860 IPS CLASS

STUDENT HANDOUT PACKAGE

BEFORE YOU LEAVE...

I have certainly enjoyed having you in class this week, and hope that you found it to be a valuable learning experience. Please don't hesitate to call me if you need anything.

I would appreciate it if you would help me out by doing the following:

1. *Initialize your Student Disc (refer to Reference Manual if necessary).*

2. *Return your discs to the book, and put all manuals in lower desk drawer.*

3. *Throw away all used paper and trash at your work station.*

4. *Close disc drive doors and turn the system off.*

5. *Fill out Training Evaluation (see next page).*

Thanks for your cooperation,

Reba

NUMBERS TO REMEMBER

Customer Support Center 960-3744

Service 556-0294

Supplies 634-2800

Sales Information 830-4000

Customer Training Representative 830-4053
Reba Daniel

Serial Number .... 968-??????
(Located under the controller cover)

Customer Number... On your invoice

CUSTOMER SUPPORT CENTER

960-3744

The Customer Support Center (CSC) has highly skilled, dedicated personnel trained to provide assistance to you after your training. Please feel to call the CSC any time you have a problem or a question that you cannot resolve by using your Reference Manual.

After completing your training, you should call the CSC and register your 860 so that you will receive updated software and documentation. The Customer Support Representative (CSR) will ask the following questions:

1. Controller Serial Number -- this is located under the top of your controller. It is a nine digit number beginning with X968.

2. Company name and address.

3. Your name and phone number.

4. Software level delivered with your system. This number is located on your Master Disc. Currently, the level is 6.3 -- this may be upgraded in the future.

Remember, assistance is as close as your telephone.

SERVICE

556-0294

If you suspect you need service please run the Diagnostic Test. The instructions are simple and are located in the HOW TO section of your Reference Manual. You need not run the test is you encounter any obvious service problems, such as disc drive door broken, or black screen.

When you call for service, the Service Representative will ask for the following information:

1. Controller Serial Number -- this is located under the top of your controller. It is a nine digit number beginning with X968.

2. Company name and address.

3. Your name and phone number.

4. Working hours.

REMEMBER: if you suspect a system problem, run the Diagnostic Test. Not sure if you need a service call? Call the Customer Support Center.

HELPFUL HINTS FOR YOUR 860 IPS

TABLE OF CONTENTS

A.   GETTING STARTED

1.   Power on using switch on front panel (0-off, 1-on)

2.   Touch oblong key on disc drive to open door

3.   Insert SYSTEM DISC and close door

4.   Wait a moment and OPTION SELECTION PAGE appears with ENTER DATE message in COMMAND LINE

5.   Type date, touch line to highlight WORD PROCESSING and touch ACCPT

6.   ACTIVITY PAGE appears when loading has completed

B.   ON THE ACTIVITY PAGE

1.   PARA moves you from left to right disc station

2.   PAGE moves you from the ACTIVE LIST to the INDEX

3.   LINE highlights the titles on the INDEX and ACTIVE LIST

4.   SCROLL moves through a long INDEX 20 titles at a time

C.   ACCPT AND STOP

    1.   Touch ACCPT to answer "yes" to question in the command line or begin actions

    2.   Touch STOP to answer "no" to questions in the command line or stop any action

D. START A NEW DOCUMENT

    1.   From ACTIVITY PAGE, type a title (up to 20 characters)

    2.   Touch ACCPT and NEW DOCUMENT? message appears

    3.   Touch ACCPT and title appears on the ACTIVE LIST

    4.   Touch ACCPT and blank page appears

    5.   Begin document input <u>OR</u>:

        a.   Touch FORMAT to chang margins, tabs, line spacing, etc.
        b.   Touch ACCPT to record changes
        c.   Begin document input

E.   INPUTTING A DOCUMENT

    1.   *To change standard format*

        a.   *Touch FORMAT*
        b.   *Touch LINE to highlight MARGINS and type left margin; touch CHAR to highlight right margin and type in right margin*
        c.   *Touch LINE to highlight TABS type in tab and touch LOWER TAB KEY*
        d.   *Touch LINE to highlight LINE SPACING and touch CHAR to highlight desired line spacing*
        e.   *Touch LINE to highlight JUSTIFY and touch CHAR to turn justify on or off*
        f.   *Touch ACCPT to record new format*

    2.   *To use TABS*

        a.   *LOWER TAB KEY instructs the system to indent all lines of a paragraph*
        b.   *UPPER TAB KEY instructs the system to indent the first line of a paragraph*

    3.   *Centering*

        a.   *Touch CODE+4 and type text to be centered*

    4.   *Bolding*

        a.   *To bold one word, type the word (no space) and touch CODE + 9*
        b.   *To bold more than one word, touch CODE + 9, type words and touch CODE + 9 again.*

    5.   *Underscoring*

        a.   *To underscore one word, type the word (no space) and touch UND*
        b.   *To underscore more than one word, touch UND, type words, touch UND again*

F.   STORING A DOCUMENT

1.   After original input

   a.   Touch STORE and STORE DOCUMENT? message appears
   b.   Touch ACCPT

2.   After revisions

   a.   To store revisions over original
      1.   Touch STORE and STORE DOCUMENT? message appears
      2.   Touch ACCPT and STORE OVER ORIGINAL? message appears
      3.   Touch ACCPT and document is stored over original (original document is on BACK UP INDEX)

   b.   To store revisions and original
      1.   Touch STORE and STORE DOCUMENT? message appears
      2.   Touch ACCPT and STORE OVER ORIGINAL? message appears
      3.   Type in a new title
      4.   Touch ACCPT and original is store under original title and revisions are stored under new title

   c.   To store original only
      1.   Touch STORE and STORE DOCUMENT? message appears
      2.   Touch STOP and title remains highlighted in ACTIVE LIST
      3.   Touch DELETE and CLEAR REVISION? message appears
      4.   Touch ACCPT only original document remains on the INDEX (revisions are on the BACK UP INDEX)

G. EDITING A DOCUMENT

1. To move through a document

   a. To go to the end of a page touch CODE + ACCPT
   b. To go to the top of a page touch STOP two times
   c. To go to the end of a document touch SEARCH, DELETE, ACCPT
   d. To go to the beginning of a document touch SEARCH three times and touch ACCPT
   e. To go the the next page touch PAGE
   f. To go to the previous page touch RVRSE + PAGE

2. To highlight information

   a. Use PARA, LINE, WORD and CHAR to get to revision point
   b. Use MARK to extend highlighting
   c. Use SEARCH to get to revision point
      a. Touch SEARCH one and FORWARD TO message appears, type text, and touch ACCPT
      b. Touch SEARCH twice and REVERSE TO message appears, type text, and touch ACCPT
      c. Touch SEARCH three times and TO PAGE NUMBER message appears, type in desired page number and touch ACCPT

3. To delete text

   a. Highlight text to be deleted
   b. Touch DEL

4. To insert text

   a. Highlight point of insertion (new text will appear before or in front of highlighting)
   b. Type text

5. To replace text

   a. Highlight text to be replaced
   b. Touch RPLCE
   c. Type in new text

G.   EDITING A DOCUMENT (CONTINUED)

6.   To replace all occurrences of a word or words

   a.   Touch SEARCH and type in text to be replaced
   b.   Touch RPLCE and type in new text
   c.   Touch ACCPT

7.   To copy information

   a.   Highlight destination (new text will appear before highlighting)
   b.   Touch COPY
   c.   Highlight text to be copied
   d.   Touch ACCPT

8.   To move information

   a.   Highlight destination (text will appear before highlighting)
   b.   Touch MOVE
   c.   Highlight text to be moved
   d.   Touch ACCPT

H.   STATISTICAL TYPING

1.   To set format for stat

   a.   Touch FORMAT
   b.   Set a regular tab for the left side of each by typing the number and touching the LOWER TAB key
   c.   Set a special tab for the right side of each column by typing the number and touching the UPPER TAB key
   d.   Touch ACCPT to record the format.

2.   To use automatic column set-up to determine tabs

   a.   Touch FORMAT
      1.   Set MARGINS
      2.   Delete TABS
      3.   Turn JUSTIFY on
      4.   Touch FORMAT
      5.   Turn AUTO CARRIER RETURN off
      6.   Turn EDIT REFORMAT off
      7.   Touch ACCPT to record format
   b.   Type longest entry from each column with a space between each entry (you must CODE+SPACE between words in an entry)
   c.   Touch the return key and columns are spread across the page
   d.   Highlight the format block at the top of the page
   e.   Touch CODE+FORMAT+FORMAT and Format Scale appears on top of page
   f.   Set tabs on the Format Scale by using the following steps
      1.   Touch the space bar to highlight the first dot above the first column of numbers and touch the LOWER TAB key to set a regular tab
      2.   Touch the space bar once for each character in the column and touch the UPPER TAB key to set a special tab
      3.   Continue until you have set regular and special tabs for each column and then touch the ACCPT key to record the format
      4.   Highlight the column entries and delete them (be careful not to delete the format block)
      5.   Type the table

3.   To type statistical table

   a.   Touch LOWER TAB key to tab between columns
   b.   Touch CODE+5 to center headings over columns
   c.   Touch CODE+UND to underscore the width of the column
   d.   Touch CODE+UND+UND to double underscore the width of the column
   e.   Touch UPPER TAB key to type text at the left side of a column (the UPPER TAB key cancels the SPECIAL tab)

I.   EQUIVALENTS

To figure the difference between 10 pitch and Proportional Space or 12 pitch use the following chart

10 PITCH MARGINS	PS/12 PITCH MARGINS
5	6
10	12
15	18
20	24
25	30
30	36
35	42
40	48
45	54
50	60
55	66
60	72
65	78
70	84
75	90
80	95
85	108
90	114
95	120
100	126
105	132
110	138
115	144
120	150
125	156

J.   GENERIC PROGRAMS

Generic Programs are recorded on your Generic Disc. These programs must be copied to your working disc before you can use them. Please refer to the Reference Manual for complete instructions. The following lists the program name along with its purpose.

1.   #ALT HEAD:TRAIL automatically inserts headers and trailers which alternate from page to page in a document.

2.   #COLUMNS automatically moves or deletes columns in a statistical document. In addition, it will assist you in adding a new column.

3.   #ASSEMBLY creates new documents from standard paragraphs. It allows you to put the paragraphs in any order and to insert variable information.

4.   #DOTS automatically inserts dot leaders in a document, such as a table of contents.

5.   #DUAL TEXT automatically reformats your document into dual column text.

6.   #FORMS assists you in filling in the information on a pre-printed form.

7.   #LINE NUMBER automatically numbers the lines in a document.

8.   #MULTI HEAD inserts headers that are longer than 189 characters. The headers may be the same on every page or alternate between left and right sides of a page.

9.   #MULTI TRAIL inserts trailers that are longer than 189 characters. The trailers may be the same on every page or alternate between left and right sides of a page.

10. #PHRASE RECALL stores phrases and/or test for later recall.

11. #R, #P, #RP, #EY, #SS, #UR, #UP, #URP, #EN, #SSN reformats and paginates a document without going to the format page.

12. #ZLY, #ZSY, #DY, #CY, #ALN, #ASN, #DN, #CN, #SY, #SN automatically the display options without going to the format page.

13. #SRCH:REPL allows you to search to and replace up to four different strings of text at one time. If desired, you can have it pause before making the replacement to let you decide to replace the text or leave it as is.