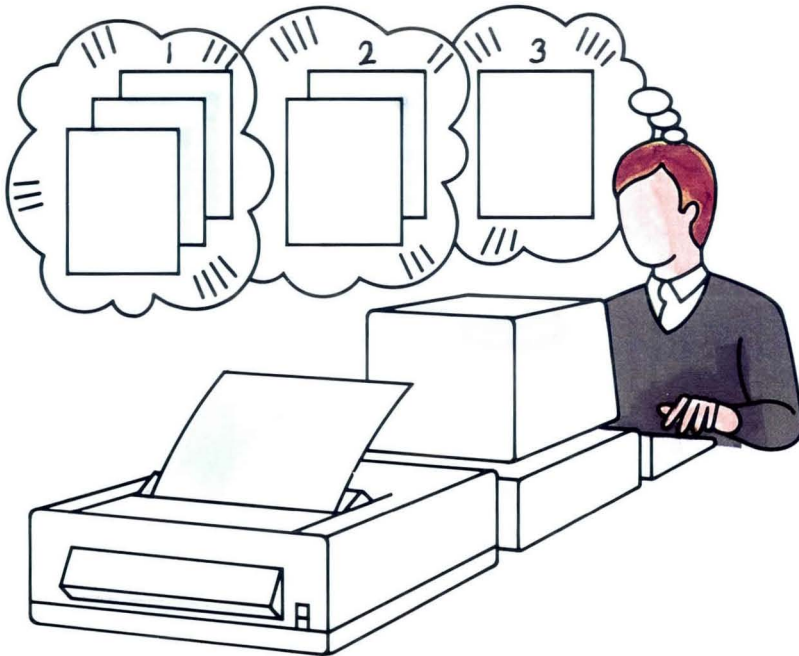
MAIN IDEA

Print Queue

Before a document can be printed, it must be added to the print queue. The print queue is a waiting line for documents ready to be printed.

Documents are added to the print queue through the Print Document menu or the **PRINT** key, which will be discussed later. Like a waiting line, the print queue works on a first-come, first-served basis. Documents print in the order in which they are added to the print queue.

Types of Printing

The types of printing and their primary uses are as follows:

- *Batch printing* is used to print a number of documents, a single document, or several pages of a document all at once.
- *Trail printing* is used to print one page at a time as soon as it is typed or revised.
- *Key-To-Print* is used to print documents that don't have to be stored on diskette. With this function, you print directly from a keyboard, as with a typewriter.

Printer Sharing

The basic characteristics of a shared printing environment are as follows:

- Up to three work stations may share a printer.
- One of these work stations acts as the primary work station.

If you have enough information about printing, go on to the Demonstration. If you would like more detail, read the Help that follows.

HELP

Print Queue

Before a document can be printed, it must be placed in the print queue. Since the print queue is like a waiting line for documents ready to be printed, documents are printed on a first-come, first-served basis.

On a typewriter, when you physically remove the document, you have your final copy. On the Displaywriter, you place the document in the print queue after you've finished creating or revising it. The document waits in line for its turn to be printed.

The print queue can hold up to six of your documents at a time. You can see what documents are in the print queue by going to the Display Print Queue or Cancel Print Job menu. You will learn how to do this in the next segment of this lesson.

Documents are placed in the print queue through the Print Document menu or the PRINT key. (With Textpack 6, you can also send documents to the print queue through the Paginate Document menu.)

You can add a number of documents to the print queue by going through the Print Document menu for each document. You can either start the printer after you queue your first document or wait until all of your documents are added to the print queue. In the Demonstration you will have a chance to send documents to the print queue.
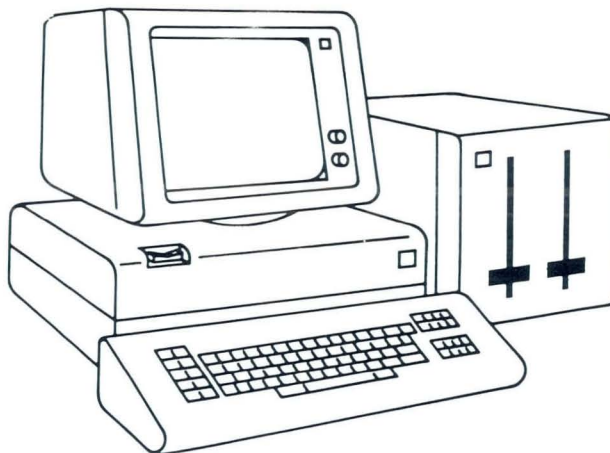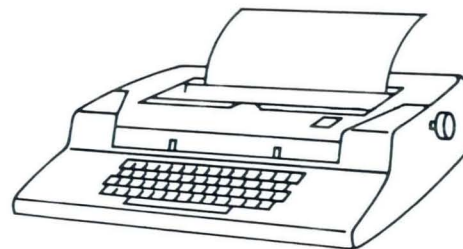
DISPLAY PRINT QUEUE OR CANCEL PRINT JOB

ID	DISKETTE NAME	DOCUMENT NAME
#a	DISK01	Letter
b	DISK04	Interviews
c	DISK01	Mtg Ltr A
d	DISK03	Thank You Ltr

This document is printing now.

Types of Printing

The types of printing and their primary uses are as follows:

- Use *batch printing* **the first time you create a document, when you make major revisions to a document, or when you must reprint an entire document.**
  Once you've placed the document in the print queue, you can go to another task while the document is printing.
  This is the type of printing you learned in your first day of training, and is the type of printing you will probably use most often.
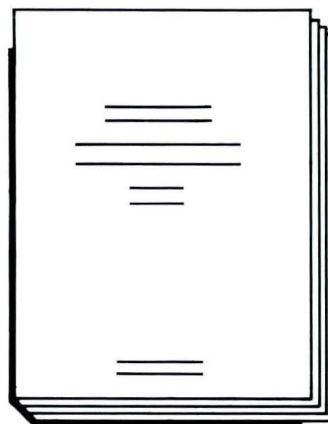
BATCH PRINT

Batch print
when you
create or
greatly
revise a
document

- Use *trail printing* **when you revise only selected pages of a document, or when you want to print one page at a time as soon as it is typed.**
  You can print one page at a time using the PRINT key. You will learn more about this function in Segment 4 of this lesson.

TRAIL PRINT

- Use *Key-To-Print* **for documents that you do not have to store on diskette.**
  Some examples are index cards, labels, and forms. This function allows you to print directly from the Displaywriter keyboard, as with a typewriter. You will learn more about this function in Segments 5 and 6 of this lesson.
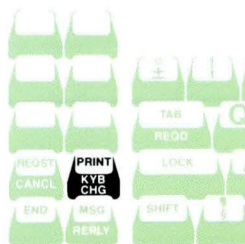
KEY-TO-PRINT
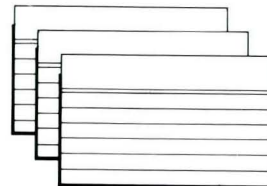
Printer Sharing

Any time you use one printer with more than one
Displaywriter work station, you are sharing a printer.
If you are not sharing a printer, go on to the
Demonstration. The basic characteristics of a shared
environment are as follows:

- **Up to three work stations may share a printer.**
  A work station consists of the following elements:
  Electronics module
  Display module
  Keyboard module
  Diskette unit

- **One of the stations is the primary work station.**
  This work station must always be turned on and
  have the initial program loaded before any work
  station can use the printer. Each work station has
  its own print queue and receives printer prompts
  and messages relating to the documents in it. The
  printer prints everything in one print queue, then
  automatically continues with the entire print queue
  of another work station.
  Remember that each print queue is a waiting line
  for print jobs, so the print queues, and jobs within
  print queues, are printed on a first-come, first-served
  basis. You will learn how to manage documents
  within your own queue later in this lesson.
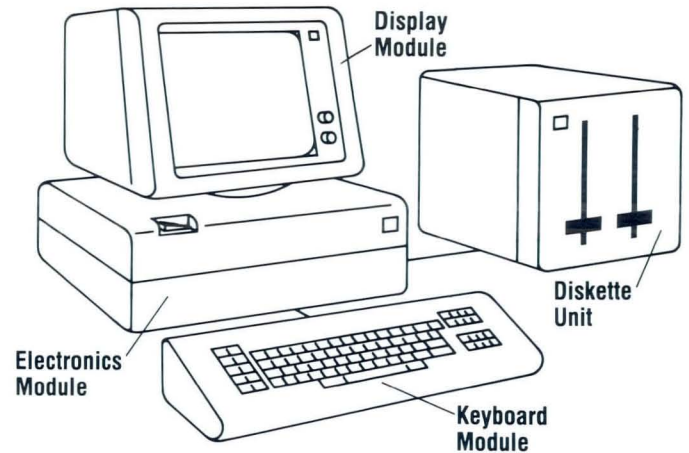
To practice printing, go on to the Demonstration.

DEMONSTRATION

In this Demonstration you will add the following documents to the print queue:

Document name: Writing Skills
Diskette name: TRAIN2

Document name: Retirement Plan
Diskette name: TRAIN2

Document name: Safety
Diskette name: TRAIN2

You will print the documents after they have all been added to the print queue.

To add Writing Skills to the print queue:

Choose Print Document in the Typing Tasks menu.

Type the document name *Writing Skills*.

Type the diskette name *TRAIN2*, if necessary.

The Print Document menu appears.

You will not make any changes to the Print Document menu. Press ENTER to send the document to the print queue and return to the Typing Tasks menu.

A message tells you that your document is in the print queue.

Press MSG to see the next message.

This message tells you to load your paper.

Go ahead and add the next document to the print queue first. You will load paper and start the printer after you have added all the documents to the print queue.

To add Retirement Plan to the print queue:

Choose Print Document.

Type the document name *Retirement Plan*.

Type the diskette name *TRAIN2*, **if necessary.**
The Print Document menu appears.

Press ENTER to send the document to the print queue and return to the Typing Tasks menu.
Add the next document to the print queue.
To add Safety to the print queue:

Choose Print Document.

Type the document and diskette names.

Press ENTER.
To print the documents:

Follow the prompts to print each document.
The first document in the print queue, Writing Skills, prints first.

At the end of this Demonstration you should have a printed copy of each of the documents you added to the print queue.

To answer some questions about printing, go on to the Self-Test.

SELF-TEST

Choose the item that best answers each of the following questions. Write your answers on a separate sheet of paper.

If you are sharing a printer, answer all of the questions. If you are not sharing a printer, answer the first four questions only. Then turn to the Feedback to check your answers.

1. What is the print queue?
   a. A waiting line for documents ready to print.
   b. A signal to the primary work station to print the document.
   c. A list of all documents printed since initial program load.

2. What menu is usually used to place a job in the print queue?
   a. Display Print Queue or Cancel Print Job
   b. Print Document
   c. Change Print Order

3. What type of printing is used to print a document or part of a document all at once?
   a. Trail printing
   b. Batch printing
   c. Key-To-Print

4. You can add up to six documents to the print queue at once. To print those documents:
   a. Load and start the printer immediately after you've added a document to the print queue.
   b. Load and start the printer after all documents are added to the print queue.
   c. Do either a or b.

5. Who receives the printing prompts and messages when the printer is shared?
   a. The work station operator who sent the job to be printed.
   b. The primary work station operator.
   c. Any work station operator.

For some feedback on how you did, go on to the next page.

FEEDBACK

1. The correct answer is a. The print queue is a waiting line for documents ready to print.

2. The correct answer is b. You usually place a job in the print queue through the Print Document menu.

3. The correct answer is b. Batch printing is used to print a document or part of a document all at once.

4. The correct answer is c. To print documents in the print queue you can either load and start the printer immediately after you've added a document to the print queue, or you can wait until you have added all of your documents to the print queue to load and start the printer.

5. The correct answer is a. When you share a printer, the work station operator who sent the job to be printed receives the prompts and messages relating to that job.

If you had trouble, review the segment and try the Self-Test again.

Prerequisites:
You must have completed
Segment 1 in this lesson

2

Now that you know how to print a document, you may have some other questions about printing. How do you stop printing? Can you stop for a moment and then resume printing? How do you cancel the printing of a document altogether? Maybe most important, how do you handle a rush job when you already have several documents in the print queue?

These questions and others will be answered in this segment.

Your goal for this segment is to be able to interrupt print jobs, cancel print jobs, and print rush documents.
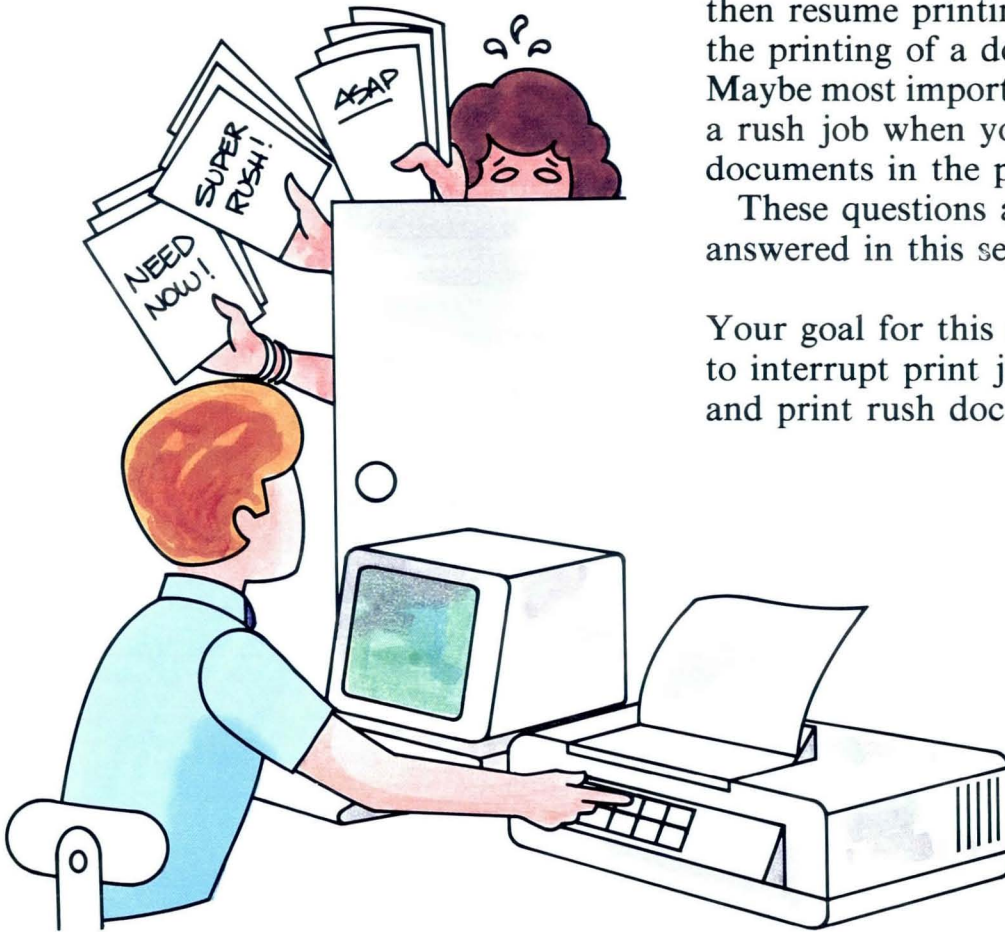
MAIN IDEA

Here is a chart showing how to handle many situations
that arise in printing:

WHAT YOU WANT TO DO	STATUS OF PRINT JOB	METHOD
View the Print Queue		Press REQST. Choose Display Print Queue or Cancel Print Job.
Interrupt Print Job	Job printing now.	Press Stop at the printer. Press Start to resume printing.
Cancel Print Job	Job printing now.	Press Cancel at the printer or press REQST and cancel job from Display Print Queue or Cancel Print Job menu.
Cancel Print Job	Job not printing yet. Waiting in print queue.	Press REQST. Choose Display Print Queue or Cancel Print Job. Type ID letter of job to be canceled.
Resume Printing of a Canceled Print Job	Job canceled.	Add job to Print Queue. Choose Print From Page. Type page number at which printing was canceled.
Print Rush Job	Another job printing now. Rush Job later in Print Queue.	Press REQST. Choose Change Printing Order. Type ID letter of Rush Job. Cancel document currently printing.
Print Rush Job	Job not in Print Queue.	Add Rush Job to Print Queue. Press REQST. Choose Change Printing Order. Type ID letter of Rush Job. Cancel document currently printing if necessary.
Start the printer from your work station.	Job not printing yet. Waiting in print queue.	Press REQST. Choose Start Printer.

*If you have enough information about managing print
jobs, go on to the Demonstration. If you would like
more detail, read the Help that follows.*

HELP

Viewing the Print Queue

Occasionally, you may want to see which documents are in the print queue. For example:

- You may want to check the printing order.
- You may want to see if your documents have printed yet.

To view documents in the print queue, follow these steps:

1. **Press REQST.**
   The Textpack Request Tasks menu appears.
2. **Choose Display Print Queue or Cancel Print Job in the Textpack Request Tasks menu.**

TEXTPACK REQUEST TASKS

ID	ITEM
a	Print Document
b	Display Print Queue or Cancel Print Job
c	Change Printing Order
d	Display Index of Diskette Contents
e	Continue Printing With Element Now on Printer
f	Request Printer
g	Release Printer
h	Start Printer
i	Store Saved Keystrokes
j	Recall Saved Keystrokes

Type ID letter to choose ITEM; press ENTER: ¤

The document that is currently printing has a number symbol (#) before the ID letter.
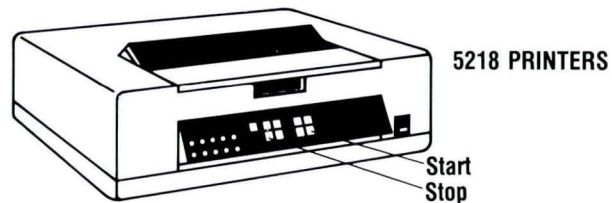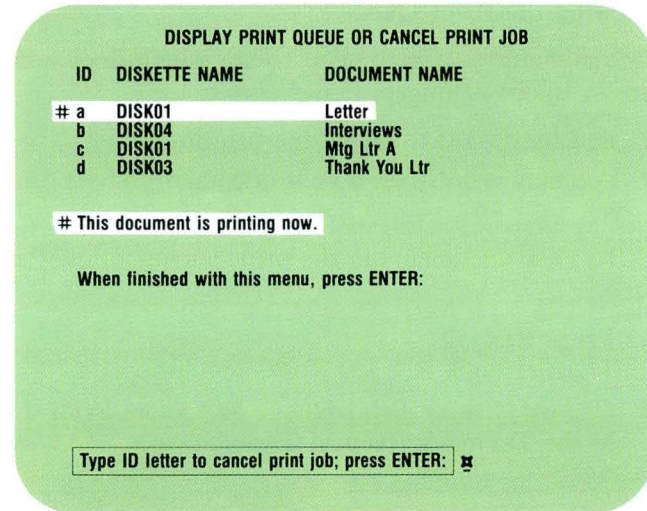
Interrupting a Print Job

At times you will have to interrupt the printing of a document. For example, your paper may be out of alignment in the printer. If this happens, you can interrupt the printing, align the paper, and restart printing.

On the Displaywriter, you interrupt printing *at the printer*.

To interrupt a print job temporarily, follow this procedure:

1. **Press Stop at the printer.**
   Be sure to press Stop and not Cancel.
2. **Press Start when you are ready to resume printing.**
   The document continues to print where it left off.

Note: You *cannot* interrupt the printing of a document, print a second document, then resume printing of the first document. You will learn how to handle this situation later in this section.
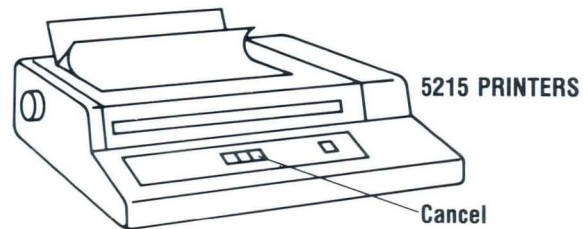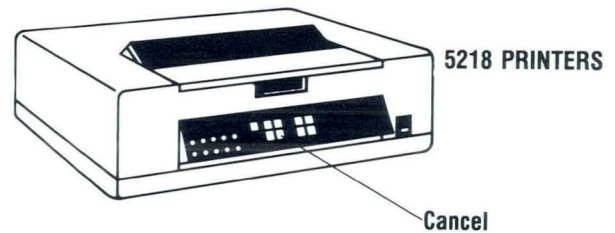
DISPLAY PRINT QUEUE OR CANCEL PRINT JOB

ID	DISKETTE NAME	DOCUMENT NAME
# a	DISK01	Letter
b	DISK04	Interviews
c	DISK01	Mtg Ltr A
d	DISK03	Thank You Ltr

This document is printing now.

When finished with this menu, press ENTER:

Type ID letter to cancel print job; press ENTER:

5218 PRINTERS

Start
Stop

5215 PRINTERS

Start
Stop
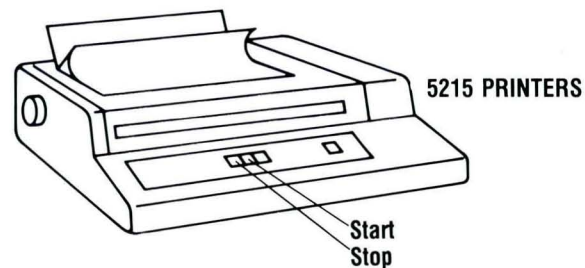
Canceling a Print Job

At times, you may want to cancel a print job altogether. For example, you may get a message alerting you to an error in the document. You can cancel the job, correct the error, and requeue the document to print.

You may cancel a print job in two ways. The method you choose depends on whether the document has already started printing.

Canceling a Document Now Printing

If the document has already started to print, press Cancel at the printer. Or, press REQST and cancel the job from the Display Print Queue or Cancel Print Job menu.

5218 PRINTERS

Cancel

5215 PRINTERS

Cancel

Canceling a Document Not Printing

If the document has not started to print, cancel it from the print queue. Follow these steps:

1. **Press REQST and go to the Display Print Queue or Cancel Print Job menu.**

```
              DISPLAY PRINT QUEUE OR CANCEL PRINT JOB

    ID   DISKETTE NAME          DOCUMENT NAME

  # a    DISK01                 Letter
    b    DISK04                 Interviews
    c    DISK01                 Mtg Ltr A
    d    DISK03                 Thank You Ltr

  # This document is printing now.




    When finished with this menu, press ENTER:

    Type ID letter to cancel print job; press ENTER: b
```

2. **Type the ID letter of the document to be removed.**

```
              DISPLAY PRINT QUEUE OR CANCEL PRINT JOB

    ID   DISKETTE NAME          DOCUMENT NAME

  # a    DISK01                 Letter
    b    DISK04                 Interviews
    c    DISK01                 Mtg Ltr A
    d    DISK03                 Thank You Ltr

  # This document is printing now.




    When finished with this menu, press ENTER:

    Type ID letter to cancel print job; press ENTER:  b
```

You have just removed a document from the print queue. The remaining documents move up on the display and take on new ID letters.

If you cancel a job accidentally, you must queue the document again through the Print Document menu.

Resuming Printing of a Canceled Print Job

To resume the printing of a canceled print job, follow these steps:

1. **Add the job to the print queue.**
   Go through the Print Document menu as usual.

2. **Choose Print From Page in the Print Document menu and type the page number at which printing was canceled.**
   Type the page number that you want printing to *begin* with.
   The page number can be in whole numbers or whole numbers plus decimal (2.1).

3. **Follow the prompts to print the document.**

DISPLAY PRINT QUEUE OR CANCEL PRINT JOB

ID	DISKETTE NAME	DOCUMENT NAME
# a	DISK01	Letter
b	DISK01	Mtg Ltr A
c	DISK03	Thank You Ltr

This document is printing now.

When finished with this menu, press ENTER:

Type ID letter to cancel print job; press ENTER: ¤

PRINT DOCUMENT

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Print From Page	5	0 = First Page, 1 – 9999.9.9
b	Print Through Page	0	0 = Last Page, 1 – 9999.9.9
c	Print Quantity	1	1 – 9.99
d	Paper Handling	2	1 = Cut Paper, Manual Feed 2 = Cut Paper, Automatic Feed 3 = Continuous Paper
ə	Cancel on Error	2	1 = Yes 2 = No

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ¤

Printing a Rush Document

Every now and then you may want to print a document right away, but you may already have documents in the print queue.

To print a rush document, do the following:

1. **Add the document to the print queue if it is not already there.**
   To do this, go through the Print Document menu (or the Paginate Document menu for Textpack 6).

2. **Change the printing order as follows:**
   a. Press REQST.
   b. Choose Change Printing Order in the Textpack Request Tasks menu.
   c. Type the ID letter of the document you want to print next.
      The ID letter of the rush document always becomes ID letter b after the printing order is changed. Other documents in the print queue always move down on the display. Even if the first document is not physically printing, it is queued to print and the rush document prints after it.

```
                    CHANGE PRINTING ORDER

   ID   DISKETTE NAME              DOCUMENT NAME

  # a   DISK01                     Letter
    b   DISK04                     Interviews
    c   DISK01                     Mtg Ltr A
    d   DISK03                     Thank You Letter


  #This document is printing now.




  When finished with this menu, press ENTER.

  Type ID letter of document to be printed next; press ENTER:  c
```

3. **Cancel the first document in the print queue if you don't have time to let it print.**
   You can either cancel the first document from the print queue or press Cancel at the printer.

4. **Print the rush document.**

5. **Requeue the canceled document, if necessary.**
   Requeue the canceled document through the Print Document menu. Choose Print From Page and type the page number at which printing was canceled.

Starting the Printer from Your Work Station

Your printer may not be located directly beside your work station. If you have a printer with a sheet-feed paper handler, you can start the printer from your work station. Follow these steps to start the printer from your work station.

1. **Press REQST.**

2. **Choose Start Printer in the Textpack Request Tasks menu.**

To practice managing print jobs, go on to the Demonstration.

DEMONSTRATION 1

In this Demonstration you will add three documents to the print queue. You will view these documents in the print queue, cancel one from the print queue, and cancel one that is printing.

Note: If you have an IBM 5218 or 5228 Printwheel Printer with a sheet-feed paper handler, printing may automatically begin when you add a document to the print queue. To interrupt printing for this Demonstration, stop at the Print Document menu for the first document below. Immediately after you press ENTER to leave this menu, press Stop at the printer. This allows you to add documents to the print queue without immediately printing them.

Add the following documents to the print queue *without* **starting the printer:**

Document name: Department Reports
Diskette name: TRAIN2

Document name: Profit Sharing
Diskette name: TRAIN2

Document name: Office Description
Diskette name: TRAIN2

Each time you queue a document, you may receive a message to load the printer. Disregard that for now. You'll respond to it later.

To view the print queue:

Press REQST.

The Textpack Request Tasks menu appears.

Choose Display Print Queue or Cancel Print Job.

The print queue appears with all your document names displayed.

Make sure that all your entries are added to the print queue. If you missed one, add it to the print queue and return to this menu. The documents do not have to be listed in a particular order.

This menu has two purposes. You can view the print queue to see the order of the documents or you can cancel a print job. Since you've just viewed the documents in the print queue, you will now cancel a print job. Follow these steps:

Type the ID letter for the document named Profit Sharing to delete it from the print queue.

Profit Sharing disappears from the print queue. Notice that the document following the canceled job now takes on the canceled document's ID letter. You may see Office Description queued where Profit Sharing was queued. It has moved up in the print queue.

Press ENTER to leave this menu.

To print a document:

Print the first document in your print queue.

If you sent the documents to the print queue in the order given earlier, the document named Department Reports prints.

Respond to the messages to print the entire document.

To cancel a job that is printing:

Begin to print the next document in your print queue.

Respond to the messages. If you have an IBM 5218 or 5228 Printwheel Printer with a sheet-feed paper handler, printing begins automatically.

Before the entire first page is printed, press Cancel at the printer.

Printing stops at the end of the line and a message tells you that printing was canceled at your request.

The print queue is now empty. If you want to see what the print queue looks like now, go back to the Display Print Queue or Cancel Print Job menu. The menu shows no documents in the print queue.

Of the three documents you added to the print queue, you should have one completely printed document and one partially printed document.

For further practice on managing print jobs, go on to the next Demonstration.

DEMONSTRATION 2

In this Demonstration you will add three documents to the print queue, change the printing order, interrupt a print job, and cancel a job from the print queue.

Note: If you have an IBM 5218 or 5228 Printwheel Printer with a sheet-feed paper handler, remember to stop printing of the first document immediately after adding it to the print queue.

Add the following documents to the print queue *without* starting the printer:

Document name: Safety
Diskette name: TRAIN2

Document name: Retirement
Diskette name: TRAIN2

Document name: Writing
Diskette name: TRAIN2

To view the print queue:

Press REQST.

Choose Display Print Queue or Cancel Print Job in the Textpack Request Tasks menu.

For the purposes of this Demonstration, take a look at the print queue to be sure you have all three documents in the print queue. If you are missing a document, add it to the print queue and return to this menu.

Press ENTER when you are ready to leave the menu.

To print a rush document:

Press REQST.

Choose Change Printing Order.

The Change Printing Order menu appears.

Notice that the only differences between this menu and the Display Print Queue or Cancel Print Job menu are the title and the prompt. The print queue is shown in both menus.

Choose the ID letter of the document, named Writing, that you want to print next.

Writing becomes the second document in line to print.

Although the first document is not actually printing, the # symbol means that the printer is ready to print that document. The rush document always appears after the document currently ready to print.

Press ENTER to leave the Change Printing Order menu.

Press Cancel at the printer to cancel the printing of Safety, the first job in the print queue.

Follow the prompts to print the rush document, Writing.

To interrupt a print job:

Follow the prompts to print the document named Retirement.

Before the first page prints completely, press Stop at the printer.

The printer stops and the message "Printer not ready. Start printer" appears.

Press Start at the printer to restart the printer.

The printer resumes printing where it left off.

You should have a completed copy of Writing and Retirement when you finish the Demonstration.

To practice managing print jobs on your own, go on to the Self-Test.

SELF-TEST

In this Self-Test you will manage some print jobs on your own. First, you will add three documents to the print queue. Then you will interrupt the printing of a job, cancel a job that isn't printing from the print queue, and cancel a job while it is printing. If at any time during the Self-Test you need to view the print queue, go ahead and do so.

Note: If you have an IBM 5218 or 5228 Printwheel Printer with a sheet-feed paper handler, remember to stop printing of the first document immediately after adding it to the print queue.

- Add the following documents to the print queue *without* starting the printer:
  Document name: Mary Lewis
  Diskette name: TRAIN2
  Document name: Medical Plan
  Diskette name: TRAIN2
  Document name: Highview Natl Bank
  Diskette name: TRAIN2
- As Mary Lewis is printing, interrupt printing for a moment. Restart and complete printing.
- Remove Medical Plan from the print queue before you start to print it.
- As Highview Natl Bank is printing, cancel it.

For some feedback on how you did, go on to the next page.

FEEDBACK

Return to the Display Print Queue or Cancel Print
Job menu. You should not see any documents queued
to print. If you do, you may have queued a document
more than once.

You should have a completed copy of the document
named Mary Lewis. If you don't, you may have pressed
Cancel rather than Stop at the printer.

You should not have a printed copy of Medical Plan
because you canceled it from the print queue. If you
do, you may have canceled another document from
the print queue.

You should have a partially printed copy of
Highview Natl Bank because you canceled it from the
print queue while it was printing.

Feel free to try the Self-Test again if you still have
any questions about how to manage print jobs.

*If you had any trouble, review this segment and try
the Self-Test again.*

Prerequisites:
You must have completed
Segment 1 in this lesson

3 This segment applies only to IBM 5218 and 5228 Printwheel Printers with sheet-feed paper handlers. If your printer has manual feed, you can load and print envelopes just as you do other documents, so it is not necessary for you to complete this segment.

The sheet-feed paper handler does not feed envelopes automatically. In this segment you will learn to print envelopes with a sheet-feed paper handler.

Your goal for this segment is to be able to print envelopes with a printer which has a sheet-feed paper handler.
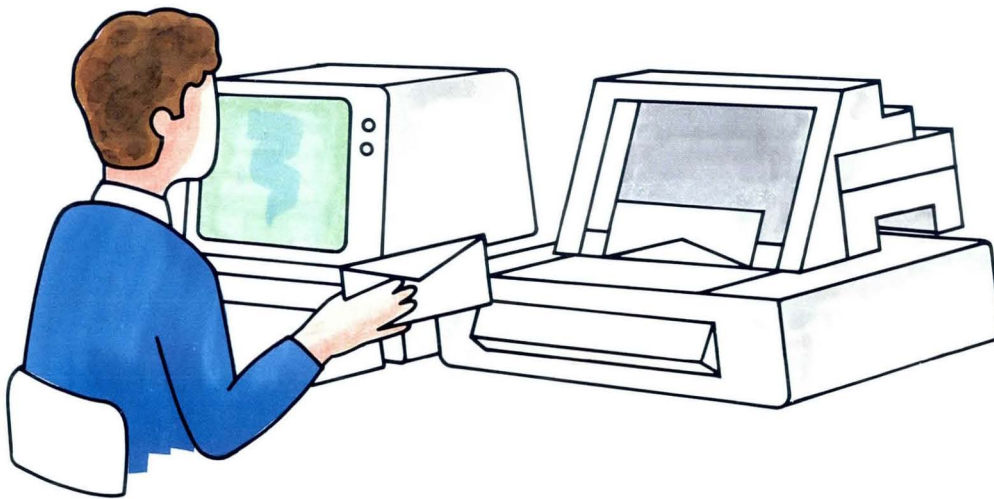
MAIN IDEA

To print envelopes manually with a sheet-feed paper handler, do the following:

1. Position the paper insertion gate to the manual-feed position.
2. Place the envelope in front of the paper insertion gate and into the opening in the printer cover.
3. Align the left edge of the envelope with the alignment mark on the paper insertion gate.
4. Press Load at the printer.
5. Press Start at the printer.
6. Repeat Steps 2 through 5 until all of your envelopes are printed.
7. When you have removed the last printed envelope, reposition the paper insertion gate forward to the automatic-feed position.

If you have enough information about printing envelopes with a sheet-feed paper handler, go on to the Demonstration. If you would like more detail, read the Help that follows.

HELP

To print envelopes manually with a sheet-feed paper handler, do the following:

1. **Position the paper insertion gate to the manual-feed position.**
   Pull the paper insertion gate to the right and turn the bottom of the gate toward the back.
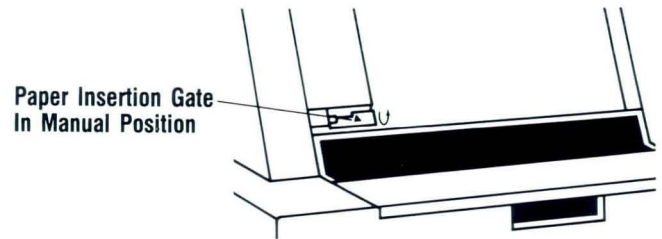
Paper Insertion Gate In Manual Position

2. **Place the envelope in front of the paper insertion gate and into the opening in the printer cover.**
   Remember to insert the envelope as you would in a typewriter. It should be upside down with the back facing you.

Printer Cover Opening

3. **Align the left edge of the envelope with the alignment mark on the paper insertion gate.**

Paper Insertion Gate

Alignment Mark
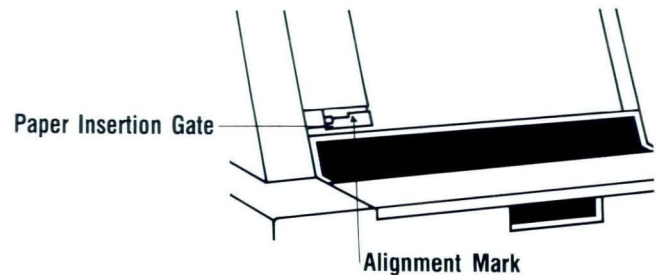
4. Press Load at the printer.
The top of the envelope will be positioned at the top of the cardholder.

Load
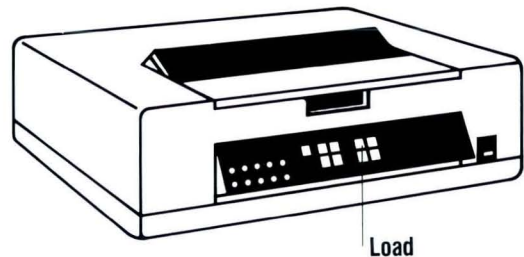
5. Press Start at the printer.
The printer prints and releases the envelope.
If the envelope is not released completely, press ↑ on the printer to remove it.
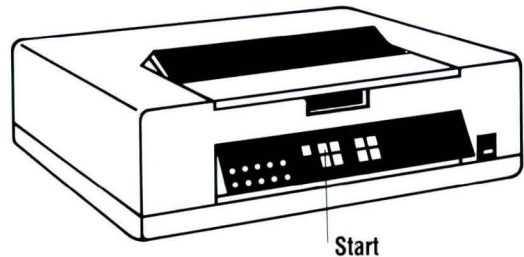
Start

6. Repeat Steps 2 through 5 until all of your envelopes are printed.

7. When you have removed the last printed envelope, reposition the paper insertion gate forward to the automatic-feed position.
Pull the paper insertion gate to the right and turn the bottom of the gate toward the front.

Paper insertion gate in auto feed position
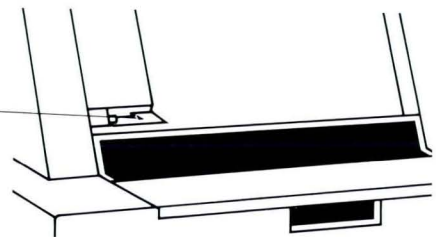
To practice printing envelopes, go on to the Demonstration.

DEMONSTRATION

In this Demonstration you will manually print three standard-size envelopes, bypassing your sheet-feed paper handler. The following document contains three addresses for you to print:

Document name: Addresses 1
Diskette name: TRAIN2

Add Addresses 1 to the print queue.

When you leave the Print Document menu, a message tells you that Addresses 1 is added to the print queue.

To print the first envelope:

Position the paper insertion gate to the manual-feed position.

Pull the top of the gate to the right and turn the bottom to the back.

Insert the envelope into the opening in the printer cover, aligning it with the mark on the gate.

Press Load at the printer.

The printer rolls the envelope to the top of the cardholder.

Press Start twice at the printer.

The envelope prints and releases from the printer when finished.

When the envelope has printed, remove it from the printer.

To print the second envelope:

Insert another envelope into the printer cover opening.

Press Load at the printer, then press Start.
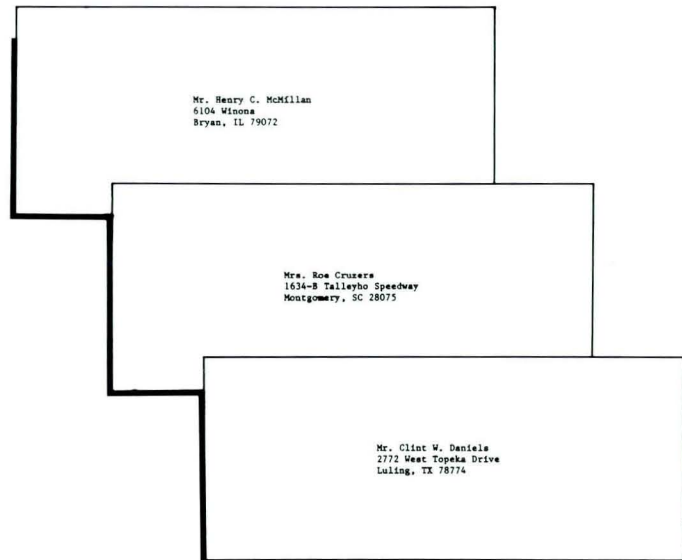
When the envelope has printed, remove it from the printer.

To print the third envelope:

Insert another envelope into the printer cover opening.

Press Load at the printer, then press Start.

Remove the envelope from the printer and rotate the paper insertion gate forward to the automatic-feed position.

You should have three envelopes that look like those illustrated on the right:

Mr. Henry C. McMillan
6104 Winona
Bryan, IL 79072

Mrs. Roe Cruzers
1634-B Talleyho Speedway
Montgomery, SC 28075

Mr. Clint W. Daniels
2772 West Topeka Drive
Luling, TX 78774

To practice printing envelopes on your own, go on to the Self-Test.

SELF-TEST

Print the two addresses in the document named
Addresses 2 on standard-size envelopes. Make any
changes necessary in the Print Document menu, print
the envelopes, then turn to the Feedback to see how
you did.
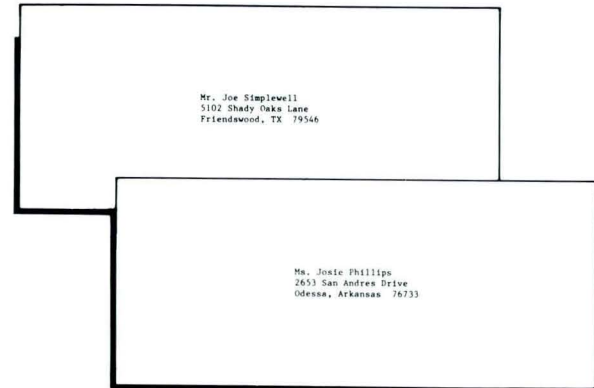
   Document name: Addresses 2
   Diskette name: TRAIN2

- Add Addresses 2 to the print queue.
- Print both envelopes.

FEEDBACK

Your envelopes should look like those illustrated on the right:

If you had some difficulty printing the envelopes, ask yourself the following questions:

☐ Did you press Load twice?

☐ Did you use a standard-size (241.3 x 104. 8 mm or 9.5 x 4.13 in.) envelope?

☐ Did you add the document, Addresses 2, to the print queue?

☐ Did you move the paper insertion gate to the manual-feed position?

☐ Did you return the paper insertion gate to the automatic-feed position?

Mr. Joe Simplewell
5102 Shady Oaks Lane
Friendswood, TX 79546

Ms. Josie Phillips
2653 San Andres Drive
Odessa, Arkansas 76733

If you had trouble, review this segment and try the Self-Test again.

Prerequisites:
You must have completed
Segment 1 in this lesson

4 You may not always want to go through the Print Document menu to print a document that has minor revisions. Instead, you can use trail print to print the document.

Trail print allows you to print each page immediately after the changes are made without using the Print Document menu.

Your goal for this segment is to be able to use trail print to print a document.

MINOR REVISIONS ONLY ON PAGES 12 & 21... I WON'T HAVE TO PRINT THE WHOLE THING...

REVISE P.12 & 21 ONLY
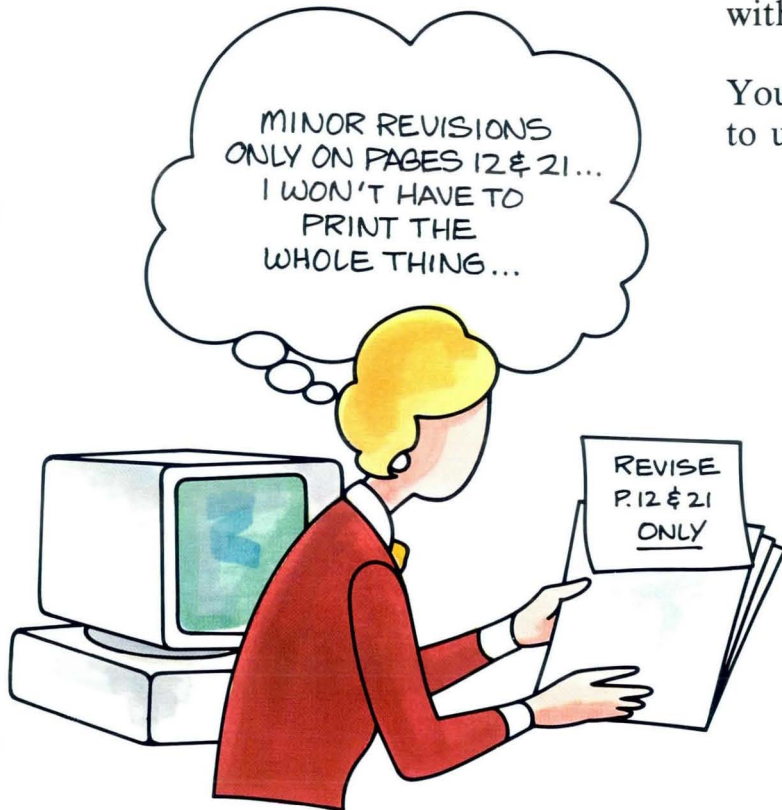
MAIN IDEA

Use trail print to print:

- One page at a time of a document you are creating.
- Selected pages of a document you are revising if the revisions do not affect page endings.

To trail print:

1. Type or revise the page you want to print.
2. Press **PRINT**.

Note: You cannot end the document and go on to other documents or tasks while the document is printing.

If you have enough information about trail print, go on to the Demonstration. If you would like more detail, read the Help that follows.

HELP

Use trail print to print:

- **One page at a time of a document you are creating.**
- **Selected pages of a document you are revising if the revisions do not affect page endings.**
  Suppose you are revising a multipage document and only a few pages require revision. If the revisions do not change page endings, you can use trail print to print just those pages that were revised. If the revisions require adding or deleting many lines of text, the page endings will change and you should not use trail print.

To trail print:

1. **Type or revise the page you want to print.**
   Type to the end of the page, or make any revisions on the page. The revisions must not affect page endings.

2. **Press PRINT.**
   The page is stored on the diskette and sent to the print queue.
   If you are printing a page from a document you are creating, a blank typing area appears.
   If you are printing a page from a document you are revising, the next page of the document appears.

Note: If a page is printing when you press END to end the document, the entire page must complete printing before the Typing Tasks menu displays.

Do not use trail print if you share a printer with other Displaywriter work stations. Trail print ties up the printer until the document is ended.
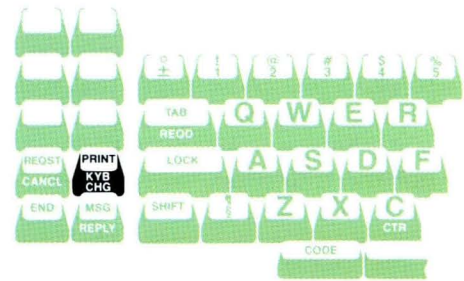
To print a document using trail print, go on to the Demonstration.

DEMONSTRATION

In this Demonstration you will trail print a part of a document. A document has been provided for you to revise. After you make the revisions, trail print the revised page.

Choose Revise to access the following document:

Document name: Writing Skills 2
Diskette name: TRAIN2

Insert *Technical Accuracy* **on page 2 as shown.**

Be sure to tab so that the cursor is directly under the *T* in *Typographical Errors*.
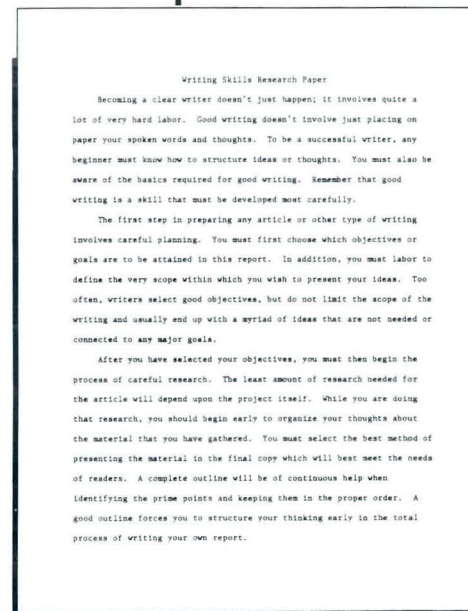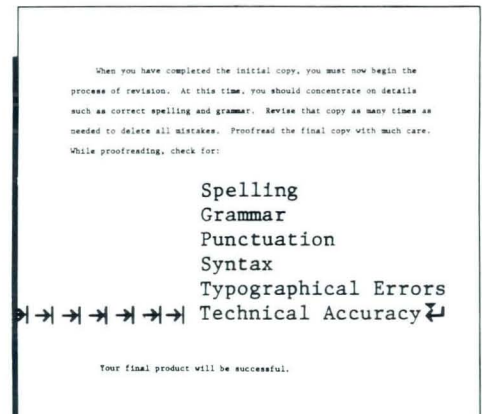
Press PRINT.

The printer activates and a message tells you that Writing Skills 2 has been added to the print queue.

Follow the prompts to print the revised page.

Once printed, you should have a copy of the second page of Writing Skills 2.

Press END.

When you have completed the initial copy, you must now begin the process of revision. At this time, you should concentrate on details such as correct spelling and grammar. Revise that copy as many times as needed to delete all mistakes. Proofread the final copy with much care. While proofreading, check for:

> Spelling
> Grammar
> Punctuation
> Syntax
> Typographical Errors
> Technical Accuracy

Your final product will be successful.

Writing Skills Research Paper

Becoming a clear writer doesn't just happen; it involves quite a lot of very hard labor. Good writing doesn't involve just placing on paper your spoken words and thoughts. To be a successful writer, any beginner must know how to structure ideas or thoughts. You must also be aware of the basics required for good writing. Remember that good writing is a skill that must be developed most carefully.

The first step in preparing any article or other type of writing involves careful planning. You must first choose which objectives or goals are to be attained in this report. In addition, you must labor to define the very scope within which you wish to present your ideas. Too often, writers select good objectives, but do not limit the scope of the writing and usually end up with a myriad of ideas that are not needed or connected to any major goals.

After you have selected your objectives, you must then begin the process of careful research. The least amount of research needed for the article will depend upon the project itself. While you are doing that research, you should begin early to organize your thoughts about the material that you have gathered. You must select the best method of presenting the material in the final copy which will best meet the needs of readers. A complete outline will be of continuous help when identifying the prime points and keeping them in the proper order. A good outline forces you to structure your thinking early in the total process of writing your own report.

To practice using trail print on your own, go on to the Self-Test.

SELF-TEST

In this Self-Test you will revise one page of a multipage document, then trail print the revised page.

    Access the following document:
    Document name: Presidents
    Diskette name: TRAIN2

- In the first line of the second paragraph on page 3, change *The New York Times* to *The New York Post*.
- In the first line of the last paragraph, delete Mr. Cullen's middle initial (T.).
- Trail print a copy of the revised page.

JEFFERSON

Some two centuries after the Founding Fathers penned their letters with quills that had to be sharpened and ink that was slow to dry, scholars and university presses, in this age of information, are still hard put to edit and publish their prodigious correspondence.

Yale, reports The New York Times, has been turning out the papers of Benjamin Franklin at the rate of one volume a year for 21 years -- with at least 30 more volumes still to come. Harvard is up to the 24th volume of the Adams Family Papers -- and expects some 76 more. While the papers of Alexander Hamilton, whose life and letter-writing were cut short by a duel, are happily in print, those of James Madison are still very much in the works. As are those of George Washington. Befitting the "father of his country," he turned out the largest body of correspondence of any of his compatriots, comprising some 100,000 items.

Of course, scholarly work, with its train of citations and cross-references, is necessarily slow. And budget cutbacks by the Administration are expected to impede these projects still further. But at Princeton University, Thomas Jefferson -- President, educator, political philosopher, architect, gentleman farmer and himself a fount of useful inventions -- is getting help from the computer.

In a lower floor office at the Firestone Library, Charles T. Cullen, who got his Ph.D. at the University of Virginia, which Jefferson

For Feedback, go on to the next page.

FEEDBACK

You should have a printed copy of just the revised page as illustrated.

If you have more than the revised page, you may have gone through the Print Document menu instead of pressing PRINT.

If you have the revised page with only one correction made, you pressed PRINT too soon.

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In a lower floor office at the Firestone Library, Charles Cullen, who got his Ph.D. at the University of Virginia, which Jefferson founded

Prerequisites:
You must have completed
Segments 1 and 3 in this
lesson

5 Suppose your supervisor gives you a printed document that needs to be mailed immediately and asks you to type an envelope for it.

This is a very short job that will not require revisions and does not have to be stored.

With the Displaywriter, you can print short jobs directly from the keyboard using the Key-To-Print function.

Because the procedure you use is different for the IBM 5218 or 5228 Printwheel Printer and the IBM 5215 Selectric Element Printer, this segment addresses each printer separately. Read only those sections that apply to your printer.

Your goal for this segment is to be able to print using Key-To-Print.

I DON'T
NEED TO STORE
THIS ...
... JUST AN ADDRESS
ON AN
ENVELOPE...

MAIN IDEA

Use Key-To-Print to print short jobs directly from the keyboard. The jobs are not stored on diskette.

To use Key-To-Print with an IBM 5218 or 5228 Printwheel Printer, follow these steps:

1. Select Key-To-Print Task in the Task Selection menu.

2. Load paper into the printer.

3. Choose Change Left Margin and Tabs in the Format Selection for Key-To-Print menu.

4. Press the ↓ and ↑ keys on the keyboard to position the paper vertically on the line where you want printing to begin.

5. Set the left margin and tabs in the Left Margin and Tabs for Key-To-Print menu.

6. Press ENTER twice to get to the Instructions for Key-To-Print menu.

7. Type the desired text.

Note: Automatic functions such as Auto Carrier Return, centering, and underlining are not available while using Key-To-Print.

8. Press ↓ on the keyboard to remove the page from the printer.

9. Press END.

To use Key-To-Print with an IBM 5215 Selectric Element Printer, follow these steps:

1. Select Key-To-Print Task in the Task Selection menu.
2. Load paper into the printer.
3. Align paper vertically to where you want printing to begin.
4. Choose Change Left Margin and Tabs in the Format Selection for Key-To-Print menu.
5. Set the left margin and tabs in the Left Margin and Tabs for Key-To-Print menu.
6. Press ENTER twice to get to the Instructions for Key-To-Print menu.
7. Type the desired text.

Note: Automatic functions such as Auto Carrier Return, centering, and underlining are not available while using Key-To-Print.

8. Remove the page from the printer.
9. Press END.

If you have enough information about Key-To-Print, go on to the Demonstration. If you would like more detail, read the Help that follows.

HELP

Use Key-To-Print to print short jobs directly from the keyboard. The jobs are not stored on diskette. For example, you may want to type an envelope or a label that does not have to be stored.

Since the screen does not show what is typed in the Key-To-Print task, you must see what is printing. Position the printer or the keyboard so you can see the typing line.

To use Key-To-Print with an IBM 5218 or 5228 Printwheel Printer, follow these steps:

1. **Select Key-To-Print Task in the Task Selection menu.**

2. **Load paper into the printer.**
   If you have a sheet-feed paper handler, use the alternate alignment mark to align the paper. This avoids damaging the paper and simplifies loading. Press Load at the printer.
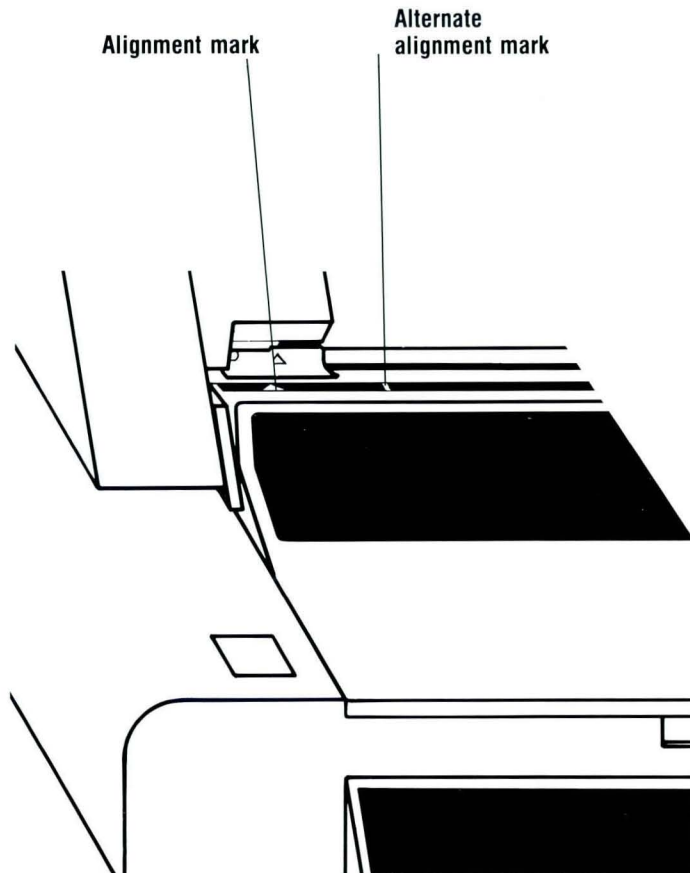
Alignment mark

Alternate alignment mark

3. Choose Change Left Margin and Tabs in the Format Selection for Key-To-Print menu.
The printwheel on the printer moves to the left margin.
The placement of the left margin and tabs depends on which paper alignment mark you used to align the paper. Therefore, you must watch the printwheel to determine the correct position.
Note: You can change typestyle or lines per cm. or inch by choosing Change Line Format.

4. Press the ↓ and ↑ keys on the keyboard to position the paper vertically on the line where you want printing to begin.
The top of the cardholder shows where the first line of printing will appear. The first character on that line prints to the right of the notch on the cardholder.
Use the ↑ and ↓ keys on the keyboard, as necessary, to align.

FORMAT SELECTION FOR KEY-TO-PRINT

ID	ITEM
a	Change Line Format
b	Change Left Margin and Tabs

Load paper
Align paper in either the LEFT MARGIN AND TABS FOR KEY-TO-PRINT menu or the INSTRUCTIONS FOR KEY-TO-PRINT menu using the ↑ or ↓ keyboard keys.

Make desired format changes.

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ¤
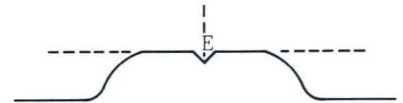
Base Line 5218 Printwheel Printer/5228 Wide-Carriage Printer

5. **Set the left margin and tabs in the Left Margin and Tabs for Key-To-Print menu.**
Instructions for setting the left margin and tabs appear in the menu. These instructions are similar to the ones you receive in the Margins and Tabs menu. Space or backspace to move the margin to a new setting. The printwheel moves as you space or backspace. Use the cursor movement keys to move the cursor to where you want a tab, then press TAB. The printwheel moves when you press the cursor movement keys.

LEFT MARGIN AND TABS FOR KEY-TO-PRINT

SET MARGIN: Use ← or → key to move cursor to left margin (≪).
Use SPACE bar or BKSP key to move margin.

SET TAB: Use ← or → key to move cursor to where you want tab; press TAB.

CLEAR TAB: Use ← or → key to move cursor to tab; press DEL.

MOVE TABS: Use ← or → key to move cursor to tab.
Use SPACE bar or BKSP key to move tabs.

SET ALL TABS: Use ← or → key to move cursor to left margin (≪).
Type number for spacing between tabs; press ENTER.

CLEAR ALL TABS: Use ← or → key to move cursor to left margin (≪); press DEL.

MOVE PAPER: Use ↑ or ↓ key on keyboard to move paper in the printer.

When finished, press ENTER.

---

6. **Press ENTER twice to get to the Instructions for Key-To-Print menu.**
This menu gives instructions for using the Key-To-Print task. The printwheel moves to the left margin, if necessary.

7. **Type the desired text.**
The paper indexes down as you type. If you pause, the paper indexes back up so you can see the last line of typing. When you begin to type again, the paper indexes back down.

Note: Automatic functions such as Auto Carrier Return, centering, and underlining are not available while using Key-To-Print.

8. **Press ↓ to remove the page from the printer.**
Follow the instructions in the Instructions for Key-To-Print menu to load additional sheets, if necessary.

INSTRUCTIONS FOR KEY-TO-PRINT

Before typing, be sure to:
Load paper.
Put on the correct printer element.

After completing a page:
Remove paper by using ↓ key on the keyboard.

To load an additional sheet:
Press STOP on the printer
Load paper.
Carrier return.
Align paper using ↑ or ↓ on the keyboard.

When finished with Key-To-Print, press END.

---

9. Press END.

When you press END, any changes you made to format settings during Key-To-Print return to the defaults.

To use Key-To-Print with an IBM 5215 Selectric Element Printer, follow these steps:
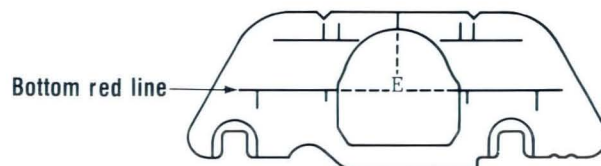
1. Select Key-To-Print Task in the Task Selection menu.

2. Load paper into the printer.

3. Align paper vertically to where you want printing to begin.

The bottom red line on the cardholder indicates where printing begins. The first character will be centered under the vertical red line.

Bottom red line

5215 "Selectric" Element Printer card holder

4. Choose Change Left Margin and Tabs in the Format Selection for Key-To-Print menu.

The printer element moves to the left margin. The placement of the left margin and tabs depends on which paper alignment mark you used to align the paper. Therefore, you must watch the printer element to determine the correct position.

Note: You can also change typestyle or lines per cm. or inch by choosing Change Line Format.

FORMAT SELECTION FOR KEY-TO-PRINT

ID	ITEM
a	Change Line Format
b	Change Left Margin and Tabs

Load paper
Align paper in either the LEFT MARGIN AND TABS FOR KEY-TO-PRINT menu or the INSTRUCTIONS FOR KEY-TO-PRINT menu using the ↑ or ↓ keyboard keys.

Make desired format changes.

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER:

5. **Set the left margin and tabs in the Left Margin and Tabs for Key-To-Print menu.**
Instructions for setting left margin and tabs appear in the menu. Space or backspace to move the margin to a new setting. The printer element moves as you space or backspace. Use the cursor movement keys to move the cursor to where you want a tab, then press TAB. The printer element moves when you press the cursor movement keys.

6. **Press ENTER twice to get to the Instructions for Key-To-Print menu.**
This menu gives instructions for using the Key-To-Print task. The printer element moves to the left margin, if necessary.

7. **Type the desired text.**
The paper indexes down as you type.

Note: Automatic functions such as Auto Carrier Return, centering, and underlining are not available while using Key-To-Print.

8. **Remove the page from the printer.**
Follow the instructions in the Instructions for Key-To-Print menu to load additional sheets, if necessary.

9. **Press END.**
When you press END, any changes you made to format settings during Key-To-Print return to the defaults.

To practice using Key-To-Print, go on to the Demonstration.

LEFT MARGIN AND TABS FOR KEY-TO-PRINT

SET MARGIN: Use ← or → key to move cursor to left margin (≪). Use SPACE bar or BKSP key to move margin.

SET TAB: Use ← or → key to move cursor to where you want tab; press TAB.

CLEAR TAB: Use ← or → key to move cursor to tab; press DEL.

MOVE TABS: Use ← or → key to move cursor to tab. Use SPACE bar or BKSP key to move tabs.

SET ALL TABS: Use ← or → key to move cursor to left margin (≪). Type number for spacing between tabs; press ENTER.

CLEAR ALL TABS: Use ← or → key to move cursor to left margin (≪); press DEL.

MOVE PAPER: Use ↑ or ↓ key on keyboard to move paper in the printer.

When finished, press ENTER. ¤

INSTRUCTIONS FOR KEY-TO-PRINT

Before typing, be sure to:
Load paper.
Put on the correct printer element.

After completing a page:
Remove paper by using ↓ key on the keyboard.

To load an additional sheet:
Press STOP on the printer
Load paper.
Carrier return.
Align paper using ↑ or ↓ on the keyboard.

When finished with Key-To-Print, press END.

DEMONSTRATION

In this Demonstration you will use Key-To-Print to address an envelope. You will need a standard-size envelope. Print the envelope and compare it with the one shown.

Don't worry about typos for this Demonstration. Instead, focus on using the Key-To-Print function.

Choose Go to Task Selection in the Typing Tasks menu.

The Task Selection menu appears.

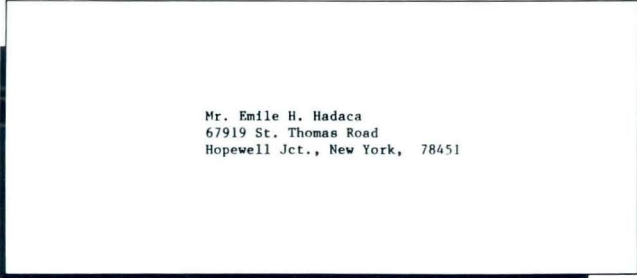**Choose Key-To-Print Task in the Task Selection menu.**

The Format Selection for Key-To-Print menu appears.

Insert the envelope into the printer.

For the sheet-feed paper handler, make sure the paper insertion gate is in the manual position. To avoid damaging the envelope, use the alternate alignment mark on the printer cover.

For the IBM 5218 or 5228 Printwheel Printer, press Load at the printer. The envelope advances to the top of the cardholder.

For the IBM 5215 Selectric Element Printer, insert the envelope. Then align it vertically where you want the address to begin.

```
Mr. Emile H. Hadaca
67919 St. Thomas Road
Hopewell Jct., New York,  78451
```

Choose Change Left Margin and Tabs in the Format Selection for Key-To-Print menu.

The printer element or printwheel moves to the left margin. For the IBM 5218 or 5228 Printwheel Printer, press ↓ and ↑ on the keyboard to align the envelope where you want the address to begin.

Set the left margin.

Watch the printwheel or printer element move as you press the space bar or BKSP. Release the space bar when the printwheel or printer element is where you want the left margin to be. Do *not* watch the scale line cursor.

Press ENTER twice to get to the Instructions for Key-To-Print menu.

The first time you press ENTER you return to the Format Selection for Key-To-Print menu. The second time you press ENTER the Instructions for Key-To-Print menu appears. The printer element or printwheel moves to the left margin, if necessary.

Type the following address:

Mr. Emile H. Hadaca
67919 St. Thomas Road
Hopewell Jct., New York 78451

As you type, notice that it takes a few seconds for
the characters to actually print. Notice, too, that if
you pause, the paper indexes up so you can see the
last line you typed.

Remove the envelope from the printer.

For the IBM 5218 or 5228 Printwheel Printer, press
↓ on the keyboard until the envelope is released from
the printer.

Press END to leave the menu.

To practice using Key-To-Print on your own, go on to
the Self-Test.

SELF-TEST

Here is a chance to try what you have learned in this segment. You will need another standard-size envelope.

Print the following address on the envelope using Key-To-Print:

Mr. Bob Jones
5212 Jay Street
Arvada, CO 80003
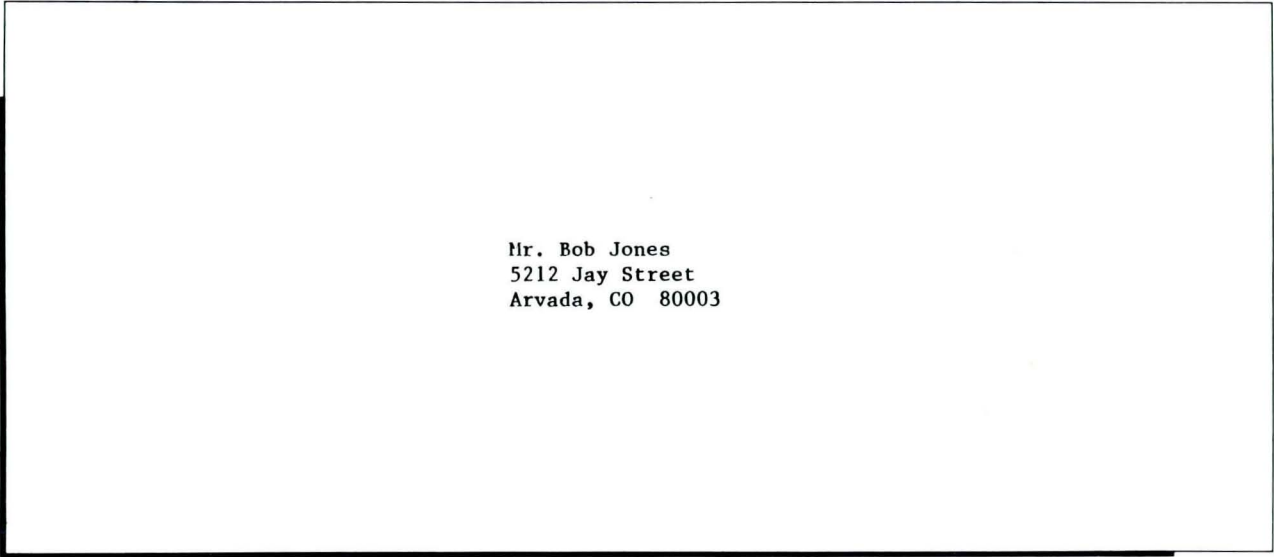
FEEDBACK

The envelope should be addressed, and the address should not be stored. The envelope should look something like the one shown. There is no need to worry about typos for this Self-Test. The important thing about the envelope is that the margins are correct and the envelope is addressed.

If your margins are incorrect, you may have skipped the Change Left Margin and Tabs for Key-To-Print menu. Or, you may have watched the scale line cursor instead of the printwheel or printer element to set your left margin.

```
                    Mr. Bob Jones
                    5212 Jay Street
                    Arvada, CO   80003
```

If you had trouble, review the segment and try the Self-Test again.

6

Occasionally, you may have to type on preprinted forms. A preprinted form is an existing document on which you must fill in blanks or boxes with typed information. In cases where the form is simple and the information in the form does not have to be stored, you may want to complete the form using Key-To-Print.

Your goal for this segment is to be able to complete forms using Key-To-Print.

WOULD YOU FILL IN THIS FORM? THERE'S NO NEED TO STORE IT...

MAIN IDEA

To complete a preprinted form using Key-To-Print, follow these steps:

1. Choose Key-To-Print Task in the Task Selection menu.
2. Load the form into the printer.
3. Choose Change Left Margin and Tabs in the Format Selection for Key-To-Print menu.
4. Reset the left margin.
5. Clear the old tabs and set new ones, if necessary.
6. Press ENTER twice to get to the Instructions for Key-To-Print menu.
7. Type the information on the form.
8. Remove the form from the printer.
9. Press END.

Note: The order of steps is critical. You may want to use the job aid when you perform this task.

If you have enough information about completing forms using Key-To-Print, go on to the Demonstration. If you would like more detail, read the Help that follows.

HELP

Key-To-Print enables you to align the printwheel or printer element on the printer instead of measuring with the conversion ruler.

To complete a preprinted form using Key-To-Print, follow these steps:

1. Choose Key-To-Print Task in the Task Selection menu.

The Format Selection for Key-To-Print menu appears.

2. Load the form into the printer.

If you have a 5218 or 5228 Printwheel Printer with a sheet-feed paper handler, use the alternate alignment mark to align the form. This avoids damaging the form and simplifies loading. Press Load at the printer.

3. Choose Change Left Margin and Tabs in the Format Selection for Key-To-Print menu.

The printwheel or printer element moves to the left margin.

On the 5218 or 5228 Printwheel Printer, press the ↓ and ↑ keys on the keyboard to position the paper vertically on the line where you want printing to begin.

FORMAT SELECTION FOR KEY-TO-PRINT

ID	ITEM
a	Change Line Format
b	Change Left Margin and Tabs

Load paper
Align paper in either the LEFT MARGIN AND TABS FOR KEY-TO-PRINT menu or the INSTRUCTIONS FOR KEY-TO-PRINT menu using the ↑ or ↓ keyboard keys.

Make desired format changes.

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: ¤

Alignment mark   Alternate alignment mark
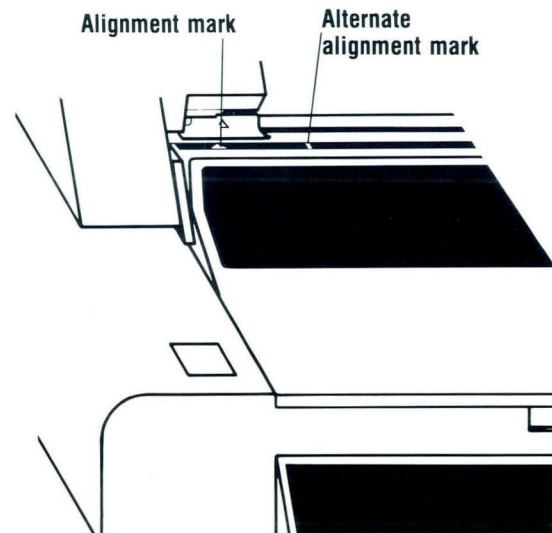
4. Reset the left margin.
The placement of the left margin and tabs depends on which paper alignment mark you used to align the paper. Therefore, you must watch the printwheel or printer element to determine the correct position. It moves as you press the space bar or BKSP.

5. Clear the old tabs and set new ones, if necessary.
Use the ↓ key to move down the form to see where to set tabs for the various lines. Use the → and ← keys to move across the form to where you want to set a tab. Then set the tabs. Use the ↑ key to return to the first typing line and the ← key to return to the left margin.
Note: If you are typing only one form, you may not want to set tabs for the various lines. Instead, you can just space over to the appropriate place as you type the form.

6. Press ENTER twice to get to the Instructions for Key-To-Print menu.
This menu gives instructions for using the Key-To-Print task. The printwheel or printer element moves to the left margin, if necessary.

LEFT MARGIN AND TABS FOR KEY-TO-PRINT

SET MARGIN: Use ← or → key to move cursor to left margin («).
Use SPACE bar or BKSP key to move margin.

SET TAB: Use ← or → key to move cursor to where you want tab; press TAB.

CLEAR TAB: Use ← or → key to move cursor to tab; press DEL.

MOVE TABS: Use ← or → key to move cursor to tab.
Use SPACE bar or BKSP key to move tabs.

SET ALL TABS: Use ← or → key to move cursor to left margin («).
Type number for spacing between tabs; press ENTER.

CLEAR ALL TABS: Use ← or → key to move cursor to left margin («);
press DEL.

MOVE PAPER: Use ↑ or ↓ key on keyboard to move paper in the printer.

When finished, press ENTER.

INSTRUCTIONS FOR KEY-TO-PRINT

Before typing, be sure to:
Load paper.
Put on the correct printer element.

After completing a page:
Remove paper by using ↓ key on the keyboard.

To load an additional sheet:
Press STOP on the printer
Load paper.
Carrier return.
Align paper using ↑ or ↓ on the keyboard.

When finished with Key-To-Print, press END.

7. Type the information on the form.
Use TAB to tab across each line to get to the approximate area where the information is to go. For exact horizontal alignment, use the →] and [← keys to move the cursor in very small increments. Press RETURN to go to the next line. For exact vertical alignment, use the ↙ and ↖ keys to move the cursor in very small increments.

8. Remove the form from the printer.
If you have an IBM 5218 or 5228 Printwheel Printer, use the ↓ key to remove the form from the printer.
If you have another form to complete, follow the instructions in the Instructions for Key-To-Print menu to load an additional sheet. Repeat Steps 7 and 8.

9. Press END.
When you press END, any changes you made to format settings during Key-To-Print return to the defaults.

Note: The order of steps is critical. You may want to use the job aid when you perform this task. If you make an error, press END and begin again from Step 1.

To practice completing forms using Key-To-Print, go on to the Demonstration.

DEMONSTRATION

In this Demonstration you will complete the illustrated form using Key-To-Print. Before you begin, make a copy of the form at the end of this segment on a photocopier. Do *not* cut out the form. Do not worry about typos for this Demonstration.

NEW EMPLOYEE DATA SHEET

NAME   Barnes   Wanda   Jean
       LAST   FIRST   MIDDLE

ADDRESS 28 House Street Dallas, Texas 76023
         STREET   CITY/STATE   ZIP CODE

HOME PHONE (816) 293-1709   SOCIAL SECURITY 123-45-6789

DATE OF BIRTH 1/11/43   MARITAL STATUS Married

NAME OF SPOUSE Franklin   NUMBER OF CHILDREN 2

IN CASE OF EMERGENCY NOTIFY: Franklin Barnes

RELATIONSHIP Husband   PHONE # (816) 684-2993

****
(for Personnel use only)

EMPLOYMENT DATE _____   STARTING SALARY _____

JOB TITLE _____   DIVISION _____

Choose Key-To-Print Task in the Task Selection menu.

The Format Selection for Key-To-Print menu appears.

Load the form into the printer.

If you have an IBM 5218 or 5228 Printwheel Printer with a sheet-feed paper handler, use the alternate alignment mark to align the form. Press Load at the printer.

The form advances in the printer.

To set the left margin and tabs:

Choose Change Left Margin and Tabs in the Format Selection for Key-To-Print menu.

The printwheel or printer element moves to the left margin.

If you have a 5218 or 5228 Printwheel Printer, press the ↓ and ↑ keys to align the paper so you can see the first line to be completed.

Reset the left margin.

The left margin should be at the beginning of the form's text. Watch the printwheel or printer element, *not* the scale line cursor, to determine the correct position for the left margin.

Clear all tabs.

Set new tabs.

Use the ↓ key to move down the page to see each heading.

Use the → and ← keys to move across the form to where you want to set a tab. Be sure to watch the printwheel or printer element to determine the correct tab positions.

To complete the form:

Return to the first typing line using the ↑ key and to the left margin using the ← key.

Note: If you move too far down the page and you cannot use the ↑ key to return to the first typing line, press ENTER, then END, and begin again.

Press ENTER twice to get to the Instructions for Key-To-Print menu.

The first time you press ENTER you return to the Format Selection for Key-To-Print menu. The printwheel or printer element moves to the left margin, if necessary.

Complete the form using the information shown.

Remember to use the tabs that you just set up.

If you tab too far, press BKSP to move the printwheel or printer element to the left.

Remove the form from the printer.

If you have an IBM 5218 or 5228 Printwheel Printer, use the ↓ key to release the form from the printer.

Press END to leave the Instructions for Key-To-Print menu.

To practice completing forms using Key-To-Print on your own, go on to the Self-Test.

NEW EMPLOYEE DATA SHEET

NAME **Barnes** **Wanda** **Jean**
_____
LAST   FIRST   MIDDLE

ADDRESS **28 Howse Street Dallas, Texas 76023**
_____
STREET   CITY/STATE   ZIP CODE

HOME PHONE **(816) 293-1709**   SOCIAL SECURITY **123-45-6789**

DATE OF BIRTH **1/11/43**   MARITAL STATUS **Married**

NAME OF SPOUSE **Franklin**   NUMBER OF CHILDREN **2**

IN CASE OF EMERGENCY NOTIFY: **Franklin Barnes**

RELATIONSHIP **Husband**   PHONE # **(816) 684-2993**

****
(for Personnel use only)

EMPLOYMENT DATE _____   STARTING SALARY _____

JOB TITLE _____   DIVISION _____

SELF-TEST

As a Self-Test, practice using Key-To-Print to complete
forms you use in your work.

*For some feedback on how you did, go on to the next
page.*

FEEDBACK

If you had any difficulty completing your forms using
Key-To-Print, ask yourself the following questions:

☐ Did you execute all the steps in exactly the same
  order as you did in the Demonstration?

☐ Did you press ENTER twice to get to the
  Instructions for Key-To-Print menu?

☐ Did you clear all your old tabs?

*If you had trouble, review the segment and try the Self-
Test again.*

NEW EMPLOYEE DATA SHEET

NAME _____
    LAST   FIRST   MIDDLE

ADDRESS _____
    STREET   CITY/STATE   ZIP CODE

HOME PHONE_____ SOCIAL SECURITY _____

DATE OF BIRTH _____MARITAL STATUS _____

NAME OF SPOUSE _____ NUMBER OF CHILDREN _____

IN CASE OF EMERGENCY NOTIFY: _____

RELATIONSHIP _____ PHONE # _____

****
(for Personnel use only)

EMPLOYMENT DATE _____ STARTING SALARY _____

JOB TITLE _____ DIVISION _____

Prerequisites:
You must have completed
Segments 1 and 2 in this
lesson

7

The IBM 5218 and 5228 Printwheel Printers make it possible for two or three work stations to share one printer.

When two or more work stations share a printer, the printing process changes in several ways. This segment presents information on printing in a shared environment. Take this segment only if you share a printer with other Displaywriters. You will learn about:

- The relationship between the printer and the various work stations.
- How to print a rush job.
- The procedure for starting the printer from the work station.
- The procedure for requesting and releasing the printer.
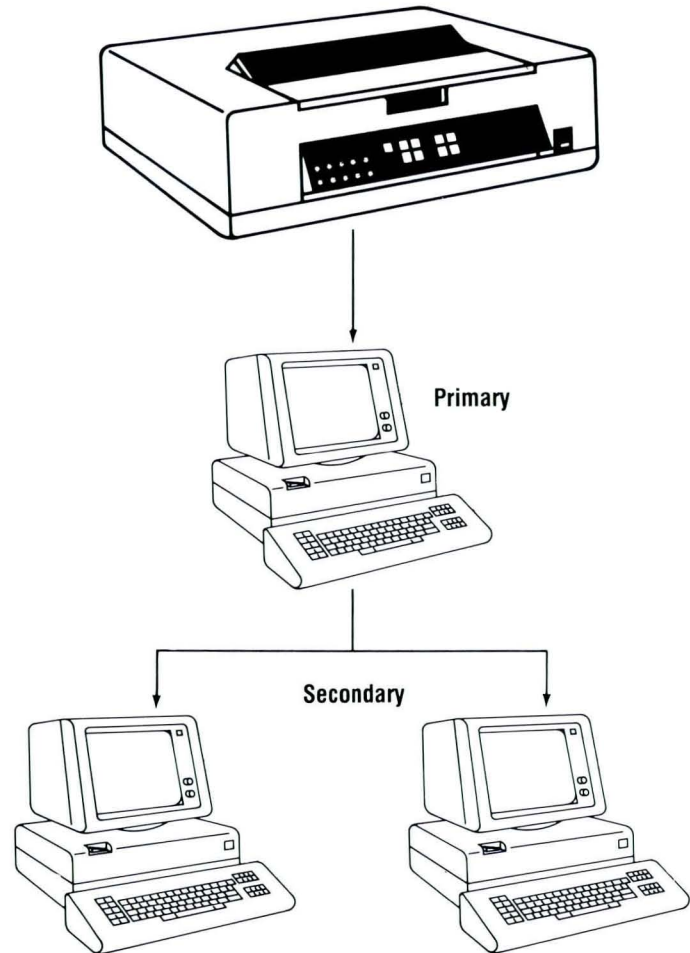- The issues to consider in establishing procedures for printer use.

Your goal for this segment is to be familiar with the adjustments necessary to print in a shared environment.

MAIN IDEA

Interaction Between the Printer and the Work Stations

In a shared printer environment, one work station is directly connected to the printer. This is called the primary work station. All other work stations are secondary and are not connected directly to the printer.

The secondary work stations can perform all tasks independently except printing. Each work station still has its own print queue which will hold up to six documents. Each work station can use the Textpack Request Tasks menu to queue documents to print, display the print queue, change the print order, and cancel printing of documents in its own print queue. All the printing options you learned about earlier are available to each work station. Printer messages go only to the work station whose job is printing.

Primary

Secondary

When you print in a shared environment, the *primary* work station must have the power turned on and the Volume 1 program diskette loaded before *any* of the work stations can print. In turning the power on at the primary work station, the power to the printer should be turned on first, then the power to the electronics module.

To determine if a work station is primary, look at the information card located in the recessed area above the keys. If Shared Printer is filled in, the work station is secondary, *not* primary.

	Kyb _ _ _	Serial Number

IBM

Displaywriter System Information Card

SYSTEM CONFIGURATION

☐ Electronics Module
☐ Display Module
☐ Keyboard Module
☐ Diskette Unit
☐ Memory _ _ _ _
☐ Printer _ _ _ _

☐ Sheet Feed Paper Handler
☐ Tractor Feed
☐ Shared Printer
☐ Shared Printer Capability
☐ Mag Card Unit
☐ Communications

Serial Number
_ _ _ _　_ _　_ _ _ _ _ _ _
└─Access Code─┘

Communications ID _

G544-2001-0
P/N 2684616

If you try to print when the primary work station has not been turned on and the Volume 1 program diskette has not been loaded, the message "Turn printer power on" appears.

The first work station to queue a document to print is automatically assigned the printer. As long as the printer is assigned to your work station, it will print all the documents in your print queue. Any documents you add to the print queue before it is empty are printed before the printer is released to another work station.

When all the documents in one print queue are printed, the Displaywriter automatically releases the printer to another work station. The printer then begins printing jobs for other work stations in the order in which documents were queued to print. The system prints all documents in one print queue before printing documents from another print queue.

Do not use trail print when you share a printer because this function ties up the printer until the document is ended.

Doc. 1
Doc. 2
Doc. 3

Doc. 4
Doc. 5
Doc. 6

Doc. 7
Doc. 8
Doc. 9
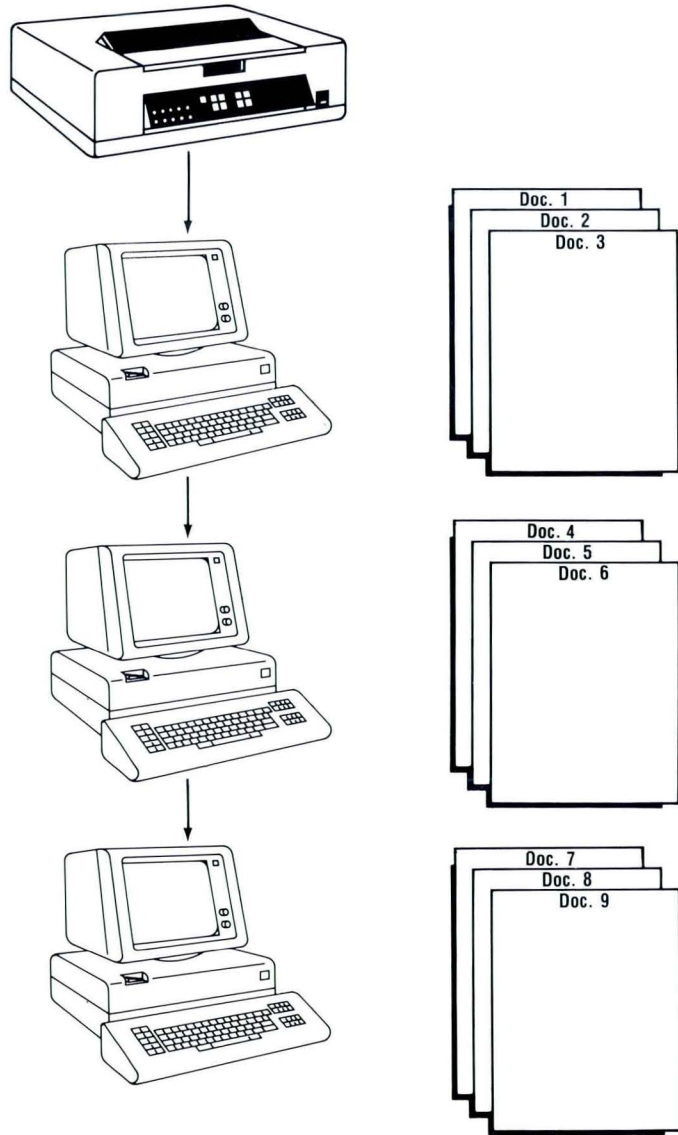
Requesting and Releasing the Printer

To request the printer:

1. **Press REQST.**
2. **Choose Request Printer in the Textpack Request Tasks menu.**

```
                    TEXTPACK REQUEST TASKS

ID    ITEM

a     Print Document
b     Display Print Queue or Cancel Print Job
c     Change Printing Order

d     Display Index of Diskette Contents

e     Continue Printing With Element Now on Printer

f     Request Printer
g     Release Printer
h     Start Printer
i     Store Saved Keystrokes
j     Recall Saved Keystrokes


Type ID letter to choose ITEM; press ENTER:  ¤
```

To release the printer:

1. **Press REQST.**
2. **Choose Release Printer in the Textpack Request Tasks menu.**

Whenever you request the printer, be sure to also release it so the printer will be available to print documents from the other work stations.

```
                    TEXTPACK REQUEST TASKS

ID    ITEM

a     Print Document
b     Display Print Queue or Cancel Print Job
c     Change Printing Order

d     Display Index of Diskette Contents

e     Continue Printing With Element Now on Printer

f     Request Printer
g     Release Printer
h     Start Printer
i     Store Saved Keystrokes
j     Recall Saved Keystrokes


Type ID letter to choose ITEM; press ENTER:  ¤
```

Printing a Rush Job

You can print a rush job by asking the work stations that have jobs queued to print to release the printer. Follow these steps:

1. **Queue the rush document.**
   If other documents are in your print queue, change the printing order to place the rush document at the beginning of the queue.

2. **Have the work stations that have jobs queued to print release the printer.**
   When the current document finishes printing, the rush document prints.

3. **Release the printer back to the original work station.**
   As soon as the rush document begins to print, release the printer. When the rush document is printed, the printer returns to printing documents in the queues of the other work stations in the correct sequence. The other work stations do not have to requeue their documents to print.

Starting the Printer from the Work Station

If the printer has a sheet-feed paper handler, you can start the printer from any work station instead of pressing Start at the printer. When the message to load paper and start the printer appears:

1. **Press REQST.**
2. **Choose Start Printer in the Textpack Request Tasks menu.**

TEXTPACK REQUEST TASKS

ID   ITEM

a   Print Document
b   Display Print Queue or Cancel Print Job
c   Change Printing Order

d   Display Index of Diskette Contents

e   Continue Printing With Element Now on Printer

f   Request Printer
g   Release Printer
h   Start Printer
i   Store Saved Keystrokes
j   Recall Saved Keystrokes

Type ID letter to choose ITEM; press ENTER: ¤

Establishing Procedures

If you are printing in a shared printer environment, it is important to establish printing procedures and communication among operators. Some of the important issues are:

Scheduling long printing jobs. If you have a very long document or a number of documents to print, schedule a time to print that will have the least effect on the other operators. Tell the other operators when you have scheduled a long job so they will know the printer will not be available for a while.

Automatic paper-handling considerations. If you have a sheet-feed paper handler, decide with the other operators what kind of paper to keep loaded. For example, you may want to load plain bond in the top tray and letterhead bond in the lower tray.

Set procedures for operators who want to change to a different type or size of paper.

Decide who will add paper when the trays are empty. The work station using the printer at the time will get the message to load paper. You may want the operator who gets the message to load the paper, or you may want to set up a different procedure.

Printwheels. Decide if different printwheels may be used and who will be responsible for changing the printwheels.

Distribution of printed documents. You can use footers
to identify the operator who typed the document and
the diskette the document is on.

```
                    LIBRARY REFERENCE SERVICE

Inquiry Recorders
     "Library Reference Service.  May I help you?"  Each day of the week
hundreds of callers receive this brisk and cheerful greeting from a
small group of LRS staff members called "inquiry recorders."  These
specialists are the voice and ears of the LRS telephone and are,
therefore, in a unique position from which to see the entire activity of
the Service -- the department of the library that carries the primary
responsibility for responding to informational and research needs.
How They Learn
     During the first few days on the job, the novice inquiry recorder
is usually bewildered by the calls and letters that come in.  There are
requests for background or briefing papers, for analytical studies, and
for pro and con arguments on a host of issues.
     In time the new inquiry recorder learns to cope with this myriad of
requests; she or he learns how the Service is organized, where the
experts are located, and how inquiries are treated.
Types of Requests
     One of the first things a new inquiry recorder comprehends is that
essentially, the service deals in two basic types of requests.
     The first, called the research inquiry, is substantive in character
and requires analysis and evaluation by a trained specialist in a
particular subject field.
     The second type, called the reference inquiry, is predominantly
factual and informative in nature, requiring a search of appropriate
literature by staff knowledgeable about the resource materials in a
field.
```

**Operator's
initials and
name of
diskette** ──────── MTC/BUDGET

Decide who will pick up the documents from the printer. For instance, all operators may pick up their own work, or operators may take turns picking up the work.

Decide when or how the documents should be picked up. You may want to schedule pickups or have the work picked up as each queue finishes printing.

There is no Help, Demonstration, or Self-Test for this segment.

CONTENTS

10 PITCH

The POSSIBLE CHOICES for 10 pitch is changed from $1 - 31$ to $1 - 39$. If you use the IBM 6670 to print, typestyle **37** will give you Courier 10 with Elongated Hyphen Overstrike. Refer to the *IBM 6670 Information Distributor General Information,* G544-1006, for a list of available fonts. This change affects the following menus:

- FOOTNOTE FORMAT (Textpack 6 only)

- FORMAT SELECTION (when using CHG FMT key within a line)

- LINE FORMAT

- LINE FORMAT FOR KEY-TO-PRINT.

10 Pitch

COMBINED FEATURE SELECTION

In Textpack 4 and Textpack 6, you may now see additional features listed in the COMBINE FEATURE SELECTION menus (for creating or updating a Combined Program Diskette). If you have one of the following features, you may choose to place it on a Combined Program Diskette:

- 3270 AW Feature

- 3270 AW/DX Feature

- 3277 Emulation

- Chartpack.

Combined Feature Selection

FOOTNOTE/OUTLINE

If you use the footnote and outline functions available with Textpack 6, you may find the following additional information helpful.

FOOTNOTE INFORMATION

The additional footnote information is divided into the following categories:

- Blank footnote space

- Footnote format changes

- Footnotes stored in a different document

- Resolving footnotes.

Blank Footnote Space

The system always tries to put a footnote on the same page as the reference to it in the body text. Sometimes this causes an extra amount of blank space.

Be aware that the actual area of footnotes on a page is four lines larger than the maximum number of footnote lines per page that you choose. The four lines are:

1. Blank line above separator line

2. Separator line

3. Blank line below separator line

4. Blank line at bottom of page.

In order to limit the amount of blank space between the body text and the footnote text, the system may reduce the maximum number of footnote lines per page. This may cause the footnote to be continued on the next page.

Footnote Format Changes

At the left margin in a footnote page, you can press CHG FMT and change the line format, margins, and tabs in that footnote only.

Footnotes Stored in a Different Document

When the system resolves footnotes that are stored in a different document, it uses page numbers as references. Therefore, when you store footnotes in a different document, you should revise the document and choose Preserve Page Endings 1 (Yes) in the CREATE OR REVISE DOCUMENT menu.

Resolving Footnotes

When you resolve footnotes, choose Adjust Page Endings 1 (Yes).

OUTLINES

The following is information about resolving outlines.

Resolving Outline Entries

When you resolve outline entries, choose adjust Page Endings 1 (Yes).

EXTENDED DICTIONARY

INTRODUCTION

The Extended Dictionary on your Textpack 6 Vol. 04 program diskette gives you a much larger dictionary than the standard dictionary that is on your Textpack 6 Vol. 02 program diskette. You can use the Extended Dictionary when you check the spelling in a document. When you check your spelling and use the CODE + AID function, you can use the Extended Dictionary to help find alternate spellings.

The following segment is divided into three sections:

1. This "INTRODUCTION" contains the requirements and prerequisites for using the Extended Dictionary.

2. The "TRAINING EXERCISE" provides a learning exercise on how to use the Extended Dictionary to check the spelling in a document.

3. "ADDITONAL INFORMATION" contains step-by-step procedures for other changes to the Textpack 6 spelling task using the Extended Dictionary. You will also find a discussion of menu options.

Requirements

To use the Extended Dictionary to provide you with a list of alternate spellings, you must be able to load the Extended Dictionary and the document you are checking at the same time. Therefore you will need a Dual Diskette Unit; or, if you have a Single Diskette Unit, you will need:

- A 1/2D Diskette Drive
- A Combined Program Diskette with all four Textpack 6 volumes on it
- The document you are going to check on the Combined Program Diskette.

Prerequisites

Before you use this segment, you should complete all of your training on:

- Checking spelling
- Using the AID key
- Creating supplemental dictionaries
- Creating a document of supplemental words
- Storing a supplement on a program diskette.

Note: The Extended Dictionary can be used both to check spelling and to search for alternate spellings. If you want to use it, it must be loaded before the spelling check can begin. Because the Extended Dictionary is larger than the standard dictionary, it may take you longer to check spelling with it.

IF YOU HAVE THE IBM EXTENDED SPELLING DICTIONARY – LEGAL, YOU CAN USE IT INSTEAD OF YOUR TEXTPACK 6 VOL. 04 PROGRAM DISKETTE.

TRAINING EXERCISE

The following exercise provides a step-by-step procedure for using the Extended Dictionary to check spelling in a sample document.

Note: This exercise assumes you are using a Dual Diskette Unit and all 4 Textpack 6 program diskettes.

- If you are using a Combined Program Diskette, you will not need to insert the different volumes indicated.
- If you are using Single Diskette Unit, you will need to create the following document on your Combined Program Diskette. (See "Requirements" on the previous page.)

1. Use one of your own work diskettes, and create the following document. Name it **tropical fruits**.

```
    One of the finest fruits on the market today is the mango, which is
a fruit from the tropics.  Mangos are becoming more and more popular all
over the land.  The papaya is also a very good tropical fruit that has
lots of vitamins and is good to eat.  A carambola is quite a strange
looking fruit.  It has a waxy appearance and contains a solid meat.  The
cherimoya, or custard apple, is shaped like a large strawberry and is
green in color and oval in shape.  The fruit is not very attractive, but
has a delicious and delicate flavor.  The kiwi fruit, or Chinese gooseberry,
is grown in New Zealand; thus the name "kiwi" has been given
to this fruit in honor of the native kiwi bird.  The taste is mild and
quite enjoyable.
    The celery root has an ugly appearance.  The outside of the root is
deceiving; inside the ugly wrapping lies a great surprising flavor treat
for vegetable lovers.  Fine Jerusalem artichokes, also known as sunchokes,
have lots of uses.  The crispy, crunchy food has a nutlike
flavor and makes a great finger food.  A jicama is sometimes known as a
Mexican or Chinese potato.  The brownish vegetable looks like a raw
turnip.  The crispy and crunchy taste treat is quite good when served
with a dip of some sort.
```

2.　Press END to end the document, and go to the TASK SELECTION menu. In the TASK SELECTION menu, do the following:

    a.　Insert Vol. 02 if you have not already done so.

    b.　Choose Spelling Tasks in the TASK SELECTION menu.

3.　Choose Check Document in the SPELLING TASKS menu, and type the name of the document you are checking.

In this exercise, you check spelling for a complete document. When the system finds a word it does not recognize, it interrupts the spelling check and highlights that word. When it finds a word that it knows can be hyphenated, it interrupts the spelling check and highlights the place in that word that is a known hyphenation point and is closest to, and to the left of, the right margin. The document is paginated.

Make the following choices in the CHECK DOCUMENT menu:

a. Choose Kind of Spelling Check **1** (Prompted).

b. Leave System Page Number(s) **blank**.

c. Choose Hyphenation/Pagination **1** (Yes).

d. Choose Dictionary **2** (Extended).

4. Remove Vol. 02, and insert Vol. 04.

5.   Press ENTER, and make the following choices in the HYPHENATE AND PAGINATE DOCUMENT menu:

   a.   Choose Dictionary Hyphenation **1** (Prompted).

   b.   Choose Paginate, Hyphenate, Spell Check From Page **1**.

   c.   Choose Paginate On Exact Line Count **2** (No).

   d.   Choose Print Paginated Pages **2** (No).

   e.   Since you will not be printing this document, you do not need to make any choice for Paper Handling.

6.   Press ENTER, and the system will start to check spelling.

   Notes:

   a.   You may press END and the Check Document task will end.

   b.   You may press REQST, and the TEXTPACK REQUEST TASKS menu will display the next time the system stops to prompt you, or at the end of a page, whichever comes first.

   c.   While the system is checking spelling, it may prompt you twice at the same word. It may stop for a word that it does not recognize; then it may stop at a point in the same word and prompt you for a hyphenation decision.

7.   You have several options when the system highlights a word that it does not recognize.

   •   Press SPELL. When you press SPELL, the highlighting remains but the system continues to check spelling for the rest of the document. You might want to revise the document later and check or change the word.

   •   Press ENTER. When you press ENTER, you are telling the system that the word is correctly spelled. The word is put into the spelling supplement, and the system will not stop for that word again. When the system is finished checking spelling, you can store the supplement on your program diskette (and make it a part of the Extended Dictionary) or create a document of supplemental words and store that document on a work diskette.

   •   Retype the word correctly and press ENTER. When you do, the new spelling will replace the one that the system did not recognize. When you press ENTER again, the system continues to check spelling for the rest of the document.

   •   Press CODE + AID. The system will use the Extended Dictionary (and any supplement you may have loaded) to check for alternate spellings for the highlighted word. If the system provides you with a list, you may choose an alternate spelling without retyping.

       —   When the system gives you a list of alternate spellings, and you see the correct one in the list: type the ID of the correct spelling; and press ENTER enough times to get the word into the document and continue the spelling check.

       —   When the list of alternate spellings does not contain the word you need, press CODE + CANCL to return to the document. You may then choose one of the other options listed above.

8.   When the system stops for a word, compare the highlighted word on your screen with the document you used to type from. When the system highlights a word, but it is spelled correctly, you should press ENTER. The following words are spelled correctly:

```
carambola
cherimoya
gooseberry
jicama
kiwi
nutlike
sunchokes
waxy
```

When the system is finished checking spelling, the SPELLING TASKS menu will display.

9.   Create a document of supplemental words. Name it **tropical spelling**. Make sure that you store the document on your work diskette.

10. Print **tropical spelling**. It should contain the following words:

```
carambola
cherimoya
gooseberry
jicama
kiwi
nutlike
sunchokes
waxy
```

Note: If you want to compare the number of words highlighted by the Extended Dictionary and those highlighted by the standard dictionary: repeat the above steps, except choose Dictionary **1** (Standard) in the CHECK DOCUMENT menu; you will not need Vol. 04. When you do, you will discover that the standard dictionary recognizes fewer words than the Extended Dictionary.

ADDITIONAL INFORMATION

You can also create a supplement and, by storing it on the Extended Dictionary program diskette, or by loading it, use it and the Extended Dictionary to help find alternate spellings. In the CHECK DOCUMENT DEFAULTS menu, a Textpack Program Diskette task, you can choose to have the Extended Dictionary (and accompanying supplement) loaded each time you load Spelling Tasks.

Adding a Supplement to the Extended Dictionary

You can add a supplement to the Extended Dictionary. You will then be able to use it to check spelling and search for alternate spellings.

1. If you do not have a duplicate Extended Dictionary program diskette, create one now.

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

2. Create a supplemental dictionary by checking the spelling of a document or by creating a document to be used as a supplement. Remember these points:

    *   You can store approximately 16,000 characters on your Extended Dictionary program diskette.
    *   Be sure to type **all** of the forms (singular, plural, possessive, etc.) of a word that you will use.
    *   Make certain that capitalization is correct.
        -   If the word can be spelled correctly with or without capital letters, use all small letters to type it.
        -   If the word is always capitalized, capitalize it.
        -   Some abbreviations, such as UNESCO, should be typed in all capital letters.
    *   Type syllable hyphens where you want the system to be able to hyphenate.

3.   Go to the SPELLING TASKS menu.

4.   Choose Store Supplement on Program Diskette.

The system will prompt you for a diskette. If you are using the Extended Dictionary, the system will automatically use the Extended Dictionary program diskette.

5.   The supplement you store with the Extended Dictionary will be loaded each time you load the Extended Dictionary.

Using SPELL Key or Menu Bypass to Check Spelling

When the system leaves Spelling Tasks, any supplement that may have been created by a spelling check will be deleted. If you want the system to create a supplement so that you can store it on a program diskette or create a document of supplemental words, you must check spelling by choosing Spelling Tasks in the TASK SELECTION menu.

Program Diskette Defaults

You can change your program diskette defaults so that the Extended Dictionary (instead of the standard dictionary on Vol. 02) will be loaded each time you choose the Spelling Tasks.

1. Go to the TEXTPACK PROGRAM DISKETTE TASKS menu.

2. Choose Change Check Document Defaults.

3. In the CHECK DOCUMENT DEFAULTS menu, choose Dictionary **2** (Extended).

4. The system will automatically IPL when you return to the TASK SELECTION menu.

5. Whenever you choose Spelling Tasks, the system will load the Extended Dictionary from your Extended Dictionary program diskette.

Combined Program Diskette

You can use the Extended Dictionary with your other Textpack 6 program diskettes when you create a Combined Program Diskette.

1. Choose Spelling Aid **1** (Yes) in the COMBINE FEATURE SELECTION menu.

2. Press ENTER when you are finished with the menu.

3. When the system prompts for the Spelling Aid Program Diskette, insert the Extended Dictionary program diskette.

Menu Options in Spelling Tasks

There are many ways you can use the Extended Dictionary in Spelling Tasks, depending on the choices you make in the following menus:

- CHECK DOCUMENT

- HYPHENATE AND PAGINATE

- SPELLING TASKS

CHECK DOCUMENT

Choose Check Document in the SPELLING TASKS menu to go to the CHECK DOCUMENT menu.

ITEM	POSSIBLE CHOICES	EXPLANATION
Kind of Spelling Check	1 = Prompted	Choose a prompted spelling check when you want the system to highlight words for spelling verification.
	2 = Automatic	Choose to do an automatic spelling check, and any words that the system cannot recognize will be highlighted. You can do an automatic spelling check and come back to the document later to verify spellings.
	3 = None	Choose none, and the system will not check your spelling.
System Page Numbers	[blank]	Leave YOUR CHOICE blank, and the system will check all the pages in a document. In the HYPHENATE AND PAGINATE DOCUMENT menu, you can choose a starting page other than 1.

ITEM	POSSIBLE CHOICES	EXPLANATION
	[up to 10 page numbers separated by a space]	You can choose up to 10 specific pages from any one document to be checked for spelling at any one time.

Note: When you choose any System Page Numbers as opposed to leaving YOUR CHOICE **blank,** you must choose Hyphenation/Pagination 2 (No). The system will not allow you to check spelling for specific pages, hyphenate, and paginate all at the same time.

ITEM	POSSIBLE CHOICES	EXPLANATION
Hyphenation/Pagination	1 = Yes	You can hyphenate and paginate at the same time.
	2 = No	The system can check spelling without hyphenating or paginating.
Dictionary	1 = Standard	When you choose the standard dictionary, the system will use the smaller dictionary and any standard 4500-character supplement that is loaded along with Spelling Tasks on your Vol. 02 program diskette.

ITEM	POSSIBLE CHOICES	EXPLANATION
	2 = Extended	When you choose the Extended Dictionary, the system will use the larger dictionary and the larger 16,000-character supplement on the same program diskette both when you check spelling and when you press CODE + AID.

HYPHENATE AND PAGINATE

When you press ENTER to leave the CHECK DOCUMENT menu, the HYPHENATE AND PAGINATE menu will display if Hyphenation/Pagination 1 (Yes) in the CHECK DOCUMENT menu.

If you chose not to hyphenate or paginate, the spelling check begins immediately when you press ENTER to leave the CHECK DOCUMENT menu. You will not see the HYPHENATE AND PAGINATE DOCUMENT menu.

ITEM	POSSIBLE CHOICES	EXPLANATION
Dictionary Hyphenation	1 = Prompted	Choose prompted dictionary hyphenation and the system can stop at the point in a word that is a known hyphenation point and is closest to, and to the left of, the right margin.

ITEM	POSSIBLE CHOICES	EXPLANATION
	2 = Automatic	Choose automatic dictionary hyphenation, and the system hyphenates at the point it recognizes that is closest to, and to the left of, the right margin.
	3 = None	Choose none, and the system will neither prompt you to hyphenate nor hyphenate for you.
Paginate, Hyphenate, Spell Check From Page		The system will paginate, hyphenate, and check spelling from any page you specify to the end of a document.
Paginate On Exact Line Count	1 = Yes	Choose to paginate on exact line count when you want pages of identical length. Text may be separated, with the last line of a paragraph on the following page or the first line of a paragraph as the last line of a page.
	2 = No	Choose not to paginate on exact line count, and the system will automatically avoid separating a single line from the rest of the paragraph.
Print Paginated Pages	1 = Yes	You can skip the Print Document task by printing paginated pages.

ITEM	POSSIBLE CHOICES	EXPLANATION
	2 = No	You may want to do further revisions to a document before it will be ready to print.
Paper Handling	1 = Cut Paper, Manual Feed	The system knows when you IPL what type of printer you have. You can change the Paper Handling choice and override the system, if you need to.
	2 = Cut Paper, Automatic Feed	
	3 = Continuous Paper	

SPELLING TASKS

You can choose Spelling Tasks in the TASK SELECTION menu.

While you are creating or revising a document, you can press SPELL before you press END, and Spelling Tasks will load automatically.

If you use a language other than U. S. English or U. K. English to IPL with, go to the SPELLING LANGUAGE DICTIONARIES menu and choose U. S. English or U. K. English. The Extended Dictionary is available only in U. S. English or U. K. English.

If you chose Spelling Tasks in the TASK SELECTION menu, the system will return to the TASK SELECTION menu when the spelling check is complete. However, if you pressed SPELL while creating or revising a document, Typing Tasks will be automatically loaded.

EQUATION TYPING/PRINTING

The equation typing/printing methods described in this segment facilitate typing and printing documents that contain both text and symbols.

The exercise in this segment uses half spacing and the REPLACE mode for lines that contain only an equation. The printing is accomplished by first printing the document with the text printwheel. Then, the symbol printwheel is inserted and the same pages are loaded into the printer again to print the symbol characters.

REQUIREMENTS/LIMITATIONS AND APPLICATIONS

The following lists about Requirements/Limitations and Applications can help you decide if equation typing/printing is suited to your needs.

Requirements/Limitations

- You must have an IBM 5218 or 5228 Printwheel Printer.

- You must use single sheets of paper to print documents. You should not use carbon sets or continuous form paper.

- You should have one of the sheet feed paper handlers on the printer.

- If you use manual feed, you should have a Paper Support Table on the printer.

- For best results, pass the pages through the printer a maximum of two times.

- For the fullest use of the Symbol Keyboards, you should have a 96-character keyboard.

- Use 203.2 mm or 215.9 mm (8 or 8-1/2 inch) wide paper for best results.

Applications

- Documents containing both text and symbol characters which presently require frequent printwheel changes

- Documents containing formulas or equations which have several vertical (up and down) levels

- The Equation Print function is *not* recommended for text-only applications. If precise character alignment is required, you should use regular printing, and change printwheels as prompted.

In this segment you will learn how to:

- Type equations of several levels from left to right without the necessity of typing one level at a time, and without using Half Index Up and Half Index Down each time you change levels.

- Print a list of the printer elements (printwheels) used in the document, and use the information on the list.

- Print a document by passing it through the printer twice.

PREREQUISITES

Before starting this segment, you must have completed all Basic Topics or all Starting Your Training Lessons.

You should also have completed the training segments which teach:

- Making format changes within a document

- Typing Headers and Footers

- Typing Superscripts and Subscripts

- Using the REPLACE mode

- Using Display Codes on and off

- Changing the keyboard you use for portions of a document

- Adding Alternate Keyboards to the WORK STATION DESCRIPTION menu

- Printing only selected pages of a document.

TRAINING EXERCISE

You will create a four-page document with equations and text. The "home" keyboard is Keyboard 001. You will add Keyboard 201, 202, or 203 to the list of Alternate Keyboards in the WORK STATION DESCRIPTION menu of Program Diskette Tasks.

Display Codes must = No for this training exercise. You will, however, use Display Codes = Yes for set up of the equation area.

You must have one of the Symbol Keyboard Printwheels (Keyboard 201, 202, or 203) to do this training exercise.

ADDING THE SYMBOL KEYBOARD TO ALTERNATE KEYBOARDS

Use the following steps to add the Symbol Keyboard to your list of Alternate Keyboards:

1. Choose: Program Diskette Tasks in the TASK SELECTION menu.

2. Follow the prompt, as necessary, to insert the correct diskette.

3. Choose: Change Work Station Description in the TEXTPACK PROGRAM DISKETTE TASKS menu.

4. Choose an available ID letter for Alternate Keyboards in the WORK STATION DESCRIPTION menu.

5. Press ENTER.

6. Type the number of the Alternate Keyboard you want to add (201, 202, or 203).

7. Press ENTER.

8. Press ENTER again to return to the TEXTPACK PROGRAM DISKETTE TASKS menu.

9. Choose: Go to Task Selection in the TEXTPACK PROGRAM DISKETTE TASKS menu.

10. Choose: Typing Tasks in the TASK SELECTION menu.

11. Follow the prompt, as necessary, to insert the correct diskette.

CREATING THE DOCUMENT

Note: Use one of your own diskettes to type the exercise.

1. Create a document using the following information, and go to the CREATE OR REVISE DOCUMENT menu.

   Document name: Equations
   Diskette name: (Use one of your own work diskettes)

2. Choose: Change Document Format in the CREATE OR REVISE DOCUMENT menu.

3. Choose: Change Line Format in the FORMAT SELECTION menu.

4. Change: Line Spacing to 1 and 1/2 in the LINE FORMAT menu.

   This allows enough space for superscripts and subscripts in the text lines.

5. Choose: Change Header and Footer in the FORMAT SELECTION menu.

6. Use the procedure you learned earlier in your training about adding headers and footers to a document to create a *header* to print system page numbers.

7. Press ENTER enough times to return to the typing area.

STEPS YOU WILL USE

This page and the following three pages list the steps (with explanations as needed) that you will use to type the exercise.

With each page of the exercise, a short version of these steps is also provided.

Read these steps thoroughly BEFORE doing the exercise.

In this exercise, for formulas that occur within the paragraphs, use the procedure you learned earlier in your training for typing superscripts and subscripts.

For equations that stand alone, separate from the paragraphs, use the following steps:

1. Press CHG FMT.

2. Change the line spacing to Half. Choose Adjust Line Endings = No.

3. Press CODE plus SCREEN FORMAT and choose Display Codes = Yes.

    This allows you to see the Format Change at the beginning of the equation area and the Required Carrier Returns at the right margin.

4. Count the number of levels of the equation.

The arrows and circled numbers in the following illustration show four levels in this equation.

$$\overset{\textcircled{2}}{\underset{\textcircled{3}}{\longrightarrow}} a_{i-1,k,j} \quad \overset{\textcircled{1}}{\longrightarrow} AF_{i_o} - \overset{\Delta}{\underset{\textcircled{4}}{\longrightarrow}} AS_{w\pi} + 1 = \Psi Y$$

When using half spacing, as you are in this exercise, the levels overlap. Each level prints a half vertical line different from the level above or below it. On the screen, each level appears to be a whole vertical line different from the one above or below it.

5. For each level of the equation, use the space bar to space all the way across the line to the right margin, and type a carrier return at the right margin.

The following illustration shows what the screen would look like for a four-level equation.
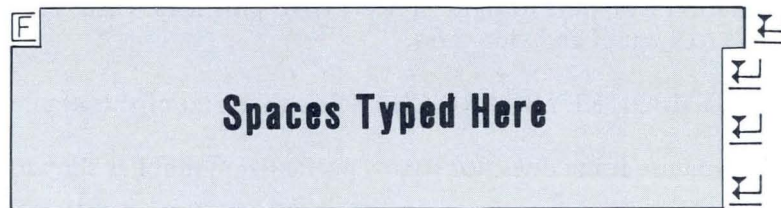
Remember, you have chosen line spacing of "Half." Therefore, each time you type a carrier return, the line number will increase by only a half line.

6. Move the cursor back to the first space on the first line of the equation (to the right of the Format Change).

7. Press CODE plus SCREEN FORMAT and choose Display Codes = No.

    In order to show the alignment of characters and symbols accurately, You *must* have Display Codes off to type the equation.

8. Press CODE plus INSERT/REPLACE to go into the REPLACE mode.

    "Repl" will appear on the status line.

    You are going to "replace" the spaces by typing the characters in the equation. This method allows you to type the equation from left to right, using the ↓ or the ↑ cursor movement keys to get to the level on which the next character you type should appear.

9. If necessary, use the cursor movement key ↓ to move to the level on which the equation *starts.*

10. Type the characters in the equation from left to right. Press CODE plus KYB CHG whenever you need to change keyboards from text to symbol and vice versa.

    You may want to refer to the SYMBOL KEYBOARD CHARTS at the end of this segment.

    If the SYMBOL KEYBOARD you are using does not have a particular symbol as shown in the exercise, type any symbol you want.

11. Use the ↓ or ↑ cursor movement key to move to the vertical level on which the next character is to appear. You can use the → cursor movement key to move to the right, or you can use the space bar.

12. After typing the equation, press CODE plus ∠ , and type four carrier returns. (Because you are in half spacing, this gives you two full lines of space.)

13. Press CODE plus INSERT/REPLACE to go out of the REPLACE mode.

    "Ins" will appear on the status line.

    It is important to return to the INSERT mode. The Displaywriter stays in whichever mode (REPLACE or INSERT) you last indicated. If you don't return to the INSERT mode, you could accidentally REPLACE characters in the next document you revise.

14. Press CHG FMT. Choose Return Line Format, Margins and Tabs to Starting Choice.

15. Look at the status line to see if you are currently using Keyboard 1. If not, press CODE plus KYB CHG and change to Keyboard 1 for the rest of the page.

16. Continue typing any remaining text on the page.

17. Press CODE plus REQUIRED PAGE END. Press PAGE END to type the next page of the exercise.

SHORT EXERCISE STEPS

Type the exercise text on the page at the right until you reach the first circled "CHG FMT", *then*, follow the steps below to type the *equation* on the page at the right.

1. Press CHG FMT.

2. Change the line spacing to Half. Choose Adjust Line Endings = No.

3. Choose Display Codes = Yes.

4. Count the number of levels of the equation.

5. For each level of the equation, use the space bar to space all the way across the line to the right margin, and type a carrier return at the right margin.

6. Move the cursor back to the first space on the first line of the equation (to the right of the Format Change).

7. Choose Display Codes = No.

8. Press CODE plus INSERT/REPLACE to go into the REPLACE mode.

9. If necessary, use the cursor movement key ↓ to move to the level on which the equation starts.

10. Type the characters in the equation from left to right. Press CODE plus KYB CHG whenever you need to change keyboards from text to symbol and vice versa.

11. Use the ↓ or ↑ cursor movement key to move to the level on which the next character you want to type appears. Use either the → cursor movement key or the space bar to move to the right.

12. After typing the equation, press CODE plus ∠ , and type four carrier returns.

13. Press CODE plus INSERT/REPLACE to go out of the REPLACE mode.

14. Press CHG FMT. Choose Return Line Format, Margins and Tabs to Starting Choice.

15. Look at the status line to see if you are currently using Keyboard 1. If not, press CODE plus KYB CHG and change to Keyboard 1 for the rest of the page.

16. Continue typing any remaining text on the page.

17. Press CODE plus REQUIRED PAGE END. Press PAGE END.

First Page   1

Formulas like E = MC^2 are easy to type. Unfortunately, not all
scientists and mathematicians have been as considerate as Einstein. The
following equation takes a little more effort to type. However, this
exercise will teach you to do that using the typing part of equation
typing/printing. The equation has two levels and no technical meaning.

(CHG FMT)

$K_\gamma = v_\omega + \lambda_\Lambda \, e(x_f, u_f, e)$

(CHG FMT)

Now you have chosen to go back to the starting line format which was set
to 1 and ½ line spacing.

(Required Page End, Page End)

SHORT EXERCISE STEPS

Type the exercise text on the page at the right until you reach the first circled "CHG FMT", *then,* follow the steps below to type the *equation* on the page at the right.

1. Press CHG FMT.

2. Change the line spacing to Half. Choose Adjust Line Endings = No.

3. Choose Display Codes = Yes.

4. Count the number of levels of the equation.

5. For each level of the equation, use the space bar to space all the way across the line to the right margin, and type a carrier return at the right margin.

6. Move the cursor back to the first space on the first line of the equation (to the right of the Format Change).

7. Choose Display Codes = No.

8. Press CODE plus INSERT/REPLACE to go into the REPLACE mode.

9. If necessary, use the cursor movement key ↓ to move to the level on which the equation starts.

10. Type the characters in the equation from left to right. Press CODE plus KYB CHG whenever you need to change keyboards from text to symbol and vice versa.

11. Use the ↓ or ↑ cursor movement key to move to the level on which the next character you want to type appears. Use either the → cursor movement key or the space bar to move to the right.

12. After typing the equation, press CODE plus ↙ , and type four carrier returns.

13. Press CODE plus INSERT/REPLACE to go out of the REPLACE mode.

14. Press CHG FMT. Choose Return Line Format, Margins and Tabs to Starting Choice.

15. Look at the status line to see if you are currently using Keyboard 1. If not, press CODE plus KYB CHG and change to Keyboard 1 for the rest of the page.

16. Continue typing any remaining text on the page.

17. Press CODE plus REQUIRED PAGE END. Press PAGE END.

Second Page   2

Typists faced with equation typing can use half spacing and the REPLACE
mode on the Displaywriter. You are ready to try another equation now.
Type the following equation, using the same procedures you used for the
equation on the first page of this exercise. This is a three-level
equation with no technical meaning.

(*CHG FMT*)

$$\nabla_{a_o} + {}^{\Omega}K_S = \Gamma$$

(*CHG FMT*)

Obviously, the equations you type in your own work will be more
meaningful than the ones you have typed so far. Although half spacing
is helpful for many equations, there may be occasions when you will use
different spacing.

(*Required Page End, Page End*)

SHORT EXERCISE STEPS

Type the exercise text on the page at the right until you reach the first circled "CHG FMT", *then,* follow the steps below to type the *equation* on the page at the right.

1. Press CHG FMT.

2. Change the line spacing to Half. Choose Adjust Line Endings = No.

3. Choose Display Codes = Yes.

4. Count the number of levels of the equation.

5. For each level of the equation, use the space bar to space all the way across the line to the right margin, and type a carrier return at the right margin.

6. Move the cursor back to the first line of the equation (to the right of the Format Change).

7. Choose Display Codes = No.

8. Press CODE plus INSERT/REPLACE to go into the REPLACE mode.

9. If necessary, use the cursor movement key ↓ to move to the level on which the equation starts.

10. Type the equation from left to right. Press CODE plus KYB CHG whenever you need to change keyboards from text to symbol and vice versa.

11. Use the ↓ or ↑ cursor movement key to move to the level on which the next character you want to type appears. Use either the → cursor movement key or the space bar to move to the right.

12. After typing the equation, press CODE plus ∠ , and type four carrier returns.

13. Press CODE plus INSERT/REPLACE to go out of the REPLACE mode.

14. Press CHG FMT. Choose Return Line Format, Margins and Tabs to Starting Choice.

15. Look at the status line to see if you are currently using Keyboard 1. If not, press CODE plus KYB CHG and change to Keyboard 1 for the rest of the page.

16. Continue typing any remaining text on the page.

17. Press CODE plus REQUIRED PAGE END. Press PAGE END.

Third Page   3

H_2O and CU_1 are relatively easy to type. However, the formulas you type may be much more complicated. The following equation has four levels. It has no technical meaning, and contains no symbols. Hint: The first character "a" in this equation is on the <u>second</u> level.

(CHG FMT)

$$a_{i-1,k,j} \quad {}^{AF}{}_i{}_o - p \ AS_{wj} + 1 = XY$$

(CHG FMT)

There is some text on each page to make this as much like your real work as possible, without making you type page after page of complicated equations to learn the concept.

(Required Page End, Page End)

SHORT EXERCISE STEPS

Type the exercise text on the page at the right until you reach the first circled "CHG FMT", *then,* follow the steps below to type the *equation* on the page at the right.

1. Press CHG FMT.

2. Change the line spacing to Half. Choose Adjust Line Endings = No.

3. Choose Display Codes = Yes.

4. Count the number of levels of the equation.

5. For each level of the equation, use the space bar to space all the way across the line to the right margin, and type a carrier return at the right margin.

6. Move the cursor back to the first line of the equation (to the right of the Format Change).

7. Choose Display Codes = No.

8. Press CODE plus INSERT/REPLACE to go into the REPLACE mode.

9. If necessary, use the cursor movement key ↓ to move to the level on which the equation starts.

10. Type the equation from left to right. Press CODE plus KYB CHG whenever you need to change keyboards from text to symbol and vice versa.

11. Use the ↓ or ↑ cursor movement key to move to the level on which the next character you want to type appears. Use either the → cursor movement key or the space bar to move to the right.

12. After typing the equation, press CODE plus ↙ , and type four carrier returns.

13. Press CODE plus INSERT/REPLACE to go out of the REPLACE mode.

14. Press CHG FMT. Choose Return Line Format, Margins and Tabs to Starting Choice.

15. Look at the status line to see if you are currently using Keyboard 1. If not, press CODE plus KYB CHG and change to Keyboard 1 for the rest of the page.

16. Continue typing any remaining text on the page.

17. Press END.

4

Fourth Page

This document has only four pages, and they are pretty short pages at that. This is the last page. The following equation is a little more complex than the ones you did on the previous pages. If you type many documents with formulas, this probably is not an unusual situation. This is a nonsense equation also. Hint: The first characters "Min" in this equation are on the <u>third</u> level.

(CHG FMT)

$$\text{Min } \Psi = A \, _{\Gamma \, - \, a} \, g(x, u, f) \, ^{-ix \quad +dy} \, \{\varepsilon \, \pi\} \quad ^{-I}{}_{o} + \gamma \, (4)$$

(CHG FMT)

It is important to remember, for the sake of consistency, to return to the starting line format for any text that you wish to type after the equations. It is also important to remember to press CODE plus KYB CHG to return to the text keyboard you want for the rest of the document.

PRINTING THE LIST OF PRINTER ELEMENTS

Now, you will print the List of Printer Elements used in the exercise you just typed. The List of Printer Elements is helpful because it gives you information you need to print the document. The Print List of Printer Elements task is similar to the Print Index of Diskette Contents task. This task is accomplished through the Work Diskette Tasks.

Use the following steps to print the list of printer elements:

1. Choose: Go to Task Selection in the TYPING TASKS menu.

2. Choose: Work Diskette Tasks in the TASK SELECTION menu.

3. Follow the prompt, as necessary, to insert the correct diskette.

4. Choose: Print List of Printer Elements in the WORK DISKETTE TASKS menu.

5. Follow the prompts, as necessary, to: **Type document name** and **Type diskette name**.

   The document name is "Equations." The diskette name is the name of your own diskette that you used to type the exercise.

6. Follow the prompts, as necessary, for printing.

   When printing is complete, you will receive the message: **List of Printer Elements has been printed.**

   The WORK DISKETTE TASKS menu is displayed.

7. Look at the printed list.

    When doing your own work, you should keep a copy of the latest list with the diskette. The following information appears on the list:

    DISKETTE NAME: This is the name of the diskette on which the document is stored. If you need to revise the document or print it again, having this information on the List of Printer Elements is helpful.

    DOCUMENT NAME: This is the name of the document for which you used Equation Typing/Printing. If you need to revise the document or print it again, having this information on the List of Printer Elements is helpful.

    COMMENT: Supplementary information you typed about the document.

    PRINTER ELEMENT NUMBER: This is the number of the typestyle and the number of the keyboard that you will enter when you see the prompt: **Type Printer Element Number (nnn nnn); press ENTER.**

    The words "PRINTER ELEMENT NUMBER" imply a "typestyle number" (usually three digits) followed by a space and a "keyboard number" (usually three digits).

    The first time this appears on the LIST OF PRINTER ELEMENTS printout, it indicates the typestyle and keyboard with which the document starts.

    STARTING PAGE NUMBER: This is the first system page number within the document on which this typestyle/keyboard is used.

    ENDING PAGE NUMBER: This is the last system page number within the document on which this typestyle/keyboard is used.

    The LIST OF PRINTER ELEMENTS printout can contain a maximum of 12 printer elements for each document.

PRINTING THE DOCUMENT (THE TEXT CHARACTERS)

In order to print the document, use the TEXTPACK REQUEST TASKS menu. This allows you to print the document without loading Typing Tasks.

1. Press REQST, and choose: Print Document.

2. Follow the prompts, as necessary, to: **Type document name** and **Type diskette name**.

   The document name is "Equations." The diskette name is the name of your own diskette that you used to type the exercise.

3. Refer to the LIST OF PRINTER ELEMENTS printout to make the appropriate choices in the PRINT DOCUMENT menu.

   The first PRINTER ELEMENT NUMBER (typestyle/keyboard) is used from the First Page through the Last Page.

4. Choose: Yes for Equation Print.

5. When you receive the prompt: **Type Printer Element Number (nnn nnn); press ENTER**, type the typestyle/keyboard number you want to use to start printing the document.

6. Follow the prompts, as necessary, to load paper and start the printer.

   When loading or reloading paper, do not move the sheet feed paper handler. The paper must be aligned in the paper tray the same way for each pass. When pushing the paper trays back into place, do so gently. Otherwise, the paper may not be positioned consistently for each printing of the document.

   You will notice, when you receive the printed pages, that only the *text* characters are printed. In order to have the symbol characters printed in the document in their appropriate places, the pages which contain symbol characters must be passed through the printer again.

7.   Remove the printed pages from the exit tray.

The printed pages (pages 1 through 4) are stacked in order, face down in the exit tray. When you remove the pages from the exit tray, turn them over so they are face up. To pass these pages through the printer again, you must reverse the order so that page 1 is the *first page* fed through the printer. The following illustration shows the page order.
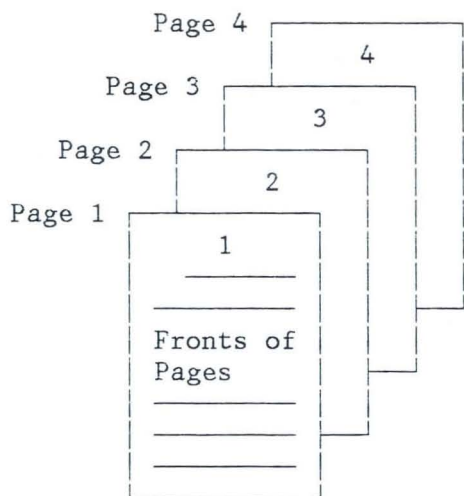
PAGES *FROM* PRINTER   PAGES *TO* PRINTER
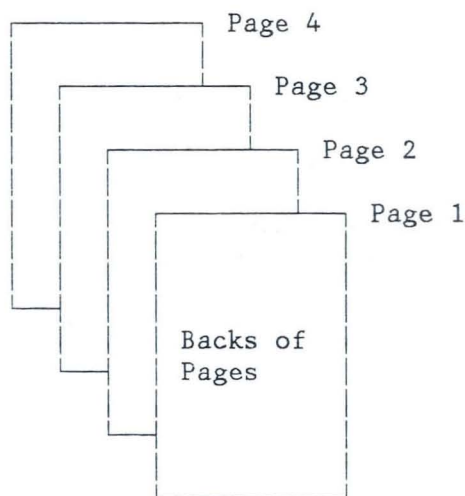
PRINTING THE DOCUMENT (THE SYMBOL CHARACTERS)

To print the symbol characters, use the TEXTPACK REQUEST TASKS menu.

1. Press REQST, and choose: Print Document.

2. Follow the prompts, as necessary, to: **Type document name** and **Type diskette name**.

3. Refer to the LIST OF PRINTER ELEMENTS printout to make the appropriate choices in the PRINT DOCUMENT menu.

    On the LIST OF PRINTER ELEMENTS printout, the second PRINTER ELEMENT NUMBER listed is the number of the typestyle/keyboard that you will use for this printing of the document.

    Note: When you select a symbol printwheel to put on the printer, only the *keyboard number* (201, 202, or 203) is important to you. The *typestyle number* (in this case 086) is not imprinted on the symbol printwheel. The typestyle number (086) on your list is used to identify the *pitch* (in this case, 12 pitch) that the document is printed with.

    STARTING PAGE NUMBER: 1 indicates that this typestyle/keyboard is first used on page 1.

ENDING PAGE NUMBER: 4 indicates that the last use of this typestyle/ keyboard is on page 4.

The second typestyle/keyboard is used on pages 1 and 2 and on page 4. The Displaywriter gives you a "range of pages" on which typestyle/keyboards are used. Although there are no symbol characters on page 3 of this document, you can load all the pages into the printer. Page 3 then acts as a "place keeper," and will be fed through the printer with no characters printed on page 3.

When there is only one page in the middle of the document on which this typestyle/keyboard is not used, it is easiest to load all the pages into the printer and use the Print Document task only once. See the ADDITIONAL INFORMATION at the end of this segment for a discussion of other procedures.

4.   Choose: Yes for Equation Print.

5.   When you receive the prompt: **Type Printer Element Number (nnn nnn); press ENTER,** you type the typestyle/keyboard number you want to start printing. This number is the *second* one on your LIST OF PRINTER ELEMENTS printout. (It will be 086 ___. The last three digits are 201, 202, or 203).

6. Follow the prompts, as necessary, to load paper and start the printer.

    Remember, you are loading the *same* pages in reverse order so that page 1 is the *first* page printed.

    PAGES *TO* PRINTER
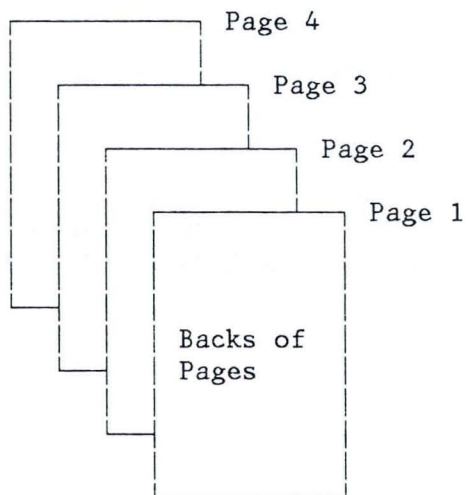
When loading or reloading paper, do not move the sheet feed paper handler. The paper must be aligned in the paper tray the same way for each pass. Restack all paper in the paper tray so it is carefully lined up with the left and rear guides. When pushing the paper trays back into place, do so gently. Otherwise, the paper may not be positioned exactly the same way it was on the first printing.

7. Follow the prompt to: **Put on printer element 086 ___ . Start printer.**

    The last three digits are 201, 202, or 203--whichever Symbol Keyboard you chose to use.

Remember, "086" does not appear on the symbol printwheel. Use the keyboard number (201, 202, or 203) as your guide to identify the correct printwheel.

If there is a paper jam or other printer problem which requires restarting the printer at the top of the current page, you will receive the message: **Page will be restarted. Insert new page for Equation Print.**

If this is the *second* printing of this page, insert a blank sheet of paper on *top* of the paper in the paper tray. (If this were the first printing, a blank sheet would already be there.) If using manual feed, line up a blank sheet of paper on the Paper Support Table. Start the printer. The page will be restarted. However, only the characters which are in this pass through the printer will be printed. If there was a previous pass which contained other characters, you must send this page to the printer again for those characters, using the appropriate typestyle/keyboard.

When you receive the printed pages, the symbol characters will have been printed on the pages in their appropriate places.

8. Remove the symbol printwheel, and put on the standard printwheel used in your office.

   Note: If you feel the printer did not produce acceptable character alignment, refer to the PROBLEM DETERMINATION PROCEDURES at the end of this segment.

   You may want to know more about alternate keyboards or want to change the typestyle or keyboard defaults on your Program Diskette. If so, refer to the segment in your training about matching printwheels and keyboards.

   If you need to change other defaults to suit your needs, refer to the segment in your training about personalizing defaults or personalizing a program diskette.

Read the ADDITIONAL INFORMATION which follows.

ADDITIONAL INFORMATION

When using the Equation Printing method of sending the same pages to the printer twice, keep the following considerations in mind:

- $\triangle200$ is imprinted on symbol printwheels in the same location that the typestyle number is on text print-wheels. However, the typestyle number (for example 086) that is on your LIST OF PRINTER ELEMENTS printout for the symbol printwheels *must* be typed when you receive the prompt: **Type Printer Element Number (nnn nnn); press ENTER**. In this case, the typestyle number is used *only* to determine pitch. The typestyle number is the same as the preceding printwheel's typestyle number. If your preceding printwheel was a 10 pitch, 15 pitch or proportional pitch, the typestyle number would be listed accordingly on your LIST OF PRINTER ELEMENTS printout.

- The entire document must be printed on the same printer.

- Good quality 20 pound bond paper should be used.

- Be careful to align and load the paper in the paper tray exactly the same way for both cycles. Restack all paper in the paper tray so it is carefully lined up with the left and rear guides. If using manual feed, line up each page with the Paper Support Table exactly the same way for all cycles.

- Character alignment is affected by a number of factors, including the condition of the paper that is used. Due to possible alignment variations, some pages may have to be reprinted.

- Remember, if the character alignment is not acceptable, you may choose to use regular printing and change printwheels as prompted.

- If the character alignment is not acceptable for the *final* draft, you can still use Equation Print for rough draft printing of documents. Then, when you are ready to print the *final* document, use regular print. In that case, you would choose "No" for Equation Print in the PRINT DOCUMENT menu.

- If you have a document with groups of concentrated equations, you may want to use BEGIN KEEP and END KEEP instructions to ensure that the groups of equations stay together on the same page.

- The LIST OF PRINTER ELEMENTS printout will contain the least number of unique printer elements required. If multiple keyboards are used, *but* the document can be printed using one printer element, only the common printer element is listed.

- If you have a long document, for example, 40 pages; and you *know* that the second typestyle/keyboard was used only on page 2 and page 20, it is not necessary to pass pages 3 through 19 through the printer. The "range of pages" concept will tell you that the second typestyle/keyboard was used on a "range" of pages from 2 through 20. You can print page 2 in one print job, and print page 20 in another print job. This procedure would be particularly helpful if you use manual feed since this requires lining each page up precisely on the Paper Support Table.

- You may prefer to type one level of the equation horizontally (left to right) first, then type the next level, and so on. The REPLACE mode would still be helpful.

- When printing an Equation Print document for which you already have a copy of the LIST OF PRINTER ELEMENTS printout, you may choose Print Document from either the TYPING TASKS menu or the TEXTPACK REQUEST TASKS menu. You do not have to print the list again.

- If you revise a document that will be printed using Equation Print, you should print the LIST OF PRINTER ELEMENTS again before you print the document. The pages on which a PRINTER ELEMENT NUMBER is used may change because of your revisions.

- Revising equations is a little different from revising text. In revising text, the words and characters can be adjusted from line to line. However, because the placement of characters on each vertical level of an equation has a direct relationship to the placement of characters on the other levels, more thought must be given to the revision process. If you merely want to *replace* characters with other characters, use the REPLACE mode. But, if you need to revise one level by *inserting* or *deleting* characters, you may also have to add or delete equivalent spaces in the *unrevised* levels. You would use the INSERT mode for this kind of revision.

- You may need to do a KYB CHG to make revisions. For instance, if you are making revisions to a pre-viously-typed equation and the status line says you are in Keyboard 1, *but* the revision characters you want to type are in Keyboard 203, you must press CODE plus KYB CHG and change to Keyboard 203 *before* you make the revision.

- If you use the Electronic Document Distribution Feature to communicate Equation Print documents to another Displaywriter, the receiving Displaywriter can print the documents using the regular printing method (changing printwheels as required). If the receiving Displaywriter has the October, 1983 Text-pack 6 Program Diskettes, the Equation Print method can be used.

  Note: The Equation Print function supports only documents categorized as *TYPE* "Document" in the Index of Diskette Contents. Documents categorized as *TYPE* "Final-Form" are not supported.

- Only Displaywriters recognize "Line Spacing = Half." Therefore, you cannot communicate documents with half spacing to any other IBM devices. The documents would not print properly.

- You can use line spacing different from "Half" if it better suits your needs. The REPLACE mode would still be helpful.

- For convenience, the work station you use for Equation Print should be close to the printer.

PROBLEM DETERMINATION PROCEDURES

Use this section of problem determination procedures for problems perceived to be a result of using the Equation Print function (symbol and text characters printed in separate passes that do not appear to be aligned properly). For any *other* problems, refer to the *IBM Displaywriter System Problem Determination Guide.*

WHAT IS WRONG WITH THE PRINTED PAGE?

SITUATION	POSSIBLE SOLUTION
The wrong character but in the correct position	Check the document (on the display) for an incorrectly typed character or for the appropriate KYB CHG prior to the character.
The correct character but horizontally positioned (left to right) either too close or too far away from adjacent characters	Check the pitch to be sure you are using a 12 pitch typestyle. Check to be sure the correct printwheel is on the printer.
The correct character, but vertically positioned (top to bottom) either too close or too far away from characters on other levels of the equation.	Check the document (on the display) to be sure the character is typed on the correct line.

NONE OF THE ABOVE?

CONTINUE WITH THE FOLLOWING.

REPRINT THE PAGE OR PAGES IN QUESTION.

You can reprint the entire document or the selected page or pages.

Take care to restack all paper in the paper tray so it is carefully lined up with the left and rear guides.

ARE ALL PAGES PRINTED PROPERLY?

YES?   Continue with your work.

NO?   Continue with the procedures below.

## PRINT TEST, PRINT QUALITY, AND OTHER SYMPTOMS

USE A TEXT PRINTWHEEL

Note: The print test is printed in 10-pitch regardless of the printwheel on the Printer.

DO A PRINT TEST USING THE STEPS BELOW

1. Press *STOP* on the printer.

2. Load a sheet of paper.

   If a sheet feed paper handler is attached, do not insert paper manually. Make sure there is paper in the bottom tray.

3. Press *PRINT TEST* on the printer.

Print Test
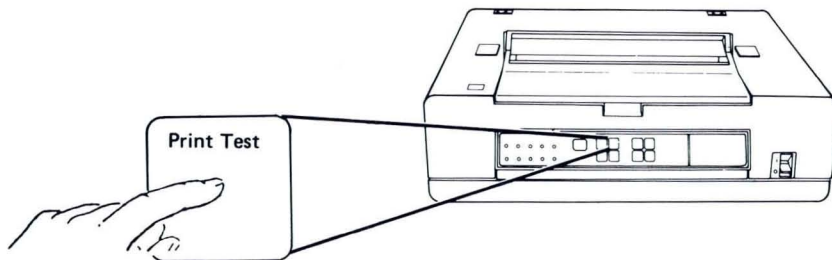
If the printer is working properly, you should get a two-line printout similar to the one below.

```
abcdefghijklmnopqrstuvwxyzABCDEFGHIJKLMNOPQRSTUVWXYZ0123456789
                    ,±°½§¶¢]³²"=':.?_%,#/-[;)*$&!+(.¼@
```

Note: The characters on your printout may be different from the ones shown in this example. The print test is considered to be correct if all 96 characters on your printwheel printed.

If the above test did not successfully complete, refer to the *IBM Displaywriter System Problem Determination Guide* and follow the described procedures.

If you have successfully *completed* the steps above and you have *NOT* received a Service Request Number, refer to the *IBM Displaywriter Office Systems Customer Assistance Center Guide* for instructions to call for assistance.

YOU HAVE COMPLETED THE EQUATION TYPING/PRINTING SEGMENT OF YOUR TRAINING.

THE FOLLOWING PAGE CONTAINS THE SYMBOL KEYBOARD CHARTS FOR YOUR REFERENCE.

SYMBOL KEYBOARD CHARTS

ID# 201
SYMBOL (6240)

ID# 202
SYMBOL REFERENCE CHART

ID# 203
SYMBOL (6670)

FRONT EXIT SHEET-FEED PAPER HANDLER FOR PAPER AND ENVELOPES

A Front Exit Sheet-Feed Paper Handler for Paper and Envelopes is now available with the IBM 5218 print-wheel printer. You can now print both paper and envelopes automatically.

If you do not know what type of printer you have, refer to the latest version of the *IBM Displaywriter System Printer Guide,* S544-0861.
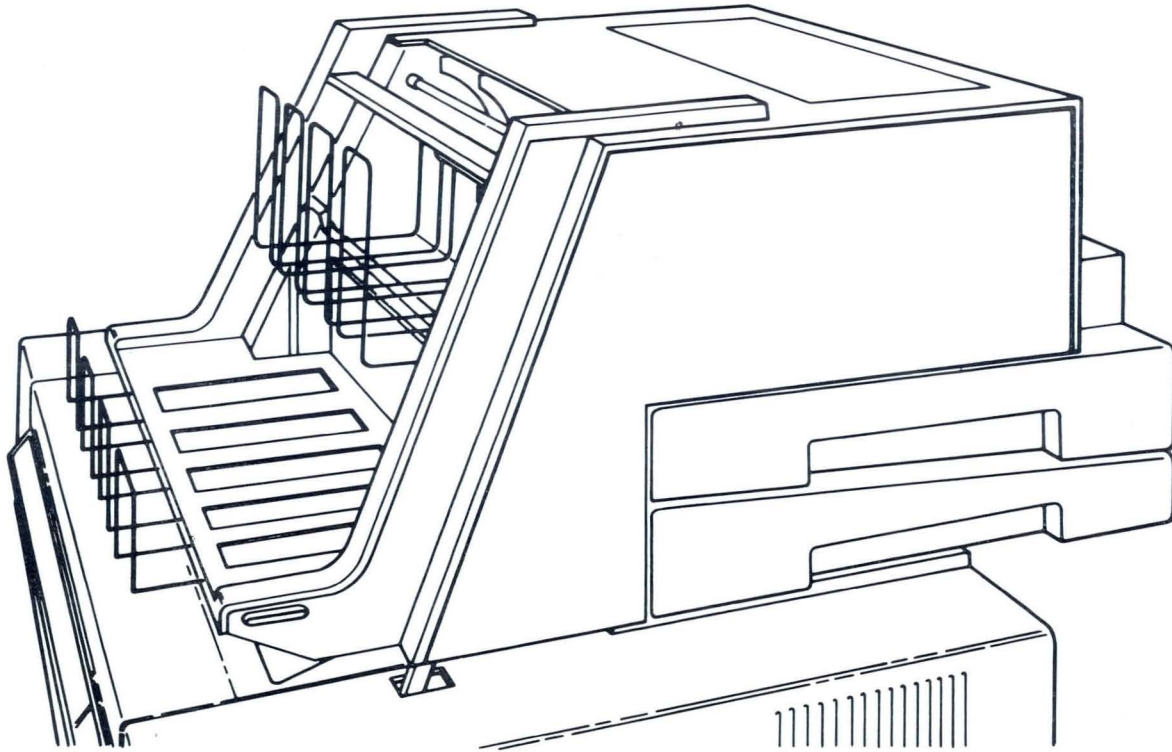
PREREQUISITES

Before you try to use the front exit sheet-feed, you should complete all of your training on printing a letter with an envelope.

HOW TO USE THE FRONT-EXIT SHEET FEED

To use the front exit sheet-feed, you need to make two menu choices:

- Printing Paper Source **5** (Envelope)

- Paper Handling **2** (Cut Paper, Automatic Feed).

Printing Paper Source

To use the front exit sheet-feed for envelopes, choose Printing Paper Source **5** (Envelope) in the PAGE FOR-MAT menu. Make sure that you also change the margins, tabs, first line, last line, and paper size so that the name and address will print correctly.

You can choose Printing Paper Source **5** (Envelope) in the PAGE FORMAT menu:

- At the start of a document

- At the top of a new page in a document by using the CHG FMT key.

Paper Handling

In order to use the front exit sheet-feed, you also need to choose Paper Handling **2** (Cut Paper, Automatic Feed). You can choose Paper Handling **2** (Cut Paper, Automatic Feed) in any of the following menu:

- HYPHENATE AND PAGINATE DOCUMENT

- MERGE FILE/TEXT (Reportpack)

- MERGE WITH NAMED VARIABLES

- MERGE WITH SWITCH CODES SETUP

- OUTPUT FILE (Reportpack)

- PAGINATE DOCUMENT

- PRINT DOCUMENT

- PRINTER DESCRIPTION.

Note: When you choose Paper Handling **1** (Cut Paper, Manual Feed), the system prompts you to load an envelope. You must load the envelope manually.

IBM /Technical Newsletter

**IBM Displaywriter System
Spelling/Printing
Textpack 4/Textpack 6**

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This supplemental page technical newsletter, a part of the IBM Displaywriter System, Textpack 4/ Textpack 6, provides additional information for the subject manual. The additional information will remain in effect for subsequent versions and modifications unless specifically altered.

Summary of Amendments

This technical newsletter documents the new function, Equation Typing/Printing, and changes to the Spelling function. It also includes updated documentation for 10 Pitch and Combined Program Diskette options and the IBM Front Exit Sheet Feed Paper Handler.

Note: *Please file this technical newsletter at the back of the manual.*

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IBM Displaywriter System
Spelling
Printing
Order No. S544-2260-0

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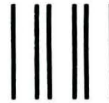If you wish a reply, give your name, company, mailing address, and date:

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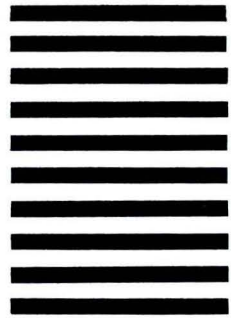
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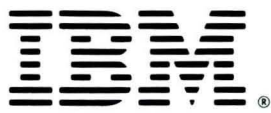
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