WANG

2200

Word Processing
Supervisor's Manual

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WANG

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This manual provides the 2200 Word Processing System supervisor with instructions for maintaining the Wang 2200 Word Processing Software. The manual describes how to load and install the Software, how to configure the word processing system, and how to perform supervisory functions that are relevant to word processing functions. This manual includes step-by-step instructions along with screen examples.

The supervisor's manual is intended for someone with a basic understanding of the 2200 Series system. References are made to the 2200 Word Processing Operator's Guide whenever applicable. The term supervisor, as used in this manual, is the same as the term system administrator, which is used in the operator's manual.

Chapter 1 describes the minimal hardware necessary to accommodate the 2200 Word Processing Software. The supervisor is guided through loading and installing the software onto a 2200 VP, SVP, LVP, or MVP system disk for the first time and when a reinstallation occurs. The supervisor is also instructed on how to access the Supervisory Functions menu after installation is complete.

Chapter 2 describes how to configure a typical 2200 Word Processing System by selecting the Manage System Configuration option from the Supervisory Functions menu. This chapter includes procedures for creating volumes and libraries, and setting up printer, archive, and terminal defaults.

Chapter 3 describes options from the Supervisory Functions menu that pertain to word processing functions. This chapter is intended to supplement and/or correct functions an operator performs.

The following manuals are referred to in this manual:

• The 2200 Word Processing Software Operator's Guide (700-6937)

• The 2200 introductory manual appropriate to your system:

    - 222200MVP Introductory Manual (700-4693)
    - 2200VP   Introductory Manual (700-4082)
    - 2200SVP Introductory Manual (700-6163)
    - 2200LVP Introductory Manual (700-6164)

• The BASIC-2 Utilities Reference Guide (700-6855)

The supervisor should read the introductory manual for his/her system before using the 2200 Word Processing Software.

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CONTENTS (continued)
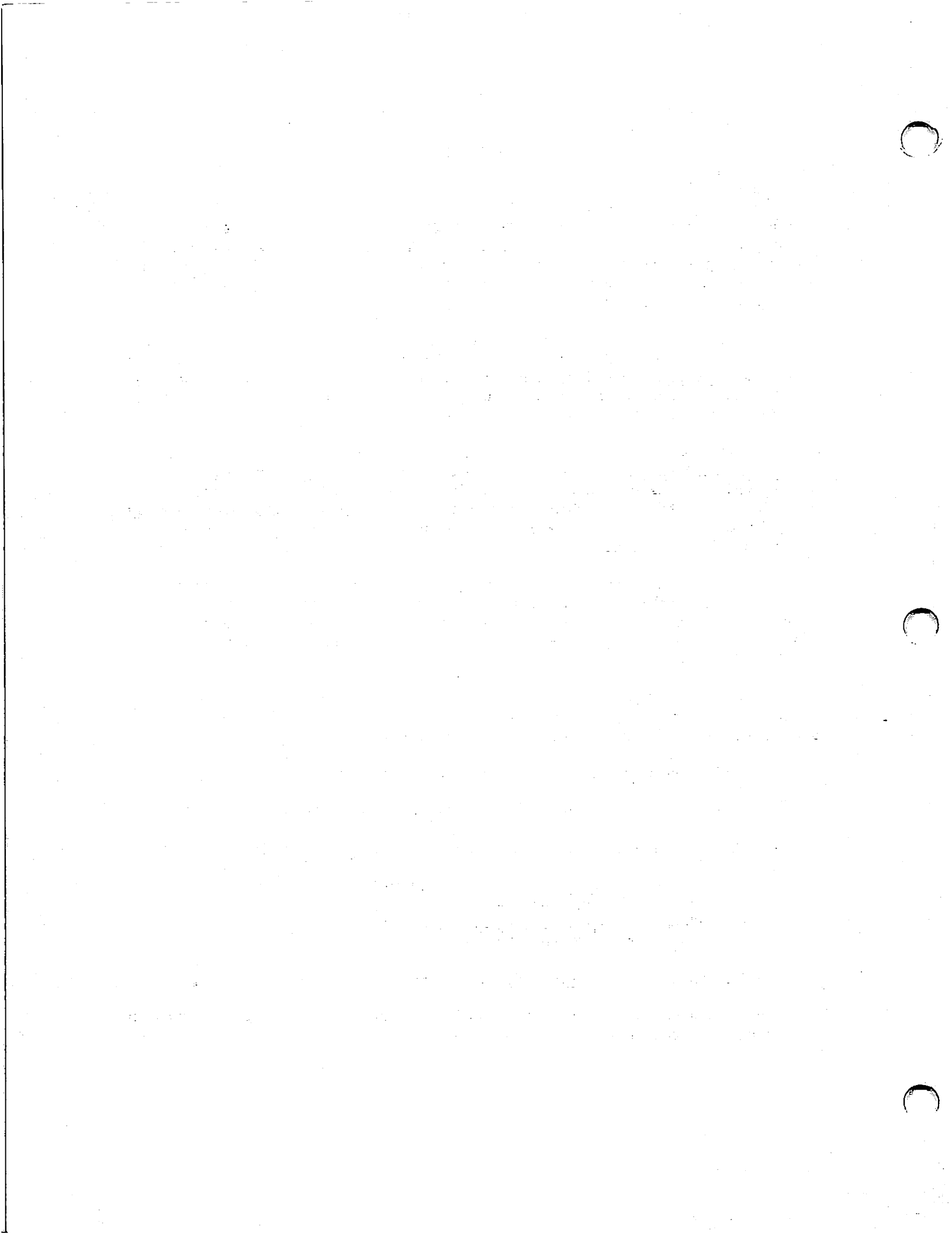
TABLES

CHAPTER 1
LOADING 2200 WORD PROCESSING SOFTWARE

1.1 INTRODUCTION

After a 2200 Series System has been assembled, powered up, master
initialized, and configured (usually by the person who installs the system),
the supervisor is ready to install the 2200 Word Processing Software. Before
installation can be initiated by the supervisor, the following minimum
hardware and software requirements must be met:

- A Wang 2200 Series CPU with a minimum of 32K user memory

- A 2236DW, 2336DW, or 2326DW (international) integrated terminal to run
  2200 Word Processing Software

- A system disk storage of at least 1.25 megabytes for the 2200 Word
  Processing Software

- A 28K partition for each 2236DW, 2336DW, or 2326DW terminal

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

1.2 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. Each SSSD diskette is labeled according to the order it is to be
inserted into the diskette drive (e.g., "1 of 4") when installing the software.

Device address 310 designates the floppy diskette drive address and device
address B30 designates the system disk address (i.e., destination address) for
the examples presented in this section and throughout the rest of the manual.
The supervisor's 2200 Series diskette drive address and system disk address
should be substituted whenever these device addresses are used.

```
┌──────────────────────── NOTE ─────────────────────────┐
│                                                        │
│  If the disk on which you are installing the 2200 Word │
│  Processing Software has other data and/or programs on it, │
│  you should back up the disk prior to installing the   │
│  software.                                             │
│                                                        │
└────────────────────────────────────────────────────────┘
```

1.2.1 Loading the Installation Program: The Installation Menu

The supervisor must load and run the installation program to install the 2200 Word Processing Software for the first time or to install a new release of the software (called reinstallation). The Installation menu, which is part of the installation program, is a group of fields that determine where the software is to be installed and how the installation will occur. These fields are listed in Table 1-1. Loading and running the installation program is the first step in the installation process.

To load the installation program, perform the following steps from the 2236DW, 2336DW, or 2326DW terminal:

1. Push up the toggle switch that is located in the far right corner of the terminal keyboard. This action allows you to type uppercase letters without having to press the SHIFT or SHIFT LOCK key.

2. Hold down SHIFT while you press RESET. The following message appears at the top of the screen:

    READY (BASIC-2) PARTITION XX

    (XX can be any number from 01 to 16.)

3. Insert the 2200 Word Processing Software diskette labeled "1 of 4" (or the one dual-sided, double-density diskette) into the system diskette drive and close the drive door.

4. Type SELECT DISK 310 (the address of the floppy diskette drive) and press RETURN. A colon appears.

5. Type LOAD RUN"WPINSTLL" next to the colon, and be sure you include the quotation marks. Press RETURN. The Installation menu appears on the screen:

```
           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
```

1.2.2   The Installation Menu Fields

Table 1-1 lists the fields on the Installation menu. The right column
lists each field as it appears on the menu; the left column describes what
each field represents and how to enter information in the field.

Table 1-1.   Installation Menu Fields

Field Name	Description
Enter today's date (MMDDYY)	The current date. Enter the date as a 6-digit number, in the form of a 2-digit month (MM), day (DD), and year (YY). For example, April 1, 1983 would be entered as 04 01 83.
Enter present time (24-hour system -- HHMM)	The current time. Enter the time in a 24-hour, military-time format. For example, enter 9:30 a.m. as 09 30 and 3:15 p.m. as 15 15. The 2200 system does not have a clock; this field is entered for record-keeping only.

Table 1-1.   Installation Menu Fields (continued)

Field Name	Description
Enter address where floppy diskette containing software resides	The 3-character device address of the diskette drive where the 2200 Word Processing Software diskette is inserted. Throughout this manual, for example, the floppy diskette address is 310.
Enter destination address for software	The 3-character device address of the hard disk or DSDD diskette where the 2200 Word Processing Software is to be installed. Throughout this manual, the destination disk address is B30. The destination address is the 2200 Word Processing Software system disk address.
Select which files to copy	There are two options: Copy programs only indicates that only programs are to be copied; Copy programs and system data files indicates that programs and data files are to be copied. For first time installation, select Copy programs and system data files. For reinstallation, select Copy programs only. Select an option by moving the Acceptance Block.
Select option	There are two options: Copy only indicates that system copies the programs/files directly to the system disk disk; Copy and verify indicates that the system will copy the programs/files to the system disk and then compare each copied program/file to the original source for errors. Copy and verify is the recommended choice for first time installation and reinstallation. Select an option by moving the Acceptance Block.
If a file already exists on destination disk	There are three options: Replace all such files indicates that every file is to be written over (with the exception of the START program); Stop for confirmation for each file indicates that the system prompts the supervisor every time a duplicate file is encountered (it asks if the file can be overwritten); and Terminate Immediately indicates that the system stops the installation/reinstallation immediately when a duplicate file is encountered (it allows the supervisor to rename the files). For first time installation, select the Stop for Confirmation option. For reinstallation, select the Replace all such files option. Select an option by moving the Acceptance Block.

Press the Space Bar to select a field option, and press RETURN or use the Cursor Control Keys to move from one field to another. To begin the installation process, perform the following steps:

1. Enter the fields with the correct information as explained in Table 1-1.

2. Check the information and press EXEC. The message "Mount software diskette #1 at floppy address 310" appears at the bottom of the screen.

3. Insert the diskette, lock the diskette drive door, and press EXEC to begin the software installation. The system copies and verifies each program/file, one at a time, and displays the current program/file at the bottom of the screen. This process is illustrated on the following screen:

```
                  INSTALLATION OF WANG 2200 WORD PROCESSING SOFTWARE

      Provide requested information and press EXECUTE

      Enter today's date (MMDDYY)    04 01 83
      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 ────────────────────────────────┐
│                                                                       │
│   The system stops when it encounters the START module during         │
│   installation and displays the following message at the              │
│   bottom of the screen:                                               │
│                                                                       │
│      "Do you wish to replace file START? (Enter Y or N)  _"           │
│                                                                       │
│   Type Y.  The program continues automatically.  If the Stop          │
│   for Confirmation for Each File option is chosen, a similar          │
│   message is displayed when any duplicate file names are              │
│   encountered by the system.                                          │
│                                                                       │
└───────────────────────────────────────────────────────────────────────┘
```

4. When the system has copied all the programs and/or data files on software diskette #1 to the selected destination address, the following message appears:

   "Mount software diskette #2 at Address 310, and THEN press EXECUTE"

   ● If you are installing from SSSD Diskettes, remove diskette #1 from the diskette drive, insert diskette #2, and close the drive door. Press EXEC when the diskette door is locked.

   ● If you are installing from a DSDD Diskette, press EXEC only.

   The system continues to copy and verify files.

5. Repeat the SSSD procedure or the DSDD procedure each time the prompt to mount another software diskette appears.

   When the installation process is successfully completed, the following screen appears:

```
              INSTALLATION OF WANG 2200 WORD PROCESSING SOFTWARE

    Provide requested information and press EXECUTE

    Enter today's date (MMDDYY)    04 01 83
    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
    :_
```

```
┌──────────────────────── NOTE ────────────────────────┐
│                                                       │
│   Junk files are created by the system when an existing file │
│   is overwritten and the new file takes up more space than   │
│   the space occupied by the old file.  The amount of free    │
│   space (i.e., bytes of system memory) varies 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.                                   │
│                                                       │
└───────────────────────────────────────────────────────┘
```

1.3 ACCESSING THE SUPERVISORY FUNCTIONS MENU AFTER INSTALLATION

You are ready to access the Supervisory Functions menu once the colon appears on the screen after the installation has been completed.

The Supervisory Functions menu provides the supervisor with options to configure the 2200 Word Processing Software for operator use, and to compliment the information presented in the 2200 Word Processing Operator's Manual.

To access the menu after installation, perform the following steps:

1. Type SELECT DISK B30 (the system disk address) next to the colon on the last line of the screen and press RETURN. Another colon appears.

2. Type LOAD RUN "WPSUPER" next to the colon, and be sure to include the quotes. Press RETURN. The Supervisory Functions menu appears on the screen:

```
                    WANG 2200 Word Processing System
                        Supervisory Functions

    Please select next activity                              04/01/83



                    ■ Clear In-Use Condition
                    . Change Passwords
                    . Catalog Display/List
                    . Delete Glossary
                    . Rename Document
                    . Transfer Archive
                    . Volume Verify and Recovery
                    . Recover Archive
                    . Process Print Queue
                    . Initialize Print Queue
                    . Manage System Configuration
```
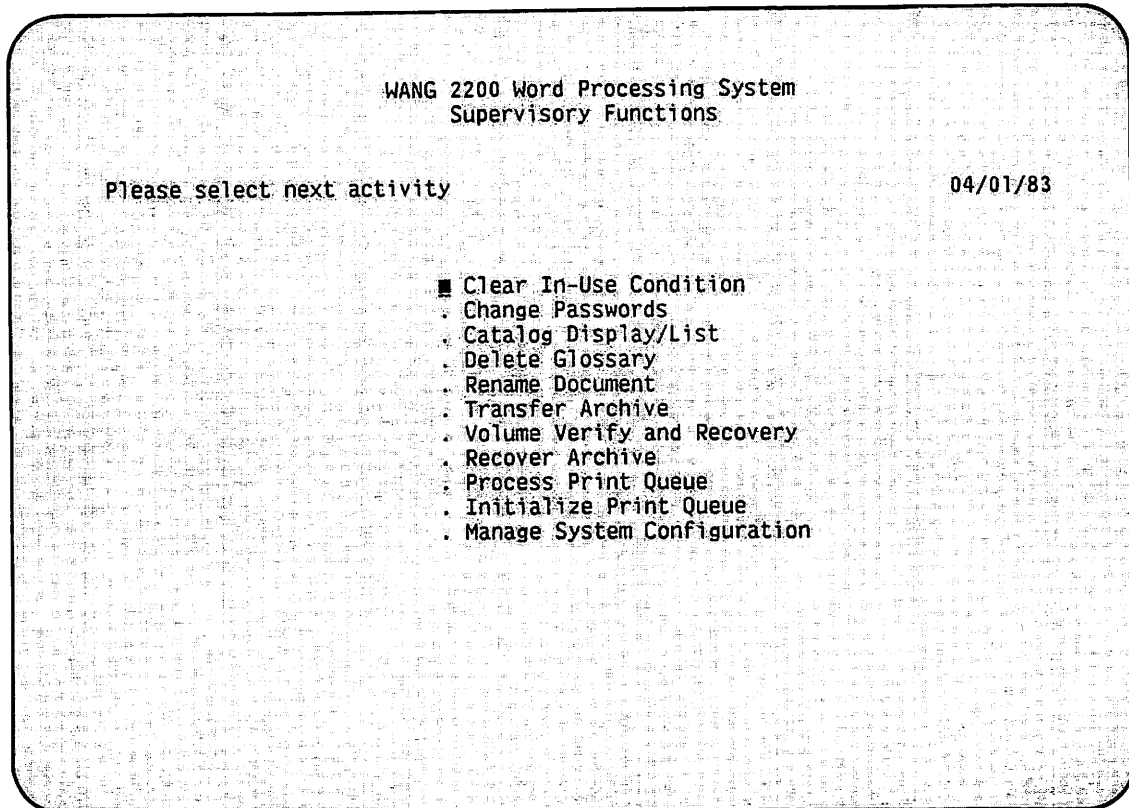
The Manage System Configuration option from the Supervisory Functions menu is the first option the supervisor should select when the software is installed for the first time. Refer to Chapter 2 for information on the Manage System Configuration option.

1.4 MOVING THE 2200 WORD PROCESSING SOFTWARE TO ANOTHER DISK

At some time it may be necessary to move the 2200 Word Processing Software, along with its volumes and documents, to a system disk other than the one on which it was originally installed. The supervisor can make the necessary move by mounting a removable disk containing the software onto a different disk drive, by using the BASIC-2 language-supported COPY or MOVE command to copy/move the entire platter contents, or by running the ISS COPY/VERIFY utility for all the active files on the disk.

After the move/copy process has been completed, the following prompt may appear when the supervisor tries to access the Supervisory Functions menu:

LOAD RUN* WPSUPER"

"WARNING   Error in System Disk Assignment   Press Return to continue"

2.6 'ERROR IN SYSTEM DISK SELECTION - CORRECT IMMEDIATELY   KEY RETURN TO CONTINUE"

Before the supervisor can access the Supervisory Functions menu, the system disk address must be corrected through the System Disk Assignment function.

1. Press RETURN. The System Disk Assignment menu appears on the screen:

```
                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 and press EXEC. The following prompts appear on the screen:

```
          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   D23

              New address of WP system   D23

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

              Comment  _____
```

The New Address of WP System field is entered automatically with the
address entered in Step 2.

3. Press RETURN to move to the next field.

4. Select the type of drive that is located at the new disk address and
   press RETURN. (The Type of Disk Drive is an optional field that is
   not used by the system; selecting an option in this field is for your
   information only.)

5. Enter a comment, if desired, and press EXEC. The Supervisory
   Functions menu then appears.

---------------------------------- NOTE ----------------------------------

If you entered an incorrect disk address in Step 2, the
System Disk Assignment function is restarted automatically.

----

6. Change the disk address of the volumes and archives that were created on the old system disk. This is done by editing the Volume Maintenance and Archive Assignments options from the Manage System configuration menu. Refer to Sections 2.3 and 2.5 for more information.

If the 2200 Word Processing Software is to be moved from the original system disk to a different disk without its volumes and documents, the supervisor should run the "WPINSTLL" program. The "WPINSTLL" can be loaded and run from the SSSD (or DSDD) diskettes or from the system disk. The supervisor should enter information on the Installation menu as though it were a first time installation. Refer to Section 1.2 for more information about the "WPINSTLL" program and the Installation menu.
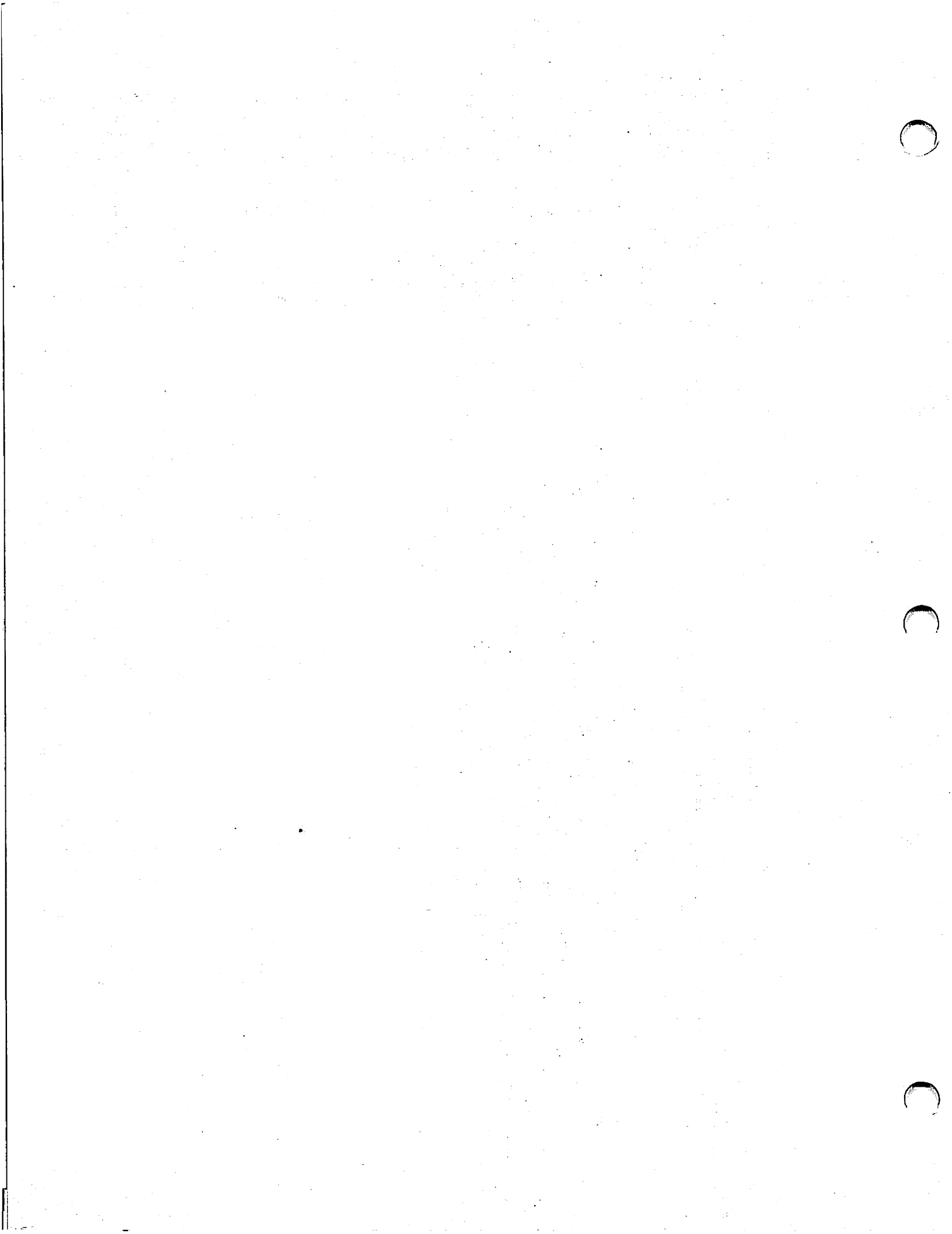
CHAPTER 2
CONFIGURING THE 2200 WORD PROCESSING SYSTEM: THE MANAGE SYSTEM CONFIGURATION
MENU

2.1 INTRODUCTION

Once the 2200 Word Processing Software has been loaded onto a 2200 Series
System, the supervisor must configure the word processing system, which are
the volumes, libraries, archive assignments, printer assignments, terminal
defaults, and system disk assignments. This is done through the Manage System
Configuration menu.

This chapter explains the options from the Manage system Configuration
menu, which are arranged in the order the configuration should be performed by
the supervisor. Some basic word processing terms are introduced in this
chapter.

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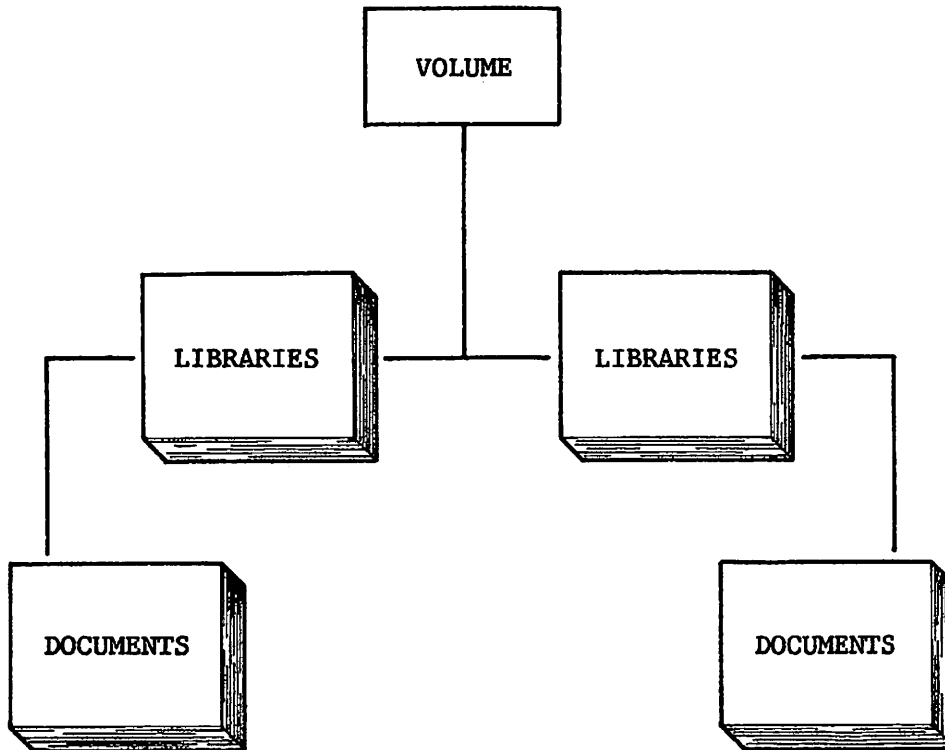
Volume. An allotment of disk space that is set aside by the supervisor to contain one or more libraries. The supervisor gives the volume its name and specifies the number of sectors the volume will contain. The volume may also be assigned a password to prevent unauthorized persons from: adding libraries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

Library. A collection of documents with the same letter designation following the 4-digit ID number. The documents in a library do not have to be related; the library exists as an internal organization for the system. The usual procedure is to assign a library to each operator and/ or department.

Document. 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. Documents are created within a library.

This chapter uses a hypothetical 2200 Series system that supports four terminals and two printers. After the initial 2200 Word Processing Software configuration has been completed by the supervisor through the Manage System Configuration menu, the word processing system will contain four volumes, seven libraries, and seven archive assignments. The information presented in this chapter should be used as a guideline; the 2200 Word Processing Software should be configured according to the supervisor's unique requirements.

2.2 SELECTING A SUPERVISORY FUNCTION OPTION

To select an option from a menu or to select an option within a field, the Acceptance Block (■) must be moved next to the desired option and then the EXEC key must be pressed. There are three ways to move the Acceptance Block:

● Press the Space Bar to move the Acceptance Block forward.

● Press the BACKSPACE key to move the Acceptance Block backward.

● Type the initial uppercase or lowercase letter of an option to move the Acceptance Block directly next to that option. For example, type an m or M to move the Acceptance Block next to the Manage System Configuration option.

Whenever the Acceptance Block appears on the screen, it can always be moved by using any of the three procedures listed above.

2.3 VOLUME MAINTENANCE

Through the Volume Maintenance menu, the system administrator creates a volume by name, specifies a disk address for where it is to reside, and indicates the size of the volume. After the volume is created, it can be maintained through the Edit, Delete, Add, and Remove options on the menu.

There will be four volumes created as examples for this section: one for the supervisor, two for the three operators, and one for the department.

2.3.1 Create Volume

The size of volumes created by the supervisor depends upon the disk space to a maximum size of 15,999 sectors, but there can be no more than 15 volumes on the system at any one time. If the supervisor needs to change the size of the volume to included more documents, or the amount of volumes, refer to Subsection 2.3.3 for more information.

There are four fields on the Create Volume menu that the supervisor must enter when creating a volume. These fields are listed below:

Volume name. An 8-character description that can have any combination of letters and/or numbers.

Volume password. An optional 8-character description that can have any combination of letters and/or numbers. The password protects a volume from unauthorized use, and it must be typed whenever the volume is accessed for editing. The password does not appear on the screen when typed, so it must be written down for record-keeping.

Disk address. A 3-character device address, as specified in the 2200 configuration, that indicates where the volume is to reside when created. Most volumes are created on the 2200 system disk, though it is also possible to create a volume on an archive diskette if there are 100 or more free sectors and the diskette is formatted and prepared on a 2200 diskette drive.

Number of sectors. A volume must have a minimum of 100 sectors; the maximum depends on the type of disk being used to a maximum of 15,999 sectors. One volume sector holds approximately 246 characters of text; approximately 17 sectors are needed for a full document page. Once a supervisor creates the volume, it must be deleted and recreated to alter its size (refer to Subsection 2.3.3 for more information). The supervisor should take these factors into consideration when deciding how many sectors to assign to a volume.

To create the system volumes, perform the following steps:

1. Select Manage System Configuration from the Supervisory Functions menu and 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                                04/01/83



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

2. The Volume Maintenance option is the default (the first choice)
    whenever the Manage System Configuration menu appears on the screen.
    Press EXEC to select this option. The Volume Maintenance menu appears
    on the screen as follows:

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




        Volume        Disk Address                    Option

                                                      ▪ Create
                                                      . Edit
                                                      . Delete
                                                      . Add
                                                      . Remove







                  Number of volumes currently open 000
```

3. An Acceptance Block is positioned at the Create option. Press EXEC. The Create Volume fields appear on the screen as follows:

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



   Please fill in the following:


             Volume name         ._____
             Volume password     _____
             Disk address        ___
             Number of sectors   _____
```

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

1. Type SUPERVOL (i.e., the name of the supervisor's volume) in the Volume name field, and then press RETURN to move the cursor to the next field.

2. Type a password in the Volume password field. (The password does not appear on the screen when first entered or later edited, so you must and write it down for future reference.) Press RETURN to move the cursor to the next field.

3. Type B30 (i.e., the 3-character system disk address) in the Disk address field. The cursor moves automatically to the next field.

4. Type 01000 (i.e., at least 100 but not more than 15,999) in the Number of sectors field. The completed Create Volume fields appear on the screen as follows:

```
                    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 create the volume into the system memory. The message "Creating volume . . ." appears at the bottom of the screen. After a brief delay, the Volume Maintenance menu appears on the screen 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
                                                      . Edit
                                                      . Delete
                                                      . Add
                                                      . Remove




               Number of volumes currently open 001
```

6. Repeat Steps 1 through 5 to create three more volumes, two for the three 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 the last volume has been created, the Volume Maintenance menu appears on the screen 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 to return to the Manage System Configuration menu.

The next step is to create the libraries, which is explained in Section 2.4. The information presented in the remainder of this section concerns maintaining the volumes.

2.3.2 Other Volume Maintenance Options

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

Edit. The supervisor can change the disk address of an existing volume with this volume. The supervisor can also 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 by using this option.

<u>Delete</u>. The supervisor can permanently erase (scratches) a volume and its contents (i.e., libraries and documents) from system memory.

<u>Add</u>. 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. This option is used in connection with the Remove option.

<u>Remove</u>. The supervisor can temporarily take one or more volumes off the Volume Maintenance menu system when the maximum of 15 volumes has been reached (see Subsection 2.3.3). The documents remain on the disk, but they cannot be accessed until it the volume is put back on the system through the Add option.

2.3.3 <u>Other Information About Volume Maintenance</u>

A maximum of <u>15 volumes</u> 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, the existing volumes must be removed or deleted before new volumes can be added.

If the maximum number of sectors of the volume has been reached, perform the following steps:

1. Perform a Copy to Archive: Range operation of <u>all</u> the documents from <u>all</u> the libraries in the volume onto an WP archive diskette or a 2200 system archive. (Refer to Subsection 10.5.2 in the <u>2200 Word Processing Operator's Guide</u> for information on how to perform the Copy to Archive filing operation.)

2. Use the Delete function from the Volume Maintenance menu to delete the volume and all of its contents.

3. Use the Create Volume option from the Volume Maintenance menu to recreate the volume with more sectors.

4. Use the Create Library option from the Library Maintenance menu to recreate the same libraries (refer to Section 2.4).

5. Once both the volume and the libraries have been recreated, perform a Retrieve from Archive: Range operation to put the documents back on the system disk (refer to Chapter 10 in the <u>2200 Word Processing Operator's Guide</u>.)

```
┌──────────────────────── NOTE ────────────────────────┐
│                                                       │
│  If the operator regularly performs a File to Archive │
│  operation on documents that do not need to be edited any │
│  further, the above procedure may not need to be performed. │
│  Refer to Sections 10.6 and 10.10 in the 2200 Word    │
│  Processing Operator's Guide for more information about the │
│  File to Archive operation and general filing practices. │
│                                                       │
└───────────────────────────────────────────────────────┘
```

2.4 LIBRARY MAINTENANCE

After the volumes have been created, the supervisor must create libraries. There are 52 possible libraries that can be divided among the 15-volume maximum in the 2200 Word Processing system. The library designations are uppercase and lowercase letters A through Z. Libraries can be assigned in any order that is convenient for the supervisor. For example, they can be assigned sequentially or correspond to any one of an operator's initials. Libraries must always be assigned to a specific volume.

There will be six libraries created as examples in this section: one for the supervisor, three for each operator, and two for the department.

2.4.1 Create Library

There are five fields on the Create Library menu, which allow the supervisor to assign the library to a specific volume. These fields are listed below:

Volume name. The up to 8-character name of a created volume. The volume name must be entered exactly as it appears on the Volume Maintenance menu.

Volume password. The up to 8-character word that protects the volume from unauthorized use. The volume password must be entered exactly as it was entered for the volume.

Next document ID. The first 4-digit number that will be attached to the library letter when the operator creates a document. The 4-digit number plus the library letter is called the Document ID. This field is preset with the number 0001. After the first document in this library is created by the operator, the number in this field changes automatically to the next consecutive number.

Next archive ID. The first 4-digit number that is attached to the archive location letter (refer to Section 2.7) when the archive is prepared by the operator. The 4-digit number plus the archive location letter is called the Archive ID or Archive Label. This field is preset to 0001. After the first archive is prepared by the operator, the number in this field changes automatically to the next consecutive number.

Comment. An optional field that can be up to 25 characters in length.

To create the system libraries, perform the following steps:

1. Select Library Maintenance from the Manage System Configuration menu and press EXEC. The Library Maintenance menu appears on the screen 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             . 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. Type S to move the Acceptance Block next to Library S, which will be the supervisor's library.

3. Press RETURN to move to the Option field.

4. Select Create and press EXEC. The Create Library fields appear on the screen as follows:

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


    Please Select Library
              Press EXECUTE or CANCEL

                                Library ID letter: S

                                Volume name:        _____

                                Volume password:    _____

                                Next document ID:   0001

                                Next archive ID:    0001

                                Comment:    _____
```

5. Type SUPERVOL in the Volume name field. Library S is to reside in the supervisor's volume.

6. Type the volume password, since SUPERVOL was password protected when created.

7. Type your name in the Comment field and press EXEC, after all the necessary information has been entered. The message "Building prototype document" appears briefly at the bottom of the screen (refer to Section 2.4.2 for more information about the prototype document). The Library Maintenance menu appears on the screen 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. Repeat Steps 1 through 7 to create five more libraries: one library
    for each of the three other operators, divided among VOLUME1 and
    VOLUME2, and two libraries for the department in the ACCOUNTS volume.

    After the last library has been created, the Library Maintenance menu
    appears on the screen 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 VOLUME1    . N            . a ACCOUNTS    . n            ■ Edit
     . B VOLUME1    . O            . b ACCOUNTS    . 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
     . H            . U            . h             . u
     . I            . V            . i             . v
     . J            . W            . j             . w
     . K            . X            . k             . x
     . L            . Y            . l             . y
     . M            . Z            . m             . z
```

9. Press CANCEL to return to the Manage System Configuration menu.

The next step is to create the archive assignments, which is explained in
Section 2.5. The information presented in the remainder of this section
concerns maintaining the libraries.

2.4.2 Prototype Document

The system creates a prototype document automatically when a library is
first created. The prototype document is the first document in the library
and contains a Format Line with no text. This Format Line represents the
default Format Line for every document created in the library. Every
prototype document is assigned the number 0000X, with the X indicating the
library (e.g., the Document ID of the prototype document in the supervisor's
library would be 0000S).

The Format Line in the prototype document can be changed through the Word
Processing menu, by selecting Edit Old Document, then typing in the prototype
Document ID. The Format Line can be revised using the information in Section
5.2 in the 2200 Word Processing Operator's Guide.

Documents cannot be created by the operator without a prototype document.
If a prototype document is accidentally deleted, perform the following steps:

1. From the Library Maintenance menu, select the library of the prototype
    document, and then select the Create option. Press EXEC. The Create
    Library fields appear on the screen as follows.

2. Type the correct volume name and volume password and press EXEC. the message "Building Prototype Document" appears briefly on the screen.

Once the prototype document has been successfully recreated, the operator can continue to create documents in that library.

2.4.3 Other Library Options

In addition to Create Library, there are two other library options on the Library Map, which are explained below.

Edit Library. The supervisor can 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. In addition, the Alter the Next Document ID, Next Archive ID and the Comment fields can be modified.

Delete Library. The supervisor can delete a library from the system memory, by selecting the option to 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, perform the following steps:

1. Select the library to be deleted.

2. Press RETURN to move the cursor to the Option field.

3. Select Delete and press EXEC. The prompt "Please enter password for volume VOLNAME _____" appears at the bottom of the screen.

4. Enter the proper password, if applicable, and press EXEC; or press EXEC. The Delete Library fields appear as follows:

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




                    Library ID letter: a

                    Volume name:        ACCOUNTS

                    Next document ID:   0015

                    Next archive ID:    0005

                    Comment:   _____


   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. Deleting the library map does not allow any of the documents to 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:

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


    Please Select Library
         Press EXECUTE or CANCEL

                              Library ID letter: M

                              Volume name:      ACCOUNTS

                              Volume password:   --------

                              Next document ID:  0001

                              Next archive ID:   0001

                              Comment:  -------------------------

    prototype already exists
          please select option
                              ■ Recreate prototype
                              . Use existing prototype
```

    By recreating the prototype document, the system preset tab settings and
end margin are reinstated. By using the existing prototype document, any
modifications made to the Format Line in the prototype document remain as
modified. Refer to Subsection 2.4.2 for more information about the prototype
document.

2.5 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 operator
file operations, which are explained in Chapter 10 of the 2200 Word Processing
Operator's Guide.

    The 2200 Word Processing System supports two archive types:

2200 System Archive. A hard disk or a dual-sided, double-density (DSDD)
floppy diskette (a red label). Up to three 2200-type archives or three
data files containing 1232 sectors can fit on a DSDD diskette.

WP Archive Diskette. A single-sided, single-density (SSSD) floppy
diskette (a white label), which is Wang OIS/VS compatible.

Archive assignments letters are referred to as archive location letters, because the type of archive (2200 system archive or WP archive diskette) as well as the specific 3-character disk/diskette address is indicated through the letter.

There are 52 possible archive letters, which can be any uppercase or lowercase letter from A through Z. Archive letters can be assigned in any order that is convenient for the supervisor. For example, they can be assigned sequentially or to correspond to any of the libraries. Archive letters must always be associated with a specific disk address, but the same disk address can be associated with different archive location letters.

There will be six archive locations created as examples in this section, which will correspond to the libraries: one for the supervisor, three for each operator, and two for the department.

2.5.1 Create Archive Assignments

There are three fields on the Create Archive Assignments menu, which allow the supervisor to assign the archive letter to a specific disk address. These fields are listed below:

Disk Address. The 3-character device address that is the disk/diskette address location in the 2200 configuration.

Type of Archive. There are two choices: a 2200 System Archive or a WP Archive Diskette. The System Archive must be a hard disk or a DSDD diskette, and the Archive Diskette must be a SSSD floppy diskette. Care should be taken to assign the correct type of archive to the correct address.

Comments. This is an optional field of up to 25 characters in length.

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

1. Select Archive Assignments from the Manage System Configuration menu and press EXEC. The Archive Assignments menu appears on the screen 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        . 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. Type S to move the Acceptance Block next to Archive S, which will correspond to the supervisor's library.

3. Press RETURN to move the cursor to the Option field.

4. Select Create and press EXEC. The Create Archive Assignment fields appear on the screen as follows:

```
                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 : S

                      Disk Address : ▪--

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


                      Comments :  _____
```

The cursor is positioned automatically next to the Disk Address field.

5. Type B30 (the address of the system disk).   The cursor moves
    automatically to the next field.

6. Select 2200 System Archive and press RETURN to move to the next field.

7. Enter a description in the Comment field, if desired.   The completed
    fields appear on the screen as follows:

```
                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 : S

                     Disk Address : B30

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


                     Comments :  ------------------------
```

8. Press EXEC to retain the assignment and return to the Archive
   Assignments menu.

9. Repeat Steps 1 through 8 to create archive assignments for each of the
   libraries. When creating the other five assignments, substitute 310
   (the diskette drive) for B30 (the system disk), and then select the WP
   Archive Diskette for the archive type.

   After the last archive assignment has been completed, the Archive
   Assignments menu appears on the screen 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 / 310    . N           . a / 310   . n       ■ Edit
          . B / 310    . O           . b / B30   . o       . Create
          . C / 310    . P           . c         . p       . Delete
          . D         . 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
```

10. Press CANCEL to return to the Manage System Configuration menu.

The next step is to create the printer assignments, which is explained in Section 2.6. The information presented in the remainder of this section concerns maintaining the archive assignments and archive disks/diskettes.

2.5.2 Formatting System Archives and Archive Diskettes

A system archive generally resides on the disk when the 2200 Word Processing software has been installed. If the system archive is to reside on another hard disk or a DSDD diskette, the disk/diskette must be formatted than scratched before the operator can perform a Prepare New Archive operation (refer to Chapter 10) for filing documents.

To format and scratch a system archive, select the Format Disk Platter option from the System Utilities menu, which is the "@FORMAT" program, and follow the instructions listed in Chapter 7 of the the BASIC-2 Utilities Reference Manual.

```
┌─────────────────────────── WARNING ───────────────────────────┐
│                                                                │
│   DO NOT format the disk where the 2200 Word Processing        │
│   Software resides because it is already formatted.  Always    │
│   be sure that the disk/diskette that is being formatted has   │
│   no data on it that you want to keep, as formatting destroys  │
│   all data on the disk/diskette.                               │
│                                                                │
└────────────────────────────────────────────────────────────────┘
```

An archive diskette is formatted through a button at the top of the diskette drive, which is pressed with a small instrument. When pressed and held briefly, a steady light appears over the diskette door and stays on until the diskette is formatted. Once the archive diskette is formatted, the operator can prepare the diskette (refer to Section 10.4 in the 2200 Word Processing Operator's Guide for more information). Archive diskettes do not have to be scratched before the operator prepares them for filing operations.

Formatting should not take longer than about two minutes. If the steady light last longer than two minutes, the diskette may be damaged; take out the diskette, reinsert a new one, and press the button at the top of the drive. If you get a flashing light while formatting, the write-protect slot is not covered with a tab; take out the diskette, put on a write-protect tab, reinsert the diskette, and press the button on the drive again.

2.5.3 Other Archive Assignment Options

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.

2.6 PERIPHERAL DEVICE SELECTIONS

Printers supported by a 2200 Word Processing System are assigned through the Peripheral Device Selections option. This option is used to assign a number, a printer address, and a printer type to each printer.

The printer number, which is displayed along with the three fields mentioned above, is very important when the operator prints a word processing document. The operator enters a printer number every time a printing operation is performed. The supervisor should inform the operator(s) what printer numbers correspond to which printers. (Refer to Chapter 7 in the 2200 Word Processing Operator's Guide for more information about the Printer Number field and the main operator printing menu.)

There are two printers that are used as examples for this section: a Wang 2231 Matrix printer (Line) and a Wang 2281W Daisy printer (Character).

ALL PRINTERS USING DRIVERS (CHARACTER)

2.6.1 Create/Edit Peripheral Device Selections

The Peripheral Device Selections menu has four printer numbers displayed, which are consecutively numbered under the Printer Number column from 1 to 4. The 2200 Word Processing System does not support more than four printers, but the three fields listed after each printer number can be changed. These fields are listed below under the following column headings:

Address. The 3-character printer device address.

Type. There are two types of printers supported by 2200 Word Processing: a daisy wheel printer, which is designated as a Character printer; and a matrix or band printer, which is designated as a Line printer.

Comment. A descriptive field of up to 25 characters, that can be used to enter the specific model number of the printer.

A printer address must be entered for each of the four printer numbers in the menu. If the 2200 system configuration has less than four printers, leave the preset values in the fields or fill in the appropriate fields with the same information as Printer 1 or 2.

To create/edit the printer selections, perform the following steps:

1. Select Peripheral Device Selections from the Manage System Configuration menu and press EXEC. The Peripheral Device Selection menu appears on the screen 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          MATRIX_PRINTER_____
                                    ■ Line

            2            216        ■ Character          2281_CHARACTER_____
                                    . Line

            3            217        . Character          _____
                                    ■ Line

            4            204        . Character          Terminal_Printer_____
                                    ■ Line


        ALL PRINTERS USING DRIVERS MUST USE ADDRESS 7XX & BE SHOWN AS

        CHARACTER TYPE PRINTERS.
```

This menu has preset default values entered in each of the fields, with the cursor positioned automatically under the Address field for Printer 1.

2. Type 215 in the Address field of Printer 1. The cursor automatically moves to the Type field.

3. Select Line under the Type field, and press RETURN to move to the Comment field.

4. Type 2231W MATRIX PRINTER, and press RETURN to move to the Address field for Printer 2.

5. Type 216 in the Address field for Printer 2. The cursor automatically moves to the Type field.

6. Select Character and press RETURN to move to the Comment field.

7. Type 2281W CHARACTER, and press RETURN to move to the Address field for Printer 3.

8. Leave the preset values in the fields for Printers 3 and 4. The completed fields appear on the screen 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       2281W_DAISY_WHEEL_____
                               . Line

          2            216     . Character       2231_MATRIX_____
                               ■ Line

          3            217     . Character       _____
                               ■ Line

          4            204     . Character       Terminal_Printer_____
                               ■ Line
```

✱ ADDRESS - ALL PRINTERS USING DRIVERS MUST USE ADDRESS 7XX

✱✱ ALL PRINTERS USING DRIVERS ~~MAY NEED TO~~ MUST BE CHARACTER TYPE

PM017 - WOULD NOT UNDERSCORE IN WP & WOULD NOT LINEFEED IN THE RIGHT POSITION UNTIL ADDRESS 7XS USED & TYPE SET TO CHARACTER.

9. Press EXEC to retain the printer selections and return to the Manage System Configuration menu.

The next step is to set the terminal defaults, which is explained in Section 2.7. The information presented in the remainder of this section concerns the local terminal printer.

2.6.2 Printer Number 4: The Local Terminal Printer

One of the defaults for the Peripheral Device Selections menu is the Local Terminal Printer. Most 2200 Series printers can be attached directly to the back of the 2236DW, 2336DW, or 2326DW terminal through a standard printer cable. When attached, the operator can choose Printer 4 during any print operation.

In addition to the normal print operations through the 2200 Word Processing Software, a screen dump (i.e., a picture of any CRT screen display) can be performed during any data or word processing function. A screen dump is performed by holding down the CANCEL/EDIT key for a few seconds. The printer performs a top-of-form and the prints the screen. Not every printer can print all the screen graphics (i.e., the Acceptance Blocks) when performing a screen dump. Refer to the appropriate printer manual for more information on the graphics the printer produces and if it can be attached directly to the 2236DW, 2336DW, or 2326DW terminal.

2.7 TERMINAL DEFAULT ASSIGNMENTS

The final step in the configuration process is to set up the defaults for the terminals that are supported by the system. The 2200 Word Processing System features library, archive, and printer defaults. For example, if the default library of Terminal 01 is X, all library-related fields (e.g., the "Creation Library is X" prompt that appears when an operator is creating a new document) will end with the default library letter X. All defaults can be modified by striking over the default with the appropriate letter or by moving the Acceptance Block next to the appropriate default. It is not necessary to assign defaults to terminals, but doing so saves time and keystrokes.

There are four fields on the Edit Terminal Defaults menu, which allow the supervisor to assign the defaults to a specific terminal. These fields are listed below:

Default library. The uppercase or lowercase library letter for creating and editing a document.

Default archive. The uppercase or lowercase archive assignment for filing purposes.

Comment. A descriptive field of up to 25 characters that can be anything from the name of the operator to the name of the volume and its location.

Attached printer type. There are three choices: N/A (not applicable) indicates that no specific printer is to be attached to that terminal; Character means that the daisy wheel printer is to be the default; and Line means that the matrix printer is to be the default.

There are four terminals that are used as examples for this section: one for the supervisor and three for each operator.

To assign the terminal defaults, perform the following steps:

1. Select Terminal Default Assignments from the Manage System Configuration menu and press EXEC. The Terminal Defaults menu appears on the screen as follows:

```
                    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         a          b       N/A
         . 02         a          b       N/A
         . 03         a          b       N/A
         . 04         a          b       N/A
         . 05         a          b       N/A
         . 06         a          b       Line
         . 07         a          b       Line
         . 08         a          b       Line
         . 09         a          b       Line
         . 10         a          b       Line
         . 11         a    .     b       Character
         . 12         a          b       Character
         . 13         a          b       Character

    This terminal is number 01


         PmO17 is a CHARACTER PRINTER
```

The number of the terminal being used is displayed in the bottom left
corner of the screen, and the Acceptance Block appears automatically
next to that terminal number.

2. Move the Acceptance Block next to Terminal 01, if it is not already
    there, and press EXEC. The Edit Terminal Defaults fields appear on
    the screen as follows:

2-26

```
                    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:          a

                   Default archive:          b

                   Comment:                  ----------------------------

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


             Prnoi7  is  a  CHARACTER PRINTER
```

3. Terminal 01 is usually designated for the supervisor. Type S (the supervisor's library) in the Default Library field. The cursor moves automatically to the next field.

4. Type S in the Default Archive field so that the supervisor's terminal will default to the system archive. The cursor automatically moves to the next field.

5. Enter a description in the Comment field, if desired. (In this case, the name of the operator has been entered.) Press RETURN to move the cursor to the next field.

6. Leave the Acceptance Block next to N/A (not applicable) and press EXEC to return to the Terminal Default Assignments menu.

7. Repeat steps 1 through 6 to complete the terminal defaults for each operator according to their libraries.

   After the last terminal defaults have been completed, the Terminal Defaults menu appears on the screen as follows:

```
                    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          N/A           Super's terminal
          02          A          A          Line          Fred's terminal
          03          B          B          Line          Andy's terminal
          04          C          C          Character     Mary's terminal
          05          a          b          N/A
          06          a          b          Line
          07          a          b          Line
          08          a          b          Line
          09          a          b          Line
          10          a          b          Line
          11          a          b          Character
          12          a          b          Character
          13          a          b          Character

    This terminal is number 01

            Pmo17  is  a  character  printer.
```

8.   Press CANCEL to return to the Manage System Configuration menu.

2.8   SYSTEM DISK ASSIGNMENT

The 3-character destination disk address, entered when installing the 2200 Word Processing Software, is the same address as the system disk. The System Disk Assignment defaults automatically to this address when this option is selected from the Manage System Configuration menu. This address should not be changed unless the software was moved to a new disk (refer to Section 1.4); however, there are two additional fields that can be optionally entered by the supervisor after the 2200 Word Processing Software has been configured. These fields are described below:

Type of disk drive. The kind of disk drive that the 2200 Word Processing Software resides on. There are four options listed (i.e., Phoenix, Winchester, DSDD, and Other), one of which can be selected by moving the Acceptance Block next to the appropriate option.

Comment. An up to 25-character field that may contain any special information about the system disk.

To enter the information found on these fields, perform the following steps:

1. Select System Disk Assignment from the Manage System Configuration menu and press EXEC. The Current Address of WP System field appears on the screen.

2. Press EXEC. The following fields appear on the screen as follows:

```
           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
```

The cursor is positioned automatically next to the New Address of WP System field.

3. Press RETURN to move the cursor to the Type of disk drive field. (The New Address of WP System field should only be changed during a reinstallation.)

4. Select the drive the 2200 Word Processing Software resides on and press RETURN. The cursor moves to the Comment field.

5. Enter a comment, if desired, and then press EXEC. The system returns to the Manage System Configuration menu.
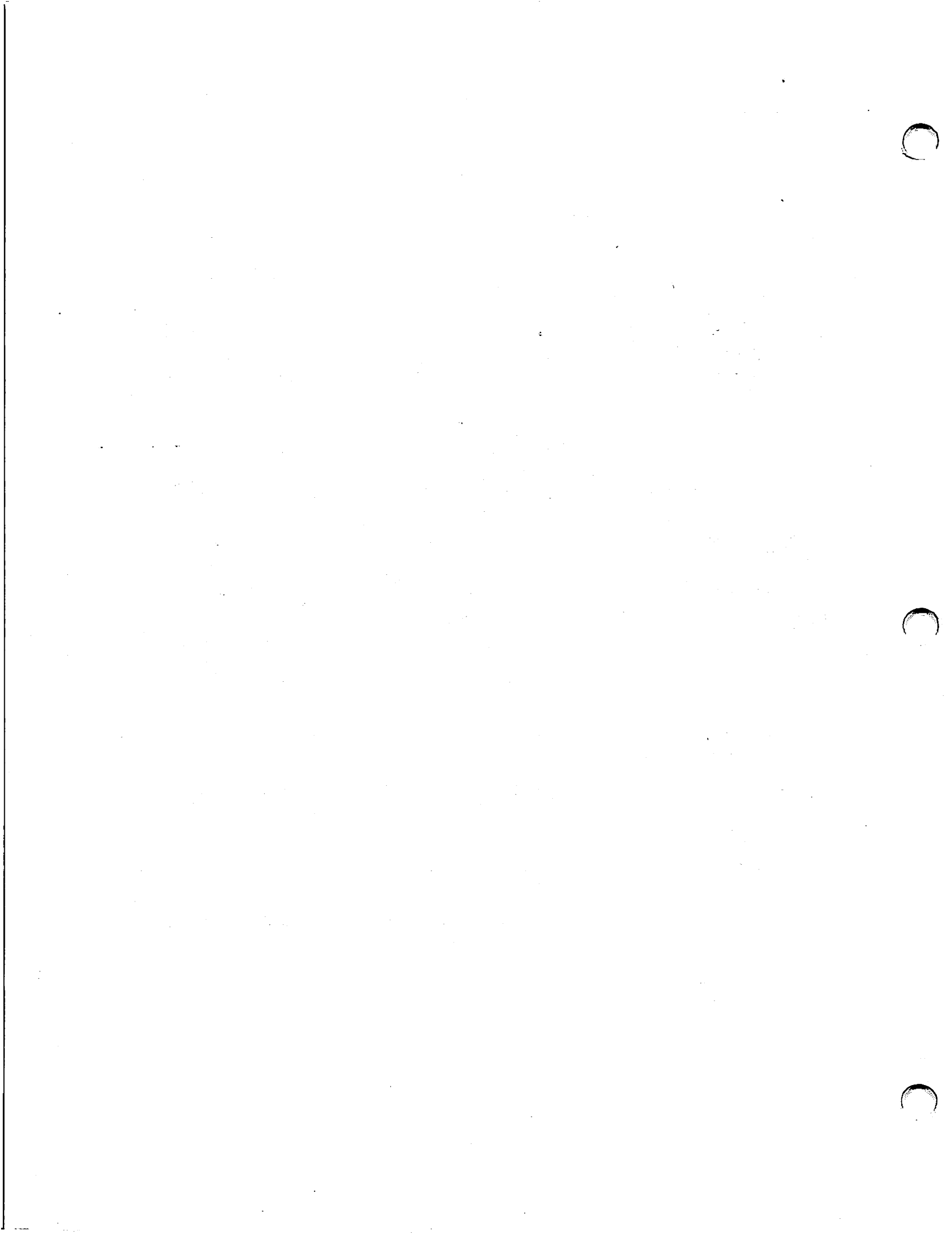
CHAPTER 3
WORD PROCESSING SUPERVISORY FUNCTIONS

3.1 INTRODUCTION

In Chapter 2, the Manage System Configuration menu explained how to configure the 2200 Word Processing Software for operator use. In this chapter, the other options from the Supervisory Functions menu are explained. These options aid the operator in special situations that may occur during editing, printing, or filing operations.

3.2 CLEAR IN USE CONDITION

The Clear In Use option must be used to free a document or glossary document, a work file, or a verified glossary for operator access to normal word processing operations when the prompt "Cannot Access DOCUMENT" appears on the screen of the Word Processing menu. For example, this message would appear if the operator turned the terminal off when in the middle of an document, and then tried to access the document at a later point. In addition, the Clear In Use option can also be used if the message "Work File In Use" appears during an editing operation (e.g., Super Copy or Super Move).

There are two classifications of glossary documents: the source document, which is created by the operator through the Glossary Functions menu and the verified glossary document, which the system creates when the operator verifies the document. If the prompt "Cannot Access DOCUMENT" appears when trying to attach a glossary, and the Clear In Use option has been performed on the Glossary Document, the Clear In Use option must also be performed on the verified glossary document.
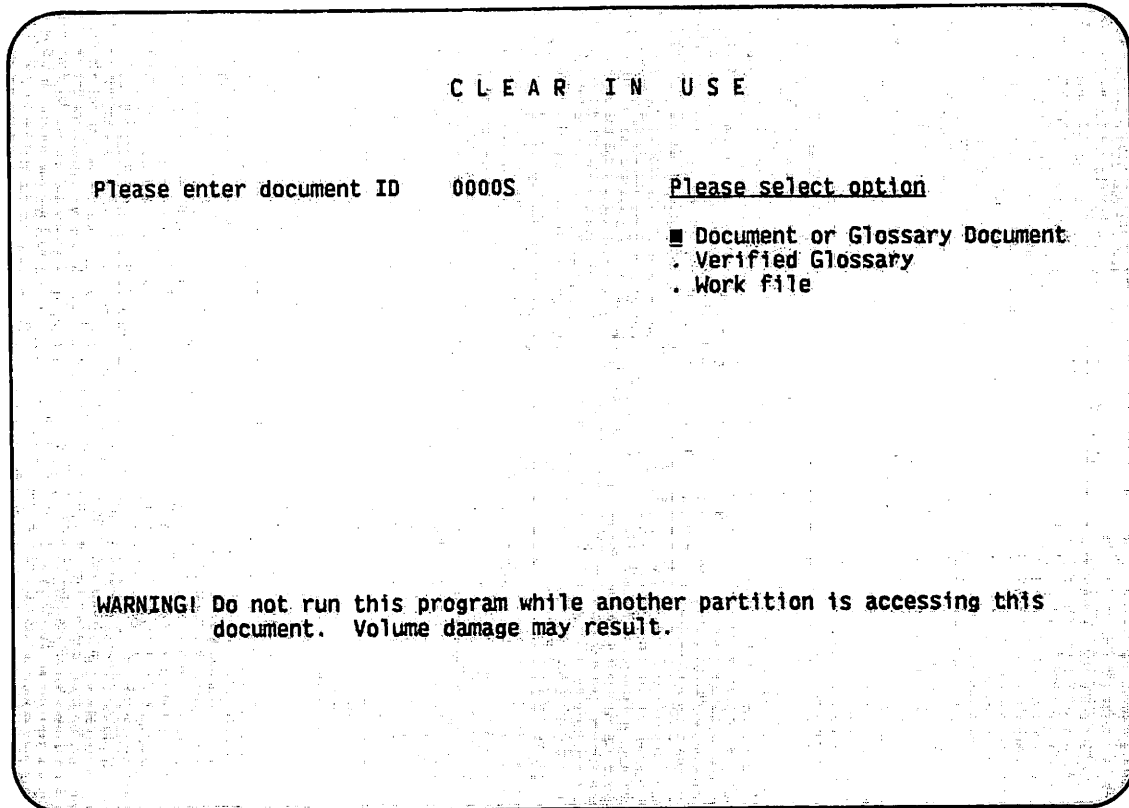
If a document or a verified glossary is password protected, the supervisor must attach the correct password to his/her terminal before the in use condition can be cleared.

```
┌──────────────────────  WARNING  ──────────────────────┐
│                                                       │
│   Before using the Clear In Use Condition function, you│
│   should physically check each terminal on the system to make│
│   sure that another operator is not using the document in│
│   question. If you perform the Clear In Use Condition│
│   function on a document that is being used by another│
│   operator, that document and others in the same volume can│
│   be seriously damaged.                                │
│                                                       │
└───────────────────────────────────────────────────────┘
```

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

1. Select Clear In Use Condition from the Supervisory Functions menu and press EXEC. The Clear In Use menu appears on the screen as follows:

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


    Please enter document ID     0000S          Please select option

                                              ■ Document or Glossary Document
                                              . Verified Glossary
                                              . Work file








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

The prompt "Please enter Document ID" appears. The default Document ID, which is the document last accessed by an operator, appears automatically.

2. Enter the Document ID of the in use document, then press RETURN to move the cursor to the next field.

3. Choose the appropriate option:

   ● Select the Document or Glossary Document option if the "Cannot Access DOCUMENT" prompt appeared on the screen.

   ● Select the Verified Glossary option if the "Cannot Access DOCUMENT" prompt appears on the operator's screen when trying to attach the glossary to the terminal.

   ● Select the Work file option if the "Work File in Use" prompt appears on the operator's screen.

4. Press EXEC once an option is chosen. The following message appears on the screen:

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


Please enter document ID     0003S          Please select option

                                            ■ Document or Glossary Document
                                            . Verified Glossary
                                            . Work file

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.
```

To clear another document, press EXEC. To return to the Supervisory Functions menu, press CANCEL.

3.3 CHANGE PASSWORDS

There are three options on the Change Passwords menu, which are described below:

Single Document. Allows the supervisor to change or remove the designated password of one word processing document if the original password is known.

Range of Documents. Allows the supervisor to change or remove the designated password of a range of documents within a library if the original password of the first document in the specified range is known.
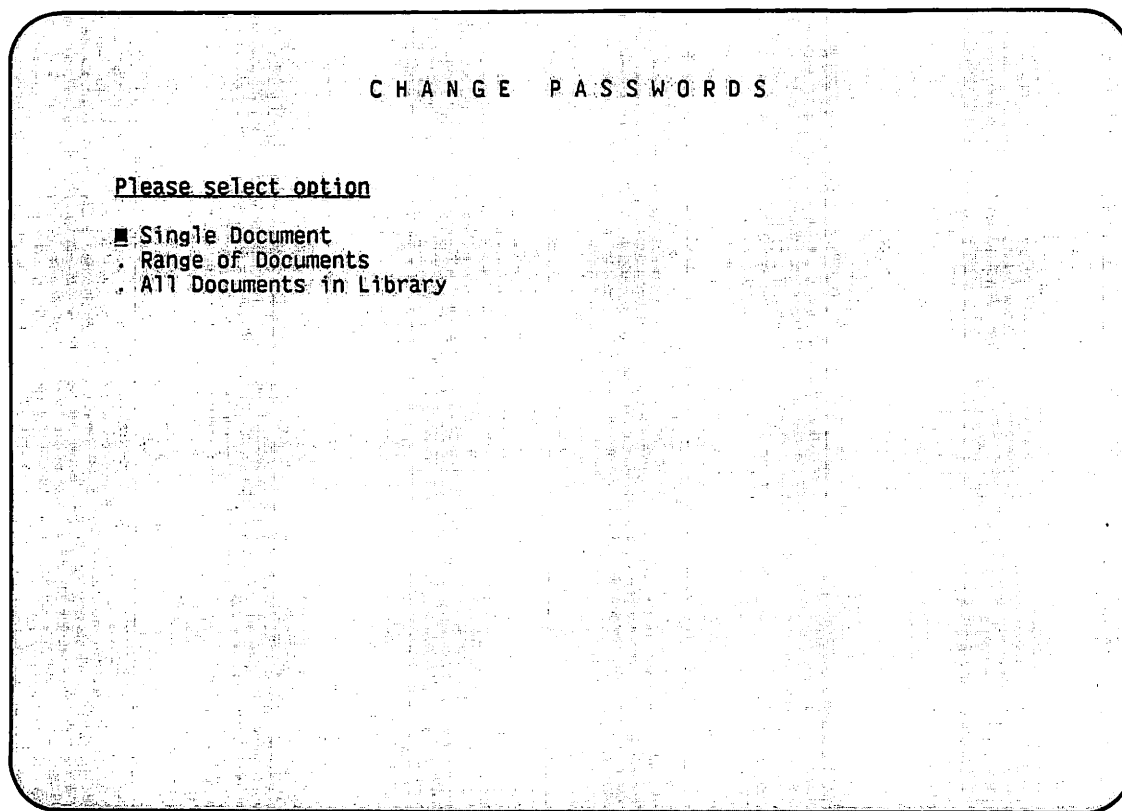
All Documents in Library. Allows the supervisor to change or remove the password(s) for every document in a given library. The All Documents in Library operation must be used if the password of any single document in a library has been forgotten. This option can also be used to maintain consistent passwording within a library.

3-3

Entering a new password involves typing an up to 6-character word involving letters and/or numbers in any combination when the New Password field appears on the screen. This is always the last field presented after selecting one of the three options. Removing a password involves leaving the New Password field blank. For more information about document passwords, refer to Chapter 14 of the 2200 Word Processing Operator's Guide.

3.3.1 Single Document Password Change

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

1. Select Change Passwords from the Supervisory Functions menu and press EXEC. The Change Passwords menu appears on the screen 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
```

2. Select Single Document from the Change Passwords menu. The following prompts appear on the screen:

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


                                     Please enter information

   ■ Single Document                 Document ID  0000S
   . Range of Documents              Old Password  _____
   . All Documents in Library        New Password  _____
```

3. Enter the correct Document ID. The cursor moves automatically to the
   next field.

4. Enter the document's current password (it is not displayed on the
   screen). The cursor moves automatically to the next field.

5. Enter the new password then press EXEC if you want to change the
   password, or press EXEC with the cursor at the New Password field if
   you want to remove a password from a protected document.

When this function is complete, the following message appears on the screen:

```
                    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
```

3.3.2 Range of Documents Password Change

To change the password of a range of documents, perform the following step:

1. Select Change Passwords from the Supervisory Functions menu and press EXEC. The Change Passwords menu appears on the screen.

2. Select Range of Documents from the Change Passwords menu. The following prompts appear on the screen:

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


                              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  _____
```

3. Enter the Document IDs (excluding the library letter) of the first and
    last documents in the range being processed in the appropriate
    fields. The cursor moves automatically to the new field.

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

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

6. If removing passwords from the documents, leave the New Document
    Password field blank. Otherwise, enter the new password.

7. Press EXEC to start the process. The following message appears on the
    screen when this function is completed:

```
              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
```

7. 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 change all the document passwords in the library, perform the following steps:

1. Select Change Passwords from the Supervisory Functions menu and press EXEC. The Change Passwords menu appears on the screen.

2. Select All Documents in Library from the Change Passwords menu. The following prompts appear on the screen:

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


                                 Please enter information

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

3. Complete the information in the fields, and then press EXEC to change
    the passwords.

3.4 CATALOG DISPLAY/LIST

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.

3.4.1 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:

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 and must be followed by a period (.).

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. Table 3-1 illustrates this concept.

Table 3-1. The 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

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.

3.4.2 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 Catalog Display/List menu appears on the screen as follows:

```
                    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. Enter the name of an existing volume followed by a colon in the File Name or Partial File Name field and press EXEC. If the volume is password-protected, the prompt "Volume Password:" appears at the bottom of the screen.

3. Enter the volume password, if applicable, and press EXEC. The messages "(Reading Volume Catalog)" and "(Sorting Volume Catalog)" briefly appear in the upper, left corner of the screen as the system performs the respective tasks. A Catalog Display/List report screen then appears, similar to the two below:

```
                    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

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

4. Press NEXT SCRN 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 (pressing CANCEL twice returns you 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 3.5
│  for a detailed discussion of the concept of dual glossary
│  files.)                                      │
│                                               │
└───────────────────────────────────────────────┘
```

3.4.3 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 and enter the volume password if necessary. The following information appears on the screen:

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

      Use NEXT/SCRN, PREV/SCRN, EXECUTE and CANCEL to Scan File

Summary Catalog of : VOLUME1:
                                      Vaus    Sectors   Files

..........DOCUMENT...........................98........98........12..........
..........GLOSSARY.............................5.........5.........1..........
..............................................................................
..........Totals.............................103.......103.......13..........
```

Report Destination. In the previous examples, the Catalog Display/List report was output to the screen. To direct the output to a printer, from the Catalog Display/List Utility menu, select Printer from the Report Destination field. Enter the device number of the desired printer when the prompt appears in the bottom, left corner of the screen. Press EXEC and enter the volume password, if necessary. Press EXEC again, and the report will be printed. Press CANCEL to return to the Supervisory Functions menu.

3.5 DELETE GLOSSARY

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. When a glossary is attached to a terminal, it is 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. 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 0007X is the source file, and glossary 0007X is the object file. Since two documents with the same Document ID exist, in order to delete the glossary from the system, it must be deleted twice: once for the source document and once for the object file.

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 to Chapter 10 of the 2200 Word Processing Operator's Guide for details about document filing.

```
┌──────────────────────── WARNING ────────────────────────┐
│                                                          │
│   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.                     │
│                                                          │
└──────────────────────────────────────────────────────────┘
```

3.5.1 Using the Delete Glossary Function

To delete a verified glossary from the system, perform the following steps:

1. Select Delete Glossary from the Supervisory Functions menu and press EXEC. The most recently accessed Document ID appears in the Glossary ID field.

2. If this is the correct Glossary ID 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.

When EXEC is pressed, if an invalid Glossary ID or a number that is not a Glossary ID has been entered, the following message appears:

"Unknown ... Key EXEC for menu."

If this occurs, press EXEC, check the Glossary ID, and start the function over again.

3.6 RENAME DOCUMENT

The Document Rename function enables a supervisor to rename any library document, except a library prototype document, with any unused ID number within the same library. 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 already exists.

To rename a document, perform the following steps:

1. Select Rename Document from the Supervisory Functions menu. The Rename Document menu appears on the screen as follows:

```
                    WANG 2200 Word Processing System
                           Rename Document


      Please Enter Data
      Press EXECUTE to Continue


         Old Document ID : _____

         New Document ID : _____
```

2. Enter the old Document ID and new Document ID in the appropriate fields, and press EXEC. When the message "Rename Operation Complete" appears in the lower, left corner of the screen, the function has been completed.

Press CANCEL to return to the Supervisory Functions menu.

Error Messages

If the new Document ID that has been entered is that of an existing document, the following error message appears:

"New Document ID Already Exists"

If this occurs, perform the following steps:

1. Press CANCEL, enter an unused number for the new Document ID, and press EXEC again.

2. 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.

3.7 TRANSFER ARCHIVE

The Transfer Archive function copies the archive label and the archive contents from a 2200 System Archive to a WP Archive Diskette or from a WP Archive Diskette to a 2200 System Archive. All documents remain on the archive from which the transfer is being performed after the transfer function is complete.

```
┌───────────────────────── WARNING ─────────────────────────┐
│                                                            │
│  When the Transfer Archive function is performed, the      │
│  contents of the receiving archive are overwritten and     │
│  reinitialized with the ID number of the source archive.   │
│  The contents on the receiving archive cannot be recovered  │
│  once overwritten.                                         │
│                                                            │
└────────────────────────────────────────────────────────────┘
```

For information about operator-performed filing operations, refer to Chapter 10 in the 2200 Word Processing Operator's Guide.

3.7.1 Transfer from System Archive to Archive Diskette

This function can be performed only on a WP archive diskette that has been previously formatted and prepared by the operator. To transfer the contents of a 2200 System archive to a prepared WP archive diskette, perform the following steps:

1. Select Transfer Archive from the Supervisory Functions menu. The Transfer Archive menu 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 :    _
```

2. Enter the letter assigned to the 2200 system archive (in this case, S)
    and press EXEC. The Type of Archive field, which has 2200 System
    Archive entered automatically, and the prompt "Mount Archive
    Execute or Cancel" appear.

3. Press EXEC. The following prompt appears on the 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 :         0000S
```

4. Strike over the zero-filled Archive ID field with the correct ID
   number (system-assigned when the operator prepared the archive).
   Press EXEC. The following prompt appears on the 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 :          0003S

    -------------------------------------------------------------------------

           To Archive Location :      _
```

5. Enter the letter assigned to the archive diskette (in this case, A) and press EXEC. The Type of Archive field, which has WP Archive Diskette entered automatically, and the prompt "Mount Archive Execute or Cancel" appear.

6. Mount the archive diskette and press EXEC. The following prompts appear on the 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 :         0003S
    _____

        To Archive Location :    A

            Type of Archive :    WP Archive Diskette

            Archive ID:          0002A




Are you sure?                                         Execute or Cancel
```

Unlike a system archive, the system can read the WP archive diskette ID automatically.

7. Press EXEC to copy the contents of the system archive (including the system Archive ID) to the archive diskette. The "In Progress" message appears on the screen.

When the transfer is successfully completed, the original Transfer to Archive menu appears on the screen. The contents of the system disk now reside on the system archive and on the archive diskette; both Archive IDs are the same.

3.7.2 Transfer from Archive Diskette to System Archive

This function can be performed if the system archive has the same ID as the archive diskette or if the supervisor wants to create a new system archive with the same archive ID as the WP archive diskette.

To initiate this function, perform the following steps:

1. Select Transfer Archive from the Supervisory Functions menu and press EXEC. The Transfer Archive menu appears 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 :
```

2. Enter the letter assigned to the archive diskette (in this case, A) and press EXEC. The Type of Archive field, which has WP Archive Diskette entered automatically, and the prompt "Mount Archive Execute or Cancel" appear.

3. Mount the archive diskette that contains the information to be transferred and press EXEC. The following prompts appear on the 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 :   A

            Type of Archive :    WP Archive Diskette

            Archive ID :         0004A
    _____

            To Archive Location :    _
```

The system is able to read the archive diskette ID automatically and the ID is displayed next to the Archive ID field.

4. Enter the letter assigned to the 2200 system archive (in this case, S) and press EXEC. The Type of Archive field, which has 2200 System Archive entered automatically, and the prompt "Mount Archive Execute or Cancel" appear.

5. Press EXEC. The Type of Archive field is entered automatically with the same ID as that of the archive diskette. One of two prompts appear simultaneously on the screen at this point:

    ● If you are transferring the contents of the archive diskette to a 2200 system archive with the same archive ID as the diskette, the following prompt appears on the 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 :   A

            Type of Archive :     WP Archive Diskette

            Archive ID :          0004A

    ------------------------------------------------------------------------

        To Archive Location :     S

            Type of Archive :     2200 System Archive

            Archive ID:           0004A




Are you sure?                                           Execute or Cancel
```

In this case, press EXEC to perform the transfer function. The "In Progress" message appears on the screen.

- If you are transferring the contents of the archive diskette to a 2200 system archive that has not already been prepared with the same archive ID, the following prompt appears on the 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 :    A

               Type of Archive :    WP Archive Diskette

               Archive ID :         0004A
    ------------------------------------------------------------------------

            To Archive Location :    S

               Type of Archive :    2200 System Archive

               Archive ID:          0004A



    Archive not found, hit EXECUTE to create during transfer   Execute or Cancel
```

Press EXEC to create a new system archive with the same archive ID as the diskette. The "In Progress" message appears on the screen.

The Transfer Archive menu appears on the screen when the function is successfully completed. The contents of the archive diskette now reside on the system archive and on the archive diskette. If a new system archive was created during the transfer function, be sure to write down the new system archive ID for future reference: an operator must know the system archive ID in order to access the contents of the archive during a filing operation.

3.8   VOLUME VERIFY AND RECOVERY

This option checks each sector in the specified volume for errors. If any errors are encountered, a prompt asks the supervisor if the volume should be recovered. This option must be used if a document cannot be accessed by an operator because it is damaged; however, it is a good idea to perform this function periodically as part of volume maintenance to insure that volumes are intact.

To allow access to a damaged document or to verify the sectors in a volume, perform the following steps:

1. Select the Volume Verify option from the Supervisory Functions menu and press EXEC. The volume Verify menu appears on the screen as follows:

```
                    V O L U M E   V E R I F Y

  Please Select Choice
      Press EXECUTE to Continue

          Library/Volume  Library/Volume  Library/Volume  Library/Volume

        ■ A / VOLUME1    . N              . a / ACCOUNTS   . n
        . B / VOLUME2    . O              . b / ACCOUNTS   . o
        . C / VOLUME3    . P              . c              . p
        . 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
```

2. Select any library letter that has the volume you want to
   verify/recover (in this case, Library A), and press EXEC. The
   following message appears on the screen:

```
                    V O L U M E   V E R I F Y

  Please Select Choice
      Press EXECUTE to Continue

          Library/Volume  Library/Volume  Library/Volume  Library/Volume

        ■ A / VOLUME1    . N              . a / ACCOUNTS   . n
        . B / VOLUME2    . O              . b / ACCOUNTS   . o
        . C / VOLUME3    . P              . c              . p
        . 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

  Checking vau map %complete [███████          ]
```

3. When the VAU (volume allocation units) map checking is completed, the following messages appear on the screen:

```
                         V O L U M E   V E R I F Y


   Please Select Choice
        Press EXECUTE to Continue

            Library/Volume  Library/Volume  Library/Volume  Library/Volume

         ▪ A / VOLUME1    . N               . a ACCOUNTS    . n
         . B / VOLUME2    . O               . b ACCOUNTS    . o
         . C / VOLUME3    . P               . c             . p
         . 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

   Checking vau map %complete ████████████████████████████████
   # of errors in vau map= 0
   Volume is intact                              Execute/Cancel
```

These prompts indicate that the volume is intact.

If the volume is not intact and needs recovery, the prompt "Cancel for Menu or Execute to continue with Recovery" along with the number of errors appears at the bottom of the screen. The supervisor has the choice to recover the volume at that time by pressing EXEC, or to recover the volume at a later time by pressing CANCEL. Recovery must be run if there is a damaged document; performing the verification only does not allow access to the damaged document.

The recovery time varies with the size of the volume. When the volume has been successfully recovered, the Supervisory Functions menu appears and the volume and its contents can be accessed by the operator.

3.9 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. The system displays the archive label of the damaged diskette.

4. 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 screen appears as follows:

```
                    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 : A          Archive Label :    0001A
               VTOC Rebuilt and Rewritten to Archive


                    Document to Retrieve : _____




 VTOC Rebuilt and Rewritten to Archive
```

5. Enter the Document ID 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 function 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.

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 following error message:

"Document Admin Not Found on Archive."

If the above message appears, perform the following steps:

1. Press CANCEL. The system displays the prompt "Press EXECUTE to search archive for document data".

2. 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 ─────────────────────────┐
│                                                         │
│  A retrieved document cannot have the same Document ID  │
│  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 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 five steps in the retrieve from the damaged archive operation, substituting the address of the system archive for that of the archive diskette drive in Step 1.

3.10 PROCESS PRINT QUEUE

With any operator print function, such as printing a document or a library index, two prompts appear on the screen: Immediate Print and Queue Print Request. If the operator chooses Immediate Print, the document prints on the printer and is displayed one line at a time on the terminal; the terminal cannot be used for any other word processing function. If the operator chooses Queue Print Request, the Document ID is written out to a print queue file, the document is flagged as In Use, and the document waits to be printed; the terminal is free for other word processing functions. The Process Print Queue function prints documents sent to the print queue file.

There are two major steps involved in the Process Print Queue function: selecting a printer for processing queued documents form the Background Print Task menu, and selecting Background or Foreground Mode from the Task Scheduler Mode Selection menu. Subsection 3.10.1 explains the Background Print Task menu and Subsection 3.10.2 explains the Task Scheduler Mode Selection menu. Read these subsections thoroughly. Subsections 3.10.3 and 3.10.4 list steps for printing queued document in Background or Foreground Mode.

The supervisor should be familiar with the appropriate 2200 introductory manual and the 2200 Word Processing Operator's Guide. The information presented on this section requires an understanding of the 2200 Partition Generation utility and the Partition Status utility, which are options listed on the System Utilities menu.

3.10.1 The Background Print Task Menu

The Background Print Task menu appears on the screen as follows:

```
                    B a c k g r o u n d   P r i n t   T a s k
   Please choose printers desired:

              Printer Number    Address       Printer Type     Comment

   ■ YES          01             215           Line             MATRIX PRINTER
   . No

   . YES          02             216           Character        2281 CHARACTER
   ■ No

   . YES          03             217           Line
   ■ No

   . YES          04             204           Line             Terminal Printer
   ■ No
```

The display is the same as the Peripheral Device Selection menu (refer to Section 2.7) that was set up by the supervisor. There are four printers listed, each with a yes or no option next to the printer number. Any or all of the four printers can be selected by positioning the Acceptance Block next to the YES option. Printers not selected should have the Acceptance Block next to the no option.

It is the supervisor's responsibility to inform the operators which printer number(s) to enter in the Printer Number field when they send documents to the print queue. The printer number, which always appears when performing a print operation, is entered after the operator chooses the Queue Print Request option.

3.10.2 The Task Scheduler Mode Selection Menu

There are two options on the Task Scheduler Mode Selection menu: Background Mode and Foreground Mode. Background Mode allows the supervisor to set up a printing monitor in a 28K or greater partition, to print queued documents, and to free the terminal so that other 2200 data or word processing applications can be performed. Foreground Mode allows the supervisor to print queued documents also, but not to free the terminal for other 2200 data or word processing applications.

The Task Scheduler Mode Selection menu appears on the screen as follows:

```
                    TASK SCHEDULER MODE SELECTION

   Scheduler Activated by Partition:  4




         ■ Backgound Mode (Release Terminal to Available Partition)
         . Foreground Mode (Monitor Scheduler Processing)




                                            RUN - EXECUTE
                                      CANCEL/EDIT - Exit
```
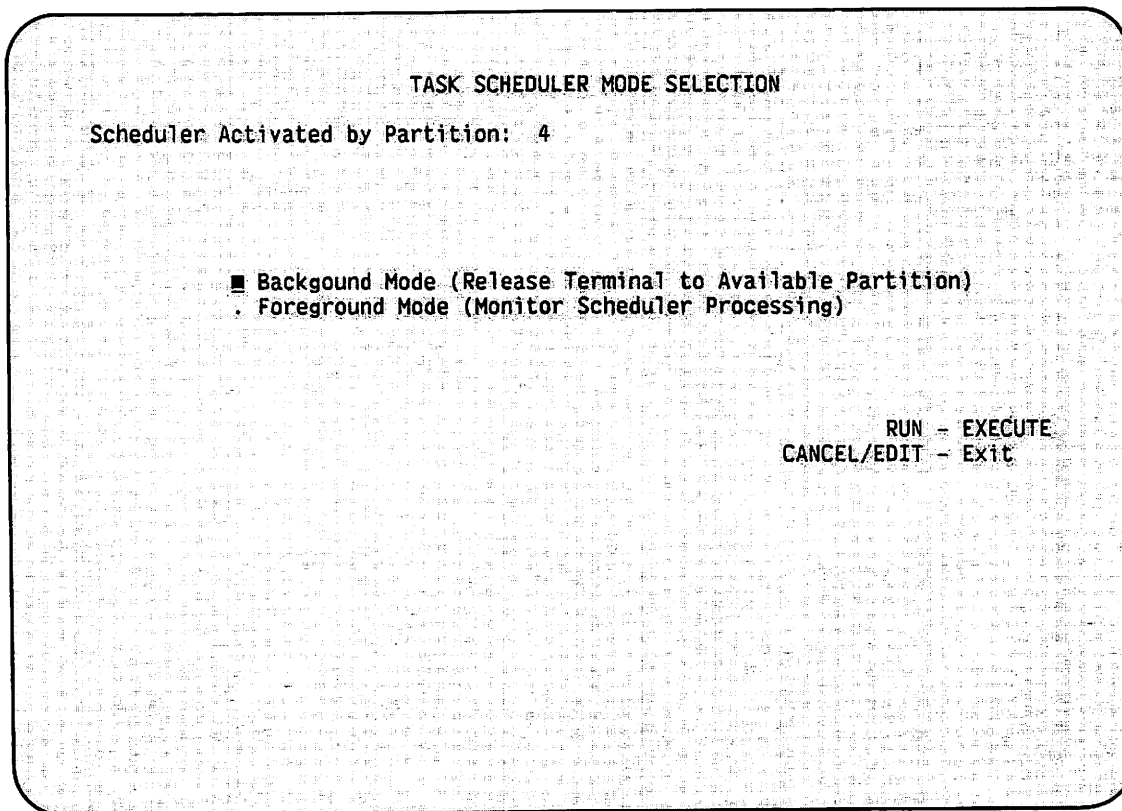
Background Mode

Choosing Background Mode causes the system to search for a partition in the 2200 configuration with a terminal number of 00 (unattached) and W (waiting) or the same terminal number as the terminal from which the print queue is being set up and W; the USER-MSG column must be blank. Once the Process Print Queue monitor is set up, queued documents begin printing automatically.

3-30

To illustrate the terminal status, the following screen shows a hypothetical system configuration, which is displayed when running the Partition Status utility from the System Utilities menu:

```
***** PARTITION STATUS *****          MVP Release 2.4          Partition 1

#PART  USER-MSG  BANK  SPACEK  PRGM  #TERM  @NAME  ERR  TEXT  @P  DATA  I/O
-----------------------------------------------------------------------------
  01   @SYSMVPB   01    33.0    P    01-A           20    01  01   01   01
  02              01    28.0    P    02-A           00    02  02   02   00
  03              02    28.0    P    03-A           00    03  03   03   01
  04              02    28.0    P    04-A           77    04  04   04   00
  05              03    28.0    P    00-W           00    05  05   05   02
  06              03    28.0    P    00-W           00    06  06   06   00
-----------------------------------------------------------------------------




    Press SF'0 to attach terminal to a different partition.
    Press 'FN' or 'TAB' to return to menu.
```

Notice there are four terminals on this system, which are indicated under the #TERM column. The supervisor's terminal is Terminal 01. There are three other terminals attached to different partitions, which are designated as Terminals 02 through 04. Two partitions of 28K are listed as Terminals 00. When the supervisor selects the Background Mode, the Process Print Queue monitor is initiated in Partition 1. Terminal 01 is released from Partition 1 and attached to Partition 5, which is the first available partition, after the monitor is initiated. The same screen, after selecting Background Mode, is illustrated below:

```
***** PARTITION STATUS *****          MVP Release 2.4          Partition 1

#PART  USER-MSG  BANK  SPACEK  PRGM  #TERM    @NAME   ERR   TEXT  @P   DATA   I/O
-----------------------------------------------------------------------------------
  01   MONOFF     01    33.0    P    01-D             20    01   01    01    01
  02              01    28.0    P    02-A             00    02   02    02    00
  03              02    28.0    P    03-A             00    03   03    03    01
  04              02    28.0    P    04-A             77    04   04    04    00
  05   @SYSMVPB   03    28.0    P    01-A             00    05   05    05    02
  06              03    28.0    P    00-W             00    06   06    06    00
-----------------------------------------------------------------------------------




        Press SF'0 to attach terminal to a different partition.
        Press 'FN' or 'TAB' to return to menu.
```

The MONOFF indication which is listed in the USER-MSG column means that
the Process Print Queue monitor is off because there are no queued documents.
This also indicates that Partition 01 has been set up for processing queued
documents. There are two other indications that appear in this column:
MONON, which means that the Process Print Queue monitor is searching the print
queue for documents; and PRINT, which means that queued documents are printing
on the specified printer.

If there was another partition with Terminal 01 attached to it that also
had a W status, the supervisor's terminal would be released to that
partition. For example, if Partition 05 had 00-W listed under the #TERM
column and Partition 06 had 01-W listed under the #TERM column, the
supervisor's terminal would be released to Partition 06. When the system
searches for an available partition to release to, the partition with the same
terminal number as the terminal from which the monitor is set up and a status
of W takes precedence over a terminal listed as 00-W in the #TERM column.

```
┌──────────────────────────── NOTE ────────────────────────────┐
│                                                               │
│  If the system cannot find a partition with a terminal number │
│  of 00 and status of W or with the same terminal number as    │
│  the terminal from which the monitor is set up and a status   │
│  of W, the system defaults automatically to Foreground Mode.  │
│                                                               │
└───────────────────────────────────────────────────────────────┘
```

After the supervisor has processed all documents in the print queue, the Process Print Queue function can be terminated by running the Partition Status utility and reattaching Terminal 01 to Partition 01. Anytime the system is reinitialized, the Process Print Queue function is terminated automatically and must be run again to process queued documents.

The Background Mode should only be selected if the partition the terminal is to be released to (Partition 05 in the previous illustration) has enough memory to support some other 2200 series data or word processing application. The minimum partition memory requirement for the 2200 Word Processing Software is 28K; the memory needed for a data processing application varies. If the current 2200 configuration does not have an extra partition and the supervisor would like to process documents in Background Mode, a new configuration can be set up by running the Partition Generation Utility as explained in the appropriate 2200 introductory manual. Refer to Appendix A for other 2200 Word Processing Software features that require a different configuration (e.g., the Horizontal Scroll feature).

Foreground Mode

Choosing Foreground Mode causes the system to freeze the terminal and display the printing document one line at a time as the document(s) print out on the printer (much like the operator's Immediate Print option). No other data or word processing application can be run until the documents from the print queue file have completed printing or the STOP or MOVE key is pressed.

Four keys are functional when Foreground Mode is selected:

- Press GO TO PAGE to stop printing. The system prompts for the specific page number at which printing is to resume.

- Press CANCEL to stop printing the current task. The system removes the task from the queue and resumes processing the remaining tasks.

- Press STOP to exit from the Process Print Queue function. All documents that remain in the queue are left in the In Use condition and cannot be accessed until the supervisor clears each one. Therefore, do not use STOP when more than one operator is accessing the system printer(s).

- Press MOVE to move the current task to background print. The printing task continues, but the keyboard control returns to the supervisor for performing other tasks. Starting to process the print queue in Foreground Mode then transferring to Background Mode insures that the printer is running properly (i.e., the SELECT lamp is lit and there is paper) without the supervisor physically checking the printer.

3.10.3 Selecting Background Mode to Process the Print Queue

To print queued document in Background Mode, perform the following steps:

1. Select Process Print Queue from the Supervisory Functions menu and press EXEC. The Background Print Task menu appears on the screen as follows:

3-33

```
                  B a c k g r o u n d   P r i n t   T a s k
   Please choose printers desired:

              Printer Number    Address      Printer Type      Comment

      . YES        01             215         Character        2281W DAISY WHEEL
      ■ No

      ■ YES        02             216         Line             2231 MATRIX
      . No

      . YES        03             217         Line
      ■ No

      . YES        04             204         Line             Terminal Printer
      ■ No
```

2. Select a printer(s) by pressing RETURN to move to any of the four
    listed printers and by pressing the Space Bar to move the Acceptance
    Block next to the YES option.   (In this case, only Printer 1 is to be
    selected.)

3. Press EXEC.   The Task Scheduler Mode Selection menu appears on the
    screen as follows:

                                   .

```
                    TASK SCHEDULER MODE SELECTION

      Scheduler Activated by Partition:   4




            ■ Backgound Mode (Release Terminal to Available Partition)
            . Foreground Mode (Monitor Scheduler Processing)




                                                    RUN - EXECUTE
                                            CANCEL/EDIT - Exit
```

4. Select Background Mode and press EXEC. The System Utilities menu
    appears on the screen as follows:

```
                    ***** SYSTEM UTILITIES *****

    Select item with SPACE & BACKSPACE                    Partition 2, 42K
    Key RUN to execute, CLEAR or PREV SCRN for previous screen.    Terminal 3




                    ■ Partition Generator
                    . Partition Status
                    . Format Disk Platter
                    . Move File
                    . Backup Plater
                    . Recover from Backup
                    . System Install
                    . Initialize Date & Time
                    . Vertical Format Control
```

Once the System Utilities menu appears on the screen, you can select another option from this menu or load another application. If the System Utilities menu does not appear, the "Press LOAD RUN to Continue" prompt appears. Press LOAD RUN and the System Utilities menu appears.

```
┌───────────────────────── NOTE ─────────────────────────┐
│                                                         │
│  If an operator selects the Immediate Print option when │
│  performing a print operation and selects the same printer │
│  designated for the print queue, the queued documents will │
│  wait to print until after the Immediate Print document is │
│  completed.  If a queued document is already printing, the │
│  Immediate Print document will be the next document to   │
│  print, regardless of the number of documents in the print │
│  queue.                                                 │
│                                                         │
└─────────────────────────────────────────────────────────┘
```

3.10.4 Selecting Foreground Mode to Process the Print Queue

To print a document in Foreground Mode, perform the following steps:

1. Complete Steps 1 through 3 in Subsection 3.10.3.

2. Select Foreground Mode and press EXEC. The screen changes to the following:

```
                    TASK SCHEDULER MODE SELECTION

          Scheduler Activated by Partition:  1


    Status          File Name or Document ID              Processing Program


  Normal Interrogation







                                          '0 - Release to Background
                                  CANCEL/EDIT - Exit
```

3-36

The Normal Interrogation under the Status column is then replaced by Running status, as shown on the following screen:

```
                     TASK SCHEDULER MODE SELECTION
        Scheduler Activated by Partition:  1


  Status       File Name or Document ID              Processing Program

  Running      0004S      Letter to COLUMBUS                609B0




                                            '0 - Release to Background
                                      CANCEL/EDIT - Exit
```

When printing begins, a screen similar to the following appears:

```
                        PRINT LIBRARY DOCUMENT


    ┌─────────────────────────────────────────────────────────────┐
    │   Document appears one line at a time in this box, Summary first │
    └─────────────────────────────────────────────────────────────┘


            Document ID:  0004S         Current Page:   Sum

        Press GOTO PAGE to restart printing at a specific page

            CANCEL to stop printing this request

            STOP to exit from print task

            MOVE to move print task to background
```

Printing in Foreground Mode disables the keyboard, with the exception of the GO TO PAGE, CANCEL, STOP, and MOVE keys, which are explained on the screen and in Subsection 3.10.2.

After the printing task is complete, the screen clears and goes back to the Task Scheduler Mode Selection menu. The status changes from Running to Waiting, which means all queued documents have been printed. The supervisor can cancel the Process Print Queue function or keep the terminal ready for any other documents an operator enters into the print queue.

If there were no document(s) in the print queue, the Waiting status replaces the Normal Interrogation status. In this case, the supervisor can cancel the printing or keep the screen frozen until an operator enters a document in the print queue.

┌─────────────────────────── NOTE ───────────────────────────┐
│   │
│ If an operator selects the Immediate Print option when   │
│ performing a print operation and selects the same printer │
│ designated for the print queue, the queued documents will │
│ wait to print until after the Immediate Print document is │
│ completed. If there is already a queued document printing, │
│ the Immediate Print document will be the next document to   │
│ print, regardless of the print queue.   │
│   │
└───┘

                              3-38

3.11 INITIALIZE PRINT QUEUE

This option clears all the entries from the print queue. This function should only be used when there is a damaged print queue; the Cancel Print Request operation (refer to Chapter 8 in the 2200 Word Processing Operator's Guide) should be used to delete an individual document from the print queue.

To initialize the print queue, perform the following steps:

1. Select Initialize Print Queue from the Supervisory Functions menu and press EXEC. The Initialize Print Queue menu appears on the screen as follows:

```
                        Initialize Print Queue












   Print Queue will be Initialized
                                                        Execute or Cancel



```
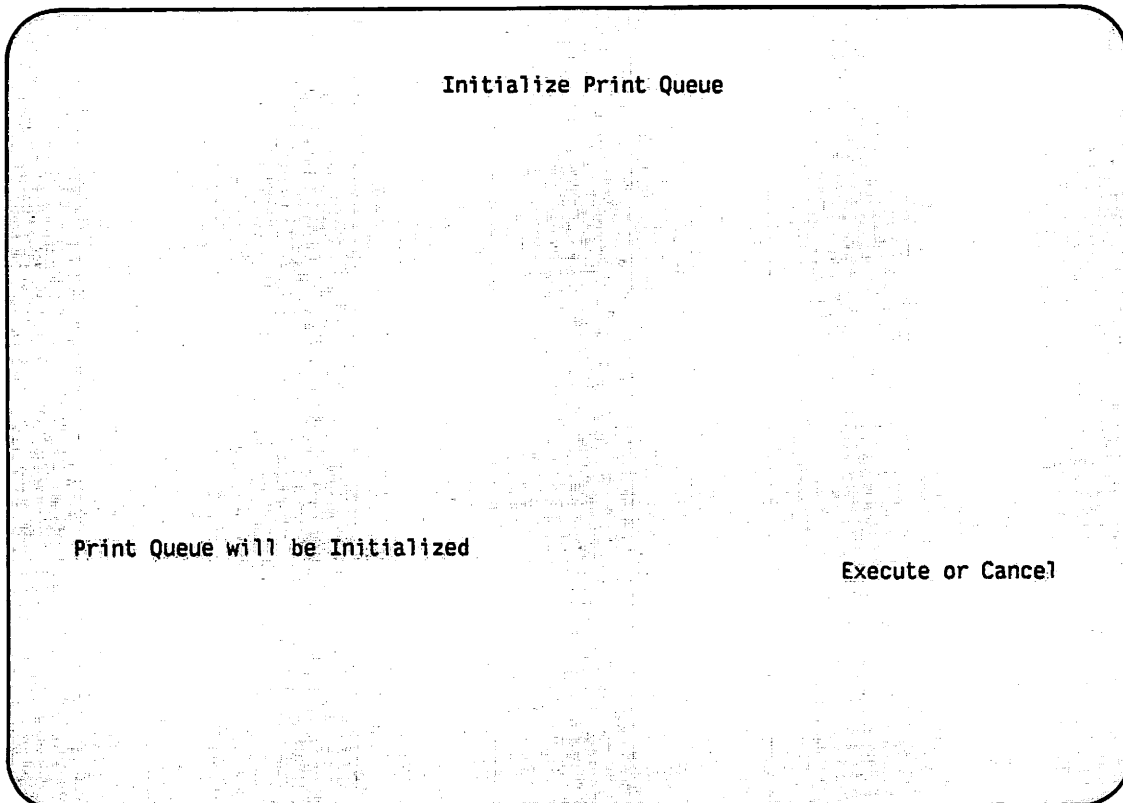
2. Press EXEC to initialize the print queue. (Press CANCEL to terminate the initialization.)

The "Print Queue Initialization Completed   Please Cancel" prompt appears when the print queue has been successfully initialized.
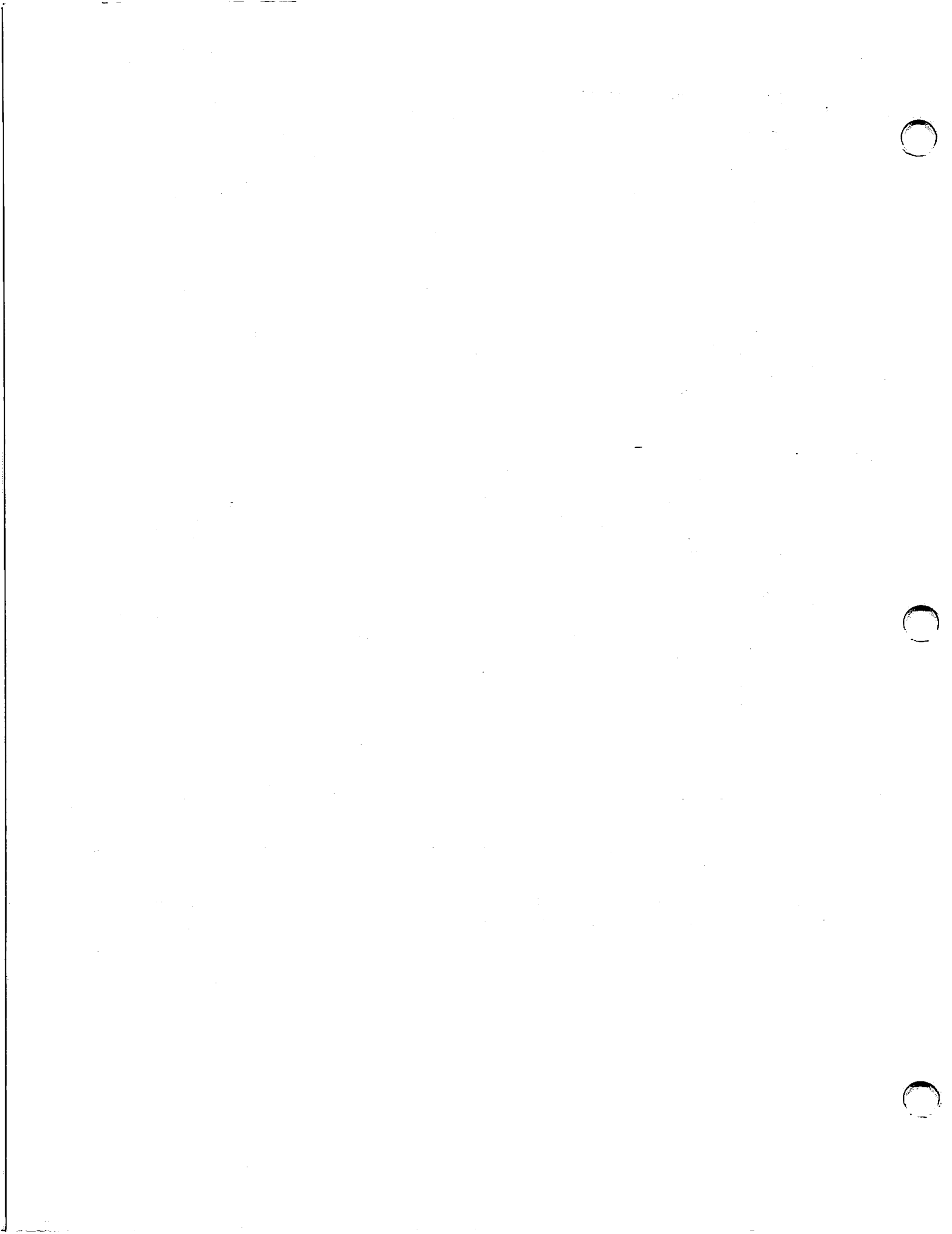
APPENDIX A
RECONFIGURING THE 2200 SYSTEM FOR OTHER WORD PROCESSING FEATURES

There are three features that require a terminal to be attached to more than the minimum 28K partition (refer to Section 1.1 for the minimum hardware and software requirements). These features are as follows:

Horizontal Scroll. This feature allows the operator to create a document with a format line of up to 158 characters, which is especially suited to long charts or tables. The supervisor must configure a 42K partition or greater to use this option. (Refer to Section 15.8 in the 2200 Word Processing Operator's Guide for more information.)

Extended Page Option. An extended page size feature has been added to Release 2.2 of the Word Processing Software. A standard page size in a 28K partition is 4K, or 4,181 characters per page. The operator can select an extended page size of 8K, which is 8,363 characters per page, when creating a new document. An extended page is most often selected by the operator when creating large tables that also use the Horizontal Scroll feature. The supervisor must configure a 42K partition or greater to use this option. (Refer to Appendix G in the 2200 Word Processing Operator's Guide for more information.)

New Editor. The editor, which is a set of programs that include all operator editing functions, has been improved in Release 2.2 of the Word Processing Software. There are two features of the new editor: faster text entry and faster text deletion. The system loads the new editor automatically if the terminal is attached to a 42K partition and the operator selects the standard page size or if the terminal is attached to a 56K partition and the operator selects the extended page size. The standard editor from Release 2.1 is loaded automatically if the terminal is attached to a 28K partition.

The features of the new editor depend on the partition memory and on whether a standard or extended page is selected by the operator. The extended page size and Horizontal Scroll features work in a 42K partition or greater regardless of the page size. Table A-1 lists the three features described above in relation to a 28K, 42K, or 56K partition and the page size selected by the operator.

Table A-1. Partition Memory and New 2200 Word Processing Features

| Partition Memory | Page Size | New Editor | | Horizontal Scroll |
		Fast Delete	Fast Text Entry	
28K	Standard	No	No	No
42K	Standard	Yes	Yes	Yes
	Extended	No	Yes	Yes
56K	Standard	Yes	Yes	Yes
	Extended	Yes	Yes	Yes

In order to reconfigure the 2200 system to include the features listed in Table A-1, a new configuration can be added through the Partition Generation Utility or the "current" configuration can be modified to include partitions of different sizes. The Partition Generation Utility is explained in the introductory manual for your 2200 system.

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_____

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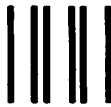_____
_____

Name _____   Street _____

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Company _____   Zip Code _____ Telephone _____
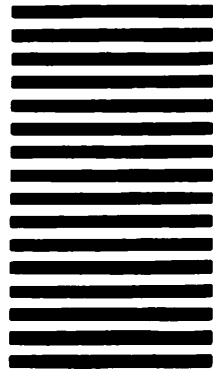
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1. If you have purchased supplies from Wang before, and know your Customer Number, please write it here.
2. Provide appropriate Billing Address and Shipping Address.
3. Please provide a phone number and name, should it be necessary for WANG to contact you about your order.
4. Your purchase order number and date.
5. Show whether order is taxable or not.
6. If tax exempt, please provide your exemption number.
7. If you wish credit for this order to be given to a WANG salesperson, please complete.
8. Show part numbers, description and quantity for each product ordered.
9. *Pricing extensions and totaling can be completed at your option; Wang will refigure these prices and add freight on your invoice.*
10. Signature of authorized buyer and date.

Wang Supplies Division Terms and Conditions

1. **TAXES** — Prices are exclusive of all sales, use, and like taxes.
2. **DELIVERY** — Delivery will be F.O.B. Wang's plant. Customer will be billed for freight charges; and unless customer specifies otherwise, all shipments will go best way surface as determined by Wang. Wang shall not assume any liability in connection with the shipment nor shall the carrier be construed to be an agent of Wang. If the customer requests that Wang arrange for insurance the customer will be billed for the insurance charges.
3. **PAYMENT** — Terms are net 30 days from date of invoice. Unless otherwise stated by customer, partial shipments will generate partial invoices.
4. **PRICES** — The prices shown are subject to change without notice. Individual document prices may be found in the Corporate Publications Literature Catalog (700-5294)
5. **LIMITATION OF LIABILITY** — In no event shall Wang be liable for loss of data or for special, incidental or consequential damages in connection with or arising out of the use of or information contained in any manuals or documentation furnished hereunder.
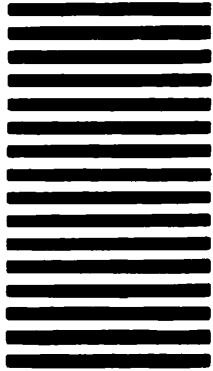
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