# Getting Started

**Office Systems Family**

**IBM**

**Personal
Computer
Software**

74X9319

**DisplayWrite 4**

# Getting Started

**Office Systems Family**

IBM

**Personal
Computer
Software**

## First Edition August 1986

# About This Booklet

This booklet contains the steps and basic information needed to install, load, and begin use of the IBM DisplayWrite 4 Licensed Program.

The booklet contains ten chapters and an index.

The first three chapters contain information and steps on how to install DisplayWrite 4 (DW4) on your computer as well as how to load DW4 for everyday use.

The next six chapters contain an exercise for creating, saving, printing, and revising a sample document. **You should complete this exercise before using DW4 for your own work**.

The last chapter contains references on where to go for additional information.

# How To Do The Exercise

The exercise includes chapters for Creating, Revising, Saving, and Printing. Each contains steps which are numbered and bordered by a box.

┌─── **Steps** ──────────────────────────────────────────┐
│
│   1.   This is the first step.
│
│   2.   This is the second step.
│
│   3.   This is the third step.
│
│   4.   And so on....
│
└────────────────────────────────────────────────────────┘

To complete the exercise, read the information and do each set of steps as you come to them.

# Related Publications

*IBM Disk Operating System Version 2.10 or 3.2.* This book provides information on how to use DOS.

*DisplayWrite 4 Reference Guide.* This book serves as a guide to the use of DW4. It contains illustrations of keyboards that are supported by DW4, an alphabetic listing and description of the tasks and functions provided by DW4, and a road map and index to assist in quickly finding needed information.

*DisplayWrite 4 Technical Reference.* This book serves as a supplement to the *DisplayWrite 4 Reference Guide.* It contains information about support for installation, printers, characters and symbols, data files, other application programs, and a description of many DW4 messages.

# About The Help Facility

Context-sensitive Helps provides information to help you use DW4.

You can press Help (F1) in DW4 to display information related to the current task.

# Disk Backup

All magnetic media are subject to physical damage, erasure, and loss for a variety of reasons, including operator error, accidental occurrences, and machine malfunction. In addition, magnetic media are subject to theft. Therefore, an integral part of any informational system should be to establish and implement backup (duplication) procedures. The customer, not IBM, is solely responsible for establishing and implementing all such procedures.

# Contents

# About DisplayWrite 4

DisplayWrite 4 (DW4) is a full-function word processing program designed for creating, revising, editing, and printing a wide variety of documents, from simple letters with simple formats to lengthy reports with complex layouts.

As a member of the DisplayWrite series, DW4 creates documents that can be communicated to IBM host systems or other IBM personal computers. In addition, you can insert documents created with other programs into your DW4 documents.

DW4 offers:

- A new user interface

  The DW4 menus occupy only a portion of the screen and more than one menu can be displayed at a time. New menu selection techniques accommodate the novice user who is looking for assistance and the experienced user who is looking for a fast path.

- Extensive on-line Help

  A press of the Help (F1) key gives you direct access to on-line information about menu items.

- Support for additional printers

  Eleven printer tables are included with DW4 as well as the capability to support some non-IBM printers by creating your own printer function table.

- Support for the IBM Voice Communications Adapter card and the IBM Voice Communications Operating Subsystem program, allowing you to add voice notes to your document.

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- A direct link to the IBM System/36

  If your PC is attached to an IBM System/36 and uses the IBM PC Support/36 Organizer, you can directly access the DW4 Create, Revise, View, and Print tasks from the IBM PC Support/36 Organizer.

- Enhanced word processing functions.

The following DW4 features provide a wide range of word processing functions to help create your documents. With DW4, you can:

- Create, revise, and print
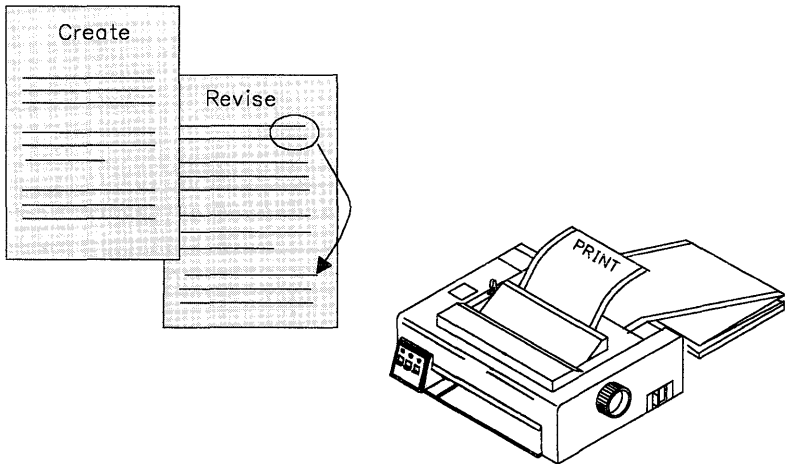
- Center, underline, or justify text
- Change line and page format

XYZ Report
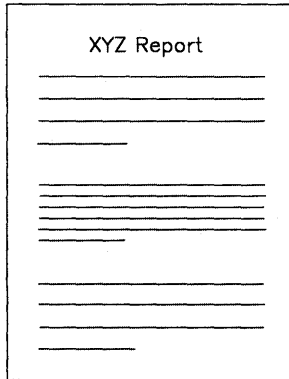
- Print in bold or with overstrikes

Bold text
provides
**emphasis**
for your
documents.
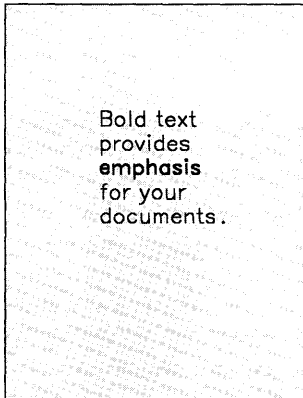
- Check spelling and hyphenate words using the DW4 dictionary of approximately 100,000 words

- Create and update dictionary supplements with words, names, and acronyms unique to your personal and business needs
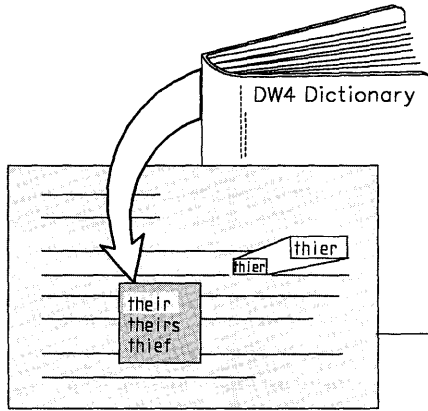


Spelling

- Merge information from data files using DW4 to produce documents such as form letters, inventory data, or contracts
- Paginate documents automatically



Merge

Paginate
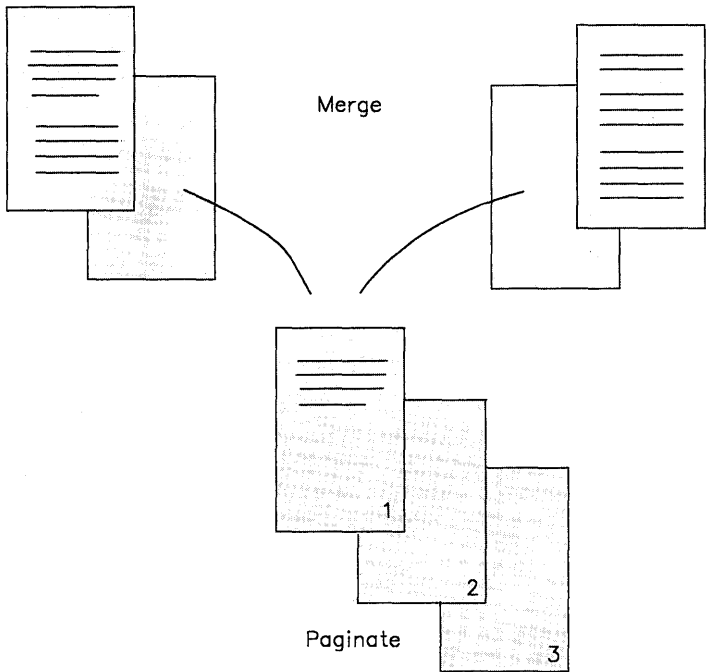
- Print headers, footers, and page numbers

Draft

Draft

Draft

Page 1

Page 2

Page 3
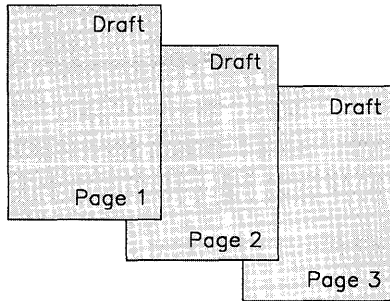
- Create and revise columns of text or numbers
- Add, subtract, multiply, and divide
- Calculate averages and percentages

| | | Total |
|------|--------|--------|
| 1.11 | 111 | 112.11 |
| 1.11 | 111.11 | 112.22 |
| 11.1 | 11.11 | 22.21 |
| 11.1 | 11.11 | 22.21 |
| 24.42 | 244.33 | |

- Create and revise footnotes

- Create and revise outlines

Outline



Footnote
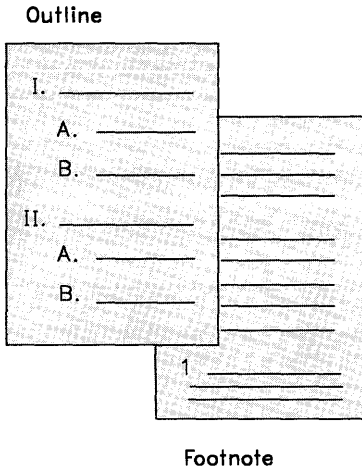
- Create line drawings
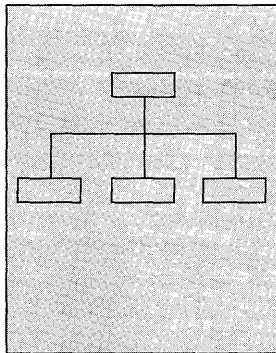


- Capture, save, recall, play back, and revise keystroke sequences called *keystroke programs*

- Recall keystroke programs by pressing a single function key.

DW4 offers enhancements in document preparation. For details, refer to the information that follows in this guide. And now, enjoy using DW4!

# Installing DisplayWrite 4

DW4 provides an installation program to help you install DW4 on your system. You need to run the Install program only one time. After installing DW4, follow the steps in "Loading DisplayWrite 4" on page 13 each time you want to use the DW4 program.

You should run the Install program on the system you plan to use for running DW4. To run DW4, you need:

• DOS 2.1 or DOS 3.2

• A minimum of 310Kb of memory on a fixed-disk system or a minimum of 341Kb of memory on a diskette-based system for DW4

• A fixed-disk system or dual diskette-based system

   **Note:** DisplayWrite 4 runs on the IBM Personal Computer, IBM Personal Computer AT, IBM Personal Computer XT, IBM 3270 PC, and IBM PC Convertible.

• A monochrome or color display.

The following options can be used with DW4:

• Up to three printers

• The IBM Voice Communications Adapter card and IBM Voice Communications Operating Subsystem program, as well as a microphone and speaker

• A mouse

• The IBM Personal Computer AT 512Kb Memory Expansion Option.

**Notes:**

1. For additional information on installing, refer to "Install Support" and "Printer Support" in *Technical Reference*. For additional information on using a mouse, refer to "Mouse Types" in *Technical Reference*.

2. If you are using an IBM PC Network Server, use the IBM PC Network Installation Aid (NIA) from IBM PC Local Area Network Program Release 1.12 and the original DW4 diskettes to install DW4 for use by other network users. Do *not* use the DW4 Install program to install DW4 on the PC Network Server.

   For additional information on installing DW4 to run with the PC Network Server, see "Using DW4 with the IBM PC Local Area Network Program" in *Technical Reference*. Then return to *Getting Started* and continue your work with "Loading DisplayWrite 4" on page 13.

Before you run the Install program, you need:

- DOS in the root directory of a fixed-disk system, or the DOS diskette for a diskette-based system

- The name and model number of the printer(s) you plan to use with DW4

- The name of the printer ports to which your printers are attached

- The brand name of the mouse (if you have one), the version (if applicable), and the PC attachment port into which the mouse is plugged (if the mouse is attached to a communications port, for example, COM1 or COM2).

If you are using a diskette-based system, you need the following
number of blank formatted diskettes to complete the Install program.

| If you are copying onto: | You will need: |
|---|---|
| 5¼ inch 360Kb diskettes | 6 blank formatted diskettes |
| 5¼ inch 1.2Mb diskettes | 2 blank formatted diskettes |
| 3½ inch 720Kb diskettes | 4 blank formatted diskettes |

---

**To Install on a Fixed-disk System**

1. Insert the original DW4 Volume 1 diskette into drive A.

2. At the DOS prompt, type **a:install**, and press Enter.

3. Follow the instructions on the screen to continue.

   **Note:** If you need to cancel the Install program, press
   Ctrl + Break.

4. When Install is complete, press Ctrl + Alt + Del.

---

**To Install on a Diskette-based System**

1. Insert the DOS diskette in drive A.

2. Insert the DW4 Volume 1 diskette in drive B.

3. At the DOS prompt, type **b:install**, and press Enter.

4. Follow the instructions on your screen to continue.

   **Note:** If you need to cancel the Install program, press
   Ctrl + Break.

# Loading DisplayWrite 4

Follow these steps for loading each time you want to load DW4.

**Note:** If you plan to use the IBM Voice Communications Operating Subsystem program with DW4, you must have a fixed-disk system. Before loading DW4, type the following command at the DOS prompt: **audiohf [d]**. If necessary, specify the drive **[d]** on which the IBM Voice Communications program resides. The default is drive C.

---

**To Load on a Fixed-disk System**

1. At the DOS prompt, type **dw4** and press Enter.

2. Follow the prompt to press Enter at the IBM logo screen. The DisplayWrite 4 menu is displayed.

---

**Note:** If you have a diskette-based system, the Install program created a Vol. 0 diskette for loading DW4. This Vol. 0 diskette contains a copy of DOS tailored for use with DW4, as well as other files used to load and run DW4.

---

**To Load on a Diskette-based System**

1. Insert your copy of the Vol. 0 diskette in drive A.

2. Turn the power on, or press Ctrl + Alt + Del.

   **Note:** If you are using a diskette-based system with an IBM Personal Computer AT 512Kb Memory Expansion Option, follow the prompt to insert the necessary diskette(s).

3. At the DOS prompt, type **dw4** and press Enter.

4. Follow the prompt to insert the Vol. 1 diskette and press Enter.

5. Follow the prompt to press Enter at the IBM logo screen. The DisplayWrite 4 menu is displayed.

---

# Creating a Sample Document

Read the following information and complete the steps in the boxes. This section of the exercise discusses how to:

- Make selections in menus
- Use Help
- Name a document
- Interpret the Status Line information
- Make selections from the Menu Bar
- Type a document.

The IBM DW4 Keyboard Template shows the special keys and key combinations as they apply to DW4. Place the DW4 keyboard template near the keyboard to help you locate the keys as you need them. For more information about your specific keyboard, refer to "Keyboard Layouts" in the *Reference Guide*.

## Viewing the DW4 Menu

When DW4 is loaded and ready to use, the first screen you see is the DisplayWrite 4 menu. The following illustration shows this menu.

List of Menu Items



```
                    DisplayWrite 4
  ■ 1. Create Document
  ■ 2. Revise Document
  ■ 3. View Document

  ■ 4. Print
  ■ 5. Spell
  ■ 6. Utilities (Copy, Erase, ...)

  ■ 7. Merge

  ■ 8. DOS Commands
  ■ 9. Profiles

   Enter   Esc=Exit   F1=Help
```
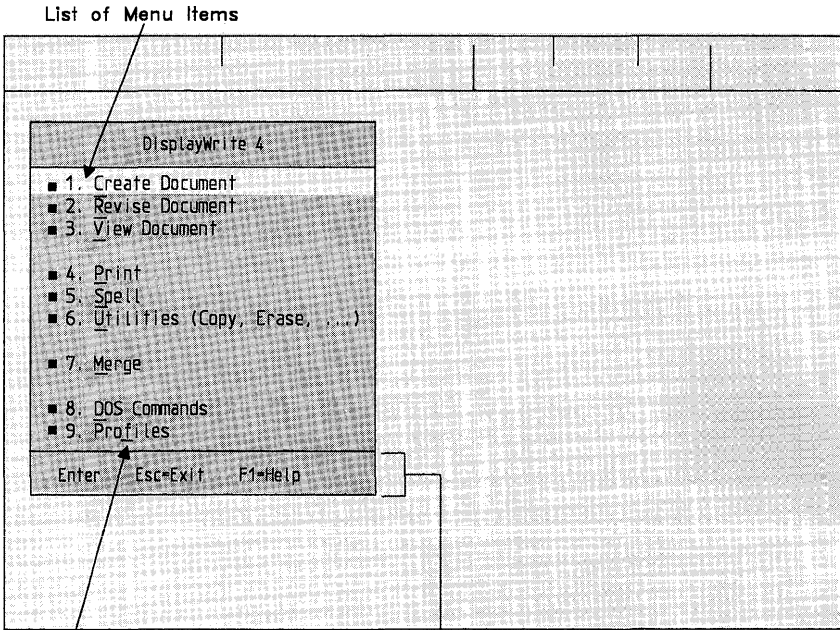
Underlines may
be a different
color, depending
on your display.

Select Line

The menu title is at the top; the list of menu items is in the center; and the select line is at the bottom. The select line lists commonly used keys.

If you are using your display in Character mode, one character in each menu item is underlined or in a different color. This indicates the letter you type to select the menu item. In addition, a small, solid box appears before each menu item to indicate that you can select it. When a menu item is not selectable, the box is not displayed.

**Note:** The Install program sets up your system to use DW4 in Character mode.

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If you are using your display in APA (All Points Addressable) mode, no boxes appear to the left of the menu items. Instead, when a menu item is not selectable, it is "lowlighted," or appears faded on the display. Also, when you select Help (F1), items on the select line of the menu from which you selected Help are displayed in a lower intensity.

For more information on APA and Character modes, see "Install Support" in *Technical Reference*.

## Making a Menu Selection

You can make menu selections in several different ways. Choose the one you are most comfortable with.

- Type the number or letter of the menu item you want to select. For example, press ⬚ or ⬚ for Revise, or ⬚ or ⬚ for Profiles.

- When a menu is displayed, the first item in the menu is usually highlighted. If this is the menu item you want to select, press Enter.

- Use the cursor movement keys or the Tab key to position the cursor on the item you want to select and press Enter.

- Move the mouse cursor, which displays as an arrow or a box, to the item you want to select, and then click (press and release) Button 1 on the mouse.

- Press and hold Button 1 on the mouse and move the mouse cursor to the item you want to select; then release Button 1. For more information on using a mouse, see "Mouse Interaction" in the *Reference Guide*.

---

**To Select Create**

1. Type the letter ⬚ to select Create in the DisplayWrite 4 menu; or press Enter if your cursor is already on this menu item.

   The Create Document menu is displayed.

2. Continue reading.

---

DW4 has various types of menus. Not all menus look alike. Some provide a list of functions, as shown in the first DisplayWrite 4 menu. Others, like the following Create Document menu, require that you type in information.

```
                          Create Document

Document Name......[_                                            ]
Document Comment..[                                              ]

Enter Esc=Quit  F1=Help  F3=List
```
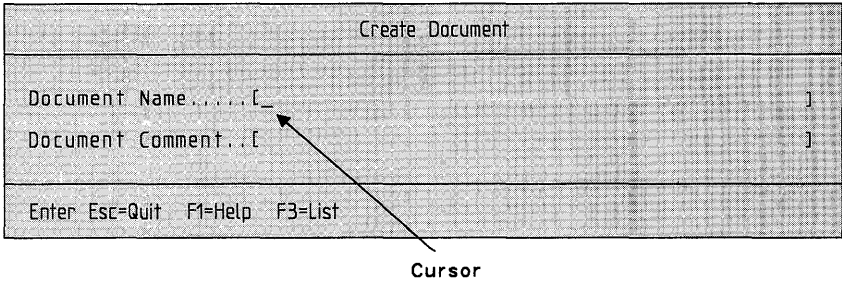
Cursor

Other types of menus provide instructions or information. An example of an informational menu is a Help panel.

## Using DW4 Help

Pressing Help (F1) activates Help. The Help panel that is displayed depends on the cursor position within the menu or document. For example, if you want to know the definition and rules for naming a document, position the cursor on the Document Name menu item and press Help (F1).

---

**To Select Help**

1.  Notice that the cursor is positioned inside the set of brackets next to the Document Name item. Press Help (F1).

    **Note:** If you are using a diskette-based system, follow the prompt to insert the Help diskette (Vol. 5).

    The Help panel is displayed and is now active.

2.  Continue reading about Help.

---

| Help | Help Pg 272 | Ins | | |
|------|-------------|-----|--|--|

```
Create/Revise Document        6 of 7

Document Name - Type a name for your
document.

Names can have 1 to 8 characters and
an optional 1 to 3 character
extension.  .DOC is the default
extension.  A drive and/or directory
can precede the document name.

Valid characters are:
a-z A-Z
0-9
! @ # $ % ^ & ( ) - _ { } ~ ' '

Esc=Quit   F3=Index   PgDn   PgUp
```

Create Document

Document Name.....[

Document Comment..[

Notice that when the Help panel is displayed, the select line at the bottom of the Create Document menu goes away completely or becomes lowlighted, that is, displayed in a lower intensity, depending on your display mode. The absence of select line choices indicates that the Create Document menu is no longer the active menu. The Help panel is now active.

While you are using Help, you can:

- Press PgDn to see more Help panels. The numbers at the top right of the Help panel show how many panels are in the sequence

- Press PgUp to see the previous Help panels

- Press Index (F3) to see the index of the topics covered in Help.

---

**To Exit Help**

1. When you have finished reading the Help panel and are ready to return to the previous menu, press Esc.

   The Create Document menu is displayed and is once again the active menu.

2. Continue reading.

---

## Typing in Menus

With the Create Document menu displaying on the screen, notice that the cursor is positioned inside the set of brackets. The brackets indicate the area where you type information or selections. In this case it is the name of your document.

```
                              Create Document

Document Name.....[_                                              ]
Document Comment..[                                               ]

Enter  Esc=Quit  F1=Help  F3=List
```
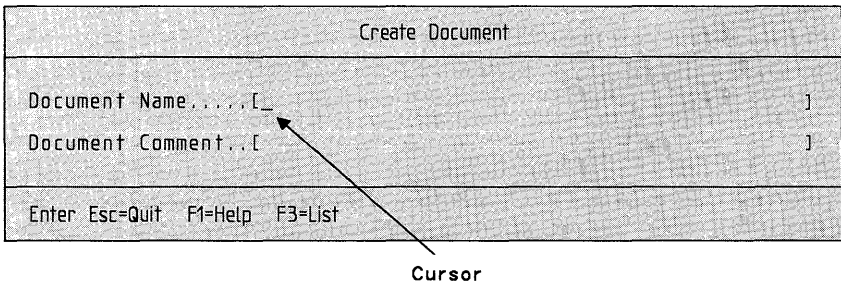
Cursor

You can edit the text that you type in menus. For example, you can:

- Backspace to correct errors.

- Use the cursor movement keys to move through the characters you have already typed.

- Use Insert/Replace mode to revise the text. The default typing mode in menus is Replace, but you can press the Ins key to change it to Insert mode if you prefer.

- Use Erase End of Line (Alt + 8) at the top of the keyboard to erase any text from the cursor to the end of the line.

- Restore the default selections by pressing Menu Restore (Ctrl + F2).

For more information on the editing capabilities in menus, refer to "Corrections and Revisions" in the *Reference Guide*.

---

**To Name the Document**

1. Type a Document Name in the Create Document menu.

   The name can contain up to eight characters or numbers and an optional extension. If you do not supply an extension, DW4 adds the extension .DOC; for example, a name and extension could be: SAMPLE.DOC.

2. Press the Tab key to position the cursor between the brackets beside Document Comment.

3. Type **Sample document for the dw4 exercise.**

   **Note:** You do not have to type a document comment each time you create a document, but a document comment can be very useful for remembering the content of the documents you create. Document comments can be listed in directories.

4. Press Enter to go to the typing area.

---

## Viewing the Typing Area

You type your document in a typing area. Before you begin typing, most of the area is blank.

At the top of the screen you will see two *status lines* that provide system information as you type. The status lines are followed by a *menu bar*, which shows some of the keys that are commonly used when you create or revise a document. The last line at the top of the screen is the *scale line*, which is like a margin scale on a typewriter. The bottom line of the screen is the area for messages.
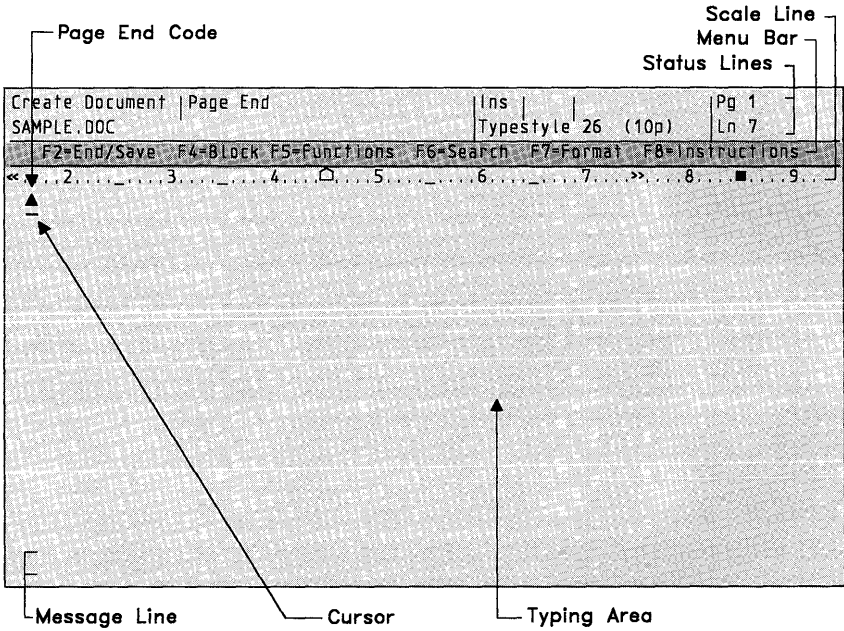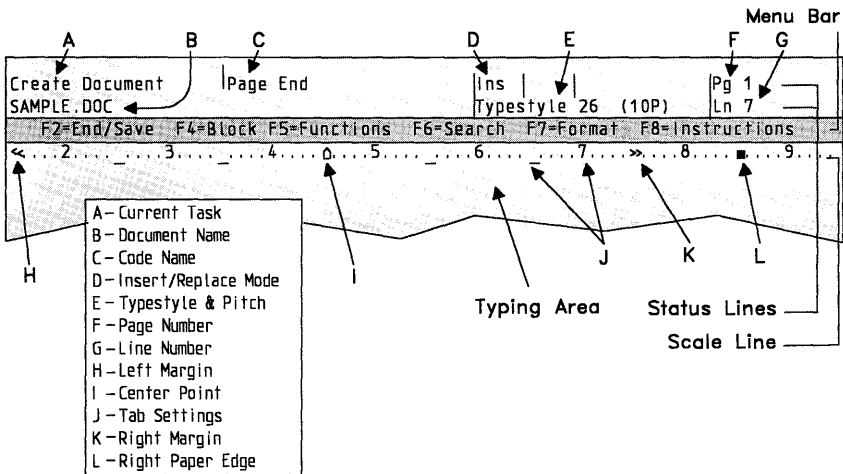


For your reference, the following definitions explain in detail each of these components and how they can help you as you type your documents.

**Typing area**   This is the area on the screen where you type text. Notice the triangular symbol (▲) above the cursor. This is a Page End code. All of the text you type is inserted in front of this code.

**Status lines**   Status lines are the first two lines on the screen.  The first status line provides the following information: the name of the current task, the name of a displayed code (in this case a Page End code), the name of the mode in which you are typing (Insert or Replace), and the number of the page you are typing.  The second status line provides the name of the document on which you are working, the typestyle and pitch of your text, and the number of the line the cursor is currently on.

Menu Bar

```
   A        B     C              D      E           F   G
┌──────────────────────────────────────────────────────────────┐
│Create Document  │Page End       │Ins │ ▼│        │Pg 1 ▼──    │
│SAMPLE.DOC ◄──                    │Typestyle 26  (10P)  │Ln 7   │
│  F2=End/Save  F4=Block F5=Functions  F6=Search  F7=Format  F8=Instructions │
│«...2......3.....4...0...5.......6........7...»...8....■...9...│
```

```
       ┌─────────────────────┐
       │ A-Current Task       │
       │ B-Document Name      │                  J    K    L
   H   │ C-Code Name          │   I
       │ D-Insert/Replace Mode│          Typing Area   Status Lines ──┐
       │ E-Typestyle & Pitch  │                        Scale Line ────┘
       │ F-Page Number        │
       │ G-Line Number        │
       │ H-Left Margin        │
       │ I-Center Point       │
       │ J-Tab Settings       │
       │ K-Right Margin       │
       │ L-Right Paper Edge   │
       └─────────────────────┘
```
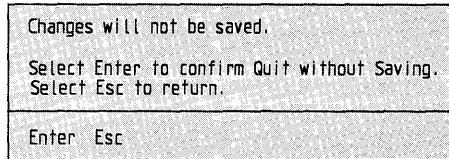
**Menu bar**   This line indicates which keys you can select or press to go directly to specific menus or functions.  You can make selections from the menu bar by pressing the key associated with the function you want to perform, or by positioning the mouse cursor over the menu bar item you want and clicking Button 1.  A menu that lists menu items for the selected task may then display.  You can explore these keys and menus in the next section of this exercise.

**Scale line**   This line shows you the margins, tab settings, center point, and right paper edge.  In addition, the scale line has its own cursor (the scale line cursor) to show the column the cursor is in.

**Message line**   Messages are statements that are displayed on the
bottom of the screen when tasks are processing, com-
pleted, or when an error occurs.  Many of the DW4
messages are documented in "Messages" in *Tech-
nical Reference.*

**Notice box**   Notice boxes are similar to messages except that
they also provide instructions to take an action.
Notice boxes remain displayed until you perform a
specific action.

```
Changes will not be saved.

Select Enter to confirm Quit without Saving.
Select Esc to return.

Enter  Esc
```

Notice  Box

## Using the Menu Bar

You can make selections from the menu bar by using the function
keys or by positioning the mouse cursor on the menu bar item and
clicking Button 1 on the mouse.  Do not make selections from the
menus now.  You will do that later.  For now, follow the steps to view
the menus and become familiar with the menu items.  If you make a
mistake, you can press Esc to return to the previous menu or screen.

1.  Press End/Save (F2) to see the End and Save menu items.

2.  Press Block (F4) to see the Block menu items. Notice that the Block menu replaces the End/Save menu.

3.  Press Functions (F5) to see a list of functions and the keys you use to perform these functions. Use this menu as a reminder.

4.  Press Search (F6) to see the Search menu items.

5.  Press Format (F7) to see the Format menu items. This menu is displayed until you press Esc. This allows you to make more than one selection from this menu as you do your work.

6.  Press Instructions (F8) to see the Instructions menu items.

7.  Press Esc to return to the typing area.

8.  Continue reading about the keys.

## Using Keys

As you type documents in DW4, and particularly the sample document in the exercise that follows, use the following keys:

| Key | Function |
| --- | --- |
| **Enter** | Ends short lines, inserts blank lines, and acts like a carrier return key. |
| **Tab** | Indents to the next tab setting each time it is pressed. |
| **Backspace** | Moves the cursor backward and erases the previous character. |
| **Del** | Deletes the character where the cursor is displayed. |

)

Use the following keys to move the cursor:

| Key | Function |
| --- | --- |
| ↑ | Moves the cursor up one line at a time. |
| ↓ | Moves the cursor down one line at a time. |
| ← | Moves the cursor to the left one space at a time. |
| → | Moves the cursor to the right one space at a time. |
| **Word Advance (Ctrl + →)** | Moves the cursor to the first character of the next word. |
| **Word Return (Ctrl + ←)** | Moves the cursor to the first character of the current or previous word. |
| **Home** | Moves the cursor to the beginning of the line. |
| **End** | Moves the cursor to the end of the line. |
| **Top (Ctrl + Home)** | Moves the cursor to the beginning of the page. |
| **Bottom (Ctrl + End)** | Moves the cursor to the end of the page. |
| **PgUp** | Moves the screen window up. |
| **PgDn** | Moves the screen window down. |
| **Screen Left (Ctrl + PgUp)** | Moves the screen window to the left. |
| **Screen Right (Ctrl + PgDn)** | Moves the screen window to the right. |

## Typing a Sample Document

Type the sample document illustrated as "The Sample Document" on page 29. Keep in mind the following:

- DW4 has an auto carrier return feature. As you are typing and the text crosses the right margin, the cursor automatically wraps to the next line.

- If you have a mouse attached to your PC, the mouse cursor disappears as you are typing. If you move the mouse or pause in your typing for a few seconds, the mouse cursor reappears to show you where it is.

- Do not worry about making typing errors. You can correct them later.

To create the sample document for the exercise, follow the steps "To Type the Sample Document."

**Note:** The top and bottom page margins and the spacing between headings may not match the sample document exactly as represented.

## To Type the Sample Document

1.  Type **November 15, 1986** and press Enter four times. Enter is the carrier return key.

2.  Type **MEMORANDUM TO:** and then tab three times.

3.  Type **John H. Graham, Manager** and press Enter.

4.  Tab five times; then type **Sales Planning Department**.

5.  Press Enter three times.

6.  Type **SUBJECT:** and then tab four times.

7.  Type **Using DisplayWrite 4** and press Enter three times.

8.  Type **John:** and press Enter two times.

9.  Type the remaining paragraphs in the document shown on the following page.

10. Press Enter two times; then type the name and job title.

11. Press Enter.

12. When you have finished typing the sample document, continue with "Ending and Saving a Document" on page 31.

# The Sample Document

November 15, 1986


MEMORANDUM TO:          John H. Graham, Manager
                        Sales Planning Department


SUBJECT:                Using DisplayWrite 4


John:

We have completed the installation of our Local Area Network
program, and all users are ready to learn DisplayWrite 4.

While you are using DisplayWrite 4, refer to the Reference
Guide when you need to know the steps to perform a
DisplayWrite 4 function.  The Reference Guide is arranged
like an encyclopedia and describes functions and tasks.

As you work, remember that you can press the Help key (F1)
at any time for information about the menu items or the
function you are currently using.  The position of the
cursor determines the Help panel you will see.  To leave
Help, press Esc on the keyboard or Button 2 on the mouse.


Susan Keller
Administrative Manager
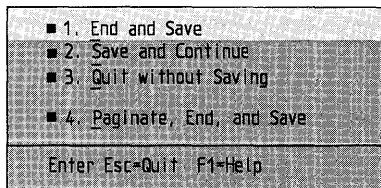
# Ending and Saving a Document

When you have finished typing the sample document, press End/Save (F2) to save the document.

If you want more information on each of the End/Save menu items, move the cursor to a menu item and press Help (F1).

---

**To End and Save the Sample Document**

1.  Press End/Save (F2) to display the End/Save menu.

    **Note:** Depending on how your profile is set up, more options may appear on this menu.

    ```
    ■ 1. End and Save
    ■ 2. Save and Continue
    ■ 3. Quit without Saving

    ■ 4. Paginate, End, and Save

    Enter Esc=Quit F1=Help
    ```

    End/Save Menu

2.  Position the cursor on the menu item you want to know about and press Help (F1).

3.  Press Esc to quit the Help panel and return to the End/Save menu.

4.  Select End and Save in the End/Save menu. The system ends the document, saves your work, and the DisplayWrite 4 menu is displayed.

5.  To print the sample document, continue with "Printing a Document" on page 33.

---

# Printing a Document

To see the work you have done in this exercise so far, select Print in the DisplayWrite 4 menu to print a copy of your sample document.

**Note:** During the Install program, you identified up to 3 printers. Printer 1 is the printer you will use to print your document. If Printer 1 is a non-IBM printer, make sure you have copied your printer table to the DW4 directory or to your DW4 Vol. 3 diskette if you are using a diskette-based system.

## To Print the Sample Document

1. Select Print in the DisplayWrite 4 menu.

2. Select Print Document in the Print menu. The Print Document (1 of 2) menu is displayed.

   Notice that the cursor is positioned in the first place you can type in the menu.

3. Type the Document Name if necessary.

   **Note:** When you go directly from Create or Revise to Print, DW4 remembers the name of the document last used so you do not have to type it.

4. Press Tab three times to position the cursor in the brackets next to Number of Copies.

   Notice that the numbers to the right of the right bracket display the range of possible choices.

5. Type the number 2 to print an extra copy of the document,

   **Note:** If you change your mind about the choices you have made in a menu, you can restore the menu to its initial settings by pressing Menu Restore (Ctrl + F2).

6. Press PgDn to display the Print Document (2 of 2) menu.

   **Note:** Many of the DisplayWrite 4 menus have been layered into two sections. You see the most commonly used items listed in the first section of the menu; the second section lists additional items if you need them. You can move back and forth between the two sections by pressing PgDn and PgUp.

7. Press Enter to begin printing.

   **Note:** Notice that the status line indicates that the document is in the print queue.

8. To revise the sample document you just printed, continue with "Revising a Document" on page 35.

# Revising a Document

After you have created and saved a document, select Revise Document in the DisplayWrite 4 menu to make changes or additions.

In this section of the exercise, you will underline and boldface text, as well as insert and delete text. You will also change the format (the way text is laid out on the page) for your document.

Before you do this, there are a few things you should know.

- DW4 contains a paper clip function. When you end and save a document, DW4 marks or "paper clips" the current position of the cursor in the document. Each time you select Revise Document in the DisplayWrite 4 menu, the paper clip function automatically displays the text cursor in the same position it was in when you last saved the document.

    If you want to return to the beginning of a document each time you revise, you can change the Paper Clip for future use in the Edit Defaults menu through Profiles (Text Defaults). You can also change the Paper Clip temporarily by pressing Edit Options (Ctrl + F5). See "Paper Clip" in the *Reference Guide* for more information.

- DW4 can make a working copy of your document. This is especially beneficial, for example, when you are in the middle of your revisions and realize that you would like to start over. Just press End/Save (F2) and select Quit without Saving. When you select Revise Document again, the document will be in its original or previous version.

    If you would prefer not to have a working copy, you can change the Edit Copy of Document option for future use in the Edit Defaults menu through Profiles (Text Defaults). See "Working Copy" in the *Reference Guide* for more information.

**To Revise the Sample Document**

1.  In the DisplayWrite 4 menu, select Revise Document.

2.  Type the Document Name in the Revise Document menu, if necessary, and press Enter.

    Your sample document is displayed, and the cursor is returned to the last position it was in when you saved the document.

3.  Press Top (Ctrl + Home) to position the cursor at the beginning of your document.

4.  To revise your sample document, continue reading.

The illustration of the sample document on the following page shows the revisions you will make in this exercise. Continue to read and follow the steps in the boxes in "Adding and Replacing Text" on page 38.

November 15, 1986 *Replace with: December 12, 1986*

MEMORANDUM TO:        John H. Graham, Manager
Sales Planning Department

SUBJECT:        Using DisplayWrite 4

John:

We have completed the installation of our Local Area Network

*Insert text* program, and all users are ready to learn DisplayWrite 4.

→ *Sales Planning Department*

While you are using DisplayWrite 4, refer to the <u>Reference Guide</u> when you need to know the steps to perform a DisplayWrite 4 function. The <u>Reference Guide</u> is arranged *Underline* like an encyclopedia and describes functions and tasks. *Bold*

*R*

As you work Remember that you can press the **Help** key (F1) at any time for information about the menu items or the function you are currently using. The position of the cursor determines the Help panel you will see. To leave Help, press <u>Esc</u> on the keyboard or Button 2 on the mouse. ← *Underline*

Susan Keller
Administrative Manager

*Please feel free to call on me if I can be of any further assistance. You can phone me at the office between 8:00 and 5:00.*

## Adding and Replacing Text

If you want to insert text into your document, you can use Insert mode. DisplayWrite 4 is always in Insert mode when first loaded. Notice that the abbreviation **Ins** is displayed on the status line to indicate that the characters you type are added between existing characters. When you move the cursor to another line, the text is realigned between the margins.

If you want to delete a word or phrase by typing over it, you can use Replace mode. Press the Ins key once to switch to Replace mode. The abbreviation on the status line changes to **Repl**, and the characters you type replace existing characters.

In these steps, you replace "November 15, 1986" with "December 12, 1986."

```
┌─── To Replace Text ──────────────────────────────────┐
│                                                       │
│  1.  Press the Ins key once so that the abbreviation  │
│      Repl is displayed on the first status line.     │
│      This ensures that you are using Replace mode.    │
│                                                       │
│  2.  Type December 12 over November 15.               │
│                                                       │
│  3.  Press the Ins key once again to change back to   │
│      Insert mode. Notice that the abbreviation Ins    │
│      again is displayed on the first status line.     │
│                                                       │
│  4.  Continue reading.                                │
│                                                       │
└───────────────────────────────────────────────────────┘
```

In these steps, you add text to the first paragraph.

---

**To Add Text**

1. In the typing area, use the ↓ key to move the cursor down to the second line of the first paragraph, beginning with ...program, and all users....

2. Press Word Advance (Ctrl + → ) two times to position the cursor under the **u** in **users**.

```
. . . program, and all users . . .
                            ▲
                            |
                         Cursor
```

3. Type in the words Sales Planning Department and insert one space.

   When you move the cursor to another line, the remaining text is realigned.

---

## Using Underline and Bold

You can underline words as you type them, or add the underlining afterwards. Press Underline (Ctrl + U) to turn underlining on; then press Underline again (Ctrl + U) to turn it off. You will use Underline (Ctrl + U) in the steps "To Find and Underline Text."

You will also learn a quick way to find the words you want to underline using Find in the Search (F6) menu.

## To Find and Underline Text

1. Press Search (F6).

2. Select Find in the Search menu.

3. Type the word **Reference** in the Find menu, and press Enter. The cursor moves directly to the first letter of the word **Reference**.

4. Press Underline (Ctrl + U).

   All text from this point on is underlined. Now you can determine where you want underlining to end.

5. Press Home to position the cursor at the beginning of this line.

6. Press the ↓ key to move the cursor down one line to the word **Guide**.

7. Use the → key to move the cursor to the space after the word **Guide**.

<u>Guide</u> _
↑
Cursor

8. Press Underline (Ctrl + U) again to end underlining.

9. Press Search (F6) again.

10. Select Repeat in the Search menu. The cursor moves directly to the next instance of the word **Reference**.

11. Press Underline (Ctrl + U).

12. Press Word Advance (Ctrl + → ) once to position the cursor under the word **Guide**.

13. Use the → key to move the cursor to the space after the word **Guide**.

14. Press Underline (Ctrl + U) again to end underlining.

Bold works just like Underline, except that you press Bold (Ctrl + B) to turn Bold on and off. You can add boldfacing as you are typing the words, or after the words are already typed. In these steps, you use Bold.

---

**To Find and Highlight Text**

1. Press Search (F6).

2. Select Find in the Search menu.

3. Press Erase End of Line (Alt + 8) at the top of the keyboard to erase the characters you previously typed.

4. Type Help in the Find menu and press Enter. The cursor moves to the first letter in the word Help.

5. Press Bold (Ctrl + B). All text from this point on will be high-lighted.

6. Move the cursor to the space after the p in Help.

```
        Help _
              ↑
              |
        Cursor
```

7. Press Bold (Ctrl + B) again to end the highlighting.

---

When you want to underline a single word, use Word Underline (Ctrl + W).

┌─── **To Use Word Underline (Ctrl + W)** ─────────────────────┐

1. Use the ↓ key to move the cursor down four lines to the sentence that ends with **...Button 2 on the mouse.**

2. Press Home to position the cursor at the beginning of this line.

3. Press Word Advance (Ctrl + → ) two times to move the cursor to the word **Esc.**

4. Press → to position the cursor on the space after the **c** in the word **Esc.**

5. Press Word Underline (Ctrl + W) to underline only the word **Esc.**

└──────────────────────────────────────────────────────────────┘

## Deleting Text

You can delete text by using the Del key or you can delete a block of text using the Block (F4) menu.

┌─── **To Delete Using the Del Key** ──────────────────────────┐

1. Press Home to move the cursor to the beginning of the line.

2. Use the ↑ key to move the cursor up four lines to the first sentence in the third paragraph. This is the sentence that begins with **As you work....**

3. Press Del 14 times to delete the words **As you work**, the following comma, and the **r** in the word **remember.**

<div align="center">

e̲member . . .

↑

Cursor

</div>

4. Type a capital **R** for the word **Remember.**

As soon as you move the cursor to another line, the remaining text is realigned.

└──────────────────────────────────────────────────────────────┘

In the following steps, you delete all of the second paragraph in the sample document.

```
┌──── To Delete Using Block (F4) ──────────────────────────────┐
│                                                              │
│  1.  Use the  ↑  key to position the cursor on the first line of the
│      second paragraph, beginning with While you are using....
│
│  2.  Press  ←  to position the cursor on the W in While and
│      press Block (F4).
│
│  3.  Select Delete in the Block menu.
│
│  4.  Follow the prompts to position the cursor on the Required
│      Carrier Return code (◄) below the second paragraph.
│
│  5.  Press Enter to delete the paragraph.
│                                                              │
└──────────────────────────────────────────────────────────────┘
```

## Restoring a Deleted Block

Suppose that you deleted a word or paragraph in error. You can get it back by using Restore Delete in the Block (F4) menu. The block is restored at the cursor position. Only the *last* deleted block can be restored.

```
┌──── To Restore Using Block (F4) ─────────────────────────────┐
│                                                              │
│  1.  Be sure the cursor is still under the R in the word
│      Remember.
│
│  2.  Press Block (F4).
│
│  3.  Select Restore Delete in the Block menu to restore the
│      deleted paragraph.
│                                                              │
└──────────────────────────────────────────────────────────────┘
```
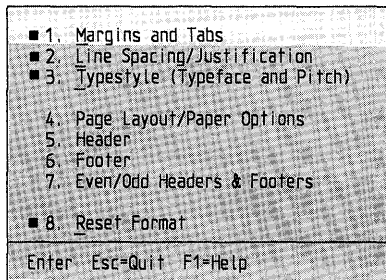
## Changing the Format

You can change the format of an entire document or just a portion of the document. The format of a document is the way text is laid out, or arranged, on the page. DW4 formats consist of such things as line spacing, margin settings, tab settings, typestyle, first and last typing line, and so on.

Press Format (F7) to change a format beginning with the line you are currently on. If you want to change the entire document format, you can do this through the Document Options (Ctrl + F7) menu. See "Format" in the *Reference Guide* for more information. In the steps "To Select Format (F7)" and "To Change Line Spacing," you change the format for the body of the document to double spacing.

---

**To Select Format (F7)**

1.  Position the cursor under the first M in MEMORANDUM.

2.  Press Format (F7) to display the Format menu.

```
■1. Margins and Tabs
■2. Line Spacing/Justification
■3. Typestyle (Typeface and Pitch)

 4. Page Layout/Paper Options
 5. Header
 6. Footer
 7. Even/Odd Headers & Footers

■8. Reset Format

Enter  Esc=Quit  F1=Help
```

Format Menu

3.  Continue reading the following information.

---

Notice that some of the menu items do not have solid boxes before them or are lowlighted (displayed in a lower intensity). This indicates that these menu items are not selectable at the current cursor location in the document.

For example, the cursor is now on line 11. The Header and Footer menu items are not selectable because Headers and Footers can only be inserted at the beginning of a page. Similarly, you make page layout changes only at the top of a page, so Page Layout/Paper Options is not available.

**To Change Line Spacing**

1. Select Line Spacing/Justification in the Format menu.

2. Type **2** beside the Line Spacing menu item.

   **Note:** Some formatting options such as double line spacing are not displayed on the screen but are printed out in the document. Changes in line spacing are indicated on the status line in the Line Number field when you move the cursor with the ↑ or ↓ key.

3. Press Enter to return to the Format menu.

4. Since this is the only format change you are making in the exercise, press Esc to return to the typing area.

## Using Auto Page End

DW4 also has an Auto Page End capability. As your document gets longer and you type past the last line on the last page, the system automatically advances to a new page. The default Last Typing Line is line 60, unless you change it.

**To Use Auto Page End**

1. Press Bottom (Ctrl + End) to position the cursor at the bottom of the page.

   Notice that the system beeps when the cursor moves past line 60.

2. Press ↑ twice to position the cursor on the first **S** in **Susan**.

3. Type the following sentences: **Please feel free to call on me if I can be of any further assistance. You can phone me at the office between 8:00 and 5:00.** and press Enter two times.

   As you continue typing, the status line indicates the new page and line numbers.

4. To verify the spelling of the sample document, continue with "Checking Spelling" on page 47.

# Checking Spelling

Use Spell (F10) to check the spelling of the words in your sample document. The words in the sample document are compared to the words in a dictionary that is included in DW4. Words that the dictionary does not recognize are highlighted, for example, proper names or acronyms.

You can check the spelling for a word, a page, or an entire document.

## To Use Spell (F10)

1. Press Spell (F10).

2. Select Document in the Spell menu.

   **Note:** If you are using a diskette-based system, you may need to follow the prompt to insert the dictionary diskette (Vol. 4).

   The system loads the dictionary and checks the spelling of the entire document. The cursor is under the first high-lighted word.

3. Select the appropriate menu item in the Prompted Spell menu to correct the spelling. The cursor moves to the next highlighted word.

   **Notes:**

   a. For proper names and acronyms, you can select Ignore and Continue. For misspelled words, you can select List Possible Words to see a list of possible correct spellings of the word.

   b. If you select Add Word to Supplement, a notice box is displayed when the spell check is complete. The notice box allows you to save or cancel the changes to the supplement.

   c. Press Help (F1) if you need more information on a menu item.

   When the spell check is complete, the cursor is positioned at the top of the document.

4. To paginate the sample document, continue with "Pagi-nating a Document" on page 49.

# Paginating a Document

Because you changed the Line Spacing to 2 and added a paragraph in "Revising a Document" on page 35, your sample document now requires two pages. Consequently, before printing, you should paginate the document to adjust the text within the specified page length and margin settings defined in the format of the document.

There are three ways to paginate the sample document:

- You can paginate without ending the document by pressing Document Options (Ctrl + F7) and selecting Paginate Document.

- You can paginate while checking spelling in the document.

- You can paginate as you are ending and saving the document by pressing End/Save (F2) and selecting Paginate, End, and Save.

---

**To Paginate in the End/Save Menu**

1. Press End/Save (F2).

2. Select Paginate, End, and Save in the End/Save menu.

3. Read the choices in the Paginate Document menu, and then press Enter to use the system defaults for pagination.

   Press Help (F1) if you need more information on a menu item.

---

For more information on paginating documents, refer to "Paginate" in the *Reference Guide*.

You have now completed the exercise designed to familiarize you with DW4. The illustration under "The Completed Sample Document" on page 51 shows the sample document with the completed revisions. To print your revised document, follow the steps you learned in "Printing a Document" on page 33.

**Note:** The top and bottom page margins and the spacing between headings may not match the sample document exactly as represented.

# The Completed Sample Document

December 12, 1986

MEMORANDUM TO:         John H. Graham, Manager
                       Sales Planning Department


SUBJECT:               Using DisplayWrite 4


John:

We have completed the installation of our Local Area Network
program, and all Sales Planning Department users are ready
to learn DisplayWrite 4.

While you are using DisplayWrite 4, refer to the Reference
Guide when you need to know the steps to perform a
DisplayWrite 4 function.  The Reference Guide is arranged
like an encyclopedia and describes functions and tasks.

Remember that you can press the **Help** key (F1) at any time
for information about the menu items or the functions you are
currently using.  The position of the cursor determines the
Help panel you will see.  To leave Help, press Esc on the
keyboard or Button 2 on the mouse.

Please feel free to call on me if I can be of any further
assistance.  You can phone me at the office between 8:00 and
5:00.


Susan Keller
Administrative Manager

# Where To Go for More Information

After you have completed the exercise in this booklet, you can use DW4 for your own work.

If you need help, the Help panels are available by pressing the F1 key. Help panels provide information on menu items, descriptions of functions, and brief step reminders.

The next logical resource is the *Reference Guide*, which is organized alphabetically so that you can go directly to the information you need. The front of the *Reference Guide* also has a Road Map so that you can locate the task you want to perform by finding an illustration of the task. The corresponding heading and page reference are shown beside each illustration. You can also use the Index in the back of the *Reference Guide* to locate information on a menu item or task.

The *Technical Reference* is available for further, more specialized, technical information. It contains information about installation, printers, characters and symbols, data files, other application programs, and a description of many DW4 messages.

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IBM