Four-Phase Systems
10700 North De Anza Blvd.
Cupertino, California 95014

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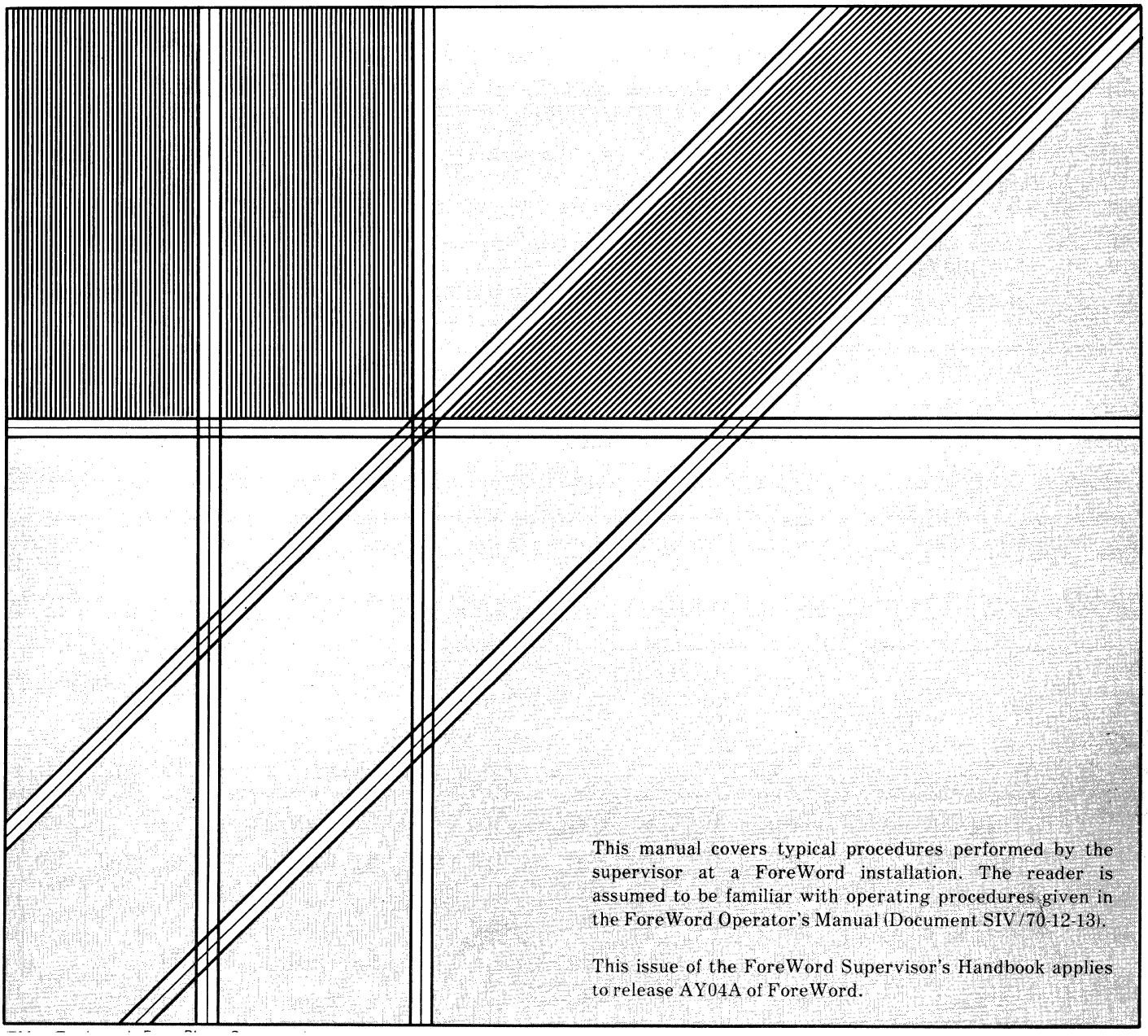
ForeWord™
Supervisor's Handbook



This manual covers typical procedures performed by the supervisor at a ForeWord installation. The reader is assumed to be familiar with operating procedures given in the ForeWord Operator's Manual (Document SIV/70-12-13).

This issue of the ForeWord Supervisor's Handbook applies to release AY04A of ForeWord.

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Section 1
System Operating Procedures

Basic operating procedures consist of loading ForeWord from disc, idling the system, reactivating the system, and shutting it down. Detailed procedures for operating printers, disc drives, and tape units, are given in the *Equipment Operator's Manual,* document SIV/70-12-9. This section describes the basic operating procedures for each of the four processors available with ForeWord.

SYSTEM IV/70 AND IV/90 OPERATING PROCEDURES

Loading ForeWord From Disc

The first step in using ForeWord is to load the program from disc into the processing unit. Loading must be repeated each time the processing unit is turned on, or whenever the master disc is reloaded to disc drive 0, or after a power interruption.

To load ForeWord, refer to Figure 1-1 and proceed as follows:

a. If the POWER indicator on the processor control panel is not lighted, turn the key-operated POWER switch on (clockwise). The POWER indicator should light. If not, ensure that the circuit breaker at the bottom rear of the mounting cabinet is set to its up position.

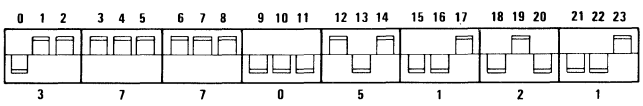
b. If the CONSOLE ENABLE indicator is not lighted, turn the key-operated CONSOLE ENABLE switch on (clockwise). The CONSOLE ENABLE indicator will light.

c. Set the AUTO/MANUAL switch to AUTO. (If power is already on and a program other than ForeWord has been running, set AUTO/MANUAL switch to MANUAL.)

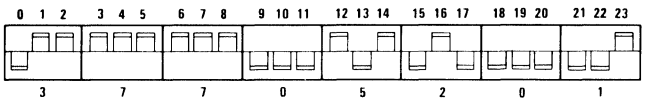
d. Load the disc and ready the disc drive from which the system is to be loaded. (Refer to the *Equipment Operator's Manual* for disc drive operating procedures.)

e. Set the console keys as follows:

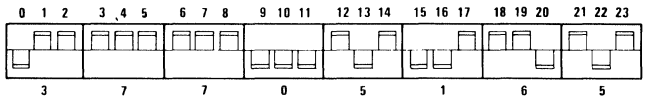
8230 Disc:



8240 Disc:

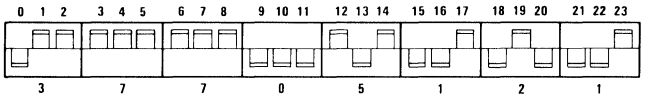


8260 Disc:

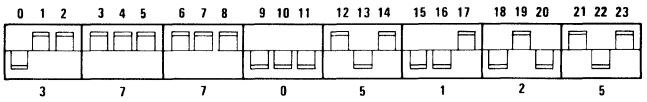


8270 Disc:

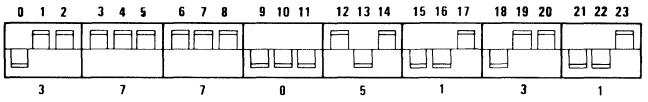
If the 8270 is disc 0



If the 8270 is disc 1



If the 8270 is disc 2



f. Press SYSTEM RESET. Set all three DISPLAY SELECT switches down, then firmly press the BOOT switch. (If AUTO/MANUAL switch is set to MANUAL, move it to AUTO.)

g. When the block cursor (□) appears on the screen at terminal 0, type// IVWORD then press CURSOR RETURN. Note that a space must be entered between // and IVWORD.

h. In response to the following message:

Todays date: / / current time: : (hr:min)
press COMMAND when finished

type the date and time, then press COMMAND. ForeWord is now available for use.

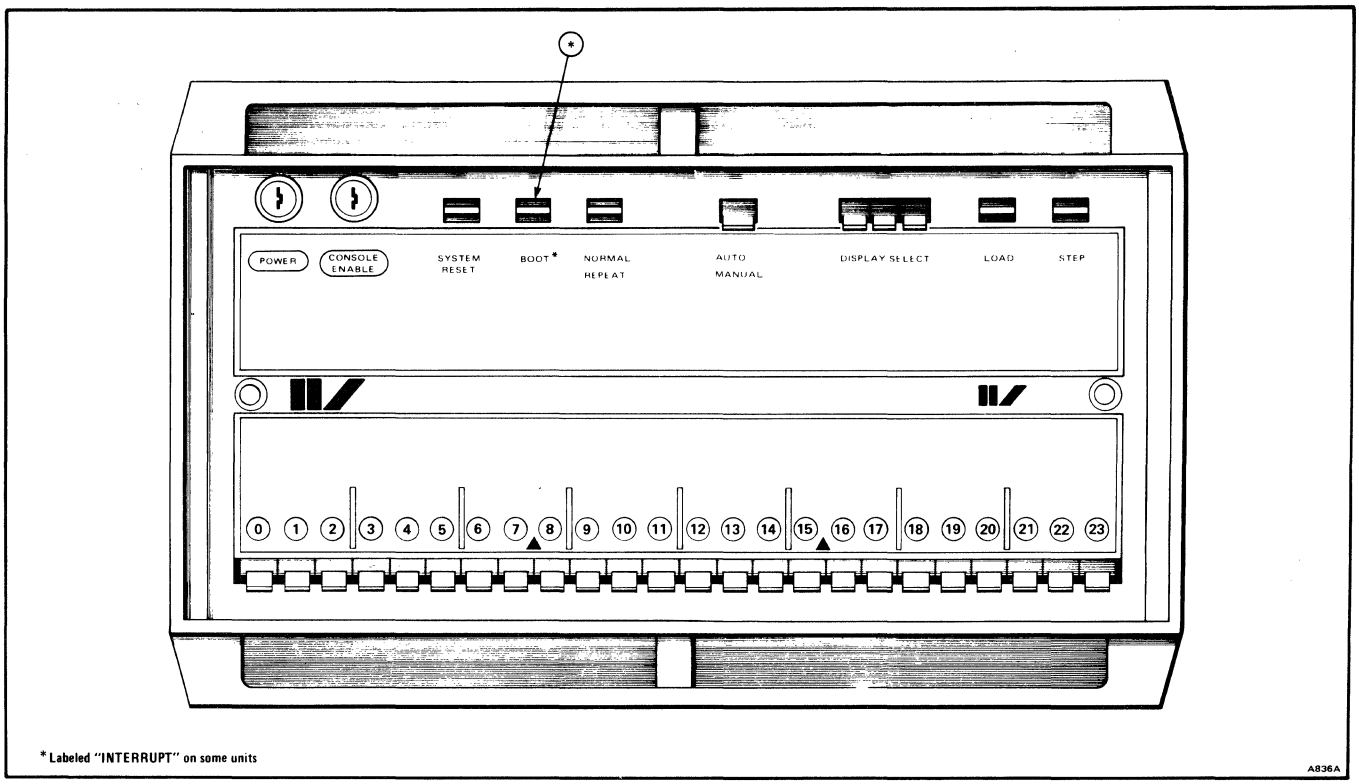


Figure 1-1. System IV/70, IV/90 Processing Unit Controls and Indicators

Idling the System

The System IV/70 and IV/90 processing unit should remain on at all times to help achieve long component life. The disc drives, however, should be turned off at the end of each workday. To accomplish this without endangering data on the discs, proceed as follows:

a. Instruct all operators to release their documents.

b. At terminal 0, type CTRL E. If any documents are still engaged, the keystroke is ignored. If it is necessary to determine which terminal is engaged, use the STATISTICS command described in Section 3 of this Handbook.

c. If you have deleted any documents from archival storage since the last time ForeWord was idled, execute the programs JOB and BOJ as described under "ARCHIV Storage Maintenance" in Section 2.

d. If desired, create backup discs or tapes as described in Section 2.

e. Set AUTO/MANUAL switch to MANUAL.

f. Power down the disc drive(s) and unload the disc(s). (See the *Equipment Operator's Manual* for disc unloading procedures.)

Reactivating the System

Ensure that the AUTO/MANUAL switch is set to AUTO, then proceed from step *d* under "Loading ForeWord from Disc".

System Shutdown

Normal system shutdown is accomplished with a simple procedure. If it is necessary to shut down your system, follow all of the steps for "Idling the System" and, when the disc drive is powered down, turn the key-operated POWER switch off (counterclockwise).

SYSTEM IV/40 AND IV/50 OPERATING PROCEDURES

Loading ForeWord from Disc

The first step in using ForeWord is to load the program from disc into the processing unit. Loading must be repeated each

time the processing unit is turned on, whenever the disc is reloaded to the disc drive, or after a power interruption.

To load ForeWord, refer to Figure 1-2 and proceed as follows:

a. If the POWER indicator on the control panel is not lighted, turn the key-operated POWER switch on (clockwise). The POWER indicator will light.

b. Below the control panel is a hinged panel that allows access to the disc drive. Open the hinged panel. For illustration purposes in Figure 1-2, the hinged panel, which normally covers the disc drive, has been removed.

c. Insert the disc in the disc drive; it must slide in completely without being forced or twisted. Securely close the door to the disc drive.

d. Set the LOAD/RUN switch on the disc drive to RUN, and close the hinged panel covering the disc drive.

e. After approximately one minute, the DISC READY indicator on the control panel will light. When it does, turn the key-operated LOAD switch clockwise then release it.

f. When the block cursor (□) appears on the screen at terminal 0, type // IVWORD then press CURSOR RETURN. Note that a space must be entered between // and IVWORD.

g. In response to the following message:

Todays date: / / current time: : (hr:min)
press COMMAND when finished

type the date and time, then press COMMAND. ForeWord is now available for use.

Idling the System

The System IV/40 and IV/50 processing units should remain on at all times to help achieve long component life. The disc drive, however, should be turned off at the end of each workday. To accomplish this with maximum security for text recorded on the disc, proceed as follows:

a. Instruct all operators to release their documents.

b. At terminal 0, type CTRL E. If any documents are still engaged, the keystroke is ignored.

c. If you have deleted any documents from ARCHIV storage since the last time ForeWord was idled, execute the programs JOB and BOJ as described under "ARCHIV Storage Maintenance" in Section 2.

d. If desired, create a backup disc as described in the *ForeWord System Reference Manual.*

e. Open the hinged panel covering the disc drive, and set the LOAD/RUN switch on the disc drive to LOAD. When the DISC READY indicator on the control panel goes out, remove the disc cartridge. Your system is idle and may be left unattended.

Reactivating the System

Follow the same steps as for "Loading ForeWord From Disc".

System Shutdown

Normal system shutdown is accomplished with a simple procedure. If it is necessary to shut down the system, follow all of the steps for "Idling the System" and, when the disc drive is powered down, remove the disc and turn the key-operated POWER switch off (counterclockwise).

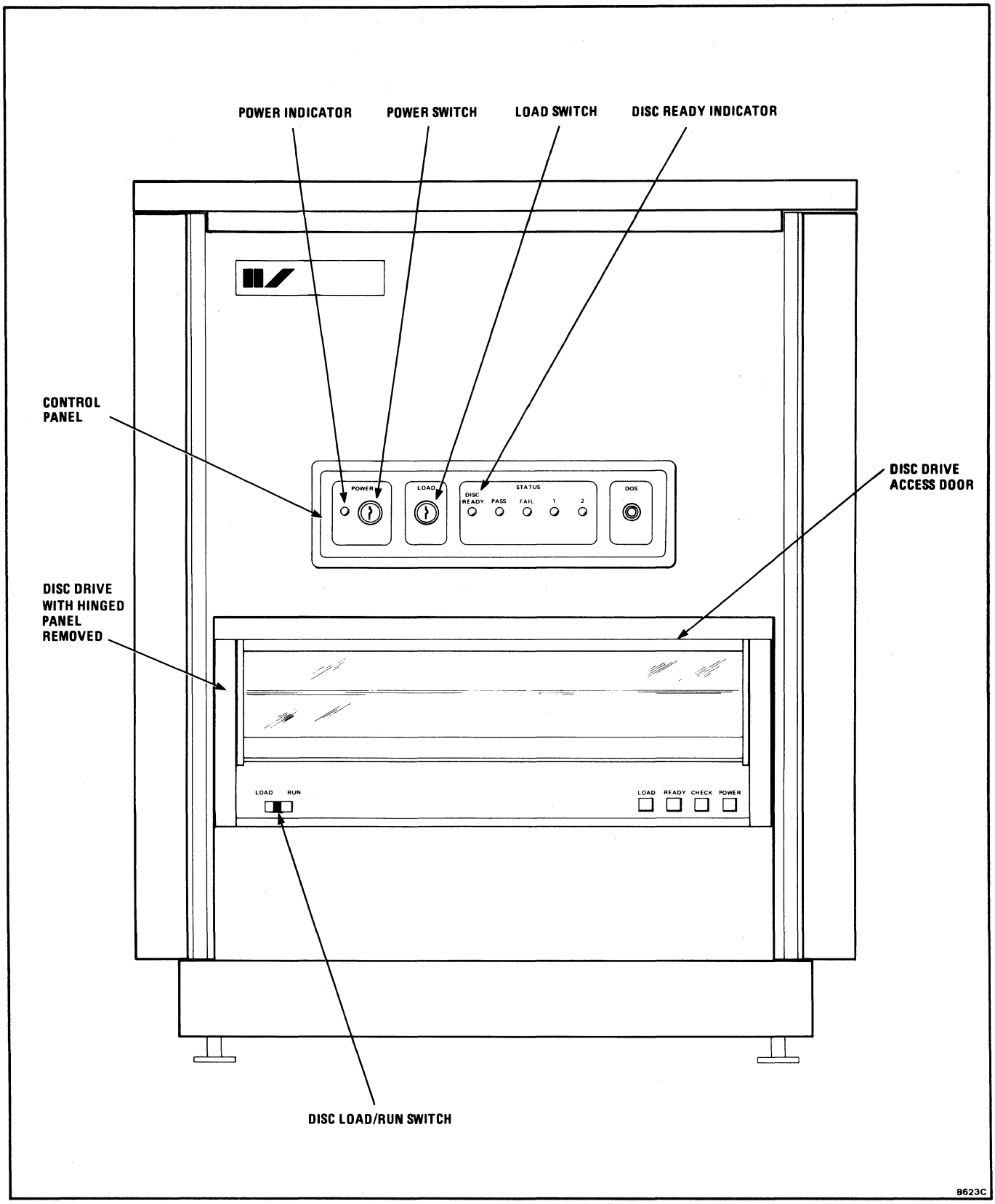


Figure 1-2. System IV/40, IV/50 Processing Unit Controls and Indicators

Section 2
System Maintenance

INTERRUPT DISC OPERATING SYSTEM (IDOS)

The procedures given in this section refer to the Interrupt Disc Operating System (IDOS). IDOS is a set of programs on the disc that can be used to perform special functions when ForeWord is not active. For example, IDOS programs can be used to copy discs and write magnetic tapes.

All of the following procedures assume that the system is in IDOS status. To achieve this IDOS status, type CTRL E from terminal 0 (this permits exit from ForeWord and entry to IDOS).

Note that when the system is in IDOS status, two frequently used characters are produced by different keystrokes. To type an at sign (@), use the shifted bracket ( ]) key; to type an equal sign (=), use the unshifted bracket ([ ) key.

All IDOS procedures given in this section must be executed from terminal 0.

BACKUP

It is recommended that all installations regularly use a backup procedure. A backup procedure is a program, or set of programs, that systematically copies the working disc either to another disc or to tape. There are two major reasons for maintaining backup procedures.

1. Should a document inadvertently be deleted from the working disc, it could be restored by copying it from the backup made prior to the deletion.

2. In the event of a disc failure, the documents that had been copied earlier to a backup disc or tape would not be lost.

ForeWord offers an automatic backup capability. When ForeWord is installed, an option is available for indicating the time of day a system backup should take place. At this specified time, ForeWord will close all open documents and exit to a control file which contains the instructions for performing a system backup. These instructions are determined by each site, individually. It is the configuration of the site which determines the backup requirements for thesite.

There are many system configurations that can be used with ForeWord. The backup procedure will be based on the system configuration, which varies from site to site. A Four-Phase Systems Engineer will assist each user in setting up the proper procedure for the facility.

The *ForeWord System Reference Manual* details the various options available for backup procedures.

BACKUP PROCEDURES

Backup tapes or discs of ForeWord documents should be created periodically. This allows the regeneration of the ForeWord system and documents if the information on the working disc is inadvertently destroyed. If the ForeWord installation has a multiple disc drive system with two or more discs of the same type, the program COPY01 can be used to copy entire discs. If the system has a magnetic tape deck, the program DTUX, or NPDTUX, can be used to copy discs to tape. The IDOS programs WRTAPE and RDTAPE can also be used to write and read selected archive documents or text areas. Check with the Four-Phase Systems Engineer to determine whether or not a customized backup procedure has been implemented, and, if not, which program would be appropriate for the installation.

Procedures providing basic backup of the documents are mentioned in this section and detailed instructions for these procedures appear in the ForeWord System Reference Manual.

Creating Backup Discs

Backup discs may be created on ForeWord if it has two or more disc drives of the same type. To create a backup disc, see the programs COPY01 and COPY60 in the ForeWord System Reference Manual.

Creating Backup Tapes

Backup tapes may be created on the system if it has a tape deck. For 8230 discs, the recommended procedure is to create one tape for an entire disc. For 8240 or 8260 discs, it is usually necessary to create multiple tapes for each disc.

A message up to 80 characters long may be included that will be displayed on the screen when the backup tape is loaded. This message should give pertinent information required to provide positive identification of the documents on the tape, such as the date, the ForeWord software release number, and name of the person creating the backup tape. Complete instructions for creating a backup tape with DTUX, or NPDTUX, are in the *ForeWord System Reference Manual.*

ARCHIV STORAGE

The purpose of the ARCHIV storage area is twofold. (1) It holds documents which are not being worked on but which must be retained. Documents in ARCHIV are compressed and thus require less space on the disc. (2) Transferring files from the working text area to the ARCHIV area is one form of backup for the documents on your disc. However, it is recommended that a systematic backup program as outlined in Backup Procedures be initiated. While ARCHIV storage offers some protection to those documents which have been transferred, the entire disc needs to be protected with a regular backup program.

ARCHIV STORAGE MAINTENANCE

The programs JOB and BOJ should be used when it is necessary to reclaim disc sectors resulting from ARCHIV storage deletions. If documents have been deleted from ARCHIV storage on a disc, use the following procedure to process that disc at the end of the workday. In addition, this procedure should be used immediately after any system failure to process any discs in use at the time of the failure.

a. Ensure that the system is in IDOS status and that the disc with archival deletions is loaded in drive 0. If this is a multiple drive system, all drives may be loaded with such discs.

b. Type // JOB then press CURSOR RETURN. Note that a space is entered between // and JOB.

c. The following message is printed for each disc as it is processed:

xxxxxxxSECTORS WERE RETURNED ON DRIVE n, MAKING THE TOTAL NUMBER OF SECTORS IN THE DISC POOLnnnnnnn

If any error message occurs, notify the Four-Phase Systems Engineer.

d. When all discs have been processed by JOB, the block cursor will reappear in the upper left corner of the screen. Type // BOJ and press CURSOR RETURN (note that a space is entered between // and BOJ). Then type // and Press CURSOR RETURN again.

e. When all discs have been processed by BOJ, the block cursor reappears in the upper left corner of the screen and ForeWord may be reloaded.

DOCUMENT CHECKING

Use the program CHKTXT to check the integrity of documents on the disc. After any abnormal termination, the use of CHKTXT to verify all online text areas is mandatory. For example, you should use CHKTXT if a disc drive is accidentally powered down or if a power failure occurs. Always run CHKTXT before performing daily backup procedures.

If a chain linkage error occurs in a document while it is being edited, that chain linkage error usually is confined to the document and text area open at the terminal where the error occurred. To correct such a chain linkage error, run CHKTXT.

The following represents an abbreviated CHKTXT procedure.

a. From terminal zero, press CTRL E to exit ForeWord and place the system in IDOS status. Before running the program CHKTXT, ensure that the disc drives are loaded and ready.

b. Type // CHKTXT (note that there is a space between // and the word CHKTXT).

c. Press CURSOR RETURN.

d. Type /T = txname@# (replace txname with the name of the text area and # with the disc drive number on which CHKTXT is to be run).

e. Press CURSOR RETURN twice. The program CHKTXT checks for correct linkage within the documents in the working storage text areas.

f. If any chain linkage errors are found, the system halts and waits for instructions from the keyboard. Check the middle and bottom sections of the screen to determine whether the text shown in the bottom eight lines should follow the text shown in the middle eight lines. Enter one of the three following responses: Y, N, or T. Enter Y if the system is to link the text that is in the bottom third of the screen to the text that is in the middle third of the screen. When Y is entered, the two sections of text are linked and checking of the remainder of documents continues. Enter N if the system is NOT to link the text in the bottom third of the screen and is to continue to scan the text area. Enter T if the system is to terminate the document at the point shown in the middle of the screen. When T is entered, the remainder of the document will be lost.

g. After all documents on the disc have been checked, the CHKTXT program displays a summary of the sector usage.

h. Type //

i. Press CURSOR RETURN.

j. When the block cursor reappears in the upper left corner of the screen, ForeWord may be reloaded.

For more detailed CHKTXT information, contact the Four-Phase Systems Engineer or see the *ForeWord System Reference Manual*.

CHKTXT ERROR MESSAGES

Table 2-1 lists the possible CHKTXT error messages and their definitions.

Table 2-1. CHKTXT Error Messages

Error Message	Definition
TXAREA NOT FOUND	This message means that the system is unable to find the text area named. Check to be sure the name has been spelled correctly and that the text area is located on the drive specified. If this message displays, begin with step **d** and re-enter the CHKTXT routine.
SECTOR xxxxxx OVERLAP IN DOCUMENT xxxxxx	This message means that a sector is linked to more than one sector of a document. If this message displays, call the Four-Phase Systems Engineer.
DISC REJECT, SECTOR = xxxxxx, STATUS = xxxxxx	This message means that the system tried to read the disc in that area and was unable to do so. If this message displays, copy the information next to SECTOR and STATUS. Call the Four-Phase Systems Engineer and relay the SECTOR and STATUS information.
CHAIN LINKAGE ERRORS STILL EXIST. RERUN CHKTXT	This message means that there are still chain linkage errors somewhere in the text area. It is necessary to again run CHKTXT.
TEXT-AREA xxxxxx LOCKED	This message applies only under MFE. It means that ForeWord has made the text area unavailable to CHKTXT. When this message displays, shut down ForeWord, and then run CHKTXT. After CHKTXT has run, restart ForeWord.

MEMORY DUMP PROCEDURES

In the case of a system halt or failure, a checkpoint routine may be used to write the entire contents of memory into an IDOS disc file named CKPT. This information is used by the Four-Phase Systems Engineer for problem solving and system analysis.

In the event that ForeWord detects a problem and automatically takes the checkpoint, as outlined below, the center of the screen at terminal 0 will display the following message.

CKPT TAKEN

The remainder of the screen will contain that information which was on the screen when the system detected the error.

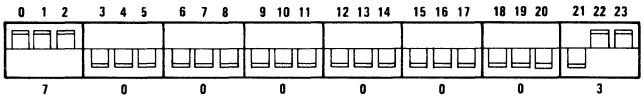
If the CKPT TAKEN message displays, *do not perform the checkpoint procedure.* Call the Four-Phase Systems Engineer for instructions on the correct procedure to follow.

If an automatic checkpoint has not been taken, take a checkpoint using the following procedure:

a. Ensure that the system is in ForeWord status and the disc drive is loaded and ready.

b. Set the AUTO/MANUAL switch to MANUAL.

c. Set the console keys to 70000003.



d. Set all three DISPLAY SELECT switches down.

e. Press the SYSTEM RESET switch.

f. Press the STEP switch.

g. Press the LOAD switch.

h. Set the AUTO/MANUAL switch back to AUTO.

Upon the completion of this procedure, the contents of memory have been placed in the file named CKPT on the disc.

It is important to note that successive system failures will result in the newest checkpoint overwriting the prior checkpoint file. Therefore, unless there is sufficient room on the disc and the file CKPT is copied to another named file, the memory dump will only reflect the last occurrence of a system failure.

To ensure retention of the memory image for the current problem, copy the file called CKPT to another named file. First, return the system to the ForeWord status, using the procedure outlined under Reactivating the System, Section 1 of this Handbook.

To copy the CKPT file to another named file, use the following procedure.

a. Press COMMAND; position the cursor over the COPY command, and press COMMAND again.

b. The COPY command displays as shown below.

```
COPY the document named, (A) , in text area, (B) , on drive # (C)
   to the document named, (D) , in text area, (E) , on drive # (F)
                 using queue (G) with a priority of 9.

          If the text area is ARCHIV, the document
       will be copied into/from the archive area of the disc.

   Queue # and Printer #        assigned to background terminal #
```

(A) Type the name CKPT in area (A) .

(B) Next to "in text area," type the name ARCHIV

(C) Type the appropriate disc drive number

(D) The output document must not be named CKPT. It could be named FCKPT (first checkpoint), or SCKPT (second checkpoint), but it must not be the same as a name already in use in the ARCHIV area. It is important to remember the name assigned to the newly created document in ARCHIV because that name will appear only in the IDOS index.

(E) Next to "in text area," type the name ARCHIV.

(F) Type the appropriate disc drive number.

(G) If the command is to be processed at a background terminal, enter a queue number. If the command is to be processed at the terminal and a queue number has been entered, use the spacebar to blank out the queue number.

c. Press COMMAND.

d. If there is sufficient space on the disc, the CKPT will be copied in the ARCHIV area to the newly named IDOS file. If there is not sufficient space for the document on the disc, an error message will be displayed.

e. To copy the CKPT to a different disc, enter the required information as described in step *b* above, entering the correct disc drive number in area (F) .

For directions on how to print the contents of memory see the Four-Phase Systems Engineer.

Section 3
Supervisory Functions

CREATING NEW TEXT AREAS

Initially each ForeWord disc has a single text area named TXAREA. Multiple text areas can be created on a disc by using the program PRETXT. Text area names may be up to six characters long. Both letters and numbers may be used, but the first character must be alphabetic. The use of special characters in text area names is not recommended, since many special characters are significant to IDOS processing.

PRETXT will create the new text area only if there is enough space remaining on the disc to do so. Check with the Four-Phase Systems Engineer to determine if there is sufficient space on the disc. See the *ForeWord System Reference Manual* for complete instructions on how to run PRETXT.

Text areas can be password protected. To create a password protected text area, see the *ForeWord System Reference Manual.* To access a password protected text area,

a. Press PASSW.

b. Enter the password, followed by the text area name; or enter the supervisory password, followed by the text area name.

c. Press INDEX.

SORTING THE ARCHIV INDEX

Use the IDOS program DIRSRT to sort an entire ARCHIV (IDOS) index so that the documents appear in sequence.

a. Ensure that the system is in IDOS status (see Section 2), and that the disc drives are loaded and ready.

b. Type // DIRSRT then press CURSOR RETURN.

c. If only the ARCHIV index on disc 0 is to be sorted, press CURSOR RETURN again, then proceed to step *f.*

d. If the ARCHIV indexes on all loaded discs are to be sorted, type /D = drive where *drive* is the number of the disc drive on which the index resides. Press CURSOR RETURN.

e. Repeat step *d* for each disc, then type // and press CURSOR RETURN twice.

f. When the block cursor reappears in the upper left corner of the screen, ForeWord may be reloaded.

CTRL V DISPLAY

A brief description of CTRL V is contained in Section 3 of the ForeWord Operator's Manual. For a complete listing and interpretation of the CTRL V symbols, see the *ForeWord System Reference Manual.*

STATISTICS

There are two kinds of ForeWord statistical programs, online and offline. The online program is accessed through the STATISTICS command and displays information on terminals and printers. The offline statiscal programs are optional and may or may not be configured for your installation. The offline programs may be used when the system is in IDOS status. These optional programs are used to print information from the headers of documents in text areas and ARCHIV storage, statistics on terminal and printer usage, a listing from the ASSEMBLE log, and a summary report from ASSEMBLE commands. One of the programs also deletes documents and prints a list of the documents deleted. Each statistical program is described below.

Statistics Display

Position the cursor over STATISTICS in the Command Menu, and press COMMAND.

The screen displays the number of terminals and printers configured for the installation. Figure 3-1 shows a sample statistics display for configuration of 24 terminals and printers.

ForeWord fills in the fields for only those foreground and background terminals and printers activated by the system. Each column lists eight foreground/background terminals (printers); zeros appear where no activity has taken place or where there is neither terminal nor printer connected to the system. The terminal (printer) number is listed, followed by the total number of documents opened at that terminal (printer), the total time in hours and minutes that the documents were open, and the total number of lines printed from that terminal or printer.

When an asterisk appears next to the terminal number, it indicates that the terminal is currently in use. For example, in the display shown in Figure 3-2, terminals 1, 5, 8, 11, 14, and 15 were in use at the time STATISTICS was displayed on the screen.

To release the statistics display, press RESET.

TERMINAL STATISTICS 02/15/79

#	DOC	TIME	LINES	#	DOC	TIME	LINES	#	DOC	TIMES	LINES
0	9570	99:32	989003	8	2334	46:03	3	16	1209	27:23	1290
1	7584	73:34	948500	9	7399	60:28	1	17	0	00:00	0
2	4547	17:41	612337	10	4695	27:21	17	18	0	00:00	0
3	3290	12:54	7	11	1553	58:24	87610	19	0	00:00	0
4	4808	30:59	8	12	2475	02:18	19	20	0	00:00	0
5	5929	47:11	44	13	1617	32:27	3	21	0	00:00	0
6	4933	20:08	16	14	2864	76:30	852156	22	0	00:00	0
7	4721	65:52	10	15	58	01:36	2	23	0	00:00	0

PRINTER STATISTICS

#	DOC	TIME	LINES	#	DOC	TIME	LINES	#	DOC	TIMES	LINES
0	9570	99:32	989003	8	2334	46:03	3	16	1209	27:23	1290
1	7584	73:34	948500	9	7399	60:28	1	17	0	00:00	0
2	4435	16:43	612337	10	0	00:00	0	18	0	00:00	0
3	0	00:00	0	11	1653	73:28	142526	19	0	00:00	0
4	0	00:00	0	12	0	00:00	0	20	0	00:00	0
5	0	00:00	0	13	0	00:00	0	21	0	00:00	0
6	0	00:00	0	14	2647	60:41	797240	22	0	00:00	0
7	0	00:00	0	15	0	00:00	0	23	0	00:00	0

Figure 3-1. Sample Statistics Display

TERMINAL STATISTICS 02/15/79

#	DOC	TIME	LINES	#	DOC	TIME	LINES	#	DOC	TIMES	LINES
0	9570	99:32	989003	8*	2334	46:03	3	16	1209	27:23	1290
1*	7584	73:34	948500	9	7399	60:28	1	17	0	00:00	0
2	4547	17:41	612337	10	4695	27:21	17	18	0	00:00	0
3	3290	12:54	7	11*	1553	58:24	87610	19	0	00:00	0
4	4808	30:59	8	12	2475	02:18	19	20	0	00:00	0
5*	5929	47:11	44	13	1617	32:27	3	21	0	00:00	0
6	4933	20:08	16	14*	2864	76:30	852156	22	0	00:00	0
7	4721	65:52	10	15*	58	01:36	2	23	0	00:00	0

Figure 3-2. Statistics Display Showing Terminals in Use

Statistics Reports

The offline statistics programs are STATS1, STATS2, STATS3, STATS5, STATS7, and STATS8. If STATS5 and STATS8 are to be a part of the STATS program at an installation, the IDOS file PASTAT must be made available by the Four-Phase Systems Engineer at the time of installation. Check with the Four-Phase Systems Engineer to determine whether or not ForeWord has been configured for the STATS programs discussed in this section. To execute the STATS program, use the following procedure.

a. Check that no terminals are in use. Put the system in IDOS status (see Section 2).

b. At terminal 0, type:

```
// STATS
```

A space must be entered between the second slash and the word STATS.

Each of the STATS programs produces a printed report. Some of the programs require keyboard input in response to questions. Each of these STATS programs and the accompanying statistical reports is fully described on the following pages.

c. To return to ForeWord, or to idle the system, see Section 1.

STATS1

Statistical Report 1 prints the document name, originator, date created, date to be deleted, and description from each header in the text area. Figure 3-3 illustrates the printed information in this report.

STATS2

Statistical Report 2 contains information about terminals and printers, as shown in the sample report in Figure 3-4. The average lines per document is calculated by dividing the total number of documents accessed into the total number of lines printed.

The STATS2 program asks the user two questions. First, the screen displays the following request.

```
PLEASE ENTER TODAY'S DATE
```

Type in the month, day, year. The entered date is the one that appears in the report (mm/dd/yy).

The program then asks the following question about STATS2.

```
SHOULD STATISTICS BE RESET TO ZERO AT THE END OF THE
RUN?
REPLY Y OR N
```

Respond n (no) for a listing of the data without disturbing the retained information.

Respond y (yes) if all the printer and terminal statistics are to be reset to zero after the listing is printed.

STATS3

Statistical Report 3 lists the document name, originator, date created, date to be deleted, and description from each header in the ARCHIV area. The printed information is like that outlined above for Statistical Report 1.

For Statistical Report 3 the display reads:

```
FILES ACCESSED AFTER

   /  /
WILL NOT BE PRINTED
```

The date entered determines which files will be accessed. Any file which has been accessed on or after the entered date will not become a part of Report 3. This method enables the tracking of documents that have been idle for some time. If blanks are entered, all file headers will be printed.

STATS5

Statistical program 5 prints the log that is generated by the ASSEMBLE command. Each time the ASSEMBLE command is successfully completed, ForeWord logs the data from that command.

The STATS5 program displays the request:

```
PLEASE ENTER REPORT DATE
```

Enter the current date in the form mm/dd/yy (for example, 02/15/79).

Figure 3-5 shows an example of the information printed by STATS5.

```
NAME     ORIGINATOR   CREATED    DELETE     DESCRIPTION  TEXT AREA:TXAREA PAGE 1

B123     BROWN        01/07/78   04/11/79   OUTLINE PROP
CMAN     CONWAY       03/05/78              HOUSE MANUAL
```

Figure 3-3. Sample STATS1 Report

TERMINAL STATISTICS mm/dd/yy

TERMINAL #	# LINES PRINTED	# DOCUMENTS ACCESSED	TOTAL TIME	AVG LINES/DOC	AVG TIME/DOC
0	8679	303	11:31	28.6	:02.28
1	479	340	16:28	1.4	:02.90
2					
3					
4					
↓					
15					

PRINTER STATISTICS

PRINTER #	# LINES PRINTED	# DOCUMENTS ACCESSED	TOTAL TIME	AVG LINES/DOC	AVG TIME/DOC
0	25818	206	18:34	173.8	:05.40
1	4212	37	16:53	113.8	:27.37
2			:00	0.0	:00:00
3					
4					
↓					
15					

Figure 3-4. Sample STATS2 Report

COMPANY NAME
02/15/79 DOCUMENT USAGE STATISTICS PAGE 1

DOCUMENT NAME	TEXT AREA	ACCESSED BY TERMINAL #	DATE	TIME
p1	Txarea@1	2	12/15/78	09:07
p2	Txarea@1	2	12/15/78	09:07
p4	Txarea@1	2	12/15/78	09:07
para6A	Txarea@1	2	12/15/78	09:07
para10	Txarea@1	2	12/15/78	09:07
p3	Txarea@1	2	12/15/78	09:07
p5	Txarea@1	2	12/15/78	09:07
p22	Txarea@1	2	12/15/78	09:07
p13	Txarea@1	2	12/15/78	09:07
para6a	Txarea@1	2	12/15/78	09:07
para6B	Txarea@1	2	12/15/78	09:07
para5C	Txarea@1	2	12/15/78	09:07
p789	Txarea@1	2	12/15/78	09:07
p1	Txarea@1	2	12/15/78	09:07

Figure 3-5. Sample STATS5 Report

STATS7

Statistical program 7 lists all the documents used in the ASSEMBLE command. These documents are sorted and summarized by document name and STATS7 also indicates the total number of times each document was accessed.

The STATS7 program requests the data to be printed on the report:

```
PLEASE ENTER REPORT DATE
```

Enter the date, which may be the current date, the weekend date for a report at the end of the week, or a month end date. The date is entered in the form mm/dd/yy. Figure 3-6 shows an example of the summary printed from STATS7.

STATS8

Statistical Program 8 accesses the text areas which are specified at the time of program installation, and deletes documents from those text areas. The deletion of the document is based on the criteria entered from the keyboard in response to the requests made by the STATS8 program.

The program first requests the date:

```
PLEASE ENTER REPORT DATE
```

Enter the current date. After the date is entered STATS8 asks a series of questions to determine the basis for deletion of documents. Respond to each question asked.

```
DO YOU WANT TO DELETE ALL DOCUMENTS WITH TEMP IN
THE FIRST FOUR CHARACTERS?
REPLY Y OR N.
DO YOU WANT TO DELETE DOCUMENTS BASED ON DELETE
DATE?
REPLY Y OR N.
```

The delete date to which STATS8 refers is the one the operator enters in the HEADER of the document. If no deletion date has been entered in the HEADER of the document, the document is ignored and bypassed.

If the answer to this question is Y for yes, STATS8 displays the following statement.

```
DELETE ALL DOCUMENTS WITH A DELETION DATE OF
mm/dd/yy AND PRIOR.
```

Enter the appropriate date, indicating the month, day, and year; for example, 02/15/79.

STATS8 then displays the following question.

```
DO YOU WANT TO DELETE DOCUMENTS BASED ON CREATE
DATE?
REPLY Y OR N.
```

If the response is Y for yes, STATS8 displays the following statement.

```
DELETE DOCUMENTS WITH A CREATION DATE OF mm/dd/yy
AND PRIOR.
```

Fill in the appropriate date. The STATS8 program will then delete all documents created on or before the date entered.

If no deletion criteria has been entered, that is all questions asked by STATS8 have been answered with N for no, the STATS8 program displays the following.

```
NO DELETE CRITERIA SELECTED.
DO YOU WANT TO RE-ENTER PARAMETERS?
REPLY Y TO RE-ENTER JOB OR ANY KEY TO ABORT.
```

Respond Y for yes if the STATS8 program is to again ask the questions on criteria for deletion. Respond by pressing any other key if no deletion criteria is to be entered.

SUMMARY OF DOCUMENT USAGE

02/15/79

DOCUMENT NAME	TXAREA NAME	DATE	# ACCESSES
p1	Txarea	12/15/78	2
p2	Txarea	12/15/78	1
p3	Txarea	12/15/78	1
p4	Txarea	12/15/78	1
p5	Txarea	12/15/78	1
p5	Memos1	12/15/78	7
p5C	Txarea	12/15/78	1
p5C	LETTER	12/15/78	8

Figure 3-6. Sample STATS7 Report

The final question asked by STATS8 is:

```
DO YOU WANT TO DELETE PROTECTED DOCUMENTS?
REPLY Y -OR- N.
```

A yes response indicates that all password protected documents which fall within the criteria for deletion will be treated as though they were not password protected, and will be deleted. A no response means that no password protected documents will be deleted.

The STATS8 program prints a list of all documents deleted.

STATS5 LOG

STATS5 prints a listing of the log generated by the system when the ASSEMBLE command is used in the ForeWord status. The log may be viewed in the form in which it originated.

To view the log exactly as it was generated by ForeWord, use the following procedure after all STATS programs have completed.

a. Return to ForeWord (see Section 1).

b. Type IDOS.

c. Press INDEX.

d. Position the cursor over the document named PASTAT.

e. Press XFER.

This procedure causes the information in the PASTAT file to be transferred to a document by the same name located in the ForeWord text area.

To view or print the document named PASTAT located in the ForeWord text area, follow the procedures for opening and/or printing a document.

KEYSTROKE MEMORY

You can store any combination of characters and any combination of symbols for the function keys in a glossary for later recall by the operator. ForeWord's capability for remembering and producing these keystrokes is called keystroke memory. To recall a keystroke memory function press only the CODE key and one character key. ForeWord automatically performs the functions specified in the keystroke memory.

Keystroke memory can be stored in any existing glossary or in a newly created document set up for recall of functions. For example, to store the directions for changing the positions of two columns of numbers, the entry might look like the Sample Keystroke Memory Entry below.

There are some rules for storing functions and text in keystroke memory. Remember that the function keys are those which surround the standard keyboard. The names of the function keys are: CTRL, OPEN, GLSRY, XFER, PASSW, INDEX, CENTR, DEC TAB, MOVE, MARGN SET, |←, →|, RESET, CODE, HYPHN, PARA, NEW PAGE, UPPER CASE, CHAPT, PAGE DOWN, LINE EDIT, CLEAR MARK, REL, COMMAND, PRINT, TAB, SHIFT, INS, DEL, REPT, CURSOR RETURN and the cursor keys, →, ←, ↑, ↓ and HOME.

Table 3-1 lists each function key and the symbol that is used for that function in the glossary entry. The symbol may be typed in either capital or lower case letters. The symbol is made up of three or more characters, usually a word or combination of words, that are a kind of shorthand name for the function itself. Often the symbol is the word that appears on the top of the key.

There are four special symbols that do not identify function keys. Table 3-2 lists these special symbols. These symbols are SAVCUR, SETCUR, SAVPTR, and SETPTR. Use SAVCUR and SETCUR to position the cursor correctly. SAVCUR tells ForeWord to remember the location of the cursor. SETCUR tells ForeWord to position the cursor in the location it remembered. SAVPTR tells ForeWord to remember where the pointers are positioned, and SETPTR tells ForeWord to set the pointers in those remembered locations in the text.

```
C
[This keystroke memory entry causes two adjacent tabbed columns to exchange
positions.  Position the cursor on the tab stop of the left most column of the
two columns to be swapped.  Press CODE C.  The function will then swap the
columns until the end of the document is reached, or until you press RESET.]
SAVCUR TAB BEGIN TAB LEFT END SETCUR MOVE DOWN CODE 'C'
```

A Sample Keystroke Memory Entry

To recall the entry above, press the CODE key and type the letter C.

Example

The symbols SAVCUR and SETCUR appear in the sample entry. SAVCUR (save the cursor position) tells ForeWord to remember the position where the cursor is located. In the example, the operator set the cursor on the first 2 in the second column. It is this cursor position that ForeWord will remember when it sees SAVCUR in the keystroke memory sequence. When ForeWord sees SETCUR, the function that follows the END function in the sample entry, it positions the cursor on the first 2 in the second column. ForeWord remembered this position when it was told to SAVCUR.

In the sample entry above, the word TAB is the symbol for the TAB key that performs the function of tabbing to a stop that has been set in the document; BEGIN is the symbol for a beginning pointer; END is the symbol for an ending

pointer; MOVE tells ForeWord to place the text in the new location and delete it from its original location. When ForeWord does this, the columns to the right are shifted to the left. Thus the MOVE function repositions column two and makes it the third column in the document. Because the text has been removed from column two, column three shifts over to the left one column. The DOWN direction tells the cursor to move down one line and CODE C tells it to repeat the sequence of keystrokes on that line.

Position the cursor on the first 2 in the second columnmn.

Then press CODE C.

11111	22222	33333
11111	22222	33333
11111	22222	33333
11111	22222	33333
11111	22222	33333

ForeWord automatically repositions columns two and three.
ForeWord sounds a beep when it reaches the end of the document.
Press RESET at any point to stop the keystroke function.

11111	33333	22222
11111	33333	22222
11111	33333	22222
11111	33333	22222
11111	33333	22222

Screen Display Examples

The first line of each keystroke memory entry must contain the single-character unique identifier. Any single character that can be displayed and printed is a legal unique identifer for an entry in keystroke memory. In keystroke memory, the identifier can be only one character. That character can be any upper or lower case letter, any number between 0 and 9, or any punctuation mark. The unique identifier used to identify keystroke functions and any accompanying text must be only one character. In the sample entry the unique identifier is C.

Table 3-1. Keystroke Memory Symbols and Function Keys

Function Key	Symbol
CENTR	centr
CHAPT	chapt
CLEAR MARK	clear
CODE	code
COMMAND	command
CTRL DEL	c/del
CTRL ↑	c/up
CTRL ↓	c/down
CTRL ←	c/left
CTRL →	c/right
CTRL HOME	c/home
CTRL CURSOR RETURN	c/return
CTRL E	c/e
CTRL INS	c/ins
CTRL O	c/o
CTRL P	c/p
CTRL R	c/r
CTRL TAB	c/tab
CTRL V	c/v
CURSOR RETURN	return
↑	up
↓	down
←	left
→	right
DEC TAB	dectab
DEL	del
GLSRY	glsry
HOME	home
HYPHN	hyphn
INDEX	index
INS	ins
LINE EDIT	line
MARGN SET	margn
MOVE	move
NEW PAGE	new
OPEN	open
PAGE DOWN	page
PARA	para
PASSW	passw
PRINT (print one page)	print
REL	rel
RESET	reset
SHIFT CURSOR RETURN	s/return
SHIFT DEL	s/del
SHIFT HOME	s/home
SHIFT INS	s/ins
SHIFT TAB	s/tab
SHIFT ↓	s/down
SHIFT ←	s/left

Table 3-1. Keystroke Memory Symbols and Function Keys (Continued)

Function Key	Symbol
SHIFT →	s/right
SHIFT ↑	s/up
TAB	tab
UPPER CASE	upper
XFER	xfer
|← BEGIN	begin
→| END	end

Table 3-2. Special Symbols in Keystroke Memory

Special Symbols	Meaning
savcur	You set the cursor in postion; this tells ForeWord to remember the cursor location.
savptr	You set the beginning and ending pointers and this tells ForeWord to remember where those pointers are located.
setcur	This tells ForeWord to place the cursor in the position where it was located when ForeWord was directed to "savcur."
setptr	This tells ForeWord to use the line in which the cursor is positioned and set the pointers to the positions that were saved when ForeWord was given the direction "savptr."

Creating a Keystroke Memory

To place a keystroke memory entry in the glossary:

a. Open the document used as the glossary or open a new glossary document.

b. Type the single-character unique identifier. This character can be any upper or lower case letter of the alphabet, any number between 0 and 9, or any punctuation mark.

c. Press CHAPT to place a chapter mark on the line that contains the unique identifier.

d. Press CURSOR RETURN.

e. Type the comments that explain the operation of the function to follow. Comments must be enclosed within brackets, [and]. Entry of such descriptive comments is recommended but not required. Figure 3-7 shows some examples of keystroke memory entries in a glossary.

f. Press CURSOR RETURN.

g. Each keystroke memory entry can be up to 700 keystrokes long. Both the symbols and the text (but not comments enclosed in brackets) are included in the 700 keystrokes.

h. Type the symbol or symbols for the functions to be performed. Symbols can be typed in either upper or lower case letters. Each symbol should be separated from another symbol or text by either a space or a comma. Remember that ForeWord performs the sequence exactly as it is entered in the keystroke memory entry.

i. Type any text that ForeWord should insert. The text must be enclosed within either single or double quotes. Text should be separated from symbols by either a space or a comma. If single quotes are used to identify the text to be inserted, double quotes can be used within the text itself, and vice versa.

j. Press CURSOR RETURN.

k. Repeat steps *b* through *i* for each keystroke memory entry.

To cause the keystroke function sequence to repeat itself:

a. After the entire sequence has been entered, type the word CODE in lower case or capital letters.

b. Space once and within quote marks, type the single character unique identifier for the sequence.

c. CODE and the unique identifier tell ForeWord to go back to the beginning of the sequence and repeat it.

If you wish to stop processing of the sequence, press RESET. Because CODE and the unique identifier cause ForeWord to return and repeat the sequence each time, it can only be stopped by pressing RESET. RESET ends the insertion of any sequence in the document.

Following is an example of the entry of a series of keystrokes that are repeated until RESET is pressed.

```
R
tab 'AAAA' tab 'BBBB' tab 'CCCC' return code 'R'
```

The sequence can be stopped at any time by pressing RESET.

Nesting

Nesting means that more than one function is listed within another function. In keystroke memory, nesting is accomplished by placing the word CODE and the single-character unique identifier in the sequence of functions listed under another function. For example, if function z opens a previously created document and changes the tabs, and function y enters tabulated text in the document, and function x again returns the standard tabs and closes the document, the glossary entries might look like the following examples.

```
x
margn c/tab c/tab margn rel rel
y
'date' tab 'city' tab 'state' tab 'country' tab 'percentage' return return
z
open s/home return margn c/right s/tab c/right c/right s/tab c/right s/tab
c/right s/tab c/right c/right s/tab c/right s/tab c/right s/tab c/right s/tab
c/right c/right s/tab c/right s/tab c/right margn return return
```

Nesting entries x, y and z in entry B would produce the following glossary entry.

```
B
CODE 'z' CODE 'y' CODE 'x'
```

Entering Commands in Keystroke Memory

When you use COMMAND to indicate a command statement that is to be processed, you must identify the command itself, and you must place a response for each fill-in area in the keystorke memory entry. To specify a command in keystroke memory, use the following procedure.

a. Type the word COMMAND and enter a space.

b. Type the first four letters of the COMMAND name. Enclose these letters in either single or double quote marks. Enter a space.

c. Type the word COMMAND, enter a space.

d. Type the information that you would normally enter in the command itself. Each command has a specific number of positions allocated for each field. If the information you enter does not fill the allocated number of positions, type the word TAB, which is the symbol for the function TAB. This moves the cursor to the next field for the entry of text. It is important to account for each position of the fill-in area. If the information you enter fills the area, the cursor automatically positions itself at the next fill-in area and you need not enter the tab function. The text in the fill-in area must be enclosed in either single or double quote marks.

e. Type the word COMMAND. This causes processing of the command.

The following example shows how the ASSIGN command might be entered in the keystroke memory glossary.

```
A
[Glossary entry A is an assignment of printer #2 to background terminal #8, and
queue #3 to background terminal #8]
command 'assi' command tab tab '2' tab '8' tab '3' tab '8' command
```

The first word, command, calls forth the command menu. The word 'assi' tells ForeWord to use the ASSIGN command. The word command tells ForeWord to go to the ASSIGN commmand. The last command in the string of directions tells ForeWord to process the command with the information entered from keystroke memory. In this example, information entered in the fill-in areas assigns printer 2 to background terminal 8 and assigns queue 3 to background terminal 8 (as noted in the descriptive comment).

You must account for each space in a fill-in area. In this case, the ASSIGN command is used to assign a printer to a background terminal and a queue to a background terminal. The ASSIGN command is illustrated below. Each fill-in area is marked with a number. The areas numbered 1 and 2 are not used for this assignment. When ForeWord goes to the ASSIGN command, the cursor is positioned in fill-in area 1. Because this is true, the directions in keystroke memory tell ForeWord to tab to area 2 and then to area 3, which is the first fill-in area for this assignment. Fill-in areas 3, 4, 5, and 6 are used to assign a printer and a queue to the same background terminal. Each of these fill-in areas has two positions available. Because only one position is used for each number, directions to tab to the next fill-in area must be a part of the directions in keystroke memory. If a double-digit number were used in any fill-in field, the direction to tab would not be necessary. When both positions have information entered in a two-position fill-in field, the cursor is automatically repositioned to the next fill-in area.

```
Foreground printing:     ASSIGN printer #(1) to terminal #(2)
Background printing:     ASSIGN printer #(3) to background terminal #(4)
Queue assignment:        ASSIGN queue   #(5) to background terminal #(6)
Sheet feeder:            ASSIGN sheet feeder to printer    #
                         RELEASE sheet feeder from printer #

          (you have # background terminals and # queues available)

      Queue # and Printer #       assigned to background terminal #

For foreground printing, leave terminal number blank to assign to this terminal.
```

Assigning the Keystroke Memory

To assign the keystroke memory document as a glossary:

a. Position the cursor over the name of the document that contains the keystroke memory glossary.

b. Press GLSRY.

Using the Keystroke Memory

To use keystroke memory in a document:

a. Press CODE.

b. Type the single-character unique identifier.

c. ForeWord automatically performs the keystrokes associated with that identifier and inserts any associated text.

d. Repeat steps *a* and *b* each time a keystroke memory entry is to be recalled.

e. Press RESET to stop the automatic insertion of the sequence of functions. ForeWord will not perform any more of the sequence after you press RESET.

Two error messages may appear when keystroke memory is used.

The first message is:

ERROR IN GLOSSARY ENTRY FOR FUNCTION A AT SYMBOL tat

This error message means that a symbol for function A (the unique identifier) was incorrectly typed in the glossary document. The incorrect symbol "tat" is displayed. ForeWord could not recognize the symbol. In most cases this represents a misspelled word, as illustrated above when tat was used instead of tab.

The second message is:

GLOSSARY ENTRY FOR FUNCTION M IS TOO LONG

This error message means that the entry in the glossary was greater than the permitted number of 700 keystrokes.

When this occurs, break the entry into two separate entries and place CODE and the single-character unique identifier for the second entry at the end of the first entry. Thus, after all text and keyboard function sequences have been inserted from entry one, ForeWord moves to entry two and inserts the sequences and text from there.

Sample Keystroke Memory Entries

Figure 3-7 illustrates keystroke memory entries in a glossary. Each entry is prefaced with a descriptive comment that explains the functions performed.

```
C
[This keystroke memory entry causes two adjacent columns to exchange
positions.  Position the cursor on the tab stop of the left most column of the
two columns to be swapped.  Press CODE C.  The function will then swap the
columns until the end of the document is reached, or until you press RESET.]
SAVCUR TAB BEGIN TAB LEFT END SETCUR MOVE DOWN CODE 'C'
S
[This keystroke memory function swaps two tabular data columns that are
separated by a third column.  The data must be entered correctly and the cursor
must be at the tab stop for the left-most column of the two columns to be
swapped.  Position the cursor at the tab-stop of the left-most column to be
swapped, and press CODE S]
SAVCUR TAB TAB BEGIN TAB LEFT END SETCUR MOVE SETCUR TAB TAB BEGIN TAB LEFT END
SETCUR TAB MOVE SETCUR DOWN CODE 'S'
d
[This function deletes a column of tabbed material and shifts the remaining
columns to the left.  Position the cursor on the first character of the column
to be deleted and press CODE d.]
BEGIN TAB LEFT DEL DOWN CODE 'd'
c
[Use this function to delete a column of tabbed material that is up to 15
characters wide.  The column space will remain but will be blank.  Position the
cursor on the first character of the column to be cleared and press CODE c]
DEL DEL DEL DEL DEL DEL DEL DEL DEL DEL DEL DEL DEL DEL DOWN CODE 'c'
O
[Use this function to fill in the first line of text in the header of a newly
created document.  Type the document name and press CODE and O.  After entering
the first line of text, the cursor will be positioned next to "description" in
the header.]
OPEN 'c.c.connell' TAB 'WPC' TAB
A
[Use this function to display the ARCHIV index.]
'ARCHIV' INDEX
I
[Use this function to display another text area on another drive number.]
'TXAREA@2' INDEX
a
[Use this function to assign printer number 1 to background terminal number 1
and queue number 3 to background terminal number 1.]
COMMAND 'assi' COMMAND TAB TAB '1' TAB '1' TAB '3' TAB '1' COMMAND
N
[If your installation is configured for the temporary document option, use this
function when you want to copy a document into a temporary document created by
keystroke memory.  First position the cursor over the to be copied document
name in the index, or type the document name, then press CODE N.]
OPEN BEGIN S/HOME END REL OPEN C/INS
T
[Use this function to open an existing document and change the margins and tab
settings and enter text.  The tab changes are entered on the assumption that
that a tab stop in every five positions currently exists in the document.
Position the cursor on the document name, or type the document name on the
screen, and press CODE T.]
OPEN S/HOME RETURN MARGN C/RIGHT S/TAB C/RIGHT S/TAB C/RIGHT S/TAB C/RIGHT
C/RIGHT S/TAB C/RIGHT S/TAB C/RIGHT S/TAB C/RIGHT S/TAB C/RIGHT C/RIGHT S/TAB
C/RIGHT S/TAB MARGN RETURN RETURN 'Salesperson' TAB 'State' TAB 'Date' TAB
'Percentage'
K
[Entry K will copy the line above the cursor, insert that line before the line
containing the cursor, and move the cursor down to the next line]
HOME UP BEGIN END DOWN C/INS DOWN C/DEL DOWN
r
[This keystroke memory entry releases a document, enters the general text area
named, and returns the screen to the ForeWord display.]
REL REL 'TXAREA' INDEX RESET
h
[This keystroke memory sequence changes some of the fill-in areas under
PRINTER CONTROLS in the document header.  Lines in top margin changes to 00,
pitch changes to pica, the right justify response becomes yes, the left margin
offset changes to 10, and the prepaginated response changes to yes.  Press CODE
h when the document is open.]
COMMAND 'head' COMMAND TAB 'oo' TAB 'py10' TAB 'y' COMMAND
```

Figure 3-7. Sample Keystroke Memory Entries

Section 4
Options

ForeWord offers many options to the user. This section describes those options which are of particular interest to the Supervisor. These options are put into effect at the time that ForeWord is installed.

TEMPORARY DOCUMENTS

The creation of temporary documents is described in Section 2 of the ForeWord Operator's Manual. At the time ForeWord is installed, temporary documents and the program for deletion of temporary documents may be made a part of ForeWord. To automatically delete TEMPxx documents, use STATS8, the automatic deletion program described in Section 3 of this Handbook.

SUPERVISORY PASSWORD

Another option offered at the time ForeWord is installed is the use of a supervisory password. This password allows access to all text areas and documents that have been password protected. It overrides any operator entered password. At the time of installation the Four-Phase Systems Engineer enters the password the Supervisor provides.

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SUPERVISORY PASSWORD

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After this initial entry of the password, it may be changed by the Supervisor using the following procedure.

a. Ensure that the system is in IDOS status (see Section 2) and that the disc drives are loaded and ready.

b. Type // PASSW. A space is entered between // and PASSW.

c. The program requests:

PLEASE ENTER REPORT DATE

Enter the date in the form mm/dd/yy.

d. The program then requests:

ENTER SUPERVISORY PASSWORD

Type the six-character password. The password must begin with an alphabetic character and may include spaces.

e. Next the program requests:

PRESS SHIFT DOWN ARROW WHEN PASSWORD HAS BEEN ENTERED.

f. Hold down SHIFT key and press the down arrow cursor.

g. The password and the date are then printed on the printer.

h. The password becomes a part of ForeWord.

i. To return to ForeWord, or to idle the system, see Section 1.

To use the supervisory password in the ForeWord status:

a. Press PASSW.

b. Type the six-character password. It will not be visible on the screen.

c. To enter a password protected text area, type the text area name and, if it is on a different drive number, type @d, where d is the drive number, and press INDEX.

d. To open a password protected document, type the document name and press OPEN.

READ ONLY DOCUMENTS

Section 4 of the ForeWord Operator's Manual describes Read Only documents: creating, deleting, and copying. However, it is possible to copy the Read Only document with the password, and thus retain the Read Only function.

To copy the Read Only document with the password:

a. Press COMMAND, position the cursor over the COPY command, and press COMMAND again.

b. Press PASSW and type the six character password (it will not be visible on the screen).

c. Type the name of the document to be copied, the text area name, and the disc drive number.

d. Type the name the newly copied document is to use, the text area name, or ARCHIV, and the disc drive number. The output document must have a name different from the original document name if both documents are in the same text area.

e. Press COMMAND.

f. The newly copied document is a Read Only document in the text area, or ARCHIV storage, and on the disc drive specified in the COPY command. It holds the same password as the document from which it was copied.

READ ONLY TERMINALS

ForeWord can be configured for terminals which are used only for reading. A terminal that is designated as a Read Only terminal does not permit the entry of any information or editing of already entered information. An installation option allows a Read Only terminal access to only the preset text area for the terminal. All documents in the text area of the Read Only terminal are treated as read only documents.

To designate a terminal as Read Only, advise the Four-Phase Systems Engineer at the time ForeWord is configured of which terminal(s) is to be Read Only.

DOCUMENT HEADER OR FIRST PAGE DISPLAY

ForeWord allows the option of displaying either the HEADER or the first page of the document each time a document is reopened. A newly created document always displays the HEADER when OPEN is pressed. Advise the Four-Phase Systems Engineer which display is preferred when a document is reopened.

COMMAND MENU

ForeWord offers the user the option of selecting on which command the cursor is positioned when COMMAND is pressed. Select the command most often used at the operators' workstations, or some command in the menu from which the cursor is quickly moved to the most-often used commands. Advise the Four-Phase Systems Engineer of the name of the command, and the cursor will be positioned on that command each time the command menu displays.

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USER'S COMMENTS

SIV/70—12—15D
ForeWord Supervisor's Handbook

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