WPS-PLUS/PC

WPS-PLUS on PC

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About This Guide

Product :   WPS-PLUS/PC Version 1.0

Purpose of This Guide

WPS-PLUS on PC describes:

- The menus, forms, and keyboards you will use with WPS-PLUS

- Where to find information on all WPS-PLUS Document Processing Menu options

- How to print documents

- How to file documents

- How to create User-Defined Keys (UDKs) by storing commands in a UDK document

- How to transfer documents to other systems

- How to communicate with other computers

This book should be used in conjunction with *WPS-PLUS Editor Functions*.

Audience

This book is for people who know the basics of WPS-PLUS document
processing and want information on the subjects in the previous list.

Prerequisites

Before you use *WPS-PLUS on PC* you should have:

- Completed the lessons in *WPS-PLUS Getting Started*

  OR

- Tried some basic WPS-PLUS functions such as Create and Edit

Associated Documents

For details about how to use WPS-PLUS, you can also refer to the following
documents:

WPS-PLUS/PC Installation and Printer Tables

WPS-PLUS/PC Getting Started

WPS-PLUS/PC Editor Functions

WPS-PLUS/PC List and Sort Processing

WPS-PLUS/PC Quick Lookup

WPS-PLUS Glossary

Hardware Requirements

WPS-PLUS is designed for use on IBM personal computers, models PC and
PC/XT. A minimum of 384KB of memory is necessary. The PC may have
either a fixed disk or two 362KB diskette drives. The WPS-PLUS functions
are mapped to the IBM PC/XT keyboard. See Figure 2-1 for a keyboard
diagram of the WPS-PLUS functions.

For further information on hardware requirements, see the WPS-PLUS Software Product Description.

Software Requirements

See the WPS-PLUS Software Product Description for the versions of DOS required for WPS-PLUS.

Conventions

ALL CAPS	Identifies a WPS-PLUS editor function. For example: Press ADVANCE PARA means to press the ADVANCE key and then the PARA key.
ALT/x	Means hold down the ALT (Alternate) key while you press the function key. For example: Press ALT/RUB WORD.
Dot Matrix	Indicates text that appears on your screen.
Enter	Means type your response, then press a terminator key such as RETURN or TAB.
Gold x	Means press the Gold key, labeled Num Lock, then press a function key. For example: Press Gold QUIT.
PC	Means either the IBM PC or PC/XT personal computer.
Red Type	Shows commands that you type, or sample responses to prompts.
RETURN or <RETURN>	Means press the RETURN key. IBM books refer to this key as the ENTER key.
SHIFT/x	Means hold down the SHIFT key while you press a function key. For example: Press SHIFT/PASTE.
WPS-PLUS	Means WPS-PLUS/PC.

1

Starting WPS-PLUS

This chapter explains:

- How to start WPS-PLUS

- How to exit WPS-PLUS

- Where to find information on each option that appears on the Document Processing Menu

What is WPS-PLUS?

WPS-PLUS is a word processing system you can use to:

- Create, edit, and format documents with a full-screen editor

- Control page layout and print settings to format documents

- Print documents

- Define and save keystrokes with User-Defined Keys

- Transfer documents between WPS-PLUS and a VAX

Starting WPS-PLUS on a Diskette-Based System

To start WPS-PLUS on a diskette-based system:

1   If your PC is off, insert the WPS-PLUS SYSTEM diskette (the copy you made during installation) into drive A, close the drive door and turn on the PC.

2   If the PC is on, insert the SYSTEM diskette into drive A and hold down the ALT, CTRL and DEL keys at the same time.

3   Enter the date and time at the prompts or press RETURN to skip them.

4   At the A> type WPS and press RETURN. For example:

```
A>WPS <RETURN>
```

The Document Processing Menu appears on your screen. See Figure 1-1.

If the menu does not appear, make sure the diskette labeled WPS-PLUS SYSTEM is in drive A. The SYSTEM diskette must be the one you made during the installation procedure, not the distribution SYSTEM DISKETTE.

Starting WPS-PLUS on a Fixed Disk

To start WPS-PLUS on a fixed disk:

1   If the PC is off, turn it on.

2   Type the date and time or press RETURN to skip the prompts.

3   If you installed WPS-PLUS in a subdirectory, use the Change Directory (CD) command to change to the directory with the WPS-PLUS files. Substitute the name of your subdirectory for HARRIS in this example:

```
C>CD \HARRIS
```

4   At the C> prompt type WPS and press RETURN:

```
C>WPS <RETURN>
```

The WPS-PLUS Document Processing Menu appears. See Figure 1-1.

If the menu does not appear, check to make sure WPS-PLUS has been installed in the directory you are using.

Exiting WPS-PLUS

To exit WPS-PLUS:

Enter EX at the WPS-PLUS Document Processing Menu.

WPS-PLUS returns you to the DOS prompt.

Document Processing Menu Options

Most features of WPS-PLUS are available as menu options. Figure 1-1 shows the options you can select from the Document Processing Menu, and Table 1-1 describes each option.

```
 _  _  _  _  _  _  _  _  _
| d | i | g | i | t | a | l |     WPS-PLUS/PC Document Processing Menu
 _  _  _  _  _  _  _  _  _


    C       Create              I       Index
    E       Edit                CO      Communications
    D       Delete              CV      Conversion
    P       Print               UK      UDK Processing

    LP      List Processing
    SR      Sort Processing

    EX      Exit




    Enter selection and press RETURN.
```

Figure 1-1   WPS-PLUS Document Processing Menu

By selecting options at the Document Processing Menu, you can create, edit, print, and delete documents. You can also select other features. When you select some options, other menus or forms appear on your screen. For information on completing menus and forms, see Chapter 3.

Table 1-1 describes the options on the WPS-PLUS Document Processing Menu with references to books with more information.

Table 1-1   WPS-PLUS Document Processing Menu Options

Enter	To
C	Create and enter text in a document. See the *WPS-PLUS Getting Started*.
E	Edit text in a document you have created and filed. See the *WPS-PLUS Getting Started*.
D	Delete a document. Once the document is deleted, it cannot be recovered. See the *WPS-PLUS Getting Started*.
P	Print a document. See Chapter 4, Printing Documents.
I	Display the index of documents. See Chapter 5, Filing Documents.
CO	Transfer documents between the PC and the VAX. See Chapter 8, Communications.
CV	Convert documents to other formats, such as ASCII and DX. See Chapter 7, Converting Documents.
UK	Store commonly used sequences of keystrokes in User-Defined Keys. See Chapter 6, User-Defined Keys.
LP	Process lists, sort records, and perform math calculations. See *WPS-PLUS List and Sort Processing*.
SR	Sort the records in a list to use with list processing. See *WPS-PLUS List and Sort Processing*.
EX	Exit WPS-PLUS.

2

Using the Keyboard

This chapter explains:

- Where to find the keys that perform special editor functions
- How to use editor functions
- How to use on-line Help

Finding Functions on the Keyboard Diagram

Find the fold-out keyboard diagram in *WPS-PLUS Editor Functions* or *WPS-PLUS Getting Started* and place the diagram next to your PC for reference. The same diagram appears in Figure 2-1.

The keyboard diagram helps you find keys you use to perform specific editor functions. For example, to delete the character to the left of the cursor, you press the key labeled RUB CHAR OUT.

The editor functions are those functions available to you for creating or editing a document. Therefore, cut, paste, and select are editor functions. However, options such as list processing and printing are not part of editor functions. Collectively, they are referred to as the WPS-PLUS functions.

Using the WPS-PLUS Functions

To use the WPS-PLUS functions, you either press the key with that function name on the key or you press the Gold key first. Some keys require that you hold down either the ALT (Alternate) or SHIFT key while you press the key.

The keys on your keyboard are grouped into three categories:

- The main keyboard
- The keypad
- The special function keys

In general, you press Gold first to access the WPS-PLUS functions on the main keyboard. Some of the functions on the keypad do not require you to press Gold first. However, the keys on the keyboard diagram with gold front faces have additional functions when you press Gold. For example, pressing Gold T (TOP DOCMT) moves the cursor to the top of the document.

The Main Keyboard

The main keyboard looks like a typewriter keyboard. However, some keys have additional functions when you use WPS-PLUS. To use those functions, press the Gold key first and then the function key. For example to see your document in View mode, press the Gold key (do not hold it down) and then the V key. WPS-PLUS shows you the document you are editing with additional special characters for such things as line endings, new paragraphs, centering, and tabs.

Figure 2-1   The WPS-PLUS Editor Functions
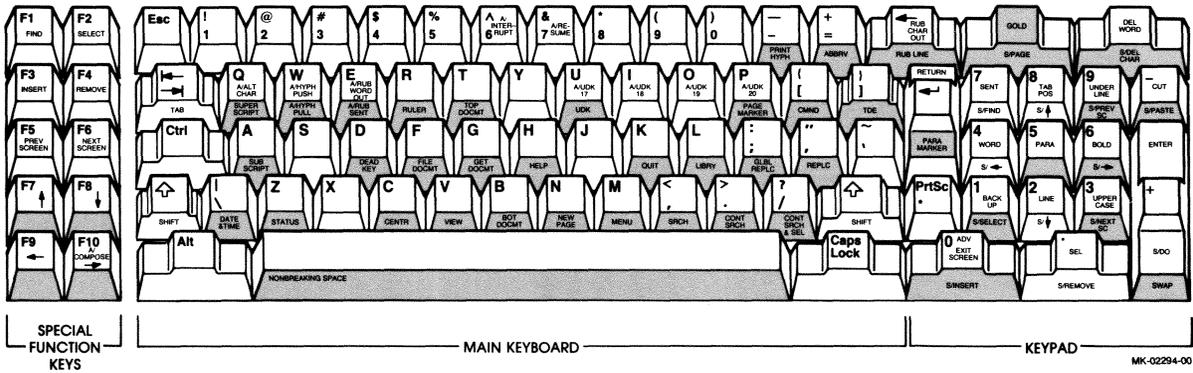
S/x   Means hold down the
SHIFT key while you press
the function key

A/x   Means hold down the ALT
key while you press the
function key

Several keys along the top two rows of the main keyboard have additional functions. To use those functions, hold down the ALT (Alternate) key and then press the key with the function. For example, the E key is labeled ALT/RUB WORD OUT. If you need to delete a word to the left of the cursor, you hold down the ALT key and press the key labeled RUB WORD OUT. The word disappears.

The Keypad

The keypad is a group of keys to the right of the main keyboard. You use the keypad functions by either pressing the key or by holding down the SHIFT key and then pressing the key. For example, to use the cut function, press the CUT key. To use the paste function, hold down the SHIFT key and then press the same key. The series of keystrokes that starts with hold SHIFT down and press PASTE is abbreviated to S/PASTE on the keyboard diagram.

Note that you can press Gold to get additional functions on the keys with gold faces. See Figure 2-1. For example, when you press CUT, text is removed. However, if you press Gold CUT, the text is copied into the paste buffer so you can insert a copy of the text when you press the PASTE key. To include rulers in a paste operation, press Gold SHIFT/PASTE.

The Special Function Keys

The special function keys are the keys to the left on the keyboard, labeled F1 through F10. They repeat several functions on the keypad. However, you do not have to press SHIFT to use the function here, as is required on the keypad functions. For example, to use the NEXT SCREEN function, you can either press the F6 key (labeled NEXT SCREEN) or hold down SHIFT and press key 3 on the keypad (labeled S/NEXT SCREEN). No matter which method you use, WPS-PLUS displays the next screen.

See *WPS-PLUS Editor Functions*, Appendix B, for a table that summarizes all the editor functions. Use the table to find out what specific editor function keys do.

Canceling an Editing Function

To cancel a Gold function in progress, such as Gold SEARCH:

Press ALT/INTERRUPT.

If the Gold function is already completed, you cannot cancel it. You can however, reverse some Gold functions such as underlining, bolding, and uppercase.

Getting Help

To display an on-line diagram of the WPS-PLUS editor functions keys while you are creating or editing a document:

Press Gold H.

Diagrams of the keyboard appear. When you press the space bar, your document reappears and you can continue editing at the point where you pressed Gold H.

3

Using Menus and Forms

This chapter explains how to:

- Select options from WPS-PLUS menus
- Complete WPS-PLUS forms

WPS-PLUS displays menus and forms so you can easily indicate the document processing functions you wish to perform.

Menus list options which you select by typing a corresponding letter or letters.

Forms contain fields that you fill in to specify a particular document or setting you want to use.

Menus

A menu displays options you can select. Figure 3-1 shows the WPS-PLUS Document Processing Menu.

```
+ - + - + - + - + - + - +
|d|i|g|i|t|a|l|       WPS-PLUS/PC Document Processing Menu
+ - + - + - + - + - + - +


    C     Create                        I     Index
    E     Edit                          CO    Communications
    D     Delete                        CV    Conversion
    P     Print                         UK    UDK Processing

    P     List Processing
    SR    Sort Processing

    EX    Exit

   C

   Enter selection and press RETURN.
```

Menu Options

User Selection

Prompt
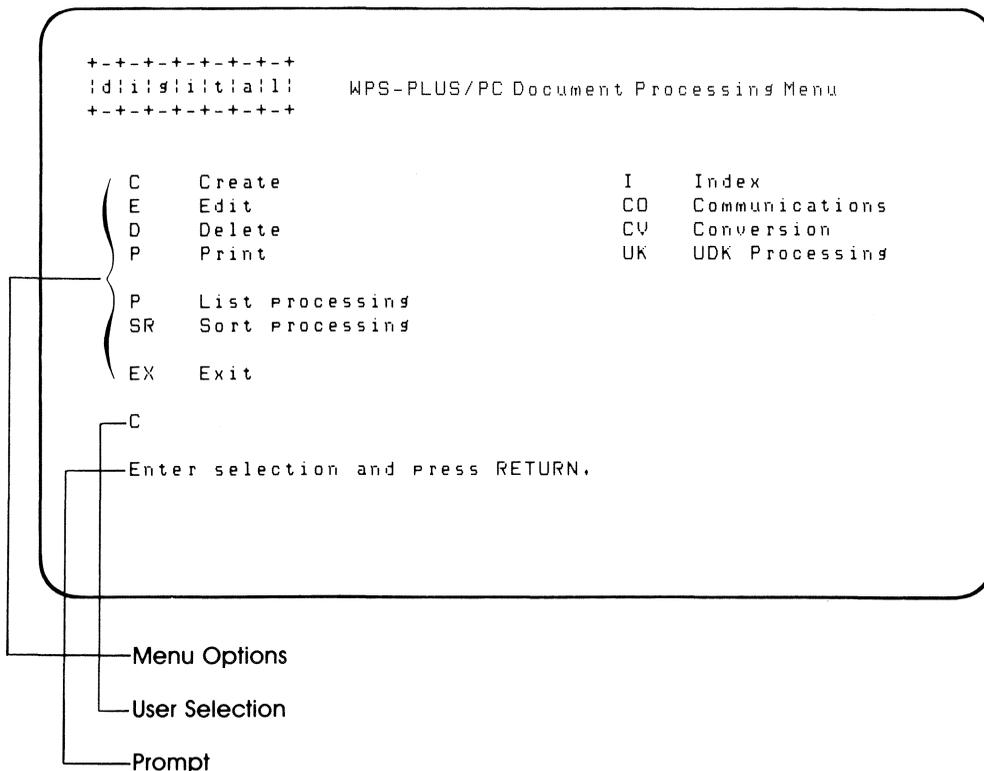
Figure 3-1   The WPS-PLUS Document Processing Menu

Each option on a menu has an abbreviation. For example, the Create option on the Document Processing Menu has the abbreviation C.

To select an option from a menu:

Enter the abbreviation for the option you want.

If you make a mistake while entering your choice, use RUB CHAR OUT or ALT/RUB WORD OUT to remove unwanted characters.

When you press RETURN, the menu is replaced by a display for the option you selected. For example, if you select the Create option, the Create form appears on your screen.

Completing Forms

A form contains fields for you to complete. To complete the field, you type information WPS-PLUS needs to proceed. When you complete the form, press RETURN or SHIFT/DO to continue. For example, Figure 3-2 is an example of the information needed to fill out the Create form.

```
                              Create


              Document  name:


 B:SUMMER  PLANS  <RETURN>
 _____


              Enter  information  and  press  RETURN.
```

Figure 3-2   Completing a Form

In Figure 3-2, the document to be created will be placed on the diskette in drive B. Remember to specify the entire path name when you want to place a document in a subdirectory other than your current directory. Your current directory is the directory where the WPS-PLUS files are installed, or a directory you specified using the I (Index) option. For more information on path names, see your DOS documentation.

If WPS-PLUS does not understand the information you enter in a form, a message appears to help you find the problem.

If you decide not to complete the form and wish to return to the previous menu or form, press EXIT SCREEN. WPS-PLUS ignores any information you entered in the form.

Function Keys

In addition to the arrow keys, there are many other keys you can use on a form to move the cursor, delete text, and perform other functions. Table 3-1 describes the function keys you can use on forms.

Table 3-1   Function Keys Used on Forms

Use	To
EXIT SCREEN	Cancel a form and return to the previous menu or form.
RETURN	Indicate that you have completed the form.
RUB CHAR OUT	Delete a character to the left of the cursor.
RUB WORD OUT	Clear the field the cursor is on.
Down Arrow	Move the cursor down to the next field (on a multicolumn form, use TAB instead).
Left Arrow	Move the cursor left in a field.
Right Arrow	Move the cursor right in a field.
Up Arrow	Move the cursor to the previous field.
Space Bar	Delete the character at the cursor (not used in a field where numbers are entered).

Entering Text

To type characters in a form field:

1   Move the cursor to the desired field with the arrow keys.

2   Type the text.

Repeat this procedure for each field you want to complete.

To clear a form field:

1 Place the cursor anywhere in the field.

2 Press ALT/RUB WORD OUT.

Everything in the field disappears, even if you have entered several words.

To correct typing mistakes:

1 Place the cursor immediately after the last character in the field.

2 Press RUB CHAR OUT.

The character to the left of the cursor is deleted. Continue pressing RUB CHAR OUT for each character you want to delete.

OR

1 Place the cursor over the character you want to delete.

2 Press the space bar.

The character at the cursor is deleted. Continue pressing the space bar for each character you want to delete.

Entering Numbers

When you enter a number in a field that requires numbers, WPS-PLUS positions the cursor at the last character in the field. As you type, the cursor does not move, and the digits you type are displayed from right to left.

To erase a number:

1   Place the cursor anywhere in the field.

2   Press ALT/RUB WORD.

    The entire number disappears.

    OR

1   Place the cursor immediately after the last digit in the field.

2   Press RUB CHAR OUT.

    The digit preceding the cursor is deleted. Continue pressing RUB CHAR OUT for each digit you want to delete.

4

Printing Documents

This chapter explains how to:

- Print a WPS-PLUS document
- Change print settings
- Save and retrieve print settings
- Stop a document from printing

How to Print a Document

To print a document:

1 Enter P from the WPS-PLUS Document Processing Menu.

The Print Information form, shown in Figure 4-1, appears.

2 Type the name of the document in the Document to print field.

NOTE: If you have been working on a document, WPS-PLUS displays the name of that document on the form.

3 Make sure the information on the form is correct. If the information is not correct, change the information as explained in the section The Print Information Form.

OR

If you do not want to change print settings, press RETURN to advance through the fields on the Print Information form.

4 Press RETURN to print the document.

NOTE: Printing is a dedicated function of WPS-PLUS. While you are printing, you may not create, edit, or use any other WPS-PLUS feature.

```
                              Print
                        Print  Information



        Document  to  print:

1 Summer  Plans

        Document  destination:

        Device  type:

        Number  of  copies:    1

        Do  you  want  to  change  print  settings?  N



        Enter  information  and  press  RETURN.
```

Figure 4-1 Print Information Form

The Print Information Form

The Print Information form displays:

- The name of the document you last worked on

- The document destination

- The device type

- The number of copies

The last document you worked on is the current document. The name of the current document appears on the next Print or Edit form you display. The first time you use WPS-PLUS, the Document Name field is blank.

You can specify three possible document destinations in the Document destination field:

- To send the document to a printer, specify PRINTER. WPS-PLUS will thereafter use PRINTER as the default value in this form field.

- To print the document on your screen to see how the document will look when printed, specify TERMINAL. WPS-PLUS will thereafter use TERMINAL as the default value in this form field.

- To specify a DOS file name and send the document to the DOS directory, specify the DOS file name. The file is created in the DOS directory.

In the Device type field, you can specify any printer type shown in Table 4-1 if the printer tables for that printer are installed.

Table 4-1   Printers

Printers	Abbreviation
DIGITAL LA210	LA210
IBM 5152 Model 1	IBM5152
IBM Quietwriter	QUIET
NEC 3550 LQP	NEC3550
OKIDATA Microline 92A	OKI92A
OKIDATA Microline 182	OKI182
Epson RX-80	EPSON80

To use a printer from this list, enter the abbreviation for the printer in the Device type field. Note that you must have installed the printer tables for that printer for WPS-PLUS to accept the abbreviation. Tables for the IBM 5152 printer are automatically installed during the installation procedure. Therefore, enter IBM5152 in the Device type field, unless you have installed other printer tables. For instructions on installing printer tables, see *WPS-PLUS Installation and Printer Tables*.

You can use other printers not on this list. To use another printer, first install the printer tables for the printer that is closest in features to the one you have. If certain features do not work properly, or some characters need to be substituted, you can modify the printer tables. See *WPS-PLUS Installation and Printer Tables* for instructions.

The Number of copies value can be any number between 1 and 999. WPS-PLUS sets Number of copies to 1 each time you display the Print Information form.

To make changes in the Print Information form:

1   Move the cursor to the field you want to change.

2   Delete the entry in the field by pressing RUB CHAR OUT.

3   Type the new information.

To return to the WPS-PLUS Document Processing without printing:

Press EXIT SCREEN.

To change print settings not displayed on the Print Information form:

Enter Y in the Do you want to change print settings field.

The Print Settings Menu appears.

Print Settings Menu

From the Print Settings Menu, you can:

- Change print settings
- Display the Page Layout form
- Save print settings for later retrieval
- Retrieve print settings you have saved
- Print a document

Figure 4-2 shows the Print Settings Menu.

```
                               Print
                          Print Settings


   IP   Number on the first page:    1    AP   Auto Paginate  (Y/N):        Y
   FR   First page printed:          1    TM   Lines in the top margin:      6
   TO   Last page printed:           0    BM   Lines in the bottom margin    6
   PS   Total lines per page:       66    CM   Spaces between columns:       0
   VP   Vertical lines per inch:     6    PM   Spaces in left print margin:  0
   PI   Characters per inch:        10    SE   Sheet feeder control:      REAR
           (pitch)                        DA   Print darkness:          NORMAL
   EX   Extra half-lines                  SP   Shadow print:               N
           between lines:             0
   R1   Replacement character 1:     _    SS   Save Settings:      0
   R2   Replacement character 2:     _    RS   Restore settings: 0


   ALL  Change all print settings         OK   Print document
                                          PL   Page Layout


   Enter selection and press RETURN.
```

Figure 4-2   Print Settings Menu

Print Settings

Table 4-2 describes the print settings you can change from the Print
Settings Menu. Some of these settings appear on the Page Layout form
under two-letter abbreviations, as indicated in the first column of the table.

Table 4-2   Print Settings Menu Options

Setting Name	Possible Values	Meaning
Number on the first page (IP)	Any number between 0 and 4095. Default: 1	The number WPS-PLUS prints on the first page of a document. WPS-PLUS increases the page number by one for each page printed.
First page printed (FR)	Any number between 0 and 4095. Default: 1	The first page to be printed. Each time the Print Settings Menu is displayed, the value is reset to 1.
Last page printed (TO)	Any number between 0 and 4095. Default: 0	The last page to be printed. Each time the Print Settings Menu is displayed, the value is reset to 0.
Total lines per page (PS)	Any number between 1 and 126. Default: 66	The number of lines on a page, including the top and bottom margins. Use 66 for 11-inch paper. Use 84 for 14-inch paper. 6 lines = 1 inch.
Vertical lines per inch (VP)	2, 3, 4, 6, 8, 12 Default: 6	The number of lines printed per inch.
Characters per inch (pitch) (PI)	2, 3, 4, 6, 8, 10, 12, 14, 16.5. Use 16 to represent 16.5. Default: 10	The number of characters printed per inch. Many letter quality printers support various pitches. Line printers ignore this setting and always print 10 characters per inch.

(continued)

Table 4-2   Print Settings Menu Options (Cont.)

Setting Name	Possible Values	Meaning
Extra half-lines between lines (EX)	Any number between 0 and 3. Default: 0	The number of half-lines added to the spacing between lines.
Sheet feeder control (SE)	FRONT, REAR, ENV. Default: REAR	Used with automatic sheet feeder. Controls which tray of an automatic sheet feeder feeds paper to an LQP printer. FRONT feeds paper from the front tray. REAR feeds paper from the rear tray. ENV feeds envelopes from the envelope tray.
Auto paginate (AP)	Y, N Default: Y	Controls how a document is paginated. Y makes WPS-PLUS break the document into pages while printing. N makes WPS-PLUS paginate using page-end marks in the document.
Lines in the top margin (TM)	Any number between 0 and 126. Default: 6	The number of lines between the top of the paper and the first line of the text.
Lines in the bottom margin (BM)	Any number between 0 and 126. Default: 6	The number of lines between the last line of text and the bottom of the paper.
Spaces between columns (CM)	Any number between 0 and 999. Default: 0	The number of spaces between columns.

(continued)

Table 4-2   Print Settings Menu Options (Cont.)

Setting Name	Possible Values	Meaning
Spaces in left print margin (PM)	Any number between 0 and 999. Default: 0	The number of spaces added to the left of each line.
Replacement character 1 (not all printers) (R1)	Any character on the main keyboard. No default	Defines a character to represent extra printwheel character 95 in a document.
Replacement character 2 (not all printers) (R2)	Any character on the main keyboard. No default	Defines a character to represent extra printwheel character 96 in a document.
Print darkness (DA)	NORMAL, DARK Default: NORMAL	Controls the darkness of print. NORMAL makes WPS-PLUS strike each character one time. DARK makes WPS-PLUS strike each character an extra time.
Shadow print (SP) (not all printers)	Y, N Default: N	Controls whether bolded characters are shadow printed. Overprints a bolded character on itself, with 1/120″ separation, so it appears extra bold.
Save settings (SS)	Any number between 0 and 9. Default: 0	Save the current print settings under the number you type from 0-9.
Restore settings (RS)	Any number between 0 and 9. Default: 0	Retrieve the print settings under the number you type from 0-9.

(continued)

Table 4-2   Print Settings Menu Options (Cont.)

Setting Name	Possible Values	Meaning
OK		Print a document with the current print settings.
ALL		Move the cursor through all fields so all values may be changed.
PL		Display the Page Layout form.

Number on the First Page

The Number on the first page setting is the number WPS-PLUS uses to begin numbering pages. WPS-PLUS assigns this value to the first page of the document and increases the number by one for each page. The default value for Number on the first page is 1.

Suppose you have three WPS-PLUS documents you want to combine into one report. The first document contains pages 1-10, the second contains pages 11-25, and the third contains pages 26 on. You should set Number on the first page to 11 before you print the second document, and to 26 before you print the third document.

For a page number to be printed, you must include a \p command in a header or footer in your document. See the chapter on control blocks in *WPS-PLUS Editor Functions* for information on the \p command.

First Page Printed and Last Page Printed

The First page printed value tells WPS-PLUS where to start printing. The Last page printed value tells WPS-PLUS where to stop printing.

When WPS-PLUS encounters a page number the same as or greater than the First page printed value, WPS-PLUS begins printing the document. WPS-PLUS stops printing when it encounters a page number the same as

the Last page printed value. For instance, a value of 24 for First page printed starts the printing operation at page 24. A value of 30 for Last page printed stops the printing operation when page 30 is completed.

Each time you display the print settings, WPS-PLUS resets these two settings to their default values:

First page printed: 1
Last page printed: 0

The default settings tell WPS-PLUS to start at the first page and print the entire document. The 0 setting for Last page printed makes WPS-PLUS print to the end of the document since WPS-PLUS never finds a page number 0.

For information on saving changed settings, see the section Save Settings (SS).

Restrictions

You do not have to number the pages in a document consecutively. However, keep these points in mind:

- The Number on the first page setting can determine the first page printed. If you set Number on the first page to 10 and First page printed to 5, WPS-PLUS starts printing at the first page of the document, numbered page 10. It does not begin printing on the fifth page, since there is no page 5 in the document, according to the Number on the first page setting. If you set Number on the first page to 10 and First page printed to 11, WPS-PLUS starts printing from the second page of the document, because the second page has the number 11.

- If you follow the RESET command by a space and a number, that number always overrides the Number on the first page setting. For information on the RESET command, see the chapter on control blocks in *WPS-PLUS Editor Functions*.

- If you do not follow the RESET command by a number, the RESET command resets page numbers according to the Number on the first page setting.

Vertical Layout

The vertical layout settings control the top and bottom margins and the page length, including margins:

- Total lines per page defines the number of lines on the page, including top and bottom margins.

- Lines in the top margin defines the number of lines in the top margin.

- Lines in the bottom margin defines the number of lines in the bottom margin.

These settings are based on the Vertical lines per inch value. By default, WPS-PLUS prints 6 lines of text per vertical inch. See the section Vertical Lines Per Inch.

The Total lines per page setting should reflect the physical size of the paper you are using. (If you are using continuous-form paper, the page size is the distance between the horizontal perforations.) Common settings are:

66   for 11-inch (standard size) paper
84   for 14-inch (legal size) paper

The Lines in the top margin and Lines in the bottom margin settings control the size of the margins on each page.

For example, to put a 1-inch margin at the top and bottom of each page, with a Vertical lines per inch default value of 6, set both margin settings to 6. By default, WPS-PLUS leaves 6 lines at the top and 6 lines at the bottom of each page. See the section Vertical Lines Per Inch.

Document text is printed in the region between the top and bottom margins. The size of this area is the number of lines on the page minus the lines in the top and bottom margins. The size of this area should always be the same as the CT (Set current text lines/page) value on the Editor Menu. (For information on the CT setting, see the chapter on paginating a document in *WPS-PLUS Editor Functions*.) If you use 11-inch paper with 1-inch margins, the text area would contain 54 lines, or 9 inches.

Total lines per page (PS) setting
– Lines in the top margin (TM) setting
– Lines in the bottom margin (BM) setting
—————————————————————————
Current text size (CT) setting

```
   66
 –  6
 –  6
 ————
   54
```

CT (Set current text lines/page) on the Editor Menu should be set to 54.

The Lines in the top margin and Lines in the bottom margin settings should create margins large enough for any headers or footers. For information on headers and footers, see the chapter on control blocks in *WPS-PLUS Editor Functions*.

Vertical Lines Per Inch

The Vertical lines per inch setting controls the number of lines printed in every vertical inch of paper.

For example, a setting of 6 (the default value) makes WPS-PLUS print six lines of text for every vertical inch.

A setting of 8 makes WPS-PLUS print eight lines of text for every vertical inch.

If you reset Vertical lines per inch, the new setting remains until you reset it again.

Characters Per Inch (Pitch)

The pitch is the number of characters printed per horizontal inch. The commonly used settings for Characters per inch are 10 and 12.

The Characters per inch setting takes effect on draft or letter quality printers, not on line printers. Most printwheels are designed to print either 10 or 12 characters per horizontal inch. Usually, a number 10 or 12 appears on the printwheel. Set the pitch to match the printwheel you are using.

Effects of Pitch

If you set Characters per inch to a value greater than the pitch of the printwheel, WPS-PLUS prints characters closer together. If you set Characters per inch to a lower value, WPS-PLUS spreads characters out.

If you set the pitch to fit more characters in an inch, each line does not contain more text than before. Instead, each line is compressed on the paper.

NOTE: If you are printing a wide document on 8 1/2 x 11 inch paper, you may need to set the Characters per inch setting to 12, even if you use a printwheel with a pitch of 10.

Adding Vertical Space

The Extra half-lines between lines setting adds vertical space between lines when a document is printed. The value for Extra half-lines between lines is the number of half-lines added. There are four valid settings, shown in Table 4-3:

Table 4-3   Extra Half-Lines Between Lines Settings

Setting	Printer Action
0	Adds no extra spacing — prints in accordance with rulers
1	Adds 1 extra half-line between each line of text
2	Adds 2 extra half-lines between each line of text
3	Adds 3 extra half-lines between each line of text

The Extra half-lines between lines setting and the left margin character in a document produce the line spacing in a printed document. For instance, if a document has an L in its rulers and an Extra half-lines setting of 2, WPS-PLUS prints the document double-spaced. If a document has a D value in its rulers, an Extra half-lines setting of 2 prints the document triple-spaced.

Use rulers to give WPS-PLUS permanent spacing information. Use the Extra half-lines between lines setting to add extra space temporarily. For example, use a different Extra half-lines value to print a double-spaced draft copy of a document. When you need final copies, change the value back to 0.

Table 4-4 describes the left margin characters you can use in rulers.

Table 4-4   Left Margin Characters in Rulers

Setting	Printer Action
F	Half-line spacing
L	Single spacing
N	Space-and-a-half
D	Double spacing

Restrictions

During manual pagination with Gold PAGE, WPS-PLUS counts lines and inserts PAGE MARKERs in the document. The CT (Set current text lines/page) value tells WPS-PLUS how many lines to count before inserting a PAGE MARKER. However, Gold PAGE does not compensate for the Extra half-lines between lines setting. If you do not compensate for extra half-lines, your document prints incorrectly. For more information on Gold PAGE, see the chapter on paginating a document in *WPS-PLUS Editor Functions*.

In addition, when printing a document, WPS-PLUS compensates for vertical spaces indicated in a ruler, but not for the Extra half-lines between lines setting. For instance, if CT is 54 and the ruler has a D setting, WPS-PLUS prints 27 double-spaced lines on a page.

To compensate for an Extra half-lines between lines setting when you paginate or print a document:

- Use automatic pagination (Auto paginate = Y). See the section Automatic Pagination.

  OR

- Repaginate the document, adjusting the CT setting to compensate for the Extra half-lines between lines setting.

  For instance, when adding two half-lines between each line (an Extra half-lines value of 2), use a value of CT half as large as usual.

Using the Automatic Sheet Feeder

If you are using an automatic sheet feeder (ASF), you need to tell the printer which paper tray or envelope tray to use.

The Sheet feeder control setting allows the values shown in Table 4-5:

Table 4-5   Sheet Feeder Values

Use	To
FRONT	Use paper from the front feed tray
REAR	Use paper from the rear feed tray
ENV	Use envelopes from the envelope tray

For more information on the ASF, see the user manual for your ASF.

Automatic Pagination

To print a document with automatic pagination:

Set the Auto paginate setting to Y.

To print a document you have paginated with Gold PAGE or Automatic Gold PAGE:

Set the Auto paginate setting to N.

A value of Y tells WPS-PLUS to go to the top of the next page after printing a specified number of lines on a page, or when a NEW PAGE mark inserted by Gold NEW PAGE is encountered. The size of the page (number of lines printed) is determined by the CT setting on the Editor Menu. For more information on Gold PAGE or Automatic Gold PAGE, see the chapter on paginating a document in *WPS-PLUS Editor Functions*.

NOTE: If you have changed the Lines in the top margin setting, Lines in the bottom margin setting, or Total lines per page setting, you may need to change the CT setting on the Editor Menu before printing the document.

Adding Horizontal Space

The Spaces in the left print margin setting controls the number of spaces in the left margin.

The Spaces between columns setting controls the number of spaces between columns. The Spaces in the left print margin setting makes WPS-PLUS insert spaces at the start of every line, moving the entire line to the right on the paper. A setting of 0 makes WPS-PLUS use the leftmost printable position on the paper, column 1 of the document's ruler. Higher values move the entire document to the right.

The actual distance indented depends on the pitch. If the document has a Characters per inch (pitch) setting of 10, a setting of 10 for Spaces in the left print margin moves the document one inch to the right. If the document has a Characters per inch setting of 12, a setting of 12 for Spaces in the left print margin moves the document one inch to the right.

The Spaces between columns setting makes WPS-PLUS insert spaces between columns. A nonzero setting for Spaces between columns prevents the edges of columns from running into each other.

The Spaces between columns setting takes effect only when a MULTI control command in the document tells WPS-PLUS to print the text in several columns. For more information, see the chapter on control blocks in *WPS-PLUS Editor Functions*.

Replacement Characters

The Replacement character 1 and Replacement character 2 settings define replacement characters. These characters are substituted for other characters in the document during printing. Not all printers have this feature.

On some printers, two of the 96 characters on a printwheel are not associated with a particular key on your keyboard. You can use these two characters only if you define them as replacement characters. When you create a document, substitute a character you can type for the replacement character you want to print. When you print the document, WPS-PLUS prints the replacement characters you have defined.

When you first display the Print Settings Menu for a document, there are no values for the replacement character settings. To define a replacement character:

1 Move the cursor to the Replacement character 1 or Replacement character 2 setting on the Print Settings Menu.

2 Type the character to be replaced.

For example, to print a financial report using British pounds sterling, choose a printwheel that has £ (the pound sterling symbol for British currency) in one of its replacement character positions. Then pick a character that never occurs in the report itself, such as #. Type # in the document where you want WPS-PLUS to use £:

```
Total U.K. Budget        #40,000
```

To make WPS-PLUS use the £ instead of the #, use the Print Settings Menu to set the appropriate replacement character to £. If the £ is character 95 (Replacement character 1), then enter # as the Replacement character 1 setting.

The Replacement character 2 setting lets you choose a character to stand for the second extra character on the printwheel.

You can use either of the replacement character settings or both at the same time. Replacement characters vary depending on the printwheel you are using.

Print Darkness

To make the printer strike each character an extra time during printing:

Set Print darkness to DARK.

When Print darkness is set to DARK, nonbolded characters are typed twice, and bolded characters are typed three times. Shadow-printed characters are typed four times. Shadow printing is not available on all printers.

With the default setting of NORMAL for Print darkness, the printer strikes the paper once for each regular character, and twice for bolded characters.

Shadow Printing

You can print bolded text extra dark on some printers by shadow printing. Text printed with shadow printing appears darker than other bolded text.

To shadow print all bolded characters:

Set the Shadow print setting on the Print Settings Menu to Y.

Shadow printing types each bolded character twice with a horizontal separation of 1/120 inch. The effect is a superbolded character.

For information on bolding text, see the chapter on highlighting text in *WPS-PLUS Editor Functions*.

Save Settings (SS)

Use the Save Settings (SS) option on the Print Settings Menu to save the current print settings under a number you type in. Use any of the number keys, 0 through 9, to store print settings.

To store print settings:

1   Enter SS at the Print Settings Menu.

2   Enter the number under which you want to store the settings.

When you store print settings, WPS-PLUS erases any settings previously stored under the same number.

If you want WPS-PLUS to use certain print settings by default, store these settings under the number 0. You can change your default settings at any time.

The default value for the Save Settings field is 0. However, to store settings under the number 0 you must:

1   Change settings on the Print Settings Menu.

2   Enter SS as the last option you want to change.

3   Press RETURN to confirm the 0 in that field.

If you originally selected ALL and changed print settings, leaving the 0 in the Save Settings field does not save the settings under the number 0. You must expressly save them using the SS option.

Restore Settings (RS)

Use the Restore Settings (RS) option on the Print Settings Menu to retrieve stored print settings. For instance, if you retrieve the settings stored under number 5, any settings stored under that number are displayed on the screen. If you send the document to print, the retrieved settings are used to print the document.

To retrieve stored settings and apply them to the document:

1   Enter RS at the Print Settings Menu.

2   Enter the number of the stored settings.

If you use the number 0 to store print settings, you must restore them by entering RS and confirming the 0 by pressing RETURN.

The retrieved print settings are applied only to the document you send to print. If you wish to use the retrieved settings for most or all of the documents you are printing, use the SS option to store the settings under the number 0. See the section Save Settings (SS).

Change All Settings Option (ALL)

Use the ALL option when you want to change most or all of the print settings. When you enter ALL, the cursor moves to the first field. Whether you change that setting or not, pressing RETURN moves the cursor to the next field. In this fashion, the cursor moves through all fields in the menu.

Print Document Option (OK)

Use the Print document (OK) option to print a document from the Print Settings Menu.

To print a document:

Enter OK at the Print Settings Menu.

WPS-PLUS prints the document and returns you to the Document Processing Menu.

When you print a document, the current values for print settings are stored with the document. When you call up the print settings again for that document, the values stored with the document are displayed again.

Page Layout (PL)

Use the Page Layout (PL) option on the Print Settings Menu to display only the settings that affect margins, columns, line spacing, and number of lines on a printed page. In addition to the print settings that affect page layout, the Page Layout form displays an outline of a printed page with its current dimensions.
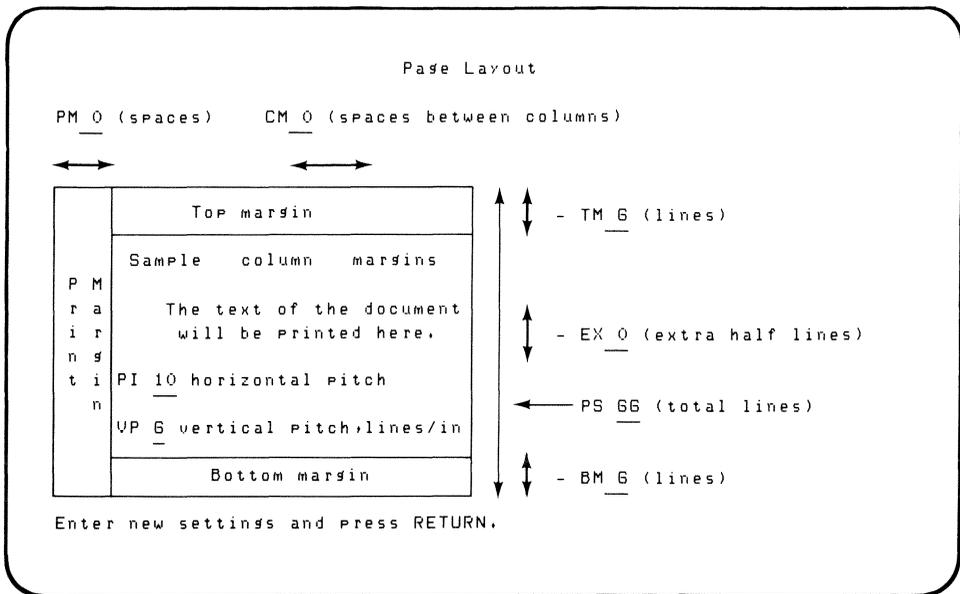
To change page layout settings:

1   Enter PL at the Print Settings Menu.

    The Page Layout form appears.

2   Move the cursor to settings you want to change.

3   Delete the current values.

4   Type new values in the appropriate fields.

5   Press RETURN.

    WPS-PLUS changes the page layout and prints the document.

Figure 4-3 shows the Page Layout form.

```
                              Page Layout

PM 0 (spaces)      CM 0 (spaces between columns)

   ┌─────────────┐     ┌─────────────┐
   ◄─────────►         ◄─────────►

   ┌─────┬───────────────────────────┐   ↑↑
   │     │        Top margin          │   ↓↓   ─ TM 6 (lines)
   │     ├───────────────────────────┤
   │     │ Sample    column    margins│
   │ P M │                            │
   │ r a │     The text of the document│     ↑
   │ i r │     will be printed here.   │     ↓   ─ EX 0 (extra half lines)
   │ n g │                            │
   │ t i │ PI 10 horizontal pitch     │
   │   n │                            │      ◄──── PS 66 (total lines)
   │     │ VP 6 vertical pitch,lines/in│
   │     ├───────────────────────────┤
   │     │       Bottom margin        │   ↑↑
   └─────┴───────────────────────────┘   ↓↓   ─ BM 6 (lines)

Enter new settings and press RETURN.
```

Figure 4-3   Page Layout Form

The Page Layout settings are described in Table 4-2 with settings on the Print Settings Menu. You can change Page Layout settings from either form.

Printing Features Not Available from Converted Files

When documents have been converted from other file formats (see the chapter Conversion), certain features in the original files may not be available on your printer. These features include:

- Controlling an Automatic Sheet Feeder by using control blocks

- Using instructions allowing a different font selection

When you print a converted document, check to see if any print features in the original formats have been lost.

Stopping a Document from Printing

To stop a document from printing:

1 Press ALT/INTERRUPT.

   The Stop Printer Menu displays.

2 Select an option from the Stop Printer Menu, shown in Figure 4-4.
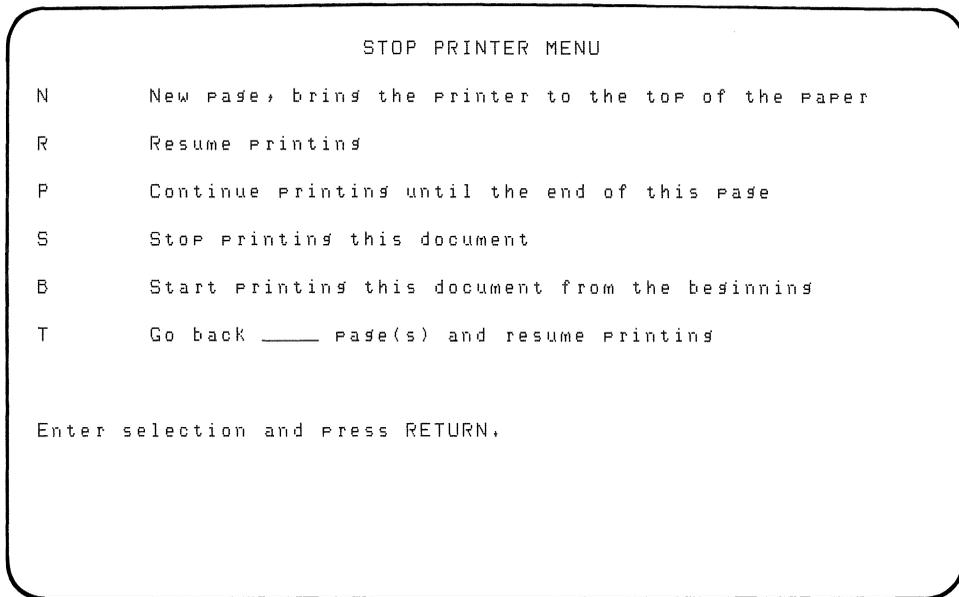
```
                          STOP PRINTER MENU

  N        New Page, bring the Printer to the top of the Paper

  R        Resume Printing

  P        Continue Printing until the end of this Page

  S        Stop Printing this document

  B        Start Printing this document from the beginning

  T        Go back _____ Page(s) and resume Printing


  Enter selection and Press RETURN,
```

Figure 4-4 Stop Printer Menu

Table 4-6 explains the options on the Stop Printer Menu.

Table 4-6   Stop Printer Menu Options

Option	Explanation
N	Sets the printer at the top of a new page.
R	If you stop the printer with option S, option R makes the printer resume printing where it left off.
P	The printer finishes printing the page and then stops.
S	The printer stops immediately.
B	The printer stops printing and begins again at the beginning of the document.
T	The printer goes back the number of pages you specify and resumes printing.

5

Filing Documents

This chapter discusses:

- How to create documents on another drive and directory
- How to access documents using path and document names
- How to name and rename documents
- How to assign numbers to documents

Creating Documents in Another Directory

When you create the first WPS-PLUS document, WPS-PLUS establishes an index for your current directory. The current directory is the directory where you installed WPS-PLUS, unless you specify another directory using the I (Index) option.

You have the option of placing documents in directories other than the current directory. You can also specify another drive. To put a document in any drive or directory, other than the current ones, include the path name for the document. The path name is the drive, the directory or directories and the document name.

For example, you can start WPS-PLUS on either drive A or drive C. Then you can create a document in a subdirectory on drive B. When you enter the name in the Create form, the path could look like this:

```
B:\WPSDOCS\Q2SALES\WESTERN DISTRICT
```

Note that you must have previously created the WPSDOCS and Q2SALES subdirectories using the MKDIR (Make Directory) command. See your DOS documentation for details. WESTERN DISTRICT is the name of the WPS-PLUS document you are creating.

How to Access WPS-PLUS Documents Using a Path Name

When you edit, print, or delete a document that is not in your current directory you also need to include the path when you type the document name.

If you select a document that is in a WPS-PLUS Index other than the current one, and you do not precede it with its path name, an error message tells you the document was not found.

Some WPS-PLUS features, such as List Processing, often involve documents in different directories. For these activities, WPS-PLUS displays a summary form showing the selected documents and their path names before it begins processing. This ensures that the right documents have been selected.

Setting the WPS-PLUS Index

If you want to continue to create and edit documents in a directory other than the current directory, you can set the WPS-PLUS Index to that directory. At the WPS-PLUS Document Processing Menu, type I (for Index) followed by the path name.

For example:

```
I B:\WPSDOCS\Q2SALES\
```

WPS-PLUS displays the Document Index for all documents in those directories and sets the default to that index. You must have created the subdirectory before you use it in a path name.

To keep examples uncomplicated, this guide is written as if only the root directory on each drive is used.

WPS-PLUS Indexes

When you select the I option from the Document Processing Menu, WPS-PLUS lists the documents in the current index. You may store a maximum of 255 documents in one index. However, because of DOS restrictions on its file storage system, you may not be able to store this many documents, even though it appears there is room.

Documents are stored with a document name you provide, and with a document number WPS-PLUS provides. You can use the name, number or key words from the document title to access documents.

WPS-PLUS displays up to 12 index entries, as Figure 5-1 shows. Current Index and Current Document are the default index and default document.

```
Current Index:      B:
Current Document:   ANNUAL REPORT DRAFT1
Search Key:


Doc #     Document Title

 * 12     ANNUAL REPORT DRAFT1
   11
   10     OCTOBER NORTHEAST SALES DATA
    9     ANNUAL REPORT DATA #1
    8     ANNUAL REPORT DATA #2
    7     DATA FOR ANNUAL REPORT
    6     OCTOBER REPORT
    5     2ND MARKET SURVEY RESULTS
    4     FIRST MARKET SURVEY RESULTS
    3     SEPTEMBER REPORT
    2     FRED4JULY
    1     AUGUST REPORT

Use up/down arrows to position asterisk.
Press DO to select current document, EXIT SCREEN to quit.
```

Figure 5-1 Sample WPS-PLUS Index

When an index contains more than 12 documents, you can page forward or backward through the index.

To page forward:

Press SHIFT/NEXT SCREEN.

To page backward:

Press SHIFT/PREV SCREEN.

The sample WPS-PLUS Index shows some of the allowed naming conventions in practice. There are no duplicate titles, titles have mixed letters, numbers and other characters, and number 11 has a number but no title.

Using the Index to Select Documents

You can use the WPS-PLUS Index to select a document to edit or print. To select a document:

1   Enter I from the WPS-PLUS Document Processing Menu.

    The WPS-PLUS Index appears.

2   Use the Up or Down Arrow key to move the asterisk (∗) next to the document you want to select.

3   Press SHIFT/DO.

    The WPS-PLUS Document Processing Menu appears.

4   Enter E (Edit) or P (Print) from the menu and follow the instructions on the form that appears. The document name you select appears on the form, and becomes the default document.

Naming Documents

When you create a document, the Create form prompts you for a document name. This name should be something to help you remember the contents of the document. A monthly report might be AUGUST REPORT. A letter written on July 4 to a friend named Fred might be named FRED4JULY.

Name Requirements

The name you give your document can:

- Contain up to 50 characters
- Mix letters, numbers, and other characters
- Be a number

  WPS-PLUS will list the document number in the index, but the title will be blank.

- Be preceded by a document number and a space

  The number may be any unused number from 1 to 255.

Name Restrictions

The name you give your document cannot:

- Duplicate another document name

- Contain an underscore (_) as the first character in the Document Name field

- Contain a colon (:) as the second character in the Document Name field

- Contain a backslash (\)

Numbering Documents

Documents are stored in the WPS-PLUS Index in the order they are created. WPS-PLUS assigns the lowest available document number to a newly created document and places it at the top of the list.

You may assign an out-of-sequence number to the document, as long as the number has not been used for another document. If you assign an out-of-sequence number to a document, that document number appears out of sequence in the WPS-PLUS Index.

To assign an unused number to a document:

1   Create a document.

2   When filling out the Create form, type the number and a space before the document name.

When you delete a document, its document number becomes available once again. WPS-PLUS reassigns the lowest available number to the next created document unless you assign it first to a newly created document.

Selecting Documents by Key Title Word

WPS-PLUS can search your document index for a key title word that you specify and display a list of all document titles containing that word.

To search the WPS-PLUS Index using the Search key:

1   Display the WPS-PLUS Index.

2   Press SHIFT/FIND.

3   Type the first word in the document title.

4   Press RETURN.

For example, to see the document titles in your index that begin with the word Annual:

1   Display the WPS-PLUS Index.

2   Press SHIFT/FIND.

3   Type the key word ANNUAL.

4   Press RETURN.

WPS-PLUS searches the index and displays the titles containing that word. Figure 5-2 shows the results of that search.

```
Current Index:         C:
Current Document:      ANNUAL REPORT DRAFT1
Search Key:            ANNUAL


Doc#      Document Title

 * 12    ANNUAL REPORT DRAFT1
    9    ANNUAL REPORT DATA #1
    8    ANNUAL REPORT DATA #2




Use up/down arrows to position asterisk.
Press DO to select current document, EXIT SCREEN to quit.
```

Figure 5-2   Sample Document Index Using Search Key

Renaming a Document

To change the title of a document:

1   Enter I from the WPS-PLUS Document Processing Menu.

The WPS-PLUS Index appears.

2   Hold down the SHIFT key while you press the Up or Down Arrow key to move the asterisk (*) to the document you want to rename.

3   Press SELECT (key F2 on the special function keys).

4 Type the new name.

As you type in new characters, the old characters disappear. If your new title is shorter than your original title, press the space bar to remove the unwanted characters.

5 Press SHIFT/DO (you cannot press RETURN here).

6

User-Defined Keys

This chapter explains how to:

- Create and use User-Defined Keys (UDKs).

- Inspect, edit, and delete UDKs.

User-Defined Keys (UDKs) let you store the keystrokes that perform a certain function or task and assign a single key to that task. Later, you can use that UDK to perform the task.

For example, you can define a UDK that sets up the control block necessary for two-column printing. Or you might have a UDK that automatically files and prints a document for you. The UDK feature has the following characteristics:

- You may create and store a total of 100 UDKs.

- UDKs can contain almost any key (see the Restrictions section), including other UDKs. This means that UDKs can be combined to form even more powerful UDKs.

- UDKs can be used from within any WPS-PLUS feature.

See the Restrictions section for the limitations on UDKs.

You can create a UDK beginning at the WPS-PLUS Document Processing Menu or while using any WPS-PLUS feature.

Creating a UDK at the WPS-PLUS Document Processing Menu

The following steps show how to create a UDK that sets up a control block that starts two-column printing. To create the UDK beginning at the WPS-PLUS Document Processing Menu:

1   Select UK (UDK Processing) from the WPS-PLUS Document Processing Menu.

   If you have a diskette-based system, a prompt asks you to insert the SYSTEM diskette.

   WPS-PLUS displays the UDK Processing Menu. See Figure 6-1.

2   Select C from the UDK Processing Menu.

   WPS-PLUS displays the Create a UDK form.

3   Enter a UDK name.

   This name can be like any other document name, and should describe the UDK function. For example:

```
B:\SALESRPTS\TWO COLUMN PRINTING
```

   A screen message tells you to start typing in keystrokes and to end by pressing the INTERRUPT key.

4   Press the keys in the same sequence the UDK is to be performed.

   To start two-column printing:

   1   Press Gold CMND.

   2   Type Multi.

      Each letter appears on a separate line.

   3   Press RETURN.

4 Type 2.

5 Press RETURN.

6 Press Gold CMND.

The UDK looks like this:

```
-------------------------------TOP----------------------------------
L-------T--------T--------T-------T-------T-------T-------T-----
Gold:[
m
u
l
t
i
Return
2
Return
Gold:[
```

5 Press ALT/INTERRUPT when you have finished entering keys into the UDK.

WPS-PLUS displays the UDK Processing Menu, with a message informing you that the UDK document has been created.

Table 6-1 lists what appears on the screen when you press the keys necessary to start a function. In this table, S/ means hold the SHIFT key while you press the next key. ALT/ means hold down the Alt (Alternate) key while you press the next key.

```
                    UDK Processing


    I     Index
    C     Create a UDK document
    D     Delete a UDK definition
    RN    Rename a UDK
    SV    Save a UDK document
    LD    Load a UDK definition

    BK    Backup the UDK definitions


    *

    Enter selection and press RETURN.
    Or press EXIT SCREEN to return to Document Processing Menu.
```
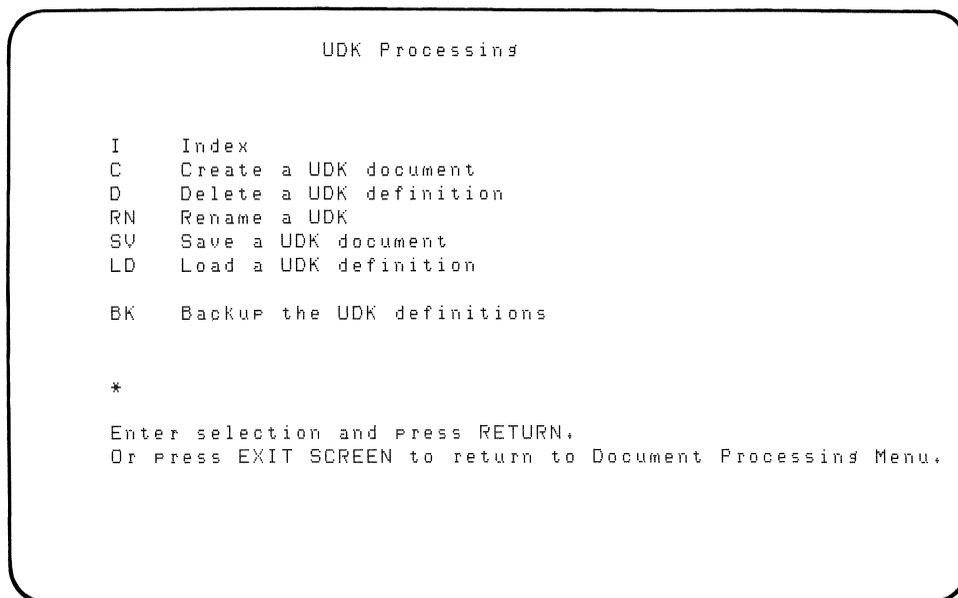
Figure 6-1   UDK Processing Menu

Table 6-1   UDK Keystroke Display

Keystroke(s)	Screen Display
Advance	Advanc
Back Up	Backup
Bold	Bold
Cut	Cut
S/Del Char	Delchr
Del Word	Delwrd

Table 6-1   UDK Keystroke Display (Cont.)

Keystroke(s)	Screen Display
S/Do	Do
Find	Find
A/Hyph Push	Hypush
Line	Line
Next Screen	Next _ screen
S/Page	Page
Para	Para
S/Paste	Paste
Prev Screen	Prev _ screen
ALT/Resume	Resume
Return	Return
Remove	Remove
Rub Char Out	Rubchr
ALT/Rub Word Out	Rubwrd
Sel	Sel
Select (F2)	Select
Sent	Sent
Space	Space
Tab	Tab
Tab Pos	Tabpos
Under Line	Under
Upper Case	Upper
Word	Word
(keypad Enter)	<>
Gold Abbrv	Gold: =

Table 6-1   UDK Keystroke Display (Cont.)

Keystroke(s)	Screen Display
Gold Advance	G-Adv
Gold ALT/Alt Char	G-Alt_char
Gold Back Up	G-Back
Gold Bold	G-Bold
Gold Bot Docmt	Gold:B
Gold Centr	Gold:C
Gold Cmnd	Gold:[
Gold Cont Srch	Gold:.
Gold Cont Srch & Sel	Gold:/
Gold Cut	G-Cut
Gold Date & Time	Gold:\
Gold Dead Key	Gold:D
Gold S/Del Char	G-Del
Gold Del Word	G-Del
Gold File Docmt	Gold:F
Gold Get Docmt	Gold:G
Gold ALT/Hyph Pull	Hypull
Gold Libry	Gold:L
Gold Menu	Gold:M
Gold New Page	Gold:N
Gold S/Page	G-Page
Gold Page Marker	Gold:P

(continued)

Table 6-1   UDK Keystroke Display (Cont.)

Keystroke(s)	Screen Display
Gold Para Marker	Parmrk
Gold S/Paste	G-Pste
Gold Print Hyph	Gold:-
Gold Replc	Gold:'
Gold Rub Char Out	Rubchr
Gold Rub Line	Rublin
Gold ALT/Rub Sent	Rubsen
Gold Ruler	Gold:R
Gold Srch	Gold:,
Gold Sub Script	Gold:A
Gold Super Script	Gold:Q
Gold Swap	Swap
Gold TDE	Gold:]
Gold Top Docmt	Gold:T
Gold UDK	Gold:U
Gold Under Line	G-Undr
Gold Upper Case	G-Uppr
Gold View	Gold:V
Up Arrow	Up
Down Arrow	Down
Right Arrow	Right
Left Arrow	Left

Loading the UDK (LD Option)

When you load the UDK you created, you give it a unique number and WPS-PLUS files it under that number. After the UDK is loaded, you recall it by pressing Gold UDK and the number you assigned. The UDK then performs its operation.

To load a UDK:

1   Select LD (Load a UDK definition) from the UDK Processing Menu.

The LOAD form appears. See Figure 6-2.
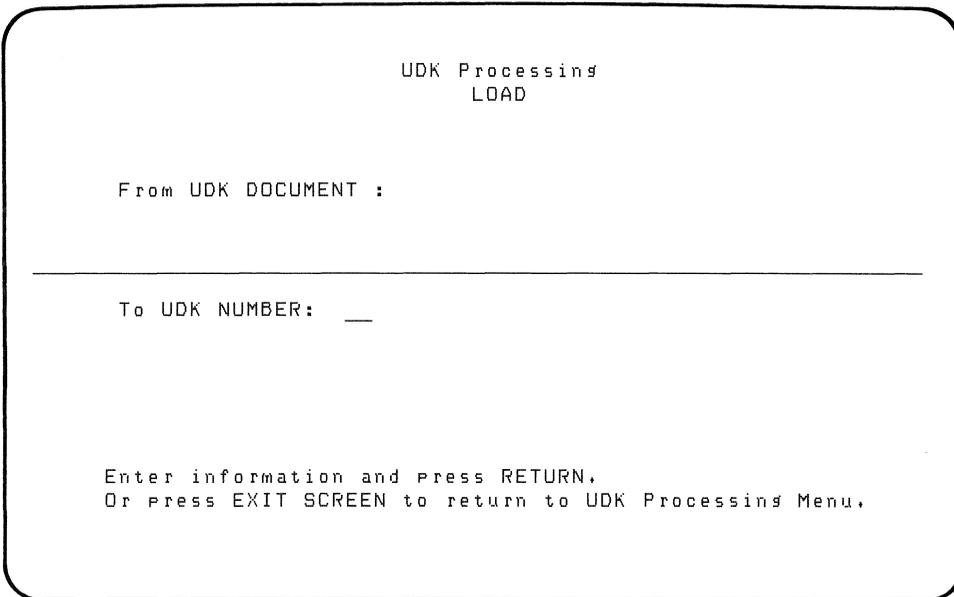
```
                          UDK  Processing
                                LOAD



        From UDK DOCUMENT :
        _____


        To UDK NUMBER:    __




        Enter information and press RETURN,
        Or press EXIT SCREEN to return to UDK Processing Menu,
```

Figure 6-2   The UDK Processing Load Form

2   Type the UDK name and press RETURN.

For example, to load the UDK for two-column printing, you type:

```
B:\SALESRPTS\TWO COLUMN PRINTING
```

3   Type a unique number for the UDK in the To UDK NUMBER field.

You may use any number from 0 to 99 that is not already assigned to a UDK. If you pick a number that is already assigned, a screen message informs you. The number does not have to be the next available in sequence. However, the numbers 0, 17 through 20, and 27 through 30 can be reserved for your most frequently used UDKs. See the section Assigning UDKs to Special Function Keys.

4   Press RETURN after you enter the UDK number.

WPS-PLUS displays the UDK Processing LOAD Job Description form. This form provides the number of the UDK selected and the UDK document number, path, and title.

5   If the information on the UDK Processing LOAD Job Description form is correct, press RETURN to load the UDK.

OR

If the information on the UDK Processing LOAD Job Description form is not correct, press EXIT SCREEN.

If you press RETURN, the UDK is loaded. If there is an error, a screen message informs you of the line in the UDK document where the error occurred. If there is no error, the UDK Processing Menu appears and a screen message informs you when the UDK is created.

The type of mistakes WPS-PLUS finds are editing errors. Also, WPS-PLUS tells you if the UDK is too large. You are limited to 2000 keystrokes.

If you press EXIT SCREEN, the UDK is not loaded, and WPS-PLUS displays the UDK Processing Menu.

Backing Up the UDK (BK Option)

When you back up a UDK, you file it for later use. If you do not store a UDK you create during a WPS-PLUS session, it is not retained for future WPS-PLUS sessions.

To store UDKs on a fixed disk:

> Select BK (Backup the UDK definitions) from the UDK Processing
> Menu.

WPS-PLUS backs up the UDK. A screen message informs you when the
backup is completed. The UDKs you create and store are available for use
in future WPS-PLUS sessions.

To store UDKs on a diskette-based system:

1   Select BK (Backup the UDK definitions) from the UDK Processing
     Menu.

     A screen message instructs you to insert the WPS-PLUS SYSTEM
     diskette in drive A.

2   Insert the WPS-PLUS SYSTEM diskette in drive A, if it is not
     already in the drive.

     NOTE: Do not remove the diskette until a screen message tells you to.

3   Press RETURN to back up the UDK.

     OR

     Press EXIT SCREEN to cancel the backup process and display the
     UDK Processing Menu.

If you press RETURN, WPS-PLUS backs up all UDKs and displays the
UDK Processing Menu. A message informs you when the backup is com-
plete. The UDKs you create and store are available for use in future
WPS-PLUS sessions.

Using UDKs

To use a UDK other than one assigned to a special function key:

1   Press Gold UDK and the number you assigned to it.

2   Press RETURN.

WPS-PLUS invokes the UDK.

For example, if you want to use the UDK you created to start two-column numbering, you begin by creating or editing the document that will contain the control block. When you get to the point where you want to place the control block, press Gold UDK, 1, and RETURN. WPS-PLUS inserts the control block in your document.

To use UDKs 17 through 20:

Hold down ALT and press the appropriate key.

WPS-PLUS invokes the UDK.

To use UDKs 27 through 30:

1 Press the Gold key.

2 Hold down ALT and press the appropriate key.

WPS-PLUS invokes the UDK.

The advantage to using UDKs 17 through 20 and 27 through 30 is that you can use the letter on the key to remember what the UDK does. For example, you can assign a UDK that prints documents to UDK 20, the P key.

Creating a UDK While Using a WPS-PLUS Feature

To create a UDK while using a WPS-PLUS feature:

1 Press Gold UDK.

2 Press ALT/RESUME to start the UDK Record Mode.

3 Enter the keys you want in the UDK.

The keys you press are not displayed on the screen, but WPS-PLUS records each key as it performs the function on the text.

4 Press ALT/INTERRUPT to stop the UDK Record Mode.

WPS-PLUS automatically loads this UDK as UDK 0. You can use UDK 0 for the balance of your WPS-PLUS session. If you want to save the UDK for future sessions, return to the UDK Processing Menu by entering the UK

option from the Document Processing Menu, and assign a new number to UDK 0. See the section Renumbering a UDK. WPS-PLUS automatically deletes UDK 0 when you exit a WPS-PLUS session.

Saving UDKs (SV Option)

The SV option on the UDK Processing Menu duplicates other functions available on other menus. Use the SV option when you need to do all or most of the following procedures at once:

- Associate a UDK document with UDK 0
- Inspect a UDK
- Add to a UDK
- Nest UDKs

When you create a UDK while using a WPS-PLUS feature, WPS-PLUS is in UDK Record Mode. When you finish recording the UDK process, WPS-PLUS loads the UDK as UDK 0. There is no UDK document associated with UDK 0. WPS-PLUS, however, does not save a UDK 0 from one session to the next.

To save the UDK process for another session, you must assign a UDK document name to UDK 0. Then you must renumber UDK 0. To assign a UDK document name to UDK 0:

1   Select SV from the UDK Processing Menu.

WPS-PLUS displays the UDK Processing Save form, Figure 6-2. Table 6-2 describes the UDK Processing Save form options.

2   Type 0 in the UDK Number field.

3   Press RETURN (N is supplied as the default option in the Output Document Option field).

4   Type the name you want to be associated with UDK 0 in the Output UDK Document field.

The keystrokes in UDK 0 appear and a message informs you that the UDK document is created.

To renumber UDK 0, see the section Renumbering a UDK (RN Option). To inspect a UDK:

1   Select SV from the UDK Processing Menu.

     WPS-PLUS displays the UDK Processing Save form, Figure 6-2. Table 6-2 describes the UDK Processing Save form options.

2   Type the number of the UDK you want to inspect in the UDK Number field.

3   Press RETURN (N is supplied as the default option in the Output Document Option field).

4   Type a title for the document that stores the UDK (for example, INSPECT) in the Output UDK Document field.

5   Press RETURN.

     A screen message informs you that document INSPECT is created and the contents of that UDK are displayed.

6   Press any key to return to the UDK Processing Menu.

To edit the UDK document you just inspected:

1   Press EXIT SCREEN from the UDK Processing Menu.

     The WPS-PLUS Document Processing Menu appears.

2   Enter E (Edit) from the WPS-PLUS Document Processing Menu.

     The Edit form appears.

3   Enter the name you gave to the UDK document, INSPECT.

     WPS-PLUS displays the document. You edit it as you would any other document.

NOTE: Remember that the UDK document must be a vertical list of keystrokes that conform to the Screen Display column in Table 6-1. See the section Editing UDK Documents.

```
                           UDK  Processing
                                SAVE

    UDK  NUMBER:     __

    O    Overwrite existing output document
    B    Add text to the bottom of existing output document
    T    Add text to the top of existing output document
    N    Create a new output document

    OUTPUT DOCUMENT OPTION :  N

    OUTPUT UDK DOCUMENT:



    ─────────────────────────────────────────────────────────



    Enter information and press RETURN.
    Or press EXIT SCREEN to return to UDK Processing Menu.
```

Figure 6-3   UDK Processing Save Form

Table 6-2   UDK Processing Save Form Options

Use	To
O	Replace the contents of the Output UDK Document with another document.
T	Add text to the top of the Output UDK Document.
B	Add text to the bottom of the Output UDK Document.
N	Create a new Output UDK Document with a name you assign.

UDK Index (I Option)

To see what numbers have been assigned to UDKs:

Enter I from the UDK Processing Menu.

A list of assigned numbers appears.

Deleting UDKs (D Option)

To delete a UDK:

1   Enter D (Delete) from the UDK Processing Menu.

The UDK Processing Delete form appears.

2   Enter the number of the UDK you want to delete in the UDK Number field.

3   Enter Y in the DO YOU WANT TO DELETE IT field.

A screen message informs you when the UDK is deleted.

OR

If you decide not to delete the UDK, press RETURN before changing the default value (N) in the DO YOU WANT TO DELETE IT field.

The UDK Processing Menu appears.

Renumbering a UDK (RN Option)

If you want to change a UDK number:

1   Enter RN from the UDK Processing Menu.

WPS-PLUS displays the UDK Rename form.

2   Enter the number of the UDK you want to change in the From UDK Number field.

3   Enter the new UDK number in the To UDK Number field.

Nesting UDKs

A UDK document can contain, or "nest" other UDKs. Furthermore, the nested UDKs can contain UDKs. For example, if you create a UDK 4 that contains UDK 3, that contains UDK 2, that contains UDK 1, the screen displays only one UDK reference.

UDK 4 is nested to four levels. Although UDK 4 invokes only one UDK directly, that UDK invokes another, and so forth.

UDKs may be nested to a maximum of 10 levels. One UDK may call up as many as nine other UDKs. However, you can not nest a UDK within itself. If you do, it repeats the UDK in a loop. You can press ALT/INTERRUPT to stop the UDK.

Assigning UDKs to Special Function Keys

Some keys have been reserved so you can invoke as many as eight UDKs with one or two keystrokes. These keys call UDKs 17, 18, 19, and 20. Each of these may be preceded by the Gold key to call UDKs 27, 28, 29, and 30. You might save these UDK numbers for functions that you use frequently.

To use a special function key to store a UDK:

  1 Create a UDK document as previously described.

  2 Assign one of the reserved keys F17 through F20 or F27 through F30 to the UDK by loading the UDK documents to numbers 17 through 20 and 27 through 30. See the section Loading the UDK (LD Option).

  3 If the number has already been assigned, renumber the UDK. See the section Renumbering a UDK.

Interrupting Invoked UDKs

To interrupt the function of a UDK that has been invoked:

Press ALT/INTERRUPT.

The UDK stops its function. However, the keystrokes it performs while you are pressing ALT/INTERRUPT are not canceled. If your document is extensively changed, and you do not want to save the changes, you can exit the editing session by pressing Gold QUIT.

Editing UDK Documents

You edit UDKs for two reasons:

- You make a mistake when you were creating the UDK.

  If you type a key WPS-PLUS cannot process into a UDK (see the section Restrictions), you cannot correct your error at that time. The beep sounds to indicate you have done something wrong.

- You want to correct a keystroke, or change the function of the UDK.

To edit a UDK document:

1   Enter E (Edit) from the WPS-PLUS Document Processing Menu.

2   Enter the UDK document name on the Edit form.

3   Edit the UDK document as you would any other document.

    When you edit a UDK document, remember:

    - The document must remain a vertical list of keystrokes.

    - Type in keystrokes as words conforming to those in the second column of Table 6-1.

After editing, you must load and back up the UDK document before it can be used.

Restrictions

Observe the following restrictions when creating UDKs:

- Although a UDK may contain many characters, all UDKs together may not exceed 2,000 characters.

- You may not nest more than 10 UDKs.

- You may not store the following keys in UDKs. Pressing these keys while you are creating a UDK can cause WPS-PLUS to stop. If you enter any of these keys accidentally, and cannot exit the UDK, start WPS-PLUS again.

  - Esc (Escape key)

  - ALT/2 (the 2 on the main keyboard)

  - ALT/Interrupt

The Error Beep

If you hear the beeper when creating or using a UDK, you have done something wrong. Consider the following possible problems:

- You have typed something wrong, for example UDK T instead of UDK 5.

- You have tried to use a UDK that does not exist.

  Examine your UDK Index.

- You have tried to use a UDK that has no keystrokes entered.

  See the section Creating a UDK at the WPS-PLUS Document Processing Menu.

- You have tried to put too many keystrokes, or a restricted keystroke, into a UDK.

  See the section Restrictions.

- You have tried to create a UDK that invokes itself.

- You have nested too many UDKs.

  Check to be sure you have nested no more than 10 UDKs.

7

Converting Documents

This chapter explains how to:

- Convert WPS-PLUS files to ASCII files

- Convert WPS-PLUS files to DX files

- Convert ASCII or DX files to WPS-PLUS documents

Why Convert Files?

Generally, you convert files to use them on other computers. Unless you are transferring a WPS-PLUS file to WPS-PLUS on the VAX, you convert WPS-PLUS files to ASCII or DX formats before you transfer them. Once the document is transferred to the VAX, a WPS-PLUS file converted to ASCII format can be used for any of the applications you use on VMS file. A WPS-PLUS file converted to DX format can be used in VAX/VMS applications requiring DX format documents.

If you want to transfer a WPS-PLUS file on your PC to WPS-PLUS/VMS running on the VAX, do not convert it first. See Chapter 8, Communications, for information on transferring files.

Files created on the VAX or on the PC using DOS editors are in ASCII format. You can convert these files to WPS-PLUS documents after you transfer them to your PC. Once they are converted, they appear in your WPS-PLUS Index and can be edited and otherwise treated an WPS-PLUS documents.

File Conversion

To convert files from one format to another:

1 Enter CV (Conversion) from the WPS-PLUS Document Processing Menu.

   If you have a diskette-based system, a message tells you to insert the WPS-PLUS DOCMT TRANSFER/CNVT diskette into drive A.

2 If you are using a diskette-based system, insert the WPS-PLUS DOCMNT TRANSFR/CNVT diskette into drive A and press any key to continue.

   NOTE: Do not remove the diskette until a screen message tells you to.

   The Conversion Type Menu appears. See Figure 7-1.

```
                        Convert
                    Conversion Type


            WA    WPS-Plus to ASCII
            WD    WPS-Plus to DX
            AW    ASCII to WPS-Plus
            DW    DX to WPS-Plus



            Enter information and press RETURN.
```

Figure 7-1   The Conversion Type Menu

3   Enter the two-letter abbreviation for the Conversion Type Menu
    option you want to use.

    The Convert Input Document form appears. See Figure 7-2.

```
                          Convert
                      Input Document


      Input Document:
      _____


      Enter information and press RETURN.
```

Figure 7-2   Convert Input Document Form

4   If you are converting a WPS-PLUS document to DX or ASCII, enter the name of the document you want to convert. Include the path, if the document is not in your current index.

5   If you are using the AW option to convert a DX or ASCII file (that includes files you create with DOS or VMS) to WPS-PLUS format, enter the name of the path as it appears in your DOS directory.

The Convert Output Document form appears. See Figure 7-3.

```
                        Convert
                    Output Document


    O           Overwrite (replace) an existing document
    B           Append at the bottom of an existing document
    T           Insert at the top of an existing document
    N           Create a new document

  Document Option: __

  Output Document Name:


  _____

  Enter information and press RETURN.
```

Figure 7-3   Convert Output Document Form

6   Enter the abbreviation for the Document Option you want to use.

Table 7-1 explains the options on the Convert Output Document Form.

7   If you are converting an ASCII or DX file to WPS-PLUS, enter the path and name of the output document. If you are creating a new document, the name must be new.

8　If you are converting a WPS-PLUS file to ASCII or DX formats, type the path. If you are creating a new file, the name must be new. See your DOS documentation for information on acceptable ASCII file names. The DX file must have a name that follows the format DOCnnn.DX, where "nnn" is a number you assign.

The Document Conversion Job Description form appears. This form shows the document number, path, and name for the input and output documents. The form allows you to ensure that the correct documents were selected.

9　If the correct documents were selected, press RETURN to begin file conversion A screen message informs you when the conversion is complete.

OR

If the wrong documents were selected, press EXIT SCREEN.

WPS-PLUS displays the Convert Output Document form.

NOTE: For the AW (ASCII to WPS-PLUS) or DW (DX to WPS-PLUS) options, the Document Conversion Job Description form does not supply a document number for input documents, or for output documents with the WA (WPS-PLUS to ASCII) or WD (WPS-PLUS to DX) options. These documents are not in the WPS-PLUS Index and do not have a number associated with their name.

Although no text is lost during document conversion, highlighting and formatting information is sometimes lost or modified.

Table 7-1　Convert Output Document Form Options

Use	To
O	Overwrite (replace) an existing document with the input document.
T	Add the input document to the top of the output document.
B	Add the input document to the bottom of the output document.
N	Create a new output document with a name you assign.

WPS-PLUS to ASCII (WA Option)

The WPS-PLUS to ASCII (WA) option lets you convert a WPS-PLUS formatted document into an ASCII text file such as one used with the DIGITAL EDT Editor and DIGITAL Standard Runoff (DSR) used on a DIGITAL VAX computer. No text is lost during the conversion, but high-lighting and formatting information is discarded in the ASCII file.

Technical characters may not be printed or displayed after conversion, depending on the hardware configuration of the PC. If your PC cannot display a technical character, a fallback character appears in its place.

Composite character sequences are translated into overstrike sequences by inserting backspace characters between the characters within them.

NOTE: When a WPS-PLUS document is converted to ASCII, you will not be able to see the ASCII file in your WPS-PLUS Index. The WPS-PLUS Index only displays WPS-PLUS documents.

WPS-PLUS to DX (WD Option)

The WPS-PLUS to DX (WD) option lets you convert a WPS-PLUS document into a DX file. All document attributes such as highlighting and formatting information are retained.

ASCII to WPS-PLUS (AW Option)

The ASCII to WPS-PLUS (AW) option lets you convert an ASCII text file into a WPS-PLUS document. All document attributes stored in the ASCII file are retained except those dependent on ESCAPE sequences and those for technical characters. Characters that appear as technical characters in the ASCII file are represented as multinational characters in the WPS-PLUS document.

DX to WPS-PLUS (DW Option)

The DX to WPS-PLUS (DW) option lets you convert a DX file into a
WPS-PLUS document. All document attributes stored in the DX file are
retained. Composite character sequences in the DX file are converted to the
appropriate multinational character when the composite character matches
an alternate character sequence. See *WPS-PLUS Editor Functions* for
information about composite and multinational characters.

8

Communications

This chapter describes how you can:

- Use your PC as a terminal on a VAX or other host computer.

- Transfer documents between your WPS-PLUS/PC Index and a WPS-PLUS/VMS or ALL-IN-1 File Cabinet.

- Transfer documents between your WPS-PLUS/PC Index and a VAX/VMS directory.

- Use script documents to automate communications.

Using Your PC as a Terminal

Use the CO (Communications) option on the WPS-PLUS Document Processing Menu to log on to a host computer.

Using WPS-PLUS/PC Communications, you can:

- Log on to a host computer from your PC without exiting WPS-PLUS.

- Return to WPS-PLUS temporarily or end your communications session.

Once you log on to the host computer, you can send electronic mail, run applications, or do any other job that you could do if your terminal were connected to the host computer.

Before You Begin

Before you use WPS-PLUS/PC Communications:

- Your PC must be connected to the host computer.

  You can use a hard-wire connection, phone modem, or other communications hookup, plugged into the communications port of your PC.

- You must know how to use the communications link between your PC and the host computer.

  For example, if you are using a modem, you must know how to use the modem and how to access the host.

- You must know how to log on to the host computer.

  For example, you must have an account on the host computer and know any special log on procedures. See the system manager of the host for more information.

Logging on to a Host Computer

To log on to a host computer:

1 Enter CO (Communications) at the Document Processing Menu.

   The Communications form displays. When you first use WPS-PLUS the Enter Script Document Title field is blank. This field is used only if you plan to automate your communication procedures. See the section Script Documents.

2   If necessary, press ALT/RUB WORD OUT to clear the Enter Script Document field.

3   Press RETURN.

     WPS-PLUS connects you to the communications port on your PC.

4   Log on to the host computer as you usually would.

5   If necessary, press ALT/4 (Set-Up) on the main keyboard to change the terminal characteristics, such as your baud rate.

     See the section Setting Terminal Characteristics.

Setting Terminal Characteristics

To use your PC as a terminal, you may have to adjust some of the communication settings on your terminal.

For example, host computers do not always use the same baud rate. To change terminal characteristics such as the baud rate:

     Press ALT/4 while using the CO (Communications) option to display the Set-Up Menu.

To select an item on the Set-Up Menu:

1   Use the arrow keys to highlight the option you want to select or the terminal characteristic you want to change.

2   Press RETURN.

For example, to change the baud rate:

1   Enter CO at the Document Processing Menu.

2   Enter the title of a script document.

     OR

     Press RETURN if you are not using a script document.

3   Press ALT/4 to display the Set-Up Directory.

4   Press the Right Arrow key twice to highlight the Comm option and press RETURN to display the Communications Set-Up options.

5   Press the Right Arrow key twice to highlight the Receive option and press RETURN.

The value of the receive speed changes each time you press RETURN.

6   Continue pressing RETURN until the correct baud rate displays.

7   Press the Left Arrow key to highlight the To Directory option, and press RETURN.

8   To permanently save the value of the setting for future sessions, use the arrow keys to move the cursor to the Save option, and press RETURN.

9   Press ALT/4 again to exit the Set-Up Directory.

Not all the terminal characteristics on the Set-Up Directory are active in this version of WPS-PLUS. See the system manager of your host computer for more information about which Set-Up options you must change.

Exiting Communications

To end a communications session:

1   Log off the host computer.

2   If you are using a DF02 or DF03 modem, press the DATA/TALK button to disconnect your PC from the host.

3   Press ALT/0 to return to the Document Processing Menu.

To leave a Communications session temporarily:

1   Press ALT/0 without logging off the host.

WPS-PLUS returns you to the Document Processing Menu.

2   When you want to return to the host, enter CO at the Document Processing Menu.

3   Press RETURN.

You can now enter commands on the host computer. If no characters appear on your screen as you type:

Press CTRL/Q.

CTRL/Q opens up the communications line if you have temporarily exited from WPS-PLUS Communications for a long time.

Transferring Documents Between WPS-PLUS/PC and WPS-PLUS/VMS or ALL-IN-1

This section explains how you can use the WPS-PLUS/VMS or ALL-IN-1 Document Transfer Menu to send and receive WPS-PLUS/PC documents.

Sending a Document to WPS-PLUS/VMS or ALL-IN-1

To transfer a document to WPS-PLUS/VMS or ALL-IN-1:

1   Enter I at the WPS-PLUS/PC Document Processing Menu.

2   Note the title or number of the document you want to transfer and return to the Document Processing Menu.

3   Enter CO to display the Communications form and log onto the host computer as you normally would.

4   Start WPS-PLUS/VMS or ALL-IN-1.

5   Enter RD at the WPS-PLUS/VMS or ALL-IN-1 Document Transfer Menu.

The Receive from DECmate form displays.

6   Type the name or number of the WPS-PLUS/PC document in the first field and press RETURN.

The document you want to transfer must be in your current WPS-PLUS/PC Index. The other two fields on that form are used only for DECmate document transfer.

7   Press RETURN.

The Creating from DECmate form displays.

8   Type the appropriate File Cabinet information in the form fields, and press RETURN.

The WPS-PLUS/PC Document Transfer form displays and the document is transferred to your WPS-PLUS File Cabinet. The Document Transfer form tells you the status of the transfer.

When the transfer is complete, the WPS-PLUS/VMS or ALL-IN-1 Document Transfer Menu displays. You can then use WPS-PLUS/VMS or ALL-IN-1 to work with the document.

Receiving a Document from WPS-PLUS/VMS or ALL-IN-1

To receive a document from WPS-PLUS/VMS or ALL-IN-1:

1   Enter CO at the WPS-PLUS/PC Document Processing Menu and log on to the host as you normally would.

2   Start WPS-PLUS/VMS or ALL-IN-1 and display the Document Transfer Menu.

3   Select the WPS-PLUS/VMS or ALL-IN-1 document you want to transfer.

The document folder, title, and number should appear in the Current Document Block.

4   Enter SD at the WPS-PLUS/VMS or ALL-IN-1 Document Transfer Menu.

The Send to DECmate form displays with the selected document in the Title field.

5   If a version of the document already exists in your current WPS-PLUS/PC Index, choose one of the Top/Bottom/Overwrite options by typing the appropriate letter in that field.

The Disk/Volume Number and DECmate password fields are used only for DECmate document transfer.

6   Press RETURN.

The WPS-PLUS/PC Document Transfer form displays and the document is transferred to your WPS-PLUS/PC Index. The Document Transfer form tells you the status of the transfer.

When the transfer is complete, the WPS-PLUS/VMS or ALL-IN-1 Document Transfer Menu displays. You can then return to the WPS-PLUS/PC Document Processing Menu and use WPS-PLUS/PC to work with the document.

Transferring Documents Between WPS-PLUS/PC and a VMS Directory

This section explains how to transfer documents between your WPS-PLUS/PC Index and a VMS directory. You can use this procedure to store WPS-PLUS documents on the host computer, or to make your documents available to other word processors connected to the VAX.

Use this procedure if you do not have WPS-PLUS or ALL-IN-1 running on the VAX host. If you do have WPS-PLUS or ALL-IN-1 running on the VAX, see the section Transferring Documents Between WPS-PLUS/PC and WPS-PLUS/VMS or ALL-IN-1.

You can also convert documents to DX or ASCII (text) format before sending the information to the host. To transfer DX or ASCII documents see the section Transferring DX or ASCII (text) Files. For information about converting documents, see Chapter 7.

Restrictions

To transfer documents between WPS-PLUS/PC and a VAX/VMS directory, you must use optional document transfer software.

To use the procedure described here, you must have Poly-COM File Transfer Software running on your PC.

NOTE: Poly-COM must be installed on both the PC and the VAX host before you can transfer documents. See your VMS system manager for more information.

You should know how to:

- Exit WPS-PLUS/PC and use the DOS operating system. See your WPS-PLUS/PC and DOS Operating System documentation.

- Use the VMS operating system.

Sending a Document to VMS

To send a document to VMS:

1   Enter I at the WPS-PLUS/PC Document Processing Menu.

    The WPS-PLUS/PC Document Index appears.

2   Note the Document Number of the document you want to transfer.

    For this example, assume the Document Number is 8 in your WPS-PLUS Index in the subdirectory B:INDEX1.

3   Return to the Document Processing Menu, type CO, and press RETURN.

4   Press RETURN again and log on to the VAX host.

5   At the $ prompt, type:

    ```
    $ RUN SYS$SYSTEM:HST.EXE
    ```

    HST.EXE is the host-based part of the Poly-COM software. It is usually stored in the VMS SYS$SYSTEM directory. See your VMS system manager for more information.

    HST.EXE displays a prompt when the system is ready.

6   At the prompt, press ALT/0 to leave terminal emulation and return to the Document Processing Menu.

7   Enter EX at the Document Processing Menu to exit WPS-PLUS.

8   At the DOS prompt, type:

    ```
    XFR B:\INDEX1\WPSP008.WPL/I TO [directory]filename.WPL/IM
    ```

    XFR starts Poly-XFR the document transfer part of the Poly-COM software. To use this command, you must have the file XFR.EXE on the same drive and directory you use to start WPS-PLUS.

Be sure to use a .WPL extension after the VMS filename. Any other extension will convert the document to ASCII format, and the WPS-PLUS attributes will be lost.

Be sure to include the /I and /IM commands exactly as they are shown. Otherwise, the document will be corrupted during the transfer.

9 Press RETURN.

The document transfer begins. Screen messages tell you that the document transfer is working. When the transfer is complete, the DOS prompt appears again.

10 Enter WPS to start WPS-PLUS and use the CO option to log on to the host computer again.

You may have to press CTRL/Z to stop HST.EXE and display the $ prompt.

11 Enter DIR at the VMS prompt to be sure the document has been transferred correctly.

Receiving a Document from VMS

To receive a document from a VMS Directory:

1 Create an empty document using WPS-PLUS/PC.

2 Press Gold FILE DOCMT to file the document.

3 Display the WPS-PLUS/PC Document Index and note the Document Number of the document you created.

For this example, assume the Document Number is 7 in your WPS-PLUS Index in the subdirectory E:\INDEX2\.

4 Enter CO at the Document Processing Menu and press RETURN.

5 Press RETURN again and log on to the VAX host.

6   Find the VMS directory and title of the document you want to transfer.

The document title should have a .DX or .WPL extension while it is stored on VMS. Any other extension converts the document to ASCII format, and the WPS-PLUS attributes will be lost.

7   At the VMS prompt, type:

```
$ RUN SYS$SYSTEM:HST.EXE
```

HST.EXE is the host-based part of the Poly-COM software. It is usually stored in the VMS SYS$SYSTEM directory. See your VMS system manager for more information.

HST.EXE displays a prompt when the system is ready.

8   At the prompt, press ALT/0 to leave terminal emulation and return to the Document Processing Menu.

9   Enter EX to exit WPS-PLUS and display the DOS prompt.

10   At the DOS prompt, type:

```
XFR E:\INDEX2\WPSP007.WPL/I FROM [directory]filename.WPL/IM
```

XFR starts Poly-XFR the document transfer part of the Poly-COM software. To use this command, you must have the file XFR.EXE on the same drive and directory you use to start WPS-PLUS.

Filename.WPL is VMS filename of the document stored in the VMS directory.

Be sure to include the /I and /IM commands exactly as they are shown. Otherwise, the document may be corrupted during the transfer.

11   Press RETURN.

The document transfer begins. Screen messages tell you that the transfer is working. When the transfer is complete, the DOS prompt appears again.

12   Edit the document you created in step 1.

The empty document now contains a copy of the document stored on VMS.

Transferring DX or ASCII (Text) Files

To send a DX or ASCII (Text) file to a host computer, use the procedure described in the section Sending a Document to VMS, with the following exceptions:

- Before you begin, convert the document from WPS-PLUS to DX or ASCII format using the procedures in Chapter 7.

- When you enter the Poly-XFR command line, use the DX or ASCII file name instead of the .WPL file name.

- If you are transferring an ASCII file, do not include the /I or /IM commands in the Poly-XFR command line. Otherwise, the ASCII file will be corrupted during the transfer.

To receive a DX or ASCII file from the host computer use the procedure described in the section Receiving a Document from VMS, with the following exceptions:

- When you enter the Poly-XFR command line, use the DX or ASCII file name instead of the .WPL file name.

- If you are transferring an ASCII file, do not include the /I or /IM commands in the Poly-XFR command line. Otherwise, the ASCII file will be corrupted during the transfer.

- When the transfer is complete, convert the document to WPS-PLUS format using the procedures in Chapter 7.

Script Documents

Script documents allow you to automate your communications session. For example, you can use a script document to let the system log on for you.

Script documents contain all the commands and keystrokes needed to connect your PC to the host computer, and if you want, to run software applications on the host.

Before you use script documents, you should know how to write a short program. WPS-PLUS script documents act like mini-programs, and allow you to send a list of commands to the host computer.

If you plan to use script documents to run applications on the host, you must know how to start the desired application and be familiar with the programs you want to run.

Letting the System Log on for You

Before you use this procedure, use the procedure in the section Logging on to a Host Computer. Then, once you have learned that procedure, you can automate it in a script document.

To let the system log on for you:

1   Use the WPS-PLUS Editor to create a script document like the one in Figure 8-1.

    See the section Creating a Script Document.

2   Enter CO at the Document Processing Menu.

    WPS-PLUS displays the Communications form.

3   Type the title of the script document.

4   Press RETURN.

    WPS-PLUS follows the commands you have listed in your script document and logs on to the host. If you include commands that tell WPS-PLUS to run software applications on the host, WPS-PLUS sends the appropriate commands to the host computer.

    If WPS-PLUS fails to log on to the host as you planned, there may be an error in your script document.

To stop the script document and return to the WPS-PLUS Document Processing Menu:

1   Press CTRL/C to stop processing the script document.

2   Press ALT/0 to exit Communications and return to the Document Processing Menu.

See the section Correcting Problems for information on finding and correcting problems in a script document.

```
    L---------T--------------------T-------------------------------R
    DISPLAY:Logging on to host
    SEND:<CR>
    WAIT:Username:
    DISPLAY:Entering username
    SEND:JOHNSON<CR>
    WAIT:Password:
    DISPLAY:Enter your password:
    SEND FROM KEYBOARD:<CR>
    WAIT:$
    DISPLAY:Starting WPS-PLUS/VMS
    SEND:WPS<CR>
    END:
```

Figure 8-1   A Sample Script Document

Creating a Script Document

Table 8-1 at the end of this chapter lists the commands you can include in a script document. Figure 8-1 shows an example of a script document that logs you on to a VAX computer and starts WPS-PLUS/VMS.

In Table 8-1, the commands you can enter into a script document are in the first column. The second column contains an explanation of each command. Do not include the explanation when you type any of these commands into a script document.

When you create a script document with the WPS-PLUS Editor, you cannot let WPS-PLUS wrap the text. Press RETURN after each command.

Correcting Problems

If your script document fails to log you on to the host computer, returns you to the Document Processing Menu, or fails to run the program you want it to run, there is probably an error in your script document.

There are two ways to find errors in a script file:

- Debugging the file
- Reading the WPSCRIPT.LOG file

Before using either of these methods:

- Be sure that your procedure for logging on to the host computer is correct. Use the procedure in the section Logging on to a Host Computer to be sure the keystrokes you list are correct. If you can log on to the host using that procedure, then the error is elsewhere in your script file.

- Be sure that each line in your script file ends with a RETURN. Do not let WPS-PLUS wrap lines in a script file.

Debugging a Script Document

To debug your script document:

1 Edit the script document.

2 Add the DEBUG: command to the top of the script document.

3 Press Gold FILE DOCMT to exit the document.

4 Enter CO at the Document Processing Menu, and use the script document to log on to the host computer.

   As the script document sends each command to the host computer, the results are displayed on your screen. If a bad command is executed, you can see where the error occurs.

5 Press ALT/0, if necessary, to return to the Document Processing Menu.

6 Edit the script document as necessary.

Reading WPSCRIPT.LOG

When WPS-PLUS is processing a script file, it creates a log file. The log file provides information about the progress of the script. If the script terminates prematurely, the log file contains error messages that tell you why and on what line the problem occurred.

To read WPSCRIPT.LOG:

1   Enter EX at the Document Processing Menu to exit WPS-PLUS.

2   At the DOS prompt, type the command to display the file.

    For example:

```
C>TYPE WPSCRIPT.LOG
```

If you are using a fixed disk system, WPSCRIPT.LOG is stored in the same DOS directory as WPS-PLUS.

If you are using a diskette-based system, WPSCRIPT.LOG is stored on the WPS-PLUS EDITOR, PRINT, COMMS diskette in drive A.

Table 8-1   WPS-PLUS Script Document Commands

Use	To
SEND:<text>	Send the specified string of characters to the host. For example, you can use SEND: to send your username and password to the host when you want to let the system log on for you. You can also send the following control characters to the host computer: <CR>, <LF>, <ESC>, <BS>.
	To send any other control characters, use the decimal number equivalent, 0 through 255. You can send DEC Multinational Characters by specifying their decimal equivalent.
DISPLAY:<text>	Display the specified string of characters on your PC screen. For example, you can tell WPS-PLUS to display a message when your log on procedure is done.

(continued)

Table 8-1 WPS-PLUS Script Document Commands (Cont.)

Use	To
WAIT:<text>	Wait for the host computer to send the specified string of characters to the PC. For example, you can tell WPS-PLUS to wait until the host computer displays a prompt asking for your username.
END:	End the script document. For example, once a script document has logged you on, you can end the script and start working on the host computer.
EXIT:	Exit to the WPS-PLUS Document Processing Menu. This command ends the communications session. If you include the CONNECT command immediately after the EXIT: command (EXIT:CONNECT), WPS-PLUS does not issue a DISCONNECT command to your modem before displaying the Document Processing Menu.
DISCONNECT:	Disconnect from a telephone modem. DISCONNECT: tells the modem you are stopping your communications session.
CONNECT:	Start a communications session when you are using a modem.
PURGE TYPE:	Clear the keyboard buffer of any typed ahead characters. For example, before using a SEND FROM KEYBOARD: command, use a PURGE TYPE: command to clear the keyboard buffer of any previously typed characters.
CLEAR LINE:	Clear the communication line of any characters waiting to be sent to the host.
COMMENT:	Enter comments in your script document that will not be processed by WPS-PLUS.
DEBUG:	Display each line of the script document as the document is processed. See the section Correcting Problems.
NO DEBUG:	Stop displaying each line of the script document as the document is processed.
PAUSE:n	Pause for n number of seconds during the script document. For example, PAUSE:30 tells WPS-PLUS to wait 30 seconds before processing the next script document command. You can enter up to 32767 seconds.

(continued)

Table 8-1   WPS-PLUS Script Document Commands (Cont.)

Use	To
SEND FROM KEYBOARD:<text>	Send whatever characters you type at the keyboard to the host computer until you enter a specified string of text.
	For example, use a SEND FROM KEYBOARD:<CR> command after the host computer displays a prompt asking for your password. You can then enter your password and press RETURN. WPS-PLUS will start processing the script document again when you press RETURN.
BREAK:LONG or BREAK:SHORT	Issue a BREAK command to the host computer.
ERROR LOG:	Tell WPS-PLUS to enter error messages into a file called WPSCRIPT.LOG. By default, all errors are recorded in this log file and are displayed on your screen as they happen. If you turn off this feature with NO ERROR LOG:, you can turn it on again later in your script document with ERROR LOG:.
NO ERROR LOG:	Tell WPS-PLUS to stop entering error messages into a file called WPSCRIPT.LOG. By default, all errors are recorded in this log file and are displayed on your screen as they happen.
SESSION LOG:	Create a file to record all characters sent to your PC from the host during the communications session. The file is called SESSION.LOG.
NO SESSION LOG:	Stop WPS-PLUS from recording all characters sent to the PC from the host in a file called SESSION.LOG. By default this feature is turned off. If you turn on SESSION LOG:, you can turn it off again later in the script document with NO SESSION LOG:.

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