

Reference Guide

DisplayWrite 5/2

Office Systems Family

**First Edition March 1989**

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## About This Book

This book is a guide to the use of the IBM DisplayWrite™ 5/2 Licensed Program.

This book contains two sections, a glossary, and an index.

The first section is a visual road map. The road map contains illustrations of commonly used tasks. Specific cross-references to the information related to these tasks accompany each illustration.

The second section contains an alphabetic listing and description of the tasks and functions provided by DisplayWrite 5/2 (DW 5/2). Each listing contains a description of the given function, step-by-step instructions for performing the function or task, hints for smooth task operation, alternate methods of performing tasks using Command Line options, and a list of related topics for cross-reference.

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## Related Publications

*DisplayWrite 5/2 Installation.* This book contains information about installing the DisplayWrite 5/2 program on your personal computer.

*DisplayWrite 5/2 Getting Started.* This book contains an overview of DW 5/2 capabilities, information about starting the DisplayWrite 5/2 program on your personal computer, exercises for creating and revising a document, and an explanation of the resources available to you when using DW 5/2. **All users should read *Getting Started* and do the exercises.**

*DisplayWrite 5/2 Technical Reference.* This book serves as a supplement to the *DisplayWrite 5/2 Reference Guide*. It contains support information for installation, characters and symbols, printers, data files, and documents created with other systems or application programs, as well as an explanation of some DW 5/2 messages.

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DisplayWrite is a trademark of International Business Machines Corporation.

*Operating System/2™ (OS/2) Standard Edition* or *Operating System/2 Extended Edition*. These books provide information about using Operating System/2 Standard Edition Version 1.1 and Operating System/2 Extended Edition Version 1.1.

*DisplayWrite 5/2 Composer Installation*, *DisplayWrite 5/2 Composer Extension Getting Started*, *DisplayWrite 5/2 Composer Extension Reference Guide*, *DisplayWrite 5/2 Composer Extension Style Guide*, and *DisplayWrite 5/2 Composer Extension Technical Reference*. These books provide information about installing and using DisplayWrite 5/2 Composer Extension.

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Operating System/2 is a trademark of International Business Machines Corporation.

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## About The Help Facility

Four types of Help are available to assist you when using DW 5/2:

**Contextual Help:** Shows the steps needed to perform a task. This Help is reached from all areas by pressing F1.

**Topical Help:** Describes concepts of the task. This Help is reached by pressing F3 after you have pressed F1.

**Extended Help:** Indicates that additional Help is available by highlighting words on the displayed Help panel. You must move the cursor to the highlighted word and select Enter to access the additional Help.

**Keys Help:** Provides information about what DW 5/2 keys and key combinations can do for you. Keys Help is available from all typing areas and menus by pressing Alt + 5, but it is not available when the Command Line is active.

**Commands Help:** Provides a list of commands. Commands Help is available by pressing Alt + 5 when Command Line is active.

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## Disk Backup

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 information system should be to establish and implement backup (duplication) procedures. The customer, **not IBM**, is solely responsible for establishing and implementing all such procedures.



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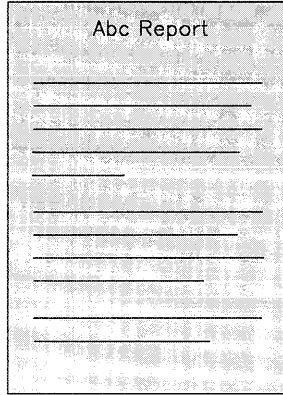
# Road Map

The following pages contain samples of some of the things you can do using DW 5/2. Each sample contains both an illustration and one or more references. Look through this section to find an illustration that matches the work you want to do. Then go to the cross-reference topics to find the necessary information for that specific task.

## Typing a Document

To type a one-page document, see:

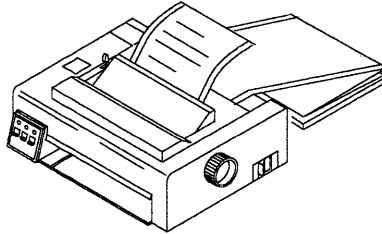
- “Create Document” on page 73.



## Printing

To print a document or pages from a document while editing, see:

- “Print” on page 275
- “Print Page” on page 279.



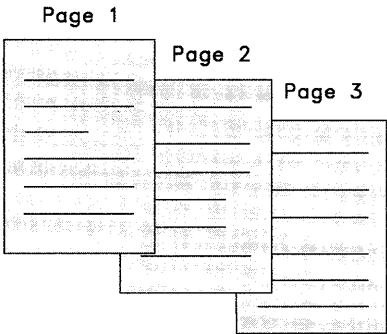
Documents can be printed in these colors:

- Black
- Blue
- Green
- Cyan
- Red
- Magenta
- Yellow

**Print Color**

To print documents, or parts of documents, in different colors, see:

- “Print Color” on page 282.



**Multi-page Documents**

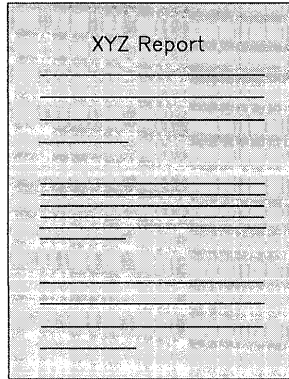
To create documents of more than one page, see:

- “Auto Page End” on page 20
- “Page Ends” on page 264
- “Paginate” on page 270.

## Line Spacing

To change to different line spacings, see:

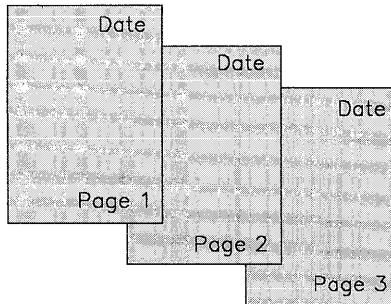
- “Format” on page 143.

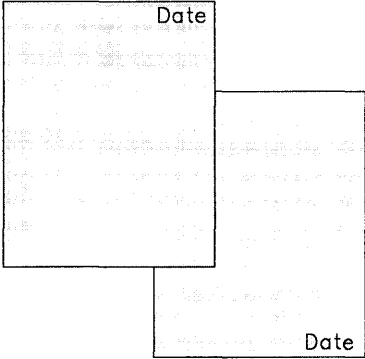


## Headers and Footers

To print items at the top and bottom of pages, such as dates, headings, or page numbers, see:

- “Date” on page 81
- “Headers and Footers” on page 200
- “Page Numbers” on page 267.

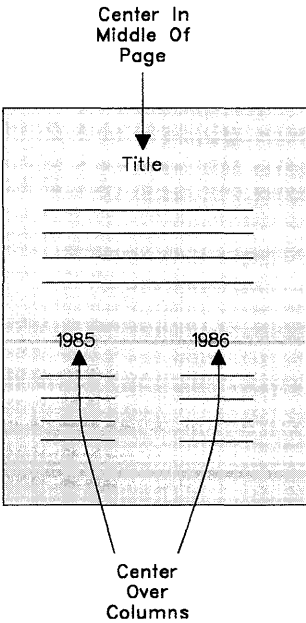




**Date**

To print the current date or the last revision date in headers or footers, see:

- “Date” on page 81.



**Centering**

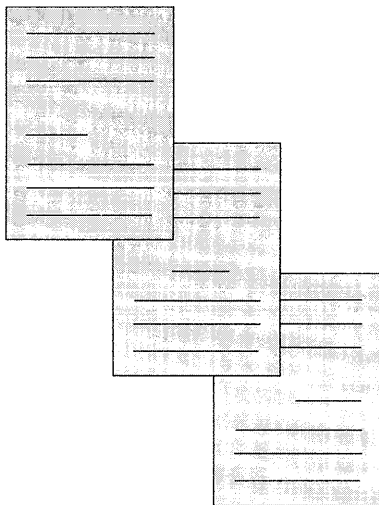
To center items, see:

- “Align” on page 17
- “Block Align Text” on page 26
- “Center” on page 38.

## Align

To align items with the margins, see:

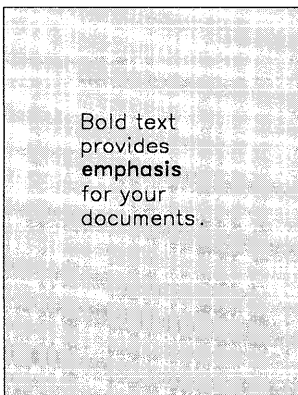
- “Align” on page 17.
- “Block Align Text” on page 26



## Bold

To print items in bold type, see:

- “Block Edit” on page 29
- “Bold” on page 35.





Characters  
Or Words  
Or Entire  
Blocks Can  
Be Underlined.

**Underline**

To underline items,  
see:

- “Block Edit” on page 29
- “Underline” on page 358.

In the begining, we found  
that hfe problem with the  
strategy was to seperate the

**Spelling, Count**

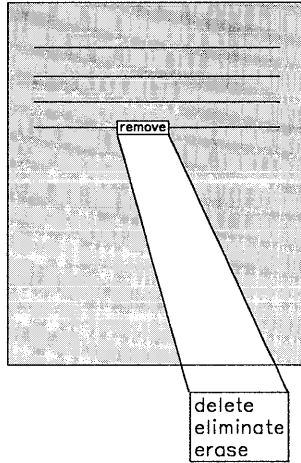
To check spelling or  
count words, see:

- “Spell” on page 315
- “Count Words” on page 70.

## Synonyms

To replace a word with another having the same or similar meaning, see:

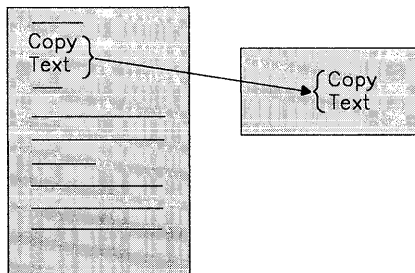
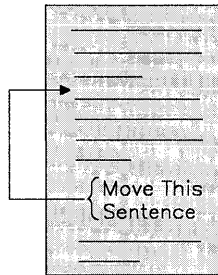
- “Synonyms” on page 329.

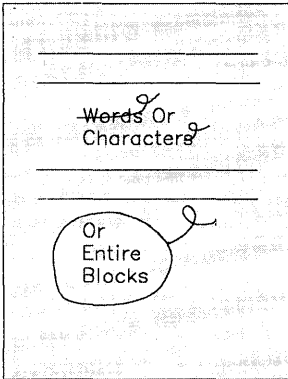


## Moving/Copying

To move or copy items, see:

- “Block Edit” on page 29
- “Notepad” on page 250
- “Split Screen” on page 320.

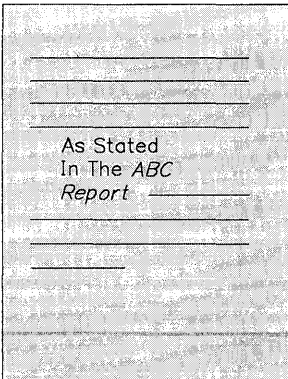




## Deleting

To delete items, see:

- “Block Edit” on page 29
- “Codes” on page 39
- “Corrections and Revisions” on page 69.



## Typestyle

To change the typeface and pitch of text, see:

- “Typestyle” on page 354.

## Search

To find and replace words or phrases, see:

- “Search” on page 312.

## Search For

yearly statement

## Replace With

monthly balance

## Form Letters

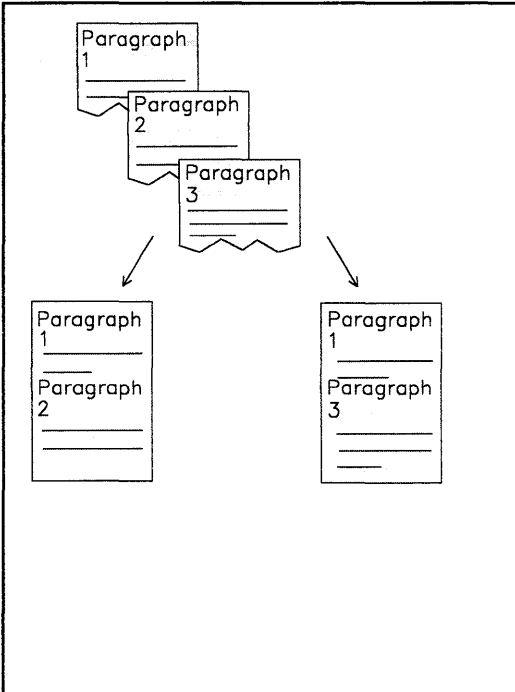
To create customized form letters, see:

- “Form Letters” on page 152
- “Merge” on page 245.

Terry Archer  
123 Maple  
N.Y., N.Y.

Sue Ess  
456 Oak  
LA., CA.

Jack Bu  
789 Elm  
Chi., Ill.



**Document Assembly**

To create personalized documents from standard text, see:

- “Document Assembly” on page 90
- “Merge” on page 245.

Both Left And Right Margins Can Be Changed.

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Tab Grids Can Also Be Changed In A Document.

**Margins and Tabs**

To change the margins and tabs, see:

- “Margins” on page 236
- “Tabs” on page 349.

## Math

To use math in a document, see:

- “Math” on page 237.

$$\begin{array}{r} 8 \\ + 4 \\ \hline 12 \end{array}$$

$$\begin{array}{r} 2 \\ \times 3 \\ \hline 6 \end{array}$$

$$\begin{array}{r} 8 \\ \div 2 \\ \hline 4 \end{array}$$

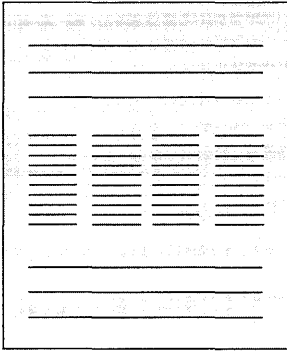
$$\begin{array}{r} 6 \\ - 2 \\ \hline 4 \end{array}$$

## Tables

To create and revise tables in a document, see:

- “Tables” on page 337.

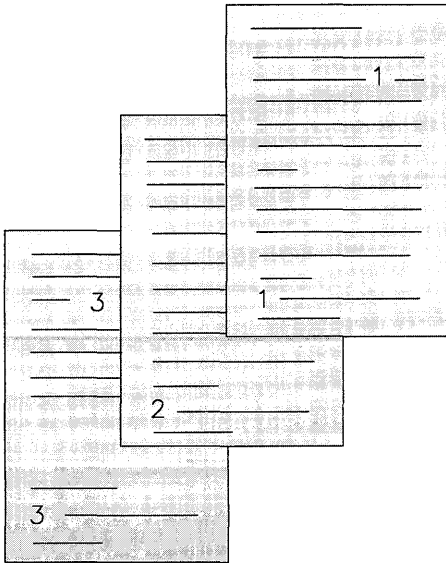
Expenses	Cost
Clothes	99.00
Food	86.00
School	52.00



## Text Columns

To create and revise text to be printed in columns, see:

- “Flowing Text Columns” on page 128
- “Related Text Columns” on page 297
- “View Formatted Document” on page 363.



## Footnotes

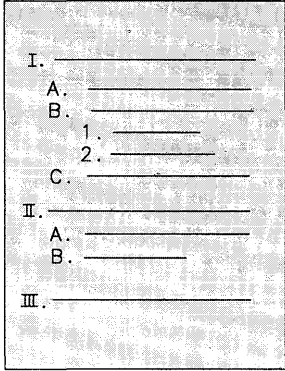
To create and revise footnotes in a document, see:

- “Footnotes” on page 134.

**Outlines**

To create and revise outlines, see:

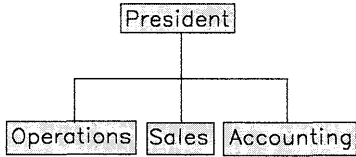
- “Outlines” on page 256.



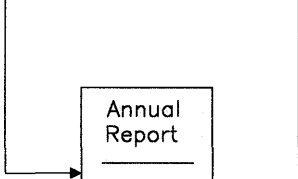
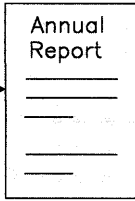
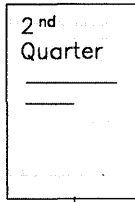
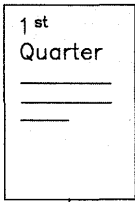
**Cursor Draw**

To create boxes or line drawings, see:

- “Cursor Draw” on page 77.



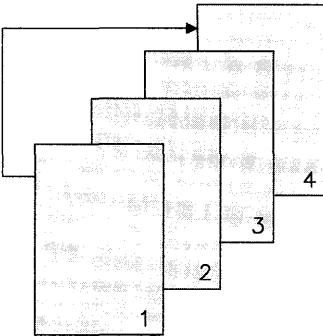




## Get and Notepad

To insert information from a document or file into another document, see:

- “Get” on page 193
- “Notepad” on page 250.



## Go To Page

To move from one page to another in a document, see:

- “Cursor Movement” on page 80
- “Go To Page” on page 196
- “Go To Top/Bottom of Document” on page 197.

## Sorting

To sort lines of text,  
see:

- “Block Edit” on  
page 29.

This is before sorting names:

Ess, S.	456 Oak	L.A., CA.
Burke, J.	789 Elm	Chi., Ill.
Archer, T.	123 Maple	N.Y., N.Y.

This is after sorting names:

Archer, T.	123 Maple	N.Y., N.Y.
Burke, J.	789 Elm	Chi., Ill.
Ess, S.	456 Oak	L.A., CA.

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# DisplayWrite 5/2 – from A to Z

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## Align

Use Align (Ctrl+F3) to align a line of text with the left or right margin or to center a line of text between the margins. When you align text, all leading and trailing tabs, center codes, leading and trailing indented tabs, and leading and trailing numeric spaces are deleted. The text will not align if there are imbedded tabs.

### To Align Text with the Left Margin

1. In the typing area, position the cursor at the text line you want to align and press Align (Ctrl + F3).
2. Select Left in the Align menu to align the text with the left margin.

### To Center Text Between the Margins

1. In the typing area, position the cursor at the text line you want to center and press Align (Ctrl + F3).
2. Select Center in the Align menu to center the text between the margins.

**Note:** When you center text in a text column, the text centers between the column margins, not between the page margins.

### To Align Text with the Right Margin

1. In the typing area, position the cursor at the text line you want to align and press Align (Ctrl + F3).
2. Select Right in the Align menu to align the text with the right margin.

#### Notes:

1. When you align text with the right margin in a text column, the text aligns with the right column margin, not with the right page margin.
2. Text lines that contain proportional space mode typestyles (IBM, non-IBM, or 370) do not right align.

## **Command Line:**

Use the Command Line (Ctrl + A) command ALIgn to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

## *Related Topics:*

“Block Align Text” on page 26

“Center” on page 38

“Margins” on page 236

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## **ASCII Copy and Append to File**

Use ASCII Copy and Append to File in the Notepad menu to attach an entire document or parts of a document to an existing ASCII file for use on other systems or in other application programs.

**Note:** An ASCII file contains words consisting of characters from the PC ASCII character set. These files do not contain any internal structures or multiple character code sequences.

## **To Copy and Append a Document to an ASCII File**

1. Create or revise the document you want copied and appended to an existing ASCII file.
2. In the typing area, position the cursor at the beginning of the text you want copied and press Notepad (Ctrl + F4).
3. Select ASCII Copy and Append to File in the Notepad menu.
4. Follow the prompt to position the cursor at the end of the text you want copied and press Enter.
5. Type the File Name to which you want the text attached in the ASCII Copy and Append to File menu and press Enter to return to the typing area.

**Notes:**

1. DW 5/2 copies and appends only the text blocked; it does not copy headers and footers.
2. If you do not specify an extension, DW 5/2 assumes an .ASC extension.

**Command Line:**

Use the Command Line (Ctrl + A) command NOTepad to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

*Related Topics:*

“Charts for Characters and Symbols Sets” in *Technical Reference*  
“Notepad” on page 250

---

Use ASCII Copy to File in the Notepad menu to save an entire document or parts of a document as a standard ASCII file for use on other systems or in other application programs. For example, you can use ASCII Copy to File in the Notepad menu to save a DW 5/2 document so you can load it later for use on another systems or in other application programs.

**Note:** A standard ASCII file is a file that contains words consisting of characters from the standard PC ASCII character set. These files do not contain any internal structures or multiple character code sequences.

**To Save a Document as an ASCII File**

1. Create or revise the document you want saved as an ASCII file.
2. In the typing area, position the cursor at the beginning of the text you want saved as an ASCII file and press Notepad (Ctrl + F4).
3. Select ASCII Copy to File in the Notepad menu.
4. Follow the prompt to position the cursor at the end of the text you want saved as an ASCII file and press Enter.

5. Type the File Name into which the text is to be copied in the ASCII Copy to File menu and press Enter to return to the typing area.

**Notes:**

1. If you do not specify an extension, DW 5/2 appends an .ASC extension to the file name.
2. DW 5/2 saves the ASCII file in the current directory if none is specified.
3. DW 5/2 copies only the blocked text; it does not copy headers and footers.

**Command Line:**

Use the Command Line (Ctrl + A) command NOTepad to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

*Related Topics:*

“Charts for Characters and Symbols Sets” in *Technical Reference*  
“Document Interchange” in *Technical Reference*

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## Auto Page End

Auto Page End automatically inserts a Page End code (▲) immediately after you type past the last typing line on the page. DW 5/2 then displays the cursor on the first typing line of a new page.

If you want to make page ending decisions yourself using Page End (Ctrl+E) or Required Page End (Ctrl+R), you can set Auto Page End to No in the Edit Options (Ctrl+F5) menu for individual documents. To set Auto Page End to No for all future documents, change the default for Auto Page End in the Edit Defaults menu in Profiles (Text Defaults). DW 5/2 warns you with a beep when the cursor moves beyond the last typing line of a page.

## To Change Auto Page End to No

1. Select Profiles in the DisplayWrite 5/2 menu.
2. Select Revise Profile in the Profiles menu.
3. Type the Profile Name in the Profile menu and press Enter.  
**Note:** The default profile is named PROFILE.PRF. Use List Services (F3) to locate the names of profiles you create.
4. Select Defaults For Text in the Revise Profile menu.
5. Select Edit Defaults in the Text Defaults menu.
6. Set Auto Page End to No under Edit Options in the Edit Defaults menu and press Enter.
7. Press Esc until the End/Save menu is displayed.
8. Select End and Save in the End/Save menu to save your profile changes.
9. Press Esc in the Profiles menu to return to the DisplayWrite 5/2 menu.  
**Note:** Select User Profile under Activate in the Profiles menu, if necessary.

### *Hint:*

- You can affect where Auto Page End inserts a Page End code. Change the first and last typing lines in the Page Layout/Paper Options (1 of 2) menu through Document Options (Ctrl+F7) (Document Format) for individual documents.

## **Command Line:**

Use the Command Line (Ctrl + A) commands AutoPE or LAYout to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

## *Related Topics:*

“List Services” on page 229

“Page Ends” on page 264

“Profiles” on page 287

---

Whenever you revise a document, DW 5/2 can create a backup copy of the document if selected in your profiles. Your revisions are actually made in the original document. The backup copy of the document remains unchanged, allowing you to undo your changes using the End/Save (F2) menu and return to the previous version of the document.

If you want to restore the backup copy of the document without the changes, select Quit Without Saving in the End/Save (F2) menu. The original document is replaced by the backup copy.

If you want to save your changes, select End and Save in the End/Save (F2) menu. If you want to save the changes you have made so far and return to the typing area, select Save and Continue. You can name the document to which you want the changes saved. If you do not specify a new document name, the backup copy is replaced by the original document which includes your revisions.

If you do not want to create a backup copy each time you revise a document, you can set Edit Copy of Document to No in the Edit Defaults menu in Profiles (Text Defaults).

When you revise a document, the original copy of the document retains the .DOC extension, while DW 5/2 assigns the backup copy an extension of .\$\$C. When you End and Save or Save and Continue, the .\$\$C version of the document is deleted, and the .DOC version replaces it.



### *Hints:*

- If you need to recover the backup copy, rename it with a different extension, then recover it.
- DW 5/2 will also save the original document in the .\$\$C file if you select Save and Continue while creating a document.

### **Command Line:**

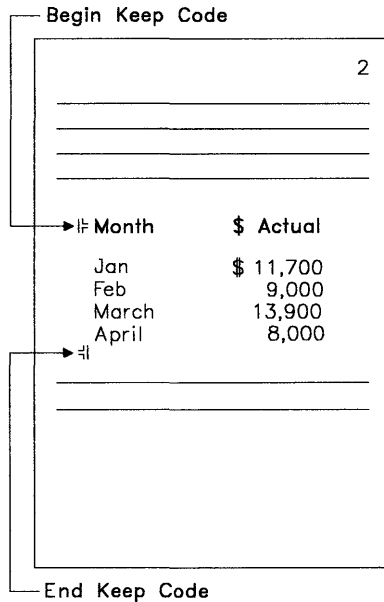
Use the Command Line (Ctrl + A) commands QUIT, END, or SAVE to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### *Related Topics:*

- “Extensions” on page 124
- “Profiles” on page 287
- “Recover Documents” on page 292
- “Revise Document” on page 305
- “End/Save Document” on page 121

---

When you paginate a document, new or revised pages are adjusted to conform to the format of the document (for example, First Typing Line, Last Typing Line). Begin and End Keep codes keep sections of text together so they are not split across pages when paginating. Begin and End Keep codes are inserted in the document using Instructions (F8).



## To Insert a Begin or End Keep Code

1. In the typing area, position the cursor where you want to begin keeping text together and press Instructions (F8).
2. Select Begin in the Instructions menu.
3. Select Keep in the Begin menu to insert a Begin Keep code (¶).
4. Position the cursor after the end of the text you want to keep together and press Instructions (F8).
5. Select End in the Instructions menu.
6. Select Keep in the End menu to insert an End Keep code (¶) and return to the typing area.

### Hints:

- If the text between the Begin Keep code and End Keep code is too long to fit on a single page, the text is split regardless of the Keep codes.

- When a Required Page End code (Δ) is in the text between the Begin and End Keep codes, the Required Page End code causes the page to end during pagination, regardless of the Keep codes.
- To help locate the Keep codes, press Edit Options (Ctrl + F5), set Display All Codes to Yes, and press Enter.

You can also locate the Keep codes by using the Find option in the Search (F6) menu. Press F8 in the Find What? field to display the Instruction code. Press Enter to find the first instruction.

### **Command Line:**

Use the following Command Line (Ctrl + A) commands to bypass some of the steps listed above:

- BeginKP
- EndKP
- CODEs
- FINd.

See “Command Line” on page 40 for more information.

### *Related Topics:*

- “Codes” on page 39
- “Page Ends” on page 264
- “Paginate” on page 270
- “Search” on page 312

---

## **Begin and End Record**

### **To Define the Beginning and Ending of a Record**

1. In the typing area, position the cursor on the line of text you want to define as the beginning of the record and press Instructions (F8).
2. Select **Begin** in the Instructions menu.
3. Select **Record** in the **Begin** menu to insert a **Begin Record** code and return to the typing area.
4. In the typing area, position the cursor on the line of text you want to define as the end of the record and press Instructions (F8).

5. Press End in the Instructions menu.
6. Select Record in the End menu to insert an End Record code and return to the typing area.
7. Repeat steps 1 through 6, as necessary, to define other records.

To sort the records you have defined, see “Block Sort Text Lines” on page 31.

### **Command Line:**

Use the Command Line (Ctrl+A) commands SORT, BeginRC, and EndRC to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### *Related Topics:*

- “Block Edit” on page 29
- “Block Recall the Last Unsorted Text Lines” on page 30
- “Math” on page 237

---

## Block Align Text

### **CAUTION:**

The **Block Align Text Left** option places the **Block Align** code at the start of each line of text in the block. This text will **NOT** be rearranged by **Line Adjust** or **Pagination**, even if you change margins or pitch.

### **To Block Align Text**

1. In the typing area, position the cursor where you want the block to begin and press Block (F4).
2. Select Align in the Block menu.
3. Select Left, Center, or Right, as appropriate, in the Block Align menu and press Enter.
4. Follow the prompt to position the cursor where you want the block to end and press Enter.

**Note:** After you begin the block, you can press an alphanumeric or function key, and the cursor automatically goes to the first occurrence of that character or code. For example, if you type a period, the

cursor moves to the next period (usually the end of a sentence). You can also press Search (F6), select Find, and then type a character string. The cursor highlights the first character at the first occurrence of the string.

*Related Topics:*

- “Align” on page 17
  - “Block Edit” on page 29
  - “Center” on page 38
- 

## **To Block Copy or Move Text**

1. In the typing area, position the cursor where you want the block to begin and press Block (F4).
2. Select Move or Copy in the Block menu.
3. Follow the prompt to position the cursor where you want the block to end and press Enter.
4. Follow the prompt to move the cursor where you want the block to be moved or copied and press Enter.

**Note:** After you begin the block, you can press an alphanumeric or function key, and the cursor automatically goes to the first occurrence of that character or code. For example, if you type a period, the cursor moves to the next period (usually the end of a sentence). You can also press Search (F6), select Find, and then type a character string. The cursor highlights the first character at the first occurrence of the string.

*Hints:*

- To copy a block of text to several places within the document, copy the text to the Notepad (Ctrl + F4), position the cursor where you want the copy to appear, and recall it from the Notepad.
- You can use the Split Screen function to copy or move text between two documents.

## **Command Line:**

Use the Command Line (Ctrl + A) commands COPY and MOVE to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### *Related Topics:*

- “Block Edit” on page 29
- “Notepad” on page 250
- “Split Screen” on page 320

---

## **Block Delete Text**

### **To Block Delete Text**

1. In the typing area, position the cursor where you want the block to begin and press Block (F4).
2. Select Delete in the Block menu.
3. Follow the prompt to position the cursor where you want the block to end and press Enter.

**Note:** After you begin the block, you can press an alphanumeric or function key, and the cursor automatically goes to the first occurrence of that character or code. For example, if you type a period, the cursor moves to the next period (usually the end of a sentence). You can also press Search (F6), select Find, and then type a character string. The cursor highlights the first character at the first occurrence of the string.

## **Command Line:**

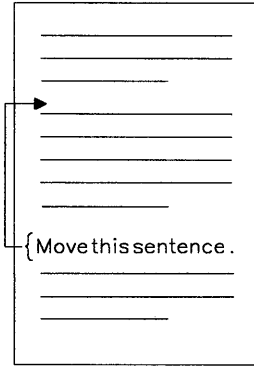
Use the Command Line (Ctrl + A) command DElete to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### *Related Topic:*

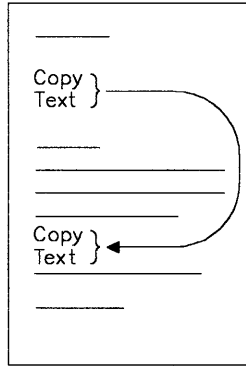
- “Block Edit” on page 29

Use Block (F4) to make editing changes, such as:

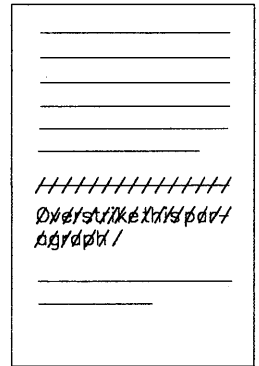
- Moving or copying a block of text to another position in the existing document or another document
- Deleting a block of text lines



Move



Copy



Overstrike

- Restoring the *last* deleted block of text
- Sorting a block of text lines
- Recalling the *last* unsorted block of text lines
- Changing a block of text to uppercase or lowercase
- Defining a block of text to print underlined or in bold
- Indicating revisions by marking a block of text or printing it overstruck
- Removing the style choices underline, bold, overstrike, mark from a defined block of text to return it to plain text.
- Aligning a block of text lines

You can use either the keyboard or a mouse to make block edits. Using the keyboard, select a menu item in the Block menu (F4), then define the block of text.

Using the mouse, you may define the block of text first, then select the menu item.

**Note:** If you want to copy information from one document to another, use Notepad (Ctrl + F4) or Split Screen (Alt + 3 or Ctrl + F11).

*Related Topics:*

- “Block Align Text” on page 26
- “Block Copy or Move Text” on page 27
- “Block Delete Text” on page 28
- “Block Recall the Last Unsorted Text Lines”
- “Block Restore Delete” on page 31
- “Block Sort Text Lines” on page 31
- “Block Style Change” on page 34
- “Mouse Interaction” on page 247
- “Split Screen” on page 320

---

## Block Recall the Last Unsorted Text Lines

### To Recall the Last Block of Unsorted Text Lines

1. In the typing area, position the cursor where you want the last unsorted block of text lines to be recalled and press Block (F4).
2. In the Block menu, select Recall Unsorted Text to recall the block of text lines at the cursor position.

**Notes:**

1. You can restore the last unsorted block of text more than once and insert the text in multiple places.
2. Recall Unsorted Text will not delete the previously sorted block of text lines. You can delete the sorted block of text lines by following the steps listed in “Block Delete Text” on page 28.



### **Command Line:**

Use the Command Line (Ctrl + A) command REcallU to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### *Related Topics:*

- “Block Edit” on page 29
  - “Block Sort Text Lines”
- 

## **To Restore the Last Deleted Block**

1. In the typing area, position the cursor where you want the last deleted block to be restored and press Block (F4).
2. In the Block menu, select Restore Delete to restore the block of text lines at the cursor position.

**Note:** You can restore the last deleted block of text more than once to insert the text in multiple places.

### **Command Line:**

Use the Command Line (Ctrl + A) command REStore to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### *Related Topics:*

- “Block Delete Text” on page 28
  - “Block Edit” on page 29
- 

## **Block Sort Text Lines**

### **To Sort a Block of Text Lines**

#### **CAUTION:**

Sorting a block of text lines that contains text columns, tables, keep codes, or format changes may give unexpected results.

1. In the typing area, position the cursor on the first line of text you want to sort and press Block (F4).
2. Select Sort in the Block menu.
3. Follow the prompt to position the cursor on the last line of the block and press Enter.

**Notes:**

- a. If the block of text lines you want to sort contains lines of text that should be kept together, see “To Define the Beginning and Ending of a Record” on page 25.
  - b. If the lines of text you want to sort are located on more than one page, first delete the page end codes. Then, define the block. After sorting the block, paginate the document.
  - c. If the first line of the block of text lines you define starts with format codes, the block will be sorted, and the format will be left at the top of the block.
  - d. If the block of text lines you define contains format codes within the text, the format codes will be sorted and relocated with their associated lines. A notice box with a warning message will be displayed.
4. Type the Starting Position and Ending Position in the Sort Options (1 of 2) menu to define the sort field.
  5. Type the Sort Order in the Sort Options (1 of 2) menu.  
**Note:** Ascending order is low to high sequence (0-9, A-Z).  
Descending order is high to low sequence (Z-A, 9-0).
  6. Select the Field Sort Type in the Sort Options (1 of 2) menu to define the type of field you want to sort.

**Notes:**

- a. To sort entries alphabetically with no regard to upper or lower case, select Case Insensitive.
- b. To sort entries alphabetically by case on a column-by-column basis, select Case Sensitive, by Column.
- c. To sort entries alphabetically by ordering identical entries by case, select Case Sensitive, by Field.
- d. To sort entries according to their ASCII collating sequence, select Case Sensitive, ASCII. Words that begin with uppercase

letters will be sorted before the same words that begin with lowercase letters.

- e. To sort entries in numeric sequence, select Numeric.
7. If you want to sort using only the field you defined in step 4 on page 32, press Enter to sort the lines of text.  
If you want to sort on more than one field, press PgDn in the Sort Options (1 of 2) menu.
8. Type the Starting Position, Ending Position, Sort Order, and Field Sort Type in the Sort Options (2 of 2) menu to define the other fields you want to sort.
9. Press Enter to sort the block of text lines.

*Hints:*

- Numeric data does not have to be right aligned or decimal point aligned before it will sort.
- For numeric data, the Math Formats of the active profile are used to determine which valid, non-numeric characters are allowed. If an invalid non-numeric character is detected during a numeric sort, sorting will end. The block will not be sorted.

**Command Line:**

Use the Command Line (Ctrl + A) command SORT to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

*Related Topics:*

“Begin and End Record” on page 25

“Block Edit” on page 29

“Block Recall the Last Unsorted Text Lines” on page 30

“To Create or Revise a File Description and Data File” on page 161

---

## Block Style Change

You can change the style of your text using the following style options:

- Plain (removes underline, bold, overstrike, and mark style choices)
- Underline
- Bold
- Overstrike
- Mark
- Uppercase
- Lowercase.

### To Change the Style of a Text Block

1. In the typing area, position the cursor where you want the block to begin and press Block (F4).
2. Select Text Styles in the Block menu.
3. Select the desired text style option in the Text Styles menu.
4. Follow the prompt to position the cursor where you want the block to end and press Enter to complete the desired text style option.

**Note:** After you begin the block, you can press an alphanumeric or function key, and the cursor automatically goes to the first occurrence of that character or code. For example, if you type a period, the cursor moves to the next period (usually the end of a sentence).

### Command Line:

Use the following Command Line (Ctrl + A) commands to bypass some of the steps listed above:

- PLAIin
- UNDErline
- BOLD
- OVErstrike
- MaRK
- UPPer
- LOWEr.

See “Command Line” on page 40 for more information.

### *Related Topics:*

- “Block Edit” on page 29
  - “Bold”
  - “Revision Marking” on page 308
  - “Underline” on page 358
- 

You can highlight a character, word, phrase, or block of text in bold type. The bold text may be displayed differently (brighter or a different color) depending on your display configuration.

### **To Type Highlighted Text Using the Bold Key**

1. In the typing area, position the cursor where you want the bold print to begin and press Bold (Ctrl + B) to insert a Begin Bold code (¶).
2. Type the text you want printed in bold type.
3. Press Bold (Ctrl + B) to insert an End Bold code (¶).

### **To Highlight Existing Text in Bold Type**

1. In the typing area, position the cursor under the first character you want printed in bold.
2. Press Bold (Ctrl + B) to insert a Begin Bold code (¶).
3. Position the cursor after the last character you want printed in bold.
4. Press Bold (Ctrl + B) to insert an End Bold code (¶).

### *Hints:*

- To delete the bold codes, position the cursor under the Begin Bold code (¶) and press Del and Enter. Then, position the cursor under the End Bold code (¶) and press Del and Enter again.
- To help locate the Bold codes, press Edit Options (Ctrl + F5), set Display All Codes to Yes, and press Enter.

You can also locate the Bold codes by pressing Bold (Ctrl + B) in the Find menu of the Search (F6) function.

- Pressing Bold (Ctrl + B) turns Bold on or off depending on whether a Begin Bold code or End Bold code exists already.

**Command Line:**

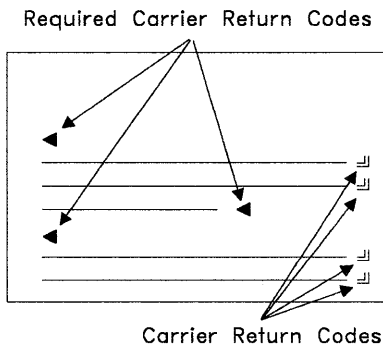
Use the Command Line (Ctrl + A) command CODEs to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

*Related Topics:*

- “Block Edit” on page 29
- “Block Style Change” on page 34
- “Codes” on page 39
- “Display Options” on page 87
- “Search” on page 312

## Carrier Return

DW 5/2 provides two types of carrier return codes: the Carrier Return and the Required Carrier Return.



The Auto Carrier Return function inserts Carrier Return codes (↵) for you as you type, automatically wrapping lines of text at the right margin and moving the cursor to the first position of the next line. When you revise text, DW 5/2 inserts the appropriate Carrier Return codes at the end of lines when you move the cursor to another line.

You can insert a Required Carrier Return code (↵) to end a short line or insert a blank line by pressing Required Carrier Return in the typing area.

To delete a Carrier Return code or a Required Carrier Return code, position the cursor under the code, press Del, then press Enter.

DW 5/2 normally has the Enter key defined as the Required Carrier Return key. Required Carrier Return is set to Base Definition in the Keyboard Options menu in Profiles (Work Station Defaults).

You can redefine the Enter key as the Carrier Return key for future documents by setting Required Carrier Return to Ctrl in the Keyboard Options menu in Profiles (Work Station Defaults).

When the Enter key is defined as the **Required Carrier Return** key:

- Pressing Ctrl+J or Ctrl+Enter inserts a Carrier Return code.
- Pressing Ctrl+L inserts a Required Carrier Return code.

When the Enter key is defined as the **Carrier Return** key:

- Pressing Ctrl+J or Ctrl+Enter inserts a Required Carrier Return code.
- Pressing Ctrl+L inserts a Carrier Return code.

You can locate Carrier Return or Required Carrier Return codes by pressing Ctrl+J or Ctrl+L in the Find menu of the Search (F6) function.

### **Command Line:**

Use the Command Line (Ctrl+A) command AutoCR to turn the automatic carrier return on or off. See “Command Line” on page 40 for more information.

### *Related Topics:*

- “Codes” on page 39
- “Defaults” on page 85
- “Indent” on page 209
- “Profiles” on page 287
- “Search” on page 312

---

## Center

You can center a word or phrase around any point on a line. You can also center a line of text between the margins.

### To Center Text While Typing

1. In the typing area, position the cursor at the point around which you want to center the text.
2. Press Center (Ctrl + C) to insert a Center code (¶).
3. Type the text; it centers as you type.
4. Press Enter to end centering and move to the next line, or Tab to end centering and move to the next tab setting.

### To Center Existing Text Around a Point

1. In the typing area, position the cursor under the first character of the word or line you want to center.
2. Be sure you are in Insert mode (if necessary, press the Ins key). Then, press the Space bar, Tab key, or Backspace key until the first character of the text is at the point on the line around which you want the text to center.
3. Press Center (Ctrl + C).

### To Center Existing Text Between the Margins

1. In the typing area, position the cursor at the left margin of the line you want to center between the margins.
2. Press Center (Ctrl + C).

**Note:** If Display All Codes is on, centered text does not appear centered until you turn the codes off.



### *Hints:*

- To delete the Center code, position the cursor under the Center code (¶). Press Del and Enter to delete the Center code.
- To help locate the Center code, press Edit Options (Ctrl + F5), set Display All Codes to Yes, and press Enter.

You can also locate the Center code by pressing Center (Ctrl + C) in the Find menu of the Search (F6) function.

- To center text around a Center tab, press Tab to go to the Center tab and type the text you want to center. Press Enter to end centering and move to the next line, or Tab to end centering and move to the next tab setting.
- To restore text centered between margins, delete the Align code (¶) and the Center code (¶).

### **Command Line:**

Use the Command Line (Ctrl + A) commands CODEs, FIND, and ALIgn to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### *Related Topics:*

- “Align” on page 17
- “Block Align Text” on page 26
- “Codes”
- “Margins” on page 236
- “Search” on page 312
- “Tabs” on page 349

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## **Codes**

A code is a character or symbol displayed on the screen that represents an instruction to the system. When the cursor is positioned under a code, the code character is displayed in the typing area and the name of the code is displayed on the first status line. Codes can be displayed all the time.

You can delete codes using the Del key, Erase End of Line (Alt + 8), or Delete in the Block (F4) menu.

## To Display All Codes

1. In the typing area, press Edit Options (Ctrl + F5).
2. Set Display All Codes to Yes in the Edit Options menu and press Enter to return to the typing area.

### *Hints:*

- When you change Display All Codes, the text on the display may appear offset, but the scale line cursor shows the correct line position.
- When you change Display All Codes, the setting remains in effect until you change it back or select a task other than Create Document, Revise Document, or View Document.
- The default may be changed in Profiles.

## To Delete a Code

### **CAUTION:**

**If you delete a voice note code (J) from an IBM DisplayWrite 4 document, the voice note is also deleted.**

1. In the typing area, position the cursor under the code to be deleted and press Del.
2. If necessary, follow the prompt to press Enter to delete the code.

### **Command Line:**

Use the Command Line (Ctrl + A) commands DELEte and CODEs to bypass some of the steps listed above. See “Command Line” for more information.

---

## Command Line

Command Line provides an alternate operation method for DW 5/2 users who are familiar with DisplayWrite tasks and terms and prefer to bypass menus. While in Create, Revise, and View tasks, you can press Command Line (Ctrl + A). The command line replaces the menu bar at the top of the screen. You can type up to a maximum of 60 characters on the command line. When the command line is displayed, you

can type a DW 5/2 command to perform many of the tasks normally available using menus. Menus are displayed only when additional information is required.

You may type only the uppercase letters shown in the command as a short form of the command. When typing the short form of the command, you may use uppercase or lowercase letters.

Some commands require no additional information and can execute a function directly, without displaying any menus. For example, if you type TOP on the command line, DW 5/2 takes you to the top of the document.

Commands that require additional information display a menu. For example, if you type CODEs (or COD) on the command line, DW 5/2 displays the Edit Options menu. When you exit this menu, you return either to the command line or to the typing area, depending on your profile settings.

Commands display a menu or perform the task. If you know the values of the command options, type the command followed by a space and the options on the command line. If a command has more than one option, separate the options with commas. For example, to change the margins at the cursor position:

1. Activate the command line (Ctrl + A).
2. Type MAR L,15,R,70 using upper or lower case.
3. Press Enter.

This sets the left margin to 15 and the right margin to 70 in one step without using menus.

The Search and Replace command requires delimiters to show the beginning and end of a character string for a command option. Delimiters can be any characters except commas or spaces. DW 5/2 recognizes the end of the phrase by looking for the character that matches the first delimiter. For example, if you use slashes (/) as delimiters, type:

```
SEA /search for this phrase /,/replace with this phrase/
```

This allows you to search for “search for this phrase” and replace it with “replace with this phrase” in the text.

Be careful using delimiters, however. If you were searching for the phrase “and/or” by typing:

```
SEArch /and/or/,/or/
```

DW 5/2 would display a message stating that the command option is not valid, since the slash between “and” and “or” acts as the ending delimiter. It is helpful to use characters not usually found in your documents, such as \* or /, as delimiters. Using asterisks in this example, you would type SEArch \*and/or\*,\*or\*.

DW 5/2 uses two suffixes with some of its basic page and line commands for further flexibility:

- Commands with an A suffix specify the alternate document format. For example, if you typed MARGinA 15 on the command line, you would set the left margin at 15 for the alternate document format.
- Commands with a D suffix specify the document format. For example, if you typed MARGinD 15 on the command line, you would set the left margin at 15 for the document format.

Some commands are preceded by an x on the keyboard templates. You can use these commands with no options to perform the function with default options or with the options you used last.

Remember to place the cursor in the correct position before you activate command line. Many commands use the current text cursor location to determine whether the command is valid or not. For example, if you want to use command line to spell check a word, the cursor must be located on the word. Also, you can use some format commands only if the cursor is located on the first line of a page.

When DW 5/2 is installed, it is set up to execute one command at a time from the command line. When the task is complete, DW 5/2 deactivates the command line and returns you to the typing area. If you want to execute a series of commands from the command line before DW 5/2 deactivates the command line and returns you to the typing area, set Multiple Commands to Yes in the Command menu under Text Defaults in Profiles. Then, when you complete a task, the command line is redisplayed, allowing you to type another command or to end the command line function by pressing Esc.

Help is available for the Command Line commands through Keys Help (Alt + 5), which operates as Commands Help when Command Line has been activated.

## To Access Commands Help

1. In the Create, Revise, or View typing area, press Command Line (Ctrl + A).
2. Press Commands Help (Alt + 5) to view a list of the available commands and their options.
3. Press Esc or F2 to return to the command line.

## Commands

The following commands are listed in alphabetical order. You can type either of the two forms of the command:

- The long command (for example, paginate or PAGINATE)
- The short command (for example, pag or PAG).

In the commands, the short command letters appear in uppercase only to identify them. You may type the long command or the short command in all uppercase, all lowercase, or in mixed-case.

For some commands, you can type an option following the command to bypass the menus for that task, or you can omit any options and allow the menus to prompt you for the information.

For other commands, you must type an option following the command. You have the following choices:

- Type the command, type a space, then type the options directly on the command line. Separate multiple options with a comma. Do not leave any spaces between options.

**Note:** In the following commands, the character in the option shown in bold is all that you must type. The vertical bar shows that you can choose only one of the options shown.

- For commands that can execute directly (shown preceded by an x in the Keyboard Template Command Descriptions), type an x, followed by the command with no options. When you press Enter, the command executes directly using the options you used last. If

this is the first time you have used the command in the current task, the command executes directly using default options.

### **Adjust Line Endings – ADJust ADJustA ADJustD**

Use these commands to make your choice for adjusting line endings for the appropriate format. Typing the command without an option displays the Line Spacing/Justification menu. You can then review the Adjust Line Endings setting and other settings. Typing the command with one of the following options executes the command directly without using menus.

Options: Yes|No

### **Align – ALign**

Use this command to align text with left, center, or right alignment. Position the cursor on the line of text that you want to align before you activate the command line. Then, type this command with one of the following options to execute the command directly.

Options: Left|Center|Right

### **Auto Carrier Return – AutoCR**

Use this command to specify whether Carrier Return codes should be inserted automatically at the end of text lines or not. Typing this command without an option displays the Edit Options menu. You can then review the Auto Carrier Return setting and other settings. Typing this command with one of the following options executes the command directly without using menus.

Options: Yes|No

## **Auto Page End – AutoPE**

Use this command to specify whether Page End codes should be inserted automatically at the end of text pages or not. Typing this command without an option displays the Edit Options menu. You can then review the Auto Page End setting and other settings. Typing this command with one of the following options executes the command directly without using menus.

Options: Yes|No

## **Begin Keep – BeginKP**

Use this command to insert a Begin Keep code at the cursor location.

## **Begin Record – BeginRC**

Use this command to insert a Begin Record code at the cursor location.

## **Begin Spell – BeginSP**

Use this command to insert a Begin Spell code at the cursor location.

## **Bold (Block) – BOLD**

Use this command to begin Block Bold mode. Position the cursor at the beginning of the block of text before you activate the command line. There are no options, so follow the Block instructions.

## **Bottom – BOTtom**

Use this command to go directly to the bottom of the document.

## **Change Dictionary – DICTIONary**

Use this command to change the active primary dictionary used during spell check. Typing this command without an option displays the Change Dictionary or Supplement menu. You can then review the primary and alternate dictionaries and supplement. Typing this command with a dictionary name executes the command directly without using menus.

Option: Dictionary Name

## **Change Dictionary Supplement – SUPplement**

Use this command to change the dictionary supplement used during spell check. Typing this command without an option displays the Change Dictionary or Supplement menu. You can then review the primary and alternate dictionaries and supplement. Typing this command with a path and supplement name executes the command directly without using menus.

Option: Path and Supplement Name

## **Change Drive or Directory – DIRectory**

Use this command to change the default drive or directory. Typing this command without an option displays the current directory and the Change Defaults menu. You can then review the contents of the current directory and the default drive setting. Typing this command with a drive letter and path, for example, **dir c:\dw5-2**, executes the command directly without using menus or displaying a list menu.

## **Codes (Display) – CODEs**

Use this command to specify whether instruction codes should be displayed in the typing area or not. Typing this command without an option displays the Edit Options menu. You can then review the Display All Codes setting and other settings. Typing this command with one of the following options executes the command directly without using menus.

Options: Yes|No



## **Columns – CoLuMn**

Use this command to display the Define Text Columns menu.

## **Comment (Document) – COMment**

Use this command to specify or change a document comment. Typing this command without an option displays the Document Comment menu. You can then edit an existing comment or add a new one. The maximum size of a document comment is 44 characters. Commas are not allowed in document comments. Typing this command with the following option executes the command directly without using menus.

Option: New Comment

## **Copy (Block) – COPy**

Use this command to begin Block Copy mode. Position the cursor at the beginning of the block of text before you activate the command line. There are no options, so follow the Block instructions.

## **Count Words – COUnT**

Use this command to count the words on a page or in the current document. Typing this command without an option displays the message, “Command option is required.” When you select the Page option, the words are counted from the current cursor position to the end of the page. Typing this command with one of the following options executes the command directly without using menus.

Options: Page|Document

## **Delete (Block) – DELete**

Use this command to begin Block Delete mode. Position the cursor at the beginning of the block of text before you activate the command line. There are no options, so follow the Block instructions.

## **Draw with Cursor – DRAw**

Use this command to draw using the current draw character.

## **End and Save – END**

Use this command to end editing of the current document and save all changes. Other End and Save processing depends on the current settings in the active profile. If the following option is specified, the Change Options, End and Save menu is displayed.

Option: Change

## **End If Code – EndIF**

Use this command to insert an EndIF code at the cursor location. This code is used for including text conditionally during merge.

## **End Keep Code – EndKP**

Use this command to insert an End Keep code at the cursor location.

## **End Record – EndRC**

Use this command to insert an End Record code at the cursor location.

## **End Spell Code – EndSP**

Use this command to insert an End Spell code at the cursor location.

## **Erase with Cursor – ERAsE**

Use this command to access Cursor Erase mode.

## **Find – FInD**

Use this command to find a specified string of text. Typing this command without a text string displays the Find menu. Type or edit the desired text string in the Find What? field. If you type a text string, do not type delimiters preceding and following the text string; they are not required. This command will not find text strings that contain leading spaces, trailing spaces, or commas.

You can type an **x** preceding the command (for example, **XFIN** or **xfind**) to perform a Find using the text string you specified in the last Find operation of the current editing session.

Option: Text String

## **Footer – FooTeR FooTeRA FooTeRD**

**Note:** Before you activate the command line to use the **FooTeR** command, you must position the cursor on the first line of the page.

Use these commands without an option to go directly to the footer typing area for the appropriate format. Use these commands with an option to go directly to the even or odd page footer typing area without using menus.

Options: Even|Odd

## **Footnote – FooTNote**

Use this command to display the Footnote (1 of 2) menu.

You can type an **x** preceding the command (for example, **XFTN** or **xfootnote**) to go directly to the footnote typing area.

## **Footnote – FooTNoteA FooTNoteD**

Use these commands to display the Footnote Format (1 of 2) menu for the appropriate format. The Footnote Format menu allows you to review the footnote format defaults.

## **Get – GET**

Use this command to get a specified document or file. Typing this command without an option displays the Get File menu. Typing this command with an option executes the command directly without using menus.

You can type an **x** preceding the command (for example, **XGET** or **xget**) to get the document you last specified in Get.

Option: Document Name

## **Go To – GOTO**

Use this command to move the cursor to the specified location. Typing this command without an option displays the Go To Page menu. Typing this command with an option executes the command directly without using menus.

You can type an **x** preceding the command (for example, **XGOT** or **xgoto**) to go directly to the top of the next page. If the cursor is on the last page, it moves to the end of the page.

You can also go to the top of the document using the **TOP** command or to the bottom of the document using the **BOTTOM** command.

Options: Page Number|**T**op|**B**ottom

## **Header – HeaDeR HeaDeRA HeaDeRD**

**Note:** Before you activate the command line to use the **HeaDeR** command, you must position the cursor on the first line of the page.

Use these commands without an option to go directly to the header typing area for the appropriate format. Use these commands with an option to go directly to the even or odd page header typing area without using menus.

Options: Even|**O**dd

## **Hyphenation Zone – ZONE ZONeA ZONeD**

Use these commands to specify the width of the hyphenation zone for the appropriate format. Typing these commands without an option displays the Line Spacing/Justification menu. You can then review the Hyphenation Zone Width setting and other settings. Typing these commands with an option executes the command directly without using menus.

Options: 1 - 30

### **If Empty Code – IFEmpty**

Use this command to insert an IF Empty code at the cursor location. This code is used for including text conditionally during merge based on the non-existence of the variable. Typing this command without an option displays the Test Variable menu. Use this menu to type the Variable Name. Typing this command with an option executes the command directly without using menus.

Option: Variable Name

### **If Not Empty Code – IFNot**

Use this command to insert an IF Not Empty code at the cursor location. This code is used for including text conditionally during merge based on the existence of the variable. Typing this command without an option displays the Test Variable menu. Use this menu to type the Variable Name. Typing this command with an option executes the command directly without using menus.

Option: Variable Name

### **Include – INclude**

Use this command to insert an Include code at the cursor location. Typing this command without an option causes the Include menu to display. Typing this command with an option will include the paragraph selection document or the document that contains the text you want to include or merge.

Option: Document Name

## **Index – INdExA INdExD**

Use these commands to select the format for index entries. Type these commands to display the Index Format menu.

### **Keyboard Extension – EXTension**

Use this command to specify the active keyboard extension. Typing this command without an option displays the Edit Options menu. You can then review the Keyboard Extension setting and other settings. Typing the command with one of the following options executes the command directly without using menus.

Options: 1|2|3|4|5|6|7|8

- |                   |                      |
|-------------------|----------------------|
| 1 = Symbols Set 1 | 5 = Characters Set 5 |
| 2 = Symbols Set 2 | 6 = Characters Set 6 |
| 3 = Symbols Set 3 | 7 = Characters Set 7 |
| 4 = Symbols Set 4 | 8 = Characters Set 8 |

### **Keystroke Playback – KEYplay**

Use this command to play back a keystroke program. Typing KEY (or KEYplay) causes the keystroke program you have recalled (using the REcallK command) to play back.

### **Last Revision Date – REVdate**

Use this command to insert a Last Revision Date code at the cursor location in the header or footer typing area. Typing this command without an option displays the Last Revision Date menu. You can then review the Date Format setting and other settings.

You can type an x preceding the command (for example, XREV or xrevdate) to insert the Last Revision Date code directly into the header or footer typing area without using menus.

## **Line Density – DENSity DENSityA DENSityD**

Use these commands to specify the line density for the appropriate format. Typing these commands without an option displays the Line Spacing/Justification menu. You can then review the Line Density setting and other settings. Typing these commands with an option executes the command directly without using menus.

Two ranges of options (lines per inch or points per line) are available for these commands, depending on the setting of Unit of Measure for Line Density in the Unit of Measure menu (Profiles).

Options:

- 1.0 - 24.0 (lines per inch)
- 3 - 72 (points per inch)

## **Line Justification – JUSTify JUSTifyA JUSTifyD**

Use these commands to specify line justification for the appropriate format. Typing this command without an option displays the Line Spacing/Justification menu. You can then review the Line Justification setting and other settings. Typing these commands with one of the following options executes the command directly without using menus.

Options: Left|Justify|Half

## **Line Numbering – NUMber NUMberA NUMberD**

Use these commands to specify whether lines should be numbered during print for the appropriate format. Line numbers are reset at the top of each page. Typing these commands without an option displays the Line Numbering menu. You can then review the Number Lines setting and other settings. Typing these commands with one of the following options executes the command directly without using menus.

Options: Yes|No

## **Line Spacing – SPACING SPACINGA SPACINGD**

Use these commands to specify line spacing for the appropriate format. Typing these commands without an option displays the Line Spacing/Justification menu. You can then review the Line Spacing setting and other settings. Typing these commands with one of the following options executes the command directly without using menus.

Options: .5|1|1.5|2 |2.5|3

## **Locate Endnotes – LOCATEE**

Use this command to insert a Locate code for endnotes at the cursor location.

## **Locate Index – LOCATEI**

Use this command to insert a Locate code for index entries at the cursor location.

## **Locate Reference List – LOCATER**

Use this command to insert a Locate code for a reference list at the cursor location. Typing this command without an option displays the Locate Reference List menu. Typing this command with an option executes the command directly without using menus.

Options: 1 - 50

## **Locate Table of Contents – LOCATE T**

Use this command to insert a Locate code for the table of contents at the cursor location.

## **Lowercase (Block) – LOWER**

Use this command to begin Block Lowercase mode. Position the cursor at the beginning of the block of text before you activate the command line. There are no options, so follow the Block instructions.



## **Margins – MARgin MARginA MARginD**

Use these commands to specify margins for the appropriate format. You can set or change one or both margins with these commands. If you do not specify which margin, the left margin is assumed. Typing these commands without an option displays the Margin and Tabs menu. Typing these commands with one of the following options executes the command directly without using menus.

You can combine options, but they must be separated by a comma and must not contain spaces.

Options:

margin column number,**R**ight, margin column number|  
margin column number|  
**L**eft,margin column number|  
**R**ight,margin column number

Examples of the above options are:

15,**R**,70  
15  
**L**,15  
**R**,70

## **Mark (Block) – MaRK**

Use this command to begin Block Mark mode. Position the cursor at the beginning of the block of text before you activate the command line. There are no options, so follow the Block instructions.

## **Math (Merge Instructions) – MATH**

Use this command to display the Math menu for merge instructions.

## **Move (Block) – MOVE**

Use this command to begin Block Move mode. Position the cursor at the beginning of the block of text before you activate the command line. There are no options, so follow the Block instructions.

## **New List – LIST**

Use this command to display a list of the files in the current directory or to list a subset of the files in the current or any specified directory. For example, **LIST C:\tools** displays a list of the files in the tools directory; **LIST A:** displays a list of the files on drive A. Typing this command without an option displays the New List menu. Typing this command with an option executes the command directly without using menus.

Option: Document Name

## **Notepad Choice – NotepadCH**

Use this command to set the edit option to determine the type of notepad used in the current editing session. Typing this command without an option displays the Edit Options menu. You can then review the Notepad Choice setting and other settings. Typing this command with one of the following options executes the command directly without using menus.

Options: System|User

## **Notepad Functions – NOTepad**

Use this command to move or copy text to the notepad or to move or copy text to an ASCII file with the option of appending the text.

Typing this command with an option begins Block mode directly to allow you to define the text to be moved or copied. Position the cursor at the beginning of the block of text before you activate the command line. Follow the Block instructions to define the end of the block.

Options: Move|Copy|Ascii|MAppend|CAppend|AAppend

## **Outline/TOC Format – OUTlineA OUTlined**

Use these commands to change the format for the specified outline/table of contents level.

Options: 1|2|3|4|5|6|7|8

## **Overstrike (Block) – OVerstrike**

Use this command to begin Block Overstrike mode. Position the cursor at the beginning of the block of text before you activate the command line. There are no options, so follow the Block instructions.

## **Overstrike Character – OVerChar**

Use this command to change the overstrike character. Typing this command without an option displays the Edit Options menu. You can then review the Overstrike Character setting and other settings. Typing this command with an option executes the command directly without using menus and changes the character to be used for Block Overstrike.

Option: Overstrike Character

## **Overstrike Option – OVerOpt**

Use this command to specify which overstrike option will be used for overstriking text. Typing this command without an option displays the Edit Options menu. You can then review the Overstrike Option setting and other settings. Typing this command with an option executes the command directly without using menus.

Options: 1|2|3|4 where:

- 1 = Overstrike All
- 2 = Overstrike All But Tabs
- 3 = Overstrike All But Spaces
- 4 = Overstrike All But Tabs and Spaces.

## **Page Layout/Paper Options – LAYout LAYoutA LAYoutD**

Use these commands to display the Page Layout/Paper Options menu for the appropriate format.

## **Page Number – PaGeNum**

Use this command to insert a page number code at the cursor location in the header or footer typing area.

## **Paginate – PAGinate**

Use this command to display the Paginate Document menu. You can type an **x** preceding the command (for example, XPAG or xpagnate) to execute the command directly.

## **Paper Clip – CLIp**

Use this command to set the edit option determining whether a return will be made to the last cursor position when you revise a document or not. Typing this command without an option displays the Edit Options menu. You can then review the Return to Paper Clip setting and other settings. Typing this command with an option executes the command directly without using menus.

Options: Yes|No

## **Pictures – PICTures**

Use this command when you want to view pictures in your document. Typing this command without an option displays the Graphics View Options menu. Typing this command with an option executes the command directly without using menus.

Options: Yes|No

## **Plain (Block) – PLAIN**

Use this command to begin Block Plain mode so you can change a block of text that is bold, underlined, or overstruck to plain text. Position the cursor at the beginning of the block of text before you activate the command line. There are no options, so follow the Block instructions.

## **Print Color – COLor**

Use this command to select the color desired for printing text. This command does the same function as the Print Color (Ctrl+P) function. Typing this command without an option displays the message “Command option is required.” Typing this command with one of the following options executes the command directly.

Options: **blacK|Blue| Green|Cyan|Red| Magenta|Yellow**

## **Print Color – COLorA COLorD**

Use these commands to select the color desired for printing text for the appropriate format. This command controls the Print Color (Ctrl+P) function. Typing these commands without an option displays the message “Command option is required.” Typing these commands with an option executes the command directly.

Options: **blacK|Blue| Green|Cyan|Red| Magenta|Yellow**

## **Print Date – PrintDaTe**

Use this command to insert a Print Date code at the cursor location in the header or footer typing area. Typing this command displays the Print Date menu. You can then review the Date Format setting and other settings.

You can type an **x** preceding the command (for example, **XPDT** or **xprintdate**) to insert the Print Date code directly into the header or footer typing area without using menus.

## **Print Document – PrintDoC**

Use this command to print another document while revising or viewing a document. Typing this command without an option displays the Print Document menu. Typing this command with an option queues the entire document to the printer.

Option: Document Name

## **Print Page – PrintPaGe**

Use this command to print the current page. The page is queued directly to the printer.

## **Quit (Without Saving) – QUIT**

Use this command to end the edit session without saving any changes.

## **Recall from Notepad – REcallIN**

Use this command to recall text directly from the notepad to the current cursor location.

## **Recall Keystroke Program – REcallIK**

Use this command to recall a saved keystroke program into memory so that the keystrokes can be played back (using the **KEYplay** command). Typing this command without an option displays the Recall Keystroke Program menu. You can type the keystroke program name that you want played back. Typing this command with an option executes the command directly without using menus.

Option: Keystroke Program Name

## **Recall Unsorted Text (Block) – REcallIU**

Use this command to recall the unsorted text from the last **Block Sort**. Position the cursor at the location where you want the block of text recalled before you activate the command line.

## **Reference List – REFlistA REFlistD**

Use these commands to select the format for reference lists. Typing these commands displays the Reference List Format menu.

## **Remove Spelling Marks – REMovesp**

Use this command to remove all spelling marks from a page.

## **Repeat Previous Find or Search/Replace – REPEAT**

Use this command to repeat the previous find or search/replace operation.

## **Reset Format – ReSetF**

Use this command to reset document format options. Typing this command without an option displays the message “Command option is required.” Typing this command with an option executes the command directly without using menus.

**Note:** The cursor must be on the first line of the page before using the options ALL, DOCument, or ALternate.

Options: ALL|PARTial| DOCument|ALternate

## **Reset Page Number – ReSetP**

Use this command to reset the page number for the page number code in the header or footer. Typing this command without an option displays the Reset Page Number menu. Typing this command with an option executes the command directly without using menus.

Option: Page Number Value

## **Restore Delete (Block) – REStore**

Use this command to restore the last text deleted with Block Delete. Position the cursor at the location where you want the block of text restored before you activate the command line.

## **Save and Continue – SAVE**

Use this command with the option to save all changes under a different document name without exiting the document. Typing this command without an option displays the Save and Continue menu. Typing this command with an option executes the command directly without using menus.

You can type an **x** preceding the command (for example, **XSAVE** or **xsave**) to save the document directly, using the current document name.

Option: Document Name

## **Search/Replace – SEArch**

Use this command to replace a string of data with another string of data. This command searches for the first character sequence specified and replaces it with the next. Typing the command without an option displays the Search/Replace menu. Typing this command with an option executes the command directly without using menus.

You can type an **x** preceding the command (for example, **XSEARCH** or **xsearch**), followed by an option, to perform the search/replace using the text string specified in the last search and replace performed during the current editing session.

Options: /string to find/,/replacement string/ (where / is a delimiter)

Delimiters allow you to use spaces and commas in your data string. You can use any character as a delimiter except spaces and commas. Be aware that search/replace data strings are case sensitive.

## **Skip to Line Number – SKIP**

Use this command with an option to insert a skip to line number code at the cursor location. Typing this command without an option displays the Skip to Line Number menu. Typing this command with an option executes the command directly without using menus.

Option: Line Number



## **Sort (Block) – SORT**

Use this command to begin Block Sort mode. Position the cursor at the beginning of the block of text before you activate the command line. There are no options, so follow the Block instructions.

## **Spell – SPEll**

Use this command to check the spelling of a word, page, or document. If you type SPE W, the word at the cursor position is checked. Typing this command without an option displays the message “Command option is required.” Typing this command with an option executes the command directly without using menus.

Options: Word|Page|Document

## **Split Screen Create – SplitSC**

Use this command to activate Split Screen mode and create a document. Typing this command without an option displays the Create Document menu. Typing this command with an option places the document in Create mode.

Option: New Document Name

## **Split Screen Revise – SplitSR**

Use this command to activate Split Screen mode and revise a document. Typing this command without an option displays the Revise Document menu. Typing this command with an option places the document in Revise mode.

Option: Document Name

## **Split Screen View – SplitSV**

Use this command to activate Split Screen mode and view a document. Typing this command without an option displays the View Document menu. Typing this command with an option places the document in View mode.

Option: Document Name

## **Switch – SWItch**

Use this command to move from the top window of a split screen to the bottom window and back, as needed.

## **Synonyms – SYNonym**

Use this command to display possible synonyms for the word at the cursor location.

## **System Page Number – SystemPN**

Use this command to insert a system page number code at the cursor location in the header or footer typing area.

## **Tab – TAB TABA TABD**

Use these commands to set or clear tabs for the appropriate format. To set tab positions, you may specify a list of desired pairs (tab type and tab position). If you omit the tab type, a left tab is implied, for example, L,10,C,25,D,35,R,45,50.

To set tabs at an interval, specify SETAll and the tab interval. For example, SETAll, 5 sets tabs at positions 5, 10, 15, and so on.

To delete a tab, specify CLEAr and the tab position. To delete all tabs, use CLEARAll.

You can combine options, but they must be separated by a comma and must not contain spaces.

Options:

- tab position|
- Left,tab position|
- Decimal,tab position|
- Center,tab position|
- Right,tab position|
- COLon,tab position|
- COMma,tab position|
- CLEAr,tab position|
- SETAll,tab interval|
- CLEARAll

### **Text Note – TEXtnote**

Use this command to display the Text Note menu.

You can type an **x** preceding the command (for example, XTEX or xttextnote) to go directly to the textnote typing area.

### **Text Note – TEXtnoteA TEXtnoteD**

Use these commands to display the Text Note Format menu for the appropriate format.

### **Top of Document – TOP**

Use this command to go directly to the top of the document.

### **Typestyle – TYPestyle TYPestyleA TYPestyleD**

Use these commands to specify a new typestyle for the appropriate format at the beginning of the line. Typing these commands without an option displays the Typestyle menu. Typing these commands with one of the following options executes the command directly without using menus. Typestyle numbers from 4096 to 61439 are not available from the Command Line. Use the Typestyle menu to select these typestyle numbers.

Options: 1-200, 211-279

### **Underline (Block) – UNDERline**

Use this command to begin Block Underline mode. Position the cursor at the beginning of the block of text before you activate the command line. There are no options, so follow the Block instructions.

### **Uppercase (Block) – UPPER**

Use this command to begin Block Uppercase mode. Position the cursor at the beginning of the block of text before you activate the command line. There are no options, so follow the Block instructions.

### **User-defined Control – USErdef**

Use this command to insert a user-defined control at the cursor location. Typing this command without an option displays the User-defined Control menu. Typing this command with one of the following options executes the command directly without using menus.

Options: 1 - 999

### **Variable (Merge Instructions) – VARiable**

Use this command to display the Variable menu for merge instructions.

### **View Formatted Document – VIEWf**

Use this command to view a formatted document.

### **Zoom Display – ZOOM**

Use this command to set the zoom level at which pictures are displayed. Typing this command without an option displays the message “Command option is required.” Typing this command with one of the following options executes the command directly without using menus.

Options: **Full|50|75|100| 150|200|300|400| Preview**

When documents are heavily revised, the revisions can cause blocks of unused space on the disk. Compress makes this space usable again by reducing the amount of space a document occupies on a diskette or a fixed disk, thus creating more disk space for your work.

### To Compress a Document

1. Select Utilities in the DisplayWrite 5/2 menu.
2. Select Compress in the Utilities menu.
3. Type the Document Name in the Compress menu.  
**Note:** To compress multiple documents or a directory, use the OS/2 global characters \* and ? as part of the Document Name.
4. Press Enter to compress the document.
5. Press Esc in the Utilities menu to return to the DisplayWrite 5/2 menu.

#### *Hints:*

- You can use the List Services function to compress documents.
- Compress requires enough free disk space to hold both the original document and a temporary copy of the document.
- To stop the compression of multiple documents, press Ctrl + Break.
- If Compress does not complete properly, you may need to recover the document. Use Recover in the Utilities menu.
- Use Compress after deleting voice notes from IBM DisplayWrite 4 documents to free the disk space used by the voice note.

#### *Related Topics:*

- “List Services” on page 229
- “Recover Documents” on page 292
- “Utilities” on page 360

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## Copy Documents

Copy allows you to duplicate DisplayWrite 5/2 documents, OS/2 files, IBM DisplayWrite 4, IBM DisplayWrite 3, and IBM DisplayWrite Assistant™ documents on a diskette, within a directory, or from one directory to another. For example, you may want to copy a document from your fixed disk to a diskette to give to co-workers. The original document remains on your fixed disk.

### To Copy a Document

1. Select Utilities in the DisplayWrite 5/2 menu.
2. Select Copy in the Utilities menu.
3. Type the File Name in the Copy menu.  
**Note:** To copy multiple documents or a directory, use the OS/2 global characters \* and ? as part of the File Name.
4. Type the New File Name in the Copy menu.
5. Press Enter to copy the document.
6. Press Esc in the Utilities menu to return to the DisplayWrite 5/2 menu.

#### *Hints:*

- You can use the List Services function to copy documents.
- To stop the copying of multiple documents or files, press Ctrl+Break.
- Copy also compresses a DW 5/2 document as it is copied.

#### *Related Topics:*

- “Compress Documents” on page 67
- “List Services” on page 229
- “Utilities” on page 360

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## Corrections and Revisions

You can make corrections and revisions in several ways. In a document, you can:

- Delete text and codes by pressing **Del** or **Erase End of Line** (**Alt + 8** or **Ctrl + Del**) or by selecting **Delete** in the **Block (F4)** menu
- Check for and correct spelling by pressing **Spell/Count (F10)**
- Cancel all your changes and return to the previous version of a document by selecting **Quit Without Saving** in the **End/Save (F2)** menu
- Restore deleted text using **Restore Delete** in the **Block (F4)** menu
- Search for specified character strings and replace them with other specified strings by pressing **Search (F6)**
- Sort lines of text by selecting **Sort** in the **Block (F4)** menu
- Recall an unsorted block of text.

In menus where you type, you can:

- Cancel the menu by pressing **Esc**
- Restore the menu to its initial state by pressing **Menu Restore (Ctrl + F2)**
- Erase all characters from the cursor to the end of the line by pressing **Erase End of Line (Alt + 8 or Ctrl + Del)**.

In either a document or a menu, you can:

- Erase characters by pressing **Backspace**
- Insert or replace characters in text and menu entries using the **Ins** key to select **Insert** or **Replace** mode
- Move through characters you have already typed using the cursor movement keys.

## Command Line:

Use the following Command Line (Ctrl + A) commands to bypass some of the steps listed above:

- DELeTe
- QUIt
- REStoRe
- REcallU
- SEARch
- SORt
- SPEll.

See “Command Line” on page 40 for more information.

### *Related Topics:*

“Block Edit” on page 29

“Codes” on page 39

“End/Save Document” on page 121

“Search” on page 312

“Spell” on page 315

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## Count Words

Counting words can be initiated two ways using the Spell function:

- Using Spell/Count (F10) in the text typing area, you can count the words on a single page or in the entire current document. You can count words while checking the spelling, or you can only count words.
- Using the Spell option in the DisplayWrite 5/2 menu, you can count the words in an entire DW 5/2 document or in a range of pages by selecting the Check or Count Words in Document option in the Spell menu.



## To Count Words in a Document

While in the typing area, you can count the words in a document using the Check and Count Words option or the Count Words Only option in the Spell and Count menu.

1. In the typing area, press Spell/Count (F10).

**Note:** For more information about the Spell Check options, see “To Spell Check a Word” on page 317.

2. Select Document under Check and Count Words to both spell check the document and count the number of words in the document.

OR

Select Document under Count Words Only to count the number of words in the document.

3. Press Enter to begin to spell check and word count or to count words only.

When completed, a message is displayed giving the total words counted. The cursor is at the top of the document.

## To Count Words in a Page

While in the typing area, you can count the words in a page using the Check and Count Words option or the Count Words Only option in the Spell and Count menu.

1. In the typing area, position the cursor under the word from which you want to begin counting and press Spell/Count (F10).
2. Select Page under Check and Count Words to both spell check the page and count the number of words in the page.

OR

Select Page under Count Words Only to count the number of words in the page.

3. Press Enter to begin spell check and word count or to count words only.

When completed, a message is displayed giving the total words counted.

### *Hints:*

- The word count is displayed on the message line.
- When counting words on a page, words are counted from the cursor position to the end of the page. If the cursor is positioned at the end of the page when the word count begins, the words on the next page are counted.
- Words within any End/Begin Spell marks are counted.
- A punctuation mark imbedded in a word causes the word to be counted as two words. For example, LEXAM.LIB is counted as two words.
- Numbers, including numbers with currency, commas, and similar characters, are counted as one word.
- Abbreviations and acronyms are counted as one word, except where imbedded spaces are used. For example, IBM is counted as one word, I B M is counted as three words.

## **To Count Words in a Document from the DisplayWrite 5/2 Menu**

1. Select Spell in the DisplayWrite 5/2 menu.
2. Select Check or Count Words in Document in the Spell menu.
3. Make any changes in the Check Document (1 of 2) or (2 of 2) menus and press Enter to either begin the spell check and word count or to begin the word count only, depending on your menu selections.

**Note:** For more information about the Spell Check options, see “To Spell Check a Document from the DisplayWrite 5/2 Menu” on page 318.

4. When the word count is complete, press Esc in the Spell menu to return to the DisplayWrite 5/2 menu.

### **Notes:**

- a. Pressing Esc will clear the word count message. Be sure to note the count before pressing Esc.

- b. When Paginate is set to Yes, words in referenced system footnote pages are counted, and words within formatted text are not counted.
- c. When Paginate is set to No, words in system footnote pages are not counted, and words within formatted text are counted.
- d. To terminate the word count, press Ctrl + Break.

*Hints:*

- A punctuation mark imbedded in a word causes the word to be counted as two words. For example, LEXAM.LIB is counted as two words.
- Numbers, including numbers with currency, commas, and similar characters, are counted as one word.
- Abbreviations and acronyms are counted as one word, except where imbedded spaces are used. For example, IBM is counted as one word, I B M is counted as three words.

**Command Line:**

Use the Command Line (Ctrl + A) commands COUnT and SPELL to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

*Related Topic:*

“Spell” on page 315

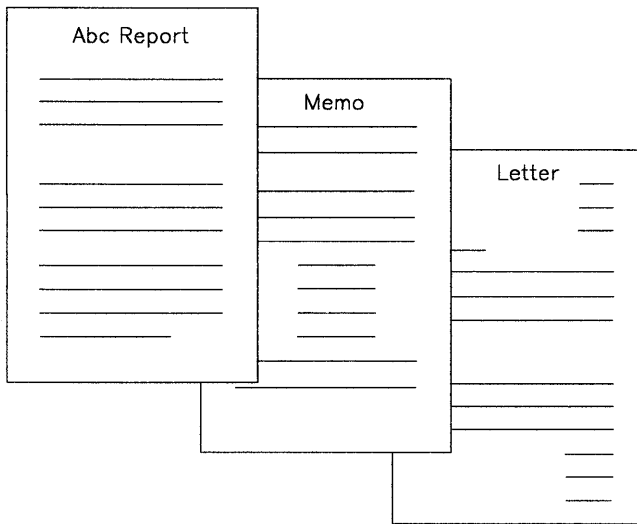
---

**CAUTION:**

**If you are creating a document on a diskette, do not remove the diskette until you have ended and saved the document.**

Use Create Document in the DisplayWrite 5/2 menu to create your DW 5/2 documents.

**Note:** You can also create DW 5/2 documents using List Services or during Split Screen mode.



Text Documents

As you type, DW 5/2 uses the default margins to determine where each line should end and inserts Carrier Return codes for you. This is called Auto Carrier Return or word wrap. DW 5/2 also uses the default page length to determine where pages should end and to insert Page End codes for you. This is called Auto Page End.

For individual documents, you can set Auto Carrier Return and Auto Page End to No in the Edit Options (Ctrl + F5) menu. Change these defaults for future documents in the Edit Defaults menu through Profiles (Text Defaults).

You can copy the format from one DW 5/2 document to another to avoid creating each document separately.

## To Create a Document

1. Select Create Document in the DisplayWrite 5/2 menu.
2. Type the Document Name in the Create Document menu.

**Note:** If you need information about typing the document name, see “Name Document” on page 249.

3. If you want to type a Document Comment, do so now.

**Note:** You can also type a Document Comment later using Document Options (Ctrl + F7).

4. If you want to copy the format from another document, type the Document Name under Use Format from.
5. Press Enter to go to the typing area.
6. Type your document.
7. Press End/Save (F2) and select End and Save in the End/Save menu to save your document.

*Hints:*

- To end a short line or insert a blank line, press Enter.
- To delete extra blank lines, position the cursor under the Required Carrier Return code, press Del, then press Enter.

**Command Line:**

Use the following Command Line (Ctrl + A) commands to bypass some of the steps listed above:

- AutoCR
- AutoPE
- COMment
- END.

See “Command Line” on page 40 for more information.

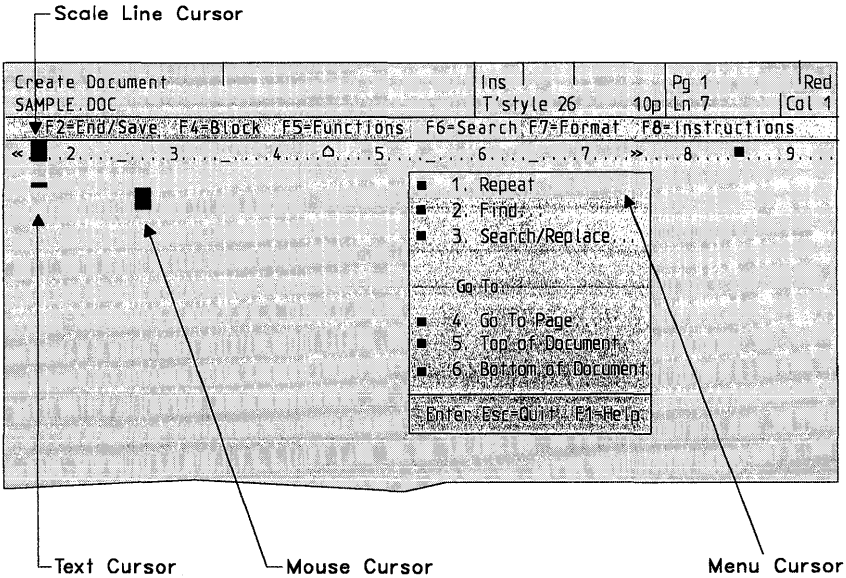
*Related Topics:*

- “Carrier Return” on page 36
- “Codes” on page 39
- “Corrections and Revisions” on page 69
- “Document Comment” on page 112
- “Format” on page 143
- “List Services” on page 229
- “Name Document” on page 249
- “Page Ends” on page 264
- “Print” on page 275
- “Profiles” on page 287
- “Revise Document” on page 305
- “End/Save Document” on page 121

# Cursor

DW 5/2 displays the following cursors:

- Text cursor**            Displayed in the typing area to mark your place when creating or revising a document.
- Scale line cursor**     Displayed on the scale line to show the true position of the text cursor.
- Menu cursor**            Initially displayed on the first item in a menu, you can move this cursor to select following menu items using the Tab key, the Up and Down cursor arrow keys, or the mouse. A menu cursor displays as a blinking underscore character or as a bar across the menu item.
- Mouse cursor**            Displayed as an arrow in graphics mode or as a box in character mode. The mouse cursor moves as the mouse is moved and disappears while you are typing.



*Related Topics:*

“Displays” in *Technical Reference*

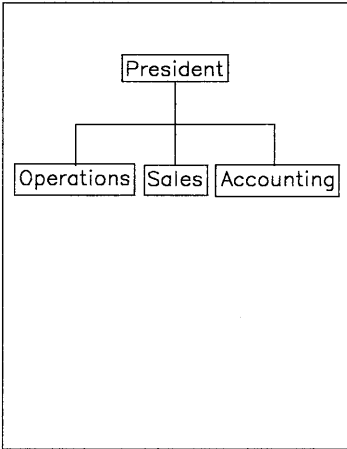
“Mouse Interaction” on page 247

“Scale Line” on page 311

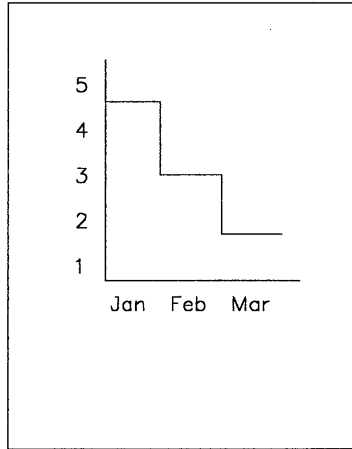
---

## Cursor Draw

Use Cursor Draw (Alt + 1 or F11) to create a box or line drawing using any valid keyboard character. Valid characters include characters from the Keyboard Extensions in the Edit Options (Ctrl + F5) menu. The default character is a connecting line. Cursor Draw always uses Replace mode.



Company Organization



Accidents

You can create a drawing using Cursor Draw in the header, footer, footnote, and text note typing areas as well as in the typing area.

**Note:** Remember that space is limited in the header and footer areas.

You can draw or erase using only the four *arrow* cursor movement keys. All mouse movements are ignored.

If you want to place text inside a box, type the text first. Then, draw the box around it. If you want to type text inside an existing box, be sure to use Replace mode rather than Insert mode (check the status

line if you are unsure of which mode you are using). While typing text, use only spaces to position the cursor – not Center or Tab.

To erase a drawing, use the Erase with Cursor option in the Cursor Draw Menu.

### **To Draw with Cursor**

1. In the typing area, position the cursor where you want to begin drawing and press Cursor Draw (Alt + 1 or F11).
2. Select Draw with Cursor in the Cursor Draw menu.
3. Use the cursor movement keys to create your drawing.
4. Press Esc to end Cursor Draw.

### **To Change the Draw Character**

1. In the typing area, press Cursor Draw (Alt + 1 or F11).
2. Select Change Draw Character in the Cursor Draw menu.
3. Type the New Draw Character you want to use in the Draw Character menu and press Enter. The new character remains in effect until you change it or until you reload DW 5/2.

**Note:** If you want to use a character or symbol from one of the keyboard extensions, be sure the keyboard extension you want is specified in the Edit Options (Ctrl + F5) menu.

### **To Erase with Cursor**

#### **CAUTION:**

**Erase with Cursor can erase any characters in your document, not only those you inserted using Cursor Draw.**

1. In the typing area, position the cursor where you want to begin erasing and press Cursor Draw (Alt + 1 or F11).
2. Select Erase with Cursor in the Cursor Draw menu.
3. Move the cursor to erase the characters, replacing them with spaces.
4. Press Esc to end Erase with Cursor.



### *Hints:*

- Be sure that your printer supports cursor draw characters.
- Draw with Cursor and Erase with Cursor cannot cross page boundaries.
- To draw or erase past the right margin, Adjust Line Endings must be set to No in the Line Spacing/Justification menu. You can reach the Line Spacing/Justification menu through Format (F7), Document Options (Ctrl + F7) (Document Format), or through Profiles (Text Defaults).
- Play back of keystrokes captured outside Cursor Draw may cause undesirable results if you try to use them later within Cursor Draw.
- You should not draw through Line Format Change, Define Multi-column Text, Next Column, or Line Format Return codes. Move your drawing line one position to the right before beginning.
- Cursor Draw automatically sets Display All Codes to No.
- To delete pairs of Keyboard Change codes that may have been inserted around the line drawing characters, press Block (F4) and select Delete.
- A drawing you have created using Cursor Draw will not print correctly if you try to print it in Proportional Space Mode.
- When you print a drawing you have created using Cursor Draw, single spacing gives the best results.
- Align (Ctrl + F3) and Print Color (Ctrl + P) are not valid during Cursor Draw.

### **Command Line:**

Use the following Command Line (Ctrl + A) commands to bypass some of the steps listed above:

- DRAW
- EXTension
- ERAsE
- ADJust
- DELete.

See “Command Line” on page 40 for more information.

*Related Topics:*

“Block Edit” on page 29

“Codes” on page 39

“Keyboard Extensions” on page 214

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## Cursor Movement

You can move the text cursor using a mouse or the cursor movement keys at the right of the keyboard. Besides these cursor movement keys, there are several keys that allow you to move the text cursor from word to word, to the beginning or end of a line, and to the top or bottom of a page. These keys are:

<b>Key</b>	<b>Function</b>
------------	-----------------

<b>Word Advance (Ctrl + →)</b>	Moves the cursor to the first character of the next word.
--------------------------------	---

<b>Word Return (Ctrl + ←)</b>	Moves the cursor to the first character of a word or the previous word, depending on the cursor position.
-------------------------------	---

<b>Home</b>	Moves the cursor to the beginning of the line.
-------------	--

<b>End</b>	Moves the cursor to the end of the line.
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<b>Top (Ctrl + Home)</b>	Moves the cursor to the beginning of the page.
--------------------------	--

<b>Bottom (Ctrl + End)</b>	Moves the cursor to the end of the page.
----------------------------	--

<b>Top of Document (Ctrl + Shift + Home)</b>	Moves the cursor to the beginning of the document.
--	--

<b>Bottom of Document (Ctrl + Shift + End)</b>	Moves the cursor to the end of the document.
--	--

<b>Paragraph Advance (Ctrl + ↓ or Ctrl + ⏏)</b>	Moves the cursor to the start of next paragraph.
---	--

**Paragraph Return (Ctrl + ↑ or Ctrl + ])**

Moves the cursor back to the start of the paragraph or to the previous paragraph, depending on the position of the cursor.

**PgUp**

Moves the screen window up.

**PgDn**

Moves the screen window down.

**Screen Left (Ctrl + PgUp)**

Moves the screen window to the left.

**Screen Right (Ctrl + PgDn)**

Moves the screen window to the right.

*Hint:*

- To align the text cursor with the mouse cursor, click (press and release) Button 1 on the mouse.

*Related Topics:*

“Cursor” on page 76

“Mouse Interaction” on page 247

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## Date

Using a date code, you can include a date as part of header or footer text in your document. If you want to view the date in the header or footer before printing, see “View Formatted Document” on page 363.

You can select one of two dates to print in the header or footer:

- The Print Date, which is the current system date (usually today’s date) when the document is printed.
- The Last Revision Date, which is the system date when you last saved the document.

You can also select one of the following date formats:

- mmddyy
- ddmmyy
- yymmdd

- mmdyyy
- ddmmyyy
- yyyymmdd

where mm is the month, dd is the day, and yy or yyyy is the year.

You can select a string of up to six keyboard characters as the separator between the first and second date elements (first separator) and between the second and third date elements (second separator).

If you want to use spaces as the first or second separator characters, you must type a space for the separator character. Do not press the Del key to delete the previous separator character.

If you do not want separator characters in the date, press the Del key to delete the previous separator characters.

You can select the month to print as a number or as a name.

If you want the month to print as a number, set Format for Month to Number in the appropriate date menu. The month will print as, for example, 01 (for January).

If you want the month to print as a name, set Format for Month to Name in the appropriate date menu. The month will print as, for example, March. You can change the month name to print as an abbreviation, for example, Mar.

**Note:** When you set Format for Month to Name, DW 5/2 deletes the leading zero from the number for day.

If you want to view or change the month names, do so before going to the header or footer typing area.

## **To Change the Month Names for the Current Document**

1. In the typing area, press Document Options (Ctrl + F7).
2. Select Month Names in the Document Options menu.
3. Type any changes to the month names in the Month Names menu.
4. Press Enter to return to the typing area.

## To Change the Month Names for Future Documents

1. Select Profiles in the DisplayWrite 5/2 menu.
2. Select Create Profile or Revise Profile in the Profiles menu.
3. Type the Profile Name in the Profile menu and press Enter.
4. Select Defaults For Text in the Create Profile or Revise Profile menu.
5. Select Date Defaults in the Text Defaults menu.
6. Press PgDn in the Date Defaults (1 of 1) menu.
7. Type any changes to the month names in the Date Defaults (2 of 2) menu and press Enter.
8. Press Esc until the End/Save menu is displayed.
9. Select End and Save in the End/Save menu to save your changes to the month names.
10. Press Esc in the Profiles menu to return to the DisplayWrite 5/2 menu.

## To Insert the Print Date or the Last Revision Date in a Header or a Footer

**Note:** If you want to change the month names, you must do so before entering the header or footer typing area.

1. In the header or footer typing area, position the cursor where you want the date to print and press Instructions (F8).
2. Select Print Date or Last Revision Date in the Instructions menu to reach the appropriate date menu.
3. Make any necessary changes in the date menu you selected.

**Note:** To see the effect of your changes on the formatted date in the menu, move the cursor out of the field you have changed.

4. Press Enter to insert the appropriate date code and return to the header or footer typing area.

### *Hints:*

- You can press View/Revise while the cursor is positioned on the Date code to make changes to the date.

- Do not use Align to center the date or to make it flush with the left or right margin.

**Command Line:**

Use the Command Line (Ctrl + A) commands REVdate, PrintDaTe, and END to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

*Related Topics:*

“Headers and Footers” on page 200

“View Formatted Document” on page 363

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## Default Drive and Directory

The default drive is the drive used by DW 5/2 to find or create a document or file when no other drive is specified. You can change the default drive without returning to OS/2.

**Note:** During Install, you show what you want the default drive to be.

### To Change the Default Drive and Directory

1. Press List (F3).
2. Press ChangeList (F3).
3. Select Change Defaults in the ChangeList menu.
4. Type the Drive and Directory Name in the Change Defaults menu and press Enter.

*Hints:*

- You can change the default drive any number of times.
- The changed default drive remains the default until you exit DW 5/2.
- You cannot change the default drive while you are in Help.

DW 5/2 has certain formats and values (defaults) already defined for you. For example, the default margins are set at 15 and 75, and the default tabs are set every five spaces.

There are two ways you can change some of these defaults to tailor them to your needs:

- You can change certain defaults on a job-by-job basis by going to the appropriate menu when you are creating or revising a document. You then select the menu items you want for that particular job.
- If there are certain defaults you use frequently, you can change the defaults for future documents in the profile (**PROFILE.PRF**) shipped with DW 5/2. You can also name, create, and store a new profile which contains your selected defaults. Then, your new profile can be activated when you start DW 5/2 or activated only when you need it.

If you want to change the display mode (Character mode or APA mode) or specify a different directory for storing your documents, you should create a new batch file for loading DW 5/2.

### *Hint:*

- You can use the List Services function to change the default directory.

### *Related Topics:*

- “Batch Files for Loading DisplayWrite 5/2” in *Technical Reference*
- “Display Options” on page 87
- “Footnotes” on page 134
- “Format” on page 143
- “Headers and Footers” on page 200
- “Keyboard Extensions” on page 214
- “List Services” on page 229
- “Math” on page 237
- “Merge” on page 245
- “Outlines” on page 256
- “Paginate” on page 270
- “Print” on page 275

“Profiles” on page 287

“Spell” on page 315

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## Dictionary

A dictionary specific to your country has been provided with DW 5/2. The dictionary language is the same language as your DW 5/2. If you have purchased DisplayWrite dictionaries for DisplayWrite 4/2 or DisplayWrite 4 Version 2, you can use them with DW 5/2. However, DisplayWrite 3 and DisplayWrite 4 dictionaries do not work with DisplayWrite 5/2.

You can select up to three DisplayWrite dictionaries and one supplement to verify spelling, to identify hyphenation points during Spell or Paginate, and to find synonyms.

If you frequently use words not in a DisplayWrite dictionary (for example, proper names), you can create a supplement to the dictionary as an additional aid in checking spelling. There are two types of supplements that work with the dictionaries: the memory supplement and dictionary supplements on disk.

### **To Select Different Dictionaries While Creating or Revising a Document**

1. In the typing area, press Spell/Count (F10).
2. Select Change Dictionary or Supplement in the Spell and Count menu.
3. Type the Dictionary Names in the Change Dictionary or Supplement menu.
4. Press Enter to return to the typing area.

### **To Select Different Dictionaries for Checking the Spelling of a Document**

1. Select Spell in the DisplayWrite 5/2 menu.
2. Select Change Dictionary or Supplement in the Spell menu.
3. Type the Dictionary Names in the Change Dictionary or Supplement menu.



4. Press Enter to return to the Spell menu.

### **Command Line:**

Use the Command Line (Ctrl + A) command DICTionary to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### *Related Topics:*

“Hyphenation” on page 207

“Paginate” on page 270

“Spell” on page 315

“Supplements” on page 326

“Synonyms” on page 329

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## Directory

DW 5/2 files and documents listed in the directory are accessed through List Services (F3). For more information, see “List Services” on page 229.

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## Display Options

The Display Options menu in Profiles (Work Station Defaults) allows you to change the foreground and background colors which display on your screen while running DW 5/2. The color support menu items include instructions to change the colors, the colors you can select, and the areas of the screen you can change.

Here are some color combinations you can try if you want to change the default colors (the default colors for DW 5/2 are in the first column, the colors used in DW 4/2 are in the last column):

<i>Screen Item</i>	<i>Color Combinations</i>				
Text Task Area	07	71	70	17	17
Text Task Underline	17	61	20	47	47
Menus	07	70	71	71	71
Menu Underline	17	40	41	41	31
Help Window	17	17	07	70	17
Help Window Underline	27	47	47	30	47
Notice Box	74	74	74	74	74
Status Lines	17	07	02	17	07
Message Lines	07	30	20	30	30

In the samples above, the first digit of the two-digit number combination is the foreground color, and the second digit is the background color. The digits and colors are:

- 0 = Black 1 = Blue 2 = Green 3 = Cyan
- 4 = Red 5 = Magenta 6 = Brown 7 = White.

Displays in DW 5/2 can use All Points Addressable (APA) mode or Character mode. APA mode allows all the text characters and graphics supported by DW 5/2 to be displayed. Character mode allows a subset of the PC ASCII Character Set to be displayed.

**Note:** If you are using a monochrome display, changes you make in the Display Options menu may not affect your display.

If you want to use Character mode, see “Batch Files for Loading DisplayWrite 5/2” in *Technical Reference*.

## To Change Display Colors

1. Select Profiles in the DisplayWrite 5/2 menu and press Enter. The Profiles menu is displayed.
2. Select Revise Profile in the Profiles menu and press Enter.
3. Type Profile for the Profile Name in the Profile menu and press Enter. The Revise Profile menu is displayed.
4. Select Work Station in the Revise Profile menu and press Enter. The Work Station Defaults menu is displayed.
5. Select Display Options in the Work Station Defaults menu and press Enter.
6. Select the appropriate option in the Display Options menu (APA Mode Color Support, APA Mode Light/Dark Support, or Character Mode Color Support) and press Enter.

**Note:** DW 5/2 is in APA mode when it is installed.

7. Read the information on the appropriate menu, then select the colors you want displayed on your screen and press Enter. The screen will display your color selections for each item: notice boxes, menus, message line, text, and Help windows.  
**Note:** If you want to change colors again, press Esc to return to the Display Options menu and repeat steps 6 through 7.
8. Press Enter to save the changes. Press Esc until you return to the End/Save menu.
9. Press Enter at the End/Save menu. The Profiles menu is displayed again.
10. Select Activate User Profile and press Enter. Type Profile and press Enter. A message appears stating that the profile is activated.
11. Press Esc to return to the DisplayWrite 5/2 menu. The colors you selected are now the colors shown on the screen.

### *Related Topics:*

“Displays” in *Technical Reference*

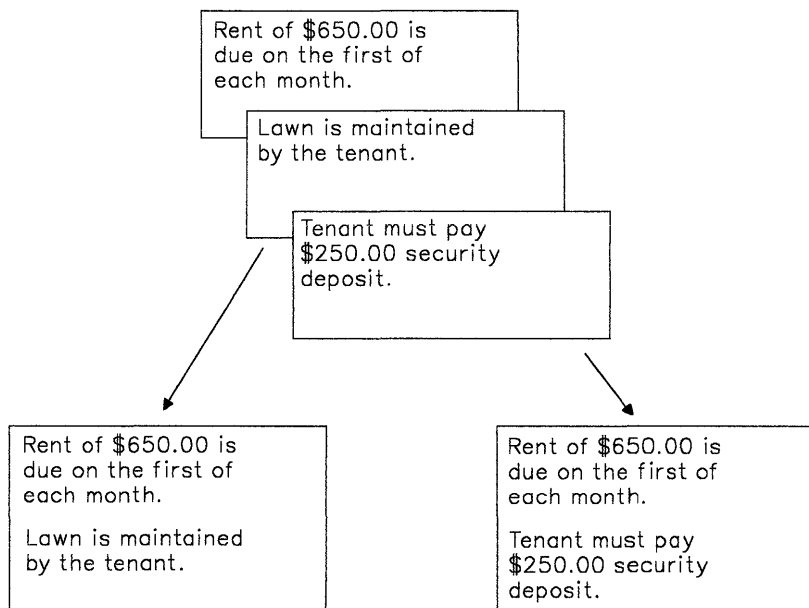
“Profiles” on page 287

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## Document Assembly

Use the *Document Assembly* method of Merge to assemble and produce personalized documents that include selected text, paragraphs, or non-text objects from one or more documents.

To generate personalized documents with Document Assembly, use either the Merge with Includes Only function or the Merge with Named Variables function, accessed through the Merge menu.



Document Assembly

Depending on your business needs, you can use one of two types of Document Assembly: *Document Assembly without Variables* and *Document Assembly with Variables*.

The following describes the differences between the two types of Document Assembly. Examine the characteristics of your personalized documents to determine the most appropriate type to use.

- *Document Assembly without Variables*

This is a method of assembling *one or more* documents or *portions* of documents to produce a *single* personalized document. This method uses the Merge with Includes Only function accessed through the Merge menu.

For example, a lawyer needs to draw up a contract for a housing lease for a client. The standard paragraphs related to leases are saved in one document. To prepare the contract, the lawyer selects from this document those paragraphs that are appropriate for the client's housing lease.

Another document contains the format of the contract (legal size paper) and instructions to include the selected paragraphs from the first document. During the Merge with Includes Only function, the two documents are combined to produce the client's contract for a housing lease.

- *Document Assembly with Variables*

This is a method of assembling selected text or non-text objects from *one or more* documents to produce *several* personalized documents. This method uses the Merge with Named Variables function accessed through the Merge menu.

For example, a lawyer needs to prepare separate wills for a husband and wife. The clauses and standard paragraphs related to wills are already created and saved in one document.

For these particular clients, it is necessary for the lawyer to personalize further the saved paragraphs by inserting each client's name and the executor's name in their respective wills. To do so, variable names are inserted as placeholders within the saved paragraphs, for example, !NAME!.

A second document contains the information for the variable names (each client's name and the executor's name) and instructions to insert selected paragraphs from the first document into this document. A third document contains the format for the final will. During the Merge with Named Variables function, the documents are combined to produce the client's wills.

The difference between the two types of Document Assembly is that in Document Assembly with Variables, the paragraphs contain placeholders for variable information (for example, the client's name and the executor's name) that are inserted during the merge process. More than one document at a time may be assembled. In Document Assembly without Variables, the paragraphs do not contain variable information; the paragraphs contain only constant text, and only a single personalized document is produced.

*Related Topics:*

“Document Assembly without Variables” on page 108

“Document Assembly with Variables”

“Merge” on page 245

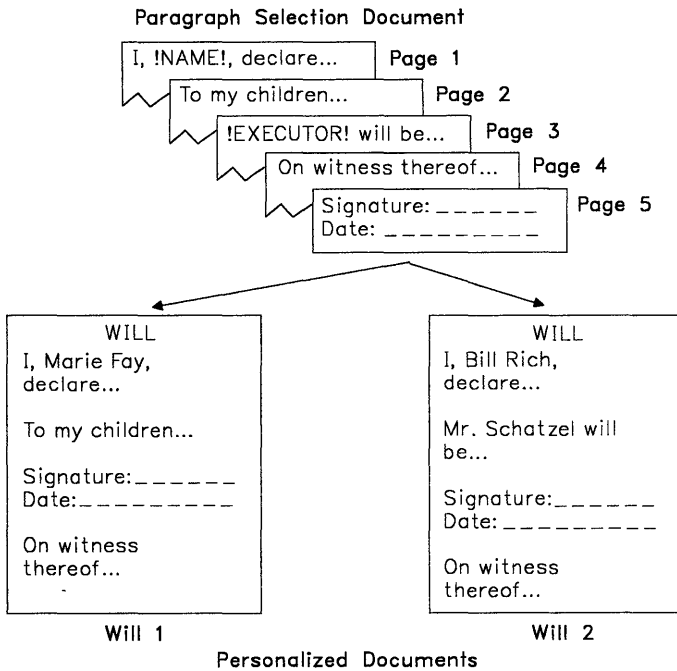
---

## Document Assembly with Variables

Use *Document Assembly with Variables* to assemble and produce several personalized documents by combining selected text or non-text objects from one or more documents.

Each personalized document will contain a unique combination of related paragraphs with variable information that is specific to each document. Document Assembly with Variables uses the Merge with Named Variables function accessed through the Merge menu.

For example, a lawyer needs to prepare separate wills for a husband and wife. The clauses and standard paragraphs related to wills are already created and saved in a *paragraph selection document*.



For these particular clients, it is necessary for the lawyer to personalize further the saved paragraphs by inserting each client's name and the executor's name. To do so, insert *variable name* placeholders for the client's name and the executor's name within the saved paragraphs.

When using Document Assembly with Variables to produce *several* personalized documents, you should:

- Create and save a *paragraph selection document*.
- Create and save a *shell document*.
- Create and save a *variables document*.
- Assemble the personalized documents using the Merge with Named Variables function.

To assist you with your work in Document Assembly with Variables, a list of terms and definitions is provided here:

<b>Paragraph Selection Document</b>	A document of related paragraphs, each on a different page, which can be selected repeatedly to produce different personalized documents.
<b>Constant Text</b>	Text that does not change.
<b>Variable Names</b>	<p>A name in the paragraph selection document that identifies a placeholder for variable information in the variables document. The variable name in the paragraph selection document <i>must match</i> the variable name in the variables document.</p> <p>Variable names:</p> <ul style="list-style-type: none"><li>• Cannot contain more than 16 characters</li><li>• Must start with a letter</li><li>• May contain letters, numbers, or underscores</li></ul> <p><b>Note:</b> When you type a space as part of a variable name, DW 5/2 converts the space to an underscore.</p> <ul style="list-style-type: none"><li>• Cannot contain punctuation marks</li><li>• Are uppercase and lowercase sensitive</li><li>• Are displayed as, for example, <b>!EXECUTOR!</b></li><li>• Must be unique.</li></ul>
<b>Shell Document</b>	A document that determines the format of the personalized document and contains a variable name that <i>must match</i> a variable name on each page of the variables document. The shell document contains the constant text.



## **Variable Information**

Information or text in the variables document that is different for each personalized document. Variable information is identified by the variable name in the paragraph selection document or in the constant text of the variables document. In the example, **!EXECUTOR!John Jones**, “John Jones” is the variable information, and “EXECUTOR” is the variable name.

## **Variables Document**

A document that contains one or more sets of the following:

- A variable name that exactly matches a variable name in the shell document
- Constant text
- Instructions to insert the paragraphs from the paragraph selection document
- Any variable names and variable information.

## **Include Instructions**

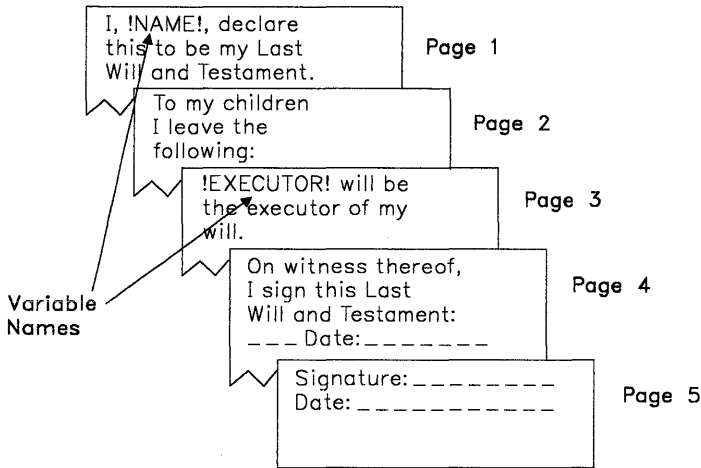
Instructions to insert specific paragraphs from the paragraph selection document into the personalized document.

## **Skip to Line Instructions**

Instructions placed within the shell document that cause the information that follows the instructions to print on a specific line in the document. For example, Skip to Line Instructions are used to print forms.

## Creating a Paragraph Selection Document

You should first create a *paragraph selection document* to be used with Document Assembly with Variables. The paragraph selection document is a collection of related paragraphs composed of text and variable names. Each paragraph or set of related paragraphs in the paragraph selection document *must* be saved on a *different* page.



Paragraphs in the Paragraph Selection Document Saved On Separate Pages

Paragraphs can contain variable names to identify variable information. Variable information is specified, along with its associated variable name, in the variables document.

Once a paragraph selection document is created, it can be repeatedly used for future personalized documents.

During the Merge with Named Variables function, the paragraphs you select from the paragraph selection document are inserted into the variables document. Variable information is inserted within the paragraphs to produce your personalized documents.

## To Create a Paragraph Selection Document

1. Select Create Document in the DisplayWrite 5/2 menu.
2. Type the Document Name in the Create Document menu and press Enter to go to the typing area.
3. Press Document Options (Ctrl+F7).
4. Select Preserve Page Numbers in the Document Options menu.
5. Set Preserve System Page Numbers to Yes in the Preserve Page Numbers menu and press Enter to return to the typing area.

**Note:** You should set Preserve Page Numbers to Yes to keep each paragraph or set of related paragraphs on a different page and prevent pagination of the paragraph selection document.

6. Type the paragraph to the point where you want to place a variable name, if necessary.

**Note:** If you are inserting variable names, follow the procedure “To Insert Variable Names in a Paragraph Selection Document” on page 98.

7. Type additional text, if necessary.
8. Press Enter as many times as necessary to insert the number of carrier returns you want to follow the paragraph in the personalized documents.
9. Press Page End (Ctrl+E) to go to a new page.

**Note:** If the first two paragraphs of your constant text are always the same, the paragraphs can be combined on the same page.

10. Repeat steps 6 through 9 for each paragraph in your paragraph selection document. To prevent creating a blank page, do not press Page End (Ctrl+E) after typing the *last* paragraph.
11. Press End/Save (F2) and select End and Save in the End/Save menu to save the paragraph selection document.

**Note:** You may want to print your paragraph selection document to use as a reference when inserting Include instructions. To identify the page number on which each paragraph or set of related paragraphs is located, you can create a header or footer that contains a system page number in the document format of your paragraph selection document. Headers and footers in the document

format are not retrieved with the paragraphs during the merge process.

*Hint:*

- If your paragraph is longer than a page, set Auto Page End to No in the Edit Options (Ctrl + F5) menu to prevent unwanted page ends.

**Command Line:**

Use the Command Line (Ctrl + A) commands END and AutoPE to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

**To Insert Variable Names in a Paragraph Selection Document**

1. In the typing area, press Instructions (F8).
2. Select Merge Instructions in the Instructions menu.
3. Select Variable in the Merge Instructions menu.
4. Type the Variable Name in the Variable menu and press Enter to return to the typing area.

**Note:** Type the variable name exactly as it will appear in the variables document. Remember that variable names are uppercase and lowercase sensitive.

5. Continue with step 7 of “To Create a Paragraph Selection Document” on page 97.

*Hints:*

- You can create several different paragraph selection documents. For example, one paragraph selection document may contain only accounts receivable paragraphs, and another may contain only accounts payable paragraphs. Paragraphs in different paragraph selection documents can be selected in the variables document.
- To display a variable name (for example, !NAME!), press Edit Options (Ctrl + F5), set Display All Codes to Yes, and press Enter to return to the typing area.

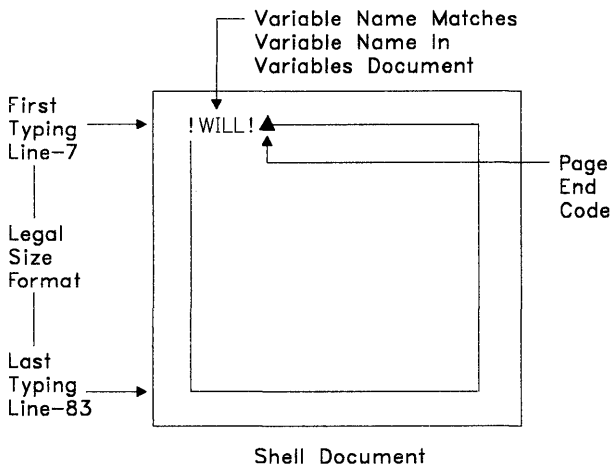
**Note:** To revise a variable name, see “To Revise a Variable Name” on page 104.

### Command Line:

Use the Command Line (Ctrl+A) commands VARIable and CODEs to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

## Creating a Shell Document

After you create a paragraph selection document, you should create a *shell document* to use with Document Assembly with Variables. The shell document should contain one *variable name* and any *skip to line instructions*. A link variable name *must match* a variable name on each page in the *variables document*.



## To Create a Shell Document

1. Select Create Document in the DisplayWrite 5/2 menu.
2. Type the Document Name in the Create Document menu and press Enter to go to the typing area.
3. If you want to change the format for your personalized documents, press Document Options (Ctrl+F7), select Change Document Format in the Document Options menu and set the format.

**Note:** The format you set here determines the format of your personalized documents.

4. To display the Variable codes, press Edit Options (Ctrl + F5), set Display All Codes to Yes, and press Enter to return to the typing area.
5. Press Instructions (F8).
6. Select Merge Instructions in the Instructions menu.
7. Select Variable in the Merge Instructions menu.
8. Type the Variable Name (for the link variable) in the Variable menu.

**Note:** The link variable name *must match* a variable name on each page in the variables document. Remember that variable names are uppercase and lowercase sensitive.

9. Press Enter to return to the typing area to display the variable name, for example:

**!WILL!**

**Note:** To revise the variable name, see “To Revise a Variable Name” on page 104.

10. Press End/Save (F2) and select End and Save in the End/Save menu to save the shell document.

### **Command Line:**

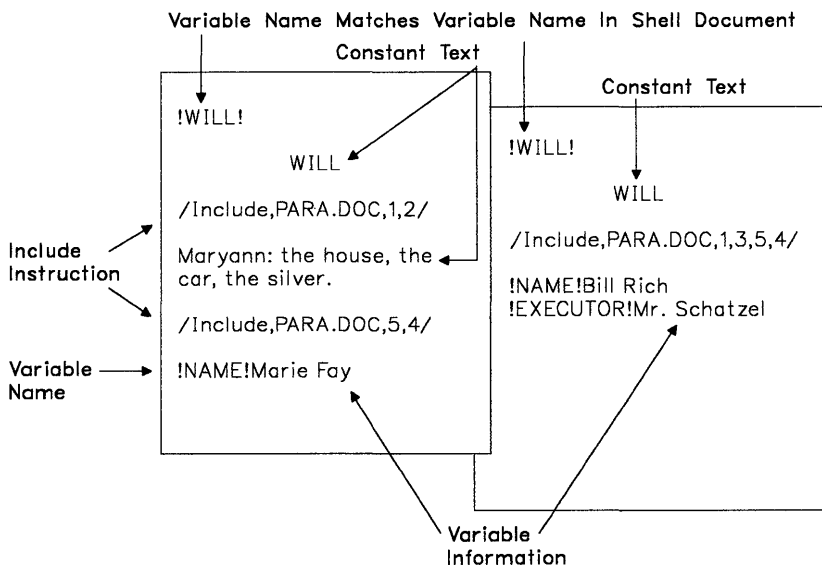
Use the Command Line (Ctrl + A) commands CODEs, VARiable, and END to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

## **Creating a Variables Document**

After you create a paragraph selection document and a shell document, you need to create a corresponding *variables document* to use with Document Assembly with Variables.

The variables document contains constant text, Include instructions that specify which paragraphs to select from the paragraph selection document, and any *variable names* and their accompanying variable information for each personalized document.

One variable name *must match* a variable name in the shell document.



Variables Document Saved On Separate Pages

The Include instructions specify which paragraphs to select from the paragraph selection document and constant text. The order of the Include instructions and constant text determines the content of your personalized documents. The remainder of the page lists the variable names and the accompanying variable information.

Remember that the information substituted for the variable name in the assembled document is the information that follows the same variable name in the variables document.

## To Create a Variables Document

1. Select Create Document in the DisplayWrite 5/2 menu.
2. Type the Document Name in the Create Document menu and press Enter to go to the typing area.
3. To display the Include codes and the Variable codes, press Edit Options (Ctrl + F5) and set Display All Codes to Yes.

4. To prevent unwanted page ends, set Auto Page End to No and press Enter to return to the typing area.
5. Press Instructions (F8).
6. Select Merge Instructions in the Instructions menu.
7. Select Variable in the Merge Instructions menu.
8. Type the Variable Name (of the link variable) in the Variable menu.

**Note:** The variable name *must match* the variable name in the shell document. Variable names are uppercase and lowercase sensitive. Remember that the first variable name must be the link variable which matches the variable in the shell document.

9. Press Enter to return to the typing area to display the variable name. The variable name appears as, for example:

**!WILL!**

**Note:** To revise the variable name, see “To Revise a Variable Name” on page 104.

10. Type any constant text to the point where you want to place an Include instruction to insert selected paragraphs from the paragraph selection document.
11. Press Instructions (F8).
12. Select Merge Instructions in the Instructions menu.
13. Select Include in the Merge Instructions menu.
14. Type the Document Name and System Page Number(s) in the Include menu.

**Notes:**

- a. The Document Name is the name of the paragraph selection document, for example, **PARA.DOC**.
- b. Type the System Page Numbers in the order you want the paragraphs from the paragraph selection document to appear in your personalized documents. Separate each page number by a space. No more than 10 pages may be entered *in any single* Include instruction.



15. Press Enter to return to the typing area to display the Include instruction, for example:

**/Include, PARA.DOC,1,2/**

**Note:** To revise an Include instruction, see “To Revise an Include Instruction” on page 104.

16. Repeat steps 10 through 15, if necessary.

**Note:** Each Include instruction can contain a maximum of 10 paragraphs. To include more than 10 paragraphs or paragraphs from different paragraph selection documents, you must type additional Include instructions.

17. Press Instructions (F8).
18. Select Merge Instructions in the Instructions menu.
19. Select Variable in the Merge Instructions menu.
20. Type the Variable Name in the Variable menu and press Enter to return to the typing area to display the variable name, for example:

**!NAME!**

**Note:** Type this variable name exactly as it appears in the paragraph you are using from the paragraph selection document.

21. Type the variable information for that variable name on the *same line* as the variable name and press Enter, for example:

**!NAME!Marie Fay**

**Note:** If the variable information contains more than one line of text, press Enter after each line.

22. Repeat steps 17 through 21 for each variable name.
23. If you are creating more than one personalized document, press Page End (Ctrl + E). Do *not* press Page End (Ctrl + E) after the last page or if you are creating only one personalized document.  
If you are creating *several* personalized documents, repeat steps 5 through 23 for each.

**Note:** Remember that each page of the variables document produces one personalized document.

24. Press End/Save (F2) and select End and Save in the End/Save menu to save the variables document.

*Hint:*

- If you type a variable name in the variables document that is not used in the paragraph selection document, the variable name and the accompanying variable information are ignored during the merge process.

**Command Line:**

Use the following Command Line (Ctrl + A) commands to bypass some of the steps listed above:

- CODEs
- AutoPE
- VARiable
- INClude
- END.

See “Command Line” on page 40 for more information.

**To Revise a Variable Name**

1. To display the Variable code in the typing area, press Edit Options (Ctrl + F5), set Display All Codes to Yes, and press Enter to return to the typing area.
2. Position the cursor under the Variable code (!NAME!) and press View/Revise Codes (Ctrl + F8).
3. Revise the Variable Name in the Variable menu.
4. Press Enter to save the changes and return to the typing area.

**To Revise an Include Instruction**

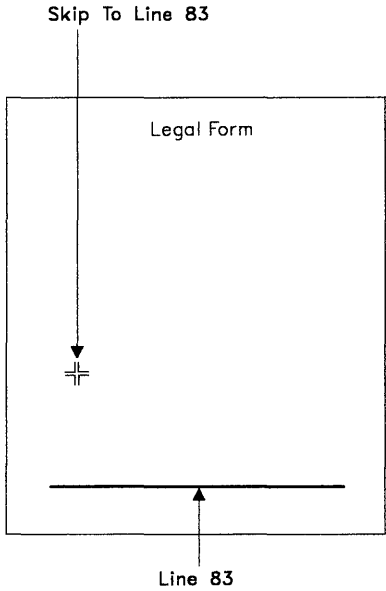
1. To display the Include code in the typing area, press Edit Options (Ctrl + F5), set Display All Codes to Yes, and press Enter to return to the typing area.
2. Position the cursor under the Include code (/Include,PARA.DOC,1,2/) and press View/Revise Codes (Ctrl + F8).
3. Revise the Include instruction in the Include menu.
4. Press Enter to save the changes and return to the typing area.

**Command Line:**

Use the Command Line (Ctrl + A) command CODEs to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

**Skip to Line Instructions**

*Skip to Line Instructions* are instructions placed within a document that allow text or variable information to be printed on a specific line in the document.



For example, exact placement of text or variable information is especially important when working with preprinted forms such as insurance claims, employment applications, or tax return forms.

## To Define a Skip to Line Instruction

1. Position the cursor at the point in the shell document where you want to skip to a specific line and press Instructions (F8).

**Note:** The Skip to Line instruction must be inserted before the text or variable information you want printed on a specific line in the document. You can only skip to lines that follow the current line.

2. Select Merge Instructions in the Instructions menu.
3. Select Skip to Line Number in the Merge Instructions menu.
4. Type the Skip to What Line Number in the Skip to Line Number menu.

### Notes:

- a. Skip to What Line Number is the number of the line you want to skip to or begin printing on in the document.
  - b. While inserting Skip to Line instructions in the shell document, each instruction is automatically ended with a Zero Index Carrier Return (ZICR). For more information, see “Zero Index Carrier Return” on page 365.
5. Press Enter to return to the typing area and display the Skip to Line instruction. The Skip to Line instruction appears as, for example:

**/Skip to Line,55/←**

6. Type any text or variable names you want to start printing on a specific line. These variables appear as, for example:

**!Last Name! !First Name!**

### Hint:

- To display the Skip to Line instruction in the typing area, press Edit Options (Ctrl + F5), set Display All Codes to Yes, and press Enter.

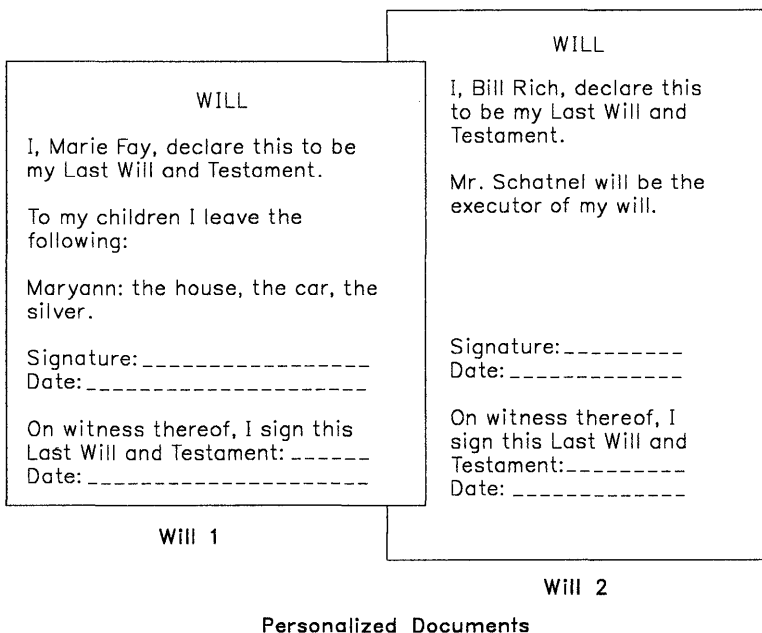
### Command Line:

Use the Command Line (Ctrl + A) commands SKIp and CODEs to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

## Assembling Personalized Documents

After you create and save a paragraph selection document, a shell document, and a variables document, you can merge the shell document with the variables document to create your personalized documents. To produce personalized documents, use the Merge with Named Variables function accessed through the Merge menu.

Remember that the shell document links to the variables document and determines the format of the personalized documents.



## To Assemble and Print Several Personalized Documents

1. Select Merge in the DisplayWrite 5/2 menu.
2. Select Named Variables in the Merge menu.
3. Type the Shell Document Name and Variables Document Name in the Merge with Named Variables (1 of 2) menu.

**Note:** Specify a Merged Document Name if you want your personalized documents to be saved on disk as well as printed. If you

are only printing the personalized documents, there is no need to specify a name here.

4. If you want to make any other changes in the Merge with Named Variables menus, do so now.
5. Press Enter to merge your documents.

*Hint:*

- To stop the Merge with Named Variables function, press Ctrl + Break.

*Related Topics:*

- “Codes” on page 39
- “Document Assembly” on page 90
- “Format” on page 143
- “Page Numbers” on page 267

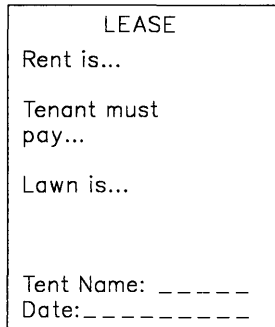
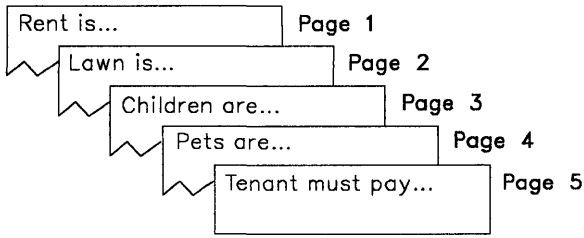
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## Document Assembly without Variables

Use *Document Assembly without Variables* to assemble and produce a *single* personalized document by combining text from *one or more* documents or *portions* of documents. Document Assembly without Variables uses the Merge with Includes Only function, accessed through the Merge menu.

For example, a lawyer needs to draw up a contract for a housing lease for a client. The standard paragraphs related to housing leases are saved in a *paragraph selection document*.

### Paragraph Selection Document



Lease 1  
Personalized Document

To prepare the contract, the lawyer refers to the paragraph selection document and selects those paragraphs necessary for this contract. The *shell document* contains the format of the contract, any *constant text*, and the *Include instructions* specifying the selected paragraphs and their page numbers from the paragraph selection document.

During the Merge with Includes Only function, the Include instructions determine which paragraphs from the paragraph selection document to *insert* into the shell document to produce the contract for the housing lease.

In this function, Locate TOC, Locate Index, and Locate Reference List codes are not resolved. If you perform the Merge with Includes Only function and specify a Merged Document Name and then paginate the Merged Document, the first Locate TOC and the first Locate Index codes are resolved. No Locate Reference List codes are resolved. Therefore, it is not recommended that you use the Reference List functions when assembling documents without variables.

To assist you with your work in Document Assembly without Variables, a list of terms and their definitions is provided here:

<b>Paragraph Selection Document</b>	A document of related paragraphs, each on a different page, which can be selected repeatedly to produce different personalized documents.
<b>Shell Document</b>	A document that contains any constant text and determines the format of the personalized document.
<b>Constant Text</b>	Text that does not change.
<b>Include Instructions</b>	Instructions to insert specific paragraphs from the paragraph selection document into the shell document.
<b>Skip to Line Instructions</b>	Instructions placed within the shell document that cause certain information that follows to print on a specific line in the document. For example, use <b>Skip to Line Instructions</b> to print forms.

When using Document Assembly without Variables to produce a *single* personalized document, you should:

- Create and save a *paragraph selection document*. See “To Create a Paragraph Selection Document” on page 97.
- Create and save a *shell document*. See “To Create a Shell Document” on page 99.
- Assemble the single personalized document using the Merge with Includes Only function.



<p>LEASE</p> <p>Rent of \$650.00 is due on the first of each month.</p> <p>Tenant must pay \$250.00 security deposit.</p> <p>Lawn is maintained by the tenant.</p> <p>Tenant Name: _____ Date: _____</p>
--

Personalized Document

### To Assemble and Print a Single Personalized Document

1. Select Merge in the DisplayWrite 5/2 menu.
2. Select Merge with Includes Only in the Merge menu.
3. Type the Shell Document Name and Merged Document Name (if necessary) in the Merge with Includes Only (1 of 2) menu.

**Note:** Specify a Merged Document Name if you want your personalized document to be saved on disk as well as printed. If you are only printing the personalized document, there is no need to specify a name here.

4. If you want to make any other changes in the Merge with Includes Only menus, do so now.

**Note:** To go to the Merge with Includes Only (2 of 2) menu, you must type the required information in the Merge with Includes Only (1 of 2) menu.

5. Press Enter to begin merging the shell document with the paragraph selection document.

#### Hints:

- To stop the Merge with Includes Only function, press Ctrl + Break.
- If the personalized document includes footnotes and you want a copy of the footnotes stored with the document, type the Merged Document Name in the Merge with Includes Only (1 of 2) menu

and set Collect Footnotes in Merged Document to Yes in the Merge with Includes Only (2 of 2) menu.

*Related Topics:*

- “Codes” on page 39
- “Document Assembly” on page 90
- “Format” on page 143
- “Get” on page 193
- “Page Numbers” on page 267

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## Document Comment

Document comments are short descriptions of documents you can add or revise to help you identify specific documents on the List Services screens. A document comment can be up to 44 characters.

To view the comments for all your documents, select Display List with Comments in the ChangeList (F2) menu of List Services.

### **To Create a Document Comment**

1. Select Create Document in the DisplayWrite 5/2 menu.
2. Type the Document Comment in the Create Document menu and press Enter to go to the typing area.

### **To Revise or Add a Document Comment**

1. In the typing area, press Document Options (Ctrl + F7).
2. Select Document Comment in the Document Options menu.
3. Type or revise the Document Comment in the Document Comment menu and press Enter to return to the typing area.

### **Command Line:**

Use the Command Line (Ctrl + A) command COMment to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

## **Defining the Printer and Font Set During Create or Revise**

Defining the printer and font sets during create or revise tasks causes new printer and font set values to be stored in the document. Line ending and page ending decisions for text in proportional typestyles are based on this printer and font set. Documents must be paginated before printing to ensure that the entire document is properly formatted.

### **Defining the Printer and Font Set During Create**

The document printer and font set for documents created with DW 5/2 not using the format of another document are set to the primary printer and font set in the active profile. If the primary font set is not defined, DW 5/2 uses the first font set defined for the primary printer. If no font sets are defined, DW 5/2 defaults to font set 1.

When a document is created not using another document format, DW 5/2 stores the Document and Alternate Document format defined in the active profile.

The document printer and font set for documents created with DW 5/2 using the format of another document are set to the printer and font set defined in the other document format, unless the document printer in the other document is not defined or is not valid (based on the active profile settings). If the primary font set is not defined, DW 5/2 defaults to font set 1.

## **Defining the Printer and Font Set During Revise**

The document printer and font set for a document in DW 5/2 that does not refer to a document printer are set to the primary printer and font set defined in the active profile. If the primary font set is not defined, DW 5/2 uses the first font set defined for the primary printer. If no font sets are defined, DW 5/2 defaults to font set 1.

For a document revised in DW 5/2 that refers to a document printer, the document printer and font set are used. At times, the document printer is not valid because of the active profile settings. Here, the document printer and font set are set to the primary printer and font set defined in the active profile. If the primary font set is not defined, DW 5/2 uses the first font set defined for the primary printer. If no font sets are defined, DW 5/2 defaults to font set 1.

## **Revising an RFT Document**

When revising an RFT document, the RFT document is converted to a DW 5/2 document, and the document is set to the primary printer and font set defined in the active profile. If the primary font set is not defined, DW 5/2 uses the first font set defined for the primary printer. If no font sets are defined, DW 5/2 defaults to font set 1.

When revising documents received from another workstation, DW 5/2 may select a different printer or font set because of the active profile for the workstation. Although the printer and font set are supported in the active profile, the actual printer and font information supported on the receiver's workstation may differ from the printer and font information on the sender's workstation.

To ensure that a document received from another workstation is processed consistently, the receiver must ensure that the configuration matches exactly the sender's, or the receiver must paginate the document to format line endings and page endings before printing.

## **Notepad**

For Copy to Notepad or Move to Notepad, the document printer and font set from the current document is copied to the Notepad document.

For Copy and Append to Notepad or Move and Append to Notepad, the document printer and font set of the Notepad retain their original value before the Copy or Move, unless the Notepad does not refer to a document printer and font set. Here, the document printer and font set are copied to the document of the Notepad.

## **Footnotes**

If footnotes are stored in a newly created document, the document printer and font set from the current document are copied to the footnote document.

If footnotes are stored in an existing document, the document printer and font set of the footnote document remain the same unless the footnote document does not contain a document printer and font set. Here, the document printer and font set are copied to the footnote document.

## **Print Page**

When you select Print Page (individual), the document printer and font set that were active when you pressed Print Page are copied into the temporary file for each page printed.

When you select Print Page (collected together), the document printer and font set that were active when you first pressed Print Page are copied into the temporary file and used to print the file.

When in View, if a document you are viewing does not contain a document printer and font set, the temporary file contains the primary printer and font set. If the primary font set is not defined, DW 5/2 stores the first font set defined for the primary printer. If no font sets are defined, DW 5/2 stores font set 1.

When viewing a document received from another workstation, DW 5/2 may select a different document printer and font set based on the active profile for the viewer's workstation when the viewer prints pages from the document. If the document printer and font set are supported in the active profile, the actual printer and font information supported on the receiver's workstation may differ from the printer and font information on the sender's workstation.

To ensure that a document received from another workstation is printed as it is viewed on the workstation, the receiver must ensure that the configuration matches exactly the sender's, or the receiver must paginate the document to format line endings before printing.

## **Text Note Printing**

When selecting options in the Text Note Format menus, the Print Color option determines the color in which the Text Notes are printed.

**Note:** Text Notes do not display on the screen in color but are printed in color. If a color is not specified, DW 5/2 uses the Document Format default color.

## **Typestyle Status Field**

The typestyle status field displays as follows for proportional (selectable height) typestyles:

**34123 14.4pt 12.5p**

- 34123 represents a 4 or 5 digit proportional typestyle
- 14.4pt represents the typestyle height
- 12.5p represents the average pitch.

If a proportional typestyle not supported by the document printer and font set is used, DW 5/2 uses a substitute typestyle for processing. The status field displays the typestyle and height for the typestyle used. It also displays the pitch for the substitute typestyle to ensure accuracy for the distances implied by the scale line for the current document font set.

If the active typestyle in the document is 4096-61439, DW 5/2 displays that typestyle and height. If the active typestyle is a proportional typestyle from DisplayWrite/36 or DisplayWrite/370, DW 5/2 displays the equivalent typestyle and height supported by DW 5/2.

## Tab Processing

Tabs are defined in column positions relative to the left margin. A column position is the average character width. These column positions are converted to 1440ths of an inch when the document is processed using the pitch active for each tab.

When you change the typestyle height or select a new proportional typestyle, the pitch may change. The tab position may vary between sets of text entered in one proportional typestyle and typestyle height and text entered in another typestyle or another height.

You should set tabs only for those positions required by the document when printing in proportional space mode. This avoids unwanted left margin changes.

## Points Per Line

This specifies the line density used for printing documents and is specified in points. Values from 3.0 to 72.0 are supported. The value is stored in the document in 1440ths of an inch. The following point sizes show frequently used line densities:

- 13 points = 5.3 lines per inch (approximately)
- 12 points = 6 lines per inch
- 9 points = 8 lines per inch
- 3 points = 24 lines per inch.

## Pagination

When Paginate is selected in Create, Revise, Spell, Merge, or from the End/Save menu (or the PAGinate command line command is used), paginate uses the printer and font set defined for the current document.

When you select Paginate from the Print Document menu, paginate uses the document printer and font set defined by the Print Document menu. Paginate stores this information in the document each time the document is paginated.

If the primary font set is not defined, DW 5/2 stores the first font set defined for the primary printer. If no font sets are defined, DW 5/2 stores font set 1. If a disk error occurs while storing the document

printer and font set, a message displays, and the document is not updated.

## **Spell**

If the primary font set is not defined, DW 5/2 stores the first font set defined for the primary printer. If no font sets are defined, DW 5/2 stores font set 1. This occurs only during the Store Supplement to Document operation or when Paginate Document has been set to Yes in the Check Document (1 of 2) menu. If a disk error occurs while storing the document printer and font set, a message displays, and the document is not updated.

## **Merge**

The merged document can be printed using the Merge function. The document printer and font set is set to the document printer and font set of the shell document.

If the primary font set is not defined, DW 5/2 stores the first font set defined for the primary printer. If no font sets are defined, DW 5/2 stores font set 1. If a disk error occurs while storing the document printer and font set, a message displays, and the document is not updated.

### *Related Topics:*

- “Create Document” on page 73
- “Footnotes” on page 134
- “Merge” on page 245
- “Notepad” on page 250
- “Paginate” on page 270
- “Print” on page 275
- “Printer Support” in *Technical Reference*
- “Revise Document” on page 305
- “Revisable-Form Text Conversion” on page 304
- “Spell” on page 315
- “Tabs” on page 349
- “Text Notes” on page 351
- “Typestyle” on page 354



If you want endnotes instead of footnotes, you can specify this by changing the Footnote Location option on the Footnote Format menu in the document or alternate format. For more information about selecting endnotes and printing them, see “Footnotes” on page 134.

DW 5/2 automatically numbers each endnote during pagination. When you revise a document containing endnotes, DW 5/2 automatically renumbers and repositions the endnotes when the document is paginated. *Always paginate a document containing endnotes after creating, revising, or deleting endnotes or text.*

### **To Collect Footnotes as Endnotes**

1. In the typing area, press Document Options (Ctrl + F7).
2. Select Document Format (or Alternate Format) under Change in the Document Options menu.
3. Select Document Enhancement Features in the Change Document Format menu.
4. Select Footnote in the Document Enhancement Features Format menu.
5. Set Footnote Location to End of Section (Endnotes) in the Footnote Format (1 of 2) menu and press Enter.
6. Press Esc until you return to the typing area.
7. Position the cursor where you want to insert a Locate Endnote code and press F8.
8. Select Locate in the Instructions menu.
9. Select Endnotes in the Locate menu to insert a Locate Endnote code at the cursor position.

## To Create or Add an Endnote

1. In the typing area, position the cursor where you want the Footnote Reference code and press Instructions (F8).
2. Select Footnote in the Instructions menu.
3. If you want to make any changes in the Footnote menus, do so now then press Enter to save the changes and go to the footnote typing area.
4. Type the endnote text in the footnote typing area.
5. Press Return/Save (F2) and select Return and Save to save the endnote and return to the typing area.

### *Hint:*

- Endnotes are created in the same manner as footnotes.

## To Revise an Endnote

1. In the typing area, position the cursor under the Footnote Reference code (¶) in the body of the document for the endnote you want to revise and press View/Revise Codes (Ctrl + F8).
2. If you want to make any changes in the Footnote menus, do so now, then press Enter to save the changes and go to the footnote typing area.
3. Revise the endnote text in the footnote typing area.
4. Press Return/Save (F2) to save the revised endnote and return to the typing area.

### *Hints:*

- To help locate the Footnote Reference code (¶), press Edit Options (Ctrl + F5), set Display All Codes to Yes, and press Enter.

You can also locate the Footnote Reference code by using the Find option of the Search (F6) menu.

- When you revise an endnote, make your endnote text changes in the footnote typing area.
- Each endnote is stored on a separate page starting with system page number 9000.

- Remember to paginate your document after adding, revising, or deleting endnotes, and set Adjust Line Endings and Adjust Page Endings to Yes in the Paginate Document menu. Endnotes will not be processed if Adjust Page Endings is set to No.
- Endnotes appear in single-column format only.
- Endnotes containing Show Graphics or Voice Notes codes will not be processed.
- You can switch between endnotes and footnotes on a page boundary by changing the document or alternate document format.

### **Command Line:**

Use the following Command Line (Ctrl + A) commands to bypass some of the steps listed above:

- FooTNote
- CODes
- FINd
- LOcateE.

See “Command Line” on page 40 for more information.

### *Related Topics:*

“Footnotes” on page 134

“Footnote Appearance” on page 138

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## **End/Save Document**

Use End/Save (F2) to end processing of a Create or Revise Document task. The End/Save menu has options that allow you to End and Save, Save and Continue, Quit without Saving, or Change Options, End and Save. Change Options, End and Save allows you to Paginate, Convert to Revisable-Form Text (RFT), or Print a document while Ending and Saving. You can change the End/Save defaults in your user profile’s text defaults to paginate, convert to revisable-form text, and print every time you save a document.

## **To End, Save, Paginate, Convert to RFT, and Print a Document**

1. Press End/Save (F2) in the text typing area.
2. Select Change Options, End and Save in the End/Save menu.

**Note:** This allows you to change default settings for Paginate Document, Convert to Revisable-Form Text, and Print Document. Select Display Menus in the Change Options, End and Save menu to display the corresponding option menu so you can change the default settings. Select Yes in the Change Options, End and Save menu to execute a function using the default settings and bypass the display of any menus.

3. Set Paginate Document to Yes or Display Menus in the Change Options, End and Save menu.
4. Set Convert to Revisable-Form Text to Yes or Display Menus in the Change Options, End and Save menu.
5. Set Print Document to Yes or Display Menus in the Change Options, End and Save menu.
6. Press Enter.

### *Hints:*

- You can use the List Services function to End and Save a Document.
- You can save a document as an ASCII file by using Notepad (Ctrl + F4).
- If you are in split screen mode when you end processing of a Create or Revise Document task, DW 5/2 returns to the text typing frame of the previously inactive document, and the previously active document is ended.

## Command Line:

Use the following Command Line (Ctrl + A) commands to bypass some of the steps listed above:

- END
- SAVe
- QUIt
- NOTepad.

See “Command Line” on page 40 for more information.

### *Related Topics:*

“Applications Support” in *Technical Reference*

“Backup Copy” on page 22

“Paginate” on page 270

“Print” on page 275

“Profiles” on page 287

“Revisable-Form Text Conversion” on page 304

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## Erase Documents

Erase allows you to delete documents and OS/2 files individually or within a directory. You can erase documents through the Utilities menu.

### To Erase a Document

1. Select Utilities in the DisplayWrite 5/2 menu.
2. Select Erase in the Utilities menu.
3. Type the File Name in the Erase menu.  
**Note:** To erase multiple documents, use the OS/2 global characters \* and ? as part of the File Name.
4. Press Enter to erase the document.
5. Press Esc in the Utilities menu to return to the DisplayWrite 5/2 menu.

### Hints:

- You can also use the List Services function to erase documents.
- To stop erasing multiple documents, press Ctrl + Break.

### Related Topic:

“List Services” on page 229

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## Extensions

You can add a three-character, alphanumeric extension to document or file names. If you do not type an extension or a period after a document or file name, DW 5/2 supplies one of the following default extensions, depending on the task you are performing. For example, if you are creating a document, DW 5/2 appends .DOC to the name you type.

The following rules apply when using extensions:

- Do not use blank spaces.
- Do not use the following symbols:

. " / \ [ ] : ? \*  
| < > + = ; , & ^

- Do not use the following as extensions:

CON NUL PRN \$\$C \$\$R \$\$T

Extension	Definition
.ASC	ASCII-Saved Documents
.CMD	Batch Files
.DAF	Data Files
.DES	File Descriptions
.DIC	Dictionaries
.DOC	Text Documents and Notepad Documents
.FFT	Final-Form Text Documents
.KEY	Keystroke Programs

<b>.PFT</b>	Printer Function Tables
<b>.PRF</b>	User Profiles
<b>.PRN</b>	Print-Ready Documents
<b>.RFT</b>	Revisable-Form Text Documents
<b>.SUP</b>	Supplemental Dictionaries
<b>.STC</b>	Stored Merge Criteria Documents

The following extensions are reserved for system use:

<b>Extension</b>	<b>Definition</b>
------------------	-------------------

<b>.Gnn</b>	General task file extension where “G” represents the task and “nn” represents a two digit number.
<b>.Tnn</b>	Temporary file extension where “T” represents the task and “nn” represents a two digit number.
<b>.\$\$C</b>	Backup copy of the document
<b>.\$\$R</b>	Reserved disk space document
<b>.\$\$T</b>	Temporary Merge document, Restore Last Deleted Block document, Temporary document during Get of Revisable-Form Text document, and unsorted block of text document.

*Hint:*

- If you do not want an extension, type a period after the document or file name.

*Related Topics:*

- “ASCII Copy to File” on page 19
- “Backup Copy” on page 22
- “Batch Files for Loading DisplayWrite 5/2” in *Technical Reference*
- “Create Document” on page 73
- “Data Files Support” in *Technical Reference*
- “Dictionary” on page 86
- “Final-Form Text Conversion” on page 126
- “Footnotes” on page 134
- “Form Letters with Data Files” on page 155
- “Keystroke Programming” on page 220
- “List Services” on page 229

- “Name Document” on page 249
- “Notepad” on page 250
- “Print” on page 275
- “Printer Function Table Tasks” in *Technical Reference*
- “Profiles” on page 287
- “Revisable-Form Text Conversion” on page 304
- “Search” on page 312
- “Supplements” on page 326

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## Final-Form Text Conversion

You can convert DW 5/2 documents to final-form text (FFT) documents. You can also convert final-form text documents generated by another system or application program to DW 5/2 documents. A final-form text document contains special print formatting codes that enable you to print the document with systems or application programs, other than DW 5/2, that support final-form text documents.

You can convert documents to and from final-form text using Document Conversion in the Utilities menu. You can also specify final-form text documents in the Print Document menu.

Once the DW 5/2 document is converted to a final-form text document, it can be viewed or printed with systems or application programs that support the final-form text format (for example, IBM DisplayWrite/36™).

After conversion, both the original document and the converted document remain on your disk. If you no longer need the original document, delete it using Erase in the Utilities menu.

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DisplayWrite/36 is a trademark of International Business Machines Corporation.



## To Convert a DisplayWrite 5/2 Document to a Final-Form Text Document

1. Select Utilities in the DisplayWrite 5/2 menu.
2. Select Document Conversion in the Utilities menu.
3. Type the Document Name and the Converted Document Name in the Document Conversion menu.

**Note:** If you do not specify an extension for the Converted Document Name, DW 5/2 automatically appends the default extension (.FFT).

4. Set the Type of Conversion to 3 in the Document Conversion menu.
5. Press Enter to begin converting a DW 5/2 document to a final-form text document.
6. When DW 5/2 completes the conversion, press Esc in the Utilities menu to return to the DisplayWrite 5/2 menu.

## To Convert Final-Form Text to a DisplayWrite 5/2 Document

1. Select Utilities in the DisplayWrite 5/2 menu.
2. Select Document Conversion in the Utilities menu.
3. Type the Document Name and the Converted Document Name in the Document Conversion menu.
4. Set the Type of Conversion to 4 in the Document Conversion menu.
5. Press Enter to begin converting a final-form text document to a DW 5/2 document.
6. When DW 5/2 completes the conversion, press Esc in the Utilities menu to return to the DisplayWrite 5/2 menu.

### *Hint:*

- You can use the List Services function to convert documents to and from final-form text.

### *Related Topics:*

“Applications Support” in *Technical Reference*

“Erase Documents” on page 123

“Extensions” on page 124

“List Services” on page 229

“Print” on page 275

“Revisable-Form Text Conversion” on page 304

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## Flowing Text Columns

While you are creating or revising a document, you may want to format the text into more than one column. You can do this by pressing Text Columns (Ctrl + F10).

If you want to format your text into tables with variable width that you can rearrange on the page, see “Tables” on page 337.

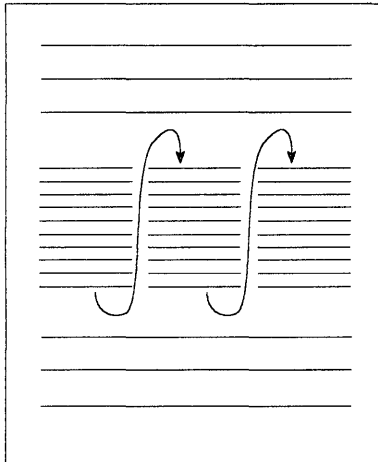
While you are typing in flowing text columns format, DW 5/2 displays the text in only one column. Also, the scale line shows the margins, center, and tab stops only for the first column.

If you want to verify the format of the flowing text columns before you print the document, you can view the formatted text. See “View Formatted Document” on page 363.

You can format your text into one of two types of flowing columns:

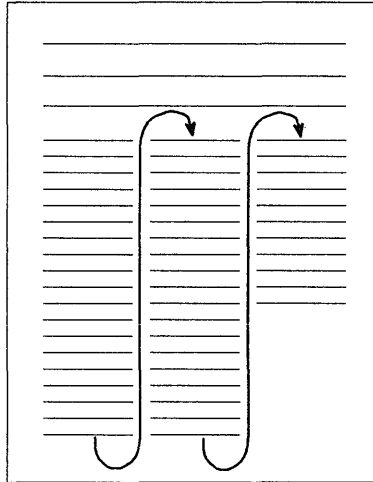
- **Flowing and Balanced** columns format with the text flowing from the top to the bottom of the first column, then from the top to the bottom of the second column, and so on. The columns will be as even as possible in depth.

Example:



- **Flowing but not Balanced** columns format with the text filling the first column, then filling the second column. This continues from column to column across the page, with text flowing to a new column only when all preceding columns on the page have been filled.

Example:



## To Format Text in Flowing and Balanced Columns

1. In the typing area, position the cursor at the left margin of the line where you want the flowing and balanced text columns to begin and press Text Columns (Ctrl + F10).
2. Set the Number of Columns (1-12) in the Define Text Columns menu.
3. Set the Number of Spaces Between Columns in the Define Text Columns menu. This number must be greater than zero.
4. Set the Type of Columns in the Define Text Columns menu to Flowing and Balanced (F). Then, press Enter to go to the Flowing Text Columns Information menu.
5. When the layout of your flowing and balanced text columns as it appears in the Flowing Text Columns Information menu is what you want, press Enter to return to the typing area.

If the layout of your flowing text columns is not what you want, reset the layout of your columns by pressing Esc once to return to the Define Text Columns menu and repeat steps 2 through 5, or press F7 to change the margins or pitch.

6. Position the cursor at the end of the last line of text you want in the flowing and balanced text columns and press Text Columns (Ctrl + F10).
7. Set Number of Columns to 1 in the Define Text Columns menu and press Enter to end flowing and balanced text columns and return to single-column format.
8. Do one of the following:
  - Press Document Options (Ctrl + F7) and select Paginate Document. When the document has been paginated, press Document Options (Ctrl + F7) again. If you want to see your formatted columns, select View Formatted Document.

OR

- Press End/Save (F2) and select Change Options, End and Save in the End/Save menu. Select Paginate Document in the Change Options, End and Save menu. The paginate function inserts Next Columns codes in the correct positions. If you want to see your formatted columns, select View Formatted Document.

## **To Format Text in Flowing but not Balanced Columns**

1. In the typing area, position the cursor at the left margin of the line where you want the flowing but not balanced text columns to begin and press Text Columns (Ctrl + F10).
2. Set the Number of Columns you want in the Define Text Columns menu.
3. Set the Number of Spaces Between Columns in the Define Text Columns menu. This number must be greater than zero.
4. Set the Type of Columns in the Define Text Columns menu to Flowing but not Balanced. Then, press Enter to go to the Flowing Text Columns Information menu.
5. When the layout of your flowing but not balanced text columns as it appears in the Flowing Text Columns Information menu is what you want, press Enter to return to the typing area.

If the layout of your flowing text columns is not what you want, reset the layout of your columns by pressing Esc once to return to the Define Text Columns menu and repeat steps 2 through 5, or press F7 to change the margins or pitch.

6. Position the cursor at the end of the last line of text you want in the flowing but not balanced text columns and press Text Columns (Ctrl + F10).
7. Set Number of Columns to 1 in the Define Text Columns menu and press Enter to end flowing but not balanced text columns and return to single-column format.
8. Do one of the following:
  - Press Document Options (Ctrl + F7) and select Paginate Document. When the document has been paginated, press Document Options (Ctrl + F7) again. If you want to see your formatted columns, select View Formatted Document.

OR

- Press End/Save (F2) and select Change Options, End and Save in the End/Save menu. Select Paginate Document in the Change Options, End and Save menu. The paginate function inserts Next Columns codes in the correct positions. If you want to see your formatted columns, select View Formatted Document.

*Hints:*

- To insert blank lines between sets of flowing text columns, return to single-column format and press Enter once for each blank line. Then create the next set of columns with Ctrl + F10.
- DW 5/2 returns to single-column format:
  - If you have set the number of columns to 1 in the Define Text Columns menu
  - If DW 5/2 finds a Begin Document Format code or a Begin Alternate Document Format code.
- Headers, footers, footnotes, and endnotes always print in single-column format.
- If you change pitch for flowing text columns, position the cursor on the Text Columns code and press View/Revise Codes (Ctrl + F8) to display the Define Text Columns menu. Then, press

Enter twice. This ensures correct spacing between columns after the pitch change. Press Enter again to return to the typing frame.

- Do not use format changes except Tabs and Typestyles in flowing text columns. DW 5/2 ignores format changes (except Tabs and Typestyles) that are not in the first column. Pagination may move a format change from the first column to another column.
- Half index codes for superscript and subscript do not operate across columns when DW 5/2 processes flowing text columns. If a column contains a half index up code and the related half index down code occurs in a following column, only text in the first column will be indexed up. Text in the following columns will print on the normal print line until the half index down code is processed. Then, only text in the column that contains the half index down code will be indexed down.
- Widow line control occurs only across pages, not across columns on the same page.
- The following codes may cause formatting problems in flowing text columns:
  - Align
  - Center
  - Indent
  - Outline
  - Table.

If you create text or add existing text to flowing text columns that includes any of these codes, the text may extend past the right column margin when you format the document. If this happens, you may have to do one of the following to obtain the results you want:

- Reformat the text to fit within the text column.
- Change the column width to contain the text.
- Return to single-column format before the text starts, then go to flowing text columns format after the text ends.

## Command Line:

Use the following Command Line (Ctrl + A) commands to bypass some of the steps listed above:

- CoLuMn
- PAGinate
- VIEWf
- END.

See “Command Line” on page 40 for more information.

### *Related Topics:*

- “Codes” on page 39
- “Create Document” on page 73
- “Footnotes”
- “Footnote Appearance” on page 138
- “Format” on page 143
- “Headers and Footers” on page 200
- “Margins” on page 236
- “Outlines” on page 256
- “Outline Appearance” on page 258
- “Pagate” on page 270
- “Related Text Columns” on page 297
- “View Formatted Document” on page 363

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## Footnotes

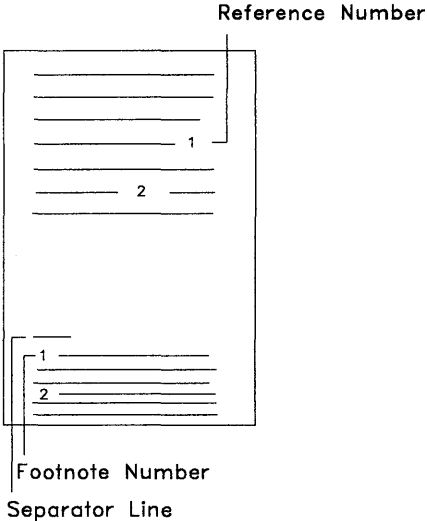
You can create, add, revise, delete, and change the appearance of footnotes. You also can select where footnotes are to be positioned within your document: at the bottom of the page, at the end of a user-defined section (such as a chapter), at the end of the document, or after the locate endnote code.

If you select the bottom of the page as the footnote location, DW 5/2 calculates the amount of space needed for the footnote text, inserts a separator line between the body of the document and the footnote text, and positions the footnotes at the bottom of the page. If your footnote is too long for the available space at the bottom of the page, the footnote text is split and carried over to the bottom of the next page.



If you select End of Section as the footnote location, use Locate Endnotes codes to insert accumulated endnotes. Endnotes are accumulated on pages whose format shows End of Section for footnote location and are inserted at the Locate Endnotes code in the document. If no Locate Endnotes code is in the document, or if any Endnotes have been accumulated since the last occurrence of a Locate Endnotes code, the endnotes are inserted at the end of the document when the document is paginated.

DW 5/2 automatically numbers each footnote during pagination. When you revise a document containing footnotes, DW 5/2 automatically renumbers and repositions the footnotes when the document is paginated. Footnotes and endnotes may be used within the same document but not within the same page. *Always paginate a document containing footnotes after creating, revising, or deleting footnotes or text.*



Footnote Placement in  
Printed Document

## To Create or Add a Footnote

1. In the typing area, press Document Options (Ctrl + F7).
2. Select Change Document Format (or Alternate Format) in the Document Options menu.
3. Select Document Enhancement Features in the Change Document Format menu.
4. Select Footnote in the Document Enhancement Features Format menu.
5. Set Footnote Location to End of Section (Endnotes) in the Footnote Format (1 of 2) menu and press Enter.
6. Press Esc until you to return to the typing area.
7. In the typing area, position the cursor where you want the footnote reference and press Instructions (F8).
8. Select Footnote in the Instructions menu.
9. If you want to make any changes in the Footnote menus, do so now. Then, press Enter to save the changes and go to the footnote typing area.
10. Type the footnote text in the footnote typing area.
11. Press Return/Save (F2) and select Return and Save to save the footnote and return to the typing area.

## To Revise a Footnote

1. In the typing area, position the cursor under the Footnote Reference code ( $\frac{\uparrow}{\uparrow}$ ) in the body of the document for the footnote you want to revise and press View/Revise Codes (Ctrl + F8).
2. If you want to make any changes in the Footnote menus, do so now. Then, press Enter to save the changes and go to the footnote typing area.
3. Revise the footnote text in the footnote typing area.
4. Press Return/Save (F2) to save the revised footnote and return to the typing area.

### *Hints:*

- To help locate the Footnote Reference code (¶), press Edit Options (Ctrl + F5), set Display All Codes to Yes, and press Enter.

You can also locate the Footnote Reference code by using the Find option in the Search (F6) menu.

- When you revise a footnote, make your footnote text changes in the footnote typing area, *not* in the footnote text at the bottom of the page.
- Each footnote is stored on a separate page starting with system page number 9000.
- Footnotes are in single-column format only.
- Show Graphics or Voice Notes codes in footnotes terminate processing.
- Remember to paginate your document after adding, revising, or deleting footnotes, and set Adjust Line Endings and Adjust Page Endings to Yes in the Paginate Document menu. Footnotes will not be processed if Adjust Page Endings is set to No.

### **To Delete a Footnote**

1. In the typing area, position the cursor under the Footnote Reference code (¶) for the footnote you want to delete and press Del.
2. Follow the prompt to press Enter to delete the Footnote Reference code.
3. Press End/Save (F2).
4. If your End and Save Default menu option setting in the active profile (Text Defaults) has Paginate Document set to Yes, select End and Save in the End/Save menu to delete the footnote.

If Paginate Document is set to No in the active profile (or if you are not sure what the End and Save Default menu setting is), select Change Options, End and Save in the End/Save menu, and set Paginate Document to Yes to delete the footnote.

### *Hints:*

- You do not have to enter the footnote typing area to delete a footnote.

- Even though the footnote is deleted from your document, the footnote text still exists in one of the 9000 pages or in the external footnote document (Footnote Library).

### **Command Line:**

Use the following Command Line (Ctrl + A) commands to bypass some of the steps listed above:

- FootNote
- CODEs
- FIND
- END.

See “Command Line” on page 40 for more information.

### *Related Topics:*

- “Codes” on page 39
- “Endnotes” on page 119
- “Footnote Appearance”
- “Footnote Library” on page 141
- “Paginate” on page 270
- “Search” on page 312

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## Footnote Appearance

You can change many of the characteristics of footnote appearance, such as typestyle, separator character, separator line length, footnote reference numbers, number of footnote lines per page, number of lines between footnotes, and footnote location. The appearance of footnotes in an individual document can be modified through Document Options (Ctrl + F7).

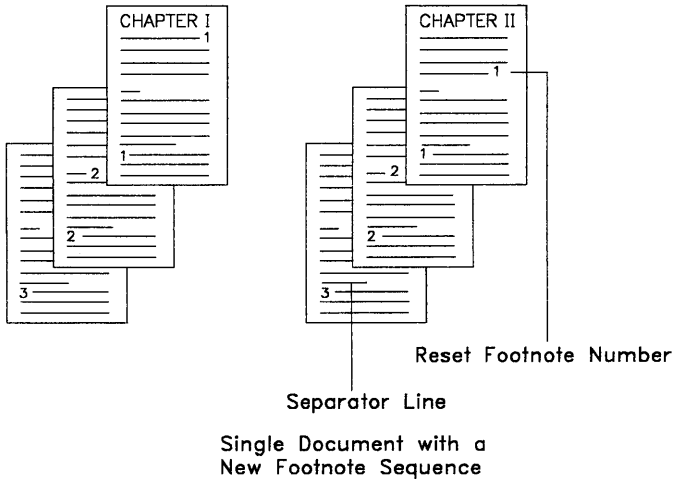
When you first install DW 5/2, the footnote defaults are set to:

- Print footnotes in the same typestyle as the document
- Use an underscore as the separator character
- Make the separator line length 20 characters long
- Limit the number of footnote lines per page to 48 lines
- Insert one line between each footnote

- Place footnotes at the bottom of the page.

Footnote defaults can be changed for future documents through Text Defaults (Document Format) in the Profiles menu.

You can reset footnote numbers while creating or revising a document. For example, you may have several chapters in the same document, and you may want the footnotes for each chapter to begin with footnote number 1. When you reset the footnote number, the new value sets the starting number for the following footnotes.



## To Change Footnote Appearance in the Document Format

1. In the typing area, press Document Options (Ctrl + F7).
2. Select Change Document Format or Alternate Format in the Document Options menu.
3. Select Document Enhancement Features in the Change Document Format menu or Change Alternate Format menu.
4. Select Footnote in the Document Enhancement Features menu.
5. Make your changes to the footnote format.
6. Press Esc until you return to the typing area.

## To Reset a Footnote Reference Number

1. In the typing area, position the cursor where you want the footnote reference and press Instructions (F8).
2. Select Footnote in the Instructions menu.
3. Type the Reset Footnote Reference Number in the Footnote (1 of 2) menu and press Enter.
4. Type the footnote text in the footnote typing area.
5. Press Return/Save (F2) and select Return and Save to save the footnote and return to the typing area.

### *Hints:*

- Paginate the completed document to number and position the footnotes correctly.
- When you reset the footnote reference number with a character (an asterisk, for example), only the current footnote uses that character. The following footnote numbers continue in sequence.
- To reset the footnote reference number of an existing footnote, position the cursor under the Footnote Reference Code ( $\frac{\text{||}}{\text{||}}$ ) and press View/Revise Codes (Ctrl + F8).
- Footnote location can be switched between the bottom of the page and the end of the section or document on a page-by-page basis using Document Enhancement Options and Footnote in the Change Document Format or Change Alternate Format menus. Select Document Enhancement Features in the Change Document Format or Change Alternate Format menu. Select Footnote in the Document Enhancement Features menu and select the location (B for bottom of page, E for end of document).
- Footnotes will not be processed if Adjust Page Endings is set to No in the Paginate Document menu.

### **Command Line:**

Use the Command Line (Ctrl + A) command FootNNote to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### *Related Topics:*

- “Endnotes” on page 119
- “Footnotes” on page 134
- “Footnote Library”
- “Format” on page 143
- “Paginate” on page 270
- “Profiles” on page 287

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## Footnote Library

Footnotes are saved with your document. Each footnote is stored on a separate page, starting with system page number 9000.

If you would like to use the same footnotes in different documents, you can save these frequently used footnotes in a separate document called a footnote library. When you store footnotes in a footnote library, you only have to type, proof, and edit the footnote text once. DW 5/2 automatically stores each footnote on a separate page of the footnote library, beginning with system page number 1 or the next available page.

### **To Create and Save a Footnote in a Footnote Library**

1. In the typing area, position the cursor where you want the footnote reference and press Instructions (F8).
2. Select Footnote in the Instructions menu and press PgDn.
3. Type the Document Name of the footnote library document where the footnote is to be stored in the Footnote (2 of 2) menu and press Enter.

**Note:** This should be a different name than the current document. The footnote is added to the end of this document. If the document does not exist, DW 5/2 creates the document for you.

4. Type the footnote text in the footnote typing area.
5. Press Return/Save (F2) and select Return and Save to save the footnote and return to the typing area.
6. Repeat steps 1 through 5 as necessary for each footnote you want to place in the footnote library document.

## To Use a Footnote Saved in a Footnote Library

1. In the typing area, position the cursor where you want the footnote reference and press Instructions (F8).
2. Select Footnote in the Instructions menu and press PgDn.
3. Set Type Footnote Text to No in the Footnote (2 of 2) menu.
4. Type the System Page Number in the Footnote (2 of 2) menu of the footnote library document in which the footnote is saved.
5. Type the Document Name of the footnote library document where the footnote is stored in the Footnote (2 of 2) menu.
6. Press Enter to insert the Footnote Reference code in the current document.

### *Hints:*

- To create a more compact reference copy of the footnote library with several footnotes per page, make a copy of the footnote library document and paginate the copy. *Do not paginate* the original since each footnote in a footnote library must remain on a separate page so it can be used as footnote text in other documents. DW 5/2 does not print the page numbers for each footnote in the compact reference copy. Revise the reference copy after pagination, insert the appropriate system page number next to each footnote, and print the copy.
- When you create and save a footnote to another document, the footnote takes on the format of that document.
- Spell check will not check footnotes in the library. Run Spell separately on footnote library documents.
- To avoid errors, never delete or rename the footnote library.

### **Command Line:**

Use the Command Line (Ctrl + A) command FootNNote to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

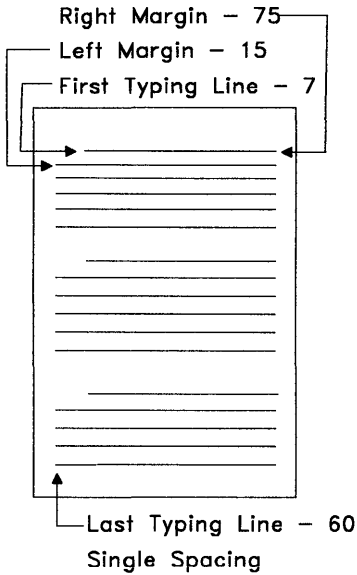


### *Related Topics:*

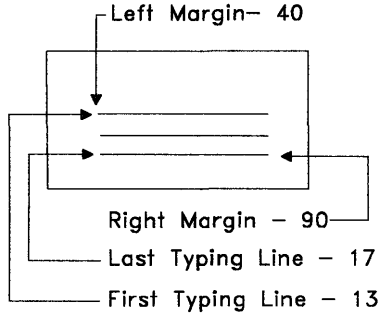
- “Copy Documents” on page 68
  - “Footnotes” on page 134
  - “Footnote Appearance” on page 138
  - “Paginate” on page 270
  - “Profiles” on page 287
- 

The format of a document is the way text is laid out, or arranged, on a page. DW 5/2 format determines specific line and page characteristics, and also defines the overall characteristics of the entire document. This format determines how the printed output of a document will look. Pagination adjusts the text to the defined format after format changes are made. Unless you change the format, all documents will be created using the default document format. The default format consists of the following:

- 10 pitch (Typestyle 26)
- 1 ½-inch left margin
- 1-inch right margin
- A flush left tab set every 5 spaces
- Left justification
- Single line spacing
- Line density
- 6 lines per inch
- Adjust line endings is set to yes
- 8 ½-inch by 11-inch paper size
- 1-inch top and bottom margin
  - First typing line at 7
  - Last typing line at 60
- Print header on all pages on line 3
- Print footer on all pages on line 63
- Paper source is top drawer
- Hyphenation zone is 6 spaces wide
- Print color is black
- Footnotes are located at the bottom of the page.



Document Format  
 (8-1/2 x 11 Paper)



Alternate Format  
 (Business Envelopes)

Default Format Settings

If this format is not appropriate for the documents you create, you can change the format for all or part of a document. There are two ways to change the format within a document:

**Document Format** Use the Document Format to define the default format for the entire document. When creating a document, use the Document Format to set up the general format of your document. For your convenience, an Alternate Format is available. The default alternate format is set up for typing and printing a business envelope; however, it can be changed as the Document Format to meet your specific needs.

**Note:** You can change both the Document Format and the Alternate Format defaults for future documents through Profiles (Text Defaults). Use Document Options (Ctrl + F7) to change

Document Format and Alternate Format defaults for the current document only.

## **Format**

Use Format to define the format for a portion of the document. The changes you can make depend on the cursor position when you press Format (F7). When changes are made using Format (F7), a format change code is inserted into the document at the point where the new format begins. The code can help you locate the beginning and end of your format change. When the cursor is positioned on the format change code, the name of the format change code is displayed on the status line. The new format is in effect until you do one of the following:

- Change the format again
- Reset the format to return the formatting choices to the original document format
- Start using Document Format or Alternate Format.

When making format changes to a portion of a document, the current cursor position determines the formatting options available. If the cursor is at the top of a page in a document and you press Format (F7), all options are available. This includes page and line formatting options. If the cursor is not at the top of a page, only the line formatting options are available. The Format menu is displayed again after you make changes so you can make other changes at the same time. The format change code is not inserted into the document until you press Esc to exit the Format menu.

The options you change determine the type of format change code inserted in the document. For example, if you change only the Print Color, a Print Color code is inserted. If you change the Margins and Tabs or the Line Spacing/Justification, with or without changing any other line formatting options, the Line Format Change code is inserted. Line Format Change codes can appear only at the beginning of a line. When you press Format (F7) at any point other than the beginning of the line, DW 5/2 automatically moves the cursor to the beginning of the line to insert the format change code. *The only format changes you can make within a line are a Typeface change or a Print Color change.* Within a line, you can press Typestyle (Ctrl + F) to

change to a different typeface with the same pitch as the rest of the line. You can press Print Color (Ctrl + P) to change to a different print color.

If you change Page Layout/Paper Options, Headers or Footers, or any of the line formatting options, the code inserted is a Page Format Change code. The Page Format Change code is always at the top of a page. When you want to reset the formats, press Format (F7) and select Reset Format in the Format menu. In the Reset Format menu, you can return All Formats (all formatting options) to the starting choice or return the Margins and Tabs, Line Spacing/Justification, and Typestyle to the starting choice.

You can also begin using the Document Format or the Alternate Document Format from the Reset Format menu. These options are only available if the cursor is at the top of a page. The Begin Using Document Format or Begin Using Alternate Format selections insert a Begin Document Format code or Begin Alternate Format code at the top of the page. All formats return to the defaults set in the Document Format or Alternate Format.

## **To Change the Document or Alternate Format**

1. In the typing area, press Document Options (Ctrl + F7).
2. Select Document Format or Alternate Format in the Document Options menu.
3. Select the Format menu item you want to change in the Change Document Format or Change Alternate Format menu.
4. Make the necessary changes in the selected format menu.
5. Press Enter to save the changes and return to the Change Document Format menu or Change Alternate Format menu.
6. Repeat steps 3 through 5 for each format menu item you want to change.
7. Press Esc until you save your format changes and return to the typing area.

**Note:** Changing the Document Format or Alternate Format updates the format for the document and does not insert a format change code.

### *Hints:*

- If you make changes to the Document Format or Alternate Format after you have created all or part of a document, you should paginate the document to reformat the document according to the new format.
- The Document Format is in effect *for the entire document* until you change the format using Format (F7), use a command that changes the format, or reset the format to begin using the Alternate Format.

### **Command Line:**

Use the Command Line (Ctrl+A) commands COLor and ReSetF to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### **To Begin Using the Document Format or Alternate Format**

1. In the typing area, position the cursor at the top of the page where you want to begin using the Document Format or Alternate Format by pressing Top (Ctrl+Home).
2. Press Format (F7).
3. Select Reset Format in the Format menu.
4. Select either Document Format or Alternate Format, under Begin Using, in the Reset Format menu. A Begin Document Format code or Begin Alternate Format code is inserted at the top of the page.

### *Hints:*

- Use Begin Alternate Format to change from the Document Format to the Alternate Format. Use Begin Document Format to change back to the Document Format after using the Alternate Format for a portion of your document.
- Previously typed text that follows a Begin Alternate Format code or a Begin Document Format code may not be in the correct format. You should paginate to reformat the document.
- A Begin Document Format code or Begin Alternate Format code is always located at the top of a page.

## Command Line:

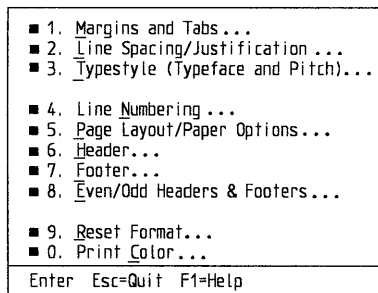
Use the Command Line (Ctrl+A) command ReSetF to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

## To Change the Format for a Portion of a Document

1. In the typing area, position the cursor at the point where you want the format change to begin.

**Note:** The selectable formatting options depend on the cursor position when you make the Format change. If you want to change Page Formatting options (Page Layout/Paper Options, Header or Footer) beginning on a given page, position the cursor at the top of the page. If you want to change only Line Formatting options (Margins and Tabs, Line Spacing/Justification, Typestyle, or Print Color), position the cursor on the line where you want the new format to begin.

2. Press Format (F7).
3. Select the format menu item you want to change in the Format menu.



Format Menu

4. Make the necessary changes in the selected format menu.
5. Press Enter to save the changes and return to the Format menu.
6. Press Esc in the Format menu to save your format changes and return to the typing area.

**Note:** A Format Change code is inserted in the document at the point where the format change begins.

*Hints:*

- Some formatting options, such as double line spacing, justified text, and color are not displayed on the screen but are printed. The line numbers on the status line reflect changes in line spacing.
- To return the format to the Document Format (or Alternate Format, if it is in use), position the cursor at the point where you want to return to the starting format. Press Format (F7) and select either All Formats or Margins and Tabs, Line Spacing/Justification, Typestyle in the Reset Format menu.

**Note:** You must position the cursor at the top of a page before you can select the All Formats option.

- Previously typed text displayed after a format change code may not be displayed in correct format. Paginate the document to reformat the text.
- Format changes made with Format (F7) affect all text from a format change code to the end of the document or to the next format change.
- To help locate format change codes, press Edit Options (Ctrl + F5), set Display All Codes to Yes, and press Enter.

You can also locate format change codes by using the Find option in the Search (F6) menu.

## **To Revise a Format Change Code**

1. In the typing area, position the cursor under the format change code and press View/Revise Codes (Ctrl + F8).
2. Make the necessary changes in the selected format menu.
3. Press Enter to save the changes to each format item.
4. Press Esc until you return to the typing area and save your format changes.

## **Command Line:**

Use the Command Line (Ctrl + A) commands ReSetF, CODEs, and FINd to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### *Related Topics:*

- “Codes” on page 39
- “Footnotes” on page 134
- “Headers and Footers” on page 200
- “Margins” on page 236
- “Outlines” on page 256
- “Print Color” on page 282
- “Profiles” on page 287
- “Search” on page 312
- “Tabs” on page 349
- “Typestyle” on page 354

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## **Formatted View (Page Preview Mode)**

If you have installed the Graphics Printing option, you can use Formatted View to preview the formatted version of a page as it will print.

Formatted View offers the following features:

- Displays proportionally spaced fonts
- Displays bold and italic fonts
- Displays overstriking
- Displays justified text
- Displays variable height characters
- Displays variable pitch characters
- Displays line spacing
- Displays line density
- Displays graphic and image objects
- Displays headers and footers
- Displays text columns (multi-column text)
- Zooms to allow viewing of the entire page on one screen.



## To View a Document in Page Preview Mode

1. Select View Document in the DisplayWrite 5/2 menu.
2. Type the Document Name in the View Document menu.
3. Set View Mode to Formatted in the View Document menu and press Enter.

**Note:** If your document contains pictures, press View Options (Ctrl+F5) in the viewing area. Set Display Pictures to Yes in the Graphics View Options menu and press Enter.

### *Hint:*

- You can use the List Services function to view a formatted document.

## To Reduce or Enlarge a Page on the Screen

1. Press Zoom (F8) in the viewing area.
2. Select a percent of actual page size in the Zoom menu and press Enter.

### *Hints:*

- If you select Full Page Zoom in the Zoom menu, the image of the page will be reduced so you can view the entire page on the screen. This may cause unreadable text that is intended to represent words on the page.
- If you select Preview Zoom in the Zoom menu, the image of the page will be enlarged so you can view the actual print font. This causes very large characters, possibly showing only one or two characters on the entire screen.
- When you are using Formatted View, you can change the magnification of the picture without using the Zoom menu. To increase the magnification one level, press the Plus (+) key. To decrease the magnification one level, press the Minus (-) key.

### **Command Line:**

Use the Command Line (Ctrl+A) commands VIEWf and ZOOM to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

*Related Topics:*

- “Displays” in *Technical Reference*
- “List Services” on page 229
- “View Document” on page 361
- “View Formatted Document” on page 363

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## Form Letters

Use the *Form Letters* method of Merge to produce form letters by combining a single document (the shell document) with a file such as a file of names and addresses. The file can be created by DW 5/2 or another application program, such as the IBM Personal Decision Series™ (PDS), Lotus 1-2-3<sup>1</sup>, Symphony, VisiCalc, Multiplan<sup>2</sup>, dBASE II<sup>3</sup>, dBASE III, or dBASE III Plus.

Also, you can use a user-supplied program. The user-supplied program allows you to use personalized programs to generate and convert files to use with DW 5/2. For more information about the versions of application programs DW 5/2 supports and the user-supplied program, see “Data Files Support” in *Technical Reference*.

To generate form letters, use either the Merge with Data File function or the Merge with Named Variables function, accessed through the Merge menu.

Depending on your business needs, you can use one of two types of Form Letters: *Form Letters with Data Files* or *Form Letters with Named Variables*.

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Personal Decision Series is a trademark of International Business Machines Corporation.

- 1 Lotus 1-2-3, Symphony, and VisiCalc are trademarks of Lotus Development Corporation.
- 2 Multiplan is a trademark of Microsoft Corporation.
- 3 dBASE II, dBASE III, and dBASE III Plus are trademarks of Ashton-Tate.

The following paragraphs describe the differences between the two types of Form Letters. Examine the characteristics of your form letters to determine the more appropriate type to use.

- *Form Letters with Data Files*

This is a method of combining a DW 5/2 document with a *data file* from another application program, from a spreadsheet program, or created by the Edit File Description and Data File function in DW 5/2 to produce form letters. With this method, you can:

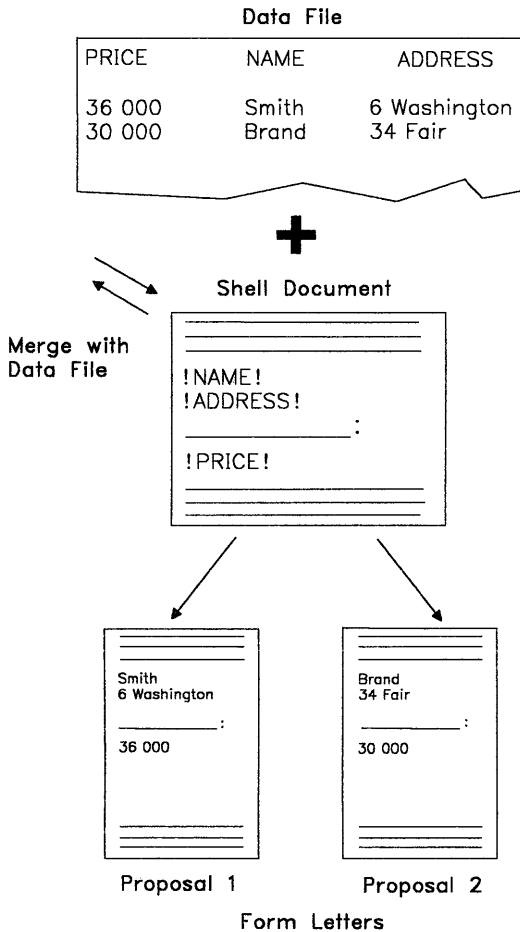
- Use all the records from the data file in their current order
- *Select* from the data file only those records that match criteria that you specify
- *Sort* the data file records before merging them with the DW 5/2 shell document
- *Select and sort* from the data file records. During this function, those records that match the criteria you specify are first selected, then they are sorted.
- Use *stored merge criteria* to select and sort data records. The stored merge criteria are select and sort criteria that you have saved previously.

**Note:** Regardless of which of the above you choose, your original data file is **NOT** changed. All operations change only system-generated files.

This method uses the Merge with Data File function, accessed through the Merge menu.

For example, you may want to send a proposal with various pricing figures to a variety of contracting companies. The proposal is contained in one “shell” document with instructions to insert the various pricing figures, names, and addresses. The data for the pricing figures, names, and street addresses for each contracting company are contained within the data file.

During the Merge with Data File function, the shell document is combined with the data file to produce proposals for each contracting company.



In Form Letters with Data Files, you can also use special instructions to perform math calculations, to print information on a specific line in the form letter, or to print different information based on whether a field is empty or not empty.

- *Form Letters with Named Variables*

This is a method of combining a DW 5/2 document with another DW 5/2 document to produce form letters. This method uses the Merge with Named Variables function, accessed through the Merge menu.

For example, you may want to send a memo to three employees with different names, titles, and department numbers. One

DW 5/2 document contains the constant text, the format of the memo, and the placeholders for the varying information.

Another DW 5/2 document contains the varying information (the employees' names, titles, and department numbers). The Merge with Named Variables function combines the documents to produce memos for each employee. See "Form Letters with Named Variables" on page 189 for more information about this function.

*Related Topics:*

"Data Files Support" in *Technical Reference*

"Document Assembly" on page 90

"Form Letters with Data Files"

"Form Letters with Instructions" on page 181

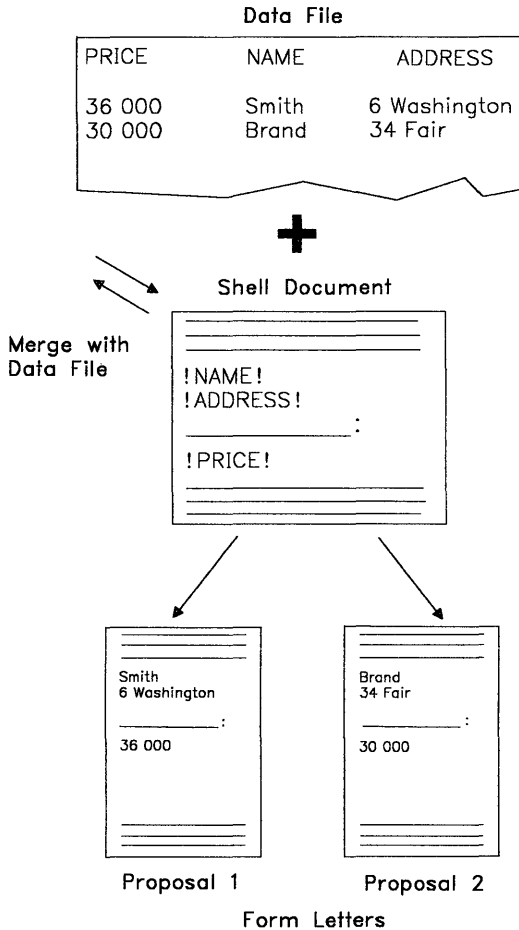
"Form Letters with Named Variables" on page 189

"Merge" on page 245

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## Form Letters with Data Files

Use *Form Letters with Data Files* to produce form letters by combining a shell document with a data file, such as a file of names and addresses. The file can be created by DW 5/2 using the Edit File Description and Data File function or another application program, such as the IBM Personal Decision Series, Lotus 1-2-3, Symphony, VisiCalc, Multiplan, dBASE II, dBASE III, or dBASE III Plus.



Also, you can use a user-supplied program, which allows you to use personalized programs to generate and convert files to use with DW 5/2. For more information about the versions of application programs DW 5/2 supports and the user-supplied program, see “Data Files Support” in *Technical Reference*.

For example, you may want to send a proposal with various pricing figures to a variety of contracting companies with different names and addresses. The *variable information* for the price, name, and street address of each contractor is saved in the data file.

The format of the proposal, any *constant text*, and any *variable names* identifying the variable information within the data file, are contained within the *shell document*. During the Merge with Data File function, the data file is combined with the shell document to produce proposals for each contracting company.

In this function, Locate Table of Contents (TOC), Locate Index, and Locate Reference List codes are not resolved. If you perform this function, specify a merged document name, then paginate the merged document, only the first Locate TOC and the first Locate Index codes are resolved. No Locate Reference List codes are resolved. This means that if you are merging more than one data record, only the first form letter contains the resolved TOC and Index. All following form letters do not contain a resolved TOC or Index. Therefore, it is recommended that you do not use the TOC, Index, or Reference List functions when generating form letters.

To assist you with your work in Form Letters with Data Files, a list of terms and their definitions is provided here:

<b>Constant Text</b>	Text that is the same in all form letters to be produced.
<b>Variable Names</b>	<p>A name in the shell document that identifies a placeholder for variable information (fields) in the data file. Variable names:</p> <ul style="list-style-type: none"><li>• Cannot contain more than 16 characters</li><li>• Must start with a letter</li><li>• May contain letters, numbers, or underscores</li></ul> <p><b>Note:</b> When you type a space within a variable name, DW 5/2 converts the space to an underscore. This does not occur for trailing spaces.</p> <ul style="list-style-type: none"><li>• Cannot contain punctuation marks</li><li>• Are uppercase and lowercase sensitive</li><li>• Are displayed as, for example, !NAME! if Display All Codes has been set to Yes in the Edit Options menu</li><li>• Must be unique.</li></ul>

**Shell Document**

A document that determines the format for the form letters. The shell document can contain constant text, variable names, and instructions.

**Variable Information**

Information or text saved in fields in records in the data file or spreadsheet program. This information is different for each form letter and is identified by a variable name within the shell document.

**Record**

One set of related fields in a data file. For example, one row in a spreadsheet file is a record, and one record produces one form letter.

**Field**

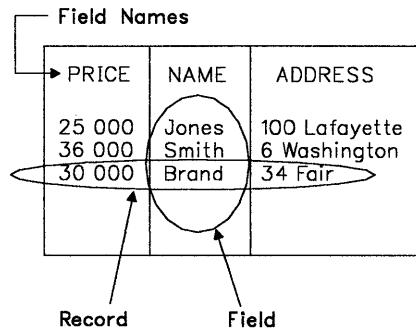
An area of a file that contains a specific category of variable information. For example, one column in a spreadsheet file is a field.

**Field Description**

Describes one field of a file. Field description information includes the field name, the field starting position, the field type (numeric or character), and the field length.

**File Description**

Contains the field descriptions for fields in the data file.





- Data File** A collection of records where related information is saved in fields. This file is created:
- With Edit File Description and Data File in DW 5/2
  - By an application program other than DW 5/2 in a data file format compatible with DW 5/2
  - With ASCII Copy to File or ASCII Copy and Append to File in DW 5/2.
- Data File Format** The format of the data file you are using. This format can be DisplayWrite Data File, IBM Personal Decision Series, Lotus 1-2-3 (WKS<sup>4</sup> or WK1), Symphony (WRK or WR1), BASIC Sequential, DIF<sup>5</sup>, SYLK<sup>6</sup>, dBASE II, dBASE III, dBASE III Plus, Fixed Length ASCII, or user-supplied.
- Merge Criteria** Determines which records are to be merged and the order of those records. When merging with data files, you may select records, sort records, or both. Selection and sort criteria can be stored and used later without re-typing.
- Stored Merge Criteria** Merge criteria (selecting and sorting criteria) can be saved in a file. These criteria can be used again later by selecting Use Stored Merge Criteria in the Data File menu. This allows easy generation of Form Letters that are used frequently with the same merge criteria.

**Note:** Before you begin Form Letters with Data Files, you must know the name of the data file you are using, its data file format, and whether a file description is already created or needs to be created. If

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<sup>4</sup> WKS, WK1, WRK, and WR1 are trademarks of Lotus Development Corporation.

<sup>5</sup> DIF is a trademark of Lotus Development Corporation.

<sup>6</sup> SYLK is a trademark of Microsoft Corporation.

a file description is already created, you need to know the name of it. You also need to know the name of the shell document.

For more information on data files, see “Data Files Support” in *Technical Reference*.

When using Form Letters with Data Files to produce form letters, you should:

- Use DW 5/2 to create a DisplayWrite Data File, create and save a data file from an application program other than DW 5/2, or use an existing file
- Create and save a file description, if necessary

**Note:** You need to create a file description *only* if you are using a data file with a DisplayWrite, Fixed Length ASCII, BASIC Sequential, or user-supplied (only if required) data file format. If you are using a data file with a PDS, WKS, WK1, WRK, WR1, DIF, SYLK, dBASE II, dBASE III, or dBASE III Plus data file format, you do *not* need to create a file description.

- Create and save a shell document
- Determine what merge criteria you want to use to generate your form letters
- Generate your form letters using the Merge with Data File function.

## **Creating or Revising a File Description and DisplayWrite Data File**

You can use this function to create or revise a DisplayWrite Data File and its associated file description. This function assumes that the maximum data record size defined by the file description is 510.

A DisplayWrite Data File is similar to a Fixed Length ASCII file, except that it is not necessary to pad each line with blanks to ensure a fixed length. During the Merge with Data File process, DW 5/2 copies your DisplayWrite Data File to a temporary file, padding or truncating each line according to the record length defined by the file description. The end of a line is either an ASCII Carrier Return/Line Feed combination (0D0A), or the end of the file. Also, for a

DisplayWrite Data File, you do not have to define a field description for the end of line characters (0D0A) at the end of each line.

**Notes:**

1. If you are using a data file with a PDS, WKS, WK1, WRK, WR1, DIF, SYLK, dBASE II, dBASE III, or dBASE III Plus format, you do not need to read this section or create a file description and data file. Continue your work with “Creating a Shell Document” on page 166.
2. If your data file is not a DisplayWrite Data File and requires a file description, you may use the Edit File Description function to create or revise a file description for your data file. See “Creating or Revising a File Description” on page 163.

**To Create or Revise a File Description and Data File**

1. Select Merge in the DisplayWrite 5/2 menu.
2. Select Edit File Description and Data File in the Merge menu.
3. Type the File Description Name and Data File Name in the Edit File Description and Data File menu and press Enter to display the data typing frame.

**Notes:**

- a. If you do not type an extension with the file description name, DW 5/2 appends the extension .DES.
- b. If you do not type an extension with the data file name, DW 5/2 appends the extension .DAF.
- c. If a file description name is not specified, DW 5/2 assumes the specified data file name and appends a .DES extension.
- d. If a data file name is not specified, DW 5/2 assumes the specified file description name and appends a .DAF extension.
- e. If the file description specified does not already exist, DW 5/2 creates a new file description. If the file description specified does already exist, the field descriptions from this file are displayed for editing.
- f. If the data file specified does not already exist, DW 5/2 creates a new DisplayWrite Data File. If the data file specified does already exist, the data from this file is displayed for editing.

4. At this point, you may choose to select the Edit Description Fields function (F8) to create or revise your file description, or you may choose to begin typing data records into your data file. See “Creating or Revising a File Description” on page 163 for information about revising a file description.

**Notes:**

- a. The data typing frame is displayed with the field names from the file description on line 5. The field lengths and positions from the file description are shown on line 6. A separator line is on line 7, and the data file records are on the remaining lines of the typing frame.
- b. The cursor is on the first position of the first line of the data file. The cursor may only be used in the data file section of the typing frame.
- c. Many of the same functions that are available while revising a DW 5/2 document are available when revising a DisplayWrite Data File.

*Hints:*

- DW 5/2 uses the field description lengths from your file description to set up the tab rack for your data typing session. Therefore, if the file description is defined first, you may tab between field entries when typing data records into the data file. The tab rack is updated when you press Esc in the Edit Description Fields menu.
  - If you use tab stops in your data file, and you revise or delete field descriptions, the format of your data may change because the tab rack may change.
  - When you save the data file, the tab stop entries are converted to ASCII spaces.
5. When you finish revising your file description and data file, press End/Save (F2) to save your revisions and return to the Merge menu.

## Creating or Revising a File Description

The file description is a set of field descriptions you create to describe the fields from the data file which you want to include in the merge process.

A field description describes the field name, field starting position, field length, and field type.

For example, in a proposal, each contractor may have a price field, a name field, and a street address field which you define. All the fields for one contractor are saved in one data record within the data file. DW 5/2 uses the file description to access the field values in the data file and combines them with the shell document to produce form letters.

### Notes:

1. If you are using a data file with a PDS, WKS, WK1, WRK, WR1, DIF, SYLK, dBASE II, dBASE III, or dBASE III Plus format, you do not need to read this section or create a file description. Continue your work with “Creating a Shell Document” on page 166.
2. If you are using a Fixed Length ASCII data file, BASIC Sequential data file, or DisplayWrite Data File, you need to create a file description. If you are using a user-supplied data file, you need to create a file description only if required.

For more information about the DisplayWrite Fixed Length ASCII, BASIC Sequential, and user-supplied data file formats, see “Data Files Support” in *Technical Reference*.

### Rules for Creating Field Descriptions

All field descriptions must follow these rules:

- Field Names:
  - Cannot contain more than 16 characters
  - Must start with a letter
  - May contain letters, numbers, or underscores

**Note:** When you type a space as part of a field name, DW 5/2 converts the space to an underscore.

- Cannot contain punctuation marks
  - Are uppercase and lowercase sensitive
  - Must be unique.
  - Field Starting Position:
    - Range is either 1 to 510 or 1 to 2000.
- Note:** If the function is Edit Descriptions Fields (F8) initiated from the data typing frame, the range for field starting position is 1 to 510. If the function is Edit File Description initiated from the Merge menu, the range for field starting position is 1 to 2000.
- Field Lengths can be:
    - Numeric: 1 to 17 characters (17 is the maximum length for 15 digits, a plus or minus sign, and a decimal point)
    - Character: 1 to 500 characters (500 is the maximum length).
  - Field Types are:
    - Numeric
    - Character

**Note:** The field starting position or the field length may not cause a field to overlap another field. However, gaps between fields are allowed. Also, fields may be defined later within these gaps, provided there is no overlap.

## To Create or Revise a File Description

1. Select Merge in the DisplayWrite 5/2 menu.

**Note:** You may choose to create or revise a file description in one of two ways: concurrently with a data file or by itself. If you want to create a file description and data file, see “Creating or Revising a File Description and DisplayWrite Data File” on page 160. Once you are in the data typing frame, you may select Edit Description Fields (F8) to create or revise your file description.

If you are revising both a file description and data file, you do not need to complete steps 2 and 3. You may go to “To Create or Add Field Descriptions.”

If you are revising only a file description and do not need to create a data file, continue with steps 2 and 3.

2. Select Edit File Description in the Merge menu.
3. Type the File Description Name in the Edit File Description menu and press Enter.

**Notes:**

- a. If you do not type an extension with the file description name, DW 5/2 appends the extension .DES.
- b. If the file description specified does not already exist, DW 5/2 creates a new file description.

## **To Create or Add Field Descriptions**

1. Select Add a Description to display the Field Description menu.
2. Type the Field Name, Starting Position, Field Length, and Field Type in the Field Description menu for the field you are creating or adding to the file description.

**Notes:**

- a. In Fixed Length ASCII data files, the field length must match exactly the field length in the data file. Also, in Fixed Length ASCII data files, a field must be defined for the two end of line characters (0D0A).
  - b. In BASIC Sequential data files, the field length specified must be greater than or equal to the longest occurrence of the given field in the file.
  - c. In DisplayWrite Data Files, you do not have to define a field for the end of line characters (0D0A).
3. Press Enter to save the field description.
  4. Repeat steps 2 and 3 for every field in the file description.
  5. Press Esc until you return to the Merge menu or the data typing frame.

## To Revise or Delete Field Descriptions

1. Select Revise or Delete a Description to display the Revise or Delete a Field Description menu.
2. Select the fields you want to revise or delete in the Revise or Delete a Field Description menu.

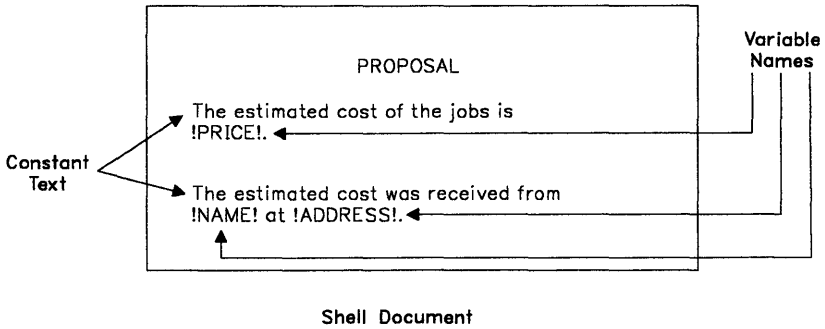
### Notes:

- a. The field names in the Revise or Delete a Field Description menu are listed in the order in which they describe the data in the corresponding data file.
  - b. If you mistakenly mark a field for deletion, type **k** beside the field description to keep it.
  - c. When you press Enter in the Revise or Delete a Field Description menu, you see a Field Description menu for each field you chose to revise. After you have revised all fields chosen for revision, DW 5/2 deletes any fields you marked to delete. If you press Esc at any time during field revision, no fields marked for deletion are deleted.
3. When revising field descriptions, make any changes in the Field Description menu and press Enter to go to the next field, if any. When you have revised the last field, DW 5/2 returns to the Revise or Delete a Field Description menu.
  4. Repeat steps 2 and 3 if you want to revise or delete more fields.
  5. Press Esc until you return to the Merge menu or the data typing frame.

## Creating a Shell Document

After you create the data file and file description (if necessary), you should create a *shell document* to use with Form Letters with Data Files. The shell document contains the format for the form letters, any *constant text*, any *variable names*, and any other special instructions. During the Merge with Data File function, variable names in the shell document reference the variable information from a field in the data file. These variables are replaced in the output with the variable information when the merge function is performed.





Special instructions may also be inserted in the shell document. These special instructions include Skip to Line instructions, Math instructions, and If instructions. For more information on these special instructions, see “Form Letters with Instructions” on page 181.

### To Create a Shell Document

1. Select Create Document in the DisplayWrite 5/2 menu.
2. Type the Document Name in the Create Document menu and press Enter to go to the typing area.
3. If you want to change the format for your form letters, press Document Options (Ctrl + F7), select Change Document Format in the Document Options menu, and set the format.

**Note:** The format you set here determines the format of your form letters.

4. To display the Variable codes, press Edit Options (Ctrl + F5), set Display All Codes to Yes, and press Enter.
5. Type the constant text and instructions to the point at which you want a variable name placed.

**Note:** This variable name is a placeholder that identifies data from a field in the data file.

6. Press Instructions (F8).
7. Select Merge Instructions in the Instructions menu.
8. Select Variable in the Merge Instructions menu.
9. Type the Variable Name in the Variable menu.

**Note:** The variable name *must match* the corresponding field name within the field description of the data file. Remember that variable names are uppercase and lowercase sensitive.

10. Press Enter to return to the typing area and display the variable name, for example:

**!PRICE!**

**Note:** To revise a variable name, see “To Revise a Variable Name.”

11. Continue typing the constant text and instructions to the point at which you want to place the next variable name.
12. Press Instructions (F8).
13. Repeat steps 7 through 11 for each variable name.
14. Press End/Save (F2) and select End and Save to save the shell document.

*Hints:*

- You may want to print the shell document to use as a reference. If you do print the shell document, notice that some lines may wrap unevenly because of variables and instructions being printed. Once the shell document is merged with the data file, the uneven lines will adjust within the margins.
- You can specify different formats for numeric fields and math answer variables in the Output Format in the Variable menu. If you want to change the defaults for the Output Formats, use the Math Format menu in Profiles (Text Defaults).

**To Revise a Variable Name**

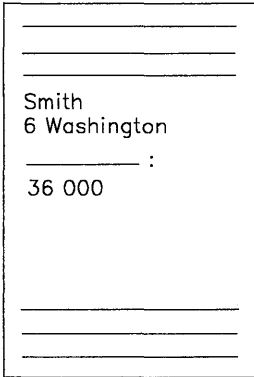
1. To display the Variable codes, press Edit Options (Ctrl + F5), set Display All Codes to Yes, and press Enter.
2. Position the cursor under the Variable code (**!PRICE!**) and press View/Revise Codes (Ctrl + F8).
3. Revise the Variable Name in the Variable menu.
4. Press Enter to save the changes and return to the typing area.

**Command Line:**

Use the Command Line (Ctrl + A) commands CODEs, VARiable, and END to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

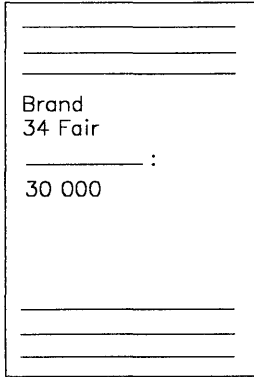
**Generating Form Letters**

After you create a data file, a file description, and a shell document, you can merge the data file with the shell document to produce *form letters*. Use the Merge with Data File function, accessed through the Merge menu, to generate the form letters.



A rectangular box representing a form letter template. It contains several horizontal lines. The text inside is: Smith, 6 Washington, followed by a blank line and a colon, then 36 000. There are more blank lines at the bottom of the box.

Proposal 1



A rectangular box representing a form letter template. It contains several horizontal lines. The text inside is: Brand, 34 Fair, followed by a blank line and a colon, then 30 000. There are more blank lines at the bottom of the box.

Proposal 2

Form Letters

**Selecting or Sorting Data Records**

With these functions, you can select which data records in a data file you want to use during a Merge with Data File operation. You can also sort the data records. These selecting and sorting functions are performed on system files and are in effect only for the current Merge operation. They do not affect your data file.

When you select Merge with Data File in the Merge menu, the Data File menu is displayed. Select one of the following options for Merge Criteria in the Data File menu to specify which data records you want to use during Merge and the order in which you want to use them.

- **No Merge Criteria (Use All Records)**

Selecting this option causes all data records in the data file to be used during the Merge operation in their current order. The Merge with Data File (1 of 2) menu is displayed.

- **Select Data Records Only**

Selecting this option causes the Select Data Records (1 of 2) menu to be displayed. The Select Data Records (2 of 2) menu is also available. The 18 selection criteria fields in these menus contain default values; you can change these values as needed for your work. See “Selecting Data Records Criteria” on page 172 for more information about these menus.

If you want to save these values so you can use them later without typing them again, you can press Save Criteria (F2). This displays the Save Merge Criteria menu. In this menu, you type the Stored Merge Criteria File Name and press Enter. This saves all the criteria you have typed and returns you to the Select Data Records menu. You can use these criteria again later by selecting Use Stored Merge Criteria in the Data File menu.

Pressing Enter in the Select Data Records menu causes the appropriate data records to be selected, followed by the display of the Merge with Data File (1 of 2) menu.

- **Sort Data Records Only**

Selecting this option causes the Sort Data Records menu to be displayed. You can specify up to 4 Sort Field Names and 4 Sort Orders in this menu; each Sort Order can be either ascending or descending. Ascending order sorts 0 to 9, A to Z (lowest to highest); ascending order is the default. Descending order sorts Z to A, 9 to 0 (highest to lowest). Multiple Sort Field Names are provided to allow sorting data records where the values in previous Sort Fields are the same. You can change the values in this menu as needed for your work.

If you want to save these values so you can use them later without typing them again, you can press Save Criteria (F2). This displays the Save Merge Criteria menu. In this menu, you type the Stored Merge Criteria File Name and press Enter. This saves all the criteria you have typed and returns you to the Sort Data Records menu. You can use these criteria again later by selecting Use Stored Merge Criteria in the Data File menu.

Pressing Enter in the Sort Data Records menu causes the data records to be sorted, followed by the display of the Merge with Data File (1 of 2) menu.

- Select and Sort Data Records

Selecting this option causes the Select Data Records (1 of 2) menu to be displayed. The information for Select Data Records Only above is also true for this option. However, pressing Enter in the Select Data Records menu causes the Sort Data Records menu to be displayed next (after the appropriate records have been selected). The information for Sort Data Records Only above is also true for this option.

Pressing Enter in the Sort Data Records menu causes the data records to be sorted, followed by the display of the Merge with Data File (1 of 2) menu.

**Note:** If you select this option and press F2 (Save Criteria) in the Sort Data Records menu, all criteria (select and sort) are saved in the file you name in the Save Merge Criteria menu.

- Use Stored Merge Criteria

Selecting this option causes the Merge operation to use the data records that have been selected or sorted according to the criteria contained in the Stored Merge Criteria file (which have been saved previously). When the Use Stored Merge Criteria menu is displayed, you type the File Name which contains the Stored Merge Criteria. If you want to look at or change the criteria, set View/Revise to Yes. This causes either the Select Data Records (1 of 2) menu or the Sort Data Records menu to be displayed, depending on the criteria that the file contains. Pressing Enter after you revise the Stored Merge Criteria causes the Merge with Data File (1 of 2) menu to be displayed after the selecting and sorting are completed. If you want to use the criteria with no changes, set View/Revise to No and press Enter. This causes the Merge with Data File (1 of 2) menu to be displayed after the records are selected and sorted.

## Notes:

1. When selecting and sorting data records, the records are first selected. Then, the selected records are sorted.
2. The current OS/2 collating sequence is used for selecting and sorting data records. This means, for example, that n and ñ may be treated as the same character.
3. The Select and Sort Data Records function treats an uppercase A the same as a lowercase a in your data records. This means that, for example, after sorting a group of data records, you will find uppercase A's and lowercase a's mixed together.
4. Numeric data (data in numeric fields and data in the Compare Value field when Compare Type is Numeric Value) is treated according to its mathematic definition, not according to the current OS/2 collating sequence. Such numbers as 1, +1, 1.0, and 1.00000 are treated as equal.

## Selecting Data Records Criteria

You can specify which records you want to be included in the Merge operation by selecting Select Data Records Only in the Data File menu (this is also true if you select Select and Sort Data Records). When you select either of these options in the Data File menu, the Select Data Records (1 of 2) menu is displayed. You type selection criteria in the fields in this menu; each line in the menu is a selection criterion. The Select Data Records (1 of 2) and (2 of 2) menus contain the following fields:

- Logical Link

This field specifies how DW 5/2 is to connect each set of criteria with the one above it in the menu. DW 5/2 evaluates the selection criteria from top to bottom in the menus.

Setting this option to A (AND) means that BOTH the previous set of criteria and the set of criteria on the current line must be true for the record to be selected.

Setting this option to O (OR) means that EITHER or BOTH the previous set of criteria or the set of criteria on the current line must be true for the record to be selected.

In evaluating selection criteria, DW 5/2 gives priority to AND links; they are evaluated before OR links.

For example, if the letters A through F are selection criteria, then the expression “A and B and C or D and E or F” will be true and the record will be selected IF:

A and B and C are all true

OR

D and E are both true

OR

F is true.

- **Field Name**

If you type a valid field name here, DW 5/2 compares the contents of this field in each data record to the Compare Value field, using the How to Compare criteria.

**Note:** You can compare field names to other field names, character strings, or numeric values.

- **How to Compare**

The following compare options are available:

- Equal (=)
- Not equal (<>)
- Less than (<)
- Greater than (>)
- Less than or equal (<=)
- Greater than or equal (>=)

For all compare options, the contents of the field referenced by the Field Name is compared to the Compare Value field.

- **Compare Value**

This is the value to which the contents of the field referenced by the Field Name are compared. This value can be a character field, a character string, a numeric field, or a numeric value and is identified in the Compare Type field.

For example, if you typed **ZIPCODE** in Field Name, = in How to Compare, and **76299** in Compare Value, only those data records with a zip code of 76299 would be selected.

- **Compare Type**

This field identifies the type of the Compare Value field: C (character string), N (numeric value), or F (field name). In the example above, you would type N in Compare Type.

**Notes:**

1. During Select Data Records, you can test whether a field is blank by setting Compare Value to "" (do not type a space between the double quotation marks) and Compare Type to C.

2. During Select Data Records, you can test a field against a character string only as far as a certain position in the field by ending the string with the character \*. For example, if you want to select all records with a last name that begins with a, you would type **last\_name = a\*** as the selection criterion.

DW 5/2 treats the \* in this way only when it is the last character in a character string. In all other cases, it treats the \* as a character.

If you want to test a character string that ends with the character \*, type "". For example, to select all records with a value of abc\* for field 1, type **field1 = abc""** as the selection criterion.

3. You can delete any line of selection criteria in the Select Data Records menu by deleting the Field Name and Compare Value fields. This prevents you from having to key over several lines of selection criteria because one in the middle of the menu was wrong. DW 5/2 ignores any selection criteria with blank Field Name and Compare Value fields.

**To Select Data Records Only**

1. Select Merge in the DisplayWrite 5/2 menu.
2. Select Merge with Data File in the Merge menu.
3. Type the Data File Name in the Data File menu.
4. Set Data File Format to the format you are using.
5. Set Merge Criteria to Select Data Records Only and press Enter.
6. Type the File Description Name in the Data File Description menu and press Enter.

**Note:** This menu may not be displayed.



7. Type the link, field name, and compare options in the Select Data Records menus.

**Notes:**

- a. See “Selecting Data Records Criteria” on page 172 for information about these options.
  - b. If you want to save the selection criteria, press F2 (Save Criteria) before you press Enter. Type a file name in the Save Merge Criteria menu and press Enter to return to the Select Data Records menu.
8. Select Enter in the Select Data Records menu.
  9. The Merge with Data File (1 of 2) menu appears after the selection is performed.

Choose the appropriate procedure for your data file format from those that follow and continue with step 5 in the procedure that you choose.

**Note:** If you choose “To Use a User-supplied Program” on page 179, continue with step 6 on page 180 in that procedure.

**To Sort Data Records Only**

1. Select Merge in the DisplayWrite 5/2 menu.
2. Select Merge with Data File in the Merge menu.
3. Type the Data File Name in the Data File menu.
4. Set Data File Format to the format you are using.
5. Set Merge Criteria to Sort Data Records Only and press Enter.
6. Type the File Description Name in the Data File Description menu and press Enter.

**Note:** This menu may not be displayed.

7. Type the field name and sort order options in the Sort Data Records menu.

**Note:** If you want to save the sort criteria, press F2 (Save Criteria) before you press Enter. Type a file name in the Save Merge Criteria menu and press Enter to return to the Sort Data Records menu.

8. Press Enter in the Sort Data Records menu.

9. The Merge with Data File (1 of 2) menu appears after the sort is performed.

Choose the appropriate procedure for your data file format from those that follow and continue with step 5 in the procedure that you choose.

**Note:** If you choose “To Use a User-supplied Program” on page 179, continue with step 6 on page 180 in that procedure.

### **To Select and Sort Data Records**

1. Select Merge in the DisplayWrite 5/2 menu.
2. Select Merge with Data File in the Merge menu.
3. Type the Data File Name in the Data File menu.
4. Set Data File Format to the format you are using.
5. Set Merge Criteria to Select and Sort Data Records and press Enter.
6. Type the File Description Name in the Data File Description menu and press Enter.

**Note:** This menu may not be displayed.

7. Type the link, field name, and compare options in the Select Data Records menus.

#### **Notes:**

- a. See “Selecting Data Records Criteria” on page 172 for information about these options.
  - b. If you want to save the selection criteria, press F2 (Save Criteria) before you press Enter. Type a file name in the Save Merge Criteria menu and press Enter to return to the Select Data Records menu. All criteria (select and sort) are saved.
8. Press Enter in the Select Data Records menu.
  9. The Sort Data Records menu is displayed after the records have been selected. Type the field names for sorting the data records and the sort order, ascending or descending, in the Sort Data Records menu.

**Note:** If you want to save the sort criteria, press F2 (Save Criteria) before you press Enter. Both the select and sort criteria will

be saved. Type a file name in the Save Merge Criteria menu and press Enter to return to the Sort Data Records menu.

10. Press Enter in the Sort Data Records menu.
11. The Merge with Data File (1 of 2) menu appears after the sort is performed.

Choose the appropriate procedure for your data file format from those that follow and continue with step 5 in the procedure that you choose.

**Note:** If you choose “To Use a User-supplied Program” on page 179, continue with step 6 on page 180 in that procedure.

### **To Use DisplayWrite, Fixed Length ASCII, or BASIC Sequential Files**

1. Select Merge in the DisplayWrite 5/2 menu.
2. Select Merge with Data File in the Merge menu.
3. Type the Data File Name and select the Data File Format and the Merge Criteria in the Data File menu and press Enter.

#### **Notes:**

- a. The Data File Name is the name of the data file that contains your variable information.
- b. The Data File Format is DisplayWrite, Fixed Length ASCII, or BASIC Sequential.
- c. The Merge Criteria selection is one of the following:

No Merge Criteria (Use All Records)  
Select Data Records Only  
Sort Data Records Only  
Select and Sort Data Records  
Use Stored Merge Criteria.

If you select any option other than No Merge Criteria (Use All Records), see “Selecting or Sorting Data Records” on page 169.

4. Type the File Description Name in the Data File Description menu and press Enter. If the data file format is DisplayWrite or BASIC Sequential, the Processing File screen is displayed.

**Note:** The File Description Name is the name of the file description you created.

5. When the Merge with Data File (1 of 2) menu is displayed, type the Shell Document name.

**Note:** Specify a Merged Document Name if you want the form letters to be saved on disk as well as printed. If you are only printing the form letter, there is no need to specify a name here.

6. If you want to make any other changes in the Merge with Data File menus, do so now.
7. Press Enter to merge the data file with the shell document. The Merge with Data File Status screen is displayed.

**Notes:**

- a. To stop the Merge with Data File function, press Ctrl + Break.
- b. If you must stop the merge processing of a data file, you can later restart Merge with Data File by specifying a restart number in the Merge with Data File (1 of 2) menu. See “To Restart Merge with Data File” on page 180.

**To Use PDS, WKS, WK1, WRK, WR1, DIF, SYLK, dBASE II, dBASE III, or dBASE III Plus Data Files**

1. Select Merge in the DisplayWrite 5/2 menu.
2. Select Merge with Data File in the Merge menu.
3. Type the Data File Name and select the Data File Format and Merge Criteria in the Data File menu.

**Notes:**

- a. The Data File Name is the name of the data file that contains your variable information.
- b. The Data File Format is PDS, WKS, WK1, WRK, WR1, DIF, SYLK, dBASE II, dBASE III, or dBASE III Plus.
- c. The Merge Criteria selection is one of the following:

No Merge Criteria (Use All Records)

Select Data Records Only

Sort Data Records Only

Select and Sort Data Records

Use Stored Merge Criteria.

If you select any option other than No Merge Criteria (Use All Records), see “Selecting or Sorting Data Records” on page 169.

4. Press Enter to display the Processing File screen. The Merge with Data File (1 of 2) menu is then displayed.
5. Type the Shell Document name in the Merge with Data File (1 of 2) menu.

**Note:** Specify a Merged Document Name if you want the form letters to be saved on disk as well as printed. If you are only printing the form letters, there is no need to specify a name here.

6. If you want to make any other changes in the Merge with Data File menus, do so now.
7. Press Enter to merge the data file with the shell document. The Merge with Data File Status screen is displayed.

**Notes:**

- a. To stop the Merge with Data File function, press Ctrl + Break.
- b. If you must stop the merge processing of a data file, you can later restart Merge with Data File by specifying a restart number in the Merge with Data File (1 of 2) menu. See “To Restart Merge with Data File” on page 180.

### **To Use a User-supplied Program**

1. Select Merge in the DisplayWrite 5/2 menu.
2. Select Merge with Data File in the Merge menu.
3. Type the Data File Name and select the Data File Format and Merge Criteria in the Data File menu and press Enter.

**Notes:**

- a. The Data File Name is the name of the data file that contains your variable information.
- b. The Data File Format is user-supplied.
- c. The Merge Criteria selection is one of the following:

No Merge Criteria (Use All Records)  
Select Data Records Only  
Sort Data Records Only  
Select and Sort Data Records

Use Stored Merge Criteria.

If you select any option other than No Merge Criteria (Use All Records), see “Selecting or Sorting Data Records” on page 169.

4. Type the Program Name and File Description Name (if necessary) in the User-Supplied Program menu.

**Notes:**

- a. The Program Name is the name of the user-supplied program.
  - b. If the user-supplied program generates its own file description, do not specify a file description name here. For more information, see “Data Files Support” in *Technical Reference*.
5. Press Enter to display the Processing File screen. Then, the Merge with Data File (1 of 2) menu is displayed.
  6. Type the Shell Document name in the Merge with Data File (1 of 2) menu.

**Note:** Specify a Merged Document Name if you want the form letters to be saved on disk as well as printed. If you are only printing the form letters, there is no need to specify a name here.

7. If you want to make any other changes in the Merge with Data File menus, do so now.
8. Press Enter to merge the data file with the shell document. The Merge with Data File Status screen is displayed.

**Notes:**

- a. To stop the Merge with Data File function, press Ctrl + Break.
- b. If you must stop the merge processing of a data file, you can later restart Merge with Data File by specifying a restart number in the Merge with Data File (1 of 2) menu.

**To Restart Merge with Data File**

1. Type the Restart Number in the Merge with Data File (1 of 2) menu.

**Note:** This is the Restart Number displayed in the Merge with Data File Status screen. It corresponds to the last record merged and printed.

2. If you want to make any other changes in the Merge with Data File menus, do so now.
3. Press Enter to resume merge processing.

**Notes:**

1. The record following the specified restart number is the first record merged. For example, if you specify record 4, the Merge with Data File function begins merging the document with record 5.
2. When restarting, use the same merge criteria to ensure that the restart occurs at the same record.

*Related Topics:*

“Codes” on page 39

“Data Files Support” in *Technical Reference*

“Form Letters” on page 152

“Form Letters with Instructions”

“Format” on page 143

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## Form Letters with Instructions

If you are using Form Letters with Data Files to produce form letters, the shell document may contain instructions as well as constant text, variable names, and the format of the form letter.

Instructions show math calculations, where to print information on a specific line in the form letter, or where to print different information depending on whether a field is empty or not.

Before inserting any instructions into your shell document, read “Form Letters with Data Files” on page 155.

To assist you with your work in Form Letters with Instructions, a list of terms and their definitions is provided here:

**If Statements**

Statements placed within the shell document that show what should be printed depending on whether a field is empty or not.

### Math Instructions

Instructions placed within the shell document that perform math calculations.

### Skip to Line Instructions

Instructions placed within the shell document that cause certain information that follows to print on a specific line in the form letter. For example, use Skip to Line Instructions to print forms.

### Math Answer Variable Name

A variable name that references the result of the math calculation when using Math instructions in the shell document. If the Math Answer Variable Name is inserted into the shell document (using a Variable code), the result of the math calculation is printed in the form letter.

### If Statements

Use *If statements* in the shell document to include conditional information in the form letter depending on whether a field is empty or not.

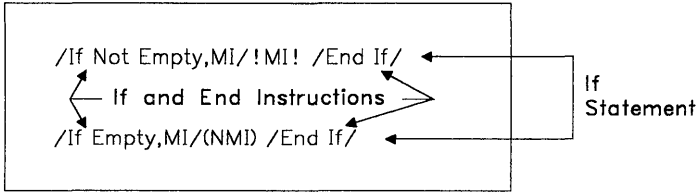
For example, in the address list for a letter, customers may or may not have a middle initial. The field that contains the middle initial may or may not be empty.

TITLE	FIRST_NAME	MI	LAST_NAME	STREET	CITY	ST	ZIP
Mr.	Peter	L.	Green	100 North Ave.	New Rochelle	NY	10803
Mr.	Harold	P.	Sanders	3060 Pine Tree	Dallas	TX	75264
Ms.	Emma		Bartlett	1 Gateway Blvd.	Charlotte	NC	28232
Ms.	Doris	C.	Knight	33 Ball Court	Hackensack	NJ	07603
Mr.	Thomas	E.	Rollerbrand	42 Lantern Court	Sacramento	CA	95802
Mr.	Lawrence	A.	Patton	50 Skylight St.	Albany	NY	12225
Ms.	Violet	R.	Wilson	12 Dogwood Lane	Buffalo	NY	14207
Ms.	Marcia		Stevenson	417 Mill Lane	Knoxville	TN	37917
Ms.	Jill	A.	Phillips	2 Oakwood Blvd.	Lubbock	TX	79409
Mr.	Joseph		Barker	3 Coldwater St.	Miami Beach	FL	33134
Mr.	Robert	L.	Marshall	900 Barton St.	Waco	TX	76710
Ms.	Cathy	T.	Goodman	321 Escondia	Reno	NV	89504
Mr.	Jason		Henderson	21 Far West Drive	Los Angeles	CA	90014
Ms.	Leslie	D.	Cummings	56 Hilltop Court	St. Paul	MN	56118

Middle Initial Field



You may want to include the middle initial if one exists in the middle initial field and print (NMI) if no middle initial is there.



If during the Merge with Data File function the middle initial field is empty, the text (NMI) is printed in the form letter. If the field is not empty, the initial is included in the form letter.

There are three instructions that can be used in an If statement:

**If Variable Empty** Begins a statement where the variable information or text (before the End “If” Test instruction) is printed in the form letter, when the specified field *is empty*.

**If Variable Not Empty** Begins a statement where the variable information or text (before the End “If” Test instruction) is printed in the form letter, when the specified field *is not empty*.

**End “If” Test** Ends an If statement.

**Note:** In numeric fields, values of zero are considered empty.

You can revise text between If and End instructions in the same way you revise text in your document.

### To Include Information if a Field is Empty

1. To display the If and End instructions in the typing area, press Edit Options (Ctrl + F5), set Display All Codes to Yes, and press Enter.
2. Position the cursor where you want the If Empty instruction to appear in the shell document and press Instructions (F8).
3. Select Merge Instructions in the Instructions menu.
4. Select If Variable Empty in the Merge Instructions menu.

5. Type the Variable Name in the Test Variable menu.

**Note:** The variable name *must match* the corresponding field name in the data file or match a Math Answer Variable Name. Remember that variable names are uppercase and lowercase sensitive.

6. Press Enter to insert the If Empty instruction in the shell document and return to the typing area to display the If Empty instruction, for example:

**/If Empty,MI/**

7. On the *same line* as the If Empty instruction, type any text or variable information you want to be printed in the form letter, but *only* if the field is empty. The variable can refer to a field name or a Math Answer, and the variable information can be a variable name surrounded by text, for example:

**/If Empty,MI/(NMI)**

8. Press Instructions (F8).
9. Select Merge Instructions in the Instructions menu.
10. Select End “If” Test in the Merge Instructions menu to return to the typing area to display the entire If statement, for example:

**/If Empty,MI/(NMI) /End If/**

### **To Include Information if a Field is Not Empty**

1. To display the If and End instructions in the typing area, press Edit Options (Ctrl + F5), set Display All Codes to Yes, and press Enter.
2. At the point in the shell document where you want to place an If Not Empty instruction, press Instructions (F8).
3. Select Merge Instructions in the Instructions menu.
4. Select If Variable Not Empty in the Merge Instructions menu.
5. Type the Variable Name in the Test Variable menu.

**Note:** The variable name *must match* the corresponding field name in the data file or match a Math Answer Variable Name. Remember that variable names are uppercase and lowercase sensitive.

6. Press Enter to insert the If Not Empty instruction in the shell document and return to the typing area to display the If Not Empty instruction, for example:

**/If Not Empty,MI/**

7. On the *same line* as the If Not Empty instruction, type any conditional information you want to be printed in the form letter, but *only* if the field is *not empty*. The conditional information can be a variable name surrounded by text. The variable can refer to a field name or a Math Answer, for example:

**/If Not Empty,MI!/MI!**

8. Press Instructions (F8).
9. Select Merge Instructions in the Instructions menu.
10. Select End “If” Test in the Merge Instructions menu to return to the typing area to display the entire If statement, for example:

**/If Not Empty,MI!/MI! /End If/**

### **Command Line:**

Use the Command Line (Ctrl + A) commands CODEs, IFEmpty, and EndIF to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### **Math Instructions**

Use *Math instructions* in the shell document to add, subtract, multiply, and divide. Then, you can print the answer to the math calculation in the form letter. The result of the math calculation can be placed in the shell document using a Variable code that specifies one of four math formats defined through Profiles. The numbers can be displayed and printed in a variety of formats, for example, with or without dollar signs (\$).

The Math instruction does its calculation using two numbers. The numbers can be from a designated numeric field in the data file, a number typed directly into the Math instruction, or a number that is a result of a previous math calculation. The Math Answer can be inserted and printed several times in the form letter.

If you use more than one Math instruction to find the result of a math calculation, you *must* type the Math instructions in the order they are to be used.

For example, suppose there is a field called PRICE in the file description of your data file. You want to calculate the total amount of a purchase, including the tax rate. This tax rate is 5%.

You need two Math instructions to perform this calculation. The first Math instruction calculates the *amount of tax*.

**TaxAmount = PRICE x .05**

The second Math instruction calculates the *total* of the purchase.

**Total = PRICE + TaxAmount**

Remember to insert the Math instructions in the order they are shown, because the answer to the first calculation is used to calculate the total purchase price in the second calculation.

You should insert the Math instructions at the beginning of the shell document before you type any text.

The Math instruction is *not* printed in your form letter, nor does the Math instruction take up a line. This instruction simply does the math calculation. The *Math Answer* is printed in the form letter at the position you show by inserting a Variable code in the form letter. The Variable code specifies the Math Answer name.

### **To Define a Math Instruction**

1. To display the Math instruction in the typing area, press Edit Options (Ctrl + F5), set Display All Codes to Yes, and press Enter.
2. Position the cursor at the beginning of the shell document and press Instructions (F8).

**Note:** Remember to insert Math instructions in the order they are used.

3. Select Merge Instructions in the Instructions menu.
4. Select Math in the Merge Instructions menu.

5. Type the Math Answer Variable Name, First Number, Calculation, and Second Number in the Math menu.

**Note:** Math Answer Variable Name is the variable where the answer for the math calculation is stored. Use this name to print the math calculation in the form letter or for other math calculations. This name must be different from any other field name within the file description of the data file.

6. Press Enter to return to the typing area to display the completed math formula, for example:

**/TaxAmount = PRICE \* .05/.←**

**Note:** To revise a Math instruction, see “To Revise a Math Instruction” on page 188.

7. To print the Math Answer in the form letter, continue with the procedure “To Insert a Math Answer.”

*Hint:*

- While inserting Math instructions in the shell document, each instruction is automatically ended with a Zero Index Carrier Return (ZICR). See “Zero Index Carrier Return” on page 365 for more information.

**Command Line:**

Use the Command Line (Ctrl + A) commands CODEs and MATH to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

**To Insert a Math Answer**

1. Define a Math instruction in the shell document.
2. To display a Variable code, press Edit Options (Ctrl + F5), set Display All Codes to Yes, and press Enter.
3. Position the cursor at the point in the shell document where you want to insert the Math Answer from the math calculation and press Instructions (F8).
4. Select Merge Instructions in the Instructions menu.
5. Select Variable in the Merge Instructions menu.

6. Type the Variable Name (for the Math Answer) in the Variable menu.

**Note:** The Math Answer Variable Name is the name you gave to the math calculation in the procedure “To Define a Math Instruction” on page 186. The result of the Math Answer can be placed in the shell document using one of four math formats defined through Profiles.

7. Type the Output Format in the Variable menu, if necessary.
8. Press Enter to return to the typing area to display the Variable name, for example:

**!TaxAmount,2!**

### **To Revise a Math Instruction**

1. To display a Math instruction in the typing area, press Edit Options (Ctrl+F5), set Display All Codes to Yes, and press Enter.
2. Position the cursor under the Math instruction ( $/\text{TaxAmount} = \text{PRICE} * .05/$ ) and press View/Revise Codes (Ctrl+F8).
3. Make any changes in the Math menu.
4. Press Enter to return to the typing area.

### **Command Line:**

Use the Command Line (Ctrl+A) commands VARiable and CODEs to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### *Related Topics:*

“Codes” on page 39

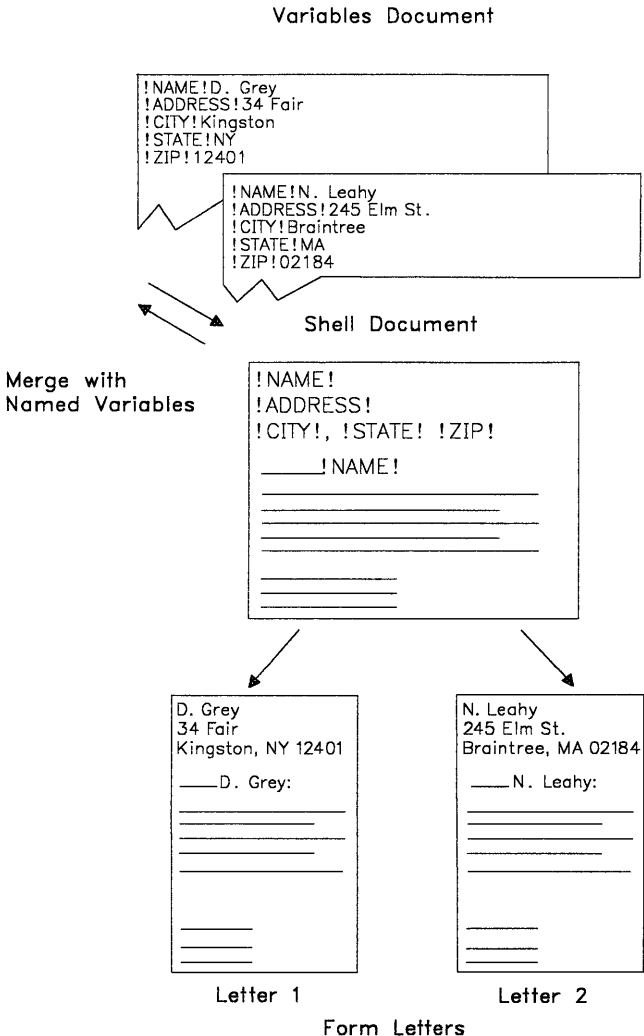
“Form Letters” on page 152

“Form Letters with Data Files” on page 155

“Profiles” on page 287

## Form Letters with Named Variables

Use *Form Letters with Named Variables* to produce form letters by combining a DW 5/2 document with another DW 5/2 document containing variables. The Form Letters with Named Variables method uses the Merge with Named Variables function, accessed through the Merge menu. For example, you may send a letter to three customers with different names and addresses.



The *variables document* (instead of the data file) contains the variable names and the variable information for the name, street address, city, state, and zip code of each customer. The *shell document* contains the format, constant text of the letter, and the variable names for the name, street address, city, state, and zip code from the variables document.

In this function, Locate Table of Contents (TOC), Locate Index, and Locate Reference List codes are not resolved. If you perform this function, specify a merged document name, then paginate the merged document, only the first Locate TOC and the first Locate Index codes are resolved. No Locate Reference List codes are resolved. This means that if you are generating more than one form letter, only the first form letter contains the resolved TOC and Index. All following form letters do not contain a resolved TOC or Index. Therefore, it is recommended that you do not use the TOC, Index, or Reference List functions when generating form letters.

To assist you with your work in Form Letters with Named Variables, a list of terms and their definitions is provided here:

**Constant Text**                      Text that is the same in all form letters to be produced.

**Variable Names**                    A name in the shell document that identifies a placeholder for variable information in the variables document.  
Variable names:

- Cannot contain more than 16 characters
- Must start with a letter
- May contain letters, numbers, or underscores

**Note:** When you type a space as part of a variable name, DW 5/2 converts the space to an underscore.

- Cannot contain punctuation marks
- Are uppercase and lowercase sensitive
- Must be unique.



**Shell Document**

A document that determines the format for form letters. The shell document can contain constant text and variable names.

**Skip to Line Instructions**

Instructions placed within the shell document that cause certain information that follows to print on a specific line in the form letter. For example, use Skip to Line Instructions to print forms.

**Variable Information**

Information in the variables document that is different for each form letter. This information is preceded by a variable name that matches the same variable name in the shell document.

**Variables Document**

A document that contains variable names and the related variable information to be inserted into the shell document.

When using Form Letters with Named Variables to produce form letters, you should:

- Create and save a *shell document*. For more information, see “To Create a Shell Document” on page 99
- Create and save a *variables document*. For more information, see “To Create a Variables Document” on page 101
- Generate your form letters using the Merge with Named Variables function.

**Generating Form Letters**

After you create and save a shell document and a variables document, you can merge the two documents to produce form letters. Use the Merge with Named Variables function, accessed through the Merge menu, to produce form letters.

During the Merge with Named Variables function, the variable names from the variables document match their counterparts in the shell document. Then, the variable information from the variables document is merged with the shell document to produce form letters.

D. Grey  
34 Fair  
Kingston, NY 12401

\_\_\_\_\_ D. Grey:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Letter 1

N. Leahy  
245 Elm St.  
Braintree, MA 02184

\_\_\_\_\_ N. Leahy:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Letter 2

Form Letters

**To Generate and Print Several Form Letters**

1. Select Merge in the DisplayWrite 5/2 menu.
2. Select Merge with Named Variables in the Merge menu.
3. Type the Shell Document Name and Variables Document Name in the Merge with Named Variables (1 of 2) menu.

**Note:** Specify a Merged Document Name if you want the form letters to be saved on disk as well as printed. If you are only printing the form letters, there is no need to specify a name here.

4. If you want to make other changes in the Merge with Named Variables menus, do so now.
5. Press Enter to display the Merge in Progress screen. When Merge is complete, the Merge menu is displayed.
6. Press Esc to return to the DisplayWrite 5/2 menu.

*Hints:*

- If you want to merge specific pages of the variables document, select System Page Number in the Merge with Named Variables (1 of 2) menu and type the system page numbers of the sets of variables in the variables document.
- If the shell document contains footnotes, Merge with Named Variables sequences the footnotes and places them at the bottom of the

appropriate page. You do not need to paginate the document to incorporate the footnotes.

- If the form letter includes footnotes and you want a copy of the footnotes stored with the document, type the Merged Document Name in the Merge with Named Variables (1 of 2) menu and set Collect Footnotes in Merged Document to Yes in the Merge with Named Variables (2 of 2) menu. This is useful if you are storing the form letter on disk and later want to revise the footnotes.
- To stop the Merge with Named Variables function, press **Ctrl + Break**.

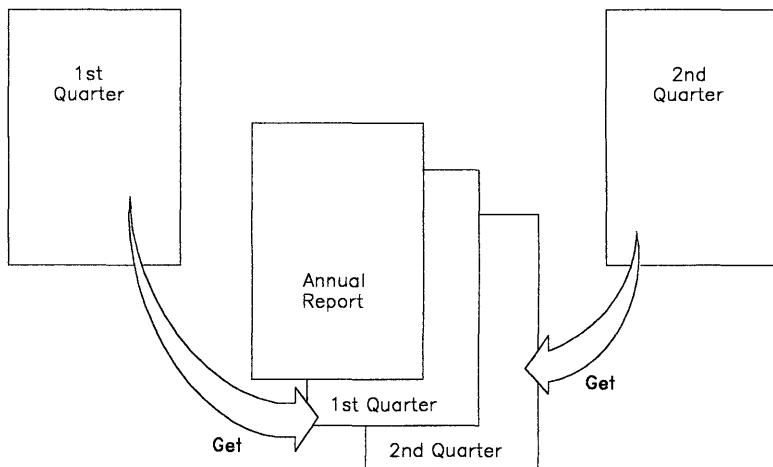
*Related Topics:*

- “Codes” on page 39
- “Footnotes” on page 134
- “Format” on page 143
- “Form Letters” on page 152
- “Notepad” on page 250

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**Get**

Use Get (Ctrl + F6) to insert pages of documents or entire documents into the document you are currently creating or revising. DW 5/2 inserts the pages or the entire document at the cursor position in the current document while optionally preserving the page end codes.



You can get a copy of:

- One or more pages (or ranges of pages) from an IBM DisplayWrite 5/2 document
- One or more pages (or ranges of pages) from an IBM DisplayWrite 4 document
- One or more pages (or ranges of pages) from an IBM DisplayWrite 3 document
- One or more pages (or ranges of pages) from a revisable-form text document
- A standard ASCII file
- A 7-bit ASCII file; 7-bit ASCII files are created by some word processing packages.
- A data file.

## To Get a Document or Pages

1. In the typing area, move the cursor to the point where you want the document or pages inserted and press Get (Ctrl + F6).
2. Type the File Name in the Get File menu.
3. If you want to get the entire document, type the File Name and leave the System Page Number(s) option blank.

If you want to specify one or multiple pages, type each page number at the System Page Number(s) option, separating each page number with a blank. For example, typing **1 5 8** will get pages 1, 5, and 8.

If you want to specify a range of pages, type the lowest page number in the range, followed by a hyphen (-), then type the highest page number in the range or an asterisk (\*) to show the last page of the file or document. For example, typing **1-8** will get pages 1 through 8, and typing **5-\*** will get pages 5 through the end of the file or document.

If you want to specify a combination of single pages and page ranges, type the ranges you want separated by spaces. For example, typing **1 5-10 12 15-\*** will get pages 1, 5 through 10, 12, and 15 through the end of the document.

**Note:** If you specify a page range of 1-\*, DW 5/2 will not get system pages (9000 pages and higher). To get these pages, specify a range of 9000-\*.

4. If you want to include footnote and text note pages in the document you are getting, set Get Referenced Footnote and Text Note Page(s) to Yes in the Get File menu. If you want to omit such pages, set Get Referenced Footnote and Text Note Page(s) to No.
5. If you want to include text that is referenced by include instructions in the document you are getting, set Insert Included Text to Yes in the Get File menu. If you want to omit such text, set Insert Included Text to No.
6. If you want to remove any page end codes from the pages, document, or file you are getting, set Preserve Page Ends to No in the Get File menu. If you want to preserve page end codes, set Preserve Page Ends to Yes.
7. Specify a file type at the File Type option and press Enter to retrieve the document or selected pages.

**Note:** If you specify Data File as the File Type, the System Page Number(s) and Preserve Page Ends options are ignored.

*Hints:*

- To get a DisplayWrite Assistant document, you must first save it as revisable-form text using DisplayWrite Assistant.
- When you get an ASCII file, some characters may be displayed and printed differently. For a list of these characters, see “ASCII to EBCDIC Conversion” in *Technical Reference*.
- If you are creating or revising a document on diskette and want to use Get, do not remove the diskette.
- You can get other pages from the current document.
- The document that you get may contain format codes that do not match the formats of the current document. This can produce unexpected results.
- Page ends are preserved on the preceding page if the page begins with a page format change, regardless of the Preserve Page Ends setting.

## To Get a Data File

1. In the typing area, move the cursor to the point where you want the data file inserted and press Get (Ctrl + F6).
2. Type the File Name in the Get File menu.
3. Set File Type to Data File and press Enter.
4. Specify the Data File Format in the Get Data File menu.
5. Set the Field Name Header to Yes if the field names should be placed in the first line of the text you are getting.
6. Press Enter to retrieve the data file.

If you specified Fixed Length ASCII, Basic Sequential, or DisplayWrite Data File as the Data File Format, type the File Description Name in the Data File Description menu and press Enter. If you selected User-supplied as the Data File Format, type the Program Name and File Description Name in the User-Supplied Program menu and press Enter.

### Command Line:

Use the Command Line (Ctrl + A) command GET to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### Related Topics:

- “ASCII Copy to File” on page 19
- “Application Support” in *Technical Reference*
- “Data File Support” in *Technical Reference*
- “Page Ends” on page 264
- “Page Numbers” on page 267
- “Paginate” on page 270

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## Go To Page

You can go directly to a specific page in a document by selecting Page under Go To in the Search (F6) menu. The Go To function allows you to move backward and forward in a document.

## To Go To a Page

1. In the typing area, press Search (F6).
2. Select Page under Go To in the Search menu.
3. Type the Page Number you want to go to in the Go To Page menu and press Enter.

### *Hints:*

- If you do not type a number in the Go To Page menu, the next page is displayed.
- To move to the end of the document, you can type a page number greater than the last page of the document or you can select Bottom of Document. For example, typing 99 moves the cursor to the end of a 10-page document.
- You can also use Top (Ctrl+Shift+Home) and Bottom (Ctrl+Shift+End) key functions to go to the top and bottom of a document.

### **Command Line:**

Use the Command Line (Ctrl+A) commands GOTO, BOTtom, and TOP to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### *Related Topics:*

- “Page Numbers” on page 267
- “Go To Top/Bottom of Document”

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## Go To Top/Bottom of Document

You can go directly to the top or bottom of a document by selecting Top of Document or Bottom of Document under Go To in the Search (F6) menu. The Go To function allows you to move backward and forward in a document.

## To Go To the Top or Bottom of a Document

1. In the typing area, press Search (F6).
2. Select Top of Document or Bottom of Document under Go To in the Search menu.

### *Hints:*

- Footnote pages are not included as pages when going to the bottom of the document. The cursor will move to the bottom of the last page before the footnote pages.
- If your document contains resolved footnotes at the bottom of the last page, DW 5/2 places the cursor on the character before the Begin Formatted Text code when you go to the bottom of the document so you can begin inserting text.
- Top (Ctrl + Shift + Home) and bottom (Ctrl + Shift + End) key functions are available.

### **Command Line:**

Use the following Command Line (Ctrl + A) commands to bypass some of the steps listed above:

- TOP
- BOTtom
- GOTo.

See “Command Line” on page 40 for more information.

### *Related Topic:*

“Go To Page” on page 196

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## Graphics Mode Printing

You can use DW 5/2 to print documents in Graphics Mode. Your printer must support Graphics Mode Printing or PostScript. In Graphics Mode Printing, both text and pictures are converted to an image in which every point on the page is defined as either printed or not printed. This method of printing provides very high quality print but can affect system performance. For some printers, DW 5/2 provides normal printing for text and Graphics Mode Printing for pic-



tures. See “Mixed Mode Printing” on page 245 and your printer’s .PRN file for more information.

Graphics Mode Printing offers the following features:

- Prints on PostScript printers using the printers’ native font support
- Prints proportionally spaced fonts
- Prints proportionally spaced characters
- Prints bold and italic fonts
- Prints overstriking
- Prints line numbering
- Prints justified text
- Prints variable height characters
- Prints variable pitch characters
- Prints line spacing changes
- Prints line density changes
- Prints graphic and image objects
- Prints text columns (multi-column text).

### **To Print a Document Using Graphics Mode Printing**

1. Select Print in the DisplayWrite 5/2 menu.
2. Select Print Document in the Print menu.
3. Make any necessary changes in the Print Document (1 of 2) menu and press PgDn.
4. Set Font Set to Font Set 4 (Graphics Mode) in the Print Document (2 of 2) menu. Make any other necessary changes in the Print Document (2 of 2) menu and press Enter.

**Note:** You may also set Font Set to Font Set 5 if your document font set is font set 4.

### **To Print a Document Containing Pictures Using Graphics Mode Printing**

1. Select Print in the DisplayWrite 5/2 menu.
2. Select Options for Printer in the Print menu.
3. Select a printer (printer n, where n is the number of the printer) in the Options for Printer menu (for example, LPT1 or LPT2).
4. Set Print Pictures to Yes in the Options for Printer n menu and press Enter.

5. Press Esc to return to the Print menu.
6. Select Print Document in the Print menu.
7. Make any necessary changes in the Print Document (1 of 2) menu and press PgDn.
8. Set Font Set to Font Set 4 (Graphics Mode) in the Print Document (2 of 2) menu. Make any other necessary changes in the Print Document (2 of 2) menu and press Enter.

**Note:** You may also set Font Set to Font Set 5 if your document font set is font set 4.

*Hints:*

- If Graphics Mode has not been installed, or if the printer you select does not support Graphics Mode Printing or PostScript, you will not be able to set Print Pictures to Yes, regardless of the setting in Profiles.
- To print pictures in all future documents, set Print Pictures to Yes in the Options for Printer n menu and set Font Set to 4 in the Primary Printer and Font Set menu. Both of these menus are under Work Station defaults in Profiles.

*Related Topics:*

“Formatted View (Page Preview Mode)” on page 150

“Mixed Mode Printing” on page 245

“Print” on page 275

“Defaults” on page 85

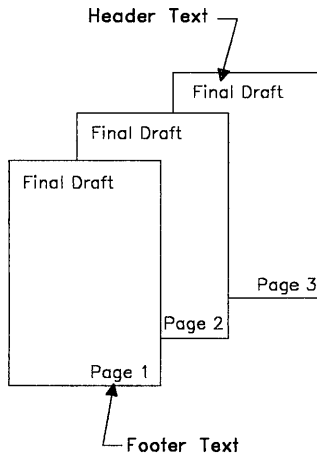
“Profiles” on page 287

“Printer List” in *Technical Reference*

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## Headers and Footers

A header is text printed at the top of a page; a footer is text printed at the bottom of a page. For example, your document can contain page numbers in the footer. Headers and footers are part of the format of a document and can be created or revised through Document Options (Ctrl + F7) or Format (F7).



Headers and Footers

Headers and footers are typed in the header or footer typing area at the bottom of the screen. The headers and footers are not displayed in the text typing area, but you can view them when you view a formatted document. When you print your document, you can print your header or footer on all pages, on even-numbered or odd-numbered pages, or both. You can create a header or footer for odd-numbered pages and a different header or footer for even-numbered pages.

You can change the typestyle (typeface and pitch) in headers and footers. See “Typestyle” on page 354.

You can create headers or footers for the entire document by changing the Document Format using Document Options (Ctrl + F7). These headers and footers are in effect for the entire document when you paginate and remain in effect until you make a page format change.

You can also create headers and footers for part of a document using Format (F7) at the top of a page. These changes affect the text from the current format change code to the end of the document or to the next page format change code.

## To Create or Revise Headers or Footers for the Entire Document

1. In the typing area, press Document Options (Ctrl + F7).
2. Select Change Document Format in the Document Options menu.
3. Select Header or Footer in the Change Document Format menu to reach the appropriate header or footer typing area.
4. Type the text for the header or footer. Press Instructions (F8) to set page numbers, date, and text notes.

**Note:** The maximum size for headers and footers is 512 characters including codes.

5. Press Return/Save (F2) and select Return and Save to save the header or footer.
6. Press Esc until you return to the typing area. Headers and footers will not appear in the text typing area. Use View Formatted Document in the Document Options (Ctrl + F7) menu to check header and footer positions before printing.

### *Hints:*

- You can insert a page number in a header or footer. In the Header or Footer typing area, position the cursor where you want a page number to appear and press Instructions (F8). Select Page Number or System Page Number in the Instructions menu to insert the appropriate code.
- To create headers or footers for part of a document, position the cursor on the first line on the page and press Format (F7). To return to the Document Format, select Reset Format in the Format menu and select All Formats under Return to Starting Choice in the Reset Format menu.
- You can insert a user-defined control in a header or footer. A user-defined control is a number that represents a print control sequence; this control sequence can define a unique printed output. For example, insert a user-defined control to define a pause command to stop the printer for a manual font change. For more information about creating and inserting user-defined controls, see “User-defined Control” in *Technical Reference*.
- You can insert a print date or a last revision date in a header or footer. See “Date” on page 81.

## To Create Or Revise Even/Odd Headers and Footers for the Entire Document

1. In the typing area, press Document Options (Ctrl + F7).
2. Select Change Document Format in the Document Options menu.
3. Select Even/Odd Headers and Footers in the Change Document Format menu.
4. Select Even Pages or Odd Pages under either Headers or Footers in the Even/Odd menu.
5. Type the text for the even or odd header or footer in the Even or Odd Header or Footer typing area.

**Note:** The maximum size for even or odd headers or footers is 256 characters or codes.

6. Press Return/Save (F2) and select Return and Save to save the header or footer.
7. Press Esc until you return to the typing area.

### *Hint:*

- To create even or odd headers or footers for part of a document, position the cursor on the first line of the page and press Format (F7). To return to the Document Format, select Reset Format in the Format menu and select All Formats under Return to Starting Choice in the Reset Format menu.

## To Specify the Location for Headers or Footers for the Entire Document

1. In the typing area, press Document Options (Ctrl + F7).
2. Select Change Document Format in the Document Options menu.
3. Select Page Layout/Paper Options in the Change Document Format menu.
4. Make any changes in the Page Layout/Paper Options menus.
5. Press Enter to save the changes and return to the Change Document Format menu.
6. Press Esc until you return to the typing area. DW 5/2 automatically adjusts headers and footers to the new specifications.

## To Specify the Location for Headers or Footers for Part of the Document

1. In the typing area, position the cursor on the first line of the page and press press Format (F7).
2. Select Reset Format in the Format menu.
3. Select All Formats under Return to Starting Choice in the Reset Format menu and press Enter.

### Command Line:

Use the following Command Line (Ctrl + A) commands to bypass some of the steps listed above:

- FooTeR
- HeaDeR
- LAYout
- ReSetF
- PaGeNum
- SystemPN
- USErdef
- PrintDaTe
- REVdate.

See “Command Line” on page 40 for more information.

### *Related Topics:*

- “Codes” on page 39
- “Date” on page 81
- “Footnotes” on page 134
- “Format” on page 143
- “Page Numbers” on page 267
- “Paginate” on page 270
- “Typestyle” on page 354
- “View Formatted Document” on page 363
- “User-defined Control” in *Technical Reference*

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## Help

The DW 5/2 Help has been expanded from previous DisplayWrite products to include Contextual Help, Topical Help, Extended Help, and Keys Help.

To view information about using DW 5/2 Help, press F1 from any location in the Help facility.

### To Use Contextual Help

To see the steps needed to complete a task:

1. Contextual Help can be accessed from any area in DW 5/2 by pressing F1. Place the cursor in the input area of the task with which you want help and press Enter. Step-by-step instructions appear.

You will notice that some words are highlighted within Help. For example, words listed under Related Topics are highlighted, indicating instances of Extended Help.

2. To return to the menu, press Esc.

### To Use the Topical Help Index

The DW 5/2 Topical Help Index is a table of contents of primary Help topics. These Help topics provide the concepts underlying each task, not the step-by-step information you see when you press F1. To move through the DW 5/2 Topical Help index:

1. Press F1 from any DW 5/2 menu option or from the typing area to get to the Help panel.
2. In the Help panel, press F3 to go to the Topical Help Index.
3. To move quickly to a topic, type the first letter of the desired topic. For example, if you want information about how Text Columns work, type T. The cursor moves to the first topic beginning with the letter "T." Type T again or use the cursor movement keys to move the cursor to Text Columns, then press Enter.

To move the cursor to the next Index panel, press PgDn.

To move to the top of the Index, type A or press Ctrl + Home.

To browse the Index a line at a time, press the cursor movement keys to move the cursor up and down through the Index. To view Topical Help for the topic you selected, press Enter.

4. To leave the Topical Help Index and return to the Help panel, press Esc. To leave the Topical Help Index and return to the typing area option, press F2.

## To Use Extended Help

Any words highlighted on a Help panel lead to Extended Help, which provides in-depth information about the task you are doing. Most Extended Help panels also contain highlighted words leading to other related Help topics.

1. The first Extended Help topic available on the screen is highlighted. To see that information, press Enter. You may need to page down to a new screen. To see other Extended Help topics on the movement keys until the desired topic's highlighting becomes reversed-video, then press Enter.
2. If the Extended Help topic occupies more than one screen, press PgDn to see the rest of the text. To return to the top of the Help panel, press Ctrl + Home.
3. To leave the Help panel you are in, press Esc.
4. To leave Help from any level and return directly to the menu option (or the typing area) where you started, press F2.

## To Use Keys Help

Keys Help provides a list of keys and key combinations. You can reach the list by pressing Keys Help (Alt + 5) or through Key Descriptions in the Topical Help Index.

Keys Help provides an index of Extended Help for DW 5/2 keys. When you first enter Keys Help, the cursor is positioned on the first key definition line.

1. To browse through Key Descriptions one line at a time, press the cursor movement keys to move the cursor up or down through the list. When you reach a key or a key combination you want, press Enter.



2. To move quickly to a key description, type the first letter of its name, for example, “G” for Get. Then, use the cursor movement keys to move the cursor down through the list to the key description you want.
  3. To return to the Key Descriptions list, press Esc. To return to the Help Index (or to your task, if you pressed Alt + 5), continue pressing Esc.
- 

## Dictionary Assisted Hyphenation

You can use dictionary-assisted hyphenation during pagination or Check Document in Spell to adjust the line endings of a document. You can also hyphenate words manually by pressing Line Adjust (Alt + 2 or F12) and responding to any hyphenation prompts.

Dictionary-assisted hyphenation inserts a syllable hyphen code and a carrier return code to split any word that crosses the right margin. The syllable hyphen identifies where a word can correctly be divided if it crosses the right margin. A syllable hyphen is displayed and printed only if a word must be split between two lines. It is displayed mid-line if you have set Display All Codes to Yes in the Edit Options menu. If you revise a document and a word containing a syllable hyphen is no longer split between lines, DW 5/2 does not display the syllable hyphen or print it.

The hyphenation zone is an area to the left of the right margin. This area is where DW 5/2 determines if hyphenation is needed. If a word begins to the left of the hyphenation zone and extends beyond the right margin, the word is a candidate for hyphenation. If the word only extends beyond the right margin but does not begin to the left of the hyphenation zone, the word is moved to the next line. The width of the zone determines how DW 5/2 hyphenates words. You can change the hyphenation zone width from the default of six character positions to a value from one to 30 character positions. A large zone width reduces the number of hyphenated words but produces a more ragged right margin. To change the hyphenation zone width, select the Line Spacing/Justification option in the Change Document Format (Text Defaults) menu of Profiles.

## To Use Dictionary Hyphenation

1. In the typing area, press End/Save (F2).
2. Select Change Options, End, and Save in the End/Save menu. Set Paginate Document to Display Menus.

OR

Select Document Options (Ctrl + F7), then select Paginate Document.

3. Set Dictionary Hyphenation to Prompted in the Paginate Document menu.

**Note:** If you do not want to be prompted for hyphenation decisions, set Dictionary Hyphenation to Automatic in the Paginate Document menu.

4. Press Enter to begin pagination.
5. When prompted for a hyphenation decision:
  - To accept the suggested dictionary hyphenation, press Enter.
  - To show a different hyphenation point, position the cursor after the last character of the appropriate syllable and press Enter.
  - To move the entire word to the next line, position the cursor under or before the first character of the word and press Enter.
  - To keep the entire word on the same line, position the cursor past the right of the last character of the word and press Enter.
6. Repeat step 5 for each hyphenation decision.

## To Use Dictionary Hyphenation during Check Document

1. Select Spell in the DisplayWrite 5/2 menu.
2. Select Check or Count Words in Document in the Spell menu.
3. Set Paginate Document to Yes in the Check Document (1 of 2) menu.
4. Set Dictionary Hyphenation to Prompted in the Check Document (2 of 2) menu.

**Note:** If you do not want to be prompted for hyphenation decisions, set Dictionary Hyphenation to Automatic in the Check Document (2 of 2) menu.

5. Press Enter to begin checking the document.
6. You will be prompted for a hyphenation decision:
  - To accept the suggested dictionary hyphenation, press Enter.
  - To show a different hyphenation point, position the cursor after the last character of the appropriate syllable and press Enter.
  - To move the entire word to the next line, position the cursor under or before the first character of the word and press Enter.
  - To keep the entire word on the same line, position the cursor past the right of the last character of the word and press Enter.
7. Repeat step 6 for each hyphenation decision.

### **Command Line:**

Use the Command Line (Ctrl + A) commands END and PAGinate to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### *Related Topics:*

“Line Adjust” on page 226

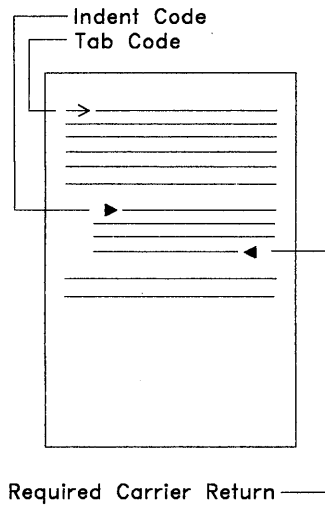
“Paginate” on page 270

“Required Hyphen” on page 303

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## Indent

You can indent text anywhere in your document. Use Tab to indent the first line of a paragraph or to move a single line of text to a particular tab setting. To indent an entire paragraph, use Indent (Ctrl+T or Ctrl+Tab), also known as Required Tab to set a temporary left margin at a tab setting.



Tab and Text Indents

## To Indent Entire Paragraphs

1. In the typing area, press Indent (Ctrl+T or Ctrl+Tab) to position the cursor at the tab setting from which you want the indented text to begin. The appropriate number of Indent codes are inserted.

**Note:** Indent code placement is determined by the tab settings in your document. Set a tab to position indented text at a particular place. For example, if you want to indent a paragraph 18 spaces, set a tab 18 spaces from the left margin and press Indent (Ctrl+T or Ctrl+Tab) until you reach that position.

2. Type the text at the temporary left margin. This margin is indicated by the < symbol on the scale line.
3. Press Enter to return the cursor to the original left margin.

### Hints:

- To indent text already typed, position the cursor at the beginning of the first line of the text you want to indent and press Indent (Ctrl+T or Ctrl+Tab).
- Within columns, only the tab should be used. Ctrl+T moves both left and right margins which may produce undesirable results.

- Indent does not change the right margin.

*Related Topics:*

“Carrier Return” on page 36

“Codes” on page 39

“Tabs” on page 349

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You can create an index for a document using Index Entry (Ctrl + X) to mark index entries within the document. The index can be placed anywhere in the document using Locate Index in the Instructions (F8) menu. When the document is paginated, the index entries are formatted and placed together after the Locate Index code with a page break inserted after the index. An index entry consists of the marked index entry text and its corresponding page number reference.

The page numbers used for an index reference are determined as follows:

- On the page where the reference occurs, DW 5/2 searches for a Page Number code in the appropriate header or footer.
- If DW 5/2 finds a Page Number code, it uses the corresponding page number (System Page Number or Page Number) for the reference. If DW 5/2 finds more than one Page Number code in the header or footer, it uses only the first Page Number code it found.
- If DW 5/2 does not find a Page Number code, it uses the System Page Number for the reference.

**Note:** You can include prefixes with the page numbers in your index to produce page numbers such as 2.1.3 and 4-11. See “To Include Prefixes in Page Numbers” on page 269.

You can change the appearance of the index for a single document by changing the index format in the Document Options (Ctrl + F7) menu. To change the index format for all future documents, change the document format in the text defaults of your user profile.

## To Create or Add an Entry for an Index

1. Position the cursor on the first character of text to be marked as an index entry (not next to the word). If the cursor is placed in the middle of a word, Spell treats the entry as two words.
2. Press Index Entry (Ctrl + X). The word is displayed in the Index Entry Definition menu. Ensure that the cursor is not placed in the middle of the word.
3. Make any changes to the Index Entry Definition menu and press Enter.
4. Repeat steps 1 through 3 for each index entry.

### *Hints:*

- If the index entry has more than one word (such as bulletin board), the second word must be typed in the Index Entry Definition menu when it appears.
- To start your index on a separate page, place a Required Page End before the Locate Index code.
- To help locate Index Entry codes, press Edit Options (Ctrl + F5), set Display All Codes to Yes, and press Enter.

You can also locate the Index Entry codes by pressing Index Entry (Ctrl + X) in the Find menu of the Search (F6) function. Press F8 in the Find menu to find the Locate Index codes.

- Paginate the completed document to reformat a revised index.

## To Create an Index

1. Position the cursor where you want the index to begin.
2. Press Instructions (F8).
3. Select Locate in the Instructions (F8) menu.
4. Select Index in the Locate menu to insert a Locate Index code at the cursor position.
5. Create the index entries using Index Entry (Ctrl + X).
6. Paginate (Ctrl + F7) the document. Make sure the Resolve Locate for Index option on the second page of the Pagination menu is set to Yes. The index is created when the document is paginated.

*Hint:*

- If multiple Locate Index codes exist in the document, only the first code will be resolved.

**Command Line:**

Use the following Command Line (Ctrl + A) commands to bypass some of the steps listed above:

- CODEs
- FIND
- INDEXA
- INDEXD
- LOCateI
- PAGinate.

See “Command Line” on page 40 for more information.

*Related Topics:*

“Index Appearance”

“Paginate” on page 270

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## Index Appearance

You can change the appearance of the index page numbering and the number of blank lines before each entry.

Index entries begin at the left margin. The page number starts two spaces after the last character of the entry.

When you first install DW 5/2, the index defaults are set to create the index without page number prefixes and without blank lines between index entries.

## To Change Index Appearance for the Current Document

1. In the typing area, press Document Options (Ctrl + F7).
2. Select Document Format or Alternate Format under Change in the Document Options menu.
3. Select Document Enhancement Features in the Change Document Format menu or in the Change Alternate Format menu.
4. Select Index in the Document Enhancement Features Format menu.
5. Make any changes in the Index Format menu.
6. Press Enter to save your changes.
7. Press Esc until you return to the typing area.

**Note:** To change the index appearance for all future documents, select Document Enhancement Features under Text Defaults in the Create Profile or Revise Profile option in Profiles.

### *Related Topics:*

- “Index” on page 211
- “Paginate” on page 270
- “Profiles” on page 287

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## Keyboard Extensions

Keyboard extensions are sets of characters and symbols that can be used besides those engraved on your keyboard. If the original default values for the eight keyboard extensions do not contain the character or symbol you want, these extensions can be revised using Revise Keyboard Extensions in the Profiles menu (Work Station Defaults).

Keyboard extensions define the characters created when you hold down Alt and press keys A through Z. The following symbols and characters sets are already defined by DW 5/2:

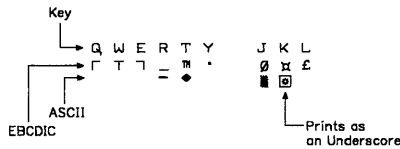
- |               |                  |
|---------------|------------------|
| Symbols Set 1 | Characters Set 5 |
| Symbols Set 2 | Characters Set 6 |
| Symbols Set 3 | Characters Set 7 |
| Symbols Set 4 | Characters Set 8 |



Symbols Set 1 contains symbols used in business. Symbols Set 2 contains Greek symbols. Characters Set 5 contains scientific characters. Characters Set 6 contains international characters.

Symbols Sets 3 and 4 are duplicates of Symbol Set 2. Character Sets 7 and 8 are duplicates of Character Set 6. You can revise them for your own personal or business needs. See “Keyboard Extensions, Revising” on page 218.

In the chart that follows, the second line of characters and symbols (in blue) are EBCDIC characters. The third line of characters and symbols are ASCII characters. They are only shown if they differ from the EBCDIC characters. Those characters enclosed in a box are printed as an underscore on the IBM Proprinter™ or equivalent.



ASCII characters appear if your display uses Character mode. The additional EBCDIC characters appear if your display uses All Points Addressable (APA) mode.

Symbols Set 1 is the active keyboard extension when DW 5/2 is installed. You can change the active keyboard extension to one of the other Symbols Sets or Characters Sets within an individual document or for future documents through the Profiles menu (Work Station Defaults).

### Symbols Set 1

Q W E R T Y U I O P  
Γ Τ ϒ − ♦ • ◼ ◻ ■  
A S D F G H J K L  
† † † \ † † † † †  
Z X C V B N M  
L ⊥ ∟ ∟ ∟ ◻ ~  
— ■ ◻

### Symbols Set 2

Q W E R T Y U I O P  
² Ω € ÷ τ ≥ ≤ ≡ √ π  
A S D F G H J K L  
α σ δ Σ Γ ϑ ζ ≈ Φ  
— ≈  
Z X C V B N M  
∞ • < } β > μ

### Characters Set 5

Q W E R T Y U I O P  
! @ # \$ % ± ö ü ² ³  
h  
A S D F G H J K L  
§ ¶ \ ° ½ ü ¼ " *M*  
Z X C V B N M  
[ ] † ö B Ä ä

### Characters Set 6

Q W E R T Y U I O P  
! ¢ R \$ £ ^ ñ Ñ † ∙  
A S D F G H J K L  
ı | \ ı ½ ≡ ⊕ " *M*  
Z X C V B N M  
> < ° à ù è é

Keyboard extensions give you added flexibility in creating your documents. For example, you can type characters used in other languages or include symbols for scientific or business purposes:

- To include a business symbol, such as pound sterling (£), in your document, be sure the keyboard extension in the Edit Options (Ctrl+F5) menu is set to Symbols Set 1. Type Alt+L for £.
- To include a Greek symbol, such as Sigma (Σ) or Omega (Ω), in your document, change the keyboard extension in the Edit Options (Ctrl+F5) menu to Symbols Set 2. Type Alt+F for Σ and Alt+W for Ω.
- To include a scientific character, such as degrees (°), in your document, change the keyboard extension in the Edit Options (Ctrl+F5) menu to Characters Set 5. Type Alt+F for °.
- To include an international symbol, such as n tilde (ñ), change the keyboard extension in the Edit Options (Ctrl+F5) menu to Characters Set 6. Type Alt+U for ñ.

You can rearrange the Characters Sets and Symbols Sets to include other characters and symbols you need from these sets through Pro-

files. Also, you can choose from other characters and symbols listed in “Charts for Characters and Symbols Sets” in *Technical Reference*.

To print the keyboard extension character properly, you must have a printer with a print element, font, or cartridge that includes the same characters as the keyboard extension. Also, the profile you are using should specify the information for your printer, and the printer function table must support that character.

### **Command Line:**

Use the following Command Line (Ctrl + A) commands to bypass some of the steps listed above:

- EXTension 1 (for business)
- EXTension 2 (for Greek)
- EXTension 5 (for scientific)
- EXTension 6 (for international).

See “Command Line” on page 40 for more information.

### **To Use an Active Keyboard Extension**

1. In the typing area, position your cursor where you need a character or symbol from the active keyboard extension.
2. Select the characters or symbols you need from the chart of the active keyboard extension.
3. Press and hold Alt. Then, press key or keys A through Z to type the appropriate characters or symbols.

**Note:** A Keyboard Change code (■) is inserted on each side of the symbols in Symbols Sets 1, 2, 3, and 4.

### **To Change the Active Keyboard Extension**

1. In the typing area, press Edit Options (Ctrl + F5).
2. Type your choice for the Keyboard Extension in the Edit Options (Ctrl + F5) menu.
3. Press Enter to change the active keyboard extension and return to the typing area.

### *Hints:*

- When you change an active keyboard extension, the new keyboard extension remains in effect for all documents until you exit DW 5/2. Then, the keyboard extension returns to the default setting.
- You can change the active keyboard extension for future documents through the Profiles menu (Work Station Defaults).

### **Command Line:**

Use the Command Line (Ctrl + A) command EXTension to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### *Related Topics:*

“Characters and Symbols Support” in *Technical Reference*

“Codes” on page 39

“Displays” in *Technical Reference*

“Keyboard Extensions, Revising”

“Print” on page 275

“Printer Support” in *Technical Reference*

“Profiles” on page 287

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## Keyboard Extensions, Revising

If the original default values provided for the eight keyboard extensions do not contain the character or symbol you want, these extensions can be revised using Revise Keyboard Extensions in the Profiles menu (Work Station Defaults). You can assign the character or symbol you want to a key in one of the keyboard extensions; then use the revised keyboard extension to type the character or symbol.

To select the characters and symbols you want within the eight Characters and Symbols Sets, use the “Charts for Characters and Symbols Sets” in *Technical Reference*.

For example, you may want to revise Symbols Set 2 to include the male (♂) and female (♀) symbols. You can assign the male symbol to Alt + M and the female symbol to Alt + F, replacing the default values of the Greater Than (>) and Beta Small (β) symbols respectively.

Perhaps you frequently type documents in Swedish. You may want to add the Diphthong Small (æ) and the Diphthong Capital (Æ) characters to one of the Characters Sets.

To print the keyboard extension character properly, you must have a printer with a print element, font, or cartridge that includes the same characters as the keyboard extension. Also, the profile you are using should specify the appropriate information for your printer, and the printer function table must support that character.

## To Revise a Keyboard Extension

1. Determine which Keyboard Extension you want to revise. Then, select Profiles in the DisplayWrite 5/2 menu.
2. Select Create Profile or Revise Profile in the Profiles menu.
3. Type the Profile Name in the Profile menu and press Enter.
4. Select Defaults For Work Station in the Create Profile menu or the Revise Profile menu.
5. Select Revise Keyboard Extensions in the Work Station Defaults menu.
6. Select the Characters Set or Symbols Set you want to revise in the Revise Keyboard Extensions menu.
7. Type your choice for Alt + A through Z in the Revise Symbols menus and the Revise Characters menus.

For example, to change Alt + T in Symbols Set 2 to the registered trademark symbol (®), type 64 beside Alt + T in the Revise Symbols - Set 2 (2 of 2) menu.

**Note:** See “Charts for Characters and Symbols Sets” in *Technical Reference* to find the symbol or character you want to add and its numeric equivalent in the Keyboard Extension Choices column. Use the “Characters Set Chart” in *Technical Reference* for Characters Sets 5, 6, 7, and 8. Use the “Symbols Set Chart” in *Technical Reference* for Symbols Sets 1 through 4.

8. Press Enter to return to the Revise Keyboard Extensions menu.
9. Press Esc until the End/Save menu is displayed.
10. Select End and Save in the End/Save menu to save your changes and return to the Profiles menu.

11. Activate the profile you changed, if necessary.
12. Press Esc to return to the DisplayWrite 5/2 menu.

**Note:** To use the revised keyboard extension in a document, see “To Use an Active Keyboard Extension” on page 217.

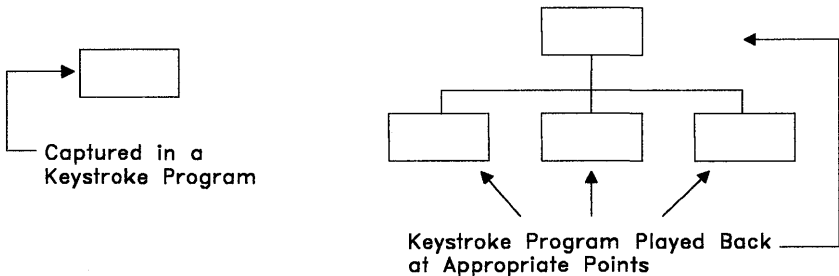
*Related Topics:*

- “Characters and Symbols Support” in *Technical Reference*
- “Keyboard Extensions” on page 214
- “Print” on page 275
- “Printer Support” in *Technical Reference*
- “Profiles” on page 287
- “Printer Function Table Support for Typestyles” in *Technical Reference*

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## Keystroke Programming

Keystroke programming allows you to save a sequence of keystrokes in memory and use the keystrokes again without retyping them. For example, you can capture the keystrokes used to type a paragraph of text, to draw with Cursor Draw, to select tasks from menus, or to fill in menu items.



With keystroke programming, you can also:

- Store captured keystrokes in a file for later recall
- Play back captured keystrokes one at a time so you can make changes to a keystroke program
- Temporarily pause during Capture so you can type information you want to change each time you use the keystroke program

- Program the function keys to recall and initiate specific keystroke programs
- Save about 500 keystrokes in a keystroke program. These remain in memory until you capture a new keystroke program, recall another keystroke program, or exit DW 5/2.

## To Capture Keystrokes

1. At the point where you want to begin capturing keystrokes, press Keystroke Program (Ctrl + F1).
2. Select Capture under Keystroke Capture in the Keystroke Programming menu.
3. Type the keystrokes you want to capture.
4. Press Keystroke Program (Ctrl + F1) and select End Capture in the Keystroke Programming menu to stop capturing keystrokes.
5. To save your captured keystrokes, see “To Save a Keystroke Program” on page 222.

## To Pause During Keystroke Capture

1. At the point where you want the keystroke program to pause, press Keystroke Program (Ctrl + F1).
2. Select Pause in the Keystroke Programming menu to temporarily stop capturing keystrokes.
 

**Note:** When you play back this keystroke program, the keystroke program will pause at this point, allowing you to type information (for example, a document name in a menu).
3. Type the characters you do not want captured.
4. To resume capturing keystrokes, press Keystroke Program (Ctrl + F1) and select Continue Capture in the Keystroke Programming menu.
5. Press Keystroke Program (Ctrl + F1) and select End Capture in the Keystroke Programming menu to stop capturing keystrokes.

## To Save a Keystroke Program

1. After you End Capture, press Keystroke Program (Ctrl + F1) if the Keystroke Programming menu is not displayed.
2. Select Save under Keystroke Program in the Keystroke Programming menu.
3. Determine how you want to save the keystroke program:
  - To save the keystroke program in a file, for example, DRAWBOX.KEY, type a Keystroke Program Name in the Save Keystroke Program menu and press Enter.

OR

- To save the keystroke program as a programmable function key, press Alt and a function key (F1 to F12) or Shift and a function key (F1 to F12) in the Save Keystroke Program menu.

## To Play Back Keystrokes Automatically

1. At the point where you want to use the keystroke program, press Keystroke Program (Ctrl + F1).

**Note:** You should always play back a keystroke program in the same environment in which the keystroke program was captured. For example, if you begin the *capture* of a keystroke program in the Spell menu, you should have the Spell menu displayed when you start *playback* of that keystroke program.
2. Select Auto Playback under Keystroke Playback in the Keystroke Programming menu.

### *Hints:*

- To cancel playback, press Keystroke Program (Ctrl + F1) and select End Playback.
- You may also recall a keystroke program as a programmable function key by pressing that key instead of Key Program (Ctrl + F1).



## To Recall a Saved Keystroke Program

1. At the point where you want to use the keystroke program, press Keystroke Program (Ctrl + F1).
2. Select Recall under Keystroke Program in the Keystroke Programming menu.
3. If you saved the keystroke program in a file, type the Keystroke Program Name you want to recall in the Recall Keystroke Program menu and press Enter.

**Note:** If you saved the keystroke program as a programmable function key, press that programmable function key.

## To Make Changes to a Keystroke Program

1. Recall the keystroke program, if necessary, or press Keystroke Program (Ctrl + F1).
2. Select Playback Singly under Keystroke Playback in the Keystroke Programming menu.
3. Each keystroke is displayed on the status line as you press Enter:
  - To play back the keystroke, press Enter. The next characters that will be typed appear in a box on the status line.
  - To delete the keystroke, press Del.

**Note:** The letters you are deleting will appear in a box on the status line, not at the cursor in text. The letter you see in the box is the next letter in the keystroke series. If you delete it, the next character you see in the box is the one that directly follows the letter you deleted.

- To add more keystrokes, press Keystroke Program (Ctrl + F1) and select Capture under Keystroke Capture in the Keystroke Programming menu.

**Note:** Remember to End Capture before you continue playback.

Changes made to a keystroke program are made directly to the keystroke file. Therefore, the altered file will appear when the program is used again.

4. When you have finished revising the keystroke program, press Keystroke Program (Ctrl + F1) and select End Capture in the Keystroke Programming menu.
5. The Keystroke Programming menu appears automatically. Select Save in the Keystroke Programming menu to save the revised keystroke program.

*Hints:*

- You can change to Auto Playback during Playback Singly by pressing Keystroke Program (Ctrl + F1) and selecting Auto Playback in the Keystroke Programming menu.
- If you want to store your keystroke programs in a specific directory, you can specify the Keystroke Save/Recall Path through the Profiles menu (System Paths). If you do not specify a path as part of the keystroke program name, keystroke programs are stored in the current directory.

**Command Line:**

Use the Command Line (Ctrl + A) commands REcallK and KEYplay to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

*Related Topics:*

“Keystroke Programming, Programmable Function Keys”  
“Profiles” on page 287

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## Keystroke Programming, Programmable Function Keys

Programmable function keys provide a short cut for recalling and playing back keystroke programs. Instead of naming a keystroke program, you assign the program to a function key. In the future, when you press that programmable function key, DW 5/2 recalls the keystroke program associated with the key and automatically plays it back.

By pressing Shift or Alt with a function key, you can define from 20 to 24 programmable function keys, depending on the type of keyboard you use.

You may want to use the programmable function keys for operations you perform frequently. For example, you may want to use a particular heading for all your business correspondence. Instead of typing the heading each time, you can capture it in a keystroke program, save the keystroke program as a programmable function key, and simply press that key at the beginning of each business letter.

You may also use keystroke programming for repetitive keystrokes in a particular situation, such as marking every occurrence of a phrase in a document for the index.

## **To Define a Programmable Function Key**

1. Capture or Recall a keystroke program.
2. Press Keystroke Program (Ctrl + F1) and select Save under Keystroke Program in the Keystroke Programming menu.
3. Instead of typing a Keystroke Program Name in the Save Keystroke Program menu, press Alt and the function key or Shift and the function key you want to assign to the keystroke program, for example, Alt + F9 or Shift + F9.

**Note:** DW 5/2 assigns a name, based on the programmable function key you specified and saves it for you (for example, AF09.KEY or SF09.KEY). These names are displayed when you list the directory.

### *Hints:*

- To use a programmable function key, position the cursor at the point you want to use the keystrokes and press Alt plus the programmable function key.
- You can type a Keystroke Comment in the Save Keystroke Programming menu for identification before you assign the programmable function key.
- When you press a programmable function key, the keystroke program assigned to that key must be accessible through the Keystroke Save/Recall Path in Profiles (System Paths) or available in the current directory if no Keystroke Save/Recall Path is defined.

## *Related Topics:*

“Keystroke Programming” on page 220

“Profiles” on page 287

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## **Line Adjust**

Although DW 5/2 automatically adjusts line endings when you paginate, there may be instances when you want to manually adjust some of the line endings in a document. For example, after copying a block of text with different margin settings from one document to the current document, you can press Line Adjust (Alt+2 or F12) to realign the text within the current margin settings but without paginating.

If a word crosses the right margin and starts before the hyphenation zone, DW 5/2 prompts you for a hyphenation decision. You determine if you want to move the entire word to the next line, keep the word on the same line, or hyphenate the word.

If you choose to hyphenate the word, DW 5/2 inserts a syllable hyphen where you want to divide the word, then the cursor moves to the start of the next line automatically. A syllable hyphen is printed only when it is at the end of a line, and is displayed only when you have set Display All Codes to Yes in the Edit Options menu.

Line Adjust does not adjust text across page boundaries, Required Carrier Return codes, Page End codes, or Required Page End codes. Paginate your document when you have revisions that affect page endings.

### **To Adjust a Line Manually**

1. In the typing area, position the cursor at the first line to be adjusted and press Line Adjust (Alt+2 or F12).
2. When prompted for a hyphenation decision:
  - To show a hyphenation point, position the cursor after the last character of the appropriate syllable and press Enter.
  - To move the entire word to the next line, position the cursor under the first character of the word and press Enter.

- To keep the entire word on the same line, position the cursor one space to the right of the last character of the word and press Enter.
3. Continue to press Line Adjust (Alt + 2 or F12) as necessary for other lines that need adjustment.

#### *Hints:*

- To turn off Line Adjust, for example, for a chart or list, set Adjust Line Endings to No in the Line Spacing/Justification menu. Access the Line Spacing/Justification menu through Format (F7) or Document Options (Ctrl + F7).
- You can modify the hyphenation zone. See Line Spacing/Justification under “Format” on page 143.
- The Adjust Line Endings default for the active Profile can be changed by revising Paginate Defaults in Text Processing Defaults (through Text Defaults) in the Profiles menu.

#### *Related Topics:*

- “Codes” on page 39
- “Format” on page 143
- “Hyphenation” on page 207
- “Paginate” on page 270
- “Required Hyphen” on page 303

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## Line Numbering

You can use Line Numbering to count and number the text lines on the pages in a document. The line numbers appear in the left margin when you print the document. They do not appear on the screen when you view the formatted document in Formatted View mode. The line numbers are reset at the top of each page.

The line numbers are printed in a 4-digit, right-aligned field. This means that the maximum line number is 9999. You control the location of the line numbers by specifying their distance (in millimeters or inches) from the left paper edge. This indicates the start of the 4-digit line number field.

You can change the units in which the distance from the left paper edge is measured by revising Units of Measure within Menus in Work Station Defaults in the Profiles menu. If you want to change from inches to millimeters or millimeters to inches, do so before selecting Line Numbering from the Format, Change Document Format, or Change Alternate Format menu.

You also specify the number of counted lines between printed line numbers. For example, if you specify to print line numbers on every five counted lines, line numbers will be printed on line 5, line 10, line 15, and so on. The first print line will be numbered only when you specify to print line numbers on every counted line.

You can also indicate if you want blank lines to be counted and numbered.

Line numbers are printed in the active typestyle, pitch, and color. They are not printed in bold and are not underlined or overstruck. Headers, footers, table of contents, index, reference lists, footnotes, endnotes, and text notes are not line numbered.

## **To Number Lines of Text**

1. In the typing area, position the cursor at the beginning of the page and press Format (F7).
2. Select Line Numbering in the Format menu.
3. Set Number Lines to Yes in the Line Numbering menu.
4. Set the Distance of Line Numbers from the Left Paper Edge to the first position of the line number field.
5. Set Print Line Numbers on Every “n” Counted Lines to the number of lines you want between each printed line number.
6. Set Count Blank Lines to Yes if you want to include blank lines in the line numbering.
7. Press Enter.

8. To print the document with the lines numbered from the Print Document (1 of 2) menu:

- Set Print Line Numbers to D to use the document settings

OR

- Set Print Line Numbers to P to use the profile default settings.

### **Command Line:**

Use the Command Line (Ctrl + A) command NUMBER to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### *Related Topics:*

“Format” on page 143

“Profiles” on page 287

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## List Services

List Services allows you to display a list of documents and files in a directory. You can perform functions and maintenance with the contents of the directory. When you press List (F3), the List Directory Window displays a list of documents and files according to the active list defaults. You can change the defaults for listing your documents and files through the List Services Defaults menu in Profiles (List Services).

Documents and files in the list can be tagged with a # by highlighting the item and pressing the space bar. Pressing the space bar again will remove the tag. The # changes to a dash when the selected action has been completed for the tagged item.

### **ChangeList**

With the List Directory displayed, you can press ChangeList (F3) to view the ChangeList menu. Use ChangeList to:

- Display a New List
- Display List with Comments
- Refresh List
- Change Defaults.

### **To Change the Current List (New List)**

1. Press List (F3) if a list is not already displayed.
2. Press ChangeList (F3).
3. Select New List in the ChangeList menu.
4. Type the changed information in the Directory Name input field and press Enter.

**Note:** If no entry is made in the input field, all entries in the current directory are listed.

### **To Display the List with Comments**

1. Press List (F3) if a list is not already displayed.
2. Press ChangeList (F3).
3. Select Display List with Comments in the ChangeList menu. (This selection appears on the menu only if the list is currently displayed without comments.)
4. The list of files with comments and dates is displayed.

#### **Notes:**

1. Files with plus signs in the comment field are files that DW 5/2 has given a comment, for example:  
**++ Supplement Dictionary ++**
2. A \* in the tag field means that a document needs to be recovered.

### **To Display the List without Comments**

1. Press List (F3) if a list is not already displayed.
2. Press ChangeList (F3).
3. Select Display List without Comments in the ChangeList menu. This selection appears on the menu only if the list is currently displayed with comments.
4. The list of files is displayed without comments but with size, date, and time.



### **To Refresh the Current List**

1. Press ChangeList (F3).
2. Select Refresh Current List in the ChangeList menu.
3. The list is refreshed.

### **To Change Defaults (Drive and Directory)**

1. Press List (F3) if a list is not already displayed.
2. Press ChangeList (F3).
3. Select Change Defaults in the ChangeList menu.
4. Type the path name with or without the drive designation in the Drive and Directory Name field.

**Note:** If you type only the drive letter and colon, only the drive is changed and the default directory for that drive becomes active. If you type only the directory name, only the directory is changed.

### **List Utilities**

With the List Directory displayed, you can press Utilities (F4) to view the List Utilities menu. Use List Utilities to:

- Copy files
- Erase files
- Rename/Move files
- Compress documents
- Recover documents
- Convert documents.

### **To Copy Tagged Documents**

1. Press List (F3) if a list is not already displayed.
2. Move the cursor to each document to be copied and press the Space bar to tag the document. If you do not tag any documents, the highlighted document is assumed to be tagged.
3. Press Utilities (F4).
4. Select Copy in the List Utilities menu.

5. Type a new file name in the Copy Tagged Files menu and press Enter.
6. The tagged documents are copied.

### **To Erase Tagged Documents**

1. Press List (F3) if a list is not already displayed.
2. Move the cursor to each document to be erased and press the Space bar to tag the document. If you do not tag any documents, the highlighted document is assumed to be tagged.
3. Press Utilities (F4).
4. Select Erase in the List Utilities menu.

**Note:** If one or more documents have been tagged, a notice box is displayed asking you to verify that you want to erase these documents. You can:

- Erase the documents by pressing Enter
  - Quit and erase no documents by pressing Esc.
5. If you press Enter, the tagged documents are erased.

### **To Rename/Move Tagged Documents**

1. Press List (F3) if a list is not already displayed.
2. Move the cursor to each document to be renamed/moved and press the Space bar to tag the document. If you do not tag any documents, the highlighted document is assumed to be tagged.
3. Press Utilities (F4).
4. Select Rename/Move in the List Utilities menu.
5. Type the new file name in the Rename/Move Tagged Files menu and press Enter. Include the path to a different directory and name if the files are to be moved to another directory.

**Note:** To rename/move multiple documents, use the OS/2 global characters \* and ? as part of the document name.

6. The tagged documents are renamed/moved.

### **To Compress Tagged Documents**

1. Press List (F3) if a list is not already displayed.
2. Move the cursor to each document to be compressed and press the Space bar to tag the document. If you do not tag any documents, the highlighted document is assumed to be tagged.
3. Press Utilities (F4).
4. Select Compress Document in the List Utilities menu.
5. The tagged documents are compressed.

### **To Recover Tagged Composite Documents**

1. Press List (F3) if a list is not already displayed.
2. Move the cursor to each document to be recovered and press the Space bar to tag the document. If you do not tag any documents, the highlighted document is assumed to be tagged.
3. Press Utilities (F4).
4. Select Recover Document in the List Utilities menu.
5. The tagged documents are recovered.

### **To Convert Tagged Documents**

1. Press List (F3) if a list is not already displayed.
2. Move the cursor to each document to be converted and press the Space bar to tag the document. If you do not tag any documents, the highlighted document is assumed to be tagged.
3. Press Utilities (F4).
4. Select Convert Document in the List Utilities menu.
5. Type in the new converted document name in the Convert Tagged Documents menu.

**Note:** To convert multiple documents, use the OS/2 global characters \* and ? as part of the document name.

6. Choose the type of conversion:
  - 1 = Document to Revisable-Form Text
  - 2 = Revisable-Form Text to Document
  - 3 = Document to Final-Form Text
  - 4 = Final-Form Text to Document

and press Enter.

7. Repeat steps 2 through 6 for each type of conversion.

### **To Sort the Directory**

1. Press List (F3) if a list is not already displayed.
2. Press Sort (F5).
3. Type the Sort Type and the Sort Order in the Sort Directory menu and press Enter.

### **To TagMask Documents**

1. Press List (F3) if a list is not already displayed.
2. Press TagMask (F6).
3. Type the File Name mask, for example, \*.DOC, in the Tag Mask menu and press Enter.

**Note:** To tag mask all of the list entries, type \*.\* in the File Name field.

### **To ClearTags**

1. Press List (F3) if a list is not already displayed.
2. Press ClearTags (F7).

**Note:** The # for documents that need to be recovered are cleared, but the documents are **not** recovered.

### **To View Documents**

**Note:** This option is available only when List (F3) is selected or displayed from the DisplayWrite 5/2 menu.

1. Move the cursor to each document to be viewed and press the Space bar to tag the document. If you do not tag any documents, the highlighted document is assumed to be tagged.
2. Press View (F8).
3. Select As Typed or Formatted in the View (F8) menu.
4. Press Enter. The first tagged document appears on the screen.
5. Press End View (F2) when you have finished viewing the tagged document. The next tagged document appears on the screen.

6. Repeat step 5 for all tagged documents. When you have viewed the last tagged document, the list is displayed again.

### **To Revise One or More Documents**

**Note:** This option is available only when List (F3) is selected or displayed from the DisplayWrite 5/2 menu.

1. Move the cursor to each document to be viewed and press the Space bar to tag the document. If you do not tag any documents, the the highlighted document is assumed to be tagged.
2. Press Revise (F9).
3. The first tagged document is displayed for revising.
4. After you have revised and saved the first document, the next tagged document is displayed. When you have revised and saved the last tagged document, the list is displayed again.

### **To Create Documents**

**Note:** This option is available only when List (F3) is selected or displayed from the DisplayWrite 5/2 menu.

1. Press Create (F11).
2. Type the Document Name in the Create Document menu.
3. Type a Document Comment in the Create Document menu if desired.
4. If you want to use the format from another document, type the Document Name under Use Format from: in the Create Document menu.
5. Press Enter.
6. The typing frame for the new document is displayed. When you have ended and saved the new document, the list is displayed again.

### **To Print Tagged Documents**

1. Press List (F3) if a list is not already displayed.
2. Move the cursor to each document to be printed and press the Space bar to tag the document. If you do not tag any documents, the the highlighted document is assumed to be tagged.
3. Press Print (Ctrl + F12).

4. All tagged documents are submitted for background printing. One copy of each document is printed.

### **Command Line:**

Use the Command Line (Ctrl + A) commands DRive and LISt to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

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## **Margins**

Margin defaults, which are part of the Document Format, define the margins for all your documents until you change the margins. Change the margin settings for future documents through the Profiles menu (Text Defaults).

You can change the margins for the entire document by changing the Document Format using Document Options (Ctrl + F7). These margins are in effect for the entire document when you paginate and remain in effect until you make a format change.

You can also change the margins for part of a document using Format (F7). These changes affect the text from the format change code to the end of the document or to the next format change code.

### **To Change the Margins for the Entire Document**

1. In the typing area, press Document Options (Ctrl + F7).
2. Select Document Format under Change in the Document Options menu.
3. Select Margins and Tabs in the Change Document Format menu.
4. Follow the instructions in the Margins and Tabs menu to change the margins. The Margins and Tabs menu is displayed as you make your changes.
5. Press Enter to save the changes and return to the Change Document Format menu.
6. Press Esc until you return to the typing area.

### *Hints:*

- To change margins for part of a document, press Format (F7) and select Margins and Tabs in the Format menu.
- To return the format to the Document Format (or Alternate Format, if it is in use), position the cursor at the top of the page where you want to return to the starting format. Press Format (F7) and select either All Formats or Margins and Tabs, Line Spacing/Justification, Typestyle, or Print Color in the Reset Format menu.
- Previously typed text that is displayed after a format change code may not be displayed in the correct format. Paginate the document to reformat the text.
- Paginate the completed document to activate your margin changes.
- When you paginate, changes made to the margins and tabs through Change Document Format or Change Alternate Format affect the entire document up to the next format change code.

### **Command Line:**

Use the Command Line (Ctrl + A) commands MARgin and ReSetF to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### *Related Topics:*

- “Codes” on page 39
- “Format” on page 143
- “Paginate” on page 270
- “Profiles” on page 287
- “Tabs” on page 349

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## **Math**

Use Math (Ctrl + F9) when creating or revising a document to add, subtract, multiply, and divide numbers. Also, you can use Block Add to add rows or columns of numbers. The rows or columns of numbers must be typed with decimal tabs for you to use Block Add.

Add Rows

<u>XXX</u>	<u>XXX</u>	<u>Total</u>
1.11	111	112.11
1.11	111.11	112.22
11.1	11.11	22.21
11.1	11.11	22.21
24.42	244.33	

Add Columns

You can also:

- Check calculations in a table
- Insert totals into a document
- View averages
- Use constants
- Change the sign for total, average, and constant.

### To Add, Subtract, Multiply, or Divide

1. In the typing area, position the cursor under the first number in your calculation and press Math (Ctrl + F9).
2. Select Add in the Math menu.

**Note:** Always select Add when you type the first number in your calculation even if you intend to do a different math operation. This places the number into DW 5/2, for example, **Total = 1234.**



3. Position the cursor under the next number in your calculation and press Math (Ctrl + F9).
4. Select one of the four math operations in the Math menu.
5. Repeat steps 3 and 4 for every number in your calculation.

**Note:** The result of the calculation and the number of items counted appear on the status line at the upper left corner of the screen.

6. If you want to insert the total into your document, position the cursor where you want the total to appear and press Math (Ctrl + F9).

**Note:** When inserting a total, the cursor must be positioned so the entire total fits on the current line.

7. Select Insert Total in the Math menu to place the total in your document.

**Note:** Before doing another calculation, you should clear the total. To do this, press Math (Ctrl + F9) and select Clear Total in the Math menu. This also removes the highlighting from the numbers.

8. Press Esc to exit Math.

## **To Add Columns or Rows Using Block Add**

1. In the typing area, position the cursor under the first number in the column or row you want to add and press Math (Ctrl + F9).

**Note:** The numbers in the columns or rows must be typed with decimal tabs. You can set decimal tabs in the Margins and Tabs menu or when laying out a table. See “Tabs” on page 349 for more information.

2. Select Block Add in the Math menu.
3. Follow the prompt by positioning the cursor under the last number in the column or row you want to add and press Enter.

**Note:** The total is displayed on the status line.

4. If you want to insert the total in your document, position the cursor where you want the total to appear and press Math (Ctrl + F9).

5. Select **Insert Total** in the **Math** menu to place the total in your document.

**Note:** You should clear the total to perform another calculation. To clear the total, press **Math** (Ctrl + F9) and select **Clear Total** in the **Math** menu.

6. Press **Esc** to exit **Math**.

## **To Change the Sign for Total and Average or Constant**

1. While using **Math**, press **Math** (Ctrl + F9).
2. Select **Options for Math** in the **Math** menu.
3. Select either **Total and Average** or **Constant** in the **Math Options** menu and press **Enter**.

### *Hints:*

- **Block Add** automatically sets **Display All Codes** to **No**.
- You can only **Block Add** in a downward or left-to-right direction.
- When you use **add**, **subtract**, **multiply**, or **divide**, numbers may be anywhere in text or tables. Only when you use **Block Add** do numbers have to be aligned on decimal tabs.
- Remember to press **Esc** to exit **Math** when you are finished. The total disappears from the status line.
- Negative numbers must be preceded or followed by a **Required Hyphen (-)** or placed in parentheses.

### *Related Topics:*

“Codes” on page 39

“Math Constants” on page 241

“Math Formats” on page 243

“Tabs” on page 349

“Tables” on page 337

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## Math Constants

A constant is a number entered and retained by DW 5/2 for repeated use.

You can use Math to add, subtract, multiply, or divide by a constant number.

When using constants to perform math calculations, always type the constant before you begin your calculations.

### To Enter or Change a Math Constant

1. In the typing area, press Math (Ctrl + F9).
2. Select Use a Constant in the Math menu.
3. Select Enter or Change Constant in the Use a Constant menu.
4. Type the constant number you want to use in the Enter or Change Constant menu and press Enter.

**Note:** When you press Esc to exit Math, the constant value is reset to zero.

### To Use a Constant

1. In the typing area, position the cursor under the number with which you want to use the constant and press Math (Ctrl + F9). The number can be anywhere within the text.
2. Select Add in the Math menu. This places the number you want to use into DW 5/2.
3. Press Math (Ctrl + F9).
4. Select Use a Constant in the Math menu.
5. Select Enter or Change Constant in the Use a Constant menu to verify the constant is correct before continuing. If the constant is not correct, type the correct constant in the Enter or Change Constant menu and press Enter.
6. Press Math (Ctrl + F9).
7. Select Use a Constant in the Math menu.

8. Select the math function you want to perform in the Use a Constant menu.
9. Position the cursor where you want the total to appear, press Math (Ctrl + F9), and select Insert Total.
10. Press Math (Ctrl + F9) and select Clear Total.
11. Press Esc to exit Math.

**Note:** When you press Esc to exit Math, the constant value is reset to zero.

*Hints:*

- The decimal point character, if it exists, must be the same as that which appears in the total.
- The constant value may be typed with or without a thousands separator.
- A constant is interpreted as a percent if the character to the right is a percent sign (%).
- Negative numbers must be preceded or followed by a required hyphen or placed in parentheses.

## **To Insert Constant or Average Values in a Document**

1. In the typing area, position the cursor where you want to insert your result and press Math (Ctrl + F9).
2. Select Options for Math in the Math menu.
3. Determine the operation you want to perform in the Math Options menu:
  - If you want to insert the constant into the document, select Replace Total with Constant.
  - If you want to insert the average into the document, select Replace Total with Average.
4. Position the cursor where you want the total to appear and press Math (Ctrl + F9).
5. Select Insert Total in the Math menu to place the total in your document.
6. Press Esc to exit Math.

**Note:** When you press Esc to exit Math, the constant value is reset to zero.

*Hints:*

- If the value of the constant is in a percent form, it is converted to a decimal form.
- If you select Replace Total with Average, the Item Count in the status line is set to zero.

*Related Topics:*

“Math” on page 237

“Math Formats”

“Required Hyphen” on page 303

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## Math Formats

There are four different formats you can use to change the way math totals and averages appear in your document. You specify which format you want to use in the Active Math Format/View Average menu. You can change the appearance of each format through the Math Format menu in Profiles (Text Defaults).

Math formats contain the following formatting characteristics:

- **Decimal Point Character** determines the character used for decimal points. For example, the default character in Math Format 1 is a period, but you can use a comma or a colon.
- **Thousands Separator Character** determines which character is used to separate thousands. For example, the default character in Math Format 1 is a comma, but you can use a period, no character, or a required space.
- **Number of Positions Past Decimal Point** shows how many digits appear to the right of a decimal point. For example, the default in Math Format 1 is 2 digits, but you can choose from 0 through 15 digits. If the total number of digits to the left and right of the decimal exceeds 15, the number is rounded to 15 digits.
- **Rounding Rule** indicates how DW 5/2 rounds off numbers. For example, the default in Math Format 1 is to round down numbers

1 through 4 and round up numbers 5 through 9. You can choose other rounding rules specified in the menu or not to round at all.

- **Leading or Trailing Characters** refers to your choice for the character or description preceding or following numbers. For example, DW 5/2 inserts a minus sign (hyphen) before negative numbers as a default in Math Format 1. Leading or trailing characters can be different letters, symbols, words, codes, or spaces before or after numbers (up to eight characters).

You can use any or all of the four math formats for math totals in your document. First, change the appearance of each math format you want to use. Do this through the Math Format menu in Profiles (Text Defaults). Then, as you work through your document, use the Active Math Format/View Average menu to select the math format you want.

Math Formats are also used to format the printed output of numeric variables in Merge with Data File.

## To Activate a Different Math Format or View the Average

1. In the typing area, press Math (Ctrl + F9).
2. Select Options for Math in the Math menu.
3. Select Active Math Format/View Average in the Math Options menu. The current average displays in the Active Math Format/View Average menu.
4. If you want to activate a different math format, type the Math Format for Total and Average in the Active Math Format/View Average menu and press Enter.

**Note:** Use the Active Math Format to perform any calculations or insert the Total in your document.

5. Press Esc to exit Math.

**Note:** When you press Esc to exit Math, the Active Math Format resets to the default format.

### *Hint:*

- The decimal point character of the number used in calculations must be the same as the one specified in the Active Math Format.

### *Related Topics:*

- “Form Letters with Data Files” on page 155
- “Form Letters with Instructions” on page 181
- “Math” on page 237
- “Math Constants” on page 241

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## Merge

Use Merge to produce form letters or assemble personalized documents from one or more documents. Depending on your business needs, you can use one of two Merge methods to create form letters or personalized documents. The methods are *Form Letters* and *Document Assembly*.

For the *Document Assembly* method, use either the Merge with Includes Only function or the Merge with Named Variables function accessed through the Merge menu. See “Document Assembly” on page 90.

For *Form Letters*, use either the Merge with Data File function or the Merge with Named Variables function, accessed through the Merge menu. See “Form Letters” on page 152.

**Note:** The Merge with Data File function also has options (Merge Criteria) that allow you to select and sort data records. See “Form Letters with Data Files” on page 155 for merge information.

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## Mixed Mode Printing

DW 5/2 provides Mixed Mode Printing for some printers that support Graphics Mode Printing. In Mixed Mode Printing, the document text is printed normally, but pictures are printed using Graphics Mode Printing. This provides better printing performance than Graphics Mode Printing for documents that contain few pictures but large amounts of text. See your printer’s .PRN file to determine if DW 5/2 supports Mixed Mode Printing for your printer.

## To Print a Document Using Mixed Mode Printing

1. Select Print in the DisplayWrite 5/2 menu.
2. Select Options for Printer in the Print menu.
3. Select a printer (printer n, where n is the number of the printer) in the Option for Printer menu, for example, LPT1 or LPT2.
4. Set Print Pictures to Yes in the Options for Printer n menu and press Enter.
5. Press Esc to return to the Print menu.
6. Select Print Document in the Print menu.
7. Make any necessary changes in the Print Document (1 of 2) menu and press PgDn.
8. Set Font Set to Font Set 1, Font Set 2, Font Set 3, or Document Font Set in the Print Document (2 of 2) menu.

**Note:** If your document font set is font set 4, Graphics Mode Printing will occur rather than Mixed Mode Printing when you select Document Font Set.

9. Make any other necessary changes in the Print Document (? of 2) menu and press Enter.

### *Hints:*

- If the printer you select does not support Mixed Mode Printing, the pictures in your document will not be printed.
- If Graphics Print Service has not been installed, or if the printer you select does not support Graphics Mode Printing, you will not be able to set Print Pictures to Yes, regardless of the setting in Profiles.
- To use Mixed Mode Printing in all future documents, set Print Pictures to Yes in the Options for Printer n menu, and select Font Set 1, Font Set 2, or Font Set 3 in the Primary Printer and Font Set menu. Both of these menus are under Work Station defaults in Profiles.

### *Related Topics:*

“Defaults” on page 85

“Graphics Mode Printing” on page 198



“Print” on page 275

“Profiles” on page 287

“Printer List” in *Technical Reference*

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## Mouse Interaction

You can choose an item on a menu bar, menu, or select line with a mouse. You can also use the mouse to define a block of text for use in Block (F4) or Notepad (Ctrl+F4). Defining a block using a mouse is different from defining a block using the keyboard. With a mouse, you usually define the block before you choose the action to be performed unless you are copying from one document to another. Here, choose the action first.

DW 5/2 is designed to be used with a two-button mouse. Use button 1 on the left of the mouse to select and button 2 on the right to escape. If you have a three-button mouse, the center button is used to escape, and the right button is ignored.

If you are using the Split Screen function and have defined a block of text from the keyboard, you can use mouse button 1 to switch from one screen to the other, for example, when copying across screens. Position the cursor on the screen that you want to be active and press button 1.

### To Select with a Mouse

1. Press and hold button 1 on the mouse.
2. Position the mouse cursor on the item you want to select and release button 1.

**Note:** The item is not selected until you release button 1 on the mouse.

#### *Hint:*

- You can also select with a mouse by positioning the mouse cursor on the item you want to select and clicking (press and release) button 1 on the mouse.

## To Define a Block of Text using a Mouse

1. Position the mouse cursor where you want the block to begin.
2. Press and hold button 1 on the mouse to align the text cursor with the mouse cursor.
3. Release and press button 1 again quickly to begin the block.

### Notes:

- a. This action must be done quickly. If the block does not begin on your first attempt, try again.
  - b. The double-click action will be ignored if DW 5/2 is processing a block copy or move while on the destination screen.
4. Hold button 1 and drag the mouse to the point where you want the block to end.
  5. Release button 1.
  6. If you are going to do a block move or copy, define the position to move or copy to by moving the mouse and clicking button 1.
  7. Determine the action you want to perform. You can select:
    - Block (F4) to perform a block operation, then select Copy or Move
    - Notepad (Ctrl + F4) to perform a Notepad function, then select Copy or Move.

### Notes:

1. Button 1 is ignored within the second window of the Split Screen option.
2. Notepad functions are not available if performing a block copy or move operation across screens using the mouse.
3. If a block of text has been defined using the mouse, you cannot switch to a document in the secondary screen.

### Hints:

- You can select Block (F4) from the menu bar or Notepad from the Functions (F5) menu before defining the block of text with the mouse. If you do so, you must press Enter after the block is defined or select Enter with button 1.

- To cancel a selection, click button 2 on the mouse.

*Related Topic:*

“Split Screen” on page 320

## Name Document

You name documents as you create them by assigning document names in the Create Document menu.

The following rules apply when naming documents:

- A document name can contain one to eight characters plus an optional extension of one to three characters. A period must separate the extension from the document name. If you do not want an extension, type a period after the document name.
- Do not use blank spaces.
- Do not use the following symbols within a document name and extension:

. " / \ [ ] : ? \*  
 | < > + = ; , & ^

- Do not use the following as document names:

CLOCK\$ COM1 COM2 CON KBD\$  
 LPT1 LPT2 LPT3 MOUSE\$ NUL  
 POINTER\$ PRN SCREENS\$ \$\$C \$\$R \$\$T

- Do not use the following as document extensions:

CON NUL PRN \$\$C \$\$R \$\$T

- A document name and extension can specify a drive, for example:

**A:LETTER.DOC**

- A document name can specify a directory path, for example:

**C:\MYMAIL\LETTER.DOC**

Directory and subdirectory information can precede the document name but must end with a backslash (\) before the document name.

In the Create Document menu, you can also add a Document Comment of up to 44 characters. Document Comments are stored with the document and can be displayed when listing a directory using List (F3).

You can revise a document comment by selecting Document Comment in the Document Options (Ctrl + F7) menu while you are creating or revising a document.

### **Command Line:**

Use the Command Line (Ctrl + A) command COMment to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### *Related Topics:*

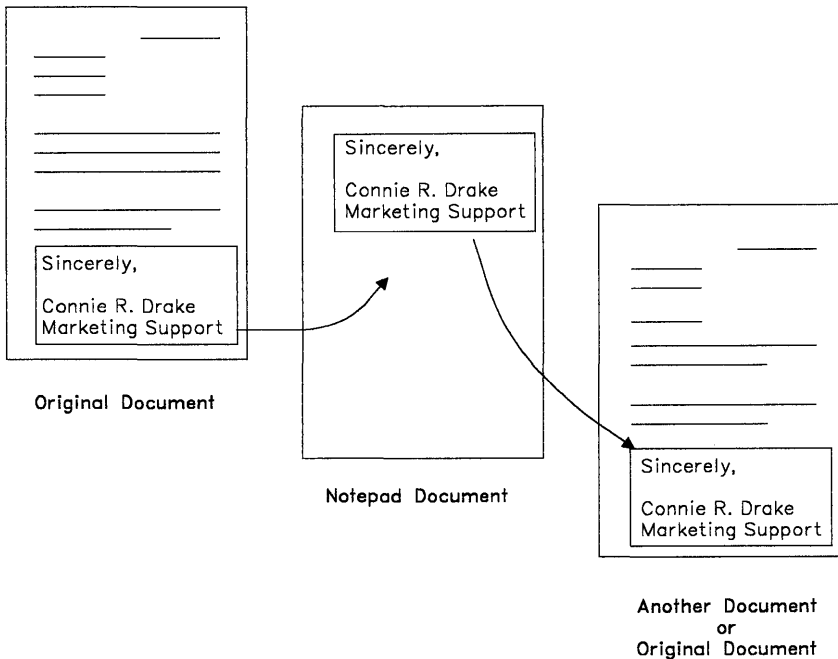
- “Create Document” on page 73
- “Document Comment” on page 112
- “Extensions” on page 124
- “List Services” on page 229
- “Headers and Footers” on page 200

---

## **Notepad**

In the typing area, you can move or copy text from a document you are currently creating or revising to another document called a notepad. You can then recall the text in the notepad document to the same document or other documents. To use the notepad, press Notepad (Ctrl + F4).

You can also copy text from a document you are currently viewing to a notepad document. You can then recall the text in the notepad document to another document you are creating or revising. While you are viewing a document, you can use only the copy functions of the notepad operation; you cannot use the move or recall from Notepad functions.



You can save your notepad information:

- In the system default notepad, \$NOTEPAD.DOC
- In a notepad you have created and named

**Notes:**

1. For notepads for the current document, in the Edit Options (Ctrl + F5) menu, set Notepad Choice to User-Named Notepads.
2. For notepads for future documents, in the Edit Defaults menu (Edit under Text Defaults) in Profiles, change Notepad Choice to User-Named.

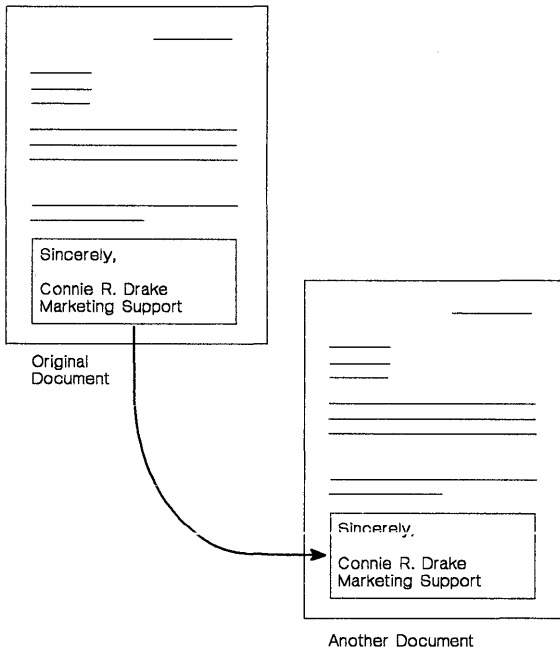
**Note:** If you want to use a page from a different document, use Get (Ctrl + F6).

- In another document.

You can use notepad to move or copy text from one document directly to another document. When you use notepad for this

function, the document to which you move or copy text serves as a notepad. Use this document's name as the notepad name.

**Note:** You can view or print a notepad document just as any other document.



## To Move or Copy Text to a Notepad

1. In the typing area, position the cursor at the beginning of the text you want moved or copied to the notepad and press Notepad (Ctrl + F4).
2. Select Move to Notepad or Copy to Notepad in the Notepad menu.
3. Follow the prompt to position the cursor at the end of the text you want moved or copied to the notepad and press Enter.

**Notes:**

1. When you move or copy text to a notepad, any text already in the notepad is replaced. To add new text to a notepad without replacing the existing text, see “To Move and Append or Copy and Append Text to a System-defined Notepad” on page 253.
2. If you want to move or copy text to your own notepads, set Notepad Choice to User-Named Notepads in the Edit Options (Ctrl + F5) menu before continuing.
3. If you are viewing a document and want to copy text to your own notepads, set Notepad Choice to User-Named Notepads in the View Options (Ctrl + F5) menu.

**Command Line:**

Use the Command Line (Ctrl + A) commands NOTepad and NotepadCH to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

**To Move and Append or Copy and Append Text to a System-defined Notepad**

1. In the typing area, position the cursor at the beginning of the text you want moved or copied to the end of the notepad and press Notepad (Ctrl + F4).
2. Select Move and Append to Notepad or Copy and Append to Notepad in the Notepad menu.
3. Follow the prompt to position the cursor at the end of the text you want moved or copied to the end of the notepad and press Enter.

**Notes:**

1. If you want to move and append or copy and append text to your own notepads, set Notepad Choice to User-Named Notepads in the Edit Options (Ctrl + F5) menu before continuing.
2. If you are viewing a document and want to copy and append text to your own notepads, set Notepad Choice to User-Named Notepads in the View Options (Ctrl + F5) menu.

## **Command Line:**

Use the Command Line (Ctrl + A) commands NOTepad and NotepadCH to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

## **To Recall Text from a Notepad While Creating or Revising a Document**

1. In the typing area, position the cursor where you want to insert the notepad text and press Notepad (Ctrl + F4).
2. Select Recall from Notepad in the Notepad menu.

**Note:** If you have set Notepad Choice to User-Named Notepads in the Edit Options (Ctrl + F5) menu, type the Notepad Name in the Notepad Selection menu. Then, press Enter to return to the typing area.

### *Hints:*

- If you want to store the notepad in a specific directory, you can specify the Notepad Path through the Profiles menu (System Paths). Otherwise, if you do not specify a path as part of the User-Named Notepad name, notepads are stored in the current directory.
- Because Notepad is saved with a .DOC extension, you can both access and erase the Notepad file.

## **To Move and Append or Copy and Append Text to a User-defined Notepad**

1. In the typing area, press Edit Options (Ctrl + F5).
2. Set Notepad Choice to User-Named Notepad in the Edit Options (Ctrl + F5) menu. Then, press Enter to return to the typing area.
3. Position the cursor at the beginning of the text you want to move or copy to another document and press Notepad (Ctrl + F4).
4. Select Move and Append to Notepad or Copy and Append to Notepad in the Notepad menu.
5. Follow the prompt to position the cursor at the end of the text you want to move or copy to another document and press Enter.



6. Type the Notepad Name of the document in the Notepad Selection menu. Then, press Enter to return to the typing area.

**Notes:**

- a. In this task, the document to which you want to move or copy the text serves as a notepad. Type the name of this document in the Notepad Selection menu.
- b. DW 5/2 moves or copies the text to a new page at the end of the document.

**Command Line:**

Use the following Command Line (Ctrl + A) commands to bypass some of the steps listed above:

- NOTepad
- NotepadCH
- GET
- REcallN.

See “Command Line” on page 40 for more information.

*Related Topics:*

“ASCII Copy and Append to File” on page 18

“ASCII Copy to File” on page 19

“Block Edit” on page 29

“Create Document” on page 73

“Defaults” on page 85

“Get” on page 193

“Profiles” on page 287

“Revise Document” on page 305

“Split Screen” on page 320

“View Document” on page 361

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*Operating System/2 (OS/2)*

To learn how to use Operating System/2 Standard Edition or Extended Edition commands, see the OS/2 documentation.

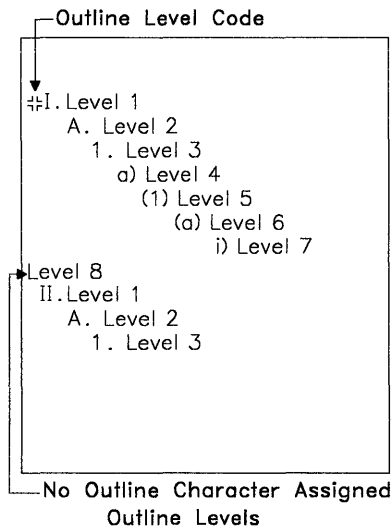
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## Outlines

You can create and revise outlines. You can also create a table of contents for your document using the outline function.

When you press Outline (Ctrl + O), an Outline Level code is inserted and the first outline level is displayed. Each outline level is tagged with a different character type which is specific to that level. The DW 5/2 defaults are set to display Roman numerals for each Level 1 outline. For example, Roman numeral three is a Level 1 outline character. Level 2 entries are tagged with an uppercase letter, Level 3 with an Arabic number, and so on.

You can change the default settings for the types of characters used to tag each outline level for a single document by changing the outline appearance in Document Options (Ctrl + F7), or for future documents, through Profiles (Text Defaults/Document Format).



Each time Outline (Ctrl + O) is pressed, the Outline Level is incremented up to a maximum of 8 levels. If you press Outline (Ctrl + O) again, the Outline Level moves back to Level 1. The Outline Level Number is displayed on the status line.

## To Create, Add, or Delete an Outline Entry

1. In the typing area, position the cursor and press Outline (Ctrl + O) until you reach the level you want. The Outline Level number appears in the status line.
2. Type the text for the outline entry.

### *Hints:*

- You can delete, move, and copy outlines using Block (F4). The block should include all the outline formatting codes, such as the Outline Level, Begin Formatted Text, and End Formatted Text.
- Paginate the completed document to renumber a revised outline.
- To help locate Outline codes ( $\frac{1}{11}$ ), press Edit Options (Ctrl + F5), set Display All Codes to Yes, and press Enter.

You can also locate the Outline codes by pressing Ctrl + O in the Find menu of the Search (F6) function. Use Ctrl + O to get the Outline code symbol.

- Set Adjust Line Endings and Adjust Page Endings to Yes in the Paginate Document menu when you paginate a document that includes outlines.
- If you want to create more than one outline in a single document, reset the outline level value to start numbering the outlines from the new value.
- If you want to include outlines in text columns, you may have to change the outline appearance to prevent the text from extending past the right column margin. For example, you may have to change the tab stops or change the Leading Characters in the outline from tab codes to spaces.

### **Command Line:**

Use the following Command Line (Ctrl + A) commands to bypass some of the steps listed above:

- ADJust
- CODEs
- OUTlined
- PAGinate
- SEArch.

See “Command Line” on page 40 for more information.

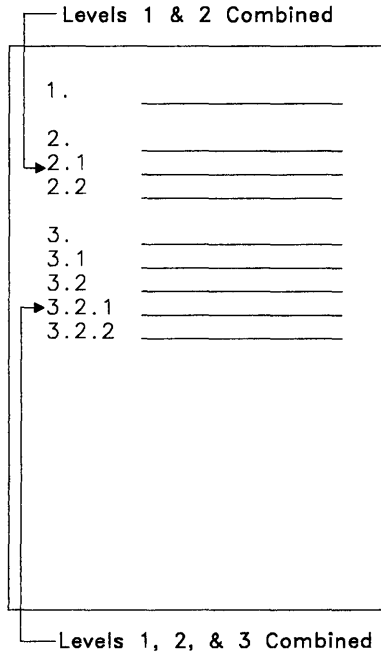
*Related Topics:*

- “Block Edit” on page 29
- “Codes” on page 39
- “Outline Appearance”
- “Outline Level Revisions” on page 261
- “Pagate” on page 270
- “Search” on page 312
- “Table of Contents” on page 330

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## Outline Appearance

You can modify the appearance of outlines through Document Options (Ctrl+F7) for an individual document by changing the numbering or lettering styles for each outline level. You can also create different types of outlines. For example, you can create outlines with section numbers by combining outline levels. To activate the outline format changes, paginate your document. You can change outline formats for future documents through Profiles. Select Document Format or Alternate Format under Text Defaults in Profiles.



## To Change Outline Appearance in a Document

1. In the typing area, press Document Options (Ctrl+F7).
2. Select Change Document Format in the Document Options menu.
3. Select Document Enhancement Features in the Change Document Format menu.
4. Select Outline/Table of Contents in the Document Enhancement Features Format menu.
5. Select the number of the outline level (Levels 1 through 8) you want to change in the Outline/Table of Contents Format menu.
6. Make any changes in the Outline/Table of Contents Level Format (1 of 2) and (2 of 2) menus and press Enter to save the changes.
7. Repeat steps 5 and 6 for each level you want to change.
8. Press Esc until you return to the typing area.

### *Hints:*

- Level revisions made in the middle of the outline do not appear until the document is paginated.
- The Leading and Trailing Characters assigned by DW 5/2 are appropriate for most outlines, but you can add or change the characters or codes to modify the outline appearance or further define your outline entries.
- Outline Level 8 has no outline character or leading and trailing characters assigned. You can, however, make choices for this level.

## **To Combine Outline Levels in the Document Format**

1. In the typing area, press Document Options (Ctrl + F7).
2. Select Change Document Format in the Document Options menu.
3. Select Document Enhancement Features in the Change Document Format menu.
4. Select Outline/Table of Contents in the Document Enhancement Features Format menu.
5. Select the number of the outline level (Levels 2 through 8) you want to combine with the previous level in the Outline/Table of Contents Format menu.
6. Set Combine with Previous Level to Yes in the Outline/Table of Contents Level Format (1 of 2) menu and press Enter.
7. Repeat steps 5 and 6 for each level you want to combine.
8. Press Esc until you return to the typing area.

### *Hints:*

- If a combined outline level exceeds the number of character spaces between the tabs, change the tab settings in the Margins and Tabs menu.
- Outline Level 1 has no level above it. Do not select to combine it with a previous level. You can, however, change the other format settings for Level 1. For example, if you want this level to be a number followed by a period and a zero (1.0), set the Numbering or Lettering Type to Arabic numbers and type a period, a zero, and an Indent (Ctrl + T) code for trailing characters.

- Combined outline levels are automatically separated by a period. The trailing characters from the preceding level and the leading characters from the current level are omitted.

### **Command Line:**

Use the following Command Line (Ctrl + A) commands to bypass some of the steps listed above:

- ADJust
- CODEs
- OUTlineD
- PAGinate
- SEArch.

See “Command Line” on page 40 for more information.

### *Related Topics:*

“Codes” on page 39

“Format” on page 143

“Outlines” on page 256

“Outline Level Revisions”

“Paginate” on page 270

“Profiles” on page 287

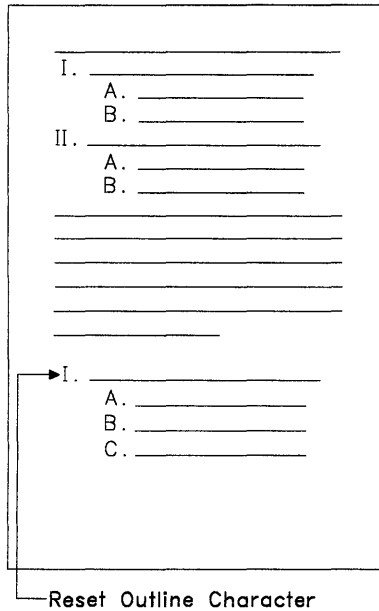
“Tabs” on page 349

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## Outline Level Revisions

You can change the outline level values within an outline. For example, you may want to change a Level 4 entry to Level 5 or a Level 5 entry to Level 4.

If you want to create more than one outline in a single document, reset the outline level value to start numbering the following outline entries from the new value.



## To Change an Outline Level

1. In the typing area, position the cursor under the Outline Level code ( $\frac{||}{|}$ ) for the level you want to change and press View/Revise Codes (Ctrl + F8).
2. Follow the prompt to press Outline (Ctrl + O) until the outline level changes to the one you want.
3. When you reach the level you want, type or move the cursor.

### Hint:

- Paginate the completed document to reorder the outline entries.

## To Reset the Outline Level Value

1. In the typing area, position the cursor under the Outline Level code ( $\frac{||}{|}$ ) for the level you want to change.
2. Press View/Revise Codes (Ctrl + F8) twice.
3. Type the Value you want to reset in the Reset Outline Level menu and press Enter to return to the typing area.



4. Type the text for the outline entry.

*Hints:*

- To help locate the Outline Level code ( $\frac{||}{||}$ ), press Edit Options (Ctrl+F5), set Display All Codes to Yes, and press Enter.

You can also locate the Outline Level code by using the Find option of the Search (F6) menu.

- When you reset an outline level value, that value is not changed by pagination.
- To undo a reset level value, press Erase End of Line (Alt+8) to delete the Value in the Reset Outline Level menu and press Enter.

*Related Topics:*

“Codes” on page 39

“Outlines” on page 256

“Outline Appearance” on page 258

“Paginate” on page 270

“Search” on page 312

“Table of Contents” on page 330

“Table of Contents Appearance” on page 334

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## Overstrike Characters

You can use Required Backspace (Ctrl+Backspace) to build a composite character by typing one character over another.

### To Type an Overstrike Character

1. In the typing area, type the first character.
2. Press Required Backspace (Ctrl+Backspace) to position the cursor under the first character.
3. Type the second character.

**Note:** Only the second character appears on the screen; both characters appear when the file is printed or is in formatted view. Overstruck text can be deleted during pagination.

## To Overstrike Existing Text

1. Select Text Styles in the Block menu.
2. Select Overstrike in the Text Styles menu.
3. Press overstrike (Ctrl + S).

The default overstrike character is a slash (/), and the default overstrike option is to overstrike **all** text.

You can change the default overstrike character to any character. If you change the default overstrike character, the change takes effect only from the place where you made the change. If your printer does not support the overstrike character you select, DW 5/2 substitutes the underscore character.

You can change the default overstrike option using Edit Options (Ctrl + F5) to overstrike all text (including tabs and spaces), all text but tabs, all text but spaces, or all text but tabs and spaces.

### *Hint:*

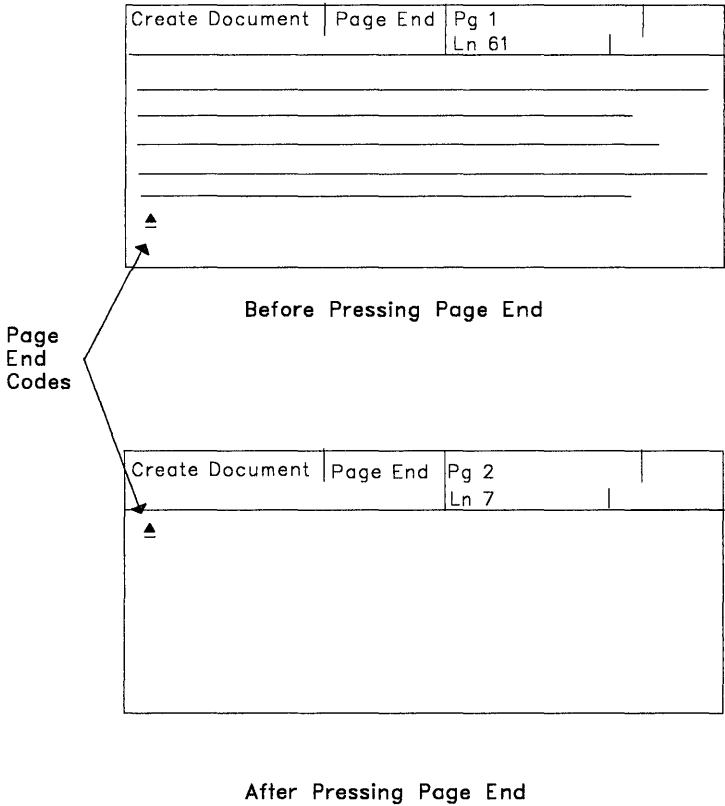
- To change the overstrike character or the overstrike option for the current document, press Edit Options (Ctrl + F5) and change the Overstrike Character or the Overstrike option in the Edit Options menu. To change the overstrike character or the overstrike option for future documents, use the Edit Defaults menu in Profiles (Text Defaults).

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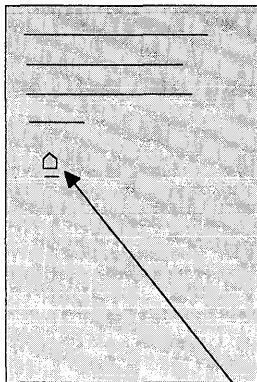
## Page Ends

There are three ways to end a page and start another page:

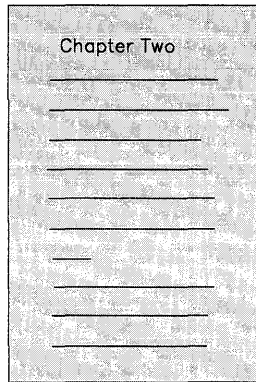
- Page End (Ctrl + E) temporarily ends a page, saves that page, displays a new screen for typing the next page, and increases the system page number on the status line. During pagination, page ends adjust to fit the specified format.



- Auto Page End automatically inserts the Page End code for you. Auto Page End, when set to Yes in the Edit Options (Ctrl + F5) menu, works the same as Page End except that DW 5/2 inserts a Page End code when you create a document and type past the last typing line of the page. When you revise a document, Auto Page End only works for the last page of the document. This way you can keep typing without having to be concerned about page endings.
- Required Page End (Ctrl + R) inserts a code that causes a page to end at the designated point during pagination. This code is not rearranged or deleted during pagination. The page always ends at this point.



Required  
Page  
End  
Code



## To Insert a Page End Code

1. In the typing area, position the cursor where you want to insert the Page End code.
2. Press Page End (Ctrl+E) to insert a Page End code and display a new page.

## To Set Auto Page End to Yes or No

1. In the typing area, press Edit Options (Ctrl+F5).
2. Set Auto Page End to Yes or No in the Edit Options menu and press Enter to return to the typing area.

**Note:** For future documents, set Auto Page End to Yes or No in the Edit Defaults menu in Profiles (Text Defaults).

## To Insert a Required Page End Code

1. In the typing area, position the cursor at the point where you want your page to end.
2. Press Required Page End (Ctrl+R) to insert a Required Page End code.

*Hint:*

- Auto Page End is effective only if the cursor is on the last page of the document.

**Command Line:**

Use the Command Line (Ctrl + A) command AutoPE to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

*Related Topics:*

- “Codes” on page 39
- “Auto Page End” on page 20
- “Paginate” on page 270

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## Page Numbers

As you create or revise documents, DW 5/2 assigns a number to each page as you type. This number is displayed near the right side of the status line. Usually, the number assigned by DW 5/2 is a whole number. However, if you insert pages while revising your document, DW 5/2 may assign decimal system page numbers between the existing pages of your original document (for example 1, 2, 2.1, 3). These are converted to whole numbers when you paginate the document.

If you want to select certain pages to Print, Spell Check, Paginate, Get, Merge, or Include, indicate the system page numbers in the appropriate function menu.

System numbers are provided so you can keep track of your documents while you are revising them, but they are not automatically included when you print your document. To have page numbers printed, you must include a page number code in the header or footer typing area of your text. You do this from the Instructions menu, while in header or footer typing mode.

Three items on the Instructions menu relate to including a page number in a header or footer:

- System Page Number – Select this option if you want the system page number to print in the header or footer. Paginating your

document before printing will ensure that whole numbers will be printed. This is the most common method of printing a page number.

- **Page Number** – You can select this option alone or with **Reset Page Number**. Selecting **Page Number** alone inserts consecutive whole numbers in the headers or footers of your document when printing or viewing the formatted document. Page numbers begin with 1. Using **Page Number** alone has the same result as using **System Page Number**, paginating, and then printing, so you can use either one.
- **Reset Page Number** – Select this option to create special page numbering. You can use this option *only* if you have already used the **Page Number** option to insert the page number code into the header or footer typing area. **Reset Page Number** allows you to start a new page numbering sequence anywhere in your document. For example, if you are writing a book, you might want to number the pages starting with page 1 at the beginning of each chapter. Using **Reset Page Number** at the location where you want to change the sequence provides this flexibility.

You can also use **Reset Page Number** to start page numbering at a number other than 1. For example, if you have two documents that you plan to combine at a later time, you can number each of them in sequence. If the first document has 16 pages, you can use **Reset Page Number** to reset the page numbering sequence of the second document to begin at page 17.

You can include a page number prefix as part of the page number. A page number prefix consists of up to 5 non-blank characters immediately preceding the **Page Number** code in headers and footers. Some examples of page number prefixes are:

3-# 10.5.# Page-#.

The # in these examples represents the **Page Number** code.

**Note:** The last character in the page number prefix *must* be in the space immediately preceding the **Page Number** code.

Page number prefixes are not automatically included with the page number. You must specify that you want them included by setting **Include Page Number Prefix** to **Yes** in the appropriate format menu.

## To Include Prefixes in Page Numbers

1. In the typing area, select Document Options (Ctrl + F7).
2. Select Document Format, under Change, in the Document Format menu.
3. Select Document Enhancement Features in the Change Document Format menu.
4. Select an option (Outline/Table of Contents, Index, or Reference List) in which you want to include a page number prefix in the Document Enhancement Features Format menu.
5. Set Include Page Number Prefix to Yes in the appropriate format menu and press Enter.
6. Repeat steps 4 and 5 for other Document Enhancement Feature options, if necessary.
7. Press Esc until you return to the typing area.
8. You must insert a Page Number code in the header or footer to include a page number prefix, so continue with “To Insert Page Numbers in Headers or Footers.”

## To Insert Page Numbers in Headers or Footers

1. In the typing area, press Format (F7).
2. Select Header or Footer in the Format menu.
3. In the Header or Footer typing area, position the cursor where you want the page number to print and press Instructions (F8).

**Note:** If you want to include a page number prefix, type the page number prefix preceding the position where you want the page number to print.

4. Select Page Number or System Page Number in the Instructions menu to insert a Page Number code or System Page Number code.

**Note:** To reset the Page Number, go to Headers or Footers, select Reset Page Number in the Instructions menu, type the Page Number Value you want, and press Enter. Remember to select Page Number, since the Reset Page Number must go with an existing Page Number code.

5. Continue typing the header or footer, if necessary.

## **Command Line:**

Use the Command Line (Ctrl + A) commands PaGeNum, SystemPN, and ReSetP to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

## *Related Topics:*

- “Codes” on page 39
- “Format” on page 143
- “Get” on page 193
- “Headers and Footers” on page 200
- “Merge” on page 245
- “Paginate”
- “Print” on page 275
- “Spell” on page 315

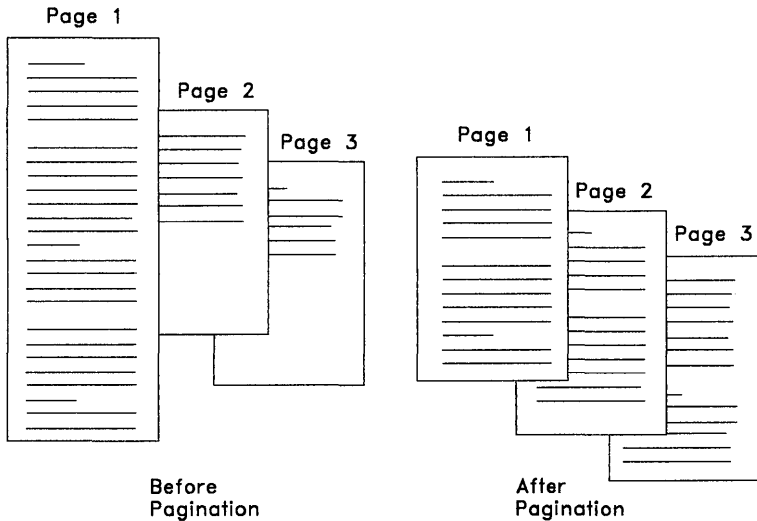
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## **Paginate**

Paginate adjusts new or revised pages of a document to conform to the format of the document (for example, first typing line, last typing line, left and right margins, footnotes, outlines, table of contents, indexes, reference lists, and page numbers). You should also paginate before you print a document with flowing text columns to get the text column format. Paginate is available through both Document Options (Ctrl + F7) and the Change Options, End and Save option of the End/Save (F2) menu. Paginate also occurs during Spell and Merge.

Paginate defaults for the active profile can be revised by changing Text Processing Defaults (through Text Defaults) in the Profiles menu.





Paginate allows you to:

- Adjust line and page endings
- Prevent widow and orphan lines in text and footnotes
- Specify dictionary hyphenation
- Optionally remove revision marking
- Optionally delete overstruck text
- Print text in flowing text columns
- Renumber outlines and footnotes after revisions
- Resolve footnotes, endnotes, and text notes
- Have the option of printing line numbers
- Generate a table of contents, reference lists, or an index.

### **To Paginate a Document from the End/Save Menu**

1. Press End/Save (F2) after the document is created or revised.
2. Depending on the End and Save Defaults set in the active profile (Text Defaults), do one of the following:
  - If the Paginate Document option in your active profile is set to No (or if you don't know the End and Save default settings), select Change Options, End and Save to display the Change Options, End and Save menu. Set Paginate Document to Yes to begin automatic pagination processing, or set Paginate Doc-

ument to Display Menus for pagination prompted with the Paginate Document menus.

OR

- If the Paginate Document option in the active profile is set to Yes or Display Menus, select End and Save to begin pagination processing.

### **To Paginate a Document from the Document Options Menu**

1. In the typing area, press Document Options (Ctrl + F7).
2. Select Paginate Document in the Document Options menu.
3. Make any changes in the Paginate Document menus and press Enter to begin pagination processing.

### **To Paginate a Document from the Print Document Menu**

1. Select Print in the DisplayWrite 5/2 menu.
2. Select Print Document in the Print menu.
3. Make any necessary changes in the Print Document (1 of 2) menu and press PgDn.
4. Make any necessary changes in the Print Document (2 of 2) menu.
5. Do one of the following:
  - Set Paginate to Yes in the Print Document (2 of 2) menu to paginate the document before printing.

OR

- Set Paginate to Display Menu to display the Paginate Document menu before pagination or printing occurs. Make any necessary changes in the Paginate Document menu.
6. Press Enter to paginate the document.

#### *Hints:*

- Insert Begin Keep and End Keep codes around text you do not want split across pages during pagination.

- The Remove Highlighting and Delete Overstruck Text menu items do not remove revision marking or overstruck characters from headers, footers, or footnotes in the 9000 pages.
- Paginate ends pages at Required Page End (Ctrl + R) codes.
- To keep text, words, or numbers on the same line, use Required Space (Ctrl + V) in place of a normal space.
- To interrupt pagination, press Ctrl + Break. DW 5/2 displays the message “Pagination of XXXXXX ended at request” at the bottom of the screen.
- If Paginate Document is set to Yes in the Change Options End and Save menu, the document will be paginated using the Paginate Defaults of the active profile.
- Paginate options changed through the Change Options End and Save menu remain active for the current editing session only. To make the changes permanent, change your Text Defaults options through the Profile menu.
- If interrupted, the document stored is paginated to the point where Ctrl + Break was pressed.
- Locate Table of Contents and Locate Index codes are resolved only for the occurrence of the code.

**Command Line:**

Use the Command Line (Ctrl + A) commands PAGinate and END to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

*Related Topics:*

- “Auto Page End” on page 20
- “Begin and End Keep” on page 23
- “End/Save Document” on page 121
- “Flowing Text Columns” on page 128
- “Hyphenation” on page 207
- “Merge” on page 245
- “Page Ends” on page 264
- “Profiles” on page 287
- “Related Text Columns” on page 297
- “Required Space” on page 304
- “Spell” on page 315

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## Paper Clip

When you select **Revise Document** in the **DisplayWrite 5/2** menu, **DW 5/2** returns to the beginning of the document. This occurs because **Return to Paper Clip** is set to **No** in the default profile (**PROFILE.PRF**). If you want to return to the cursor position where you were working when you ended and saved the document (the paper clip), you can set **Return to Paper Clip** to **Yes**. **DW 5/2** positions the cursor at the paper clip and displays your document beginning with the two preceding lines above the cursor.

You can select the paper clip temporarily through the **Edit Options (Ctrl + F5)** menu. If you want to return to the paper clip each time you revise a document, select the paper clip through the **Edit Defaults** menu in **Profiles (Text Defaults)**.

**Note:** Paper Clip is reset to the beginning of the document when you use **Recover**, **Spell**, or **Paginate**.

### To Change the Paper Clip

1. Select **Profiles** in the **DisplayWrite 5/2** menu.
2. Select **Revise Profile** in the **Profiles** menu.
3. Type the **Profile Name** in the **Profile** menu and press **Enter**.
4. Select **Defaults For Text** in the **Revise Profile** menu.
5. Select **Edit** in the **Text Defaults** menu.
6. If you want to return to the paper clip each time you revise a document, set **Return to Paper Clip** to **Yes** under **Edit Options** in the **Edit Defaults** menu and press **Enter**.

If you want to return to the beginning of the document each time you revise it, set **Return to Paper Clip** to **No**.

7. Press **Esc** until the **End/Save** menu is displayed.
8. Select **End and Save** in the **End/Save** menu to save your profile changes.
9. Press **Esc** in the **Profiles** menu to return to the **DisplayWrite 5/2** menu.

## **Command Line:**

Use the Command Line (Ctrl + A) command CLIP to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

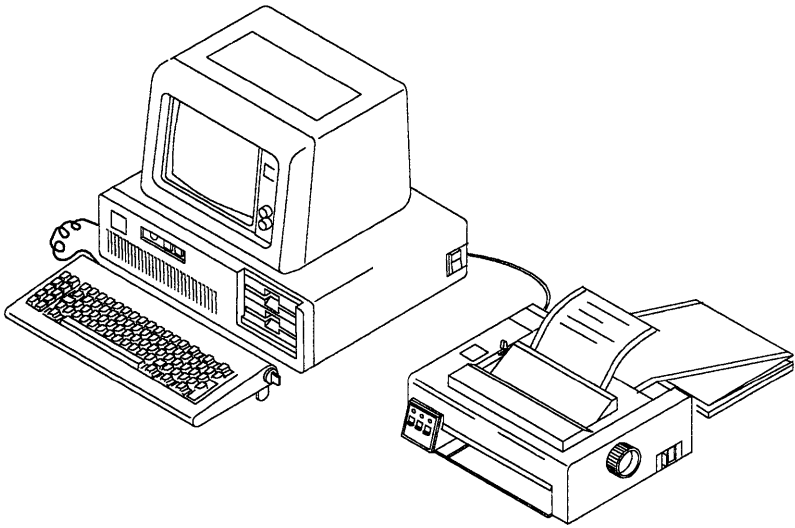
### *Related Topics:*

- “Paginate” on page 270
- “Profiles” on page 287
- “Recover Documents” on page 292
- “Spell” on page 315



You can print several types of documents with DisplayWrite 5/2:

- IBM DisplayWrite 5/2 documents
- IBM DisplayWrite 4/2 documents
- IBM DisplayWrite 4 documents
- IBM DisplayWrite 3 documents
- Final-form text documents
- Print-ready ASCII documents
- Revisable-form text (RFT) documents.



Two modes for print processing are available: foreground or background.

DW 5/2 foreground print is the system default. Foreground print allows you to perform only print-related tasks while printing a document. After initial print processing, you can do other print-related tasks while your documents print.

DW 5/2 background print allows you to perform print-related tasks and other tasks while a document is being converted and printed. Other tasks might include Create Document, Utilities, and Spell.

While you are creating, revising, or viewing one document, you can print another by pressing Print (Alt + 4 or Ctrl + F12). You can print the current page that is being created, revised, or viewed by pressing Print Page (Ctrl + 2).

DisplayWrite 5/2, DisplayWrite 4/2, DisplayWrite 4, DisplayWrite 3, revisable-form text, and final-form text documents are automatically converted as they are printed to the appropriate format for the printer you are using. If you want to save a converted, print-ready, version of these document types, specify Output Device to Disk and a converted version for your printer with an extension of .PRN will be saved. You

can print the converted version later by using DW 5/2 or OS/2 Print. ASCII documents are already converted for printing.

**Command Line:**

Use the Command Line (Ctrl + A) commands PrintDoC and PrintPaGe to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

**To Print a Document from the DisplayWrite 5/2 Menu**

1. Select Print in the DisplayWrite 5/2 menu.

**Note:** If you need to make any changes in the Options for Printer menus, you must make these changes *before* you print the document.

2. Select Print Document in the Print menu.
3. Type the Document Name in the Print Document (1 of 2) menu, if necessary.

**Note:** To print a notepad, type the notepad name as the Document Name.

4. If you want to make any other changes in the Print Document menus, do so now.

**Note:** You can print ranges of pages by typing the beginning page, a hyphen, and the ending page in the System Page Number(s) field. If you want to print more than one range of pages, separate the ranges with spaces.

5. Press Enter to begin print processing.

**Notes:**

1. If you selected foreground processing, the document is placed in the print queue, and the Foreground Processing for Print menu remains displayed until all print jobs are converted and printed or sent to the OS/2 spooler (if in use). Then, the DisplayWrite 5/2 menu is displayed.
2. If you selected Background processing, the document is placed in the print queue, and the Print menu is displayed, allowing you to continue with other tasks. During Background processing, no print messages are displayed.

3. Terminating error messages are displayed only in Foreground processing.

### **To Print A Document from the End/Save Menu of Create/Revise**

1. In the text typing area, press F2 to display the End/Save menu.
2. Select Change Options, End and Save in the End/Save menu.
3. If necessary, set Paginate Document to Yes in the Change Options, End and Save menu.
4. Set Print Document to Yes in the Change Options, End and Save menu and press Enter.

DW 5/2 ends and saves, paginates, and prints your document.

### **To Print a Document while Creating or Revising Another Document**

1. In the typing area, press Print (Alt + 4 or Ctrl + F12).
2. Select Print Document in the Print menu.
3. Type the Document Name in the Print Document (1 of 2) menu.

**Note:** You cannot print the document you are creating or revising by using Print.

4. If you want to make any other changes in the Print Document menus, do so now.

**Note:** You can print ranges of pages by typing the beginning page, a hyphen, and the ending page in the System Page Number(s) field. If you want to print more than one range of pages, separate the ranges with spaces.

5. Press Enter to begin print processing.

#### **Notes:**

1. If you selected foreground processing, the document is placed in the print queue, and the Foreground Processing for Print menu remains displayed until all print jobs are converted and printed or sent to the OS/2 spooler. Then, the cursor returns to the typing area of the document you are creating or revising.



2. If you selected background processing, the document is placed in the print queue, and the cursor returns to the Print menu. Press Esc to return to the typing area of the document you are creating or revising.

### **Command Line:**

Use the Command Line (Ctrl+A) command PrintDoC to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### **Print Page**

During the creation, revision, or viewing of a document, you may request that the current page be printed by pressing Print Page (Ctrl+2). The current page, containing the complete header and footer text is copied to a temporary file. Page Number or System Page Number instructions in the header or footer are resolved using the correct page number for the page. Print date instructions are resolved using the current date. After the current page is copied to a temporary file and then printed, the current page remains displayed.

If creating or revising a document, Last Revision Date instructions in the header or footer are resolved to the current date.

If viewing a document, Last Revision Date instructions in the header or footer are resolved to the last revision date of the viewed document.

Print Page can also be used to print the Help text while viewing a Help panel. Print Page prints the entire Help topic, not just what is on the screen.

The Print Page Options specified in the active profile are used to process Print Page requests. The priority for Processing Pages option indicates whether to process the selected pages at a high priority or a standard priority.

You can also indicate whether to print a page each time you press Print Page or whether to collect these pages and print them all at once. See “Print Page Sequence” on page 280.

You must paginate a page to resolve information such as footnotes before selecting that page to print. The pages that you select are processed in the same order that they were selected. One copy of each selected page is printed.

You can end the creation, revision, or viewing of a formatted page of a document before all selected pages are printed. You can then perform other tasks while the pages are printing.

### **Command Line:**

Use the Command Line (Ctrl + A) command PrintPaGe to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

## **Print Page Sequence**

You can designate your print requests to print individually as soon as the queue is available, or you can have your requests held so that multiple pages are batched together:

- Output Pages set to I (Individually) places the page in the print queue based on the priority designated for processing pages. This ensures that each page is printed as soon as possible. Selecting this option is advisable when you are printing pages on a printer directly attached to your personal computer.
- Output Pages set to C (Collected Together) places the job in the print queue based on the priority designated for processing pages when you end or exit the document. This ensures that all pages from the same document are printed together. Selecting this option is recommended when you are printing to a shared printer.

If you select Output Pages Individually in the active profile and press Print Page during Create, Revise, or View, the following message is displayed:

Processing Page

A temporary file, containing a copy of the current page, is placed in the print queue based on Priority for Processing Page. The following message is displayed:

“Document Name” is added to the print queue.

If the print queue is full when you press **Print Page**, the following message is displayed:

Print queue is full.

A notice box appears and tells you to press **Enter** to try again or press **Esc** to erase the print file.

If you select **Output Pages Collected Together**, the temporary file containing the pages you selected to print is placed in the print queue when you exit from **Create**, **Revise**, or **View**. This ensures that all pages from the same document are printed together.

## **Print Priority**

You can specify the priority for processing pages to be printed with respect to other jobs in the print queue by setting the **Print Page Options** in the **Workstation Defaults** from the **Profile** menu:

- High priority designates the page or pages selected to be processed as soon as the current active job and all other high priority print jobs currently in the print queue are processed.
- Standard priority processes a print job after all other print jobs currently in the print queue are processed or cancelled. If a high priority print request is added to the print queue before a standard priority job starts, the high priority print request will be processed first.

### *Hints:*

- You can use the **List Services** function to print a document.
- The number of jobs in the print queue is displayed on the first status line.
- If you change the defaults in the **Print** menus often, you may want to change print defaults for future documents through **Profiles (Work Station Defaults)**. For example, if you want all documents sent to **Printer 2** printed in quality mode, set **Draft Mode** to **No** in the **Options for Printer 2** menu in **Profiles**.
- If you want to use **DW 5/2 Background Print** as the default, set the **Type of Processing** to **Background** in the **Print Document Options** menu in **Profiles (Work Station Defaults)**.

- Depending on the printer you are using, the converted or printed output can vary. For example, one printer may print bold by using double-strike, and another may use emphasis mode. The printer function table you are using defines the way your printer prints.

When the DW 5/2 Install program was run for your system, a printer function table was identified for each of the printers you installed. If the printer function table you are using is not using the full capabilities of your printer, see “Printer Function Table Tasks” in *Technical Reference*.

- If you decide to change printers or if you purchase new fonts, Printer Install must be executed to re-install the printer fonts.
- Be sure your document is printed on the printer for which it was converted. If a document is converted for one printer, then printed on another, the results are unpredictable.
- Depending on the printer you are using and if your documents have typestyle changes, the printer may stop so you can change printer elements manually.

*Related Topics:*

- “Graphics Mode Printing” on page 198
- “Final-Form Text Conversion” on page 126
- “Install Support” in *Technical Reference*
- “List Services” on page 229
- “Print Queue” on page 285
- “Printer Support” in *Technical Reference*
- “Profiles” on page 287

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## Print Color

You can use Print Color (Ctrl + P) in the typing area to select the printed color of the text. If your printer does not support color, the print color code is ignored. The color field on the second status line shows the print color for the present cursor position.

Black is the system default print color. You can use Print Color (Ctrl + P) to change the print color for a word. You can also change the print color within a format change by using Format (F7). You can change the print color for an entire document by changing the Docu-

ment Format using Document Options (Ctrl+F7). The print color remains in effect unless you make a print color change. These changes affect the text from the Print Color Change code to either the next Print Color Change code or to the end of the document.

Change the print color for future documents through the Profiles menu (Text Defaults).

**Note:** Color must be defined in the Printer Function Table for the printer you are using.

### **To Change the Print Color within a Line**

1. In the typing area, position the cursor at the first character of the first word where you want to change the print color and press Print Color (Ctrl+P).
2. Select the print color you want in the Print Color menu.
3. Press Enter to return to the typing area.
4. To select the previous print color or another print color, position the cursor at the first character of the word where you want the color to begin and press Print Color (Ctrl+P).
5. Select the print color you want in the Print Color menu.
6. Press Enter to return to the typing area.

### **Command Line:**

Use the Command Line (Ctrl+A) command COLor to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### **To Change the Print Color within a Format Change**

1. In the typing area, position the cursor at the left margin of the line where you want to change the print color and press Format (F7).
2. Select Print Color in the Format menu.
3. Select the print color you want in the Print Color menu.
4. Press Enter to return to the typing area.

5. To select the previous print color or another print color, position the cursor at the left margin of the line where you want the color to begin and press Format (F7).
6. Select Print Color in the Format menu.
7. Select the print color you want in the Print Color menu.
8. Press Enter to return to the typing area.

*Hints:*

- If the cursor is not at the beginning of a line, DW 5/2 moves it to the beginning of the line and the print color change begins there.
- If you want the active color to remain in effect, select Use Current Color in the Print Color menu.

## **To Change the Print Color for a Document**

1. In the typing area, press Document Options (Ctrl+F7).
2. Select Change Document Format in the Document Options menu.
3. Select Print Color in the Change Document Format menu.
4. Select the print color you want in the Print Color menu.
5. Press Enter to return to the typing area.

### **Command Line:**

Use the Command Line (Ctrl+A) command COLorD to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

## **To Revise a Print Color Change**

1. Position the cursor under the Print Color Change code (¶) and press View/Revise Codes (Ctrl+F8).
2. Select the print color you want in the Print Color menu.
3. Press Enter to return to the typing area.

*Hints:*

- If you want the current color to remain active, delete the Print Color Change code.

- To locate the Print Color Change code, press Edit Options (Ctrl + F5), set Display All Codes to Yes, and press Enter.

You can also locate the Print Color Change code by using the Find option in the Search (F6) menu.

- Delete the Print Color Change code by positioning the cursor under the Print Color Change code (⏏) and pressing Del and Enter.

### **Command Line:**

Use the Command Line (Ctrl + A) commands CODEs and FINd to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### *Related Topics:*

“Codes” on page 39

“Format” on page 143

“Profiles” on page 287

“Search” on page 312

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## Print Queue

The print queue is an ordered list of print jobs for which printing has been started but has not yet completed. When you use DW 5/2 to print a document, it becomes a print job and is placed at the bottom of the DW 5/2 internal print queue. As each print job reaches the top of the queue, the document is converted to the printer’s format. Unless you have selected Disk as the Output Device in the Print Document (2 of 2) menu, the converted document is sent to the designated printer for printing.

If you are using the OS/2 spooler, the print job is added to the spooler’s print queue before it is printed. The following topics apply only to the DW 5/2 internal print queue. See the *OS/2 Reference Guide* for information about the OS/2 print queue.

## Changing the Print Queue

To make any changes to the DW 5/2 internal print queue, the Print menu must be displayed. You can get to the Print menu from three places in DW 5/2:

- If you are at the DisplayWrite 5/2 menu, select Print.
- If you are creating, revising, or viewing a document, press Print (Alt+4 or Ctrl+F12).
- If the Foreground Processing for Print screen is displayed, press Ctrl+Break.

## To Add a Job to the Print Queue

1. Select Print Document in the Print menu.
2. Type the Document Name in the Print Document (1 of 2) menu.
3. If you want to make any other changes in the Print Document menus, do so now.
4. Press Enter to add the job to the print queue.

### Command Line:

Use the Command Line (Ctrl+A) command PrintDoC to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

## To Cancel a Job in the Print Queue

1. Select Cancel Print Jobs in the Print menu.
2. Position the cursor in the Cancel Print Jobs menu to select the job you want to cancel and press Enter to cancel the job.

**Note:** A part of the print job may have already been sent to the printer or the OS/2 spooler. You cannot cancel this part of the job from DW 5/2. If you are using the OS/2 spooler, you may be able to cancel the job from the OS/2 command line.

3. If the job you cancelled was the only job in the print queue, DW 5/2 returns to the Print menu.

If you have other jobs in the print queue, press Esc in the Cancel Print Jobs menu to continue processing or printing.



See the *OS/2 Reference Guide* for spooler and additional print cancel information.

## To Reorder a Job in the Print Queue

1. Select List or Reorder Print Jobs in the Print menu.
2. Position the cursor in the List or Reorder Print Jobs menu to select the job you want to print next.
3. Press Enter to move the job to the second position in the print queue. This job will print next after the first job in the queue finishes printing.
4. Press Esc in the List or Reorder Print Jobs menu to continue processing or printing.

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## Profiles

Profiles provide a way to customize DW 5/2 to work with your PC hardware as well as change format and other DW 5/2 options. For example, the printers you specified during Install are stored in the default profile, PROFILE.PRF.

If you want to change these defaults, you can revise the default profile (PROFILE.PRF), or you can create a new profile. Multiple profiles can be created and saved depending on your needs. Once you create a profile, you must activate this profile before it can be used by DW 5/2.

**Note:** When you select Create Profile, DW 5/2 makes a copy of the active profile. Modify this copy to create the new profile. To create a profile starting from the shipped defaults, activate the System Profile, then create a new profile. Your new profile is saved in the program directory.

A profile can be a system profile or a user-supplied profile. If you want a particular profile to be active every time you load DW 5/2, you can select Create Batch File in the Profiles menu to create a batch file that specifies the profile's name. Then, use the new batch file to load DW 5/2. For more information about creating batch files, see "Batch Files for Loading DisplayWrite 5/2" in *Technical Reference*.

The keyboard function keys (Ctrl + key) are set up for the language that was ordered for DW 5/2. If you use DW 5/2 in more than one

language, be sure to look at the keyboard templates for each language version. The templates show how the function keys are different between languages.

**Note:** If you copy the default profile from one system and try to use it on a system that uses a different language, the operation of the keyboard function keys may be different.

You can revise a profile and change the defaults for the following menus:

### Text Defaults

- Document Format and Alternate Format

  - Margins and Tabs

  - Line Spacing/Justification

  - Typestyle (Typeface and Pitch)

  - Line Numbering

  - Page Layout/Paper Options

  - Document Enhancement Features

    - Outline/TOC

    - Footnote

    - Text Note

    - Index

    - Reference List

  - Print Color

- Edit Defaults (Edit Options)

- Math Format

  - Activate Math Format

  - Change Math Format

- Date Defaults

- Command Defaults

- End and Save Defaults

- Text Processing Defaults

  - Paginate Defaults

  - Spell Defaults

  - Merge Tasks Defaults

### Work Station Defaults

- Options for Printers 1 through 3

- Print Document Options

- Print Page Options

- Primary Printer and Font Set

- Keyboard Options

- Revise Keyboard Extensions

- Display Options

Units of Measure within Menus  
Default System Paths  
Revisable-Form Text Conversion Defaults  
List Services Defaults.

## **To Create or Revise a Profile**

1. Select Profiles in the DisplayWrite 5/2 menu.
2. Select Create Profile or Revise Profile in the Profiles menu.
3. Type the Profile Name in the Profile menu and press Enter.
4. Make any choices and changes in the Create Profile or Revise Profile menus.
5. Press Esc until the End/Save menu is displayed.
6. Select End and Save in the End/Save menu to save the profile you have created or revised.
7. Press Esc in the Profiles menu to return to the DisplayWrite 5/2 menu.

## **To Activate a User Profile**

1. Select Profiles in the DisplayWrite 5/2 menu.
2. Select Activate User Profile in the Profiles menu.
3. Type the Profile Name in the Profile menu.
4. Press Enter to activate the profile and return to the Profiles menu.
5. Press Esc in the Profiles menu to return to the DisplayWrite 5/2 menu.

### *Hints:*

- When you enter Profiles, the active profile name is displayed on the status line.
- If you revise the active profile, you do not need to activate it after your revisions are complete.

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## Prompted Stop

Use Prompted Stop (Ctrl+6) to create and display messages within a form document to indicate where information is to be typed each time the document is used. To create a Prompted Stop, use Prompted Stop (Ctrl+6). Ctrl+6 accesses the Prompted Stop menu to insert a Prompted Stop code. To find the Prompted Stop code and see the prompt, position the cursor before the code and press Next Variable (Ctrl+N).

For example, you may send the same letter to different customers. Prompted Stop codes inserted before the name and address fields mark the location for this information. When you press Ctrl+N, the cursor moves to the name field immediately. The message you created is displayed then, prompting you for new information, for example, "Insert customer name." The next Ctrl+N displays the prompted stop code, indicating where to insert the customer address.

### **To Insert a Prompted Stop Code in a Document**

1. In the typing area, position the cursor where you want to insert the Prompted Stop code and press Prompted Stop (Ctrl+6) to display the Prompted Stop menu.
2. Type a message at the Message to be Displayed option in the Prompted Stop menu, and press Enter to return to the typing area.
3. Repeat steps 1 and 2 for each Prompted Stop code you want to insert in your document.

### **To Display a Prompted Stop Message in a Document**

To display a Prompted Stop message, position the cursor anywhere in the document preceding the Prompted Stop code and press Next Variable (Ctrl+N). The message is displayed at the bottom of the screen.

## To Locate a Prompted Stop Code

- In the typing area, position the cursor at the top of the document and press Next Variable (Ctrl+N). The cursor is positioned one character past the code, and the message is displayed. To see the code, move the cursor back one position.

OR

1. Press Search (F6).
2. Select Find in the Search menu.
3. Press Prompted Stop (Ctrl+6) to display the Prompted Stop code.
4. Press Enter. The next Prompted Stop code is found, and the cursor is positioned on the code. The message is not displayed.

## To Revise a Message in a Prompted Stop Code

1. In the typing area, press Next Variable (Ctrl+N) until you locate the Prompted Stop code to be changed.

**Note:** Move the cursor back one position to highlight the Prompted Stop code.

2. Press View/Revise Codes (Ctrl+F8) to display the Prompted Stop menu.
3. Revise or retype a message of your choice at the Message to be Displayed option in the Prompted Stop menu and press Enter to return to the typing area.

### *Hints:*

- Each time Next Variable (Ctrl+N) is pressed, the cursor moves to the next occurrence of a Prompted Stop code, a Stop code, or a variable.
- Trailing spaces will be removed from a message.
- Only graphics from the current code page can be included in messages.

### *Related Topics:*

- “Search” on page 312
- “Stop Codes” on page 323

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## Recover Documents

Recover allows you to recover single documents or specified documents in a directory that were ended abnormally. For example, information may be lost from a disk or document because of a loss of electrical power or the premature removal of a diskette. After recovering the document, you may want to revise the document to check for and replace any lost information. See “Substitute” on page 325.

You can recover documents using Utilities or List Services.

### To Recover a Document

1. Select Utilities in the DisplayWrite 5/2 menu.
2. Select Recover in the Utilities menu.
3. Type the Document Name in the Recover menu.

**Note:** To recover multiple documents or a directory, use the OS/2 global characters \* and ? as part of the Document Name.

4. Press Enter to recover the document.
5. Press Esc in the Utilities menu to return to the DisplayWrite 5/2 menu.

#### *Hints:*

- You can use the List Services function to perform some Block Edit functions.
- Recover can only be used to recover DW 5/2 documents.
- You may need to recover a document if a message indicates that the document is already in use.
- To stop the recovery of multiple documents, press Ctrl + Break.
- If your document was ended abnormally (for example, by a power failure) while you were revising the document, you may need to do the following before you can revise the document again:
  - Rename the file that has the same document name and a .\$\$C extension (the backup copy) to a different name and extension.

- Erase the file that has the same document name and a .\$\$T extension. This file was created for saving the last deleted block (if any) during revisions.
- Recover the original document.
- Revise the recovered original document. If none of the information was lost, you may want to erase the backup copy you renamed. If information was lost, you can use the backup copy.
- Use the Find option in the Search (F6) menu to locate a Substitute code (Ctrl+ $\backslash$ ), which marks the location where data has been lost.

### **Command Line:**

Use the Command Line (Ctrl+A) command FINd to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### *Related Topics:*

- “Backup Copy” on page 22
- “Erase Documents” on page 123
- “Extensions” on page 124
- “List Services” on page 229
- “Rename Documents” on page 302
- “Substitute” on page 325

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## **Reference List**

You can gather related items from within your document into one or more reference lists. The items in each reference list are listed in alphabetical order.

### **Locate Reference List**

You can use one or more Locate Reference List codes to place reference lists in a document. To ensure that these locate codes are paginated correctly, these rules must be followed:

- All Locate Reference List codes found before a Required Page End code are considered to be a reference list set. A reference list set

can have from 1 to 50 reference lists in it. Any Locate Reference List codes that follow a Required Page End code are considered to be in the next reference list set.

- All text located before, after, and between the Locate Reference List codes in a reference list set will remain before, after, or between the resolved reference lists. This text, however, may appear on different pages after the lists are resolved during pagination.
- Page number references for table of contents, index, and reference list entries are collected before the resolution of reference list sets. If any of these codes are in a reference list set, they may appear on a different page after pagination resolves the reference list set. Therefore, do not place these codes anywhere in a reference list set. If you place these codes in a reference list set, a \* will follow their page number references, and an error message will be displayed during pagination.

**Notes:**

1. The page numbers used for a reference are determined as follows:
    - On the page where the reference occurs, DW 5/2 searches for a Page Number code in the appropriate header or footer.
    - If DW 5/2 finds a Page Number code, it uses the corresponding page number (System Page Number or Page Number) for the reference. If DW 5/2 finds more than one Page Number code in the header or footer, it uses only the first Page Number code it found.
    - If DW 5/2 does not find a Page Number code, it uses the System Page Number for the reference.
  2. You can include prefixes with the page numbers in your reference list to produce page numbers such as 2.1.3 and 4-11. See “To Include Prefixes in Page Numbers” on page 269.
- Do not place footnote references within a reference list set. They cause unpredictable results.
  - You should place the Locate Reference List code in the document where a fixed pitch typestyle is active.



## **To Create a Reference List Entry**

1. In the typing area, position the cursor at the place where you want a reference to this reference list entry to appear.
2. Press Reference List Entry (Ctrl + G).
3. Type the Reference List Entry Name in the Reference List Entry Definition menu. This is the symbolic name for this entry in the designated reference list. This and any other reference list entry for this name in this reference list will be considered a reference of the reference list entry text.
4. If you are defining this entry for the first time, set Edit Entry Text to Yes in the Reference List Entry Definition menu. If you do not specify Yes, and there was no previous definition for this entry, a notice box will be displayed. Follow the instructions in the notice box.
5. If you want a copy of the entry text to be inserted into the document following the Reference List Entry code, set Resolve Entry Text to Yes in the Reference List Entry Definition menu. When the document is paginated with this option set to Yes, the latest copy of the entry text will replace what was inserted when the entry was created. If you inserted a copy of the entry text and set the Reference List Entry code to No for this option, the inserted text will remain until you paginate the document. At that time, the old copy of the text will be removed and nothing will be inserted. The Entry Text is inserted immediately only when the code is created.
6. Press Enter to go to the Create Reference List Entry sub-window.
7. Type the text you want to appear as an entry when this reference list is resolved. The reference list entry name in this reference list will refer to this entry text.
8. Press F2 to save the Reference List Entry text and return to the typing area.

## To Revise a Reference List Entry

1. In the typing area, position the cursor at the code for the Reference List Entry that you want to revise.
2. Press View/Revise Codes (Ctrl + F8).
3. If you want, revise the Reference List Number in the Reference List Entry Definition menu.
4. If you want, revise the Reference List Entry Name in the Reference List Entry Definition menu.
5. If you want, revise the Insert Entry Text option in the Reference List Entry Definition menu.
6. If you want to revise the entry text, do the following:
  - a. Set Edit Entry Text to Yes in the Reference List Entry Definition menu.
  - b. Press Enter to go to the Revise Reference List Entry sub-window.
  - c. Revise the entry text.
  - d. Press End/Save (F2) to save the revised Reference List Entry text and the other revisions and return to the typing area.
7. If you do not want to revise the entry text, press Enter to revise the code and return to the typing area.

### Notes:

1. If you revise the reference list number or the reference list entry name, and the resulting entry has not been previously defined, you will have to type entry text and the resulting revised code will correspond to the new entry.
2. Always paginate your document after you have revised Reference List Entries in order to make your changes effective.

### Hints:

- To help locate Reference List Entry codes, press Edit Options (Ctrl + F5), set Display All Codes to Yes, and press Enter.
- You can also locate the Reference List Entry codes by using the Find option in the Search (F6) menu.

## **Command Line:**

Use the Command Line (Ctrl + A) commands **LOcateR**, **REFlistA**, and **REFlistD** to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

## *Related Topics:*

- “Codes” on page 39
- “Index” on page 211
- “Paginate” on page 270
- “Profiles” on page 287
- “Search” on page 312
- “Table of Contents” on page 330

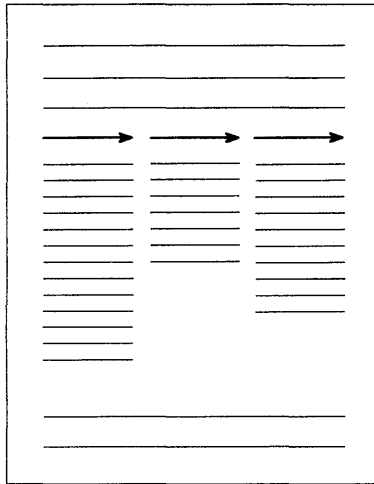
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## **Related Text Columns**

While you are creating or revising a document, you may want to format the text into more than one column. You can do this by pressing **Text Columns (Ctrl + F10)**.

Related columns are aligned horizontally across the page. You can select the number of columns, amount of spaces between columns, and the width of each column.

Example:



While you are typing in the related text columns format, DW 5/2 displays the text in only one column. The scale line shows the column number, margins, center, and tab stops for the column in which you are typing.

If you want to verify the format of the related text columns before you print the document, you can view the formatted text. See “View Formatted Document” on page 363.

## To Format Related Text Columns

1. In the typing area, position the cursor at the left margin of the line where you want the related text columns to begin and press Text Columns (Ctrl + F10).
2. Set the Number of Columns (1-12) in the Define Text Columns menu.
3. Set the Number of Spaces Between Columns in the Define Text Columns menu. This number must be greater than zero.
4. Set the Type of Columns in the Define Text Columns menu to Related (R). Press Enter to go to the Define Related Column Width menu.

5. Set the width of each column in the **Define Related Column Width** menu. Press Enter to go to the **Related Text Columns Information** menu.
6. If the layout of your related text columns (as shown in the **Related Text Columns Information** menu) is what you want, press Enter to return to the typing area. You are now ready to type new text or format existing text in related columns.

If the layout of your related text columns is not what you want, reset the layout of your columns by pressing Esc once to return to the **Define Related Column Width** menu. Press Esc twice to return to the **Define Text Columns** menu, or press F7 to change the margins or pitch.

7. Type Ctrl+D for Next Column codes.
8. Type Ctrl+F10 to return to a single-column format.

**Note:** While typing, text will not appear in multiple columns. To view the text formatted into columns, press **Document Options** (Ctrl+F7) and select **View Formatted Document** in the **Document Options** menu.

### **Command Line:**

Use the **Command Line** (Ctrl+A) command **CoLuMn** to bypass some of the steps listed above. See “**Command Line**” on page 40 for more information.

### **To Type New Text in a Related Text Column Set**

1. Layout the related text columns as outlined in “**To Format Related Text Columns**” and type the text for the first column.
2. Press **Next Column** (Ctrl+D) to insert a next column code. The cursor will move to the next line.
3. Type the text for the next column.
4. Press **Next Column** (Ctrl+D) to insert a next column code. The cursor will move to the next line.
5. Repeat steps 3 and 4 until all columns are typed.

**Notes:**

- a. While typing, text will not appear in multiple columns. To view the text formatted into columns, press Document Options (Ctrl + F7) and select View Formatted Document in the Document Options menu.
  - b. To end related text columns, select Text Column (Ctrl + F10). Set the number of columns in the Define Text menu to 1 and press Enter. This will return you to a single-column format. Insert any needed blank lines.
6. To continue entering new sets of related columns, repeat steps 1 on page 299 through 5 on page 299 for each set.

**Command Line:**

Use the Command Line (Ctrl + A) command VIEWf to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

**To Format Existing Text into Related Columns**

1. Layout the related text columns as outlined in “To Format Related Text Columns” on page 298.
2. Position the cursor at the beginning of the text you want in the next column and press Next Column (Ctrl + D) to insert a next column code. Repeat for each column of text.
3. Position the cursor at the beginning of the line of text which follows the last column and press Text Columns (Ctrl + F10).
4. Set the Number of Columns in the Define Text Columns menu to 1 and press Enter to end related text columns and return to single-column format. Insert any needed blank lines.

**Note:** While typing, text will not appear in multiple columns. To view the text formatted into columns, press Document Options (Ctrl + F7) and select View Formatted Document in the Document Options menu.

**Hints:**

- To insert blank lines between sets of related text columns, return to single-column format and press Enter once for each blank line you want. Then create the next set of columns with Ctrl + F10.

- During printing or text typing, DW 5/2 returns to the document format after the related text columns are set:
  - When you have set the number of columns to 1 in the Define Text Columns menu
  - When the values you set in the Define Text Columns menu do not allow at least one character per column
  - When DW 5/2 finds a Begin Document Format code or a Begin Alternate Document Format code.
- Headers, footers, footnotes, and endnotes always print in single-column format.
- Use Format (F7) to change margin definitions or pitch.
- To ensure correct spacing between columns after a pitch change that affects existing related text columns, position the cursor on each Text Column code and press View/Revise Codes (Ctrl + F8) to display the Define Text Columns menu. Press Enter three times to return to the typing frame.
- Do not use format changes except Tabs and Typestyles in related text columns. DW 5/2 ignores format changes (except Tabs and Typestyles) that are not in the first column.
- Half index codes do not operate across columns when DW 5/2 processes related text columns. If a column contains a half index up code, and the related half index down code occurs in a following column, only text in the first column will be indexed up. Text in the following column will print on the normal print line until the half index down code is processed. Then, only text in the column that contains the half index down code will be indexed down.
- The following codes may cause formatting problems in related text columns:
  - Align
  - Center
  - Indent
  - Outline
  - Table.

If you create text or add existing text to related text columns that includes any of these codes, the text may extend past the right column margin when you format the document. If this happens,

you may have to do one of the following to obtain the results you want:

- Reformat the text to fit within the text column.
  - Change the column width to contain the text.
  - Return to single-column format before the text starts, then go to related text columns format after the text ends.
- If you use outlines in related columns, do not overrun the tab stops.

### **Command Line:**

Use the Command Line (Ctrl + A) command CoLuMn to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### *Related Topics:*

- “Codes” on page 39
- “Create Document” on page 73
- “Footnotes” on page 134
- “Footnote Appearance” on page 138
- “Format” on page 143
- “Headers and Footers” on page 200
- “Margins” on page 236
- “Outlines” on page 256
- “Outline Appearance” on page 258
- “Paginate” on page 270
- “View Formatted Document” on page 363

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## **Rename Documents**

You can change the name of single documents and OS/2 files by using Rename in the Utilities menu or by using the List functions menu from List Services.



## To Rename a Document or File

1. Select Utilities in the DisplayWrite 5/2 menu.
2. Select Rename in the Utilities menu.
3. Type the File Name in the Rename menu.
4. Type the New File Name in the Rename menu.
5. Press Enter to rename the document or file.
6. Press Esc in the Utilities menu to return to the DisplayWrite 5/2 menu.

### *Hints:*

- You can use the List Services function to rename documents.
- It is recommended that you do not rename documents that contain footnotes or text notes.
- You can use Rename to move a file to a different directory. The directory you specify for the File Name can be different from that specified for the New File Name. However, they both must be on the same drive.

### *Related Topics:*

- “Backup Copy” on page 22
- “Erase Documents” on page 123
- “List Services” on page 229
- “Name Document” on page 249
- “Recover Documents” on page 292

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## Required Hyphen

Insert a Required Hyphen by using the Hyphen key if you need to insert a hyphen that is always displayed and printed. For example, a telephone number, such as 111-2222, should be typed with a required hyphen.

You can redefine the Hyphen key in the Keyboard Options menu in Profiles (Work Station Defaults).

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## Required Space

Use Required Space (Ctrl+V) in place of a normal space to ensure text, words, or numbers are displayed and printed on the same line. For example, if you are typing a date, press Required Space (Ctrl+V) between the month and day so they are displayed and printed on the same line.

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## Revisable-Form Text Conversion

Revisable-form text (RFT) is a form of document that allows exchange of documents between DW 5/2 and other systems or application programs that support revisable-form text.

You can convert revisable-form text documents generated by another system or application program to DW 5/2 documents. Revisable-form text conversion also converts DW 5/2 documents to revisable-form text documents.

Revisable-form text documents are used in DW 5/2 in four ways:

- You can convert revisable-form text documents to DW 5/2 documents automatically by specifying the revisable-form text document name in the Revise Document menu.
- You can convert documents to and from revisable-form text through the Utilities menu.
- You can use Get to insert (and convert to DW 5/2) a copy of a page or all of a revisable-form text document into your DW 5/2 document.
- You can convert a DW 5/2 document to revisable-form text after creating or revising the document by selecting one of the Convert to Revisable-Form Text menu items in the End/Save menu.
- You can print revisable-form text documents.

If you exchange revisable-form text documents often, set Provide Revisable-Form Text Options in the End/Save Menu to **Yes** in the Revisable-Form Text Conversion Defaults menu in Profiles (Revisable-Form Text Defaults). However, when you revise a revisable-form text

document, DW 5/2 automatically provides the revisable-form text menu items in the End/Save menu, regardless of your profile setting.

Once a DW 5/2 document is converted to revisable-form text, you can use it with IBM DisplayWrite/36 (DW/36), IBM DisplayWrite/370 (DW/370), IBM DisplayWrite 3 (DW3), and IBM DisplayWrite Assistant (DWA). Within DW 5/2, you can also use revisable-form text documents originally created by DW/36, DW/370, DW3, and DWA.

*Hint:*

- You can use the List Services function to convert documents to and from revisable-form text.

*Related Topics:*

“Applications Support” in *Technical Reference*

“Final-Form Text Conversion” on page 126

“Get” on page 193

“List Services” on page 229

“Profiles” on page 287

“End/Save Document” on page 121

“Utilities” on page 360

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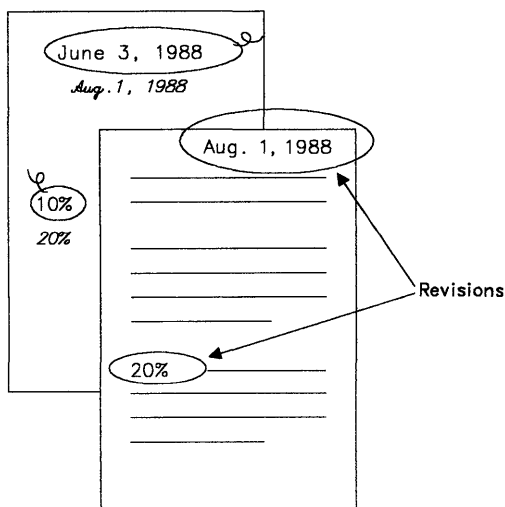
## Revise Document

### **CAUTION:**

**If you are revising a document on a diskette, do not remove the diskette until you have ended and saved the document.**

Use Revise Document to change both the content and the format of any previously created DW 5/2 document. When you select a document to revise, DW 5/2 displays the first page of the document and positions the text cursor in the first position of the first line. If you want to return to the cursor position where you last saved the document, see “Paper Clip” on page 274.

When you revise a document, you can make several types of revisions, such as inserting, deleting, or moving characters or words, or manipulating blocks of text. You can use Search (F6) to locate the text you want to revise.



Also, you can change the format of a document, including such items as margins and tabs, page length, headers and footers, outline levels, and footnotes. You can also change the format for individual documents or the format for future documents through the Profiles menu (Text Defaults). While you are revising a document, you may want to see the codes within the document. To do this, press Edit Options (Ctrl + F5), set Display All Codes to Yes, and press Enter.

Each time you revise a document, you are actually making changes in the original copy of the document. A *backup copy* is available if Edit Copy of Document is set to Yes in the Edit Defaults menu in Profiles (Text Defaults). If you make changes to a document, then decide you want the previous version of it, you can cancel the current changes by selecting Quit without Saving in the End/Save menu.

## To Revise a Document

1. Select Revise Document in the DisplayWrite 5/2 menu.
2. Type the Document Name in the Revise Document menu, if necessary.
3. Press Enter to go to the typing area and make your revisions.
4. Press End/Save (F2) and select the appropriate menu item in the End/Save menu.

### *Hints:*

- You can use the List Services function to revise documents.
- If you are creating or revising a document on diskette, do not remove the diskette until you have ended and saved the document.
- You can revise or add a Document Comment using Document Options (Ctrl + F7).
- If you want to view a formatted page of the document you are revising, see “View Formatted Document” on page 363.

### **Command Line:**

Use the following Command Line (Ctrl + A) commands to bypass some of the steps listed above:

- FINd
- CODEs
- END
- COMment
- VIEWf.

See “Command Line” on page 40 for more information.

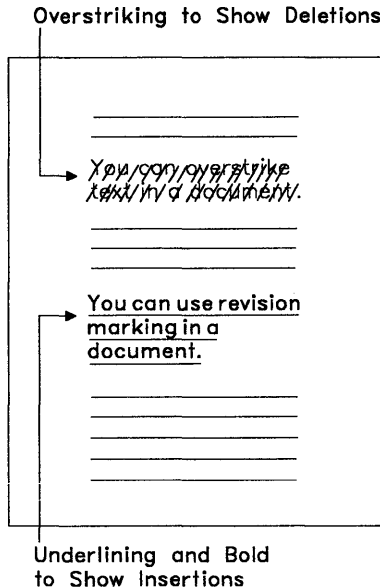
### *Related Topics:*

- “Backup Copy” on page 22
- “Block Edit” on page 29
- “Carrier Return” on page 36
- “Codes” on page 39
- “Corrections and Revisions” on page 69
- “Document Comment” on page 112
- “Format” on page 143
- “Go To Page” on page 196
- “Line Adjust” on page 226
- “List Services” on page 229
- “Notepad” on page 250
- “Paper Clip” on page 274
- “Print” on page 275
- “Profiles” on page 287
- “End/Save Document” on page 121
- “Search” on page 312
- “View Formatted Document” on page 363

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## Revision Marking

Revision marking identifies sections of text that have been revised before your document is final. You can mark text you want to delete or insert for revision.



Overstriking shows text you want to delete. You can mark this text by selecting Overstrike in the Block (F4) menu or by pressing Overstrike (Ctrl+S).

The default overstrike character is a slash (/), and the default overstrike option is to overstrike **all** text.

You can change the default overstrike character to any character. If you change the default overstrike character, the change takes effect only from the place where you made the change. If your printer does not support the overstrike character you select, DW 5/2 substitutes the underscore character.

You can change the default overstrike option using Edit Options (Ctrl + F5) to overstrike all text (including tabs and spaces), all text but tabs, all text but spaces, or all text but tabs and spaces.

Underlining and bold show text you want to insert. You can mark text to be inserted by pressing Mark (Ctrl + M) or by selecting Mark in the Block (F4) menu.

When the document content is final, the marks for inserted text (underlining and bold) can be removed. The overstruck text may also be deleted during pagination.

### **To Mark Text to be Deleted (Overstrike)**

**Note:** To change the overstrike character or the overstrike option for the current document, press Edit Options (Ctrl + F5) and change the Overstrike Character or the Overstrike Option in the Edit Options menu. To change the overstrike character or the overstrike option for future documents, use the Edit Defaults menu in Profiles (Text Defaults).

1. In the typing area, position the cursor at the beginning of the text to be marked for deletion and press Overstrike (Ctrl + S).
2. Position the cursor at the end of the text to be marked for deletion and press Overstrike (Ctrl + S).

#### *Hint:*

- You can also mark text for deletion by using the Overstrike option. Position the cursor under the first character to be deleted and press Block (F4). Select Text Styles in the Block menu. Select the Overstrike option in the Text Styles menu, follow the prompt to position the cursor one space to the right of the last character to be deleted, and press Enter.

#### **Command Line:**

Use the following Command Line (Ctrl + A) commands to bypass some of the steps listed above:

- OVerstrike
- OVerChar
- OVerOpt
- MaRK.

See “Command Line” on page 40 for more information.

## To Mark Inserted Text

1. In the typing area, position the cursor where you want to insert text and press Mark (Ctrl + M).
2. Type the text you want to insert.
3. Press Mark (Ctrl + M) to end marking the insertion.

### Hints:

- Depending on your display and display adapter combination, bold may or may not appear brighter on the screen. For more information, see “Displays” in *Technical Reference*.
- You can also mark text for insertion after you have typed it by using Mark in the Block (F4) menu. Position the cursor under the first character to be marked and press Block (F4). Select Text Styles in the Block menu. Select the Mark option in the Text Styles menu, follow the prompt to position the cursor one space to the right of the last character to be marked, and press Enter.

### Command Line:

Use the Command Line (Ctrl + A) command MaRK to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

## To Delete Revision Marking

1. In the typing area, press End/Save (F2) and select Change Options, End and Save.
2. Set Paginate Document to Display Menus in the Change Options, End and Save menu and press Enter.
3. In the Paginate Document menu, determine the selections for Revision Marking:
  - To remove highlighting from your marked insertions, set Remove Highlighting to Yes.
  - To delete text marked for deletion, set Delete Overstruck Text to Yes.



**Notes:**

- a. The Remove Highlighting and Delete Overstruck Text options do not remove revision marking or overstruck characters from headers, footers, or footnotes in the 9000 pages.
  - b. If your document has text that is both underlined and bold, and you want to keep it as such, you must use the following sequence of codes: begin underline, begin bold, end bold, end underline. This is the only sequence of codes that will not be removed when you have set Remove Highlighting to Yes.
  - c. You can also select Paginate from the Document Options (Ctrl + F7) menu.
4. Make any other changes in the Paginate Document menu.
  5. Press Enter to paginate your document and remove the revision marks.

**Command Line:**

Use the Command Line (Ctrl + A) commands END and PAGinate to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

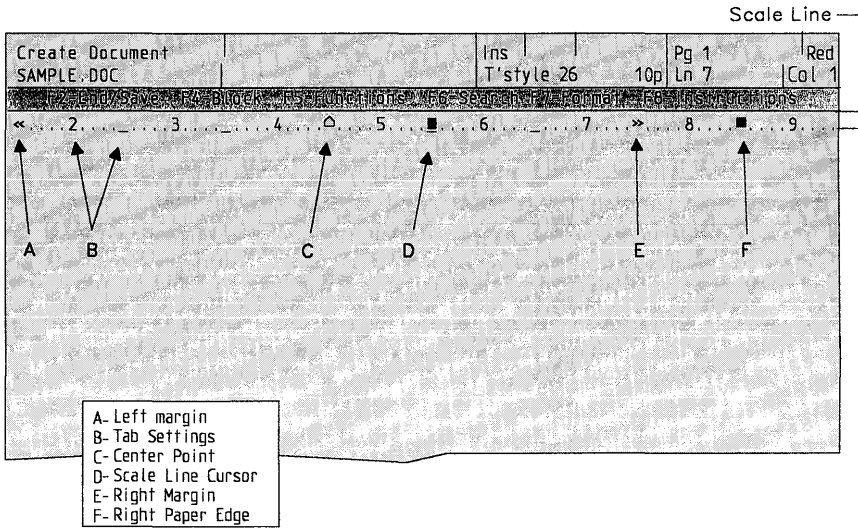
*Related Topics:*

- “Block Edit” on page 29
- “Codes” on page 39
- “Displays” in *Technical Reference*
- “Mouse Interaction” on page 247
- “Paginate” on page 270

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**Scale Line**

The scale line is the fourth line at the top of the screen. The scale line shows right and left margin settings, tab settings, the center point, the right paper edge, and the position of the cursor. Use the scale line as a guide while you are typing.



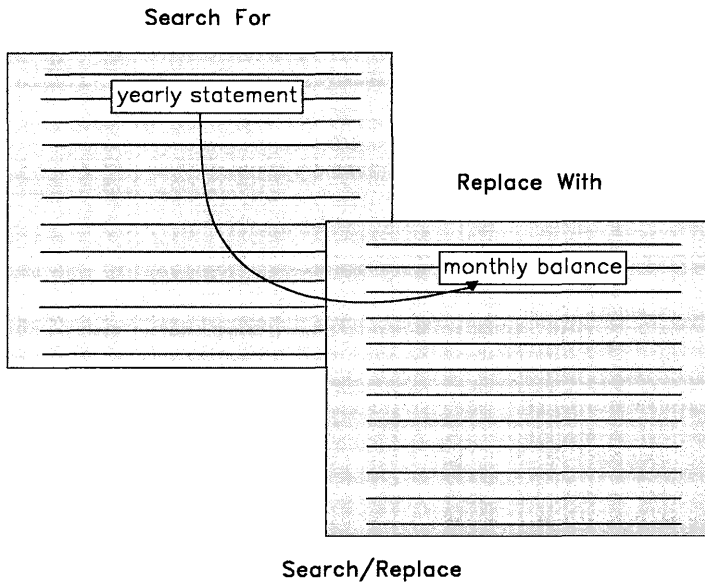
**Note:** The scale line looks different in Split Screen mode. For more information, see “Split Screen” on page 320.

## Search

Use Search (F6) to locate a specific character, code, number, word, or phrase in a document.

Using Search/Replace in the Search menu you can:

- Find a character string (a series of characters and codes)
- Search for a character string and replace it with another character string in either prompted or automatic mode
- Repeat the previous Find or Search/Replace operation
- Go to the top or bottom of a document
- Go to a specific page in a document.



Search strings can consist of one to 60 characters and codes. If you are using Search/Replace, you can indicate whether you want to search for entire words or exact characters that may or may not be within a word. For example, using Exact Character instead of Word to replace **his** with **her** would replace **history** with **hertory**.

### To Find a Character String

1. In the typing area, position the cursor at the point you want the search to begin and press Search (F6).
2. Select Find in the Search menu.
3. Type the character string you want to find, exactly as it appears in the text, after Find What? in the Find menu.

#### Notes:

- a. DW 5/2 positions the cursor under the first occurrence of the character string.
- b. To find the next occurrence of the same string, press Search (F6) and select Repeat.

## To Use Search/Replace

1. In the typing area, position the cursor at the point you want the Search to begin and press Search (F6).
2. Select Search/Replace in the Search menu.
3. Type the character string you want to search for, exactly as it appears in the text, in the Search/Replace (1 of 2) menu.
4. Type the character string with which to replace it.

**Note:** To delete a character string, do not specify a Replace With character string.

5. If you want to make any other changes in the Search/Replace menus, do so now.

### Notes:

- a. If Search/Replace is:
    - Prompted, select one of the menu items in the Prompted Search/Replace menu that is displayed each time the specified string is found
    - Automatic, all searched for characters are replaced.
  - b. To search for and replace more than one character string, use the Search/Replace (2 of 2) menu.
6. Press Enter to begin the search.

### Hints:

- If you type spaces while identifying a character string, DW 5/2 searches for the characters and the spaces, except for leading and trailing spaces and commas.
- Both Find and Search/Replace operate in a **forward** direction only.
- To find a Carrier Return code or a Required Carrier Return code, press either Ctrl+Enter or Ctrl+L, depending on the setting of the Required Carrier Return option in the Keyboard Options menu of Profiles (Work Stations).
- To find a Tab code, press Ctrl+Q.
- To find a Text Columns code, press Ctrl+F10.
- To find a Next Column code, press Ctrl+D.

- To find an Align code, press Ctrl + F3.
- To find format change codes, press Format (F7).
- To find a Prompted Stop code, press Ctrl + 6.
- To find a Stop code, press Alt + 6.
- To find an Index Entry code, press Ctrl + X.
- To find a Reference List Entry code, press Ctrl + G.
- To find codes inserted using the Instructions key, press Instructions (F8).
- To find words highlighted during Spell, press Spell/Count (F10).
- To find any other code, press Ctrl plus the inboard key that corresponds to the code you want to find.
- To stop a Find or Search/Replace operation, press Ctrl + Break.

**Note:** You must include the Begin and End codes in the Search/Replace strings when replacing bold or underline codes.

### **Command Line:**

Use the Command Line (Ctrl + A) commands FIND, REPEAT, and SEARCH to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### *Related Topics:*

- “Carrier Return” on page 36
- “Codes” on page 39
- “Go To Page” on page 196
- “Page Ends” on page 264
- “Profiles” on page 287

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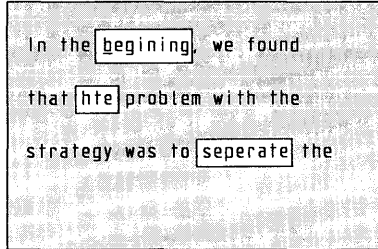
## Spell

Spell can be initiated two ways:

- Using Spell through the DisplayWrite 5/2 menu, you can verify the spelling of an entire DW 5/2 document.
- Using Spell/Count (F10), you can verify the spelling of a single

word, a single page, or the entire current document while in the typing area.

You can choose to do a prompted spell check or an automatic spell check. In both types of spell check, DW 5/2 highlights words that do not match an entry in an active dictionary.



In a prompted spell check, DW 5/2 stops at each unrecognized word so you can revise the word immediately, if necessary. In an automatic spell check, DW 5/2 checks the entire page or document and highlights each unrecognized word for later revision.

If you begin a spell check from the DisplayWrite 5/2 menu, you can choose either a prompted or automatic spell check each time; you can also change the active dictionaries or supplement. If you begin a spell check from within a document using Spell/Count (F10), the active dictionaries or supplements (system defaults) are used.

You can change the Spell Defaults for the active user Profile through Text Defaults (Text Processing Defaults).

**Note:** Spell does not allow embedded codes, special characters, or numbers in a word; they are regarded as word delimiters. For example, <BU>Corp<EU>oration would be spell checked as two words, “Corp” and “oration” because of the embedded End Underline code after the “p.” This rule has several exceptions:

- Embedded syllable hyphens
- Syllable hyphen + carrier return
- Syllable hyphen + carrier return + tab
- Keyboard change codes

- Spelling Mark Begin/End codes.

These combinations are recognized by Spell and can therefore be embedded in a word.

## To Spell Check a Word

1. In the typing area, position the cursor under the word to be spell checked and press Spell/Count (F10).
2. Select Check Word in the Spell and Count menu.
3. Select the correct spelling from the list of words displayed or press Esc and retype the word, as necessary.

## To Spell Check a Document While in the Typing Area

1. In the typing area, press Spell/Count (F10).
2. Select Check and Count Words Document in the Spell and Count menu.
3. If the spell check is:
  - Prompted – Select the appropriate item in the Prompted Spell menu for each word DW 5/2 highlights.
  - Automatic – For each highlighted word, position the cursor under the word and press Esc to remove the highlighting. Then retype or spell check the word, if necessary.

## To Spell Check a Page While in the Typing Area

1. In the typing area, position the cursor at the beginning of the page to be spell checked and press Spell/Count (F10).
2. Select Page under Check and Count Words in the Spell and Count menu.
  - Retype or spell check the word, if necessary.
  - If you do not want to change the highlighted word, position the cursor under the word and press Esc to remove the highlighting.

**Note:** Spell checks for single pages are processed as prompted or automatic, depending on the setting of Type of Spell Check in the Spell Defaults of Profiles.

## To Spell Check a Document from the DisplayWrite 5/2 Menu

1. Select Spell in the DisplayWrite 5/2 menu.
2. Select Check or Count Words in Document in the Spell menu.
3. Make any changes in the Check Document menus and press Enter to begin the spell check.
4. If the spell check is:
  - Prompted – Select the appropriate item in the Prompted Spell menu for each word DW 5/2 highlights.  
When the spelling check is complete, press Esc in the Spell menu to return to the DisplayWrite 5/2 menu.
  - Automatic – Revise the document. For each highlighted word, position the cursor under the word and press Esc to remove the highlighting. Then, retype or spell check the word, if necessary.

**Note:** To terminate the spelling check, press Ctrl + Break.

### *Hints:*

- When spell checking a page or document while in the typing area, words within formatted text, such as footnotes and endnotes, will be counted but not spell checked.
- Words in the footnotes will be spell checked but not counted.
- It is not necessary to remove the highlight marks left by a spell check. Although the highlight marks are displayed on the screen, they do not show when you print the document. However, you can select Remove All Marks from Page in the Spell and Count (F10) menu to remove the highlighting that resulted from an automatic spell check or from the Highlight and Continue option.
- Pressing Esc on any marked word removes the highlighting on that word.

### **Command Line:**

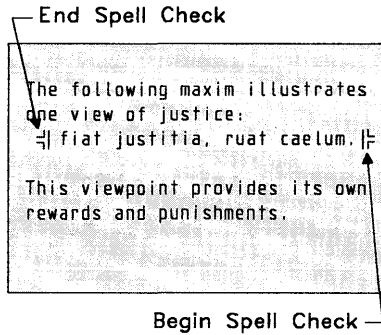
Use the Command Line (Ctrl + A) commands SPELL and REMovesp to bypass some of the steps listed above. See “Command Line” on page 40 for more information.



*Related Topics:*

- “Count Words” on page 70
  - “Dictionary” on page 86
  - “Hyphenation” on page 207
  - “Paginate” on page 270
  - “Profiles” on page 287
  - “Spell, Begin and End Check”
  - “Supplements” on page 326
  - “Synonyms” on page 329
- 

You can mark text you do not want to spell check by inserting End and Begin Spell Check codes. For example, you may want to mark off foreign words or quotations.



**To Mark for No Spell Check**

1. In the typing area, position the cursor at the beginning of the text you do not want spell checked and press Instructions (F8).
2. Select End in the Instructions menu.
3. Select Spell Check in the End menu to insert the End Spell Check code.
4. In the typing area, position the cursor where you want DW 5/2 to resume the spell check and press Instructions (F8).
5. Select Begin in the Instructions menu.

6. Select Spell Check in the Begin menu to insert the Begin Spell Check code and return to the typing area.

**Note:** Words between the End and Begin Spell Check codes will be counted during a Page or Document Check.

**Command Line:**

Use the Command Line (Ctrl + A) commands EndSP and BeginSP to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

*Related Topic:*

“Spell” on page 315

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## Split Screen

The Split Screen function allows you to divide the viewing screen into two screens: a primary screen and a secondary screen. You can create, revise, or view a document on one screen while you create, revise, or view another document on the other screen. You cannot create or revise the same document in both screens.

To activate the Split Screen function, you must be creating, revising, or viewing a document.

```
Create Document | Page End | Ins | | Pg 1 | Blk
SAMPLE.DOC | T'style 26 | 10p | Ln 7 | Col 1
F2=End/Save F4=Block F5=Functions F6=Search F7=Format F8=Instructions
<...2...3...4...5...6...7...>...8...9...
```

```
↓↓↓↓↓ Window below is active; press ALT+3 to switch ↓↓↓↓↓
<...2...3...4...5...6...7...8...9...
This is the active window.
```

**Note:** Split Screen (Alt+3 or Ctrl+F11), when first pressed, adds the secondary screen. Split Screen is then used to move, or switch, between the primary and secondary screens.

When you activate the Split Screen function, the screen is divided by the Active Screen Indicator. The indicator contains arrows which point to the active screen. The cursor in the active screen is highlighted and blinking. The direction of the arrows will change as you switch between the primary and the secondary screens.

The primary screen contains:

- The document in which you were working when you invoked the split screen function
- The status lines
- The menu bar
- The scale line.

The information on the status line applies to the active screen. For example, when you press Split Screen (Alt+3 or Ctrl+F11) to switch to the secondary screen, the status line information will change to reflect where you are in the document active in the secondary screen.

Split Screen allows you to move between the primary and secondary screens to perform tasks in each document. You can move or copy text from a document in one screen to a document on another screen. When you are finished with a document, press End/Save (F2). Select the appropriate option in the End/Save menu to end your document and return to a single screen.

## **Creating, Revising, or Viewing a Document in Split Screen**

1. Press Split Screen (Alt+3 or Ctrl+F11).
2. Select Create Document, Revise Document, or View Document in the Split Screen Tasks menu.
3. Type the name of the document you wish to create, revise, or view in the appropriate menu and press Enter.

### *Hints:*

- You cannot use split screen to edit different parts of the same document.

- The status line is shared between the two screens and reflects the status of the active screen.
- When you are in typing mode in either the Create or Revise task, you can block copy and block move from a document in one screen to a document in the other screen.
- Each screen has its own scale line.
- The message line is shared. It displays messages for the active screen.
- Help is accessed from the active screen.
- Mouse button 1 is used to select the active screen. Position the cursor in the screen that you want to be active and press button 1.
- Changing the keyboard extension will affect both the primary and secondary screens.

### **Command Line:**

Use the following Command Line (Ctrl + A) commands to bypass some of the steps listed above:

- SplitSC
- SplitSR
- SplitSV
- SWItch
- END.

See “Command Line” on page 40 for more information.

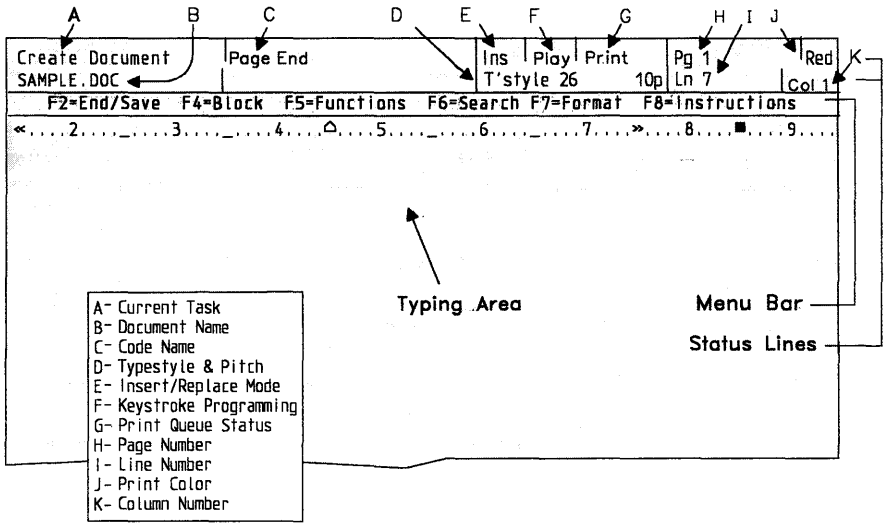
### *Related Topic:*

“Formatted View (Page Preview Mode)” on page 150

---

## Status Lines

Status lines are the first two lines at the top of the screen and are reserved for information reflecting your current situation in using DW 5/2. Status lines indicate such things as the current task being performed, the document name, the name of any code the cursor may be under, the system page number, and the line number.



Use Stop codes in a document to indicate a position where information will be changed each time the document is used. When you press Stop (Alt + 6), a Stop code is inserted into your document to mark a position that you can easily return to by pressing Next Variable (Ctrl + N).

For example, you may send the same letter to different customers. Stop codes inserted before the name and address fields in the letter mark the location for this information. When you press Ctrl + N, the cursor moves to the name and address fields immediately.

To insert a Stop code in a document, press Stop (Alt + 6). DW 5/2 positions the cursor one character past the Stop code. To see the Stop code, move the cursor one character to the left. Search (F6) can also be used to find a Stop code.

*Hint:*

- Each time Next Variable (Ctrl + N) is pressed, the cursor moves to the next occurrence of a Variable, a Prompted Stop code, or a Stop code.

*Related Topics:*

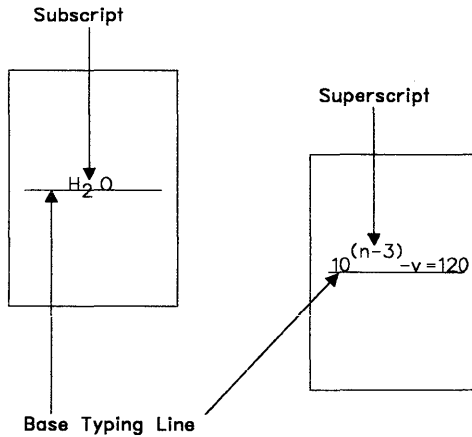
“Prompted Stop” on page 290

“Search” on page 312

---

## Subscripts and Superscripts

Subscripts are characters printed a half line below the base typing line. Superscripts are characters printed a half line above the base typing line.



### To Create Subscripts

1. In the typing area, position the cursor where you want a subscript and press  $\frac{1}{2}\downarrow$  (Ctrl + H) to insert a Half Index Down code.
2. Type the characters you want for the subscript. Your display may or may not show the characters indexed down on the screen.
3. Press  $\frac{1}{2}\uparrow$  (Ctrl + Y) to insert a Half Index Up code and return to the base typing line.

## To Create Superscripts

1. In the typing area, position the cursor where you want a superscript and press  $\frac{1}{2}\uparrow$  (Ctrl + Y) to insert a Half Index Up code.
2. Type the characters you want for the superscript. Your display may or may not show the characters indexed up on the screen.
3. Press  $\frac{1}{2}\downarrow$  (Ctrl + H) to insert a Half Index Down code and return to the base typing line.

### *Hints:*

- To delete a Half Index Down code or a Half Index Up code, position the cursor under the code and press Del.
- To help locate the Half Index Down codes and Half Index Up codes, press Edit Options (Ctrl + F5), set Display All Codes to Yes, and press Enter.

You can also locate the codes by using the Find operation of the Search function.

### **Command Line:**

Use the Command Line (Ctrl + A) command CODEs to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### *Related Topic:*

“Codes” on page 39

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## Substitute

When a document ends abnormally, DW 5/2 puts a Substitute code ( ) where text has been lost. After you recover the document, you can use the Find operation of the Search function to locate any Substitute codes. Press Substitute (Ctrl + \) after Find What? in the Find menu of the Search function and press Enter to go to the location where text has been lost. Replace any text that was lost. Continue searching for Substitute codes and replacing lost text until you reach the end of the document. If no Substitute codes are found, no text has been lost.

## Command Line:

Use the Command Line (Ctrl + A) command FIND to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

## Related Topics:

“Search” on page 312

“Recover Documents” on page 292

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## Supplements

If you frequently use words that are not in a DW 5/2 dictionary (for example, proper names), you can create a supplement to the dictionary as an additional aid in checking spelling.

Two supplements work with the dictionary. The first is the memory supplement, which is reserved during Spell, to which you can add words that the dictionary does not recognize. If you add a word to the memory supplement, DW 5/2 recognizes other occurrences of the word during the current spell check and highlights only those which are spelled differently. During prompted spell check, DW 5/2 prompts you to add words to the memory supplement.

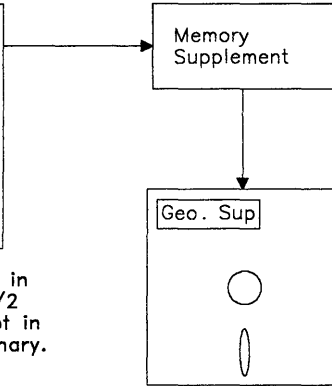
The second type of supplement is the dictionary supplement, a file to which you can add words from the memory supplement for future documents. You can also save words related to your work in one or more dictionary supplements. You can convert DW 5/2 documents to dictionary supplements.

**Note:** If you want to use a DisplayWrite 4 supplement with DW 5/2, you must first store the supplement to a document (using DisplayWrite 4). Then, using DW 5/2, you can create a DW 5/2 supplement from this DisplayWrite 4 document by selecting Add Words to Supplement in the Spell menu. DisplayWrite 4/2 supplements are compatible with DisplayWrite 5/2.



geoscience  
geostationary  
geostrategy  
geostrophic  
geotactic  
geosyncline  
geotaxis  
geothermal  
geotropic

These words are in a DisplayWrite 5/2 document but not in a DW 5/2 dictionary.



= These words were added during current and past spell checks.

= The words are now saved in a dictionary supplement for future spell checks.

## To Create a Dictionary Supplement

1. Create a DW 5/2 document.
2. In the typing area, type each word and any of its variations you want to include in your dictionary supplement (for example: **plate-let plate-lets plate-let's Plate-lets**).

**Note:** To indicate hyphenation points, insert syllable hyphens (Ctrl + hyphen) between syllables. A syllable hyphen is only displayed or printed if a word must be divided between lines in a document.

3. Press End/Save (F2) and select End and Save.
4. Select Spell in the DisplayWrite 5/2 menu.
5. Select Change Dictionary or Supplement in the Spell menu.
6. Type the Supplement Name of the supplement you want to create in the Change Dictionary or Supplement menu, if necessary, and press Enter. The Supplement Name must be different from the Document Name in step 1.
7. Select Remove All Words from Supplement in the Spell menu.
8. Select Add Words to Supplement in the Spell menu.
9. Type the Document Name in the Document for Supplement menu.  
**Note:** This document is the one that contains the words you want added to the supplement.
10. Press Enter to add the words to the memory supplement.

11. Press Esc to exit the Spell menu.
12. Follow the prompt to press Enter to save the additions to the dictionary supplement and return to the DisplayWrite 5/2 menu.

*Hint:*

- To create or use a different dictionary supplement, select Change Dictionary or Supplement in the Spell menu. You can change the default supplement in the Spell Defaults menu through Profiles (Text Defaults).

## To Revise a Dictionary Supplement

1. Select Spell in the DisplayWrite 5/2 menu.
2. Select Change Dictionary or Supplement in the Spell menu.
3. Type the Supplement Name of the supplement you want to revise in the Change Dictionary or Supplement menu, if necessary, and press Enter.
4. Select Store Supplement to Document in the Spell menu.
5. Type the Document Name in the Document for Supplement menu and press Enter to return to the Spell menu.

**Note:** This document is the one in which you want the supplement words saved. DW 5/2 will sort the words in the document unless the total size of the words exceeds the size limit of the sort program.

6. Press Esc to exit the Spell menu and return to the DisplayWrite 5/2 menu.
7. Revise the document as you would any other document.
8. Press End/Save (F2) and select End and Save.
9. Follow steps 4 through 12 in “To Create a Dictionary Supplement” on page 327 to copy the revisions from the document back to the dictionary supplement.

*Hint:*

- Words already in the dictionary or supplement are not duplicated.

## **To Select a Different Supplement While Creating or Revising a Document**

1. In the typing area, press Spell/Count (F10).
2. Select Change Dictionary or Supplement in the Spell and Count menu.
3. Type the Supplement Name in the Change Dictionary or Supplement menu.
4. Press Enter to return to the Spell and Count menu.

## **To Select a Different Supplement for Checking the Spelling of a Document**

1. Select Spell in the DisplayWrite 5/2 menu.
2. Select Change Dictionary or Supplement in the Spell menu.
3. Type the Supplement Name in the Change Dictionary or Supplement menu.
4. Press Enter to return to the Spell menu.

### **Command Line:**

Use the Command Line (Ctrl + A) commands END and SUPplement to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### *Related Topics:*

- “Dictionary” on page 86
- “Hyphenation” on page 207
- “Spell” on page 315
- “Utilities” on page 360

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## **Synonyms**

While you are creating or revising a document, you may want to replace a word with another having the same or similar meaning. You can do this by using the Synonym option of the Spell function. Synonyms appear on the screen grouped by parts of speech (for example, noun or verb).

## To Replace a Word with a Synonym from the Active Dictionaries

1. In the typing area, position the cursor under the word for which you want a synonym and press Spell/Count (F10).
2. Select Synonyms in the Spell and Count menu.

If synonyms exist for the word, a list of alternate word choices grouped by parts of speech is displayed.

3. Select the synonym you want from the words under the various parts of speech in the Synonym menus. Press Esc if you cannot find a synonym you want.

**Note:** You may have to page down to see all of the groups of synonyms. A maximum of five synonyms are displayed on each Synonym menu.

### Command Line:

Use the Command Line (Ctrl+A) command SYNonym to bypass some of the steps listed in the tasks above. See “Command Line” on page 40 for more information.

### *Related Topic:*

“Spell” on page 315

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## Table of Contents

You can create a table of contents (TOC) for a document using Outline/TOC (Ctrl+O) to identify lines in the text. A TOC entry consists of the text following the Outline/TOC code and its corresponding page number separated by leader dots. To create a TOC entry, insert an Outline/TOC code before the line of text that you want to appear in the table of contents. When the document is paginated, the TOC lines are copied and placed together at the Locate TOC code. The table of contents can be positioned anywhere in the document, using the Locate function in the Instructions (F8) menu.

**Note:** You should place the Locate Table of Contents code in the document where a fixed pitch typestyle is active.

A table of contents can have up to eight levels of headings. Each level can have a unique numbering system and heading, such as “Chapter 1.1.”

You can change the appearance of the table of contents for a single document by changing the Outline/Table of Contents format in the Document Options (Ctrl + F7) menu.

To change the table of contents appearance for all future documents, select Document Enhancement Features in the Change Document Format menu in Profiles.

### **To Create the Table of Contents Format**

1. To create a table of contents format for the current document, press Document Options (Ctrl+F7) in the typing area to display the Document Options menu.

OR

To create a table of contents format for all future documents, select Profiles in the DisplayWrite 5/2 menu. Select Create Profile or Revise Profile in the Profiles menu. Type the Profile Name in the Profile menu and press Enter. Then, select Defaults for Text in the Create Profiles menu or the Revise Profiles menu.

2. Select Document Format.
3. Select Document Enhancement Features in the Change Document Format menu.
4. Select Outline/Table of Contents in the Document Enhancement Features Format menu.
5. Select each of the outline levels (Level 1 through 8) you want to include in the Table of Contents in the Outline/Table of Contents Format menu.
6. Set Use this Level in TOC in the Outline/Table of Contents Level Format (1 of 2) menu to Yes. Make any other format changes to the Outline/Table of Contents Level Format (2 of 2) menu and press Enter.
7. Repeat steps 5 and 6 for each outline level you want to include in the TOC. When you have selected all the levels you want to use in the TOC, press Esc until you return to the typing area.

## To Create or Add a Table of Contents Entry

To create or add a Table of Contents entry, use Outline/TOC (Ctrl+O) to identify lines while typing.

1. Position the cursor where you want the Outline/Table of Contents entry to appear in the text.
2. Press Outline/TOC (Ctrl+O) until you reach the level you want. The level number appears in the status line. The level identifier, if specified, will appear in the typing area.
3. Type the TOC entry and press Enter to end the line, if necessary.
4. Repeat steps 1 through 3 for the next TOC entry.

### Notes:

1. The end of the TOC entry text is defined by one of the following:
  - A Required Carrier Return
  - The maximum length of a TOC entry (900 characters)
  - The end of the document.
2. You will create an outline and a TOC when you paginate the document unless you:
  - Specify No Numbering in the Outline/Table of Contents Level Format menu
  - Specify no leading or trailing text.

Your TOC will not be numbered or have leading or trailing text.

3. If you use numbering or marking in the TOC or specify leading text such as “Chapter,” they will appear in the text as well as the TOC after the document is paginated.
4. The page numbers used for a table of contents reference are determined as follows:
  - On the page where the reference occurs, DW 5/2 searches for a Page Number code in the appropriate header or footer.
  - If DW 5/2 finds a Page Number code, it uses the corresponding page number (System Page Number or Page Number) for the reference. If DW 5/2 finds more than one

Page Number code in the header or footer, it uses only the first Page Number code it found.

- If DW 5/2 does not find a Page Number code, it uses the System Page Number for the reference.
5. You can include prefixes with the page numbers in your table of contents to produce page numbers such as 2.1.3 and 4-11. See “To Include Prefixes in Page Numbers” on page 269.

## **To Generate a Table of Contents**

1. In the typing area, position the cursor where you want the Table of Contents to begin and press Instructions (F8).
2. Select Locate in the Instructions menu.
3. Select Table of Contents in the Locate menu to insert a TOC Locate code at the cursor position.
4. Create the table of contents entries using Outline/TOC (Ctrl + O) on each line you want to appear in the table of contents. See “To Create or Add a Table of Contents Entry” on page 332.
5. Press Document Options (Ctrl + F7) and select Paginate Document in the Document Options menu.
6. Press PgDn in the Paginate Document (1 of 2) menu.
7. Set the Resolve Locate for Table of Contents option to Yes in the Paginate Document (2 of 2) menu and press Enter to paginate the document.

### *Hints:*

- Required Carrier Returns terminate TOC entries. Use Carrier Returns for multiple-line TOC entries.
- To help locate Outline/TOC codes ( $\frac{1}{1}$ ), press Edit Options (Ctrl + F5), set Display All Codes to Yes, and press Enter.
- You can also locate the Outline/TOC codes by pressing Ctrl + O in the Find menu of the Search (F6) function.
- Paginate the completed document to reformat a revised Table of Contents.

- The Table of Contents is generated when the document is paginated. The text for the TOC entry is the same as the entries in the document text.

**Note:** Do not edit the TOC itself since the TOC entries are taken from the document text. Changes made directly to text identified with TOC codes will appear in the new TOC that will be generated during pagination to replace the original TOC.

### **Command Line:**

Use the Command Line (Ctrl + A) commands CODEs, FInD, and LOCateT to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### *Related Topics:*

- “Outlines” on page 256
- “Outline Appearance” on page 258
- “Paginate” on page 270
- “Table of Contents Appearance”

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## Table of Contents Appearance

You can modify the appearance of the table of contents (TOC) through the Document Format menu. When you first install DW 5/2, the table of contents defaults are set to generate the table of contents in the same typestyle as the document. Level 1 headings are numbered using uppercase Roman numerals, level 2 headings use uppercase letters, and level 3 headings use Arabic numbers.

You can change any of the default settings for the table of contents for a single document by changing the Table of Contents format in the Document Options (Ctrl + F7) menu. To change the table of contents format for all future documents, change the Document Format in the Text Defaults of your User Profile.

You can specify:

- Whether a page number for each entry is to appear in the TOC or not
- The text style of each entry (for example, bold, underline, or all uppercase)



- Entry headings (for example, Chapter)
- How far each entry should be indented (the default for the first level is 8)
- The number of blank lines before and after each entry
- The levels of entries to be included. There are eight levels of Outline/TOC entries.

Page numbers are always right justified at the right margin when you have specified page numbers. Leader dots are always used unless you have specified no page numbers. These style characteristics cannot be changed.

## **To Change the Table of Contents Appearance in a Document**

1. To change the appearance of the TOC for the current document, press Document Options (Ctrl + F7) in the typing area to display the Document Options menu.

OR

To change the appearance of the TOC for all future documents, select Profiles in the DisplayWrite 5/2 menu. Select Create Profile or Revise Profile in the Profiles menu. Type the Profile Name in the Profile menu and press Enter. Then, select Defaults for Text in the Revise Profiles menu.

2. Select Document Format.
3. Select Document Enhancement Features in the Change Document Format menu.
4. Select Outline/Table of Contents in the Document Enhancement Features Format menu.
5. Select each of the outline levels (Level 1 through Level 8) you want to include in the TOC in the Outline/Table of Contents Format menu.
6. For each level you choose for the TOC, you may specify the following in the Outline/Table of Contents Level Format (1 of 2) menu:
  - Numbering or Lettering Type – For example, if you want the entry to begin with I., 1, or A.

- **Combine with Previous Level** – For example, will print I.A.1 if set to Yes.
- **Leading Characters** – Specifies characters and spacing you want to appear before level numbering or lettering. For example, you can set this option to “Chapter” or “Section” for specified levels in the TOC. You must set Identifier Punctuation in the Outline/Table of Contents Level Format (2 of 2) menu to Yes for the leading characters to be included in the TOC.
- **Trailing Characters** – Specifies characters and spacing you want to appear following the level number. You must set Identifier Punctuation in the Outline/Table of Contents Level Format (2 of 2) menu to Yes for the trailing characters to be included in the TOC.
- **Use this Level in TOC** – Type Y for Yes if you want to use this level in the TOC.

7. Press PgDn to view more TOC options in the Outline/Table of Contents Level Format (2 of 2) menu:

- **Underline** – Yes causes all entries for this level to be underlined.
- **Bold** – Yes causes all entries for this level to be bold.
- **Change to Uppercase** – Yes causes all entries for this level to appear in uppercase.
- **Outline Identifier** – Yes includes the numbering or lettering specified in the previous menu with each TOC entry for this level. No includes only the text and page number in the TOC entry.
- **Identifier Punctuation** – Yes includes leading and trailing characters in the TOC for each entry at this level.

**Note:** If you set Identifier Punctuation to Yes, you must set Outline Identifier to Yes.

- **Include Page Number** – Yes includes the text page number for each entry. DW 5/2 inserts leader dots between the TOC entry and the page number. If you set Include Page Number to No, leader dots are not included in the TOC.
- **Include Page Number Prefix** – Yes includes a prefix before the page number.

**Note:** You must type the prefix text in either the header or the footer of the document. The prefix text is the five characters preceding the page number code. If you set Prefix to Yes, you must also set Page Number to Yes.

- Number of Spaces Before Entry – Type the number of spaces (0-15) you want to indent each TOC entry at this level.
  - Number of Blank Lines Before Entry – Type the number (0-15) of blank lines to precede each entry at this level.
  - Number of Blank Lines After Entry – Type the number (0-15) of blank lines to follow each entry at this level.
8. Press Enter to make your changes effective.
  9. Press Esc until you return to the typing area or to the Profile menu.

*Hint:*

- You may use Flowing Text Columns to format your Table of Contents into multiple columns.

*Related Topics:*

- “Outlines” on page 256
- “Outline Appearance” on page 258
- “Paginate” on page 270
- “Table of Contents” on page 330

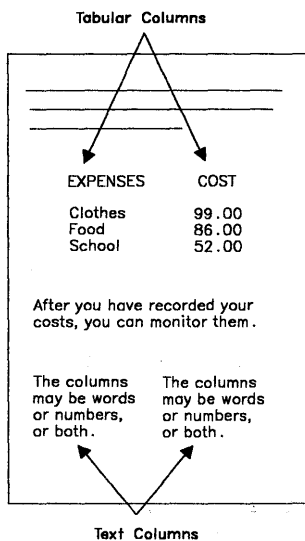
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You can use Table (F9) to create tables that contain one or more columns. Tables can contain just numbers, just text, or text and numbers. Tables do not flow from page to page.

There are two types of columns which make up tables:

- *Text columns* containing words that adjust within a defined width, for example, a block of text. Text wraps automatically in text columns.
- *Tabular columns* containing either just text, or numbers and text. Each column uses one of the following types of tab settings: Center, Flush Left, Flush Right, or Decimal. Tab settings define

the column appearance, for example, a column of names or of dollar amounts.



To format your columns with related items that align horizontally across the page, see “Related Text Columns” on page 297.

To format your columns with text that flows from the top to the bottom of the first column, then from the top to the bottom of the second column and so on, see “Flowing Text Columns” on page 128.

When you lay out a table, you must set the column spacing using F5. When you finish laying out the columns, you can either press Enter or press F7; DW 5/2 calculates the column spacing automatically. If you must revise the columns or table later by adding, deleting, or rearranging entries or columns, DW 5/2 recalculates the spacing and resets the tabs accordingly.

When you enter data into tabular columns, use tabs to move from column to column, not spaces. This ensures correct column alignment.

You can revise tables by moving, copying, or deleting specific columns within a table. Columns typed with Table Layout may be simpler to revise because you can isolate each column you want to revise.

You can also insert new columns into an existing table or change and adjust the spacing of the columns within the table.

If you have typed columns without using Table Layout, you can later define the columns as a table. This allows you to revise the text by using the table functions.

## To Create a Table of Tabular Columns

1. In the typing area, position the cursor on the line on which you want the table to begin and press Table (F9).
2. Select Layout New Table in the Table menu to go to the Layout Table typing area.
3. Follow the instructions in the Layout Table screen to lay out your table in the Layout Table typing area.

For a column that is:

- Flush Left – Press Tab, then type the entry.
- Decimal – Type the number with the decimal point in the appropriate position. Decimal tabs should be used for numbers only. DW 5/2 arranges the numbers in the proper order around the decimal point, even if the number you type does not contain a decimal point.
- Center – Type the entry, then press Center (Ctrl + C).
- Flush Right – Type the entry, then press Shift + Tab.

Then, press F5 to separate this column from the next one.

### Notes:

- a. Use F5 to insert spaces between columns. To space columns equally, press F7 when you finish laying out the columns, then press Enter.
- b. To set the column position yourself, use the cursor movement keys or F5 to position the cursor where you want each column to begin. Do not use the Tab key or the Space key to move the cursor. Press Enter when you finish laying out the table.
- c. The a's that appear at the top of the screen as you lay out the table represent the pattern for your table layout.

4. Press Enter to go to the Create Table typing area and start typing your columns.  
**Note:** The cursor is on an End Table code ( $\|$ ), but it will be moved to the next line as you begin typing.
5. Press Tab to position the cursor under the first tab on the scale line.  
**Note:** If the first column is flush left, do not press Tab.
6. Type the entry.
7. Press Tab to reach the next tab setting.
8. Type the next entry.
9. Repeat steps 7 and 8 for the first entry of each column in the table.
10. Press Enter when you have typed all the entries in the first line of the table.
11. Type following lines of the table in the same way you typed the first line.
12. When you have finished typing the table, press Return/Save (F2) to save the table and return to the typing area.

*Hints:*

- Decimal tabs should be used for numbers in columns on which you want to perform math operations.
- The default decimal point character for decimal tabs is a period. You may also use a comma or a colon, for example, 1000,00 or 1000:00. You may also use all three characters in one table. The Active Profile may have a comma or a colon set as the default.

To switch to comma decimal, press Math (Ctrl + F9) **once** in the Layout Table menu and type a comma at the position where you want the decimal. Then, continue to lay out your table. If all the entries in the table use a comma, continue to type a comma where the decimal should go. Then, if you want to return to using a period as the decimal in the next column, press Math (Ctrl + F9) **twice** and start laying out the next column.

To use a colon, press Math (Ctrl + F9) **twice** in the Layout Table typing area. Then, continue to lay out your table, typing a colon

where the decimal will go. To return to using a period, press Math (Ctrl + F9) **once**.

- You can format existing text as columns without defining tab stops. You may find this helpful when defining columns in an ASCII document you have received from another system.

## To Create a Text Table

1. In the typing area, position the cursor on the line on which you want the table to begin and press Table (F9).
2. Select Layout New Table in the Table menu.
3. Follow the instructions in the Layout Table screen to lay out your table of columns in the Layout Table typing area.

### Notes:

- a. The a's that appear at the top of the screen as you lay out your table represent the pattern for your table layout.
  - b. Do not type the active separator as part of the longest entry for the column. DW 5/2 interprets the active separator as a decimal tab, causing formatting problems.
  - c. To set column positions yourself, use F5 to position the cursor where you want each column to begin. Do not use the Tab key or the Space key to move the cursor. Press Enter when you are finished laying out the table.
  - d. To space columns evenly, use F5 to insert one space between columns. Then press F7 to automatically position each column. Press Enter when you are finished.
4. Press Enter to go to the Create Table typing area.

**Note:** Do not type the columns in the Create Table typing area. Continue with step 5.

5. Press Return/Save (F2) to save the table layout and return to the typing area.
6. Position the cursor under the Begin Table code ( $\|f$ ).

**Note:** To locate the Begin Table code, press Edit Options (Ctrl + F5), set Display All Codes to Yes, and press Enter.

You can also locate the Begin Table code by using the Find option in the Search menu.

7. Press Table (F9) and select Revise Column in the Revise Table menu to go to the Revise Column typing area.
8. Type the text column. The text automatically wraps to fit into the column you laid out.
9. Press Return/Save (F2) and select Return and Save to return to the typing area.
10. Position the cursor under the tab setting (on the scale line) for the next column and repeat steps 7 through 9.

**Note:** The cursor must be on the same line as the Begin Table Code to revise a column.

### **Command Line:**

Use the Command Line (Ctrl+A) command CODEs to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### *Related Topics:*

- “Flowing Text Columns” on page 128
- “Math” on page 237
- “Related Text Columns” on page 297
- “Tabs” on page 349
- “Tables for Existing Text”
- “Tables, Reference Areas” on page 343
- “Tables, Revise” on page 345

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## Tables for Existing Text

If you have typed columns of text without using Table Layout, you can define the columns as a table. Then, if you need to revise the text, you can isolate a column to make your revision without having to adjust the other columns in the table.



## To Create a Table for Existing Text

1. In the typing area, position the cursor on the first line of the text you want to lay out as a table and press Table (F9).
2. Select Define Existing Text as a Table in the Table menu.
3. Follow the instructions on the Layout Table screen to set up the type of columns you want.

### Notes:

- a. The existing text maintains its format. If you revise the table later, new text added to the table will wrap accordingly.
  - b. Determine what type of tab settings correspond to your current columns. Be sure you lay out each column entry to be as long as the longest entry in the current text.
4. Press Enter to exit the Layout Table screen.
  5. Follow the prompt to position the cursor on the last line of the text you want in the table.
  6. Press Enter to return to the typing area.

**Note:** Use the Text Columns function to put flowing text into multiple columns.

### *Related Topics:*

- “Tables” on page 337
- “Tables, Reference Areas”
- “Tables, Revise” on page 345

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## Tables, Reference Areas

Reference areas provide a point of reference for revising a column. You can revise a column with no reference areas set up. If you do not set up reference areas, your screen displays only the column in which the cursor was located when you selected Revise Column.

You can set up a side reference area, a top reference area, or both. The side reference area is the leftmost column unless you are revising the leftmost column, then the side reference area contains the columns to the right.

A top reference area allows you to have a specified number of lines above the cursor remain on the screen to ensure you are typing or revising text within the correct column. You cannot edit lines in the top reference area.

**Without Top Reference Area**

Revise Column
<< . . . . . >>
8654
9780
2560
1123

**With Top Reference Area**

Revise Column
<< . . . . . >>
1984
8654
9780
2560
1123

**Without Side Reference Area**

Revise Column
<< . . . . . >>
12,600
12,000
500

**With Side Reference Area**

Revise Column	
<< . . . . . >>	
Earnings	12,600
Expenses	12,000
Taxes	500

## To Set Up Reference Areas for an Existing Table

1. In the typing area, position the cursor on the same line as the Begin Table code (⌘) and press Table (F9).
 

**Note:** Position the cursor within the column if you want to use Revise Column immediately after setting up reference areas.
2. Select Set Up Reference Areas in the Revise Table menu.
3. Set Side Reference Area to Yes and Number of Lines in Top Reference Area to the appropriate number for the top reference area in the Set Up Reference Areas menu.
4. Press Enter to return to the Revise Table menu.
5. Use Revise Column to access the reference areas, or press Esc to return to the typing area.

**Note:** When you have set up the reference areas, they are not displayed until you select **Revise Column** in the **Revise Table** menu.

## **To Set Up Reference Areas while Laying Out a New Table**

1. In the **Layout Table** screen, press **F6**.
2. Set **Side Reference Area** to **Yes** and **Number of Lines in Top Reference Area** to the appropriate number for the top reference area in the **Set Up Reference Area** menu.
3. Press **Enter** to return to the **Layout Table** screen and continue laying out your table.

### *Hint:*

- If your table has headings, specify enough lines in the top reference area for the headings. The top reference area cannot be revised as part of the column. You must revise any text in the top reference area (such as headings) in the **Create or Revise** typing area.

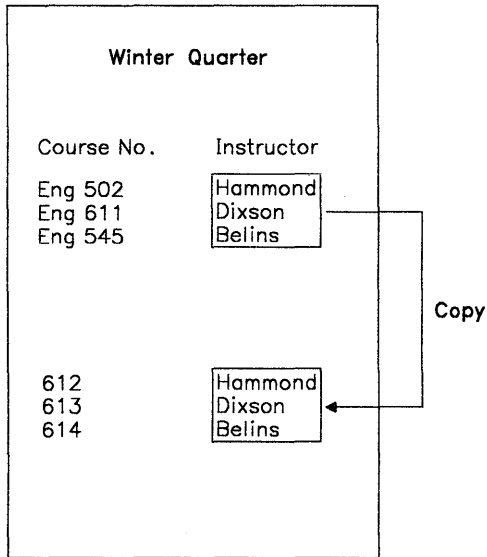
### *Related Topics:*

- “Codes” on page 39
- “Tables” on page 337
- “Tables for Existing Text” on page 342
- “Tables, Revise”

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You can revise a column in a table without retyping and rearranging the other columns in your table. You can also revise the layout of the entire table.

You can move, copy, or delete entire columns within a table. You can also move or copy a column from one table to another.



## To Revise a Column

1. In the typing area, position the cursor on the first line of the column and press Table (F9).

**Note:** The cursor must be on the same line as the Begin Table code.

2. Select Revise Column in the Revise Table menu.

**Note:** If column entry crosses the column left margin of the next column, truncation will occur when Revise Column is selected.

3. Make your revisions to the column in the Revise Column Typing area.
4. Press Return/Save (F2) and select Return and Save to save your revisions and to return to the typing area.

## To Insert a Column in a Table

1. In the typing area, position the cursor where you want to insert the column.

### Notes:

- a. If you want to insert a new column at the left margin before the existing first column or between existing columns, position the cursor on the first character within the column the new column is to precede.
- b. If you want to insert a new column after the last column in the table, position the cursor on, or to the right of, the right margin symbol.
- c. The cursor must be on the same line as the **Begin Table** code.
- d. At least one space is needed to separate existing columns and newly-inserted columns.

2. Press **Table (F9)** and select **Insert New Column** in the **Revise Table** menu.
3. Follow the instructions in the **Insert New Column** menu to insert the new column.

**Note:** The ■'s that appear as you lay out the new column represent the pattern for your column layout.

If you decide that you want to insert the column elsewhere, press **Esc**, move the cursor to the new location, and repeat steps 2 and 3.

4. Press **F7** to adjust column spacing.
5. Press **Enter** and type the new column in the **Create Column** typing area.
6. Press **Return/Save (F2)** when you have finished typing the column to return to the typing area. The new column is included in the table.

## To Revise Table Layout

1. In the typing area, position the cursor on the first line of the table and press Table (F9).
2. Select Revise Table Layout in the Revise Table menu.
3. Follow the instructions on the Layout Table screen to revise the table layout.
4. Press Enter to return to the typing area.

### *Hint:*

- If you move, copy, or delete a column, you should revise the layout of the table and press F7 to adjust the column spacing.

## To Move or Copy a Column

1. In the typing area, position the cursor on the first line of the column and press Table (F9).
2. Select Move Column or Copy Column in the Revise Table menu.
3. Follow the prompt to position the cursor where you want the column to be moved or copied and press Enter.

### **Notes:**

1. If you want to move a column to the left margin as the first column or between existing columns, position the cursor on the first character of the column within the column is to precede.
2. If you want to move a column after the last column in the table, position the cursor on, or to the right of, the right margin symbol.

## To Delete a Column

1. In the typing area, position the cursor on the first line of the column to be deleted and press Table (F9).

**Note:** The cursor must be on the same line as the Begin Table code.

2. Select Delete in the Revise Table menu.
3. Press Enter to delete the column.

### *Related Topics:*

“Tables” on page 337

“Tables for Existing Text” on page 342

“Tables, Reference Areas” on page 343

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## Tabs

Tab settings are initially set every five spaces. You can change tab settings for an entire document by changing the Document Format or the Alternate Document Format using Document Options (Ctrl + F7). These tab settings are in effect for the entire document when you paginate and remain in effect until you make a format change.

You can also change tab settings for part of a document using Format (F7). These changes affect the text from the format change code to the end of the document or to the next format change code. Change the tab settings for future documents through the Profiles menu (Text Defaults).

You can locate tab codes in your text by pressing Ctrl + Q in the Find menu of the Search function.

### **To Change Tabs**

1. In the typing area, press Document Options (Ctrl + F7).
2. Select Change Document Format in the Document Options menu.
3. Select Margins and Tabs in the Change Document Format menu.
4. To set a tab, position the scale line cursor where you want to set a tab. To set a:
  - Decimal tab – Position the cursor where you want a decimal tab and type a period.
  - Comma tab – Position the cursor where you want a comma tab and type a comma.
  - Colon tab – Position the cursor where you want a colon tab and type a colon.
  - Center tab – Position the cursor on the point at which you want text to be centered and press Center (Ctrl + C).

- Flush Right tab – Position the cursor where you want a flush right tab and press Shift + Tab.
  - Flush Left tab – Position the cursor where you want a flush left tab and press Tab. This tab is similar to the tab you set on a typewriter.
  - Series of equally spaced tabs (tab grid) – Position the cursor at the left margin, type a number for the number of spaces you want between the tab settings and press Enter.
5. Press Enter to save the tab settings.
  6. Press Esc until you return to the typing area.

*Hints:*

- To clear all tabs, position the cursor at the left margin while on the Margins and Tabs screen and press Del. Press Enter before returning to the typing area.
- To move a tab setting, position the cursor on the tab setting you want to move and press Space or Backspace. All settings to the right of this tab setting also move.
- To change tab settings for part of a document, press Format (F7) and select Margins and Tabs in the Format menu.
- To return the tab settings to the Document Format (or Alternate Format, if it is in use), position the cursor at the point where you want to return to the starting format. Press Format (F7) and select either All Formats or Margins and Tabs, Line Spacing/Justification, or Typestyle in the Reset Format menu.

**Note:** You must position the cursor at the top of a page before you can select the All Formats option.

- Previously typed text displayed after a format change code may not be displayed in correct format. Paginate the document to reformat the text.
- When you paginate, changes made with the Document Options (Ctrl + F7) affect the entire document up to the next format change code.

You should set tabs only for those positions required by the document when printing in proportional space mode. This avoids unwanted left margin changes.



## Command Line:

Use the Command Line (Ctrl + A) commands TAB, FINd, and ReSetF to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### *Related Topics:*

- “Format” on page 143
  - “Margins” on page 236
  - “Profiles” on page 287
- 

Text notes are comments that you can create or revise which are placed within the text during pagination. Text notes follow the line of text the cursor was on when the note was created. The text note is set off by separator lines made up of characters and in a line length of your choice. The default separator line is made up of 20 dash characters.

Text notes are created as pages within the document. A text note page can be page 9000 or above within the editing document, or they can appear on any page in a textnote library document. Each page is considered an individual text note.

When you finish entering a text note and exit the text note typing area, a text note instruction is created/revised at the cursor location in the text typing area. The instruction contains the document name and the page number of the text note.

The document must be paginated if the text note is to be placed within the text. Each text note is placed on the line following the associated text note instruction. Text notes will flow across the page like normal text but, unlike footnotes, no reference numbers appear.

## **To Create or Revise a Text Note**

1. In the typing area, position the cursor on the line that you want the text note to follow and press Instructions (F8).
2. Select Text Note in the Instructions menu.
3. In the Text Note menu:
  - a. Set Type Text Note Text to Yes if you are creating a text note.
  - b. Insert a System Page Number if you are revising an existing text note.
  - c. Specify a document name if you are referencing or typing a text note in another document.
4. After completing the Text Note menu, press Enter. The Text Note Typing Screen is displayed.
5. Type the text note and press End/Save (F2).
6. Select Return and Save to save the text note and return to the typing area.

## **To Show or Delete Text Notes**

1. In the typing area, select Document Options (Ctrl + F7).
2. Select Paginate Document in the Document Options menu.
3. Press PgDn in the Paginate Document (1 of 2) menu.
4. Set Text Notes to one of the following in the Paginate Document (2 of 2) menu:
  - Ignore (I) causes the document to be paginated without expanding the text notes.
  - Show (S) paginates the document with text notes shown with the document text.
  - Delete (D) paginates the document with all text note reference codes removed from the document. No text notes are shown, but the text note 9000 pages remain in the document.
5. Press Enter to begin pagination.

### *Hints:*

- When a text note text page is created, it inherits the formatting characteristics of the preceding page in the document. You can change the format of a text note by selecting Change Document Format (Ctrl + F7) or Change Alternate Document Format, then selecting Document Enhancement Features. Next, select Text Note in the Document Enhancement Features menu.
- Each text note is inserted into the document at the beginning of the line following the line containing the text note reference. If the line contains more than one text note reference, the text notes are inserted in sequence.
- A separator line appears before and after the text note text and is always on a line by itself. If the specified length of the separator line would cause it to extend beyond the right margin, the separator line is truncated at the right margin.
- Restrictions that apply to footnotes also apply to text notes.

### **Command Line:**

Use the Command Line (Ctrl + A) commands `TEXTnote` and `PAGinate` to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### *Related Topics:*

“Endnotes” on page 119

“Footnotes” on page 134

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## *Text Note Appearance*

You can change many of the characteristics of the appearance of text notes such as typestyle, separator character, separator line length, and leading and trailing characters.

At the original DW 5/2 installation, defaults are set to print text notes in the same typestyle as the document, to use a dash as the separator character, to make the separator line length 20 characters long, and to use no leading or trailing characters with the text note.

The appearance of text notes can be changed for individual documents through Document Options (Ctrl+F7) or through Alternate Document Format. To change the appearance of all future text notes, use Text Defaults under Document Format in Profiles.

## **To Change Text Note Appearance in the Document Format**

1. In the typing area, select Document Options (Ctrl+F7).
2. Select Change Document Format or Alternate Document Format in the Document Options menu.
3. Select Document Enhancement Features in the Change Document Format menu or Change Alternate Format menu.
4. Select Text Note in the Document Enhancement Features Format menu.
5. Make your changes in the Text Note Format menu and press Enter to save the changes.
6. Press Esc until you return to the typing area.
7. Select Document Options (Ctrl+F7) to paginate the document.

### **Command Line:**

Use the Command Line (Ctrl+A) commands `TEXTnote` and `PAGinate` to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### *Related Topics:*

“Footnotes” on page 134

“Format” on page 143

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## **Typestyle**

A typestyle defines the typeface (general appearance), pitch (number of characters per inch), and point size (height) of the text characters which are used to print your documents. DW 5/2 uses typestyle numbers to identify typeface and pitch.

The typestyle number and pitch which are active at the cursor location are displayed on the second status line while you are creating, revising, or viewing a document. If a Proportional-Selectable Height typestyle is active at the cursor location, then the point size is also displayed.

You may select typestyle numbers from any of the eight different ranges listed in the Typestyle menu in Document Options (Ctrl + F7). Except for the two proportional typestyle ranges (154-200 and 4096-61439), the pitch of all characters within a range is fixed. Except for the Proportional-Selectable Height typestyle range 4096-61439, the point size of all characters within a range is fixed.

Although you may select any typestyle (and point size for Proportional-Selectable Height typestyles), you should choose them from those that your printer supports. Also, you should consider the printer configuration selected for your system when DisplayWrite 5/2 was installed before you select typestyles. See the following for more information:

- Your printer documentation
- The .PRN file for your printer
- The .TS file created at installation
- “Printer Support” in *Technical Reference*.

Typestyle 26 (10 pitch) is the system default typestyle number. You can change the typestyle for an entire document by changing the Document Format using Document Options (Ctrl + F7). The typestyle number is in effect for the entire document when you paginate and remains in effect unless you make a format change or a typestyle change. You can also change the typestyle for a line or word using Format (F7) or Typestyle (Ctrl + F). These changes affect the text from the format change code or Typestyle Change code to the next typestyle change or format change or to the end of the document.

Change the typestyle for future documents through the Profiles menu (Text Defaults).

## To Change the Typestyle for a Document

1. In the typing area, press Document Options (Ctrl + F7).
2. Select Document Format in the Document Options menu.
3. Select Typestyle (Typeface and Pitch) in the Change Document Format menu.
4. Type the typestyle number you want in the Typestyle (Typeface and Pitch) menu.
5. If you typed a typestyle number in the Proportional-Selectable Height range, type a point size in the Typestyle Height field and press Enter.
6. Press Esc until you return to the typing area.

## To Change the Typestyle for a Paragraph or Page

1. In the typing area, position the cursor on the line where you want the typestyle change to begin and press Format (F7).
2. Select Typestyle (Typeface and Pitch) in the Format menu.
3. Type the typestyle number you want in the Typestyle (Typeface and Pitch) menu and press Enter.
4. If you typed a typestyle number in the Proportional-Selectable Height range, type a point size in the Typestyle Height field and press Enter.
5. Press Esc until you return to the typing area.

### *Hints:*

- You can also change typestyle by pressing Typestyle (Ctrl + F).
- If your cursor is not at the beginning of a line, DW 5/2 moves it to the beginning of the line and the typestyle change begins there.
- When you change the typestyle with the Format (F7) key at the beginning of a line or page, you can change to a typestyle number with a different pitch, for example, from 10 pitch to 12 pitch. When you change the pitch, the margin values are changed to reflect the new pitch, but the distance from the paper edges remains the same.
- To return the format to the Document Format (or Alternate Format, if it is in use), position the cursor at the point where you

want to return to the starting format. Press Format (F7) and select either Margins and Tabs, Line Spacing/Justification, or Typestyle in the Reset Format menu, and make your changes. Press Esc until you return to the typing area.

### **Command Line:**

Use the Command Line (Ctrl + A) commands ReSetF and TYPeStyle to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### **To Change the Typestyle Within a Line**

1. In the typing area, position the cursor where you want the new typestyle to begin and press Typestyle (Ctrl + F).
2. Type the typestyle number and point size you want in the Change Typeface menu.

**Note:** If the cursor is within a line, you can only select a typestyle with the same pitch as the rest of the line.

3. Press Enter to return to the typing area.

### **To Revise a Typestyle Change**

1. Position the cursor under the Typestyle Change code (r) and press View/Revise Codes (Ctrl + F8).
2. Type the typestyle number and point size you want in the Change Typeface menu.
3. Press Enter to return to the typing area.

#### *Hints:*

- To help locate the Typestyle Change code (r), press Edit Options (Ctrl + F5), set Display All Codes to Yes, and press Enter.

You can also locate the Typestyle Change code by using the Find operation of the Search function.

- If your printer supports multiple typestyles (pitch and font), see “Printer Function Table Tasks” in *Technical Reference* for more information.

## Command Line:

Use the Command Line (Ctrl+A) commands CODEs and FINd to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### *Related Topics:*

- “Codes” on page 39
- “Format” on page 143
- “Paginate” on page 270
- “Printer Support” in *Technical Reference*
- “Profiles” on page 287
- “Search” on page 312

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## Underline

You can underline a character, word, phrase, or block of text. You can underline text as you type it or afterwards. The underlined text may be displayed differently (underlined or characters shown in a different color), depending on your display mode.

### **To Underline a Word**

1. In the typing area, position the cursor one position to the right of the last character of the word you want to underline.
2. Press Word Underline (Ctrl+W) to underline the word.

**Note:** If you underline a word using Word Underline (Ctrl+W) and pagination later hyphenates the word, only the second part of the word is underlined. To avoid this, use Underline (Ctrl+U).

### *Hint:*

- To delete the Word Underline code, position the cursor under the Word Underline code (<sup>l</sup>) and press Del.



## To Type Underlined Text Using the Underline Key

1. In the typing area, position the cursor where you want to begin underlining and press Underline (Ctrl + U) to insert a Begin Underline code (⌞).
2. Type the text you want underlined.
3. Press Underline (Ctrl + U) to insert an End Underline code (⌟).

## To Underline Existing Text

1. In the typing area, position the cursor under the first character you want to underline.
2. Press Underline (Ctrl + U) to insert a Begin Underline code.
3. Position the cursor after the last character you want to underline.
4. Press Underline (Ctrl + U) to insert an End Underline code.

### Hints:

- To delete the underline codes, position the cursor under the Begin Underline code (⌞) and press Del and Enter. Then, position the cursor under the End Underline code (⌟) and press Del and Enter again.
- To help locate the Begin and End Underline codes, press Edit Options (Ctrl + F5), set Display All Codes to Yes, and press Enter.  
You can also locate the Begin and End Underline codes by using Ctrl + U in the Find option of the Search menu.
- Pressing Underline (Ctrl + U) turns underlining on and off depending on whether a Begin Underline code or End Underline code exists already.
- To underline a large block of existing text, use the Underline function under Block Edit. For more information, see “Block Edit” on page 29.

### Command Line:

Use the Command Line (Ctrl + A) commands CODEs and FINd to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### *Related Topics:*

“Block Edit” on page 29

“Codes” on page 39

“Display Options” on page 87

“Search” on page 312

See also “Printer Function Tables Support for Typestyles” in *Technical Reference*.

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## Utilities

Utilities are tools that help you maintain and organize your DW 5/2 documents, as well as documents you have received from other systems or application programs, for example, IBM DisplayWrite/36, IBM DisplayWrite/370, IBM DisplayWrite 4, IBM DisplayWrite 4/2, IBM DisplayWrite 3, or IBM DisplayWrite Assistant. You can access DW 5/2 Utilities from the DisplayWrite 5/2 menu or from the menu bar in List Services.

You can:

- Copy text documents and files already on your disk
- Erase documents and files
- Rename documents and files
- Compress documents to delete unused space
- Recover documents
- Convert documents to final-form text and revisable-form text documents
- Convert final-form text and revisable-form text documents to DW 5/2 documents.

**Note:** Copy, Erase, and Rename can also be used for OS/2 files.

*Hint:*

- You can use the List Services function to perform these Utility functions.

### *Related Topics:*

“Compress Documents” on page 67

- “Copy Documents” on page 68
  - “Erase Documents” on page 123
  - “Final-Form Text Conversion” on page 126
  - “List Services” on page 229
  - “Recover Documents” on page 292
  - “Rename Documents” on page 302
  - “Revisable-Form Text Conversion” on page 304
- 

## View Document

Use View Document when you want to review DisplayWrite 5/2, DisplayWrite 4/2, DisplayWrite 4, DisplayWrite 3, or revisable-form text documents but do not plan to make any revisions. Because you cannot alter a document when in View Document, the date and time for the document do not change. View Document is available two ways:

- You can select View Document in the DisplayWrite 5/2 menu. This allows you to:
  - View the document just as you typed it.

OR

- View the document as it will appear in its formatted form.

If your display supports APA mode, you can view such format changes as typeface and line spacing.

- You can view a document from the typing area of another document by using Split Screen (Alt + 3) during Create, Revise, or View Document tasks.

While using View Document, the copy functions of the Notepad operation are available by pressing Notepad (Ctrl + F4).

### To View a Document from the DisplayWrite 5/2 Menu

1. Select View Document in the DisplayWrite 5/2 menu.
2. Type the Document Name in the View Document menu, select As Typed for View Mode, and press Enter.

**Note:** To view a notepad, type the notepad name as the Document Name.

3. Use the Find or Go To operations of the Search function or the cursor movement keys to move through the document.
4. Press End/Save (F2) to return to the DisplayWrite 5/2 menu.

## **To View a Document While Creating, Revising, or Viewing Another Document**

1. In the typing area, press Split Screen (Alt + 3).
2. Select View Document in the Split Screen Tasks menu.
3. Type the Document Name in the View Document menu, select As Typed for View Mode, and press Enter.
4. Use the Find or Go To operations of the Search function or the cursor movement keys to move through the document.
5. Press End/Save (F2) to return to the document you are creating, revising, or viewing.

### **Command Line:**

Use the following Command Line (Ctrl + A) commands to bypass some of the steps listed above:

- FIND
- GOTO
- SplitSV
- VIEWf.

See “Command Line” on page 40 for more information.

### *Hint:*

- You can use the List Services function to view documents.

### *Related Topics:*

- “Codes” on page 39
- “Cursor Movement” on page 80
- “Formatted View (Page Preview Mode)” on page 150
- “Go To Page” on page 196
- “Go To Top/Bottom of Document” on page 197
- “List Services” on page 229
- “Notepad” on page 250
- “Split Screen” on page 320

While you are creating or revising a document, you can view the formatted version of the current document. When you select View Formatted Document from the Document Options (Ctrl + F7) menu, DW 5/2 formats the text on the current page into a temporary document, along with any headers, footers, or text columns coded for the page. DW 5/2 then displays the formatted document.

**Note:** The formatted document shows pitch changes, line spacing changes, and justified text only if your display supports APA mode and you have installed DW 5/2 with the Graphics Mode option. See “Formatted View (Page Preview Mode)” on page 150 for more information.

### **To View the Formatted Version of a Document**

1. Select View Document in the DisplayWrite 5/2 menu. Type the Document Name in the View Document menu, set View Mode to Formatted, and press Enter.

OR

Position the cursor on any line of the page you want to format and view, then press Document Options (Ctrl + F7).

2. Select View Formatted Document in the Document Options menu.
3. Use the Go To operation of the Search function or the cursor movement keys to move through the document.
4. When you have finished viewing the formatted document, press End View (F2). DW 5/2 returns you to the original cursor position in the typing area of the original document or to the DisplayWrite 5/2 menu, depending on your choice in step 1.

#### *Hint:*

- If the page you want to view contains flowing text columns, paginate the document before you select View Formatted Document.

## **Command Line:**

Use the Command Line (Ctrl + A) commands VIEWf and GOTO to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

## *Related Topics:*

- “Create Document” on page 73
- “Flowing Text Columns” on page 128
- “Formatted View (Page Preview Mode)” on page 150
- “List Services” on page 229
- “Paginate” on page 270
- “Related Text Columns” on page 297
- “Revise Document” on page 305
- “View Document” on page 361

---

## **View/Revise Codes**

Use View/Revise Codes when you want to view or revise one of the following codes:

- Begin Table
- Footnote
- Reference List Entry
- Include
- Index Entry
- Last Revision Date
- Line Format Change
- Locate Reference List
- Math
- Outline
- Page Format Change
- Print Color
- Print Date
- Prompted Stop
- Table of Contents
- Text Columns
- Text Note
- Typestyle Change
- User-defined Control
- Variable.

## To View or Revise a Code

1. In the typing area, position the cursor on the code you want to view or revise.  
**Note:** To help locate codes, press Edit Options (Ctrl + F5), set Display All Codes to Yes, and press Enter.
2. Press View/Revise Codes (Ctrl + F8).
3. Select the function you want to view or revise.
4. If you have only viewed the code, press Esc until you return to the typing area. If you have revised the code, press Enter, then press Esc until you return to the typing area.

### *Hint:*

- When you have revised a format change code and returned to the typing area, move the cursor one space to the right to verify that the code change is in effect.

### **Command Line:**

Use the Command Line (Ctrl + A) command CODEs to bypass some of the steps listed above. See “Command Line” on page 40 for more information.

### *Related Topics:*

“Codes” on page 39

“Cursor Movement” on page 80

---

## Zero Index Carrier Return

A zero index carrier return (ZICR) returns the cursor to the left margin and moves it to the next line. When a ZICR (←) is printed, the paper does not advance. This allows the instruction you typed to be displayed on a line by itself but also allows you to begin typing your text on the same line.

You can press ZICR (Ctrl + Z) when you want multiple lines of text to print on the same line.





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# Glossary of Terms and Abbreviations

Glossary terms are defined as they are used in this book. If you cannot find the term you are looking for, refer to the index or to the *IBM Dictionary of Computing*, SC20-1699.

This glossary includes terms and definitions from the *IBM Dictionary of Computing*, SC20-1699.

## A

**align.** To end a line or block of text even with the right margin, begin a line or block of text even with the left margin, or center a line or block of text between margins.

**All Points Addressable (APA) mode.**

(1) In computer graphics, pertaining to the ability to address and display or not display each picture element (pel) on a display surface. (2) A mode of DisplayWrite 5/2 (DW 5/2) processing that displays all EBCDIC characters and symbols in the characters and symbols sets, depending upon your display and adapter capabilities. Contrast with *character mode*.

**American National Standard Code for Information Interchange**

(ASCII). A standard code used for information interchange among data processing systems, data communication systems, and associated equipment. ASCII uses a set of 7-bit coded characters. The ASCII set contains control characters and graphic characters.

**APA.** All Points Addressable.

**append.** (1) To add as a supplement. (2) To attach.

**ASCII.** American National Standard Code for Information Interchange.

## B

**background printing.** A mode of print processing that allows you to work on other DW 5/2 tasks while your document is either being printed or in the print queue. No error messages are displayed in this mode. Contrast with *foreground printing*.

**backup copy.** Pertaining to the copy of a document that is automatically made by DW 5/2 before you revise a document. No revisions are made on the backup copy, so that you can restore your document to its previous version without revisions. Contrast with *original copy*.

**batch file.** A set of system instructions stored in a file. OS2INIT.CMD is a batch file.

**bold.** (1) Type that is heavier and thicker than the text around it. (2) Printing in heavy-faced type.

## C

**carrier return.** (1) An indication to continue printing at the left margin of the next line. (2) Pertaining to DW 5/2 codes that adjust line endings between the margin settings as you create or revise text. Contrast with *required carrier return*.

**character mode.** A mode of DW 5/2 processing that allows you to display and print some characters and symbols from the PC ASCII Character Set. Contrast with *All Points Addressable mode*.

**Characters Set.** Two groups of predefined characters in DW 5/2 that can be produced by holding down Alt and pressing the A through Z keys.

**character string.** A sequence of characters.

**click.** To press a mouse button momentarily, making a characteristic clicking sound.

**code page.** A specification of code points for each graphic character in a set or in a collection of graphic character sets. Within a code page, a code point can have one and only one specific meaning. Code pages 256 and 259 (EBCDIC) and 437 and 850 (ASCII) are commonly used code pages.

**code point.** The specific bit pattern used to represent a specific character on a code page.

**compress.** To reduce unused space occupied by a document on a storage medium.

**constant.** A number in the math function the system keeps for repeated use.

**constant text.** Previously written text you select from a paragraph selection document to place into a shell document during document assembly.

**contextual help.** An assistance function that uses the position of the cursor within text or on menus to determine which topic the help facility will display. Help can be accessed at any time in DW 5/2 by pressing the F1 key.

**cursor draw.** A drawing function used to create a box or line drawing using straight interconnecting lines or any valid keyboard character.

## D

**data file.** A collection of related records treated as a unit. Variable information is saved in data fields of the data file records.

**default.** A value DW 5/2 automatically uses unless you specify another value.

**delimiter.** A character used to indicate the beginning and end of a character string. A character that groups or separates words or values in a line of input.

**Note:** A delimiter is not part of the string of characters it delimits.

**directory.** Part of a storage device (fixed disk or diskette) with an index to help find and organize files.

**document assembly.** Merging recorded text in a predetermined sequence to print or display a complete document.

**document comment.** A short description of a document. The comment can be as long as 44 characters. Document comments help identify the document to a user of DW 5/2.

## E

**EBCDIC.** Extended Binary Coded Decimal Interchange Code.

**edit.** To add, change, or rearrange data or text.

**endnote.** A brief comment, explanation, description, or reference to a segment of text. Endnotes are placed at the end of a document or at the end of a section of a document after pagination.

**Extended Binary Coded Decimal Interchange Code (EBCDIC).** A set of 8-bit coded characters. The standard code used for DW 5/2 documents.

**extended help.** Provides more detailed help information, or access to related help topics in the on-line help facility. Extended help can be accessed by moving the cursor to a highlighted word and pressing enter within contextual help and topical help.

**extension.** A three-character addition to document or file names. An extension can be either numbers or characters. A period (.) separates the document name and the extension, for example, DOCNAME.EXT.

## F

**field.** A storage location for one or more characters that represent a particular piece of information. For example, a telephone number field stores the characters for telephone numbers. A group of related fields make up a *record*.

**final-form text (FFT) document.** A document with special print formatting codes to allow you to print the document with programs other than DW 5/2.

**find.** To look for a specific character, code, number, word, or phrase in a document.

**fixed-length record.** A record having the same length as all other records with which it is logically or physically associated.

**footer.** Text (such as page numbers or a date) that can be printed at the bottom of a page of a document. Footers often appear on every page of the document, on only the odd-numbered pages, or on only the even-numbered pages.

**footnote.** A brief comment, explanation, description, or reference to a segment of text. Footnotes are placed below the text of a column or page, at the end of a document, or at the end of a section of a document after pagination.

**foreground printing.** A mode of print processing that does not allow you to work on other DW 5/2 tasks until the current document and the documents in the print queue have processed. Specific error messages are available during this mode. Contrast with *background printing*.

**format.** To arrange text and graphic elements on a page or to set the overall characteristics of an entire document.

**function key.** A key to which a specific function of a program is dedicated. For example, function key 6 (F6) is the Search key.

## G

**get.** To retrieve a defined block of text, a data file, or a range of pages from a document and insert it into the document being created or revised.

**group identifier.** A letter you assign to a group of typestyles to indicate they use the same character set when printing. For example, an *I* may be used to identify a group of typestyles as italic.

## H

**half justify.** Even left margin with a tight right margin.

**header.** Text (such as page numbers or a date) that can be printed at the top of odd, even, or all pages of a document.

**hexadecimal.** Pertaining to a number system with a base of 16. Valid numbers use digits 0 through 9 and characters A through F as digits.

**host system.** The data processing system to which a network of other computers are connected and with which they communicate.

**hyphenate.** To insert a syllable hyphen code and a carrier return code to split any word that, during formatting, would cross the right margin.

## I

**If statement.** A statement you place in a shell document to indicate what should be printed, depending on whether a field is empty or not empty. An If statement might be instructions to leave a blank field or to print *NMI* when a customer has no middle initial.

**Include instructions.** Instructions to insert specific paragraphs from a paragraph selection document into a personalized document. An example of an include instruction is:

/Include, PARA.DOC,1,2/. This inserts pages 1 and 2 from the paragraph document PARA.DOC into the personalized document.

## J

**justification.** The vertical alignment of text between the left or right margins.

**justify.** A DW 5/2 function that allows even left and right margins when printing.

## K

**keyboard extensions.** Sets of characters and symbols you can type by holding down the Alt key and pressing keys A through Z. Use these in addition to the characters and symbols engraved on your keyboard.

**keystroke program.** (1) A sequence of keystrokes that has been saved in memory. (2) See also *programmable function key*.

## L

**landscape printing.** Printing across the longer dimension of a page by specifying a page width greater than the page length. Contrast with *portrait printing*.

**left justify.** Even left margin with a ragged right margin.

**line density.** The number of printed lines per vertical inch of text.

**link variable.** A value that links the variables document with the shell document.

## M

**math.** Abbreviation for mathematics.

**math answer variable name.** A variable name you place in a shell document to represent the math result from a math instruction calculation.

**math instructions.** Instructions you place in a shell document to perform math calculations.

**menu.** A list of tasks or options available to the user.

**menu bar.** A horizontal list of menu or function choices displayed near the top of the screen during Create, Revise, or View Document tasks.

**menu cursor.** A blinking underscore character or a light bar across a menu item. Initially, it is usually positioned on the first menu item.

**merge.** To assemble personalized documents and form letters by combining selections from one or more documents with instructions to place the selections into one document.

**message.** A statement displayed at the bottom of the screen to indicate that tasks are being processed, are completed, or that an error has occurred.

**mouse.** A pointing device you can use instead of the cursor movement keys to select tasks, perform block operations, and navigate through a document.

**mouse cursor.** (1) An arrow or box displayed on the screen that can be moved around the screen with a mouse device. See *mouse*.

## N

**notepad.** A document you can create by moving, copying, or appending text from one document and putting it into a new document. Text can be recalled from the notepad and moved or copied into any other document.

**notice box.** An area in which instructions appear on the screen when you need to take an action.

## O

**on-line.** (1) Information which is directly accessible while within DW 5/2. (2) A printer's readiness state. If on-line, a printer is ready to accept data from a computer.

**orphan line.** A single line of text separated from the rest of a paragraph, usually by improperly placed page or column breaks.

**Operating System/2 (OS/2).** An IBM operating system that allows you to run multiple tasks simultaneously on your computer.

**original copy.** Pertaining to the copy of a document that gets changed when you revise a document. Contrast with *backup copy*.

**OS/2.** Operating System/2

## P

**page layout.** (1) The way DW 5/2 arranges text on a page. See also *format*.

**paginate.** To automatically arrange a document into pages and assign page numbers.

**paper clip.** The function that marks the text cursor position when you end and save a document. If the paper clip option has been set to Yes in Profiles, when the document is re-entered for revision, DW 5/2 positions the text cursor where it was when you last saved the document. Spell and Recover functions will reset the paper clip at the beginning of a document.

**paragraph selection document.** A document of related, previously written paragraphs, each on a separate page. Each paragraph can be selected repeatedly to produce personalized documents.

**pitch.** The number of printed characters per inch of text. For example, 10 pitch is 10 characters per inch, 17.1 pitch is 17.1 characters per inch.

**pointing device.** See *mouse*.

**port.** A hardware access point for data entry or exit used by attached devices such as a printer or mouse.

**portrait printing.** Printing across the shorter dimension of a page by specifying a page length greater than the page width. Contrast with *landscape printing*.

**preserve page numbers.** To keep each paragraph or set of related paragraphs on a different page, to prevent changing page endings, and to prevent pagination.

**print queue.** A list DW 5/2 creates to keep print requests in sequence whenever you print documents.

**profile.** A file that provides a way to customize DW 5/2 to work with PC hardware, to control the formatting of documents, and to specify other DW 5/2 options.

**programmable function key.** A key to which you assign a *keystroke program*. When you press the key, the system recalls the program associated with the key and plays it back.

## R

**record.** A set of related data items grouped for processing and contained in a *data file*.

**recover.** To close or reconstruct DW 5/2 documents that were left open when an abnormal ending or media error occurred. For example, if a loss of electrical power occurred while you were working in a document, the document would be left open and unavailable to you until you recovered it.

**reference area.** A point of reference for revising a column; for example, the column title. A line separates the reference area from the typing area.

**reference list.** A collection of text in a document, such as a table of authorities, or a bibliography.

**rename.** To change the names of existing DW 5/2 documents and OS/2 files.

**required carrier return.** Pertaining to the DW 5/2 code inserted into text by pressing Enter. Used to end short lines of text or to insert blank lines. Contrast with *carrier return*.

**revisable-form text (RFT) document.** A form into which documents are converted before interchange can occur with other programs that support revisable-form text.

**revise.** To change the content or format of an existing DW 5/2 document.

**revision marking.** The marks placed on sections of revised text so that the revised sections can be identified. For example, underlining and bold type identifies inserted text, and overstriking identifies text to be deleted.

**root directory.** The first and highest level directory created on a disk or diskette. You can create other directories (subdirectories) in this directory.

## S

**save.** To store a document (along with any changes made to it) on media, such as a fixed disk or a diskette.

**scale line.** The fourth line of a display showing character positions, margins, and tabs. In text mode, the scale line also shows the right paper edge and center mark. It can be used as a guide while you are typing.

**scale line cursor.** A cursor displayed on the scale line to show the column location of the text cursor.

**select line.** The area at the bottom of a menu where the functions of commonly used keys are displayed.

**shell document.** A document in which you place constant text, variable names, special instructions, and the format of your personalized documents for the merge process.

**skip to line instructions.** Instructions placed within a shell document to cause following text to print on a specific line or lines in the form letter.

**spell.** To search DisplayWrite dictionaries and dictionary supplements to verify the spelling of a single word, a single page, or the entire current document. Up to 3 dictionaries and one dictionary supplement can be active at the same time for spelling searches.

**status line.** The first two lines displayed on the screen in DW 5/2. The status line provides system information.

**subdirectory.** A directory within a directory. You can create multiple levels of subdirectories. See *root directory*.

**subscript.** Characters printed a half line below the base typing line.

**superscript.** Characters printed a half line above the base typing line.

**supplement.** An addition to the DisplayWrite dictionaries in which you store frequently used words that are not in the dictionaries.

**symbols sets.** Four groups of predefined symbols within DW 5/2 that can be produced by holding down Alt and pressing the keys A through Z.

**synonym.** A word whose meaning is the same or similar to that of another word in the same language.



## T

**tabular column.** A column with text or numbers or both. You can horizontally align a tabular column with other columns to create a table.

**text column.** A method of formatting text in a document into more than one column.

**text cursor.** The symbol displayed on the screen that marks your place as you create or revise text.

**text mode.** The DW 5/2 mode in which text can be created, viewed, and revised.

**topical help.** General information on a variety of topics. Topical help can be accessed by pressing F3 from within the help facility, then selecting the desired topic from the index.

**truncate.** To shorten by cutting off at a specified point.

**typestyle.** The style or design in which your text can be printed, depending on your printer's capabilities. The typestyle number is used to determine the pitch and size of the characters in your printed output.

## U

**user-defined control.** A sequence of controls or a file with controls used by you to provide instructions to a printer. Control is defined in the Printer Function Table (PFT) and is referenced in the text by a number you supply.

**Utilities.** A DisplayWrite 5/2 menu option you can select to maintain DW 5/2 documents or documents and files from other systems or application programs.

## V

**value.** A quantity assigned to a constant, variable, parameter, or symbol.

**variable.** (1) An instruction placed in a shell document by the user to identify where variable information or a data file field are to be placed during merge. (2) An instruction placed in a variables document by the user to identify each piece of variable information.

**variables document.** A document containing variables that are identified by variable names that match the variable names in the shell document.

**variable information.** Information or text in the variables document. This information is different for each personalized document.

**variable name.** A name in the shell document that identifies a placeholder for a variable. The variable name in the shell document must match the variable name in the variables document.

**view.** To look at a DW 5/2 document without having the ability to change the document. Contrast with *revise*.

## **W**

**widow line.** A single word or line of text appearing by itself at the bottom or top of a page, with the text that is associated with it on the next or last page.

## **Z**

**zero index carrier return (ZICR).** The automatic adjustment of the text cursor to the left margin without indexing down a line.

**ZICR.** Zero index carrier return.

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