

Wangwriter

TO	WANGWRITER USERS	PUBLICATION #	4
FROM	CORPORATE SYSTEMS SUPPORT	DATE	NOVEMBER, 1981
SUBJECT	NEW SYSTEMS DISK FOR THE WANGWRITER -- SYSTEMS DISK 3.1		

Enclosed is the latest Systems Disk for the Wangwriter. Systems Disk 3.1 contains several exciting enhancements that have been implemented for your benefit, offering greater flexibility and increased efficiency! Please be sure to read each section carefully prior to loading the Systems Disk so that you may realize its full benefits.

DOCUMENT PAGES

With Systems Disk 3.1, documents are no longer limited to 15 pages! The maximum amount of pages per document is now restricted only to the number of pages allowed per diskette -- 75. In other words, on a clean diskette that contains no other documents, you may create up to a 75-page document!

Special Consideration:

Once you have created a document on an archive diskette that is 16 to 75 pages in length, it will not be possible to use the previous Systems Disk (3.0) with that archive diskette. Since it is no longer necessary to use the 3.0 Systems Disk, we suggest that you prepare it as an archive diskette.

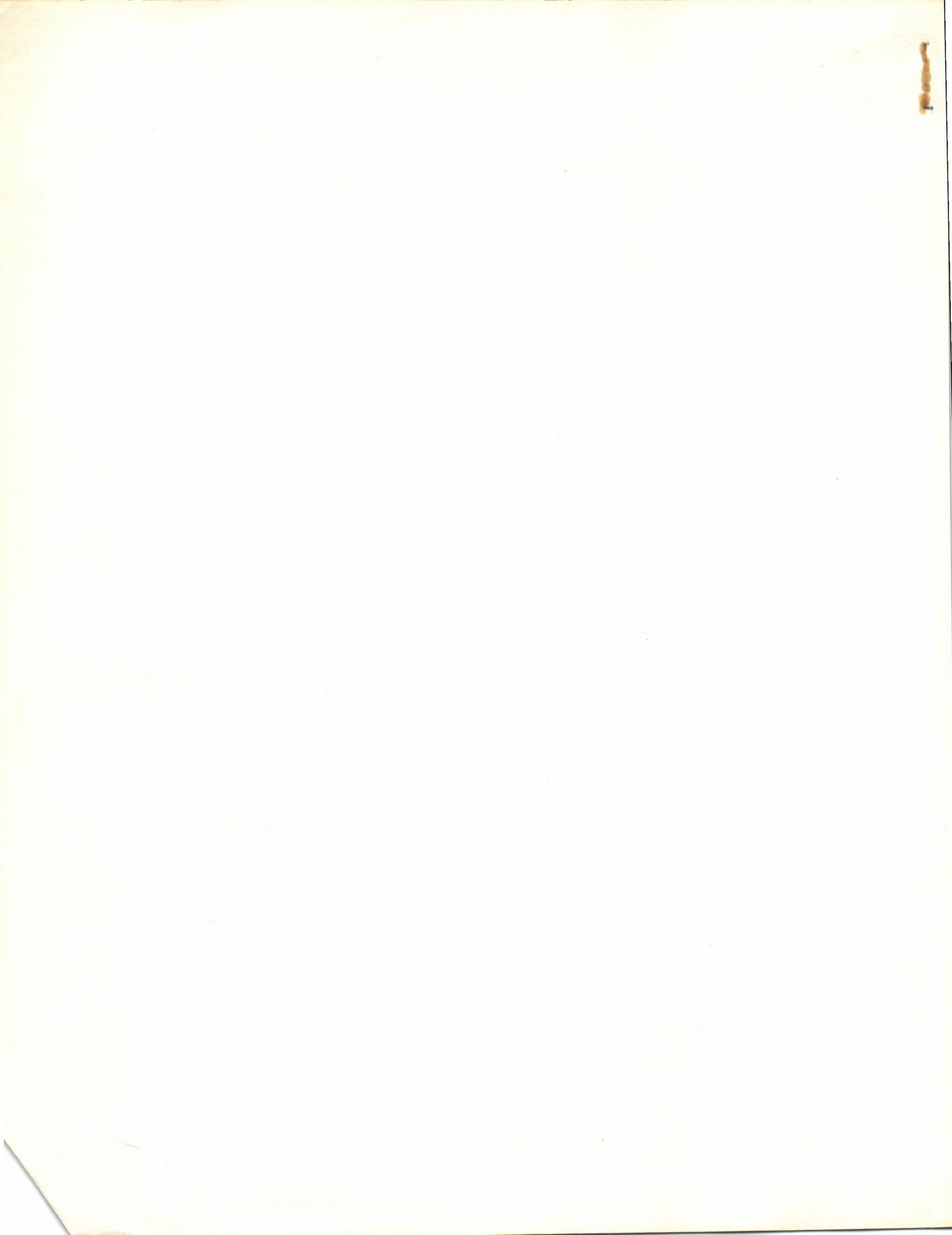
TYPEWRITER ENHANCEMENT

During Typewriter, pressing either CANCEL or PAGE will eject the current sheet of paper from the printer, and return to the Typewriter menu.

SEARCH ENHANCEMENTS

In cases where both Search and Underscore are required, the two functions may now be accomplished as one. For example, if you wish to underscore a word, but you are not sure where in the document it is located, follow the procedure below:

1. Press Search. System prompts "Search for what?" Type in the word to be underscored.
2. Once the system has located and highlighted the word, touch the underscore key. The system will automatically underscore the word!



This time-saving feature applies to all Wangwriter attributes! Search may be combined with Double Underscore, Bolding, Strike Through, and Superscript/Subscript. Follow the procedures below to combine Search with Double Underscore.

1. Press Search. System prompts "Search for what?" Type in the word to be double-underscored.
2. Once the system has located and highlighted the word, press COMMAND, RIGHT PARENTHESES, EXECUTE. The system will automatically double-underscore the word!

COMBINING SEARCH WITH ATTRIBUTES:

<u>Attribute</u>	<u>Combination Keystrokes</u>
<u>UNDERSCORE</u>	SEARCH + CHARACTERS + UNDERSCORE
<u>DOUBLE UNDERSCORE</u>	SEARCH + CHARACTERS + COMMAND + RIGHT PAREN + EXECUTE
<u>BOLDING</u>	SEARCH + CHARACTERS + COMMAND + LEFT PAREN + EXECUTE
<u>STRIKE THROUGH</u>	SEARCH + CHARACTERS + COMMAND + SLASH + EXECUTE
<u>SUPERSCRIPT</u>	SEARCH + CHARACTERS + COMMAND + SUPERSCRIPT + EXECUTE
<u>SUBSCRIPT</u>	SEARCH + CHARACTERS + COMMAND + SUBSCRIPT + EXECUTE

COPY DOCUMENT ENHANCEMENT

The Copy Document utility has changed to be compatible with documents that can now be up to 75 pages. Even though a document may now contain up to 75 pages, only 15 pages can be copied at a time. For this reason, the number of pages in the source document will be displayed under the source document name.

Single Disk Drive Systems (Models 5503, 5503A, and 5504S):

1. Select Utilities from the main menu and press EXECUTE. Position the acceptance block at Copy Document and press EXECUTE.
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: Source Document is Marina (20 pages), Source Disk - Kathy, and Destination Disk - Anita.

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

Source disk is: Kathy
Enter source document name: _____



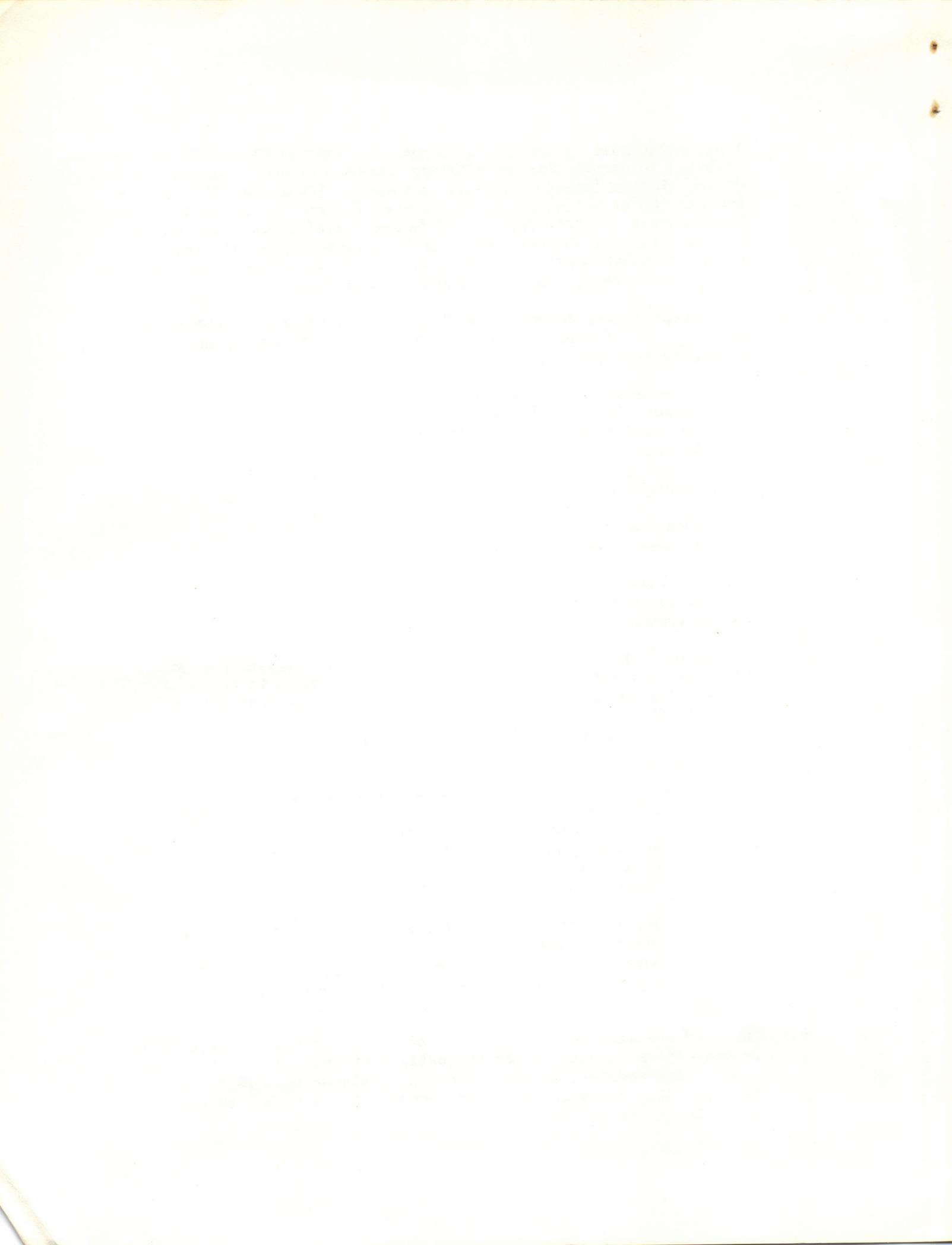
4. Type in the name of the Source Document. (NEXT/PREV SCREEN may be utilized to scroll through existing document names.) Once the name of an existing (valid) document is entered, touch EXECUTE. System prompts the number of pages in the document and the range of pages to be copied. ("From page" and "Through page" default to the first and last page of the document. If the document has more than 15 pages, "Through page" will default to 15.) Type Page 1 through Page 15 (unless already displayed), and press EXECUTE.
5. The prompt "Enter document name" changes to "Source document name is _____. " System indicates in the lower left corner which pages are being read into memory (see below).

```
-----  
| Source disk is: Kathy  
| Source document name is: Marina  
| Document has 20 page(s)  
| From Page: 01  
| Through Page: 15  
  
(Reading pg. 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 EXECUTE.
7. The name of the destination disk and number of available pages on the 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: Kathy  
| Source document name is: Marina  
| Document has 20 page(s)  
| From page: 01  
| Through page: 15  
  
| Destination disk is: Anita  
| Available pages: 51  
| Enter destination document name: _____  
-----
```

8. Once the destination document name has been entered, press EXECUTE. System indicates which pages are being written to the Destination Disk. When complete, prompts "Copy Complete -- Press EXECUTE to run again, CANCEL to terminate." If document is less than 15 pages, press CANCEL to end the utility.



9. If the document is more than 15 pages, press EXECUTE to copy the remaining pages. System prompts "Insert SOURCE disk, press EXECUTE when ready." Insert source disk and press EXECUTE. The following menu is displayed:

Source disk is: Kathy
Enter Source document name: _____

10. Type in the name of the Source document. (For convenience, the document name defaults to the source document name in the previous copy.) Once the name of the document is entered, press EXECUTE. System prompts number of pages in document and range of pages to be copied. (First page and thru page default to the first and last page of the document. If the document is more than 15 pages the last page defaults to 15.). Type in 16 thru 20 to copy the remaining pages of the document and press EXECUTE.

```
-----  
| Source disk is: Kathy  
| Source document name is: Marina  
| Document has 20 page(s)  
| From page: 16  
| Through page: 20  
|  
| (Reading pg 16)  
-----
```

11. Once the pages have been read into memory, the system prompts "Insert DESTINATION disk, press EXECUTE when ready." Insert destination disk and press EXECUTE.
12. The name of the destination disk and the number of available pages on the disk is displayed. The system prompts to enter the Destination Document name. (The Destination Document defaults to the Source Document name.) Enter the destination document name and press EXECUTE.

Note: If the designated Destination Document already exists on the Destination disk, the system prompts "Document exists" and the following menu is displayed.

```
-----  
| Select next activity:  
|  
|  Try another name  
|  Add page(s) to document  
|  Replace page(s) in document  
|  Change archive disk  
|  
| DOCUMENT EXISTS  
-----
```



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

Add page(s) to document: Specify the starting page of the copy. The source pages are inserted at the specified page, and all other page numbers are increased accordingly.

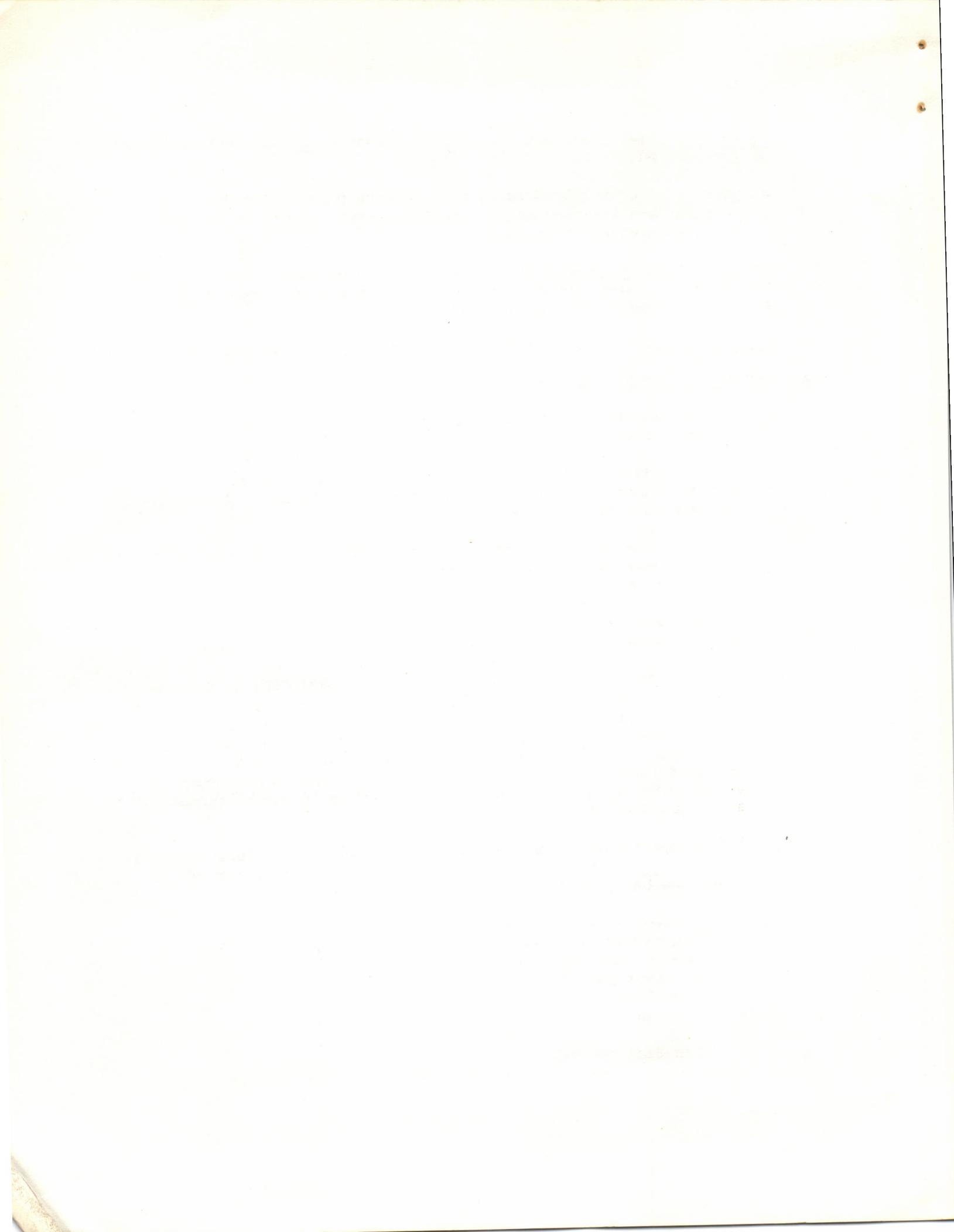
Replace page(s) in document: Specify a range of pages to be replaced. The specified pages (any number, up to the entire document) will be deleted, and replaced with the source pages.

Change archive: Destination disk may be replaced with a new diskette.

DUAL DISK DRIVE SYSTEMS (Models 5503D and 5504D):

1. Before Copy Utility is selected, the system disk must be in the bottom drive.
2. Select Utilities from the main menu and press EXECUTE. Position the acceptance block at copy document and press EXECUTE. System prompts "Please wait for utility".
3. Once Utility is loaded system prompts "Insert SOURCE disk in top drive, Press EXECUTE when ready." Insert SOURCE disk and press EXECUTE. The following menu is displayed:
Source disk is: Kathy
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 the number of pages in the document and the range of pages to be copied. ("From page" and "Through page" default to the first and last page of the document. If the document is more than 15 pages, "Through page" defaults to 15.) Type in page 1 through 15 and press EXECUTE.
5. The prompt "Enter document name" changes to "Source document name is _____." System indicates in lower left hand corner which pages are being read into memory (see below).

```
-----  
| Source disk is: Kathy  
| Source document name is: Marina  
| Document has 20 page(s)  
| From Page: 01  
| Through Page: 15  
| (Reading pg. 01)  
-----
```



6. Once the Source Document has been read into memory, the following menu is displayed:

Copy document to: same disk
another disk

Copying to the Same Disk:

To copy a document to the same disk, position the acceptance block at "Same Disk" and press EXECUTE. The system prompts to enter the destination document name.

Source disk is: Kathy
Source document name is: Marina
Document has 20 page(s)
From page: 01
Through page: 15

Destination disk is: Anita
Available pages: 61
Enter destination document name: _____

Copying to Another Disk:

To copy the document to another disk position the acceptance block at "Another Disk" and press EXECUTE. System prompts "Insert DESTINATION disk in bottom drive, Press EXECUTE when ready." Insert Destination disk into drive and press EXECUTE. The system prompts to enter the destination document name.

7. Once the destination document name has been entered, press EXECUTE. System indicates which pages are being written to the Destination Disk. When complete, prompts "Copy Complete -- Press EXECUTE to run again, CANCEL to terminate."
8. Refer to Steps 9 through 12 on Page 4.

COMMON QUESTIONS & ANSWERS

Question: We would like to use our Narrator printwheel, but instead of printing the numeral one, it prints an "1". Is it possible to print the numeral one?

Answer: Yes, this capability has recently been implemented. To print the numeral one, the Paragraph symbol must be displayed on the screen in place of the numeral one. To display the Paragraph symbol, touch Bracket, and P (or p). Although the Paragraph symbol appears on the screen, the numeral one will print on a Narrator printwheel.

Question: How do you delete a page break?

Answer: Position the cursor directly below the page break graphic (|). Press DELETE to highlight the page break graphic, and press EXECUTE. If there is text residing on the page where the page break is deleted and also on the subsequent page, the two pages will merge into one. If the total number of characters on the two pages exceed 4,096, the system prompts "Character Limit Exceeded" and will not allow you to delete the page break.

Question: When I create a glossary, it appears in the Document Index twice -- once as a Document and once as a Glossary. Why does this happen?

Answer: Once you create a glossary, it will appear in the Document Index under the Document column. Once this glossary is verified, a copy of the Document version is made, which appears under the Glossary column. The Glossary version is a machine-language code which is used by the system and cannot be edited by the user. When you edit a glossary, you are editing the Document version. Each version takes up one page of disk space; therefore, for every glossary that is created and verified, two pages are used on the disk.

Question: Is there any way to eliminate one version so that the glossary uses only one page on the disk?

Answer: To edit a glossary and make changes, the Document version must be available on the diskette. To attach a glossary and recall it into a document, the Glossary version must be available on the diskette. If it is not necessary to make further editing changes to a glossary, you may delete the Document version, leaving only the Glossary version on the disk. IMPORTANT: Once the Document version is deleted, you may attach a glossary and recall it into a document as usual, however, you will never be able to make editing changes to this glossary.

Question: How can I delete the Document version, leaving only the Glossary version on the diskette?

Answer: You may have noticed that once you have deleted a glossary using the Delete Document utility, the system prompts "Attachable Glossary exists -- Press EXECUTE to Delete". The system has deleted the Document version, leaving the Glossary (attachable) version on the disk. Once this prompt occurs, pressing EXECUTE will delete the Glossary version. However, pressing CANCEL leaves the Glossary version on the diskette.

Question: After typing in a Document name, why do I occasionally receive the prompt "Unknown Document", even when I'm certain it the correct name?

Answer: In this case, check to see if you have accidentally typed a punctuation mark or space character(s) within the Document Name field (perhaps a period or space character was typed after the document name). To avoid this problem, utilize PREV/NEXT SCRN to scroll through existing documents.

- 206 -

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If you have any questions on this new Systems Disk, please do not hesitate to call your toll-free number for assistance. The toll-free numbers are listed below by area and state.

CONNECTICUT	<u>Boston Only:</u>	(617) 275-5743 (local)
MASSACHUSETTS	<u>Massachusetts:</u>	(800) 362-4364
NEW HAMPSHIRE	<u>Out of State:</u>	(800) 343-4784
RHODE ISLAND		
(UPSTATE) NEW YORK (not including New York City Area)		
VERMONT/MAINE		

<u>ALABAMA</u>		
<u>FLORIDA</u>	<u>VA., D.C., MD.:</u>	(703) 276-0807
<u>GEORGIA</u>	<u>Out of State:</u>	(800) 336-5411
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