WANG

2200

Word Processing
Supervisor's Manual

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This manual provides the 2200 Word Processing System supervisor with the instructions necessary for complete maintenance of Wang 2200 Word Processing Software. The manual describes how to load 2200 Word Processing Software, configure a word processing system, and perform those supervisory functions relevant to word processing documents. The instructions are presented in a step-by-step format to facilitate the learning process.

This manual assumes that the reader is familiar with the <u>2200 Word Processing Operator's Guide</u>. That book contains more-detailed information concerning the basic word processing concepts referred to in this manual.

Chapter 1 describes the minimal hardware necessary to accommodate the 2200 Word Processing Software, and takes the supervisor, step by step, through the process of loading the software onto a 2200 VP, SVP, LVP, or MVP system disk. The supervisor will also learn how to access the Supervisory Functions menu.
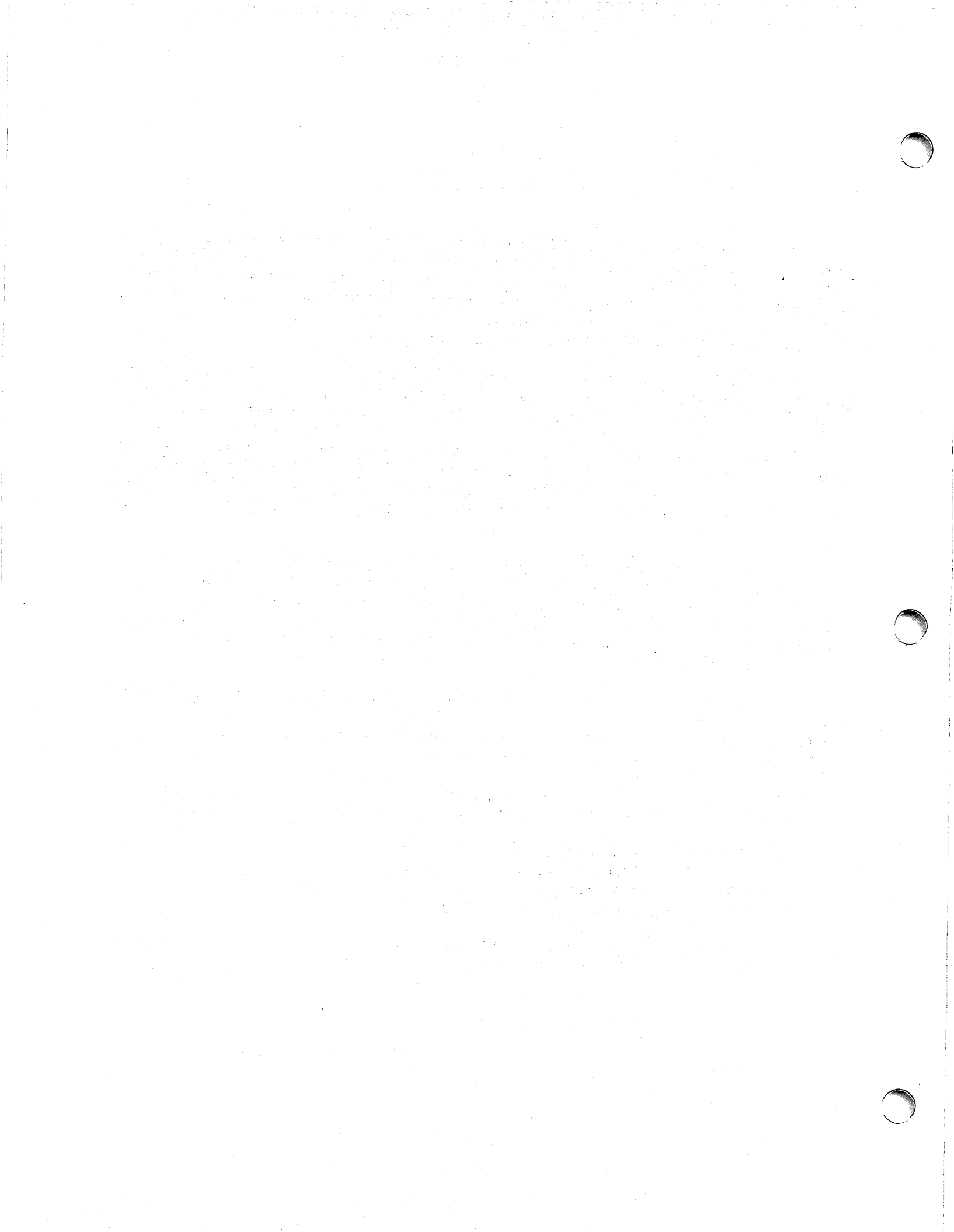
Chapter 2 discusses the configuration of a typical 2200 Word Processing System, including creating volumes and libraries and setting up peripheral, archive, and system defaults. The functions covered in this chapter are Volume Maintenance, Library Maintenance, Archive Assignments, Peripheral Device Selections, Terminal Default Assignments, and Reinstallation of 2200 Worp Processing Software.

Chapter 3 concerns those supervisory functions that pertain only to word processing documents. The functions covered in this chapter are Clear In-Use Condition, Change Passwords, Catalog Display/List, Transfer Archive, Recover Archive, Rename Document, and Delete Glossary.

For further information concerning any of the Wang 2200 Series of small business computers, please refer to the appropriate introductory manual.
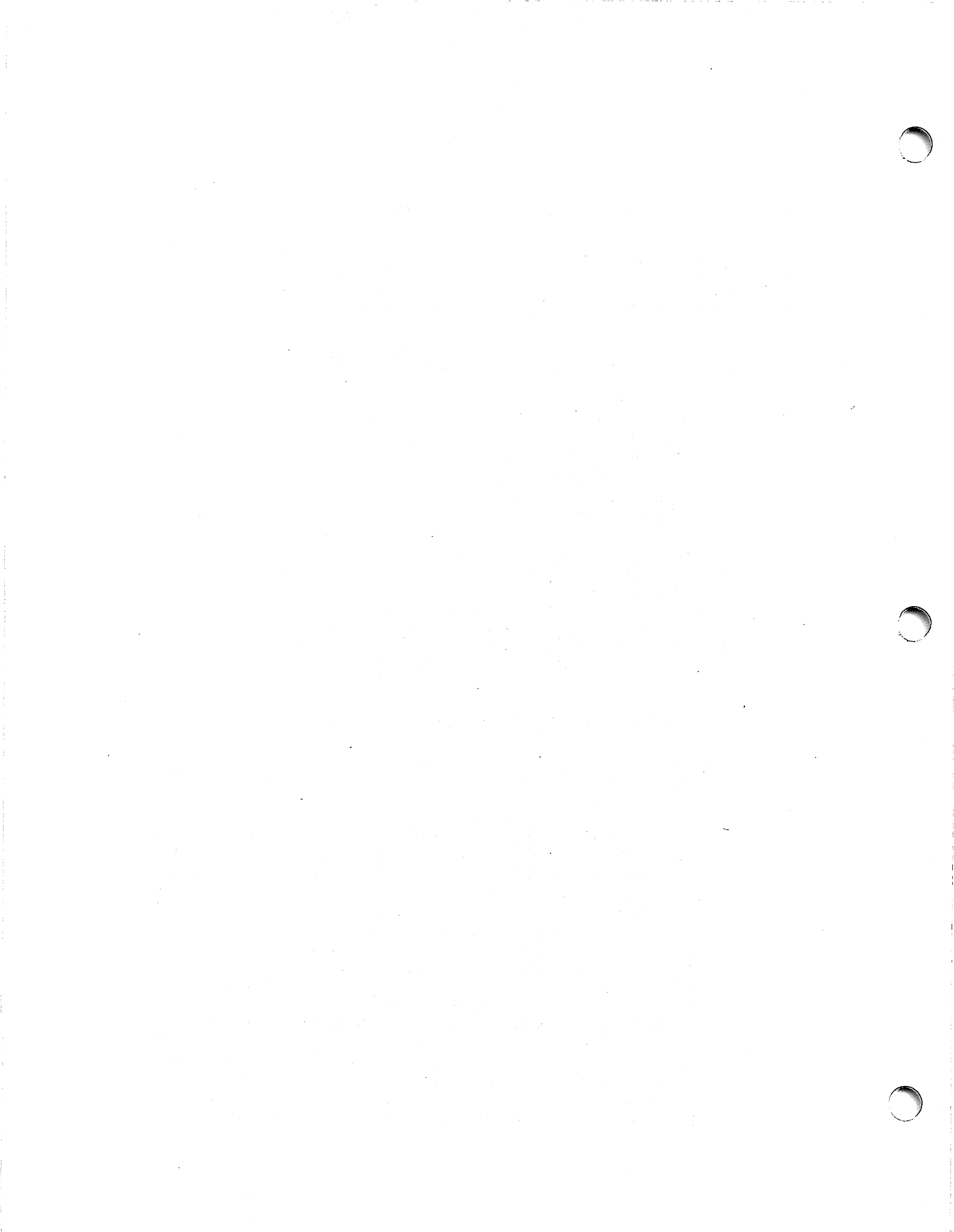
<u>2200MVP Introductory Manual</u>   700-4693C
<u>2200VP Introductory Manual</u>   700-4082B
<u>2200SVP Introductory Manual</u>   700-6163
<u>2200LVP Introductory Manual</u>   700-6164

It is recommended that the supervisor read this manual in its entirety before using 2200 Word Processing Software.

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CHAPTER 1
LOADING 2200 WORD PROCESSING SOFTWARE

1.1 INTRODUCTION

After a 2200 Series System has been assembled, powered up, initialized, and configured (usually by the person who installs the system), it is ready to receive 2200 Word Processing Software. This chapter explains the steps necessary to load the software onto the system disk. For complete instructions on master initialization of the system, please refer to the appropriate chapter in the introductory manual for your 2200 Series System.

1.2 HARDWARE REQUIREMENTS

The 2200 Word Processing Software cannot be installed unless the 2200 System contains the following minimal basic hardware requirements:

1. A Wang 2200 Series CPU with a minimum of 32K user memory,

2. A 2236DW integrated terminal to run 2200 Word Processing Software,

3. System disk storage of 1.25 megabytes to receive 2200 Word Processing Software, and

4. A 28K memory partition for each 2236DW terminal.

2200 Word Processing Software can be run on a 2260 or 2280 Fixed/Removable Disk Drive, the Winchester-style fixed disk, or dual-sided, double-density diskettes.

1.3 LOADING THE SOFTWARE

The 2200 Word Processing Software package consists of one dual-sided, double-density (DSDD) diskette or four single-sided, single-density (SSSD) diskettes. These diskettes contain all the necessary software and, in the case of SSSD diskettes, are labelled in the order in which they are to be installed. To load the software to the system disk, perform the following steps:

1. At the 2236DW terminal, flip the toggle switch up. Press SHIFT and RESET to display the message "READY (BASIC-2) PARTITION XX" at the top of the screen.

2. Insert the 2200 Word Processing Software diskette labelled "1 of 4" (or the dual-sided, double-density diskette) into the system diskette drive (in this manual, address 310) and close the drive door.

3. To inform the operating system of the address where the software diskette has just been inserted, enter SELECT DISK 310 and press RETURN.

4. When the system-displayed colon appears, enter LOAD RUN"WPINSTLL" (be sure to include the quotes) and press RETURN. The Installation menu appears on the screen as follows:

```
        INSTALLATION OF WANG 2200 WORD PROCESSING SOFTWARE

Provide requested information and press EXECUTE

Enter today's date (MMDDYY)   __ __ __
Enter present time (24 hour system - HHMM)   __ __


Enter address where floppy diskette containing software resides   __
Enter destination address for software   __

   Select which files to copy:              Select option:
   ■ Copy programs only                     ■ Copy only
   . Copy programs and system data files    . Copy and verify

If a file already exists on destination disk:
   ■ Replace all such files
   . Stop for confirmation for each file
   . Terminate Immediately
```

Name of Field	Explanation
Enter today's date (MMDDYY)	If the current date were May 15, 1982, enter it as "05 15 82".
Enter present time (24-hour system--HHMM)	Although the 2200 System does not have a system clock at present, enter the time for record-keeping purposes. A 24-hour format (military time) is followed; for example, enter 9:30 a.m. as "09 30" and 3:15 p.m. as "15 15".
Enter address where floppy diskette containing software resides	Enter the device address of the diskette drive in which the software diskette has been inserted (in this manual, 310).
Enter destination address for software	Enter the address where the software is destined to reside (B30).
Select which files to copy	Indicate if only programs, or programs and system data files should be copied during software installation. When installing the 2200 Word Processing Software for the first time, copy both programs and system data files. However, only the programs need to be copied when the software is being reinstalled.
Select option	It is recommended that all users select the Copy and Verify option to ensure proper file copying.
If a file already exists on destination disk	If, on the destination disk, a file already exists that has the same name as a WP software file, the supervisor has three options: Replace All Such Files -- the software will write over identically named files; Stop for Confirmation for Each File -- the supervisor decides which files should be overwritten; and Terminate Immediately -- ends the installation process so the supervisor can rename his/her files.

```
┌──────────────────── NOTES ────────────────────┐
│                                                │
│  Regardless  of the option selected, the system automatically  │
│  pauses when it encounters an existing START module.  At       │
│  this time, the supervisor can confirm or reject replacement   │
│  of the file.                                                  │
│                                                                │
│  It is recommended that the Stop for Confirmation for Each     │
│  File option be used during the first installation of 2200     │
│  Word Processing Software to prevent existing user files       │
│  from being inadvertently overwritten.  The Replace All Such   │
│  Files option should be used during software reinstallation.   │
│                                                                │
└────────────────────────────────────────────────┘
```

5.   Using the Cursor Control keys and Space Bar to move within fields and the RETURN key to move from one field to another, fill in the fields with the appropriate information and select the desired options. Press EXEC.

6.   The message "Mount software diskette #1 at floppy address 310" appears at the bottom of the screen. Press EXEC to begin the software installation. During the loading process, the screen appears as follows:

```
             INSTALLATION OF WANG 2200 WORD PROCESSING SOFTWARE


   Provide requested information and press EXECUTE

   Enter today's date (MMDDYY)   05 15 81
   Enter present time (24 hour system - HHMM)   15 15

   Enter address where floppy diskette containing software resides   310
   Enter destination address for software   B30

     Select which files to copy:              Select option:
     . Copy programs only                     . Copy only
     ■ Copy programs and system data files    ■ Copy and verify

   If a file already exists on destination disk:
     . Replace all such files
     ■ Stop for confirmation for each file
     . Terminate Immediately


   Now copying file number   10      609LCAT

   Now verifying file number  10
```

```
┌─────────────────────── NOTE ───────────────────────┐
│                                                     │
│  If the system encounters an  existing  START  module  during  │
│  installation,  the  message  "Do  you  wish  to replace file  │
│  START? (Enter Y or N) _" appears  at  the  bottom  of  the    │
│  screen.   Enter  Y  or  N.  It is not necessary to press EXEC │
│  or RETURN after entering Y or N; the  program  automatically  │
│  continues.   If  the  Stop  for  Confirmation  for Each File  │
│  option is chosen, a similar  message  is  displayed  if  any  │
│  duplicate file names are encountered.                         │
│                                                     │
└─────────────────────────────────────────────────────┘
```

7. When all the data files on software diskette #1 have been copied to
    the selected destination address, the message "Mount software
    diskette #2 at Address 310, and THEN press EXECUTE" appears at the
    bottom of the screen. Remove diskette #1 from the diskette drive
    (if a DSDD is in the drive, neither remove it nor insert another),
    insert diskette #2, close the drive door, and press EXEC.   The
    system copies and verifies the files from diskette #2, just as it
    did with diskette #1. Repeat this procedure for diskettes #3 and #4.

8. When the installation process has been completed, the system
    displays a screen similar to the one shown below. The number of
    "junk files" and the amount of free space (bytes of system memory)
    will vary according to the size of the partition in which WPINSTLL
    is run. "Junk" files are always scratched files, with the file name
    in the "JUNK001" format.   "Junk" files normally are created only
    during a reinstallation.

```
    INSTALLATION OF WANG 2200 WORD PROCESSING SOFTWARE

  Provide requested information and press EXECUTE

  Enter today's date (MMDDYY)  05 15 81
  Enter present time (24 hour system - HHMM)   15 15

  Enter address where floppy diskette containing software resides  310
  Enter destination address for software  B30

    Select which files to copy:            Select option:
    . Copy programs only                   . Copy only
    . Copy programs and system data files  . Copy and verify

  If a file already exists on destination disk:
    . Replace all such files
    . Stop for confirmation for each file
    . Terminate Immediately

  All software is now installed and updated

  Because of file size conflicts, XX  scratched junk file(s)
  Have been created on destination platter.

  END PROGRAM
  FREE SPACE = 44610
  :
```

1.4 ACCESSING THE SUPERVISORY FUNCTIONS MENU

In order to perform the supervisory functions provided by the 2200 Word Processing Software, it is necessary to access the Supervisory Functions menu. To do this, enter SELECT DISK B30 next to the colon on the last line of the screen. Press RETURN, and another colon appears. Enter LOAD RUN "WPSUPER" and press RETURN. The system displays the Supervisory Functions menu, as shown below:

```
                  WANG 2200 Word Processing System
                       Supervisory Functions



Please select next activity                              05/15/82



                   ▉  Clear In-Use Condition
                   .  Change Passwords
                   .  Catalog Display/List
                   .  Delete Glossary
                   .  Rename Document
                   .  Transfer Archive
                   .  Recover Archive
                   .  Manage System Configuration
```
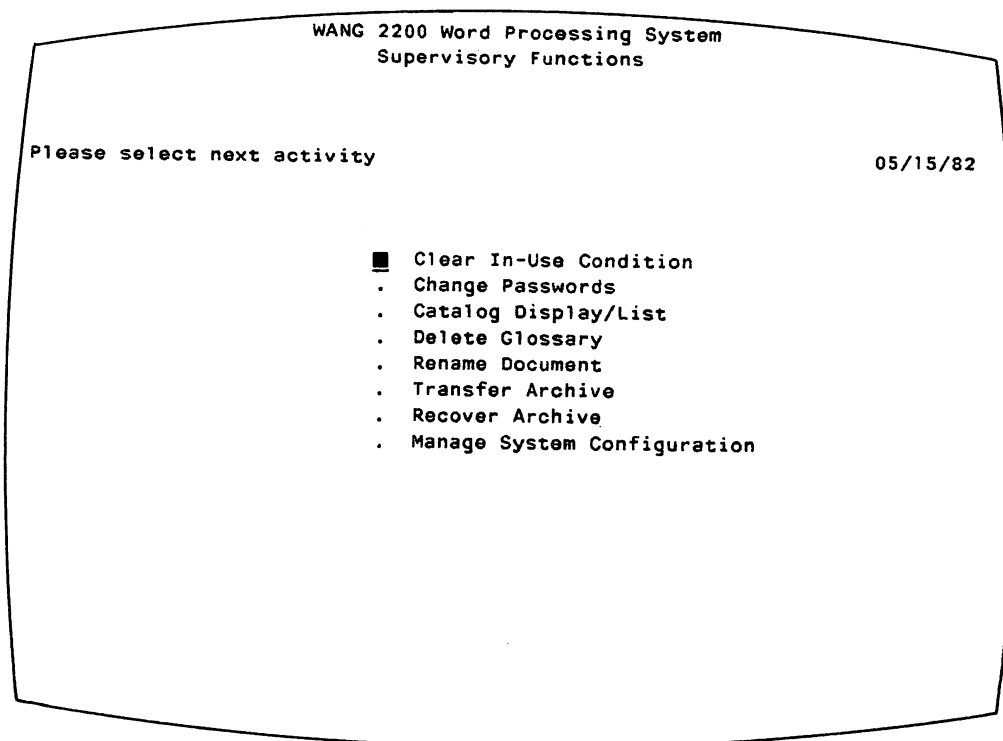
CHAPTER 2
CONFIGURING THE 2200 WORD PROCESSING SYSTEM

2.1 INTRODUCTION

Once 2200 Word Processing Software has been loaded onto a 2200 Series System, the supervisor must configure the word processing system. That is, he/she must determine the internal structure of the system in terms of: volumes; libraries; archive, terminal default, and system disk assignments; and peripheral device selections. The system configuration is easily set up through the Manage System Configuration menu.

This chapter, through a step-by-step format, explains the functions the supervisor must use to configure a typical 2200 Word Processing System. The chapter also introduces some basic word processing terms that will be encountered in this manual.

A Wang Word Processing System consists of a simple hierarchical arrangement of volumes, libraries, and documents. The following illustration shows how these elements are arranged:
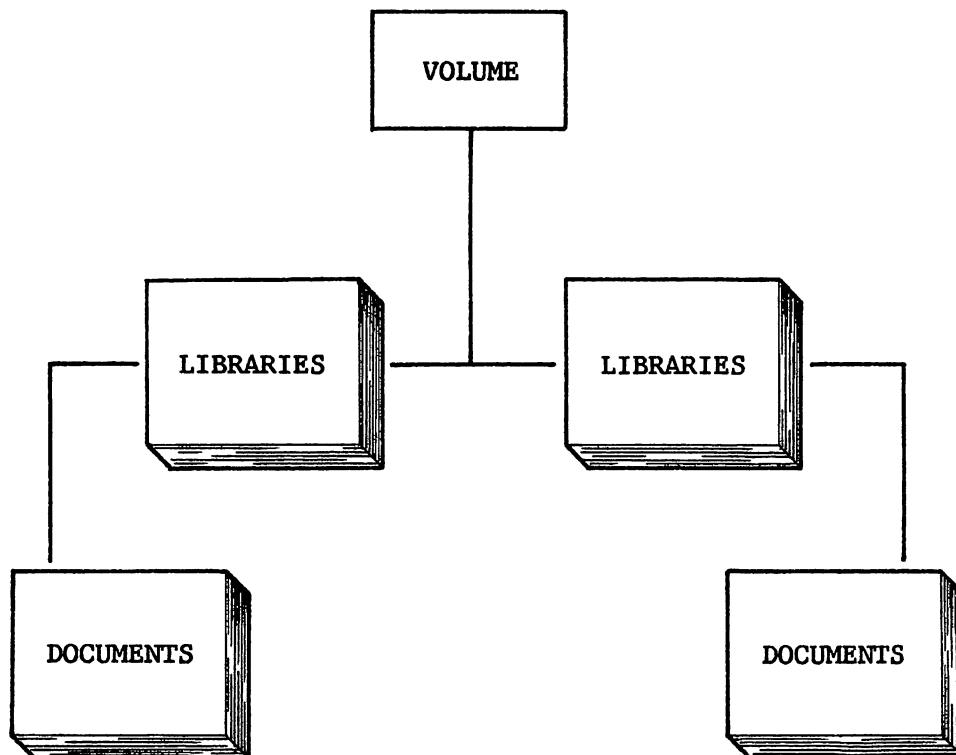
A document is the basic unit of word processing text storage. It may be as short as a single character, or as long as 116 pages of text.

A library is a collection of documents with the same letter designation following the ID number. The documents in a library need not be related in any way -- the library exists for convenience and record-keeping purposes only. The usual procedure is to assign a library to each operator or department, so that a distinctive label can be applied to each person's or each department's work.

A volume is an allotment of disk space that is set aside by the supervisor to contain one or more libraries. The supervisor gives the volume its name and specifies the number of sectors the volume will contain. The volume may also be assigned a password to prevent unauthorized persons from: adding libraries to the volume, deleting libraries from the volume, or deleting the volume itself.

This chapter uses a hypothetical 2200 Word Processing System that supports four 2236DW terminals and two printers. After the system configuration has been completed, the system will contain four volumes, seven libraries, one diskette archive assignment and one system archive. (Each supervisor should, of course, configure the system to suit his/her unique requirements.)

2.2   VOLUME MAINTENANCE

2.2.1 Create Volume

   The first step in configuring the system is setting up the volumes where
the system libraries will reside. To create the system volumes, perform the
following steps:

   1. From the Supervisory Functions menu, by using the Space Bar or
       typing the letter "M", move the Acceptance Block down to Manage
       System Configuration. Press EXEC. The Manage System Configuration
       menu appears on the screen, as follows:

```
                        WANG 2200 Word Processing System
                          Manage System Configuration



Please select next activity                                        05/15/82




                        ■ Volume Maintenance
                        . Library Maintenance
                        . Archive Assignments
                        . Peripheral Device Selections
                        . Terminal Default Assignments
                        . System Disk Assignment
```

   2. Since the Acceptance Block is already positioned at Volume
       Maintenance, press EXEC to select this option.   The following menu
       appears on the screen:

```
                    VOLUME  MAINTENANCE


    Volume              Disk Address                     Option

                                                      ■ Create
                                                      . Edit
                                                      . Delete
                                                      . Add
                                                      . Remove



                  Number of volumes currently open 000
```

3. Notice that the Acceptance Block is again positioned at the desired
    option, Create. Press EXEC, and the system displays the following
    screen:

```
                        CREATE  VOLUME


    Please fill in the following:


            Volume name          =_____
            Volume password       _____
            Disk address          __
            Number of sectors     ____
```

```
┌──────────────── NOTE ────────────────────────────────┐
│                                                       │
│  A volume name and/or a password can contain up to eight │
│  characters consisting of any normal keyboard characters │
│  excluding function keys.                              │
│                                                       │
└───────────────────────────────────────────────────────┘
```

4. Create the supervisor's volume first, by performing the following steps:

   a. Enter the volume name SUPERVOL (refer to the note above), and press RETURN to move the cursor to the next field.

   b. Enter the password, and write it down for future reference. Notice, when entered, the password does not show up on the screen. Press RETURN to move to the Disk Address field.

   c. Enter the disk address "B30", and notice how the cursor automatically moves to the next field.

   d. Enter 01000 in the last field. (A volume must be assigned a minimum of 100 sectors; the maximum depends on the type of disk being used.) The screen should now appear as follows:

```
┌──────────────── NOTE ────────────────────────────────┐
│                                                       │
│  One volume sector holds approximately 246 characters of │
│  text. Therefore, approximately 17 sectors are needed for a │
│  full document page. And once a supervisor creates the │
│  volume, he/she must delete and recreate it to alter its │
│  size. The supervisor should take these factors into  │
│  consideration when deciding how many sectors to assign to a │
│  volume.                                              │
│                                                       │
└───────────────────────────────────────────────────────┘
```

```
                      C R E A T E   V O L U M E



  Please fill in the following:



           Volume name         SUPERVOL
           Volume password      _____
           Disk address        B30
           Number of sectors   01000
```

5. Press EXEC to enter the newly created volume into the system
   memory. After a brief delay during which the system creates the
   volume, the following screen appears:

```
                   V O L U M E   M A I N T E N A N C E




       Volume              Disk Address              Option

     . SUPERVOL            B30                      ■ Create
                                                   . Edit
                                                   . Delete
                                                   . Add
                                                   . Remove




               Number of volumes currently open 001
```

6. Now, repeating the process just completed, create three more volumes (two for the operators and one for the department). Name these new volumes VOLUME1, VOLUME2, and ACCOUNTS. If these volumes are not to be password protected, leave the Volume Password field blank by pressing RETURN. After these volumes have been created, the Volume Maintenance display will appear as follows:

```
                    V O L U M E   M A I N T E N A N C E



         Volume               Disk Address              Option

         . SUPERVOL           B30                        ■ Create
         . VOLUME1            B30                        . Edit
         . VOLUME2            B30                        . Delete
         . ACCOUNTS           B30                        . Add
                                                         . Remove



              Number of volumes currently open 004
```

7. Press CANCEL once, to return to the Manage System Configuration menu and again, to return to the Supervisory Functions menu.

2.2.2 Other Volume Maintenance Options

In addition to Create, there are four other options in Volume Maintenance that are described in the following subparagraphs:

Edit

This option enables the supervisor to change the disk address of an existing volume. Also, through Edit, the supervisor can inform the system of any volume address changes that have been made when software is reinstalled or when volumes are moved from one system to another.

Delete

The use of this option permanently erases (scratches) a volume and its contents (libraries, documents) from system memory.

Add

By using this option, the supervisor can add a previously removed volume back onto the same system, or add a volume that has been removed from one 2200 System onto another (used in conjunction with the Remove option).

Remove

This option makes it possible for the supervisor to temporarily remove one or more volumes from the system when the maximum of 15 volumes (see note below) has been reached. This action results in freezing the volume(s) so that its contents cannot be accessed until it is added back onto the system.

The remove option should also be used to indicate that a volume has been physically moved from one 2200 System to another via a removable disk or diskette. (The volume can then be added to the destination system by using the Add option.)

```
┌──────────────────── NOTE ────────────────────┐
│                                               │
│ A maximum of 15 volumes can be stored on the  │
│ 2200 Word Processing System. If the           │
│ supervisor has reached the 15-volume limit    │
│ and still wishes to add more volumes, some    │
│ of the existing volumes must be removed or     │
│ deleted before new volumes can be added.       │
│                                               │
└───────────────────────────────────────────────┘
```

2.3   LIBRARY MAINTENANCE

2.3.1   Introduction

After the system volumes have been created, libraries must be created to house word processing documents. In configuring this system, assume that the supervisor chooses to assign a different library to each of four operators, set up two libraries for the department, and reserve one library for the supervisor's own use.

2.3.2   Create Library

To create the system libraries, perform the following steps:

1. From the Manage System Configuration menu, move the cursor next to Library Maintenance and press EXEC. The system displays the following screen:

```
                    L I B R A R Y   M A I N T E N A N C E


Please Select Library
        Press EXECUTE or CANCEL

    Lib. Vol.      Lib. Vol.      Lib. Vol.      Lib. Vol.      Option

    ■ A            . N            . a            . n            ■ Edit
    . B            . O            . b            . o            . Create
    . C            . P            . c            . p            . Delete
    . D            . Q            . d            . q
    . E            . R            . e            . r
    . F            . S            . f            . s
    . G            . T            . g            . t
    . H            . U            . h            . u
    . I            . V            . i            . v
    . J            . W            . j            . w
    . K            . X            . k            . x
    . L            . Y            . l            . y
    . M            . Z            . m            . z
```

2. First, create the supervisor's library (S). Type "S" to move the
    Acceptance Block to the corresponding library name. Press RETURN to
    move to the Option field.

3. Select the Create option and press EXEC. The following menu appears
    on the screen:

```
                        C R E A T E   L I B R A R Y


Fill in selections
Press EXECUTE or CANCEL

                        Library ID letter: S

                        Volume name:          _____

                        Volume password:      _____

                        Next document ID:     0001

                        Next archive ID:      0001

                        Comment: _____
```

4. Since Library S is to reside in the supervisor's volume, enter SUPERVOL in the Volume Name field.

5. Since SUPERVOL is password protected, enter the correct volume password in the appropriate field.

6. Notice that the system automatically displays 0001 in the Next Document ID and Next Archive ID fields. This indicates that the ID number 0001S will be assigned to both the first document created and the first archive prepared in this library. These fields can be modified. However, when the library is first created, it is best to leave them as is so that the library's documents and archives are numbered sequentially.

7. After all the necessary information has been entered, press EXEC. The message "Building prototype document" (see Section 2.3.3) appears briefly at the bottom of the screen, and the updated Library Map is displayed as follows:

```
                        L I B R A R Y   M A I N T E N A N C E


        Please Select Library
               Press EXECUTE or CANCEL

           Lib. Vol.        Lib. Vol.       Lib. Vol.       Lib. Vol.          Option

            _ A             . N             . a             . n              ■ Edit
            . B             . O             . b             . o              . Create
            . C             . P             . c             . p              . Delete
            . D             . Q             . d             . q
            . E             . R             . e             . r
            . F             . S SUPERVOL    . f             . s
            . G             . T             . g             . t
            . H             . U             . h             . u
            . I             . V             . i             . v
            . J             . W             . j             . w
            . K             . X             . k             . x
            . L             . Y             . l             . y
            . M             . Z             . m             . z
```

8. Now, following the same procedure as above, create six more libraries: one library for each of the four operators (divided evenly between VOLUME1 and VOLUME2), and two libraries for the department (in volume ACCOUNTS).

```
┌──────────────────── NOTE ────────────────────┐
│                                               │
│ Library  names can  be assigned  in  any order  that  is │
│ convenient for the supervisor.  For  example,  they  can  be │
│ assigned  sequentially  or  to  correspond  to any one of an │
│ operator's initials.                          │
└───────────────────────────────────────────────┘
```

2-10

After all the libraries have been created, a Library Map, similar to the following one, should appear:

```
                    L I B R A R Y   M A I N T E N A N C E


       Please Select Library
              Press EXECUTE or CANCEL

       Lib. Vol.       Lib. Vol.       Lib. Vol.       Lib. Vol.         Option

       _ A VOLUME1     . N             . a             . n             ■ Edit
       . B             . O             . b             . o             . Create
       . C VOLUME2     . P             . c             . p             . Delete
       . D             . Q             . d             . q
       . E             . R             . e             . r
       . F             . S SUPERVOL    . f             . s
       . G             . T             . g             . t VOLUME2
       . H             . U             . h             . u
       . I             . V             . i             . v
       . J             . W             . j             . w
       . K             . X VOLUME1     . k             . x
       . L             . Y             . l             . y
       . M ACCOUNTS    . Z             . m ACCOUNTS    . z
```

2.3.3 Prototype Document

When a library is first created, the system creates a prototype document, the first document in the library. The prototype document contains a format line (no text) that represents the default format for each successive document created in the library. Every prototype document is given the number 0000X, with X being equal to the library ID letter. Thus, the ID number of the prototype document in the supervisor's library would be 0000S.

To alter the default format line generated by the system, edit the prototype document through the Word Processing menu, change the format as desired, and exit from the edit session. All documents created thereafter will contain the altered format line.

To recreate a prototype document that has been accidently deleted, use the Create Library option and recreate the appropriate library. This procedure does not effect any other documents that already reside in that particular library.

2.3.4 Other Library Options

In addition to Create Library, there are two other library options on the Library Map: Edit Library and Delete Library.

Edit Library

The Edit Library option enables a supervisor to:

- Modify the Volume name field when the volume in which the library resides has been renamed or moved, or when the library is moved to a different volume;

- Alter the Next Document ID and Next Archive ID fields; and/or

- Alter the Comment field.

The Edit Library screen is illustrated below.

```
                        E D I T   L I B R A R Y


Fill in selections
Press EXECUTE or CANCEL


                    Library ID letter:  M

                    Volume name:          ACCOUNTS

                    Volume password:      _____

                    Next document ID:    0123

                    Next archive ID:     0045

                    Comment: Dept._12_library_____
```

Delete Library

The Delete Library option enables a supervisor to delete a library from the system memory. At the same time, the supervisor has the option to either delete all documents in the library, or retain the documents and delete only the library map.

To use the Delete Library function, from the Library Maintenance map, move the Acceptance Block next to the library to be deleted and press RETURN. Select the Delete option and press EXEC. The prompt "Please enter password for volume VOLNAME _____" appears at the bottom of the screen. If the volume where the library resides is password protected, enter the proper password and press EXEC. Otherwise, just press EXEC. The system displays a Delete Library screen similar to the following:

```
                    D E L E T E   L I B R A R Y


             Library ID letter: M

             Volume name:          ACCOUNTS

             Volume password:      _____

             Next document ID:     0123

             Next archive ID:      0045

             Comment: Dept._12_library_____


Please select option
Press EXECUTE or CANCEL


             ■ Delete all documents
             . Retain all documents
               (Delete library map only)
```

If the Delete All Documents option is selected, the system erases the library and all of its contents from the system disk. However, if the Retain All Documents option is selected, the system deletes only the Library Map reference to the deleted library, but leaves all of the library's contents intact. The effect of the latter option is to freeze the library -- none of its documents can be accessed for any processing.

A library that has been deleted using the Retain All Documents option can be recreated and its documents made accessible again by using the Create Library option. When recreating the library, the supervisor can either use the existing prototype document or recreate it by selecting the appropriate option, as illustrated in the following screen:

```
                    CREATE  LIBRARY


    Fill in selections
    Press EXECUTE or CANCEL


                          Library ID letter: A

                          Volume name:        VOLUME1

                          Volume password:    _____

                          Next Document ID:   0001

                          Next Archive ID:    0001

                          Comment: _____


    prototype already exists
        please select option


                          ■ Recreate prototype
                          . Use existing prototype
```

2.4   ARCHIVE ASSIGNMENTS

2.4.1   Introduction

The next step in the configuration process is to make archive assignments. The Archive Assignments function enables the supervisor to let the system know where to locate the archive being used at any given time during file operations.

The 2200 Word Processing System supports two archive types:

.   System Archive -- can be located on either a hard, system disk or on a DSDD disk.

.   Archive Diskette -- when being used, is located on the diskette drive (usually address 310).

For more detailed information about archives, refer to Chapter 10 of the 2200 Word Processing Operator's Guide.

2.4.2   Using the Archive Assignments Function

To set up the system archive assignments, perform the following steps:

1.   From the Manage System Configuration menu, move the Acceptance Block next to Archive Assignments and press EXEC. The system displays the following screen:

```
              A R C H I V E   A S S I G N M E N T S


Press EXECUTE to Continue
      CANCEL to Exit


                 Archive / Address                          Option

  ■ A          . N          . a          . n            ■ Edit
  . B          . O          . b          . o            . Create
  . C          . P          . c          . p            . Delete
  . D          . Q          . d          . q
  . E          . R          . e          . r
  . F          . S          . f          . s
  . G          . T          . g          . t
  . H          . U          . h          . u
  . I          . V          . i          . v
  . J          . W          . j          . w
  . K          . X          . k          . x
  . L          . Y          . l          . y
  . M          . Z          . m          . z
```

2. To make an archive assignment to the diskette drive address, select the desired letter (in this case, D). Press RETURN to move the cursor to the options field.

3. Select Create and press EXEC. The system displays the Archive Assignments Create menu on the screen with the cursor already positioned in the Disk Address field.

4. Enter the diskette drive address (310) and press RETURN.

5. Move the Acceptance Block next to WP Archive Diskette and press RETURN.

6. Fill in the comment field, if desired. The completed menu should be similar to the one shown on the next page.

```
                    A R C H I V E   A S S I G N M E N T S
                              C R E A T E

Press EXECUTE to Continue
        CANCEL to Exit


                        Archive : D

                        Disk Address : 310

                        Type of Archive :  ■ 2200 System Archive
                                           . WP Archive Diskette


                        Comments : Default_to_units_03_&_04_
```

7. Press EXEC to return to the original Archive Assignments screen.

8. Repeat the above procedure to create System Archive S. Substitute the disk address (B30) for 310, and select the correct archive type. After the assignment has been completed, the Archive Assignments screen should appear as follows:

```
                    A R C H I V E   A S S I G N M E N T S

Press EXECUTE to Continue
        CANCEL to Exit


                Archive / Address                        Option

    _ A         . N         . a         . n             ■ Edit
    . B         . O         . b         . o             . Create
    . C         . P         . c         . p             . Delete
    . D / 310   . Q         . d         . q
    . E         . R         . e         . r
    . F         . S / B30   . f         . s
    . G         . T         . g         . t
    . H         . U         . h         . u
    . I         . V         . i         . v
    . J         . W         . j         . w
    . K         . X         . k         . x
    . L         . Y         . l         . y
    . M         . Z         . m         . z
```

```
┌────────────────────── NOTE ──────────────────────┐
│                                                   │
│ Before  an   archive  can  be  used  for  storage, it must be │
│ prepared.  Refer to Sections 10.7.1 and 10.7.2 of  the  2200  │
│ Word  Processing  Operator's  Guide for complete instructions │
│ on archive diskette and system archive preparation.           │
│                                                   │
└───────────────────────────────────────────────────┘
```

Edit and delete options enable the supervisor to edit and delete archive assignments. The screen for both of these options is the same as that for Create. Archive assignment edits are performed in the same way as most other edits. However, to delete an assignment, it is necessary only to press EXEC.

2.5 PERIPHERAL DEVICE SELECTIONS

Printers supported by a 2200 Word Processing System receive assignments through the Peripheral Device Selections function. This function is used to assign a number, address, and type to each of the system printers.

The hypothetical system being configured has two printers, a Wang 2231 Matrix printer (Line) and a Wang 2281W Daisy printer (Character). The device address (usually assigned by the person who installs the system) is 215 for the line printer and 216 for the character printer. The line printer is designated as Printer 1, and the character printer as Printer 2.

To make these assignments, perform the following steps:

1. Move the Acceptance Block next to Peripheral Device Selections from the Manage System Configuration menu and press EXEC. The system displays the following screen:

```
       P E R I P H E R A L   D E V I C E   S E L E C T I O N S
                           PRINTERS


   Enter requested data
      Press EXECUTE or CANCEL


   Printer Number    Address        Type              Comment


          1            __        ■ Character        _____
                                 . Line

          2            __        ■ Character        _____
                                 . Line

          3            __        ■ Character        _____
                                 . Line

          4            __        ■ Character        _____
                                 . Line
```

2. Enter 215 in the Address field of Printer 1. Notice that the cursor automatically moves to the Type field.

```
┌──────────────────── NOTE ──────────────────────┐
│                                                 │
│  The Type field selection must be correct, since print │
│  requests sent to a printer that has an incorrect type │
│  designation will not be processed properly by the system. │
│                                                 │
└─────────────────────────────────────────────────┘
```

3. Move the Acceptance Block next to Line to indicate the printer type. Press RETURN to move to the Comment field.

4. Enter a comment if desired, and press RETURN. The cursor automatically moves to the Address field for Printer 2.

5. Enter 216 for the address of the Daisy Printer, and correctly complete the other fields for Printer 2.

```
┌──────────────────── NOTE ──────────────────────┐
│                                                 │
│  It is necessary to enter a legal address for each of the │
│  four printer numbers in the menu. If the system being │
│  configured has less than four printers, fill in the │
│  appropriate field with the most commonly used printer │
│  address.                                       │
│                                                 │
└─────────────────────────────────────────────────┘
```

6. Enter 216 in the Address field for Printers 3 and 4 and press EXEC. The completed menu should appear as follows:

```
         P E R I P H E R A L   D E V I C E   S E L E C T I O N S
                              PRINTERS


  Enter requested data
     Press EXECUTE or CANCEL


  Printer Number   Address      Type             Comment


        1           215      . Character      Defaults_to_Unit_03_____
                             ■ Line

        2           216      ■ Character      Letter-quality_printer___
                             . Line

        3           216      ■ Character      _____
                             . Line

        4           216      ■ Character      _____
                             . Line
```

2.6   TERMINAL DEFAULT ASSIGNMENTS

The final step in the configuration process is to set up the <u>defaults</u> for the terminals that are supported by the system. A default is preset data that the system automatically displays in response to specific commands. The 2200 Word Processing System features library, archive, and printer defaults. For example, if the default library of Terminal 01 is X, all library or document ID numbers that are displayed in messages on Terminal 01 will end with the library letter X. It is not necessary to assign defaults to terminals, but doing so saves time and keystrokes.

To set the defaults for the five 2236DW terminals that are supported by the system being configured, complete the following steps:

1. From the Manage System Configuration submenu, select Terminal Default Assignments and press EXEC. The system displays the following screen:

```
                     T E R M I N A L   D E F A U L T S


      Please select one of the following:

      Terminal           Default                 Attached
       Number        Library      Archive         Printer       Comment

      ■ 01                                         N/A
      . 02                                         N/A
      . 03                                         N/A
      . 04                                         N/A
      . 05                                         N/A
      . 06                                         N/A
      . 07                                         N/A
      . 08                                         N/A
      . 09                                         N/A
      . 10                                         N/A
      . 11                                         N/A
      . 12                                         N/A
      . 13                                         N/A




      This terminal is number 01
```

2. Notice that the number of the terminal being used is displayed in the bottom left-hand corner of the screen. Therefore, the Acceptance Block automatically appears next to the corresponding number in the Terminal field. If it is not already there, move the Acceptance Block next to 01 and press EXEC. The Edit Terminal Defaults screen appears as follows:

2-19

```
                    E D I T   T E R M I N A L   D E F A U L T S

   Fill in selections
   Press EXECUTE or CANCEL

         Terminal identification number        01


                      Default library:          _

                      Default archive:          _

                      Comment:                  _____

                      Attached printer type:    ■ N/A
                                                . Character
                                                . Line
```

3. Assume that Terminal 01 belongs to the supervisor. Therefore, enter S (the supervisor's library) in the Default Library field. Notice that the cursor automatically moves to the next field.

4. Now type S in the Default Archive field so that the supervisor's terminal will default to the system archive. Again, the cursor automatically moves to the next field.

5. Enter a comment in the Comment field, if desired. (A good practice is to enter, in the Comment field, the name of the operator to whom the terminal has been assigned.) Press RETURN to move the cursor to the next field.

6. Since there isn't a printer attached to any terminal, leave the Acceptance Block next to N/A (not applicable) and press EXEC to return to the original Terminal Defaults screen.

7. Using the libraries that were created in Section 2.3.2 and either the system or diskette archive, set the defaults for terminals 02 through 05. Each terminal should default to a different library, and after all the defaults have been completed, the Terminal Defaults screen should be similar to the one below.

```
                    T E R M I N A L   D E F A U L T S

     Please select one of the following:

     Terminal          Default          Attached
      Number      Library    Archive    Printer      Comment

    ■ 01           S          S          Character    Super's terminal
    . 02           F          S          N/A          Fred's terminal
    . 03           A          D          Line         Andy's terminal
    . 04           t          D          N/A          Terminal for TC use
    . 05           M          D          N/A          Mary's terminal
    . 06                                 N/A
    . 07                                 N/A
    . 08                                 N/A
    . 09                                 N/A
    . 10                                 N/A
    . 11                                 N/A
    . 12                                 N/A
    . 13                                 N/A




     This terminal is number 01
```

2.7   REINSTALLATION AND SYSTEM DISK ASSIGNMENT

It may, at some time, be necessary to move (reinstall) the 2200 Word Processing Software to a system disk other than the one on which it was originally installed. The supervisor can make the necessary move by either mounting a removable disk containing the software onto a different disk drive, or by using the language-supported COPY command or ISS COPY/VERIFY.

After the reinstallation has been completed, when the supervisor enters LOAD RUN "WPSUPER", the messages "WARNING Error in System Disk Assignment" and "Press Return to continue" appear on the screen. Before the supervisor can access the Supervisory Functions menu, he/she must make the correct System Disk Assignment.

To complete the System Disk Assignment, the following steps must be performed:

1. Press RETURN. The system automatically starts the System Disk Assignment function by displaying the following screen:

```
┌─────────────────────── NOTE ───────────────────────┐
│                                                     │
│ The  System  Disk Assignment function can only be used after │
│ the software has actually been moved.   Therefore,  to  view │
│ the  System  Disk  Assignment  process on the screen, select │
│ System Disk Assignment from the Manage System  Configuration │
│ submenu.                                             │
│                                                     │
└─────────────────────────────────────────────────────┘
```

```
                    S Y S T E M   D I S K   A S S I G N M E N T


    Enter requested data
      Press EXECUTE or CANCEL




                    Current Address of WP system    B30
```

2. Enter the new address by striking over the old one (to simulate the
   process, do not enter a new address). Press EXEC, and the following
   screen appears:

```
                    S Y S T E M   D I S K   A S S I G N M E N T


    Enter requested data
        Press EXECUTE or CANCEL




                    Current address of WP system    B30

                    New address of WP system      __

                    Type of disk drive :    . Phoenix
                                            . Winchester
                                            . DSDD
                                            . Other
        (Type of drive is not currently used by the system in any way)

                    Comment _____
```

3. Enter the new address in the field provided (for simulation purposes, enter the old address). Press RETURN.

4. Select the type of drive that is located at the new disk address and press RETURN.

──────────────── NOTE ────────────────

The selection in the Type of Disk Drive field, at this time, has no effect on the type of drive being used. It is for the supervisor's convenience only.

---

5. Enter a comment, if desired. Press EXEC, and the Supervisory Functions menu appears on the screen.

──────────────── NOTE ────────────────

If an error was made during the System Disk Assignment process, after EXEC is pressed in Step 5, the System Disk Assignment function is automatically restarted.

---

6. As the last step in the reinstallation process, change the system disk address, if necessary, in the system volumes and system archives. Use the edit options in the appropriate functions (Volume Maintenance and Archive Assignments) to complete this task.
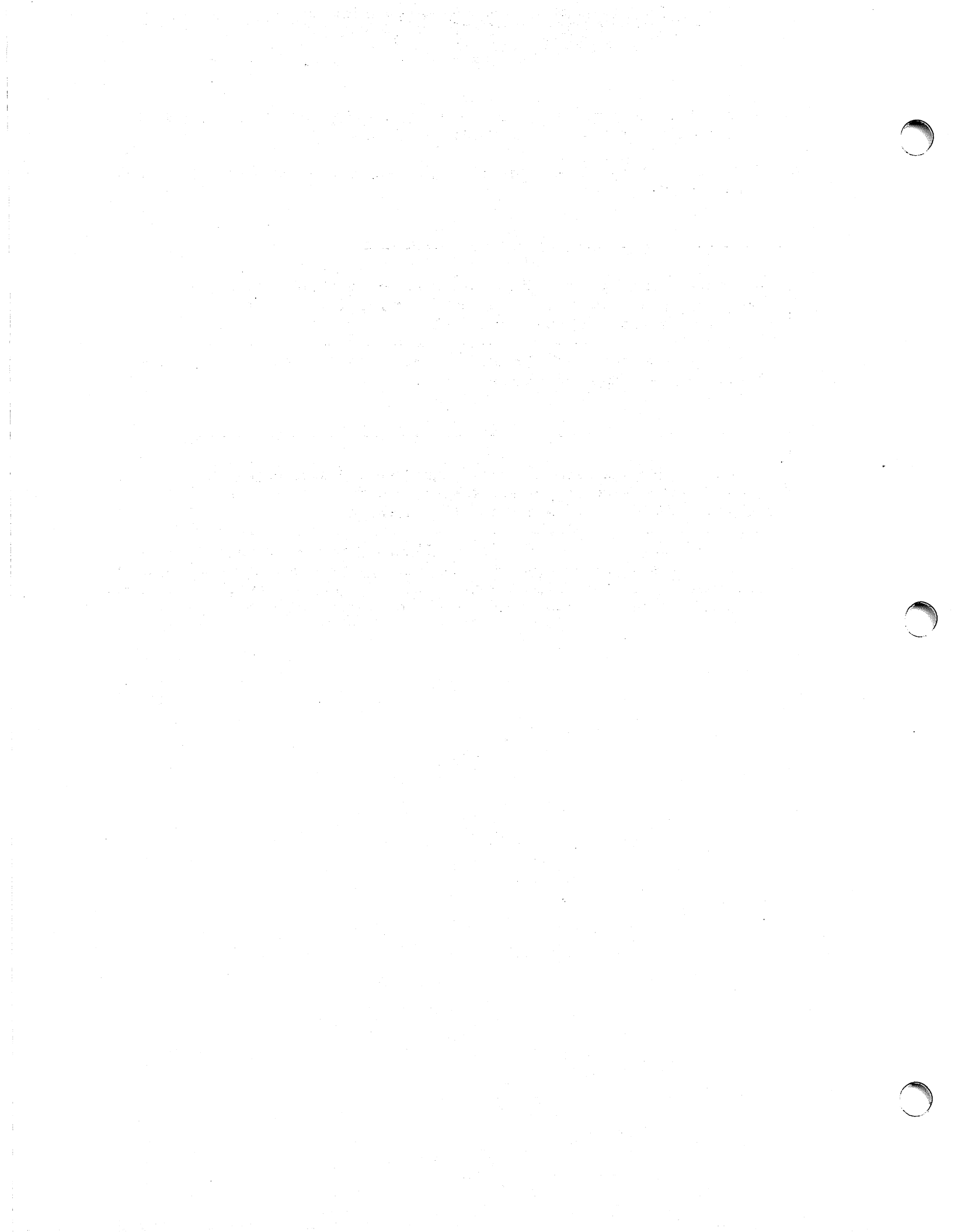
CHAPTER 3
WORD PROCESSING SUPERVISORY FUNCTIONS

3.1   INTRODUCTION

This chapter provides step-by-step instructions for using the remaining seven supervisory functions that are relevant to word processing: Clear In-Use Condition, Change Passwords, Catalog Display/List, Transfer Archive, Recover Archive, Rename Document, and Delete Glossary. (For details about any of the basic word processing concepts referred to in this chapter, please refer back to the 2200 Word Processing Operator's Guide.)

3.2   CLEAR IN-USE CONDITION

A system hardware or software problem occasionally makes it impossible to access a document for editing, printing, or filing; or to open a verified glossary for editing or recall. In such situations, the system indicates the existence of the in-use condition with the error message "Cannot Access Document". The Clear In-Use Condition function is used to correct the problem.

```
┌──────────────── CAUTION ────────────────┐
│                                          │
│  If  the  Clear  In-Use  Condition function is performed on a │
│  document that is actually being  used,  that  document,  and │
│  others  in  the  same  volume,  can  be  seriously  damaged. │
│  Therefore,  before  using  the  Clear  In-Use  Condition     │
│  function,  the  supervisor  should  physically  check  each  │
│  terminal on the system to make sure  that  another  operator │
│  is not using the document in question.                       │
└──────────────────────────────────────────┘
```

To release a document from the in-use condition, perform the following steps:

1. Select Clear In-Use Condition from the Supervisory Functions menu. The Clear In Use screen appears, as follows:

```
┌─────────────────────────────────────────────────────────┐
│                    C L E A R   I N   U S E                │
│                                                           │
│                                                           │
│   Please enter document ID      ___A      Please select option │
│                                 ═                         │
│                                           ■ Document or Glossary Document │
│                                           . Verified Glossary │
│                                                           │
│                                                           │
│                                                           │
│                                                           │
│                                                           │
│                                                           │
│                                                           │
│                                                           │
│                                                           │
│                                                           │
│                                                           │
└─────────────────────────────────────────────────────────┘
```

┌──────────────────── NOTE ────────────────────┐
│   │
│ The Clear In-Use menu defaults to the ID number of the │
│ document that the operator last accessed or his/her │
│ terminal default library, whichever is applicable. │
│   │
└───┘

2. Next to "Please enter document ID", enter the ID number of the
    in-use document. Press RETURN to move the cursor to the next field.

3. Select the appropriate option and press EXEC. The following screen
    appears:

```
                        C L E A R   I N   U S E


     Please enter document ID    0090A    Please select option

                                          ■ Document or Glossary Document
                                          . Verified Glossary


     DOCUMENT CLEARED  - Key EXEC to clear another document or CANCEL for menu



     WARNING:  Do not run this program while another partition is
               accessing this document.  Volume damage may result.
```

4. If another document must be cleared, press EXEC to rerun the
   program. Otherwise, press CANCEL to return to the Supervisory
   Functions menu.

NOTE

If a document or a verified glossary is password protected,
the supervisor must attach the correct password to his/her
terminal before the in-use condition can be cleared.

3.3 CHANGE PASSWORDS

3.3.1 Introduction

The Change Passwords function enables a supervisor to alter the
designated password of a word processing document. Similarly, if various
passwords have been assigned to a range of documents or to all the documents
in a given library, those passwords can be changed to a single password. The
latter operation is especially useful if document passwords have been
forgotten or if the supervisor wishes to maintain consistency in the use of
the system security feature. The Change Passwords function can also be used
to remove passwords from documents or to assign passwords to previously
unprotected documents.

The supervisor must know the current password of a document when performing a single-document password change. However, this does not apply if the supervisor is altering the passwords for a range of documents or for all documents in a library.

```
┌──────────────────────── NOTE ────────────────────────┐
│                                                       │
│  For a complete discussion of document passwords, refer to │
│  Chapter 14 of the 2200 Word Processing Operator's Guide.  │
│                                                       │
└───────────────────────────────────────────────────────┘
```

Move the Acceptance Block next to Change Passwords. Press EXEC to display the Change Passwords screen which appears, as follows:

```
                    C H A N G E   P A S S W O R D S



    Please select option

    ▮ Single Document
    . Range of Documents
    . All Documents in Library
```

3.3.2 Single Document Password Change

To change the password of a single document, perform the following steps:

1. Select the Single Document option from the Change Passwords menu. The screen appears as follows:

```
                    C H A N G E   P A S S W O R D S



                                     Please enter information

  ■ Single Document              Document ID    ____S
  . Range of Documents           Old Password   _____
  . All Documents in Library     New Password   _____
```

2. Enter the correct document ID number and the cursor automatically moves to the next field.

3. Enter the document's current password (it is not displayed on the screen), and the cursor again moves to the next field.

4. If removing a password from a protected document, press EXEC with the cursor at the New Password field. The password will be struck over with blanks. Otherwise, enter the new password and then press EXEC. The final screen will appear as follows:

```
            C H A N G E   P A S S W O R D S



                              Please enter information

   ■ Single Document         Document ID   0008S
   . Range of Documents       Old Password  _____
   . All Documents in Library New Password  _____




   Documents processed:

   0008S






   CHANGE DONE  Key in EXECUTE to continue or CANCEL to return to menu
```

NOTE

The Range of Documents option can be used to change or remove the password of a single document when the old password is unknown. To do this, use Steps 1 - 5 in the next section as a guide, entering the ID number for the document being processed in both the Starting and Ending Document Number fields.

3.3.3 Range of Documents Password Change

To change the passwords for a range of documents, perform the following steps:

1. Select Range of Documents from the Change Passwords menu. The following screen is displayed:

```
                    CHANGE  PASSWORDS


                              Please enter information

 . Single Document            Starting Document Number  ____
 ■ Range of Documents         Ending Document Number   ____
 . All Documents in Library   Library Name  S
                              Volume Password _____
                              New Document Password _____
```

2. In the appropriate fields, enter the ID numbers (excluding the library letter) of the first and last documents in the range being processed. Notice how the cursor automatically moves to the new field.

3. Enter the letter that identifies the library in which the documents reside. Again the cursor automatically moves to the next field.

4. If the library of the documents being processed resides in a password-protected volume, enter the volume's current password. Otherwise, press RETURN.

5. If removing passwords from the documents, leave the New Document Password field blank. Otherwise, enter the new password, press EXEC, and a screen similar to the following one appears:

```
                     C H A N G E   P A S S W O R D S


                              Please enter information

  . . Single Document          Starting Document Number  0001
  ■ Range of Documents          Ending Document Number  0005
  . All Documents in Library    Library Name  S
                               Volume Password _____
                               New Document Password _____




  Documents processed:

  0001S      0002S      0003S      0004S      0005S



  CHANGE DONE  Key in EXECUTE to continue or CANCEL to return to menu
```

6. If the function must be run again, press EXEC. Otherwise, press
    CANCEL to return to the Supervisory Functions menu.

3.3.4 All Documents in a Library Password Change

To perform this function, complete the steps in the previous section,
selecting the appropriate option in Step 1 and omitting Step 2. The screen
for this option is illustrated, as follows:

```
                        C H A N G E   P A S S W O R D S


                                    Please enter information

    .  Single Document              Library Name   B
    .  Range of Documents           Volume Password _____
    ▉  All Documents in Library     New Document Password _____
```

3.4   CATALOG DISPLAY/LIST

3.4.1   Introduction

The Catalog Display/List function enables a supervisor to obtain a listing of the contents of a word processing volume. The function makes it possible to view, at a glance, the disk space and password protection status of libraries, documents, and glossaries. The listing can be generated in either detail or summary form, and can be output either to the screen or to a printer. The amount of information that the system generates varies according to the file name the supervisor enters. This file name is called a node string.

3.4.2   The Node String

The node string is an alphanumeric statement that indicates to the system the specific information to be generated in the Catalog Display/List. Two points are particularly relevant regarding node string architecture:

1. The node string must be constructed in accordance with the following
    format:

    VOLUME1:DOCUMENT.X.0066.

Where

> VOLUME1 = Volume name and must be followed by a colon (:);
>
> DOCUMENT = Type of File and must be in UPPERCASE, followed by a
> period (.);
>
> X = Library Name and must be followed by a period (.); and
>
> 0066 = Document ID number and must be followed by a period (.).

2. It is not necessary for the node string to contain all of the above
    information.   The more specific the information in the node string,
    the less information the system generates. This   concept   is
    illustrated below.

NODE STRING ARCHITECTURE

Node String Entered	List Displayed by System
VOLUME1:	All documents and glossaries in all VOLUME1 libraries
VOLUME1:DOCUMENT	All documents in all VOLUME1 libraries
VOLUME1:GLOSSARY	All verified glossaries in all VOLUME1 libraries
VOLUME1:DOCUMENT.X	All documents in Library X of VOLUME1
VOLUME1:GLOSSARY.G	All verified glossaries in Library G of VOLUME1
VOLUME1:DOCUMENT.X.0400	Document 0400 in Library X of VOLUME1
VOLUME1:GLOSSARY.G.0300	Verified Glossary 0300 in Library G of VOLUME1

NOTE

The maximum number of files (document and/or verified
glossary) that can be included in a detailed report is 200
and, in a summary report, 256. If the number of files
being processed exceeds these limits, the message "Too many
files to process press EXECUTE or CANCEL" appears. In
this case, enter a more detailed node string and repeat the
function until all the desired files have been processed.

3.4.3 Detailed Report Type

To generate a detailed report through the Catalog Display/List utility, the following steps should be performed:

1. Select Catalog Display/List from the Supervisory Functions menu and press EXEC. The following screen appears:

```
                    WANG 2200 Word Processing System
                      Catalog Display/List Utility



  Please Answer All Questions:


  Enter File Name or Partial File Name:

  _____



          Report Type:                  Report Destination:
          ▉ Detail                      ▉ Screen
          . Summary                     . Printer
```

2. In the File Name or Partial File Name field, enter the name of an existing volume followed by a colon. Press EXEC.

3. If the volume is password-protected, the message "Volume Password: _____" appears at the bottom of the screen. Enter the volume password, if applicable, and press EXEC.

   The messages "(Reading Volume Catalog)" and "(Sorting Volume Catalog)" briefly appear in the upper, left-hand corner of the screen as the system performs the respective tasks. A Catalog Display/List report screen then appears, similar to the two below:

```
┌──────────────────────────── NOTE ────────────────────────────┐
│                                                               │
│  Since, in the example above, the node string contains only   │
│  the volume name, the Catalog Display/List will contain all   │
│  the documents and verified glossaries in all the libraries   │
│  of the specified volume. (See the explanation of the node    │
│  string architecture on the previous page.)                   │
│                                                               │
└───────────────────────────────────────────────────────────────┘
```

```
            WANG 2200 Word Processing System
               Catalog Display/List Utility

        Use NEXT/SCRN, EXECUTE and CANCEL to Scan File

     Catalog of : VOLUME1:
                                    Password  Vaus   Sectors   Files

DOCUMENT...............................................................
.A.....................................................................
..0000...............................................3......3..........
..0001...............................................5......5..........
.....Totals.for.:.A..................................8......8........2.
......................................................................
.F.....................................................................
..0001...............................................7......7..........
..0002.............................................*.....5......5..........
..0007...............................................9......9..........
..0011...............................................11.....11..........
..0015...............................................6......6..........
..0026...............................................8......8..........
..0088.............................................*.......16.....16..........
..0128...............................................7......7..........
```

First Screen of the Catalog Display/List Report

```
            WANG 2200 Word Processing System
               Catalog Display/List Utility

        Use NEXT/SCRN, EXECUTE and CANCEL to Scan File

     Catalog of : VOLUME1:
                                    Password  Vaus   Sectors   Files

..0129...............................................20.....20.........
..0130.............................................*.......4......4..........
.....Totals.for.:.F..................................93.....93.......10
.....Totals.for.:DOCUMENT.............................98.....98.......12
......................................................................
GLOSSARY...............................................................
.F.....................................................................
..0007...............................................5......5..........
.....Totals.for.:.F..................................5......5........1.
.....Totals.for.:GLOSSARY.............................5......5........1.
......................................................................
..........Grand Totals...............................103....103......13
```

Second Screen of the Catalog Display/List Report

4. Press the NEXT SCRN key to view successive screens. Press EXEC to return to the first screen. Or, press CANCEL: once, to return to the Catalog Display/List Utility menu, and twice, to return to the Supervisory Functions menu.

Take a few minutes to study the screens on the previous page. Notice, that in the first column of the table, the file ID numbers of VOLUME1 are grouped according to their type (Document or Glossary) and the name of their library. Reading across the line, the first three columns (Password, Vaus and Sectors) pertain to the individual documents.

Now, still using the sample screens, look at the first line that contains a file ID number. If the Password column on this line contains an asterisk, it indicates that the corresponding file is password-protected. However, if the column is blank, the file is not password-protected.

The next two columns, Vaus (Volume allocation units) and Sectors, are interchangeable in 2200 Word Processing Software. (See the note at the bottom of Page 2-5 for information about Sectors.) The numbers in these columns reflect the number of Vaus/Sectors a file occupies.

Finally, the Vaus/Sectors-occupied and files-residing-in subtotals and grand totals are self-explanatory.

```
┌───────────────────── NOTE ─────────────────────┐
│                                                 │
│ In the  sample screens, file 0007X is displayed in both the │
│ DOCUMENT and GLOSSARY lists. This  usually  indicates  that │
│ Document  0007X  is the source glossary file, while Glossary │
│ 0007X is the verified glossary file. (Refer to Section  3.8 │
│ for  a  detailed  discussion of the concept of dual glossary │
│ files.)                                         │
│                                                 │
└─────────────────────────────────────────────────┘
```

3.4.4 Summary Report Type

To generate a summary report, perform the same steps as for a detailed report with one exception: from the Catalog Display/List Utility menu, select Summary instead of Detail. Like the detailed report, after the menu has been completed, press EXEC; enter the volume password if necessary; and the screen appears as follows:

3.5.1 Transfer from Archive Diskette to System Archive

To transfer the contents of an archive diskette to a 2200 System archive, perform the following steps:

1. Select Transfer Archive from the Supervisory Functions menu. The following screen appears:

```
                    WANG 2200 Word Processing System
                    T R A N S F E R   A R C H I V E

Please Enter Data
Press EXECUTE to Continue



        From Archive Location :      _
```

2. Enter the archive letter that was previously assigned to the diskette drive (in this case, D) and press EXEC. The system displays the Type of Archive field on the screen, with the field having been automatically filled in.

3. Mount the archive diskette that contains the information to be transferred, close the drive door, and press EXEC. The system reads the ID number of the diskette in Location D and displays it on the screen. At this point, the screen should appear, as follows:

```
                 WANG 2200 Word Processing System
                   T R A N S F E R   A R C H I V E

Please Enter Data
Press EXECUTE to Continue



        From Archive Location :      D

             Type of Archive :      WP Archive Diskette

             Archive ID :           0001F


        _____



        To Archive Location :        _


```

4. Enter the letter previously assigned to the system archive (in this
    case, S) and press EXEC. Again, the Type of Archive field, already
    filled in, appears on the screen. Press EXEC since the system
    archive is already mounted. The following screen appears:

```
                 WANG 2200 Word Processing System
                   T R A N S F E R   A R C H I V E

Please Enter Data
Press EXECUTE to Continue



        From Archive Location :      D

             Type of Archive :      WP Archive Diskette

             Archive ID :           0001F



        _____



        To Archive Location :        S

             Type of Archive :       2200 System Archive

             Archive ID:             0001F


```

5. Notice that again the Archive ID field has already been filled in. Press EXEC again. The prompt, "Are you sure?" appears in the lower, left-hand corner of the screen. Press EXEC to begin the transfer, or press CANCEL to terminate the transfer. After the transfer has been completed, the original Transfer Archive screen appears.

```
┌────────────────────── NOTE ──────────────────────┐
│                                                   │
│  If there is no system archive ID number  to  match  that  on │
│  the  archive  diskette,  the  system  displays  the messages │
│  "Archive Not Found, hit EXECUTE to create  during  transfer" │
│  and  "EXECUTE  or  CANCEL".  Press EXEC to create the system │
│  archive and complete transfer, or press CANCEL to  terminate │
│  the transfer.                                    │
│                                                   │
└───────────────────────────────────────────────────┘
```

3.5.2 Transfer from System Archive to Archive Diskette

To transfer the contents of a 2200 System archive to an archive diskette, perform the following steps:

1. Select Transfer Archive from the Supervisory Functions menu. The initial Transfer Archive menu is displayed.

2. Enter the letter that was assigned to the system archive (in this case, S) and press EXEC. The Type of Archive field, with the archive type already filled in, appears on the screen as follows:

```
            WANG 2200 Word Processing System
              T R A N S F E R   A R C H I V E

 Please Enter Data
 Press EXECUTE to Continue




       From Archive Location :     S

          Type of Archive :       2200 System Archive
```

3. Since the system archive is already mounted, press EXEC. Enter the label of the system archive that contains the information to be transferred and press EXEC.

4. The system verifies the label of the system archive in Location S and, if the archive exists, displays the To Archive Location field. If the label that was entered is incorrect, the message "Archive Does Not Exist" appears on the screen. Enter the correct label and press EXEC.

```
┌─────────────────────── REMINDER ───────────────────────┐
│                                                         │
│  Refer to the notation that was made of  the  system   │
│  archive label  when  the  archive  was  prepared.     │
│  Remember, unlike a diskette archive, a system         │
│  archive's label  does  not  automatically appear      │
│  during filing operations.                             │
│                                                         │
└─────────────────────────────────────────────────────────┘
```

5. Enter the letter that was assigned to the archive diskette drive (in this case, D) and press EXEC.

6. The Type of Archive field, already filled in, appears. In response to the prompt "Mount Archive", mount the receiving archive diskette in the diskette drive, close the drive door, and press EXEC to display the following screen:

```
                    WANG 2200 Word Processing System
                    T R A N S F E R   A R C H I V E

     Please Enter Data
     Press EXECUTE to Continue




              From Archive Location :      S

                    Type of Archive :      2200 System Archive

                    Archive ID :           0001F


     _____


              To Archive Location :       D

                    Type of Archive :      WP Archive Diskette

                    Archive ID:            0044F
```

5. The prompt "Are you sure?" is displayed in the lower, left-hand corner of the screen. Press EXEC to begin the transfer. While the transfer is taking place, the message "In Progress" appears on the screen. At the completion of the function, the system returns to the initial Transfer Archive menu.

3.6   RECOVER ARCHIVE

The Recover Archive function enables the supervisor to recover word processing documents from a damaged archive diskette or from a system archive. This option should be used when an operator is unable to retrieve a document from an archive using the word processing Document Filing menu.

To retrieve a document from a damaged archive diskette, perform the following steps:

1. Select Recover Archive from the Supervisory Functions menu. Press EXEC.

2. If the correct archive location of the diskette drive (in this manual, D) appears on the screen, press EXEC. Otherwise, enter the correct address by striking over the incorrect one, and press EXEC.

3. Mount the damaged archive diskette in the diskette drive, close the door, and press EXEC.

4. The system displays the archive label of the damaged diskette. Press EXEC to start the function. The system message "Rebuilding VTOC" appears on the screen. This indicates that the system is rebuilding the Volume Table of Contents (the list of documents on the mounted archive diskette) in preparation for archive recovery. The message "Found Admin Block for Document : 0001X" also appears for each document the system is able to read on the damaged diskette. At the end of this step, the system displays the following screen:

```
                    WANG 2200 Word Processing System
                    R E C O V E R   A R C H I V E

    Please Enter Data
    Press EXECUTE to Continue

              Archive Location : D       Archive Label :   0001F

                  VTOC Rebuilt and Rewritten to Archive


                    Document to Retrieve : _____
```

5. Enter the ID number of the document to be retrieved and press EXEC.
    As it recovers the document, the system displays the messages
    "Recovering admin data" and "Creating recovery document" at the
    bottom of the screen. When the recovery process has been completed,
    if another document is to be retrieved, enter the document ID in the
    Document to Retrieve field and press EXEC. Otherwise, press CANCEL
    to return to the Supervisory Functions menu.

6. In order to recover a document, the system must find the document's
    Admin Block. If a valid document's Admin Block has been damaged or
    erased, the system displays the error message "Document Admin Not
    Found on Archive." If this occurs, press CANCEL.

7. The system displays the prompt "Press EXECUTE to search archive for
    document data".   Press EXEC to search through the archive for data
    belonging to the specified document, and to place the data into a
    newly created document.   Otherwise, press CANCEL, and restart the
    function for the next document recovery.

```
┌───────────────────────NOTES───────────────────────┐
│                                                    │
│  The   document   to be retrieved cannot have the same document │
│  ID number as a document that already resides on  the  system  │
│  disk.   If  this  situation  occurs, the system displays the  │
│  error  message  "Document  already  exists".   Rename   the   │
│  document  on  the  system disk or key in another document ID  │
│  number to rerun the program.                                  │
│                                                    │
│  When a document is recovered from a  damaged  archive,  some  │
│  of  the  text  of  that  document  may be lost or scrambled.  │
│  Check the contents of all  recovered  documents  immediately  │
│  after recovery and reenter any lost text.                     │
│                                                    │
└────────────────────────────────────────────────────┘
```

To recover a document from a system archive, perform the preceding five steps, substituting the address of the system archive for that of the archive diskette drive in Step 1.

3.7 RENAME DOCUMENT

The Document Rename function enables a supervisor to rename a document (except a library prototype document) with any unused ID number <u>within the same library</u>. This function is useful, for example, when an operator is trying to file a document to a place where another document with the same ID number already exists.

To rename a document, select Rename Document from the Supervisory Functions menu. The screen appears as follows:

```
                    WANG 2200 Word Processing System
                           Rename Document


   Please Enter Data
   Press EXECUTE to Continue



         Old Document ID :  _____
                           =

         New Document ID :  _____
```

Enter the document's old and new ID numbers in the appropriate fields, and press EXEC. When the message "Rename Operation Complete" appears in the lower, left-hand corner of the screen, the process has been completed. Press CANCEL to return to the Supervisory Functions menu.

```
┌──────────────────── NOTES ────────────────────┐
│                                                │
│ If the new document ID number that has been    │
│ entered is that of an existing document, the   │
│ error message "New Document ID Already Exists"  │
│ appears at the bottom of the screen. If this   │
│ occurs, press CANCEL, enter an unused number    │
│ for the new document ID, and press EXEC again.  │
│                                                │
│ After EXEC is pressed, if the document to be    │
│ renamed is password protected, the messages     │
│ "Enter Document 0001P Password _____" and      │
│ "Password Protected" appear at the bottom of    │
│ the screen. Enter the document password and     │
│ press EXEC again.                               │
│                                                │
└────────────────────────────────────────────────┘
```

3.8   DELETE GLOSSARY

3.8.1 Introduction

When an operator creates a Glossary Document on the 2200 Word Processing System, the original document is known as the source document. However, when a glossary is verified, the system creates another file, called the verified glossary file or object file. Thus, when a glossary is attached to a terminal, it is actually the object file that is accessed and used.

When a previously verified glossary is edited, and/or new entries are inserted, the changes are made to the source document. But, when the glossary is reverified, the original object file is replaced with the revised glossary text.

An example of the use of dual glossary files is shown in the Catalog Display/List report that is illustrated in Section 3.4.3. The report contains two listings for file 0007X -- one under DOCUMENT and one under GLOSSARY. In this case, document C007X is the source file, and glossary 0007X is the object file. Since two documents with the same ID number exist, in order to completely delete the glossary from the system, it must be deleted twice: once for the source document and once for the object file.

```
┌──────────────────── NOTE ─────────────────────┐
│                                                │
│ Once a verified glossary has been completed,    │
│ and no further editing is likely, the           │
│ supervisor can save space on the system disk    │
│ by deleting or archiving the source document.   │
│ The result is that only the object file         │
│ remains on the system. Now, the verified        │
│ glossary can be attached and recalled, but not  │
│ edited; that is, unless the source file is      │
│ recreated or retrieved from the archive.        │
│                                                │
└────────────────────────────────────────────────┘
```

Use the Delete Glossary function, from the Supervisory Functions menu, to delete the object file of a verified glossary from the 2200 Word Processing System. Delete the source document by using the Delete from Library function. This can be found by selecting Document Filing from the 2200 Word Processing menu. (Refer back to Chapter 10 of the 2200 Word Processing Operator's Guide for details about document filing.)

3.8.2 Using the Delete Glossary Function

To delete a verified glossary from the system, select Delete Glossary from the Supervisory Functions menu and press EXEC. The most recently accessed document ID number appears in the glossary ID field. If this is the correct ID number of the glossary to be deleted, press EXEC. Otherwise, enter the correct number and then press EXEC. Follow the instructions in the message that appears on the screen to indicate that the deletion has been completed.

```
┌──────────────── NOTE ────────────────────────────┐
│                                                   │
│  When  EXEC is pressed, if an invalid glossary ID number or a │
│  number that isn't a glossary ID has been entered, the        │
│  system  displays the error message "Unknown ... Key EXEC for │
│  menu."  Check the glossary ID and start over again.          │
│                                                   │
└───────────────────────────────────────────────────┘
```

```
┌──────────────── CAUTION ──────────────────────────┐
│                                                   │
│  Before  any  glossary  is  deleted, it must be detached from │
│  all terminals on the system.  Deleting an attached  glossary │
│  may  damage other documents on the volume where the glossary │
│  resides.                                          │
│                                                   │
└───────────────────────────────────────────────────┘
```

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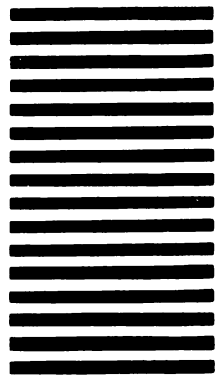

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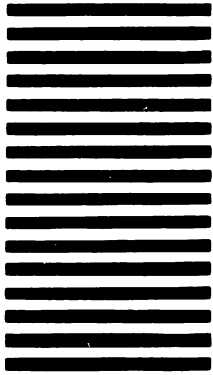
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