



BUSINESS SYSTEM

WORD PROCESSING

User's Manual

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How to load and exit PROMPT Word Processing

When you select the PROMPT Word Processing menu option in PROMPT Business System in the Marketing and Word Processing Menu, option 1 these instructions will print. They explain how to load and exit the Word Processor. The remainder of this User's Manual explains how to use PROMPT Word Processing.

PROMPT Word Processing is a command driven program.

To load the Word Processor (that runs only on the PROMPT/Linux Server), do this from the keyboard of the PROMPT/ Linux server:

1. Press Alt F3
2. If you get a logon prompt enter in lower case `edx` and press enter, then for password, enter in lower case prompt. A screen with the enlarged letters EDX will appear. Go to 4 below.
3. However, if you get a \$ prompt, then type in lower case `exit` and press enter. Go to 2 above.
4. Press F8 to get `>` and then type `$L #PDBW_P,WPLIB` and press enter.
5. Enter these three values (tab to each field), then press enter.
WP Volume: (WPLIB) User Code: (***) Password: (MASTR)
6. The User's Manual that explains PWP is at www.prompt-usa.com under Support, then User Manuals.
7. The command to exit the Word Processor is `quit`.
8. After you exit PWP press F8 to get `>` then type `$exit`. Then press Alt F2.

PROMPT Word Processing User's Manual

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PROMPT WORD PROCESSING

SECTION 1

OVERVIEW

PROMPT WORD PROCESSING INTRODUCTION

The PROMPT Word Processing package is designed for use with PROMPT Business System. Its purpose is to allow the user to generate document that link to PROMPT data files to get variable information that "fills in the blanks".

For example a marketing letter or email that gets the name and address from the PROMPT data file and the text of the document from PROMPT Word Processing.

Another example is sending past due letters, emails, or faxes again using a document from PROMPT Word Processing with data pulled from a PROMPT data file such as name, address, past due amount and possibly other related data.

PROMPT Word Processing was written to be a complete Word Processor, but in now retained for use in a limited way of interaction with PROMPT data files. There are much better Word Processors for documents that are not associated in any way with a PROMPT Data file.

Consequently this User's Manual is expected to have very limited use but is available primarily as a reference manual for use in the rare situation when you need to prepare a document to interface with a PROMPT data file that goes beyond the sample documents that come with the PROMPT System.

Because PROMPT WP is a flexible system, there are a great many ways by which you can employ its features. Some are quite obvious--others imaginative. Experiment if you want. The Word Processor gets data from PROMPT files, but does not update PROMPT data files, so don't worry about loss of data if you make a mistake.

However, A word of caution is appropriate in using the Word Processor in connection with the electronic print feature of PROMPT. It is very easy to sent a document, for example an email, to many or all customers or prospects in your PROMPT files and one should first print or email the desired document to a single mail box to be sure you have it correct before sending in mass because there is no retrieve feature once sent!

Be sure to check the web site www.prompt-usa.com for "How to memos" that provide some example uses of for PROMPT Word Processing.

There is a companion User's manual PROMPT Business System Marketing and Word Processing User's Manual that covers the entire menu on which PROMPT Word Processing is located.

There are some restrictions and limitations that MUST be understood.

- PROMPT Word Processing is single user meaning only one user can enter or edit documents at a time. There are ways around this but they are probably unnecessary as restricting access to one user can be a good thing.
- The program only works on the VGA attached to the server to protect against unanticipated multiple access.
- Documents have a size limitation but the limit is very adequate for the function of interface with PROMPT data files.

PROMPT Word Processing comes already installed as a part of the PROMPT System, but we retained installation procedures below to document the technical details involving the PROMPT Word Processor installation.

INSTALLATION PROCEDURES

The following steps are involved in the initial installation of the PROMPT Word Processing package:

When #PDBW/P is installed these tasks were involved:

- a) Allocation of a disk volume with the name "WPLIB". The volume size should be at least 5000 records. Use 958 as the number of data sets in the directory.
- b) The files WPACCESS, WPVTOC, and WPF0000 must be properly initialized and on wplib effectively it a word processing volume. The directory can handle up to 500 documents.
- c) PROMPT WP executable programs are also located on wplib.
- c) The word processing coordinator should now become familiar with The supervisor routines supplied with this system. The WP Coordinator is responsible for:
 - 1) Assigning user access codes
 - 2) Allocating the WP system directory
 - 3) Setting up necessary backup procedures
 - 4) Adding additional printer support

These complicated sounding procedures have already been set up in the PROMPT Business System package and there is nothing whatsoever to do unless one desires to go deeply into the PROMPT Word Processing software package.

LOGON PROCEDURE

The logon process has been embedded in the PROMPT Business System setup and is retained here for technical documentation purposes.

Before beginning a PROMPT word processing session it is necessary to log onto the system. By having each user (i.e. person, department, etc.) logon, you can enforce security measures by assuring that each user has his own library of documents and text files.

To logon to the PROMPT WP system follow the steps illustrated below:

- 1) Press the Attention Key
- 2) Type: > \$L #PDBW/P (The following screen will appear)

```

+-----+-----+-----+-----+-----+-----+-----+-----+-----+
|                                     #PDBW/P |
|      Mid-American Control Corporation      |
|      PROMPT/DBMS Word Processing Facility V2.0      |
|                                     #PDBW/P1 |
|
|
|      W/P Volume:      (      )
|
|      User Code:      (      )
|
|      User Password:  (      ) *Password will not show*
|
|
|      F0=Logon          F7=Logoff
|
+-----+-----+-----+-----+-----+-----+-----+-----+-----+
    
```

- 3) Type the Volume Name: (i.e. WPLIB)
- 4) Type the User Code: (Max 3 chars.)
- 5) Type the User Password: (Max 5 chars.)
- 6) Press F0 (send key)

NOTE 1: An error will occur if the user I.D. or password is entered incorrectly. If you decide to exit the word processing system at this point, press the F7 key.

NOTE 2: The PROMPT WP system is distributed with two (2) special user I.D. codes, whose purposes are explained below:

- 1) User I.D. "\$\$\$", password "SECR" is used to allow the PROMPT WP manager to assign or change user identifications and passwords.

- 2) User I.D. "****", password "MASTR" contains the start up document called 'NEW'.

NOTE 3: When the QUIT (or QQUIT) command is issued during document editing, the program returns to this screen and displays the name of the last volume from which a document was loaded along with the user code entered previously on this screen. If you want to continue editing documents, enter the new volume name, if different, and the new user code and password. Even if the user code is not being changed, you must reenter the password to gain access to the word processing editor. If no further editing is to be done, simply press the PF7 key.

PROMPT WORD PROCESSING

SECTION 2

WORD PROCESSING COMPONENTS

THE PROMPT WORD PROCESSING SYSTEM

The PROMPT WP system is divided into two (2) sections. They are:

- 1) The PROMPT WP EDITOR
- 2) The PROMPT WP PRINT ROUTINES

Each of the sections will be explained in full detail on the following pages. Section 4 of this book contains a reference guide that contains each command and operation in its short form, explaining the syntax, default characteristics, command alias, and any errors that might occur.

COMMAND STRUCTURE

The PROMPT WP system accepts commands in English; however due to programming restrictions, some fundamental rules must be followed, which are:

- 1) All commands can be typed in their entirety, but only require their short form for processing.

Example: INSERT may be entered as I

- 2) All parameters must be typed in their entirety, and must also be followed by an equal sign "=".
- 3) If more than one parameter is to be entered, then parameters must be separated by commas ",".

Example: LOAD FILE=WPPACKAGE,VOLUME=WPLIB

For the most part only a few parameters are necessary to activate a command. The system will attempt to use "defaults" for any un-entered parameters. Also, once a parameter is entered, it does not need to be entered again, unless a change is required.

The following examples are valid commands. The first is the long version of the command, the second uses the system defaults: (The second command assumes that the user entered WPLIB as his work volume when he logged on the system).

```
FPRINT FILE=WPPACKAGE,VOLUME=WPLIB,DEVICE=$SYSRTR
```

```
--is the same as
FP FILE=WPPACKAGE
```

```
-- better yet, if you just saved this file:
F
```

PROMPT WORD PROCESSING EDITOR

This section describes the commands necessary to create and/or edit a document. There are a few commands available under the PROMPT WP editor that are not described in this section. These commands should be employed by the advanced user only, and for that reason are only described in the reference section.

To ENTER or EDIT a document (text) file, you must first LOAD into the edit work area the file to be used. This is done by typing:

```
LOAD FILE=filename
(where "filename" represents the document to use.)
```

If you are attempting to ENTER a new document, you must first LOAD a document "skeleton" designed by your PROMPT WP manager. The name of the "skeleton" distributed with the PROMPT WP system is "NEW".

The file you selected is now retrieved from the disk volume specified, or from the user's "log-on" volume and brought into the user's work area. The top line of the screen displays status information.

Now that the file is loaded, it is necessary to enter the "EDIT" mode; And this command ("ED") will automatically be put on the command line.

Once the edit mode has been entered, the user is free to make additions, changes, or deletions as desired.

In an effort to assist the user, the following commands are active during the "EDIT" session, and only during the "EDIT" session unless noted. Most of the commands consist of placing the cursor at the desired location on the screen and pressing one (1) of the eight (8) active program function keys.

- 1) F1 - Displays current line number and column number within the edit file. This command may also be issued while in the command mode.

NOTE: If LINE=0000 is displayed, then the cursor is at a non-allocated line.

- 2) F2 - Allocates 19 more edit lines, after the last allocated line displayed on the screen.

- 3) F3 - Pressing the F3 key will cause the current line to split at the cursor location. The net affect will be to move the data to the right of the current cursor location to a newly allocated line just below the current line.

NOTE: If the cursor location is in position (column) 1, the net affect will be to insert (allocate) a blank line.

- 4) F4 - Will cause the edit window to scroll 19 lines towards the top of the document.
- 5) F5 - Will cause the edit window to scroll 19 lines towards the end of the document.
- 6) F6 - Pressing this key will cause the current line to be joined with the following line. The net affect will be to move as much data as possible from the following line to the cursor location on the current line. If all data is moved from the following line, the line will be deleted.

NOTE 1: If any data lies to the right of the cursor on the current line, it will be overwritten (lost) during the join.

NOTE 2: If the cursor location is in position 1, the net affect will be to delete the current line.

- 7) F7 - Pressing F7 will cause the editor to return to command mode and ignore all changes made in the edit window prior to the last pressed update key.
- 8) Enter - Pressing the "Enter/Send" key will cause the editor to accept changes made to the edit window, and return control to the command mode.

New text may only be added where there are allocated lines.

Lines may be allocated by using the F2 key as described above, or by using the Insert command. The Insert command has the form:

```
I L1=x,COUNT=y
```

Where y is the number of new lines to be added to the document before the line specified by x. For example, the command

```
I L1=10,COUNT=20
```

will insert 20 lines beginning at line 10. The old line 10 will become line 30.

NOTE: F2 is used while in the edit mode. The user must be in command mode to use insert.

Assuming the document has been entered, it is now necessary to SAVE it out on disk for future printing, additions or changes. This is done via the "SAVE" command. There are several ways to use the "SAVE" command, but only two are illustrated here. For more details on the "SAVE" command, see the reference section.

1) SAVE FILE=filename, will cause your document to be saved to the file you designated. If the name specified already exists, the message 'DOCUMENT ALREADY EXISTS. DO YOU WANT TO REPLACE IT?' is generated. If 'Y' is entered, the old document will be replaced with the new document and the message "0012 - FILE SAVED" is displayed. If the user enters 'N', the message '0036 - DOCUMENT SAVE CANCELLED' is displayed and the old document remains unchanged; the current document, however, has not been saved.

2) When the SAVE command is issued without specifying FILE=, the program does not ask for verification and saves the document under the name from which it was loaded.

At this point the document is saved and ready for future use. If the user now wishes to do a final print of the document, type in the command:

F

When a document is sent to a printer device, the message 'FORMATTED PRINT IN PROGRESS...' appears on the top line of the terminal from which the F command was issued. When printing is complete, the document returns to the screen.

To end the PROMPT WP session, type:

QU

The possibilities for the PROMPT WP system are just about limitless. With a little practice, you can produce memos, documents, form letters, balance sheets, profit loss statements, invoices, bill of materials, etc.

HOW TO PREPARE A DOCUMENT

You have learned elsewhere in this Operator's Manual the procedures for text entry and edit. Now let's examine the "fine-tuning" controls available to you.

Assume that you are now in the EDIT mode, and are about to enter text. Your screen will display the "edit window" within which you will type all text.

PLACEMENT OF PRINT COMMANDS

Let's now look at each of the basic print commands and see how they are used, and what effect each has upon the printed output.

1. Backslash (\)

This is the most frequently used of all the control symbols. It has two (2) principal functions:

- A. As an "end-of-paragraph" control.
- B. Carriage return control

When the computer sees a backslash symbol anywhere in the text while it is printing your document, it immediately ends the line it is on. This is the same as the carriage-return function on a standard typewriter.

You would use the backslash immediately following the period at the end of a paragraph. Also, you would use it to cause a carriage-return anywhere on a line (e.g. after a heading: PROMPT WP Operator's Manual.)

The backslash may be used at any point in your document. The remainder of the PRINT commands must be placed at the first character position on any line in order to function properly.

2. @MG(x1,x2,x3,x4,x5) = Margin controls (all)

This command permits you to establish all margin settings at the start of a document, and controls all five (5) settings.

- x1 = Left Margin
- x2 = Length of Line
- x3 = Top Margin
- x4 = Bottom Margin
- x5 = Page Size (length)

The @MG is used as follows:

```
@MG(3,70,6,6,66)
```

Thus, the printer has been instructed to format:

- Left Margin = 3
- Line Length = 70
- Top Margin = 6
- Bottom Margin = 6
- Page Size = 66

These settings will prevail throughout the document unless you wish to insert temporary control settings at various points within the document (e.g. block indented paragraphs). Use the next five (5) commands for that purpose.

3. @LM(x) = Left Margin
Can be used to create new Left Margin
4. @LL(x) = Line Length
Allows setting of Line Length
5. @TM(x) = Top Margin
6. @BM(x) = Bottom Margin
7. @PS(x) = Page Size

The following print commands can be used throughout your document to improve clarity and readability.

8. @PG(x) = Force New Page
Use this command whenever you want the printer to end the page being printed and begin the next page.

Note 1: It is unnecessary to use "@PG" for normal paging because the program will routinely count the lines being output to the printer and automatically signals it to start the next page.

Note 2: You must use the "@PG(-1)" immediately prior to the "@EN" if your document requires footers and/or page numbers. If you neglect to include this command, the last page of the document will not show the footers or page number.

9. @SK(x) = Skip Lines
To skip lines within a document, "@SK(x)" is a convenient command to use. The "(x)" represents the number of lines to be skipped, (e.g. @SK(5) would skip five lines).

It is also acceptable to skip lines using the backslash, however the program will run a bit faster if "@SK" is used.

Note: When using "@SK(x)" the number of lines actually skipped is equal to (x) times the LINE SPACING (e.g. "@SK(5)" when used with double-spacing will cause 10 lines to be skipped). However, if "@SK(-x)" is entered, then the absolute number of lines specified will be skipped.

10. @SP(x) = Line Spacing. @SP(1) is single space (default), @SP(2) causes double spacing.
11. @CT = Center Text

12. @CA = Cancel Centering

13. @MF(filename,volume) = Merge File

This useful command gives you the capability of LINKING together one or more files in order to create a new document. Files may contain as little text as a single paragraph, and these can be MERGED together simply by using the "@MF" command. Or, if a long document is to be prepared, each file (up to 512 lines) can be attached to the next, thus allowing a continuously paginated document.

Note 1: You may use the "@MF" at the beginning of any line of a document. At this point, the merge document will be printed. When it is finished printing, the main text file will continue to print at the line following the @MF command.

Note 2: It is not necessary to specify margin parameters at the beginning of any files that are intended to be merged. They will automatically follow the margins established in the main file.

14. @EN = End Document

This command is required to signify the END of a document. It is placed following the last line used.

15. @EP = Electronic Print

This command is used to automatically generate an email or fax provided the proper information is used in connection with the command to pass the email or fax parameters.

The above commands are the basic PRINT commands necessary to create a document, however, there are additional PRINT commands listed in the reference section to help improve document appearance.

PROMPT WORD PROCESSING PRINT ROUTINE

When you are ready to print your document in its final form, type the following command to the PROMPT WP system:

```
F FILE=filename
```

where "filename" is the document or text file you wish to print.

The PROMPT WP will default the output to the "\$SYSPRTR" device. This device can be changed by adding parameters to the "FPRINT" command (see reference section for syntax).

If it becomes necessary to cancel the printing of a document, whether it be to the user's terminal or to a printer, press the attention key and enter:

```
> END or > end
```

and the printing will end. Note that if an external printer buffer is attached to a printer, the printer may continue printing after "> END" is entered until the buffer is emptied.

When a document is printed to the user's terminal, only 80 characters will be displayed on each line. No wrap-around occurs. The display will stop at the end of each screen and at the end of each page. When this occurs, press the SEND/ENTER key to continue the display.

PROMPT WORD PROCESSING PRINTER SUPPORT

A printer specification file called WPPINTR has been incorporated into the PROMPT Word Processing system as a method of adding additional printer support to the system. This file contains the control codes necessary to activate the following pre-defined printer options:

FEATURE	DESCRIPTION	WP COMMAND
PROP.SPACE ON	Activates proportional spacing	@CI(1,P)
PROP.SPACE OFF	De-activates proportional spacing	@CI(0,P)
START UNDERLINE	Underline text	Two ampersands (&) at start of text
END UNDERLINE	Stop underlining	Two ampersands (&) at end of text
BOLD PRINT ON	Start overprinting	Two percent signs (%) at start of text
BOLD PRINT OFF	End overprinting	Two percent signs (%) at end of text
ITALICS ON		NOT AVAILABLE
ITALICS OFF		NOT AVAILABLE
SUPERSCRIP ON		NOT AVAILABLE
SUPERSCRIP OFF		NOT AVAILABLE
SUBSCRIP ON		NOT AVAILABLE
SUBSCRIP OFF		NOT AVAILABLE
LEFT MARGIN	Set hardware left margin	@LM or @MG
RIGHT MARGIN	Set hardware right margin	@LL or @MG
AUTO JUST.ON	Activate hardware right margin justification	@RJ(ON)
AUTO JUST.OFF	De-activate hardware right margin justification	@RJ(OFF)
PAPER OUT ON	Enable paper out detection	NOT AVAILABLE
PAPER OUT OFF	Disable paper out detection	NOT AVAILABLE

The distributed WPPINTR file contains entries for a maximum of 16 different printer models. Some of these have been pre-defined while others have been left BLANK. The user may change any of the printer specification entries, including names, model type, or the IBM/non-IBM flags on existing entries; or, he can use the entries labeled BLANK to add new printers. This editing is accomplished via the supervisor user id and password and by selecting option 2 on the Utilities menu. (See Utilities Menu in Section 3 of this document)

**INCORPORATING SYSTEM DATE
IN A DOCUMENT**

The system date is available within the word processing system. To incorporate this feature within a document, use the braces { } with Dx where:

X=1 will print the date in the form MM/DD/YY (example: 09/01/94

X=2 will print the date in the form month day, year (example: September 1, 1994)

Variable Data inserted in a document from a PROMPT file

The PROMPT WP System has the ability to pull data contained in PROMPT Data files into the body of a document. Existing database information can then be used to generate personalized passed due notices, memorandums, etc.

The PROMPT WP System will link to one PROMPT data file. This file is defined using the @VF command as follows:

```
@VF (XXXXXXXX, Y)
```

Where XXXXXXXX is the PROMPT data file standard definition name (SDNAME) and Y is the file index definition number.

Note: The index definition number will print your data in the order you choose. For example. The index numbers below reveal the various printing sequences available using the A/R customer master file (ARCUSFLE)

- | | |
|---------------------------------------|--------------------------|
| INDEX DEFINITIONS - 0 - by customer # | 4 - by zip code |
| 1 - by search name | 5 - by salesperson |
| 2 - by telephone # | 6 - by act group, search |
| 3 - by alt key name/addr/zip | 7 - by follow up date |

In order to operate properly, the @VF command must appear among the @ commands at the beginning of the document before any printing text. It is suggested that the @VF follow the margin setting command if no header or footers are being used.

Field identification numbers are referenced within the document by using the form {Vx,E,0}, where x is the field number within the data file whose value is to be printed, E is the field edit code to be used when printing the field, and 0 is an optional indicator that causes the entire line to be ignored if the line contains no characters. The '0' option is used, for example, if an address may contain up to 2 lines, but some records contain only 1 line. In this case, the optional address line would be specified in the document as {V10,0} (if the field 10 contains the questionable data). Note that the edit code is optional

Listed below are the PROMPT field edit codes for numeric fields, including dates:

NUMERIC FIELD EDIT CODES	DATE FIELD EDIT CODES	--	DATE EXAMPLES
B-blank if 0	*0-default format		
C-commas	1-DD/MM/YY		26/02/05
D-\$	2-MM/DD/YY		02/26/05
E-blank if 0, commas	3-YY/MM/DD		05/02/26
F-blank if 0, \$	4-2005.XXX		05.57
G-commas,\$	5-DD-MON-YY		25/FEB/05
H-blank if 0, commas,\$	6-LIT		FEB 25, 2005
	7-DAY		SATURDAY
	8-MONTH		FEBRUARY

* default is established at database initialization time.

An example using numeric field edits: {V,G}

x is the field number within the data file. To illustrate, we will say it contains the number 1521. By choosing the numeric edit code of G, the dollar sign and comma will be placed at the appropriate position in your WP document. (\$1,521)

An example using data field edits: {Vx,LIT}

x is the field within the data file which contains a PROMPT data value. By choosing the data edit code of LIT, the date is converted and printed as Feb 26, 2005, (assuming of course that the date value is for 02/26/05).

The PROMPT WP System can selectively print a document based on the value or values contained in specific fields of a data file. This is accomplished by entering the @CF command after your @VF command in your WP document. (Note: the @CF command requires a @VF command in your document.) The @CF command is illustrated below:

```
@CF(XX,YY,VV)
```

where XX is the PROMPT data field whose value is to be tested; YY is the condition you want to use; and VV is the testing value of the PROMPT data field. PROMPT WP conditions (YY in our example) follows:

EQ - equal to	GT - greater than
NE - not equal to	LE - less than or equal to
LT - less than	GE - greater than or equal to

```
EXAMPLE: @CF(37,EQ,MT)
```

In the above example, a document will be printed for all records that contain the value MT in field 37.

NOTE: More than one condition at a time can be entered into your WP document. Multiple conditions are combined using 'AND' logic.

The following example illustrates the use of conditions and variables in a file.

```
0001 @-- START OF DOCUMENT
0002 @MG(8,70,10,2,66)
0003 @VF(ARCUSFLE,1)
0004 @CF(37,EQ,MT)
0005 @CF(41,EQ,TRCK)
0006 @CF(6,EQ,KY)
0007 @PG(1)
0008 Date
0009 @sk(3)
0010 {V2}
0011 {V3}
0012 {V4,0}
0013 {V6},{V7} {V8}
0014 @sk(1)
0015 Dear {V20}:
0016 @sk(1)
0017 Your account is more than 120 days overdue. Our records show that
0018 you owe {V12,G}. Please pay ASAP!
0019 @sk(1)
0020 Sincerely,
0021 @sk(3)
0022 M. President
0023 My Corporation
0024 @EN
0025 @-- END OF DOCUMENT
```

In the example using conditions and variables on the previous page, records in ARCUSFLE (see line 3) will print in search name order. Only those customers whose records match the condition set in lines 4, 5, and 6 will print. Field 4 in the file will be printed only if it does not contain all blanks (see line 12). The {V20} on line 15 will print the contact name following "Dear". The {V12,0} on line 18 will print the amount owed with the dollar sign and comma in the appropriate position.

CONDITIONAL MERGING OF DOCUMENT TEXT

In some applications, a basic form letter or document requires specific paragraphs or pages depending upon some pre-determined condition. For example, an accounts receivable notice may require one paragraph if the customer is 30 days in arrears and a different paragraph if he is 90 days in arrears. The PROMPT Word Processing package is capable of handling this situation.

To use this feature, a PROMPT database file must be specified in an @VF command in the main document. The data record must contain a field or fields to be used in the condition testing.

Each document to be merged must be entered into a separate document in the main document where it is to occur in the following formats:

```
@MF (XXXXXXXX,YYYYYYYY,x)
```

where XXXXXXXX is the name of the document, YYYYYYYY is the name of the volume containing the document, and x is the field ID in the data record to be tested. If the field x is an alpha field and it contains a 'Y' in the first position, the document XXXXXXXX will be merged into the main document. If the field is numeric, the value must be '1' in order for the document to be merged.

If the condition is false (alpha field not a 'Y' or numeric field not a '1'), the main document will continue printing without the merged document.

The following example illustrates the use of the conditional merge:

```
0001 @-- START OF DOCUMENT
0002 @-- CONDITIONAL MERGE
0003 @MG(10,60,6,6,66)
0004 @VF(TSTFLSDN,0)
0005 @PG(1)
0006 This document demonstrates the use of conditional merge.
0007 @SK(2)
0008 @MF(DOC1,PDFVOL,3)
0009 @MF(DOC2,PDFVOL,4)
0010 @MF(DOC3,PDFVOL,10)
0011 @SK(2)
0012 @PG(-1)
0013 @EN
0014 @-- END OF DOCUMENT
```

In the example, if field 3 in the file specified in the SDNAME TSTFLSDN is a 'Y' (if alpha field) or '1' (if numeric field), DOC1 will be merged into the document. Likewise, DOC2 and DOC3 will be appended to the final document if fields 4 and 10 respectively, contain a 'Y' or a '1'.

PROMPT WORD PROCESSING

SECTION 3

PROMPT WORD PROCESSING SUPERVISOR

SUPERVISOR SCREENS

It is the responsibility of the PROMPT Word Processing manager, or supervisor, to install and maintain the system.

After the manager reads the documentation in its entirety, he must install the word processing system and prepare a volume for word processing use. This is done by following the installation procedures outlined in section 1 of this book.

The manager gains access to the system by using the supervisor user id code \$\$\$ and password SECRT. There are three screens associated with the supervisor functions:

- 1) Password Control Facility Menu
- 2) Utilities Menu
- 3) Printer Configuration Menu

These menus and their usage are described on the following pages.

PASSWORD CONTROL FACILITY MENU

After the supervisor gains access to the system (via user id \$\$\$ and password SECR T), the system will display the Password Control Facility Menu as shown below:

*** PROMPT/DBMS Word Processing Facility ***						#PDBW/P2
--- Password Control Facility ---						
User	Password	User	Password	User	Password	
\$\$\$	SECR T	***	MASTR	
...	
...	
...	

The user id's and passwords that are displayed on this screen are contained in the WACCESS file on the volume the supervisor entered on the logon screen (i.e. WPLIB). The entries containing ampersands (&), represented in the above screen by periods, are unused entries that may be assigned valid user id's and passwords at this time. Enter any new data in upper case characters on this screen. Notice that the cursor will not allow a change to the supervisor user id and password, \$\$\$ SECR T. If this entry is changed by the user, the program automatically replaces the first entry with \$\$\$ SECR T. Press the ENTER/SEND key when all changes and additions have been made. The WACCESS file will be updated at this point and the Utilities Menu will be displayed.

UTILITIES MENU

The Utilities Menu is displayed after the Password Control Facility menu and is shown below:

```
*** PROMPT/DBMS Word Processing Facility ***      #PDBW/P3
      --- Utilities Menu ---

Option:
  0 - Logon to Word Processing System
  1 - Prepare disk(ette) as a Word Processing Device
  2 - Alter/View Printer Specification File
```

Entering a zero (0) or pressing the ENTER/SEND key without selecting an option, returns the user to the logon screen that requests a user id and password.

Option 1 allows the supervisor to prepare an initialized, pre-allocated disk volume or diskette for use as a word processing device.

Option 2 will display the contents of the Printer Specification File for viewing or updating.

Options 1 and 2 are described on the following pages.

OPTION 1: PREPARE A DISK(ETTE) AS A WORD PROCESSING DEVICE

This portion of the original manual is retained for our amusement.

Before option 1 is selected, an initialized disk or diskette volume should exist with a volume directory allocated large enough to hold the number of documents and data files needed for the word processing application. It is also necessary to copy a WPACCESS file from an existing word processing volume to the new volume. The program diskette volume WPDSKB supplied with the PROMPT Word Processing system contains a WPACCESS file that may be used. The copying of WPACCESS to the new volume can be done either before or after option 1 on the Utilities menu has been selected; however, the new volume cannot be used to edit or store documents until a WPACCESS file exists on it.

Selecting option 1 produces the following message:

```
PROMPT/DBMS WORD PROCESSOR
DIRECTORY CREATION FACILITY
```

```
VOLUME TO CREATE DIRECTORY ON:
```

Enter the name of the new disk or diskette volume to be used for word processing. If the volume already contains a word processing directory (i.e. it is already set up as a word processing device), the following message appears:

```
DIRECTORY EXISTS ON VOLUME, RE-INITIALIZE:
```

If the documents contained on this volume are no longer needed, answer Y to the re-initialize question; otherwise answer N and the Utilities menu will be displayed. Any other error conditions generate the following:

```
DISKUT3 RETURN CODE = n, RETRY:
```

where 'n' is the DISKUT3 error code. If the supervisor can correct the error, answer Y and the system will try again; otherwise answer N to return to the Utilities menu.

The program then requests the following:

```
MAXIMUM NUMBER OF ENTRIES:
```

Enter a number between 1 and 1000 indicating the maximum number of documents this volume is to hold. The program will now create a word processing volume table of contents file (WPVTOC) on the volume large enough to hold an entry for each document desired. If the volume is not large enough to hold this file, the following message is displayed:

```
INSUFFICIENT SPACE, RETRY:
```

If Y is entered, the system will again ask for the maximum number of entries. Answering N returns the user to the Utilities menu. If the WPVTOC file is successfully created, the program will also generate the 'NEW' document that is used to begin a new text document. This file is actually stored as WPF0000 on the word processing volume and contains two lines:

```
@--START OF DOCUMENT
@--END OF DOCUMENT
```

If 'read' errors occur during this initialization process, the following message is displayed:

```
ERROR ENCOUNTERED INITIALIZING DIRECTORY RECORD
DIRECTORY CREATION FAILED
PRESS ENTER/SEND KEY
```

This condition usually indicates a bad sector on the volume. Pressing ENTER/SEND returns the user to the Utilities menu.

The Utilities menu is displayed after the volume has been successfully set up as a word processing device.

After the initialization process, the new word processing volume should contain the following items when a directory listing is obtained via \$DISKUT1:

```
WPVTOC
WPF0000
WPACCESS
```

The supervisor may wish to modify the passwords and user id's in the WPACCESS file on the newly initialized word processing volume. To do this, press F0 on the utilities menu to return to the logon screen. You will notice that the name of the new word processing volume appears in the W/P volume field. Use \$\$\$ SECRT to obtain the Password Control Facility menu. The information displayed is contained in the WPACCESS file on the 'new' word processing volume. Any changes to user id's and passwords will be stored only on the new word processing volume.

It is recommended that only one user be logged into a given word processing volume at a time. The supervisor should establish a word processing volume for each word processing user.

OPTION 2: ALTER/VIEW PRINTER SPECIFICATION FILE

When option 2 is selected from the Utilities menu, the following screen will be displayed:

```

PROMPT/DBMS Word Processing Printer Configurations      #PDBW/P9
Printers Currently Supported
Printer Name      Printer Model  Active  Printer Name      Printer Model  Active
A.  $SYSPRTR     OKIDATA   Y      I.  BLANK          BLANK          N
B.  $SYSPRT3     TALLY 180L Y      J.  BLANK          BLANK          N
C.  LINEPRTR     PRINTRONIX N     K.  BLANK          BLANK          N
D.  ELECTPRT     OKIDATA   Y      L.  BLANK          BLANK          N
E.  BLANK        BLANK     N     M.  BLANK          BLANK          N
F.  BLANK        BLANK     N     N.  BLANK          BLANK          N
G.  BLANK        BLANK     N     O.  BLANK          BLANK          N
H.  BLANK        BLANK     N     P.  BLANK          BLANK          N

Enter Letter of Printer to be Viewed/Altered:

Press F7 to Logon to Word Processing
    
```

The column labeled PRINTER NAME contains the names used in the sysgen for each printer device. These names can be changed by the user. The column labeled PRINTER MODEL contains a 10-character description of the printer and is included only for clarity. The program does not use or verify the information in this field. The column labeled ACTIVE identifies which of the print devices are currently defined in the sysgen for the system on which the Word Processor has been loaded. This column cannot be changed by the user and is automatically updated by the Word Processing program. The EDX supervisor area is searched for the device names entered in the PRINTER NAME column. For each device that exists, the program displays a 'Y' in the active column. If a printer device is specified in the FPRINT command that does not exist in this table, the error message "DEVICE NOT IN PRINTER SPECIFICATION FILE" is displayed, and no document is printed. When this occurs, the Word Processing supervisor must enter the name of the device into this table either by replacing an entry for a printer that is not contained on the system, or by using one of the entries labeled BLANK. To edit this table, enter the letter that corresponds to the entry that is to be changed. This letter can be in upper or lower case. When a valid letter is entered, the following screen is displayed:

```

Printer Escape Sequence Specification #PDBW/P4
Printer Sys Gen Name:    $SYSPRT3
Type (0=IBM,1=Non-IBM): 1
Printer Model Name:     TALLY 180L

System Feature  CD-VAL CD-VAL  CD-VAL  CD-VAL  CD-VAL  CD-VAL  CD-VAL  CD-VAL
Prop. Space On:  C ESC  A  G    C  ESC  A  [  A  2  A  y
Prop. Space Off: C ESC  A  Q
Start Underline: C ESC  A  -  B  1
End Underline:   C ESC  A  -  B  0
Bold Print On:   C ESC  A  E
Bold Print Off:  C ESC  A  F

Codes:  A=ASCII Value  B=Binary Value  C=Control Codes
Value:  XXX=Value Computed at Run Time

Press F7 to Return to Menu
    
```

Assuming that the letter D was entered, the above information about \$SYSPRT3 would be displayed. The cursor will rest on the entry for PRINTER SYSGEN NAME. At this point the user may change this name to the name given to the printer in the sysgen if it is not already correct. Using the arrow keys, the user can change the PRINTER MODEL NAME and the TYPE. The TYPE of printer indicates to the program whether or not special escape code processing is supported for this printer. All IBM and IBM-like printers do not support escape code processing. Consult the user manual for the printer being used in order to determine if a printer is to be considered an IBM or a non-IBM type. If no escape codes are shown to activate the indicated features, the printer must be entered as an IBM printer, even if it is not actually an IBM device. The program examines the printer type before processing the escape codes; therefore, the user merely needs to change the type to 0 and does not need to clear all of the feature codes displayed. This is the only screen that will allow the user to alter SYSGEN NAME, MODEL NAME, and TYPE.

If the printer being defined is a non-IBM printer with features that can be activated via escape codes, the rest of the screen becomes important. For each feature listed on the left, the code and value needed to initiate the feature must be entered. Codes are one letter from the following list indicating to the program how the entry in the VAL column is to be interpreted:

- A = ASCII value (send the character entered in VAL in its ASCII form)
- B = BINARY value (send the character entered in VAL in its binary form)
- C = CONTROL code (the characters entered in VAL refer to escape codes, such as ESC, DC1, DC2, etc. and the ASCII values for these codes must be transmitted to the printer as part of the escape code sequence)

The value fields are 3 characters in length. The values entered depend upon the codes entered in the CD column. On A (ASCII) and B (BINARY) codes, it may be necessary for the value to be computed at run time. For example, the right margin setting usually depends upon the value desired for the right margin. This value will not be known until run time and will be determined by the @LL or @MG command. In this case, the value XXX (upper case) indicates to the program that the value will be computed at run time. It is still necessary to enter the code as A or B so that the system knows how to compute the value needed before sending it to the printer. The program supports a maximum of 8 codes per feature. If a feature is not supported by the printer, it can be left blank. The arrow keys may be used whenever needed to correct any entry on the screen.

After the codes have been specified for each feature on the screen, the user presses the ENTER/SEND key or any PF key. If the ENTER/SEND key is pressed, all changes indicated on the screen are saved in the printer specification file and the next screen of features appears. If a PF key is pressed, the system updates the printer specification file with the changes indicated on this screen and returns to the printer configuration menu. If the printer is an IBM type (TYPE=0), the program returns to the printer configuration menu regardless of which key is pressed.

The following screens are displayed when the ENTER/SEND key is pressed for non-IBM printers to allow the entry of more feature specifications:

```

Printer Escape Sequence Specification #PDBW/P5
Printer Sys Gen Name:      $SYSPRT3
Type (0=IBM, 1=Non-IBM):  1
Printer Model Name:       TALLY 180L
System Feature  CD-VAL CD-VAL  CD-VAL  CD-VAL CD-VAL  CD-VAL  CD-VAL  CD-VAL
Italics On:
Italics Off:
Superscript On: C  ESC  A  S    B  0
Superscript Off:C  ESC  A  T
Subscript On:   C  ESC  A  S    B  1
Subscript Off:  C  ESC  A  T
Codes:  A-ASCII Value  B=Binary Value  C=Control Codes
Value:  XXX=Value Computed at Run Time
Press F7 to Return to Menu
    
```

```

Printer Escape Sequence Specification #PDBW/P6
Printer Sys Gen Name:      $SYSPRT3
Type (0=IBM, 1=Non-IBM):  1
Printer Model Name:       TALLY 180L
System Feature  CD-VAL CD-VAL  CD-VAL  CD-VAL CD-VAL  CD-VAL  CD-VAL  CD-VAL
Left Margin:    C  ESC  A  [  A  XXX  A  s
Right Margin:   C  ESC  A  Q  B  XXX
Auto Just. On:  C  ESC  A  [  A  8  A  y
Auto Just. Off: C  ESC  A  [  A  :  A  y
Paper Out On:   C  ESC  A  8
Paper Out Off:  C  ESC  A  9
Codes:  A-ASCII Value  B=Binary Value  C=Control Codes
Value:  XXX=Value Computed at Run Time
Press F7 to Return to Menu
    
```

On these screens the cursor will rest on the CD column for the first feature. It is still possible to use the arrow keys to position the cursor and change the PRINTER SYSGEN NAME, MODEL NAME, or TYPE, but any changes to these fields beyond the first screen will not update the specification file.

The last two feature specification screens contain a different format for specifying character per inch settings. These screens are displayed below:

Printer Characters:Inch Specification											#PDBW/P7
Printer Sys Gen Name: \$SYSPRT3											
Type (0=IBM,1=Non-IBM): 1											
Printer Model Name: TALLY 180L											
Set											
No.	PC	CPI	CD-VAL	CD-VAL	CD-VAL	CD-VAL	CD-VAL	CD-VAL	CD-VAL	CD-VAL	CD-VAL
1	L	10	C ESC A	G	C ESC A	[A	4	A	y	
2	L	12	C ESC A	G	C ESC A	[A	5	A	y	
3	D	10	C ESC A	H	C DC2						
4	D	12	C ESC A	H	C ESC R	[A	5	A	w	
5	D	16	C ESC A	H	SI						
PC : L=Letter Quality D=Draft Quality											
CPI : Number of Characters Per Inch											
Codes: A=ASCII Value B=Binary Value C=Control Codes											
Value: XXX=Value Computed at Run Time											
Press F7 to Return to Menu											

```

|                                     Printer Characters:Inch Specifcation          #PDBW/P8 |
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
|Printer Sys Gen Name:      $SYSPRT3
|Type (0=IBM,1=Non-IBM):   1
|Printer Model Name:       TALLY 180L
|
| Set
| No.  PC  CPI  CD-VAL  CD-VAL  CD-VAL  CD-VAL  CD-VAL  CD-VAL  CD-VAL  CD-VAL  CD-VAL
| 6    D   20   C  ESC  A   H   C  ESC  A   [   A   7   A   w
| 7
| 8
| 9
| 10
|
|      PC   :  L=Letter Quality  D=Draft Quality
|      CPI   :  Number of Characters Per Inch
|      Codes:  A=ASCII Value  B=Binary Value  C=Control Codes
|      Value:  XXX=Value Computed at Run Time
|
|Press F7 to Return to Menu
|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|

```

PROPORTIONAL SPACING

Proportional spacing is not specified on the character per inch feature screens. The entries to turn proportional spacing on and off are contained on the first feature specification screen and are labeled PROP.SPACE ON/PROP.SPACE OFF. To activate proportional spacing, the @CI command is used as follows:

@CI(n,P)

where 'n' is a non-zero number. To turn off proportional spacing, use

@CI(0,P)

or initiate any other letter quality or draft quality character per inch setting. The system automatically turns off proportional spacing (if it has been turned on) whenever a new character per inch setting command is encountered.

Proportional spacing has been known to cause problems when used in documents that contain columns of data. The problems arise because proportional spacing causes letters to occupy the minimum amount of spacing necessary when printing; thus, narrow letters such as 'I' or 'i' require less space to print than wide letters such as 'm' or 'n'. When columns of data are printed, the second and subsequent columns may not line-up on each line of text depending upon how many characters in the first column are narrow letters. Proportional spacing should be avoided in documents that contain columnar data.

BACKUP PROCEDURES

To avoid any misunderstanding, the PROMPT Word Processing programs and documents are backed up along with the full PROMPT Business System. There is no requirement to follow these procedures as long as your nightly backup is working.

The production of backup disk or diskettes is the responsibility of the WP manager. Several backup devices may be initialized for use as needed by the WP staff.

To create a backup diskette, do the following:

- 1) Initialize a diskette, giving it a volume name and allocate a directory for 200 data sets.
- 2) Use \$COPYUT1 to copy WPAACCESS from the WP volume to the newly initialized diskette. Use the WP volume that is to be backed up.
- 3) Log into the WP system using a valid WP volume and user ID = \$\$\$ and password SECR.T.
- 4) Do not change any user ID's or passwords in the Password Control Facility. Press the SEND or ENTER key.
- 5) Select option 1 (Prepare diskettes as a word processing device) on the Utilities Menu.
- 6) The program will print the following:

```
PROMPT/DBMS WORD PROCESSOR
DIRECTORY CREATION FACILITY
```

```
VOLUME TO CREATE DIRECTORY ON:
```

Enter the name of the diskette volume.

- 7) The program will then ask:

```
MAXIMUM NUMBER OF ENTRIES:
```

```
Enter the maximum number of documents to be saved on this diskette
(i.e. 150).
```

- 8) After the diskette has been prepared, the system returns to the utilities menu. Select 0 (Log on to Word Processing System).

To copy documents from the disk volume to a backup diskette, the same user ID and password must exist on both the WP volume and the backup volume. If it does not, log into the WP system on the incorrect volume and use the \$\$\$ user ID and SECRT password to add the new ID and password. Log onto the WP volume whose documents are to be backed up. Use the user ID and password under which the document was saved. Load the document to be backed up into the work area. After it has loaded, save it by using the VOLUME=parameter specifying the diskette volume. Then load the next document to be backed up, being careful to use VOLUME= to get the document from the original WP volume. Remember, if the volume is not specified the system will use the last volume referenced which in this case would be the diskette volume.

Repeat the LOAD/SAVE process until all desired documents in the user library have been copied to the diskette.

PROMPT WORD PROCESSING

SECTION 4

REFERENCE SECTION

PROMPT WORD PROCESSING EDITING COMMANDS

The following section is intended as a reference guide to the PROMPT WP commands. This section should only be used as a supplement to those users familiar with the basic operation of the PROMPT WP system.

Each command is listed on its own page, for user convenience and is broken down into the following categories:

1. A description of the commands and its functions
2. The proper syntax for entering the command
3. A break down by parameter (operands, options)
4. The default parameters
5. The command alias (e.g. "INSERT" could be entered as "I")
6. Examples of command use, where applicable

The following is a summary of the commands available and their basic functions:

BOTTOM	= Displays the last 19 lines of text in the document
COPY	= Copy a line or group of lines to another area of the document
DELETE	= Delete lines of text from edit file
DIRECT	= Display/Print user's library
EDIT	= Edit text within "edit window"
ERASE	= Remove a document from user's library
FPRINT	= Print document in final form
INSERT	= Allocate lines within edit file
LOAD	= Load a document from user's library
LOCATE	= Locate text line and display
MOVE	= Move text lines to another location
QUIT	= End PROMPT WP session
QQUIT	= End PROMPT WP session without checking to see if the document has been changed
SAVE	= Save a document to user's library
SCROLL	= Change the number of lines to scroll when PF 4/ PF 5 are used.
TOP	= Displays the first 19 lines of text in the document
WPPRINT	= Print document in work form

BOTTOM

DESCRIPTION

The BOTTOM command allows the user to go directly to the BOTTOM of the work file and display the last 19 lines.

SYNTAX:

BOTTOM

ALIAS:

B

DEFAULTS:

NONE

REQUIRED:

NONE

EXAMPLES:

NONE

COPY

DESCRIPTION

The COPY command allows the user to copy a single line or a block of lines to another location within the work file.

SYNTAX:

```
COPY L1=,L2=,L3=
```

L1 is the starting line number, L2 is the ending line number, and L3 is the line number indicating where the line or group of lines is to be copied. Lines L1 through L2 will be copied in front of L3.

ALIAS:

```
C
```

DEFAULTS:

```
L2= L1
```

REQUIRED:

```
L1=,L3=
```

EXAMPLES:

```
COPY L1=11,L2=19,L3=32  
COPY L1=10,L2=10,L3=2
```

In the first example, lines 11 through 19 will be copied before line 32 in the text. Lines 11 through 19 also remain in their original positions in the document.

The second example is equivalent to:

```
C L1=10,L3=2
```

DELETE

DESCRIPTION

The DELETE command allows the user to delete a single line or a block of lines from the work file. The line specified by L1 is the first line to be deleted, L2 is the last line to be deleted.

After the DELETE command has been executed, the edit window will reflect the changes. The first line displayed in the edit window will be the line specified by L1-1.

SYNTAX:

```
DELETE L1=,L2=
```

ALIAS:

```
DE
```

DEFAULTS:

```
L2= L1
```

REQUIRED:

```
L1=
```

EXAMPLES:

```
DE L1=9,L2=34
```

This example will delete text lines 9 through 34 inclusive. Lines 35 forward would now begin at line 9. The edit window will display lines 8 through 26.

```
DE L1=9
```

This example will delete only Line 9 and will display lines 8 through 26 in the edit window.

NOTE: After DELETE, remaining text lines are renumbered.

DIRECT

DESCRIPTION

The DIRECT command allows the user to view the document contained within the user library.

The directory will display the following items:

1. File Name
2. File Description
3. Creation date of file
4. Last revision date
5. Number of lines in file
6. Protection code

SYNTAX:

DIRECT DEVICE=

ALIAS:

DI

DEFAULTS:

Device=Last Used Output Device

REQUIRED:

NONE

EXAMPLES:

DI DEVICE=*

User's directory will appear on the terminal.

DI DEVICE=\$SYSPRTR

User's directory will appear on the system printer.

NOTE: The DIRECT command can be used without initially loading a word processing document. A directory listing sent to the user's terminal may be cancelled by pressing the F7 key after a full screen of entries has been displayed.

EDIT

DESCRIPTION

The EDIT command allows the user to enter data or alter contents of the "edit window."

There are several program function keys available to the user while in this mode:

ENTER/SEND = Accepts all changes; return to command mode
PF1 = Displays current edit line and column number based on cursor position. Will display "000" if cursor is not on valid edit line.
PF2 = Accepts all changes; inserts 19 more lines; continues edit
PF3 = Split edit line at cursor position
PF4 = Accepts all changes; scroll back 19 lines or the number of lines specified on the last SCROLL command; remains in edit mode
PF5 = Accepts all changes; scroll forward 19 lines or the number of lines specified on the last SCROLL command; remains in edit mode
PF6 = Join edit line at cursor position
PF7 = Ignore all changes in the edit window; return to command mode

SYNTAX:

EDIT

ALIAS:

ED

DEFAULTS:

NONE

REQUIRED:

NONE

EXAMPLES:

NONE

ERASE

DESCRIPTION

The ERASE command allows the user to remove documents from the user library. Once the document is ERASED it can only be recovered if a backup was made previously.

Before the document is deleted, the question "Are You Sure (Y/N)?" is displayed. The user must answer 'Y' in upper or lower case for the system to delete the document. After the document is erased, the message "DOCUMENT ERASED" is displayed. If any other response is entered in answer to the question, the document is not deleted, and the message "DOCUMENT NOT ERASED" is displayed.

SYNTAX:

ERASE FILE=,VOLUME=

ALIAS:

ER

DEFAULTS:

VOLUME=Last Accessed Volume

REQUIRED:

FILE=

EXAMPLES:

ER FILE=TESTFILE

This will remove the document "TESTFILE" from the user's library on the word processing volume into which the user is logged.

ER FILE=TESTFILE,VOLUME=BACKUP

This will remove the document "TESTFILE" from the user's library on "BACKUP".

FPRINT

DESCRIPTION

The FPRINT command will allow the user to print a document or letter in final form. When a document is sent to a printer device, the message 'FORMATTED PRINT IN PROGRESS...' appears on the top line of the terminal from which the FP command was issued. When printing is complete the document returns to the screen.

To cancel the printing of a document, press the attention key and enter 'END' or 'end'.

SYNTAX:

FPRINT FILE=, VOLUME=, DEVICE=, PAGE#=, COPIES=

ALIAS:

F

DEFAULTS:

PAGE#=1

To suppress page numbering, the syntax is PAGE#=0.

COPIES=1

DEVICE=last accessed device

FILE=last file accessed

VOLUME=last volume accessed

REQUIRED:

NONE

EXAMPLES:

F FILE=TESTFILE

This will print the file "TESTFILE" from user library "WPLIB".

F FILE=TESTFILE, DEVICE=DIABLO, PAGE#=10, COPIES=3

This will print three copies of the document "TESTFILE" on the "DIABLO" printer; page numbering will begin with 10.

NOTE: It is possible to perform a final print of a document without initially loading a word processing document.

INSERT

DESCRIPTION

The INSERT command allows the user to insert (allocate) lines within the work file.

Lines may be inserted (allocated) between existing lines. If this feature is used, lines will be renumbered. The number of new lines to be inserted is specified by COUNT=. The new lines will be inserted in front of the line specified by L1=.

NOTE: If requested number of lines to be inserted plus current line count exceeds the maximum allowed (512), an error will occur.

SYNTAX:

```
INSERT L1=,COUNT=
```

ALIAS:

```
I
```

DEFAULTS:

```
NONE
```

REQUIRED:

```
I L1=,COUNT=
```

EXAMPLES:

```
I L1=10,COUNT=20
```

This will insert 20 lines beginning at line 10; the old line 10 will now become line 30.

```
I L1=0,COUNT=15
```

This will insert 15 lines at the beginning of the work file.

LOAD

DESCRIPTION

The LOAD command allows the user to load a document from the user library to the work space.

After a file has been LOADED all editing commands then become available to the user.

SYNTAX:

LOAD FILE=,VOLUME=

ALIAS:

LOA FILE=,VOLUME=

DEFAULTS:

VOLUME=Last Accessed Volume

REQUIRED:

LOA FILE=

EXAMPLES:

LOA FILE=TESTFILE

This will load "TESTFILE" from user's library on the volume into which the user is logged.

LOCATE

DESCRIPTION

The LOCATE command allows the user to display chosen text beginning at the line number entered.

NOTE: If the chosen line is beyond the valid range of the work file, then line number will default to nearest valid line number.

SYNTAX:

LOCATE L1=

ALIAS:

LOC

DEFAULTS:

NONE

REQUIRED:

L1=

EXAMPLES:

LOC L1=30

This will place text line 30 at the top of the edit window.

LOC L1=0

This will place the first line of text at the top of the edit window.

MOVE

DESCRIPTION

The MOVE command allows the user to move a line or a block of lines from one location within a work file to another location within that file.

After the MOVE is completed the actual lines selected will be removed from their original position in the file.

L1 is the starting line number to be moved, L2 is the ending line number, and L3 is the line number indicating where the line or group of lines is to be moved. Lines L1 through L2 will be moved in front of line L3.

SYNTAX:

```
MOVE L1=L2=L3=
```

ALIAS:

```
M
```

DEFAULTS:

```
L2=L1
```

REQUIRED:

```
L1=L3=
```

EXAMPLES:

```
M L1=10,L2=20,L3=45
```

This will move text lines 10 through 20 inclusive and place them beginning at line 45, while lines 45 through end of document are repositioned to follow the MOVED text.

```
M L1=11,L3=2
```

This will move line 11 and place it at line 2.

QUIT

DESCRIPTION

The QUIT command allows the user to exit the word processing system.

If any changes have been made to the work file and have not been saved, an error message will appear.

SYNTAX:

QUIT

ALIAS:

QU

DEFAULTS:

NONE

REQUIRED:

NONE

EXAMPLES:

NONE

QQUIT

DESCRIPTION

The QQUIT command is equivalent to the QUIT command, except no check is made on the current status of the work file. Changes to files not saved will be lost.

SYNTAX:

QQUIT

ALIAS:

QQ

DEFAULTS:

NONE

REQUIRED:

NONE

EXAMPLES:

NONE

SAVE

DESCRIPTION

The SAVE command allows the user to save a document in his library so that future printing or editing may be done.

When a document is saved using FILE= and the name specified already exists in the directory, the message 'DOCUMENT ALREADY EXISTS. DO YOU WANT TO REPLACE IT?' is generated. If 'Y' is entered, the old document will be replaced with the new document and the message '0012 - FILE SAVED' is displayed. If the user enters 'N', the message '0036 - DOCUMENT SAVE CANCELLED' is displayed and the old document remains unchanged; the current document, however, has not been saved. When the save command is issued without specifying FILE=, the program does not ask for verification and saves the document under the name from which it was loaded.

SYNTAX:

SAVE FILE=,VOLUME=,DESC=

ALIAS:

SA

DEFAULTS:

Defaults to last saved file and volume

REQUIRED:

NONE

EXAMPLES:

SA FILE=TESTFILE,VOLUME=WPLIB,DESC=SAMPLE DOCUMENT

This will save current work file to "TESTFILE" on WPLIB and put description "SAMPLE DOCUMENT" in the directory.

SCROLL

DESCRIPTION

The SCROLL command allows the user to specify the number of lines to be scrolled whenever the PF4 and PF5 keys are used. To use this command, enter the following on the command line then press the send key or the PF 4 or PF 5 key.

```
    SCROLL COUNT=n
```

where n is the number of lines to scroll. The default currently being used for the scroll value is 19.

SYNTAX:

```
    SCROLL COUNT=n
```

ALIAS:

```
    SC
```

DEFAULTS:

```
    19
```

REQUIRED:

```
    SCROLL COUNT=n
```

EXAMPLES:

```
    SCROLL COUNT=8
```

This will scroll forward or backward 8 lines

TOP

DESCRIPTION

The TOP command allows the user to go directly to the TOP (first line) of the work file and display the first 19 lines.

SYNTAX:

TOP

ALIAS:

T

DEFAULTS:

NONE

REQUIRED:

NONE

EXAMPLES:

NONE

WPRINT

DESCRIPTION

The WPRINT command will print the content of the work file with line numbers to the selected output device.

L1 specifies the first line to be printed and L2 indicates the last line to be printed.

SYNTAX:

```
WPRINT L1=,L2=,DEVICE=
```

ALIAS:

```
W
```

DEFAULTS:

```
DEVICE=LAST OUTPUT DEVICE  
L1=TOP OF WORK FILE  
L2=BOTTOM OF WORK FILE
```

REQUIRED:

```
NONE
```

EXAMPLES:

```
W DEVICE=$SYSPRTR
```

This command will print work file on \$SYSPRTR.

```
W L1=1,L2=20
```

This command will print lines 1 through 20 to last specified output device.

PROMPT WORD PROCESSING PRINT COMMANDS

The following section is intended as a reference guide to the PROMPT WP printing commands. This section should only be used as a supplement to those users familiar with the basic operation of the PROMPT WP system.

Each print command is listed on its own page for user convenience and described in the following categories:

1. A description of the command and its function
2. The proper syntax for entering the command
3. Examples of how the command will function

The following is a summary of the commands available and their basic functions:

```

@-- = Comment line
@BM = Set bottom margin
@CA = Cancel centering command
@CF = Specify print conditions
@CI = Set characters per inch
@CT = Activate centering command
@EN = End of document
@EP = Electronic Print string
@FC = Clear footers
@FT = Define footer
@HC = Clear headers
@HD = Define header
@IL = Increment line count
@LL = Set line length (right margin)
@LM = Set left margin
@MF = Merge document for print
@MG = Set all margins
@PG = Force page eject
@PS = Set page size
@RJ = Activate/deactivate right margin justification
@SK = Skip lines within document
@SP = Set line spacing
@TM = Set top margin
@TS = Set tab positions
@VF = Specify variable file

```

Note: All print commands must be preceded by a "@" and must begin in column one (1) of any line.

Commands that activate unsupported features are ignored. For example, if a document contains the @RJ(on) command and the printer is an IBM printer, this command is ignored.

SPECIAL PRINTER CONTROLS

To enable a dot matrix printer to underline characters, a simple procedure is followed. Use two ampersands "&" to precede the beginning character to be underlined, and conclude with two ampersands after the final character to be underlined.

To enable a dot matrix printer to bold print, use two percent signs (%) before and after the text to be bold printed.

A phrase can be both bold printed and underlined. If this is desired, it is suggested that the underline characters be specified first followed by the bold print characters.

For example, use two ampersands (&), then two percent signs (%), then the word or words to be underlined and bold printed, followed by two percent signs and then two ampersands.

@--

DESCRIPTION

The command @-- indicates a comment and generates no output on a final print.

SYNTAX:

@--

EXAMPLE:

@--START OF DOCUMENT

@BM

DESCRIPTION

The @BM command allows the user to define the bottom margin for printing. The bottom margin is defined in terms of the number of lines up from the page length (@PS).

SYNTAX:

@BM(x)

EXAMPLES:

@BM(6)

This will stop print six (6) lines up from the page length.

@CA

DESCRIPTION

The @CA (cancel) command instructs the print routine to return to normal printing. The @CA command is only used after a centering command (@CT).

SYNTAX:

@CA

EXAMPLES:

NONE

@CF

DESCRIPTION

The @CF command specifies a condition value to be used in determining if a document is to be printed. This is accomplished in the WP document itself.

SYNTAX:

@CF (XX, YY, VV)

XX is the PROMPT file data field whose value is to be tested. YY is the condition you want to use, and VV is the testing value of the PROMPT file data field. PROMPT WP conditions (YY in our example) follow:

EQ - equal to	GT - greater than
NE - not equal to	LE - less than or equal to
LT - less than	GE - greater than or equal to

EXAMPLE:

@CF (37, EQ, MT)

In the example, a document will be printed for all records in the file that contain the value MT in field 37.

Note: In order to function properly, a variable file (@VF) must be entered in your word processing document before the print conditions. More than one condition at a time can be entered into your WP document. Multiple conditions are combined using 'AND' logic.

Refer to page 22 for information about numeric field edit codes and date field edit codes.

@CI

DESCRIPTION

The @CI command is only applicable for non IBM printers whose characters per inch settings can be altered by the computer. The escape codes necessary to activate each character per inch setting must be entered in the printer specifications file WPPRINTR. (See Alter/View Printer Specification File in Section 3 of this document.) The @CI command requires two parameters as specified in the syntax below. The print type and characters per inch desired must correspond to an entry in the specification file in order to activate the change in characters per inch.

SYNTAX:

@CI (N,T)

In the @CI command, n is the desired characters per inch, and T is the print type (L=letter quality, D=draft quality and P=proportional spacing).

EXAMPLE:

@CI (20,L)

The above command will find the entry in WPPRINTR for the device specified in the FPRINT command. If the device is a non-IBM type, it will then look for the entry that corresponds to print type L (letter quality) and 20 characters per inch. The escape code sequence necessary to activate this setting is sent to the printer device. The document will be printed in letter quality at 20 characters per inch until another @CI command is encountered.

It is suggested that documents reset the characters per inch to the "normal" setting desired for the printer at the end of the document.

PROPORTIONAL SPACING AND THE @CI COMMAND

Proportional spacing is activated using the @CI command as follows:

@CI (n,P)

Where n is a non-zero number. To turn off proportional spacing use:

@CI (0,P)

or any letter or draft quality character per inch setting.

@CT

DESCRIPTION

The @CT command instructs the print routine to center all lines between the set margins until a cancel @CA is received.

SYNTAX:

@CT

EXAMPLES:

NONE

@EN

DESCRIPTION

The @EN command instructs the print routine that there are no more text lines within this document.

If the file currently printing is a merged file ("@MF"), then control will resume with the master file.

SYNTAX:

@EN

EXAMPLES:

NONE

@EP

DESCRIPTION

The @EP command is used to create an 108 character temporary string that is used for sending an automatic email or fax in accordance with the electronic print provisions of the PROMPT Business System.

SYNTAX:

@EP(16,AR,1,29,Mid-American, PAST DUE BAL,15).

The numbers in the string would be translated to values from the file identified in the @CP command. In the above example the @CF file is ARIAGFLE thus the field numbers refer to fields in that file.

Electronic String definition

The first segment of the data string (field 16 in our example) is a 35 characters beginning with either fax. or www., or prt. as entered in the "Doc" field of the Customer Master File.

Subsystem code. (AR in example) Following the addressing segment of the string the next 2 characters will be a subsystem code of OP or PO or AR or IN, or RP for a report.

Document number. Following the subsystem code will be a document number that will be up to 9 characters long. The characters will always be numbers and the source is: OP or PO use the order number, AR statements and price lists use the customer number. (above example uses account number from field 1).

Recipient short name. Next will be the recipient short name of 14 characters and blanks are to be considered as valid characters. This comes from the customer master file or Vendor Master file. (field 29 in example).

Sender short name. Next will be the sender short name of 14 characters and blanks are to be considered as valid characters. Same as previous but from the record set up for your company in AR or AP or IC. In the case of email the sender is the email address entered in the edxdocpb.sys file entered text "Mid-American" in our example).

Subject. Next will be a 14 character field of subject and blanks are to be considered valid characters. OP or PO from the reference field, and text of "Price List" for price list and the text "Statement" for statements. If no subject passed the by OP or PO the subject "ELECTRONIC DOC" is used. (entered text "PAST DUE BAL " in our example).

Contact name: Last will be the 20 character contact name. (Field 15 in Our example)

@FC

DESCRIPTION

The @FC command clears the 5 footer text areas in the program so that footers will no longer print or so that footers can be re-defined.

SYNTAX:

@FC

EXAMPLE:

```

0001 @--START OF DOCUMENT
0002 @MG(10,70,6,6,66)
0003 @FT(1,0,Footer 1)
0004 @FT(1,9,in text)
0005 @FT(2,0,Footer line 2)
0006 @PG(1)
0007 This is a text document.
0008 @PG(1)
0009 @FC
0010 @FT(1,0,New footer line)
0011 @FT(1,6,on line 1)
0012 This is the second page.
0013 @PG(-1)
0014 @EN
0015 @--END OF DOCUMENT

```

Whenever a new page is needed in the printing of a document, either because the current page is full, or whenever @PG(1) is encountered, the system prints all footers in effect, the page number (if needed), then the headers for the next page of the document. For this reason, if footers are to be re-defined, the @FC command and the new @FT commands should be entered in the document `after` the point at which a new page is generated. Lines 3, 4, and 5 above define the footers for page 1. Line 8 will cause the footers to print followed by the page number. Lines 9, 10, and 11 clear and define the footers for subsequent pages.

@FT

DESCRIPTION

The @FT command allows the user to define footers that are to appear on all pages of the document.

NOTE: The footer will print on the page following the @FT command.

SYNTAX:

```
@FT(#,n,DESC)
```

= Number of lines in footer (up to five)
 n = Print position relative to the left margin setting
 DESC = Footer text (maximum length 30 characters)

The program supports 5 30-character footer text areas. These can be used as needed on footer lines 1-5. The print position can be used to print the footer anywhere along the footer line and easily allows the building of a footer line longer than 30 characters.

EXAMPLES:

```
@FT(1,0,Preliminary User Guide)
```

This will define a footer to print "Preliminary User Guide" starting at the left margin.

```
@FT(1,22,--Version 2.0)
```

This will print "--Version 2.0" after "Preliminary User Guide" on footer line 1, producing the following footer:

```
Preliminary User Guide--Version 2.0
```

Print position 22 is the first character position following the word "GUIDE".

NOTE: This technique has used 2 of the 5 30-character footer lines, even though both text areas print on the same line.

```
@FT(2,0,Updated)
```

This will define the footer to print "Updated" as the second line of footer text starting at the left margin.

@HC

DESCRIPTION

The @HC command clears the 5 header text areas in the program so that headers will no longer print or so that headers can be re-defined.

SYNTAX

@HC

EXAMPLE:

```

0001 @--START OF DOCUMENT
0002 @MG(10,70,6,6,66)
0003 @HD(1,0,Header 1)
0004 @HD(1,9,in text)
0005 @HD(2,0,Header line 2)
0006 @PG(1)
0007 This is a text document.
0008 @HC
0009 @HD(1,0,Header line to be printed)
0010 @HD(1,26,on page 2)
0011 @PG(1)
0012 This is page 2.
0013 @PG(-1)
0014 @EN
0015 @--END OF DOCUMENT

```

Whenever a new page is needed in the printing of a document, either because the current page is full, or whenever @PG(1) is encountered, the system prints all footers in effect, the page number (if needed), then the headers for the next page of the document. For this reason, if headers are to be re-defined, the @HC command and the new @HD commands should be entered in the document before the point at which a new page is generated. Lines 3, 4, and 5 above define the headers for page 1. Line 6 prints these header lines. Lines 8, 9, and 10 clear and re-define the headers so that line 11 will print the new headers on page 2 of the document.

@HD

DESCRIPTION

The @HD command allows the user to define headers that are to appear on all pages of the document.

NOTE: The header will print on the page following the @HD command.

SYNTAX:

```
@HD(#,n,DESC)
```

= Number of lines in header (up to five)
n = Print position relative to the left margin setting
DESC = Header text (maximum length 30 characters)

The program supports 5 30-character header text areas. These can be used as needed on header lines 1-5. The print position can be used to print the header anywhere along the header line and easily allows the building of a header line longer than 30 characters.

EXAMPLES:

```
@HD(1,0,Preliminary)
```

This will define a header to print "Preliminary" starting at the left margin.

```
@HD(1,12,User Guide)
```

This will print "User Guide" after "Preliminary" on header line 1, producing the following header:

```
Preliminary User Guide
```

Print position 12 is the first character position following the word "Preliminary".

NOTE: This technique has used 2 of the 5 30-character header lines, even though both text areas print on the same line.

```
@HD(2,0,Version 2)
```

This will define a header to print "Version 2" as the second line of header text starting at the left margin.

@IL

DESCRIPTION

The @IL command allows the user to increment the line counter during the printing of a document in order to accomodate printers that permit the generation of text larger than the normal print line. Using a series of special codes, some printers can print a text line in large type that may actually be the equivalent of 2 or more "normal" text lines. The word processor assumes that each text line occupies one line on the document and always increments its line count by 1. After generating a text line larger than normal the user can enter the @IL command and specify the number by which to increment the line count. This number should be one less than the number of lines that the output line occupies on the page. (The line count has already been incremented by one before the @IL command is encountered)

SYNTAX:

@IL(n)

Specify the integer number to add to the line count as n.

EXAMPLE:

@IL(2)

The line count will be incremented by 2. In this example, the previous line occupied 3 normal text lines on the page.

@LL

DESCRIPTION

The @LL command allows the user to define the right margin (line length).

SYNTAX:

@LL(x)

EXAMPLES:

@LL(55)

This will define the length to be equal to 55 characters.

NOTE: The line length plus the left margin may not exceed 250.

@LM

DESCRIPTION

The @LM command allows the user to define the left margin for printing.

SYNTAX:

@LM(x)

EXAMPLES:

@LM(13)

This will define the left margin to be equal to 13.

@MF

DESCRIPTION

The @MF command allows another document file to be merged (appended) to the document currently printing.

When the @MF command is received, printing will begin with the first line of the merge file. Control will resume with the line following the @MF command when an end instruction "@EN" is reached.

A document may be conditionally merged into a main document by using the optional "field" parameter in the @MF command. A data file must be specified in an @VF command. If the field specified is an alpha field containing 'Y' in the first position, the document will be merged. If the field is numeric its value must be '1' for the document to be merged.

NOTE: A user may merge only files that are within his library.

SNYNTAX:

```
@MF(filename,volume,field)
```

EXAMPLES:

```
@MF(TESTFILE)
```

This will merge the document "TESTFILE" from the user's library.

```
@MF(DOCUM1,WPLIB,3)
```

If field 3 in the data file specified in an @VF command contains a 'Y' (alpha field) or a '1' (numeric field), the text contained in DOCUM1 will be merged into the current document.

NOTE: Any margins defined in previous documents will remain in Control when merge is called.

@MG

DESCRIPTION

The @MG command defines all five (5) margin settings. These are: left margin, line length, top margin, bottom margin, and page size.

SYNTAX:

```
@MG(1x,2x,3x,4x,5x)
```

EXAMPLES:

```
@MG(15,55,6,4,66)
```

```
Left margin will    = 15
Line Length will   = 55
Top margin will     = 6
Bottom margin will = 4
Page size will      = 66
```

If a margin command is not encountered before a line is printed, the following margin settings will be used:

```
Left margin    = 5
Line length    = 55
Top margin     = 6
Bottom margin  = 6
Page size      = 66
```

@PG

DESCRIPTION

The @PG command allows the user to "force" a new page while printing a document.

The user does not have to use the @PG command throughout the document because the print routine will count lines automatically and will force a page if necessary.

NOTE: @PG(-1) is required at the end of a document to force a page number and footers on the last page.

SYNTAX:

@PG(x)

EXAMPLES:

@PG(1)

This will force the print routine to page eject to the top of the next page.

@PG(2)

This will force the print routine to leave one blank page and begin printing at the top of the second page.

The @PG command causes the printing of footer lines, page number, and header lines for the next page.

@PS

DESCRIPTION

The @PS (page size) command allows the user to define the page length.

If continuous forms are desired, use @PS(-1) or specify the 5th margin setting in @MG as -1. No headers, footers, or page numbers will be printed in this case. All vertical spacing must be handled within the document. No page commands will be interpreted (i.e. no @PG(1) or @PG(-1)).

SYNTAX:

@PS(x)

EXAMPLES:

@PS(66)

This would define the page length to 66.

NOTE: To compute page length, there are 6 lines to the inch, therefore, a 8 1/2" x 11" page would equal 66 lines.

@RJ

DESCRIPTION

The @RJ command is used with printers that support hardware right margin justification. The escape code sequences necessary to turn this feature on and off must be entered into the printer specification file for the printer being used. (See Alter/View Printer Specification File in Section 3 of this document.)

SYNTAX:

@RJ(ON) or @RJ(on)

This command causes the program to send the escape sequence to the printer that will "turn on" right margin justification. This will cause the printer to automatically align the right margin of the document. This command should appear anywhere in the document following the margin setting command.

@RJ(OFF) or @RJ(off)

This command causes the program to send the escape sequence to the printer that will "turn off" right margin justification. It should be used at the end of a document using right margin justification.

@SK

DESCRIPTION

The @SK command will allow the user to skip lines within the body of a document.

Although you could skip lines with backslashes, the @SK command will complete the job faster and use fewer lines in your document.

SYNTAX:

@SK(x)

EXAMPLES:

@SK(5)

This will cause the immediate skip of five lines. However, if the line spacing was set for double space, then this will skip ten lines.

@SK(-5)

This will cause the absolute skip of five lines, regardless of the line spacing.

@SP

DESCRIPTION

The @SP command allows the user to define the line spacing to be used during the printing of a document.

The @SP command may be changed throughout the document.

SYNTAX:

@SP(x)

EXAMPLES:

@SP(2)

This will define that double-spacing is used until the next @SP command.

@TM

DESCRIPTION

The @TM command allows the user to define the top margin.

SYNTAX:

@TM(x)

EXAMPLES:

@TM(6)

This will define the top margin to be 6 lines down from the top of the page.

@TS

DESCRIPTION

This command allows the user to define up to 15 tab positions relative to the left margin of the document. Tab stops are defined by specifying their print positions. In addition, the user may also re-define the tab character to be used.

SYNTAX:

```
@TS(T1,T2,T3,...,T15,C)
```

T1,T2,T3 up to T15 are the print positions that indicate the tab stops. The tab character is represented by 'C' and can be specified even when less than 15 tab stops are used.

EXAMPLES:

```
@TS(5,20,35,50,65,!)
```

Print positions 5,20,35,50, and 65 correspond to the tab stops. The user intends to specify tabbing using the "exclamation point"(!) rather than the default "less than" sign. One space must precede the tab character in the document. Tab positions may be skipped by using a space followed by the tab character, followed by another space and another tab character.

```
@TS(25)
```

In this example, only one tab stop is needed and the default tab character (less than sign) will be used.

NOTE: The text following a tab character will print in tab position + 1. Thus, in the first example, the text will print in columns 6,21,36,51, and 66 relative to the left margin. In the second example, the text will print in column 26.

Do not use the following characters as tab characters:

```
+
-
~
back slash
&
%
```

@VF

DESCRIPTION

The @VF command defines a variable file to be used within the document. Fields to be printed are specified by using {Vx} where x is a field ID number corresponding to a data element in a PROMPT file to be printed. The variable file is also used in conjunction with the @CF command to control document printing.

SYNTAX:

@VF(standard definition name, index definition number)

EXAMPLE:

@VF(ARCUSFLE,1)

Fields within the file ARCUSFLE will be used in the document and will print in search name order (index number 1).

NOTE: The index definition number will print your data in the order you choose. For example, the index numbers below reveal the various printing sequences available using the A/R customer master file (ARCUSFLE).

INDEX DEFINITIONS

0 - by customer #	3 - by alt key name/addr/zip
1 - by search name	4 - by zip
2 - by telephone #	

PROMPT WORD PROCESSING

SECTION 5

PROMPT WORD PROCESSING ERROR MESSAGES

PROMPT WORD PROCESSING ERROR MESSAGES

0001 - INVALID OR UNKNOWN COMMAND

The user entered an invalid command. Check the spelling of the command given and make sure that no extra characters are incorporated in the command.

0002 - MISSING OR INVALID KEYWORD

The command that was issued did not contain all of the necessary parameters. Find the command in the reference section and check the "REQUIRED" entries for this command.

0003 - COMMAND NOT AVAILABLE

The command given has not been incorporated into the system, but will be in a future release.

0004 - UNABLE TO OPEN DIRECTORY

The system tried to open the WPVTOC file, the directory, on the volume specified. The file was not on the volume or there is a bad sector in the file.

0005 - FILE NOT FOUND IN USER DIRECTORY

The document that was requested does not exist in the directory for the user ID, password, and volume specified. Be sure that the volume being referenced is correct. Check for the document in another user ID and password.

0006 - WP TEXT FILE IS EMPTY

The requested document does not contain any lines. Use FILE=NEW to re-create the text document, or try to find the document on a backup volume.

0007 - UNABLE TO COMPLETE LOAD

\$DISKUT3 was unable to load the requested document into the edit work area. End the word processing program, re-load the program and try again.

0008 - INVALID NUMERIC PARAMETER

The command that was issued contained a numeric keyword such as L1= or L2= where a number was expected, but a character was entered. Check the command and remove the non-numeric character.

0009 - UNABLE TO COMPLETE SAVE

The program was not able to save the document on the volume specified. The most probable cause is that the document was previously saved in this volume, but after being edited, it became larger in size and now requires more space than it did previously. The volume probably does not contain enough free space to hold the document. Save the document on a backup volume and end the program. Compress the original word processing volume, reload the program, reload the document from the backup volume, and try to save the document on the original volume. If the process fails again, the backup volume will need to be used.

0010 - NO ROOM LEFT IN DIRECTORY

The maximum number of documents originally set up for the word processing volume being used has been reached. Erase an unneeded document and try to save the document again; or save the document to a backup volume, backup unneeded documents in the original volume so they can be erased, erase the backed up documents, re-copy the original document from the backup and try to save it again.

0011 - SAVE FAILED

The program was unable to save the document in the volume specified. Try to save the document in a backup volume.

0012 - FILE SAVED...

The document has been successfully saved in the user's volume.

0013 - CANNOT INSERT ZERO (0) LINES

An insert command was issued in which COUNT= was specified as 0 or a negative number. Correct the COUNT= in the command.

0014 - INSUFFICIENT SPACE FOR INSERT

The document is too large to insert the number of blank lines requested. The total number of lines used plus the number being inserted cannot exceed 512 lines. Try to incorporate a merge file using the @MF command, or insert fewer lines.

0015 - CANNOT DELETE ZERO (0) LINES

The delete command was issued in which L2 was less than L1 producing a count of 0 or a negative number of lines to be deleted. Correct the command and try again.

0016 - CANNOT DELETE ALL DATA LINES

The delete command was issued in which the user tried to delete all of the lines in the document. Use FILE=NEW to start a new document. Use the ERASE command to delete the whole document.

0017 - INVALID LINE SPECIFICATION

A delete, move, or copy command was given in which L1 was specified as 0 or a negative number of lines to be deleted. Correct the command and try again.

0018 - DEVICE BUSY, TRY AGAIN

The print device specified in a WPRINT or DIRECTORY command is in use by another program. Wait until the device is no longer being used and re-issue the command, or specify another print device.

0019 - FILE CHANGED, 'SAVE' OR USE 'QQUIT' TO END

The user entered the QUIT command without having saved the document first. This message is given if the user has entered the EDIT mode (whether or not he actually changed the document) and has not saved the document since leaving the EDIT mode. Save the document if it has been changed and then use QUIT, or if the document has not been changed, enter QQUIT.

0020 - CANNOT COMPLETE COPY

A copy command was issued in which one of the following conditions exist:

- 1) "L1=" parameter is greater than the "L2=" parameter
- 2) "L3=" parameter is greater than or equal to the "L1=" value and less than or equal to the "L2=" value. Correct the command and try again.

0021 - INSUFFICIENT ROOM TO COMPLETE COPY

The number of lines being copied added to the number of lines already in the document exceeds the 512-line limit. Copy fewer lines or break the document into smaller documents and merge them together using @MF.

0022 - CANNOT COMPLETE MOVE

A move command was issued in which one of the following conditions exists:

- 1) "L1=" parameter is greater than the "L2=" parameter
- 2) "L3=" parameter is greater than or equal to the "L1=" value and less than or equal to the "L2=" value. Correct the command and try again.

0023 - INSUFFICIENT ROOM TO COMPLETE MOVE

The number of lines being moved/added to the number of lines in the document exceeds the 512-line limit. Move the lines in smaller increments.

0024 - ERROR ENCOUNTERED READING DIRECTORY

The system encountered a possible hardware error trying to read the WPVTOC file in the user's volume. Save the document on a backup volume if necessary, exit the program, reload the word processing program and try again.

0025 - ERROR ENCOUNTERED WRITING DIRECTORY

The system encountered a possible hardware error trying to write the updated WPVTOC file to the user's volume. Save the document on a backup volume, exit the program, reload the word processing program and try again.

0026 - ERROR ENCOUNTERED READING DOCUMENT FILE

The system encountered a possible hardware error trying to read the document file from the user's volume. Exit the program, reload the word processing program and try again.

0027 - ERROR ENCOUNTERED WRITING DOCUMENT FILE

The system encountered a possible hardware error while trying to write the document file to the user's volume. Save the document on a backup volume. Exit the program, reload the word processing program and the document that was saved on the backup volume, and try again.

0028 - UNABLE TO ALLOCATE WORK FILE--PRESS ENTER/SEND

The volume specified by the user when the word processing program was loaded does not contain 200 free records in one free space entry. Use \$DISKUT1 and change volume to the volume that was specified for word processing. Use LS to see if there are at least 200 total free records. If there are 200 or more free records, use \$COMPRES to move all free records to one large area on the volume. Reload the word processing program and try again. If the volume contains less than 200 free records, the user will need to specify a different word processing volume when the program is loaded and access the documents on the smaller volume by using FILE=, VOLUME= on LOADS and SAVES.

0029 - UNABLE TO ALLOCATE SPACE FOR NEW LINE(S)

The insert, move, PF2, or copy command was issued causing the total number of lines in the document to exceed 512. Adjust the command parameters to insert, move, or copy fewer lines, or separate the document into a merge file.

0030 - PRINTER SPECIFICATION FILE DOES NOT EXIST

The file WPPRINTR does not exist on EDX002. Copy the file from the word processing object program diskette onto EDX002.

0031 - DEVICE NOT IN PRINTER SPECIFICATION FILE

The DEVICE= parameter on an FPRINT command specified a device that does not exist in the WPPRINTR file. Check the spelling of the device name and verify that it is the correct name used in the sysgen. Have the supervisor check the Printer Specification file as outlined in Section 3 under Utilities Menu to verify that the device is in the file or to add an entry for the device if it is not in the file.

0032 - ERROR ENCOUNTERED READING PRINTER SPECIFICATION FILE

The system encountered a possible hardware error while reading the printer specification file. Recopy the WPPRINTR file to EDX002 from the Word Processing Object program diskette and try again.

0033 - PRINTER BUSY

The device specified in the FPRINT command is in use by another program. Wait until the printer is no longer in use and try again. If no one is using the printer, it may be necessary to IPL the system to release the printer.

0034 - DOCUMENT ERASED

This message is displayed after a document has been deleted following an ERASE command. The user responded 'Y' to the question 'Are You Sure?' when the ERASE command was used.

0035 - DOCUMENT NOT ERASED

This message is displayed after an ERASE command was issued in which the user did not answer 'Y' to the question 'Are You Sure?'.

0036 - DOCUMENT SAVE CANCELLED

A document was being saved using a name that already exists in the directory and the user answered 'N' to the question "Document already exists. Do you want to replace it?"

0037 - LOGON DECLINED - INVALID WP VOLUME

The volume specified has not been set up as a word processing volume. Enter the name of a valid word processing volume or follow the instructions in section 3 of this document to establish the specified volume as a word processing device.

0038 - LOGON DECLINED - INCORRECT USERID/PASSWORD

The user ID and/or password that was entered does not exist in the WPAACCESS file on the WP volume specified. Enter a valid User ID and password, or follow the instructions in section 3 to add a new User ID and password.

PROMPT WORD PROCESSING

SECTION 6

PROMPT WORD PROCESSING SUMMARY SHEETS

EDIT COMMAND SUMMARY

	REFERENCE PAGE#
LOAD FILE= , VOLUME= Loads a document into edit window	12, 51
EDIT Allows changes to be made to a document 8 Function keys available PF1 - Display current line & column number PF2 - Allocate 19 blank lines at end of page PF3 - Split a sentence PF4 - Scroll 19 lines towards top of document PF5 - Scroll 19 lines towards end of document PF6 - Ignore changes made to document ENTER/SEND - Accept changes and return to command mode	12, 47
INSERT L1=x, COUNT=y Insert 'y' number of lines before line x	13, 50
LOCATE L1=x Put line 'x' and the 19 lines that follow line 'x' in the edit window	52
MOVE L1=x, L2=y, L3=z Move lines 'x' through 'y' before line 'z'	53
COPY L1=x, L2=y, L3=z Copy lines 'x' through 'y' before line 'z' and keep lines 'x' through 'y' in their original position	44
DELETE L1=x, L2=y Delete lines 'x' through 'y'	45
BOTTOM Display the last 19 lines of the document in the edit window	43
TOP Display the first 19 lines of the document in the edit window	58
WPRINT L1=x, L2=y, DEVICE=XXXXXXXX Print a work copy of the document on device XXXXXXXX from lines 'x' through 'y'	59

	REFERENCE PAGE#
<p>SAVE FILE= ,VOLUME= ,DESC= Save the document on the volume indicated and with the name specified by FILE=. Put the description DESC= into the directory</p>	14,56
<p>SCROLL COUNT= Change the scroll value to the number of lines specified by COUNT=. Subsequent use of PF 4 and PF 5 WILL SCROLL backward and forward using this new value.</p>	57
<p>FPRINT DEVICE=XXXXXXXX,PAGE#=x,COPIES=y Print the document in its final form on device XXXXXXXX starting the page numbering at page 'x' and make 'y' copies. PAGE#=0 suppresses page numbers</p>	14,19,49
<p>QUIT End word processing</p>	14,54
<p>DIR DEVICE=XXXXXXXX Display the directory on device XXXXXXXX</p>	46
<p>ERASE FILE= ,VOLUME= Erase the document with the file name specified as FILE= on the volume indicated in VOLUME=</p>	48

PRINT COMMAND SUMMARY

	REFERENCE PAGE#
BACKSLASH End of paragraph marker or skip one line if back- slash is in column 1 of a text line	16
SET MARGINS @MG(x1,x2,x3,x4,x5) x1=left margin x2=right margin x3=top margin x4=bottom margin x5=page size	16,77
SET TEMPORARY MARGINS @LM(x)=left margin @LL(x)=line length @TM(x)=top margin @BM(x)=bottom margin @PS(x)=page size	17,76 17,75 17,84 17,64 17,80
FORCE NEW PAGE @PG(1)	17,79
SKIP LINES @SK(x)	17,82
CHANGE DOCUMENT SPACING @SP(x) x=2 to double space x=3 to triple space	17,83
CENTER TEXT @CT	17,68
CANCEL CENTERING @CA	17,65
ELECTRONIC PRINT (automatically email or fax) @EP	17,69
MERGE A DOCUMENT AT PRINT TIME @MF(FILENAME,VOLUME)	18,25,78
INCLUDE A VARIABLE PROMPT DATA FILE @VF(DATAFILE SDNAME, INDEX DEFINITION NO.)	22,86
INCLUDE A PRINT CONDITION @CF(DATAFIELD,CONDITION,VALUE)	24,65

SET TABS	
@TS(x1,x2,x3,...,x15,C)	85
x1=position of first tab relative to left margin	
x2=position of second tab relative to left margin up to 15 tab settings possible	
C=new tab character	
Text prints in tab positions plus 1	
DEFINE HEADERS	73
@HD(x,y,text)	
x=header line number (1-5)	
y=print position relative to left margin	
text=header text (maximum of 30 characters)	
CLEAR HEADERS	
@HC	72
DEFINE FOOTERS	
@FT(x,y,text)	71
x=footer line number (1-5)	
y=print position relative to left margin	
text=footer text (maximum of 30 characters)	
CLEAR FOOTERS	
@FC	70
UNDERLINING(&)	
(two ampersands)text(two ampersands)	61
BOLD PRINTING(%)	
(two percent signs)text(two percent signs)	61
END OF DOCUMENT	
@EN	18,68
CHANGE CHARACTERS PER INCH SETTING	
@CI(x,T)	39,40,67
x=characters per inch desired	
T=print type (L=letter quality, D=draft quality, P=proportional spacing)	
RIGHT MARGIN JUSTIFY	
@RJ(on) and @RJ(off)	81
INCREMENT INTERNAL LINE COUNT	
@IL(x)	74

ENTERING TEXT TO A DOCUMENT FILE

1. Define MARGINS at top of document.
2. Define HEADERS and FOOTERS (optional)
3. Define data file (optional)
4. Define conditions (optional)
5. Force page -- "@PG(1)"
6. Enter body of text to document
7. Imbed appropriate commands in document (e.g. backslashes, variables, temporary margins, line skips, merges, etc.)
8. FORCE PAGE -- "@PG(-1)"
9. End document - "EN" (mandatory)

