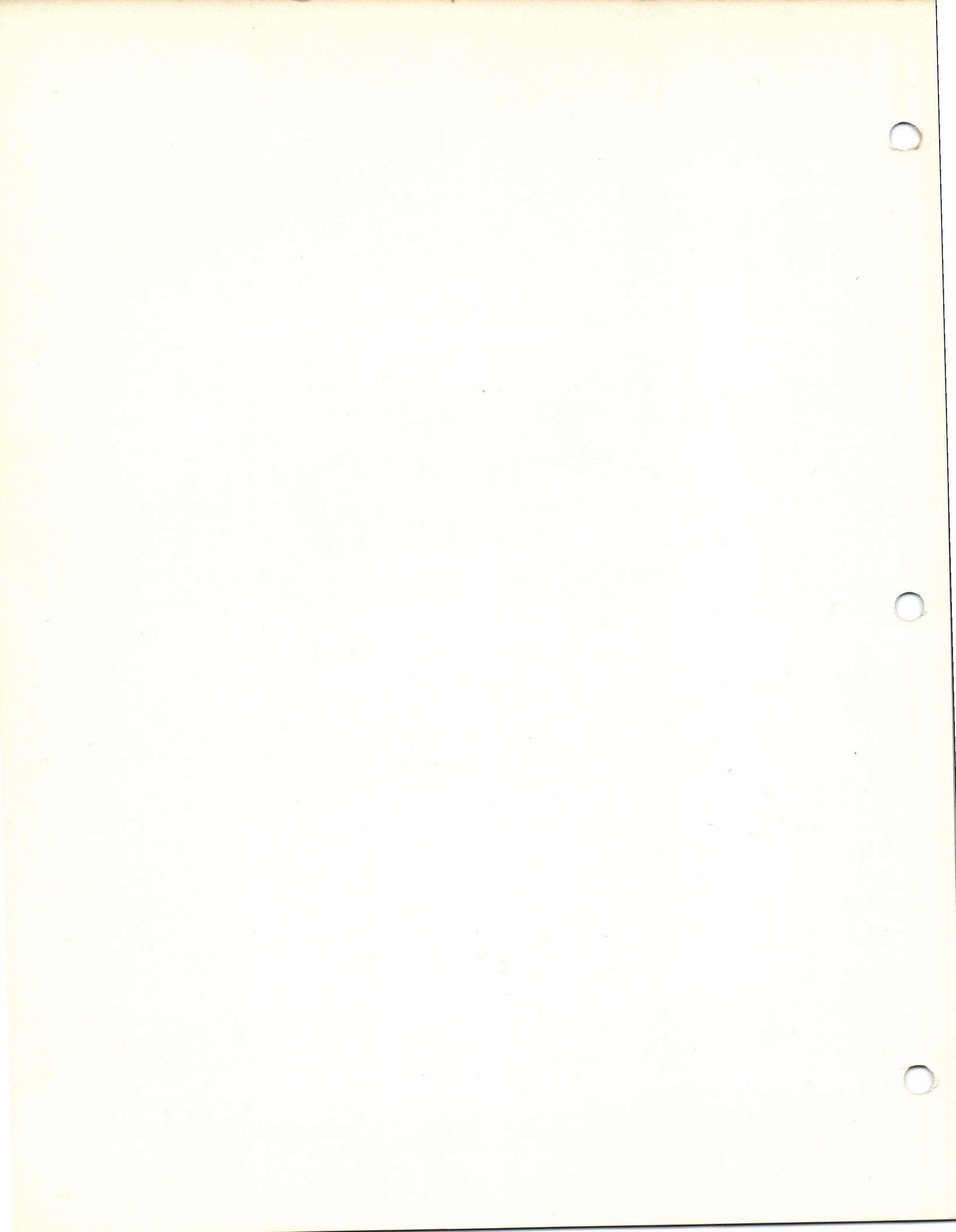


WANG

The Glossary User Manual

Wangwriter™



The Wangwriter Glossary User Manual (Interim)

1st Edition — March, 1981
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WHY AN INTERIM MANUAL?

It has become standard policy for Wang Laboratories, Inc., to prepare an Interim User Manual for new products. Due to the planning, writing, screening, and printing procedures that each manual undergoes and the fact that an initial manual is generally written while a product is still under development, it is often impossible to provide a polished manual at the time a new product is delivered.

Therefore, the Interim Manual is provided to give you a working knowledge of the software and to give the Technical Writing Staff of Wang Laboratories, Inc., the opportunity to prepare a polished manual whose quality is equal to the quality of the software. Any comments regarding the contents of an Interim Manual would be greatly appreciated and should be forwarded to the Corporate Publications Department using the Customer Comment Form included as the last page of this manual.

To ensure that you receive a copy of the final manual, please return the Customer Comment Form with your name and address. Any questions you may have during this interim period should be directed to the Technical Support Center at 1-800-225-0979.

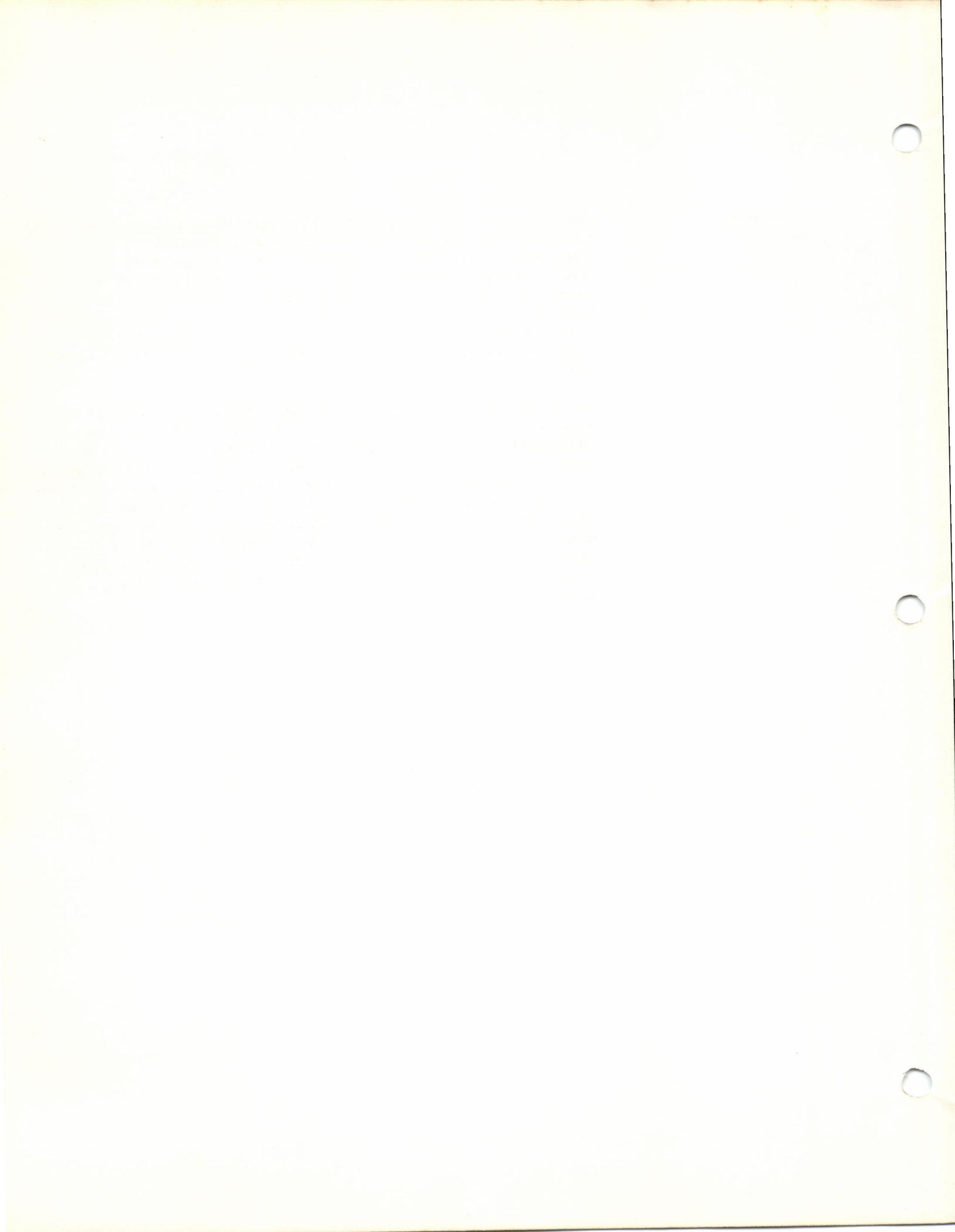
Thank you for your patience.

Corporate Publications Department
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preface

The purpose of the Wangwriter Glossary User Manual (Interim) is to familiarize you with the Glossary feature of the Wangwriter. This manual assumes that the operator has completed The Training Workbook. Some knowledge of word processing, Glossary, and Decision Processing are also helpful. If you have no Glossary experience, we recommend that you wait for the final version of the Wangwriter Glossary User Manual before attempting to use the Glossary feature.

The Wangwriter Glossary User Manual (Interim) consists of four units. Unit 1 briefly describes Glossary and its advantages. Unit 2 defines Glossary terms, provides an overview of the procedures for using Glossary, describes the steps to create and retrieve a glossary entry, and outlines the basic rules of Wangwriter Glossary. Unit 3 contains exercises to introduce the inexperienced Glossary user to creating and retrieving glossary documents on the Wangwriter. Unit 4 contains exercises to introduce the experienced Glossary user to creating and retrieving glossary documents on the Wangwriter.



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UNIT 1
INTRODUCTION

topic **What Is Glossary?**

Glossary is an easy-to-learn, easy-to-use, and time-saving feature of the Wangwriter.

The Wangwriter Glossary feature allows you to retrieve and display commonly used words, phrases, paragraphs, or formats. Glossary saves a tremendous amount of time when you prepare documents that contain standard, or boilerplate, text.

With Glossary, you type standard text or formats only once, and store them on an archive minidiskette. When this standard information is needed again, you can quickly and easily retrieve it from the archive minidiskette.

When you enter text in a document, the Wangwriter accepts your keystrokes from the keyboard. When you use Glossary to enter text in a document, the Wangwriter accepts the keystrokes from a glossary entry which is stored on an archive minidiskette.

topic What Glossary Can Do For You

With Glossary, you can type frequently used text once and then retrieve it into a document by pressing two keys, for example:

GL + **A**

Glossary can be used to store and retrieve:

- Words, Names, or Phrases -

United States Government Department of Energy
 Mary Jane Hynes
 In this exercise,

- Formats -

Tables:

Client Billing Report

Client #	Rate	Hours	Amount	Expenses
10	31.00	5.00	155.00	115.00
	34.00	7.00	238.00	30.00
Client Total		12.00	393.00	145.00
20	36.00	4.00	144.00	
	35.00	6.00	210.00	75.00
Client Total		10.00	354.00	75.00
Report Total		22.00	747.00	220.00

Memos:

TO: John Dewing
FROM: Mary Jane Hynes
DATE: March 1, 1981
Re: Division Meeting

Paragraphs -

I want to thank you for your contribution to the museum. Your generous contribution helped to make our Building Fund Drive a huge success.

Signature Blocks -

Thank you for your response.

Sincerely,

Fred Clark
Review Committee

With Glossary, you will not have to retype the text you store as a glossary entry. So, Glossary can:

- Save you time.
- Help you complete your work faster.
- Eliminate repetitive typing.
- Reduce typing errors.

UNIT 2

BASIC INFORMATION

introduction

This unit defines terms you will encounter when using Glossary, provides an overview of how to use Glossary, describes the four basic steps of Glossary, and lists Glossary rules.

The definition of Glossary terms can be used to familiarize yourself with Glossary terms and defines some new terms used with Wangwriter Glossary.

The overview section gives a general description of the procedures necessary to use Glossary.

The basic steps section describes in detail the keystrokes and prompts necessary to create, verify, attach, and recall a glossary entry. These basic steps can be used as an exercise. Exercises are also provided in Units 3 and 4.

The Glossary rules section describes the rules you must follow when using Glossary.

topic Glossary Terms

Archive Minidiskette -- A minidiskette that stores only documents, only glossary documents, or both documents and glossary documents.

Attach -- A system procedure that assigns a glossary document to a workstation, enabling the entries in that glossary document to be recalled into a document.

Attached Glossary -- A glossary document that is currently assigned to the workstation.

Detached Glossary -- A glossary document that is no longer attached to the workstation. Glossary entries in a detached glossary document can not be readily recalled into a document. A detached glossary document can be reattached when needed.

Entry -- See Glossary Entry.

Glossary Document -- Consists of up to 85 entries. Each entry has a unique Label and ends with the key name (-ENTRY-END-). A glossary document can not exceed a page or 4000 characters.

Glossary Entry -- Up to 4000 characters in a glossary document that can be recalled when the glossary document is attached. An entry begins with a unique 1-character Label enclosed in parentheses and ends with the key name (-ENTRY-END-). For example,

(e)

This is an example of a glossary entry.
(-ENTRY-END-)



A glossary document can not exceed one page or 4000 characters; therefore, the number of characters in all the glossary entries in a glossary document can not exceed 4000 characters.

Glossary Functions Menu -- A list of the Glossary operations displayed on the screen.

Glossary Functions

Edit Old Glossary
Create New Glossary
Attach Glossary

Glossary Name -- A unique combination of up to eight characters that you assign to a glossary document. A glossary name can not be repeated on one archive minidiskette. We recommend that all glossary names begin with "gl", for example, gletter, glFormtl, glFormat2. The "gl" will help you differentiate between glossary documents and text documents on an archive minidiskette.

Key Name -- A representation of a key cap that appears on the screen telling a glossary entry to perform the function named by that key. To display a key name press either the GL key or the COMMAND key and then the appropriate key. For example:

Press GL then TAB = (-TAB-)
Press GL then RETURN = (-RETURN-)
Press GL then EXECUTE = (-EXECUTE-)
Press GL then CENTER = (-CENTER-)
Press GL then COMMAND = (-COMMAND-)
Press GL then Underscore key = (-UNDERSCORE-)
Press GL then North cursor key = (-NORTH-)
Press GL then South cursor key = (-SOUTH-)
Press GL then East cursor key = (-EAST-)
Press GL then West cursor key = (-WEST-)

Press COMMAND then e = (-ENTRY-END-)
Press COMMAND then " = (-N-KEYS-)

Label -- A single character enclosed in parentheses that you assign to a glossary entry for identification and recall purposes. For example, (a), (8), (*).

Recall -- A system procedure that requests a specified entry from an attached glossary document to begin at the current cursor location.

Recalling Document -- The document into which the glossary entry is retrieved.

Start-up Menu -- The main list of word processing activities that can be performed on the Wangwriter, including the option to select Glossary Functions.

Start-up Menu
Wangwriter

Edit Old Document
Create New Document
Print Document
Special Print Functions
Document Index
Utilities
Glossary Functions
Remove Archive Disk

Verify -- A system procedure that checks a glossary document to ensure that all the entries are created/edited in the correct format and that there are no duplicate Labels in a glossary document. Verification does not ensure that the glossary entry will run correctly.

topic Using Glossary on the Wangwriter

This section is an overview of the procedures necessary to use the Glossary feature on the Wangwriter. Glossary consists of three procedures: Creation, Storage, and Usage.

Creation

To create a glossary document, you first access the Glossary Functions menu from the Start-up menu on the Wangwriter. Then, you insert the archive minidiskette on which you want to store the glossary document into the minidiskette drive.

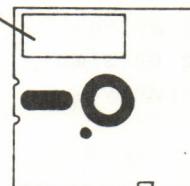
Next, you name the glossary document and assign a Label to the glossary entry. After typing the glossary entry, you verify the glossary document for the correct Glossary format and for valid Labels.

Storage

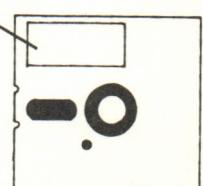
The procedures for storing glossary documents on the Wangwriter are similar to storing text documents. You can store glossary documents on the same archive minidiskette as the document they are to be recalled into or on a separate archive minidiskette.

A glossary document that is used with only one text document should be stored on the same archive minidiskette as that document. For example, if you produce a report regularly in a specific format and you must save past copies of the report, you would store the report's format in a glossary document on the same archive minidiskette as the report.

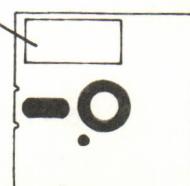
Archive Disk Name: Budget Rpt.
glosFmt1
Rpt 1



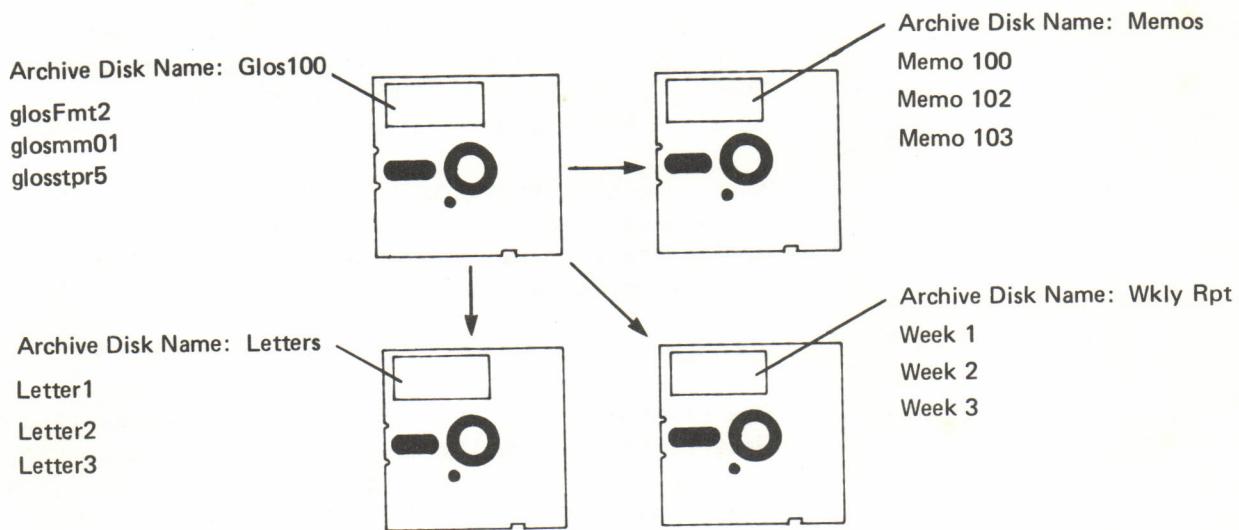
Archive Disk Name: Budget Rpt.
glosFmt1
Rpt 2
Rpt 1



Archive Disk Name: Budget Rpt.
glosFmt1
Rpt 3
Rpt 2
Rpt 1



A glossary document that is used with a variety of text documents should be stored on a separate archive minidiskette. For example, if you use the same memo heading each time you type a memo, you would store the memo heading in a glossary document on a separate archive minidiskette for easy and frequent access.



Usage

After verifying the glossary document, it is attached to the workstation. Any glossary entry in the attached glossary document can be recalled into a text document that is stored on the archive minidiskette currently in the minidiskette drive.

Glossary entries can be retrieved at any specified location in a document by simply positioning the cursor and recalling the glossary entry.

The flowcharts in Figures 2-1 and 2-2 summarize the procedures necessary to use the Glossary feature on the Wangwriter.

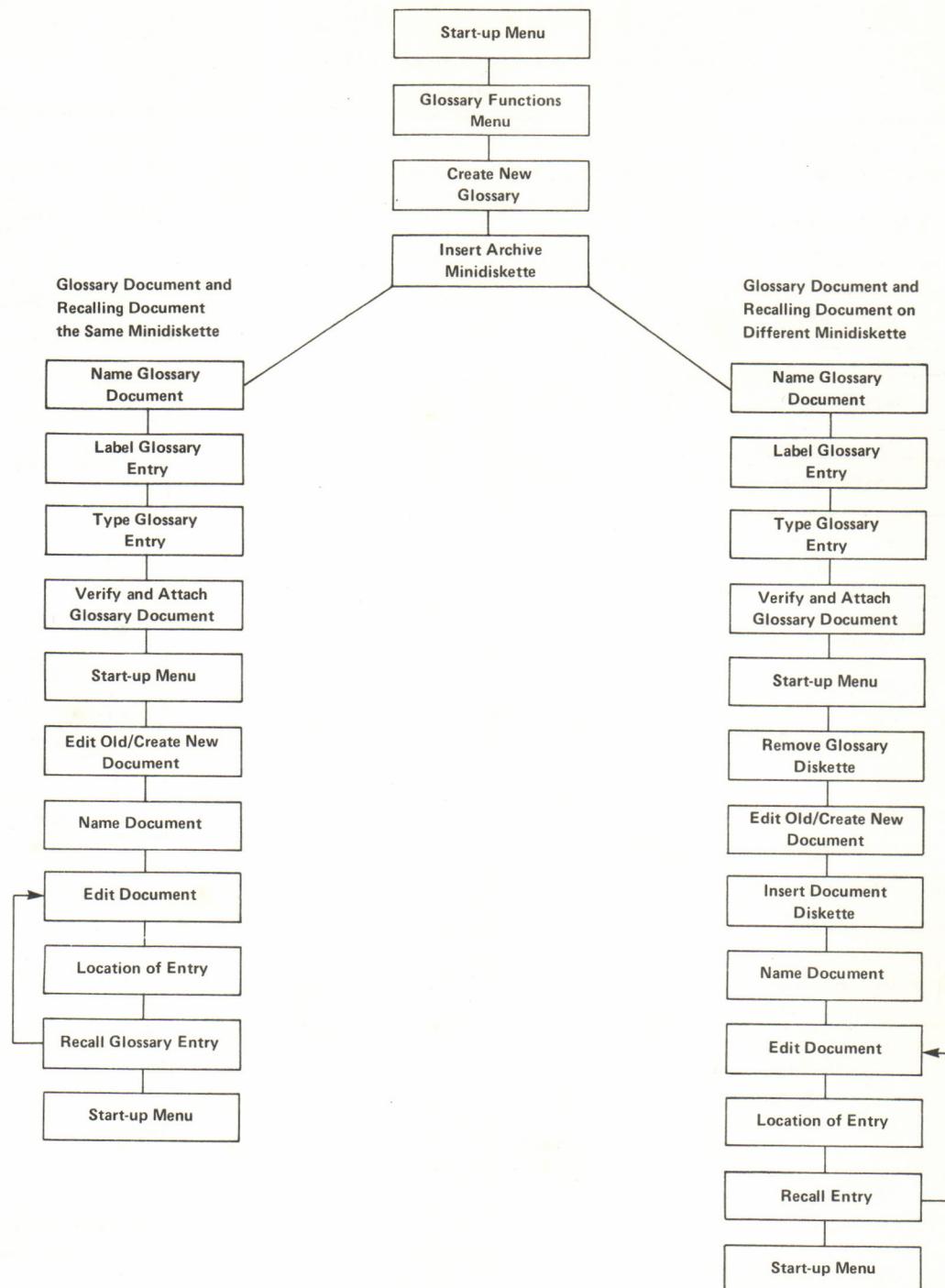


Figure 2-1. Creating, Verifying, Attaching, and Recalling a Glossary Entry

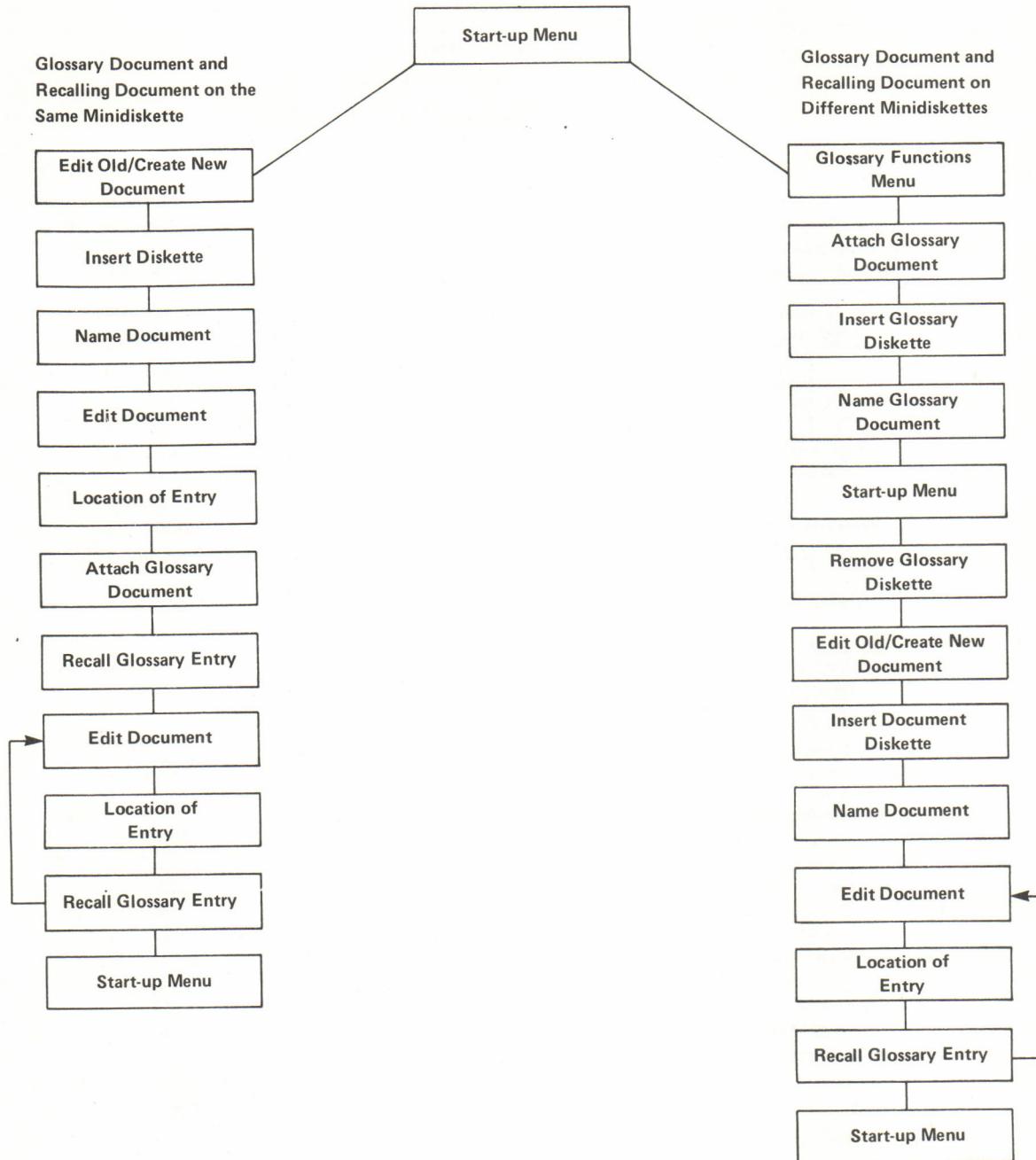


Figure 2-2. Attaching and Recalling a Previously Verified Glossary Entry

topic Basic Steps

There are four steps to produce a glossary document and to retrieve a glossary entry into text:

1. Create
2. Verify
3. Attach
4. Recall

The following is a detailed explanation of how to perform these steps. You can perform these basic steps as an exercise. Additional exercises are provided in Units 3 and 4.

Step 1: Creating a Glossary Document

To create a Glossary, you perform the following steps.

1. Select "Glossary Functions" from the Start-up menu. The Glossary Functions menu is displayed on the screen.

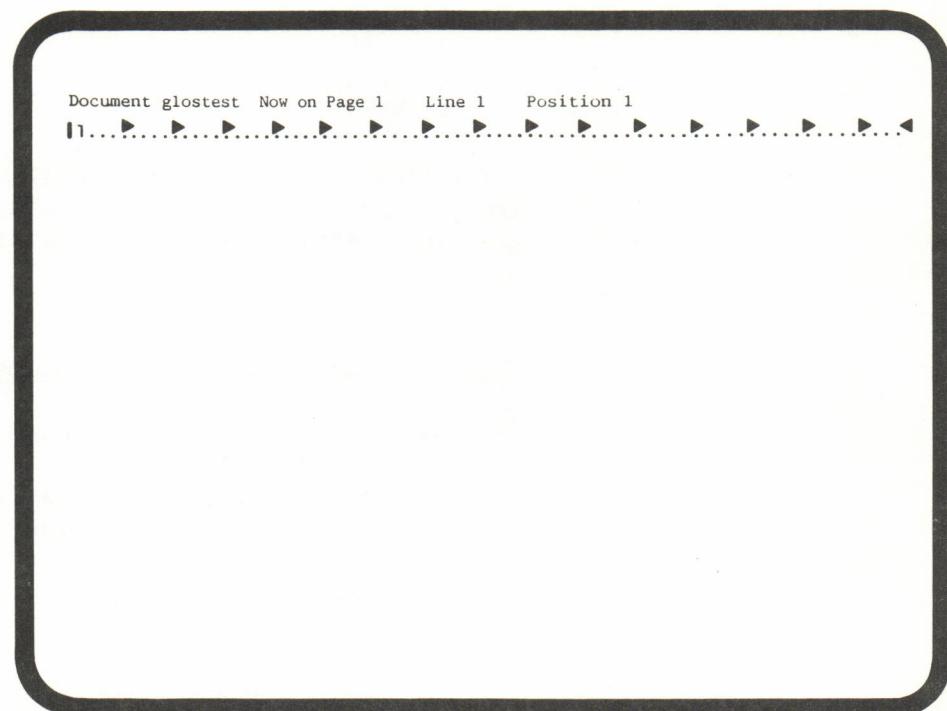
Glossary Functions

Edit Old Glossary
Create New Glossary
Attach Glossary

2. Select "Create New Glossary" from the Glossary Functions menu.
3. When an archive minidiskette is in the minidiskette drive, the following prompt appears on the screen.

Enter Glossary Name: _____

4. Type a glossary name, as defined in "Glossary Terms" on page 2-3. For example, type "glostest". Then, press EXECUTE. The status line and the Primary format line are displayed on the screen.



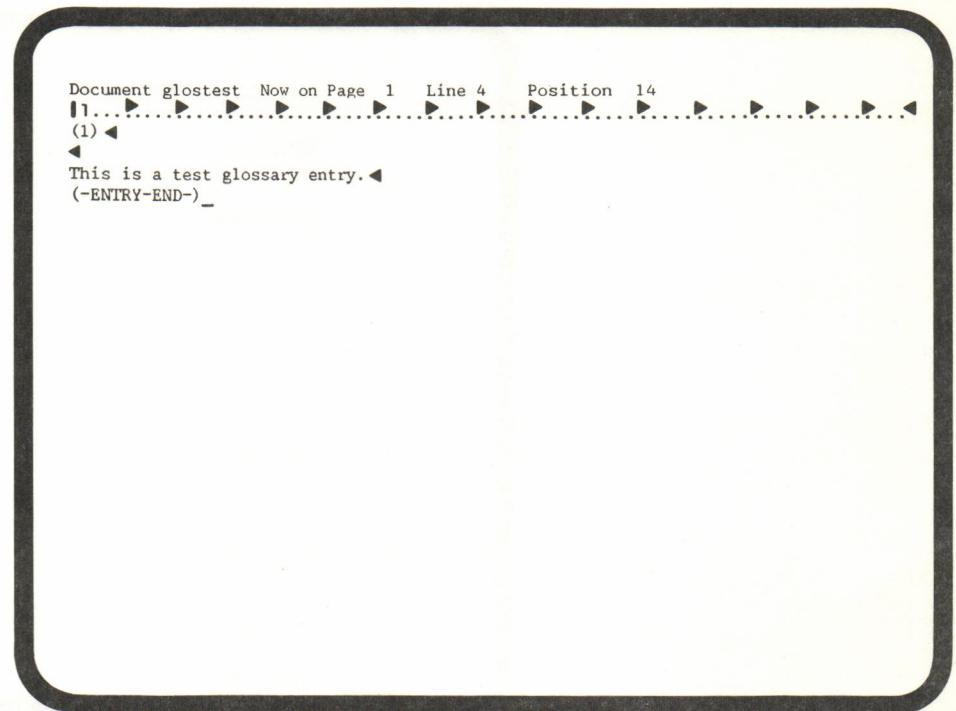
5. Type the glossary entry Label in parentheses, as defined in the "Glossary Terms" on page 2-3. For example, type "(1)". Then, press RETURN twice to move the cursor to a new line. These return graphics will not appear when the glossary entry is recalled.
6. Type the text of the glossary entry. For example, "This is a test glossary entry."



When creating a glossary document, be sure the glossary document does not exceed 4000 characters.

7. At the end of each glossary entry, you must press COMMAND and then the lowercase e key. The key name (-ENTRY-END-) appears on the screen and ends the glossary entry.

The following screen represents steps 5 through 7.



Step 2: Verifying a Glossary Document

After you have created your glossary document, the format and the Labels of each glossary entry must be verified. The verification process checks the format of each entry to ensure that it follows the Glossary rules on pages 2-18 and 2-19, and checks each Label to ensure that there are no duplicate Labels within a glossary document.

Before a glossary document is verified, it is classified in the Document Index as D (document). After a glossary document is verified successfully, it is classified, again, in the Document Index as G (glossary document). Therefore, for every successfully verified glossary document, there are two entries on the Document Index. Figures 2-3 and 2-4 illustrate a Document Index before a glossary document is verified and after a glossary document is verified.

Index of Archive Disk: Name		
Name	CL	PG
glostest	D	1

Figure 2-3. Document Index Before a Glossary Document is Verified

Index of Archive Disk: Name		
Name	CL	PG
glostest	D	1
glostest	G	1

Figure 2-4. Document Index After a Glossary Document is Verified

When a glossary document is verified successfully, it is automatically attached to the Wangwriter workstation and ready for recall. Each time you edit a glossary document, you must verify it; otherwise you cannot attach it to the workstation.

To verify a glossary document, perform the following steps.

1. After you have completed the last glossary entry, press CANCEL. The following prompt appears on the screen.

End of Edit?

2. Press EXECUTE. The following prompt appears on the screen.

Verify It?

3. Press EXECUTE. The screen displays the following message.

Verifying

The Labels of the glossary entries being verified flash at the bottom center of the screen.

4. When verification is completed successfully, the screen flashes the message:

Verification Successful.

The screen displays the Glossary Functions menu.

Verification Errors

If there is an error in a glossary entry, the verification process stops. The screen displays the Label of the incorrect glossary entry, an appropriate error message, and the prompt "Please Cancel". Press CANCEL to end the verification process and return to the incorrect glossary entry. After correcting the error, repeat steps 1 through 4 to restart the verification process.

If, during verification, you want to end the verification process and return to the Glossary Functions menu, press CANCEL. The screen prompts "End of Edit?". Press EXECUTE; the screen prompts "Verify it?". Press CANCEL, and the Glossary Functions menu is displayed.

Step 3: Attaching a Glossary Document

Before you can retrieve a glossary entry into your document, it must be attached to the workstation. A glossary document is automatically attached to the workstation immediately following verification. However, if you verify another glossary document, attach another glossary document, or turn the Wangwriter off, the currently attached glossary document is detached from the workstation.

To reattach a glossary document to the workstation, you use one of two methods. If the glossary document is not on the same archive minidiskette as the recalling document, the glossary document must be attached from the Glossary Functions menu. If the glossary document is on the same archive minidiskette as the recalling document, the glossary document can be attached from the Glossary Functions menu or when editing the recalling document.

Attaching a Glossary Document from the Glossary Functions Menu

1. Select "Attach Glossary" from the Glossary Functions menu.

Glossary Functions

Edit Old Glossary
Create New Glossary
Attach Glossary

2. When an archive minidiskette is in the minidiskette drive, the following prompt appears on the screen.

Enter Glossary Name: _____

3. Type the name of the glossary document to be attached to the workstation. For example, type "glostest".

4. Press EXECUTE. If attachment is successful, the screen displays the following messages.

(Rearranging)

Attachment Successful

The Glossary Functions menu then reappears on the screen.

5. Press CANCEL from the Glossary Functions menu to return to the Start-up menu.

Attaching a Glossary Document When Editing a Document

An archive minidiskette containing the glossary document and the recalling document must be in the minidiskette drive.

1. While editing the recalling document, press COMMAND. The following prompt appears on the screen.

Which Command?

2. Press the GL key. The following prompt appears on the screen.

Glossary: -----

3. Type the name of the glossary document to be attached to the workstation. For example, type "glostest".
4. Press EXECUTE. If attachment is successful, the screen displays the following messages.

(Rearranging)

Attachment Successful

Unsuccessful Attachment

If the attachment is not successful, the screen displays an appropriate error message. Correct the cause of the error in the glossary document. Then, you must verify the glossary document which automatically attaches it to the workstation.

Step 4: Recalling a Glossary Entry

You can retrieve into text any glossary entry in an attached glossary document. To recall a glossary entry, you perform the following steps.

1. The archive minidiskette on which the recalling document resides must be in the minidiskette drive.
2. Position the cursor where the glossary entry is to be recalled and press the GL key. The following prompt appears on the screen.

Which Entry?

3. Press the key of the Label of the glossary entry. For example, press 1.



When recalling an entry, be sure the amount of text in a entry will not cause a page in the recalling document to exceed 4000 characters.

topic Glossary Rules

The rules listed below must be followed when using Glossary.

1. Each glossary document you create must be given a glossary name. Each glossary name on an archive minidiskette must be a unique combination of up to eight characters. A glossary name can consist of uppercase and lowercase letters and numbers. We recommend that the first two characters for each glossary name be "gl" (for example, glostest, glFormtl, glstdpar) to help you easily identify glossary documents in the Document Index.
2. A glossary entry Label enclosed in parentheses must be on the first line of each glossary entry. A Label can be any uppercase or lowercase letter, digit, or punctuation mark enclosed in parentheses. It cannot be a screen graphic, an editing function key (for example, INSERT or DELETE), or a left parenthesis. The keyboard has 88 characters of which 85 can be glossary entry Labels.

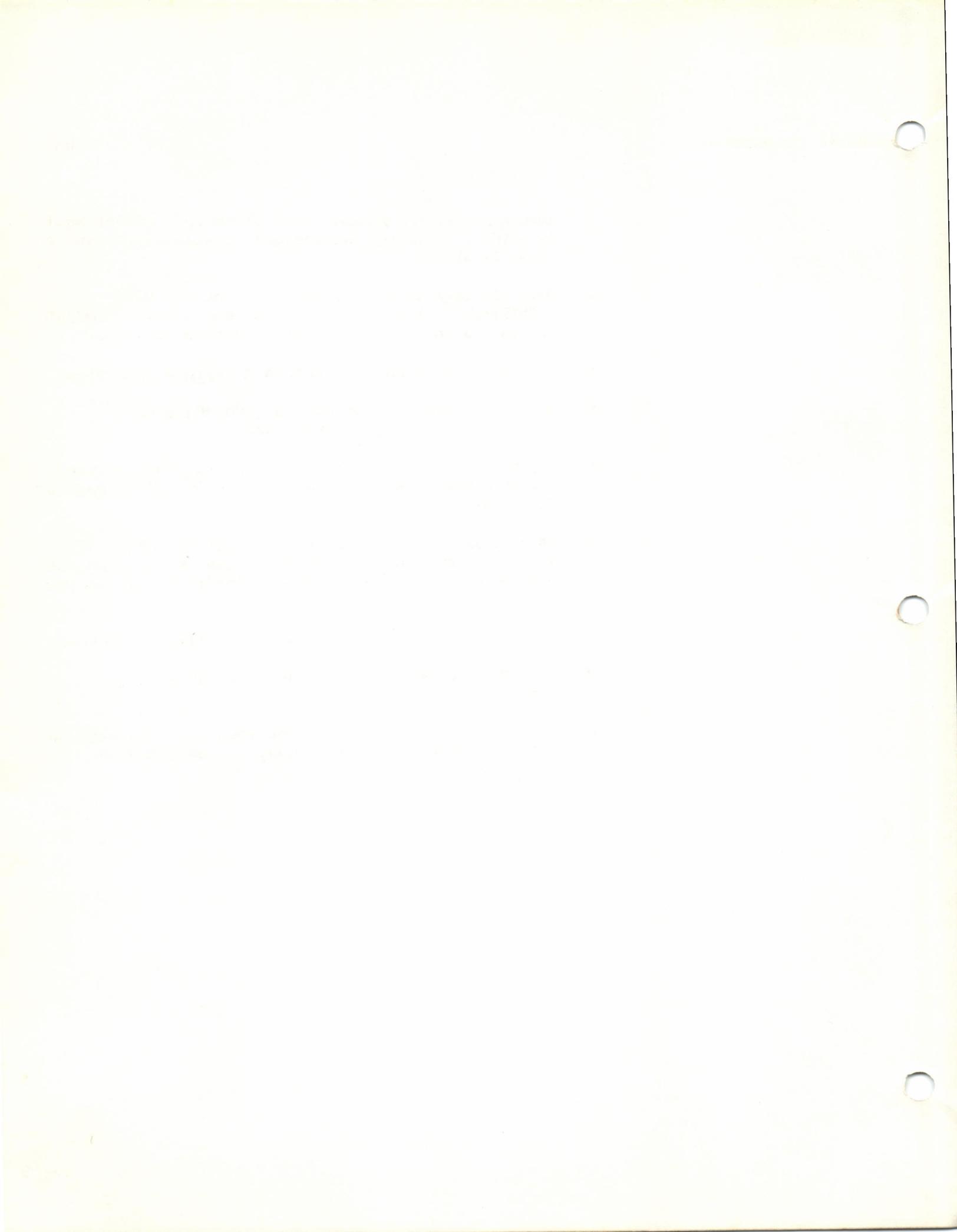
Table 2-1. Glossary Entry Labels

<u>Valid Labels</u>	<u>Invalid Labels</u>
Uppercase letters Lowercase letters Numbers Punctuation marks	Screen graphics Editing function keys: INSERT, DELETE, MOVE, COPY Left parenthesis



Since the uppercase and lowercase period and comma appear the same on the screen, each can only be used once as a Label.

3. Each glossary entry Label in a glossary document must be unique. Glossary entries are recalled into text by these Labels.
4. Each glossary entry must end with the key name (-ENTRY-END-) displayed on the screen. Press COMMAND and the lowercase e key to display this key name.
5. A glossary document can contain more than one entry.
6. A glossary entry cannot exceed 4000 characters (approximately 1 page or 96 lines).
7. A glossary document, which contains glossary entries, cannot exceed 4000 characters (approximately 1 page or 96 lines).
8. Each glossary document must be verified, before any entries in that glossary document can be recalled into a document. Verification checks for format error and for duplicate Labels.
9. Only one glossary document can be verified at a time.
10. Only one glossary document can be attached to a workstation at a time.
11. After a glossary entry has been recalled, the page into which the entry is recalled must not exceed 4000 characters.



UNIT 3
EXERCISES FOR INEXPERIENCED GLOSSARY USERS

introduction

This unit is designed to introduce inexperienced glossary users to Glossary. On the following pages, you create, verify, attach, and recall glossary entries on the Wangwriter. You should complete each exercise before continuing onto the next.

exercise Creating a Glossary

In this exercise, you will create a glossary document by typing a glossary entry. If the Wangwriter is not on, turn it on. If there is an archive minidiskette in the minidiskette drive, remove it.

1. Select "Glossary Functions" from the Start-up menu.
 2. Select "Create New Glossary" from the Glossary Functions menu. When an archive minidiskette is in the minidiskette drive the following prompt is displayed.

Enter Glossary Name:

3. Type "glosexmp" for the name of the glossary document. Press EXECUTE. The screen displays the status line and Primary format line.

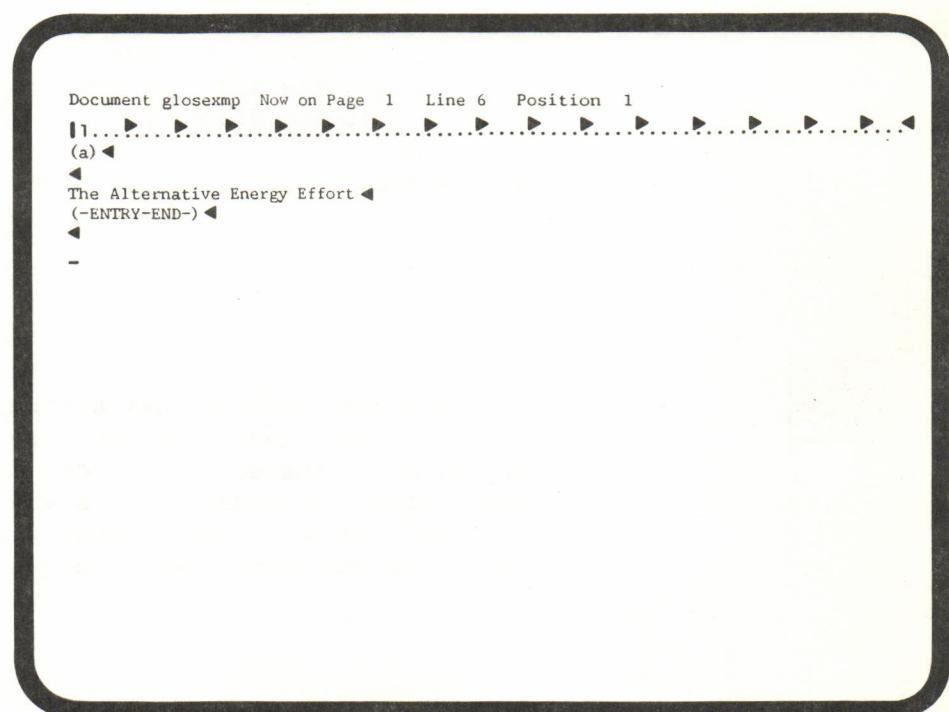
Document glosexmp Now on Page 1 Line 1 Position 1

4. Type "(a)" for the glossary entry Label.
5. Press RETURN twice to move the cursor to a new line. These return graphics will not appear when the glossary entry is recalled.
6. Type the following entry and end it with a return graphic to move the cursor to a new line.

The Alternative Energy Effort

7. Each entry must end with the key name (-ENTRY-END-). To display the key name (-ENTRY-END-) on the screen, press COMMAND. The screen prompts "Which Command?" Press the lowercase e key. The key name (-ENTRY-END-) appears on the screen.
8. Press RETURN twice to move the cursor to a new line.

Your screen should now look like the following screen.



exercise Verifying a Glossary

In this exercise, you will verify the glossary document glosexmp. The successfully verified glossary document is automatically attached to the workstation.

1. Now that you have completed your glossary document, press CANCEL. The screen prompts "End of Edit?"
2. Press EXECUTE. The screen prompts "Verify It?"
3. Press EXECUTE to verify the glossary document glosexmp. If glosexmp has no format errors, the screen flashes "Verification Successful".



The glossary document automatically is attached to the workstation.

The Glossary Functions menu is displayed.

Glossary Functions

Edit Old Glossary
Create New Glossary
Attach Glossary

4. Return to the Start-up menu.



If a glossary document has a format error, the erroneous glossary entry and an appropriate error message are displayed on the screen. Press CANCEL to end the verification process and to allow you to edit glossary entries. Return to the glossary entry in error. Correct the error and then repeat steps 1 through 4.

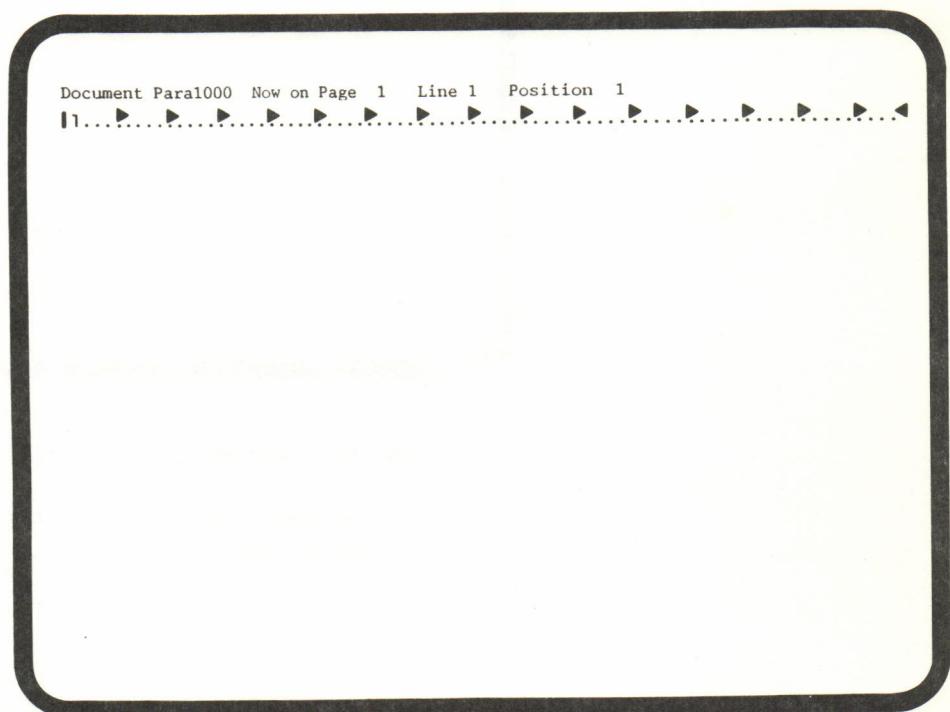
exercise Recalling a Glossary

In this exercise, you will recall glossary entry (a) from glossary document glosexmp into document Paral000.

1. Select "Create New Document" from the Start-up menu. The screen prompts:

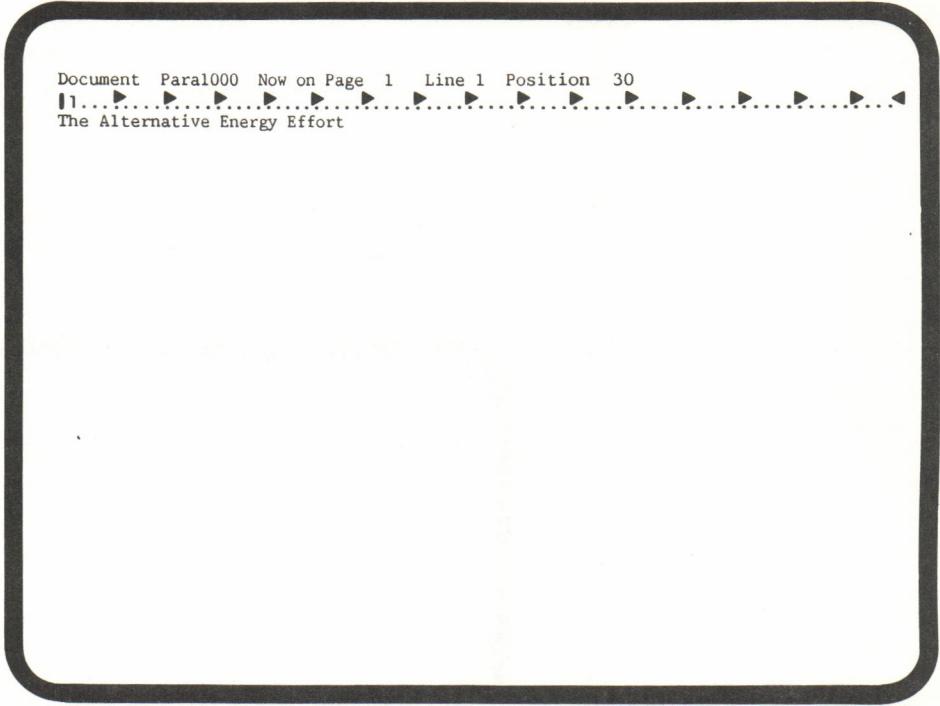
Enter Document Name: - - - - -

2. Name the document "Paral000" and press EXECUTE. The screen displays the status line and the Primary format line.



3. Begin the text of Paral000 with the text of glossary entry (a). To recall glossary entry (a), press the GL key. The screen prompts "Which Entry?"

4. Press the lowercase a key to recall glossary entry (a). The screen displays the text of glossary entry (a).

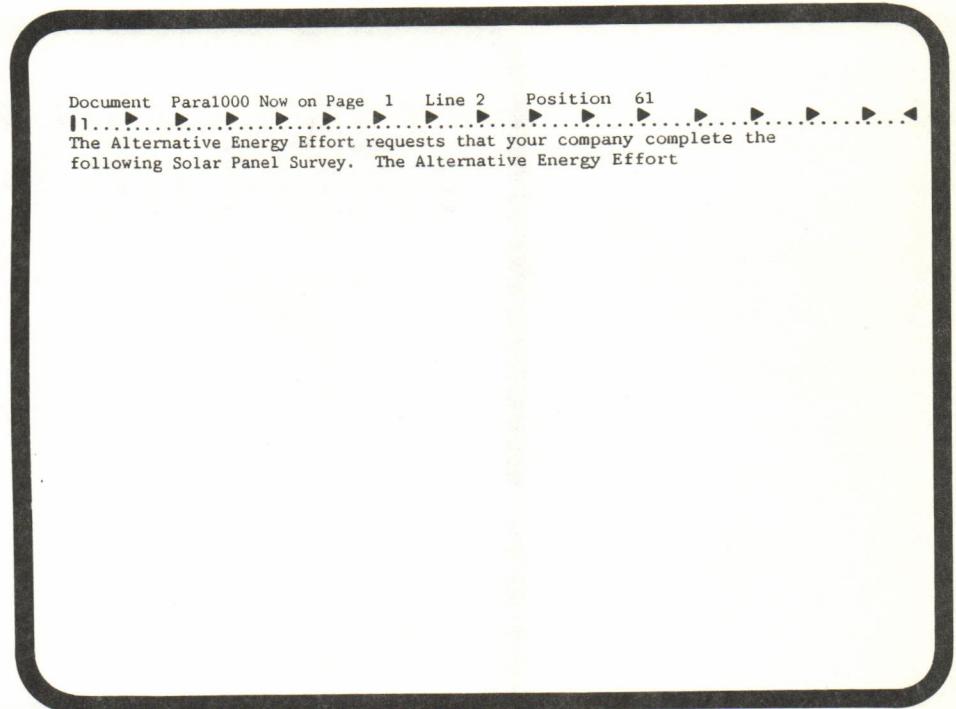


Document Paral000 Now on Page 1 Line 1 Position 30
The Alternative Energy Effort

5. Type the following text to continue Paral000.

requests that your company complete the following
Solar Panel Survey.

6. To recall glossary entry (a), press the GL key and the lowercase a key. Your screen should now look like the following screen.



7. Type the following text to continue Para1000.

is interested in the progress the private sector
is making in this area of alternative energy. The
lobbyists of the

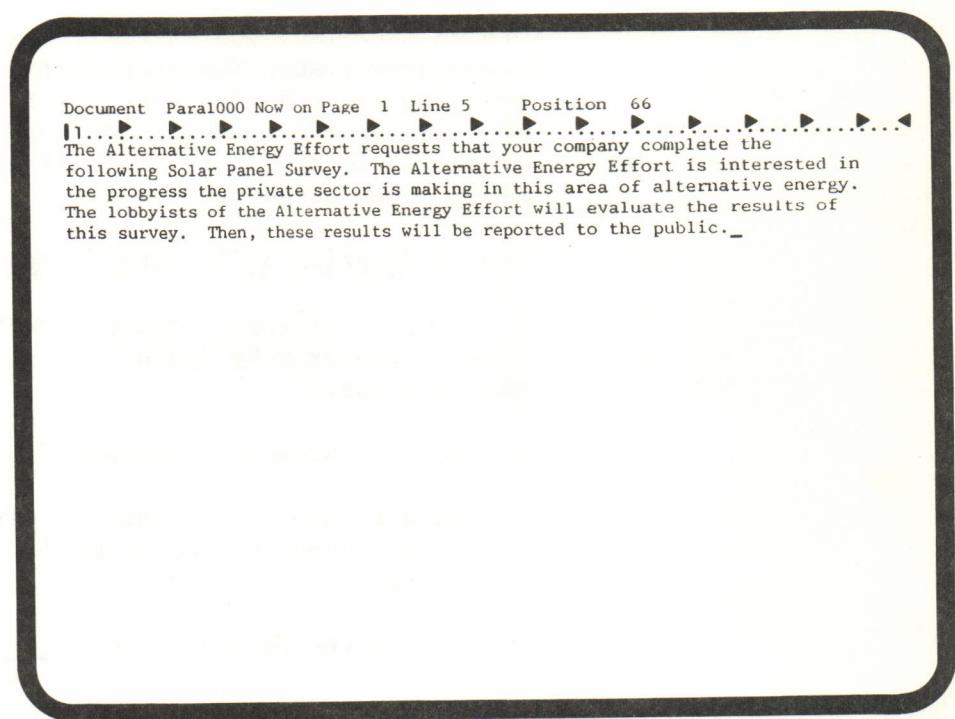
8. Recall glossary entry (a), refer to step 6. Your screen should look like the following screen.

Document Paral000 Now on Page 1 Line 4 Position 47
The Alternative Energy Effort requests that your company complete the following Solar Panel Survey. The Alternative Energy Effort is interested in the progress the private sector is making in this area of alternative energy. The lobbyists of The Alternative Energy Effort

9. Type the following to continue Para1000.

will evaluate the results of this survey. Then, these results will be reported to the public.

The following screen represents the text of Paral000.



10. You have now finished document Paral000. Return to the Start-up menu.

The document Paral000 is now stored on the same archive minidiskette as glossary document glosexmp.

exercise Creating a Memo with Glossary

In this exercise, you will edit glosexmp by adding two glossary entries. The first entry is a memo heading; the second entry is a signature block. You will also verify the glossary document. Next, you may attach the glossary document. Then, you will recall these two entries and create a new document.

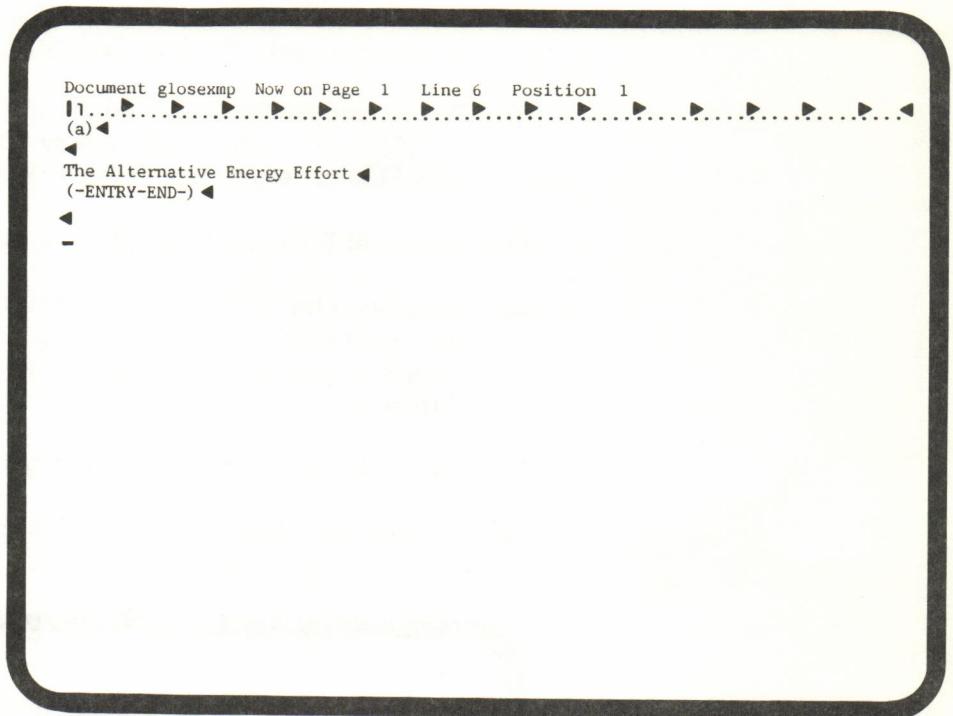
Part 1: Creating a Glossary -- Memo Heading

In this part of the exercise, you will edit the glossary document glosexmp by typing a glossary entry to be used for memo headings.

1. Select "Glossary Functions" from the Start-up menu.
2. Select "Edit Old Glossary" from the Glossary Functions menu. When an archive minidiskette is in the following prompt is displayed.

Enter Glossary Name: _____

3. Type "glosexmp", the name of the glossary. Press EXECUTE. The screen displays the status line and Primary format line, and glossary entry (a).



4. Position the cursor after the last character of text.
5. Type glossary entry Label "(m)". Press RETURN twice to move the cursor to a new line. These return graphics will not appear when the glossary entry is recalled.
6. For the glossary entry to perform the function of a key name, that key name must appear on the screen. To display a key name, press the GL key. The screen prompts "Which Entry?"
7. Press the CENTER key to display the key name (-CENTER-). When the entry is recalled, the key name (-CENTER-) centers the glossary entry text that follows.

8. Type the following text of the entry.

MEMORANDUM

9. A center function ends with a return graphic. To display the key name (-RETURN-), press the GL key. The screen prompts "Which Entry?"
 10. Press the RETURN key to display the key name (-RETURN-). When the entry is recalled, the key name (-RETURN-) ends the (-CENTER-) function.
 11. Press RETURN to move the cursor to a new line.
 12. Display the key name (-RETURN-) twice. (For instructions on how to display a key name, refer to steps 6 and 7.) The two (-RETURN-)s produce two blank lines when the entry is recalled.
 13. Press RETURN to move the cursor to a new line.

Your screen should now look like the following screen.

14. Type the following text to continue the entry.

To:

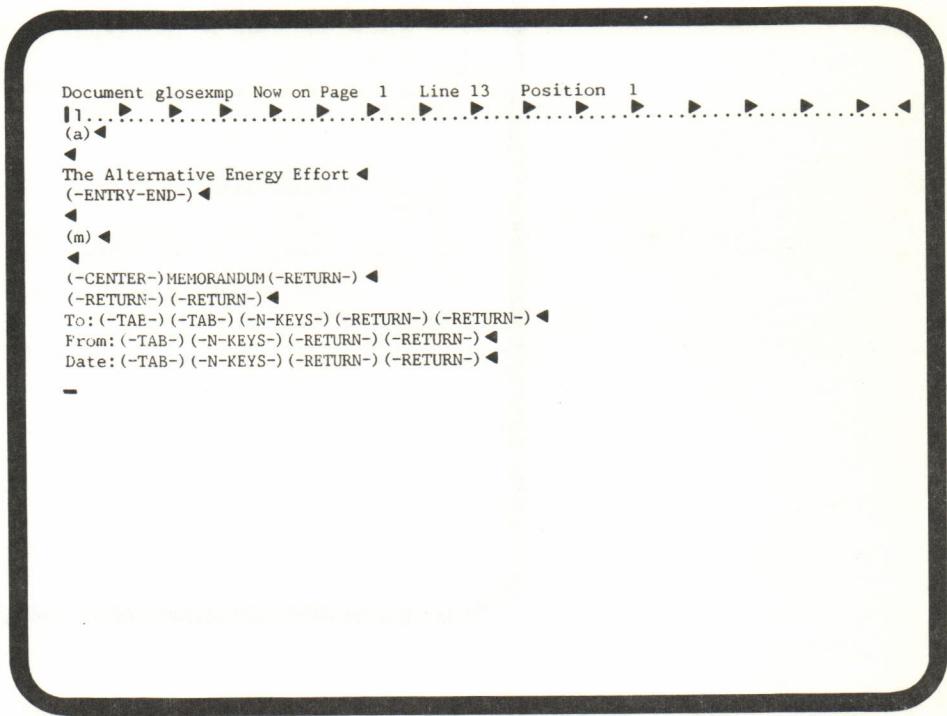
15. Display the key name (-TAB-) twice (refer to steps 6 and 7). The two (-TAB-)s move the following glossary entry text two tab stops when the entry is recalled.
 16. The key name (-N-KEYS-) allows you to type text in the document when the glossary entry is recalled. To display this key name on the screen, press COMMAND and the Double Quotes key. The key name (-N-KEYS-) appears on the screen.
 17. Display the key name (-RETURN-) twice (refer to steps 6 and 7). The first (-RETURN-) ends the line of text. The second (-RETURN-) produces a blank line in the text when the entry is recalled.
 18. Press RETURN to move the cursor to a new line.

Your screen should look like the following screen.

Document glosexmp Now on Page 1 Line 11 Position 1
1. (a) The Alternative Energy Effort
(-ENTRY-END-)
(m) (-CENTER-) MEMORANDUM (-RETURN-)
(-RETURN-) (-RETURN-)
To: (-TAB-) (-TAB-) (-N-KEYS-) (-RETURN-) (-RETURN-)
-

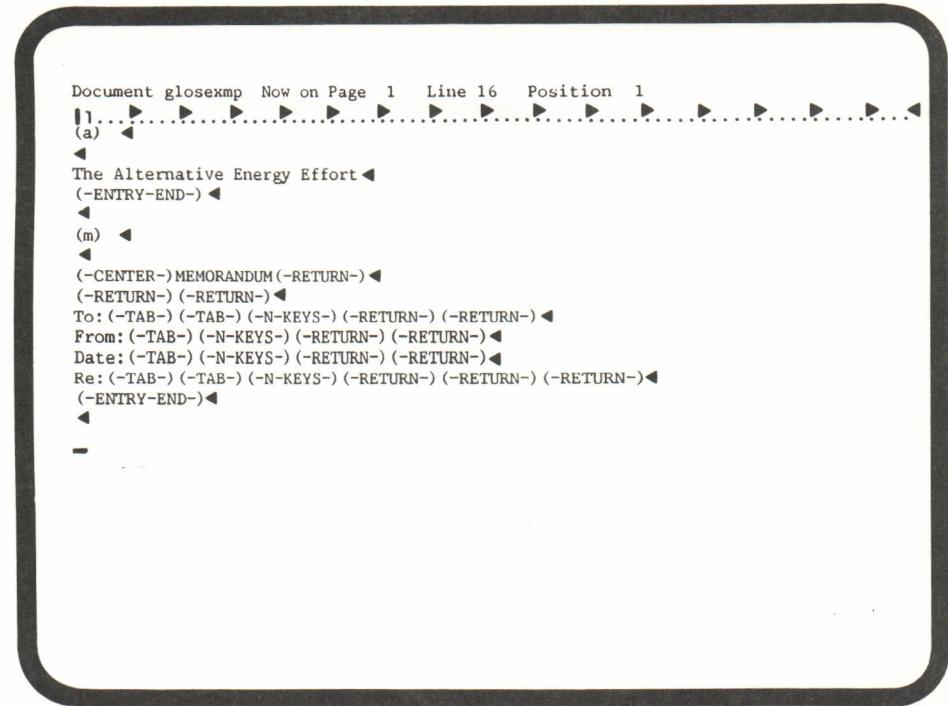
19. Repeat steps 14 through 18. However, instead of retyping "To:" type "From:" followed by only one (-TAB-). Your screen should now look like the following screen.

20. Repeat step 19. However, instead of retyping "From:" type "Date:" followed by only one (-TAB-). Your screen should now look like the following screen.



21. Repeat step 20. However, instead of retyping "Date:" type "Re:" followed by two (-TAB-)s.
22. Each entry must end with the key name (-ENTRY-END-). To display the key name (-ENTRY-END-) on the screen, press COMMAND. The screen prompts "Which Command?". Press the lowercase e key. The key name (-ENTRY-END-) appears on the screen.
23. Press RETURN twice to move the cursor to a new line.

Your screen should now look like the following screen.



Part 2: Creating a Glossary -- Signature Block

In this part of the exercise, you will edit the glossary document *glosexmp* by adding a signature block.

1. In glossary document *glosexmp*, type the Label "(s)" after the glossary entry (m). Press RETURN twice to move the cursor to a new line.
2. Display the key name (-TAB-) by pressing the GL key and then TAB. The (-TAB-) moves the text one tab setting when the entry is recalled.

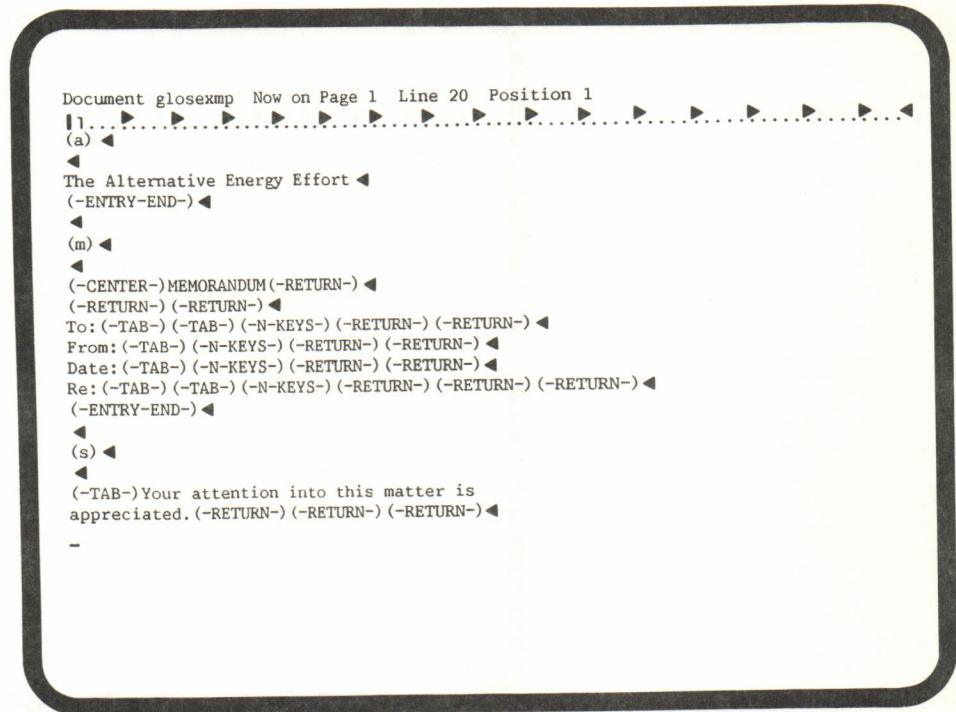
3. Type the following text of the entry.

Your attention into this matter is appreciated.

4. Display the key name (-RETURN-) three times by pressing the GL key and RETURN. The first (-RETURN-) ends the line of text; the next two (-RETURN-)s produce two blank lines in the text when the entry is recalled.

5. Press RETURN to move the cursor to a new line.

Your screen should look like the following screen.



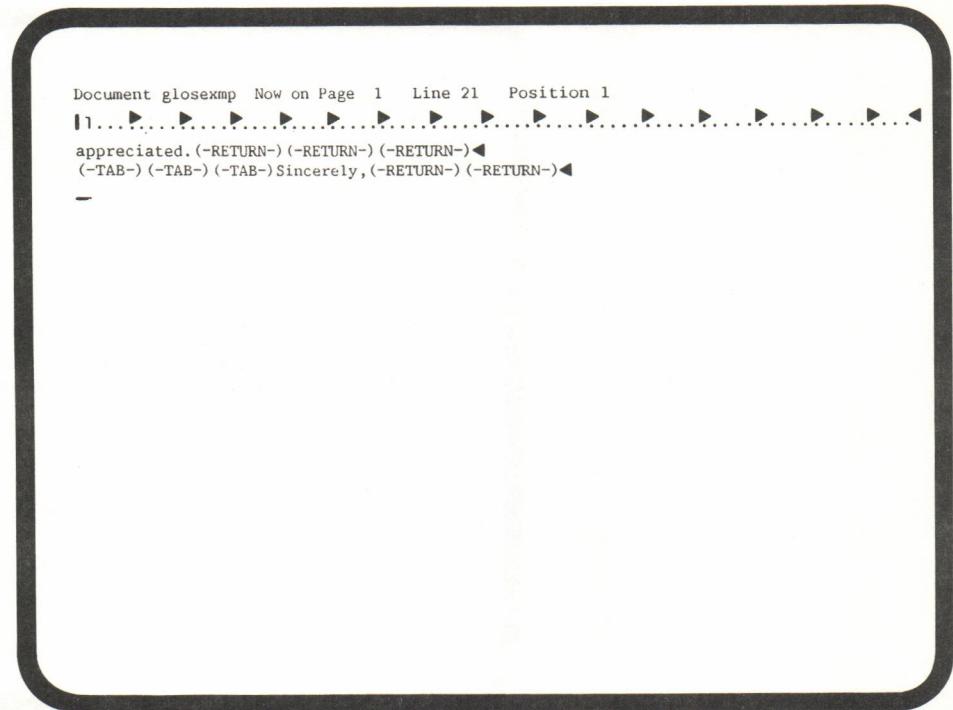
6. Display the key name (-TAB-) on the screen three times (refer to step 2). These three (-TAB-)s will indent the entry text to the third tab setting in the recalling document, when the entry is recalled.

7. Type the following text of the Entry.

Sincerely,

8. Display the key name (-RETURN-) twice (refer to step 4). The first (-RETURN-) ends the line of text. The second (-RETURN-) produces a blank line in the text when the entry is recalled.
9. Press RETURN to move the cursor to a new line..

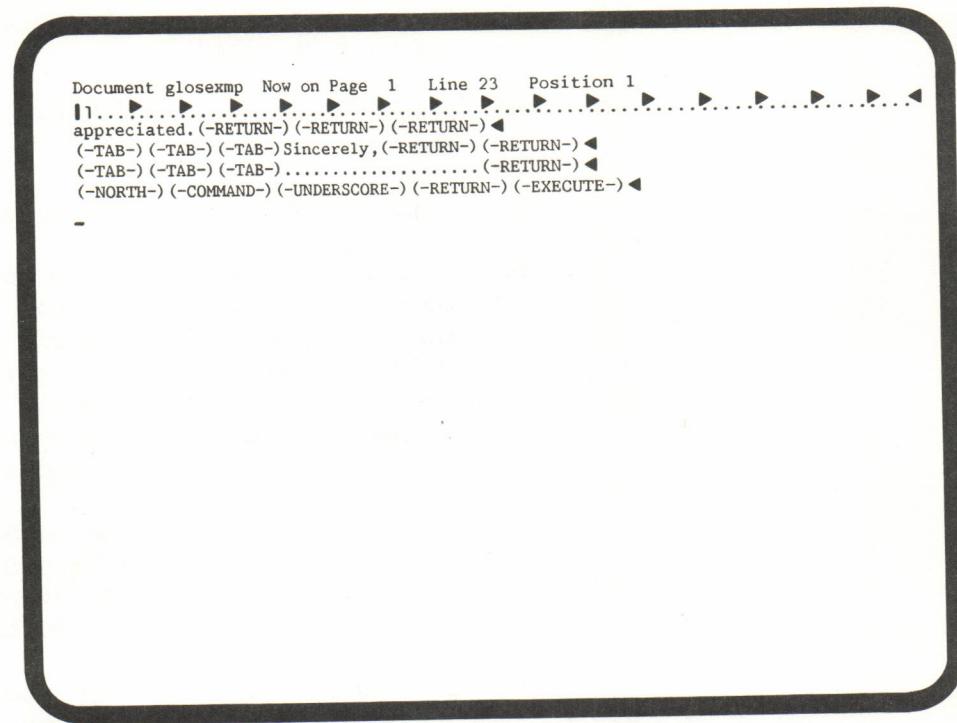
Your screen should look like the following screen.



10. Display the key name (-TAB-) on the screen three times (refer to step 2). These three (-TAB-)s will indent the entry text to the third tab setting in the recalling document, when the entry is recalled.

11. Press the Space Bar 20 times. This creates the space for an underlined signature line when this glossary entry is recalled.
12. Display the key name (-RETURN-). This (-RETURN-) ends the line of text.
13. Press RETURN to move the cursor to a new line.
14. To underscore text when an entry is recalled, the entry must tell the Wangwriter to position the cursor where the underscoring is to begin. Then, the entry tells the Wangwriter that it is going to underscore some text. Next, the entry tells the Wangwriter at which character to stop underscoring. Finally, the entry tells the Wangwriter to underscore the specified text.
 - a. First, position the cursor at the position 1 of the line with the 20 spaces by displaying the key name (-NORTH-). To display (-NORTH-), press the GL key and then the North cursor key.
 - b. Then, tell the Wangwriter it is going to underscore some text by displaying the key names (-COMMAND-) and (-UNDERSCORE-). Display the key name (-COMMAND-) by pressing the GL key and then COMMAND. Display the key name (-UNDERSCORE-) by pressing the GL key and then the underscore key.
 - c. Next, tell the Wangwriter at which character to stop underscoring text. Display the key name (-RETURN-).
 - d. Finally, tell the Wangwriter to perform the underscoring you just set up by displaying the key name (-EXECUTE-). Display (-EXECUTE-) by pressing the GL key and then EXECUTE.
15. Press RETURN to move the cursor to a new line.

Your screen should now look like the following screen.

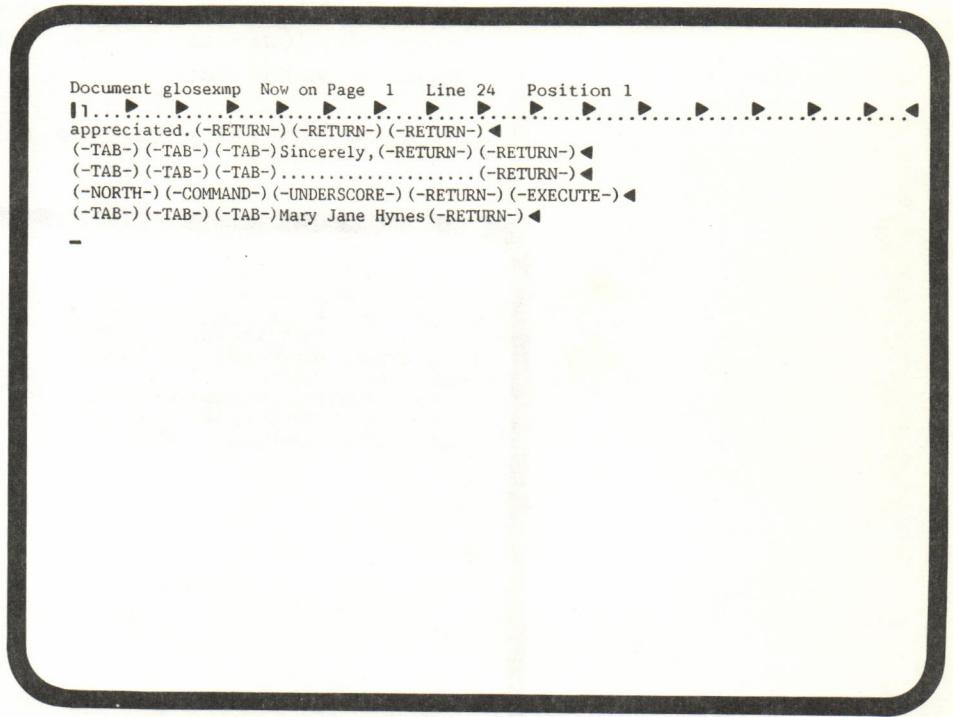


16. Display the key name (-TAB-) on the screen three times (refer to step 2). These three (-TAB-)s will indent the entry text to the third tab setting in the recalling document, when the entry is recalled.
17. Type the following text of the Entry.

Mary Jane Hynes

18. Display the key name (-RETURN-). This (-RETURN-) ends the line of text.
19. Press RETURN to move the cursor to a new line.

Your screen should look like the following screen.

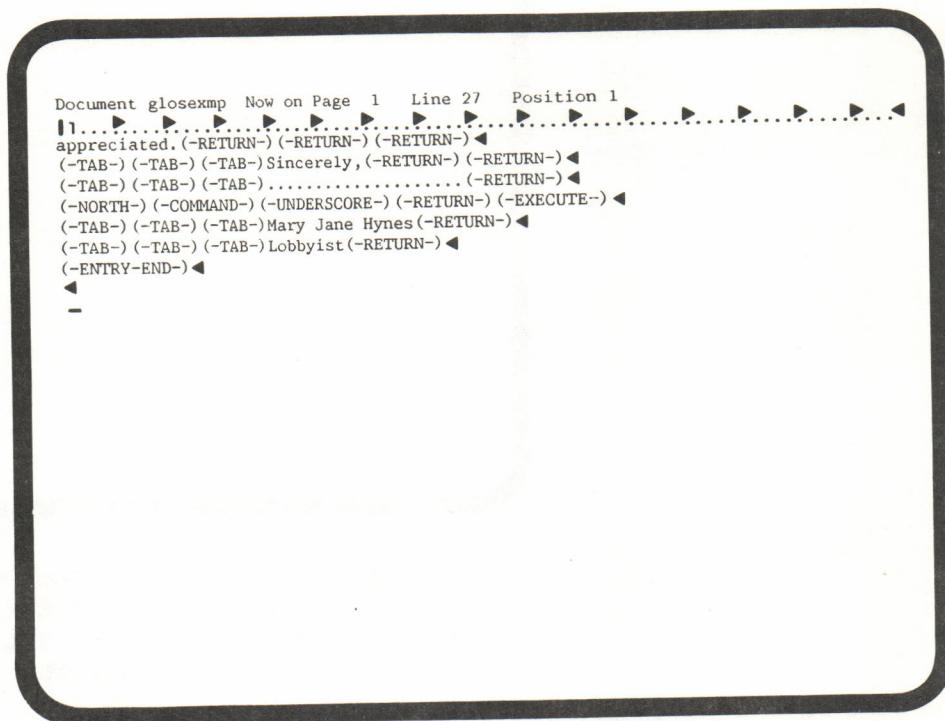


20. Display the key name (-TAB-) on the screen three times (refer to step 2). These three (-TAB-)s will indent the entry text to the third tab setting in the recalling document, when the entry is recalled.
21. Type the following text of the Entry.

Lobbyist

22. Display the key name (-RETURN-). This (-RETURN-) ends the line of text.
23. Press RETURN to move the cursor to a new line.

24. Each entry must end with the key name (-ENTRY-END-). To display the key name (-ENTRY-END-) on the screen, press COMMAND. The screen prompts "Which Command?". Press the lowercase e key. The key name (-ENTRY-END-) appears on the screen.
25. Press RETURN twice to move the cursor to a new line.



Part 3: Verifying a Glossary

In this part of the exercise, you will verify and automatically attach the glossary entries in glosexmp.

1. After you have completed your glossary entries and you are ready to verify your glossary document, press CANCEL. The screen prompts "End of Edit?"



2. Press EXECUTE. The screen prompts "Verify It?"
3. Press EXECUTE to verify the glossary document glosexmp. If glosexmp has no format errors, the screen flashes "Verification Successful".

The Glossary Functions menu is displayed.

Part 4: Attaching a Glossary

If you just successfully verified glosexmp, it was automatically attached to the workstation. However you may wish to do this exercise to see how easily a glossary document can be attached for the Glossary Functions menu. Otherwise, go to Part 5 -- Recalling Glossary Entries.

1. Select "Attach Glossary" from the Glossary Functions menu. The screen prompts:

Enter Glossary Name: glosexmp

2. To attach glosexmp, press EXECUTE. The screen displays:

(Rearranging)

The Glossary Functions menu is displayed.

3. Return to the Start-up menu.

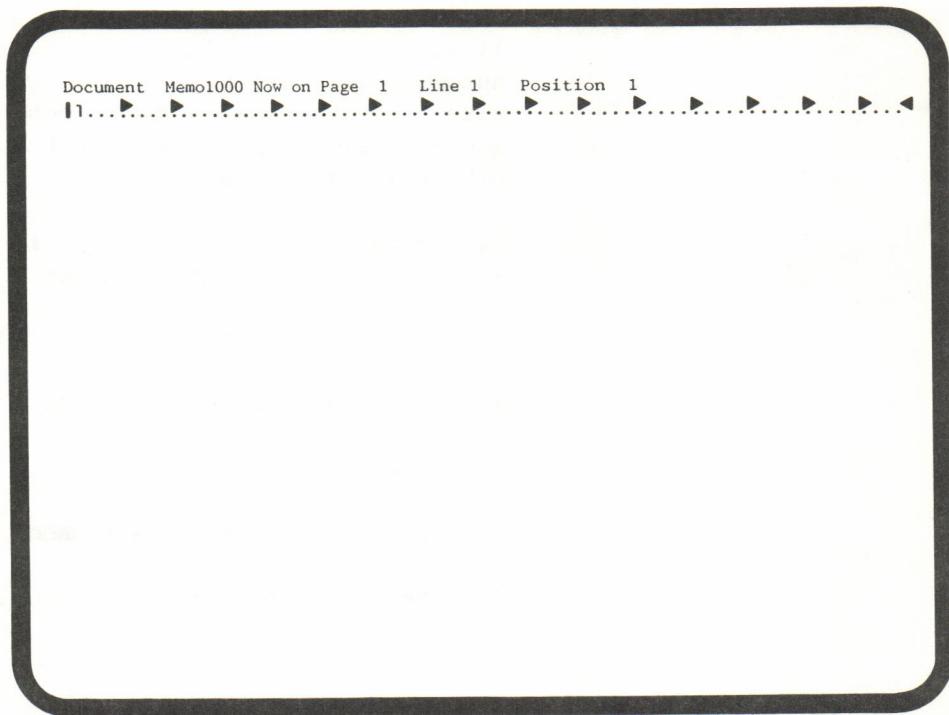


If the glossary document has a format error, the incorrect glossary entry and an appropriate error message are displayed on the screen. Press CANCEL to end the verification process and to allow you to edit glossary entries. Return to the glossary entry in error. Correct the error and then repeat steps 1 through 3.

Part 5: Recalling Glossary Entries

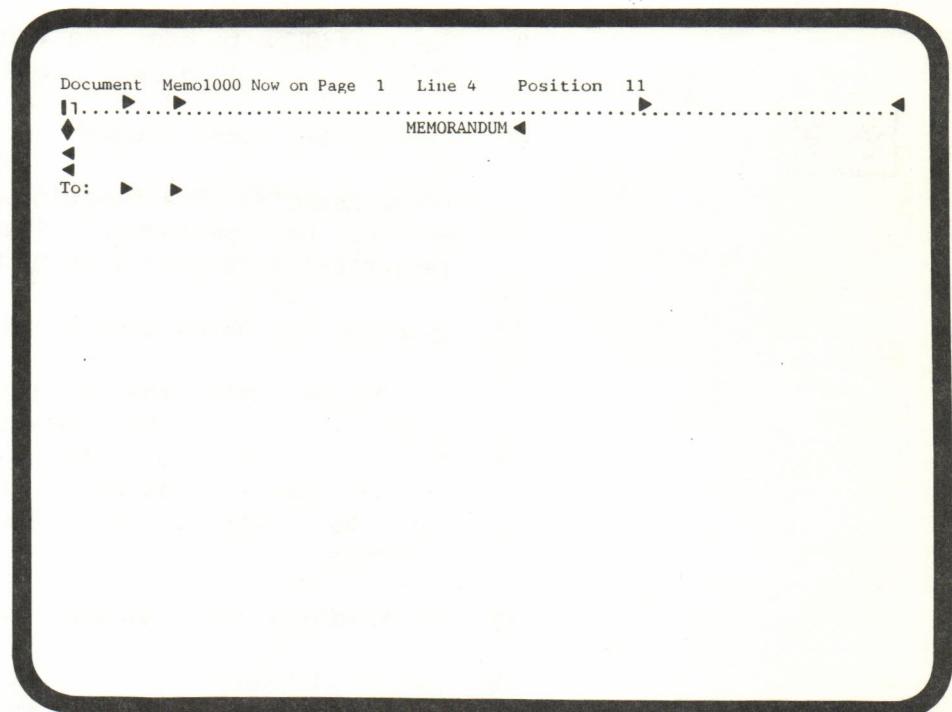
In this part of the exercise, you will create a new document and recall glossary entries (m) and (s).

1. Create a new document with the name Memo1000. The status line and Primary format line are displayed on the screen.



2. Set the tabs in the Primary format line at 6, 11, and 56.

3. Recall the memo heading glossary entry by pressing the GL key and the lowercase m key, which is the Label for the memo heading glossary entry. The screen displays:



4. Type your name. Do not press RETURN. The return function is part of glossary entry (m).



5. Press EXECUTE to continue the glossary entry. "From: " appears on the screen.

6. Type "Mary Jane Hynes".



You are able to type while recalling glossary entry (m) because of the key name (-N-KEYS-) in the glossary entry.

7. Press EXECUTE to continue the glossary entry.
"Date: " appears on the screen.
8. Type today's date.
9. Press EXECUTE to continue the glossary entry.
"Re: " appears on the screen.
10. Type "Solar Panel Survey".
11. Press EXECUTE. The functions in glossary entry (m) have now been performed. The screen will accept keystrokes from your keyboard.
12. Type the following text for the body of the memo.

Please review the results of the attached Solar Panel Survey. I have a meeting with the lobbyists for the oil companies on March 31; therefore, I must receive your evaluation of this survey no later than March 25 to ensure that I have the time to review your comments.

13. Press RETURN twice to move the cursor to a new line.
14. Recall glossary entry (s) by pressing the GL key and then the lowercase s key, which is the Label for the signature block entry. When the functions in glossary entry (s) are performed on the screen, the memo is completed.



You are able to type while recalling glossary entry (m) because of the key name (-N-KEYS-) in the glossary entry.

Your screen should look like the following screen.

Document Memo1000 Now on Page 1 Line 24 Position 1

1.....►►.....

MEMORANDUM

To: ►► your name

From: ►► Mary Jane Hynes

Date: ►► today's date

Re: ►► Solar Panel Survey

►► Please review the results of the attached Solar Panel Survey. I have a meeting with the lobbyists for the oil companies on March 31; therefore, I must receive your evaluation of this survey no later than March 25 to ensure that I have the time to review your comments.

►► Your attention into this matter is appreciated.

►► Sincerely,

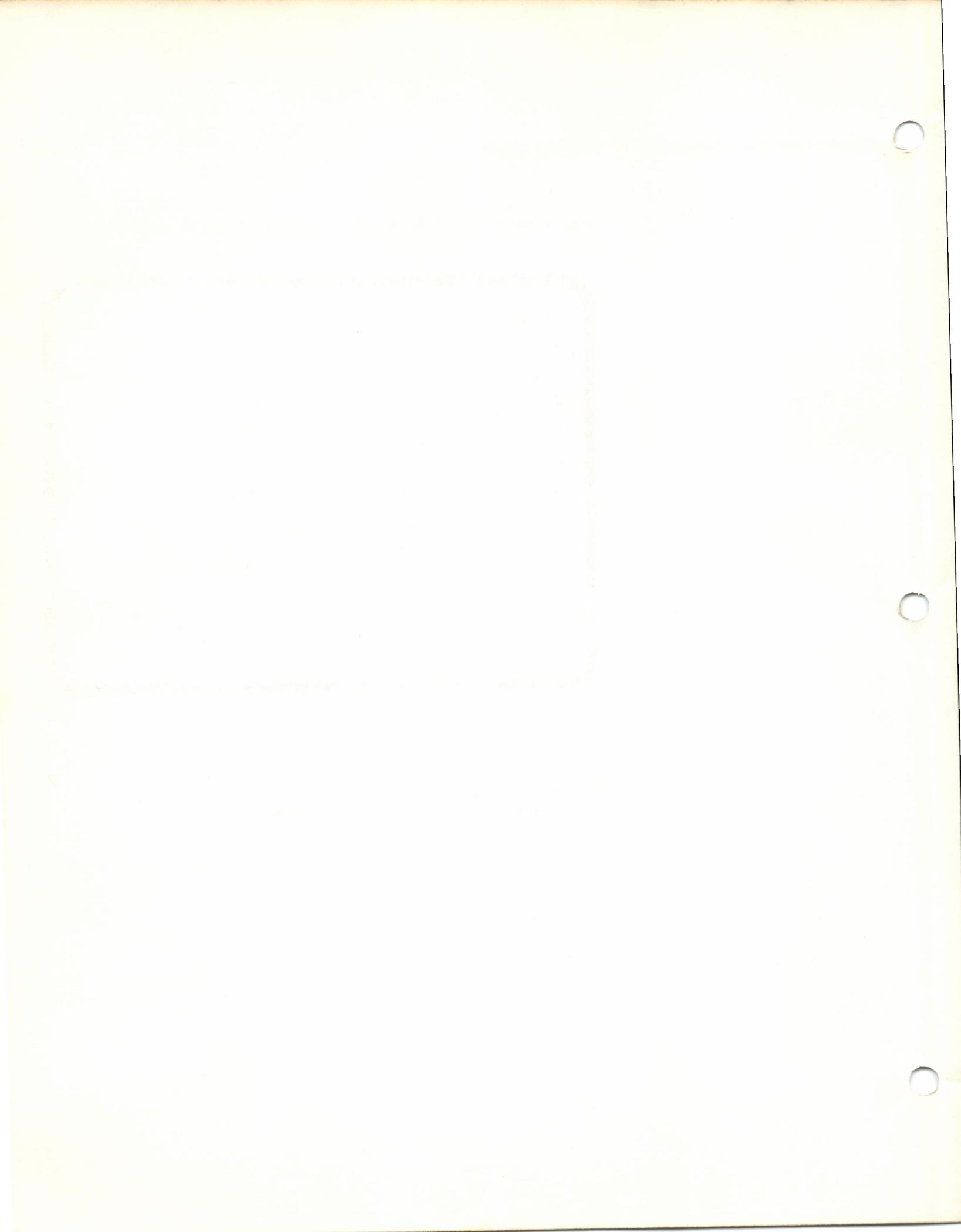
►► _____

►► Mary Jane Hynes

►► Lobbyist

15. Return to the Start-up menu.

The document Memo1000 is now stored on the same archive minidiskette as the glossary document glossexmp.



UNIT 4
EXERCISES FOR EXPERIENCED GLOSSARY USERS

introduction

This unit is a review for experienced glossary users. On the following pages, you will create, verify, attach, and recall glossary entries on the Wangwriter. You should complete each exercise before continuing to the next.

topic Preparation

Before beginning the exercises in this unit, review the following Glossary procedures and information.

Remember

To display the following key names, press the GL key and then press the appropriate key.

GL + CENTER = (-CENTER-)
GL + RETURN = (-RETURN-)
GL + TAB = (-TAB-)
GL + EXECUTE = (-EXECUTE-)
GL + North cursor key = (-NORTH-)
GL + COMMAND = (-COMMAND-)
GL + SHIFT + Underscore key = (-UNDERSCORE-)

To display the following key names, press COMMAND and the specified key.

COMMAND + " = (-N-KEYS-)
COMMAND + e = (-ENTRY-END-)

(-N-KEYS-) stops the glossary entry to enable you to type text into the recalling document when the glossary entry is recalled. When you have completed typing the text into the document, the glossary entry continues.



(-ENTRY-END-) indicates the end of a glossary entry and allows you to type another entry on that page.



Each glossary entry must end with the key name (-ENTRY-END-).

Screen graphics will not appear when the glossary entry is recalled. For example,

```
Return -- ◀
Tab     -- ▶
Indent  -- →
Center  -- ♦
```

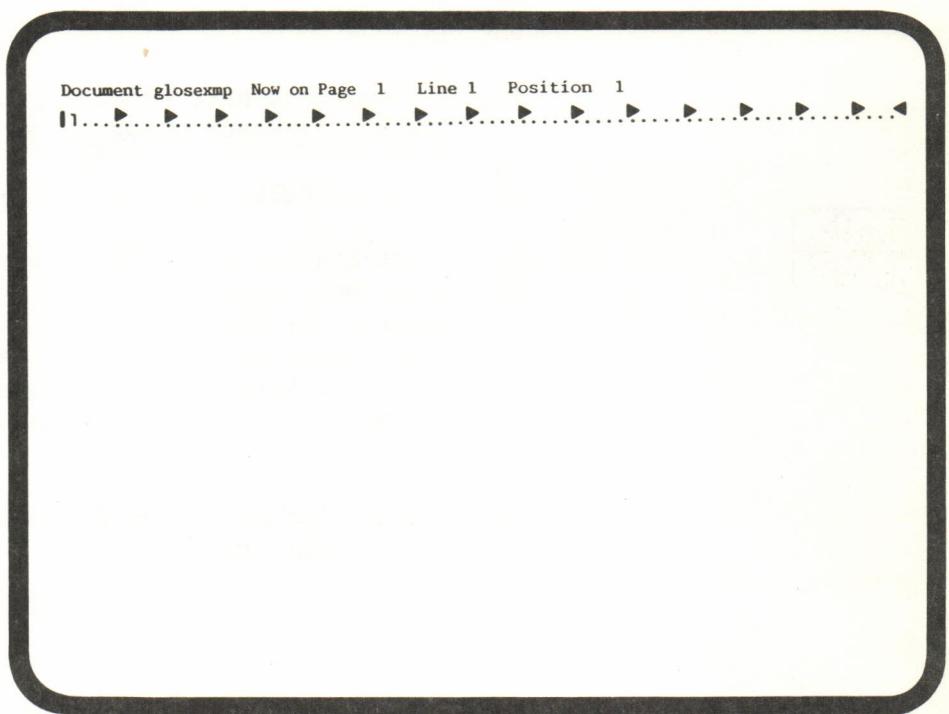
To underline text in a glossary entry you must follow the procedure shown in the exercise that creates a glossary entry for a signature block.

exercise Creating a Glossary

In this exercise, you create a glossary entry that is a company name. If the Wangwriter is not on, turn it on.

When you complete this entry, your screen should look like the following.

1. Create a new glossary document with the name glosexmp. The screen displays the status line and the Primary format line.



2. Type "(a)" for the glossary entry Label.
3. Press RETURN twice to move the cursor to a new line.
4. Type the following entry; end it with a return graphic.

The Alternative Energy Effort

5. To end the entry, press COMMAND. The screen prompts "Which Command?"
6. Press the lowercase e key. The key name (-ENTRY-END-) appears on the screen.
7. Press RETURN twice to move the cursor to a new line.

exercise Verifying a Glossary

In this exercise, you verify the glossary document glosexmp, which should have no errors. The successfully verified glossary document is automatically attached to your workstation.

1. Now that you have created your glossary document, press CANCEL. The screen prompts "End of Edit?"
2. Press EXECUTE. The screen prompts "Verify It?"
3. Press EXECUTE to verify the glossary document glosexmp. If the glossary document has no format errors, the screen flashes "Verification Successful". Then, the glossary document automatically is attached to the workstation, and the screen flashes "(Rearranging)". The Glossary Functions menu is displayed.
4. Press CANCEL from the Glossary Functions menu to return to the Start-up menu.



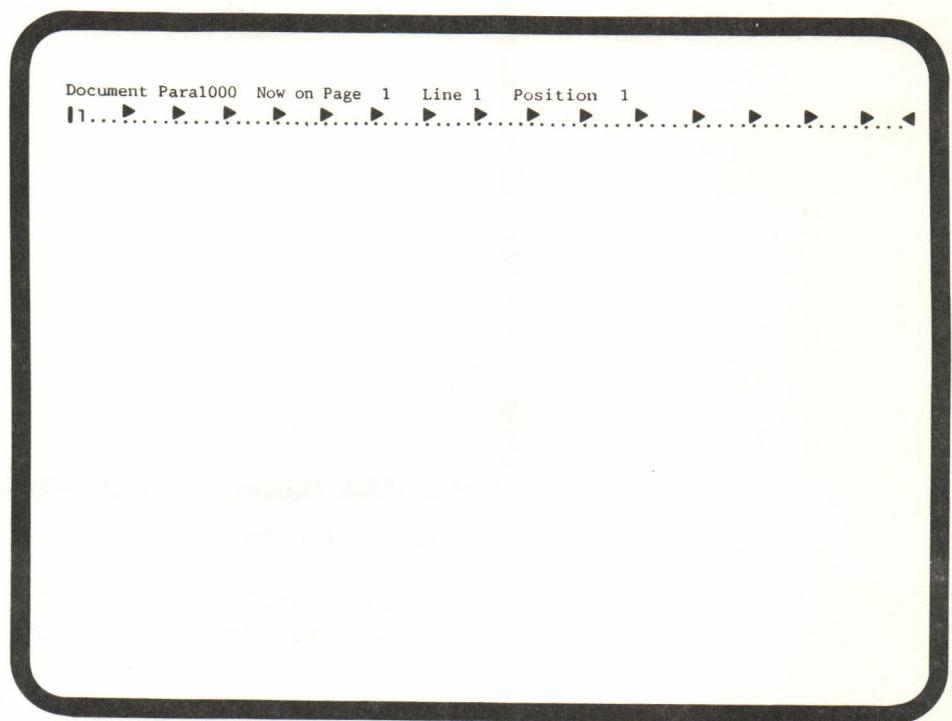
If a glossary entry has an error, the screen will not display Verification Successful in step 3. Instead, the screen displays the erroneous glossary entry Label and an appropriate error message. To correct the entry with an error perform the following steps.

- Press CANCEL to end the verification process.
- Return to the glossary entry with the error. Correct the error. Then repeat steps 1 through 3 above to verify the corrected glossary document.

exercise Recalling a Glossary

In this exercise, you recall glossary entry (a) from the glossary document glosexmp.

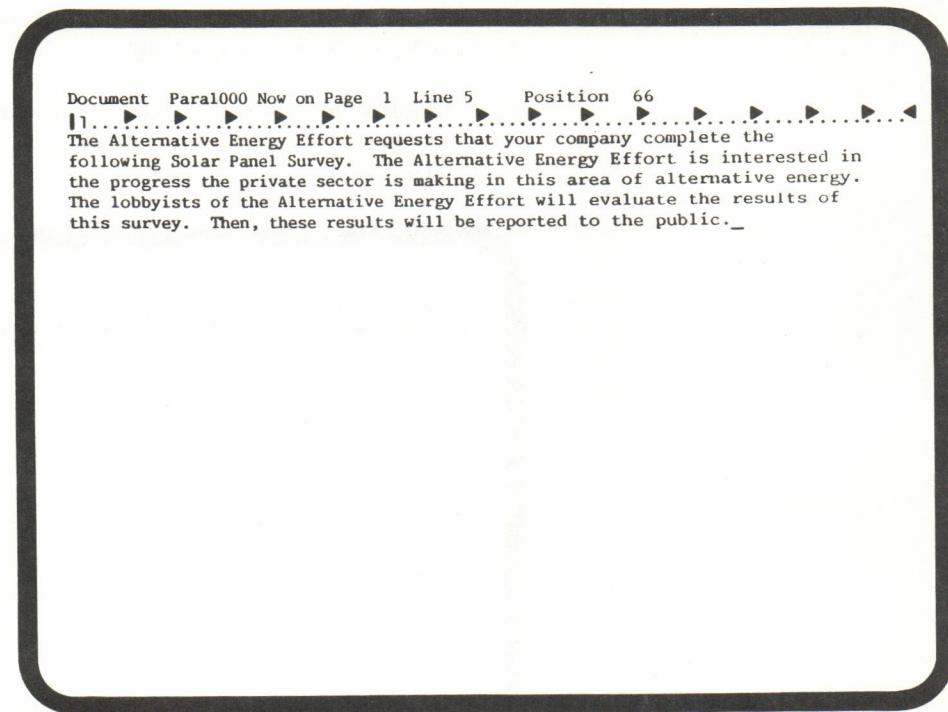
1. Create a new document with the name "Paral000." The screen displays the status line and the Primary format line.



2. Type the following text recalling glossary entry (a) where indicated by pressing the GL key and then the lowercase a key ().

requests that your company complete the following Solar Panel Survey. is interested in the progress the private sector is making in this area of alternative energy. The lobbyists of will evaluate the results of this survey. Then, these results will be reported to the public.

Your screen should look like the following screen.

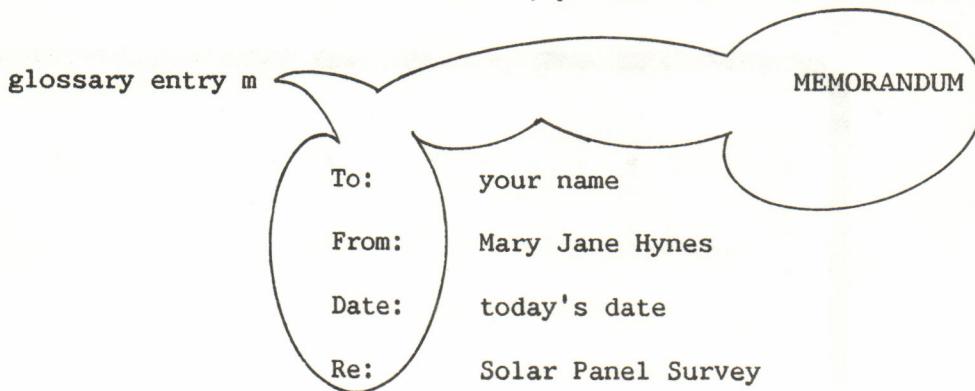


3. Return to the Start-up menu.

The document Paral000 is now stored on the same archive minidiskette as the glossary document glosexmp.

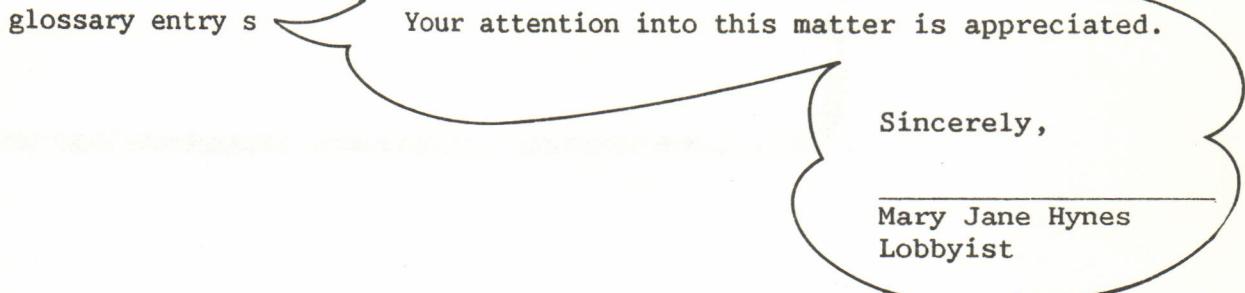
exercise Creating a Memo with Glossary

In this exercise, you will edit glosexmp by adding two glossary entries. The first entry is a memo heading; the second entry is a signature block. When you have completed this exercise, you will have created the following memo.



Text

Please review the results of the attached Solar Panel Survey. I have a meeting with the lobbyists for the oil companies on March 31; therefore, I must receive your evaluation of this survey no later than March 25 to ensure that I have the time to review your comments.



Part 1: Creating a Glossary -- Memo Heading

In this part of the exercise, you add a memo heading glossary entry to glossary document `glosexmp`. The archive minidiskette on which `glosexmp` is stored should be in the minidiskette drive.

2. Position the cursor after the last character of text in glossary entry (a).

3. Type glossary entry (m) as it appears below.

(m) <

1

(-CENTER-) MEMORANDUM (-RETURN-) ▲

(-RETURN-) (-RETURN-) <

To: (-TAB-) (-TAB-) (-N-KEYS-) (-RETURN-) (-RETURN-)◀

From: (-TAB-) (-N-KEYS-) (-RETURN-) (-RETURN-) ◀

Date: (-TAB-) (-N-KEYS-) (-RETURN-) (-RETURN-) ◀

Re: (-TAB-) (-TAB-) (-N-KEYS-) (-RETURN-) (-RETURN-) (-RETURN-)◀
(-ENTRY-END-)◀

◀

Part 2: Creating a Glossary -- Signature Block

In this part of the exercise, you add a signature block glossary entry to glossary document glosexmp.

1. The screen displays glossary entries (a) and (m).

2. Position the cursor after the last character of text in glossary entry (m).
3. Type glossary entry (s) as it appears below.

(s) ▲

◀
(-TAB-) Your attention into this matter is
appreciated. (-RETURN-) (-RETURN-) (-RETURN-) ▲
(-TAB-) (-TAB-) (-TAB-) Sincerely, (-RETURN-) (-RETURN-) ▲
(-TAE-) (-TAB-) (-TAB-) (-RETURN-) ▲
(-NORTH-) (-COMMAND-) (-UNDERSCORE-) (-RETURN-) (-EXECUTE-) ▲
(-TAB-) (-TAB-) (-TAB-) MaryJane Hynes (-RETURN-) ▲
(-TAB-) (-TAB-) (-TAB-) Lobbyist (-RETURN-) ▲
(-ENTRY-END-) ▲
◀

Part 3: Verifying a Glossary Document

In this part of the exercise, you verify and automatically attach the glossary entries in glosexmp.

1. After you have added your glossary entries and you are ready to verify your glossary document, press CANCEL. The screen prompts "End of Edit?"
2. Press EXECUTE. The screen prompts "Verify It?"



3. Press EXECUTE to verify the glossary document glosexmp. If the glossary document has no format errors, the screen flashes "Verification Successful". Then, the glossary document automatically is attached to the workstation, and the screen flashes "(Rearranging)". The Glossary Functions menu is displayed.
4. Press CANCEL from the Glossary Functions menu to return to the Start-up menu.

Part 4: Attaching a Glossary Document

If you wish to review the steps for attaching a glossary document from the Glossary Functions menu, perform the following steps. Otherwise, go to Part 5: Recalling Glossary Entries.

1. Select "Attach Glossary", from the Glossary Functions menu. The screen prompts:

Enter Glossary Name: glosexmp



If a glossary entry has an error, the screen will not display Verification Successful in step 3. Instead, the screen displays the erroneous glossary entry Label and an appropriate error message. To correct the entry with an error, perform the following steps.

- Press CANCEL to end the verification process.
- Return to the glossary entry with the error. Correct the error. Then repeat steps 1 through 3 above to verify the corrected glossary document.

2. To attach glosexmp, press EXECUTE. The screen displays:

(Rearranging)

Attachment Successful

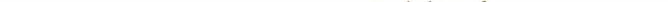
The Glossary Functions menu is displayed.
 3. Return to the Start-up menu.

Part 5: Recalling Glossary Entries

In this part of the exercise, you create a new document and recall glossary entries (m) and (s).

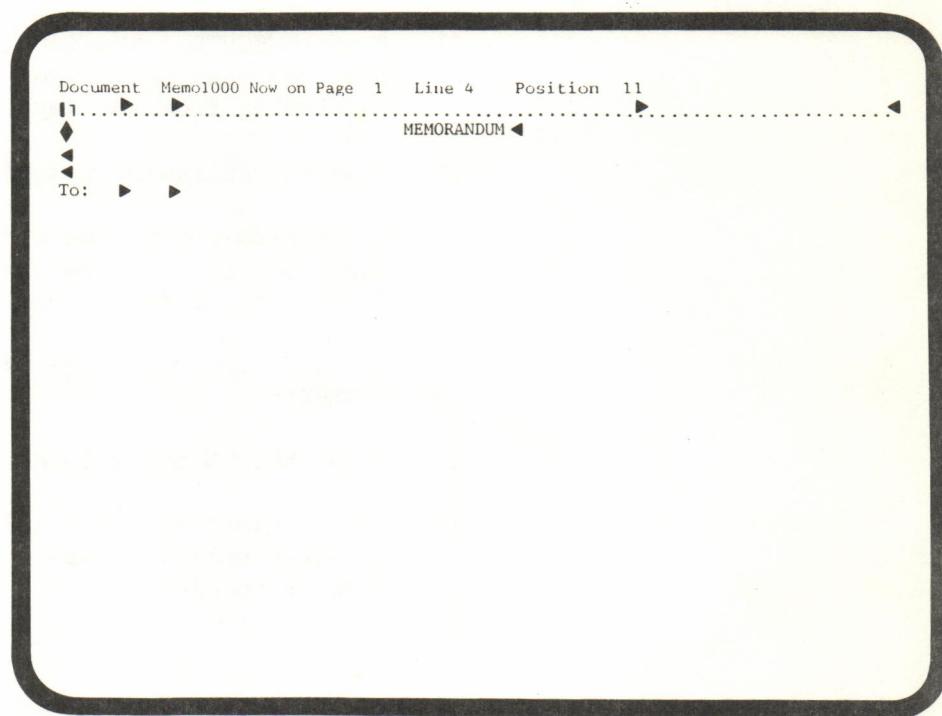
1. Create a new document with the name Memo1000. The status line and the Primary format line are displayed on the screen.

Document Memo1000 Now on Page 1 Line 1 Position 1



2. Set the tabs in the Primary format line for the left margin at 6, 11, and 56.
3. Recall the memo heading glossary entry by pressing the GL key and lowercase m. The screen displays:

Document Memo1000 Now on Page 1 Line 4 Position 1



4. Type your name. Do not press RETURN. The return function is part of glossary entry (m).
5. Press EXECUTE to continue the glossary entry.
"From: " appears on the screen.
6. Type "Mary Jane Hynes".



You are able to type while recalling glossary entry (m) because of the key name (-N-KEYS-) in the glossary entry.

- 
7. Press EXECUTE to continue the glossary entry.
"Date: " appears on the screen.
 8. Type today's date.
 9. Press EXECUTE to continue the glossary entry.
"Re: " appears on the screen.
 10. Type: "Solar Panel Survey".
 11. Press EXECUTE. The functions in glossary entry (m) have now been performed. The screen will accept keystrokes from the keyboard.
 12. Type the following text for the body of the memo.

Please review the results of the attached Solar Panel Survey. I have a meeting with the lobbyists for the oil companies on March 31; therefore, I must receive your evaluation of this survey no later than March 25 to ensure that I have the time to review your comments.

- 
13. Press RETURN twice to move the cursor to a new line.
 14. Recall glossary entry (s). When the functions of glossary entry (s) are performed on the screen, the memo is completed.

You are able to type while recalling glossary entry (m) because of the key name (-N-KEYS-) in the glossary entry.

Your screen should look like the following screen.

Document Memo1000 Now on Page 1 Line 24 Position 1

To: ► your name ◄

From: ► Mary Jane Hynes ◄

Date: ► today's date ◄

Re: ► Solar Panel Survey ◄

► Please review the results of the attached Solar Panel Survey. I have a meeting with the lobbyists for the oil companies on March 31; therefore, I must receive your evaluation of this survey no later than March 25 to ensure that I have the time to review your comments. ◄

► Your attention into this matter is appreciated. ◄

► Sincerely, ◄

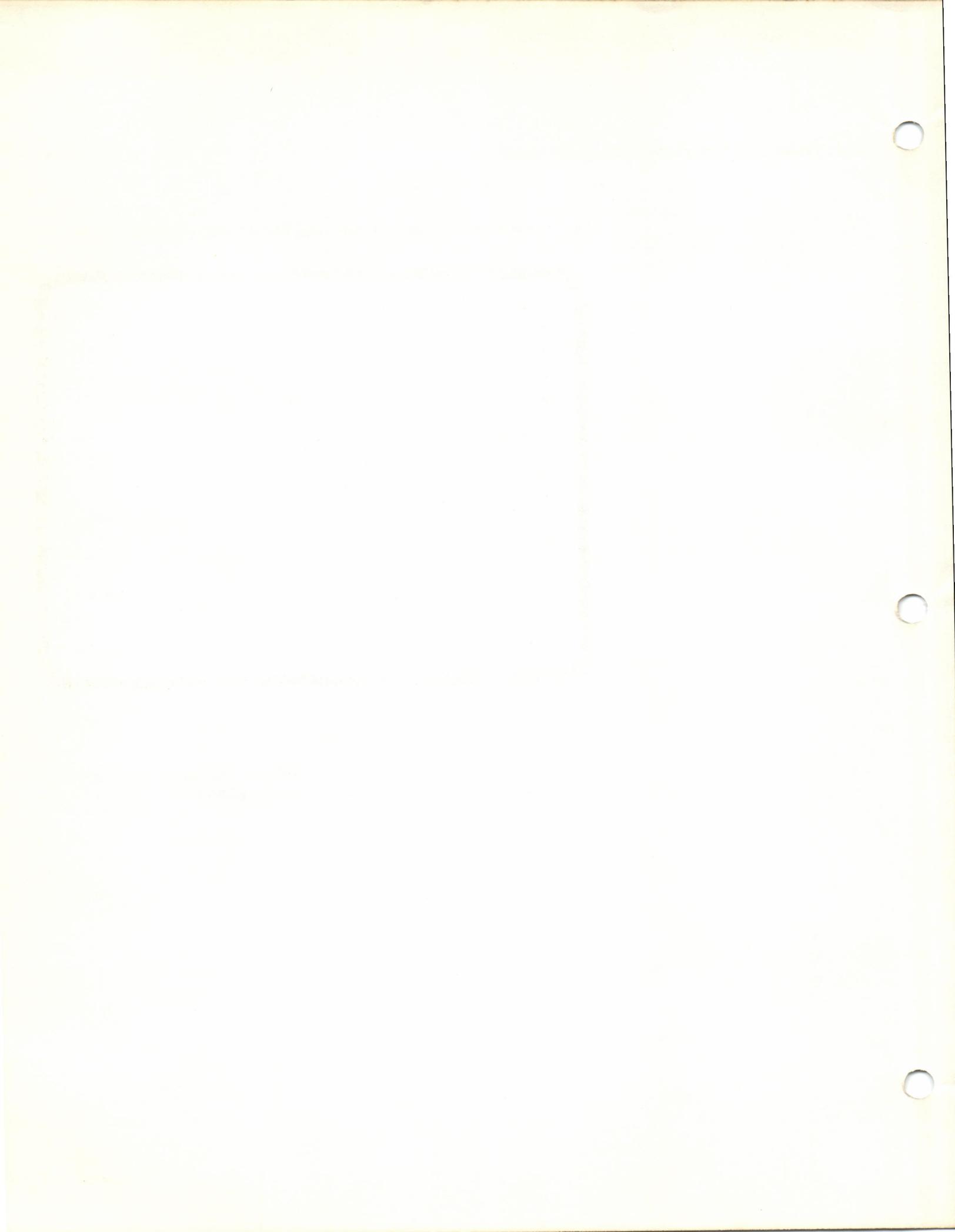
► _____ ◄

► Mary Jane Hynes ◄

► Lobbyist ◄

15. Return to the Start-up menu.

The document Memo1000 is now stored on the same archive minidiskette as the glossary document glosexmp.



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