Series 1100
MAPPER® Software
Level 33R1
Word Processing
Guide

Contents

GLOSSARY

INDEX

Tables

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Preface

This guide to MAPPER word processing provides complete descriptions and examples of functions for both novice and experienced users.

Before using word processing, however, you should be familiar with MAPPER software, such as how the data base is organized, how to use the control line, and how to sign on and off the MAPPER system.

For general information on MAPPER software, see *A Guide to Using MAPPER Software* and the *MAPPER Software Level 33R1, Software Reference.*

This preface contains:

☐ Manuals in This Library

☐ Other MAPPER Software Manuals

Manuals in This Library

To learn more about MAPPER software, refer to the following
manuals. If they are not available at your site, ask your
supervisor or site administrator how you can obtain copies.

Use the version that corresponds to the level of software at
your site.

☐ *A Guide to Using MAPPER Software,* UP–9739 (Rev. 1)

This manual helps beginners use MAPPER software
productively. It provides an overview of what MAPPER
software is and how you can use it, and it introduces the
most commonly used MAPPER functions. For complete
MAPPER software details, see the *MAPPER Software
Level 33R1, Software Reference,* UP–9193.5.

☐ *A Guide To Creating MAPPER Software Runs,* UP–10295
(Rev. 1)

This guide is for users who have never written a run
before. The manual covers only basic information and
should be read and followed, step by step, at a MAPPER
terminal. When you need more details than are given in
this manual, see the *MAPPER Software Level 33R1, Run
Designer's Reference,* UP–9662.4.

☐ *MAPPER Software Level 33R1, Software Reference,*
UP–9193.5

This manual is for users who have a basic knowledge of
the MAPPER system. It provides comprehensive
descriptions of the MAPPER functions, as well as
examples. An overview of form type design and run
design is also included.

☐   *MAPPER Software Level 33R1, Run Designer's Reference,* UP–9662.4

This manual is for MAPPER run designers. It provides complete descriptions, formats, and examples for all run statements, as well as instructions for designing runs and getting them registered.

☐   *MAPPER Software Level 33R1, Word Processing Guide,* UP–11619

This manual is for all users of MAPPER word processing. It provides complete descriptions and examples of MAPPER word processing functions.

☐   *MAPPER Software Level 33R1, Color Graphics Guide,* UP–11615

This manual is for all users of MAPPER color graphics. It provides complete descriptions and examples of MAPPER color graphics functions.

☐   *MAPPER Software Level 33R1, Coordinator's Reference,* UP–9194.5

This manual is for MAPPER system coordinators. It describes their responsibilities and gives examples of the reports they use to establish and monitor a MAPPER system.

MAPPER Software Level 33R1, Operator's Reference,
UP–9195.5

This manual is for MAPPER system operators. It
describes and gives examples of all operator tasks,
including starting the MAPPER system, maintaining the
system's data base, and creating recovery and history
tapes.

MAPPER Software Level 33R1, Summary (card),
UP–9196.6

This pocket–sized summary is for all users of MAPPER
systems. It is a handy reference that covers MAPPER
functions (including fast–access functions), word
processing functions, run statements, function and
statement options, color graphics codes, and reserved
words.

*MAPPER Software Level 33R1, SCHDLR Programmer's
Reference,* UP–11616

This manual is for COBOL and MASM programmers who
want to use the SCHDLR interface. It provides the
procedures and coding needed for a COBOL or MASM
program to interface with the MAPPER system. This
manual assumes you have knowledge of COBOL, MASM,
and TIP transaction processing.

MAPPER Software Level 33R1, Release Description,
UP–10786.7

This manual is for site administrators. It describes the
new level of MAPPER software (including new features),
compatibility with other software and hardware, and any
restrictions that apply. It also lists the contents of the
release tape and gives information about product support.

☐   *MAPPER Software Level 33R1, Installation Guide,*
    UP–10786.8

    This manual is for system analysts who install and
    maintain MAPPER systems. It describes hardware and
    software requirements; the contents of the release tape;
    and procedures to install, configure, start, verify, and
    generate MAPPER software level 33R1. It also details
    all MAPPER start parameters.

OPTIONAL MANUALS

The following manuals are not part of the standard MAPPER
library and must be ordered separately.

☐   *MAPPER Software Level 33R1, Quick Reference,*
    UP–11628

    This summary is for all users of MAPPER systems. It is
    a handy, laminated reference that covers MAPPER
    functions (including fast–access functions), word
    processing functions, run statements, function and
    statement options, color graphics codes, and reserved
    words.

☐   *MAPPER Software Level 33R1, Learning About
    Functions,* UP–11630

    This manual supplements the *MAPPER Software Level
    33R1, Software Reference,* UP–9193.5. It tells how to
    select, execute, and cancel MAPPER functions, and
    discusses the different MAPPER screens you see while
    using MAPPER software. A reference table groups
    functions by topic, such as printing or graphics.

☐ *MAPPER Software Level 33R1, Using an IBM 3270 Terminal,* UP–11632

This manual tells how to use MAPPER software from an IBM 3270 series terminal (or equivalent). It shows examples for signing on to the MAPPER system and using MAPPER software in one of the two modes of operation, native or UTS emulation. It also lists considerations for MAPPER run design and word processing.

NOTE: If your site indicates that it uses IBM 3270 series terminals, one copy of this manual accompanies the standard MAPPER library.

Other MAPPER Software Manuals

The following are other MAPPER software manuals available if the feature is installed at your site:

☐ *A Guide to Managing Your MAPPER 1100 System, MAPPER Admin Level 1R1,* UP–11604

This manual helps both novice and experienced MAPPER system coordinators use the MAPPER Admin tools to effectively administer and maintain their MAPPER site.

☐ *MAPPER Admin Level 1R1, Release Description,* UP–11605.1

This manual is for site administrators. It describes the MAPPER Admin feature, compatibility with other software and hardware, and any restrictions that apply. It also lists the contents of the release tape and gives information about product support.

☐ *MAPPER Admin Level 1R1, Installation Guide,* UP–11605.2

This manual is for system analysts who install and maintain the MAPPER Admin feature. It describes hardware and software requirements; the contents of the release tape; and procedures to install, configure, start, verify, and generate the MAPPER Admin feature.

☐ *MAPPER/RDMS Interface (MRI) Level 1R1, Release Description,* UP–11603.1

This manual is for site administrators. It describes the MAPPER/RDMS Interface (MRI) feature of MAPPER software, hardware and software compatibility requirements, and any restrictions that apply. It also lists the contents of the release tape and gives information about product support.

☐ *MAPPER/RDMS Interface (MRI) Level 1R1, Installation Guide,* UP–11603.2

This manual is for system analysts who install and maintain the MAPPER/RDMS Interface (MRI) feature. It describes hardware and software requirements; the contents of the release tape; and procedures to install, configure, start, verify, and generate the MRI feature.

1. Introduction

This section introduces you to MAPPER word processing. It explains what word processing is, how to use this manual, what this manual contains, and enhancements for level 33R1.

This section covers:

☐ How to Use This Manual

☐ What Is MAPPER Word Processing

How to Use This Manual

This manual uses style conventions to make it easy for you to recognize important terms, functions, variables, and symbols. These conventions are reviewed here.

CAPITALIZATION

These items appear in uppercase (or capital) letters:

☐ MAPPER function calls. For example, Word Processing (WP) and Locate (LOC).

☐ Word Processing commands and control parameters. For example, WP ADJPRT and PRTSPACE.

Anything you type on your screen can be entered in uppercase or lowercase letters. For example:

HELP,WP can be typed as **help,wp**

CHARACTERS

Some characters are used for special reasons in this manual. Here are the characters and their meanings:

[ ] are used around optional entries. If you want the option, do not type the brackets, just the characters inside them.

▟ represents the cursor on your screen. This indicates where you type information.

▶ is the Start of Entry (SOE) character on your screen.

COLOR

User input is shown in color.

ENTER AND RESUME

"Enter" means type the necessary information and press
XMIT. Press **F1** means "Resume", or enter rsm.

ITALICS

Italics are used to indicate values that change, depending on
the circumstances. For example, the letter N (*n* or *N*)
means numeral (*nn* calls for two digits, *nnn* for three, etc);
in date formats *yy* or *YY* means "year", *mm* or *MM* means
"Month", and *dd* or *DD* means "day."

Words that are in ***bold italics*** are key terms and defined in
the Glossary.

KEY NAMES

The key names used in this manual are based on the UTS 400
style keyboard. If you need definitions for keys other than
those on the UTS 400 style keyboard, refer to your terminal
documentation.

SCREEN ILLUSTRATIONS

Screen illustrations in this manual are identical to the screens
you see, with these exceptions:

☐   Line 1 information may vary (see the *MAPPER Software
    Level 33R1, Software Reference*).

☐   Report numbers may be different, depending on how
    many users are using the demonstration data base at the
    same time.

☐   Mode numbers and form types may vary, depending on
    where the demonstration data base resides at your site.

MANUAL OVERVIEW

Here is a brief overview of the rest of this manual:

Section 2. Getting Started gives information on word processing control parameters, control characters, and commands. It also contains an exercise to create a word processing report using EZWP.

Section 3. Locating and Changing Data gives information on locating and changing words and phrases using several word processing commands.

Section 4. Working With Documents gives information on standard document features, such as indexes, table of contents, and page numbering.

Section 5. Cutting and Pasting explains how to move text from one report to another report or result on display.

Section 6. Glossaries explains what a glossary is, and how to create, and use one.

Section 7. Text Editing/Report Formatting explains methods for editing your text and formatting your reports.

Section 8. List Merge (LM) explains how to create a form letter by extracting lines or fields from an issuing report and merging them into a receiving report.

A. Using UNADS gives information on producing high quality documents with MAPPER word processing using the UNIVAC Automatic Documentation System (UNADS).

B. Word Processing Assist Code gives information on downline loading preprogrammed code and how to use the appropriate function keys.

What Is MAPPER Word Processing?

MAPPER word processing is a group of functions that process text to create documents, memos, and any kind of report containing textual data.

You use commands to prepare and structure your reports for printing, and to convert characters from uppercase to lowercase letters or vice versa. You use control parameters to structure the text's format on the page, and control characters in the body of the text to control the text's inner structure.

You can use MAPPER word processing on any supported SPERRY terminal.

2. Getting Started

This section gives information on word processing control parameters, control characters, and commands. It also contains an exercise to create a document using EZWP, a method of processing reports that contain no control characters.

This section covers:

☐ What Word Processing Can Do

☐ What You Need to Know

☐ Word Processing (WP)

☐ Interactive Word Processing

☐ Setting and Changing Margins/Tabs

☐ WP Control Parameters

☐ WP Control Characters

☐ WP Commands

☐ Examples

What Word Processing Can Do

Word processing is a powerful tool for manipulating text of all kinds. This section briefly describes some of the capabilities of the MAPPER Word Processing (WP) function.

With MAPPER word processing you can:

☐ Create memos, letters, outlines, and other kinds of text–based reports.

☐ Indent whole paragraphs, or set off whole paragraphs with one or more characters or words (bullet items).

☐ Use "boilerplate" or "canned" paragraphs.

☐ Merge data from a standard MAPPER report with text in a form letter skeleton.

☐ Emphasize text with bolding, underlining, and strike–through.

☐ Define up to five tab settings (racks) to handle different types of outlining or data columns.

☐ Locate words and phrases.

☐ Cut, paste, delete, and move portions of text.

☐ Create documents with automatic title page, table of contents, and index creation.

☐ Number sections and subsections automatically.

☐ Include header and footer lines on every page or selected pages, and change them throughout the report.

☐ Create figures and tables that are automatically numbered and also appear in separate sections of the table of contents.

- [ ] Reprocess selected pages only, in case you need a small change on a page.

- [ ] Use abbreviations as you type and have them subsequently changed to the words you defined.

- [ ] Change text to all uppercase or lowercase.

- [ ] Send reports to a printer containing preprinted forms, and have only selected portions of text printed.

- [ ] Combine several reports in any order for further word processing, printing, or even standard MAPPER report processing.

- [ ] Create up to four columns of text in a report.

For a detailed explanation of these functions and others, see the sections that follow.

What You Need to Know

Before you try to use the MAPPER word processing function, it is extremely important to know some basic MAPPER functions and concepts. If you follow the suggestions below, you will find MAPPER word processing fast and easy to use.

Before continuing on, refer to the *MAPPER Software Level 33R1, Software Reference,* for an explanation of the following terms:

transmit
mode
form type
RID
control line
line 1
line type
cursor
caret
logo
result
function request message
fast access
free–form full character set (FCS)

You should also know how to:

position cursor at home position
erase to end of line
sign on and off
display a report
release the screen
repaint the screen
tab forward and backward
roll through a report
get to a certain line in a report
get back to the beginning of a report
update a report (SOE update)
add lines

delete lines
duplicate lines
insert and move lines (optional)
redisplay control line
add a report
delete a report
duplicate a report
replace a report
switch modes
use on–line Help

Other functions that will help you:

Index (I)
Index User (IU)
Locate (LOC)
Change (CHG)
Auxiliary (AUX)
Print (PR)
Retrieve Report (RET R)
Result (RSLT)
Resume (RSM or F1)
Send (SEND)
Station–to–Station message (SS)
acknowledge a message (OK)

The more time you spend on these basic MAPPER functions,
the faster you'll learn MAPPER word processing.

Word Processing (WP)

The Word Processing (WP) function collects and processes textual data in free–form full character set (FCS) reports.

You enter control parameters, tabulation–margin indicator lines (tab racks), and control characters to format the text.

Enter your text and control characters and parameters either with standard MAPPER Start of Entry (SOE) updating or through "interactive" word processing.

Interactive word processing offers a number of advantages over standard SOE updating. These advantages include the automatic adding of lines and the availability of several special word processing commands. You will find more information about interactive word processing in the subsection to follow.

Your MAPPER system coordinator can set up a word processing form type for you with headers and predefined lines, like this:

```
.DATE 01 AUG 86  12:34:56  RID    1    01 AUG 86   JDOE
.Word processing report:
* PAGETOP□10 PAGEBODY□58 MARGINS□L PRTSPACE□1 INDENT□5
*==============================================================================
~........[.................................................]..........
                     ..... END REPORT .....
```

How to Access Word Processing

If the report or result is not on display, enter:

WP

The function request message appears. Type the report number and form type of the report you want to use.

You enter interactive word processing with your report on display at the first line following the header–divider (✱ =) line.

Fast Access

If the report or result is on display, enter:

WP

You enter interactive word processing with your report on display at the first line following the header–divider line, or at the line that was at the top of the screen before the call.

Or,

If the report or result is not on display, enter:

WP *rt*

where:

rt   is the report number and type.

You enter interactive word processing with your report on display at the first line following the header–divider (✱ =) line.

To process the displayed report with a specific command, enter:

WP *command*

where:

command is the command you specify.

NOTE: In interactive word processing you need not type "wp" before the command.

Examples

To get the function request message or to work in report/result on display: **WP**

To work in RID 5H: **WP 5H**

Enter **wp** to display the function request message:

```
                    WORD PROCESS REPORT

                         RID ▨
                        Type
                        Command
```

In field:	Enter:
RID	the report number of the report to be processed
Type	the form type
Command	a word processing command or HELP. (See the "WORD PROCESS Commands" table in this section for a list of the commands.)
	If you enter a word processing command, you won't enter interactive word processing. The system processes the report as specified and displays the result.

Interactive Word Processing

Interactive word processing provides more versatility in processing words and documents through a greater range of commands.

Interactive word processing handles both the entries you make in the control line and the updates you make to your report when you transmit. You can use some special word processing commands and let your lines of data wrap until you are ready to transmit. After updating, the screen automatically rolls and displays only the last several lines you entered. (You can use the SV command or the SV parameter if you want more lines or fewer lines to remain on the screen.) If you type beyond the END REPORT line, the system automatically adds 99 lines for you.

Why use interactive word processing?

☐ You don't need to enter an SOE (▶) to update your text (except when adding, deleting, duplicating, inserting, or moving lines, where you must use the SOE in the standard calls (e.g., ▶]1+, ▶]1–)).

☐ Several very useful commands are valid only in interactive word processing.

☐ If your terminal can downline load, you can use the DLLWP function to increase your speed in interactive word processing even more.

EZWP WORD PROCESSING EXERCISE

Before you read further, try the following easy exercise. This exercise will make understanding the rest of this section much easier. The exercise uses EZWP, a method of processing reports that contain no control characters.

1. Call your coordinator to make sure that your sign-on is open for word processing. Sign on.

2. Make sure you are in the demonstration mode.

3. Add a report by entering **ar h**. (Note that type H in the demonstration mode is a free-form full character set (FCS) form type.) Free-form FCS types have no tab codes and allow both uppercase and lowercase letters. You will need to use a free-form FCS form type in your own department's mode when you are ready to use word processing for your own work.

    Write down the RID number of the added report.

    NOTE: If you forget the report's RID number, you can index the form type to display a result containing the first few lines of each report, as well as the report's RID number. The format to index the form type with your user-id only is **IU** *qt,* where *q* is the number of lines to display and *t* is the type (A through I) to index. For example, **IU 2H** displays a result showing the first two lines of each report that has your user-id in type H.

4. You should see some WP control parameters in the header (e.g., MARGINS, PAGEBODY...). If you do not see them, go on to step 5. Otherwise, move the cursor down to the line containing the control parameters, type an SOE, then position the cursor two spaces after the last parameter on the line and enter **ezwp:y**. Press **XMIT** to update the report.

5. You are now ready to enter interactive word processing.
    With your report on display, enter **wp**.

    If no WP control parameters appear in the header, a
    screen is displayed that starts with "Transmit with cursor
    over the N, if you want to use EZWP, enter Y or T";
    enter a **y** to have the system insert the EZWP parameter
    in the header of the report. Press **XMIT**. If a screen is
    displayed asking for a description of the report, type in a
    description such as "Practice WP report" and press **XMIT**.

    Note that the far right entry in the control line reads:

    WP CMD▶

    The MAPPER system is telling you that you are in
    interactive word processing.   (If you want to exit
    interactive word processing, press **F3**.)

6. Now that you are in interactive word processing, you can
    type text. But first, look at the tab rack near the top of
    the screen:

    ~...[....т....т....т.................т..........]....

    The brackets in the tab rack indicate margin settings.
    You can change the margins by moving the brackets to
    the right or left. This resets the margins to where you
    want them. (To move the brackets, use the **INSERT** and
    DELETE keys, or erase and type over characters on the
    tab rack.)

7. Since you're using the EZWP feature of word processing in this exercise, you can type your text in one of two ways, or use a combination of both:

TYPE:	LATER PROCESSING:
A character in column 1 or 2	Adjusts your text within the margins set in the tab rack.
No character in column 1 or 2	Leaves the line exactly as you typed it.

You can combine text you want to remain frozen (leave spaces in columns 1 and 2) with text you want adjusted to the margins (start typing in column 1 or 2). In other words, you can have some lines in your report remain as typed and other lines adjusted to the margins.

Type your text and be sure to press **XMIT** before going on to the next step. (See "Tips on Entering Data" under "Interactive Word Processing" in this section.)

8. Whenever you want to see how your text looks, tab back to the WP CMD field and enter *adj*. The ADJ command partially formats your text and creates a temporary result. Don't make changes to the result. Go back to the original report first by entering *rt*, where *rt* is the report number and type of the report.

9. Do you want to get a copy ready for printing? You must first make sure that you have adjusted your report using the ADJ command.

Position your cursor somewhere in the control line (if it is not already there) and enter *prt*. You get a result that is ready for a printer. Do **not** replace your report with the PRT result; either roll through to check it or print it.

Be sure to enter **Y** in the DELETE HEADERS field whenever you are sending your report to an auxiliary printer. This deletes the .DATE line and the ...END REPORT... from the printed copy.

TIPS ON ENTERING DATA

Listed below are items to consider while typing text.

☐ Make sure your report is in a free–form full character set (FCS) type.

☐ Type control characters as you type in your text. If you're using EZWP, you don't need control characters. However, if you want to use them, start the text or control characters in column 1 or 2. When you use the ADJ command, MAPPER software processes the control characters.

☐ Transmit at the end of the new data; the screen rolls automatically.

☐ When you reach the END REPORT line, erase it and keep typing. When you transmit, the system automatically adds 99 lines along with the new data. The display returns with the last several lines of your input positioned at the top of the screen, ready for further input.

☐ Each time you transmit, MAPPER software updates new data directly in the report or result.

☐ Use regular functions for updating, adding, deleting, inserting, duplicating, and moving lines (e.g., SOE UPDATE, ADD LINE, DELETE LINE, INSERT LINE, DUPLICATE LINE, and MOVE LINE). You don't need to use SOEs with the SOE UPDATE function. You can, however, use them to isolate data you have updated and want transmitted. (Only that part of the screen from the cursor back to the nearest SOE gets updated into the report.)

☐ Type interactive word processing commands in any field in the control line, provided that you erase the rest of the control line.

☐ If text on display contains no tab characters and you press **TAB BACK**, the cursor moves to the WP CMD· field in the control line, ready for you to enter a command.

Press **F3** or enter exit to exit interactive word processing. The standard MAPPER system control line reappears, along with the report or word processing result you were working on in interactive word processing.

HELP TOPICS/ERROR MESSAGES ASSISTANCE

You can get help anytime from interactive word processing. Enter help to display a summary of all parameters, commands, and control characters. The top of the screen displays a menu of topics to choose from for more information.

Enter the letter for the topic you want to read about, and a paragraph or two about the topic appears at the top of the screen. Your report appears below this information. You can update your report even with the HELP topic on display. The HELP information disappears when you press **XMIT**.

The first two items on the menu show step–by–step instructions for creating a memo. Try creating a memo by entering a (or b if you are using EZWP) after the interactive HELP screen appears. Simply follow the directions at the top of the screen.

If you get an error message and there is a ? in column 1 of the error message, press **CURSOR TO HOME** and **XMIT** to display more details about the error and possible problems in your text. Press **XMIT** again to redisplay your report.

Setting and Changing Margins/Tabs

Whenever the ADJ command encounters a tab rack, it resets the margins for the text that follows.

Here's a standard tab rack:

~........[.....T......T...........................]....

where:

[indicates the left margin

T   indicates the tab stop (to position text at tab stops, use ~t control characters [see the table "WORD PROCESS Control Characters" in this section])

]   indicates the right margin

Simply move the brackets and T's to where you want margins and tab settings, then press **XMIT** to update the report.

WP Control Parameters

Control parameters, along with control characters, structure the text.

Enter control parameters anywhere in the report headers between the .DATE line and the header–divider (✱ =) line.

You must have a tab character (☐) or colon (:) after each parameter.

To disable a control parameter, erase the tab character (☐) or colon (:).

These are the basic control parameters:

PAGETOP☐01 PAGEBODY☐58 MARGINS☐L PRTSPACE☐1 INDENT☐5

These are the only control parameters you need to know for most word processing reports.

The following table lists all word processing control parameters, and is meant to be a reference. You need not study them when you are first learning word processing. Later, when you're ready for more advanced word processing, study the table and be sure to look at the on–line examples in the demonstration mode.

WORD PROCESS Control Parameters

Parameter:	Action:	Default:	Online example ✦
APPENDIX☐ *	next section (∼1) is first appendix.	n/a	
BULLET☐*n*	tab character number *n* is left margin of indented paragraph (use with ∼m).	1	
CONTROL☐＿ †	use underscore (＿) as control character instead of tilde (∼).	∼	
DOCUMENT☐*x, y,z,a,b,c* †	set document parameters: *x* =with title pages (**Y** or **N**); *y* =create index (**Y** or **N**); *z* =first section number; *a* =page breaks on chapter breaks (**Y** or **N**); *b* =level number through which to force titles to uppercase; *c* =level number through which to bold titles.	Y, Y, 1, Y, 0, 0	9H
EZWP☐*x*	process reports that may have no control characters: **Y** or **N**.	N	2H
FOOTER☐*x*	include footer line: *x* =**Y** or **N**.	Y	
FORMAL☐*x,y,z* a,b,c †	center level 1 titles, left–justify level 2 titles, omit section numbers; let TOC command create table of contents: *x* =with title pages (**Y** or **N**); *y* =create index (**Y** or **N**); *z* =first section number; *a* =page breaks on chapter breaks (**Y** or **N**); *b* =level number through which to force titles to uppercase; *c* =level number through which to bold titles.	Y, Y, 1, Y, 0, 0,	

(continued)

Parameter:	Action:	Default:	Online example ✦
GLOSSARY☐*rt* †	use glossary report in *rt:* *rt* =report number and type.	n/a	5H,6H
HEADER☐*x*	include header lines: *x* =**Y** or **N**.	Y	
INDENT☐[-]*n*	indent line *n* spaces from left margin at ~i control characters: *n* =number of characters.	5	3H,13H,14H
LPP☐*n*	set *n* lines per page (device must be able to handle 60+ lines per page).	60 ††	
MARGINS☐*x*	*x* –justify text: *x* =l (left); r (right); e (even); f (freeze); c (center).	left**	3H,4H
NEWHEAD☐*x* *	Use the following lines for header lines (***/** in columns 1 and 2 and footer lines (*****) from this point on). If no header or footer lines are defined after NEWHEAD, or if NEWHEAD is set to N, it deletes headers and footers from that point on. When the system creates the index, it uses the original headers and footers. For additional information see, "NEWHEAD" in Section 7.	N	
NOCR☐*x* †	Use standard updating, insert no carriage returns (~~) in blank lines, *x* =**Y** or **N**.	N	

(continued)

Parameter:	Action:	Default:	Online example ✦
OUTLINE☐ **＊**	A space following the tab set zeros out all current numbering and lettering. Use it to restart numbering from 1 and lettering from A.	clear	15H
OUTLINE☐ N*n* A*n* n*n* a*n* OUTLINE☐ R*n* A*n* n*n* a*n*	Specify format of outline: *n* =1–9 and indicates the level of the outline for ~ N (numbers), ~ A (uppercase letters), ~ n (another level of numbers), and ~ a (lowercase letters). R in place of N creates Roman numerals.	N1A2n1a3	15H
PACK☐*x*	Removes extra spaces from between words: *x* =**Y** or **N**. Leaves (or places) two spaces after periods, colons, question marks, and exclamation points, as long as there is at least one space already following them.	N	
PAGE☐*n*	first page is number *n*: *n* =page number (use for starting page other than 1).	1	
PAGEBODY☐*n*	set page body to *n* lines per page, where *n* is a one– or two–digit number. *n* may not exceed 60 (or the value of the LPP parameter, or the value set for your MAPPER system), less the value of PAGETOP, less the number of header and footer lines (＊/,＊\) in the report (or less 1 if you're not using headers and footers).	58	3H,4H

(continued)

Parameter:	Action:	Default:	Online example ♦
PAGETOP☐*n*	insert *n* blank lines at top of each page (below header lines), where *n* is a one- or two–digit number.	0***	3H,4H
PRINTOFF☐*x*	do not print text inside ~o control characters: *x* =Y or N (see also ~o in next table).	N	
PRTSPACE☐*n*	*n* –space between lines: *n* =1 (single); 2 (double); 3 (triple); 4 (quadruple).	1	3H,4H
RELEASE☐*x* †	allow carets (^) in text: **Y** or **N**. (Not supported with an IBM terminal.)	N	
SCREEN☐*x* †	convert control characters to emphasis and FCC characters at entry to interactive word processing: *x* = **Y** or **N** (no need to press **F15**).	N	
SECTION☐ *	clear section numbers: start again at 1 (see also ~*n* in next table).	clear	
SPACE☐*x*	interpret character *x* as space (after processing with PRT command).	`	
SV☐*n* †	save *n* lines at top of display after each update (if *n* =0, do not roll on transmit).	8	13H
UNADS☐*x* †	insert UNADS commands: *x* =**Y** or **N**.	N	
UNADS☐*x* ,[H] †	insert UNADS commands, including UNADS freeze characters ([H]), on every line.	N	

(continued)

WORD PROCESS Control Parameters (continued)

Parameter:	Action:	Default:	Online example ✦
WCLIST☐*rt* †	WORD CHANGE or WORD LOCATE target list: *rt* =report number and type. Use with WCL and WLL commands.	n/a	
WORDWRAP☐*x*	wrap lines: *x* =**Y** or **N**.	Y	
*/	header data (also see NEWHEAD).	n/a	
*\	footer data.	n/a	

☐ =   *tab character.*

*   *Insert this control parameter in a ~p line (see the table "WORD PROCESS Control Characters" in this section).*

**   *The individual control characters ~l, ~r, ~e, ~f, and ~c override this control parameter (see the table "WORD PROCESS Control Characters" in this section). Defaults to left as long as you have a tab rack; otherwise, text remains frozen.*

***   *0=center one–page report vertically on page according to either the number of lines per page set for your system, or the value of LPP parameter.*

†   *Must appear in header.*

††   *Or the value set for your MAPPER system.*

✦   *Look in these reports (in the demonstration mode) for examples that use these control characters.*

WP Control Characters

Control characters control the body of the text. Put control characters anywhere in the text of a report.

Control characters consist of a tilde (~) and another character. When entering control characters, be sure that the tilde and the associated character are on the same line. The most basic control character is ~~ (carriage return). Use ~~~~ to get a blank line between paragraphs. This is the only control character you will need to make a basic block paragraph style report.

The following table lists all of the control characters, and is meant to be a reference. You need not study them all when you are first learning word processing. Later, when you're ready for more advanced word processing, study the table and be sure to look at the on-line examples in your demonstration mode.

WORD PROCESS Control Characters

Characters:	Action:	Example *
~ A ~ a	alphabetize following items/paragraphs with uppercase or lowercase letter as indicated. Unless you change the hierarchy with the OUTLINE parameter, uppercase letters start at the first tab set, with the text starting at the second tab set. Lowercase letters start at the second tab set, with the text starting at the third tab set.	15H
~ B	start bolding.	19H
~ b	end bolding.	
~ c	center preceding text between margins, then start new line.	3H, 4H

(continued)

Characters:	Action:	Example *
~ e	expand line to right margin, then start new line.	3H, 4H
~ f	freeze line (i.e., leave the following text as is).	3H, 4H
~ g,*n*	next *n* lines contain figure (figure receives title after PRT and appears in table of contents).	20H
~ H	start highlighting (for use only with a downline loaded UTS 400 terminal [with the **F15** key].)	
~ h	end highlighting (for use only with a downline loaded UTS 400 terminal [with the **F15** key].)	
~ i	indent line as specified in INDENT control parameter.	3H, 4H, 14H
~ l	left–justify preceding line, then start new line.	3H, 4H
~ m	indent following paragraph at first tab stop (you can use these control characters to bullet items, e.g., []~ m*text* ~ ~ , where [] is a bullet).	14H
~ N ~ n	number following paragraph at left margin and start text at first tab stop, or as specified in the OUTLINE☐N*n* A*n* n*n* a*n* parameter. If you specify two levels of numbers, enter ~ N and ~ n to coincide with levels N and n in OUTLINE. (For Roman numerals, use ~ N, not ~ R).	15H
~ *n*	number sections/subsections, where *n* is a heading level number from one to five (except for documents, numbers are left justified and are not preceded and followed by blank lines) (see also "Parts of The Document" in Section 4).	9H

(continued)

WORD PROCESS Control Characters (continued)

Characters:	Action:	Example *
~o	omit (i.e., do not print) words inside these control characters, if PRINTOFF parameter = Y (Use in pairs, e.g., ~o DON'T PRINT THIS~o).	
~p †	this line is not part of the text. It contains control parameters and comments (invoked by PC command [see the "WORD PROCESS Commands" table in this section], or by entering ~p starting in column 1 then parameters to change, a comment, or both).	14H
~q †	next word is auxiliary command (not counted as data).	
~r	right–justify preceding line, then start new line.	3H, 4H
~t	start following text at next tab stop.	14H
~U	start underlining.	19H
~u	end underlining.	
~V	vertical line for boxes (for use only with a downline loaded UTS 400 or UTS 40 terminal [with the F15 key].)	
~v	corner of box (for use only with a downline loaded UTS 400 or UTS 40 terminal [with the F15 key].)	
~X	start strike–through.	
~x	end strike–through.	
~z,n	next n lines contain table (table receives title after PRT and appears in table of contents).	20H
~space †	insert edit bar (|) on this line in PRT result.	

(continued)

Characters:	Action:	Example *
~ ~	carriage return, e.g., start text on new line (if you want a blank line, use two consecutive new line control characters [~ ~ ~ ~]).	3H, 4H
~ . †	this line is a tab rack (see also "Setting and Changing Margins/Tabs" in Section 2).	
~ / †	start new page here (insert these characters wherever you want).	17H
~ /[n] †	conditionally break page; if the following n lines won't fit on this page, start new page here.	17H
~ *	break page (MAPPER software inserts these control characters after adjusting; if you enter them manually, that line is deleted during the ADJUST).	
~ – †	break chapter (ADJUST inserts these control characters).	
~ =	LIST MERGE control character for inserting list data.	
~ &	LIST MERGE control character for listing parts of all tab lines.	

* Look in these reports (in the demonstration mode) for examples.

† The tilde (~) must be in column 1. Do not enter textual data on these lines.

WP Commands

Interactive: some interactive commands interpret the control parameters and control characters typed in the report, and process the report as specified. Other interactive commands convert uppercase letters to lowercase letters, or vice versa, or position the report to a specified page.

Type interactive word processing commands in any field in the control line, being sure to press **ERASE TO EOL** after entering the command; or enter these commands in the WP CMD field.

Non–interactive: to process a report that already has control parameters and control characters, display the report and enter a word processing command using this format:

WP *command*

where *command* is one of the commands in the table "WORD PROCESS Commands" in this section.

NOTE: Commands listed below that are followed by one asterisk (✱) never need to be preceded by "WP." For example, to change "abc" to "def" throughout the report, type **CHG ;/abc/def/.**

Commands you should learn first are ADJ, PRT, ADJPRT, ADJREP (interactive only), and INS (interactive only).

The following table lists all word processing commands, and is meant to be a reference. You need not study them all when you are first learning word processing. Later, when you're ready for more advanced word processing, study the table and be sure to look at the on–line examples in the demonstration mode.

WORD PROCESS Commands

Command:	Action:
ADJ	adjust text from control parameters and control characters.
ADJDOC *(doc)*	execute ADJ and DOC commands in one step.
ADJREP *(ia)*	execute ADJ and REP commands in one step.
ADJPRT	execute ADJ and PRT commands in one step.
BACKUP *(ia)*	display result showing report as it was at beginning of session.
CHG ;*/tgtstr / replstr /**	change the specified target string to the replacement string.
CUT*	enter cut control. Exiting CUT returns you to WP RID (interactive).
DGG,*x* *(ia)*	display item *x* from global glossary.
DOC *(doc)*	produce complete document with title pages, table of contents, main body text, and index.
FRONT *(doc)*	create front pages.
G,*x* ** *(ia)*	copy item *x* from glossary.
GG,*x* ** *(ia)*	insert item *x* from global glossary.
GGI *(ia)*	create index of global glossary items (press **F2** to redisplay the report).
GI *(ia)*	create index of glossary items (press **F2** to redisplay report).
GLOSSARY,*rt* *(ia)*	establish/change glossary reference to *rt,* where *rt* is report number and type (or M *npw rt* where *npw* is mode number and password, to define a glossary in another mode).

(continued)

Command:	Action:
HELP	display summarized description of commands and control characters used in interactive word processing.
$INCL$	combine the reports specified in the $INCL$ commands that start in column 1 of the report on display, and create a result for further word processing. Reports to be included must reside in the same mode as the report containing the $INCL$ commands. Tab racks defined at the beginning of reports are not included; however, embedded tab racks are included. Please refer to the Software Reference for more information about $INCL$ commands. See RID 21H for an example. (Not available in interactive word processing.)
INDEX *(doc)*	create index.
INS[*n*]** *(ia)*	insert *n* lines (up to 99). (Default=1).
L*	display the control line.
LOC *tgtstr**	locate the specified target string (tgtstr).
LOWER**	convert text to lowercase [from front of display to cursor *(ia)*].
MC	create up to four columns of text, specified by multiple sets of brackets in the tab rack (use the MC command **after** using ADJPRT). The leftmost set of brackets determines the width of all columns. You only need to mark the beginning ([) of the other columns. You cannot use MC with the EZWP control parameter. $\sim$ B($\sim$ b), $\sim$ U($\sim$ u), and $\sim$ X($\sim$ x) are not available with multiple column processing. See RID 18H for an example. (Not available in interactive word processing.)

(continued)

Command:	Action:
MMM (*ia*)	display a calendar for a month in years 1900 through 2099. Format: **MMM** [[*yy*]*yy*], where **MMM** is the common three letter abbreviation for the months January to December (JAN – DEC), and [[*yy*]*yy*] is the year. If you leave all four digits for the year blank, the system assumes the current year. If you leave just the first *yy* blank, the system assumes 19.
NOCR *(ia)*	do not insert ~~ characters in blank lines on update.
PC** *(ia)*	insert ~ p line for changing parameters or for comments.
PG,*n*	position to top of page *n* (use only after the ADJ command has inserted page numbers).
PR	print report on system printer (the system deletes the .DATE and END REPORT lines). (Not available in interactive word processing.)
PREP[,*x*]	prepare report for word processing: insert some basic control parameters, a tab rack, and control characters throughout report to save any blank lines that existed before PREP (optionally, insert type *x* control characters in every line in result, where *x* may be C [center]; F [freeze]; L [left]; R [right]; E [expand]; or ~ [carriage return]).
PROOF	display report with ~ U...~ u changed to underline, ~ B...~ b changed to bold, and ~ X...~ x changed to strike–through (on UTS 30, 40, and 60 terminals). WP PROOF looks for tilde (~) as the control character (~ B). WP PROOF,_ looks for underline (_) as the control character (_B). (Not available in interactive word processing.)

(continued)

Command:	Action:
PRT[,*n*]	display result ready to print, or produce only page *n* (use on adjusted [ADJ] report).
PRT[,*n* |,*n* −*n*	,*c* −*n* |,*c* −*n* −*c* −*n*] *(ia)*	produce result ready to print (*n* = only page *n*, *n* −*n* = page *n* through page *n*; for documents, *c* −*n* = only chapter *c* −page *n*, *c* −*n* −*c* −*n* = chapter *c* −page *n* through chapter *c* − page *n*).
REP *(ia)*	replace report.
RETURN *(ia)*	after a BACKUP, return to most recent version of report.
SEC,*n.n...*	display document starting at section *n.n* (up to fifth level subsection number).
SP *word* *	check the spelling of *word*.
SV,*n* *(ia)*	save *n* lines at top of display after each update (default=8 lines. Blank or 0=no roll).
TOC *(doc)*	create table of contents.
TR[,*n*]** *(ia)*	insert tab rack number *n*, where *n* can be from one to five.
UPPER**	convert text to uppercase [from front of display to cursor *(ia)*].
WC,*x,y,...* *	execute the Word Change function: change all *x* words to *y*.
WCL[,*rt*] *(ia)*	execute the Word Change function: change words specified in *rt* (report number and type) or in the report defined by WCLIST parameter.
WCLREP[,*rt*] *(ia)*	execute the Word Change function: change words specified in *rt* (report number and type) or in the report defined by WCLIST parameter, and replace report.

(continued)

Command:	Action:
WL,*x*,... **	execute the Word Locate function: locate all occurrences of word *x*.
WLL[,*rt*] *(ia)*	execute the Word Locate function: locate all words specified in *rt* (report number and type) or in the report defined by WCLIST parameter.

*   *From non–interactive word processing, do not enter WP before the command; enter the command as stated.*

**   *After entering these commands, position the cursor in the text where the command is to be executed and transmit.*

(doc)   *For documents.*

(ia)   *Interactive only.*

Examples

The following sequence of examples demonstrates how WP
commands can process prepared text.

1. Report with inserted control parameters, tab rack, and
    control characters:

```
 LINE▶        FMT▶    RL▶▨ SHFT▶        HLD CHRS▶      HLD LN▶      ▶      fcs     ▶
.DATE 01 AUG 86  12:34:56  RID    1   01 AUG 86  JDOE
.Word processing report:
* PAGETOP☐10 PAGEBODY☐58 MARGINS☐E PRTSPACE☐1 INDENT☐5
*================================================================================
~.........[.................................................................].........


          EXAMPLE OF A CENTERED HEADER~c
  ~f           Example of a frozen line
          Example of an expanded line~e
          Example of a left-justified line~l
          Example of a right-justified line~r


~iAaaaa b c dddd eeeeeee fff gggggg hhh iiiii jjjjjjj k lllllll mmmmmm nn oooooo
pppp qqqqq rrrrrr ssss tt u vvvvv wwwwww xxxxxx yyy z aaaaaa.

                    ..... END REPORT .....
```

2. Result after WP ADJ is performed on the preceding report:

```
 LINE▶       FMT▶   RL▶▨ SHFT▶      HLD CHRS▶     HLD LN▶    ▶ �nnnRESULTnnn ▶
.DATE 01 AUG 86  12:34:56  RID    1   01 AUG 86  JDOE
.Word processing report:
* PAGETOP☐10 PAGEBODY☐58 MARGINS☐E PRTSPACE☐1 INDENT☐5
*=============================================================================
~.........[....................................................]..........
                        EXAMPLE OF A CENTERED HEADER~c
  ~f          Example of a frozen line
           Example of an expanded line~e
           Example of a left-justified line~l
                                   Example of a right-justified line~r
              ~lAaaaa b c dddd eeeeeee fff gggggg hhh iiiii jjjjjjj k
           lllllll mmmmmm nn oooooopppp qqqqq rrrrrr ssss tt u vvvvv
           wwwwww xxxxxx yyy z aaaaaa.~~

                   ..... END REPORT .....
```

3. Result after WP PRT is performed on the preceding adjusted result:

```
LINE▶       FMT▶    RL▶▨ SHFT▶      HLD CHRS▶     HLD LN▶     ▶ ⌐⌐⌐RESULT⌐⌐⌐ ▶
.DATE 01 AUG 86   12:34:56  RID    1   01 AUG 86  JDOE




                        EXAMPLE OF A CENTERED HEADER
                Example of a frozen line
        Example           of          an          expanded           line
        Example of a left-justified line
                             Example of a right-justified line
                Aaaaa  b c dddd eeeeeee fff gggggg hhh iiiii jjjjjjj k
        lllllll   mmmmmm  nn oooooopppp qqqqq rrrrrr ssss tt u vvvvv
        wwwwww xxxxxx yyy z aaaaaa.

                    ..... END REPORT .....
```

3. Locating and Changing Data

This section explains how to locate and change words and phrases.

This section covers the following functions:

☐   Locate (LOC) and Change (CHG)

☐   Word Locate (WL)

☐   Word Change (WC)

☐   Phrase Locate (PL)

☐   Phrase Change (PC)

Locate (LOC) and Change (CHG)

Use the standard MAPPER Locate and Change functions to find or change words or character strings in word processing reports.

In interactive word processing, use the following formats:

LOC *target*

CHG *;/target/replacement/*

Outside of interactive word processing you may use the Locate and Change options.

Read more about Locate and Change in the *MAPPER Software Level 33R1, Software Reference.*

Word Locate (WL)

The Word Locate (WL) function locates words specified in the call or in a receiving report from a list of target words in an issuing report.

NOTE: Be sure your report is adjusted before using WL. WL will not locate words that wrap from one line to the next.

When the system locates the target, the line containing the target word appears below the control line with the cursor in front of the target word; this makes SOE updating easier.

Press **F1** to locate the next target.

Here are some rules for the issuing report:

☐   There must be a header–divider (**✱ =**) line.

☐   Target words start in column 2 on tab lines.

☐   Words may contain the alphanumeric characters A through Z, and 0 through 9, as well as hyphens and apostrophes. However, words may not contain embedded spaces.

Here are some sample entries in an issuing report:

☐**girl**
☐**woman**
☐**boy**
☐**man**

How to Locate Words from a List

Display the list in the issuing report, then enter:

WL *rt*

where *rt* is the report number and type of the receiving report.

Fast Access

Display the receiving report, then enter:

WL *tgtword* [,*tgtword,...tgtword*]

where *tgtword* is the target word.

Examples

Example of a WL issuing report: **RID 10H in the demonstration mode**

Example of a WL receiving report: **RID 12H in the demonstration mode**

To locate a sequence of words, even those appearing on different lines, use the Phrase Locate function (see "Phrase Locate (PL)" in this section). Note that this function cannot be used in interactive word processing.

Word Change (WC)

The Word Change (WC) function changes words specified in the call or in a receiving report from a list of words in an issuing report. This function creates a result.

NOTE: Be sure your report is adjusted before using WC. WC will not locate words that wrap from one line to the next.

Here are some rules for the issuing report:

☐ There must be a header–divider (✱ =) line.

☐ The first word is the target word. The second word (or words) is the desired replacement string; this string replaces the target word in the receiving report.

☐ Words start in column 2 on tab lines and always end with a comma.

☐ Target words may contain the alphanumeric characters A through Z, and 0 through 9, as well as hyphens and apostrophes. However, they may not contain embedded spaces. Replacement strings may contain embedded spaces and other special characters.

Here are some sample entries in an issuing report:

☐girl,she is a girl!,
☐boy,is he a boy?,

In this example, the word "girl" changes to the string "she is a girl!" in the receiving report, and the word "boy" to the string "is he a boy?" in the receiving report.

The WC function automatically enlarges the receiving report to accommodate the added characters. It adds a line in the receiving report and writes those characters that would otherwise be dropped in the new line.

How to Change Words from a List

Display the list in the issuing report, then enter:

WC *rt*

where *rt* is the report number and type of the receiving report.

Fast Access

Display the receiving report, then enter:

WC *tgtword,replstr,* [*tgtword,replstr,...tgtword,replstr,*]

where:

tgtword is the target word and cannot be more than one word.

replstr is the word or words that replace the target word.

Examples

An example of a WC issuing report: **RID 11H in the demonstration mode**

An example of a WC receiving report: **RID 12H in the demonstration mode**

Enter as many target words and replacement strings as you want, separating each word and each string of replacement words with a comma, and ending with a comma.

To change a sequence of words into another sequence of words, even if those words appear on different lines, use the Phrase Change function (see "Phrase Change (PC)" in this section). Note that this function cannot be used in interactive word processing.

Use WC to change standard, easy–to–type abbreviations to full words and phrases. Here's a list of some that you might want to use:

☐ d,department,
☐ dp,data processing,
☐ m,mapper,
☐ sq,Systems & Quality Test,
☐ std,standard,

Make your own list of abbreviations. Adjust (ADJ) the report to respace the text.

WORD CHANGE (WC) VS. CHANGE (CHG)

The Change (CHG) function (see the *MAPPER Software Level 33R1, Software Reference*) locates target strings wherever they appear (even if they are part of another word), then changes the string to the replacement string. If the change expands the line to greater than 80 characters, all characters beyond the 80th disappear from the report.

Unlike the Change function, WC locates words as you enter them, but does not locate target words that are part of another word. If the line expands to greater than 80 characters (in an 80–character form type), the extra characters wrap to the next line. You can remove the extra spaces with the ADJ command.

If the report is in a 132–character form type, the extra characters resulting from the expansion move into the right–hand columns (starting at column 81). Because you cannot shift a report in interactive word processing, you should do your interactive word processing in 80–character reports instead of 132–character reports.

Phrase Locate (PL)

The Phrase Locate (PL) function locates a word or a sequence of words within a report.

The Locate (LOC) function (see the Software Reference) locates target strings wherever they appear, even if they are part of another word.

Use PL on adjusted reports because it will not locate words that wrap from one line to the next. However, PL does locate phrases that wrap providing the text ends in column 80 and starts again on the next line. PL assumes that words in phrases are either separated by spaces, punctuation, or end in column 80.

Words and phrases in target strings may contain:

☐   Alphabetic characters A through Z
☐   Numeric characters 0 through 9
☐   Hyphens (–) and apostrophes (')

The PL function ignores all special characters except hyphens and apostrophes.

In the report, the located phrase may be spread across different lines and even contain special characters not originally specified in the target string.

How to Locate Phrases

Display a report or result and enter:

PL *tgtstr* [*,o*]

---

where:

tgtstr is the word or phrase to locate (separate words and phrases with a space)

o is for options (not allowed from results):

B   Stop scan after the first find in each report (for multiple reports).

L*n*   Scan first *n* lines in each report. (If used with the S option, the S option overrides the L option.)

Q[*n*]   Quick locate: scan only the first *n* lines (default=50) in each report and display each report at line 1 instead of the line where the phrase is located. (If used with the S option, the line number in the S option overrides the number of lines (or the default, 50) in the Q option. However, the S option does not affect the Q option's other activities.)

R[*x–y*]   R: scan all reports in the form type for the phrase

            R*x–y* : scan a range of reports and types from RID *x* to RID *y* . (Skips reports that have passwords or user or department locks, except your own.)

S[*n*]   S: start scan on line currently displayed.

            S*n* : start scan on line *n.* (If used with the L option, the S option overrides the L option. See also Q option.)

The system displays the report at the line where the phrase is located, with the cursor immediately in front of the first word.

Press **F1** or enter **rsm** to continue locating the phrase.

Here's an example:

```
pl our cats are strange but smart▊
.DATE 01 AUG 86  13:20:16  RID      1     01 AUG 86   JDOE
*=
*     our cats                    $ & )
*  ! !   are        ?       strange
*           but   ! !
*
*


*                          smart.
*              ..... END REPORT .....
```

```
line▶ 6      fmt▶    rl▶ –      shft▶      hld chrs▶      hld ln▶     ▶    fcs    ▶
*     ▊our cats                    $ & )
*  ! !   are        ?       strange
*           but   ! !
*
*

*                          smart.
*              ..... END REPORT .....
```

USING PL IN WORD PROCESSING REPORTS

You cannot use PL while you're in interactive word
processing. Remember to press **F3** to exit interactive word
processing before you use PL.

Phrase Change (PC)

The Phrase Change (PC) function locates a word or a sequence of words and changes the word or phrase to the characters specified. This function creates a result.
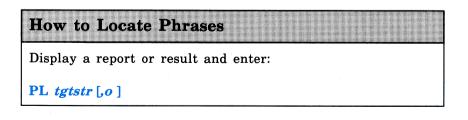
Use PC on adjusted reports because it will not change words that wrap from one line to the next. However, PC does change phrases that wrap providing the text ends in column 80 and starts again on the next line. PC assumes that words in the phrases are either separated by spaces, punctuation, or end in column 80.

Words and phrases in the target string may contain:

☐ Alphabetic characters A through Z
☐ Numeric characters 0 through 9
☐ Hyphens (–) and apostrophes (')

The PC function ignores all special characters, except hyphens and apostrophes.

In the report, the located phrase may be spread across different lines and even contain special characters not originally specified in the target string.

How to Locate and Change Phrases

Display a report or result and enter:

PC *tgtstr, replstr,*[rn]

where:

tgtstr is the word or phrase to locate

replstr is the word or phrase that replaces *tgtstr*

rn is the **r** option, where *n* is the report number you want to process. The report must be in the same form type as the report on display (not allowed from results).

Here's an example:

```
pc our cats are strange but smart,your dogs are just as strange, ▌
.DATE 01 AUG 86  13:20:16  RID      1     01 AUG 86   JDOE
*=
*       our cats                  $ & )
*   ! !   are         ?      strange
*             but   ! !
*
*
*                         smart.
*               ..... END REPORT .....
```

```
  line▶ 1      fmt▶    r▌▶▌     shft▶      hld chrs▶     hld In▶    ▶ ⊽⊽⊽RESULT⊽⊽⊽ ▶
.DATE 01 AUG 86  13:20:16  RID      1     01 AUG 86   JDOE
*=
*       your dogs are just as strange.
*
*               ..... END REPORT .....
```

If the change causes a line to expand to a length greater than that allowed for the report, the system adds an extra line to accommodate the added characters. In 132–character reports, the system moves extra characters caused by expansion into the right–hand columns (starting in column 81).

USING PC IN WORD PROCESSING REPORTS

You cannot use PC while you're in interactive word processing. Remember to press **F3** to exit interactive word processing before you use PC.

Before you use PC in a word processing report, make sure you adjust the report. After you use PC in a word processing report, adjust the result to realign the text within the margins.

4. Working With Documents

This section explains how to use standard document features, such as index, table of contents, and page numbering.

This section covers:

☐   Producing a Document

☐   Parts of The Document

☐   Document Examples

Producing a Document

Producing a document involves the following activities:

☐ Setting up appropriate document specifications in the DOCUMENT parameter of the report header.

☐ Embedding control characters within the text of your report to delimit its parts.

☐ Using a WORD PROCESS command to create either the entire document or separate parts.

These activities are described in the sections that follow.

DOCUMENT PARAMETER FORMAT

If you want to produce a document, the header must have the DOCUMENT parameter. The format of this parameter is:

DOCUMENT ☐x,y,z,a,b,c

where:

x   with title pages (Y or N)

y   create an index (Y or N)

z   first section number

a   page breaks or chapter breaks (Y or N)

b   level number through which to force titles to uppercase

c   level number through which to bold titles

NOTE: Since the bolding control characters take up space themselves, you should set the right margin at a column no greater than 77 or process your documents in 132–character reports. This allows enough room for the bolding control characters to be inserted.

CONTROL CHARACTER SPECIFICATIONS

Use the standard control parameters and standard control characters shown in the "WORD PROCESS Control Parameters" and "WORD PROCESS Control Characters" tables in Section 2.

Use ∗/ and ∗\ lines in the header of the report to define header and footer lines (see "Creating Header and Footer Lines" in Section 7).

Use ∼n (∼1, ∼2...) to number sections and subsections (see "Table of Contents" under "Parts of The Document" in this section).

Place a forced page break control character (∼/) between each title page in your document.

WP DOCUMENT COMMANDS

To create title pages, a table of contents, a body with numbered sections, and an index all at once, execute the WP DOC command on the adjusted source report. To create the sections separately, use the FRONT, INDEX, TOC, and PRT (for text body) commands.

See the table "WORD PROCESS Commands" in Section 2 for more details on these commands.

RID 9H in the demonstration mode contains an example of a source document.

Parts of The Document

TITLE PAGES

Specify in the DOCUMENT control parameter whether the document has title pages by entering **Y**(Yes) or **N**(No).

Enter title page data up to the first level–one heading ($\sim$ 1) (see below). The first page is centered from top to bottom. The pages that follow (e.g., abstract, preface) start at the top of the page, regardless of PAGETOP setting. To change these standard settings, use carriage returns ($\sim\sim$) to insert more lines.

TABLE OF CONTENTS

The table of contents follows any title pages. It lists sections and subsections and the page numbers where they start.

Number sections and subsections with the control characters:

$\sim$ **n**

where **n** is a section or subsection level number from 1 through 5:

$\sim$ 1   level one: new section starts on new page (e.g., 1. Introduction).

$\sim$ 2   level two: new subsection (e.g., 1.2. General).

All numbered headings print with a blank line preceding and following them.

INDEX

All section and subsection titles appear automatically in the
index. You can create supplementary index listings in the
following ways:

☐ To eliminate a title from the index, enter opening and
closing brackets between the title and the heading level
control characters ~*n,* as in this example:

Adjusting Your Reports~ 1General[]~ 2

Adjusting Your Reports is a level one heading and
appears in the index. **General** is a level two heading
under **Adjusting Your Reports,** but does not appear in
the index.

☐ To create separate main item entries for each word in
the title, enclose the ordinal number of the word in
brackets. In this entry, think of the word **Adjusting** as
word 1, **Your** as word 2, and **Reports** as word 3. To
produce an index item for each word, type:

Adjusting Your Reports[1,2,3]~ 1

This appears in the index as:

Adjusting Your Reports
Reports, Adjusting Your Reports
Your, Adjusting Your Reports

☐ To skip words and specify indexing on just the first and
third words, a similar procedure is used. For example, to
eliminate the second word, **Your**, from the index, type:

Adjusting Your Reports[1,3]~ 1

This appears in the index as:

Adjusting Your Reports
Reports, Adjusting Your Reports

☐ To stop the automatic indexing of the first word in a title, but retain the other words in the title in the index, enter the numbers of the title words you want in brackets, as in this example:

Adjusting Your Reports[3]~ 1

This appears in the index as:

Reports, Adjusting Your Reports

☐ To index a special word (i.e., a word not found in the heading), include the special word in the brackets, as in this example:

Adjusting Your Reports[1,3,Text Processing]~ 1

This appears in the index as:

Adjusting Your Reports
Reports, Adjusting Your Reports
Text Processing, Adjusting Your Reports

HEADERS, FOOTERS, PAGE NUMBERS

Headers are lines that appear on top of each page and footers are lines that appear at the bottom of each page.

Two page numbering formats are available for documents: $P5 and $P6. Place the page format in a header or footer line.

Read more about header lines, footer lines, and page numbering in Section 7.

Document Examples

Source report in 9H of demonstration data base:

```
.DATE 01 AUG 86   12:34:56   RID      9H   01 AUG 86   JDOE
.@991231 Example of documentation via word processing (source report)
* Enter WP DOC to see document produced
* DOCUMENT☐Y,Y,1   PAGETOP☐01 PAGEBODY☐56 MARGINS☐L PRTSPACE☐1 INDENT☐2
*/ HEADER    |      EXAMPLE OF DOCUMENT PROCESSING    |   J. DOE     | $p5
*/ NUMBER    |           MAPPER Software             |   Author     | page
*/_____|_____|_____|_____
*==============================================================================
~.....[...................................................................].......
                        MAPPER 1100 SOFTWARE~c
        ~~
                        This is a sample document~c
        ~~
                        With standard defaults~c
~/      1  ***** LINES 5    *** FORCED BREAK END OF PAGE 1    *** PRINT LINES 5
**
                                ABSTRACT~C
        ~~
        This document illustrates how documentation can be done using the
        MAPPER processor with the WORD PROCESS function.
~ ----- 0  -------------- BREAK END OF CHAPTER(DOCUMENT)----------------------
        INTRODUCTION~1
        GENERAL[ ]~2
        MAPPER software is for general-purpose report processing.~~
        MAPPER COORDINATION[1,2,DOCUMENT]~2
        MAPPER coordinators control the implementation and use of MAPPER
        software.  They provide an interface between users and MAPPER
        service.
        ~~
        DATA BASE~2
        MAPPER software provides a data base structure called a report
        structured data base.  This appears to the user as a system of
        electronic filing cabinets.
~ ----- 1  -------------- BREAK END OF CHAPTER(DOCUMENT)----------------------
        REPORT PROCESSING FUNCTIONS~1
        FUNCTIONS[ ]~2
        This chapter defines the concept of report processing functions.
        MANUAL FUNCTIONS~2
        A series of manually executable report processing functions are
        provided.  These are executed as required to turn report data into
        information. Examples of these would be:~~
       ~iSearch
       ~iSort
       ~iTotalize
       ~iEtc.~~
        RUN FUNCTIONS~2
        The manually executable report processing functions can also
        be defined as instructions in a run language for repetitive
        execution when this is needed.

                    ..... END REPORT .....
```

Execute WP DOC on the adjusted source report to create the front pages, tables of contents, body, and index all at once. Or, execute separate commands as shown in the following examples.

Front pages created with WP FRONT:

```
.DATE  01 AUG 86   12:34:56   RID    9     01 AUG 86   JDOE

















                         MAPPER 1100 SOFTWARE

                      This is a sample document

                      with standard defaults
.EJECT
                              ABSTRACT
         This document illustrates how documentation can be done using the
         MAPPER processor with the WORD PROCESS function.
                         ..... END REPORT .....
```

Table of contents created with WP TOC:

```
.DATE 01 AUG 86  12:34:56  RID    9   01 AUG 86   JDOE
HEADER   |        EXAMPLE OF DOCUMENT PROCESSING   | J. DOE    | TOC-1
NUMBER   |             MAPPER Software             | Author    | page
_____|_____|_____|_____


                                              TABLE OF CONTENTS

    1.   INTRODUCTION                                 1-1

         1.1. GENERAL                                 1-1

         1.2. MAPPER COORDINATION                     1-1

         1.3. DATA BASE                               1-1

    2.   REPORT PROCESSING FUNCTIONS                  2-1

         2.1. FUNCTIONS                               2-1

         2.2. MANUAL FUNCTIONS                        2-1

         2.3. RUN FUNCTIONS                           2-1
                  ..... END REPORT .....
```

Index created with WP INDEX:

```
.DATE 01 AUG 86  12:34:56  RID    9   01 AUG 86   JDOE
HEADER   |        EXAMPLE OF DOCUMENT PROCESSING   | J. DOE    | INDEX-1
NUMBER   |             MAPPER Software             | Author    | page
_____|_____|_____|_____


                                            PARAGRAPH PAGE

        COORDINATION, MAPPER COORDINATION              1.2   1-1
        DATA BASE                                      1.3   1-1
        DOCUMENT, MAPPER COORDINATION                  1.2   1-1
        INTRODUCTION                                   1.    1-1
        MANUAL FUNCTIONS                               2.2   2-1
        MAPPER COORDINATION                            1.2   1-1
        REPORT PROCESSING FUNCTIONS                    2.    2-1
        RUN FUNCTIONS                                  2.3   2-1
                 ..... END REPORT .....
```

Main body of report created with WP PRT:

```
.DATE 01 AUG 86  12:34:56  RID    9   01 AUG 86  JDOE
 HEADER    |        EXAMPLE OF DOCUMENT PROCESSING   |   J. DOE    | 1-1
 NUMBER    |               MAPPER Software           |   Author    | page
_____|_____|_____|_____


                                              1.   INTRODUCTION


      1.1. GENERAL

      MAPPER software is for general-purpose report processing.

      1.2. MAPPER COORDINATION

      MAPPER coordinators control the implementation and use of MAPPER
      software.  They provide an interface between users and MAPPER
      service.


      1.3. DATA BASE

      MAPPER software provides a data base structure called a report
      structured data base.  This appears to the user as a system of
      electronic filing cabinets.
.EJECT
 HEADER    |        EXAMPLE OF DOCUMENT PROCESSING   |   J. DOE    | 2-1
 NUMBER    |               MAPPER Software           |   Author    | page
_____|_____|_____|_____


                          2.   REPORT PROCESSING FUNCTIONS


      2.1. FUNCTIONS

      This chapter defines the concept of report processing functions.

      2.2. MANUAL FUNCTIONS

      A series of manually executable report processing functions are
      provided.  These are executed as required to turn report data into
      information.  Examples of these would be:
           Search
           Sort
           Totalize
           Etc.

      2.3. RUN FUNCTIONS

      The manually executable report processing functions can also be
      defined as instructions in a run language for repetitive execution
      when this is needed.

                      ..... END REPORT .....
```

5. Cutting and Pasting

This section explains how to move text from one report to another report or result.

This section covers:

☐   Cutting (CUT)

☐   Pasting (PASTE)

Cutting (CUT)

Use the CUT function, along with the MOVE or PASTE command, primarily to:

☐ Move a block of data within a report or result (the data disappears from its original location, as with the Move Line function).

☐ Paste a block of data either within the same or into another report or result, even into another mode (the data remains at its original location, as with the Insert Line function).

By *cutting* we mean marking the data to move, paste, or otherwise manipulate it; by *pasting* we mean inserting cut data. Once you've entered CUT, you're under "cut control."

The cut data can be manipulated in various ways with commands such as DELete and LOOK. While under "cut control," you can use other MAPPER functions, such as Locate and Word Locate. After looking at the cut data via the LOOK command, you can also use the Change and Word Change functions. For the full range of commands available see the "CUT Commands" table in this section.

How to Cut

If the report you want to cut is NOT on display, enter:

CUT

The function request message appears. Enter the report number and form type of the report you want to cut data from.

After transmitting, you're under cut control with the specified report displayed at line 1. Note the words CUT RID enclosed in blinkers in the last field of the control line.

Mark the data to cut with the cursor (▮):

☐ Move the cursor to the first character to cut, and press **XMIT**.

☐ Move the cursor to the last character to cut, and press **XMIT**.

To cut whole lines:

☐ Move the cursor to column 1 of the first line to cut, and press **XMIT**.

☐ Move the cursor to column 1 of the line FOLLOWING the last line to cut, and press **XMIT**.

Repeat this procedure for up to 10 blocks of data, using the LINE and RL positions in the control line to find the blocks of data to mark. You can also use the Locate function to find data.

To cut from any point in the report all the way to the end of the report, mark only the beginning of the cut, and press **XMIT**.

(See the subsections that follow and the "CUT Commands" table in this section.)

Fast Access

If the report or result *is* on display, enter:

CUT

or

If the report or result to cut from is *not* on display, enter:

CUT *rt*

where *rt* is the report number and form type of the report to cut from.

You are now under cut control and can mark the data to cut as described previously.

At this point, you can:

☐ Press **F3** to exit cut, or

☐ Enter a CUT command (see the table "CUT Commands" in this section).

Examples

To get the function request message or enter cut control in the report or result on display: **CUT**

To enter cut control in RID 1A: **CUT 1A**

CUTTING BLOCKS QUICKLY

Once you're under cut control, a fast way to cut several blocks of data is to enter:

cut *x*

where *x* is any character not in the data you're cutting (for example, an asterisk or a semicolon).

For example, get into cut control in a report, then type:

cut * (in the control line and erase to end of line)
cut ; (in the control line and erase to end of line)

☐ Type the character you picked at the beginning and end of each block of data you want to cut.

☐ Press **XMIT** after marking the blocks on each screen. If you need to roll the report, press **XMIT** to mark the blocks you have on display, then roll the report to mark more data.

HOW MUCH CAN I CUT?

You can:

☐ Cut up to 10 blocks of data. Mark blocks by pressing **XMIT** at the beginning and end of each block.

☐ Cut everything to the end of the report by simply placing the cursor on the first character to cut and press **XMIT**. If you're cutting the entire report, place the cursor on the first character in the report and press **XMIT**. You don't have to mark the end of the data.

☐ Cut only a single character. Place the cursor on the character and press **XMIT**, then place the cursor on the character again, and press **XMIT**.

CUTTING POINTERS

Keep in mind that:

☐ When cutting full lines, mark the end of the cut in column 1 of the line FOLLOWING the line you want included in the block of data to cut.

☐ The Cut function processes whole lines only. After executing a CUT command such as MOVE or PASTE, the characters in the cut block of data appear in their new location, in the same columns they were originally located in. Characters on split lines not included in the block appear blank.

☐ You can cut only from basic, unshifted format. When cutting whole lines on wider reports, however, all 132 characters are included, not just the first 80 characters on your screen.

☐ If you want to paste an ENTIRE report or result, you don't have to cut it first (see Pasting (PASTE) in the following section).

☐ To exit the Cut function for any reason, press **F3**. The system changes the CUT, LOOK, MOVE, or PASTE RESULT to a standard MAPPER result.

The following table contains the full range of available CUT commands, together with function descriptions and relevant comments.

CUT Commands

Command:	Action:	Comments:
CHG	interface to CHANGE function.	valid only against LOOK RESULT.
CLR	clear out any previous cuts.	
DEL	delete cut data from report and produce result.	replace report with result to make deletion permanent.
MOVE	move cut data from one part of report or result and place it in another part of same report or result.	after requesting CUT, enter MOVE to move data and delete it from its previous location; replace report with result to make move permanent. Do not try to move the cuts into a part of the text that is itself a part of the cut, or the cuts will only be deleted and never reinserted in the MOVE RESULT.
LOC	interface to Locate function.	

(continued)

Command:	Action:	Comments:
LOOK	display cut data.	after examining cut data, you can call for more cuts (CUT); delete data (DEL); or execute PASTE command (press **F3** to produce a result).
PASTE[,*rt*]	display report in which to paste data, where *rt* means report number and type, if different from report or result on display.	see "Pasting (PASTE)" in this section (replace report with result to make paste permanent).
PREP[,*x*]	interface with PREP command.	valid only against LOOK RESULT.
RECUT	clear the most recent cut.	erases last cut position (the last position of the cursor in the report when you pressed **XMIT**), whether the position marked the beginning or end of a cut.
REP	replace CUT RID with CUT RESULT, PASTE RID with PASTE RESULT, or MOVE RID with MOVE RESULT.	if you execute the MOVE, DEL, and REP commands, you automatically exit cut control. If you execute PASTE and REP, you are still under cut control and must press **F3** to exit.
WC	interface with the Word Change function.	valid only against LOOK RESULT.
WL	interface with the Word Locate function.	

HANDY USES FOR LOOK

The LOOK command is handy for adding data to another report, or for printing selected data. Here's how to use it:

- ☐　Make cuts in a report and enter **look.**

- ☐　Press **F3** to exit cut control and display the LOOK RESULT as a standard MAPPER result, that you can update, print, etc.

MOVING TEXT FROM ONE REPORT TO ANOTHER

The following steps let you paste text into another report, save it, then delete the text from the original report:

- ☐　Make cuts in a report.

- ☐　Paste the cut data into another report.

- ☐　Enter **rep** to save the pasted data in the report.

- ☐　Enter **del** to delete the data from the original report.

- ☐　Enter **rep** to save the CUT report after deletions.

- ☐　Press **F3** to exit cut control.

THE CONTROL LINE

The rightmost field in the control line tells you what you're currently doing.

This:	Means:
CUT RID	cutting from report on display
CUT RESULT	cutting from result on display; or result after deleting
LOOK RESULT	result showing cut blocks of data
MOVE RID	moving within report on display
MOVE RESULT	result after moving
PASTE RID	pasting into report on display
PASTE RESULT	pasting into result on display; or result after pasting

Pasting (PASTE)

The PASTE command pastes cut data where you specify,
either within the same report or into another report. "Cut"
data is data that has been marked for moving, pasting, or
otherwise manipulating.

A PASTE RESULT is created after executing the PASTE
command. If you want to replace the original report with the
PASTE RESULT, enter **rep**; or press **F3** to exit cut control
and display the result as a standard MAPPER result.

PASTING CUT DATA

To paste cut data somewhere else within the same report,
enter:

> **paste**

The report is redisplayed. Note the words PASTE RID
enclosed in blinkers in the last field of the control line.

☐ Move the cursor to the line following the line where you
   want to paste the data. To get there, you can use the
   LINE and RL positions in the control line, as well as the
   Locate function.

☐ Press **XMIT** to paste cut data into the report.

Or:

☐ First position the report to display the area where you
   want the data inserted.

☐ Type **paste** in the control line and erase to end of line
   (DO NOT press **XMIT**).

☐ Move the cursor to the line following the line where you
   want to paste the data and press **XMIT**.

To paste cut data into a different report in the same mode, enter:

paste *rt*

where ***rt*** is the report number and form type of the report to paste cut data into.

The specified report displays at line 1. Paste as previously described.

To paste cut data into a report in a different mode, enter:

paste m *npw rt*

where:

npw is the mode number and mode password.

rt is the report number and form type of the report to paste cut data into.

The specified report displays at line 1. Paste as previously described.

CUTTING AND PASTING INTO A RESULT OR INTO THE REPORT ON DISPLAY

With a report or result to be pasted into on display:

☐ Enter **cut** *rt,* where *rt* is the report number and form type of the report to cut from.

☐ Cut data in the usual way.

☐ Enter **paste**.

☐ The system redisplays the report or result originally on display when you entered CUT *rt.*

☐ Move the cursor to the line following the line where you want to paste the data, and press **XMIT**.

☐ If you want to replace the original report with the new result, enter **rep**; or press **F3** to exit cut control and display the result as a standard MAPPER result.

☐ If you had a result on display, first press **F3** to exit cut control, then use other MAPPER functions such as Replace (REP) or Print (PR) to further process the result.

EXAMPLES

The following example sequence illustrates these cut and paste procedures:

☐ Pasting a block of cut data within a document.

☐ Cutting and pasting a partial line of data within a document.

Duplicate RID 3H (xr 3h). Enter cut and mark the cut as shown:

```
.DATE 01 AUG 86  12:34:56  RID    30  01 AUG 86   JDOE
.@991231 Word processing example:  control parameters, control characters
*Enter WP ADJPRT to see final results.
* PAGEBODY□55  PAGETOP□10  MARGINS□E  PRTSPACE□1  INDENT□5
*==========================================================================
~........[.............................................................]..........
  ▐    (start of cut)
          EXAMPLE OF A CENTERED HEADER~c
  ~f           Example of a frozen line
          Example of an expanded line~e
          Example of a left-justified line~l
          Example of a right-justified line~r
  ▐    (end of cut)

~iAaaaa b c dddd eeeeeee fff gggggg hhh iiiii jjjjjjj k lllllll mmmmmm nn oooooo
pppp qqqqq rrrrrr ssss tt u vvvvv wwwwww xxxxxx yyy z aaaaaa.  A bbb ccc
dddd eee f gg hh iiii jjjjjj k lllll mm nnn ooooo ppppp.  Qqqq rr sssss ttt
uu vvvvv w xxxxx y zzzzzzz aaa bbb ccccccc ddd ee f gg hhhhh.  liiii jjj kkkkkkk.
Lllll mm nnnnn ooooooo ppppp qqqq rr sssssss tttttttt uuuuuu vvvv wwww w
xx yyyyy zz aa bbbbbb ccc dddd eeeeee fffff g hhh iiii jjjjjj k kk lll mmmmm.

~iAaaaaa aaa aaa aa aaa aaaa aaaaaaa aaaaa a aaaaa aaa aaaaa a aaaaaa aaa aa aaa
aaa a aaa aaaaaa aaaaaa a aaaaaaaa aa.  Aaa aaa aaa aaaaa aa aaaaa aaaaa aaa
aa aaa aaaaa a aaaaa aa aa aaaaaa a aaaa aaaaaa.  A aaa aaaa aa a aaaa aaa aa
aaaa aaa aaaaa aaaa aa aa aaaa aaaaa a aaa aaaa aa a aaaaa aaa aaaaaa.  Aaa aaa
aa aaaaa aaaaa a aaaaaa a aaaa aaaaa aaaa aaaaaa aa aa aaaaaa aa aaaaa a aaaa
aaaaa aa aaaaa aa aaaaa a aaaa aaa aaaa aa aaaaa aaaaa a aaa aaaaaa aaa aaa.
              ..... END REPORT .....
```

NOTE: An end–of–cut cursor in column 1 of a line has the same effect as an end–of–cut cursor in the last column of the preceding line. This lets you cut full lines that exceed the screen size (for example, 132 character reports).

Let's paste now:

☐ enter paste in the control line to display the words PASTE RID in the rightmost field of the control line;

☐ roll up the report to the line between the two paragraphs of sample text;

□   position the cursor at the beginning of this line; and

□   press **XMIT** to display this screen:

```
.DATE 01 AUG 86  12:34:56  RID    30  01 AUG 86   JDOE
.Word processing report:
* PAGETOP□10 PAGEBODY□58 MARGINS□L PRTSPACE□1 INDENT□5
*=============================================================================
~.........[...................................................].........[

          EXAMPLE OF A CENTERED HEADER~c
  ~f          Example of a frozen line
          Example of an expanded line~e
          Example of a left-justified line~l
          Example of a right-justified line~r


~iAaaaa b c dddd eeeeeee fff gggggg hhh iiiii jjjjjjj k lllllll mmmmmm nn oooooo
pppp qqqqq rrrrrr ssss tt u vvvvv wwwwww xxxxxx yyy z aaaaaa.  A bbb ccc
dddd eee f gg hh iiii jjjjjj k lllll mm nnn ooooo ppppp.  Qqqq rr sssss ttt
uu vvvvv w xxxxx y zzzzzzz aaa bbb ccccc ddd ee f gg hhhhh.  liiii jjj kkkkkk.
Llllll mm nnnnn ooooooo ppppppp qqqq rr sssssss tttttttt uuuuuu vvvv wwww w
xx yyyyy zz aa bbbbbb ccc dddd eeeeee fffff g hhh iiii jjjjjj k kk lll mmmmm.

          EXAMPLE OF A CENTERED HEADER~c
  ~f          Example of a frozen line
          Example of an expanded line~e
          Example of a left-justified line~l
          Example of a right-justified line~r

~iAaaaaa aaa aaa aa aaa aaaa aaaaaaa aaaaa a aaaaa aaa aaaaa a aaaaaa aaa aa aaa
aaa a aaa aaaaaa aaaaaa a aaaaaaaa aa.  Aaa aaa aaa aaaaa aa aaaaa aaaaa aaa
aa aaa aaaaa a aaaaa aa aa aaaaaa a aaaa aaaaaa.  A aaa aaaa aa a aaaa aaa aa
aaaa aaa aaaaa aaaa aa aa aaaa aaaaa a aaa aaaa aa a aaaaa aaa aaaaaa.  Aaa aaa
aa aaaaa aaaaa a aaaaaa a aaaa aaaaa aaaa aaaaaa aa aa aaaaaa aa aaaaa a aaaa
aaaaa aa aaaaa aa aaaaa a aaaa aaa aaaa aa aaaaa aaaaa a aaa aaaaaa aaa aaa.
                ..... END REPORT .....
```

You could retain this change by entering **rep**, but instead,
press **F3** to exit cut, then redisplay your duplicated report.

NOTE: Had you entered MOVE instead of PASTE, the
function would have deleted the cut data from its
previous location.

Now, let's cut a partial line and display the LOOK RESULT:

☐   First, enter **cut** and mark cuts both at the end of the
    first sentence of the sample text and at the end of the
    second sentence.

☐   Next, enter **look** in the control line to see this:

```
.DATE 01 AUG 86  12:34:56  RID    30  01 AUG 86   JDOE
.Word processing report:
* PAGETOP□10 PAGEBODY□58 MARGINS□L PRTSPACE□1 INDENT□5
*===============================================================================
                                                      A bbb ccc
dddd eee f gg hh iiii jjjjjj k lllll mm nnn ooooo ppppp.
```

With the LOOK RESULT on display we can paste this partial
line:

☐   enter **paste** in the control line to display the words
    PASTE RID in the rightmost field of the control line;

☐   roll up to the second paragraph;

☐   place the cursor after the first sentence; and

☐   press **XMIT** to insert the cut sentence and display this:

```
.DATE 01 AUG 86  12:34:56  RID    30  01 AUG 86   JDOE
.Word processing report:
* PAGETOP☐10 PAGEBODY☐58 MARGINS☐L PRTSPACE☐1 INDENT☐5
*===============================================================================
~.........[................................................................].........[

            EXAMPLE OF A CENTERED HEADER~c
  ~f           Example of a frozen line
            Example of an expanded line~e
            Example of a left-justified line~l
            Example of a right-justified line~r


~iAaaaa b c dddd eeeeeee fff gggggg hhh iiiii jjjjjjj k lllllll mmmmmm nn oooooo
pppp qqqqq rrrrrr ssss tt u vvvvv wwwwww xxxxxx yyy z aaaaaa.  A bbb ccc
dddd eee f gg hh iiii jjjjjj k lllll mm nnn ooooo ppppp.  Qqqq rr sssss ttt
uu vvvvv w xxxxx y zzzzzzz aaa bbb ccccccc ddd ee f gg hhhhh.  liiii jjj kkkkkkk.
Llllll mm nnnnn ooooooo pppppp qqqq rr sssssss tttttttt uuuuuu vvvv wwww w
xx yyyyy zz aa bbbbbb ccc dddd eeeeee fffff g hhh iiii jjjjjj k kk lll mmmmm.

~iAaaaaa aaa aaa aa aaa aaaa aaaaaaa aaaaa a aaaaa aaa aaaaa a aaaaaa aaa aa aaa
aaa a aaa aaaaaa aaaaaa a aaaaaaaa aa.
                                        A bbb ccc
dddd eee f gg hh iiii jjjjjj k lllll mm nnn ooooo ppppp.
                        Aaa aaa aaa aaaaa aa aaaaa aaaaa aaa
aa aaa aaaaa a aaaaa aa aa aaaaaa aaaaa aaaaaa.  A aaa aaaa aa a aaaa aaa aa
aaaa aaa aaaaa aaaa aa aa aaaa aaaaa a aaa aaaa aa a aaaaa aaa aaaaaa.  Aaa aaa
aa aaaaa aaaaa a aaaaaa a aaaa aaaaa aaaa aaaaaa aa aa aaaaaa aa aaaaa a aaaa
aaaaa aa aaaaa aa aaaaa a aaaa aaa aaaa aa aaaaa aaaaa a aaa aaaaaa aaa aaa.
                        ..... END REPORT .....
```

☐   Press **F3** to exit CUT.

Blended data after ADJ & PRT (or ADJPRT):

```
.DATE 01 AUG 86  12:34:56  RID    30  01 AUG 86  JDOE




                        EXAMPLE OF A CENTERED HEADER
               Example of a frozen line
          Example          of          an          expanded          line
          Example of a left-justified line
                                        Example of a right-justified line



               Aaaaa  b c dddd eeeeeee fff gggggg hhh iiiii jjjjjjj k
          lllllll  mmmmm  nn oooooppppp qqqqq rrrrrr ssss tt u vvvvv
          wwwwww  xxxxxx  yyy  z  aaaaaa.  A bbb ccc dddd eee f gg hh
          iiii  jjjjjj k lllll mm nnn ooooo ppppp.  Qqqq rr sssss ttt
          uu  vvvvv  w  xxxxx  y  zzzzzzz  aaa bbb ccccc ddd ee f gg
          hhhhh.  liiii jjj  kkkkkkk.  Lllll mm nnnnn oooooo pppppp
          qqqq  rr sssssss tttttttt uuuuuu vvvv wwww w xx yyyyy zz aa
          bbbbbb  ccc  dddd  eeeee  fffff g hhh iiii jjjjjj k kk lll
          mmmmm.

               Aaaaaa  aaa  aaa aa aaa aaaa aaaaaaa aaaaa a aaaaa aaa
          aaaaa a aaaaaa aaa aa aaaaaa a aaa aaaaaa aaaaaa a aaaaaaaa
          aa.  A  bbb ccc dddd eee f gg hh iiii jjjjjj k lllll mm nnn
          ooooo  ppppp.  Aaa  aaa aaa aaaaa aa aaaaa aaaaa aaa aa aaa
          aaaaa  a aaaaa aa aa aaaaaa a aaaa aaaaaa.  A aaa aaaa aa a
          aaaa aaa aa aaaa aaa aaaaa aaaa aa aa aaaa aaaaa a aaa aaaa
          aa  a  aaaaa aaa aaaaaa.  Aaa aaa aa aaaaa aaaaa a aaaaaa a
          aaaa  aaaaa  aaaa aaaaaa aa aa aaaaaa aa aaaaa a aaaa aaaaa
          aa  aaaaa  aa  aaaaa  a  aaaa aaa aaaa aa aaaaa aaaaa a aaa
          aaaaaa  aaa  aaa.
                    ..... END REPORT .....
```

6. Glossaries

This section explains what a glossary is, and how to create and use one.

This section covers:

☐ Creating a Glossary Report

☐ Using Glossaries

☐ Other Useful Commands

Creating a Glossary Report

A **glossary** is a standard MAPPER report that contains paragraphs and phrases frequently used in various reports. You can create a glossary by entering one of the following commands to add a new report to the data base in a specified form type:

    ar

The function request message appears. Type the form type for the new report and press **XMIT**. Or:

    ar *t*

where *t* is the type for the new report. The report doesn't need control parameters in the header or a tab rack.

NOTE: Be sure to write down the report number and form type of the new report.

SETTING UP GLOSSARY ITEMS

Glossary items can contain any number of lines and any line types except tab lines. Name glossary items with a word up to 16 characters and enter them on tab lines. The format for the tab character line is:

□*item*

where □ is the tab character in column 1 and *item* is a name used to identify the glossary information (up to 16 characters).

A description of the glossary item can be included starting in column 18 of the tab line. This is useful when you create an index of glossary items with the GI command (see "Other Useful Commands" in this section).

The glossary item itself begins immediately after a line with a tab character in column 1. The item includes all lines up to, but not including, the next line with a tab character in column 1.

In this example, *para1, para2,* and *memoh* are on tab lines and are names of glossary items.

```
.DATE 31 JUL 86  12:34:56  RID    5   31 JUL 86  JDOE
.@991231 Example glossary report for word processing
*Use this glossary with your duplicated copy of 6H.
*=============================================================================
□para1          Comments about the glossary item can start in column 18
 Now is the time for all good men and women to come to the aid of their party.~~
□para2          Note the freeze control characters (~f) to keep the list intact
~~This is a list of items.~~
~f          item 1          part 1
~f          item 2          part 2
~f          item 3          part 3
~f          item 4          part 4
~f          item 5          part 5
~f          item 6          part 6
~f          item 7          part 7
~f          item 8          part 8
~f          item 9          part 9
□memoh
~~~~
~f      To: J. A. Smith              From: J. Doe
~f
~f      cc: J. J. Jones              Subject: ?
~f      cc: L. G. Johnson
                ..... END REPORT .....
```

Using Glossaries

If you want to use a glossary in a word processing report, use the following control parameter:

GLOSSARY□*rt*

in the header of your report (see the "WORD PROCESS Control Parameters" table in Section 2).

Or, while in interactive word processing, use the command:

GLOSSARY,*rt*

or

GLOSSARY,M *mpw rt*

where *rt* is the report number and form type and *mpw* is the mode number and password, to establish or change the reference to a glossary report (see the "WORD PROCESS Commands" table in Section 2). This overrides the GLOSSARY control parameter.

INSERTING GLOSSARY ITEMS

While in interactive word processing, you can extract data from a glossary report and place it in your word processing report. The GLOSSARY control parameter indicates the report number and form type that contains your glossary.

NOTE: The glossary report must be in the same mode as the word processing report, unless you use the GLOSSARY COMMAND format that specifies a different mode.

To insert a glossary item in interactive word processing:

☐ Type **g, *item*** in the control line, where ***item*** is the name of the glossary item

☐ Press **ERASE TO EOL**

☐ Move the cursor to the line below the line where you want to insert the item

☐ Press **XMIT**

RID 6H in the demonstration mode contains an example using glossary items.

In this example, glossary item *memoh* is requested:

```
LINE▶ 9      FMT▶      RL▶       SHFT▶      HLD CHRS▶      HLD LN▶      WP CMD▶  g,memoh
~.........[.................................................................].........
▚XAMPLE OF A CENTERED HEADER~c Example of an expanded line~e Example of a left-
ustified line~I Example of a right-justified line~ r~~ ~iAaaaa
ff gggggg hhh iiiii jjjjjjj k lllllll mmmmmm nn ooooooopppp qqqqq rrrrrr ssss tt
u vvvv wwwwww xxxxxx yyy z aaaaaa.
~~~~
~~
~~
~~
```

In the result, the data in the glossary item *memoh* appears before the line where the cursor was positioned:

```
LINE▶ 9      FMT▶      RL▶       SHFT▶      HLD CHRS▶      HLD LN▶      ▶   ᒧᒧᒧRESULTᒧᒧᒧ
~.........[.................................................................].........
▚~~~
~f        To: J. A. Smith                      From: J. Doe
~f
~f        cc: J. J. Jones                      Subject:   ?
~f        cc: L. G. Johnson
EXAMPLE OF A CENTERED HEADER~c Example of an expanded line~e Example of a left-j
ustified line~I Example of a right-justified line~r~~ ~iAaaaa
ff gggggg hhh iiiii jjjjjjj k lllllll mmmmmm nn oooooo pppp qqqqq rrrrrr ssss tt
u vvvv wwwwww xxxxxx yyy z aaaaaa.
```

Final report after ADJ and PRT:

```
.DATE 01 AUG 86  12:34:56  RID   1   01 AUG 86   JDOE




            To: J. A. Smith                    From: J. Doe

            cc: J. J. Jones                     Subject: ?
            cc: L. G. Johnson
                         EXAMPLE OF A CENTERED HEADER
            Example          of        an        expanded        line
            Example of a left-justified line
                             Example of a right-justified line
                  Aaaaa b c dddd eeeeeee fff gggggg hhh iiiii jjjjjjj k
            lllllll  mmmmmm  nn ooooooppppp qqqqq rrrrrr ssss tt u vvvvv
            wwwwww  xxxxxx  yyy  z  aaaaaa.


                  ..... END REPORT .....
```

Other Useful Commands

☐ GI (Glossary Index)

The GI command produces an index that contains all the tab lines from your glossary report.

While in interactive word processing, display the index by entering **gi** in the control line and pressing **XMIT**. Press **F2** to redisplay the word processing report.

☐ GGI (Global Glossary Index)

The GGI command produces an index of the system's global glossary that is maintained by your system coordinator.

While in interactive word processing, display the index by entering **ggi** in the control line and pressing **XMIT**. Press **F2** to redisplay the word processing report.

☐ DGG (Display Global Glossary)

The DGG command displays a particular item from the system's global glossary. To see the items available, use the GGI command previously described.

While in interactive word processing, display a particular item by entering **dgg,**x where x is one of the item names.

☐ GG (Global Glossary)

The GG command inserts an item from the system's global glossary. To see the items available, use the GGI command previously described.

While in interactive word processing, enter **gg,**x where x is one of the item names. Press **ERASE TO EOL**; move the cursor where the item should be inserted and press **XMIT**.

7. Text Editing/Report Formatting

This section describes several methods for editing your text and formatting your reports.

This section covers:

☐ Summary of Editing/Formatting Methods

☐ Creating Header and Footer Lines

☐ Page Numbering Formats

☐ Date and Time Formats

☐ Tab Racks

☐ Emphasizing Your Text

☐ Figures and Tables

☐ Forms Processing

☐ Preparing an Existing Report for WP

Summary of Editing/Formatting Methods

The following table contains a summary of text editing and report formatting methods. Several of these methods are discussed in greater detail following the table.

For information on control parameters, characters, or commands discussed for each topic, look at the "WP Control Parameters," "WP Control Characters," and "WP Commands" tables in Section 2.

Please refer to the examples in the demonstration data base for more information.

Text Editing and Report Formatting Summary

Topic	What to Use/Comments	Examples
Inserting text	SOE line add, duplicate, insert; INS command (interactive only); CUT function; INSERT IN LINE (or INSERT CHARACTER) key (lower cursor before transmitting). Do not use INSERT LINE key unless you take special care in positioning cursor properly before transmitting.	
Deleting text	SOE line delete; ~ * in column 1, ADJ deletes line; CUT function; DELETE IN LINE (or DELETE CHARACTER) key (lower cursor before transmitting). Do not use DELETE LINE key unless you take special care in positioning cursor properly before transmitting.	
Note/comment lines	~ p starting in column 1.	13H

(continued)

Topic	What to Use/Comments	Examples
Changing control parameters	~p starting in column 1 or else change main control parameters in header.	13, 14, 15H
Headers & footers	*/, *\ in header (see "Creating Header and Footer Lines" in this section.	16H
Changing or discontinuing headers, footers	NEWHEAD, HEADER, FOOTER parameters	
Page numbering	See "Page Numbering Formats" in this section.	16H
Omitting page numbers	*/ header line defined with no page numbering format in the line.	
Date and time in headers	See "Date and Time Formats" in this section.	16H
Page breaks	~* inserted by ADJ.	17H
Forced page breaks	~/ in column 1.	17H
Conditional page breaks	~/[nn] in column 1.	17H
Numbering and lettering	~N, ~n, ~A, ~a, ~1–5 also OUTLINE parameter.	15H
Indented paragraphs	~m and, if necessary, BULLET parameter.	14H
Multiple tab racks	See "Multiple Tab Racks" under "Tab Racks" in this section.	17H
Tabbing	tabs set in tab rack, ~t to position to tab set.	14H
Centering text	~C just center preceding text, or MARGINS:C.	3H

(continued)

Topic	What to Use/Comments	Examples
Right–justifying text	~R just right justify preceding text or MARGINS:R.	3H
Left–justifying text	~L just left–justify preceding text or MARGINS:L.	3H
Freezing text	~F (place at beginning of line), or MARGINS:F.	3H
Even margins	MARGINS:E, or ~E expand just the preceding line.	3H
Indenting, outdenting	~I and INDENT parameter.	3H, 13H
Multiple columns	multiple brackets in tab rack, WP ADJPRT, then WP MC.	18H
Edit bars	~ (tilde space) in column 1 of adjusted report, PRT inserts vertical bar.	
Fixed spaces	' is default fixed space, use SPACE parameter to change fixed space character.	19H
Remove (or insert) spaces between words	PACK parameter.	
Combine several reports	$INCL$ command (WP $INCL$).	21H
Emphasizing text	See "Emphasizing Your Text" in this section.	19H
Figures and tables	See "Figures and Tables" in this section.	20H
Forms processing	See "Forms Processing" in this section.	

Creating Header and Footer Lines

You may want to use header and footer lines in your word processing reports. Header lines appear at the top of each page and footer lines at the bottom. They can contain such information as page numbers, dates and times, and running titles.

Enter header and footer lines before the header–divider (✻ =) line. To create up to three header lines, use the following format, typing an asterisk and a slant in the first two character positions of a header line, then the header data in free form:

✻/header–data

To create up to two footer lines, use the following format, typing an asterisk and a reverse slant in the first two character positions of a footer line, then the footer data in free form:

✻\footer–data

RID 16H in the demonstration mode contains an example using header and footer lines.

ALTERING HEADER AND FOOTER LINES

To alter previous header and footer lines, use the NEWHEAD control parameter as follows:

NEWHEAD□x where □ is a tab character and *x* is Y to specify use new headers and footers that follow, or N to delete headers and footers from this point on.

Place the NEWHEAD parameter on a ~p line (parameter change line) within the body of your text in order to use the following lines for headers (*/ in columns 1 and 2) and footers (*\) from this point on. If no header or footer lines are defined after NEWHEAD, or if NEWHEAD is set to N, it deletes headers and footers from that point on. When the system creates the index, it uses the original headers and footers.

Enter new headers or footers in lines immediately following the ~P line containing NEWHEAD☐Y, with */ (for header) or *\ (for footer) in columns 1 and 2, followed by the header or footer data in free form.

Since NEWHEAD looks for both */ and *\ on the lines that follow, if you are trying to change just the headers, for example, and don't include any new footer lines, the function deletes the footer lines from that point on. Be sure to specify all the headers and footers you need at that point in the report.

To change both headers and footers, first change the headers above the page break where the new headers will start. Also, include the old footers after the NEWHEAD parameter, or they will be deleted on the current page.

Then, following the page break (or the next ~1 if using DOCUMENT), enter another NEWHEAD with the new footers. Remember to include the current headers you want also.

OMITTING HEADER AND FOOTER LINES

Use the HEADER and FOOTER parameters in the report header and in ~p lines to specify pages that should or should not include header or footer lines.

Page Numbering Formats

The following table lists the various formats for page numbering. Put these in header or footer lines where you want page numbers to appear. Page numbers start at the dollar sign ($).

WORD PROCESS Page Numbering Formats

Enter:	To get:	Example:
$P1	the absolute page number (*n*)	1
$P2	*–n* –	–1–
$P3	*n – total–pages*	1 – 10
$P4	*n* of *total–pages*	1 of 10
$P5	*section–number – page–number*	3 – 1
$P6	*chapter–number*	3

Date and Time Formats

The following table lists the date and time formats. Put these in header and footer lines where you want the date and time to appear.

WORD PROCESS Date and Time Formats

Enter:	Format:	Example:
$D1	*YYMMDD*	850501
$D2	*DD MMM YY*	01 May 85
$D6	*MM/DD/YY*	05/01/85
$D7	*MONTH DD, YYYY*	MAY 1, 1985
$D8	*MMDDYY*	050185
$TO	*HH:MM:SS*	12:59:59

Tab Racks

SETTING TAB RACKS

A simple WP command, TR, lets you insert a predefined tab rack anywhere in your text. Whenever the ADJ command encounters a tab rack, it resets the margins for the text that follows. Here's a standard tab rack:

~...[....T....T....T..................T..........]....

where:

[indicates the left margin

] indicates the right margin

T indicates the tab stop. To position text at tab stops, use the ~t control characters. Tab stops are also used for indenting paragraphs (~m) and for outlines (~A, ~N...) (see the "WP Control Characters" table in Section 2).

MULTIPLE TAB RACKS

You may need a variety of margin and tab settings (or racks) in your report to handle different sections of text and different types of outlining or columns of data.

You can define up to five tab racks directly below the header–divider line in this format:

~.n ....[.....T......T........................].....

where n is a number from 1 through 5.

NOTE: ~.1 should have the margin setting that you want to use first in your text, since word processing automatically assumes ~.1 margins until you request another tab rack.

CHANGING TAB RACKS

If you need to change a tab rack that has been used several times in a report, change it at the beginning of the report, where it was originally defined. When you adjust the report, all occurrences of that tab rack are changed, and the text is adjusted accordingly.

INSERTING NUMBERED TAB RACKS

To insert a numbered tab rack in the text, use the TR *n* command. For more information on this command, see the table "WORD PROCESS Commands" in this section.

RID 17H in the demonstration mode contains an example using tab racks.

Emphasizing Your Text

Text can be emphasized using the **bold**, <u>underline</u>, and ~~strike through~~ word processing control characters.

Simply type an uppercase B, U, or X after the tilde (~) to start the **bold**, <u>underline</u>, or ~~strike through~~. To end the **bold**, <u>underline</u>, or ~~strike through~~, type a tilde and the corresponding lowercase b, u, or x.

These special control characters take up space themselves, so you may get error messages stating that data will be shifted too far to the right, going beyond the width of the report. If you plan to use a lot of bolding and underlining, you should consider moving those reports to a 132–character type. This leaves more room for the many ~B, ~b, ~U, and ~u control characters that you'll use in the text.

Follow these tips when bolding, underlining, and striking through characters:

1. Type the characters to be emphasized immediately after the tilde characters. For example:

    ~Uunderline these words~u

           not

    ~U underline these words ~u

2. If you need to underline or strike through significant spaces, use either the significant space character (`) or the character defined in the SPACE control parameter. For example:

    ~U ` ` `~u Three underlines here.

    ~U ` ` `~u And three more here.

3. For best results, use RETURN when you initially type your text; don't let the words wrap. During an ADJUST (and PRT when you ask for even margins) the extra nonprinting characters (tilde B, b, U, etc.) must be accounted for in determining the number of characters in a line. Therefore, in rare circumstances, wordwrapped lines may not give you the exact results you expect.

4. If you are using a 132–character report with special control characters, remember that an ADJREP command may shift some characters beyond column 80. You need to be outside of interactive word processing to shift the report. Keep this in mind if you need to edit characters beyond column 80.

5. Have the system coordinator configure your model 429 or 431 printer with a Q in the STATUS field of the configuration report (or for the model 425 printer, a BS in the STATUS field).

Figures and Tables

When using a figure, give it a name followed by $\sim$ **G,n** where **n** is the number of lines used by the figure. Then type the figure information.

NOTE: If you want to add the figure later, make sure you also include the exact number of blank lines taken up by the figure following the $\sim$ G,n control characters.

The PRT command numbers your figure and places the numbered title one line below the figure. In the table of contents, a FIGURES section contains a list of all figures, their titles and numbers, and the page number they appear on.

The same information applies to tables, except you type a $\sim$ **Z,n** and the table titles appear before the tables.

RID 20H in the demonstration mode contains an example of naming a figure.

EXAMPLE

The following is an example of a figure in a WP report containing six lines. These same six lines will appear in the final version with the figure name centered below them. To name a figure and leave space to paste in a photograph, for example, leave as many blank lines in the report as you will need in the final version.

```
 LINE▶ 6     FMT▶     RL▶▚ SHFT▶      HLD CHRS▶     HLD LN▶     WP CMD▶
~...[....T....T....T..................T...................................]...
Text in front of figure.~~
NAME OF OUR FIGURE~G,6
                         ┌─────────────────────────────┐
                         | These six lines are processed  |
                         | as a block, they remain frozen, |
                         | and PRT will place a title      |
                         | below these six lines.          |
                         └─────────────────────────────┘
Remaining text...
```

Final version after processing with ADJPRT:

```
 LINE▶ 4     FMT▶     RL▶▚ SHFT▶      HLD CHRS▶     HLD LN▶    ▶  �could RESULT▶▶▶  ▶
Text in front of figure.

                         ┌─────────────────────────────┐
                         | These six lines are processed  |
                         | as a block, they remain frozen, |
                         | and PRT will place a title      |
                         | below these six lines.          |
                         └─────────────────────────────┘

                         Figure 1. NAME OF OUR FIGURE
Remaining text...
```

Forms Processing

You can design a form in a MAPPER software report, which you can then duplicate and use to fill in data on–line.

When designing the form, use the PRINTOFF parameter and the ~o control characters to specify those areas you don't want printed. This is useful if, for example, you have a preprinted form in your printer that contains certain fields to be filled in (such as name, address, etc). These fields appear on your screen, but are not printed.

Preparing an Existing Report for WP

If you already have a text–based report and want to justify
and otherwise reformat the text, you can execute the PREP
command (WP PREP) to insert some basic control parameters
and a tab rack.

The system also adds control characters throughout the report
to save any blank lines that existed before PREP. Thereafter,
you can use word processing interactively (see "Interactive
Word Processing," in this section). Whenever you insert
control parameters in a report, be sure to check their default
values. Change these values to suit your needs.

You may want to use the EZWP parameter instead of the
PREP command to process existing reports. When you
ADJUST (ADJ) with the EZWP parameter set to **Y**, the
ADJUST command:

Checks for:	Processes as:
no character in column 1 or 2	a frozen line—no change made to the line
character in column 1 or 2	standard word processing text (text adjusted within margins specified in tab rack, and processes wordwrapped lines)
control characters, when there is a character in column 1 or 2	standard MAPPER system WP control characters
control characters, when there is no character in column 1 or 2	a frozen line—no change made to the line

You can combine text that has its own margins (created by spacing over a number of characters from the left side of the screen) with text that starts in column 1 or 2 and may or may not be wordwrapped.

Since you aren't allowed to replace (REP) reports when using EZWP, use the **INSERT IN DIS** and **DELETE IN DIS** keys to edit the report. Before transmitting, remember to position the cursor below the changes and above the text you don't want changed.

8. List Merge (LM)

This section explains how to use the List Merge (LM) function to extract lines or fields from an issuing report and merge them into a receiving report.

This section covers:

☐   Creating Form Letters

☐   Using the List Merge (LM) Function

Creating Form Letters

The List Merge (LM) function extracts lines or fields from an issuing report and merges them into a receiving report. It is especially useful for the creation of form letters.

The issuing report (for example, a list of names and addresses) is a column formatted MAPPER report that you can easily process with MAPPER functions, such as Search and Sort. For instance, you can use a Search function to extract specific data (for example, all the names in one city) from the issuing report. The Search result can then be merged into the receiving report (for example, a form letter) using the List Merge function.

LM creates a result that can have multiple documents: one document for each tab line in the issuing report, with each document having different inserted information. Clearly, this function can greatly simplify such tasks as form letter creation.

Using the List Merge (LM) Function

Before you extract and merge, insert the control characters (listed in the table "LIST MERGE Control Characters" in this section) into the receiving report to specify the information you want to merge.

How to Extract and Merge

Display the issuing report and enter:

LM

The function request message appears. Enter the report number and type of the receiving report.

Fast Access

Display the issuing report and enter:

LM *rt*

where ***rt*** is the report number and type of the receiving report.

The reports merge and create a result that is ready for further word processing (e.g., with ADJPRT).

Examples

To merge data on display into RID 8H: **LM 8H**

Example of an LM issuing report: **RID 7H in the demonstration mode**

Example of an LM receiving report: **RID 8H in the demonstration mode**

LM CONTROL CHARACTERS

Insert the LM control characters from the following table into the receiving report to extract lines from the issuing report and merge them into the result.

LIST MERGE Control Characters

Characters:	Action/Comments:	Example:
~ =cc –cq [,n]	extract part of line starting at column cc for cq characters at line n beyond tab line (line n must be 4 or less; to process the tab line, omit the ,n).	extract data starting in column 2 for four characters from line 3 beyond the tab line: ~ =2–4,3
~ =0,y–z	extract full lines starting at line y beyond tab line for z lines; (number of full lines that can follow a tab line is unlimited).	extract data starting at line 3 past the tab line for four lines: ~ =0,3–4
~ &cc –cq	extract tab lines starting at column cc for cq characters and produce one line for each line merged.	extract data starting at column 2 for 17 characters: ~ &2–17

If you want to freeze the merged portion of the text (i.e., you don't want to delete extra spaces), insert an **F** after the equal sign, as in these examples:

~ =**f**. . .

~ =**f0**. . .

If you wish, use equal signs (===) as fill characters to fill in the required number of character positions for the data to be supplied. The function removes these fill characters after inserting the data.

EXAMPLES

The following sequence of examples shows the step–by–step creation of a form letter using the List Merge function in both the issuing and receiving reports.

List merge issuing report:

```
.DATE 01 AUG 86  12:34:56  RID    7    01 AUG 86   JDOE
.@991231 LIST MERGE issue report example                              H000016
* Receiving report is 8H. Execute LM 8H, then WP ADJPRT to see final results.
* PAGETOP□OO PAGEBODY□55 MARGINS□L PRTSPACE□1 GLOSSARY□5H
*
*                  .PHONE   .DATE OF              .MONTHLY.
*NAME              .NUMBER  .INSTALLATION         .RATE   .
*================.========.=====================.=======.========================
□John Johnson     555-9889 January 30, 1980      16.50
*a green table phone
□James Jones      555-8765 July  4, 1981         28.00
*a blue table phone with a white extension
□John Jones       555-4765 March 4, 1981         17.25
*a red table phone
□William Martin    555-2563 September 22, 1977    15.50
*a black wall phone
~~
Our instruments show that you have a modem connected to your phone line.
This is illegal unless installed by the telephone vendor.  Please remove
the modem within 30 days from today or else contact us.~~~~
                    ..... END REPORT .....
```

List merge receiving report:

```
.DATE 01 AUG 86  12:34:56  RID    8   01 AUG 86   JDOE
.@991231 LIST MERGE receiving report example                      H000016
* Use with report 7H as issuing report.  Display 7H, then LM 8H, then WP ADJPRT.
* PAGETOP⊡00 PAGEBODY⊡55 MARGINS⊡e PRTSPACE⊡1 GLOSSARY⊡5H
*==============================================================================
~..........[.....................................................].........
~=2-17~I
~~~~
~~
~~

We are verifying our records on your phone service.  Our records show you
have ~=2-79,1 that has a
monthly rate of $~=51-6.  Your phone was installed on ~=29-21 by
our personnel.  Your phone number is ~=20-8.  Please notify us if any of the
above information is incorrect.  Persons receiving this information
are:
~~~~~~~~
~f                      NAME              PHONE           COST
~f                --------------------  --------        ------
~f                  ~&2-17      ~&20-8            $~&51-6
~~~~~~
    ~=0,3-4

                                   TELEPHONE CONTROL~r
                                   ----------------~r
                      ..... END REPORT .....
```

Display 7H. Enter **lm 8h**.

Result after LIST MERGE:

```
.DATE 01 AUG 86  12:34:56  RID    8   01 AUG 86   JDOE
.LIST MERGE RECEIVING REPORT EXAMPLE                              H000016
* Use with report 7H as issuing report.  Display 7H, then LM 8H, then WP ADJPRT.
* PAGETOP□00 PAGEBODY□55 MARGINS□e PRTSPACE□1 GLOSSARY□5H
*=============================================================================
~.........[.......................................................].........
John Johnson~L
~~~~
~~
~~

We are verifying our records on your phone service.  Our records show you
have a green table phone that has a
monthly rate of $16.50.  Your phone was installed on January 30, 1980 by
our personnel.  Your phone number is 555-9889.  Please notify us if any of the
above information is incorrect.  Persons receiving this information
are:
~~~~~~~~
~ f                     NAME            PHONE       COST
~ f                 --------------------  --------    ------
~ f                 John Johnson        555-9889    $16.50
~ f                 James Jones         555-8765    $28.00
~ f                 John Jones          555-4765    $17.25
~ f                 William Martin      555-2563    $15.50
~~~~~~~~~

                        TELEPHONE CONTROL~ r
                        ----------------~ r
~-------------------------- DOCUMENT BREAK ----------------------------------
~.........[.......................................................].........
James Jones~L
~~~~
~~
~~

We are verifying our records on your phone service.  Our records show you
have a blue table phone with a white extension that has a
monthly rate of $28.00.  Your phone was installed on July 4, 1981 by
our personnel.  Your phone number is 555-8765.  Please notify us if any of the
above information is incorrect.  Persons receiving this information
are:
~~~~~~~~
~ f                     NAME            PHONE       COST
~ f                 --------------------  --------    ------
~ f                 John Johnson        555-9889    $16.50
~ f                 James Jones         555-8765    $28.00
~ f                 John Jones          555-4765    $17.25
~ f                 William Martin      555-2563    $15.50
~~~~~~~~~

                        TELEPHONE CONTROL~ r
                        ----------------~ r
```

```
~-------------------------- DOCUMENT BREAK ----------------------------------
~.........[......................................................]..........
John Jones~L
~~~~

~~

~~

We are verifying our records on your phone service.  Our records show you
have a red table phone that has a
monthly rate of $17.25.  Your phone was installed on March 4, 1981 by
our personnel.  Your phone number is 555-4765.  Please notify us if any of the
above information is incorrect.  Persons receiving this information
are:
~~~~~~~~~
~ f                      NAME            PHONE           COST
~ f                ------------------   --------        ------
~ f                John Johnson         555-9889        $16.50
~ f                James Jones          555-8765        $28.00
~ f                John Jones           555-4765        $17.25
~ f                William Martin       555-2563        $15.50
~~~~~~~~~


                         TELEPHONE CONTROL~ r
                         ----------------~ r
~-------------------------- DOCUMENT BREAK ----------------------------------
~.........[......................................................]..........
William Martin~L
~~~~

~~

~~

We are verifying our records on your phone service.  Our records show you
have a black wall phone that has a
monthly rate of $15.50.  Your phone was installed on September 22, 1977 by
our personnel.  Your phone number is 555-2563.  Please notify us if any of the
above information is incorrect.  Persons receiving this information
are:
~~~~~~~~~
~ f                      NAME            PHONE           COST
~ f                ------------------   --------        ------
~ f                John Johnson         555-9889        $16.50
~ f                James Jones          555-8765        $28.00
~ f                John Jones           555-4765        $17.25
~ f                William Martin       555-2563        $15.50
~~~~~~~~~


~~
Our instruments show that you have a modem connected to your line.
This is illegal unless installed by the telephone vendor.  Please remove
the modem within 30 days from today or else contact us.


                         TELEPHONE CONTROL~ r
                         ----------------~ r
              ..... END REPORT .....
```

After WP ADJPRT against preceding result:

```
.DATE 01 AUG 86  12:34:56  RID    8   01 AUG 86   JDOE

                    (Some blank lines are omitted in the example)



        John Johnson


        We are verifying our records on your phone service. Our
        records show you have a green table phone that has a
        monthly rate of $16.50. Your phone was installed on
        January 30, 1980 by our personnel. Your phone number is
        555-9889. Please notify us if any of the above information
        is incorrect. Persons receiving this information are:



                    NAME              PHONE        COST
                --------------------   --------     ------
                John Johnson          555-9889     $16.50
                James Jones           555-8765     $28.00
                John Jones            555-4765     $17.25
                William Martin        555-2563     $15.50



                                          TELEPHONE CONTROL
                                          -----------------
.EJECT


        James Jones


        We are verifying our records on your phone service. Our
        records show you have a blue table phone with a white
        extension that has a monthly rate of $28.00. Your phone
        was installed on July 4, 1981 by our personnel. Your
        phone number is 555-8765. Please notify us if any of the
        above information is incorrect. Persons receiving this
        information are:



                    NAME              PHONE        COST
                --------------------   --------     ------
                John Johnson          555-9889     $16.50
                James Jones           555-8765     $28.00
                John Jones            555-4765     $17.25
                William Martin        555-2563     $15.50



                                          TELEPHONE CONTROL
                                          -----------------
```

.EJECT

John Jones

We are verifying our records on your phone service. Our
records show you have a red table phone that has a monthly
rate of $17.25. Your phone was installed on March 4, 1981
by our personnel. Your phone number is 555-4765. Please
notify us if any of the above information is incorrect.
Persons receiving this information are:

NAME	PHONE	COST
John Johnson	555-9889	$16.50
James Jones	555-8765	$28.00
John Jones	555-4765	$17.25
William Martin	555-2563	$15.50

                                    TELEPHONE CONTROL

.EJECT

William Martin

We are verifying our records on your phone service. Our
records show you have a black wall phone that has a monthly
rate of $15.50. Your phone was installed on September 22,
1977 by our personnel. Your phone number is 555-2563.
Please notify us if any of the above information is
incorrect. Persons receiving this information are:

NAME	PHONE	COST
John Johnson	555-9889	$16.50
James Jones	555-8765	$28.00
John Jones	555-4765	$17.25
William Martin	555-2563	$15.50

Our instruments show that you have a modem connected to
your phone line. This is illegal unless installed by the
telephone vendor. Please remove the modem within 30 days
from today or else contact us.

                                    TELEPHONE CONTROL

                ..... END REPORT .....

Appendix A. Using UNADS

This section explains how to produce high quality documents with MAPPER word processing using the UNIVAC Automatic Documentation System (UNADS).

This section covers:

☐ Word Processing with UNADS

☐ UNADS Runstreams

Word Processing with UNADS

To produce a high quality document, you can enter text with MAPPER word processing, and then process it with the UNIVAC Automatic Documentation System (UNADS).

You should have someone who is familiar with OS 1100 control language and UNADS help you at first.

DOCUMENT PARAMETERS

Type your word processing report in document format (e.g., with ~1– and ~2–level headings, and include the DOCUMENT parameter in the header).

With the UNADS parameter set to **Y**, the WP function inserts special characters whenever you execute an INDEX, DOC, PRT, or TOC command.

Even if you have the MARGINS parameter set to **E** (even), margins are left justified. The document is left justified in all cases.

UNADS FORMATTING MACROS

Have someone familiar with UNADS help you write three macros for formatting the table of contents, body, and index. Put these macros in a MAPPER software report, specifying the UNADS macros in the headers. For example:

*/[mprtoc,,$p1]   table of contents

*/[mprprt,$p5]   body

*/[mpridx,,$p1]   index

The system uses these macros whenever you set the UNADS parameter to **Y**. Otherwise, it uses the regular header lines that follow.

Tables and figures are not sent to UNADS. You must write a UNADS macro series of commands and specify them between the brackets, immediately after the $\sim$ p control characters for any tables, figures, or special characters.

Footers are not allowed. UNADS header descriptions (which reside in the macros) control pagination and footers. To create footers, you must modify the UNADS macros.

The $P5 date code inserts a comma instead of a hyphen between the section number and the page number in the DOC command output; however, UNADS turns it back into a hyphen.

UNADS COMMANDS

The $\sim$ p control characters immediately followed by [...data...], pass only the brackets and data to UNADS, allowing you to enter UNADS commands in comment lines.

The characters [T] and the page number follow items for the table of contents. The [T] is a UNADS command that right–justifies page numbers.

UNADS□*x* ,[H]   The characters [H] appear in the first three columns of all output lines. The [H] is a UNADS command that freezes text.

Printer commands inserted after the $\sim$ q control characters (including .EJECT) are not included in the output.

EMPHASIZING TEXT

You can bold, underline, and strike through text. The following control characters are available for this purpose:

~ B	[Y1]	bold on
~ b	[Y2]	bold off
~ U	[Y3]	underline on
~ u	[Y4]	underline off
~ X	[Y5]	strike–through on
~ x	[Y6]	strike–through off

You can specify bolding and uppercase titles in the fifth and sixth subfields of the DOCUMENT parameter, so you don't need to specify them individually.

If you use bolded titles, set the right margin at a column no greater than 73, or process UNADS documents in 132–character reports. This allows the system enough room for inserting UNADS control characters for bolding.

UNADS Runstreams

The following runstreams are only samples. To actually use them, you must modify the @RUN statement, UNADS file names and call, and your own file names. Have someone familiar with operating system control language and UNADS help you.

Process the source report (WP DOC), then duplicate it so that you have a permanent report.

1. @run,d *run–id,account–number/password,project–id*
2. @asg,up docerr.
3. @asg,up docprf.
4. @asg,up docfin.
5. @asg,a unads*processor.
6. @asg,a unads*unadslibrary.
7. @asg,a unads*new.
8. @sym,d print$.
9. @brkpt print$/docerr
10. @unads*processor.unads,eqir ,,docprf,docfin .,unadslibrary.
11. $incl$ *type–number rid–number*
12. $incl$ *type–number rid–number*
13. [endjob]
14. @brkpt print$
15. @free docerr.
16. @free docprf.
17. @free docfin.
18. @sym,d print$
19. @fin

Line	Description
1.	OS 1100 control statement
2–4.	assign files for errors, proofer, finished versions
5–7.	assign UNADS file

(continued)

Line	Description
9.	for batch runs do the following work in DOCERR file
10.	UNADS processor call
11.	octal type, RID number of your UNADS macros
12.	octal type, RID number of your document–formatted report
13.	end UNADS

This runstream should reside in a report. Start the run with
BATCH START (enter **start**; then, enter both the report
number and the alphabetic form type of the runstream).

When the run finishes, retrieve the DOCPRF file. This file is
for proofreading purposes; it shows you approximately how the
document will look. You should also retrieve the DOCERR
file to check for UNADS errors. Make sure there are no
errors before you copy the DOCFIN file to a tape.

To actually retrieve these files, enter:

> **ret p**

The function request message appears. Type the qualifier and
file name for the DOCPRF file. Tab to the TYPE field and
enter the alpha type where this file should reside as a
MAPPER software result (see the *MAPPER Software Level
33R1, Software Reference.*   Do the same to retrieve the
DOCERR file.

If the DOCPRF file looks good, and there are no UNADS errors, you can put the final version, the DOCFIN file, on tape. Start the next runstream. To do this, you must modify the @RUN and @MSG statements, check file names, arrange to use a tape, and know the tape number.

1.   **@run,d** *run–id,account–number/password,project–id*
2.   **@asg,up docfin.,f33**
3.   **@asg,up docerr.,f33**
4.   **@sym,d print$.**
5.   **@brkpt print$/docerr**
6.   **@msg,w** *(ask for your tape by number)*
7.   **@asg,tj tape.,u9v//////6,***tape–number*
8.   **@copy,vm docfin.,tape.**
9.   **@free tape.**
10. **@brkpt print$**
11. **@free docerr.**
12. **@free docfin.**
13. **@sym,d print$**
14. **@fin**

Make microfilm from the tape. Make hardcopy from the microfilm.

B. Word Processing Assist Code

This section explains how to downline load preprogrammed code and how to use the appropriate function keys.

This section covers:

☐   Downline Loading the Code

☐   Using the Function Keys

Downline Loading the Code

To make word processing easier, you can downline load preprogrammed code into your UTS 400 master or primary slave, or UTS 40 Single Station display terminal. You can turn the code on and off independently at each UTS 400 terminal, and for both UTS 40 terminal screens.

To downline load the code (and display the WP assist menu screen), enter:

dllwp

The WP ASSIST menu screen appears. The following example is a UTS 400 screen:

```
                          WP ASSIST OPTIONS

               AUTO WORD WRAP AT END OF LINE (Y OR N)   Y
               AUTO TRANSMIT AT END OF SCREEN (Y OR N)  Y
                        RETURN = TILDE-TILDE (Y OR N)   Y
                    SPACE BAR (D=DESTRUCT, N=NORMAL)    D

                  SELECT OPTIONS AND PRESS CONTROL PAGE

                         FUNCTION KEY SUMMARY

    F1 - WORD LOC NEXT ITEM    F9  - FREEZE LINE            F17 - LOOK
    F2 - REPAINT THE SCREEN    F10 - TILDE-TILDE & RETURN   F18 - PASTE
    F3 - EXIT WP OR CUT/PASTE  F11 - LEFT-JUSTIFY & RETURN  F19 - MOVE
    F4 - NOT USED              F12 - CENTER & RETURN        F20 - XMIT & ADJ
    F5 - XMIT & INSERT 1 LINE  F13 - RIGHT-JUSTIFY & RETURN F21 - XMIT & PRT
    F6 - INSERT TAB RACK       F14 - WP ASSIST ON OR OFF    F22 - XMIT & REP
    F7 - PAGE*                 F15 - EMPHASIS DISPLAY ON OR OFF (UTS 40 ONLY)
    F8 - PARAMETER COMMENT     F16 - CUT
    DELETE LINE - DELETE 1 LINE IN THE REPORT
    INSERT LINE - INSERT SPECIFIED NUMBER OF LINES WITHOUT INITIAL XMIT*
    INSERT IN DIS - INSERT IN DISPLAY WITH WORD WRAP AT END OF LINE
    REP ADR - REPORT ADDRESS, DISPLAY REPORT LINE NUMBERS
    *YOU MUST ENTER A NUMBER AND TRANSMIT TO COMPLETE THE OPERATION
                  USE 'HELP WPASSIST' FOR ADDITIONAL INFORMATION
```

Here's what to do on this screen:

☐ AUTO WORD WRAP AT END OF LINE (Y OR N)

Leave Y if you want the words to wrap from one line to the next and want to update the report whenever you press **XMIT**. Change the Y to N if you don't want this.

☐ AUTO TRANSMIT AT END OF SCREEN (Y OR N)

Leave Y if you want the system to transmit for you whenever you type a character in the last column of the last line on the screen. The system updates the report, rolls the screen, and positions the cursor for you for further typing. Change the Y to N if you don't want this.

☐ RETURN = TILDE–TILDE (Y OR N)

Leave Y if you want the system to insert a tilde–tilde (~ ~) whenever you press **RETURN**. Change the Y to N if you don't want this.

☐ SPACE BAR (D=DESTRUCT, N=NORMAL)

Leave D if you want the character under the cursor erased whenever you press the space bar. Change the D to N if you want the space bar to skip characters without erasing them.

You can change these options now or at any later time. Make your changes and press **CONTROL PAGE**.

Using the Function Keys

Once the code is loaded, you can update your report in the following ways:

☐ use certain function keys (namely **F5**, **F20**, **F21**, and **F22**) that execute commands and transmit automatically.

☐ press **XMIT** as usual.

☐ select the AUTO TRANSMIT AT END OF SCREEN option. The system updates the report automatically whenever the cursor reaches the end of the screen (bottom right corner).

Whenever you press a function key to execute a function or command, the system erases the control line (except for the WP CMD field), executes the function or command, and restores the control line. The table "Word Processing Assist Code: Using the Function Keys" in this section explains the use of function keys with the WP ASSIST code.

The WP ASSIST code also programs other keys useful in word processing. A description of these keys and their function follows.

☐ To delete one line in the report wherever the cursor is positioned, press **UPPER FUNCTION** and **DELETE LINE**.

☐ To execute an INS command wherever the cursor is positioned, press **UPPER FUNCTION** and **INSERT LINE**. Type the number of lines to insert (up to 99), position the cursor, and press **XMIT**.

☐ To move the text one position to the right for each key stroke, wherever the cursor is positioned, and to wrap the text from line to line, press **INSERT IN DIS**. Press **XMIT** with the cursor at the end of the shifted text to update the report. (You must also select the AUTO WORD WRAP AT END OF LINE option if you want to use the **INSERT IN DIS** key in this manner; otherwise, the **INSERT IN DIS** key operates as it normally would on your keyboard.) Be careful not to shift data beyond the end of the display.

☐ To get line number indicators along the right margin of the display screen, press **REP ADR**. Press **REP ADR** a second time to erase the numbers. The system does not enter the line numbers on the screen when you press **XMIT**.

Word Processing Assist Code: Using the Function Keys

Key:	Action:	Procedure/Action/Comments:	Transmit?*
F1	resume	press **F1** to resume locating items with WORD LOCATE.	no
F2	redisplay	press **F2** to repaint screen.	no
F3	exit	press **F3** to terminate WORD PROCESS or CUT (PASTE).	no
F4	—	not used	—
F5	transmit and insert a line	position cursor to where you want to insert a line and press **F5** : (1) text preceding cursor is transmitted; (2) WP CMD field and letters INS appear in control line; (3) line is inserted; (4) report is updated; (5) cursor is positioned for entering data; and (6) control line reappears.	no
F6	insert tab rack	press **F6** to insert tab rack line in front of line where cursor appears.	no
F7	position to (locate) page (report must have page breaks produced by ADJ command)	with a report on display, press **F7** : (1) control line disappears (2) WP CMD field and word PG appear in control line; (3) type page number; (4) press **XMIT**; (5) report is positioned to page selected; and (6) control line reappears.	no

(continued)

Word Processing Assist Code: Using the Function Keys (continued)

Key:	Action:	Procedure/Action/Comments:	Transmit?*
F8	insert parameter control line	position cursor in report where you want to change control parameters and press **F8**: (1) control line disappears; (2) WP CMD field and letters PC appear in control line; (3) a parameter control line appears preceding line where cursor was; (4) report is updated; (5) cursor appears in new parameter control line; and (6) control line reappears.	no
F9	freeze line and return	type data to be frozen and press **F9**: control characters ~ F appear in front of line of data.	yes
F10	insert tilde–tilde and return	press **F10** to insert return control characters (~~) where cursor is positioned.	yes
F11	left–justify and return	type data in a line and press **F11**: (1) left–justify data on screen; (2) insert left–justify control characters (~ L) immediately following text; and (3) position cursor to next line.	yes

(continued)

Word Processing Assist Code: Using the Function Keys (continued)

Key:	Action:	Procedure/Action/Comments:	Transmit?*
F12	center and return	enter data in a line and press **F12**: (1) center data on screen; (2) insert center text control characters (∼ C) immediately following text; and (3) position cursor to next line.	yes
F13	right–justify and return	type data in a line and press **F13**: (1) right–justify data on screen; (2) insert right–justify control characters (∼ R) immediately following text; and (3) position cursor to next line.	yes
F14	turn word processing assist code on/off	press **F14**: if code is already on, turn it off and exit word processing; if it is off, turn it on; if a report is on display, WORD PROCESS control line appears and cursor appears in text area ready for entering data; if no report is on display, WORD PROCESS request message appears: enter appropriate information to display report at first line following header–divider (✶ =) line, where you can then enter data.	no

(continued)

Word Processing Assist Code: Using the Function Keys (continued)

Key:	Action:	Procedure/Action/Comments:	Transmit?*
F15	display emphasis characters	convert control characters to emphasis and FCC characters on screen: bold (~B, ~b), underscore (~U, ~u), strike-through (~X, ~x), and vertical line (~V, ~v); also highlighting (~H, ~h) on UTS 400.	**
F16	cut	display report to be cut and press **F16** to execute CUT.	no
F17	look	press **F17** to execute LOOK command.	no
F18	paste	press **F18** to execute PASTE command.	no
F19	move	press **F19** to execute MOVE command.	no
F20	transmit and adjust	press **F20** to transmit and execute ADJ command and create an adjusted result.	no
F21	transmit and print	press **F21** to transmit and execute PRT command and create a result suitable for printing.	no
F22	transmit and replace	press **F22** to transmit and execute REPLACE	no

(continued)

Word Processing Assist Code: Using the Function Keys (continued)

Key:	Action:	Procedure/Action/Comments:	Transmit?*
[UF]B	turn bolding on/off	press the [UPPER FUNCTION] and B keys to enter or exit bold mode. Control characters ~B and ~b are placed at the current cursor position and occupy two character positions even though they are not visible on the screen. All text entered from the keyboard have bold emphasis when bold mode is on.	no
[UF]H	turn highlighting on/off	press the [UPPER FUNCTION] and H keys to enter or exit highlight mode. Control characters ~H or ~h are placed at the current cursor position and occupy two character positions even though they are not visible on the screen. All text entered from the keyboard is highlighted when highlight mode is on.	no
[UF]L	turn underlining on/off	press the [UPPER FUNCTION] and L keys to enter or exit underline mode. Control characters ~U or ~u are placed at the current cursor position and occupy two character positions even though they are not visible on the screen. All text entered from the keyboard is underlined when underline mode is on.	no

(continued)

Word Processing Assist Code: Using the Function Keys (continued)

Key:	Action:	Procedure/Action/Comments:	Transmit?*
[UF]S	turn strike–through on/off	press the [UPPER FUNCTION] and S keys to enter or exit strike–through mode. Control characters ~X or ~x are placed at the current cursor position and occupy two character positions even though they are not visible on the screen. All text entered from the keyboard is struck through when strike–through mode is on.	no
[UF]V	turn vertical line on/off	press the [UPPER FUNCTION] and V keys to produce vertical line emphasis for one character position. Control characters ~V or ~v are placed at the current cursor position and occupy two character positions even though they are not visible on the screen. The next character entered (without repositioning the cursor) has a vertical line to its left.	no

[UF]   *Press and hold the [UPPER FUNCTION] key down while typing the letter.*

*   *These changes appear on the display screen; however, you must transmit to update the report.*

**   *Pressing XMIT removes emphasis. To redisplay emphasis, press F15 .*

Glossary

A

active logo
> The screen that shows you have signed on. The active logo looks like the idle logo, but your user–id takes the place of IDLE and the bottom line of the logo tells which mode you are accessing.

asterisk line
> Line beginning with an asterisk (*) in column 1. Asterisk lines are useful as comment lines. They are not controlled by the tab positions and edit codes of RID 0. They can be shifted and can extend to 132 characters in length. Asterisk lines can be displayed and processed in different formats.

B

basic format
> The leftmost 80 characters of a report.

C

caret
> A special character (ˆ) that releases a displayed report or message, then displays the active MAPPER system logo.

character set

The characters allowed in a form type. *See also* FCS, LCS, and FCSU.

character string

A series or group of connected characters.

column

Character position in a report; for example, the first character position on the left side of a report is column 1.

commands

Some of the commands interpret the control parameters and control characters typed in the report and process the report as specified. Other commands convert uppercase letters to lowercase letters, or vice versa, or position the report to a specified page.

control characters

Control characters consist of a tilde ($\sim$) and another character. They control the body of the text and can be placed anywhere within a word processing report.

control line

The top line of the screen with control positions for vertical line and horizontal positioning.

control parameters

Control parameters establish the format of the text on a page. They can be entered anywhere in the report headers between the .DATE line and the header–divider ($*=$) line and must have a tab character ($\square$) or colon (:) after each parameter. The basic control parameters are PAGETOP, PAGEBODY, MARGINS, PRTSPACE, and INDENT.

control position

Cursor position after SOE on the control line that allows you to change that part of a report or result which is currently visible.

coordinator
>*See* MAPPER system coordinator.

cursor
>The character (▮) on the screen that can be moved anywhere to enter data and shows your current location on the screen.

cut control
>Under control of the CUT function. The words CUT RID enclosed in blinkers appear in the last field of the control line. While under cut control you can use other MAPPER functions, such as Locate and Word Locate. If you execute the MOVE or DEL commands followed by REP, you automatically exit cut control. If you execute PASTE followed by REP, you are still under cut control and must press **F3** to exit.

cutting
>Marking the data to move, paste, or otherwise manipulate it.

D

data base
>The information files stored in the MAPPER system that form the basis of reports.

date format
>Defines how a date will be displayed in a report; for example, DD MMM YY displays a date as 14 MAR 86.

default
>A preset value or condition that the system uses whenever you do not choose a specific selection.

demonstration data base

    The reports set up in the demonstration mode (usually mode 0 but may vary from site to site), in which you can practice functions and commands. Either use the JDOE sign-on to get into the demonstration mode, or switch to the demonstration mode (MODE function) while in your own sign-on.

display

    The terminal screen you look at while using MAPPER software. Also, to present data on the screen.

document

    Report or reports that can contain a title page, a table of contents, a body with numbered sections and an index. These sections can be produced all at once or separately.

downline load

    To transfer a copy of a program, file, or other information from a remote data base or other computer to the user's own terminal over a communications line.

E

END REPORT line

    The last line of a displayed report or result.

enter

    To transmit typed input from the terminal to the computer.

error message

    A message the system displays on the top line of the screen, either warning you of a possible problem or telling you something is wrong.

execute

    To perform a process to accomplish a particular instruction or task. You "execute" a word processing function or "execute" a command.

F

fast access calls
> A form of function requests that lets you bypass the
> function request message.

FCS
> Full Character Set; ASCII. *See* character set.

FCSU
> Full Character Set Upper. To store and process FCS
> report data in uppercase alphabetic characters only.

footers
> Footer lines appear at the bottom of the page and can
> contain up to two lines of information such as page
> numbers, dates and times, and running titles.

form type
> A group of reports in a mode. All reports within a form
> type have the same headers and line length. Each form
> type of a mode is identified by a letter from B to I.
> Type A is accessible to all modes in a MAPPER system.
> Each form type in the MAPPER system is also identified
> by a unique octal number, called the form type number.

form type number
> The octal number that identifies the type and mode
> within the system. Each type has a unique number, such
> as 0010 for type E in mode 0.

free–form report
> A report without a columnar structure determined by the
> RID 0 of its type. You must use free–form reports in
> MAPPER word processing.

free–form type
> A form type used for free–form reports. Type A is a
> free–form type that can be accessed by all modes in the
> system.

frozen
> Lines in a report that remain in the same position as typed. These lines are not affected by control characters.

function
> An operation on a report or reports, or on a result.

function call
> The abbreviation that you use to request a function (for example, WP for Word Processing).

function keys
> Several keys on your terminal keyboard (for example, **F3**) specially programmed to perform a MAPPER function when you press them.

function request message
> A MAPPER system message that solicits information needed to perform a function.

G

glossary
> A standard MAPPER report that contains paragraphs and phrases frequently used in various reports. Tab line contain the glossary item names.

H

hardcopy
> A printed copy of machine output in a visually readable form; e.g., printed reports, listings, documents, etc.

header–divider line
> The line of equal signs and periods that separates the headers from the data; counted as one of the header lines. Many functions rely on the header–divider line to determine where headers end and data begins.

headers

1. Header lines appear at the top of the page and can contain up to three lines of information such as page numbers, dates and times, and running titles.

2. Lines of information between the .DATE line and the header–divider (✱ =) line. These lines contain such information as control parameters, header and footer text, etc.

home position
The upper left corner of the screen.

I

idle logo
The screen you see before signing on to the MAPPER system. The logo shows your system name, your station number, and the level of MAPPER software. An IDLE sign shows your station is idle.

interactive word processing
A mode of operation where the MAPPER Word Process function handles both the entries you make in the control line and the updates you make to the report when you transmit. This provides you with an extensive range of commands for greater versatility and speed in processing text.

issuing report
The report from which data is taken when using a word processing function or command that compares information between two reports. For example, Word Locate (WL) and Word Change (WC).

J

justify
> To position lines of text within a report. For example, left–justified means the lines of text are lined up evenly at the left margin.

L

LCS
> Limited Character Set, also called Fieldata. *See* character set.

line type
> One of the four kinds of lines in the MAPPER system data base, using line type designators in column 1 to specify the line type:
>
> > Tab (□): column–formed, edited (□ represents an invisible tab character).
> >
> > Asterisk (✳): column–formed, non–edited.
> >
> > Period (.): comment, non–edited.
> >
> > Nontab (any valid character): column–formed, edited (may not start with a tab character, asterisk, or period).

line type designator
> A character used in column 1 of a report line to specify one of four line types.

line 0
> The first line of a report, never visible on the screen, containing information about the report: the form type letter, report number, write password, number of header lines, and the number of lines. This information is stored with the report and can be captured using the LZR run statement or displayed with Line Zero (LZ).

line 1
>   The first line displayed in a report, containing the date
>   and time of last update of the report and other
>   identifying information.

logo
>   *See* idle logo or active logo.

M

macro
>   Directives that control the composition of a document;
>   often designed to serve as an additive command or group
>   of commands. Used when processing a MAPPER word
>   processing report through UNADS.

manual function call
>   *See* function call.

MAPPER system coordinator
>   The person who manages the data base of the MAPPER
>   system. This person configures the system, registers new
>   users and new or updated runs, and coordinates the
>   system user group.

menu
>   A list of items on a screen from which one item can be
>   selected, either by tabbing to the selection and
>   transmitting, or by typing in a letter, number, or
>   character string, and then transmitting.

microfilm
>   A fine-grain, high-resolution film containing an image
>   that is greatly reduced in size as compared to its original
>   paper form. Used when processing a MAPPER word
>   processing report through UNADS.

mode
> A group of eight form types (B through I). Each user signs on into a specific mode, assigned by the coordinator. Users in a particular department may have one or more modes to work in.

move
> To remove a block of data within a report or result and place it in a new location (data disappears from its original location).

N

nontab line
> Line starting with any character except tab, asterisk, or period. These lines act like tab lines except no tab character is in column 1; they usually have an alphabetic or numeric character in column 1. Nontab lines can be manipulated separately from tab lines by keying off the left–most position.

O

on–line
> Operation of terminals, files, and other auxiliary equipment under dirct and absolute control of the central processing unit. Information reflecting current activity is introduced into the data processing system as soon as it occurs.

option
> Selection that you can make for special operation of a word processing function or command. If no option is used, the default operation occurs.

ordinal number
> A number designating the place (as first, second, or third) occupied by an item in an ordered sequence.

P

passwords

All types of passwords are security features.

1. The write password is a string of characters used to restrict updates to reports.

2. The read password is a string of characters used to restrict users from reading a report.

3. The user–id password is a string of characters used to make your sign–on unique.

4. The type password restricts access to individual form types within a mode.

5. The mode password restricts any user who doesn't know the password from being able to access that particular mode.

pasting

Inserting cut data within the same or into another report or result.

period line

Line beginning with a period in column 1. Period lines can be used as comment lines following data lines. They cannot be shifted and are limited to 80 characters in length. They cannot be displayed or processed in different formats. They are not controlled by the tab positions and edit codes of RID 0, so they can be used for comments.

predefined lines

Lines in RID 0 containing tab positions, preset data, or reserved words. Each RID 0 can have multiple predefined lines, which you can use to add new lines with specific features into a report. These are data lines that have certain fields already filled in for permanent unchanged data, and other lines left blank for entering changeable data.

R

receiving report

> The report to which data is sent when using a function such as List Merge (LM), Word Locate (WL) and Word Change (WC).

replacement string

> String of characters with which to replace the target string.

report

> A set of data identified by a unique report number (for example, report 2). The report number does not identify which form type holds the report.

report headers

> *See* headers (definition 2).

report identifier (RID)

> *See* RID.

result

> A temporary copy of data obtained by executing a word processing function or command. Held in scratch storage until released, duplicated, or replaced into a permanent report.

RID

> A specific report identified by a unique report number and form type letter. For example "RID 2B" refers to report 2 in type B.

RID 0

> This report resides in each form type in the MAPPER system. It serves as a template for the report in its respective form type when the Add Report (AR) function is used.

roll
> To vertically move through the data in a report; to move a report forward or backward on the screen.

runstream
> The sequence of representation of jobs or parts of jobs to be performed, as submitted to an operating system. Used when processing a MAPPER word processing report through UNADS.

S

sign off
> To terminate MAPPER software at your terminal. The idle logo appears on the screen.

sign on
> To initiate MAPPER software at your terminal by entering data that identifies you to the system. This data includes your user-id, department number, and password (if applicable). The active logo appears on your screen.

SOE
> Start Of Entry; represented on the screen by this symbol: ▶. Used with the SOE UPDATE manual function.

string
> A series of characters, alphabetic or numeric, that you specify.

system coordinator
> *See* MAPPER system coordinator.

T

tab

To press **TAB FWD** or **TAB BACK** to move the cursor from one tab character position to another.

tab character

A special character used in glossary reports, word locate and change issuing reports and to enable control parameters. In this manual, a tab character is represented by a quadrate (□). To specify a tab character press **TAB SET**. You cannot see tab characters on the screen, but when you place the cursor over a tab character, the cursor blinks.

tab line

A line beginning with a tab character, usually a data line, glossary item name line, or word locate and change list target line. Tab lines in a MAPPER report are controlled by the tab positions and edit codes of RID 0, and can extend up to 132 characters in length.

target

A character or string of characters to locate or change, or to get information about.

target list

A list of target words in an issuing report, or words specified in the call. A target list is used with Word Locate (WL) and Word Change (WC).

target string

The characters to be located or changed by a MAPPER function.

tilde

A special character (~) that, when combined with another character, tells the MAPPER system how you want your text manipulated. It can be placed anywhere within a word processing report.

transmit
    To send data from one location to another.

transparent character
    A character entered in a target string that matches every character occurring in that position.

type
    See form type.

U

UNADS
    UNIVAC Automatic Documentation System. Text entered with MAPPER word processing can be processed through UNADS to produce a high quality document.

user–id
    A security feature of the MAPPER system, this is the code assigned each MAPPER software user. Certain functions of the MAPPER system can only be performed on reports and results identified with your user–id.

W

word processing
    A group of functions that process text to create documents, memos, and any kind of report containing textual data.

word processing assist code
    Preprogrammed code for UTS 400 and UTS 40 terminals. This code assigns specific functions to specific keys. For example, once the code is loaded you can press **F5**, **F20**, **F21**, and **F22** to execute a command and transmit automatically.

word processing commands
    See commands.

word processing control characters
    See control characters.

word processing control parameters
    See control parameters.

wordwrap
    Term used to refer to words that wrap from one line to the next.

Index

A

Abbreviations, changing to full
  words 3–7
Accessing word processing 2–7
ADJ command 2–27
ADJDOC command 2–27
ADJPRT command 2–27
ADJREP command 2–27
Altering header and footer lines 7–5
APPENDIX control parameter 2–17
Assistance, error messages 2–14
Assist code
    downline loading B–2
    using function keys B–4, B–6

B

BACKUP command 2–27
Bold text 7–11, A–4
BULLET control parameter 2–17

C

Centering text 7–3
Change (CHG) function 3–2
    vs. Word Change (WC) 3–7
Change or find words or character
  strings 3–2
Changing
    abbreviations to full words 3–7
    control parameters 7–3
    margins/tabs 2–15, 7–9
    phrases 3–11
    words 3–5
CHG command 2–27, 5–6
CLR command 5–6

Code, assist
    See Assist code.
Columns, multiple 7–4
Combine several reports 7–4
Commands, word processing
    ADJ 2–27
    ADJDOC 2–27
    ADJPRT 2–27
    ADJREP 2–27
    BACKUP 2–27
    CHG 2–27
    CUT 2–27
    description 2–26
    DGG 2–27
    DOC 2–27
    document 4–3
    examples 2–32
    FRONT 2–27
    G 2–27
    GG 2–27
    GGI 2–27
    GI 2–27
    GLOSSARY 2–27, 6–7
    HELP 2–28
    $INCL$ 2–28
    INDEX 2–28
    INS 2–28
    interactive 2–26
    L 2–28
    LOC 2–28
    LOWER 2–28
    MC 2–28
    MMM 2–29
    NOCR 2–29
    non–interactive 2–26
    PASTE 5–10
    PC 2–29
    PG 2–29
    PR 2–29
    PREP 2–29
    PROOF 2–29
    PRT 2–30
    REP 2–30
    RETURN 2–30
    SEC 2–30
    SP 2–30
    SV 2–30

D

E

F

G

K

L

H

I

M

N

O

P

R

S

T

U

UNADS
   commands A-3
   control parameter 2-20, A-3
   document parameters A-2
   formatting macros A-2
   runstreams A-5
   using A-2
Underline text 7-11, A-4

W

WC command 5-7
WCLIST control parameter 2-22
WL command 5-7
Word Change (WC) function 3-5
   vs. Change (CHG) 3-7
Word Locate (WL) function 3-3
Word processing
   accessing 2-7
   assist code Appendix B
   commands, table 2-27
    See also Commands, word
     processing.

control characters, table 2-22
   See also Control characters.
control parameters, table 2-17
   See also Control parameters.
CUT commands, table 5-6
   See also CUT commands.
CUT function 5-2
   See also CUT function.
description 1-5, 2-2
documents
   See Documents.
EZWP exercise 2-10
function 2-6
getting started Section 2
glossaries Section 6
   See also Glossary.
interactive 2-6, 2-9
List Merge (LM) function Section 8
   See also List Merge (LM) function.
PASTE command 5-7
   See also Paste (PASTE) command.
   preparing an existing report 7-16
   text editing/report formatting
    Section 7
     See also Text editing/report
     formatting.
   UNADS Appendix A.
    See also UNADS.
   what you should know 2-4
   working with documents Section 4
    See also Documents.
WORDWRAP control parameter 2-21