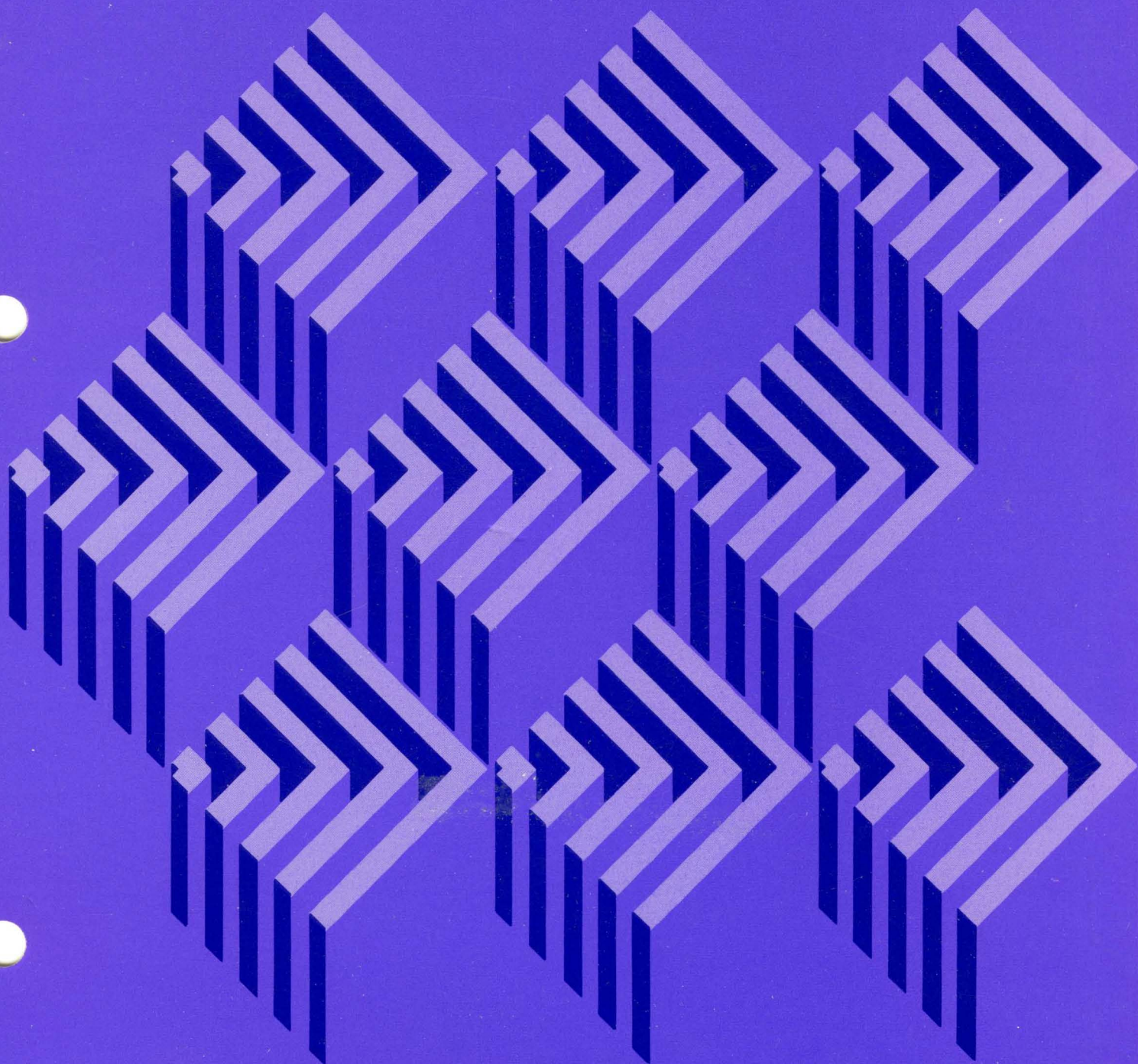




IBM Displaywriter System Operator Reference Guide

Reportpack



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Reportpack



First Edition (June 1983)

This edition applies to the IBM Displaywriter System Reportpack Feature and to all subsequent releases and modifications until otherwise indicated in new editions or Technical Newsletters. Changes are made periodically to the information herein.

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PREFACE

PURPOSE AND AUDIENCE

This publication is intended for use by operators who use the IBM Displaywriter System with the Reportpack Feature. It describes the template, has illustrations of menus, and a quick reference section for "how-to" steps using the system.

CONTENTS

Chapter 1. "Reportpack Keyboard Template" describes the functions that make up the system when using the Reportpack Feature.

Chapter 2. "Menus" shows and explains each menu when using the Reportpack Feature. It also provides menu sequences to guide an operator in making task selections.

Chapter 3. "Quick Reference" provides information and "how-to" steps for tasks an operator must perform with the system.

Appendix A. "Sort Order Chart" shows the character sequence when the system sorts a file.

RELATED PUBLICATIONS

Related publications include:

Customer Planning Guide for the IBM Displaywriter System, G544-0852. This guide provides the information the customer needs to prepare for the arrival and set up of the system. The guide discusses such topics as the size and weight of system components, the required system operating environment, and space requirements.

IBM Displaywriter System Customer Setup Guide, G544-0858. This guide gives detailed step-by-step instructions for system set up. This guide is shipped with the system.

IBM Displaywriter System Operator Training Book 1 -- Basic Topics Textpack 6, S544-2102. This is the beginning instruction book for the IBM Displaywriter System. It must be completed by all operators. Once operators complete training with this book, they will be able to perform basic tasks on an IBM Displaywriter System.

IBM Displaywriter System Operator Training Book 2 -- Selectable Topics Textpack 6, S544-2103. This is the second instruction book for the IBM Displaywriter System. An operator should complete only those topics relevant to his/her work.

IBM Displaywriter System Operator Training Book 1 -- Basic Topics Textpack 4, S544-2034. This is the beginning instruction book for the IBM Displaywriter System. It must be completed by all operators. Once operators complete training with this book, they will be able to perform basic tasks on an IBM Displaywriter System.

IBM Displaywriter System Operator Training Book 2 -- Selectable Topics Textpack 4, S544-2035. This is the second instruction book for the IBM Displaywriter System. An operator should complete only those topics relevant to his/her work.

IBM Displaywriter System Prompts and Messages Guide, Textpack 6/Reportpack, S544-2123. This guide lists, in numeric and in alphabetic order, the

Prompts and Messages that may appear on the display during operation.

IBM Displaywriter System Prompts and Messages Guide, Textpack 4/Reportpack, S544-2122. This guide lists, in numeric and in alphabetic order, the Prompts and Messages that may appear on the display during operation.

IBM Displaywriter System Operator Reference Guide--Textpack 4/Reportpack S544-2036. This guide is designed to assist the operator when using the Displaywriter.

IBM Displaywriter System Operator Reference Guide--Textpack 6/Reportpack S544-2104. This guide is designed to assist the operator when using the Displaywriter.

IBM Displaywriter System Operator Guide to Training S544-2227 and IBM Displaywriter System Starting Your Training S544-2275. These books contain the lessons necessary for learning the system. They also list all of the lessons you need for advance training.

IBM Displaywriter System Operator Training Book--Reportpack, S544-2030. This is the instruction book for using the Reportpack Feature on the IBM Displaywriter System.

IBM Displaywriter System Problem Determination Guide, S544-0860. This guide lists the problems that may occur during the operation of the system. It also gives the procedures an operator can follow to determine both the cause of the problem and the solution.

IBM Displaywriter System 5218/5228 Printwheel Printer Problem Determination Guide, S544-2000. This guide contains the procedure for an operator to follow when a problem with the printer is suspected.

IBM Displaywriter System Printer Guide, S544-0861. This guide gives a detailed description of each part of the printer and includes operating instructions for the printer.

IBM 5218 Printwheel Printer Setup Procedures, GA23-1007. This book describes the procedures used to set up and check out the IBM 5218 Printer after the printer is unpacked and placed where it is intended to be used.

IBM Displaywriter System Work Station Procedures Guide, Textpack 6, S544-2105. This guide is designed to be a bridge between the Operator Training Books and the customer's own work.

IBM Displaywriter System Work Station Procedures Guide--Reportpack, S544-2033. This guide is designed to be a bridge between the Reportpack Training Book and the customer's own files applications.

IBM Displaywriter System Guide to File Design and Use, S544-2031. This guide contains general files concepts and a detailed description of files, and the text documents used with files. It is designed to aid the person responsible for designing files on the IBM Displaywriter System.

IBM Displaywriter System Office Systems Customer Assistance Center Guide, S544-0874. This guide contains a description of the services offered, procedures to follow, and information you need to know when calling the IBM Office Systems Customer Assistance Center.

DISKETTE BACKUP

All magnetic media are subject to physical damage, erasure, and loss for a variety of reasons, including operator error, accidental occurrences and machine malfunction. In addition,

magnetic media are subject to theft. Therefore, an integral part of any informational system should be to establish and implement backup (duplication) procedures. The

customer, not IBM, is solely responsible for establishing and implementing all such procedures. Duplicate Selected Records may be used to backup your files.

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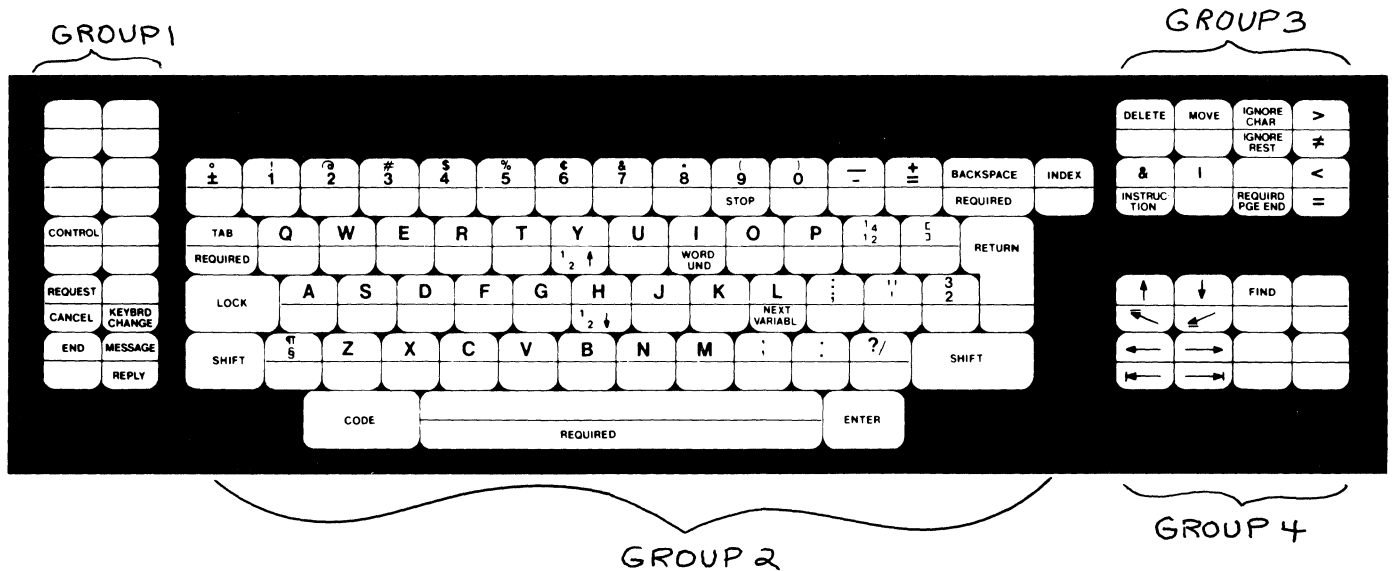
CHAPTER 1. REPORTPACK KEYBOARD TEMPLATE

DESCRIPTION OF KEY GROUPS

The figure below illustrates the Reportpack Keyboard Template. The keys marked on the template are the functions available when the Reportpack Feature Diskette is loaded.

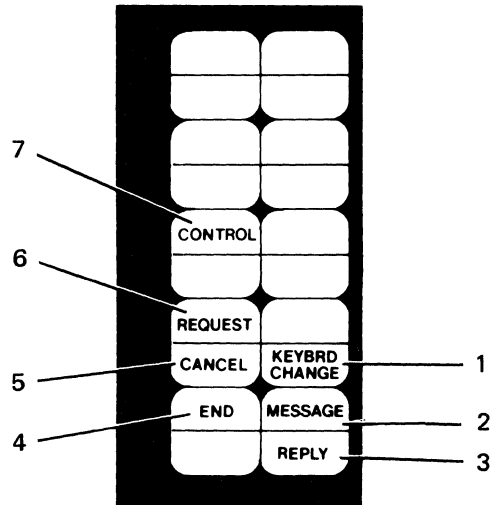
Notice the four major groups of keys on the template. These groups are shown separately on the following pages with the special keys for each group described individually.

Keys with functions engraved below the horizontal line indicate the CODE Key must be held down while using the function.



Group 1: This group of keys is at the left of the keyboard. Read the explanations below the figure. Many of these keys are discussed more fully in the "Quick Reference" chapter of this book.

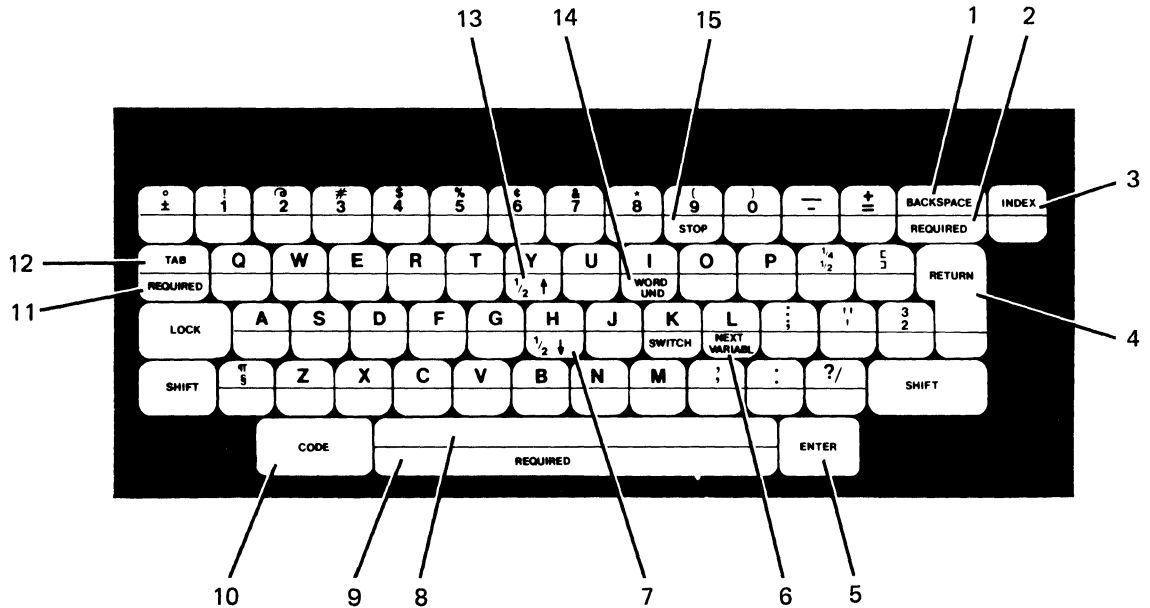
Keys not marked on the template are not active while the Reportpack Feature is loaded.



1. **KEYBRD CHANGE** (Keyboard Change): Allows you to change to another keyboard arrangement that is defined on the program diskette.
2. **MESSAGE**: Displays and clears messages from the message queue.
3. **REPLY**: Overrides an **Insert Diskette** message by telling the system that the required diskette will not be inserted.
4. **END**: Ends a task.
5. **CANCEL**: Cancels functions, clears prompts, and cancels entries made in the Record Selection frame.
6. **REQUEST**: Displays additional functions you can use during a task.
7. **CONTROL**: Allows alternate functions for some of the keys on the keyboard. See "CONTROL KEY" in the "Quick Reference" chapter.

Group 2: This group of keys is at the center of the keyboard. Read the explanations below the figure. Many of these keys are discussed more fully in the "Quick Reference" chapter of this book.

Keys not marked on the template are not active while the Reportpack Feature is loaded.



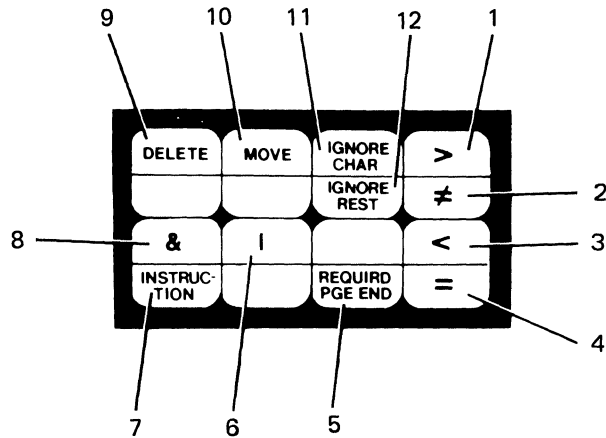
1. BACKSPACE: Moves the cursor one character position to the left and deletes the previous character.
2. REQUIRED (Required Backspace): In Text Fields, moves the cursor and print position one character position to the left without deleting characters.
3. INDEX: In Text Fields, inserts an Index Code into text without the cursor moving. The cursor moves to the next line on the screen only when the cursor is at the left margin.

When the document is printed, the Index Code moves the print position vertically to the next line without any horizontal movement.
4. RETURN (Carrier Return): In Text Fields, ends the current line and moves the cursor and print position to the beginning of the next line.
5. ENTER: Causes the system to perform tasks and functions.
6. NEXT VARIABLE: Advances the cursor from one file field to the next.

7. $1/2 \downarrow$ (Subscript): In Text Fields, moves text down one-half line.
8. SPACE BAR: Adds one character space to the text.
9. REQUIRED (Required Space): In Text fields, prevents words from being separated on two different lines.
10. CODE: Provides special functions when used with dual function keys.
11. REQUIRED (Required Tab): Sets up an indented left margin in Text Fields.
12. TAB: Advances the cursor from one file field to the next. In Text fields, inserts a tab character and moves the cursor to the next tab setting.
13. $1/2 \uparrow$ (Superscript): In Text Fields, moves text up one-half line.
14. WORD UND (Word Underline): Underlines the previous word.
15. STOP: In Text Fields, inserts a stop code at the cursor position.

Group 3: This group of keys is at the upper right of the keyboard. Read the explanations below the figure. Many of these keys are discussed more fully in the "Quick Reference" chapter of this book.

Keys not marked on the template are not active while the Reportpack Feature is loaded.

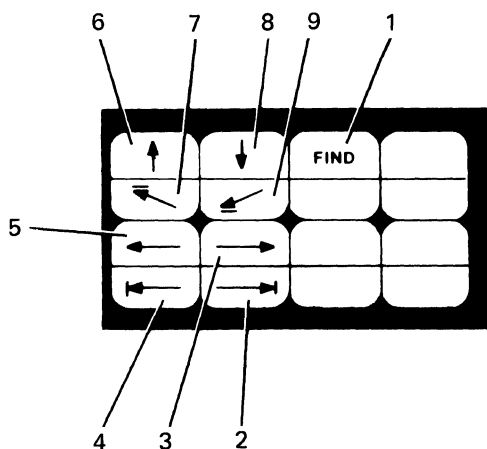










1. > (GREATER THAN): Used in a file field for selecting fields greater than a typed entry.
2. ≠ (NOT EQUAL): Used in a file field for selecting fields not equal to a typed entry.
3. < (LESS THAN): Used in a file field for selecting fields less than a typed entry.
4. = (EQUAL): Used in a file field for selecting fields equal to a typed entry.
5. REQUIRED PGE END (Required Page End): Used in Text fields to mark the end of a page.
6. | (OR): Used in a file field for selecting fields that can meet any of several conditions.
7. INSTRUCTION: Displays the INSTRUCTIONS menu.
8. & (AND): Used in a file field for selecting fields that must meet more than one condition.
9. DELETE: Allows you to delete file fields from the display, and delete entries from fields.

10. MOVE: Allows you to reposition file fields on the display.
11. IGNORE CHAR (Ignore Character): Used in a file field for ignoring the contents of a character position in selection purposes.
12. IGNORE REST: Used in a file field for ignoring all characters following a string of characters.

Group 4: This group of keys is at the lower right of the keyboard. Read the explanations below the figure.

Keys not marked on the template are not active while the Reportpack Feature is loaded.



1. FIND: In Text Fields, moves the cursor to the next location of characters you identify.
2.  (Boundary Right): Moves the cursor right to the end of a field. In Text Fields, moves the cursor to the last character of the line being displayed.
3.  (Cursor Right): Moves the cursor to the right one character position.
4.  (Boundary Left): Moves the cursor left to the beginning of a field. In Text Fields, moves the cursor to the beginning of the line, the left margin or the temporary left margin.
5.  (Cursor Left): Moves the cursor to the left one character position.
6.  (Boundary Up): Moves the cursor to the beginning of the record or Text Field.
7.  (Cursor Up): Moves the cursor up one line.
8.  (Cursor Down): Moves the cursor down one line.
9.  (Boundary Down): Moves the cursor to the end of the record or Text Field.

CHAPTER 2. MENUS

CHAPTER DESCRIPTION

This chapter contains:

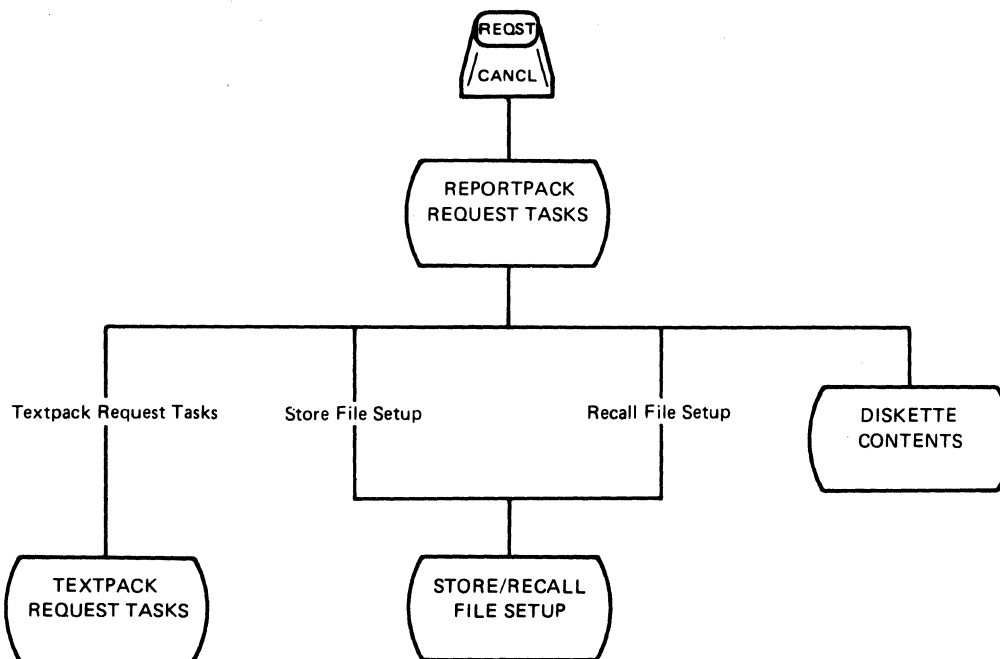
- (1) A sequence of menus for each task and function.
- (2) A list of the menu abbreviations that can be used in Menu Bypass.
- (3) An illustration of each menu in alphabetical order.

These menus are used to select the task and/or function you need to do your work.

REPORTPACK REQUEST TASKS MENU SEQUENCE

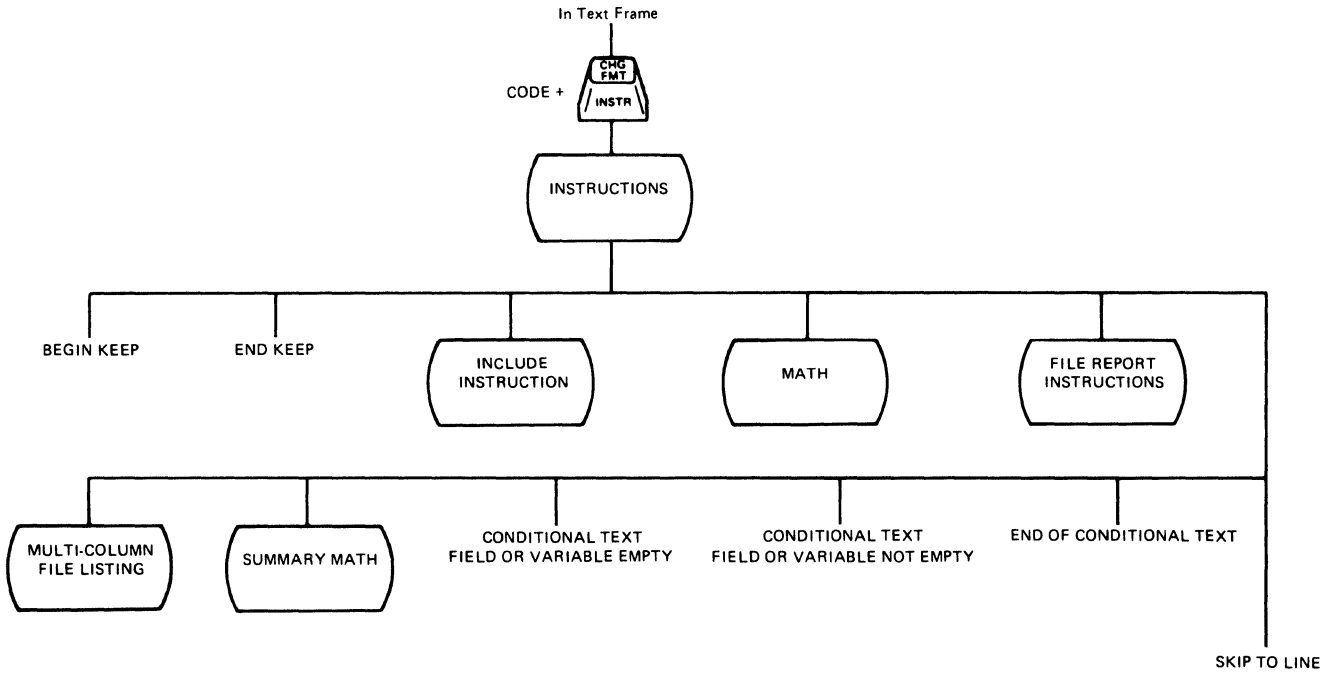
Use this menu sequence to store or recall a file setup, to go to the TEXTPACK REQUEST TASKS menu, or to display the diskette contents. The REPORTPACK REQUEST TASKS menu is available when the REQST key is pressed when either the Output File task, the Merge File/Text task, or the Duplicate Selected Records task is displayed.

In Output File Task, Merge File/Text Task,
Or Duplicate Selected Records Task.



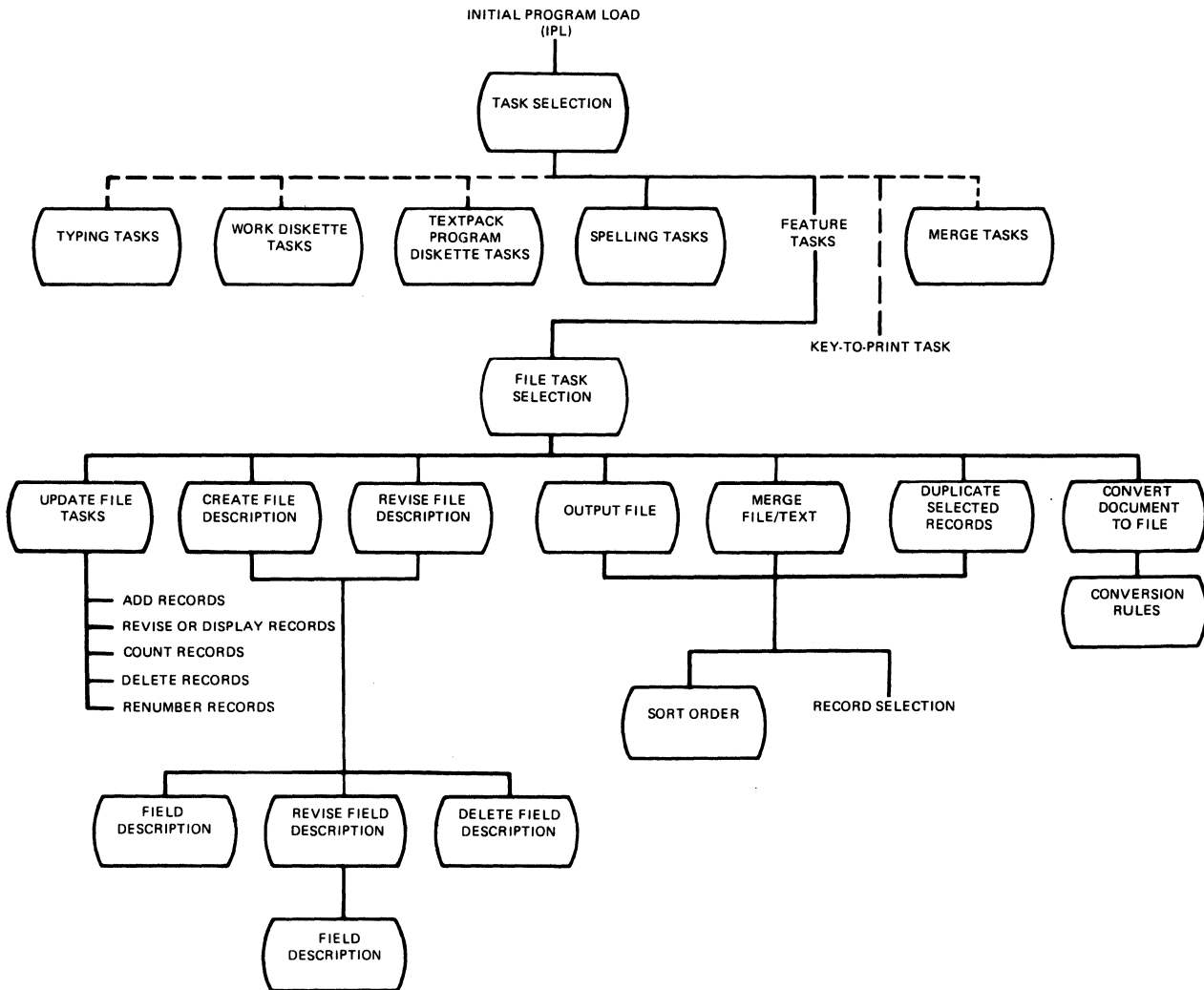
INSTRUCTIONS MENU SEQUENCE WHEN CREATING OR REVISING TEXT

This menu sequence is available when the INSTR key is pressed while the Create or Revise Document task is displayed.



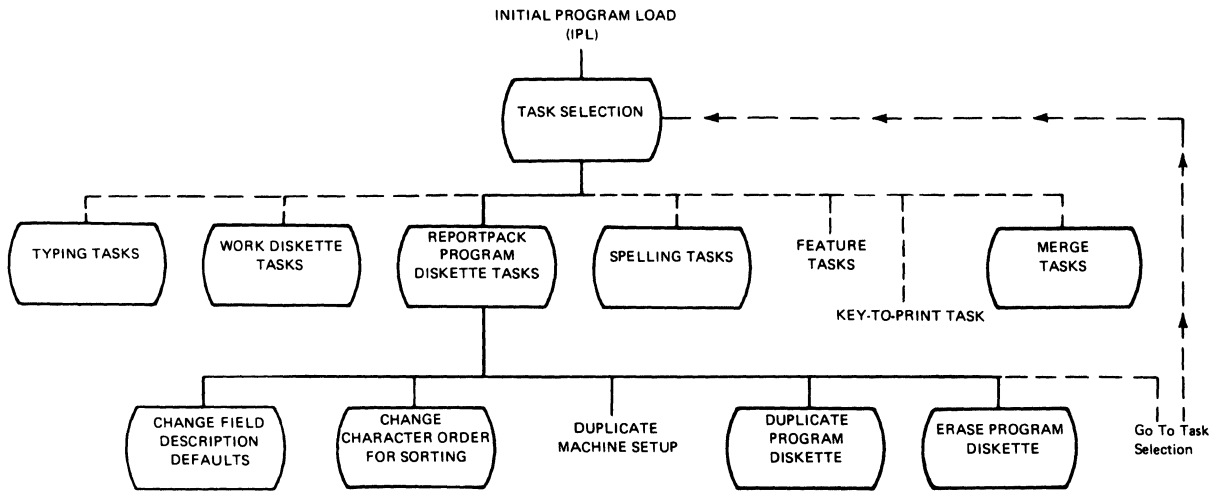
REPORTPACK FEATURE DISKETTE TASKS MENU SEQUENCE

Use this menu sequence to create, revise, maintain, output, or duplicate a file; to merge a file with a text document; or to convert a document to a file.



REPORTPACK PROGRAM DISKETTE TASKS MENU SEQUENCE

Use this menu sequence to change the file program diskette defaults.



ABBREVIATIONS FOR MENU BYPASS FOR FILES RELATED TEXT FUNCTIONS

	<u>KEYWORD</u>	<u>SHORT FORM</u>
End If	endif	eif
File-Report Instructions	filerep	f
If Empty	ifempty	ife
If Not Empty	ifnotempty	ifn
Math	math	m
Multi-Column File Listing	multicol	mc
Skip to Line	skip	stl
Summary Math	summath	sm

MENU LISTING

The following pages contain an alphabetical listing of menus. Included with each menu is the following information:

1. The purpose of the menu
2. How to display the menu on the screen
3. A list of the available choices in the menu, along with an explanation of the choices.

CHANGE FIELD DESCRIPTION DEFAULTS MENU

Purpose: To change the Field Description defaults on the Reportpack Program Diskette.

To Display This Menu Choose Change Field Description Defaults from the REPORTPACK PROGRAM DISKETTE TASKS menu.

The "Reportpack Program Diskette Tasks Menu Sequence" at the beginning of this chapter shows the relationship of this menu to others in the sequence.

Chg Field Defaults			
PRODSK			
CHANGE FIELD DESCRIPTION DEFAULTS			
ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Field Type	2	1 = Math 2 = Character 3 = Text
b	Math Field Maximum Length	10	1 - 17
c	Character Field Maximum Length	30	1 - 80
d	Text Field Maximum Length	200	1 - 500
When finished with this menu, press ENTER.			
Type ID letter to choose ITEM; press ENTER: _			

ID	ITEM	EXPLANATION
a	Field Type	Determines which Field Type displays as the default value for all Field Types in the FIELD DESCRIPTION menu.
b	Math Field Maximum Length	Determines the Maximum Length that displays as the default value for all Math fields in the FIELD DESCRIPTION menu.

- c Character Field
Maximum Length** Determines the Maximum Length that displays as the default value for all Character fields in the FIELD DESCRIPTION menu.

- d Text Field
Maximum Length** Determines the Maximum Length that displays as the default value for all Text fields in the FIELD DESCRIPTION menu.

CONVERSION RULES MENU

Purpose: Used in the Convert Document to File task. To determine which characters in the document are to be recognized as Field Separator characters, Record Separator characters, and Comment Begin characters during conversion.

To Display This Menu: Select Choose Conversion Rules from the CONVERT DOCUMENT TO FILE menu.

The "Reportpack Feature Diskette Tasks Menu Sequence" at the beginning of this chapter shows the relationship of this menu to others in the sequence.

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Field Separator	→	
b	Alternate Field Separator	←	
c	Record Separator	⌞	
d	Alternate Record Separator	⌟	
e	Comment Begin	▼	
f	Use of First Field	1	1 = Ignore 2 = Convert as normal field

Your choices for Field Separator, Record Separator, and Comment Begin must be different.

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: _

ID	ITEM	EXPLANATION
a	Field Separator	Specifies the character in the document to be recognized as the Field Separator character. Choose by pressing the appropriate character key. The default character is Tab.

- b Alternate Field Separator** Specifies an alternate character to be recognized as the Field Separator character. Choose by pressing the appropriate character key. The default value is Index Return. If only one character in the document is used as a field separator, make the Alternate Field Separator the same as the Field Separator.
- c Record Separator** Specifies the character in the document to be recognized as the Record Separator character. Choose by pressing the appropriate character key. The default value is Required Carrier Return.
- d Alternate Record Separator** Specifies an alternate character to be recognized as the Record Separator character. Choose by pressing the appropriate character key. The default value is Required Carrier Return, the same as the Record Separator.
- e Comment Begin** Specifies the character in the document to be recognized as the start of unwanted text or comment. The text is ignored by the conversion task, and is not copied to the file. Choose by pressing the appropriate character key. The default value is Required Space. Comment Begin characters will only be recognized if they occur at the beginning of the document body text, immediately following another comment, or immediately following a Record Separator character.
- f Use of First Field** Specifies whether the first field of each record in the source document should be included as a normal field in the file. The default value 'Ignore' excludes the conversion of the first field (normally a Record ID).

CONVERT DOCUMENT TO FILE MENU

Purpose: To convert certain types of documents to file formats, such as statistical tables, variable fill-in documents, and file data documents.

To Display This Menu: Choose Convert Document to File from the FILE TASK SELECTION menu.

The "Reportpack Feature Diskette Tasks Menu Sequence" at the beginning of this chapter shows the relationship of this menu to others in the sequence.

Convert Document									
DISK01									
Kyb 1									
CONVERT DOCUMENT TO FILE									
ID	ITEM		YOUR		POSSIBLE				
			CHOICE		CHOICES				
a	File Name								
b	Diskette Name		DISK01						
c	Error Document Name								
d	Cancel on Error		1		1 = Yes		2 = No		
e	Choose Conversion Rules								
When finished with this menu, press ENTER.									
Type ID letter to choose ITEM; press ENTER: _									

ID	ITEM	EXPLANATION
a	File Name	Indicates the name of the new file that will contain the converted records.
b	Diskette Name	Indicates the name of the diskette on which the file is located, and on which an error document will be created.
c	Error Document Name	Indicates the name of a document to hold error records encountered during conversion. Error records are those that cannot be converted because of such things as

field contents too long for the file field, or alphabetic characters going to a math field.

- d Cancel On Error** Identifies if the system should cancel the conversion task when the first error record is detected, or put error records in an error document and continue the conversion. The default value is Yes, Cancel on Error.
- e Choose Conversion Rules** Displays the CONVERSION RULES menu.

CREATE FILE DESCRIPTION MENU

Purpose: To create a file description for a new file. In this task, you choose the ITEM to Create the Field Descriptions, Revise or Display Field Descriptions, or Delete Field Descriptions.

To Display This Menu: Choose Create File Description from the FILE TASK SELECTION menu.

The "Reportpack Feature Diskette Tasks Menu Sequence" at the beginning of this chapter shows the relationship of this menu to others in the sequence.

Create File DISK01	File Name				Kyb 1	
CREATE FILE DESCRIPTION						
ID	ITEM	YOUR CHOICE				
a	File Comment					
b	Create Field Descriptions					
c	Revise or Display Field Descriptions					
d	Delete Field Descriptions					
When finished with this menu, press ENTER.						
Type ID letter to choose ITEM; press ENTER: _						

ID	ITEM	EXPLANATION
a	File Comment	Provides additional descriptive information about the file.
b	Create Field Descriptions	Displays the FIELD DESCRIPTION menu.
c	Revise or Display Field Descriptions	Displays the REVISE FIELD DESCRIPTION menu.
d	Delete Field Descriptions	Displays the DELETE FIELD DESCRIPTION menu.

DELETE FIELD DESCRIPTION MENU

Purpose: To delete one or more fields from a file description. Fields can be deleted only if the file does not contain any records.

To Display This Menu: Choose Delete Field Description from the CREATE FILE DESCRIPTION menu or the REVISE FILE DESCRIPTION menu.

The "Reportpack Feature Diskette Tasks Menu Sequence" at the beginning of this chapter shows the relationship of this menu to others in the sequence.

Delete Fields DISK01	File Name				Kyb 1	
DELETE FIELD DESCRIPTION						
ID	FIELD NAME	YOUR CHOICE	POSSIBLE CHOICES			
	Rec_ID					
a	Last_Name	1	1 = Keep 2 = Delete			
b	First_Name	1	1 = Keep 2 = Delete			
c	MI	1	1 = Keep 2 = Delete			
d	Address	1	1 = Keep 2 = Delete			
e	City	1	1 = Keep 2 = Delete			
f	State	1	1 = Keep 2 = Delete			
g	Zip	1	1 = Keep 2 = Delete			
END OF FIELD NAMES						
Press ↓ or ↑ key to see more.						
Type ID letter to choose Field. Press ENTER:						

Notes:

1. An ID letter and FIELD NAME display for every field in the file. Choose the ID letter of the field you wish to delete.
2. If END OF FIELDS is not displayed, use the Cursor Down key to display additional fields.

DUPLICATE SELECTED RECORDS MENU

Purpose: To create a new file by duplicating any or all of an existing file onto the same diskette or another diskette.

Note: This task will renumber all records while duplicating. Do not use this task to make a backup copy of a file. Use the Duplicate Documents task to backup a file.

To Display This Menu: Choose Duplicate Selected Records from the FILE TASK SELECTION menu.

The "Reportpack Feature Diskette Tasks Menu Sequence" at the beginning of this chapter shows the relationship of this menu to others in the sequence.

Dupl. Selected Recs.	File Name						
DISK01 DISK02						Kyb 1	
DUPLICATE SELECTED RECORDS							
ID	ITEM	YOUR CHOICE					
a	New File Name						
b	Diskette Name						
c	Error File Name						
d	Choose Sort Order						
e	Select Records or Fields						
Error File will not be used if no record fields are in error.							
When finished with this menu, press ENTER.							
Type ID letter to choose ITEM; press ENTER: _							

ID	ITEM	EXPLANATION
a	New File Name	Identifies the name of the file that will receive the duplicated data. If you enter the name of an existing file, the duplicated data will be added to the end of the existing file.
b	Diskette Name	Identifies the name of the diskette on which the new file and the error file will exist.

- c Error File Name** Identifies the name of a file to receive any records that cannot be copied into the new file. Required when the New File Name is an existing file that either has shorter field lengths than the source file, or the field types are not compatible.
- d Choose Sort Order** Displays the SORT ORDER menu and allows sorting on up to five fields.
- e Select Records or Fields** Displays the RECORD SELECTION frame and allows specifying which records and/or fields to duplicate.

FIELD DESCRIPTION MENU

Purpose: To create or revise individual field descriptions in a file. In this task, field names, types, and maximum lengths are created.

To Display This Menu: When creating a field description, choose Create Field Description from the CREATE FILE DESCRIPTION menu.

When revising a field description, choose a field from the REVISE FIELD DESCRIPTION menu.

The "Reportpack Feature Diskette Tasks Menu Sequence" at the beginning of this chapter shows the relationship of this menu to others in the sequence.

Create Field		File Name				Kyb 1
DISK01						
FIELD DESCRIPTION						
ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES			
a	Field Name					
b	Field Type	2	1 = Math 2 = Character 3 = Text			
c	Maximum Length	30	1 - 17 : Math 1 - 80 : Character 1 - 500 : Text			
When finished with this menu, press ENTER.						
Type ID letter to choose ITEM; press ENTER: _						

ID	ITEM	EXPLANATION
a	Field Name	Identifies the name of the field you are creating or revising. The name of the field can be changed if desired.
b	Field Type	Identifies the type of field you are creating or revising. If the file contains records, the field type cannot be changed to a type with a lower number.

c Maximum Length

Identifies the maximum number of characters you can type in the selected Field Type. If the file contains records, the maximum length cannot be decreased.

FILE REPORT INSTRUCTIONS MENU

Purpose: To insert instructions into a shell document to determine the grouping format of a file report.

Instructions must be inserted in the order displayed in the menu. Any instruction may be omitted.

To Display This Menu: Press the INSTR key, and select File Report Instructions in the INSTRUCTIONS menu.

The "Instructions Menu Sequence" at the beginning of this chapter shows the relationship of this menu to others in the sequence.

```

|Doc. Name | | |
DISK01| | |Kyb 1 |
-----
FILE REPORT INSTRUCTIONS

ID  ITEM                                YOUR CHOICE  POSSIBLE CHOICES
a   Report Preface                      2            1 = Yes  2 = No
b   Page Heading                         2            1 = Yes  2 = No
c   Record Group Definition 1           Field Name
d   Record Group Definition 2           Field Name
e   Record Group Definition 3           Field Name
f   Record Detail                        2            1 = Yes  2 = No
g   Record Group Summary 3              Field Name
h   Record Group Summary 2              Field Name
i   Record Group Summary 1              Field Name
j   Report Summary                       2            1 = Yes  2 = No

Choose only the instructions needed for this report.
Report instructions must appear in document in order indicated above.

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: _

```

ID	ITEM	EXPLANATION
a	Report Preface	Inserts the instruction to add preface text at the beginning of a report. Note: The Report Preface instruction can be used only once in a report.
b	Page Heading	Inserts the instruction to add page heading text.

Page headings appear following the Report Preface on the first page, and at the top of every succeeding page, up to the Report Summary.

The Page Heading instruction can be used only once in a report.

- c Record Group Definition 1** Identifies the field used for the main record grouping in the output report. Group heading text can be added in the shell document.
- d Record Group Definition 2** Same as Record Group Definition 1. It can be used to identify a sub group within a larger group.
- e Record Group Definition 3** Same as Record Group Definition 1 and 2. Used with Record Group Definition 1 and 2, it can identify a third level of grouping within the other two.
- f Record Detail** Inserts the instruction that allows listing the information from one or more fields in each record. This instruction can be used alone to create a simple output list, or it can be used with a Record Group Definition instruction to list items within a group.

The Record Detail instruction can be used only once in a report.
- g Record Group Summary 3** Identifies the field used for inserting summary math and summary text for Record Group Definition 3.
- h Record Group Summary 2** Identifies the field used for inserting summary math and summary text for Record Group Definition 2.
- i Record Group Summary 1** Identifies the field used for inserting summary math and summary text for Record Group Definition 1.
- j Report Summary** Identifies the field to be used for inserting report summary text and summary math instructions.

Note: If Record Group Summaries are used, the file must be sorted on the fields defined in the Record Group Summaries to produce the correct groupings.

A Record Group Summary instruction cannot be used without its corresponding Record Group Definition instruction.

- e **Merge File/text** Displays the MERGE FILE/TEXT menu.
- f **Duplicate Selected
Records** Displays the DUPLICATE SELECTED RECORDS menu.
- g **Convert Document
to File** Displays the CONVERT DOCUMENT TO FILE menu.
- h **Go to Task Selection** Displays the TASK SELECTION menu.

INCLUDE INSTRUCTION MENU

Purpose: To identify which pages in an existing document will be copied into a new document.

To Display This Menu: Press the INSTR key, and select Include in the INSTRUCTIONS menu.

The "Instructions Menu Sequence When Creating Or Revising Text" at the beginning of this chapter shows the relationship of this menu to others in the sequence.

DISK01		Doc. Name					Kyb 1		
INCLUDE INSTRUCTION									
ID	ITEM	YOUR CHOICE							
a	Document Name								
b	Diskette Name	DISK01							
c	System Page Number (s)								
When finished with this menu, press ENTER.									
Type ID letter to choose ITEM; press ENTER: _									

ID	ITEM	EXPLANATION
a	Document Name	Identifies the existing document containing the pages to be copied.
b	Diskette Name	Identifies the diskette containing the pages to be copied.

Notes:

1. Single Diskette Units always display the name of the diskette currently loaded.

2. Dual Diskette Units display the name of the loaded diskette if only one work diskette is currently loaded.
3. Dual Diskette Units with a combined program diskette and a work diskette loaded will not display a diskette name, because documents could also be stored on the combined program diskette.

**c System Page
Number (s)**

Identifies the pages the system is to copy when the new document prints.

If this ITEM is left blank, the system will include the entire document.

INSTRUCTIONS MENU

Purpose: While creating or revising a document, to instruct the system:

- To keep sections of text on the same page during pagination
- To include pages from another document in a new document
- To insert math formulas into a shell document
- To insert instructions for file formats
- To provide for conditional text
- To skip to a predetermined line
- To insert spelling check instructions
- To instruct the system to use footnote text. Footnotes are available with the IBM Licensed Program Textpack 6.

To Display This Menu: Press the INSTR key in the CREATE DOCUMENT task, or the REVISE DOCUMENT task.

The "Instructions Menu Sequence When Creating Or Revising Text" at the beginning of this chapter shows the relationship of this menu to others in the sequence.

DISK01										Kyb 1							
INSTRUCTIONS																	
ID	ITEM																
a	Begin Keep																
b	End Keep																
c	Include																
d	Math																
	Add, Subtract, Multiply, Divide																
e	File Report Instructions																
f	Multi-column File Listing																
g	Summary Math																
	Total, Average, Highest, Lowest, Count																
h	Conditional Text: Field or Variable Empty																
i	Conditional Text: Field or Variable Not Empty																
j	End of Conditional Text																
k	Skip to Line																
l	Begin Spelling Check																
m	End Spelling Check																
n	Language For Spelling Check																
o	Footnote																
Type ID letter to choose ITEM; press ENTER: _																	

ID	ITEM	EXPLANATION
a	Begin Keep	Identifies the beginning of a section of text to be kept together on the same page. During pagination, if the entire section of text cannot fit on the current page, the system starts the section on a new page.
b	End Keep	Identifies the end of a section of text to be kept together on the same page.
c	Include	Displays the INCLUDE INSTRUCTION menu.
d	Math	Displays the MATH menu.
e	File Report Instructions	Displays the FILE REPORT INSTRUCTIONS menu.
f	Multi-Column File Listing	Displays the MULTI-COLUMN FILE LISTING menu.
g	Summary Math	Displays the SUMMARY MATH menu.
h	Conditional Text: Field or Variable Empty	Inserts a Conditional Text instruction in a shell document causing conditional text to output if the variable named in the instruction contains no data.
i	Conditional Text: Field or Variable Not Empty	Inserts a Conditional Text instruction in a shell document causing conditional text to output if the variable named in the instruction contains data.
j	End Conditional Text	Inserts an End Conditional Text instruction in a shell document.
k	Skip to Line	Allows indicating a line number to be skipped to in a shell document.
l	Begin Spelling Check	Identifies the end of a section of text you do not want spell checked or hyphenated using the system dictionary.
m	End Spelling Check	Identifies the beginning of a section of text you do not want spell checked or hyphenated using the system dictionary.
n	Language for Spelling Check	Displays the LANGUAGE FOR SPELLING CHECK INSTRUCTION menu.
o	Footnote	Displays the FOOTNOTE menu. Footnotes are available with the IBM Licensed Program Textpack 6.

MATH MENU

Purpose: To insert math formulas into a shell document for use during a Merge File/Text operation.

For example, two numeric fields can be added together to produce a total to be inserted in the merge document. Or, a file field can be multiplied (or divided) by a constant number to produce a total.

To Display This Menu: Press the INSTR Key, and select Math in the INSTRUCTIONS menu.

The "Instructions Menu Sequence When Creating Or Revising Text" at the beginning of this chapter shows the relationship of this menu to others in the sequence.

DISK01						Kyb 1
MATH						
ID	ITEM	YOUR CHOICE		POSSIBLE CHOICES		
a	Variable Name for Answer			Up to 16 characters		
b	First Number			Field Name, Variable Name, or Constant Number		
c	Calculation			1 = Plus(+) 2 = Minus(-) 3 = Times(*) 4 = Divided by(/)		
d	Second Number			Field Name, Variable Name, or Constant Number		
=						
Type ID letter to choose ITEM; press ENTER: _						

ID	ITEM	EXPLANATION
a	Variable Name For Answer	Identifies the name of the variable that will hold the result of the math calculation.
b	First Number	Identifies one of the operands. It may be either the name of a Field in the file, the name of a variable (the result of a previous calculation), or a constant number.
c	Calculation	Choice of add, subtract, multiply, or divide.
d	Second Number	The second operand. Required only if you enter a Calculation (ID c). May be either the name of a Field in the file, the name of a variable (the result of a previous calculation), or a constant number.

MATH FORMAT SELECTION MENU

Purpose: To display the Math Format default number, and to allow you to see and/or change any of the four math formats.

The math format defaults are used when the total is displayed on the prompt line when performing math calculations in text, or when a number from a math field or answer variable is printed during Merge File/Text.

To Display This Menu: Choose Change Math Format Defaults from the TEXTPACK PROGRAM DISKETTE TASKS menu.

Chg Math Defaults									
PRODSK									Kyb 1
MATH FORMAT SELECTION									
ID	ITEM		YOUR CHOICE		POSSIBLE CHOICES				
a	Active Math Format		1		1-4				
b	Change Format 1								
c	Change Format 2								
d	Change Format 3								
e	Change Format 4								
When finished with this menu, press ENTER.									
Type ID letter to choose ITEM; press ENTER: _									

ID	ITEM	EXPLANATION
a	Active Math Format	Identifies which of the four POSSIBLE CHOICES is the active math format.
b-e	Change Format (1-4)	Displays the CHANGE MATH FORMAT menu.

MERGE FILE/TEXT MENU

Purpose: To create a document by combining a shell document with record fields in a file.

To Display This Menu: Choose Merge File/Text from the FILE TASK SELECTION menu.

The "Reportpack Feature Diskette Tasks Menu Sequence" at the beginning of this chapter shows the relationship of this menu to others in the sequence.

Merge File/Text	File Name				
DISK01				Kyb 1	

MERGE FILE/TEXT			
ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Document Name for Shell		
b	Diskette Name	DISK01	
c	Output Choice	1	1 = Repetitive Letters 2 = File Listing or Report
d	Restart Number		Any valid Rec_ID or none
e	Print Merged Document	1	1 = Yes 2 = No
f	Document Name for Output		
g	Diskette Name	DISK01	
h	Choose Sort Order		
i	Select Records		
j	Cancel on Error	1	1 = Yes 2 = No
k	Paper Handling		1 = Cut Sheet, Manual Feed 2 = Cut Sheet, Automatic Feed 3 = Continuous Feed

When finished with this menu, press ENTER.

Type ID letter to choose ITEM; press ENTER: _

ID	ITEM	EXPLANATION
a	Document Name for Shell	Identifies the name of the text document to be merged with the file.
b	Diskette Name	Identifies the name of the diskette containing the shell document.

- c **Output Choice** Identifies if the merged document is to be a Repetitive Letter, or a File Listing or Report. The default value is 1, Repetitive Letters.
- d **Restart Number** Identifies the Record ID number to restart an interrupted Repetitive Letters operation.
- e **Print Merged Document** Identifies if the document is to print or be stored on the diskette. The default value is Yes, Print.
- f **Document Name for Output** Identifies the name of the merged document if the document is to be stored on a diskette and saved.
- g **Diskette Name** The name of the diskette on which the merged document will be stored.
- h **Choose Sort Order** Displays the SORT ORDER menu.
- i **Select Records** Displays the RECORD SELECTION frame.
- j **Cancel on Error** Identifies if the merge task should be cancelled when an error occurs during merging. The default value is 1, Yes.
- k **Paper Handling** Identifies the type of paper and type of paper feeding to be used when printing the merged document.

IBM 5215 Printer - Continuous paper must be selected in the PRINTER DESCRIPTION menu in order to select Choice 3 (Continuous Feed) POSSIBLE CHOICE in this menu.

Note: If you change to Continuous Feed in the PRINTER DESCRIPTION menu, the system will automatically re-IPL when you return to the TASK SELECTION menu, to make the change effective.

IBM 5218 or 5228 Printer - Before selecting Choice 2 (Cut Paper, Automatic Feed), be sure the Sheet-Feed paper handler is attached to the printer.

Before selecting Choice 3 (Continuous Feed), be sure the tractor feed is attached to the printer.

MULTI-COLUMN FILE LISTING MENU

Purpose: To instruct the system to print a file listing with multiple sets of columns on a page. For example, a page in a telephone book may have three sets of columns, each set consisting of a Name column, an Address column, and a Telephone Number column.

Up to eight sets of columns are allowed.

To Display This Menu: Press the INSTR Key, and select Multi-column File Listing in the INSTRUCTIONS menu.

The "Instructions Menu Sequence When Creating Or Revising Text" at the beginning of this chapter shows the relationship of this menu to others in the sequence.

DISK01		Doc. Name								Kyb 1		
MULTI-COLUMN FILE LISTING												
ID	ITEM		YOUR		POSSIBLE							
			CHOICE		CHOICES							
a	Sets of Columns		2		2 - 8							
b	Width of Each Set		35		3 - 284							
Both a Multi-Column Heading and a Record Detail instruction will be created.												
Both instructions must appear in the document in that order.												
When finished with this menu, press ENTER.												
Type ID letter to choose ITEM; press ENTER: _												

ID	ITEM	EXPLANATION
a	Sets of Columns	Identifies the number of sets of columns that will print on each page.
		Note: As an example, a list consisting of a NAME, ADDRESS, and TELEPHONE NUMBER is considered as one set of columns.

b Width of Each Set Identifies how many character spaces wide each set of columns is. The width includes the space between sets of columns, and is calculated by counting the number of spaces from the first character in the first set of columns to the first character in the next set of columns.

Note: After you fill in this menu, the system inserts the Multi-Column and Record Detail instructions into the shell document, and returns the shell document to the display. You then type the Column Headings and the field variable names directly into the shell document. You type the Column Headings and field variable names once, regardless of how many sets of columns are to print on the page.

OUTPUT FILE MENU

Purpose: To output a simple file listing to print, to be stored as a document on the diskette, or both. The output can be in sorted order, and can contain selected records and/or selected fields if desired.

To Display This Menu: Choose Output File from the FILE TASK SELECTION menu.

The "Reportpack Feature Diskette Tasks Menu Sequence" at the beginning of this chapter shows the relationship of this menu to others in the sequence.

Output File	File Name								
DISK01									
OUTPUT FILE									
ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES						
a	Restart Number		Any valid Rec_ID or none						
b	Print	1	1 = Yes	2 = No					
c	Document Name for Output								
d	Diskette Name	DISK01							
e	Document Name for Format								
f	Diskette Name	DISK01							
g	Choose Sort Order								
h	Select Records or Fields								
i	Paper Handling		1 = Cut Sheet, Manual Feed						
			2 = Cut Sheet, Automatic Feed						
			3 = Continuous Feed						
When finished with this menu, press ENTER.									
Type ID letter to choose ITEM; press ENTER: _									

ID	ITEM	EXPLANATION
a	Restart Number	Identifies the Record ID number to restart an interrupted output operation.
b	Print	Identifies if the output is to be printed on paper or be stored on the diskette.
c	Document Name for Output	Identifies the name of the output document if the document is to be stored on a diskette and saved.

- d **Diskette Name** Identifies the name of the diskette on which the output document is to be stored.
- e **Document Name for Format** Identifies the name of an existing document to be used to format the output text.
If no document name is specified, the document defaults will be used for the format.
- f **Diskette Name** The name of the diskette on which the document in ID **d** is stored.
- g **Choose Sort Order** Displays the SORT ORDER menu to allow you to select the fields to be sorted on, and the type of sort. You can sort on up to five fields.
- h **Select Records or Fields** Displays the RECORD SELECTION Frame to allow you to select the records and fields, and the order in which you want fields to output.
- i **Paper Handling** Identifies the type of paper and method of feeding paper.

IBM 5215 Printer - Continuous paper must be selected in the PRINTER DESCRIPTION menu in order to select Choice 3 (Continuous Feed) POSSIBLE CHOICE in this menu.

Note: If you change to Continuous Paper in the PRINTER DESCRIPTION menu, the system will automatically re-IPL when you return to the TASK SELECTION menu, to make the change effective.

IBM 5218 or 5228 Printer - Before selecting Choice 2 (Cut Paper, Automatic Feed), be sure the Sheet-Feed paper handler is attached to the printer.

Before selecting Choice 3 (Continuous Feed), be sure the tractor feed is attached to the printer.

Note: The Output File Task does not use a shell document. Therefore, formatting options are limited to document and page formatting defaults, including margins, and top or bottom margin text. Line formatting defaults, including tabs, are not honored.

REPORTPACK PROGRAM DISKETTE TASKS MENU

Purpose: To change the system defaults for all Reportpack tasks, or to copy default formats to another program diskette.

To Display This Menu: With the TASK SELECTION menu displayed, insert the Reportpack Program Diskette in the the diskette unit. Choose Program Diskette Tasks from the TASK SELECTION Menu.

The "Reportpack Program Diskette Tasks Menu Sequence" at the beginning of this chapter shows the relationship of this menu to others in the sequence.

REPORTPACK PROGRAM DISKETTE TASKS	
ID	ITEM
a	Change Field Description Defaults
b	Change Character Order For Sorting
c	Duplicate Machine Setup
d	Duplicate Program Diskette
e	Erase Program Diskette
f	Go to Task Selection

Type ID letter to choose ITEM; press ENTER: _

ID	ITEM	EXPLANATION
a	Change Field Description Defaults	Displays the CHANGE FIELD DESCRIPTION DEFAULTS menu.
b	Change Character Order For Sorting	Displays the CHANGE CHARACTER ORDER FOR SORTING menu.
c	Duplicate Machine Setup	Allows copying your personalized Document Format Default values, Printer Description, and Keyboard Description to another program diskette with the same Program Product level.

- d Duplicate Program Diskette** Displays the DUPLICATE PROGRAM DISKETTE menu.
- e Erase Program Diskette** Displays the ERASE PROGRAM DISKETTE menu.
- f Go To Task Selection** Displays the TASK SELECTION menu.

REPORTPACK REQUEST TASKS MENU (REQST KEY)

Purpose: To display the REPORTPACK REQUEST TASKS menu, to store or recall file setups, and to display the diskette contents.

To Display This Menu: Press the REQST Key when performing any of the following tasks:

- Output File task
- Merge File/text task
- Duplicate Selected Records task.

The "Reportpack Request Tasks Menu Sequence" at the beginning of this chapter shows the relationship of this menu to others in the sequence.

DISK01		File Name								Kyb 1		
REPORTPACK REQUEST TASKS												
ID	ITEM											
a	Textpack Request Tasks											
b	Store File Setup											
c	Recall File Setup											
d	Display Index of Diskette Contents											
Type ID letter to choose ITEM; press ENTER: _												

ID	ITEM	EXPLANATION
a	Textpack Request Tasks	Displays the TEXTPACK REQUEST TASKS menu.
b	Store File Setup	Used to store a file setup (sort, select, Merge File/Text, and output information) to be used later with the same or another file.
c	Recall File Setup	Allows recalling a previously stored file setup for use with the same or another file.
d	Display Index of Diskette Contents	Displays the name, type, comment, and status of each document on the diskette. The percent of the diskette available and the percent unusable is also displayed.

REVISE FIELD DESCRIPTION MENU

Purpose: To select one or more fields for revising the field description.

To Display This Menu Choose Revise or Display Field Description from the CREATE FILE DESCRIPTION menu or the REVISE FILE DESCRIPTION menu.

The "Reportpack Feature Diskette Tasks Menu Sequence" at the beginning of this chapter shows the relationship of this menu to others in the sequence.

Revise Field	File Name					
DISK01					Kyb 1	

REVISE FIELD DESCRIPTION	
ID	FIELD NAME
	Rec_ID
a	Last_Name
b	First_Name
c	MI
d	School
e	Degree
f	City
g	State
h	Zip

END OF FIELD NAMES

Press ↓ or ↑ key to see more.

Type ID letter to choose Field; press ENTER: _

Note: This menu displays the names of all fields in the file you selected. Choose the ID of the field you wish to revise. If the end of the field names is not displayed, use the Cursor Down key to display more names.

REVISE FILE DESCRIPTION MENU

Purpose: To revise an existing file. You can create new fields, revise field names, change field type and field length, delete fields, and add or revise a comment.

To Display This Menu: Choose Revise File Description from the FILE TASK SELECTION menu.

The "Reportpack Feature Diskette Tasks Menu Sequence" at the beginning of this chapter shows the relationship of this menu to others in the sequence.

Revise File	File Name								
DISK01								Kyb 1	
REVISE FILE DESCRIPTION									
ID	ITEM	YOUR CHOICE							
a	File Comment								
b	Create Field Descriptions								
c	Revise or Display Field Descriptions								
d	Delete Field Descriptions								
When finished with this menu, press ENTER.									
Type ID letter to choose ITEM; press ENTER: _									

ID	ITEM	EXPLANATION
a	File Comment	Displays any existing comment. Create or revise the comment here. Maximum length is 44 characters.
b	Create Field Descriptions	Displays the FIELD DESCRIPTION menu.
c	Revise or Display Field Descriptions	Displays the REVISE FIELD DESCRIPTION menu.

**d Delete Field
Descriptions**

Displays the DELETE FIELD DESCRIPTION menu.

Note: You cannot delete Field Descriptions if the file contains records.

SCREEN FORMAT MENU

Purpose: To choose to display, or not to display, all codes in a text document.

To Display This Menu: Press the SCREEN FORMAT Key.

This menu is only available during the Create or Revise Document Tasks.

DISK01		Doc. Name				Kyb 1		
SCREEN FORMAT								
ID	ITEM		YOUR CHOICE		POSSIBLE CHOICES			
a	Display Codes		2		1 = Yes 2 = No			
When finished with this menu, press ENTER.								
Type ID letter to choose ITEM; press ENTER: _								

ID	ITEM	EXPLANATION
a	Display Codes	Indicates if codes (symbols representing functions in a document) will be displayed at all times. The default value is 2, No.

SORT ORDER MENU

Purpose: To print, output to diskette, or duplicate records, in ascending or descending order, by field.

To Display This Menu: Select Choose Sort Order from the OUTPUT FILE menu, the MERGE FILE/TEXT menu, or the DUPLICATE SELECTED RECORDS menu.

The "Reportpack Feature Diskette Tasks Menu Sequence" at the beginning of this chapter shows the relationship of this menu to others in the sequence.

DISK01		File Name			Kyb 1
SORT ORDER					
ID	ITEM	YOUR CHOICE		POSSIBLE CHOICES	
a	First Field for Sort			Field Name	
b	Type of Sort	1		1 = Low to High 2 = High to Low	
c	Second Field for Sort			Field Name	
d	Type of Sort	1		1 = Low to High 2 = High to Low	
e	Third Field for Sort			Field Name	
f	Type of Sort	1		1 = Low to High 2 = High to Low	
g	Fourth Field for Sort			Field Name	
h	Type of Sort	1		1 = Low to High 2 = High to Low	
i	Fifth Field for Sort			Field Name	
j	Type of Sort	1		1 = Low to High 2 = High to Low	
When finished with this menu, press ENTER.					
Type ID letter to choose ITEM; press ENTER: _					

ID	ITEM	EXPLANATION
a, c, e, g, i	First Field for Sort through Fifth Field for Sort	Identifies the names of the fields on which sorting can be done. Field names should be entered in order of descending importance. For example, if a listing is to be in alphabetical order by state, with the names of cities within each state in alphabetical order, the First Field for Sort is the STATE field, and the Second Field for Sort is the CITY field.

b, d, f, h, j
Type of Sort

Allows each field to be sorted in LOW to HIGH order (0-9 and a-z), or in HIGH TO LOW order (z-a and 9-0). Only Math Fields and Character Fields can be sorted. Text Fields cannot be sorted.

SUMMARY MATH MENU

Purpose: Used in a file report Record Group Summary or Report Summary to count the records within groups or in a report, or to calculate the total, average, maximum or minimum values of a field.

To Display This Menu: Press the INSTR Key, and select Summary Math from the INSTRUCTIONS menu.

The "Instructions Menu Sequence When Creating or Revising Text" at the beginning of this chapter shows the relationship of this menu to others in the sequence.

Create Document DISK01	Doc. Name				Kyb 1	
SUMMARY MATH						
ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES			
a	Variable Name for Answer		Up to 16 Characters			
b	Calculation	5	1 = Total 2 = Average 3 = Highest Number 4 = Lowest Number 5 = Count			
c	Field Name for Calcula- tion Choices 1 - 4		Up to 16 Characters			
When finished with this menu, press ENTER.						
Type ID letter to choose ITEM; press ENTER: _						

ID	ITEM	EXPLANATION
a	Variable Name for Answer	Names a variable to hold the result of the summary calculation.
b	Calculation	Identifies the type of calculation (total, average, highest number, lowest number, or count).
c	Field Name for Calculation Choices 1-4	Identifies the field to perform the calculation on, for all calculations except count.

UPDATE FILE TASKS MENU

Purpose: To add records to a new or existing file. To revise, count, delete, and renumber records in an existing file.

To Display This Menu: Choose Update File from the FILE TASK SELECTION menu.

The "Reportpack Feature Diskette Tasks Menu Sequence" at the beginning of this chapter shows the relationship of this menu to others in the sequence.

DISK01		File Name				Kyb 1		
UPDATE FILE TASKS								
	ID	ITEM						
	a	Add Records						
	b	Revise or Display Records						
	c	Count Records						
	d	Delete Records						
	e	Renumber Records						
	f	Go to File Task Selection						
Type ID letter to choose ITEM; press ENTER: _								

ID	ITEM	EXPLANATION
a	Add Records	Displays the Add Records frame with the Record ID of the next available record showing. Choose this ITEM to create new records and to input information into the fields of the new records.
b	Revise or Display Records	Displays the RECORD SELECTION Frame to allow you to designate which records to revise or display.
c	Count Records	Displays the RECORD SELECTION Frame to allow you to designate which records to count.

- d Delete Records** Displays the RECORD SELECTION Frame to allow you to designate which records to delete.
- e Renumber Records** Sequentially renumbers, by Record ID, all records currently in the file.
- f Go To File Task Selection** Displays the FILE TASK SELECTION menu.

VARIABLE MENU

Purpose: To insert a variable into a shell document.

To Display This Menu: Press the VARIABL Key in Create or Revise Document. When the system responds with the message **Type variable name; press ENTER**, press ENTER without typing a variable name.

ID	ITEM	YOUR CHOICE	POSSIBLE CHOICES
a	Variable Name		Variable Name Field Name or Field Number
b	Output Format	0	0 = Active Format for math answers or No Format for field values 1 - 4 = Format Number

Output Formats are used only for math field values or math answers.

Type ID letter to choose ITEM; press ENTER: _

ID	ITEM	EXPLANATION
a	Variable Name	Identifies the name or number of a file field, or the name for an answer to a math calculation. Note: If you are entering a file field number, precede the number with an underscore.
b	Output Format	Identifies which of the four formats specified on the program diskette is to be used when outputting a math answer variable during a Merge File/Text task. No Output Format is used for field values. Note: If no Output Format is specified for a Math Field, the field will output exactly as entered in the file. If no Output Format is specified for an answer to a math calculation, the default Output format will be used in the output.

CHAPTER 3. QUICK REFERENCE

CHAPTER DESCRIPTION

This chapter has quick reference information and "how-to" steps for:

- Reportpack Feature Tasks: Tasks used to create or update a file, output or duplicate a file, merge a file with a text shell document, or convert a document to a file.
- Request Tasks: Tasks for printing or displaying the diskette contents.
- Function Keys: Special keys that do not print when you use them, but allow you to give instructions to the system for additional functions.
- Menu ITEMS: Some ITEMS appearing in menus are not self-explanatory. They are described to give you more information about their use.

The how-to steps assume you will follow the Prompts and Messages on the display.

The topics do not tell you how to answer a Prompt or Message for an error or printer condition that may occur.

ADD RECORDS

See UPDATE FILE TASKS

CANCEL KEY

In RECORD SELECTION and INPUT/EDIT Frames

RECORD SELECTION Frame

The action of the CANCEL Key depends on the location of the cursor, and the presence or absence of an entry in the field.

- If the cursor is in a field containing data, or is to the right of the first position in a field, pressing CANCEL deletes all data from that position on and moves the cursor to the first position of that field.
- If the cursor is in the first position of a field containing no data, pressing CANCEL deletes data in all fields in the same horizontal row and positions the cursor in the first position of the first field.
- If the cursor is in the first position of a field in a horizontal row containing no data, pressing CANCEL deletes all data in all rows, and positions the cursor in the first position of the first field.
- If all data is deleted from all rows, pressing CANCEL returns rearranged fields, if any, to their proper location.

INPUT/EDIT Frame

- In the Add Records task, pressing CANCEL deletes the contents of the field the cursor is in.
- In the Revise or Display Records task, pressing CANCEL deletes any revision to a field made during the current displaying of the record, and restores the original field contents.

CHANGE CHARACTER ORDER FOR SORTING

Use this Reportpack Program Diskette Task to change the Sort Order default values from the sort standard to one of three other sort orders.

1. Choose Program Diskette Tasks in the TASK SELECTION menu.
2. When prompted, load the Reportpack Feature Diskette.
3. Choose Change Character Order For Sorting in the REPORTPACK PROGRAM DISKETTE TASKS menu.
4. Choose the Sort Order you want in the CHANGE CHARACTER ORDER FOR SORTING menu.
5. When you complete the change and Press ENTER:
 - The chosen default values are stored on the Reportpack Feature Diskette.
 - The default values are effective for all future Sorts.

CHANGE FIELD DESCRIPTION DEFAULTS

Use this Reportpack Program Diskette task to change the default values for Field Type and Maximum Length that display in the FIELD DESCRIPTION menu.

1. Choose Program Diskette Tasks in the TASK SELECTION menu.
2. When prompted, load the Reportpack Feature Diskette.
3. Choose Change Field Description Defaults in the REPORTPACK PROGRAM DISKETTE TASKS menu.
4. Choose the ITEMS in the CHANGE FIELD DESCRIPTION DEFAULTS menu for the default values you want to change.
5. When you complete all changes, and Press ENTER:
 - The default values will be stored on the Reportpack Feature Diskette.
 - The default values will be effective for all future Field Descriptions created. No existing Field Descriptions will be changed.

CHOOSE SORT ORDER

Use this task to arrange records sequentially, according to field values, when creating a File Report, Repetitive Letters, Output File, or when Duplicating Selected Records.

Sorting can be specified on up to five fields, in ascending (low to high), or descending (high to low) order.

When sorting on more than one field, enter the field names in the order in which you want sequencing to occur. For example, to create a list in order by State, with Cities listed alphabetically within each State, enter the STATE field as the First Field Name, and the CITY field as the Second Field Name.

1. Select Choose Sort Order in the MERGE FILE/TEXT menu, the OUTPUT FILE menu, or the DUPLICATE SELECTED RECORDS menu.
2. Choose First Field Name, and type the name of the major sort field.
3. Change Type of Sort only if you want to change to a high-to-low sequencing order. The default value is low-to-high.
4. Choose a Field Name and Type of Sort for each field to be sorted.
5. When finished, press ENTER to return to the previous menu.

CONDITIONAL TEXT

See MERGE FILE/TEXT TASK - Adding Conditional Text

CONTROL KEY

The CONTROL Key, when held down while pressing the RET, provides alternate functions.

CONTROL + RET inserts a Zero Index Carrier Return (ZICR) into text.

A ZICR is a code that returns the cursor to the left margin and moves it to the next line on the display. However, when a ZICR prints, the printer returns to the left margin but does not move to the next line on the

paper. This allows the text following the ZICR to print on the same line as the text with the ZICR.

ZICRs are inserted by the system after certain File Report instructions. This allows the instruction and the text to display as separate lines, but will not add an extra line to the report when it is printed.

Note: ZICRs inserted by the system should not be deleted.

CONVERT DOCUMENT TO FILE

Use this TASK to convert a source document, that can logically be divided into records and fields, into a file format.

Types Of Documents That Can Be Converted

IBM Office System 6 Files

An IBM OS/6 file can be converted to a Displaywriter file by first reading the IBM OS/6 file into the Displaywriter in document format.

The IBM OS/6 file can be read into the Displaywriter from two sources:

- Mag card output from the IBM OS/6 file.
- Sending the file to the Displaywriter using the Communications feature.

Statistical Tables Typed As Text Documents

Each line of a statistical table can be converted to a single file record, with each column representing a field in the record.

Variable Fill-In Text Documents

Some Named-Variable lists and Switch Code lists can be converted to file. In a Named-Variable list, the same variables must be present in every list, in the same order.

IBM 5520 Administrative System Files

The IBM 5520 Administrative System file can be read into the Displaywriter by sending the file to the Displaywriter using the Communications feature.

A source document is a text document, that can logically be divided into records and fields.

Source Document

- The Source Document is a text document. It must contain one character that can be designated the record separator, and one character that can be designated the field separator. The two characters (for record and field separators) cannot be the same.
- If the source document contains text that is not part of a record (Comment text), the beginning of that text must be identified by any one character. That character cannot be the same as the record separator or a field separator.

The file must be set up properly to accept the source document data.

File

- The receiving file must have an existing File Description. The file may be empty, or it may contain records. If no File Description exists, one must be created.
- Field Types and Maximum Field Lengths must be equal to the type and length of the data fields being converted.
- If the data from any record being converted does not match the File Description, the entire record is put in an Error Document on the diskette.

An error document must be named in the CONVERT DOCUMENT TO FILE menu before the conversion process can begin.

Error Document

- If the source document contains data that cannot be converted (other than Comment text), the entire record is put in an Error Document along with a brief error message.

- The error message contains the sequential error number, the number of the field that contains the error, and a brief description of the error.

Following are the step-by-step procedures to convert a document to a file.

To Convert A Document

1. Choose Feature Tasks in the TASK SELECTION menu.
2. Choose Convert Document to File in the FILE TASK SELECTION menu.
3. Type the source document name, and the diskette name, when prompted.
4. Choose File Name in the CONVERT DOCUMENT TO FILE menu. Name the file to receive the converted document.
5. Choose Diskette Name if necessary. Name the diskette containing the file that will receive the converted data.
6. Choose Error Document Name. Name a document to hold any error records from the source document.
7. If you want the conversion to stop when an error record is found, choose Cancel On Error, Yes.
8. Select Choose Conversion Rules. The CONVERSION RULES menu displays.
9. Choose Field Separator if necessary. Pick the character in the document to be recognized as the Field Separator character.
 - Choose by typing the appropriate character key.
 - The default value is Tab.
10. Choose Alternate Field Separator if necessary. Pick an alternate character to be recognized as the Field Separator.
 - Choose by typing the appropriate character key.
 - The default value is Index Return. If only one character in the document is used as a field separator, make the Alternate Field Separator the same as the Field Separator.

11. Choose Record Separator if necessary. Pick the character in the document to be recognized as the Record Separator character.
 - Choose by typing the appropriate character key.
 - The default value is Required Carrier Return.
12. Choose Alternate Record Separator if necessary. Pick an alternate character to be recognized as the Record Separator character.
 - Choose by typing the appropriate character key.
 - The default value is Required Carrier Return, the same as the Record Separator.
13. Choose Comment Begin if necessary. Pick the character in the document to be recognized as the start of unwanted or comment text. The text will be ignored by the conversion task, and not copied to the file.
 - Choose by pressing the appropriate character key.
 - The default value is Required Space.
 - Comment Begin characters will be recognized only if they occur at the beginning of the document body text, or immediately following another comment line or Record Separator character.
14. Choose Use of First Field if necessary.

Choose this ITEM if you want the first field of each record in the source document to be included as a normal field in the file.

The default value 'Ignore' excludes the conversion of the first field (normally a Record ID).
15. After making all your selections, press ENTER twice to begin the conversion process.

While conversion is in progress, the CONVERT DOCUMENT TO FILE STATUS FRAME displays, showing the number of records being converted, and the number of records being written to the Error Document.
16. When conversion is complete, the message **Conversion complete** displays.

- The STATUS FRAME shows the number of records converted, and the number, if any, that were sent to the Error Document.
- If the Error Document contains no error records, no action is required.
- If the Error Document contains error records, use the Revise Documents task to examine and revise each record in the error document. Or use the Revise File Description task to correct the Field Descriptions.
- After making all corrections, convert the error document to the file.

COUNT RECORDS

See UPDATE FILE TASKS

CREATE FIELD DESCRIPTION

See CREATE FILE DESCRIPTION/REVISE FILE DESCRIPTION

CREATE FILE DESCRIPTION / REVISE FILE DESCRIPTION

Both of these tasks (Create File Description, and Revise File Description) are used to:

- Create individual field descriptions
- Revise or display individual field descriptions
- Delete individual field descriptions.

The Create File Description task is used to create, revise, or delete Field Descriptions for a new file, before the File Description has been stored on the diskette.

The Revise File Description task is used to add, revise, or delete Field Descriptions from an existing File Description.

Creating A New File Description

1. Choose Create File Description in the FILE TASK SELECTION menu.

2. When prompted, type the name of the file (from 1 to 44 characters).
3. If prompted, type the diskette name.
Steps 4 and 5 are optional.
4. Choose File Comment in the CREATE FILE DESCRIPTION menu.
5. Type the comment (from 1 to 44 characters).

To Create the Field Descriptions

1. Choose Create Field Description in the CREATE FILE DESCRIPTION menu.
2. Choose Field Name in the FIELD DESCRIPTION menu.
3. Type the field name (from 1 to 16 characters).
4. Choose Field Type.
5. Specify the Field Type.
6. Choose Maximum Length.
7. Specify the maximum length for the field.

If you do not specify maximum length, the maximum field lengths will default to the value shown on the Maximum Length line.

Note: Once records have been entered in the file, field lengths cannot be decreased.

8. Press ENTER. The system will respond with the message **Field added to File Description.**
9. Repeat Steps 2 through 8 for each field.
10. After all fields have been defined and entered, press ENTER again to return to the CREATE FILE DESCRIPTION menu.

To Revise or Display the New Field Descriptions

1. Choose Revise or Display Field Descriptions in the CREATE FILE DESCRIPTION menu.

2. In the REVISE FIELD DESCRIPTION menu, choose the ID for the Field Description you wish to revise or display.
3. Revise the Field Description in the FIELD DESCRIPTION menu, and press ENTER.
4. Repeat Steps 2 and 3 for each field you wish to revise or display.
5. When finished revising Field Descriptions, press ENTER to return to the CREATE FILE DESCRIPTION menu.

To Delete a New Field Description

1. Choose Delete Field Descriptions in the CREATE FILE DESCRIPTION menu.
2. In the DELETE FIELD DESCRIPTION menu, choose the ID of the field description you wish to delete, and change YOUR CHOICE to Delete.
3. Repeat Step 2 for each Field Description you wish to delete.
4. When finished deleting Field Descriptions, press ENTER to return to the CREATE FILE DESCRIPTION menu.

Revising An Existing File Description

1. Choose Revise File Description in the FILE TASK SELECTION menu.
2. When prompted, type the name of the file (from 1 to 44 characters).
3. If prompted, type the diskette name.
4. (Steps 4 and 5 are optional) Choose File Comment in the REVISE FILE DESCRIPTION menu.
5. Type a comment or revise the existing comment (from 1 to 44 characters).

To Add A Field Description To An Existing File Description

1. Choose Create Field Descriptions in the REVISE FILE DESCRIPTION menu.
2. Choose Field Name in the FIELD DESCRIPTION menu.

3. Type the field name (from 1 to 16 characters).
4. Choose Field Type.
5. Specify the Field Type.
6. Choose Maximum Length.
7. Specify the maximum length for the field.

If you do not specify maximum length, the maximum field lengths will default to the value shown on the Maximum Length line.

Note: Once records have been entered in the file, field lengths cannot be decreased.

8. Press ENTER. The system will respond with the message **Field added to File Description**. The new Field Description is added as the last field in the File Description.
9. Repeat Steps 2 through 8 for each field you wish to add.
10. After all fields have been defined and entered, press ENTER again to return to the REVISE FILE DESCRIPTION menu.

To Revise Or Display An Existing Field Description

1. Choose Revise or Display Field Descriptions in the REVISE FILE DESCRIPTION menu.
2. In the REVISE FIELD DESCRIPTION menu, choose the ID for the Field Description you wish to revise or display.
3. Revise the Field Description in the FIELD DESCRIPTION menu, and press ENTER.

Note: If the file already contains records, you cannot:

- Decrease the Maximum Length of a field.
 - Change a Field Type to one with a lower number. For example, you cannot change a Character Field to a Math Field.
4. Repeat Steps 2 and 3 for each field you wish to revise or display.

5. When finished revising Field Descriptions, press ENTER to return to the REVISE FILE DESCRIPTION menu.

To Delete An Existing Field Description

Note: If the file already contains records, you cannot delete any Field Descriptions using this task. To delete Field Descriptions in a file that contains records, you must duplicate the file using the Duplicate Selected Records task, and omit the fields you do not want.

If you no longer want the file, delete it using the Delete Documents task.

1. Choose Delete Field Descriptions in the REVISE FILE DESCRIPTION menu.
2. In the DELETE FIELD DESCRIPTION menu, choose the ID of the field description you wish to delete, and change YOUR CHOICE to Delete.
3. Repeat Step 2 for each Field Description you wish to delete.
4. When finished deleting Field Descriptions, press ENTER to return to the REVISE FILE DESCRIPTION menu.

TO DELETE A FILE

Use the Work Diskette Task to erase any file from a work diskette.

1. Choose Work Diskette Tasks in the TASK SELECTION menu.
2. Choose Delete Document in the WORK DISKETTE TASKS menu.
3. Choose Document Name in the DELETE DOCUMENT menu.
4. When prompted, enter the name of the document (file) to be deleted and, if necessary, the diskette name.
5. Press ENTER to delete the file.

A message displays telling you the document (file) is deleted.

When deletion is completed, the file is erased from the diskette, and the name and comment are deleted from the Diskette Contents.

DELETE FIELD DESCRIPTION

See CREATE FILE DESCRIPTION/REVISE FILE DESCRIPTION

DELETE RECORDS

See UPDATE FILE TASKS

DEL KEY

Deleting File Fields From The RECORD SELECTION Frame

File Fields can be temporarily deleted from the RECORD SELECTION frame using the DEL Key in the following tasks:

- Update File Tasks
 - Revise or Display Records
 - Count Records
 - Delete Records
- Output File
- Duplicate Selected Records

Note: Deleting a File Field from the RECORD SELECTION frame does not delete the field from the file. Once you return to the FILE TASK SELECTION menu, fields deleted with the DEL Key will again display when the RECORD SELECTION frame displays.

To Delete a File Field from the RECORD SELECTION frame:

1. Position the cursor in the Record Heading of the field to be deleted.
2. Press DEL. The field will be deleted from the display.

Note: To return an accidentally deleted field to the display, move the cursor to the field contents area of any field and press CANCEL until all fields display again. Re-type any entries you had made in the RECORD SELECTION frame.

DUPLICATE SELECTED RECORDS

Use this task to duplicate all or part of the data from one file to another file, on the same or on a different diskette. The receiving file can be a new file or an existing file.

With this task you can specify:

- Which records are to be duplicated.
- The Sort Order in which the records are to be duplicated.
- Which fields are to be duplicated.
- The order in which the fields are to appear in the destination file (new file only).

When duplicating to an existing file, the duplicated records are added to the end of the existing file. Record IDs are renumbered sequentially, beginning with the next ID number following the last number in the existing file.

1. Choose Duplicate Selected Records in the FILE TASK SELECTION menu.
2. Type the file name and the diskette name if prompted.
3. Choose New File Name in the DUPLICATE SELECTED RECORDS menu. Name the receiving file.
4. Choose Diskette Name. Type the name of the diskette that will hold the receiving file.
5. Choose Error File Name if you are duplicating to an existing file. Name the error file. The error file will be on the same diskette as the receiving file.

Records containing data that exceed the maximum length of any receiving file field are sent to the error file.

6. Choose Sort Order only if you want the records duplicated in a specific order other than by Record ID. Specify the order in the SORT ORDER menu.
7. Choose Select Records or Fields to select the records and fields to be duplicated. The RECORD SELECTION frame displays.

If this ITEM is not chosen, the entire file will be duplicated.

To Select Records

Type the selection information below the field headings.

To select fields to be duplicated

- Move the cursor to the heading of any unwanted field.
- Delete the Field Heading using the DEL Key.

To Change The Order Of Fields In The Destination File (new file only)

- Move the cursor to the heading of the field to be moved.
- Press the MOVE Key. The message **To Where? Move cursor to desired location and press ENTER.** displays.
- Move the cursor to the desired location in the heading.
- Press ENTER.

Press ENTER. The DUPLICATE SELECTED RECORDS menu displays. Press ENTER in the DUPLICATE SELECTED RECORDS menu with no choices made. The FROM/TO FILES frame will appear.

Note: Examine the FROM/TO FILES frame. If you want to make changes, press CANCEL to return to the DUPLICATE SELECTED RECORDS menu. To begin duplicating, press ENTER. Follow any prompts or messages that display.

While duplication is in progress the DUPLICATE SELECTED RECORDS STATUS FRAME displays showing the number of records being copied to the New File, and the number of records being copied to the Error File. When duplication is complete, the message **Duplication complete** will display.

- The STATUS FRAME shows the number of records copied to the New File, and the number, if any, copied to the Error File.
- If the Error File contains no records, no action is required.

- If the Error file contains records:
 1. Output the Error File.
 2. Look for field contents longer than the field in the New File, or field types that do not match.
 3. Revise or re-create the Field Descriptions in the New File and duplicate the file again.

Restrictions When Duplicating To An Existing File

- No changes can be made to the Field Description of the existing file.
- No new fields can be added to the existing file.
- Field order in the existing file cannot be changed.

END KEY

Use the END Key to end or stop the current task.

- Press END when you finish with any Update File task.
- Press END in the STATUS FRAME to cancel a Duplicate Selected Records or a Convert Document to File Task.
- Press END in the STATUS FRAME to cancel a Merge File/Text or an Output File task. Then Cancel at the printer.

EQUAL KEY (=)

See SELECT RECORDS

FIELD TYPES

Math Field

A Math Field is a field that can contain only numeric digits, a sign character (+ or -) and a decimal designator. It is the only file field type on which math functions can be performed.

Examples of the types of fields that should be designated as Math Fields are:

- Money amount fields.
- All fields containing numeric digits of varying lengths.

Fields of constant length numbers (for example, ZIP CODE), on which no math operations are to be performed, can be designated as Math Fields or Character Fields. If designated as Math Fields, they cannot be masked (Ignore Character or Ignore Rest), and are restricted to a 15 digit maximum length.

The File Functions allowed are:

- Math
- Sort
- Select

The Maximum Field Length is 17 characters consisting of:

- 15 numeric digits
- One sign character (+ or -)
- One decimal designator (. or , or :).

Character Field

Character Fields can contain both numeric and alphabetic characters. Character Fields can be sorted and selected, but no math functions can be performed on them.

Examples of the types of file fields that can be designated as Character Fields are:

- Names
- Addresses
- ZIP codes
- Telephone numbers.

The File Functions allowed are:

- Sort
- Select.

The Maximum Field Length is 80 characters combining:

- numerics
- alphabetics
- punctuation and spaces.

Text Field

The main purpose of the Text Field is to hold informative or descriptive information for use in an output document. Text Fields can be multi-line fields.

File functions, such as Math, Sort, and Select, cannot be performed.

No File Functions are allowed.

The Maximum Field Length is 500 characters combining:

- Numerics
- Alphabetics
- Punctuation and spaces
- Control characters.

Note: Not all control characters can be used. See Appendix B for a list of control characters supported in a Text Field.

- Include instructions. (See INSTR Key.)

GREATER THAN KEY (>)

See SELECT RECORDS

IGNORE CHAR KEY

See SELECT RECORDS

IGNORE REST KEY

See SELECT RECORDS

INCLUDE INSTRUCTION

See INSTR Key

INSTR KEY

The INSTR (INSTRUCTION) Key (CODE + CHG FMT) allows you to enter certain instructions in a text document by making menu selections. The INSTR Key can be used in the Create or Revise Document Tasks or in file Text Fields.

Include

The Include Instruction is the only instruction allowed in a file Text Field. Pressing the INSTR Key in a file Text Field displays the INCLUDE INSTRUCTION menu.

Include instructions can be entered in a file field when the field is designated as a Text field. The Text field can be named as a variable in a shell document. During the Merge File/Text operation, when an Include instruction is found in a Text field, the system includes pages from the document named in the Include instruction.

Math

Choose this ITEM to insert math formulas into a shell document for use during a Merge File/Text operation.

For example, two numeric fields can be added together to produce a result that is inserted in the merge document. Or, a file field can be multiplied (or divided) by a constant number to produce a result.

1. Choose Math in the INSTRUCTIONS menu.

The MATH menu displays.

2. Choose Variable Name for Answer. Type a variable name to hold the result of the math calculation.
3. Choose First number. Type the first operand name. The operand name may be either the name of a Field in the file, the name of a variable (the result of a previous computation), or a constant number.
4. Choose Calculation. Pick the math operator (add, subtract, multiply, or divide).

5. Choose Second Number. Type the second operand name.
 - The second operand is required only if you enter a Calculation (ID c).
 - The operand may be either the name of a Field in the file, the name of a variable (the result of a previous computation), or a constant number.
6. When all entries have been made, press ENTER.

The typing frame returns to the display with the Math Instruction inserted to the left of the cursor.

File Report Instructions

Choosing this ITEM allows you to insert instructions into a shell document determining the format of the file report. Read the purpose of each instruction below.

- **Report Preface.** Inserts the instruction that allows adding preface text at the beginning of a report.
- **Page Heading.** Inserts the instruction that allows adding page heading text. Page headings appear following the Report Preface on the first page, and at the top of every succeeding page.
- **Record Group Definition --** Inserts the instruction that allows inserting Group Heading text, and a field name that identifies how the output report will be grouped.
- **Record Detail.** Inserts the instruction that allows listing the information from one or more fields in each record. This instruction can be used alone to create a simple output list, or it can be used with a Record Group Definition instruction to list items within a group.
- **Record Group Summary.** Inserts the instruction that allows inserting summary text, and summary math instructions at the end of each group.
- **Report Summary.** Inserts the instruction that allows adding summary text and summary math instructions at the end of the report.

Multi-Column File Listing

Choose this ITEM to instruct the system that a file listing of multiple sets of columns on a page will be printed. For example, a page in a telephone book may have three sets of columns, each set consisting of a Name column, an Address column, and a Telephone Number column.

Up to eight sets of columns are allowed.

The system inserts Multi-Column and Record Detail instructions into the shell document. You then type the Column Headings and the field variable names directly into the shell document. You type the Column Headings and field variable names once, regardless of how many sets of columns are to print on the page. To use the Multi-Column File Listing instruction when creating a shell document, see the Merge File/Text task in this chapter.

Summary Math

Choose this ITEM in a Group Summary or Report Summary to count the records within groups or within the entire report, to calculate the total, average, maximum or minimum values of a field.

1. Choose Summary Math in the INSTRUCTIONS menu.
2. Choose Variable Name For Answer in the SUMMARY MATH menu. Name a variable to hold the results of the calculation.
3. Choose Calculation. Type the number for the kind of calculation under YOUR CHOICE.
4. Choose Field Name for Calculation Choices 1-4. Name the field on which the calculation is to be done.

Note: This choice not necessary if the calculation choice is Count.

Conditional Text: Field Or Variable Empty

Enter this instruction in a Merge File/Text shell document to specify that certain paragraphs, words, or variables be added to an output document if a field contains no data, or if a Math Field or an answer to a math calculation has a value of zero.

Conditional Text: Field Or Variable Not Empty

Enter this instruction in a Merge File/Text shell document to specify that certain paragraphs, words, or variables be added to an output document if a field or answer to a math calculation contains data. (A Math Field or answer to a math calculation with a value of zero is considered to contain no data).

End Of Conditional Text

Used with either of the Conditional Text instructions to indicate the end of the conditional text.

Skip To Line

Use this instruction in a Merge File/Text shell document for text to begin printing on a specified line.

Restrictions

- Line spacing for the document must be 1 or 1/2.
- The Skip to Line number cannot be greater than the specified Last Typing Line number for the page.
- The Skip to Line number must be at least one greater than the line number on which the Skip to Line instruction occurs.

To use the Skip to Line instruction:

1. At the place in the document where the skip should begin, press the INSTR Key.
2. Choose Skip to Line in the INSTRUCTIONS menu.
3. Press ENTER. The system will prompt **Skip to what line number?**
4. Type the number of the line to be skipped to.

Note: The line number must be a whole number, or end in .5.

5. Press ENTER. The typing frame displays, with the cursor positioned after the Skip to Line instruction.
6. Type the text. In the merged document, the text displays on the line specified in the Skip to Line instruction.

LESS THAN KEY (<)

See SELECT RECORDS

MATH INSTRUCTION

See MERGE FILE/TEXT - Math Instructions

MERGE FILE/TEXT TASK

The Merge File/Text is used to create output documents by merging constant information in a shell document with a file. The merged documents can be stored, printed, or both.

The two major types of Merge File/Text documents are:

- Repetitive Letters
 - Mass mail letters
 - Forms.
- File Listings or Reports
 - Reports
 - Listings
 - Multi-column Listings.

Repetitive Letters

Repetitive letters are created by merging a shell document with variables from a single record in a file, to form one output document. The same shell document is merged with the variables from a different record to create a second document. This process is repeated, creating an output document (letter) for each qualifying record in the file.

Creating the Shell Document

The Shell Document is the form letter with variables (file field names) inserted in the text at the places where variable text, from the file fields, is to be inserted. A shell document can have any number of pages.

Print the Shell Document after you have created it, to check the placement of the variables.

Choose Typing Tasks in the TASK SELECTION menu. Create the Shell Document by typing the variable names as follows:

1. In the typing frame, change Display Codes to Yes.
2. In the typing frame, when you reach the place in text where a variable is to be inserted, press the VARIABL Key (CODE + ;).

The system will prompt **Type variable name; press ENTER.**

3. Type the name of the File Field that contains the variable information, exactly as it appears in the File Description (for example, DATE).

If the variable is an answer to a Math calculation, type the Answer Variable name.

Note: An alternate method of entering variables is from the VARIABLE menu. Use this method if you prefer, or when the variable requires an Output Format. To use the VARIABLE menu:

When the prompt **Type variable name; press ENTER.** displays:

- a. Press ENTER without typing the variable name (The VARIABLE menu displays).
- b. Choose Variable Name in the VARIABLE menu, and type the variable name.
- c. Choose Output Format, and type a Format Code 1-4, if necessary, to choose one of the four Math Formats specified on the program diskette.

The format number displays next to the variable name in the shell (for example \forall Amount, $2\forall$).

4. Press ENTER.

The document displays, with the variable name on the screen (for example \forall DATE \forall).

5. Repeat Steps 2 through 4 until all text and variables are entered.

File Reports

File Reports are created by a single merging of a shell document with all qualifying records in a file. A single output document (listing or report) is created.

Creating the Shell Document

File Reports can vary from a simple single-column detail listing, to a group or summary report containing multiple math calculations.

The following example is for a shell document containing a Report Heading, a Page Heading, and a detail listing. Following the shell document example, other items in the FILE REPORT menu are explained.

1. Choose Typing Tasks in the TASK SELECTION menu.
2. In the typing frame, change Display Codes to Yes.

Choosing the File Format

1. In the typing frame, press the INSTR Key.
2. Choose File Report Instructions in the INSTRUCTIONS menu.
3. Choose Report Preface in the FILE REPORT INSTRUCTIONS menu -- Change to Yes.
4. Choose Page Heading -- Change to Yes.
5. Choose Record Detail -- Change to Yes.
6. Press ENTER with no selections made to return to the typing frame.

The File Report Instructions you chose display in the typing frame. The cursor is on the line after the Report Preface.

7. Type the Report Preface.

(A Report Preface appears once at the beginning of a merged document.)

8. Move the cursor past the Page Heading instruction, and type the Page Heading.

Note: The Page Heading instruction can be used to type column headings for a listing. The page

heading appears at the top of the listing on every page.

9. Move the cursor past the Record Detail instruction to the place where a variable (field name) should appear in the listing.
10. Press the VARIABL Key (CODE + ;).
11. Type the name of the File Field that contains the variable information, exactly as it appears in the File Description.
12. Press ENTER.
13. Repeat Steps 11 through 12 until all variable names have been entered.

Typing variable names

1. In the typing frame, change Display Codes to Yes.
2. In the typing frame, when you reach the place where a variable is to be inserted, press the VARIABL Key (CODE + ;).

The system will prompt **Type variable name; press ENTER.**

3. Type the name of the File Field that contains the variable information, exactly as it appears in the File Description (for example, DATE).

If the variable is an answer to a Math calculation, type the Answer Variable name.

Note: An alternate method of entering variables is from the VARIABLE menu. Use this method if you prefer, or when the variable requires an Output Format. To use the VARIABLE menu:

When the prompt **Type variable name; press ENTER.** displays:

- a. Press ENTER without typing the variable name (The VARIABLE menu displays).
- b. Choose Variable Name in the VARIABLE menu, and type the variable name.
- c. Choose Output Format, and type a Format Code 1--4, if necessary, to choose one of the four Math Formats specified on the program diskette.

- d. Press ENTER.

Record Group Definition

Choose a Record Group Definition Instruction to separate a report into groups by a field name variable (for example, to group by STATE).

Use the additional Record Group Definition instructions to create sub-groups within a main group (for example, CITIES within STATES, and SCHOOLS within CITIES).

In the FILE REPORT INSTRUCTIONS menu, select Record Group Definition and enter the variable name (field name). The Record Group Definition instruction and the field name appear in the typing frame. If you want the field contents to print, enter a Variable instruction and the field name.

Following a Record Group Definition instruction, you may also add constant text for a group heading.

Record Group Summary

Choose a Record Group Summary Instruction to indicate that Record Group Summary text or totals are to appear at the end of a group.

Every Record Group Summary instruction must have a matching Record Group Definition instruction of the same level. The variable name used in the two instructions must be the same.

In the typing frame type the Record Group Summary text, Summary Math instructions, etc. following the Record Group Summary instruction.

Report Summary

Choose the Report Summary Instruction to add summary text or math instructions at the end of a report.

In the typing frame type the Report Summary text and Summary Math instructions following the Report Summary instruction.

Adding Conditional Text

Conditional Text: Field or Variable Empty

Use this Conditional Text Instruction to specify that certain paragraphs, words, or variables be added to an output document only if a field or variable contains no data. For example, you might include a reminder that a payment is overdue if the PAYMENT field in a record is empty.

Note: A Math Field or an answer variable that contains only zeroes is considered to be empty.

To add this Conditional Text instruction:

1. Change Display Codes to Yes.
2. When the cursor is at the place where the conditional text is to be added, press the INSTR Key.
3. Choose Conditional Text: Field or Variable Empty in the INSTRUCTIONS menu.

The message **Type variable name; press ENTER** will display.

4. Type the name of the variable to be tested for no data.
5. Press ENTER.

The typing frame displays, with the conditional text instruction inserted as below:

-If Empty,(variable name)-

6. Type the conditional text.
7. Press the INSTR Key.
8. Choose End of Conditional Text in the INSTRUCTIONS menu.

The typing frame displays with the End of Conditional Text instruction inserted as below:

-End If-

Conditional Text: Field or Variable Not Empty

Use this Conditional Text Instruction to specify that certain paragraphs, words, or variables be added to the output document only if a field or variable contains data. For example, you might include a paragraph thanking someone for a donation, only if the DONATION field in a record contained an amount.

Note: A Math Field or an answer variable that contains only zeroes is considered to be empty.

To add this Conditional Text instruction:

1. Change Display Codes to Yes.
2. When the cursor is at the place where the conditional text is to be added, press the INSTR Key.
3. Choose Conditional Text: Field or Variable Not Empty in the INSTRUCTIONS menu.

The message **Type variable name; press ENTER** will display.

4. Type the name of the variable to be tested for data.
5. Press ENTER.

The typing frame displays, with the conditional text instruction inserted as below:

-If Not Empty,(variable name)-

6. Type the conditional text.
7. Press the INSTR Key.
8. Choose End of Conditional Text in the INSTRUCTIONS menu.

The typing frame displays with the End of Conditional Text instruction inserted as follows:

-End If-

Math Instructions

The shell document can contain variable names that hold the results of math calculations. The variable name must be inserted in text at the place where the calculation result should appear.

The Math Instruction that performs the calculation must also be inserted in the shell document at a point prior to the variable name.

Note: The number of variable names used with Math Instructions and Summary Math Instructions cannot exceed a combined total of twenty.

Summary Math Instructions

Summary Math instructions can be used in Record Group Summaries and Report Summaries to count the records within groups, or to calculate the total, the average, the maximum or the minimum values of a field.

Note: The number of variable names used with Math Instructions and Summary Math Instructions cannot exceed a combined total of twenty.

Multi-Column File Listing

A Multi-Column File Listing is a listing such as the listing in a telephone book, where multiple sets of columns appear on a page. The shell document consists of two instructions, a Multi-Column Heading, and a Record Detail instruction. You type the Column Heading and field variables once, regardless of how many sets of columns are to appear on the page. You can have up to eight sets of columns on a page.

Creating the Shell Document:

1. Choose Typing Tasks in the TASK SELECTION menu.
2. Choose Create Document in the TYPING TASKS menu.
3. Choose Change Document Format in the CREATE OR REVISE DOCUMENT menu.
4. Choose Change Margins and Tabs in the FORMAT SELECTION menu.

Note: Set the tabs necessary for One set of columns. Press ENTER when finished in the MARGINS AND TABS menu.

5. In the typing frame, change Display Codes to Yes.
6. In the typing frame, press the INSTR Key.

7. Choose Multi-Column File Listing in the INSTRUCTIONS menu.
8. Choose Sets of Columns in the MULTI-COLUMN FILE LISTING menu.

For YOUR CHOICE, enter the number of sets of columns that you want to print on a page.

9. Choose Width of Each Set.

For YOUR CHOICE, enter the width of One set of columns. The width includes the space between sets of columns, and is figured by counting the number of spaces from the first character in one set of columns to the first character in the next set of columns. See the following example.

<u>NAME</u>	<u>BALANCE</u>	<u>NAME</u>	<u>BALANCE</u>
Blair	40.00	Morris	38.00
Edwards	112.00	Owens	58.00
Hall	63.00	Rogers	227.00

<-----column set width----->

10. Press ENTER to return to the typing frame.

The Multi-Column instruction and Record Detail instruction display in the shell document.

11. Type in the heading for **one set of columns**.
12. Enter the field name variables after the Record Detail instruction.

Merging the Shell Document With the File

1. Choose Feature Tasks in the TASK SELECTION menu.
2. Load the Reportpack Feature Diskette.
3. Choose Merge File/Text in the FILE TASK SELECTION menu.
4. Choose Document Name for Shell in the MERGE FILE/TEXT menu. Type the shell document name.
5. Choose Diskette Name. Type the name of the diskette that contains the shell document.
6. Choose Output Choice, either Repetitive Letter or File Report.

7. Choose Print Merged Document if you want an immediate printout.
8. Choose Document Name for Output if you want the merged document stored on diskette.
9. Choose Diskette Name. Name the diskette on which to store the merged document.
10. Select Choose Sort Order to put the output document in the field order of your choice. The SORT ORDER menu displays.

Note: A File Report with Record Group Definitions must be in the correct sort order to merge correctly.

11. Choose Select Records to select the records to be included in the merge. The RECORD SELECTION frame displays.
12. Choose Cancel on Error if you wish to cancel the entire task on any merge error.
13. When all selections have been made in the MERGE FILE/TEXT menu, press ENTER to begin the Merge File/Text operation.

MULTI-COLUMN FILE LISTING

See MERGE FILE/TEXT Task

NEXT VARIABL KEY

Press the NEXT VARIABL (CODE + L) Key to move the cursor from one field of a record to the first position of the next field.

NOT EQUAL KEY (#)

See SELECT RECORDS

OR KEY (|)

See SELECT RECORDS

OUTPUT FILE TASK

Use this task to output a file listing to print, to be stored as a document on a diskette, or both. The output can be in sorted order, and contain selected records and/or selected fields if desired.

To go to the OUTPUT FILE menu, choose Output File in the FILE TASK SELECTION menu. Then in the OUTPUT FILE menu, choose from the following descriptions to obtain the type of output you need. After making your choices, press ENTER in the menu with no choices made to begin the output task.

To Print The Output

To get an immediate printout of the file:

1. Choose Print in the OUTPUT FILE menu.
2. Choose Document Name for Format, only if you want the output to be in a format other than the default document format.

Note: If this option is selected, the document format and alternate format will be used to create the output document. However, tabs will not be honored, and a PSM typestyle will be replaced with typestyle 86.

3. (Use only if Step 2 chosen). Choose Diskette Name and name the diskette on which the document in Step 2 is stored.

To Output To Diskette

To store a copy of the output file on a diskette, in document format, choose these ITEMS to defer printing until some other time, or to have a stored copy of the output in addition to your immediate printout.

Note: The output file will be stored on the diskette in document format. To print the document later, choose Print Document from the REQUEST TASKS menu.

1. Choose Document Name for Output, and name the document.
2. Choose Diskette Name, and name the diskette on which you want the output document to be stored.
3. Choose Document Name for Format, only if you want the output to be in a format other than the default document format.

Note: If this option is selected, the document format and alternate format will be used to create the output document. However, tabs will not be honored, and a PSM tpestyle will be replaced with tpestyle 86.

4. (Use only if Step 3 chosen). Choose Diskette Name and name the diskette on which the document in Step 3 is stored.

To Sort The Output

1. Select Choose Sort Order in the OUTPUT FILE menu.
The SORT ORDER menu displays.
2. Choose the items you want in the SORT ORDER menu.
3. When finished with the SORT ORDER menu, press ENTER.
The OUTPUT FILE menu will return to the display.

To Select Records And Fields

1. Choose Select Records or Fields in the OUTPUT FILE menu.
The RECORD SELECTION frame displays.
2. Select the records you want to output, and delete unwanted fields in the RECORD SELECTION frame.
3. Rearrange the order of fields, if desired, using the MOVE Key.
4. When finished with the RECORD SELECTION frame, press ENTER.
The OUTPUT FILE menu returns to the display.

RECALL FILE SETUP

This Request Task displays in the REPORTPACK REQUEST TASKS menu during the Merge File/Text, Output File, and Duplicate Selected Records tasks, and during Record Selection in an Update File task. Recall File Setup allows you to use previously stored file setup information with your current file, without re-typing.

The frame in which you Recall the File Setup determines which part of the setup is recalled from the diskette.

For example, if you make the Recall File Setup request in the RECORD SELECTION frame, only the Record Selection choices are recalled. If you make the Recall File Setup request in the OUTPUT FILE menu, the Output File choices, the Sort Order choices, and the Record Selection choices are all recalled as a single setup.

The following chart illustrates in which frames the Recall File Setup request can be made, and which choices are recalled.

Note: If the File Setup was created for a different file or a different task, only the compatible frames are recalled. A message displays listing the frames that are successfully recalled.

Make the Recall File Setup Request in This Frame	These Choices are Recalled				
	Record Selection	Sort Order	Output File	Merge File/Text	Duplicate Selected Records
Record Selection	X				
Sort Order		X			
Output File	X	X	X		
Merge File/Text	X	X		X	
Duplicate Selected Records	X	X			X

Going to the STORE/RECALL FILE SETUP Menu

Press the REQST Key in any of the frames illustrated the above chart.

RENUMBER RECORDS

See UPDATE FILE TASKS

REQST KEY

When the REQST (REQUEST) Key is pressed, the REPORTPACK REQUEST TASKS menu displays. Request tasks cannot be used during Program Diskette tasks.

The REPORTPACK REQUEST TASKS menu allows you to choose from the following tasks:

Store File Setup

Use this task to store a File Setup (sort, select, duplicate, Merge File/Text, and output information) for use later with the same or a different file.

By storing a File Setup the sort, select, duplicate, Merge File/Text and output information is saved. Thus, you do not re-type the setup when you use it again.

Recall File Setup

Use this task to recall a previously stored File Setup (sort, select, duplicate, Merge File/Text, and output information) for use with the same or a different file.

REVISE FILE DESCRIPTION .

See CREATE FILE DESCRIPTION/REVISE FILE DESCRIPTION

REVISE OR DISPLAY FIELD DESCRIPTIONS

See CREATE FILE DESCRIPTION/REVISE FILE DESCRIPTION

REVISE OR DISPLAY RECORDS

See UPDATE FILE TASKS

SCREEN FORMAT KEY

Press the SCREEN FORMAT (CODE + END) Key to display the SCREEN FORMAT menu.

SCREEN FORMAT is active only when you are creating or revising a document. It is not available if you are currently making a format change or using a Request Task.

If YOUR CHOICE is 2 (No) for Display codes, the symbols display only when you move the cursor to under the character. The first status line defines the cursored symbol. Using this choice allows text to display on the screen as it looks printed.

If YOUR CHOICE is 1 (Yes) for Display Codes, the symbols display at all times in the document. The first status line of the display screen defines a symbol as you move the cursor under it. Using this choice may cause text to appear to be moved to the right of the display screen. It appears this way so all symbols for coded functions can be displayed. Tabs in proportionally-spaced text may appear to go past the actual locations. Your actual location is represented by the scale line cursor. Therefore, in some instances, the scale line cursor may not be directly over the cursor that displays in the text.

Choose Yes when creating Shell Documents for the Merge/File Text Task.

SELECT RECORDS

The Select operation is used in several tasks to choose certain records from a file based on the content of one or more fields. The information used in determining which records are selected, are typed entries in the RECORD SELECTION frame.

The following examples show how to make basic selection entries using the application keys.

Application Keys

The Application Keys, EQUAL (=), NOT EQUAL (≠), GREATER THAN (>), LESS THAN (<), AND (&), and OR (|), are located in the upper right outboard key group.

These keys can be used individually or in combination to make selection entries in fields of the RECORD SELECTION frame. The symbols display on the typing line, half-indexed up.

EQUAL Key (=)

Press the EQUAL Key (=) prior to typing a selection entry, to select all records that are equal to the entry.

Note: Pressing no application key also selects all records that are equal to the entry. The default for a selection is the equal (=) condition.

EXAMPLE:

Last Name
=Smith

 OR

Last Name
Smith

This selects all people whose last name is Smith.

NOT EQUAL Key (≠)

Press the NOT EQUAL Key (≠) prior to typing a selection entry, to select all records that are not equal to the entry.

EXAMPLE:

Last Name
≠Smith

This selects all people whose last name is not Smith.

GREATER THAN Key (>)

Press the GREATER THAN Key (>) prior to typing a selection entry, to select all records of a higher value than the entry.

EXAMPLE:

Amount
>1000

This selects all amounts greater than 1000.

EXAMPLE:

State
>Maryland

This selects all states that come alphabetically after Maryland.

LESS THAN Key (<)

Press the LESS THAN Key (<) prior to typing a selection entry, to select all records of a lower value than the entry.

EXAMPLE:

Amount
<1000

This selects all amounts less than 1000.

EXAMPLE:

State
<Maryland

This selects all states that come alphabetically before Maryland.

AND Key (&)

Use the AND Key (&) when a field must meet more than one selection condition. Press the AND Key (&) between the conditions.

EXAMPLE:

Amount
>100&<500

This selects all amounts greater than 100 and less than 500 (101 through 499).

OR Key (|)

Use the OR Key (|) when selecting on any of several conditions in the same field. Press the OR Key (|) between the conditions.

EXAMPLE:

Last Name
Smith Jones Brown

This selects all people whose last name is Smith, or Jones, or Brown.

IGNORE CHAR Key (.)

The IGNORE CHARACTER Key is used when selecting fields, to ignore specific character positions in which the content does not matter. For example, in a DATE field with the format YR/MO/DY, to select on the month of October regardless of day or year, enter the selection as follows:

DATE
../10/..

The Ignore Character displays in the field as a period indexed half-up, and can be used in combination with other selection keys.

Restrictions:

- Can only be used in a Character Field
- A character must exist in the position.

IGNORE REST Key (?)

The IGNORE REST Key is used when selecting fields, to ignore anything that follows a typed string of characters. For example, in a UNIVERSITY field, to select all Universities beginning with Texas, enter the selection as follows:

UNIVERSITY
Texas?

This selects Texas, Texas A&M, Texas Tech, Texas Lutheran, etc.

The Ignore Rest displays in the field as a question mark indexed half-up, and can be used in combination with other selection keys.

Restrictions:

Can only be used in a Character Field.

Selecting On More Than One Field

If the records must meet selection conditions on more than one field, make the selections on the same horizontal line.

EXAMPLE:

Occupation	Donation
Printer	>100<&500

This selects people whose occupation is printer, and who have donated more than \$100, but less than \$500.

If the records must meet the conditions in one field, or the conditions in another field, make the selections for each field on a separate line.

EXAMPLE:

Occupation	Donation
Printer	
	>100<&500

This selects all people whose occupation is printer, and all people who have donated more than \$100, but less than \$500.

SEQUENCING

See CHOOSE SORT ORDER

SORTING

See CHOOSE SORT ORDER

STORE FILE SETUP

This Request Task displays in the REPORTPACK REQUEST TASKS menu during a Merge File/Text, Output File, Duplicate Selected Records task, and during Record Selection in the Update File task. Store File Setup allows you to store the choices you made in the RECORD SELECTION frame, the SORT ORDER menu, the OUTPUT FILE menu, the MERGE FILE/TEXT menu, and the DUPLICATE SELECTED RECORDS menu. These choices, stored as a setup, can be recalled later from the diskette, to be used again without re-typing each frame.

The frame in which the the Store File Setup request is made determines which frames will be stored as the File Setup. For example, if the Store File Setup request is made in the RECORD SELECTION frame, only the Record Selection choices are stored. If the Store File Setup request is made in the Output File frame, the Output File choices, the Sort Order choices, and the Record Selection choices are all stored as a single setup.

The chart below illustrates in which frames the Store File Setup request can be made, and which choices are stored.

Make the Store
File Setup Request
in This Frame

These Choices are Stored

	Record Selection	Sort Order	Output File	Merge File/Text	Duplicate Selected Records
Record Selection	X				
Sort Order		X			
Output File	X	X	X		
Merge File/Text	X	X		X	
Duplicate Selected Records	X	X			X

Going to the STORE/RECALL FILE SETUP Menu

Press the REQST KEY in any of the frames
illustrated in the above chart.

SUMMARY MATH INSTRUCTION

**SEE MERGE FILE/TEXT - SUMMARY MATH
INSTRUCTIONS**

UPDATE FILE TASKS

Use this task to add, revise, delete, renumber, or count
records in a file.

Note: A file description must exist before any update
file task can be performed.

Add Records

Use this task to enter records into a new file, or to
add records to an existing file.

1. Choose Update File in the FILE TASK SELECTION menu.
2. Choose Add Records in the UPDATE FILE TASKS menu.

The Record Input/Edit Frame displays, with the next sequential Record ID number showing, and the cursor in the first position of the first field in the record.

3. Type the first field contents.
4. Press NEXT VARIABL or TAB to move the cursor to the next field.
5. Type the field contents for each succeeding field in the record, using NEXT VARIABL or TAB to move the cursor between fields.

Note: To skip over a field, press NEXT VAR or TAB when the cursor is in the first position of the field to be skipped.

To enter information in a Text Field:

- a. With the cursor in the text field, press the Cursor Down Key.

The cursor moves to the left of the screen, below the Record ID field.

- b. Type the contents of the Text field. Use the Carrier Return key to end lines.
 - c. When finished typing, press the Cursor Up Key or NEXT VARIABL to move the cursor back to the record line.
6. When you have finished typing the last field in the record, press ENTER to store the record on the diskette.
 7. Repeat Steps 3 through 6 until all records have been added.
 8. Press END to return to the UPDATE FILE TASKS menu.

Revise Or Display Records

Use this task to display individual records in a file, or to make revisions to existing records in a file.

1. Choose Update File in the FILE TASK SELECTION menu.
2. Choose Revise or Display Records in the UPDATE FILE TASKS menu.

3. When the RECORD SELECTION frame displays, select the records you wish to edit or display by typing the selection information in the proper fields.

If you know the Record ID numbers of the records you want to revise or display, you can select on the Record ID number.

4. Press ENTER. The records that you selected display one at a time.
5. Revise the first record as needed.
6. Press ENTER to restore the revised record on the diskette. The next selected record displays.
7. Revise each selected record as needed.
8. After revising or displaying the last selected record, the message **Records revised or displayed = (number)** displays on the message line, showing how many records were selected. The RECORD SELECTION Frame displays, showing the selection choices you made.
9. If you have more records to revise, change your selection choices and repeat Steps 3 through 7 as often as necessary.
10. When you finish revising or displaying records, press END to return to the UPDATE FILE TASKS menu.

Count Records

Use this task to count the total number of records in a file, or to count records that meet the conditions you select.

1. Choose Update File in the FILE TASK SELECTION menu.
2. Choose Count Records in the UPDATE FILE TASKS menu.
3. When the RECORD SELECTION frame displays, select which records you want to count by typing the selection information in the proper fields. If you make no selection, all records in the file will be counted.
4. Press ENTER.

The RECORD SELECTION Frame displays while the system counts the records.

5. When the count is complete, the message **Records Counted = (number)** displays on the message line, showing the number of records counted.
6. If you have more record counting to do, change the selection information in the RECORD SELECTION Frame, and press ENTER.
7. When finished counting records, press END to return to the UPDATE FILE TASKS menu.

Delete Records

Use this task to delete records that meet the conditions you select.

1. Choose Update File in the FILE TASK SELECTION menu.
2. Choose Delete Records in the UPDATE FILE TASKS menu.
3. When the RECORD SELECTION frame displays, select which records you want to Delete by typing the selection information in the proper fields.
4. Press ENTER.

The RECORD SELECTION Frame displays while the system deletes the records.

5. When the deleting task is complete, the message **Records Deleted = (number)** displays on the message line, showing the number of records deleted from the file.
6. If you have more record deleting to do, change the selection information in the RECORD SELECTION Frame, and press ENTER.
7. When finished deleting records, press END to return to the UPDATE FILE TASKS menu.

Renumber Records

Use this task if you want to sequentially renumber the records in a file after having deleted records.

1. Choose Update File in the FILE TASK SELECTION menu.
2. Choose Renumber Records in the UPDATE FILE TASKS menu.
3. Press ENTER.

The UPDATE FILE TASKS menu displays during renumbering.

4. When the renumbering task is complete, the message **(number) records renumbered** displays.

VARIABLE KEY

Use the VARIABLE Key (CODE + ;) to create Variable Names in Shell Documents for the Merge File/Text task.

ZERO INDEX CARRIER RETURN (ZICR)

CONTROL + RET inserts a Zero Index Carrier Return (ZICR) into text.

A ZICR is a code that returns the cursor to the left margin and moves it to the next line on the screen. However, when a ZICR prints, the printer returns to the left margin but does not move the paper up to the next line. This allows the text following the ZICR to print on the same line as the text with the ZICR.

ZICRs are inserted by the system after certain File Report instructions. This allows the instruction and the text to appear on the display as separate lines, but does not add an extra line to the report when it is printed.

Note: ZICRs inserted by the system should not be deleted.

APPENDIX A. SORT ORDER CHART

The sort charts on the following pages shows the sorting order the system uses to put records in alphabetic or numeric order. The default is low-to-high, so a space is the first character and a nine is the last. A high-to-low sort is done in the opposite order.

Upper and lower case alphabetic characters are sorted as though they were the same character. The capitalized version is sorted before the lower case version only if it was typed in the file first.

A Required Space (SP), a Syllable Hyphen (SHY), and an Apostrophe (') are ignored during a sort.

These sort order charts are for all of the languages available with the system.

SP Space
 NSP 6 Unit Space
 ¢ Cent Sign
 . Period
 (Open Parenthesis
 - Minus/Hyphen
 & Ampersand
 ¡ Spanish Exclamation Mark
 ! Exclamation Mark
 f Florin, Guilder
 £ Pound Sterling
 Pts Peseta
 \$ Dollar
 ¥ Yen
 ₱ Int. Currency
 ± Plus/Minus
 * Asterisk
) Close Parenthesis
 ; Semicolon
 + Plus
 / Slash/Division
 \ Reverse Slash
 ÷ Division Sign
 | Split Vertical
 | Logical OR
 , Comma
 _ Underscore
 % Percent
 = Double Underscore
 ¿ Spanish Question Mark
 ? Question Mark
 : Colon
 # Number Sign
 @ At Sign
 < Less Than
 = Equal To
 ¬ Logical NOT
 > Greater Than
 " Quotation Mark
 « Opening Quote
 » Closing Quote
 { Opening Brace
 [Opening Bracket
 } Closing Brace
] Closing Bracket
 ° Degree
 § Section Sign
 ¶ Paragraph Sign

d or D
 e or E
 f or F
 g or G
 h or H
 i or I
 j or J
 k or K
 l or L
 m or M
 n or N
 o or O
 p or P
 q or Q
 r or R
 s or S
 t or T
 u or U
 v or V
 w or W
 x or X
 y or Y
 z or Z

NUMERICS

0 Zero
 ¼ One Quarter
 ½ One Half
 ¾ Three Quarters
 1 One
 2 Two
 ² Two Superscript
 3 Three
 ³ Three Superscript
 4 Four
 5 Five
 6 Six
 7 Seven
 8 Eight
 9 Nine

ACCENT MARKS

• Overdot
 ´ Acute
 ` Grave
 ¯ Overbar
 ˘ Cedilla
 ^ Circumflex
 ˇ Caron
 ˆ Tilde
 .. Diaeresis

a or A
 b or B
 c or C

FOREIGN LANGUAGE SORT ORDER CHART (ALPHABETIC CHARACTERS ONLY)

a	g Breve
A	G Breve
a Acute	h
A Acute	H
a Grave	i
A Grave	I
a Circumflex	I Overdot
A Circumflex	i Grave
a Ogonek	I Grave
A Ogonek	i Circumflex
a Breve	I Circumflex
A Breve	i Diaeresis
a Tilde	I Diaeresis
A Tilde	i Dotless
b	i Acute
B	I Acute
c	j
C	J
c Cedilla (Sedilla)	k
C Cedilla (Sedilla)	K
c Acute	l
C Acute	L
c Caron	l Acute
C Caron	L Acute
d	l Slash
D	L Slash
d Caron	l High comma, off
D Caron	L High comma, off
d Icelandic	l Caron
D Stroke	L Caron
e	l Script (liter?)
E	m
e Acute	M
E Acute	n
e Grave	N
E Grave	n Acute
e Circumflex	N Acute
E Circumflex	Apostrophe-n
e Caron	n Caron
E Caron	N Caron
e Ogonek	n Tilde
E Ogonek	N Tilde
e Diaeresis	o
E Diaeresis	O
f	o Acute
F	O Acute
g	o Grave
G	O Grave

o Circumflex	U Acute
O Circumflex	u Grave
o Double acute*	U Grave
O Double acute*	u Circumflex
o Tilde	U Circumflex
O Tilde	u Ring (overcircle)
p	U Ring (overcircle)
P	u Double acute*
q	U Double acute*
Q	v
r	V
R	w
r Caron	W
R Caron	x
r Acute	X
R Acute	y
s	Y
S	y Acute
s Acute	Y Acute
S Acute	y Diaeresis
s Cedilla (Sedilla)	u Double acute**
S Cedilla (Sedilla)	U Double acute**
s Caron	z
S Caron	Z
Sharp s (s-tset)	z Overdot
t	Z Overdot
T	z Acute
t Cedilla (Sedilla)	Z Acute
T Cedilla (Sedilla)	z Caron
t High comma, off	Z Caron
T High comma, off	ae Diphthong
t Caron	AE Diphthong
T Caron	o Slash
Thorn, Small	O Slash
Thorn, Cap.	o Double acute**
u	O Double acute**
U	a Overcircle (ring)
u Acute	A Overcircle (ring)

* European Standard German only

** Swedish, Finnish, Danish, Norwegian only

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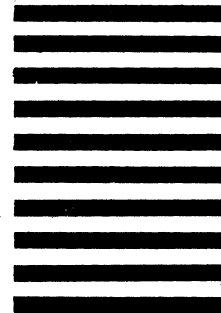


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