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

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

Chapter 1 describes the minimal hardware necessary to accommodate the 2200 Word Processing Software, and takes the supervisor, step by step, through the process of loading the software onto a 2200 VP, SVP, LVP, or MVP system disk. The supervisor will also learn how to access the Supervisory Functions menu.

Chapter 2 discusses the configuration of a typical 2200 Word Processing System, including creating volumes and libraries and setting up peripheral, archive, and system defaults. The functions covered in this chapter are Volume Maintenance, Library Maintenance, Archive Assignments, Peripheral Device Selections, Terminal Default Assignments, and Reinstallation of 2200 Word Processing Software.

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

For further information concerning any of the Wang 2200 Series of small business computers, please refer to the appropriate introductory manual.

<table>
<thead>
<tr>
<th>Manual</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>2200MVP Introductory Manual</td>
<td>700-4693C</td>
</tr>
<tr>
<td>2200VP Introductory Manual</td>
<td>700-4082B</td>
</tr>
<tr>
<td>2200SVP Introductory Manual</td>
<td>700-6163</td>
</tr>
<tr>
<td>2200LVP Introductory Manual</td>
<td>700-6164</td>
</tr>
</tbody>
</table>

It is recommended that the supervisor read this manual in its entirety before using 2200 Word Processing Software.
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CHAPTER 1
LOADING 2200 WORD PROCESSING SOFTWARE

1.1 INTRODUCTION

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

1.2 HARDWARE REQUIREMENTS

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

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

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

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

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

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

1.3 LOADING THE SOFTWARE

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

For users whose software package consists of one dual-sided, double-density diskette, skip Step 6 of these instructions.

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

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

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

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

INSTALLATION OF WANG 2200 WORD PROCESSING SOFTWARE

Provide requested information and press EXECUTE

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

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

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

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

Select option:
■ Copy only
■ Copy and verify

NOTE

From this point on, B30 is used as the destination and then, resident address for the 2200 Word Processing Software.
**INSTALLATION MENU FIELDS**

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

Regardless of the option selected, the system automatically pauses when it encounters an existing START module. At this time, the supervisor can confirm or reject replacement of the file.

It is recommended that the Stop for Confirmation for Each File option be used during the first installation of 2200 Word Processing Software to prevent existing user files from being inadvertently overwritten. The Replace All Such Files option should be used during software reinstallation.

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

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

INSTALLATION OF WANG 2200 WORD PROCESSING SOFTWARE

Provide requested information and press EXECUTE

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

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

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

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

Now copying file number 10 609LCAT
Now verifying file number 10
If the system encounters an existing START module during installation, the message "Do you wish to replace file START? (Enter Y or N) _" appears at the bottom of the screen. Enter Y or N. It is not necessary to press EXEC or RETURN after entering Y or N; the program automatically continues. If the Stop for Confirmation for Each File option is chosen, a similar message is displayed if any duplicate file names are encountered.

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

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

---

**INSTALLATION OF WANG 2200 WORD PROCESSING SOFTWARE**

Provide requested information and press EXECUTE

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

Enter address where floppy diskette containing software resides 310
Enter destination address for software 830

Select which files to copy:
- Copy programs only
- Copy programs and system data files

Select option:
- Copy only
- Copy and verify

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

All software is now installed and updated
Because of file size conflicts, XX scratched junk file(s)
Have been created on destination platter.

END PROGRAM
FREE SPACE = 44610

---

1-5
1.4 ACCESSING THE SUPERVISORY FUNCTIONS MENU

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

![Supervisory Functions Menu]

- Clear In-Use Condition
- Change Passwords
- Catalog Display/List
- Delete Glossary
- Rename Document
- Transfer Archive
- Recover Archive
- Manage System Configuration

WANG 2200 Word Processing System
Supervisory Functions

Please select next activity 05/15/82
CHAPTER 2
CONFIGURING THE 2200 WORD PROCESSING SYSTEM

2.1 INTRODUCTION

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

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

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

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

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

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

2.2.1 Create Volume

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

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

![Manage System Configuration Menu]

2. Since the Acceptance Block is already positioned at Volume Maintenance, press EXEC to select this option. The following menu appears on the screen:
3. Notice that the Acceptance Block is again positioned at the desired option, Create. Press EXEC, and the system displays the following screen:

Please fill in the following:

- Volume name
- Volume password
- Disk address
- Number of sectors
NOTE

A volume name and/or a password can contain up to eight characters consisting of any normal keyboard characters excluding function keys.

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

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

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

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

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

NOTE

One volume sector holds approximately 246 characters of text. Therefore, approximately 17 sectors are needed for a full document page. And once a supervisor creates the volume, he/she must delete and recreate it to alter its size. The supervisor should take these factors into consideration when deciding how many sectors to assign to a volume.
Please fill in the following:

- Volume name: SUPERVOL
- Volume password: 
- Disk address: B30
- Number of sectors: 01000

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

<table>
<thead>
<tr>
<th>Volume</th>
<th>Disk Address</th>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUPERVOL</td>
<td>B30</td>
<td>Create</td>
</tr>
</tbody>
</table>

Number of volumes currently open 001
6. Now, repeating the process just completed, create three more volumes (two for the operators and one for the department). Name these new volumes VOLUME1, VOLUME2, and ACCOUNTS. If these volumes are not to be password protected, leave the Volume Password field blank by pressing RETURN. After these volumes have been created, the Volume Maintenance display will appear as follows:

```
  VOLUME MAINTENANCE

  Volume    Disk Address  Option
  . SUPERVOL B30         ■ Create
  . VOLUME1  B30         . Edit
  . VOLUME2  B30         . Delete
  . ACCOUNTS B30         . Add
                          . Remove

  Number of volumes currently open 004
```

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

2.2.2 Other Volume Maintenance Options

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

**Edit**

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

**Delete**

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

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

Remove

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

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

NOTE

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

2.3 LIBRARY MAINTENANCE

2.3.1 Introduction

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

2.3.2 Create Library

To create the system libraries, perform the following steps:

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

Please Select Library
Press EXECUTE or CANCEL

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>N</td>
<td>a</td>
<td>n</td>
<td>Edit</td>
</tr>
<tr>
<td>B</td>
<td>O</td>
<td>b</td>
<td>o</td>
<td></td>
</tr>
<tr>
<td>C</td>
<td>P</td>
<td>c</td>
<td>p</td>
<td></td>
</tr>
<tr>
<td>D</td>
<td>Q</td>
<td>d</td>
<td>q</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>R</td>
<td>e</td>
<td>r</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>S</td>
<td>f</td>
<td>s</td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>T</td>
<td>g</td>
<td>t</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>U</td>
<td>h</td>
<td>u</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>V</td>
<td>i</td>
<td>v</td>
<td></td>
</tr>
<tr>
<td>J</td>
<td>W</td>
<td>j</td>
<td>w</td>
<td></td>
</tr>
<tr>
<td>K</td>
<td>X</td>
<td>k</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>Y</td>
<td>l</td>
<td>y</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>Z</td>
<td>m</td>
<td>z</td>
<td></td>
</tr>
</tbody>
</table>

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

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

CREATE LIBRARY

Fill in selections
Press EXECUTE or CANCEL

Library ID letter: S
Volume name: 
Volume password: 
Next document ID: 0001
Next archive ID: 0001
Comment: ______________________

2-9
4. Since Library S is to reside in the supervisor's volume, enter SUPERVOL in the Volume Name field.

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

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

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

```
LIBRARY MAINTENANCE
Please Select Library
Press EXECUTE or CANCEL
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>N</td>
<td>a</td>
<td>n</td>
<td>Edit</td>
</tr>
<tr>
<td>B</td>
<td>D</td>
<td>b</td>
<td>o</td>
<td>Create</td>
</tr>
<tr>
<td>C</td>
<td>P</td>
<td>c</td>
<td>p</td>
<td>Delete</td>
</tr>
<tr>
<td>D</td>
<td>Q</td>
<td>d</td>
<td>q</td>
<td></td>
</tr>
<tr>
<td>E</td>
<td>R</td>
<td>e</td>
<td>r</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>S SUPERVOL</td>
<td>f</td>
<td>s</td>
<td></td>
</tr>
<tr>
<td>G</td>
<td>T</td>
<td>g</td>
<td>t</td>
<td></td>
</tr>
<tr>
<td>H</td>
<td>U</td>
<td>h</td>
<td>u</td>
<td></td>
</tr>
<tr>
<td>I</td>
<td>V</td>
<td>i</td>
<td>v</td>
<td></td>
</tr>
<tr>
<td>J</td>
<td>W</td>
<td>j</td>
<td>w</td>
<td></td>
</tr>
<tr>
<td>K</td>
<td>X</td>
<td>k</td>
<td>x</td>
<td></td>
</tr>
<tr>
<td>L</td>
<td>Y</td>
<td>l</td>
<td>y</td>
<td></td>
</tr>
<tr>
<td>M</td>
<td>Z</td>
<td>m</td>
<td>z</td>
<td></td>
</tr>
</tbody>
</table>
```

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

**NOTE**

Library names can be assigned in any order that is convenient for the supervisor. For example, they can be assigned sequentially or to correspond to any one of an operator's initials.
After all the libraries have been created, a Library Map, similar to the following one, should appear:

```

LIBRARY MAINTENANCE

Please Select Library
Press EXECUTE or CANCEL

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>_</td>
<td>A VOLUME1</td>
<td>. N</td>
<td>. a</td>
<td>. n</td>
</tr>
<tr>
<td>. B</td>
<td>. o</td>
<td>. b</td>
<td>. o</td>
<td>. Create</td>
</tr>
<tr>
<td>. D</td>
<td>. q</td>
<td>. d</td>
<td>. q</td>
<td></td>
</tr>
<tr>
<td>. E</td>
<td>. r</td>
<td>. e</td>
<td>. r</td>
<td></td>
</tr>
<tr>
<td>. F</td>
<td>. S SUPERVOL</td>
<td>. f</td>
<td>. s</td>
<td></td>
</tr>
<tr>
<td>. G</td>
<td>. T</td>
<td>. g</td>
<td>. t VOLUME2</td>
<td></td>
</tr>
<tr>
<td>. H</td>
<td>. U</td>
<td>. h</td>
<td>. u</td>
<td></td>
</tr>
<tr>
<td>. I</td>
<td>. V</td>
<td>. i</td>
<td>. v</td>
<td></td>
</tr>
<tr>
<td>. J</td>
<td>. W</td>
<td>. j</td>
<td>. w</td>
<td></td>
</tr>
<tr>
<td>. K</td>
<td>. X VOLUME1</td>
<td>. k</td>
<td>. x</td>
<td></td>
</tr>
<tr>
<td>. L</td>
<td>. Y</td>
<td>. l</td>
<td>. y</td>
<td></td>
</tr>
<tr>
<td>. M ACCOUNTS</td>
<td>. Z</td>
<td>. m ACCOUNTS</td>
<td>. z</td>
<td></td>
</tr>
</tbody>
</table>

2.3.3 Prototype Document

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

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

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

2.3.4 Other Library Options

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

2-11
Edit Library

The Edit Library option enables a supervisor to:

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

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

. Alter the Comment field.

The Edit Library screen is illustrated below.

![Edit Library Screen]

Delete Library

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

To use the Delete Library function, from the Library Maintenance map, move the Acceptance Block next to the library to be deleted and press RETURN. Select the Delete option and press EXEC. The prompt "Please enter password for volume VOLNAME ____" appears at the bottom of the screen. If the volume where the library resides is password protected, enter the proper password and press EXEC. Otherwise, just press EXEC. The system displays a Delete Library screen similar to the following:
If the Delete All Documents option is selected, the system erases the library and all of its contents from the system disk. However, if the Retain All Documents option is selected, the system deletes only the Library Map reference to the deleted library, but leaves all of the library's contents intact. The effect of the latter option is to freeze the library -- none of its documents can be accessed for any processing.

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

2.4.1 Introduction

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

The 2200 Word Processing System supports two archive types:

- System Archive -- can be located on either a hard, system disk or on a DSDD disk.
- Archive Diskette -- when being used, is located on the diskette drive (usually address 310).

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

2.4.2 Using the Archive Assignments Function

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

1. From the Manage System Configuration menu, move the Acceptance Block next to Archive Assignments and press EXEC. The system displays the following screen:
2. To make an archive assignment to the diskette drive address, select the desired letter (in this case, D). Press RETURN to move the cursor to the options field.

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

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

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

6. Fill in the comment field, if desired. The completed menu should be similar to the one shown on the next page.
7. Press EXEC to return to the original Archive Assignments screen.

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

```
<table>
<thead>
<tr>
<th>Archive / Address</th>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>N</td>
</tr>
<tr>
<td>B</td>
<td>O</td>
</tr>
<tr>
<td>C</td>
<td>P</td>
</tr>
<tr>
<td>D / 310</td>
<td>Q</td>
</tr>
<tr>
<td>E</td>
<td>R</td>
</tr>
<tr>
<td>F</td>
<td>S / B30</td>
</tr>
<tr>
<td>G</td>
<td>T</td>
</tr>
<tr>
<td>H</td>
<td>U</td>
</tr>
<tr>
<td>I</td>
<td>V</td>
</tr>
<tr>
<td>J</td>
<td>W</td>
</tr>
<tr>
<td>K</td>
<td>X</td>
</tr>
<tr>
<td>L</td>
<td>Y</td>
</tr>
<tr>
<td>M</td>
<td>Z</td>
</tr>
</tbody>
</table>
```
Before an archive can be used for storage, it must be prepared. Refer to Sections 10.7.1 and 10.7.2 of the 2200 Word Processing Operator's Guide for complete instructions on archive diskette and system archive preparation.

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

2.5 PERIPHERAL DEVICE SELECTIONS

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

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

To make these assignments, perform the following steps:

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

```
PERIPHERAL DEVICE SELECTIONS
PRINTERS

Enter requested data
Press EXECUTE or CANCEL

<table>
<thead>
<tr>
<th>Printer Number</th>
<th>Address</th>
<th>Type</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>Character</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>. Line</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>Character</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>. Line</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td></td>
<td>Character</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>. Line</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td></td>
<td>Character</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>. Line</td>
<td></td>
</tr>
</tbody>
</table>
```
2. Enter 215 in the Address field of Printer 1. Notice that the cursor automatically moves to the Type field.

NOTE

The Type field selection must be correct, since print requests sent to a printer that has an incorrect type designation will not be processed properly by the system.

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

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

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

NOTE

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

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

```
PERIPHERAL DEVICE SELECTIONS
PRINTERS

Enter requested data
Press EXECUTE or CANCEL

<table>
<thead>
<tr>
<th>Printer Number</th>
<th>Address</th>
<th>Type</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>215</td>
<td>Character Line</td>
<td>Defaults_to_Unit_03</td>
</tr>
<tr>
<td>2</td>
<td>216</td>
<td>Character Line</td>
<td>Letter-quality_printer</td>
</tr>
<tr>
<td>3</td>
<td>216</td>
<td>Character Line</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>216</td>
<td>Character Line</td>
<td></td>
</tr>
</tbody>
</table>
```
2.6 TERMINAL DEFAULT ASSIGNMENTS

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

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

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

<table>
<thead>
<tr>
<th>Terminal Number</th>
<th>Default Library</th>
<th>Default Archive</th>
<th>Attached Printer</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>.02</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>.03</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>.04</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>.05</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>.06</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>.07</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>.08</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>.09</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>.10</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>.11</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>.12</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>.13</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

This terminal is number 01

2. Notice that the number of the terminal being used is displayed in the bottom left-hand corner of the screen. Therefore, the Acceptance Block automatically appears next to the corresponding number in the Terminal field. If it is not already there, move the Acceptance Block next to 01 and press EXEC. The Edit Terminal Defaults screen appears as follows:
3. Assume that Terminal 01 belongs to the supervisor. Therefore, enter $S$ (the supervisor's library) in the Default Library field. Notice that the cursor automatically moves to the next field.

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

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

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

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

<table>
<thead>
<tr>
<th>Terminal Number</th>
<th>Default Library</th>
<th>Attached Archive</th>
<th>Attached Printer</th>
<th>Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>S</td>
<td>S</td>
<td>Character</td>
<td>Super's terminal</td>
</tr>
<tr>
<td>02</td>
<td>F</td>
<td>S</td>
<td>N/A</td>
<td>Fred's terminal</td>
</tr>
<tr>
<td>03</td>
<td>A</td>
<td>D</td>
<td>Line</td>
<td>Andy's terminal</td>
</tr>
<tr>
<td>04</td>
<td>T</td>
<td>D</td>
<td>N/A</td>
<td>Terminal for TC use</td>
</tr>
<tr>
<td>05</td>
<td>M</td>
<td>D</td>
<td>N/A</td>
<td>Mary's terminal</td>
</tr>
<tr>
<td>06</td>
<td></td>
<td></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>07</td>
<td></td>
<td></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>08</td>
<td></td>
<td></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>09</td>
<td></td>
<td></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td></td>
<td></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td></td>
<td></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>12</td>
<td></td>
<td></td>
<td>N/A</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td></td>
<td></td>
<td>N/A</td>
<td></td>
</tr>
</tbody>
</table>

This terminal is number 01

2.7  REINSTALLATION AND SYSTEM DISK ASSIGNMENT

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

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

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

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

   NOTE

The System Disk Assignment function can only be used after the software has actually been moved. Therefore, to view the System Disk Assignment process on the screen, select System Disk Assignment from the Manage System Configuration submenu.
2. Enter the new address by striking over the old one (to simulate the process, do not enter a new address). Press EXEC, and the following screen appears:

Current address of WP system  B30

New address of WP system

Type of disk drive:
- Phoenix
- Winchester
- DSDD
- Other

(Type of drive is not currently used by the system in any way)

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

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

**NOTE**

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

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

**NOTE**

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

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

3.1 INTRODUCTION

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

3.2 CLEAR IN-USE CONDITION

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

--- CAUTION ---

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

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

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

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

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

3. Select the appropriate option and press EXEC. The following screen appears:
4. If another document must be cleared, press EXEC to rerun the program. Otherwise, press CANCEL to return to the Supervisory Functions menu.

NOTE

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

3.3 CHANGE PASSWORDS

3.3.1 Introduction

The Change Passwords function enables a supervisor to alter the designated password of a word processing document. Similarly, if various passwords have been assigned to a range of documents or to all the documents in a given library, those passwords can be changed to a single password. The latter operation is especially useful if document passwords have been forgotten or if the supervisor wishes to maintain consistency in the use of the system security feature. The Change Passwords function can also be used to remove passwords from documents or to assign passwords to previously unprotected documents.
The supervisor must know the current password of a document when performing a single-document password change. However, this does not apply if the supervisor is altering the passwords for a range of documents or for all documents in a library.

--- NOTE ---

For a complete discussion of document passwords, refer to Chapter 14 of the 2200 Word Processing Operator's Guide.

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

```
CHANGE PASSWORDS

Please select option

- Single Document
  - Range of Documents
  - All Documents in Library
```

3.3.2 Single Document Password Change

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

1. Select the Single Document option from the Change Passwords menu. The screen appears as follows:
2. Enter the correct document ID number and the cursor automatically moves to the next field.

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

4. If removing a password from a protected document, press EXEC with the cursor at the New Password field. The password will be struck over with blanks. Otherwise, enter the new password and then press EXEC. The final screen will appear as follows:
The Range of Documents option can be used to change or remove the password of a single document when the old password is unknown. To do this, use Steps 1 - 5 in the next section as a guide, entering the ID number for the document being processed in both the Starting and Ending Document Number fields.

3.3.3 Range of Documents Password Change

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

1. Select Range of Documents from the Change Passwords menu. The following screen is displayed:
2. In the appropriate fields, enter the ID numbers (excluding the library letter) of the first and last documents in the range being processed. Notice how the cursor automatically moves to the new field.

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

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

5. If removing passwords from the documents, leave the New Document Password field blank. Otherwise, enter the new password, press EXEC, and a screen similar to the following one appears:
6. If the function must be run again, press EXEC. Otherwise, press CANCEL to return to the Supervisory Functions menu.

3.3.4 All Documents in a Library Password Change

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

3.4.1  Introduction

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

3.4.2  The Node String

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

```
VOLUME1:DOCUMENT.X.0066.
```

Where

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

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

### NODE STRING ARCHITECTURE

<table>
<thead>
<tr>
<th>Node String Entered</th>
<th>List Displayed by System</th>
</tr>
</thead>
<tbody>
<tr>
<td><code>VOLUME1:</code></td>
<td>All documents and glossaries in all <code>VOLUME1</code> libraries</td>
</tr>
<tr>
<td><code>VOLUME1:DOCUMENT</code></td>
<td>All documents in all <code>VOLUME1</code> libraries</td>
</tr>
<tr>
<td><code>VOLUME1:GLOSSARY</code></td>
<td>All verified glossaries in all <code>VOLUME1</code> libraries</td>
</tr>
<tr>
<td><code>VOLUME1:DOCUMENT.X</code></td>
<td>All documents in Library X of <code>VOLUME1</code></td>
</tr>
<tr>
<td><code>VOLUME1:GLOSSARY.G</code></td>
<td>All verified glossaries in Library G of <code>VOLUME1</code></td>
</tr>
<tr>
<td><code>VOLUME1:DOCUMENT.X.0400</code></td>
<td>Document 0400 in Library X of <code>VOLUME1</code></td>
</tr>
<tr>
<td><code>VOLUME1:GLOSSARY.G.0300</code></td>
<td>Verified Glossary 0300 in Library G of <code>VOLUME1</code></td>
</tr>
</tbody>
</table>

**NOTE**

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

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

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

   ![Screen Image](image)

   Please Answer All Questions:

   Enter File Name or Partial File Name:

   Report Type:
   - Detail
   - Summary

   Report Destination:
   - Screen
   - Printer

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

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

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

   ![Report Screen](image)

   ![Report Screen](image)

   **NOTE**

   Since, in the example above, the node string contains only the volume name, the Catalog Display/List will contain all the documents and verified glossaries in all the libraries of the specified volume. (See the explanation of the node string architecture on the previous page.)
## First Screen of the Catalog Display/List Report

<table>
<thead>
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## Second Screen of the Catalog Display/List Report

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

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

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

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

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

NOTE

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

3.4.4 Summary Report Type

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

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

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

```
WANG 2200 Word Processing System
TRANSFER ARCHIVE

Please Enter Data
Press EXECUTE to Continue

From Archive Location: 
```

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

3. Mount the archive diskette that contains the information to be transferred, close the drive door, and press EXEC. The system reads the ID number of the diskette in Location D and displays it on the screen. At this point, the screen should appear, as follows:
4. Enter the letter previously assigned to the system archive (in this case, S) and press EXEC. Again, the Type of Archive field, already filled in, appears on the screen. Press EXEC since the system archive is already mounted. The following screen appears:
5. Notice that again the Archive ID field has already been filled in. Press EXEC again. The prompt, "Are you sure?" appears in the lower, left-hand corner of the screen. Press EXEC to begin the transfer, or press CANCEL to terminate the transfer. After the transfer has been completed, the original Transfer Archive screen appears.

**NOTE**

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

3.5.2 **Transfer from System Archive to Archive Diskette**

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

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

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

```
WANG 2200 Word Processing System
TRANSFER ARCHIVE

Please Enter Data
Press EXECUTE to Continue

From Archive Location :  S
Type of Archive :  2200 System Archive
```
3. Since the system archive is already mounted, press EXEC. Enter the label of the system archive that contains the information to be transferred and press EXEC.

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

**REMEMBER**

Refer to the notation that was made of the system archive label when the archive was prepared. Remember, unlike a diskette archive, a system archive's label does not automatically appear during filing operations.

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

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

```
WANG 2200 Word Processing System
TRANSFER ARCHIVE

Please Enter Data
Press EXECUTE to Continue

From Archive Location:    S
Type of Archive:          2200 System Archive
Archive ID:               0001F

To Archive Location:      D
Type of Archive:          WP Archive Diskette
Archive ID:               0044F
```
5. The prompt "Are you sure?" is displayed in the lower, left-hand corner of the screen. Press EXEC to begin the transfer. While the transfer is taking place, the message "In Progress" appears on the screen. At the completion of the function, the system returns to the initial Transfer Archive menu.

3.6 RECOVER ARCHIVE

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

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

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

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

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

4. The system displays the archive label of the damaged diskette. Press EXEC to start the function. The system message "Rebuilding VTOC" appears on the screen. This indicates that the system is rebuilding the Volume Table of Contents (the list of documents on the mounted archive diskette) in preparation for archive recovery. The message "Found Admin Block for Document : 0001X" also appears for each document the system is able to read on the damaged diskette. At the end of this step, the system displays the following screen:
5. Enter the ID number of the document to be retrieved and press EXEC. As it recovers the document, the system displays the messages "Recovering admin data" and "Creating recovery document" at the bottom of the screen. When the recovery process has been completed, if another document is to be retrieved, enter the document ID in the Document to Retrieve field and press EXEC. Otherwise, press CANCEL to return to the Supervisory Functions menu.

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

7. The system displays the prompt "Press EXECUTE to search archive for document data". Press EXEC to search through the archive for data belonging to the specified document, and to place the data into a newly created document. Otherwise, press CANCEL, and restart the function for the next document recovery.
The document to be retrieved cannot have the same document ID number as a document that already resides on the system disk. If this situation occurs, the system displays the error message "Document already exists". Rename the document on the system disk or key in another document ID number to rerun the program.

When a document is recovered from a damaged archive, some of the text of that document may be lost or scrambled. Check the contents of all recovered documents immediately after recovery and reenter any lost text.

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

3.7 RENAME DOCUMENT

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

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

WANG 2200 Word Processing System
Rename Document

Please Enter Data
Press EXECUTE to Continue

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

NOTES

If the new document ID number that has been entered is that of an existing document, the error message "New Document ID Already Exists" appears at the bottom of the screen. If this occurs, press CANCEL, enter an unused number for the new document ID, and press EXEC again.

After EXEC is pressed, if the document to be renamed is password protected, the messages "Enter Document 0001P Password ______" and "Password Protected" appear at the bottom of the screen. Enter the document password and press EXEC again.

3.8 DELETE GLOSSARY

3.8.1 Introduction

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

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

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

NOTE

Once a verified glossary has been completed, and no further editing is likely, the supervisor can save space on the system disk by deleting or archiving the source document. The result is that only the object file remains on the system. Now, the verified glossary can be attached and recalled, but not edited; that is, unless the source file is recreated or retrieved from the archive.
Use the Delete Glossary function, from the Supervisory Functions menu, to delete the object file of a verified glossary from the 2200 Word Processing System. Delete the source document by using the Delete from Library function. This can be found by selecting Document Filing from the 2200 Word Processing menu. (Refer back to Chapter 10 of the 2200 Word Processing Operator's Guide for details about document filing.)

3.8.2 Using the Delete Glossary Function

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

NOTE

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

CAUTION

Before any glossary is deleted, it must be detached from all terminals on the system. Deleting an attached glossary may damage other documents on the volume where the glossary resides.
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