

WANG

LABORATORIES, INC.

Wangwriter

TO	WANGWRITER USERS	PUBLICATION #	3
FROM	CORPORATE SYSTEMS SUPPORT	DATE	AUGUST, 1981
SUBJECT	NEW SYSTEMS DISK FOR THE WANGWRITER -- SYSTEMS DISK 3.0		

Enclosed is the latest Systems Disk for the Wangwriter. Systems Disk 3.0 contains several exciting new features and enhancements that have been designed for user convenience. We're certain you will find them to be time-saving and easy-to-use!

The attached documentation should be read prior to loading the Systems Disk. So that you may realize the full benefits of this exciting Systems Disk, we've included the functions, benefits, and procedures for each new feature.

The documentation is divided into three sections:

- ENHANCEMENTS TO EXISTING FEATURES

Description of enhancements to features that existed on your 2.4 Systems Disk.

- NEW FEATURES

Functions, benefits and procedures for each new feature that has been included on the 3.0 Systems Disk.

- COMMON QUESTIONS AND ANSWERS

Answers to your commonly-asked questions regarding the operation of the Wangwriter.

If you have any questions or problems, please do not hesitate to call your toll-free number for assistance!

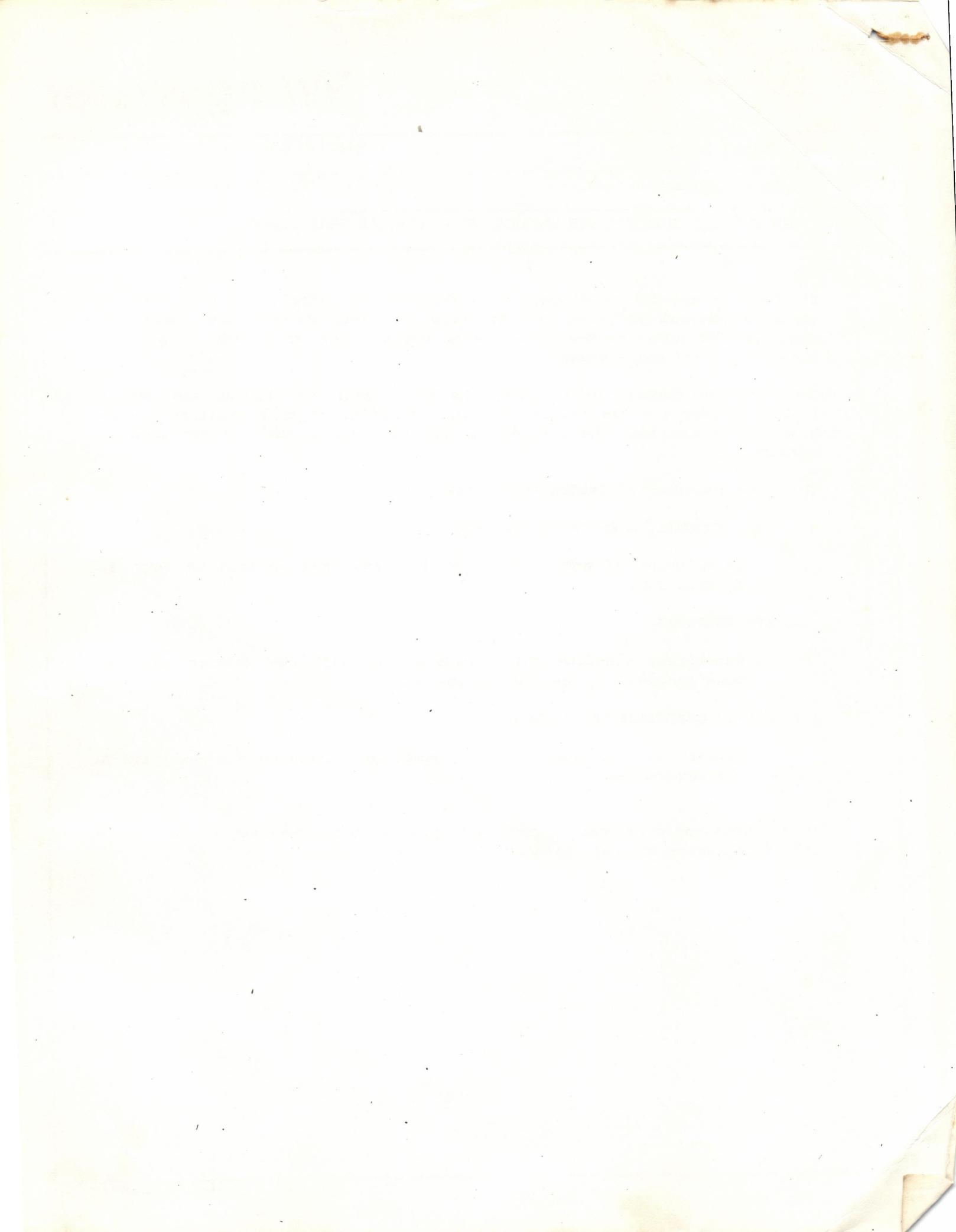
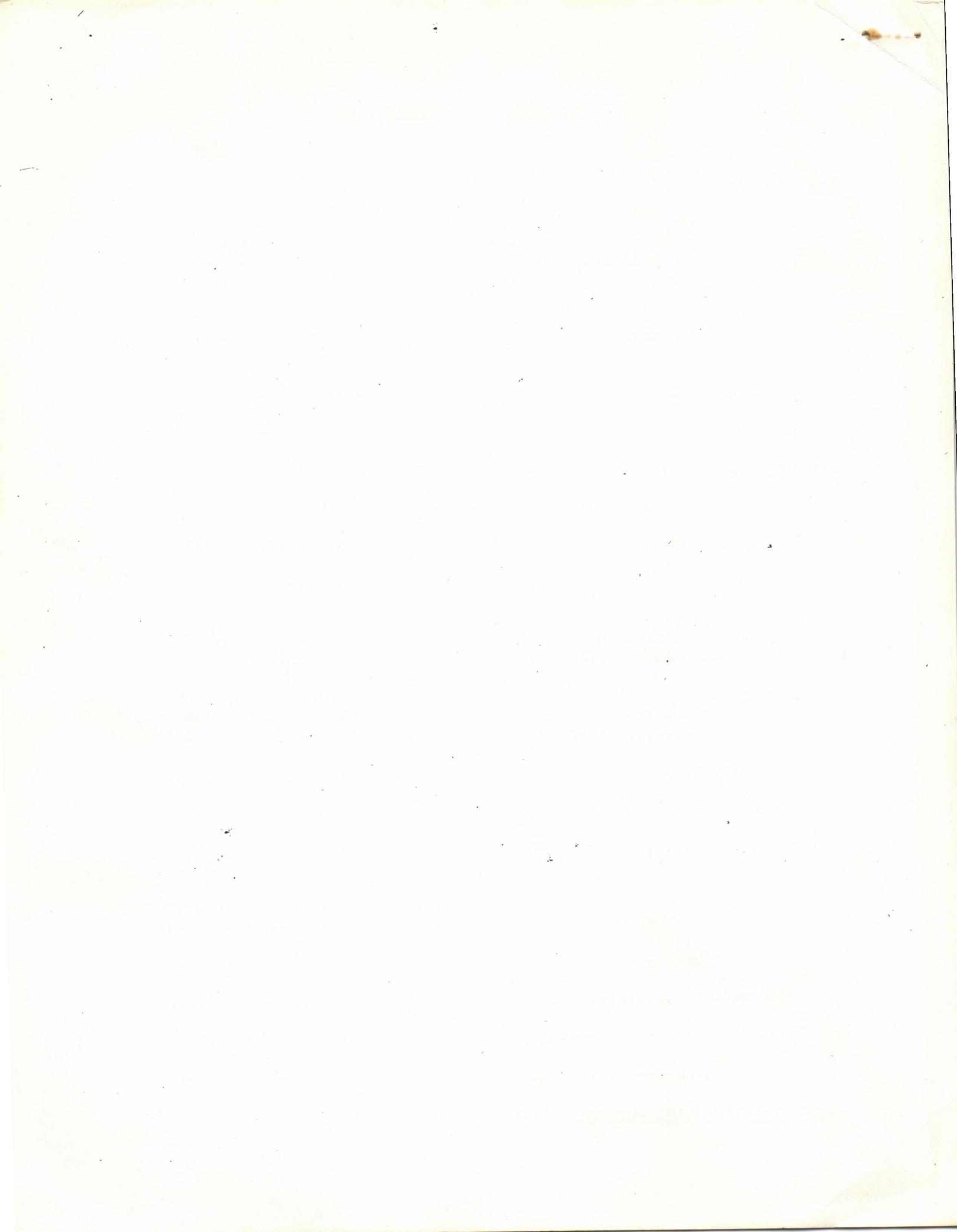


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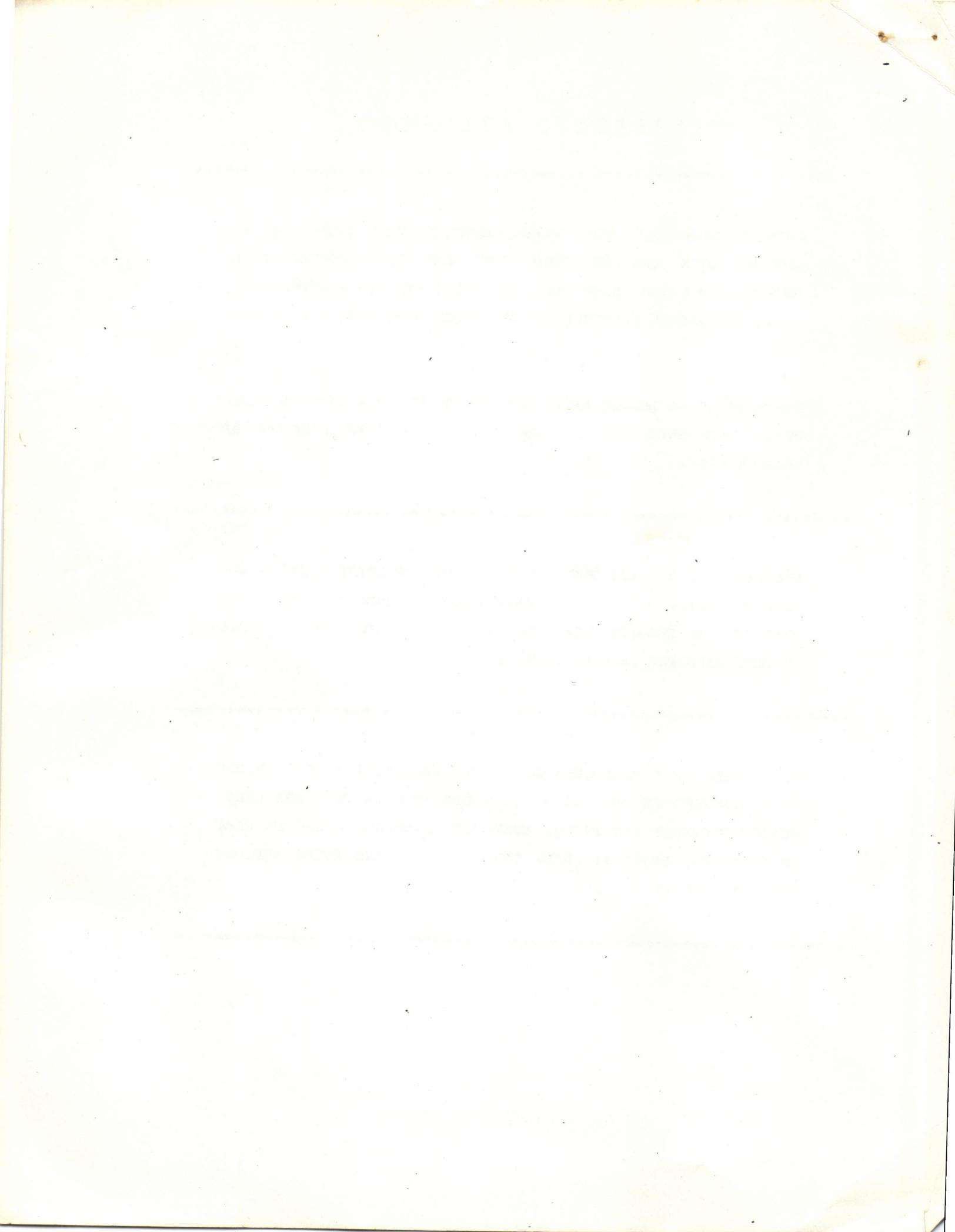
-- I M P O R T A N T N O T I C E S --

ARCHIVE DISKETTES THAT WERE FORMERLY USED WITH THE 2.4 SYSTEMS DISK CAN BE USED WITH THE 3.0 SYSTEMS DISK. HOWEVER, ONCE THEY HAVE BEEN USED WITH THE 3.0 SYSTEMS DISK, IT IS NO LONGER POSSIBLE TO USE THEM WITH THE 2.4 SYSTEMS DISK.

SINCE IT IS NO LONGER NECESSARY TO USE THE 2.4 SYSTEMS DISK, WE SUGGEST THAT YOU PREPARE THE 2.4 SYSTEMS DISK AS AN ARCHIVE DISK.

SYSTEMS DISK 3.0 HAS THE CAPABILITY TO DUPLICATE ARCHIVE AND SYSTEMS DISK. ONCE YOU HAVE LEARNED HOW TO USE THIS UTILITY, WE SUGGEST THAT YOU MAKE TWO COPIES OF THE 3.0 SYSTEMS DISK FOR BACK-UP PURPOSES.

GLOSSARIES THAT WERE CREATED ON THE 2.4 SYSTEMS DISK SHOULD BE REVERIFIED ON THE 3.0 SYSTEMS DISK BEFORE THEY ARE USED. SELECT GLOSSARY FUNCTIONS, EDIT OLD GLOSSARY, TYPE IN NAME OF GLOSSARY, PRESS EXECUTE, TOUCH CANCEL, AND PRESS EXECUTE TWICE TO VERIFY.



ENHANCEMENTS TO EXISTING FEATURES

Some of the features that currently exist on the 2.4 Systems Disk have been changed in this new release. These changes have been implemented for your benefit, offering greater flexibility and increased efficiency! Please be sure to read this section carefully.

ENHANCEMENTS -- DOCUMENT INDEX

The Document Index now has a new format! This new format easily distinguishes standard Documents from Glossaries.

The name of the archive diskette appears in the upper left portion of the screen. All documents are listed alphabetically under one column labeled "Documents" with their respective number of pages, and all glossaries are listed under a separate column labeled "Glossaries". The number of pages available on the archive diskette are listed in the bottom left portion of the screen. For example:

Index of Archive Disk: MEMOS			
<u>Documents</u>		<u>Glossaries</u>	
Name	Pages	Name	Pages
Budget	12	Gltest	1
Gltest	1		
memol	5		

56 page(s) available on disk

VIEWING THE DOCUMENT INDEX:

If you wish to view the Document Index while editing a document (perhaps you need to verify the Document Name of a document you plan to supercopy), touch the COMMAND key and lower or uppercase "I". The Document Index will appear. Touch CANCEL to return to the document.

PRINTING THE DOCUMENT INDEX

The option to print out the Document Index is now available. This is useful for document tracking, filing, and quick reference!

1. Select Print Index from the Special Print Functions Menu. A print menu is displayed.
2. Modify Pitch, Lines per Inch, Paper Eject, and Left Margin to desired specifications. Press EXECUTE.
3. Load paper and press SELECT.

ENHANCEMENT -- COPY DOCUMENT UTILITY

The Copy Document Utility procedures have been changed quite significantly from 2.4. The new procedures are easier to understand and much more convenient!

Key Words:

Source Disk: The diskette containing the document to be copied.
Source Document: The document to be copied.
Destination Disk: The diskette the document is being copied to.
Destination Document: The document that the Source Document is being copied to.

Procedures:

1. Select Utilities from the main menu and press EXECUTE. Position the acceptance block at Copy Document.
2. The system prompts "Insert System Disk and Press EXECUTE." Insert the system disk and press EXECUTE. The system prompts, "Please wait for utility." Once the utility is loaded the system prompts "Insert SOURCE disk, Press EXECUTE when ready."

Note: For this example, Source Document is Marina, Source Disk - Debbie, and Destination Disk - Anita.

3. Insert the source disk and press EXECUTE. The following menu is displayed:

Source disk is: Debbie
Enter source document name: _____

4. Type in the name of the Source Document. (NEXT/PREV SCREEN may be utilized to scroll through existing document names.) Once the name of an existing (valid) document is entered, touch EXECUTE. System prompts to specify the range of pages to be copied. ("From page" and "Through page" default to the first and last page of the document.) Once the appropriate Page Range has been specified, press EXECUTE.
5. The prompt "Enter document name" changes to "Source document is ____". System indicates in the lower left corner which pages are being read into system memory (see below).

| Source disk is: Debbie
| Source document name is: Marina
| From Page: 01
| Through Page: 03
|

(Reading Page 01)

6. Once the Source Document has been read into memory, the system prompts "INSERT DESTINATION disk, Press EXECUTE when ready." Insert the Destination disk and press EXECUTE.
7. The name of the destination disk is displayed (see below). System prompts to enter the Destination Document name. (For convenience, the Destination Document defaults to the Source Document Name, however, if desired the Source Document name can be changed at this time.)

```
-----  
| Source disk is: Debbie  
| Source document name is: Marina  
| From page: 01  
| Through page: 03  
|  
| Destination disk is: Anita  
| Enter destination document name: Marina  
-----
```

8. Once the Destination Document name has been entered, press EXECUTE. Systems indicates which pages are being written to the Destination Disk. When complete, prompts "Copy Complete". Press EXECUTE to copy another document, or press CANCEL to end utility. Insert the System Disk and press EXECUTE to reload the software.

NOTE:

If the designated Destination Document already exists on the Destination diskette (i.e., a document "Marina" already exists on the disk "Anita"), the following menu is displayed:

```
-----  
| Select next activity:  
|  
| _____ Try another name  
| _____ Add pages to end of document  
| _____ Update document  
| _____ Change archive disk  
|  
| DOCUMENT EXISTS  
-----
```

Try another Name: Activity is continued once a new Destination Document name is entered.

Add Pages to Document: The Source Document "Marina" will be added to the end of the existing document "Marina". (The number of pages currently in the document is displayed so the user can verify that additional pages may be added without exceeding the 15-page limitation.)

Update Document: The Destination Document "Marina" will completely replace the document "Marina" that exists on the Destination Disk "Anita".

Change Archive Disk: The Destination Disk "Anita" may be replaced with a new diskette.

ENHANCEMENT -- HOT PRINT

The procedures for Hot Print remain basically the same as the procedures from Systems Disk 2.4, with the following exception:

A print menu will appear the first time Hot Print is accessed following power-up. Once this print menu has displayed, it will not appear again until after powering off and on again. However, if you would like to access this print menu to make additional modifications, simultaneously touch the SHIFT and HOT PRINT key.

On System Disk 2.4, to access the print menu the user touched "Command M". On 3.0, SHIFT/HOT PRINT replaces this command.

ENHANCEMENT -- PAGE GRAPHIC

A new Page Break Graphic has been implemented on 3.0! The Page Break Graphic on 2.4 consisted of a "space" character followed by the words "Page End".

The 3.0 Page Graphic will appear on the screen as follows: |

As you can see, the 3.0 Page Graphic is much easier to distinguish!

To delete a Page Break: Position the cursor below the Page Break Graphic, press Delete, and press EXECUTE.

NEW FEATURES

FEATURE: SEARCH

FUNCTION: From any point within a document, the Search Feature searches the remainder of the document for every instance of a character sequence (specified by the user).

BENEFIT: Saves a great amount of editing time -- the system does the searching, not the user!

PROCEDURE:

1. From any point within a document, press the "Search" key. The prompt "Search for what?" will appear in the upper right corner of the screen.
 2. Type the respective characters to be searched for (the character limit is 32). As the characters are typed, they will appear highlighted and centered on the bottom of the screen (the last 16 characters only).
 3. The system searches for the designated string of characters. When the string is found, it is highlighted. To search for the same text, but in a different and following location, press either the "Search" key or the EXECUTE key. The system will search the entire document, highlighting the string of characters as they are located.
 4. When the system has searched the entire document, the system prompts in the upper right corner "Search for what?". The designated character string will remain highlighted and centered on the bottom of the screen. The message "Cannot find one" will appear in the lower left corner. To erase the prompt and message from the screen, press the CANCEL key.
- *****

FEATURE: GLOBAL SEARCH

FUNCTION: The Global Search Feature searches an entire document (from page 1 to end) for every instance of a character sequence (specified by the user).

BENEFIT: Operator may initiate a search request from any point within a document, and the system will search the entire document for the specified character sequence.

PROCEDURE:

The procedures for Global Search are very similar to that of Search, with the exception of Step 1:

1. From any point within a document, simultaneously press the "Shift" key and the "Search" key. The system will return to Page One, Position One of the document. The prompt "Search for what?" will appear in the upper right corner of the screen.
 2. Follow steps 2 through 4 of Search.
- *****

FEATURE: REPLACE

FUNCTION: Replace enables the user to replace an existing character(s) with a new character(s) in one step.

BENEFIT: Saves a great amount of editing time by eliminating the need to perform two different functions (delete and insert) to replace text!

PROCEDURE:

1. Position the cursor under the first character of text to be replaced. Press the "Replace" key. System prompts "Replace what?"
 2. Highlight the text to be replaced. Press EXECUTE. The prompt "Replace it with?" will appear in the upper right corner of the screen.
 3. Type the desired text, and press EXECUTE.
- *****

FEATURE: GLOBAL REPLACE -- Selective and Automatic

FUNCTION: Global Replace enables user to selectively or automatically replace a defined character sequence with another throughout a document. Two Global Replace methods are available: Selective and Automatic.

BENEFIT: Eliminates the need to replace every instance of a word or phrase manually, therefore editing time is saved!

PROCEDURE:

Selective Global Replace

1. Position the cursor under the first character of text to be replaced. Simultaneously press the "Shift" key and the "Replace" key. Highlight the text (32 is the maximum number of characters that can be highlighted) to be replaced. Press EXECUTE.

2. The prompt "Replace it with?" will appear in the upper right corner of the screen. Type the desired text and press EXECUTE. While the text is being replaced, the prompt "Rearranging" will appear in the upper right corner of the screen.
3. The system will search for and highlight the next occurrence of the character sequence. The prompt "Replace it?" will appear in the upper right corner of the screen. To replace the character sequence, press EXECUTE. To bypass this occurrence of the character sequence, press the "Search" key, and the system will search for the next occurrence.
4. When the end of the document has been reached, the message "Cannot find one" will appear in the lower left corner. To erase the message from the screen, press the CANCEL key.

Automatic Global Replace

1. Position the cursor under the first character of text to be replaced. Simultaneously press the "Shift" and "Replace" key. Highlight the text to be replaced. Press EXECUTE.
2. The prompt "Replace it with?" will appear in the upper right corner of the screen. Type the desired text and press EXECUTE.
3. System will search to the next occurrence of the character sequence. Press the "Replace" key. The system will automatically search the entire document, replacing the originally-defined character sequence with the newly-defined character sequence.
4. When the end of the document has been reached, the message "Cannot find one" will appear; to erase the message from the screen, press the CANCEL key.

NOTE: The Global Replace features will search the entire document from the initial position to the end or until the user has cancelled the procedure by pressing the CANCEL key.

FEATURE: TYPEWRITER -- DIRECT PRINT

FUNCTION: Typewriter (Direct Print) enables the Wangwriter to perform the same function as a typewriter. As the user types, the text is displayed on the screen and printed on the printer simultaneously.

BENEFIT: This is a fast and convenient method of printing text that does not need to be saved. Labels, envelopes, and forms are perfect applications for Typewriter!

PROCEDURE:

1. Select "Special Print Functions" from the main menu. Select "Typewriter". The system will prompt "Insert System Disk and press EXECUTE".
 2. A menu similar to the standard print menu will appear. Place the acceptance block at "Direct" mode.

NOTE: From Page, thru page, number of originals, and justification have been omitted since they do not pertain to the Typewriter function.

Modify Page Length, Left Margin, Pitch, Lines Per Inch, and Paper Eject Up or Down, as usual. Once the menu has been modified to desired specifications, press EXECUTE. The system prompts "Select Printer". At this point, load the paper utilizing the paper load lever, and select the printer.

3. A format line is displayed in the lower portion of the screen. Press FORMAT to gain access to the format line. The tabs and right margin may be modified, however, the line spacing cannot be changed from single spacing.
 4. The paper and print head may be positioned utilizing the cursor keys located on the keyboard.

For example:

South Cursor - Roll paper up
North Cursor - Roll paper down
East Cursor - Move print head right
West Cursor - Move print head left

The above keys can be used in either whole or fine increments of space. Fine increments of space are achieved by holding down the SHIFT key and one of the four cursor keys. The exact line and print head position is displayed in the status line (see example below.) The whole increments are displayed to the left of the colon, while the fine increments are displayed to the right of the colon.

Line 31:5

Position 8 :0

The horizontal incremental movement depends upon the pitch selected in the typewriter print menu (10, 12, or 15), and the vertical incremental movement depends upon the lines per inch (6 or 8) specified in the print menu.

5. Once the paper and print head are positioned, you are ready to type!

While in the Typewriter mode, there is no automatic word wrap around. Ten spaces from the right margin, a beeper will sound off indicating that you are approaching the right margin. Once the beeper sounds, press one of the following keys at an appropriate word ending:

RETURN key	Advances the paper down one line and returns the carriage/cursor to the left margin.
NORTH cursor	Advances the paper up one line, leaving the carriage/cursor in the same position
SOUTH cursor	Advances the paper down one line, leaving the carriage/cursor in the same position.

NOTE: Attempting to type beyond the right margin will result in the error message "At Margin Boundary". The carriage remains at the margin boundary; if you continue to type, overstriking of the last character occurs.

6. When the typewriter printing is complete, press the CANCEL key to return to the Typewriter print menu, or press CANCEL twice to end the typewriter mode. This will cause the paper to eject as specified.

NOTES:

- All keys are valid, however, only those that appear on the printwheel will be printed.
- Bold, double underscore, and strike-thru are invalid, and therefore cannot be used during typewriter.
- Pressing the PAGE key will cause the paper to eject and return to the Typewriter print menu.

FEATURE: TYPEWRITER -- SHADOW PRINT

PURPOSE: Typewriter (Shadow Print) enables the user to type a line of text, make any necessary corrections, and print out the line after corrections have been made.

BENEFIT: This is a fast and convenient method of printing text that does not need to be saved. Labels, envelopes, and forms are perfect applications for Typewriter! Unlike Typewriter Direct Print, the user is given the option of correcting errors prior to printing the text.

PROCEDURE:

1. Complete Steps 1 through 5 of TYPEWRITER -- DIRECT PRINT, selecting the "Shadow" mode from the intial print menu.

2. Note that as you are typing text, the print carriage moves accordingly with each keystroke, however, no characters are printed. Since the characters have not yet been printed on the paper, errors may be corrected by striking over.

Note: Word Processing editing features are not valid during typewriter (i.e., insert, delete, move, copy, etc.)

3. When a line of text is complete and errors have been corrected, press the RETURN, NORTH or SOUTH cursor keys (see Step 5 of Typewriter -- Direct Print), and the line of text will be printed.

4. Complete Step 6 of Typewriter -- Direct Print.

FEATURE: DUPLICATE DISK UTILITY

FUNCTION: The Wangwriter Duplicate Disk Utility allows the user to copy all information from one disk to another disk.

BENEFIT: The Duplicate Disk Utility eliminates the need to copy one document at a time to a new disk. More importantly, the user is now able duplicate the systems disk, ensuring that back-up copies are available!

PROCEDURE:

Key Words

Source Disk: Disk that the information is being copied from.

Destination Disk: Disk that the information is being copied to.

Track: Portion of a disk (Wangwriter diskettes contain 80 tracks); the system assigns each track a specific number.

1. Select "Utilities" from the Main Menu. Position the acceptance block at "Duplicate Disk", and press EXECUTE. The system prompts "Insert System Disk and press EXECUTE". Insert the system disk, press EXECUTE, and the system will briefly prompt "Please wait for Utility".
2. The system will display instructions to "Insert SOURCE disk" and "Press EXECUTE when ready". The system will prompt in the upper right corner "Pass ## in progress". In the lower right corner the system will prompt "Reading Track ##". This indicates the track numbers that are being read from the source disk.
3. When complete, system will prompt "Insert DESTINATION disk" and "Press EXECUTE when ready". ("Pass ## in progress" remains on the screen.) Insert the Destination disk and press EXECUTE. The system prompts "Writing Track ##", indicating which track number is being written to the destination disk. When complete, the system will prompt "Pass ## done".
4. Repeat Steps 2 and 3 four additional times for a total of five passes.

5. At the end of the fifth pass, the system prompts "Press EXECUTE to run again" and "CANCEL to terminate". If there is another disk to be copied, press EXECUTE; if there are no other disks to be copied, press CANCEL.
6. In the lower left corner, the system prompts "Copy Complete", "Insert SYSTEM disk and press EXECUTE". Insert the system disk and press EXECUTE. System prompts "Please wait for menu".

NOTES: Once one pass has been completed, the Duplicate Disk Utility verifies that you are inserting the correct Source and Destinations Disks. If a wrong disk is inadvertently inserted, system prompts "Wrong Disk has been inserted".

DO NOT CANCEL THE DUPLICATE DISK UTILITY BEFORE IT HAS COMPLETED FIVE PASSES. This will result in a damaged Destination Disk (system prompts "Incomplete Copy" if you attempt to use this destination disk). If this prompt occurs, run Archive Disk Recovery (see Page 17) or repeat the Duplicate Disk Procedures correctly.

FEATURE: CHANGE DEFAULT FORMAT

FUNCTION: Change Default Format enables the user to specify the tab settings, right margin, and line spacing for the Document Format Line (format that automatically appears whenever a new document is created).

BENEFIT: By designating a frequently-used format line into the system, the user saves time by eliminating the need to manually modify the format line each time!

PROCEDURES:

1. Select "Utilities" from the main menu. Select "Change Default Format". System prompts "Insert System Disk and press EXECUTE".

IMPORTANT: Prior to inserting the System Disk, be sure there is a tab covering the Write/Protect slot. In most cases, this is not necessary for the Systems Disk. However, in "Change Default Format" the new format must be written onto the Systems Disk. Without a tab on the Write/Protect slot, you cannot write onto the Systems Disk.

2. System prompts "Alter format line, then Press EXECUTE to Write Changes to Disk". Modify the tab settings, right margin and vertical line spacing as desired. Once the modifications have been made, press EXECUTE.

NOTE: If there is no tab on the Systems Disk, the system quickly prompts "Write protect". In this case, return to Step 1.

3. Once the new format line is written to the system disk, all documents created from this point on will have this format.
- *****

FEATURE: AUTOMODE

FUNCTION: Automode is used in conjunction with underscore, double underscore, bolding, strike-thru, superscript and subscript keys. This function enables the user to type text while in one of these modes.

BENEFIT: The user now has two options of underscoring, etc., increasing the flexibility of the system! Underscoring or bolding text while it is being typed can be more time-saving than typing the text, backspacing, entering the command, and highlighting.

PROCEDURE:

1. Position the cursor to an appropriate position in the document. Press the MERGE (Automode) Key. The system prompts "Which Automode?"
2. Select the proper mode (see chart below). A prompt located at the bottom of the screen indicates which mode has been selected.

<u>AUTOMODE</u>	<u>COMBINATION KEYS</u>	<u>SCREEN PROMPT</u>
Auto-Underscore:	Merge + Underscore	= Auto <u>xxxx</u> Mode
Auto-Double Unscr.:	Merge + Right parentheses	= Auto <u>xxxx</u> Mode
Auto-Bold:	Merge + Left parentheses	= Auto <u>xxxx</u> Mode
Auto-Strike-thru:	Merge + Strike-thru	= Auto xxxx Mode
Auto-Superscript:	Merge + Superscript	= Auto ^{xxxx} Mode
Auto-Subscript:	Merge + Subscript	= Auto _{xxxx} Mode

3. Begin typing text. Note that the automode command you selected is activated while the text is typed!
4. To cancel out of the automode, press the MERGE KEY, then the CANCEL KEY.

FEATURE: SPECIAL INDICES -- COMMAND INDEX AND AUTOMODE INDEX

FUNCTION: The Special Indices enable the user to view a listing of available commands and automode options.

BENEFIT: Rather than referring to the Wangwriter Training/Reference manuals, the user simply touches one key to reference and activate the available commands!

PROCEDURE:

COMMAND INDEX -- VIEWING A LIST OF COMMAND OPTIONS

From within a document, you may now recall a list of features that are available through the use of the COMMAND key. Simultaneously touch the SHIFT key and COMMAND key. The following menu will appear:

Press indicated key to select desired command function:

Underscore	= underscore
Right Paren.	= double underscore
Left Paren.	= bold
Slash	= strike through
Subscript	= subscript
Superscript	= superscript
Backspace	= 'forespace'
Replace	= suppress/redisplay graphics
Glossary	= attach glossary
Hot Print (null)	= cancel print request
 I	= display index
@	= (-PROMPT-)
'	= (-1-KEY-)
Go To Page	= (-GO-TO-GL-)
	# = (-ERROR-)
	" = (-N-KEYS-)
	e = (-ENTRY-END-)

NOTE: Commands @, ', Go to Page, #, ", and e are used within Glossary.

From this Command Index, pressing any of the designated keys will instruct the system to return to the document and activate the designated command.

For example: Position the cursor below a word to be underscored (or bolded, etc.), press SHIFT COMMAND, touch the appropriate key (underscore to underscore), highlight the word, and press EXECUTE.

AUTOMODE INDEX -- VIEWING A LIST OF AUTOMODE OPTIONS

From within a document, you may now recall a list of features that are available through the use of the MERGE key. Simultaneously touch the SHIFT key and MERGE key. The following menu will appear:

Press indicated key to select auto-attribute mode:

Underscore	= underscore
Right Paren.	= double underscore
Left Paren.	= bold
Slash	= strike through
Subscript	= subscript
Superscript	= superscript
CANCEL	= exit from automode

From this Merge Index, pressing any of the designated keys will instruct the system to return to the document and activate the designated command.

For example: Position the cursor to where the text is to be typed, touch INSERT (if necessary), press SHIFT MERGE, touch the appropriate key (underscore for underscore), and type the text.

FEATURE: **SPECIAL CHARACTERS**

FUNCTION: The Special Characters option enables the user to print out special characters that exist on the printwheel, but are not directly accessible from the keyboard.

BENEFIT: The ability to print special characters gives the user greater flexibility in producing high-quality documents!

PROCEDURE:

1. Press the key labelled with the Square Brackets. Once this key is pressed, the bracket does not appear and the cursor remains in place. (It will appear as though no key has been pressed, however the system has received an instruction.)
2. After pressing the Bracket key, press a designated key as listed below:

<u>Combination Keys</u>				<u>Printed Character</u>
Bracket	+	\$	=	pound sterling (£)
Bracket	+	(=	left square bracket ([)
Bracket	+)	=	right square bracket (])
Bracket	+	@	=	degree symbol (°)
Bracket	+	p (or P)	=	paragraph symbol (¶)
Bracket	+	s (or S)	=	section symbol (§)
Bracket	+	!	=	vertical bar ()*

The printing of the special characters is dependent upon the existence of this character on the printwheel. If a character is not physically on the printwheel, the user will be able to display the character on the screen, however the correct character will not print.

*When pressing (Bracket + !) to generate the vertical bar, the pound sterling will appear on the screen; however, when the document is printed, the vertical bar will appear. The vertical bar is convenient for enclosing text within boxes; the boxes located in this document have been generated with the vertical bar.

Procedure -- Drawing Boxes:

1. Create a format line with tabs settings at 12, 16, and 61; right margin of 62.
2. Press tab. Type a horizontal line (up to position 62) using either the hyphen or underscore key. Press return.

3. Press tab, bracket and exclamation point, tab. Type "This is a exercise for drawing boxes on". Press tab, bracket and exclamation point, return.
4. Press tab, bracket and exclamation point, tab. Type "the Wangwriter. The vertical bar makes". Press tab, bracket and exclamation point, return.
5. Press tab, bracket and exclamation point, tab. Type "this possible.". Press tab, bracket and exclamation point, return.
6. Type a horizontal line identical to that in Step 2.

EXAMPLE:

```
-----  
| This is an exercise for drawing boxes on  
| the Wangwriter. The vertical bar makes  
| this possible.  
-----
```

FEATURE: COPY DEFAULT GLOSSARY

FUNCTION: Copy Default Glossary enables the user to copy a glossary onto the Systems Disk; this glossary is then attached automatically following power-up.

BENEFIT: If a particular glossary is used quite frequently, this eliminates the step of attaching the glossary manually through Glossary functions!

PROCEDURE:

1. Insert the archive diskette that contains the glossary to be defaulted. Select Glossary functions from the main menu and press EXECUTE. Position the acceptance block at Copy Default Glossary and press EXECUTE.
2. System prompts "Enter Glossary Name". Enter the Glossary Name and press EXECUTE. System quickly prompts "Rearranging" as the glossary is read into system memory.
3. System prompts "Insert System Disk and press EXECUTE".

IMPORTANT: Prior to inserting the System Disk, be sure there is a tab covering the Write/Protect slot. In most cases, this is not necessary for the Systems Disk. However, in "Copy Default Glossary", the glossary must be written onto the Systems Disk. Without a tab on the Write/Protect slot, you cannot write onto the Systems Disk.

4. Insert the System Disk and press EXECUTE. The glossary will be written onto the system disk. When complete, system prompts "Copy Glossary Complete".

NOTE: Once a different glossary is attached by the user, the defaulted glossary is no longer attached. To reattach the defaulted glossary, follow the standard procedure for attaching a glossary. Once the system is powered off and on, the defaulted glossary will automatically be attached again.

FEATURE: **SHOW VALID ENTRIES INDEX (GLOSSARY)**

FUNCTION: Show Valid Entries Index enables the user to view a listing of the entries (labels) contained in an attached glossary.

BENEFIT: Eliminates the need to edit a glossary through Glossary Functions to determine which entries (labels) exist in the glossary and the function of each entry!

PROCEDURE:

1. Select Glossary Functions from the main menu. Position acceptance block at "Show Valid Entries".
2. System displays a listing of all valid entries contained in the glossary currently attached. To remind the user of the function of each entry, the first ten characters from the entry (label) are also displayed. For example:

(a) Wang Labor (b) One Indust (c) Lowell, MA

NOTE: Glossary commands such as (-EXECUTE-), (-CANCEL-), (-RETURN-), (-TAB-) are not displayed. For example:

Glossary Statement
Word(-RETURN-)Processing(-RETURN-)

Screen Display
WordProces

3. To exit from the Show Valid Entries Index, touch CANCEL.

FEATURE: RECOVER ARCHIVE DISK

FUNCTION: Enables the user to easily recover documents that have accidentally been deleted or diskettes that contain damaged portions.

BENEFIT: Damaged or deleted text can be easily recovered, eliminating retyping.

Recover Archive Disk is a simple feature to use; you cannot damage your archive disk by using it. Be sure to take advantage of this feature whenever necessary.

When to Use Archive Disk Recovery

Two forms of Recover Archive Disk are available to the user:

1. Standard Recovery
2. Catalog pages from deleted documents

Standard Recovery should be used when one of the following messages occur on any document or diskette:

- Disk Format Error
- Disk CRC Error
- Not An Archive Disk (when you are certain it was an archive disk)
- Incomplete Copy (Duplicate Disk Utility was cancelled prior to completion; see Page 11)
- Document Damaged -- Run Recovery

These errors have occurred because some part of the minidiskette has been damaged. Standard Recovery will recover as much text as possible from this damaged portion of the diskette.

Catalog Pages from Deleted Documents should be used when you have accidentally deleted a document from the minidiskette that should have been saved. It is important, however, that you run Recover Archive Disk directly after the document was deleted. Otherwise, if you perform other functions (i.e., create a new document) prior to running Recover Archive Disk, the deleted document may be written over and the system will not be able to recover it.

PROCEDURE:

1. Select Utilities from the main menu. Position acceptance block to "Recover Archive Disk". System prompts "Insert System Disk and Press EXECUTE". Insert the System Disk and press EXECUTE. The following menu will appear:

Select type of disk recovery:

- ____ Standard Recovery
____ Catalog pages from deleted documents

2. Position acceptance block to desired type of recovery and touch EXECUTE. System prompts "Press EXECUTE when archive disk is in drive". Insert archive disk to be recovered and press EXECUTE.

Standard Recovery

- a. System prompts (Disk Recovery in Progress).

NOTE: If a disk error is recognized during Recovery, an error message is displayed in the lower right corner with a prompt "Recovery Terminated". If this prompt occurs, duplicate the damaged diskette using the Duplicate Disk Utility. Return to Step 1 and repeat the Recover Archive Disk procedures on the duplicated disk.

- b. Once recovery is complete, a Document Recovery Log is displayed:

Document Recovery Log

test	01 page(s) recovered
test1	01 page(s) recovered
test2	02 page(s) recovered
test3	04 page(s) recovered
test4	06 page(s) recovered
	02 page(s) lost

The log displays each document name and # of pages that have been recovered from each document. In some cases, the text is damaged beyond recovery and must be deleted by the system; these pages are labeled as "lost" in the log. As in document "test4" above, the log displays the number of pages recovered (6) and the number of pages lost (2).

- c. Touch CANCEL. System prompts "Press EXECUTE to recover another disk. CANCEL to exit utility." If CANCEL is pressed, system prompts "Insert SYSTEM disk and press EXECUTE".

NOTE: Once the documents have been recovered, it is possible that some text on the recovered pages has been lost, depending on the extent of the damage.

Catalog Pages from Deleted Documents

- a. System prompts (Disk Recovery in Progress).

- b. Once recovery is complete, a Document Recovery Log is displayed:

Document Recovery Log

REC01	01 page(s) recovered
REC0A	01 page(s) recovered
REC06	01 page(s) recovered
REC03	01 page(s) recovered
test	01 page(s) recovered
test1	01 page(s) recovered
test2	02 page(s) recovered

Note that the log displays four document names in the following format: "REC##" (each containing one page). The system has recovered the text from a deleted four-page document and copied the recovered text into four new "REC##" documents. Each page from the deleted document is copied into a one-page "REC" document.

In the case above, a four page document entitled "test3" was accidentally deleted. After Catalog Pages from Deleted Documents was run, the four-page document resulted in four one-page "REC" documents, each with a unique "REC" number.

- c. Touch CANCEL. System prompts "Press EXECUTE to recover another disk. CANCEL to exit utility." If CANCEL is pressed, system prompts "Insert SYSTEM disk and press EXECUTE".
 - d. Optional: Insert the recovered archive disk. Create a new document (name it the same as the deleted document if you wish) and supercopy the "REC##" documents into one document.
- *****

COMMON QUESTIONS AND ANSWERS

Question: Who should I contact to order new archive disks?

Answer: To order additional archive minidiskettes, contact the Wang Supplies Division toll-free number -- (800) 225-0234. The Order # for the diskettes is #177-0080.

Question: If a mini-diskette can store up to 75 pages, why is a document limited to 15 pages?

Answer: When utilizing the Copy Document Utility, the entire document is stored in system memory until it reaches the destination diskette. Currently, the system memory is restricted to 15 pages. Without this 15-page limitation, it would not be possible to copy documents.

Question: Can I use the Narrator Printwheel on the Wangwriter?

Answer: Use of the Narrator Printwheel is not recommended. Although most characters will print, there is no method to print the numeral one.

Question: What is the maximum number of characters per line allowed by 10-pitch, 12-pitch, and 15-pitch?

Answer: 10-Pitch allows up to 110 characters per line to be printed.
12-Pitch allows up to 132 characters per line to be printed.
15-Pitch allows up to 158 characters per line to be printed.

Question: While viewing the document index, can I instruct the system to delete a document?

Answer: No. Currently the only way to delete a document is through Utilities.

Question: When creating a prompt within a glossary, what is the maximum number of characters allowed in the prompt?

Answer: The character length of a prompt can be between 1 and 19 characters. A Wangwriter Glossary will not verify if the prompt is over 19 characters; the system will display the following error message: "Entry () Message too Large".

Question: How do you create a format line within a glossary?

Answer: Listed below is an example of setting up a format line that can be recalled into a document by a glossary. The following format line is set up with tab settings at 8, 14, and 20; right margin of 40.

(-FORMAT-)

.....(-TAB-).....(-TAB-).....(-TAB-).....(-TAB-).....(-RETURN-)

(-EXECUTE-)

NOTE: Periods represent space characters.

(-TAB-) indicates a tab setting; (-RETURN-) indicates the right margin. (-FORMAT-) at the beginning instructs the system to create a format, and (-EXECUTE-) at the end completes the request.

Question: Can I attach more than one glossary at once?

Answer: No. Only one glossary can be attached at one time.

COMMON QUESTIONS AND ANSWERS

SYSTEMS DISK 3.0

Question: Can Special Characters be incorporated into glossaries?

Answer: Yes. Listed below is an example of incorporating a special character (degree symbol) into a glossary.

```
(-CENTER-)WEATHER REPORT(-RETURN-)(-RETURN-)
(-CENTER-)WEDNESDAY: 75(-DEAD-KEY-)@ and
Sunny(-RETURN-)
```

(-DEAD-KEY-) is generated by pressing Glossary, Bracket. Bracket + @ = degree symbol. (Refer to Page 14 for the list of the special characters.)

Question: Once I press Shift/Copy for Supercopy, can I use Next and Previous screen to scroll through the existing Document names?

Answer: No. However, prior to selecting Supercopy, you can view the index (from within the document) by pressing Command "i" (see Page 12).

Question: Can I print the accute accent mark if it exists on the printwheel?

Answer: Currently there is no method available to print the accute accent mark. Available special characters are listed on Page 14.

Question: Can I instruct the system to copy only a portion of a document during Copy Document Utility?

Answer: Yes. Once a valid document name is entered, the system prompts to specify the range of pages to be copied.

Question: Can I use more than one automode (i.e., underscore and bold) at the same time?

Answer: No. The system only recognizes one automode at a time. However, you may choose to autounderline a word, then bold the word also using the Bold command.

