

Application System/400

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OfficeVision/400 Common Tasks

Version 3

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Version 3



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Attn. Department 5D9
5 West Kirkwood Boulevard
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About This Book

This book is designed for OfficeVision/400* users that have a basic knowledge of the AS/400* system and need a quick reminder of specific functions.

Before using this book, you must be enrolled in OfficeVision/400. For information about enrollment, contact your system administrator or refer to the book *Managing OfficeVision/400*. You should also be familiar with the information contained in these books:

- *Using OfficeVision/400*
- *Using OfficeVision/400 Word Processing*

The instructions in this book are for use with the standard OfficeVision/400 word processing function. For information on how to do word processing tasks with the adapted word processing function of OfficeVision/400, see *Using OfficeVision/400 Word Processing*.

You may need to refer to other IBM books for more specific information about a particular topic. The *Publications Reference*, SC41-3003, provides information on all the books in the AS/400 library.

For a list of related publications, see the "Bibliography."

Help for Using This Book

You will often use function keys for doing the tasks in this book. With some keyboards, you only need to press the appropriately numbered key. On some keyboards, you must first press the Cmd or Alt key plus a numbered key.

The charts and illustrations at the back of this book will help you determine the sequence of keys to press and the location of the keys needed to use a function.

Summary of Changes

Changes to OfficeVision/400

The following changes to the OfficeVision/400 program product affect the *OfficeVision/400 Common Tasks* book.

Remote Calendar Support

Remote Calendar Support allows you to access calendars on remote AS/400 systems. From your local system, you can perform most of the same tasks on remote calendars just as you do on local calendars.

Changing Meeting Options

You can now choose to have OfficeVision/400 perform the following:

- Avoid checking for schedule conflicts when scheduling or changing meetings.
- Automatically update the invitee status of both local and remote invitees to meetings that you schedule whenever anyone makes changes to invitee status.

For more information, see "Change Meeting Options," on page 1-9.

Changes to This Book

OfficeVision/400 Common Tasks has been expanded. This book now includes information on how to do the tasks listed below. The tasks are grouped beneath the title of the section where you can find the task information.

Calendars

- Change the calendar view
- Print a calendar
- Schedule multiple meetings
- Change meeting options
- Schedule a job
- Schedule multiple jobs
- Schedule a reminder
- Schedule multiple reminders

Documents in Folders

- Create a data/text merge shell document
- Create a fill-in document with a row format

Editing Documents in Folders

- Copy text from another document
- Copy text from a source physical file
- Insert current date
- Insert page numbers in header or footer
- Insert text from another document when printing

Tables and Columns (new section)

- Create a Table
- Type data in a table
- Type within a text (wordwrap) column
- Create flowing and balanced columns
- Create flowing but not balanced columns
- Create related columns with equal widths
- Create related columns with variable widths
- View multiple text columns as they will appear when printed
- Copy or move a column using Layout Table
- Delete a column using Layout Table
- Use Column copy, move, or delete
- Use Format copy, move, or delete

Labels (new section)

- Create a continuous form labels document
- Enter information into a continuous form labels document
- Print a continuous form labels document
- Enter information into a sheet feed labels document
- Print a sheet feed labels document

Administration

Chapter 1. Common Tasks

This section provides step-by-step instructions on using OfficeVision/400* functions on the AS/400* system.

Note: You must be enrolled in the OfficeVision/400 product before you can perform any office tasks.

Administration

To do this:	Do these steps:
Change your enrollment	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 9 (Administration) and press the Enter key. The Administration display for someone who is not an administrator is shown.2. Select option 1 (Change enrollment) and press the Enter key. The Change Enrollment display appears. Note: If OfficeVision/400 Calendar is not installed, option 7 (Calendar information) is not shown on the display.3. Select the option for the information you want to change and press the Enter key.4. Change any necessary prompts and press the Enter key.5. If you select option 1 (all of the following options in sequence) in step 3, continue changing prompts as the different displays are shown. Press the Enter key after you have changed the prompts on each display.6. Press F3 (Exit).
Authorize others to handle your mail	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 9 (Administration) and press the Enter key. The Administration display appears.2. Select option 3 (Permit others to handle mail/filed documents) and press the Enter key. The Permit Others to Handle Mail/Filed Documents display appears. Note: This option is shown on the display if OfficeVision/400 Mail is installed.3. Move the cursor next to the user ID of the person or persons you want to authorize to handle your mail and filed documents. Type an X to change the current permission status.4. Press the Enter key.5. Press F3 (Exit). <p>Note: To remove the authorization for a person to handle your mail and filed documents, use the spacebar to blank out the X next to that person's user ID.</p>

Basic Editor

Basic Editor

The basic assistance level of the editor can make the editor easier to use for casual and beginning users:

- A menu bar with pull down menus appears at the top of the Edit display.
- Many displays show only the necessary function keys, the options, and the prompts that must be completed.
- Many common tasks have combined functions and the need to go to several displays to perform a task is eliminated.

To do this:	Do these steps:
Change editor assistance level	<ol style="list-style-type: none">1. On the Work with Documents in Folders display, press F21 (Select assistance level).2. If you want to change to the basic assistance level, type a 1 (Basic) for the <i>Assistance level</i> prompt and press the Enter key. If you want to change to the intermediate assistance level, type a 2 (Intermediate) for the <i>Assistance level</i> prompt and press the Enter key. The appropriate Work with Documents in Folders display for the assistance level you select appears.

Calendars

Calendars

In order to do the tasks in this section, OfficeVision/400 Calendar must be installed on your system.

Using Calendar Function Codes

To use the calendar function codes, select option 1 (Calendars) on the OfficeVision/400 menu, and press the Enter key. On the Calendar display, put the cursor on the *Function* prompt and press F4 (Prompt). Select a function code for the task you want to do by typing a 1 (Select) in the *Opt* column next to the function. Press the Enter key. Press the Page Down (Roll Up) key to see additional function codes, as listed below:

Code	Function
+nn	Shift nn days, months, or calendars in a group forward
-nn	Shift nn days, months, or calendars in a group backward
A	Add item
Ann	Add item with reference number nn
AE	Add event
AEnn	Add event based on item with reference number nn
AEM	Add multiple events
AEMnn	Add multiple events based on item nn
AJ	Add job
AJnn	Add job with reference number nn
AJM	Add multiple jobs
AJMnn	Add multiple jobs based on item nn
AM	Add meeting
AMnn	Add meeting with reference number nn
AMM	Add multiple meetings
AMMnn	Add multiple meetings based on item nn
AP	Add procedure
APnn	Add procedure with reference number nn
APM	Add multiple procedures
APMnn	Add multiple procedures based on item nn
AR	Add reminder
ARnn	Add reminder with reference number nn
ARM	Add multiple reminders
ARMnn	Add multiple reminders based on item nn
Cnn	Change item with reference number nn
CPnn	Copy item with reference number nn
Dnn	Change calendar display to show nn days or columns
FRI	Show daily view for Friday
hh:mmx	Time to show at top of display

Calendars

Inn	Change time interval on column displays
MM/DD/YY	Date to show on display
MON	Show daily view for Monday
nn	View item with reference number nn
PRT	Print calendar
Rnn	Remove item with reference number nn
RMD	Show daily view with only reminders shown
SAT	Show daily view for Saturday
SUN	Show daily view for Sunday
Rnn	Remove calendar item with reference number nn
T	Position calendar to today
THU	Show daily view for Thursday
TUE	Show daily view for Tuesday
VC	Change calendar view to composite view
VD	Change calendar view to daily view
VG	Change calendar view to group view
VM	Change calendar view to monthly view
VS	Change calendar view to six month view
VW	Change calendar view to weekly view
WED	Show daily view for Wednesday
WKnn	Position calendar to week nn/yy
WM	Work with meetings

Calendars

Using the Calendar

To do this:	Do these steps:
Create a calendar	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 1 (Calendars) and press the Enter key. The Calendar display appears.2. Press F13 (More Tasks) and the More Calendar Tasks display appears.3. Select option 2 (Work with Calendars) and press the Enter key. The Work with Calendars display appears.4. Press F6 (Create new calendar). The Create Calendar display appears.5. For the <i>Calendar</i> prompt, type the name of the calendar you want to create. Complete the remaining prompts with the options of your choice.6. Press the Enter key; a message is shown stating that your calendar is created.7. Press the Enter key to return to the Work with Calendars display or press F3 (Exit).
Change a calendar item	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 1 (Calendars) and press the Enter key. The Calendar display appears. Note: In order to change a reminder, you must be at the Daily Calendar display. To change the display, see Change the Calendar View in this section.2. Move the cursor to the item you want to change and press F10 (Change item). Depending on the type of calendar item you are changing, the appropriate change display appears on the bottom half of your screen.3. Make the desired changes in any of the prompts.4. If you are changing a meeting, Press F11 (Change Meeting). On the Change Meeting display, make the desired changes. Press the Enter key and the Change Meeting Entry display reappears.5. Press the Enter key; the calendar item is changed.6. Press F3 (Exit).
Change the calendar view	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 1 (Calendars) and press the Enter key. The Calendar display appears.2. Press F11 (Change View). The Change Calendar View display appears on the lower half of your screen.3. In the <i>Calendar view</i> prompt, type the number corresponding to the view you want to display.4. Press the Enter key. The Calendar display reappears in the format you chose.

Calendars

To do this:	Do these steps:
Print a calendar	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 1 (Calendars) and press the Enter key. The Calendar display appears.2. Press F15 (Print). The Print Calendar display appears.3. Type the name of the calendar you want to print in the <i>Calendar</i> prompt.4. Type the date from which you want to begin printing in the <i>Start date</i> prompt.5. Type the date at which you want to stop printing in the <i>End date</i> prompt.6. In the <i>Output format</i> prompt, type one of the following:<ul style="list-style-type: none">• Type 1 to select the Daily format.• Type 2 to select the Weekly format.• Type 3 to select the Monthly format.7. Complete the remaining prompts with the options of your choice.8. Press the Enter key. A message, indicating that your print job was submitted to the system, appears on the message line of your display.9. Press F3 (Exit).

Calendars

To do this:	Do these steps:
Schedule a meeting	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 1 (Calendars) and press the Enter key.2. Press F6 (Add item). The Add Item display appears.3. Select option 2 (Meeting) and press the Enter key. The Add Meeting display appears.4. Type the user ID and address of the person who is requesting the meeting for the <i>Requester</i> prompt.5. Type the day of the meeting for the <i>Date/day</i> prompt.6. Type the begin and end times in the <i>From/to</i> prompt.7. Type the subject of the meeting for the <i>Subject</i> prompt.8. Type the location of the meeting for the <i>Place</i> prompt.9. Type a description of the meeting for the <i>Purpose</i> prompt.10. Type a 1 (Tentative) for the <i>Meeting status</i> prompt if the information about the meeting could change, or type a 2 (Confirmed) in the prompt if the information about the meeting will not change.11. Type a 1 (Unclassified), 2 (Confidential), or 3 (Personal) for the <i>Security</i> prompt.12. Type the names of the calendars, calendar groups, or nicknames that contain the names of the people you want to attend the meeting (or F4 for a list) for the <i>Invitee Calendars</i> prompt. Notes:<ol style="list-style-type: none">a. Use F15 (Find free time) to find out when the invitees have free time on their calendars.b. Use F18 (Find place) to find an available place to hold your meeting.13. Press the Enter key. The calendar name and status for each invitee calendar appears at the bottom of the display. The <i>Conflict Status</i> column shows anyone having a conflict with the scheduled time (provided your meeting options are set up to check for schedule conflicts). Notes:<ol style="list-style-type: none">a. If OfficeVision/400 Mail is not installed, a meeting notice cannot be sent to anyone.b. Provided OfficeVision/400 Mail is installed on your system, a meeting notice will be sent to the invitee if you are not authorized to that person's calendar, or if the invitee is not on your system.14. Press the Enter key. A message is shown stating that the meeting is scheduled.15. Press F3 (Exit).

Calendars

To do this:	Do these steps:
Schedule multiple meetings	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 1 (Calendars) and press the Enter key.2. Press F6 (Add item). The Add Item display appears.3. In the <i>Type of item</i> prompt, select option 2 (Meeting option).4. Type Y in the <i>Multiple items</i> prompt and press the Enter key. The Add Multiple Meetings display appears.5. Type the user ID and address of the person who is requesting the meeting for the <i>Requester</i> prompt.6. Type the day or date of the first occurrence of the meeting for the <i>Date/day</i> prompt.7. Type the begin and end times in the <i>From/to</i> prompt.8. Type the subject of the meeting for the <i>Subject</i> prompt.9. Type the location of the meeting for the <i>Place</i> prompt.10. Type a description of the meeting for the <i>Purpose</i> prompt.11. Select one of the following in the <i>Sequence</i> prompt:<ul style="list-style-type: none">• Select option 1 (Daily) if the meeting will occur daily.• Select option 2 (Weekly) if the meeting will occur weekly.• Select option 3 (Every other week) if the meeting will occur every other week.• Select option 4 (Monthly, same date) if the meeting will occur on the same date every month.• Select option 5 (Monthly, same relative day and week) if the meeting will occur on about the same day and week every month.• Select option 6 (Individual dates and times) if the meeting will occur at different dates and times.12. Press the Enter key. If you selected options 1 through 5 in the <i>Sequence</i> prompt, the Set End Date window appears. If you selected option 6 in the <i>Sequence</i> prompt, the Set Dates and Times window appears.13. Complete the prompts that appear on the appropriate display.14. Press the Enter key. The Confirm Schedule of Multiple Items display appears.15. Press the Enter key. The Add Multiple Meetings display appears.16. Type the names of the calendars, calendar groups, or nicknames that contain the names of the people you want to attend the meeting (or F4 for a list) for the <i>Invitee Calendars</i> prompt.17. Press the Enter key twice. If there is a time conflict between the first occurrence of the recurring meeting and an existing meeting or event, a warning message stating that there is a conflict appears (provided your meeting options are set up to check for schedule conflicts).18. Press F3 (Exit)

Calendars

To do this:	Do these steps:
Change meeting options	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 1 (Calendars) and press the Enter key.2. Press F6 (Add item). The Add Item display appears.3. Select option 2 (Meeting) and press the Enter key. The Add Meeting display appears.4. Press F13 (More meeting options). The More Meeting Options window appears.5. Type one of the following in the <i>Check for conflicts</i> prompt:<ul style="list-style-type: none">• Type Y if you want the system to check the invitee's calendars for conflicts whenever you schedule a meeting.• Type N if you do not want the system to check the invitee's calendars for conflicts whenever you schedule a meeting.6. Type one of the following in the <i>Update invitee status</i> prompt:<ul style="list-style-type: none">• Type Y if you want to automatically update your scheduled meetings whenever there is an invitee status change.• Type N if you do not want to update your scheduled meetings whenever there is an invitee status change.7. If you typed Y in the <i>Update invitee status</i> prompt, type one of the following in the <i>Receive updates in mail</i> prompt:<ul style="list-style-type: none">• Type Y if you want to receive notifications of the changes to the invitee status for your scheduled meetings in your mail log.• Type N if you do not want to receive notifications of the changes to the invitee status for your scheduled meetings in your mail log.8. Press the Enter key. The Add Meeting display reappears. You now can either schedule a meeting or press the F3 (Exit) key to set the meeting options as the default values, and return to the main calendar display.

Calendars

To do this:	Do these steps:
Schedule an event	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 1 (Calendars) and press the Enter key. The Calendar display appears.2. Press F6 (Add item). The Add Item display appears on the bottom half of the display.3. Type 1 (Event) in the <i>Type of item</i> prompt.4. Press the Enter key. The Add Event display appears on the bottom half of the display.5. Type the day of the event for the <i>Day/Date</i> prompt.6. Type the begin and end times in the <i>From</i> and <i>To</i> prompts.7. Type a short description of the event for the <i>Text</i> prompt.8. Type Y (Yes) for the <i>Message</i> prompt if you want OfficeVision/400 to remind you of the event, or type N (No) if you do not want to be reminded.9. If you typed a Y in the Message prompt, complete the following:<ol style="list-style-type: none">a. Press the Enter key, and two additional input fields appear following the Message prompt.b. Type the date and time you want to be reminded of the event in the blanks following the Message prompt.10. Press the Enter key. A message appears stating the event is scheduled on the calendar.11. Press F3 (Exit).

Calendars

To do this:	Do these steps:
Schedule multiple events	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 1 (Calendars) and press the Enter key. The Calendar display appears.2. Press F6 (Add item). The Add Item display appears.3. Type 1 (Event) for the <i>Type of item</i> prompt and a Y (Yes) for the <i>Multiple items</i> prompt.4. Press the Enter key. The Add Multiple Events display appears.5. Type the day of the first event for the <i>Date/Day</i> prompt.6. Type the begin and end time for the <i>From/To</i> prompt.7. Type a description of the event for the <i>Text</i> prompt.8. Type Y (Yes) for the <i>Message</i> prompt if you want OfficeVision/400 to remind you of the event, or type N (No) if you do not want to be reminded.9. If you typed a Y in the Message prompt, complete the following:<ol style="list-style-type: none">a. Press the Enter key, and two additional input fields appear following the Message prompt.b. Type the date and time you want to be reminded of the event in the blanks following the Message prompt.10. Type the number (1-6) in the <i>Sequence</i> prompt that describes how often you want the event to occur.11. Press the Enter key, and the Set End Date window appears.12. Type the last date of the multiple event for the <i>End date</i> prompt, if you typed option 1-5 for the <i>Sequence</i> prompt.13. If you chose daily event scheduling and you want to skip any days when scheduling the event, type the numbers (1-7) of the weekdays in the <i>Days to skip</i> prompt.14. If you type option 6 for the <i>Sequence</i> prompt, type the date, from time, and to time for each occurrence of the event in the "Set dates and times" window at the bottom of the display.15. Press the Enter key. The dates and times for each occurrence are shown on the Confirm Schedule of Multiple Items display.16. Press the Enter key again to schedule the events. A message is shown stating that the items are scheduled.17. Press F3 (Exit).

Calendars

To do this:	Do these steps:
Schedule a job	<p data-bbox="289 674 344 699">Note:</p> <p data-bbox="358 711 889 764">Your system administrator must specify that you are allowed to schedule jobs in your enrollment information.</p> <p data-bbox="358 777 914 854">To schedule a job you must be authorized to use both the job description that you type and the command that you type.</p> <ol data-bbox="300 867 914 1159" style="list-style-type: none"><li data-bbox="300 867 889 919">1. On the OfficeVision/400 menu, select option 1 (Calendars) and press the Enter key. The Calendar display appears.<li data-bbox="300 921 834 947">2. Press F6 (Add item). The Add Item display appears.<li data-bbox="300 949 889 1001">3. Select option 4 (Job) in the <i>Type of item</i> prompt and press the Enter key. The Add Job display appears.<li data-bbox="300 1003 914 1056">4. Type the date or day on which you want to run the job in the <i>Date/day</i> prompt.<li data-bbox="300 1058 883 1083">5. Type the time you want the job to run in the <i>Time</i> prompt.<li data-bbox="300 1085 914 1138">6. Type the CL command that you want to use for the job in the <i>Command</i> prompt.<li data-bbox="300 1140 743 1159">7. Press the Enter key. The job is scheduled.

Calendars

To do this:	Do these steps:
Schedule multiple jobs	<p data-bbox="321 674 378 697">Note:</p> <p data-bbox="391 711 927 764">Your system administrator must specify that you are allowed to schedule jobs in your enrollment information.</p> <p data-bbox="391 779 951 852">To schedule a job you must be authorized to use both the job description that you type and the command that you type.</p> <ol data-bbox="334 867 954 1740" style="list-style-type: none">1. On the OfficeVision/400 menu, select option 1 (Calendars) and press the Enter key. The Calendar display appears.2. Press F6 (Add item). The Add Item display appears.3. Select option 4 (Job) in the <i>Type of item</i> prompt.4. Type Y in the <i>Multiple items</i> prompt and press the Enter key. The Add Multiple Jobs display appears.5. Type the date or day on which you want to run the first occurrence of the multiple jobs in the <i>Date/day</i> prompt.6. Type the time at which you want the first occurrence of the job to start running in the <i>Time</i> prompt.7. Type the CL command for the job in the <i>Command</i> prompt.8. Specify one of the following in the <i>Sequence</i> prompt:<ul data-bbox="375 1184 954 1476" style="list-style-type: none">• Select option 1 (Daily) if the job will run daily.• Select option 2 (Weekly) if the job will run weekly• Select option 3 (Every other week) if the job will run every other week.• Select option 4 (Monthly, same date) if the job will run on the same date every month.• Select option 5 (Monthly, same relative day and week) if the job will run on about the same day and week every month.• Select option 6 (Individual dates and times) if the job will run at different dates and times.9. Press the Enter key. If you selected options 1 through 5 in the <i>Sequence</i> prompt, the Set End Date window appears. If you selected option 6 in the <i>Sequence</i> prompt, the Set Dates and Times window appears.10. Complete the prompts that appear on the appropriate display.11. Press the Enter key. The Confirm Schedule of Multiple Items display appears.12. Press the Enter key. The occurrences of the job are added to the calendar.13. Press F3 (Exit)

Calendars

To do this:	Do these steps:
Schedule a reminder	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 1 (Calendars) and press the Enter key. The Calendar display appears.2. Press F6 (Add item). The Add Item display appears.3. Select option 3 (Reminder) in the <i>Type of item</i> prompt.4. Type N in the <i>Multiple items</i> prompt, and press the Enter key. The Add Reminder display appears.5. Type the date or day on which you want to schedule the reminder in the <i>Date/day</i> prompt.6. Type the text of the reminder in the <i>Reminder</i> prompt.7. Type one of the following in the <i>Message</i> prompt:<ul style="list-style-type: none">• Type Y if you want OfficeVision/400 to send you a reminder message at the specified time.• Type N if you do not want OfficeVision/400 to send you a reminder message at the specified time.8. If you typed Y in the <i>Message</i> prompt, press the Enter key and complete the following:<ol style="list-style-type: none">a. Type the date on which you want the message to be sent in the first prompt.b. Type the time you want the reminder to be sent in the second prompt.9. Select one of the following in the <i>Security</i> prompt:<ul style="list-style-type: none">• Select option 1 (Unclassified) if the reminder does not have a classification.• Select option 2 (Confidential) if the reminder is confidential.• Select option 3 (Personal) if the reminder is personal.10. Press the Enter key. Your reminder is scheduled on the day you specified.11. Press F3 (Exit) to return to the OfficeVision/400 menu.

Calendars

To do this:	Do these steps:
Schedule multiple reminders	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 1 (Calendars) and press the Enter key. The Calendar display appears.2. Press F6 (Add item). The Add Item display appears.3. Select option 3 (Reminder) in the <i>Type of item</i> prompt.4. Type Y in the <i>Multiple items</i> prompt and press the Enter key. The Add Multiple Reminders display appears.5. Type the date or day on which you want to schedule the first occurrence of the reminder in the <i>Date/day</i> prompt.6. Type the text of the reminder in the <i>Reminder</i> prompt.7. Type one of the following in the <i>Message</i> prompt:<ul style="list-style-type: none">• Type Y if you want OfficeVision/400 to send a reminder message at the time you specify.• Type N if you do not want OfficeVision/400 to send a reminder message at the time you specify.8. Select one of the following in the <i>Security</i> prompt:<ul style="list-style-type: none">• Select option 1 (Unclassified) if the reminder does not have a classification.• Select option 2 (Confidential) if the reminder is confidential.• Select option 3 (Personal) if the reminder is personal.9. Select one of the following in the <i>Sequence</i> prompt:<ul style="list-style-type: none">• Select option 1 (Daily) if the reminder will occur daily.• Select option 2 (Weekly) if the reminder will occur weekly.• Select option 3 (Every other week) if the reminder will occur every other week.• Select option 4 (Monthly, same date) if the reminder will occur on the same date every month.• Select option 5 (Monthly, same relative day and week) if the reminder will occur on about the same day and week every month.• Select option 6 (Individual dates and times) if the reminder will occur at different dates and times.10. Press the Enter key.11. If you typed Y in the <i>Message</i> prompt, complete the following in the two prompts that appear next to the Y:<ol style="list-style-type: none">a. In the first prompt, type the date on which you want the reminder message to be sent.b. In the second prompt, type the time at which you want the reminder message to be sent. Then press the Enter key.12. Complete the prompts that appear on the appropriate display, then press the Enter key twice. The occurrences of the reminder are added to the calendar.13. Press F3 (Exit) to return to the OfficeVision/400 menu.

Distribution

Distribution Lists

To do this:	Do these steps:
Create a distribution list	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 7 (Directories and distribution lists) and press the Enter key. The Directories and Distribution Lists display appears. Note: This option is not shown on the display if OfficeVision/400 Mail is not installed on your system.2. Select option 3 (Distribution lists) and press the Enter key. The Work with Distribution Lists display appears.3. Select option 1 (Create list) and press the Enter key. The Create a New Distribution List display appears.4. For the <i>List ID</i> prompt, type the two-part ID by which the distribution list is to be known.5. For the <i>Description</i> prompt, type the description for the distribution list.6. Press the Enter key; the Add Distribution List Entries display appears.7. Enter the user ID, user ID and address, or the nickname of the person for the <i>User ID and Address</i> prompt.8. Press the Enter key. A message is shown at the bottom of the display indicating how many entries were added to the distribution list.9. Press the Enter key again. The Work with Distribution Lists display appears.10. Press F3 (Exit).

Documents

Documents in a List

If you have documents that are not in folders, use the Search for documents option to find them and to show a list of the documents on the Work with Documents in a List display.

To do this:	Do these steps:
Work with documents in a list	<ol style="list-style-type: none"><li data-bbox="332 829 958 892">1. On the OfficeVision/400 menu, select option 5 (Documents and folders) and press the Enter key.<li data-bbox="332 892 958 955">2. Select option 4 (Work with document lists) and press the Enter key.<li data-bbox="332 955 958 1081">3. The names of document lists are shown. Move the cursor next to the document list you want, and select option 5 (Work with documents in list) for the <i>Option</i> prompt. Press the Enter key; the Work with Documents in a Document List display appears.<li data-bbox="332 1081 958 1249">4. Move the cursor to the <i>Option</i> prompt beside the document you want to work with, and type the number for the option you want. You can revise, copy, delete, view, print, send, or move a document, or file a document on a remote system. You can also change or view the document details, print with the print options, or change the authority for a document.<li data-bbox="332 1249 958 1266">5. Press the Enter key to begin the task you selected.

Documents

Searching for Documents

To do this:	Do these steps:
Search for a document	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 5 (Documents and folders) and press the Enter key.2. Select option 3 (Search for documents) and press the Enter key. The Specify Document Library to Search display appears3. To search a different library than the one shown, fill in the prompt and press the Enter key. The Search for Documents display appears. If a library other than the default library is chosen, a remote sign-on display appears first.4. Either fill in the prompts and press F11 to show the Specify Document Details Criteria display, or press F10 (Start Search) to submit the search with the existing criteria. If you are searching on the local system, you can press F9 to show the Specify Document Text Criteria display.5. Fill in the desired prompts. If you want to go to the second page of the display, press the Page Down key.6. Repeat the previous step until you have completed all the desired prompts. If you want to review any of the previous displays, press the Page Up (Roll Down) key.7. Press the F10 key to begin the search.8. If you specify Y (Yes) for the <i>Wait for completion</i> prompt, the Work with Documents in a Document List display appears when the search is complete. If you specify N (No) for the <i>Wait for completion</i> prompt, the Work with Documents and Folders display appears.9. Press F3 (Exit). All the documents that have met the search values you specified are listed on the Work with Documents in a Document List display. See "Documents in a List" on page 1-17. <p>Note: Editing tasks are covered in "Editing Documents in Folders" on page 1-23.</p>

Documents

Documents in Folders

These tasks show you how to create and work with documents, but not how to enter or change text in a document. For instructions about entering text or changing text within a document, see “Editing Documents in Folders” on page 1-23 and “Tables and Columns” on page 1-63.

Creating and Working with Documents

To do this:	Do these steps:
Create a document	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 6 (Word processing) and press the Enter key.2. On the Word Processing menu, select option 1 (Work with documents in folders) and press the Enter key.3. On the Work with Documents in Folders display, type the name of an existing folder for the <i>Folder</i> prompt.4. Select option 1 (Create) for the <i>Option</i> prompt.5. Type the name of the document you are creating for the <i>Document</i> prompt.6. Press the Enter key; the Create Document Details display appears. Fill in any prompts you want to use for the document details.7. Press the Enter key again and the Edit display appears. This is where you type your document.8. Begin typing your document just as you would on a typewriter. See “Editing Documents in Folders” on page 1-23 for information about the Edit display.
Create a data/text merge shell document	<ol style="list-style-type: none">1. Create a new document.2. Type in the constant text.3. When you reach the location in the document where you want to insert the merged data/text, press F5 (Goto).4. Type .& and press the Enter key. The Data Field Instruction display appears.5. In the <i>Data field</i> prompt, type the name of the field containing the data that you want printed at this location within the document.6. In the <i>Data field source</i> prompt, type 2 to indicate that you want to specify the fill-in document when you print the document.7. In the <i>Letters</i> or <i>List</i> prompt, type 1 to select the Multiple Letters option.8. Press the Enter key. The Edit display reappears with the Data Field text instruction at the cursor position.9. Type any blank spaces or punctuation marks that should follow the Data Field text instruction.10. Continue to type the constant text.

Documents

To do this:	Do these steps:
Create a fill-in document with a row format	<ol style="list-style-type: none">1. Create a new document.2. On the first line, type an ampersand (&) followed by the name of the first data field.3. Press the Field Exit key.4. On the next line, type an ampersand (&) followed by the name of the next data field.5. Press the Field Exit key.6. Repeat steps 4 and 5 for each data field you will have in the fill-in document.7. Type the variable information of the data fields as you would like the variable information to appear, starting with the data field at the beginning of the fill-in document.8. When you are finished typing the data fields, press F3 (Exit/Save).
Revise a document	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 6 (Word processing) and press the Enter key.2. On the Word Processing menu, select option 1 (Work with documents in folders) and press the Enter key.3. On the Work with Documents in Folders display, select option 2 (Revise) for the <i>Option</i> prompt and type the name of the document in the <i>Document</i> prompt. Or move the cursor next to the document you want to revise, select option 2 (Revise) for the <i>Option</i> prompt, and press the Enter key. The Edit display appears. If the document cannot be revised, a message is shown stating that the document can be read only.4. On the Edit display, make the necessary changes and press F3 (Exit/Save).
Copy a document	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 6 (Word processing) and press the Enter key.2. On the Word Processing menu, select option 1 (Work with documents in folders) and press the Enter key.3. On the Work with Documents in Folders display, select option 3 (Copy) for the <i>Option</i> prompt and type the name of the document in the <i>Document</i> prompt. Or move the cursor next to the document you want to copy, select option 3 (Copy) for the <i>Option</i> prompt and press the Enter key.4. Complete the <i>To folder</i> prompt, the <i>Replace existing document</i> prompt, and the <i>To document</i> prompt, and press the Enter key.5. Press F3 (Exit).

Documents

To do this:	Do these steps:
Delete a document	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 6 (Word processing) and press the Enter key.2. On the Word Processing menu, select option 1 (Work with documents in folders) and press the Enter key.3. On the Work with Documents in Folders display, select option 4 (Delete) for the <i>Option</i> prompt and type the name of the document in the <i>Document</i> prompt. Or move the cursor next to the document you want to delete, and select option 4 (Delete) for the <i>Option</i> prompt.4. Press the Enter key; the Confirm Delete of Documents display appears.5. Press the Enter key to confirm your choices for deletion. If you decide not to delete, press F12 (Cancel) to cancel the delete request.6. Press F3 (Exit).
View a document	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 6 (Word processing) and press the Enter key.2. On the Word Processing menu, select option 1 (Work with documents in folders) and press the Enter key.3. On the Work with Documents in Folders display, select option 5 (View) for the <i>Option</i> prompt and type the name of the document in the <i>Document</i> prompt. Or move the cursor next to the document you want to view and select option 5 (View) for the <i>Option</i> prompt.4. Press the Enter key; the document you want to view is shown on your display.5. Press the Enter key. The Work with Documents in Folders display appears.6. Press F3 (Exit).
Print a document	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 6 (Word processing) and press the Enter key.2. On the Word Processing menu, select option 1 (Work with documents in folders) and press the Enter key.3. On the Work with Documents in Folders display, select option 6 (Print) or 9 (Print options) for the <i>Option</i> prompt and type the name of the document in the <i>Document</i> prompt. Or move the cursor next to the document you want to print, and select option 6 (Print) or 9 (Print options) for the <i>Option</i> prompt.4. Press the Enter key. If you select option 9, the first Print Options display (1 of 4) is shown where you can make changes on how the document is printed. Use the Page Down key to go to the next page of the Print Options display. (These changes are not saved; they are used for this print job only.) Make the changes and press the Enter key.5. Press F3 (Exit).

Documents

To do this:	Do these steps:
Change document details	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 6 (Word processing) and press the Enter key.2. On the Word Processing menu, select option 1 (Work with documents in folders) and press the Enter key.3. Select option 8 (Details) for the <i>Option</i> prompt and type the name of the document in the <i>Document</i> prompt. Or move the cursor next to the document you want to change the details of, and select option 8 (Details) for the <i>Option</i> prompt.4. Press the Enter key; the first Change Document Details display appears.5. Make any necessary changes. You can change any prompt.6. If you want to go to the next page of the display, press the Page Down key.7. Press the Enter key.8. Press F3 (Exit).
Send a document	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 6 (Word processing) and press the Enter key.2. On the Word Processing menu, select option 1 (Work with documents in folders) and press the Enter key.3. On the Work with Documents in Folders display, select option 10 (Send) for the <i>Option</i> prompt and type the name of the document in the <i>Document</i> prompt. Or move the cursor next to the document you want to send and select option 10 (Send) for the <i>Option</i> prompt. Press the Enter key.4. The Send a Document display appears with the <i>Document description</i> prompt filled with the description of the document you chose on the previous display.5. Complete the <i>User ID</i> and <i>Address</i> prompts for the person to receive the document.6. Press F10 (Send); the Work with Documents in Folders display appears.7. Press F3 (Exit).

Word Processing

Editing Documents in Folders

To type and edit text, you should be in insert mode on the Edit display. Above the typing area is the scale line and status line. On the status line is the audit window. The audit window shows any control characters that are at the current cursor position.

The editor of the word processing function has two assistance levels: basic and intermediate. The **basic assistance level** contains a menu bar, from which you can select word processing tasks by pressing F10 (Actions). The advantage of having the menu bar is that you do not need to remember the different Function keys and combinations of keys used to complete certain tasks. However, if you want to use the Function keys and combinations of keys, you can. You use the keys by leaving your cursor in the editing area on the Edit display and pressing the appropriate keys for the task you want to complete.

With the **intermediate assistance level**, there is not a menu bar. Rather, there are multiple lines of Function keys listed at the bottom of the Edit display. Since there is not a menu bar, you must remember the Function keys and combinations of keys used to complete certain tasks.

In addition to the differences on the Edit display, the two assistance levels differ in the options shown on the Work with Documents in Folders display. The following list contains the options shown on the Work with Documents and Folders display for both types of assistance levels.

Basic assistance level

The options include:

- Create
- Revise
- Copy
- Delete
- View
- Rename
- Print options
- Send
- Fill Form

Intermediate assistance level

The options include:

- Create
- Revise
- Copy
- Delete
- View
- Print
- Rename
- Details
- Print options
- Send
- Spell
- File remote
- Paginate
- Authority
- Fill

For information on how to change the assistance level for the editor, see "Change editor assistance level" on page 1-2.

Word Processing

Typing and Editing Text

To do this:	Do these steps:
Adjust line and page endings	<ol style="list-style-type: none">1. Press F16 (Adjust/Paginate) on the Edit display and the Select Adjust/Paginate Options display appears.2. Select option 2 (Adjust line and page endings) and press the Enter key. The line and page endings for the entire document are adjusted.
Adjust paragraph	<ol style="list-style-type: none">1. Press F16 (Adjust/Paginate) on the Edit display and the Select Adjust/Paginate Options display appears.2. Select option 3 (Adjust to end of paragraph) and press the Enter key. The lines are adjusted from the current cursor location to the end of the paragraph.
Center text using the PC text-assist function	<ol style="list-style-type: none">1. Tab or space to the position where you want the text centered.2. Press the Alt key plus the C key.3. Type the text to be centered.4. Repeat steps 1-3 if you want to center text several times on one line. You must press the Tab key once to end the first centering, before positioning your cursor for the next center on the same line. <p>Note: The text does not appear centered on the Edit display unless the <i>Display codes</i> prompt is set to N (No) on the Change Editing Options display (or F13 from the Edit display). However, the text will be centered when printed.</p>
Center text using the standard word processing function editor	<ol style="list-style-type: none">1. Type the text to be centered.2. Press the Alt key plus the C key. All text on the line is centered between the current margins.
Copy text	<ol style="list-style-type: none">1. Move the cursor under the first character of the text you want to copy.2. Press F1 (Copy) and the message Copy what? Move cursor, press Enter is shown on the bottom of your display.3. Move the cursor under the last character of the text you want to copy.4. Press the Enter key; the message To where? Move cursor, press Enter is shown on the bottom of your display.5. Move the cursor to the location in your document where you want the text copied to. Use F5 (Goto) to go to a specific page or line number. This is faster than using the page keys.6. Press the Enter key; the text is copied to the specified location and the cursor is under the first character of the copied text.

Word Processing

To do this:	Do these steps:
Copy text from another document	<ol style="list-style-type: none">1. Move your cursor to the location in the document where you want the copied text to appear.2. Press F14 (Get options). The Get display appears.3. In the <i>Document</i> prompt, type the name of the document from which you want to copy the text.4. In the <i>Folder</i> prompt, type the name of the folder where the document from which you want to copy text is located.5. If you do not want to view the text before getting it, complete the following:<ol style="list-style-type: none">a. In the <i>Get option</i> prompt, type 1 to select the Get directly to document option.b. If you want to copy specific pages, type the page numbers to be copied in the <i>Pages to Get</i> prompt.c. If you want to copy the entire document, press the Enter key. The Edit display reappears, and the text you specified to be copied appears in the current document.6. If you want to view the text before getting it, complete the following:<ol style="list-style-type: none">a. In the <i>Get option</i> prompt, type 2 to select the Get display option.b. Press the Enter key. The Edit display reappears, split into two sections. The bottom half of the display shows you the document from which you want to copy text.c. To copy a line of text from the bottom half of the display into current document, see the Copy Text task information on page 1-24.<p>Note: In order to move the cursor between the split area and the current document, you must use the New Line key.</p><ul style="list-style-type: none">• If your keyboard has 24 function keys, the New Line key is the key with the bent arrow, • If your keyboard has 12 function keys, press and hold the Shift key and then press the key with the bent arrow. (Depending on your keyboard, the key with the bent arrow may be either the Field Exit key or the Enter key).d. When you finish copying text, press F3 (Exit).

Word Processing

To do this:	Do these steps:
Copy text from a source physical file	<ol style="list-style-type: none">1. Move the cursor to the location in the document where you want the text to be copied to appear.2. Press F14 (Get options). The Get display appears.3. Move the cursor to the <i>File</i> prompt.4. In the <i>File</i> prompt, type the name of the source physical file that contains the member.5. In the <i>Library</i> prompt, type one of the following:<ul style="list-style-type: none">• Type the name of the library that contains the member's file.• Type *LIBL to search your library list.6. In the <i>Member</i> prompt, type one of the following:<ul style="list-style-type: none">• Type the name of the member from which you want to copy.• Type *FILE to use the name that was used in the <i>File</i> prompt.• Type *FIRST to use the first member in the file.• Type *LAST to use the last member in the file.7. In the <i>Get options</i> prompt type 1 to select the Get directly to document option.8. If you want to copy specific pages, type the page numbers in the <i>Pages to get</i> prompt.9. Press the Enter key. The Edit display reappears, and the text you specified to be copied appears in the current document.
Delete text	<ol style="list-style-type: none">1. Move the cursor under the first character of the text you want to delete.2. Press Del (Delete) and the message Delete what? Move cursor, press Enter is shown on the bottom of your display.3. Move the cursor under the last character of the text you want to delete.4. Press the Enter key; the text is deleted. <p>If you specify the option to highlight deleted text (on the Change Editing Options display), the text is shown in reverse image and a message asks you to confirm the delete or press F8 (Cancel) to cancel the delete.</p> <p>If you are using the PC text-assist function, the text is automatically highlighted as you move the cursor.</p>
End lines	<p>To end a line, press the Field Exit key. A Required Carrier Return control character is inserted in your text.</p> <p>If you press the Field Exit key by mistake and insert unwanted Required Carrier Returns in your document, erase them using the delete key.</p>

Word Processing

To do this:	Do these steps:
Highlight text using bold-faced type	<p>As you are typing it:</p> <ol style="list-style-type: none">1. Press the Alt key plus the B key.2. Type the text to be bold.3. Press the Alt key plus the J key to end the bold-faced type. <p>After you have typed it (existing text while you are in insert mode):</p> <ol style="list-style-type: none">1. Move the cursor under the first character to be highlighted.2. Press the Alt key plus the B key. The line of text is highlighted.3. Move the cursor one position past the last character to be highlighted and press the Alt key plus the J key to end the highlighting.
Indent a block paragraph (temporarily reset the left margin)	<ol style="list-style-type: none">1. Move the cursor to the beginning of the first line you want indented.2. Press the Alt key plus the Tab key. A Required Tab is inserted in your text. This takes you to the first tab stop. Repeat this step until you get to the tab stop you want.3. If you are creating a new paragraph, type your text. All lines are indented until you press the Field Exit key to insert a Required Carrier Return. <p>If you are indenting an existing paragraph, press the Enter key. All lines up to the next Required Carrier Return will be indented.</p>
Insert blank lines	<ol style="list-style-type: none">1. Position your cursor where you want to insert the line.2. Press the Field Exit key for each blank line that you want. <p>Any characters to the right of the cursor (including the character under the cursor) are moved down a line.</p>
Insert current date	<ol style="list-style-type: none">1. On the Edit display, position the cursor where you want to insert the current date and type .date.2. Press the Enter key. The date is inserted in your document when the document is resolved.

Word Processing

To do this:	Do these steps:
Insert page numbers in header or footer	<ol style="list-style-type: none">1. Press F5 (Goto).2. If you want to insert the page numbers in the document header, type dh and press the Enter key.3. If you want to insert the page numbers in the document footer, type df and press the Enter key.4. Position the cursor in the header or footer where you want the page number to appear.5. Press F5 (Goto).6. Type .pn.7. Press the Enter key. The Page Number display appears.8. If you want page numbering to begin with a number other than the current system page number, enter that number in the <i>Page number</i> prompt.9. Press the Enter key. The Create/Revise Header or Footer display appears.10. Type any other text that you want to include in the header or footer.11. Press F3 (Exit/Save).
Insert text from another document when printing	<ol style="list-style-type: none">1. Press F5 (Goto).2. Type .inc to specify the Include instruction.3. Press the Enter key. The Include Instruction display appears.4. In the <i>Document</i> prompt, type the name of the document you want to include in the current document.5. In the <i>Folder</i> prompt, type the name of the folder where the document you want to include in the current document is located.6. If you want only to include specific pages of the target document, type those page numbers in the <i>Pages to include</i> prompt, and press the Enter key. <p>The Edit display reappears. The Include instruction is inserted at the cursor position. The text is inserted when the document is printed.</p>
Keep new text together	<ol style="list-style-type: none">1. Type a Begin Keep instruction (.bk).2. Press the Enter key.3. Type the block of text you want to keep together.4. Type an End Keep instruction (.ek).5. Press the Field Exit key to insert a Required Carrier Return and continue entering text. <p>To keep words together, use a Required Space control character between the words instead of a space. To insert a Required Space, press the Alt key plus the spacebar.</p>

Word Processing

To do this:	Do these steps:
Move text	<ol style="list-style-type: none">1. Move the cursor under the first character of the text you want to move.2. Press F2 (Move); the message Move what? Move cursor, press Enter is shown on the bottom of your display.3. Move the cursor under the last character of the text you want to move.4. Press the Enter key; the message To where? Move cursor, press Enter is shown on the bottom of your display.5. Move the cursor to the location in your document where you want the text moved to. Use F5 (Goto) to go to a specific page or line number. This is faster than using the page keys.6. Press the Enter key; the text is moved to the specified location and the cursor is under the first character of the moved text.
Skip several lines	<ol style="list-style-type: none">1. Position the cursor to the point in your document where you want to skip lines.2. Press F5 (Goto).3. Type <code>.sk</code> in the prompt.4. Press the Enter key. The Skip Instruction display appears.5. Type the number of lines you want to skip for the <i>Number of lines to skip</i> prompt.6. Press the Enter key. The Edit display appears. The cursor is positioned on the line after the Skip instruction. The blank lines are inserted when the document is printed.
Skip to a certain line number	<ol style="list-style-type: none">1. Position the cursor to the point in your document where you want to skip lines.2. Press F5 (Goto).3. Type <code>.st1</code> in the prompt.4. Press the Enter key. The Skip to Line Instruction display appears.5. Type the line number you want to skip to for the <i>Line number to skip to</i> prompt.6. Press the Enter key; the Edit display appears. The cursor is positioned on the line after the Skip instruction.

Word Processing

To do this:	Do these steps:
Sort lines of text	<ol style="list-style-type: none">1. Move the cursor to the beginning line of the text you want to sort.2. Press F17 (Functions) on the Edit display and the Select Functions display appears.3. Select option 3 (Sort) and press the Enter key.4. Move the cursor to the last line of text you want to sort and press the Enter key. The block of lines you want to sort is highlighted. Note: If you are using the PC text-assist function, the text is highlighted as you move the cursor.5. Press the Enter key. The Sort Options menu is shown.6. Type the column number of the starting position for the first prompt under the <i>Starting Position</i> column. Note: The column number is shown on the scale line of the display.7. Type the number of the ending position under the <i>Ending Position</i> column.8. Type a 1 (Ascending order) or a 2 (Descending order) in the <i>Sort Order</i> column. Repeat steps 6-8 for each sort field.9. Press the Enter key. The Edit display appears with the text lines sorted in the order you specified. If the block of text to sort contains controls that may cause the block of text to sort incorrectly, the Confirm Sort display will be shown. If you want to sort the block of text as is, press the Enter key. If you do not want to sort the text as is, press F12 to return to the Edit display and mark again the lines you want to sort.
Underline a word	<p>As you are typing:</p> <ol style="list-style-type: none">1. Type the word you want underlined (do not space).2. Press the Alt key plus the W key. <p>To add an underline to an existing word:</p> <ol style="list-style-type: none">1. Move the cursor to the first position <i>following</i> the word to be underlined.2. Press the Alt key plus the W key. <p>The word is not underlined on the display unless you are using the PC text-assist function or a 3477 display, but is underlined when printed.</p>

Word Processing

To do this:	Do these steps:
Underline text	<p data-bbox="321 674 634 699">Underline text as you are typing:</p> <ol data-bbox="334 716 889 793" style="list-style-type: none"><li data-bbox="334 716 678 741">1. Press the Alt key plus the U key.<li data-bbox="334 743 659 768">2. Type the text to be underlined.<li data-bbox="334 770 889 793">3. Press the Alt key plus the J key to end the underlining. <p data-bbox="321 804 748 829">Underline text after you have finished typing:</p> <ol data-bbox="334 846 932 1026" style="list-style-type: none"><li data-bbox="334 846 695 871">1. Make sure you are in insert mode.<li data-bbox="334 873 922 898">2. Move the cursor under the first character to be underlined.<li data-bbox="334 900 911 947">3. Press the Alt key plus the U key; the text from the cursor position to the end of the line is underlined.<li data-bbox="334 949 932 995">4. Move the cursor to the space following the last character to be underlined.<li data-bbox="334 997 889 1026">5. Press the Alt key plus the J key to end the underlining.

Word Processing

Moving Around in the Document

To do this:	Do these steps:
Move the display vertically (roll)	<ol style="list-style-type: none">1. Press the Page Up or Page Down key.2. Your display will roll up or down 10 lines or 20 lines depending on whether you specified 1 (Half) or 2 (Full) for the <i>Roll up/Roll down</i> prompt on the Change Editing Options display.
Move the display horizontally (window)	<ol style="list-style-type: none">1. Press F7 (<i>Window</i>) and the <i>Window</i> prompt is shown: Type left column (1-255), press Enter.2. Type the number of the column that you want positioned at the left of the display.3. Press the Enter key to shift the display.4. To continue moving the display horizontally, repeat steps 1 through 3 until the right margin or item you want is shown.5. To return to your document's original left margin, press F7 and press the Enter key. Do not type a column number for the <i>Window</i> prompt.
Use automatic window and roll	<ol style="list-style-type: none">1. Press F13 (Edit options) on the Edit display. The Change Editing Options display appears.2. Type a Y (Yes) for the <i>Auto window and roll</i> prompt. When you reach the far right position, the display will shift automatically. Text will shift right or left if the cursor is moved to the right or left edge of the display.3. Press the Enter key to return to the Edit display. You can now move up or down in your document using the Cursor Up key or the Cursor Down key or move right or left using the Cursor Right key or the Cursor Left key. If you are using the text-assist function or the 3477 work station the display is automatically moved up, down, right, or left with the cursor movement keys.

Word Processing

Finding Text

To do this:	Do these steps:
Find a character	<ol style="list-style-type: none"><li data-bbox="332 695 958 758">1. Press F4 (Find char); the message Find which character? is shown on the bottom of the display.<li data-bbox="332 758 958 842">2. Type the character that you want to find in upper and lower case exactly as it appears. The cursor is moved to the next occurrence of that character in your document. The word processing function continues to find the next occurrence of the character each time you type the character.<li data-bbox="332 842 958 940">3. Press F8 (Reset) to cancel the find function.
Find a word or phrase	<ol style="list-style-type: none"><li data-bbox="332 940 958 1003">1. Press F6 (Find); the message Find what? is shown on the bottom of the display.<li data-bbox="332 1003 958 1066">2. Type the characters or controls that you want to find (up to 60), and press the Enter key. The cursor is moved to the next occurrence of those characters in your document.<li data-bbox="332 1066 958 1203">3. To find the same character string again, press F6 (Find) and press the Enter key. It is not necessary to type the character string again. The word processing function continues to find the next occurrence of this character string until you enter another string.

Word Processing

To do this:	Do these steps:
Search for and replace text	<ol style="list-style-type: none">1. Move the cursor to the position in the document where you want the search to begin.2. Press F18 (Search/Replace).3. Type the characters for the <i>Search for</i> and <i>Replace with</i> prompts.<ol style="list-style-type: none">a. If the <i>Search for</i> or <i>Replace with</i> phrase begins or ends with blanks, enclose it in apostrophes (' ').b. To delete the <i>Search for</i> characters from the document, enter two single apostrophes (") for the <i>Replace with</i> prompt.4. Type the criteria for the <i>Type of match</i>, <i>Type of replace</i>, and <i>Upper/lower case</i> prompts. To limit the search, specify an ending page and an ending line.5. Press the Enter key.<p>The search/replace function begins from the position immediately following the cursor and goes to the end of the document, or the ending page and line number (if specified).</p><p>If you selected prompted replacement for the <i>Type of replace</i> prompt:</p><ol style="list-style-type: none">a. The first occurrence of the <i>Search for</i> characters is found and the message Press Enter to replace or F8 to not replace is shown.<p>Press the Enter key to replace or delete the characters; press F8 to leave the characters unchanged.</p>b. Press the Enter key to continue the search throughout the entire document. When all of the characters have been found, the message Characters not found from cursor to end is shown.

Word Processing

Finding Spelling Errors

To do this:	Do these steps:
Check spelling	<ol style="list-style-type: none">1. On the Edit display, press F22 (Spell functions) to show the Select Spell Function display.2. Select option 1 (Spell options).3. Select option 1 (Spell) for the <i>Type of checking</i> prompt. Note: This prompt is displayed only if you are using US English.4. Select option 1 (Check document) or select option 3 (Check document and locate marks) for the <i>Option to perform</i> prompt. If you select option 1, the misspelled words are marked, but you are not prompted to replace them. You must page through the document to find them. If you select option 3, the cursor is positioned at the first misspelled word and a template at the bottom of the display shows the functions you can use.5. If you <i>do not</i> want to check spelling for the entire document, enter the beginning and ending pages to be checked.6. Press the Enter key. You are returned to the Edit display when the spelling has been checked.
Correct spelling by typing over text	<ol style="list-style-type: none">1. Move the cursor to the misspelled word.2. Press the Insert key once so that you are not in insert mode.3. Make the correction.4. Press the Insert key again.5. Press the Enter key.
Correct spelling using spell aid	<ol style="list-style-type: none">1. Move the cursor to any position in the misspelled word.2. Press F5 (Goto).3. Type sp and press the Enter key.4. Move the cursor under the correct spelling of the word.5. Press the Enter key. The word indicated by the cursor automatically replaces the misspelled word and the reversed image is removed. If you do not find the correct spelling for the word in the displayed list, press F9 (Unmark word) to remove the list. The misspelled word is not changed, but the error marks are removed.

Word Processing

To do this:	Do these steps:
Remove spelling error marks	<ol style="list-style-type: none"><li data-bbox="298 674 899 730">1. On the Edit display, press F22 (Spell functions) to show the Select Spell Function display.<li data-bbox="298 730 623 758">2. Select option 1 (Spell options).<li data-bbox="298 758 883 814">3. Select option 4 (Remove marks) for the <i>Option to perform</i> prompt. If you do not want to remove error marks for the entire document, enter the beginning and ending pages to be searched.<li data-bbox="298 898 526 926">4. Press the Enter key. You are returned to the Edit display when the spelling error marks are removed.

Word Processing

Changing the Format for the Entire Document

To do this:	Do these steps:
Set margins and tabs for entire document	<ol style="list-style-type: none">1. Press F5 (Goto) on the Edit display; the <i>Goto</i> prompt appears on the display.2. Type dm (Document margins and tabs).3. Press the Enter key; the Margins and Tabs display appears with the default margins and tabs.4. Move the cursor on the scale line to the position where you want to set a margin. Note: If the position where you want to set the left margin is not shown on the scale line, press F7 (Window). The <i>Type left column, press Enter</i> prompt is shown at the bottom of the display. Specify the position for the left margin.5. Type a < for a left margin and type a > for a right margin.6. Move the cursor on the scale line to the position where you want to set a tab.7. Type a T to set a flush left tab. You can also select other types of tabs. These tabs are described on the display.8. Press the Enter key; the Edit display appears with the new margins and tabs.
Change the print position of the first line for the entire document	<ol style="list-style-type: none">1. Press F5 (Goto) to show the <i>Goto</i> prompt.2. Type dp (Document page layout/paper options) and press the Enter key.3. Select the number you want as the first typing line for the <i>First typing line, first page</i> prompt and the <i>First typing line, following pages</i> prompt.4. Press the Enter key; the Edit display appears.
Change the line spacing or justification for the entire document	<ol style="list-style-type: none">1. Press F5 (Goto) to show the <i>Goto</i> prompt.2. Type d1 (Document line spacing/justification) and press the Enter key.3. Make the desired changes on the Line Spacing/Justification Options display.4. Press the Enter key to return to the Edit display.
Change the type style or ink color for the entire document	<ol style="list-style-type: none">1. Press F5 (Goto) to show the <i>Goto</i> prompt.2. Type dt (Document type style/color) and press the Enter key.3. Make the desired changes on the Typestyle Color Options display.4. Press the Enter key to return to the Edit display.

Word Processing

To do this:	Do these steps:
Enter or change a header or a footer for the entire document	<ol style="list-style-type: none"><li data-bbox="298 674 488 699">1. Press F5 (Goto).<li data-bbox="298 701 873 751">2. Type dh for a header or df for a footer in the prompt and press the Enter key. An Edit display where you can create or revise the header or footer is shown.<li data-bbox="298 821 634 846">3. Type your header or footer text.<li data-bbox="298 848 797 873">4. Press F3 (Exit/Save) to return to the Edit display.

Word Processing

Changing the Format for One or More Lines in a Document

To do this:	Do these steps:
Change the margins or tabs for one or more lines	<ol style="list-style-type: none">1. Move the cursor to the point in your document where you want the margins or tabs changed.2. Press F5 (Goto) to show the <i>Goto</i> prompt.3. Type an m (Margins and tabs) and press the Enter key. The Margins and Tabs display appears.4. To change a margin, move the cursor to the position on the scale where you want to set a margin. Type a < for a left margin and type a > for a right margin. Note: If you need to make changes to a part of the scale line not displayed, press F7 (Window). This moves the scale line left or right by typing the number of the column position to be displayed on the extreme left.5. To change a tab, move the cursor to the scale line where you want to set a tab. Type one of the following, depending on the type of tab you want:<ul style="list-style-type: none">T Flush left tabC Center tabD Decimal tabR Flush right tabM Comma tabN Colon tabNote: If you need to make changes to a part of the scale line not displayed, press F7 (Window). This moves the scale line left or right by typing the number of the column position to be displayed on the extreme left.6. Press the Enter key to return to the Edit display. <p>The new margins and tabs are shown on the scale line at the top of the display. A format change symbol is inserted at the cursor position to mark a line format change.</p> Notes: <ol style="list-style-type: none">1. Margin changes in multiple text columns are ignored until the multiple text columns end. Tab changes in multiple text columns are used immediately.2. Any changes you have made to the margins and tabs stay in effect to the end of the document. For information on resetting them to the starting choice, see "Returning to the Starting Choice" on page 1-40.

Word Processing

To do this:	Do these steps:
Change the line spacing or justification within the document	<ol style="list-style-type: none">1. Move the cursor to the beginning of the line where you want to start a line format change.2. Press F5 (Goto) to show the <i>Goto</i> prompt.3. Type the letter 1 (Line spacing/justification) and press the Enter key.4. Make the desired changes on the Line Spacing/Justification Options display.5. Press the Enter key to return to the Edit display. <p>A format change symbol is inserted in the document to mark a format change. The line format change remains in effect until you change it again or return the format to the starting choice. For information on returning the line format to the starting choice, see "Returning to the Starting Choice" on page 1-40.</p>
Change the type style within the document	<ol style="list-style-type: none">1. Move the cursor to the point in the document where you want to change the type style.2. Press F5 (Goto) to show the <i>Goto</i> prompt.3. Type a t (Type style/color) and press the Enter key. The <i>Typestyle/Color</i> Options display appears.4. Type the desired type style for the <i>Typestyle</i> prompt.5. Press the Enter key to return to the Edit display. <p>The new type style remains in effect from the position of the cursor to the end of the document. For information on returning the type style to the starting choice, see "Returning to the Starting Choice" on page 1-40.</p>
Return to the starting choice	<p>Note: The starting choice can be either the document format or the alternate format, whichever format you were using before the format change.</p> <ol style="list-style-type: none">1. If you changed the margins, tabs, or line spacing, move the cursor to the beginning of the line where you want to return to the starting line format.2. If you changed the type style, move the cursor before the text you want returned to the starting choice.3. Press F5 (Goto) to show the <i>Goto</i> prompt.4. Type rf for the prompt and press the Enter key. The <i>Reset Format</i> display appears.5. Select option 2 (Margins and tabs, line spacing/justification, typestyle/color) to return to the starting choice.6. Press the Enter key to return to the Edit display. <p>A format return symbol is inserted in the document to mark the return to the starting choice.</p>

Word Processing

Drawing with the Cursor

You can draw with the cursor provided you are using the PC text-assist function or certain advanced function 5250 emulators. For detailed information, see the *Using OfficeVision/400 Word Processing* book. To draw with the cursor, begin on the Edit display.

To do this:	Do these steps:
Change the draw character on your keyboard	<p>You can change the drawing character to any character that appears on your keyboard. If you do not change the drawing character, the drawing is created with lines.</p> <ol style="list-style-type: none">1. Move the cursor to where you want to change the drawing character.2. Press F5 (Goto) and type cdc in the prompt.3. Press the Enter key; the Change Drawing Character display appears.4. Type the character you want to use for the <i>New Drawing Character</i> prompt.5. Press the Enter key. The new character remains in effect until you change it.
Draw with the cursor	<ol style="list-style-type: none">1. Move the cursor to the line where you want to begin drawing.2. Press F5 (Goto) and type dwc in the prompt.3. Press the Enter key; the Edit display appears with <i>Draw with lines</i> on the status line.4. Use the cursor movement keys to create your drawing.5. Press F8 (Reset) to end the drawing. The lines will be printed as you drew them on the Edit display.
Erase with the cursor	<ol style="list-style-type: none">1. Move the cursor to where you want to begin erasing.2. Press F5 (Goto) and type ewc in the prompt.3. Press the Enter key; the Edit display appears with the message <i>Erase with lines</i> on the status line.4. Use the cursor movement keys to erase any characters you want to erase.5. Press F8 (Reset) to end erasing with the cursor. <p>Note: If you are revising text inside a box, the system must be in replace mode.</p>
Insert a drawing between two other drawings	<ol style="list-style-type: none">1. Press the Insert key once to go into insert mode.2. Type the text to be inserted.3. Press F5 (Goto) and type dwc in the prompt.4. Use the cursor movement keys to draw your lines around the text.5. Press F8 (Reset) to end drawing with the cursor.

Word Processing

Using Notepads

A notepad is a document that you can use to store commonly used text. You use a notepad to store an often-used paragraph so you can insert it directly into your documents. You can easily copy or move text to a notepad, or recall the text from a notepad.

You can use the system-named notepad or user-named notepads.

To use the system-named notepad, select a notepad option. The system uses a notepad with the same name as your user ID, which is stored in folder QWPDOCS.

To use a user-named notepad, select a notepad option and then specify the name of the notepad. The system uses the notepad you specified. If you specify a notepad that does not exist, a new notepad is created.

If you only need to use one notepad, use the system-named notepad. If you need to use several notepads, use user-named notepads. Specify the kind of notepad you want to use on page 2 of the Change Editing Options display. The system automatically remembers which notepad you used in your last edit session.

In addition to text, a notepad can contain:

- Text instructions.
- Control characters such as underline, bold, stop codes, page ends, or tabs.
- Line format changes such as line spacing or type style.
- Page format changes such as headers, footers, or page layout.

Specify the notepad option on the Select Notepad Option menu or by pressing F5 (Goto).

You can get to the Select Notepad Option menu from the Edit display in one of the following ways:

- By pressing F17 (Functions) and selecting option 2 (Notepad). When the Select Notepad Option menu is shown, you can select to move or copy text to a notepad, or recall text from a notepad.
- By pressing F5 (Goto) and typing **np** in the prompt.

You can bypass the Select Notepad Option menu and select any of the notepad options directly by pressing F5 (Goto) and typing one of the following:

npm Move to notepad; *existing text in notepad is replaced*
npma Move and *add* to notepad

Word Processing

npc Copy to notepad; *existing text in notepad is replaced*
npca Copy and *add* to notepad
npr Recall from notepad

Word Processing

Using the System-Named Notepad

Each user has one system-named notepad. Text can be placed in the notepad and recalled from the notepad.

To do this:	Do these steps:
Place text in the system-named notepad	<p data-bbox="284 787 706 819">To place text in the system-named notepad:</p> <ol data-bbox="284 829 925 1696" style="list-style-type: none"><li data-bbox="284 829 925 913">1. If the text you want to place in the notepad is already typed, go to that document. If the text is not already typed, type the text for the notepad.<li data-bbox="284 924 925 976">2. On the Edit display, press F13 (Change Edit Options) to go to the Change Editing Options display.<li data-bbox="284 987 925 1018">3. Go to page 2 of the Change Editing Options display.<li data-bbox="284 1029 925 1102">4. Type a 1 (System named) for the <i>Notepad</i> prompt. This notepad will be used each time you select the notepad function unless you change this prompt.<li data-bbox="284 1113 925 1144">5. Press the Enter key. You are returned to the Edit display.<li data-bbox="284 1155 925 1207">6. Position the cursor at the start of the text to be placed in the notepad.<li data-bbox="284 1218 925 1270">7. Press F5 (Goto). Type one of the following for the <i>Goto</i> prompt:<ul data-bbox="324 1270 925 1459" style="list-style-type: none"><li data-bbox="324 1270 925 1302">npm Move to notepad; <i>existing text in notepad is replaced</i><li data-bbox="324 1312 925 1344">npma Move and <i>add</i> to notepad<li data-bbox="324 1354 925 1386">npc Copy to notepad; <i>existing text in notepad is replaced</i><li data-bbox="324 1396 925 1428">npca Copy and <i>add</i> to notepad<li data-bbox="324 1438 925 1470">npr Recall from notepadPress the Enter key.<li data-bbox="284 1501 925 1638">8. Move your cursor to the end of the text you want placed in the notepad. If you are using the PC text-assist function, the text is highlighted as you move the cursor. If you are not using the PC text-assist function, press the Enter key; the text you selected is highlighted.<li data-bbox="284 1648 925 1696">9. Press the Enter key again; the text is placed in the system-named notepad.

Word Processing

To do this:	Do these steps:
Recall text from the system-named notepad	<p>When you recall the text from the notepad, all the text stored in the notepad is inserted into the document at the cursor position. The text remains in the notepad and you can recall it over and over again.</p> <p>To recall text from the system-named notepad and insert it into your document:</p> <ol style="list-style-type: none">1. On the Edit display, position the cursor where you want to insert the text from the notepad.2. Press F5 (Goto), type npr in the prompt, and press the Enter key. <p>The text is inserted into the document.</p> <p>If you need to recall only a part of the text stored in the notepad, use F14 (Get) to view the notepad document using a split display, and then copy the text you need. The name of the system-named notepad is xxxxxxxx.yy (where xxxxxxxx is your user ID, .yy is the extension). This notepad is stored in the folder QWPDOCS.</p>

Using a User-Named Notepad

Each user can have any number of user-named notepads. To place text in a user-named notepad, you type the text, select the notepad option, and specify the notepad name. If you specify a notepad that does not exist, a new notepad is created.

Word Processing

To do this:	Do these steps:
Create and place text in a user-named notepad	<ol style="list-style-type: none"><li data-bbox="298 678 922 751">1. If the text you want to place in the notepad is already typed, go to that document. If the text is not already typed, type the text for the notepad.<li data-bbox="298 753 922 806">2. On the Edit display, press F13 (Change Edit Options) to go to the Change Editing Options display.<li data-bbox="298 808 922 835">3. Go to page 2 of the Change Editing Options display.<li data-bbox="298 837 922 865">4. Type a 2 (User named) for the <i>Notepad</i> prompt. Note: Once you select option 2 (User named), you do not have to specify this prompt again unless you want to use the system-named notepad.<li data-bbox="298 963 922 991">5. Press the Enter key. You are returned to the Edit display.<li data-bbox="298 993 922 1045">6. Position the cursor at the start of the text to be placed in the notepad.<li data-bbox="298 1047 922 1281">7. Press F5 (Goto). Type one of the following for the <i>Goto</i> prompt: npm Move to notepad; <i>existing text in notepad is replaced</i> npma Move and <i>add</i> to notepad npc Copy to notepad; <i>existing text in notepad is replaced</i> npca Copy and <i>add</i> to notepad npr Recall from notepad<li data-bbox="298 1293 922 1320">8. Press the Enter key.<li data-bbox="298 1323 922 1451">9. Move the cursor to the end of the text you want placed in the notepad. If you are using the PC text-assist function, the text is highlighted as you move the cursor. If you are not using the PC text-assist function, press the Enter key; the text you select is highlighted.<li data-bbox="298 1453 922 1505">10. Press the Enter key again to verify that the highlighted text should be placed in the notepad.<li data-bbox="298 1507 922 1780">11. The Select Notepad Document display appears.<ol style="list-style-type: none"><li data-bbox="342 1535 922 1608">a. Type the name of the notepad you want the text placed into for the <i>Notepad document</i> prompt. If you type a name of a notepad that does not exist, it will be created.<li data-bbox="342 1610 922 1663">b. Type the name of the folder where the notepad document is stored for the <i>Folder</i> prompt. If you do not know the name of the notepad or its folder, move your cursor to the prompt and press F4 (Prompt). A list of documents or folders is shown where you can select a name.<li data-bbox="298 1782 922 1810">12. Press the Enter key. The text is placed in the notepad.

Word Processing

To do this:	Do these steps:
Recall text from a user-named notepad	<p data-bbox="321 674 954 779">When you recall the text from the notepad, all the text stored in the notepad is inserted into the document at the cursor position. The text remains in the notepad and you can recall it over and over again.</p> <p data-bbox="321 789 954 842">To recall text from a user-named notepad and insert it into your document:</p> <ol data-bbox="334 852 954 1094" style="list-style-type: none"><li data-bbox="334 852 954 905">1. On the Edit display, position the cursor where you want to insert the text from the notepad.<li data-bbox="334 909 954 961">2. Press F5 (Goto), type npr in the prompt, and press the Enter key.<li data-bbox="334 966 954 1094">3. The Select Notepad Document display appears.<ol data-bbox="375 989 954 1094" style="list-style-type: none"><li data-bbox="375 989 954 1041">a. Type the name of the notepad where the text you want is stored for the <i>Notepad document</i> prompt.<li data-bbox="375 1045 954 1094">b. Type the name of the folder where the notepad document is stored for the <i>Folder</i> prompt. <p data-bbox="402 1104 954 1209">If you do not know the name of the notepad or its folder, move your cursor to the prompt and press F4 (Prompt). A list of documents or folders is shown where you can select a name.</p> <ol data-bbox="334 1213 954 1241" style="list-style-type: none"><li data-bbox="334 1213 954 1241">4. Press the Enter key. The text is inserted into the document. <p data-bbox="321 1251 954 1329">If you need to recall only a part of the text stored in the notepad, use F14 (Get) to view the notepad document using a split display, and then copy the text you need.</p>

Word Processing

Using Goto Abbreviations

To use goto abbreviations, press F5 from anywhere on the Edit display, except as indicated in the following table, to show the *Goto* prompt. Type the abbreviation in the *Goto* prompt for the display that you want to go to. Press the Enter key; you are taken directly to that display.

Abbreviation	Format Functions
a	Alternate Format
aff	Alternate Footnote Format
al	Alternate Line Spacing/Justification
am	Alternate Margins and Tabs
ap	Alternate Page Layout/Paper Options
at	Alternate Type style/Color
d	Document Format
dcf	Display Current Format
dff	Document Footnote Format
dl	Document Line Spacing/Justification
dm	Document Margins and Tabs
dp	Document Page Layout/Paper Options
dt	Document Type style/Color
fco	Format Change Options
l	Line Spacing/Justification
m	Margins and Tabs
p	Page Layout/Paper Options (with the cursor positioned on the first line)
rf	Reset Format
t	Type style/Color
Abbreviation	Header/Footer Functions
aef	Alternate Even Footer
aeH	Alternate Even Header
aeo	Alternate Even/Odd Headers/Footers
af	Alternate Footer
ah	Alternate Header
aof	Alternate Odd Footer
aoh	Alternate Odd Header
def	Document Even Footer
deH	Document Even Header
deo	Document Even/Odd Headers/Footers
df	Document Footer
dh	Document Header
dof	Document Odd Footer
doh	Document Odd Header
ef	Even Footer
eh	Even Header

Word Processing

eo	Even/Odd Headers/Footers
f	Footer
h	Header
of	Odd Footer
oh	Odd Header
Abbreviation	Page/Line Functions
5	Go to page 5
/5	Go to line 5 of the current page
6/5	Go to line 5 of page 6
/	Put line where cursor is at top of the display
+5	Go ahead 5 lines
-5	Go back 5 lines
0	Go to the beginning of the document
9999	Go to the end of the document
Abbreviation	Spell Functions
aw	Add current word to dictionary
ck	Check document
ckp	Check document and prompt
do	Dictionary options
gsy	Grade-level synonyms for current word
re	Remove error marks
so	Spell options
sp	Spelling aid
sy	Synonym aid
ud	User dictionary
Abbreviation	Table Layout Functions
c	Turn column mode on/off (not supported if you are using the text-assist function)
cc	Copy column (where cursor is positioned)
cd	Delete column (where cursor is positioned)
ci	Insert new column
cm	Move column (where cursor is positioned)
cr	Revise column (where cursor is positioned)
ra	Reference areas
tl	Create/revise column layout (table layout)
Abbreviation	Multiple Text Columns Function
mce	Alternate between single and multiple column editing (for PC text-assist function only)
mtc	Define multiple text columns
ntc	Next related text column
stc	Return to single text column

Word Processing

Abbreviation Notepad Functions

np	Notepad menu
npc	Copy to notepad
npca	Copy and add to notepad
npm	Move to notepad
npma	Move and add to notepad
npr	Recall from notepad

Abbreviation Cursor Draw Functions

cdc	Change drawing character
cdm	Cursor draw menu
dwc	Draw with cursor
ewc	Erase with cursor

Abbreviation Other Functions

dc	Display codes for the PC text-assist function (to turn display codes on or off on the Edit display)
dohs	Outline heading selection
doh0-doh6	Outline heading definition (0 through 6 are heading levels)
ds	Change display size (alternates display size between 24X80 and 27X132)
gg	Get graphic
k	Display function keys (on/off)
mn	Text month names
s	Sort
sc	Prompted stop code
sym	Symbol

Using Text Instructions

To use text instructions, type the instruction abbreviation directly in your document; or press F9 on the Edit display to show the Instruction display; or press F5 and then type the instruction keyword (listed below) in the *Goto* prompt. Always begin the instruction keyword with a period.

Keyword	Instruction
.avg	Average
.bct, .ect	Begin and End Conditional Text
.bk, .ek	Begin and End Keep
.bo, .eo	Begin and End Overstrike
.brh, .erh, .crh	Begin, End, and Cancel Running Heading
.cf	Change Font
.cnt	Count
.color	Color
.date	System Date
.dfh	Data Field Heading
.docid	Document ID

Word Processing

.ff	Form Field
.fn	Footnote
.gr	Graphic
.help	Online Help Information Label
.h0–.h6	Heading Levels
.ht0–.ht6	Heading Text
.high	High
.ie	Index Entry
.inc	Include
.ix	Index
.low	Low
.nl	Numbered List Item
.pa	Start New Page
.pn	Page Number
.rbs	Required Backspace
.run	Run a CL Command
.set	Set a Variable
.sk	Skip
.stl	Skip to Line
.spn	System Page Number
.time	System Time
.toc	Table of Contents
.tot	Total
.zicr	Zero Index Carrier Return
.	Comment
.&	Data Field
.&&	Variable

Word Processing

Using Symbols

To do this:	Do these steps:
Insert symbols	<ol style="list-style-type: none">1. Move the cursor to the place in the text where you want to insert a symbol.2. Press and hold down the Alt key; then press the A key. The message Type symbol number(s), press Enter is shown.3. Type the symbol number or numbers that you want to insert into your document. If you are inserting more than one symbol, leave a space after each number. Note: If you do not know the symbol number, either press the Help key or leave the prompt blank and press the Enter key. Page 1 of 9 of the Insert Symbol display appears. Press the Page Up or Page Down key to go through the list of symbols until you find the symbol you want to insert.4. Press the Enter key. A Keyboard Change control character is inserted at the cursor position to mark the place in the document where the symbol will be printed.
Copy symbols	<ol style="list-style-type: none">1. Move the cursor to the first symbol you want to copy.2. Press F1 (Copy).3. Move the cursor onto the last symbol you want to copy.4. Press the Enter key. The block of text is highlighted.5. Move the cursor to the position in the document where you want the symbol copied (this position must be within an existing keyboard change). Note: If you are using the PC text-assist function, the system automatically inserts any needed Keyboard Change control characters.6. Press the Enter key. The symbol is copied to the cursor position.
Move symbols	<ol style="list-style-type: none">1. Move the cursor to the first symbol you want to move.2. Press F2 (Move).3. Move the cursor to the last symbol you want to move.4. Press the Enter key. The block of text is highlighted.5. Move the cursor to the position in the document where you want the symbol moved (this position must be within an existing keyboard change). Note: If you are using the PC text-assist function, the system automatically inserts any needed Keyboard Change control characters.6. Press the Enter key. The symbol is moved to the cursor position.

Word Processing

To do this:	Do these steps:
Delete symbols	<ol style="list-style-type: none">1. Move the cursor to the first symbol you want to delete.2. Press the Delete (Del) key.3. Press the Enter key. The symbol is deleted.

Using Text Profiles

A text profile provides the initial document format options that determine what a document will look like when it is created. A text profile is used *only* when a new document is created. Making a change to a text profile does not affect any existing documents.

There is a system-supplied text profile named SYSTEM that contains commonly used default values. You can change or copy this text profile but you cannot delete it or rename it. Whenever you create a new document, the SYSTEM text profile is used unless you activate a user text profile. You can create as many user text profiles as you need and activate the one you want whenever you create a new document.

To do this:	Do these steps:
Create a text profile	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 6 (Word Processing) and press the Enter key.2. On the Word Processing menu, select option 5 (Work with text profiles) and press the Enter key.3. On the Work with Text Profiles display, select option 1 (Create text profile) and press the Enter key. Note: This option is shown on the display only if the OfficeVision/400 editor is installed.4. Type the name and description of the profile to be created and press the Enter key.5. On the Select Text Defaults display, select the item you want to change and press the Enter key.6. Make changes as needed for the selected options. Press the Enter key or F3 (Exit) to return to the Select Text Defaults display.7. On the Select Text Defaults display, select another item to change, or press F12 (Cancel) without making a selection to end making changes. The Exit Text Profiles display appears.8. On the Exit Text Profiles display, select option 1 (Save and exit) or option 4 (Save and return to profiles menu).9. Press the Enter key. Note: Before a text profile can be used, it must be activated. Once a text profile is activated, each document you create has the same format as that profile.

Word Processing

To do this:	Do these steps:
Revise a text profile	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 6 (Word Processing) and press the Enter key.2. On the Word Processing menu, select option 5 (Work with text profiles) and press the Enter key.3. On the Work with Text Profiles display, select option 2 (Revise text profile) and press the Enter key. Note: This option is shown on the display only if the OfficeVision/400 editor is installed.4. Type the name of the profile to be revised for the <i>Profile</i> prompt and press the Enter key.5. On the Select Text Defaults display, select the option for the item you want to change and press the Enter key.6. Make changes as needed for the selected options. Press the Enter key or F3 (Exit) to return to the Select Text Defaults display.7. On the Select Text Defaults display, select another item to change or press F12 (Cancel) without making a selection to end making changes.8. On the Exit Text Profiles display, select option 1 (Save and exit) or option 4 (Save and return to profiles menu).9. Press the Enter key.
Copy a text profile	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 6 (Word Processing) and press the Enter key.2. On the Word Processing menu, select option 5 (Work with text profiles) and press the Enter key.3. On the Work with Text Profiles display, select option 3 (Copy text profile) and press the Enter key.4. Type the name of the profile to be copied for the <i>Copy from</i> prompt.5. Type the name of the new profile for the <i>Copy to</i> prompt.6. If you want to replace an existing text profile, type a Y for the <i>Replace existing profile</i> prompt. If you do not want to replace an existing text profile, type an N for the <i>Replace existing profile</i> prompt.7. Press the Enter key. You are returned to the Work with Text Profiles display.

Word Processing

To do this:	Do these steps:
Delete a text profile	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 6 (Word Processing) and press the Enter key.2. On the Word Processing menu, select option 5 (Work with text profiles) and press the Enter key.3. On the Work with Text Profiles display, select option 4 (Delete text profile) and press the Enter key.4. Type the name of the text profile to be deleted for the <i>Profile</i> prompt.5. Press the Enter key. The message <i>Press Enter to delete profile</i> is shown. Note: You cannot delete the text profile SYSTEM.6. Press the Enter key to delete the profile, or F12 (Cancel) to cancel the delete.7. Press F3 (Exit).
Activate the system profile	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 6 (Word Processing) and press the Enter key.2. On the Word Processing menu, select option 5 (Work with text profiles) and press the Enter key.3. On the Work with Text Profiles display, select option 6 (Activate system profile) and press the Enter key.4. The Work with Text Profiles display appears again with the message <i>Profile SYSTEM activated</i>.5. Press F3 (Exit) or F12 (Cancel).
Activate a text profile	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 6 (Word Processing) and press the Enter key.2. On the Word Processing menu, select option 5 (Work with text profiles) and press the Enter key.3. On the Work with Text Profiles display, select option 5 (Activate text profile) and press the Enter key. The <i>Select Text Profile</i> display appears.4. Type the name of the text profile to be activated for the <i>Profile</i> prompt.5. Press the Enter key. The Work with Text Profiles display appears again. The name of the current profile has been changed to the profile you selected.6. Press F3 (Exit).

Word Processing

Using Line Commands

To use line commands, press the Home key and type the line command in the area that appears to the left of the left margin. To leave the line command area, press the Home key again, and then press the Enter key.

Note: Line commands are not supported when you are using the PC text-assist function or the adapted word processing function.

Command	Description
A	After
AR	After repeated
B	Before
BR	Before repeated
C	Copy
CC	Block copy ¹
CCR	Copy a block of text to more than one location
CCT	Block center text ¹
Cn	Copy a specified number of lines of text
CR	Copy a line to more than one location
CT	Center text
D	Delete
DD	Block delete ¹
Dn	Delete a specified number of lines of text
E	Erase spell marks
EE	Erase spell marks block ¹
I	Insert
In	Insert a specified number of blank lines
L	Shift left
LL	Block shift left ¹
Ln	Shift a block of text to the left
M	Move
MM	Block move ¹
Mn	Move a specified number of lines of text
+n	Position n lines forward to top
-n	Position n lines backward to top
/	Position line to top
/n	Position line n to top
n	Position first line of page n to top
n.n	Position page n.n to top
n.n/m	Position line m of page n.n to top
n/m	Position line m of page n to top
R	Shift right

Word Processing

Rn	Shift a block of text to the right
RR	Block shift right ¹
S	Check spelling
SS	Check spelling block ¹
Wn	Shift text to the left or right (where n = left position of text)

- ¹ When working with blocks of text, type this command at both the beginning and end of the block.

Word Processing

Ending, Saving, and Printing a Document

To do this:	Do these steps:
Adjust line and page endings of document	<ol style="list-style-type: none">1. Press F3 (Exit/Save) on the Edit display; the Exit Document display appears.2. Type a Y (Yes) for the <i>Display save options</i> prompt.3. Press the Enter key; the Save Options display appears.4. Type a 3 for the <i>Adjust/paginate option</i> prompt.5. Type a Y (Yes) or an N (No) for the <i>Place on job queue</i> prompt.6. Press the Enter key; your document is stored and paginated.
End without printing	<ol style="list-style-type: none">1. Press F3 (Exit/Save) on the Edit display and the Exit Document display appears.2. Type a Y (Yes) for the <i>Save document</i> prompt.3. Type an N (No) for the <i>Display Save options</i> prompt, an N (No) for the <i>Print document</i> prompt, and an N (No) for the <i>Display print options</i> prompt.4. Press the Enter key; a message that the request is being processed is displayed briefly. The Work with Documents in Folders display appears, and a message stating that the document has been saved is shown on the bottom of the display.
End and print your document	<ol style="list-style-type: none">1. Press F3 (Exit/Save) on the Edit display and the Exit Document display appears.2. Type a Y (Yes) for the <i>Save document</i> prompt, a Y (Yes) for the <i>Print document</i> prompt, and a Y (Yes) for the <i>Display print options</i> prompt.3. Press the Enter key; page 1 of the Print Options display appears.4. Select option 1 (Printer) for the <i>Output device</i> prompt.5. Type the ID of the printer you want to use for the <i>Printer</i> prompt.6. Type *DEV for the <i>Output queue</i> prompt.7. Press the Page Down key to see additional print options. Make the desired changes for any of the prompts.8. Press the Enter key; a message that the request is being processed is shown briefly on the display. The Work with Documents in Folders display appears. <p>When the document has finished processing, a message that the document has been saved is shown on the display.</p>
Print the current display	Press the Print key at any place in your document on the Edit display. The current display is printed.

Word Processing

To do this:	Do these steps:
Print from the Work with Documents in Folders display	<ol style="list-style-type: none">1. On the Work with Documents in Folders display, do one of the following:<ul style="list-style-type: none">• Type a 6 (Print) in the <i>Option</i> prompt to print a document without changing the print options.• Type a 9 (Print options) in the <i>Option</i> prompt to view and change the print options before printing a document.<p>Note: Any changes you make to the print options are used only for this print job. They are not saved.</p>2. Press the Enter key.
Print on both sides	<ol style="list-style-type: none">1. Press F3 (Exit/Save) on the Edit display and the Exit Document display appears.2. Type a Y (Yes) for the <i>Print document</i> prompt and the <i>Display print options</i> prompt.3. Press the Enter key; the Print Options display appears.4. Type the ID of the printer you want to use for the <i>Printer</i> prompt (the printer you choose must support printing on both sides of the paper).5. Type *DEV for the <i>Output queue</i> prompt.6. Press the Page Down key until page 4 of the Print Options display appears.7. Type a 2 (Double-sided) for the <i>Type of page printing</i> prompt.8. Press the Enter key. The document will be printed on both sides of the paper.9. Press F3 (Exit).
Save the resolved output	<ol style="list-style-type: none">1. Press F3 (Exit/Save) on the Edit display; the Exit Document display appears.2. Type a Y (Yes) for the <i>Print document</i> prompt and the <i>Display print options</i> prompt.3. Press the Enter key; the Print Options display appears.4. Type a 2 (Display) for the <i>Output device</i> prompt. Additional prompts are displayed. Fill in the desired prompts.5. Go to page 3 of the Print Options display. Type a Y (Yes) for the <i>Save resolved output</i> prompt.6. Type the name of the document and the folder in the <i>Document</i> and <i>Folder</i> prompts. Make sure that the name is not the same as your original document. What you are saving is resolved output, not the original document.7. Press the Enter key. The resolved output from your document is saved in the document and folder names you specified.

Word Processing

To do this:	Do these steps:
View your printed document	<p data-bbox="289 674 922 726">You can see how your printed document will look either while you are editing it or after you have finished it.</p> <p data-bbox="289 737 568 762">While editing your document:</p> <ol data-bbox="300 772 922 961" style="list-style-type: none"><li data-bbox="300 772 922 825">1. Press F19 (Print/View options) on the Edit display. The Select Print/View Options display appears.<li data-bbox="300 827 922 879">2. Select option 3 (View printed output using split display) and press the Enter key.<li data-bbox="300 882 922 934">3. The document is shown on the bottom of the display. Use the Page Down key to page through the document.<li data-bbox="300 936 922 961">4. Press F3 (Exit) when you are finished viewing. <p data-bbox="289 972 649 997">After you have edited your document:</p> <ol data-bbox="300 1008 922 1222" style="list-style-type: none"><li data-bbox="300 1008 922 1060">1. Press F3 (Exit/Save) on the Edit display; the Exit Document display appears.<li data-bbox="300 1062 922 1115">2. Type a Y (Yes) for the <i>Print document</i> and <i>Display print options</i> prompts and press the Enter key.<li data-bbox="300 1117 922 1192">3. On page 1 of the Print Options display, type a 2 (Display) for the <i>Output device</i> prompt and press the Enter key. The document is shown on the display.<li data-bbox="300 1194 922 1222">4. Press F3 (Exit) when you are finished viewing.

Word Processing

Using the Print Queue

To do this:	Do these steps:
Display the print queue	<p>The print queue is shown on the Work with Documents to Be Printed display. To show this display do one of the following:</p> <ul style="list-style-type: none">• Press F9 (Work with) on one of the following displays:<ul style="list-style-type: none">– Work with Documents in Folders– Work with Folders– Work with Text Profiles– Work with Nontext Document Data• Select option 2 (Work with documents to be printed) on the Work with Word Processing display, and press the Enter key.• Type WRKDOCPTQ on any menu with a command line and press the Enter key.
Change a print job	<p>On the Work with Documents to Be Printed display:</p> <ol style="list-style-type: none">1. Type a 2 (Change) next to the print job or jobs you want to change.2. Press the Enter key; the Change Options display appears.3. Select the options you want changed and fill in the appropriate prompt. Do not change the printer ID to a different type of printer because all printers may not have the capability and features needed to correctly print this document.4. Press the Enter key. <p>Note: Jobs on the job queue may <i>not</i> be changed.</p>
Hold a print job	<p>On the Work with Documents to Be Printed display:</p> <ol style="list-style-type: none">1. Type a 3 (Hold) next to the print job or jobs you want to hold.2. Press the Enter key. <p>The job is held and will not be printed until it is released.</p>
Cancel a print job	<p>On the Work with Documents to Be Printed display:</p> <ol style="list-style-type: none">1. Type a 4 (Delete) next to the print job or jobs you want to cancel.2. Press the Enter key. The Confirm Delete of Printed Documents display appears with a list of the documents you want to delete.3. Press the Enter key to delete the printed documents shown, or press F12 (Cancel) if you do not want to delete these jobs. <p>The job is canceled from the print queue.</p>
View a print job	<p>On the Work with Documents to Be Printed display:</p> <ol style="list-style-type: none">1. Type a 5 (View) next to the print job or jobs that you want to view.2. Press the Enter key to view the printed document.3. Press F3 to return to the Work with Documents to Be Printed display.

Word Processing

To do this:	Do these steps:
Release a print job	On the Work with Documents to Be Printed display: <ol style="list-style-type: none"><li data-bbox="298 701 898 753">Type a 6 (Release) next to the print job or jobs you want to release.<li data-bbox="298 753 526 781">Press the Enter key. The job is released and begins printing.

Tables and Columns

Tables and Columns

You can create columns by using the Layout Table function or the Multiple Text Column function. The Layout Table function is most often used to create data columns, such as columns of numbers or names, but it is also possible to include text columns in which the words wrap from one line to the next. The Multiple Text Column function is most often used for text that you want to format in more than one column, similar to newspaper columns.

Note: You cannot use the Layout Table function if you are using the adapted word processing function.

Creating Columns Using Layout Table

When you use the Layout Table function, the first step is to create a table—that is, define the number and types of columns you want and the width of each column. Once you have created the table, you can type data or text in the columns.

To do this:	Do these steps:
Create a table	<ol style="list-style-type: none">1. Position the cursor on the location in the document where you want the table to appear.2. Press F15 (Table/Column). The Table/Columns display appears.3. Select option 1 (Layout new table) and press the Enter key. The Layout Table display appears.4. If you want to change the margin settings, press F6 (Change margins).5. Follow the steps indicated on the Layout Table display to define your columns. Be sure to type the longest entry for each column and separate each entry with forward slashes (/).6. Press the Enter key.7. Press F9 (Adjust spacing) to space the columns evenly between the margins.8. Press the Enter key. The Edit display reappears. <p>Note: If, after creating the table, you need to go back to the Layout Table display to make changes, follow these steps:</p> <ol style="list-style-type: none">1. Position the cursor inside the table.2. Press F5 (Go to).3. Type t1.4. Press the Enter key. The Layout Table display appears.

Tables and Columns

To do this:	Do these steps:
Type data in a table	<p>When you type data in a table, you type from left to right across the columns. If your table includes one or more text (wordwrap) columns, skip (tab over) those columns when entering your data. Then, when you finish entering the tabular data, follow the instructions for typing within a text (wordwrap) column.</p> <ol style="list-style-type: none">1. Type the data you want to appear in row 1 (the first line) of the first column.2. Press the Tab key to position the cursor to the next column and type the data you want to appear in row 1 of that column.3. Repeat step 2 for each of the remaining columns.4. Press the Field Exit key to end row 1 of the table.5. Repeat steps 1 through 4 for each row of data you want in the table. <p>Note: If you want to type text below the table, move the cursor past the End Table text instruction and continue working with the document.</p>
Type within a text (wordwrap) column	<ol style="list-style-type: none">1. Move your cursor to the top line of the text (wordwrap) column.2. Press F5 (go to).3. Type cr and press the Enter key. The Revise Column display appears.4. Type the text in the column. As you come to the end of each line, the words wrap to the next line.5. When you are finished typing, press F3 to return to the Edit display.

Tables and Columns

Creating Multiple Text Columns

To do this	Do these steps:
Create flowing and balanced columns	<ol style="list-style-type: none">1. Move the cursor to the location in the document where you want the multiple text columns to begin.2. Press F5 (Goto).3. Type mtc.4. Press the Enter key. The Define Multiple Text Columns display appears.5. In the <i>Number of columns</i> prompt, type the number of columns that you want to appear across the page when the document is printed.6. In the <i>Number of spaces between columns</i> prompt, type the number of spaces that you want to appear between the columns.7. In the <i>Type of columns</i> prompt, type 1 to select the Flowing and balanced option.8. Press the Enter key. The Confirm Text Columns display appears. Note: From the Confirm Text Columns display, you can press F20 (Change Format) to alter the margin settings.9. Press the Enter key again.10. Type the text that you want to appear in the columns.11. When you want to return to a single column format, follow these steps:<ol style="list-style-type: none">a. Press F5 (Goto).b. Type stc.c. Press the Enter key.

Tables and Columns

To do this	Do these steps:
Create flowing but not balanced columns	<ol style="list-style-type: none">1. Move the cursor to the location in the document where you want the multiple text columns to begin.2. Press F5 (Goto).3. Type mtc.4. Press the Enter key. The Define Multiple Text Columns display appears.5. In the <i>Number of columns</i> prompt, type the number of columns that you want to appear across the page when the document is printed.6. In the <i>Number of spaces between columns</i> prompt, type the number of spaces that you want to appear between the columns.7. In the <i>Type of columns</i> prompt, type 2 to select the Flowing but not balanced option.8. Press the Enter key. The Confirm Text Columns display appears. Note: From the Confirm Text Columns display, you can press the F20 (Change Format) key to alter the margin settings.9. Press the Enter key again.10. Type the text that you want to appear in the columns.11. When you want to return to a single-column format, follow these steps:<ol style="list-style-type: none">a. Press F5 (Goto).b. Type stc.c. Press the Enter key.

Tables and Columns

To do this	Do these steps:
Create related columns with equal widths	<ol style="list-style-type: none">1. Move the cursor to the location in the document where you want the multiple text columns to begin.2. Press F5 (Goto).3. Type mtc.4. Press the Enter key. The Define Multiple Text Columns display appears.5. In the <i>Number of columns</i> prompt, type the number of columns that you want to appear across the page when the document is printed.6. In the <i>Number of spaces between columns</i> prompt, type the number of spaces that you want to appear between the columns.7. In the <i>Type of columns</i> prompt, type 3 to select the Related option.8. Press the Enter key. The Confirm Text Columns display appears. Note: From the Confirm Text Columns display, you can press F20 (Change Format) to alter the margin settings.9. Press the Enter key again.10. Type the text that you want to appear in the first column.11. When you finish typing the text for the first column, press F5 (Goto).12. Type ntc.13. Press the Enter key. The Next Text Column text instruction is inserted both at the cursor position and on a line by itself.14. Type the text for the second column.15. Repeat steps 11 through 14 for each column you want to create.16. When you want to return to a single-column format, follow these steps:<ol style="list-style-type: none">a. Press F5 (Goto).b. Type stc.c. Press the Enter key.

Tables and Columns

To do this	Do these steps:
Create related columns with variable widths	<ol style="list-style-type: none">1. Move the cursor to the location in the document where you want the multiple columns to begin.2. Press F5 (Goto).3. Type mtc.4. Press the Enter key. The Define Multiple Text Columns display appears.5. In the <i>Number of columns</i> prompt, type the number of columns that you want to appear across the page when the document is printed.6. In the <i>Number of spaces between columns</i> prompt, type the number of spaces that you want to appear between the columns.7. In the <i>Type of columns</i> prompt, type 4 to select the Related with variable width option.8. Press the Enter key. The Define Related Column Width display appears.9. In each of the <i>Width</i> prompts, type the number that represents how wide you want each of the columns.10. Press the Enter key. The Confirm Text Columns display appears. Note: From the Confirm Text Columns display, you can press F20 (Change Format) to alter the margin settings.11. Press the Enter key again.12. Type the text that you want to appear in the first column.13. When you finish typing the text for the first column, press F5 (Goto).14. Type ntc.15. Press the Enter key.16. Type the text for the second column.17. Repeat steps 13 through 16 for each column you want to create.18. When you want to return to a single-column format, follow these steps:<ol style="list-style-type: none">a. Press F5 (Goto).b. Type stc.c. Press the Enter key.

Tables and Columns

To do this	Do these steps:
View multiple text columns as they will appear when printed	<p data-bbox="321 674 956 726">While you are creating a multiple text column document, you may want to see how the columns will look when they are printed.</p> <ol data-bbox="334 737 956 842" style="list-style-type: none"><li data-bbox="334 737 956 789">1. From the Edit display, press F20 (Print/View). The Select Print/View Option display appears.<li data-bbox="334 789 956 842">2. Select option 3 (View Printed Output using split display) and press the Enter key. <p data-bbox="362 852 956 936">The Edit display reappears. On the top portion of the display, the current document appears. On the bottom portion of the display, the resolved output of the current document appears.</p> <ol data-bbox="334 947 956 1003" style="list-style-type: none"><li data-bbox="334 947 956 1003">3. When you finish viewing the resolved output, press F3. The full Edit display reappears.

Tables and Columns

Copying, Moving, or Deleting Columns Using Layout Table

Follow the instructions in this section to copy, move or delete columns that were originally created with the Layout Table function. If the table was originally created simply by typing and spacing or tabbing to arrange data into columns, use the Revise Column method to copy, move or delete columns.

To do this:	Do these steps:
Copy or move a column	<ol style="list-style-type: none">1. On the Edit display, move the cursor under any character located in the first line of the column you want to copy or move.2. Press F5 (Goto).3. Type one of the following:<ul style="list-style-type: none">• Type cc if you want to copy the column you selected.• Type cm if you want to move the column you selected.4. Press the Enter key. The column you selected is now highlighted. If the highlighted column is not the column you want to copy or move, press F8 (Reset).5. Move the cursor under any character in the first line of the column that will follow the copied or moved column. If you want the column you selected to be either copied or moved after the last column in the table, move the cursor to a position on the first line of the table under the right margin symbol.6. Press the Enter key.
Delete a column	<ol style="list-style-type: none">1. On the Edit display, move the cursor under any character in the first line of the column you want to delete.2. Press F5 (Goto).3. Type cd.4. Press the Enter key. The column you selected to delete is now highlighted. Note: If you do not want to delete the highlighted column, press F8 (Reset).5. Press the Enter key.

Tables and Columns

Copying, Moving, or Deleting Columns Using Column Mode

Follow the instructions in this section if the table was created simply by typing and spacing or tabbing to arrange data into columns. Use the Layout Table method to copy, move or delete columns that were originally created using the Layout Table function.

When you are in Column Mode, there are two methods to copy, move, or delete columns of data:

- Column copy, move, or delete
- Format copy, move, or delete

You can use Format copy, move, or delete if only tabs (but not spaces) were used to separate the columns when they were created, and if a format control character is present on the Edit display. Otherwise, use Column copy, move or delete.

Note: Column mode is not supported if you are using either the PC text-assist function or the adapted word processing function.

Tables and Columns

To do this:	Do these steps:
Use column copy, move, or delete	<p data-bbox="289 674 924 751">In Column copy, move, or delete you mark the upper left and lower right corners of the column that you want to copy, move, or delete.</p> <ol data-bbox="289 764 924 1323" style="list-style-type: none"><li data-bbox="289 764 924 789">1. On the Edit display, position the cursor in the typing area.<li data-bbox="289 791 924 816">2. Press F5 (Goto).<li data-bbox="289 819 924 844">3. Type c and press the Enter key.<li data-bbox="289 846 924 903">4. Move the cursor to the upper left corner of the column of data you want to copy, move, or delete.<li data-bbox="289 905 924 1003">5. Complete one of the following:<ul data-bbox="342 926 924 1003" style="list-style-type: none"><li data-bbox="342 926 924 951">• To copy the column of data, press F1 (Copy).<li data-bbox="342 953 924 978">• To move the column of data, press F2 (Move).<li data-bbox="342 980 924 1003">• To delete the column of data, press the Delete key.<li data-bbox="289 1005 924 1062">6. Move the cursor to the lower right corner of the data you want to copy, move, or delete.<li data-bbox="289 1064 924 1089">7. Press the Enter key.<li data-bbox="289 1092 924 1323">8. Depending on which function you are performing, complete one of the following:<ul data-bbox="342 1136 924 1323" style="list-style-type: none"><li data-bbox="342 1136 924 1245">• If you chose to copy or move the column, move the cursor to the position where you want the upper left corner of the column of data to appear, and press the Enter key.<li data-bbox="342 1247 924 1323">• If you chose to delete the column, and the delete confirmation is active, press the Enter key to delete the column. <p data-bbox="342 1335 924 1386">If the delete confirmation is not active, then you do not need to do anything. The column is already deleted.</p>

Tables and Columns

To do this:	Do these steps:
Use format copy, move, or delete	<p data-bbox="321 674 954 751">In Format copy, move, or delete you mark a specific tab setting on the format scale to copy, move, or delete both the tab setting and the column below the tab setting.</p> <ol data-bbox="321 766 954 1333" style="list-style-type: none"><li data-bbox="321 766 954 791">1. On the Edit display, position the cursor in the typing area.<li data-bbox="321 793 954 819">2. Press F5 (Goto).<li data-bbox="321 821 954 846">3. Type c, and press the Enter key.<li data-bbox="321 848 954 919">4. Move the cursor to the tab setting located on the format scale line over the column of data you want to copy, move, or delete.<li data-bbox="321 921 954 1031">5. Complete one of the following:<ul data-bbox="375 951 954 1031" style="list-style-type: none"><li data-bbox="375 951 954 976">• To copy the column, press F1 (Copy).<li data-bbox="375 978 954 1003">• To move the column, press F2 (Move).<li data-bbox="375 1005 954 1031">• To delete the column, press the Delete key.<li data-bbox="321 1033 954 1058">6. Press the Enter key.<li data-bbox="321 1060 954 1333">7. Depending on which function you are performing, complete one of the following:<ul data-bbox="375 1110 954 1333" style="list-style-type: none"><li data-bbox="375 1110 954 1241">• If you chose to copy or move the column, move the cursor to the position on the format scale line where you want the tab setting to appear, and press the Enter key. The tab setting and the column below it are copied or moved to the position specified.<li data-bbox="375 1255 954 1333">• If you chose to delete the column and the delete confirmation is active, press the Enter key to delete the tab setting and the column below it.

If the delete confirmation is not active, then you do not need to do anything. The column is already deleted.

Labels

The word processing function allows you to print labels. You can print text on labels by creating a labels document. Within the labels document, you specify such things as the text you want to appear on the labels and the type of labels you will use. The two types of labels are as follows:

Continuous form labels A label form in which each row of labels is considered one page.

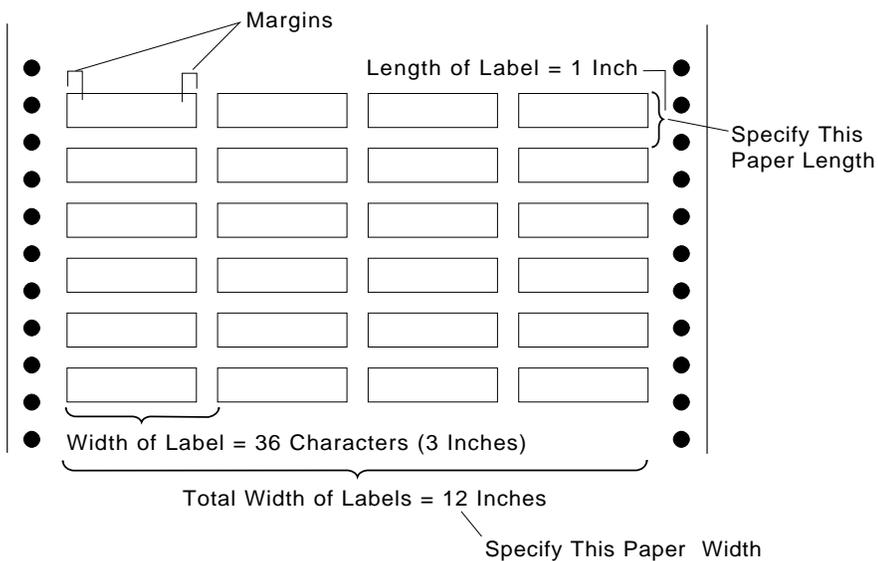
Sheet feed labels A label form in which each sheet is considered one page.

Note: The key to successfully manipulating labels lies in correct and accurate measurement of the label forms. Some measurements are in inches, and others are in terms of pitch. Please pay close attention to the directives in this section.

Creating and Printing a Continuous Form Labels Document

Refer to the following example when you measure the continuous form labels sheet in the formatting instructions.

Continuous Form Labels



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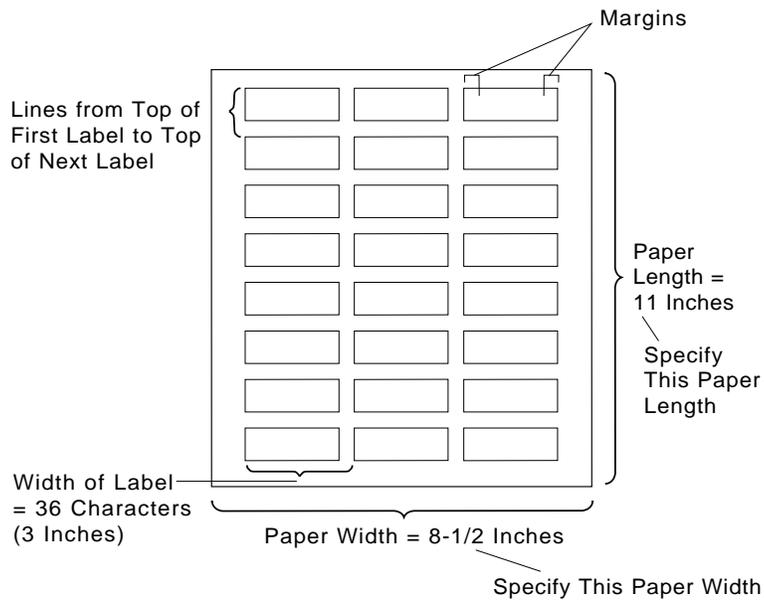
To do this:	Do these steps:
Create a continuous form labels document	<ol style="list-style-type: none"> 1. Create a new document 2. On the Create Document Details display, press the Page Down key. 3. In the <i>Print as labels</i> prompt on Page 2 of the Create Document Details display, type Y to select the Yes option. 4. Press the Enter key. The Edit display appears. 5. Press F20 (Format option). The Format Options display appears. 6. Select option 6 (Labels format) and press the Enter key. The Labels Format display appears. 7. In the <i>Type of labels document</i> prompt, type 1 to select the Continuous option. 8. In the <i>Width of Label</i> prompt, type the width in character positions from one edge of a label to the same edge of the next label. 9. In the <i>Length of label</i> prompt, type the length of the label from the top edge of one label to the top edge of the next label. 10. In the <i>Paper width</i> prompt, type the width of the paper. 11. In the <i>Labels across page</i> prompt, type the number of labels across the page. 12. Press the Enter key. The Format Options display reappears. 13. Press F3 (Exit). The Edit display reappears. You now must specify the margins for the continuous form labels. 14. Press F5 (Goto). 15. Type dm. 16. Press the Enter key. The Margins and Tabs display appears. 17. Press F7 (Window). The message, Type the left column (1-255), appears. 18. Type the left margin of the first label. 19. Press the Enter key. The scale line appears, starting from the left margin. 20. On the scale line, move the cursor to the left margin of the first label, and type <. 21. On the scale line, move the cursor to the right margin of the label, and type >. 22. Press the Enter key until the Edit display reappears. <p>The new margins are shown on the scale line. You now are ready to type the content of the labels.</p>

To do this:	Do these steps:
Enter information into a continuous form labels document	<p>When you enter information into a labels document, the information to be contained on each label must be separated from the information to be contained on the next label by a Start New Page text instruction (.pa). Follow these instructions:</p> <ol style="list-style-type: none"> 1. Type the information you want to appear on the first label. 2. When you finish typing the information for the first label, press F5 (Goto). 3. Type .pa. 4. Press the Enter key. A new page is inserted. 5. Type the information you want to appear on the next label. 6. Press F5 (Goto). 7. Type .pa. 8. Press the Enter key. A new page is inserted. 9. Repeat steps 5 through 8 for each label that you want to create. 10. When you finish typing the information that you want to appear on the labels, press F3 (Exit/Save).
Print a continuous form labels document	<ol style="list-style-type: none"> 1. On the Edit display of the labels document you want to print, press F3 (Exit/Save). The Exit Document display appears. 2. In both the <i>Print document</i> and the <i>Display print options</i>, type Y to select the Yes option. 3. Press the Enter key. Page 1 of the Label Print Options display appears. 4. In the <i>Labels across page</i> prompt, type the number of labels that are located on a row of your label form. 5. In the <i>Width of label</i> prompt, type the number of characters on a label. 6. In the <i>Number of label sets</i> prompt, type the number of copies of each label you want to be printed. 7. In the <i>Output device</i> prompt, type 1 to select the Printer option. Additional prompts appear. 8. In the <i>Printer</i> prompt, type the printer ID of the printer on which you want to print the labels. 9. Type the necessary information in the remaining prompts located on the Label Print Options display. 10. Press the Page Down key. Page 2 of the Label Print Options display appears. 11. If necessary, type the appropriate information in each of the prompts located on Page 2 of the Label Print Option display. 12. Press the Enter key. The labels document is sent to the printer you specified.

Creating and Printing a Sheet Feed Labels Document

Refer to the following example when you measure the sheet feed labels sheet in the formatting instructions.

Sheet Feed Labels



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To Do This:	Do These Steps:
Create a sheet feed labels document	<ol style="list-style-type: none"> 1. Create a new document. On the Create Document Details display, press the Page Down key. 2. In the <i>Print as labels</i> prompt, type Y to select the Yes option. 3. Type the necessary information in each of the remaining prompts. 4. Press the Enter key. The Edit display appears. 5. Press F20 (Format Options). The Format Options display appears. 6. Select option 6 (Labels format) and press the Enter key. The Labels Format display appears. 7. In the <i>Type of labels document</i> prompt, type 2 to select the Sheet Feed option. 8. In the <i>Width of label</i> prompt, type the width in positions from one edge of a label to the same edge of the next label. 9. In the <i>Paper length</i> prompt, type the length of the paper. 10. In the <i>Paper width</i> prompt, type the width of the paper. 11. In the <i>Labels across page</i> prompt, type the number of labels across the page. 12. In the <i>Labels down page</i> prompt, type the number of labels down the page. 13. In the <i>First typing line</i> prompt, type the number of the first line of the label which will have text. This is the number of lines from the top of the sheet. 14. In the <i>Lines from top of first label to top of next label</i> prompt, type the number of lines from the top of the first label to the top of the next label. 15. In the <i>Paper source</i> prompt, type a number from 1 to 6 to specify the paper drawer number you want to use. The paper source will remain in effect for all label pages. 16. Press the Enter key. The Format Options display reappears. 17. Press F3 (Exit) The Edit display reappears. You must now specify the margins for the sheet feed labels. 18. Type dm and press the Enter key. The Margins and Tabs display appears. 19. Press F7 (Window). The message, Type the left column (1-255), appears. 20. Type the left margin of the first label. 21. Press the Enter key. The scale line appears, starting from the left margin. 22. On the scale line, move the cursor to the left margin of the label, and type <. 23. On the scale line, move the cursor to the right margin of the label, and type >. 24. Press the Enter key until the Edit display reappears. The new margins are shown on the scale line. You now are ready to type the text of the labels.

To Do This:	Do These Steps:
Enter information into a sheet feed labels document	<p>When you enter information into a labels document, the information to be contained on each label must be separated from the information to be contained on the next label by a Start New Page text instruction (.pa). Follow these instructions:</p> <ol style="list-style-type: none"> 1. Type the information that you want to appear on the first label. 2. When you finish typing the information for the first label, press F5 (Goto). 3. Type .pa. 4. Press the Enter key. A new page is inserted. 5. Type the information you want to appear on the next label. 6. Press F5 (Goto). 7. Type .pa. 8. Press the Enter key. A new page is inserted. 9. Repeat steps 5 through 8 for each label that you want to create. 10. When you finish typing the information that you want to appear on the labels, press F3 (Exit/Save).
Print a sheet feed labels document	<ol style="list-style-type: none"> 1. On the Edit display of the labels document you want to print, press F3 (Exit/Save). The Exit Document display appears. 2. In both the <i>Print document</i> and the <i>Display print options</i> prompts, type Y to select the Yes option. 3. Press the Enter key. The Label Print Options display appears. 4. In the <i>Labels across page</i> prompt, type the number of labels that are located on a row of your label form. 5. In the <i>Width of label</i> prompt, type the number of characters that fill the width of a label. 6. In the <i>Sheet feed labels</i> prompt, type Y to select the Yes option. 7. In the <i>Number of rows per sheet</i> prompt, type the number of rows that are on one page of the labels form. 8. In the <i>Number of label sets</i> prompt, type the number of copies of each label you want to be printed. 9. In the <i>Output device</i> prompt, type 1 to select the Printer option. Additional prompts appear. 10. In the <i>Printer</i> prompt, type the printer ID of the printer on which you want to print the labels. 11. Type the necessary information in the remaining prompts. 12. Press the Page Down key. Page 2 of the Label Print Options display appears. 13. If necessary, type the appropriate information in each of the prompts on Page 2 of the Label Print Options display. 14. Press the Enter key. The labels document is sent to the printer you specified.

Form Documents

Form Documents

A form document is a document that contains form fields. Form fields define specific areas where data input is allowed when filling in a form. All other text in the form document is protected from changes.

Create form document

1. Create the form document following the steps for “Create a document” on page 1-19.
2. Move the cursor to where you want a form field defined.
3. Press F5 (Goto) and type `.ff` for the prompt.
4. Press the Enter key.
5. Complete the prompts on the first page of the display. These prompts are commonly used when defining a form field. Additional prompts less often used are on the second page of the display.
 - a. If this field will be a numeric only form field, the maximum length you can specify for the *Length of form field* prompt is 31.
 - b. Complete the *Decimal positions* prompt for numeric only form fields.
 - c. If the form field is only going to allow numeric data, type a Y (Yes) for the *Allow numeric data only* prompt.
 - d. If a value must be typed for the field when the form document is filled in, type a Y (Yes) for the *Value required* prompt.
 - e. If you want an initial value shown for the form field, complete the *Initial value* prompt. The initial value cannot be longer than the length specified for the *Length of form field* prompt.
 - f. If you want text shown that describes what data needs to be typed for the form field, complete the *Prompt text* prompt. The text is shown at the bottom of the display when the form field is being completed.
6. If you need to specify additional information for this form field, press the Page Down key. The second page of the display appears.
 - a. If you want the form field underlined when the document is printed, type a Y (Yes) for the *Underline field* prompt.
 - b. If you want the form field to be printed in bold when the document is printed, type a Y (Yes) for the *Highlight field* prompt.
 - c. If you want the form field protected from input when filling in the form, type a Y (Yes) for the *Protect field* prompt.

Form Documents

- d. If you want the data entered in the form field to be stored in a document variable, complete the *Variable name* prompt.
 - e. If you plan on doing any of the following, define an identifier for the form field by completing the *Form field identifier* prompt:
 - Passing an initial value to this form field using the FILLFORM command.
 - Taking data entered from the form field and using it in an application.
 - Performing validity checking on this field (either *IBM or *USER).
 - Allowing the end user to press F4 (Prompt) when completing this form field to show possible values for the field.
 - f. For the *Form field validity checking* prompt:
 - 1) Leave the prompt *NONE if no validity checking will be done for the form field.
 - 2) Specify *IBM or *USER if you want data entered in this field to be validity checked when the form is being filled in.
 - 3) Specify *IBM if you plan on entering your valid data into the IBM supplied validity checking file (QAOEFFVL). If you specify *IBM, the *Type of data (Values/Range)* prompt is shown. For this prompt:
 - a) Specify a 1 (Values) if the valid values for this field are not contained within a definite high value and low value.
 - b) Specify a 2 (Ranges) if the valid values for this field are contained within a definite high value and low value.
 - 4) Specify *USER if you plan on using your own programs and files to perform data validity checking. If you specify *USER, the following prompts are shown:
 - Exit program name

This is the name of the user-supplied program that OfficeVision/400 uses to perform the validity checking and prompting.
 - Library where exit program resides
7. Determine if you need to do any of the following:
- If the information for the prompt includes numeric data that needs to be edited, press F5 (Numeric editing). The Numeric Field Editing Options display appears. Complete

Form Documents

the prompts on the display and press the Enter key. The Form Field Instruction display appears.

- If the information for the prompt includes alphabetical data that needs to be edited, press F6 (Character editing). The Character Field Editing Options display appears. Complete the prompt on the display and press the Enter key. The Form Field Instruction display appears.
 - If the information for the prompt includes date or time data and you want to change the date/time separator character, press F9 (Date/time editing). The Date/Time Field Editing Options display appears. Complete the prompt on the display and press the Enter key. The Form Field Instruction display appears.
8. Press the Enter key again. The Edit display appears and a form field instruction has been inserted at the cursor position.
 9. Repeat steps 2 through 8 for each remaining form field you want in the form.
 10. After you finish entering the fields for the form document you are creating, press F3 (Exit/Save). The Exit Document display appears.

Filling in a form

1. On the Work with Documents in Folders, Work with Documents in a List, or Work with Mail display:
 - a. Move the cursor to the *Opt* prompt in front of the form document you want to fill in.
 - b. Type **15** (Fill form) and press the Enter key.
2. Type the data for the first field on the display.

At the bottom of the display, you may see a description of what to type for this field.
3. Press F8 (Next field) and the cursor moves to the next field. Complete the data for the field. If you want to go back to the previous field, press F7 (Previous field).
4. Type the data for the remaining fields on the display.
5. Press F3 (Exit/Save). The Exit Form Document display appears with the default choices.
6. Specify the following:
 - a. If you want to enter data again using a fresh copy of the form, type a **Y** (Yes) for the *Refresh form* prompt. After a form has been printed, sent, or saved, a fresh copy of the form is shown.
 - b. If you want to print the completed form document, type a **Y** (Yes) for the *Print form* prompt.

Form Documents

- c. If you want to see the Print Options display, type a Y (Yes) for the *Display print options* prompt. On the Print Options display, you can change the print options for the document.
 - d. If you want to send the completed form to someone, type a Y (Yes) for the *Send form* prompt.
 - e. If you want to save the form with the data you just entered, type a Y (Yes) for the *Save form with current data* prompt. If you specify Yes for this prompt:
 - 1) For the *Document* prompt, specify the name of the document where you want the information saved.
 - 2) For the *Folder* prompt, specify the name of the folder where you want the document containing the information saved.
7. Press the Enter key. Depending on what you typed for the prompts on the Exit Form display, the following happens:
- a. If you typed a Yes for the *Print form* prompt, the Work with Documents in Folder display appears. At the bottom of the display is a message stating that the document was submitted for printing.
 - b. If you typed a Yes for the *Display print options* prompt, the Print Options display appears. On the Print Options display, you can change the print options for the document.
 - c. If you typed a Yes for the *Send form* prompt, the Send Form display appears.
- Do the following:
- 1) If you do not want the person who receives the form to change it, type a Y (Yes) for the *Send as final form* prompt.
 - 2) Complete the *User ID* and *Address* prompts for each person you want to receive the form document. You can also specify a distribution list for the *Distribution list* prompts.
 - 3) Press F10 (Send) to send the form.

Mail

Mail

To do the tasks in this section, OfficeVision/400 Mail must be installed on your system.

OfficeVision/400 Mail has two assistance levels. The **basic** assistance level provides simplified displays for easy access to the most commonly used mail functions. The **intermediate** assistance level provides easy access to more advanced mail functions and options. You can change the assistance level as described in this section. Depending on the assistance level you are using, the displays may differ slightly.

To do this:	Do these steps:
Change mail assistance level	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 2 (Mail) and press the Enter key.2. Press F21 (Select assistance level).3. If you want to change to the basic assistance level, type a 1 (Basic) for the <i>Assistance level</i> prompt and press the Enter key. If you want to change to the intermediate assistance level, type a 2 (Intermediate) for the <i>Assistance level</i> prompt and press the Enter key. The appropriate display for the assistance level you select appears.
View mail	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 2 (Mail) and press the Enter key.2. Move the cursor next to the mail item you want to see and select option 5 (View) for the <i>Option</i> prompt. Press the Enter key. Note: You can sort your mail in either ascending (oldest mail first) or descending (newest mail first) order by pressing F15. If the mail item has an attached memo, the memo is shown first. Press the Enter key to see the mail item.3. View the mail item.4. After viewing the mail item, either press the Enter key to return to Work with Mail or press F3 to Exit.
Delete mail	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 2 (Mail) and press the Enter key.2. Move the cursor next to the mail item you want to delete, and select option 4 (Delete) for the <i>Option</i> prompt.3. Press the Enter key; the Confirm Delete of Mail Entries display appears with the selection you want to delete.4. Press the Enter key again to delete, or press F12 (Cancel) if you do not want to delete this selection.5. Press F3 (Exit).

Mail

To do this:	Do these steps:
Change document details for a document you are receiving	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 2 (Mail) and press the Enter key.2. Move the cursor next to the mail item you want to change the details of and select option 8 (Change details) for the <i>Option</i> prompt. Note: To select this option, the intermediate assistance level for OfficeVision/400 Mail must be active. For information about making the intermediate assistance level active, see "Change mail assistance level" on page 1-84.3. Press the Enter key. The Change Document Details display appears.4. Change any of the desired prompts.5. Press the Enter key; a message appears confirming the changes you made.6. Press F3 (Exit).
Forward mail and attach a memo slip	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 2 (Mail) and press the Enter key.2. Move the cursor next to the desired mail item and select option 10 (Forward) for the <i>Option</i> prompt.3. Press the Enter key; the Forward Mail display appears.4. Type the user ID and address or the nickname of the person or persons you are forwarding to.5. Press F9 (Attach memo slip). The Attach Memo Slip display appears. Note: To select this option, the intermediate assistance level for OfficeVision/400 Mail must be active. For information about making the intermediate assistance level active, see "Change assistance level" on page 1-84.6. Type a choice in the <i>Action</i> prompt and any remarks that you want to make about the mail item in the <i>Memo text</i> prompt.7. Press the Enter key to return to the Forward Mail display.8. To forward the mail item, press F10 (Send). You are returned to the Work with Mail display, and a message is shown that the document was forwarded.9. Press F3 (Exit).

Mail

To do this:	Do these steps:
Reply to mail	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 2 (Mail) and press the Enter key.2. Move the cursor next to the mail item you want to reply to and select option 11 (Reply) for the <i>Option</i> prompt.3. Press the Enter key; the Reply to Mail display appears.4. Press F6 (Type note). When the Edit display appears, type your reply and press F3 (Exit/Save).5. Press F10 (Send) to send your reply. The Work with Mail display appears. Note: If you try to send a reply before pressing F6 (Type note) to type a note, a message appears.6. Press F3 (Exit).
File mail in library	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 2 (Mail) and press the Enter key.2. Move the cursor next to the mail item you want to file and select option 12 (File remote) or option 13 (File local). Notes:<ol style="list-style-type: none">a. To select option 12 (File remote), the intermediate assistance level for OfficeVision/400 Mail must be active. For information about making the intermediate assistance level active, see "Change assistance level" on page 1-84.b. When the basic assistance level for OfficeVision/400 Mail is active, option 13 (File local) is option 13 (File).3. Press the Enter key. The File Document display appears.4. Change whatever you want on this display. Use the Page Down key to go to the next display and change whatever you want.5. Press the Enter key. A message is shown stating that the mail item is being filed.6. Press F3 (Exit).

Mail

To do this:	Do these steps:
Review out-going mail status	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 2 (Mail) and press the Enter key.2. Press F6 (Work with outgoing mail status). Note: To have this key active, the intermediate assistance level for OfficeVision/400 Mail must be active. For information about making the intermediate assistance level active, see "Change assistance level" on page 1-84.3. Move the cursor next to the desired mail item and select option 8 (Display details) for the <i>Option</i> prompt.4. Press the Enter key; the View Outgoing Mail Status Details display appears with the status of the item you selected for each person that the mail item was sent to.5. Press the Enter key to return to the Work with Outgoing Mail Status display.6. Press F3 (Exit).
Work with action items	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 2 (Mail) and press the Enter key.2. Press F9 (Work with action items); a list of action items is shown. Note: To have this key active, the intermediate assistance level for OfficeVision/400 Mail must be active. For information about making the intermediate assistance level active, see "Change assistance level" on page 1-84.3. Move the cursor next to the action item you want, type the desired option, and press the Enter key.4. Press F3 (Exit).

Mail

To do this:	Do these steps:
Create a reference to printed copy	<ol style="list-style-type: none"><li data-bbox="298 674 924 726">1. On the OfficeVision/400 menu, select option 2 (Mail) and press the Enter key. The Work with Mail display appears.<li data-bbox="298 726 924 779">2. Press F13 (More mail tasks). The More Mail Tasks display appears. Note: To have this key active, the intermediate assistance level for OfficeVision/400 Mail must be active. For information about making the intermediate assistance level active, see "Change assistance level" on page 1-84.<li data-bbox="298 936 924 1010">3. Select option 1 (Create local hard-copy reference) and press the Enter key. The Create Hard-Copy Reference display appears.<li data-bbox="298 1010 924 1062">4. Fill in the desired prompts. If you want to go to the next page of the display, press the Page Down key.<li data-bbox="298 1062 924 1115">5. Press the Enter key. A message is shown confirming the document number was added to the mail log.<li data-bbox="298 1115 924 1150">6. Press F3 (Exit).
Handle mail for someone else	<ol style="list-style-type: none"><li data-bbox="298 1161 924 1213">1. On the OfficeVision/400 menu, select option 2 (Mail) and press the Enter key.<li data-bbox="298 1213 924 1325">2. Press F11 (Change User). A small display appears. Enter the user ID, user ID and address, or the nickname of the person whose mail you want to work with, and press the Enter key. You now see their mail log instead of yours. Note: You cannot work with mail for another person if you are using the basic assistance level of OfficeVision/400 Mail.<li data-bbox="298 1419 924 1472">3. Move the cursor down to the mail item you want to work with, type the desired option, and press the Enter key.<li data-bbox="298 1472 924 1501">4. Press F3 (Exit).

Messages and Notes

Messages and Notes

To do the tasks in this section, OfficeVision/400 Mail must be installed on your system.

OfficeVision/400 Mail has two assistance levels. The **basic** assistance level provides simplified displays for easy access to the most commonly used mail functions. The **intermediate** assistance level provides easy access to more advanced mail functions and options. You can change the assistance level as described in "Change assistance level" on page 1-84. Depending on the assistance level you are using, the displays may differ slightly.

To do this:	Do these steps:
Send a message	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 3 (Send message) and press the Enter key.2. At the top of the Send a Message display, type the message on the lines provided.3. Type the user ID and address or the nickname of the person you are sending the message to.4. Press F10 (Send) to send the message. The Send a Message display appears again, but without any information on it.5. Press F3 (Exit).
Send a note	<ol style="list-style-type: none">1. On the OfficeVision/400 menu, select option 4 (Send note) and press the Enter key.2. On the Send a Note display, type the subject and a reference for your note.3. Type the user ID and address or the nickname of the person you are sending the note to. To see a list of user IDs and addresses, move the cursor to the <i>User ID</i> prompt and press F4. To see a list of distribution lists, move the cursor to the <i>Distribution list</i> prompt and press F4. Note: This prompt is shown on the display only when the intermediate assistance level for OfficeVision/400 Mail is active. For information about making the intermediate assistance level active, see "Change assistance level" on page 1-84.4. Press F6 (Type note).5. On the Edit display, type the text of your note.6. Press F10 (Send) and you are returned to the Send a Note display. Note: If you try to send a note before pressing F6 (Type note) to type a note, a message appears.7. Press F3 (Exit).

Messages and Notes

To do this:	Do these steps:
Send a note and attach a memo slip	<ol style="list-style-type: none"><li data-bbox="298 674 920 726">1. On the OfficeVision/400 menu, select option 4 (Send note) and press the Enter key.<li data-bbox="298 726 920 751">2. On the Send a Note display, press F9 (Attach memo slip).<li data-bbox="298 751 920 804">3. Type a choice in the <i>Action</i> prompt and any comments about the note for the <i>Memo text</i> prompt.<li data-bbox="298 804 920 829">4. Press the Enter key; you return to the Send a Note display.<li data-bbox="298 829 920 882">5. Type the user ID and address or the nickname of the person you are sending the note to.<li data-bbox="298 882 920 934">6. Type the subject and reference for the note and press F6 (Type note).<li data-bbox="298 934 920 959">7. On the Edit display, type the text of your note.<li data-bbox="298 959 920 1012">8. Press F10 (Send); you are returned to the Send a Note display.<li data-bbox="298 1012 920 1045">9. Press F3 (Exit).

Chapter 2. Problem Solving

The following information may help you solve problems.

Calendar

Problem:	Solution:
People are rescheduling your calendar.	Change the <i>Authority</i> on the Change User Authority to Calendar display.

Directory

Problem:	Solution:
Other system users are adding, changing, and deleting entries on your personal directory.	Change the <i>Authority</i> prompt by leaving it blank on the Change Personal Directory Authorizations display.

Editing

Problem:	Solution:
You cannot insert.	If you are using the standard word processing function editor or the PC text assist function, make sure you are in insert mode. Insert mode is shown as a lighted block or triangle on the bottom or right side of the display. If the lighted block or triangle is not shown, press the Insert key.
You cannot remove bold or underline control characters from text.	<ol style="list-style-type: none">1. Move the cursor one position past the bold or underline control character. (Control characters are shown in the audit window on the status line.)2. Press the Backspace key to delete the bold or underline control character. <p>Note: If you are using the PC text-assist function, use the Delete key instead.</p> <p>When underlining text, blank spaces at the ends of lines are underlined on the display.</p> <p>The extra underlining will not print even though it is shown on the display. You cannot remove this underlining.</p>

Editing	
Problem:	Solution:
Hyphenation is not working.	<p>One of the following may be the reason why hyphenation is not working:</p> <p>The dictionary is not specified.</p> <ol style="list-style-type: none"> 1. Press F22 (Spell functions). 2. Select option 1 (Spell options). 3. On the Spell Options display, press F5 (Dictionary options). 4. On the Specify Dictionary Options display, make sure at least one dictionary is specified. <p>The line spacing/justification may be wrong.</p> <ol style="list-style-type: none"> 1. Press F5 (Goto). 2. Type d1 (Document line spacing/justification). 3. Press the Enter key. 4. Type a Y (Yes) for the <i>Insert hyphens</i> and <i>Adjust line endings</i> prompts on the Line Spacing/Justification Options display. 5. Select a smaller number for the <i>Hyphenation zone width</i> prompt on the Line Spacing/Justification Options display. The smaller the zone width, the more words that are hyphenated. This results in a more even right margin. 6. Press the Enter key until the Edit display appears.
The text is not adjusted.	<ol style="list-style-type: none"> 1. Press F13 (Edit options); the Change Editing Options display appears. 2. Type a Y (Yes) for the <i>Adjust text when editing</i> prompt. 3. Press the Enter key. <p>Note: Automatic hyphenation is not supported for the PC text-assist function. To cause the hyphens to be inserted, press F16 to adjust line endings.</p>
The temporary left margin you created is not working. (Indent a block paragraph)	<ol style="list-style-type: none"> 1. Remove any extra Required Tabs that may exist in the preceding lines. 2. Check the audit window on the scale line for the Required Tab. 3. Move the cursor to the first line to make sure there is a Required Tab there. A regular tab will not create a temporary left margin. To create a Required Tab, press the Alt key plus the Tab key. 4. Make sure there is not a Required Carrier Return in the middle of the text you want indented. 5. Make sure a Required Carrier Return precedes the last page end in the document.

Editing	Solution:
Problem:	
The Tab key does not insert tab characters.	<p>Make sure you are in insert mode (shown as a lighted block or triangle on the bottom or right side of the display) by pressing the Insert key.</p> <ol style="list-style-type: none"> 1. Press F13 (Edit options) on the Edit display. The Change Editing Options display appears. 2. Type a 1 (Shift existing text) for the <i>Pressing tab key</i> prompt. <p>Note: This prompt is not displayed when using the PC text-assist function. The existing text is always shifted when the Tab key is pressed.</p> 3. Press the Enter key.
The text does not align under the tabs you set.	<p>If printed text instructions are longer than the instruction length you specify, text surrounding this instruction shifts when you print the document. To make the length of the text instruction on the display the same length as the printed text instruction:</p> <ol style="list-style-type: none"> 1. Move the cursor under the control character at the beginning of the text instruction. 2. Press the Enter key; the appropriate text instruction display appears. 3. Change the length for the <i>Instruction length</i> prompt on this display to match the printed output. For example, if the date you want will print with 8 characters (09/11/95), change the instruction length to 8. <p>For text to automatically adjust on the Edit display, check the following:</p> <ol style="list-style-type: none"> 1. Press F13 (Edit options) on the Edit display; the Change Editing Options display appears. 2. Type a Y (Yes) for the <i>Adjust text when editing</i> prompt. 3. Press the Enter key; the Edit display appears.
Line adjust is not active for the entire document.	<ol style="list-style-type: none"> 1. Press F5 (Goto) on the Edit display. 2. Type d1 (Document line spacing/justification) for the <i>Goto</i> prompt. 3. Press the Enter key. 4. Type a Y (Yes) for the <i>Adjust line endings</i> prompt. 5. Continue pressing the Enter key until you see the Edit display. 6. Check all other page format and line format changes in the document for <i>Adjust line endings</i> (Yes).

Editing	
Problem:	Solution:
<p>You received a Word wrap/carrier return failed message.</p>	<p>Press the Error Reset key and check the following:</p> <p>Make sure you are in insert mode (shown as a lighted block or triangle on the bottom or right side of the display) by pressing the Insert key.</p> <p>If you are trying to type a document where both margins do not fit on the display at the same time:</p> <ol style="list-style-type: none"> 1. Press F5 (Goto) on the first line on any page in your document. 2. Type the letter 1 (Line spacing/justification) and press the Enter key. The Line Spacing/Justification Options display appears. 3. Press the Page Down key to go through the Line Spacing/Justification Options displays. 4. Type a Y (Yes) for the <i>Compress wide paragraphs</i> prompt. <p>Note: The compress wide paragraphs function is recommended for documents containing text only. If you have tabs in your document, the placement of the tabs is changed.</p> <ol style="list-style-type: none"> 5. Press the Enter key. <p>The spacing is changed only on the display. When the document is printed or saved, the original spacing is used.</p>

Keyboard	
Problem:	Solution:
<p>You cannot type on this display. The keys are not working.</p>	<p>Check all of the following:</p> <ul style="list-style-type: none"> • If the input inhibited light is on, press the Error Reset key. • If a message is shown on the bottom part of the display, press the Error Reset key to clear the message from the display. • If you are working on an IBM* PC keyboard, press the Alt key plus the Scroll Lock key. This should unlock your PC keyboard.
<p>Control characters are not shown on the 3180 display.</p>	<p>Press the blank key to the right of the Dup key to show the control characters on the display. You can press this same key again to make these control characters disappear from the display.</p>

Keyboard	
Problem:	Solution:
Control characters are not shown on the 3477 display.	Press the Display Control Characters key to show the control characters. You can press this same key three additional times to show the four additional states (normal, text characters, primary attributes, and text attributes) of the display. This key may not be available on your keyboard. If you are not sure of the location of this key on your keyboard, refer to the information about your keyboard under Chapter 4, "Function Key Sequences" on page 4-1.
The cursor disappears when you copy, move, or delete text on a 5292 display.	On a 5292 display, the cursor is not shown in the reverse image area during these operations.
Mail	
Problem:	Solution:
You cannot work with someone else's mail or documents.	Contact your administrator (for mail) or the owner (for documents) to assign authority to you.
Merging	
Problem:	Solution:
You cannot merge data from a file into your document. The document is canceled when trying to print.	Check with your supervisor or administrator to see if you have authority to use this file.

Printing Problem:	Solution:
Text does not adjust when printing the document.	<ol style="list-style-type: none"> 1. Press F3 (Exit/Save) on the Edit display. 2. Type a Y (Yes) for the <i>Print document</i> prompt and a Y (Yes) for the <i>Display print options</i> prompt. 3. Press the Enter key; the Print Options display appears. 4. Type a 1 (Printer) for the <i>Output device</i> prompt. 5. Press the Page Down key to see page 2 of the Print Options display. 6. Type a Y (Yes) for the <i>Adjust line endings</i> prompt. 7. Press the Enter key.
The printed text aligns differently than the displayed text.	<p>Text will shift if you do not have control characters printed as spaces, such as those for bold or underline. To print spaces for these control characters:</p> <ol style="list-style-type: none"> 1. Press F5 (Goto) on the Edit display. 2. Type d1 (Document line spacing/justification) for the <i>Goto</i> prompt. 3. Press the Enter key; the Line Spacing/Justification Options display appears. 4. Press the Page Down key to see page 2 of the Line Spacing/Justification Options display. 5. Type a Y (Yes) for each of the <i>Print controls as spaces</i> prompts. 6. Press the Enter key; the Edit display appears.
The text is not aligned at the correct margin or runs over the edge of the paper.	Check the book for your printer to find information on which characters-per-inch values are supported.
The document is canceled when trying to print.	<p>If the paper on a 5224 or 5225 Printer is not aligned correctly, your document is canceled. You must align the paper manually and request to print your document again.</p> <p>If you specify Y (Yes) for the <i>Cancel on error</i> prompt on page 3 of the Print Options display, your document is canceled if it contains errors.</p>
Display responds too slowly.	<p>Your document has too many lines per page. The maximum number of lines per page is 9999; however, 55 lines is recommended.</p> <ol style="list-style-type: none"> 1. On the Edit display, press F16 (Adjust/Paginate); the Select Adjust/Paginate Options display appears. 2. Select option 2 to adjust the line and page endings. 3. Press the Enter key; the line endings and pages are adjusted and paginated.

Printing Problem:	Solution:
The document takes too long to print.	<ol style="list-style-type: none"> 1. On the Edit display, press F16 (Adjust/Paginate); the Select Adjust/Paginate Options display appears. 2. Select option 2 to adjust the line and page endings. 3. Press the Enter key. The line endings and pages are adjusted and paginated. This saves time when the document is printed because it is already paginated.
You want to use your display while the document is printing.	<ol style="list-style-type: none"> 1. Press F3 (Exit/Save) on the Edit display. 2. Type a Y (Yes) for the <i>Print document</i> prompt and a Y (Yes) for the <i>Display print options</i> prompt. 3. Press the Enter key; the Print Options display appears. 4. Type a 1 (Printer) for the <i>Output device</i> prompt. 5. Press the Page Down key to see page 3 of the Print Options display. 6. Type a Y (Yes) for the <i>Place on job queue</i> prompt. 7. Press the Enter key; your document is placed on the job queue. You may now do other tasks at your work station.
Header or footer specified, but not printing on the first page.	Type a 1 (All pages) for the <i>Print header on or Print footer on</i> prompt on page 2 of the Page Layout/Paper Options display.

Chapter 3. Summary of Commands

The following is a description of commands that perform tasks you may want to do while you are using OfficeVision/400. A complete list of these commands with parameters and syntax diagrams can be found in the *Office Services Concepts and Programmer's Guide*. To use a command, type the command with its parameters on the command line and press the Enter key, or type the command on the command line and press F4 to see the parameters for that command. The commands are:

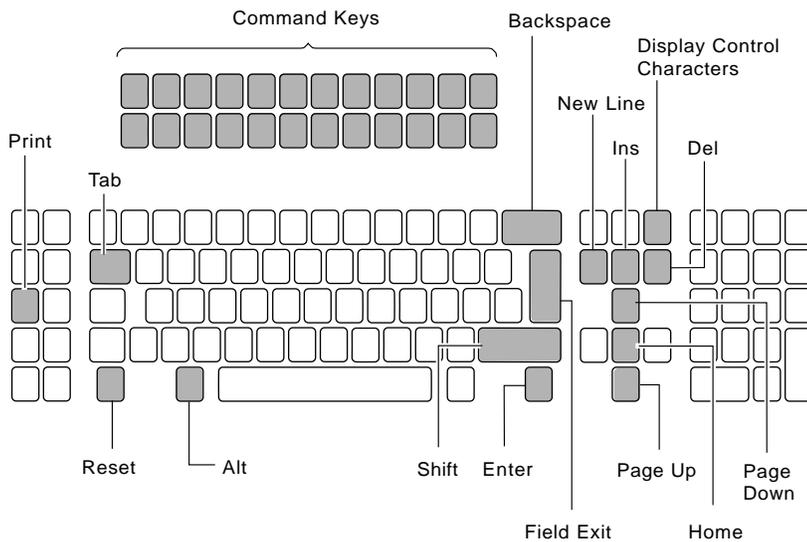
Command	Function
CHKDOC	To verify the spelling of a document or to check the grade-level.
CPYDOC	To copy a document from a folder into another folder or to copy a document that is not in a folder into a folder.
CRTDOC	To create a document.
CRTFLR	To create a folder.
CRTSPADCT	To create a spelling aid dictionary.
DLTSPADCT	To delete a spelling aid dictionary.
DSPDLONAM	To convert the name of a distribution document, filed document, or folder to its various forms and display or print the results.
DSPDOC	To display a document.
DSPFLR	To display a folder or contents of a folder.
DSPHLPDOC	To display a help document.
EDTDOC	To edit a document.
FILLFORM	To fill in a form document.
MOVDOC	To move a document.
MRGDOC	To merge text, data, and include documents together, to produce a document that can be edited.
PAGDOC	To paginate a document.
PRTDOC	To print a document.
RGZDLO	To reorganize the storage space occupied by a document.
RNMDLO	To rename a document.
RSTDLO	To restore folders, documents, and mail from diskette, tape, or disk file, that was saved using the SAVDLO command.
RTVDLONAM	To convert the name of a distribution document, filed document, or folder to its various forms and return the results to program variables.
SAVDLO	To save folders, documents, and mail to diskette, tape, or save file.

SNDDOC	To send documents to one or more other users.
STROFC	To show the OfficeVision/400 main menu, where you can work with calendars, mail, directories and distribution lists, and send messages and notes.
STRPRSDIR	To start the personal directory function.
STRSEU	To add or change words in a dictionary source file member.
STRWP	To show a menu where you can select word processing tasks to perform.
WRKDOC	To show the Work with Documents in Folders display where you can create, copy, revise, delete, view, print, rename, describe, print with options, send, file remote, complete a form document check spelling or paginate documents, or show the Work with Nontext Document Data display where you can copy, rename, view, print, or delete nontext document data.
WRKDOCPRQ	To show the Work with Documents to Be Printed display where you can view, hold, release, change, or delete printed output. All jobs waiting to be printed are shown on the display, including those placed on the job queue.
WRKFLR	To show the Work with Folders display where you can work with documents, create a new folder, delete a folder, rename a folder, change the description of a folder, and change the text profile associated with a folder.
WRKTXTPRF	To show the Work with Text Profiles display where you can create, copy, revise, delete, or activate a text profile.

Chapter 4. Function Key Sequences

You will often use function keys when you are working with OfficeVision/400 functions. With some keyboards, you only need to press the appropriate key. On other keyboards, you must first press the Cmd or Alt key plus a numbered key.

Use figures 1-7 on the following pages to determine where specific keys are located on your keyboard. The accompanying tables list the sequence of keys you need to press to use a function.



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Figure 4-1. 122 Typewriter Keyboard

122 Typewriter Table of Function Keys

Function	Use this sequence	Edit function
F1-F24	Cmd1-Cmd24	
Alt A	Alt + A	Symbols
Alt B	Alt + B	Begin bold
Alt C	Alt + C	Center text
Alt D	Alt + D	Next text column
Alt Field-Exit	Alt + Field Exit	Insert carrier return
Alt H	Alt + H	Half-index down

Function	Use this sequence	Edit function
Alt J	Alt + J	End bold/end underline
Alt N	Alt + N	Find stop code
Alt P	Alt + P	Start new page
Alt S	Alt + S	Insert stop code
Alt Space	Alt + Spacebar	Required space
Alt Tab	Alt + Tab	Required tab
Alt U	Alt + U	Underline
Alt W	Alt + W	Word underline
Alt Y	Alt + Y	Half-index up
Beginning of Line	Alt + Cursor Left	Go to beginning of line
End of Line	Alt + Cursor Right	Go to end of line
End of Page	Alt + Cursor Down	Go to end of page
Fast Cursor Left	Shift + ←	Moves the cursor to the left fast
Fast Cursor Right	Shift + →	Moves the cursor to the right fast
Home	Alt + Home	Line commands
Page Down	Shift + Roll ↑	Scroll up
Page Up	Shift + Roll ↓	Scroll down
Top of Page	Alt + Cursor Up	Go to top of page

Note: Line commands are not supported when using the PC text-assist or adapted word processing functions.

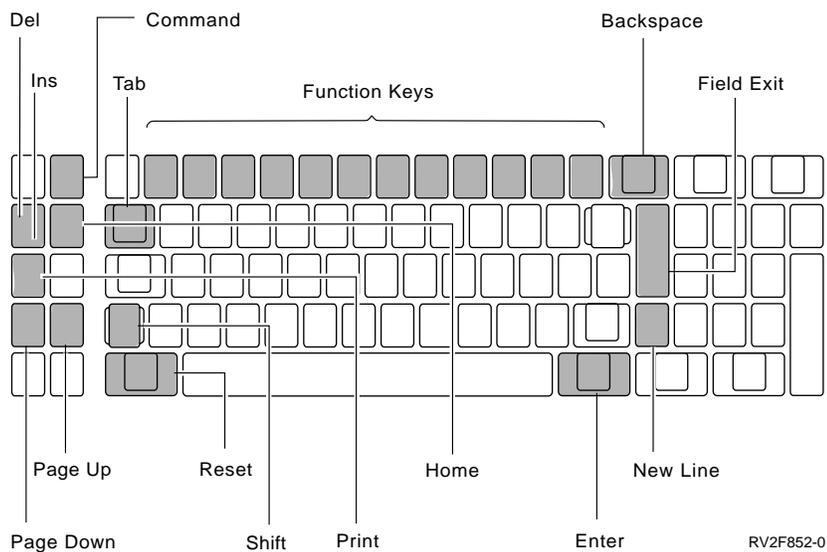


Figure 4-2. 5250 and PC Keyboard Emulating 5250 Style

5250 Style Table of Function Keys

Function	Use this sequence	Edit function
F1–F10	Cmd + 1–0	
F11	Cmd + Minus (-)	
F12	Cmd + Equal (=)	
F13–F22	Shift + Cmd + 1–0	
F23	Shift + Cmd + Underline	
F24	Shift + Cmd + Plus (+)	
Alt A	Cmd + A	Symbols
Alt B	Cmd + B	Begin bold
Alt C	Cmd + C	Center text
Alt D	Cmd + D	Next text column
Alt H	Cmd + H	Half-index down
Alt J	Cmd + J	End bold/end underline
Alt N	Cmd + N	Find stop code
Alt P	Cmd + P	Start new page
Alt R	Cmd + R	Required page end and start new page
Alt S	Cmd + S	Insert stop code
Alt Space	Cmd + Spacebar	Required space

Function	Use this sequence	Edit function
Alt Tab	Cmd + Tab	Required tab
Alt U	Cmd + U	Underline
Alt W	Cmd + W	Word underline
Alt Y	Cmd + Y	Half-index up
Beginning of Line	Cmd + Cursor Left	Go to beginning of line
Cmd Field-Exit	Cmd + Field Exit	Insert carrier return
Del	Shift + Del	Delete
End of Line	Cmd + Cursor Right	Go to end of line
End of Page	Cmd + Cursor Down	Go to end of page
Fast Cursor Left	Shift + ←	Moves the cursor to the left fast
Fast Cursor Right	Shift + →	Moves the cursor to the right fast
Home	Home	Line commands
Page Down	Shift + Roll ↑	Scroll Up
Page Up	Shift + Roll ↓	Scroll Down
Top of Page	Cmd + Cursor Up	Go to top of page

Notes:

1. The PC text-assist function supports command and backspace for Required Backspace.
2. Function Alt R is for the PC text-assist function only.

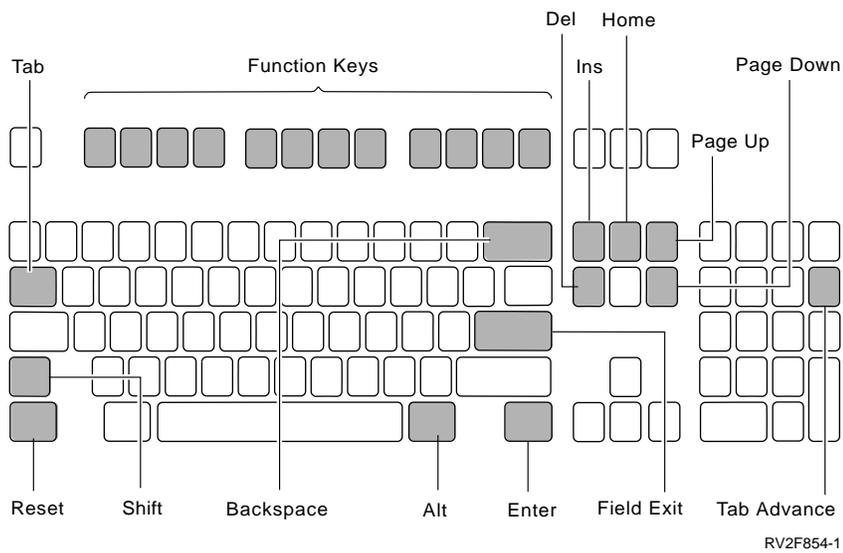


Figure 4-3. IBM* Enhanced Keyboard

IBM Enhanced Table of Function Keys

Function	Use this sequence	Edit function
F1–F12	F1–F12	
F13–F24	Shift + F1–F12	
Alt A	Alt + A	Symbols
Alt B	Alt + B	Begin bold
Alt C	Alt + C	Center text
Alt D	Alt + D	Next text column
Alt Field-Exit	Alt + Field Exit	Insert carrier return
Alt H	Alt + H	Half-index down
Alt J	Alt + J	End bold/end underline
Alt N	Alt + N	Find stop code
Alt P	Alt + P	Start new page
Alt S	Alt + S	Insert stop code
Alt Space	Alt + Spacebar	Required space
Alt Tab	Alt + Tab	Required Tab
Alt U	Alt + U	Underline
Alt W	Alt + W	Word underline
Alt Y	Alt + Y	Half-index up
Beginning of Line	Shift + Cursor Left	Go to beginning of line

Function	Use this sequence	Edit function
Display control characters	Alt + Home	Display control characters
End of Line	Shift + Cursor Right	Go to end of line
End of Page	Shift + Cursor Down	Go to end of page
Fast Cursor Left	Alt + ←	Moves the cursor to the left fast
Fast Cursor Right	Alt + →	Moves the cursor to the right fast
Home	Home	Line commands
New Line	Shift + Field Exit	New line
Top of Page	Shift + Cursor Up	Go to top of page

Notes:

1. For some countries, the Shift key and the Field Exit key have a different shape.
2. The PC text-assist function supports Cmd + Backspace for Required Backspace.
3. Line commands are not supported when using the PC text-assist or adapted word processing functions.

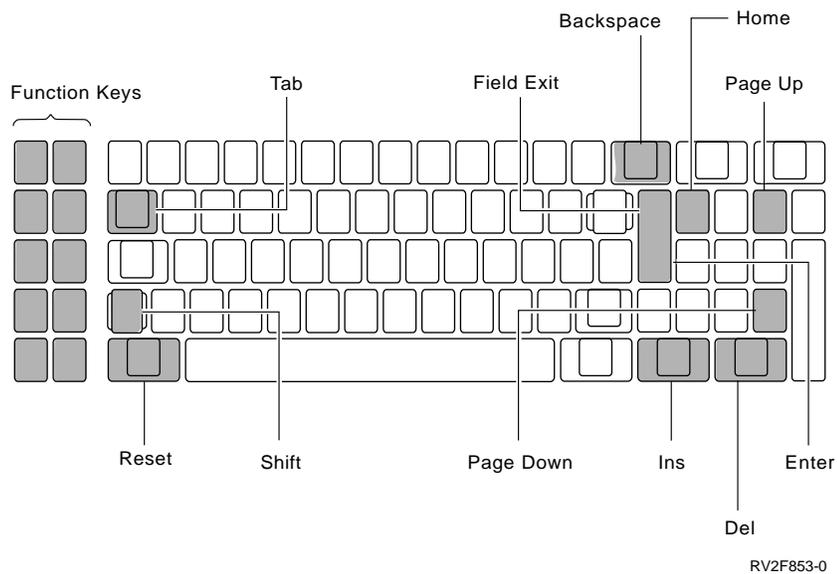


Figure 4-4. PC Keyboard (emulating in PC style)

Note: For PC style emulation there is no default Cmd key. You must assign a Cmd key before using the word processing function.

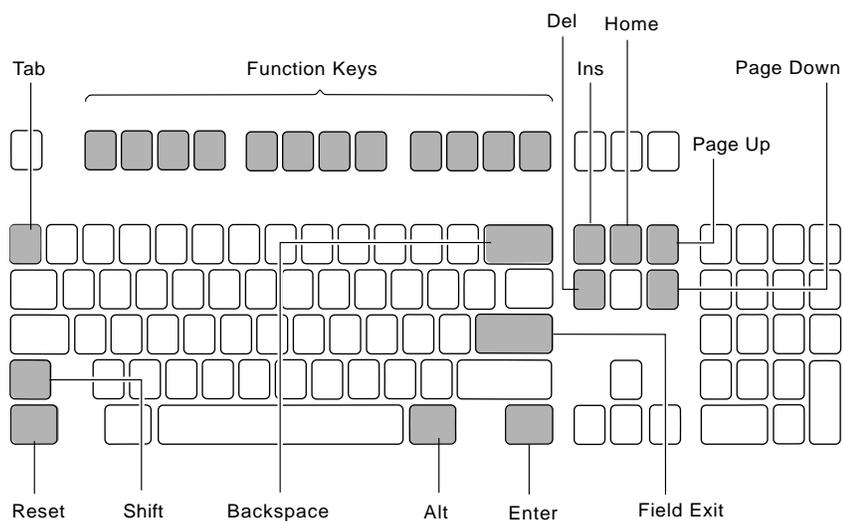
PC Style Table of Function Keys

Function	Use this sequence	Edit function
F1–F10	F1–F10	
F11–F20	Shift + F1–F10	
F21–F24	Cmd + F1–F4	
Alt A	Cmd + A	Symbols
Alt B	Cmd + B	Begin bold
Alt C	Cmd + C	Center text
Alt D	Cmd + D	Next text column
Alt H	Cmd + H	Half-index down
Alt J	Cmd + J	End bold/end underline
Alt N	Cmd + N	Find stop code
Alt P	Cmd + P	Start new page
Alt R	Cmd + R	Required page end and start new page
Alt S	Cmd + S	Insert stop code
Alt U	Cmd + U	Underline

Function	Use this sequence	Edit function
Alt W	Cmd + W	Word underline
Alt Y	Cmd + Y	Half-index up
End of Page	Cmd + Cursor Down	Go to end of page
Enter	Enter	
Field Exit	Cmd + Enter	Required carrier return
New Line	Shift + Enter	
Reset	Cmd	
Top of Page	Cmd + Cursor Up	Go to top of page

Notes:

1. The PC text-assist function supports Cmd + Backspace for Required Backspace.
2. For the IBM Personal Computer AT*, the shape of the Return key (used for Enter and Field Exit) is different.



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Figure 4-5. PC Enhanced Keyboard

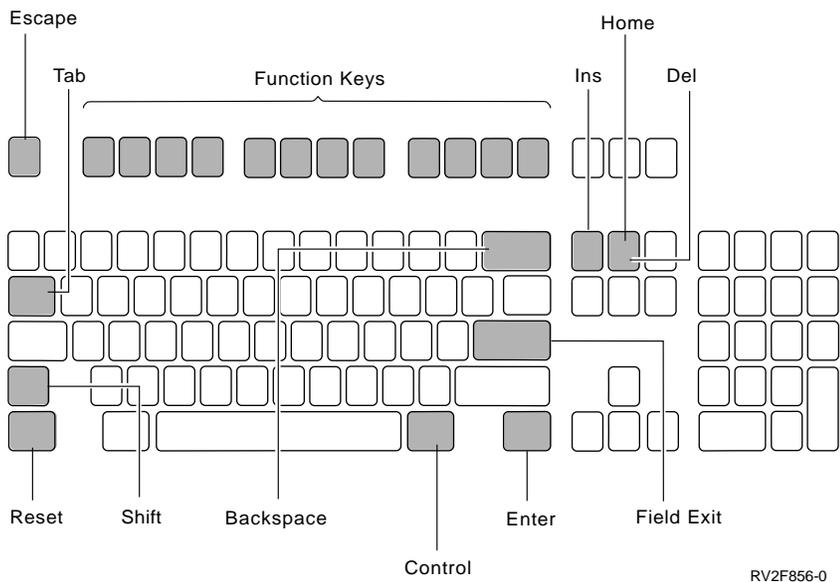
PC Enhanced Table of Function Keys

Function	Use this sequence	Edit function
F1–F12	F1–F12	
F13–F24	Shift + F1–F12	
Alt A	Alt + A	Symbols
Alt B	Alt + B	Begin bold
Alt C	Alt + C	Center text
Alt D	Alt + D	Next text column
Alt H	Alt + H	Half-index down
Alt J	Alt + J	End bold/end underline
Alt N	Alt + N	Find stop code
Alt P	Alt + P	Start new page
Alt R	Alt + R	Required page end and start new page
Alt S	Alt + S	Insert stop code
Alt U	Alt + U	Underline
Alt W	Alt + W	Word underline
Alt Y	Alt + Y	Half-index up
End of Page	Shift + Cursor Down	Go to end of page
Enter	Enter	Enter
Fast Cursor Left	Shift + ←	Moves the cursor to the left fast

Function	Use this sequence	Edit function
Fast Cursor Right	Shift + →	Moves the cursor to the right fast
Field Exit	Ctrl	Required carrier return
New Line	Shift + Enter	New line
Reset	Ctrl	
Top of Page	Shift + Cursor Up	Go to top of page

Notes:

1. For some countries, the Shift key and the Field Exit key have a different shape.
2. The PC text-assist function supports Cmd + Backspace for Required Backspace.
3. Function Alt R is for the PC text-assist function only.



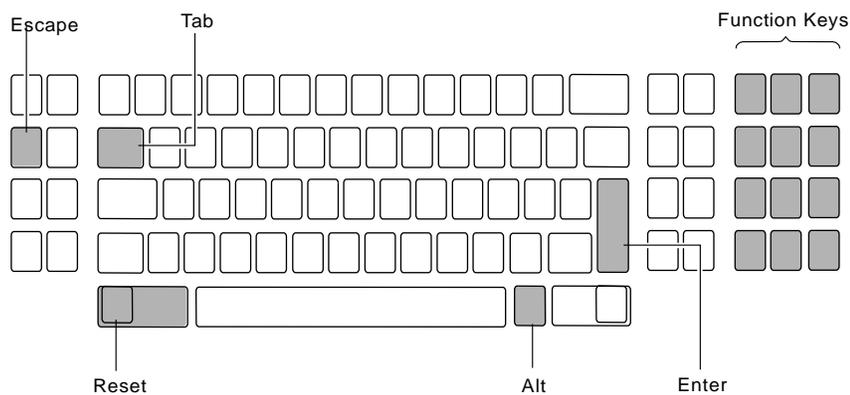
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Figure 4-6. ASCII Enhanced Keyboard

ASCII Enhanced Table of Function Keys

Function	Use this sequence	Edit function
F1–F12	F1–F12	
F13–F24	Shift + F1–F12	
Alt A	ESC ESC + A	Symbols
Alt B	ESC ESC + B	Begin bold
Alt C	ESC ESC + C	Center text
Alt D	ESC ESC + D	Next text column
Alt H	ESC ESC + H	Half-index down
Alt J	ESC ESC + J	End bold/end underline
Alt N	ESC ESC + N	Find stop code
Alt P	ESC ESC + P	Start new page
Alt S	ESC ESC + S	Insert stop code
Alt U	ESC ESC + U	Underline
Alt W	ESC ESC + W	Word underline
Alt Y	ESC ESC + Y	Half-index up
End of Page	ESC ESC + Cursor Down	Go to end of page
Field Exit	Return	Required carrier return

Function	Use this sequence	Edit function
New Line	Ctrl + Return	
Page Down	ESC + Ctrl + U	
Page Up	ESC + Ctrl + D	
Top of Page	ESC + ESC + Cursor Up	Go to top of page



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Figure 4-7. ASCII 3101 Keyboard

ASCII 3101 Table of Function Keys

Function	Use this sequence	Edit function
F1–F8	F1–F8	
F9	ESC + 9	
F10	ESC + 0	
F11	ESC + Minus (-)	
F12	ESC + Equal (=)	
F13	ESC + Exclamation (!)	
F14	ESC + Atsign (@)	
F15	ESC + Number (#)	
F16	ESC + Dollar (\$)	
F17	ESC + Percent (%)	
F18	ESC + Circumflex accent (^)	
F19	ESC + Ampersand (&)	
F20	ESC + Asterisk (*)	
F21	ESC + Left parenthesis (()	
F22	ESC + Right parenthesis ())	
F23	ESC + Underline (_)	
F24	ESC + Plus (+)	
Alt Tab	ESC ESC + Tab	Required tab
Alt A	ESC ESC + A	Symbols
Alt B	ESC ESC + B	Bold
Alt C	ESC ESC + C	Center

Function	Use this sequence	Edit function
Alt D	ESC ESC + D	Next text column
Alt H	ESC ESC + H	Half-index down
Alt J	ESC ESC + J	End bold underline
Alt N	ESC ESC + N	Next stop code
Alt P	ESC ESC + P	Page end
Alt S	ESC ESC + S	Stop code
Alt U	ESC ESC + U	Begin underline
Alt W	ESC ESC + W	Word underline
Alt Y	ESC ESC + Y	Half-index up
End of Page	ESC + Cursor Down	Go to end of page
Home	ESC + H	Line commands
Page Down	ESC + Alt + D	Scroll up
Page Up	ESC + Alt + U	Scroll down
Top of Page	ESC + Cursor Up	Go to top of page

Bibliography

The following AS/400 and OfficeVision/400 books contain information you may need. The books are listed with their full title and base order number.

- *Publications Reference*, SC41-3003, identifies and describes all the documentation in the AS/400 library.
- *Getting Started with OfficeVision/400*, SH21-0732, provides an introduction to the OfficeVision/400 product. This book is a hardcopy tutorial that introduces new users to calendar, mail, and word processing functions within OfficeVision/400.
- *Using OfficeVision/400*, SH21-0697, provides the user with detailed information on how to use OfficeVision/400. It describes tasks not included in *Getting Started with OfficeVision/400*.
- *Using OfficeVision/400 Word Processing*, SH21-0701, contains detailed information about using OfficeVision/400 word processing. It describes tasks not included in *Getting Started with OfficeVision/400*.
- *OfficeVision/400 Word Processing Quick Reference Card*, SX20-0243, provides fast-path commands for OfficeVision/400 word processing tasks.
- *Setting Up and Printing in an OfficeVision/400 Environment*, SH21-0511, provides information on how to set up and print within an OfficeVision/400 environment.
- *Planning for and Setting Up OfficeVision/400*, SH21-0695, provides the office administrator with information on how to plan the OfficeVision/400 installation.
- *Managing OfficeVision/400*, SH21-0699, provides the office administrator with information on how to authorize OfficeVision/400 users to the various functions and how to manage system resources.
- *Office Services Concepts and Programmer's Guide*, SH21-0703, provides the application programmer with information about writing applications that use OfficeVision/400 functions. It also introduces OfficeVision/400 application program interfaces (APIs).

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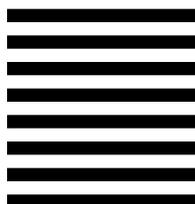
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