

DisplayWrite 5/2

Getting Started

Office Systems Family

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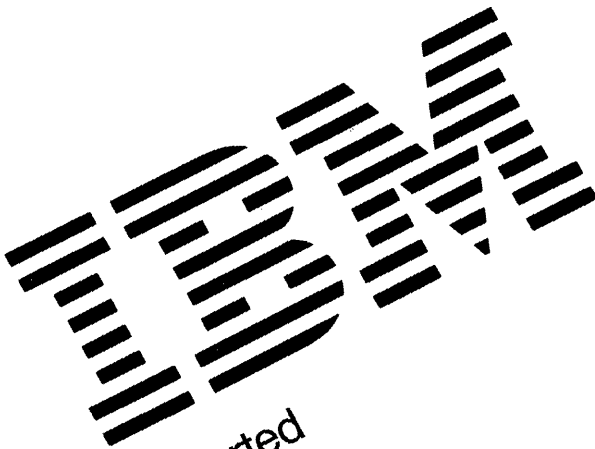
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About This Book

Getting Started contains the steps and basic information you need to use the IBM DisplayWrite™5/2 Licensed Program, including:

- An overview of DisplayWrite 5/2 (DW 5/2) and its features
- Starting instructions
- Two exercises:
 - Exercise A is designed to introduce basic DW 5/2 text processing functions and is intended for users who are not familiar with DisplayWrite 4/2.
 - Exercise B is designed to introduce additional DW 5/2 features and functions and is intended for users who are familiar with DisplayWrite 4/2.
- A listing of additional resources for more information
- An index.

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How To Complete Each Task

To start DW 5/2 on your computer and to complete your exercise, follow each set of numbered steps bordered by a box. Read the information for each task and complete each set of steps as you come to them.

Steps

1. This is the first step.
2. This is the second step.
3. This is the third step.
4. Continue to follow the steps until the task is complete.

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 information system should be to establish and implement backup (duplication) procedures. The customer, **not IBM**, is solely responsible for establishing and implementing all such procedures.

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About DisplayWrite 5/2

DisplayWrite 5/2 (DW 5/2) 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, DW 5/2 creates documents that can be used with IBM host systems or other IBM Personal Computer programs. In addition, documents created with other programs can be inserted into DW 5/2 documents.

DW 5/2 offers:

- Extensive online Help
 - Online Help has been expanded to include **Contextual Help**. Press F1 in any typing mode or menu, and Help panels are displayed on the screen containing information about menu items and tasks.
 - In Contextual Help, press F3 and get **Topical Help** with an alphabetical listing of functions and informational items from which to choose.
 - Help panels in both Contextual and Topical Help contain words or phrases highlighted to indicate **Extended Help** is available, offering more specific Help.
 - **Keys Help** has information about function keys and key combinations. Press Alt + 5 for a listing of these keys.
 - After displaying the Command Line, press Alt + 5 to get **Commands Help**, with a list of the commands to use for completing tasks.

Note: **Related Topics** appearing at the bottom of Help panels indicates other topics you may want to see for more information.

- Support for additional printers

DW 5/2 supports 19 IBM printers and 50 non-IBM printers. Multiple printer function tables are included with DW 5/2, as well as the capability to support additional non-IBM printers by creating your own printer function table.

- Enhanced word processing functions

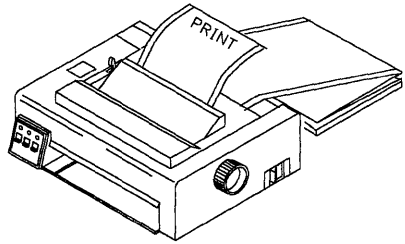
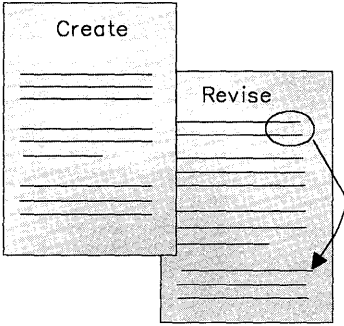
Some of the new word processing functions available in DW 5/2 are Sorting and Selecting Data Records during Merge; creating a Table of Contents and an Index that are generated automatically; Line Numbering; Command Line; Print Page; and Split Screen.

Note: DW 5/2 does not support the IBM Voice Communications Adapter card and the IBM Voice Communications Operating Subsystem program. However, you can keep existing voice notes in your documents. They do not affect the operation of DW 5/2.

DW 5/2 Features

The following DW 5/2 features provide a wide range of word processing functions. With DW 5/2, you can:

- Create, Revise, and Print documents



- Create a Table of Contents, a Reference List (a Table of Authorities), and an Index that are generated automatically for documents

Table of Contents		Index		Reference List	
Print	3	F1 key	1, 2, 3	10 pitch	1, 3
Doc	6	F2 key	3, 4		5, 10
Page	7	F3 key	5, 6, 7	12 pitch	1, 9
View	12	F4 key	7, 8		6, 7
Doc	13	F5 key	9, 10	15 pitch	2, 9
Page	15	F6 key	11, 12		11, 8
		F7 key	13	5 pitch	2, 9
		F8 key	13, 14		11

- Create and Revise Outlines. Create and Revise Footnotes and place them at the bottom of a page or at the end of a section as Endnotes
- Create and Revise Text Notes within a document

Outline

I. _____
 A. _____
 B. _____

II. _____
 A. _____
 B. _____

Footnote

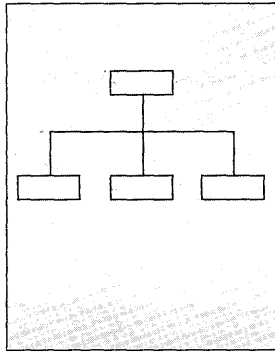
1 _____

Endnotes

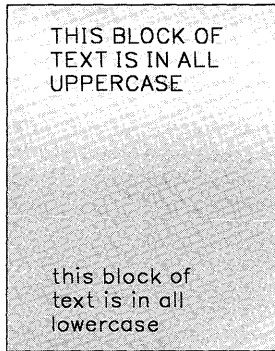
1 _____
 2 _____
 3 _____

Text Notes

- Center, Underline, or Justify text
- Create line drawings



- Convert a block of text to all Uppercase or all Lowercase



- Specify up to four fields of Character or Numeric data for sorting and Sort text or data in ascending or descending order

If sorted "character" in the Amount field:

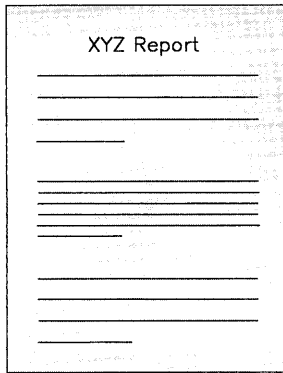
<u>First</u>	<u>Last</u>	<u>Amount</u>
Jane	Smith	10.50
Sally	Sure	99.45
John	Doe	\$17.32
Bill	Dill	-101.13

If sorted "numeric" in the Amount field:

<u>First</u>	<u>Last</u>	<u>Amount</u>
Bill	Dill	-101.13
Jane	Smith	10.50
John	Doe	\$17.32
Sally	Sure	99.45

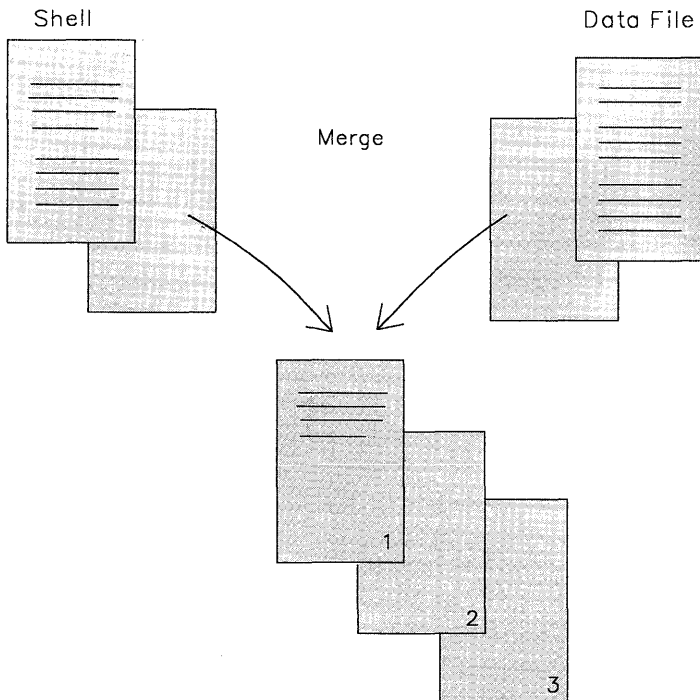
- Recall the last block of sorted data or text to its original unsorted order

- Change line and page Format



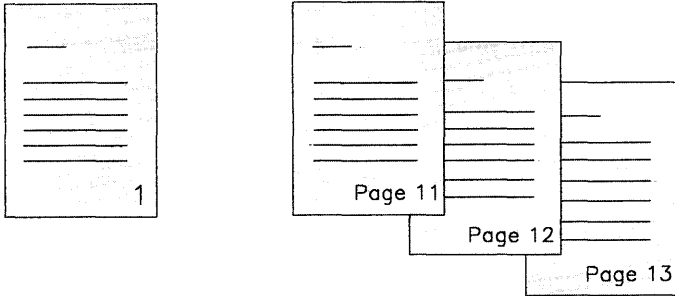
- Copy the format of an existing document into a document being created
- Format text into Multiple Columns and define the width for each column individually when formatting text into Related Columns
- View the formatted version of a document during Create, Revise, or View tasks
- View and Print text and graphics in All Points Addressable (APA) mode

- Get a Data File
- Get any combination of single pages or ranges of pages to insert in another document, or Get an entire document, all while optionally preserving Page Ends
- Create a DisplayWrite Data File to be used in Merge with Data File or Get tasks
- Merge information from data files. Select and Sort Data Records to be used in Merge with Data File tasks to produce form letters, inventory data, or contracts

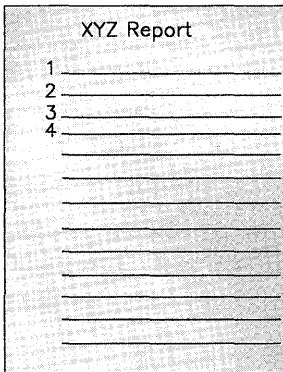


- Get ASCII and Revisable-Form Text files to insert into another document (files are converted to DW 5/2)

- Print the current page during Create, Revise, or View tasks, and specify a printing priority when queuing jobs for print
- Print any combination of single pages or ranges of pages

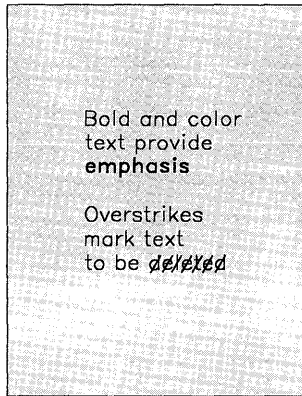


- Print Line Numbers in a document

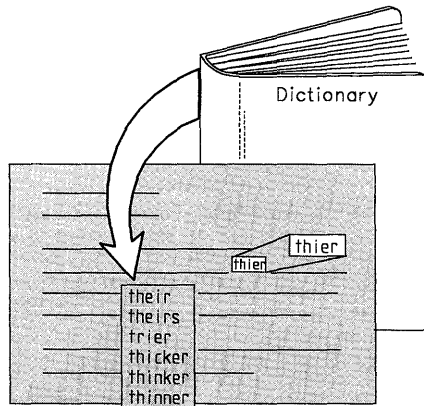


- Optionally Print and Display Text Notes within document text
- Print Revisable-Form Text documents
- Optionally Print, Paginate, and Convert to Revisable-Form Text at the same time you End and Save a document
- Print the Page Number and Date in Headers and Footers

- Print in Bold, with Overstrikes, or Color (prints color if you have color support features on your printer)



- Count Words by page or document
- Check spelling, hyphenate words, and list Synonyms using DisplayWrite dictionaries. Up to three dictionaries can be active at the same time for searches
- Create and update dictionary supplements with words, names, and acronyms unique to your personal and business needs



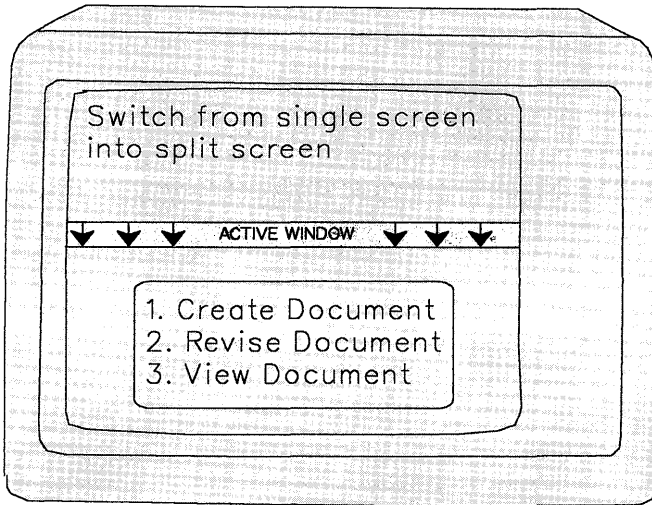
Spelling

- Create and Revise columns of text or data
- Add, Subtract, Multiply, and Divide
- Calculate averages and percentages

		<u>Total</u>
1.11	111	112.11
1.11	111.11	112.22
11.1	11.11	22.21
11.1	11.11	22.21
<u>24.42</u>	<u>244.33</u>	

- Type Headers, Footers, Text Notes, List Items (such as a Table of Authorities), or Footnotes on a portion of the screen while your document remains displayed

- Split the viewing screen and Create, Revise, or View two different documents at the same time



- Move and Copy text from one document to the other document in Split Screen
- Issue commands at the Command Line and bypass menus to perform tasks when creating or revising documents
- Capture, Save, Recall, Playback, and Revise keystroke sequences called **Keystroke Programs**
- Playback Keystroke Programs using one of the 24 function keys available to help you perform tasks
- Use List Services to display Directory files, tag documents or files, and perform tasks on selected (tagged) documents.

For more information about features and functions, see the *DisplayWrite 5/2 Reference Guide*.

Starting DisplayWrite 5/2

DW 5/2 can be started from the Operating System/2 (OS/2) Command Prompt or from the Operating System/2 Program Selector Panel.

- If the OS/2 Command Prompt is displayed on your screen, follow these steps each time you want to start DW 5/2.

From the Command Prompt

1. Type `dw5` and press Enter.

The DisplayWrite 5/2 menu is now displayed.

2. Continue with “DisplayWrite 5/2 Exercises” on page 15.

Note: If you have not previously defined a menu item on the OS/2 Program Selector Panel for DW 5/2, see the OS/2 documentation for instructions. **DW5.CMD** is the DW 5/2 batch file name you insert when setting up DW 5/2 in the OS/2 Program Selector information.

DisplayWrite 5/2 must exist as a menu item on the OS/2 Program Selector Panel before it can be started from the Program Selector Panel.

- If the OS/2 Program Selector Panel is displayed on your screen, follow these steps each time you want to start DW 5/2.

From the Program Selector Panel

1. Select the menu item you previously defined in OS/2 for DW 5/2 and press Enter.

The DisplayWrite 5/2 menu is now displayed.

2. Go on to “DisplayWrite 5/2 Exercises” on page 15.

DisplayWrite 5/2 Exercises

After you start DW 5/2, determine which exercise is best for you and begin a DW 5/2 exercise.

- **Exercise A**

If you are not familiar with DisplayWrite 4/2 features and functions, begin with “Exercise A” on page 17 **first**, then go on to “Exercise B” on page 61.

- **Exercise B**

If you are a DisplayWrite 4/2 user, go to “Exercise B” on page 61 and begin this exercise.

Exercise A

This exercise introduces DW 5/2 basic text processing functions, including Creating, Ending and Saving, Printing, Revising, and Paginating a sample document, as well as using online Help, Checking Spelling and Counting Words, and Listing and Selecting Synonyms.

Using the Keyboard Templates

The keyboard templates show the special keys to use with DW 5/2. Determine which template best matches your own keyboard and position the template near you for easy viewing. Use the front of the template as a reference tool to locate function keys. Keys on the template are color-coded to show which keys work together to perform functions. The Key Descriptions and Keys are listed alphabetically on the back of the template.

The inside of the templates contain a listing of Command Descriptions and Commands to use with the Command Line function. Command Line is a feature of DW 5/2 that allows you to bypass menus and perform document tasks. You will learn more about Command Line in Exercise B.

Using Keys and Key Combinations

The following function keys are used in this exercise:

KEYS	FUNCTION
Backspace	Moves the cursor backward and erases the previous character
Bottom (Ctrl + End)	Moves the cursor to the end of the page
Del	Deletes the character where the cursor is displayed
End	Moves the cursor to the end of the line
Enter	Ends short lines, inserts blank lines, and acts as a carrier return key
Home	Moves the cursor to the beginning of the line
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
Tab (Ctrl + Tab)	Indents to the next tab setting

KEYS	FUNCTION
Top (Ctrl + Home)	Moves the cursor to the beginning of the page
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
↑	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

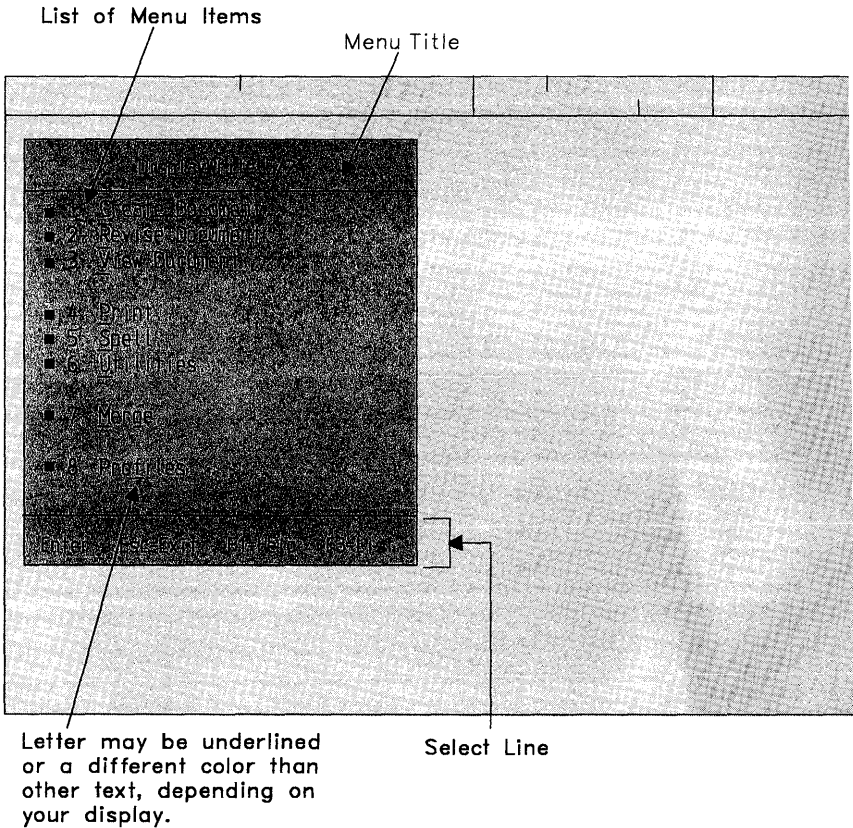
Creating the Sample Document for Exercise A

This section of the exercise includes information and instructions for:

- Viewing and making selections in menus
- Using online Help
- Typing and editing in menus
- Naming a sample document
- Understanding the status line information
- Making selections from the menu bar
- Typing a sample document.

Viewing the DisplayWrite 5/2 Menu

When DW 5/2 is started and ready to use, the first screen displayed is the DisplayWrite 5/2 menu (shown below).



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 shows the most commonly used keys in that menu. Notice the trailing "dots" after each menu item. These dots indicate another menu will be displayed after selecting this menu item.

One character in each menu item is underlined or in a different color. This indicates the character you can press to select the menu item. If you are using DW 5/2 in Character mode, a small, solid box appears before each selectable menu item. When a menu item is not selectable, the box is not displayed.

If you are using DW 5/2 in All Points Addressable (APA) mode, boxes do not appear to the left of the menu items. Instead, when a menu item is not selectable, it appears to be dimmed or faded on the screen. Also, when you select Help (F1), items on the select line of the menu from which you selected Help appear faded on the screen.

Note: The Install program sets up your system to use DW 5/2 in APA mode.

For more information about APA and Character modes, see “Install Support” in the *DisplayWrite 5/2 Technical Reference*.

Note: You can change the foreground and background colors that display on the screen in DW 5/2. To change your display from the current colors and make color selections see “Display Options” in the *DisplayWrite 5/2 Reference Guide*.

Making a Menu Selection

There are several ways you can make selections in menus:

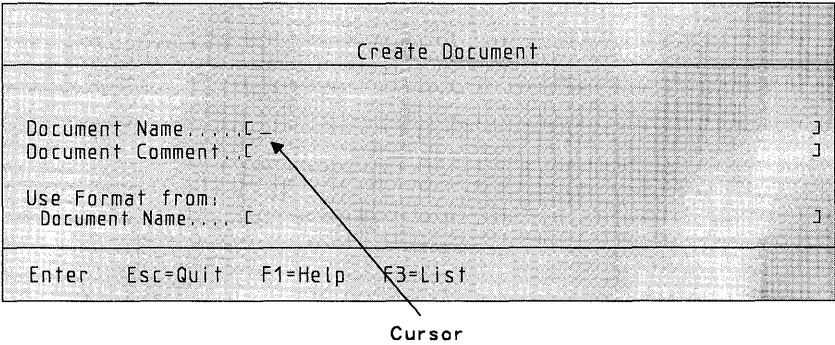
- Press the number or letter of the menu item you want to select. For example, in the DisplayWrite 5/2 menu, press **R** or **Ⓡ** for Revise, or press **P** or **Ⓟ** for Profiles.
- When a menu is displayed, the first item in the menu is usually highlighted. If this is the menu item you want to select, press Enter.
- Use the cursor movement keys (PgUp, PgDn, ↑, or ↓) to position the selection cursor on a menu item you want to select and press Enter.
- Move the mouse cursor, which displays as an arrow or a box, to the menu 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 menu item you want to select, then release Button 1.

For more information about using a mouse, see “Mouse Interaction” in the *DisplayWrite 5/2 Reference Guide*.

To Select Create

1. Press the letter **C** to select Create in the DisplayWrite 5/2 menu, or press Enter if the cursor is already on this menu item.
The Create Document menu is displayed.
2. Continue reading about menus.

DW 5/2 has various types of menus. Not all menus look alike. Some provide a list of functions, as shown in the DisplayWrite 5/2 menu. Others, like the following Create Document menu, require that you type in information.



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

DW 5/2 online Help has been expanded to include Contextual, Topical, Extended, Keys Help, and Commands Help.

Contextual Help

Contextual Help contains information about menus and tasks, shows the steps needed to perform tasks, and in some cases, shows examples to use when you need to type information or chose options in menus to complete a task.

Press F1 in any menu or typing mode to reach Contextual Help. The cursor position determines which Help panel is displayed.

Note: You can get information about using the Help facility by pressing F1 after you go into Contextual Help.

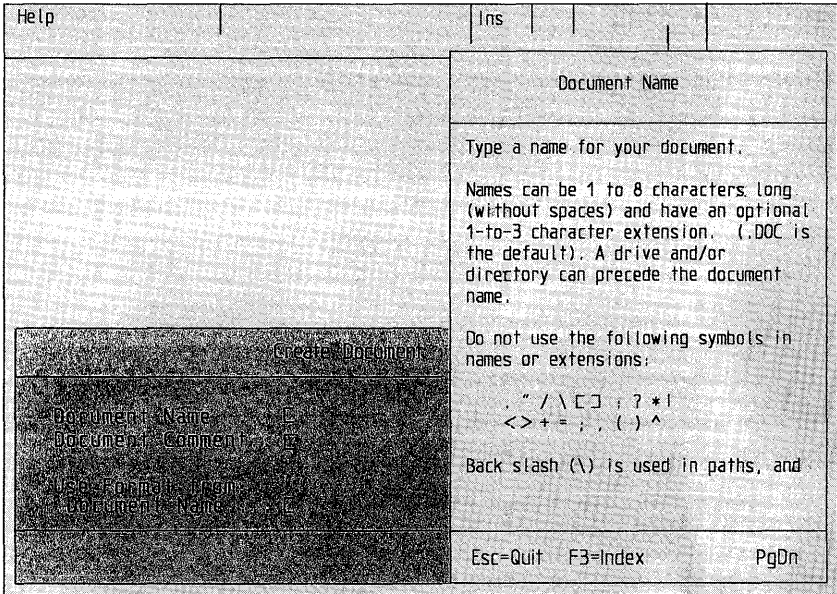
To Access Contextual Help

1. Notice that the cursor is positioned inside the set of brackets next to the Document Name item. To see the definition and rules for naming a document, press Help (F1) for Contextual Help.

The Help panel is displayed.

2. Continue reading about Contextual Help.

When the Contextual Help panel (shown below) is displayed, the Select Line at the bottom of the Create Document menu is no longer displayed (or appears faded, depending on your display mode). This indicates that the Create Document menu is no longer the active menu. The Contextual Help panel is now active.



To Quit Contextual Help

1. When you have finished reading the Contextual Help panel, press Esc to return to the Create Document menu. This menu is displayed and is again the active menu.
2. Continue reading about online Help.

Topical Help

Topical Help contains a Help index with tasks and topics you can select for more information.

Note: You must first be in Contextual Help to access Topical Help.

To Access Topical Help

1. Press Tab to position the selection cursor inside the set of brackets next to the Document Comment item.
2. Press F1 for Contextual Help on Document Comment and read the Help panel.
3. Press F3 for Topical Help. An index, listed alphabetically, is now displayed.
4. Press the letter C to go to the section of the index with topics beginning with the letter "C." Use the cursor movement keys to scroll through the "C" listing and locate **Create Document**. Press Enter.

Note: You can also use the cursor movement keys to scroll through the entire index to locate a task or topic, or press Ctrl+End to go to the bottom of the index and Ctrl+Home to go to the top of the index.

5. Read the Creating/Revising Documents Help panel.
6. Press PgDn to see the second Topical Help panel. Notice on this (the second) panel you can only press PgUp. This indicates there are no more Help panels for this item. Read the second Help panel. The Related Topics section on the panel gives you some suggestions for finding additional information related to the current topic.
7. Press PgUp to return to the first Topical Help panel and continue reading about Extended Help.

Extended Help

Extended Help offers additional information about any highlighted word or phrase displayed on any Contextual or Topical Help panel. If Extended Help is offered on a Help panel, the cursor is automatically positioned on the first highlighted word or phrase on the panel.

For Extended Help on the first highlighted item, press Enter. For Extended Help on another highlighted word or phrase shown on the panel, use the cursor movement keys to locate the highlighted item for which you want Help and press Enter.

To Access Extended Help

1. Press the ↑ key four times to position the cursor on the word **name** and press Enter to see Extended Help for this highlighted item.

Extended Help takes you to the first Help panel with information about Naming a New Document.

2. Read this panel, then press PgDn and read the second Extended Help panel.
3. Press Esc in Extended Help (Naming a New Document) to return to the Topical Help panel.
4. Press Esc in Topical Help (Creating/Revising Documents) to return to the Help Index.
5. Press Esc in the Help Index to return to the Create Document menu.
6. Continue reading about online Help.

Keys Help

Keys Help describes what function each key or key combination performs.

In any typing mode, any menu, and in either Contextual or Topical Help, press Key Descriptions (Alt + 5) to see an index of the keys and key combinations and their functions.

To Access Keys Help

1. Press Keys Help (Alt + 5). Key Descriptions are displayed on the Help panel with a listing of keys and key combinations. Read the information on this Help panel.
2. Press the letter **B**. This takes you to the “B” section of the index. Press ↓ four times to locate **Bottom of Document** and press Enter.
Note: To scroll through the entire index from the beginning, use the cursor movement keys.
3. Read the Keys Help panel for Ctrl + Shift + End.
4. When you are finished reading the Help panel, press ESC (or F2) to return to the Create Document menu.
5. Continue reading.

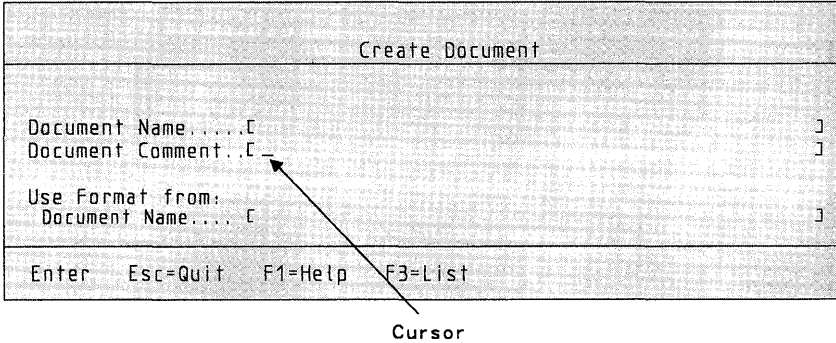
Note: To quit Help at any level (Contextual, Topical, Extended, or Keys), press Esc to go back through the Help levels, or press F2 to return immediately to the typing area.

Commands Help

Commands Help has a listing of the commands you can type on the Command Line to bypass task menus and complete text tasks. Press Commands Help (Alt + 5) *after* the Command Line is displayed to access Commands Help.

Typing in Menus

With the Create Document menu displayed on the screen, notice that the cursor is positioned inside the set of brackets next to the Document Comment item. Brackets indicate the area where you type information or selections.



Editing in Menus

You can edit the text 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 text. The default typing mode in menus is Replace. Press Ins to change to Insert mode. Press Ins again to change back to Replace mode.
- Use Erase End of Line (Alt + 8) to erase any text from the cursor to the end of the line.
- Use Menu Restore (Ctrl + F2) to restore the default selections.

For more information about editing, see "Corrections and Revisions" in the *DisplayWrite 5/2 Reference Guide*.

Naming a Document

A document name can contain up to eight characters or numbers with an optional three character extension. If you do not supply an extension, DW 5/2 adds the extension .DOC.

To Name the Sample Document

1. Press ↑ once to position the cursor inside the set of brackets next to Document Name.
2. Type `SampleA` in the Create Document menu for the Document Name.
3. Press Tab to position the cursor inside the brackets next to Document Comment.

Note: Use Tab to go directly to the next typing or selection field in a menu.

4. Type `Sample Document for Exercise A` in the document comment field.

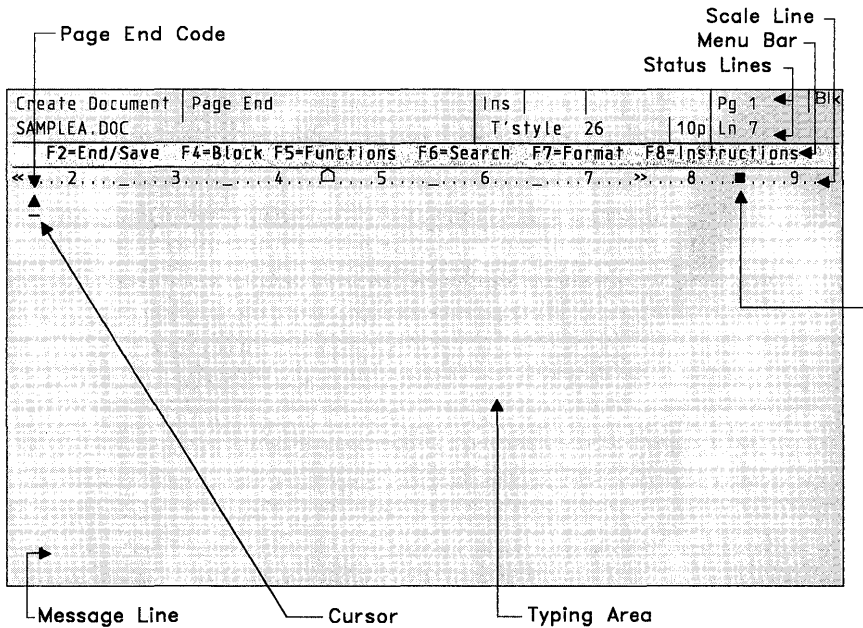
Note: A document comment is a short description of the contents of a document which can be listed in directories. You **do not** have to type a document comment each time you create a document.

5. Press Enter to go to the typing area.
6. Continue reading.

Viewing the Typing Area

Before you begin typing, most of the typing area is blank.

See the following illustration. At the top of the screen the *Status Lines* are shown. These lines provide system information as you type. Below the Status Lines is the *Menu Bar*, which shows some of the keys that are commonly used to Create or Revise a document. The next line shown on the screen is the *Scale Line*, which is like a margin scale on a typewriter. The line at the bottom of the screen is the *Message Line*. This is the area that displays system messages.

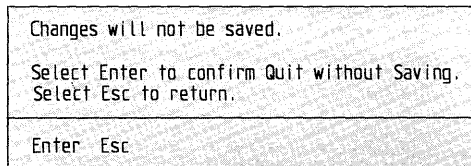


The following section explains each of these components and how they help you as you type documents.

- The **Typing Area** is the area on the screen where you type text.
- The triangular symbol (\blacktriangle) shown above the cursor, is a **Page End code**. All of the text you type is inserted in front of this code. This code marks the end of your document.
- The **First Status Line** shows the name of the current task, the name of a displayed code (if the cursor is on a displayed 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** shows the name of the document in which you are working, the typestyle and pitch of your text, the print color of your text, and the line number the cursor is currently on.
- The **Menu Bar** shows the keys you can select or press to go directly to specific menus or functions. 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 is displayed listing items for the selected task.
- The **Scale Line** shows the margins, tab settings, center point, and right paper edge. In addition, the scale line has its own cursor (the scale line cursor) showing what column the cursor is in.
- The **Message Line** is where system messages appear. Messages are statements that are displayed on the bottom line of the screen when tasks are processing, completed, or when an error occurs. Many of the DW 5/2 messages are documented in the *DisplayWrite 5/2 Technical Reference*.

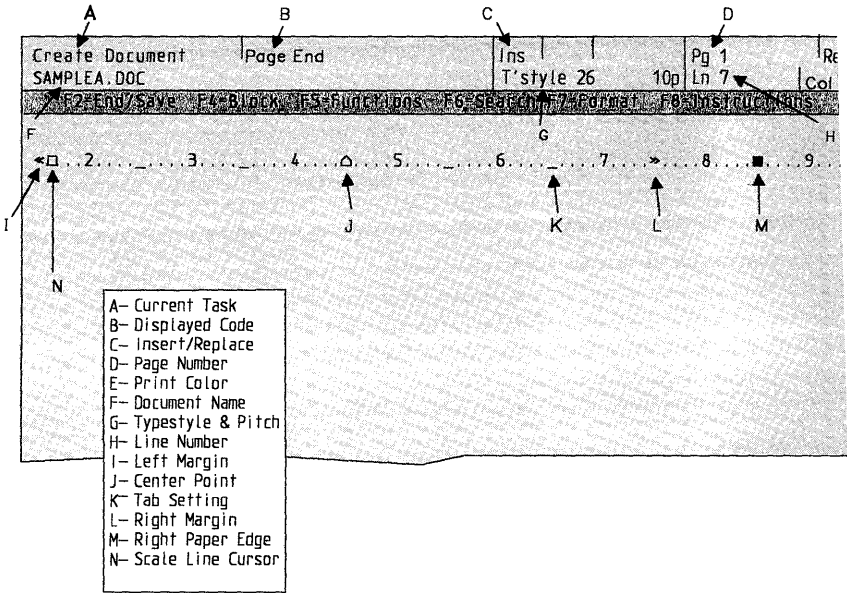
Notice Boxes

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



Notice Box

The following illustration shows the location of the Status Line and Scale Line elements.



Using the Menu Bar

Make selections from the menu bar using the function keys or by positioning the mouse cursor on the menu item and clicking Button 1. Do not make selections from the menus now. You will do that later in the exercise. For now, follow the steps to view the menus and become familiar with the menu items.

Note: If you make a mistake, press Esc to return to the previous menu.

To View Menus from the Menu Bar

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 Key Descriptions with a list of functions and the keys used to perform these functions.
4. Press Search (F6) to see the Search menu items.
5. Press Format (F7) to see the Format menu items.
6. Press Instructions (F8) to see the Instructions menu items.
7. Press Esc to return to the typing area.
8. Continue reading.

Typing the Sample Document

Before typing “The Sample Document for Exercise A” on page 36, keep in mind the following:

- DW 5/2 has an automatic carrier return feature. As you are typing and the text crosses the right margin, the text automatically wraps to the next line.
- If a mouse is attached to your computer, the mouse cursor disappears as you are typing. If you move the mouse or pause in typing for a few seconds, the mouse cursor reappears to show you its location.
- Don’t worry about making typing errors; you can correct them later in the exercise.

Note: Your 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 `January 5, 1989` and press Enter four times. Enter is the carrier return key.
2. Type `John Doe` and then Tab three times.
3. Type `John Doe` **Manager** and press Enter.
4. Tab five times; then type `John Doe`.
5. Press Enter three times.
6. Type `John Doe` and Tab four times.
7. Type `John Doe` and press Enter three times.
8. Type `John Doe` and press Enter twice.
9. Type the remaining paragraphs in the sample document shown on the following page. Press Enter twice after typing each paragraph.
10. Press Enter again, then type `John Doe` and press Enter.
11. Type `John Doe` and press Enter.
12. When you have finished typing the sample document, continue with "Ending and Saving a Document" on page 37.

The Sample Document for Exercise A

January 5, 1989

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

SUBJECT: Using DisplayWrite 5/2

John:

We have completed the installation of our program, and all users are ready to learn DisplayWrite 5/2.

While you are using DisplayWrite 5/2, refer to the Reference Guide when you need to know the steps to perform a DisplayWrite 5/2 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.

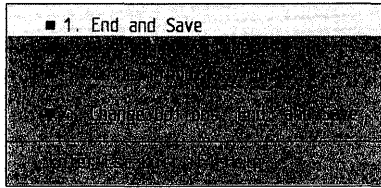
Susan Keller
Administrative Manager

Ending and Saving a Document

When you have finished typing the sample document, follow these steps.

To End and Save the Sample Document

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



End/Save Menu

2. For more information about End and Save, press Help (F1). Read the Help panels. When you are finished reading the Help panels, press Esc to return to the End/Save menu.
3. With the cursor positioned on End and Save, press Enter. The system ends the document, saves your work, and the DisplayWrite 5/2 menu is again displayed.
4. Continue with the exercise.

Printing a Document

When you installed DW 5/2, you specified up to three printer types attached to printer ports LPT1, LPT2, and LPT3. The printer you specified for LPT1 (Printer 1) is the printer you use to print your sample document.

Note: If Printer 1 was not on the list of choices displayed on the install prompt screen, make sure you have copied your printer function table to the DisplayWrite 5/2 directory. See “Printer Function Table Tasks” in the *DisplayWrite 5/2 Technical Reference* for more information.

To see the work you have completed, continue with the exercise and print the sample document.

To Print the Sample Document

1. Select Print in the DisplayWrite 5/2 menu.
2. Select Print Document in the Print menu and press Enter. The Print Document (1 of 2) menu is displayed. Notice the cursor position.
3. Type the sample document name, if necessary.

When going directly from Create or Revise to Print, DW 5/2 remembers the name of the document last used so you do not have to retype it. Notice that the system has added the extension .DOC to the document name.

4. Press Tab twice to position the cursor inside the brackets next to Number of Copies. Notice the number of copies you can request in one printing. The default is 1. In this exercise, print 1 copy of the sample document.

Note: Many of the DW 5/2 menus have been layered into two sections. The most commonly used items are listed in the first section of the menu; the second section lists additional items if you need them. Move back and forth between the two sections by pressing PgDn or PgUp. If you change your mind about the choices you have made in this (or any other) menu, restore the menu to its initial settings by pressing Menu Restore (Ctrl + F2).

5. Press PgDn to display and view the Print Document (2 of 2) menu to see other Print options.
6. Press Enter to print the sample document.

Note: The status line indicates that one job is in the print queue.

7. Continue with "Revising a Document" on page 40.

Revising a Document

In this section of the exercise revise the sample document, and change the format (the way text is laid out on the page).

To Revise the Sample Document

1. Select Revise Document in the DisplayWrite 5/2 menu.
2. Type the sample document name in the Revise Document menu, if necessary, and press Enter.

The sample document is displayed, and the cursor is positioned at the beginning of the document.
3. Continue reading.

Notes:

1. DW 5/2 makes a temporary backup copy of your document that remains in effect until the document is saved. This is especially beneficial, for example, when in the middle of revising, you realize you would like to start over.
2. To return to the original version of your document, press End/Save (F2) from the typing frame, and select Quit without Saving. When you select Revise Document again, the document is displayed in its original or previous version.
3. If you do not want a temporary backup copy, set the Edit Copy of Document option to No in the Edit Defaults menu through Profiles (Text Defaults). See “Backup Copy” in the *DisplayWrite 5/2 Reference Guide* for more information.

The illustration on the following page shows the revisions you will make to the sample document. These revisions include replacing and adding text, underlining and highlighting text, deleting and restoring a block of text, changing the format, and using the automatic page end feature. To begin making these revisions go to “Replacing and Adding Text” on page 42.

January 5, 1989

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

SUBJECT: Using DisplayWrite 5/2

John:

We have completed the installation of our program, and all users are ready to learn DisplayWrite 5/2.

While you are using DisplayWrite 5/2, refer to the Reference Guide when you need to know the steps to perform a DisplayWrite 5/2 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

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

Replacing and Adding Text

To replace a word or phrase by typing over it, use Replace mode. The characters you type replace existing characters. To add text into your document use Insert Mode. DW 5/2 is in Insert mode when first started.

To Replace Text

1. Press the `ins` key to ensure the abbreviation `Repl` is displayed on the first status line. This indicates that you are using Replace mode.
2. Type `February 5, 1989` over `January 5, 1989`.
3. Press `ins` again to change back to Insert mode. Notice that the abbreviation `ins` is again displayed on the first status line.
4. Continue with the exercise and add text to the sample document.

To Add Text

1. Be sure the abbreviation **Ins** is displayed on the first status line.
2. Press **Home**, then use the **↓** key to move the cursor down to the second line of the first paragraph, beginning with **... ..**
3. Make sure the cursor is positioned under the **r** in **... ..**



4. Type in the words **... ..** and insert one space.
5. Continue reading.

Using Underline and Bold

To underline text a word at a time, use **Word Underline (Ctrl+W)**.

To underline a block of text, use either the **Block (F4)** menu or **Underline (Ctrl+U)**.

To Find and Underline Text

1. Press Search (F6).
2. Select Find in the Search menu.
3. Type **Reference** in the Find menu, and press Enter. The cursor moves directly to the first letter in the word **Reference**.
4. Press Underline (Ctrl + U) to begin underlining.
5. Use the → key to move the cursor to the space after the word **Guide**.



6. Press Underline (Ctrl + U) again to end underlining.
7. Press Search (F6) again.
8. Select Repeat in the Search menu. The cursor moves directly to the next instance of the word **Reference**.
9. Press Underline (Ctrl + U).
10. Press Word Advance (Ctrl + →) once to position the cursor under the word **Guide**.
11. Use the → key to move the cursor to the space after the word **Guide**.
12. Press Underline (Ctrl + U) again to end underlining.
13. Continue with the exercise and highlight text.

Note: Underlined words or phrases appear in a different color on the screen but are underlined when you print your document. If you are using APA mode, words or phrases display underscored.

Highlight a block of text by using either the Block (F4) menu or Bold (Ctrl + B).

To Find and Highlight Text

1. Press Search (F6).
2. Select Find in the Search menu.
3. Press Erase End of Line (Alt + 8) 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) to begin highlighting.
6. Move the cursor to the space after the **p** in **Help**.



The diagram shows the word "Help" in a light gray font. A vertical line with a downward-pointing arrow is positioned between the 'p' and the space following it. Below this arrow, the word "Cursor" is written in a light gray font, indicating the current position of the cursor.

7. Press Bold (Ctrl + B) again to end highlighting.
8. Continue with the exercise.

Underline a single word using 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 letters **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.**
6. Continue reading to delete text.

Deleting Text

Delete text using the Del key, or 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 *September*.
3. Press Del until the words *September*, the following comma, and the *l* in the word *month* are deleted.



4. Type a capital *S* for the word *September*.

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

5. Continue reading about deleting text.

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 Home to position the cursor on the *W* in *While*, and press Block (F4).
3. Select Delete in the Block menu.
4. Press ↓ four times to position the cursor on the Required Carrier Return code (↵) below the second paragraph.

Note: The Required Carrier Return code displays when the cursor is placed beneath it.

5. Press Enter to delete the paragraph.
6. Continue, and Restore a deleted block.

Restoring a Deleted Block

If you delete a word or paragraph in error, get it back by using Restore Delete in the Block (F4) menu. The block is restored at the cursor position.

Note: Only the **last** deleted block can be restored.

To Restore Using Block (F4)

1. Be sure the cursor is positioned under the *R* in the word *Remember*.
2. Press Block (F4).
3. Select Restore Delete in the Block menu to restore the deleted paragraph.
4. Continue with the exercise.

Changing the Format

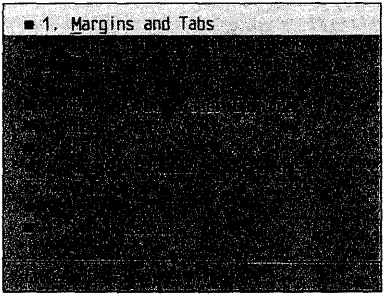
Change the format of an entire document or just a portion of the document. The format of a document is the way text is laid out, or arranged on the page. DW 5/2 formats determine line spacing, margin settings, tab settings, typestyle, first and last typing line, and many other parameters.

Format (F7) is used to change a format beginning with the line you are currently on. To change the entire document format, use the Document Options (Ctrl+F7) menu. See "Format" in the *DisplayWrite 5/2 Reference Guide* for more information.

In this section of the exercise you change the body of the sample document to double spacing.

To Select Format (F7)

1. Press Ctrl+Home to go to the start of the page.
2. Position the cursor under the first M in MEMORANDUM.
3. Press Format (F7) to display the Format menu.



Format Menu

4. Continue reading to complete the task.

Notice that some of the menu items appear to be dimmed or faded in color or do not have solid boxes before them. 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 changed at the beginning of a page. Similarly, you can make page layout changes only at the top of a page, so Page Layout/Paper Options is not selectable.

To Change Line Spacing

1. Select Line Spacing/Justification in the Format menu.
2. Type \downarrow in the Line Spacing menu item.
3. Press Enter to return to the Format menu.
4. Since this is the only format change you are making in this exercise, press Esc to return to the typing area.

Note: Some formatting options such as double line spacing are not displayed on the screen but are printed out in the document.

5. Continue with the exercise.

Using Auto Page End

DW 5/2 has an automatic page end feature. As a 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 Ctrl + End to position the cursor at the bottom of the page. The system “beeps” to let you know you have passed line 60.
2. Position the cursor on the required Carrier Return above the first **h** in **hours**.
3. Type the following sentences:
The following is a list of the names of the
employees of the company. The first group are in the
office between 8:00 and 5:00.
4. Press Enter twice.

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

5. Continue with “Checking Spelling and Counting Words” on page 52.

Checking Spelling and Counting Words

In this section of the exercise, check the spelling and count the number of words in the sample document. You can check spelling and count words by page or document, or you can count words only.

When you check spelling, the words in the sample document are compared to the words in a dictionary included in DW 5/2. Words that the dictionary does not recognize, for example, misspelled words, proper names, and acronyms are highlighted.

Note: DW 5/2 can search up to three active dictionaries and one supplement when checking spelling. See “Dictionary” and “Spell” in the *DisplayWrite 5/2 Reference Guide* for more information.

To Check Spelling and Count Words

1. Press Spell/Count (F10) to display the Spell and Count menu.
2. Select Document under Check and Count Words in the Spell and Count menu.

An automatic word count begins. The system loads the active dictionaries and checks the spelling of the entire sample document. The cursor is under the first highlighted word.

3. Select the appropriate menu item in the Prompted Spell menu for each highlighted word:

- For misspelled words select List Possible Words to see a list of possible correct spellings, or select Retype Word, and you can retype the word with its proper spelling.
- Select Add to Supplement if you want this word added to the Dictionary supplement.

Note: After Spell Check is complete, a notice box appears with options for you to save or cancel the changes to the dictionary supplement if you have added a word to the supplement.

- For proper names and acronyms, select Ignore and Continue.
- If you are not sure which option to choose, select Highlight and Continue. After Spell Check is complete, the word remains highlighted as a Spell Check reminder.
- Press F1 if you need Help.

When Check and Count are complete, a message appears giving you a words marked total and a words counted total. The cursor is now positioned at the top of the document.

4. Continue with the exercise.

Listing and Selecting Synonyms

While creating or revising a document, you can replace a word with another word having the same or similar meaning (a synonym).

To List and Select Synonyms

1. In the typing area use the ↓ key to move the cursor to the third line of the third paragraph, beginning with **currently using**.
2. Use the → key to position the cursor under **p** in the word **position**. Notice the letter **p** in the word position is now highlighted.
3. Press Spell/Count (F10).
4. Select Synonyms in the Spell and Count menu.

The system searches the active dictionaries for synonyms. If synonyms are found, a menu displays a list of synonyms, grouped by parts of speech.

Notes:

- a. If there are more than five synonyms for a word, press PgDn to see additional synonym menus. At the last menu, press PgUp to scroll back through the menus.
 - b. Go directly to the last synonym menu by pressing Ctrl+End and return to the first synonym menu by pressing Ctrl+Home. Press Help (F1) if you need more information about the Synonym function.
5. Select the word **location** from the synonym list and press Enter.

The word **position** is replaced with the word **location**. The Synonym menu is removed and the system returns to the typing frame.

6. Continue with “Paginating a Document” on page 55.

Paginating a Document

When you changed the Line Spacing to 2 and added a paragraph in “Changing the Format” on page 49, your sample document expanded from one page to two pages. To make sure that the pages are formatted properly, “paginate” your document. Pagination adjusts text to the indicated page length and margin settings. Pagination also arranges footnotes properly and formats multiple columns.

Note: Most documents should be paginated before printing.

To Paginate in the End/Save Menu

1. Press End/Save (F2).
2. Select Change Options, End and Save in the End/Save menu.
3. The cursor is positioned inside the brackets next to Paginate Document. Type for Yes.

Note: N is the system default. D (for Display Menus) takes you to the Paginate menu where you can change the Paginate defaults.

Other options that allow you to Convert a document to Revisable-Form text and to Print a document can be selected in this menu.

4. To print your sample document with the revisions, press Tab twice to move the cursor inside the brackets next to Print Document and type .
5. Press Enter.

System messages “SAMPLEA.DOC is paginated” and “Document is added to the Print Queue” appear briefly on the message line.

The system paginates, ends and saves, and prints your document.

6. Continue reading about paginate.

Other ways to paginate documents include:

- Paginate without ending the document by pressing Document Options (Ctrl + F7) and selecting Paginate Document.
- Paginate while checking spelling and counting words by selecting Spell in the DisplayWrite 5/2 menu and selecting Check or Count Words in a Document. Make sure the Paginate Document option is set to Yes.

For more information about paginating documents, see “Paginate” in the *DisplayWrite 5/2 Reference Guide*.

The sample document with revisions is shown on the following pages.

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

The Completed Sample Document

February 5, 1989

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

SUBJECT: Using DisplayWrite 5/2

John:

We have completed the installation of our program, and all Sales Planning Department users are prepared to learn DisplayWrite 5/2.

While you are using DisplayWrite 5/2, refer to the Reference Guide when you need to know the steps to perform a DisplayWrite 5/2 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 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.

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

Susan Keller
Administrative Manager

End of Exercise A

Now that you have completed Exercise A, you can begin “Exercise B” on page 61. Exercise B includes tasks that introduce some of the additional DW 5/2 features and functions. Complete Exercise B before using DW 5/2 for your own work.

Exercise B

Complete each task in this exercise if you are:

- A DisplayWrite 4/2 user
- A new user who has completed Exercise A.

This exercise introduces some of the additional DW 5/2 features and functions, including Command Line; Split Screen; Print Page; new Search options; converting text to Uppercase; Ending, Saving, and Paginating a document; and using List Services.

Creating the Sample Document

This section of the exercise includes information and instructions for:

- Using online Help
- Using additional keys and key combinations
- Typing the sample document.

Using Expanded Online Help

If you have completed Exercise A, read this section as a review for using expanded online Help, or skip this section and go on to “Additional DisplayWrite 5/2 Function Keys” on page 65. If you are a DisplayWrite 4/2 user, start with this section to begin Exercise B.

The following types of online Help are available to assist you when using DW 5/2:

- **Contextual Help**

Contextual Help shows the steps needed to perform tasks, and in some cases, shows examples to use when you need to type information in menus or make selections to complete a task.

Press F1 in any menu or typing mode to reach Contextual Help. The cursor position determines which Help panel is displayed.

Note: For instructions on using online Help, first press F1 for Contextual Help, then press F1 again.

- **Topical Help**

Topical Help contains a Help index with tasks and topics you can select to get more information.

Note: You must first be in Contextual Help to access Topical Help.

In Contextual Help, [click the Help icon](#). To locate a topic in the index, begin by pressing the first letter of the topic. This takes you to the section of the index where tasks beginning with that letter are listed. For example, for Topical Help on Merge, press the letter **M**. This takes you directly to the “M” section of the Topical Help index. Use the cursor movement keys to scroll through the “M” section to locate Merge, then press Enter.

To scroll through the entire index use the cursor movement keys, or press Ctrl+End to reach the bottom of the index or Ctrl+Home to go to the top of the index.

- **Extended Help**

Contextual and Topical Help panels contain highlighted words and phrases. If Extended Help is available on a panel and you want to select a word or phrase for additional information, move the cursor to that item (using the cursor movement keys) and press Enter.

Note: The cursor is automatically positioned on the first highlighted word or phrase on a Help panel.

- **Keys Help**

Keys Help describes what each key or key combination does. In any typing mode, any menu, or in Contextual or Topical Help, press Alt+5 for a listing of the keys and their functions.

For information about any function in the list, begin by pressing the first letter of the function to go directly to the alphabetical listing for that letter and scroll through that section to locate a function, then press Enter. You can also use the cursor movement keys to scroll through the entire list, or press Ctrl+End to go to the bottom of the list and Ctrl+Home to go to the top of the list.

Note: Press F2 in Contextual, Topical, Extended, or Keys Help to return to the typing area.

Commands Help

With the Command Line displayed, press Alt+5 to reach Commands Help. This contains a listing of the commands you type at the Command Line to bypass menus and perform text tasks.

Keyboard Templates

The keyboard templates show the special keys to use with DW 5/2. Determine which template best matches your own keyboard and position the template near you for easy viewing. Use the front of the template as a reference tool to locate function keys. Keys on the template are color-coded to show what keys work together to perform functions. The Key Descriptions and Keys are listed alphabetically on the back of the templates.

The inside of the templates contain a listing of Command Descriptions and Commands to use with the Command Line function. Command Line is a feature of DW 5/2 that allows you to bypass menus and perform document tasks. You will learn more about Command Line later in this exercise.

Additional DisplayWrite 5/2 Function Keys

In addition to the keys and key combinations available in DisplayWrite 4/2, DW 5/2 offers the following new key combination functions:

KEYS	FUNCTION
Bottom (Ctrl + Shift + End)	Takes you to the bottom of the document
Command Line (Ctrl + A)	Displays the Command Line
Reference List Entry (Ctrl + G)	Inserts a code which defines a Reference List
Index Entry (Ctrl + X)	Inserts a code which defines an Index Entry
Outline/TOC (Ctrl + O)	Inserts a code which defines an Outline or Table of Contents (TOC) Entry
Paragraph Advance (Ctrl + ↓ or Ctrl + D)	Moves the cursor to the start of the next paragraph
Paragraph Return (Ctrl + ↑ or Ctrl + J)	Moves the cursor back to the start of the current paragraph or to the start of the previous paragraph

Print Page (Ctrl + 2)	Prints the current page
Prompted Stop (Ctrl + 6)	Inserts a Prompted Stop code and displays a menu in which the Prompt or message is defined
Split Screen (Alt + 3)	Divides the screen and moves the cursor between screens
Split Screen (Ctrl + F11)	Divides the screen and moves the cursor between screens (if your keyboard supports the F11 key)
Stop (Alt + 6)	Inserts a Stop code
Top (Ctrl + Shift + Home)	Takes you to the top of a document

Beginning Exercise B

To Begin Exercise B

1. Press **C** to select Create in the DisplayWrite 5/2 menu or press Enter if the cursor is already on this menu item.
2. Type **SampleB** for the sample document name.
3. In the Document Comment field type **Sample Document for Exercise B**.
4. Press Enter to go to the typing area.
5. Turn to the following page and type the sample document shown for Exercise B.
6. When you have completed typing the sample document, continue with “Displaying/Using Command Line” on page 68.

The Sample Document for Exercise B

February 11, 1997

MEMORANDUM TO: Elizabeth A. Baker
and Frank and Jules

FROM: Cathy Davis, Director of IT

RE: DisplayWrite

I would like to take this opportunity to tell you about the new features and functions available in DisplayWrite 5/2.

Spell Speed is especially helpful because you can create, review, or file any document hundreds of times per file. Command Line is a new feature that allows you to complete document tasks without using the task menus.

Online Help in DisplayWrite 5/2 has been expanded and includes Contextual Help with steps you need to perform tasks, Context Help with an index, listing tables and links, Command Help, Key Help, and Command Help.

DisplayWrite 5/2 offers a range of features to improve productivity. I am sure you will agree when you begin using DisplayWrite 5/2 for your own work!

Cathy Davis
Administration Manager

Displaying/Using Command Line


Use the Command Line function during Create, Revise, or View document tasks to bypass menus and perform tasks within your documents.

You type commands at the Command Line. The system default allows you to type one command, then completes the task before ending the function and returning to your document. To type commands and complete a series of tasks using the Command Line function, you must change the defaults in the Command Default menu of your Active Profile. See “Command Line” in the *DisplayWrite 5/2 Reference Guide* for more information about Command Line.

Note: See the keyboard template for a listing of commands or press Alt+5 after displaying the Command Line to reach Commands Help.

In this exercise, you will type one command and complete one task.

Displaying and Using Command Line

1. Press Ctrl+Home to go to the top of the page then press Command Line (Ctrl+A) to display the Command Line.
2. Press Help (F1) and read the first Help panel. Press PgDn to read the second and third help panels.
3. Press Esc, then press Alt+5 to get Commands Help with a list of commands you can use with Command Line.
4. Press the letter F. This takes you to commands beginning with F. Press the ↓ once to reach Footer and press Enter. Read the two Help panels with footer information.
5. Press Esc twice to return to your document with the Command Line displayed.
6. At the Command Line type  and press Enter.
You are now in the Footer typing window and can type a footer for your document while the document remains displayed. Notice the system message at the bottom of the screen. The Footer typing window is now the active area.
7. Press Help (F1) and read the first Help panel for footers.
8. Press PgDn to read the second Help panel for footers.
9. After reading the Help panels, press Esc to return to the Footer typing window.
10. Continue with the exercise.

Creating Footers

Footers are dates, page numbers, or text you type that are automatically printed at the bottom of a page.

In this task you put a page number, date, and text in the footer of the sample document.

Adding Footers

1. Press Instructions (F8). Select Page Number and press Enter. A page Instruction symbol is inserted. When you print the document DW 5/2 replaces the page Instruction with the correct page number.
2. Tab four times and press Instructions (F8) again.
3. Select Print Date and press Enter. The Print Date menu is displayed. This menu allows you to chose the date format.
4. Press Enter to select the system default date format or select another date format from the options and press Enter.

After pressing Enter, you return to the Footer typing window. Notice the Print Date Instruction symbol. The date (in the format you selected) will print in your document footer.

5. Tab twice and type `Sample Document` in the Footer typing area.
6. Press F2.
7. A menu appears with options to select for your footer. Select Return and Save and press Enter. The system saves your footer instructions, ends the Command Line function, and returns you to the typing frame in the sample document.
Note: In this menu you can only select Return and Save or Quit without Saving. Quit without Saving does not save footnote text. It returns you to your document.
8. Press F2 and select End and Save. The DisplayWrite 5/2 menu is displayed.
9. Continue with “Accessing/Using Split Screen” on page 71.

Accounting Using Split Screen

When you are in Create, Revise, or View document tasks, use the Split Screen function to divide the viewing screen into two screens and work on two documents at the same time. Your original document remains displayed in one screen, and the Split Screen Tasks menu appears in the other screen. You can select to Create, Revise, or View another document from the Split Screen Tasks menu.

In this section of the exercise, you use Split Screen to Create a new document, Copy the text from one document to the new document, and Revise your original document.

Using Revise, Create, and Copy in Split Screen

1. Select Revise Document in the DisplayWrite 5/2 menu. The Revise Document menu is displayed.
2. Type **SampleB** for the document name, if necessary, and press Enter. The SampleB.DOC is displayed on the screen.
3. Press Split Screen (Alt+3) to divide the viewing screen and display the Split Screen Tasks menu.
4. Select Create Document in the Split Screen Tasks menu and press Enter. This screen is now the active screen.
5. Type **SampleC** for the document name in the Create Document menu and press Enter.
6. Press Alt+3 to switch back to the top screen.
7. Press Block (F4) to display the Block menu. Select Copy and press Enter.
8. Press Ctrl+Shift+End to go to the bottom of the letter. All text in SampleB.DOC is now highlighted and ready to be copied. Press Enter.
9. Press Alt+3 to switch screens again. Your cursor is now in the bottom screen displaying SampleC.DOC. Press Enter to copy the letter from SampleB.DOC in the top screen to SampleC.DOC in the bottom screen.
10. Press Alt+3 to return to the top screen. Press Ctrl+Shift+Home to go to the top of the letter.
11. Revise SampleB.DOC by typing **Douglas R. Johnston** over the name Elizabeth R. Baker, **Data Processing Center** over the words Advertising and Sales, and **Douglas** over the name Elizabeth.
12. Press Enter, then press F2 and select End and Save. The SampleB.DOC is saved.
13. Press F2 again and select End and Save to save the SampleC.DOC.
14. Read the following information about Split Screen, then go on to "Using New Search Options" on page 74.

When you are using Split Screen:

- The bar separating the screens displays arrows. The active screen is indicated by the direction of these arrows.
- To switch between screens, press Alt + 3.
Note: Ctrl + F11 can also be used to access Split Screen and to switch between screens if your keyboard supports the F11 key.
- Mouse Button 1 can be used to switch between screens. Position the cursor in the screen you want to be active and press Button 1.
- Command Line can be used in either screen. However, it is displayed on the Scale Line of the top screen only.
- Your Directory (list of files) can be displayed from either screen.
- Text Notes, Footnotes, Headers, Footers, and List Items can be created for each document in either screen.
- A Table of Contents or an Index can be created for each document in either screen.
- All edit functions, for example Move and Copy, can be used in either screen during Create or Revise. You can also Move or Copy text between screens and Move or Copy text from a document in View to a document in Create or Revise.
- Each screen has its own Scale Line.
- The Status Lines and the Menu Bar are shared between the two screens and reflect the status of the active screen.
- The Message Line appearing at the bottom of the screen is shared between the two screens.
- Online Help is accessible in both screens.
- To end a Split Screen session, press F2 and select options from the End/Save menu. This returns you to a single screen.

For more information about Command Line, see the *DisplayWrite 5/2 Reference Guide*.

Using New Search Options

New options have been added to the Search function. In this section of the exercise, you use Search to go to the bottom and then to the top of your sample document.

Using Bottom and Top Options

1. Select **Revise** in the **DisplayWrite 5/2** menu and press **Enter**.
2. Type **SampleB.DOC** for the document name, if necessary, and press **Enter**.
3. With the **SampleB.DOC** displayed on the screen press **Search (F6)**.
4. Select **Bottom of Document** listed under **Go To** in the **Search** menu and press **Enter**. This takes you to the bottom of the document.
5. Press **Search (F6)** again. This time, select **Top of Document** in the **Search** menu. This takes you back to the top of the document.
6. Press **F2** again to **End and Save** the sample document for exercise **B**.
7. Continue with the exercise.

You can also use the **Ctrl+Shift+Home** keys to go to the top of a document and the **Ctrl+Shift+End** keys to go to the bottom of a document, or use the **Command Line TOP** and **BOT** commands.

Printing with Print Page Key

In Create, Revise, or View Document tasks, you can print the page you see displayed (the current page) using the Print Page key. This allows you to print pages as they are created, revised, or viewed without using the Print menus.

Using Print Page key

1. Select View in the DisplayWrite 5/2 menu.
2. Type **Sample** for the document name if necessary, and press Enter.
3. When the sample document is displayed, press Print Page (Ctrl + 2).

The print request is immediately sent to the print queue. A “Processing Page” message appears on the message line.

4. Continue reading about Print Page.

Notes:

1. When using Print Page to print the current page, the default printer in your Active Profile and the printer options for that printer are used, as well as the Print Page options defaults.
2. You can change the defaults by selecting Work Station in the Revise Profile menu.
3. Use the Print Page Options menu in Profiles to change printing priorities. The default H (high) priority puts your print request next in the print queue. You can request Output Pages Individually, or Collected Together (printing all pages of a document together), and also Print Line Numbers in documents.
4. You can End and Save a document before printing is finished and continue to do other work.
5. If a notice box appears with a message that says the print queue is full, the print request is not added to the print queue. Wait for a print request (already in the queue) to finish printing, then press Enter to put your print request into the queue or press Esc and print the document at another time.
6. Pages should be paginated to resolve Footnotes and Endnotes and to display Text Notes before using Print Page.

See “Print Page” in the *DisplayWrite 5/2 Reference Guide* for more information.

With DW 5/2 you can convert (change) text to all uppercase or all lowercase using Block (F4) and Text Styles.

Converting to Uppercase

1. Press Paragraph Advance (Ctrl + ↓) to move the cursor to the third paragraph beginning with .
2. Press Block (F4) and select Text Styles in the Block menu. The Text Styles menu is displayed.
3. Select Uppercase in the Text Styles menu.
4. Move the cursor to the period (.) after the word (in the same line) and press Enter or press the period (.) key to go directly to the next period.

All text in the first sentence of the third paragraph is now in uppercase.

5. Continue with the exercise.

Ending, Saving, and Paginating

The End/Save menu has new options that allow you to Paginate, Convert to Revisable-Form Text, and Print a document while Ending and Saving. In this task you will End, Save, and Paginate (but not Print) the sample document for Exercise B.

To End, Save, and Paginate

1. Press F2 to display the End and Save menu.
2. Select Change Options, End and Save in the End/Save menu.
3. The cursor is positioned inside the first set of brackets. To Paginate, type Y (for Yes) over the system default N.

Note: For this exercise, ensure that **N** is inside the Convert to Revisable-Form Text brackets and **N** is inside the Print brackets.

4. Press Enter.

The system paginates, ends, and saves but does not convert the document. The document is not put in the print queue. The DisplayWrite 5/2 menu is displayed.

Notice that the Information menu is displayed. A “SAMPLEB.DOC is paginated” message is displayed, then the DisplayWrite 5/2 menu is displayed.

5. Continue with “Using List Services” on page 79.

Note: You can change defaults for End and Save using Profiles.

List Services (F3) displays your current Directory and allows you to select (by tagging) one or more files or documents from the Directory listing and complete text tasks on the documents you have tagged. You can select List Services from any menu or in any text typing mode.

Note: List Services system defaults can be changed using Revise Profile.

In this task you will use List Services to display your current Directory, sort the Directory contents, tag a document, and rename the tagged document.

Displaying Your Directory

1. With the DisplayWrite 5/2 menu displayed, press List Services (F3) to display your current Directory, as shown in the following illustration.

Directory		Use Space Bar to Tag File(s)		
.		Available 33%		
Drive: C				
ABIOS	SYS	49	02-13-89	13:49:50
ANSICALL	DLL	3637	02-25-89	12:47:48
BKSCALLS	DLL	5704	03-30-89	12:51:89
BMSCALLS	DLL	31744	03-30-89	12:45:22
CLOCK01	SYS	2762	01-30-89	13:19:22
SAMPLE2	DOC	6144	02-01-89	12:45:22

Enter Esc F1=Hlp F5=Sort F6=TagMask F7=ClearTags PgDn

2. Press Help (F1) and read the Help panels for more information about the Directory menu. After reading the Help panels, press Esc to return to the Directory.
3. Continue with the exercise.

Sorting the Directory

1. With your current Directory displayed, press Sort (F5) to display the Sort Directory menu.

Sort Directory		
Sort Type... [F]	F - Filename D - Date T - Tag	E - Extension S - Size
Sort Order... [A]	A - Ascending	D - Descending
Enter	Esc=Quit	F1=Help

2. Press Help (F1) and read the Help panel for Sort. Select each item on the Sort Directory menu and press F1 for information about each task. When you have completed reading the Help panels, press Esc to return to the Sort Directory menu.
3. Type **F** inside the brackets next to Sort Type to sort by Filename, then Tab and type **A** to select Ascending order. Press Enter. Your Directory is now sorted by filename in ascending order.
4. Continue with the exercise.

Tagging Documents in the Directory

With your sorted Directory displayed, you can tag documents and perform text tasks on only those documents. For example, you tag a document by pressing the space bar. When you press the space bar, a # sign appears to the left of the document in the listing. You can tag one or more documents directly from the listing, or you can use the TagMask key (F6) and select to tag all your documents (with the same extension) in the Directory for text tasks.

For this task, you will tag one document for renaming.

Tagging a Document

1. Use the cursor movement keys to locate `FILE.TXT` in your directory.
2. Press the space bar to “tag” the document. Notice the # sign beside the file.

Note: The space bar is also used to “clear” files or documents you have tagged (if you mistakenly tagged the wrong file).

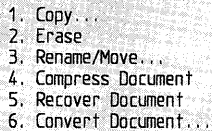
3. Continue with the exercise.

Using Utilities

The Utilities function in List Services allows you to perform Block function tasks without going through the normal menus.

Using Utilities

1. After pressing the space bar and tagging the SampleB document, press Utilities (F4). The Utilities menu is displayed.



1. Copy . . .
2. Erase
3. Rename/Move . . .
4. Compress Document
5. Recover Document
6. Convert Document . . .

2. Press Help (F1) for each menu item and read the Help panels.
3. After reading about Utilities, select Rename/Move in the Utilities menu and press Enter.

The Rename/Move Tagged Files menu is displayed.

4. Type `Sample2` inside the brackets next to New File Name and press Enter.

SampleB.DOC is now renamed to Sample2.DOC. Notice the system message at the bottom of the screen.

5. Press Esc to return to the DisplayWrite 5/2 menu.

Note: If you tag one or more documents and then select a task from Utilities, the task will be completed sequentially for each document tagged.

End of Exercise B

You have now completed all the tasks in Exercise B introducing additional DW 5/2 functions and features.

For more information when using DW 5/2 for your own work, see "Where to Find Additional Information" on page 85.

To end a work session and leave the DW 5/2 program, press Esc in the DisplayWrite 5/2 menu. Read the notice box that appears on your screen and then press Enter.

Note: If you will be creating and revising documents on diskettes be sure to save the document before removing the diskette from the diskette drive.

AND NOW, ENJOY USING DisplayWrite 5/2!

Where to Find Additional Information

When using DW 5/2, see the following sources if you need more information:

- DW 5/2 online help

See “Using Expanded Online Help” on page 23 for information and instructions to get Contextual, Topical, Extended, Keys Help, and Commands Help.

- *DisplayWrite 5/2 Reference Guide*

After online Help, your next resource is the *DisplayWrite 5/2 Reference Guide*. The front of this book has a road map with task illustrations to help you locate the task you want to perform. A heading and page reference is shown beside each illustration directing you to information and procedures found in “A to Z,” the next section in the book. In “A to Z,” DW 5/2 functions and tasks are listed alphabetically. Use the Glossary and the Index in the back of the *DisplayWrite 5/2 Reference Guide* to locate information about menu items or tasks.

- *DisplayWrite 5/2 Technical Reference*

This book has more specialized, technical information about installation, printers, characters and symbols, data files, documents created with other systems (or application programs), and a description of many DW 5/2 messages.

- Keyboard Templates

Use your keyboard template as a reference tool to help you locate Keys and Key Descriptions and to select commands to use with the Command Line function.

- *Operating System/2 Standard Edition, Version 1.1* or *Operating System/2 Extended Edition, Version 1.1*.

These manuals contain information about using Operating System/2.

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