
MiniWord

Reference Manual

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Congratulations, you have just taken delivery of a powerful word processing package specially tailored to meet the needs of the modern office. MiniWord is a full-featured word processor designed to operate on both mini and microcomputers. It offers a host of functions including: automatic word wrap, on-line spelling dictionary, mail merge and LaserJet support. MiniWord features:

- ◆ Landscape and portrait printing
- ◆ Automatic and manual page breaks
- ◆ Support for glossaries
- ◆ Menu driven; main operations selected from menus
- ◆ Block move and copy
- ◆ Text enhancement for bold, underline, italic, overstrike, superscript, and subscript
- ◆ Decimal tabs and wrap tabs
- ◆ On-line help facility
- ◆ ASCII file import/export
- ◆ Search and Replace
- ◆ Mail Merge
- ◆ Programmatic interface for integration with data processing applications
- ◆ Merge text from other documents
- ◆ Automatic headers, footers, and page numbering
- ◆ Hyphenation
- ◆ Right justification
- ◆ Multiple print pitch
- ◆ Go to Page
- ◆ User defined font selection
- ◆ And much more....

INSTALLATION

Installing MiniWord on the HP e3000 (MPEXL)

Installation via CD

1. Insert the MiniWord CD into your CD-ROM drive.
2. From the Taskbar, select RUN.
3. Type: D:\MINIWORD.exe (D being the letter of your CD-ROM drive) and follow the on screen instructions.
 - a. Type in the host name or IP address and press connect.
 - b. Login as MANAGER.SYS.
 - c. Once logged in, select the 'Begin' button.
 - d. Enter your Company Name.

The installation should proceed, displaying a progress bar as the files are restored to your system. After the install, simply activate MiniWord.

Installation via Dat Tape

```
:HELLO MANAGER.SYS
:NEWACCT MINISOFT,MGR;CAP=AM,AL,GL,SF,ND,IA,BA,PH,DS;
:ACCESS=(R,L,X:ANY;A,W:AC)
:FILE MWTAPE;DEV=TAPE
:RESTORE *MWTAPE;@.PUB.MINISOFT;SHOW    (all files will be restored from
tape)
:HELLO MGR.MINISOFT
:SETCATALOG MAINTUDC, MSUDC
```

Current MiniWord user should load the enclosed software in the following manner:

```
:HELLO MGR.MINISOFT
:FILE MWTAPE;DEV=TAPE
:RESTORE *MWTAPE;@.PUB.MINISOFT;SHOW
:SETCATALOG MAINTUDC, MSUDC
```

If you encounter a security violation when using MiniWord, perform the following procedure:

```
:HELLO MANAGER.SYS
:ALTACCT MINISOFT;ACCESS=(R,L,X,A,W:ANY)
:HELLO MGR.MINISOFT
:ALTGROUP PUB;ACCESS=(R,L,X,A:ANY;S:AL,GU)
```

:MANAGER (Type this to configure or add new printers and fonts. If you are prompted for terminal type, type the number 1 and press return. Press return after all other prompts until you come to the Manager main menu. Refer to the discussion on Manager beginning on page 10.)

:MINIWORD (Type this to run the word processing package. Remember if you are prompted for terminal type, type the number 1 and press [RETURN].)

Installing MiniWord on the HP9000 (HPUX)

1. Create a user “minisoft” and a directory “/usr/minisoft”.
2. Logon as “minisoft” and get into the “/usr/minisoft” directory:

```
Login: minisoft  
$ cd /usr/minisoft
```

3. Extract the files from the distribution media:

```
$ tar xvof <tape dev>
```

4. Move the files to the appropriate directories as follows:

MWACTV must reside in /usr/minisoft. All users must have “rw” access to the file MWACTV.

Files with execution permission should be moved to a directory, which is specified in the users “PATH” environment variable.

Installing MiniWord on a Personal Computer

Note: For a PC installation executable, please contact Minisoft.

1. Create a MiniWord directory on your personal computer.
2. Place the MiniWord CD in your CD-ROM drive.
3. From the Taskbar, select RUN.
4. Type: D:\MINIWORD.exe (D being the letter of your CD-ROM drive) and follow the on screen instructions.

RUNNING MINIWORD

Type MiniWord at the appropriate prompt for your computer system and press [RETURN]. (ie: either (:) on the HP e3000, (>) on the PC, or (#) on UNIX). MiniWord asks you a few questions the first time the program is run. If you do not know an answer press the [RETURN] key or the question mark (?) to list your possible choices.

```
:HELLO MGR.MINISOFT
ENTER USER PASSWORD:
HP3000/MPE V C.B1.00   THU, NOV, 1985, 3:36 PM
:MINIWORD

Terminal Type?  1
Local Printer Device?   external
Local Printer Type?    5
Keyboard translation table number?   [RETURN]
Screen translation table number?   [RETURN]
```

The first question MiniWord asks is “Terminal Type?”. To get a valid list of the terminal types for your machine just type a question mark (?) and press [RETURN]. Note the number which corresponds to the type of terminal you are using. The next time MiniWord prompts you for a terminal type you will know which number to enter. ALL Hewlett Packard block mode terminals are the number 1.

The next question is “Local printer device?”. The three correct responses are either “external”, “internal”, or [RETURN]. If you have a printer connected to a port on your terminal (*also known as a slave printer*) respond with “external”. For printers that are built into the terminal respond with “internal”. For Printers connected directly to the host computer press [RETURN].

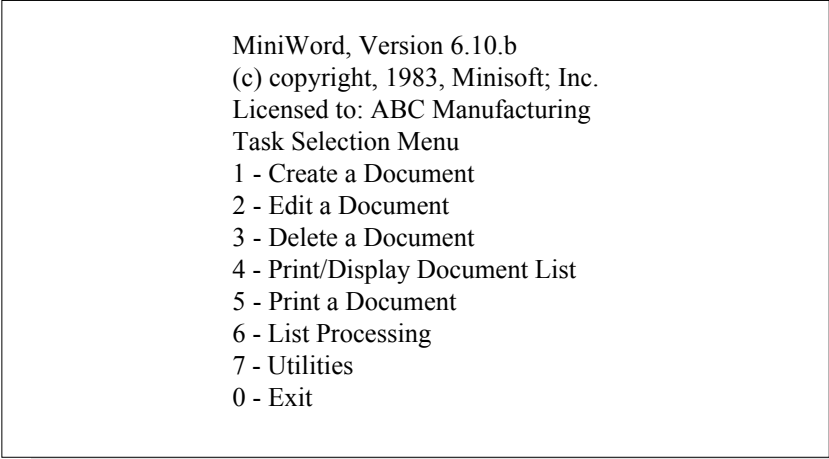
If you entered either “external” or “internal” MiniWord will ask you for the “Local printer type”. You will need to know what printer type you are using for your local printer. If you do not know type in the number 1 and press [RETURN]. To find out more about MiniWord printer types refer to the MANAGER discussion beginning on page 21.

The next two prompts, “Keyboard translation table number” and “Screen translation table number” are for translating foreign or scientific character sets with MiniWord. Refer to the discussion on Translation Tables beginning on page 29 of this manual. If you will be using the USASCII character set simply press [RETURN] at these two prompts.

MiniWord stores the information entered at all of these prompts in a file called MWCFG. If you need to change a terminal or printer type, purge the file MWCFG. The next time you run MiniWord you will be prompted for the information again. If you omitted any steps just delete MWCFG and run MiniWord again responding to all of the prompts.

Main Menu

The first screen you will see when you run MiniWord is the Task Selection Menu, also known as the Main Menu. The Main Menu displays the available word processing selections and the MiniWord version number, at the top of the screen.

A screenshot of the MiniWord Task Selection Menu. The text is centered and reads: MiniWord, Version 6.10.b
(c) copyright, 1983, Minisoft; Inc.
Licensed to: ABC Manufacturing
Task Selection Menu
1 - Create a Document
2 - Edit a Document
3 - Delete a Document
4 - Print/Display Document List
5 - Print a Document
6 - List Processing
7 - Utilities
0 - Exit

```
MiniWord, Version 6.10.b
(c) copyright, 1983, Minisoft; Inc.
Licensed to: ABC Manufacturing
Task Selection Menu
1 - Create a Document
2 - Edit a Document
3 - Delete a Document
4 - Print/Display Document List
5 - Print a Document
6 - List Processing
7 - Utilities
0 - Exit
```

Make a selection by pressing a number corresponding to a function you wish to execute. For example, if you wish to create a document, press the number 1. The only valid keys in this menu are the numbers zero through seven. If you press any other key, MiniWord will display the “Invalid Key” error message.

- Selection “1 – Create a Document” allows you to generate a new document.
- Selection “2 – Edit a Document” lets you make additions or corrections to existing documents.
- Selection “3 – Delete a Document” removes and deletes a MiniWord document from the specified folder. *Remember only delete a MiniWord document from within MiniWord.*
- Selection “4 – Print/Display Document List” gives an index to all existing documents from the specified folder. You can display the list on the screen or print it to a printer.

- ♦ Selection “5 – Print a Document” allows you to print documents.
- ♦ Selection “6 – List Processing” allows you to merge information from a list document with a form document for mass mailing applications.
- ♦ Selection “7 – Utilities” brings up the Utilities Menu. From the Utilities Menu you can change the name of a document, set up defaults for document formatting and printing, create and edit glossaries, set default folder assignments, transfer documents to other folders, and convert MiniWord documents to ASCII file formats.

The Folder Field

MiniWord uses the “Folder” field to find and save documents. If this field is left blank, MiniWord defaults to the user’s logon group and account or directory.

On the HP e3000 version, specify document location by GROUP.ACCOUNT. For example, to specify the group PUB and the account MINISOFT, enter PUB.MINISOFT in the “Folder” field. If you are logged on to an account and the desired group is in the same account, only the group name is needed. If you leave the field blank, MiniWord will use the login group and account.

When using the personal computer version, specify the location by disk drive or directory. Example: to specify disk drive B, enter **B:** in the “Folder” field. **C:\subdirectory** specifies a subdirectory on the C drive. Leaving the field blank indicates that MiniWord should use the default drive and directory. *Miniword does not create or delete directories, but uses the directories setup through DOS.*

On the HP9000, specify document locations using the directory/subdirectory format. For example, to specify the directory /usr/minisoft on the HP9000, enter /usr/minisoft in the “Folder” field. Leaving the field blank causes MiniWord to use the default directory.

Working in MiniWord Menus

MiniWord supports the use of the [SPACEBAR], [BACKSPACE], LEFT and RIGHT arrow keys to move within a field. Typing past the end of any given field moves the cursor to the next field in the menu. Use [RETURN] or [TAB] to move from field to field. Pressing [SHIFT] and [TAB] at the same time (BACKTAB) moves you back to the previous field

In menu fields use the DELETE and INSERT SoftKeys to alter text. To delete a character, position the cursor underneath that character. Press “DELETE” or CTRL/D to delete the character(s). To insert text before a character, position the cursor underneath that character. Press “INSERT” or CTRL/F to get into insert mode. A message will appear at the top of the screen to let you know you are in insert mode. Type in the text. MiniWord automatically reformats the field. To leave insert mode, press “INSERT” or CTRL/F again.

The MiniWord Edit Screen

After completing the "Document name" and "Folder" fields, press "ADVANCE" or CTRL/A to reach the MiniWord edit screen.

```
FORM LETTER
PG 0001 LINE 01 Col 001 | | | | | | | | | | | | | | | |
L...T.....R
#To: All Stockholders
>
>From: Board of Directors
>
>Subject: Highlights of the Annual Meeting
>
>    ^The annual meeting of stockholders was held in New York
City on April 26, 1991. Approximately 78% of shares entitled to vote
were represented at the meeting. The stockholders:
>
>    ^Elected Susan Jones and David Smith to three year terms as
directors of the company.
>
>    ^Approved the adoption of Fedders' Stock Option Plan V.
>
>
>    ^Ratified the appointment of the public accounting firm.
```

Screen Information

While editing a document, the top three lines and column one of your screen display information about cursor location, current margins, character attributes (i.e. bold, underline), and error messages.

Page, Line, and Column Counters

The page, line, and column counters in the upper left hand corner of the screen, give the location of the cursor within the message. The page counter reports the page of the message in which the cursor is currently located. The line counter indicates the cursor's line position within that page, and the column counter indicates the cursor's column position.

Format Ruler

The dotted line running across the top of the screen represents the format ruler. It shows where margins and tabs are set, what type of tabs have been set, and whether or not the right margin is justified. The ruler has either the system's default values or the user's own personal values. Valid format ruler options are: "L" and "2" for the left margin. "L" indicates single line text while the number "2" indicates double line text. The right margin can be set with an "R" or "J". Use "R" for ragged right margins and "J" for right justified margins. There are three valid tab marks which you can place anywhere between the left and right margins. These are "T" for one line indents, "W" for wrap tabs or temporary left margins, and "D" for decimal tabs.

Status Messages

Status messages appear at the top of the screen to the right of the page, line, and column counters and above the format ruler in a space designated as the status window. These messages flag errors or tell you your mode of operation. For example, when using ADVANCE mode, the word "Advance" appears in the status window. Error messages are accompanied by a beep to attract your attention to the status window. There are status messages for bold, underline, overstrike, variable, superscript, subscript, alternate character and hyphenation. Whenever the cursor passes underneath a section of enhanced text, a status message appears at the top of the screen identifying the enhancement(s).

Indicators

Column 1 of the screen is reserved to display MiniWord indicators. These symbols help the user to format the document and provide assistance when reading other documents. Indicators are not printed.

+ - marks automatic pagination

* - marks forced page without page parameters

- marks forced page with page parameters

> - marks start of paragraph

The paragraph marker is highlighted if a format ruler has been specified for that line.

\$ - comment line

Pressing the COMMENT key places a “\$” (dollar) mark in the document. A comment line is for text that is to be displayed on the screen but not printed.

^ - marks a tab

When you press the TAB key, the column preceding the tab is marked with a “^”.

< - marks a centered line.

When you press the CENTER key a “<”, the less-than sign, is displayed at the end of the line identifying the line as a centered line.

To save the document press the “END” SoftKey or CTRL/Y twice. MiniWord automatically saves and creates a new document.

Edit a Document

Selecting “2 – Edit a Document” allows you to make any changes or modifications to an existing document. In the Edit a Document menu, enter the name of the document you wish to edit in the “Document Name” field. The document you just created will still be in the Document Name field. Press “ADVANCE” or CTRL/A to proceed to the edit area.

After you are done editing a document press “END” or CTRL/Y twice. Since you were editing a document that already existed you are presented with the following menu.

- 1 – Save the changes over the old version of the document
 - 2 – Save the changes to a new document
 - 3 – Ignore any changes, leave the old version of the document unchanged
- Press the appropriate number

Pressing “1” replaces the old version of the document with the version you just finished editing. All your editing changes are saved.

Pressing “2” allows you to save the edited document to a new name. This option leaves the old version of the document unchanged. MiniWord displays a menu allowing you to designate the name and folder of the new document. MiniWord displays a menu to designate the name and folder of the new document.

Pressing “3” ignores any changes you made to the document while editing it. MiniWord prompts you to be sure. If you do not want to save the changes type in a “Y” at the “Are you sure?” prompt. Otherwise type “N” for “no”; then choose the correct option. After pressing option 1, 2, or 3, MiniWord returns to the main menu.

Function Keys, SoftKeys and CTRL(Control) Keys

The “functions” referred to in this manual are only applicable when using a keyboard which provides function keys. On Hewlett-Packard terminals and personal computers emulating HP terminals, function keys are highlighted “boxes” at the bottom of the screen. These function keys are also referred to as SoftKeys. MiniWord commands will display in these SoftKeys which are also labeled F1 through F8. To execute a command merely press the F# key which corresponds to the function desired.

MiniWord also features a CTRL (control) key approach for the execution of most word processing commands. Often the CTRL keys can be used to reduce the number of key-strokes required to execute a particular command. The CTRL key sequences are available on all personal computers and terminals. To execute a CTRL key command, press the key labeled “CTRL”, then while the key is still depressed, press the appropriate alpha (letter) key. *For example the CTRL key and the letter B would turn the BOLD function key on in MiniWord.* A template is available from Minisoft that identifies all of the valid CTRL key combinations.

CTRL + A = Advance
CTRL + B = Bold
CTRL + C = Center
CTRL + D = Delete
CTRL + E = Right arrow
CTRL + F = Insert
CTRL + G = Format
CTRL + H = Backspace
CTRL + I = Tab
CTRL + J = Word of Variable
CTRL + K = Sentence
CTRL + L = Line
CTRL + M = Paragraph
CTRL + N = Move/Copy
CTRL + O = Overstrike
CTRL + P = Page
CTRL + Q = Up arrow (not available with MPE/XL systems)
CTRL + S = Backup (not available with MPE/XL systems)

CTRL + T = Doc/Text Insert
CTRL + U = Screen
CTRL + V = Search and replace
CTRL + W = Down arrow
CTRL + X = Subscript
CTRL + Y = End
CTRL + Z = Superscript
CTRL + -= Shift then Underline
CTRL + ->= End of Line (PC only)
CTRL + <-= Beginning of Line (PC only)

MANAGER

Manager is used to set up Printer Definitions, Font Configurations, Translation Tables and Folder Assignments for use with MiniWord. The menus in Manager operate in exactly the same way as the menus in MiniWord. To move from field to field in a menu, use the [TAB] or [RETURN] keys. After entering the information into a menu, press the ADVANCE SoftKey or CTRL/A. To cancel and exit a menu, press the number zero.

Manager, version 3.00.a
(c) Copyright, 1983, Minisoft, Inc.
Task Selection Menu

- 1 - Printer Definitions
- 2 - Font Configuration
- 3 - Translation Tables
- 4 - Set Folder Assignments
- 0 - Exit

Printer Definitions

Every printer used with MiniWord must be defined in Manager. Each printer is required to have a unique name, eight characters or less, to identify that printer for use with MiniWord. The printer definition includes the printer name, printer class, printer type, and device or logical device number (LDN). Selecting option “1 – Printer Definitions” displays the Manager Printer Definition Menu.

Printer Definitions Menu

- 1 - Add a Printer
- 2 - Change a Printer
- 3 - Delete a Printer
- 4 - List all Printers
- 5 - Configure Conventional Printer Types
- 6 - Configure Multiple-Font Printer Types
- 7 - List Printer Types
- 0 - Return to the Task Selection Menu

Add a Printer

From the Manager Printer Definitions Menu select option “1 – Add a Printer”. In the printer name field type in any name, eight characters or less. This will be the name used for the printer name in the MiniWord Print Menu. Next, choose the printer “Class” type. You have two choices: “Multiple-Font” and “Conventional” types. You must define a printer as “Multiple-Font” type to take full advantage of the multiple font selection available with Advanced Formatting.

In the Type field key in any valid conventional or multiple-font printer type. Manager will immediately display the printer name associated with the printer type entered. If you don’t know your MiniWord printer type refer to the section below on listing printer types.

The Device field is used to specify on what device or logical device the printer is located. On personal computers the printer device is usually LPT1 or LPT2. On the HP3000 computer systems it is usually a number or device name (LP). If the logical device is a number, enter **just the number** in the Device field.

```

Add a Printer

Printer name..Laser
Class.....Multiple-Font
Type.....2 HP LaserJet II
Device.....22
```

Displaying a List of Printer Types

Manager comes with a number of conventional and multi-font printer types already defined for your use. The predefined printers can be displayed with option “7 – List Printer Types”. After selecting option “7” the Manager program will display a list of multi-font printers and then a list of conventional printer types. Examples of the Multiple-Font and Conventional printer types lists are shown below.

```

Printer types: Multiple-Font

1 HP LaserJet
2 HP LaserJet II
3 HP LaserJet IID Simplex

End of list, press any key
```

Printer types: Conventional

- 1 – Generic Printer
- 2 – LaserJet Default Font
- 3 – LaserJet Font Cartridge E
- 4 – LaserJet Font Cartridge F
- 5 – LaserJet Font Cartridge G
- 6 – LaserJet Font Cartridge N
- 7 – HP 2601, Diablo 16xx, 6xx
- 8 – HP 2602
- 9 – HP 2603
- 10 – HP 2631
- 11 – HP 263x
- 12 – HP ThinkJet (HP Mode)
- 13 – C-ITOH F-10
- 14 – IBM QuietWriter
- 15 – Mannesman Tally 160/180
- 16 – NEC 55x0
- 17 – NEC 77x0
- 18 – Okidata 92/93
- 19 – Texas Instruments 855
- 20 – Toshiba P1350
- 21 – LaserJet Font Cartridge B
- 22 – LaserJet Font Cartridge L
- 23 – LaserJet Font Cartridge A
- 24 – LaserJet Font Cartridge D
- 25 – LaserJet Font Cartridge C

Defining new Printer Types

Manager allows the user to define brand new printer types. You may also modify any existing printer type to suit your own specifications. From the Printer Definitions menu select either option “5 – Configure Conventional Printer Types” or option “6 – Configure Multiple-Font Printer Types”. Press the [RETURN] key in the Printer Type field. Manager automatically assigns a new printer type number. The two Printer Type Configuration screens should then be filled in with the appropriate escape sequences. Up to 21 ASCII values can be defined per field. Remember to “ADVANCE” or CTRL/A through both of the screens below to save your new printer configuration.

Multiple-Font Printer Type Configuration – Character and General Format Control

Printer type... Printer name..

Precede control characters with a “!” (e.g. !A is a CTRL/A)

Bold on.....![s3B	Bold off.....![s0B
Under on...![&dD	Under off...![&d@
Subsc on...![=	User off.....![s0S
Super on...![&a-1R	Subsc off...![&a-1R
Overstrike.!H	Super off...![=
4.4 lpi.....![&111C	4 lpi.....![&112C
5.3 lpi.....![&19C	4.8 lpi.....![&110C
6.9 lpi.....![&17C	6 lpi.....![&18C
9.6 lpi.....![&15C	8 lpi.....![&16C
Form Feed..	12 lpi.....![&14C
Pause.....	Line feed
	No frm feed
Horizontal cursor positioning..![&a#H	
Xlat table.#.0 Table name..Table is not defined	

Multiple-Font Printer Type Configuration – Loading and Job Control (Global)

Printer Type... Printer name...

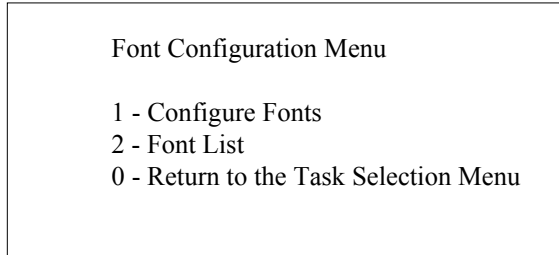
Precede control characters with a “!” (e.g. !A is ctrl A)

Load seq 1: Start.	Stop.
Load file 1.....	
Cntrl seq 1: Init.	Term.!&11h
Load seq 2: Start.	Stop.
Load file 2.....	
Cntrl seq 2: Init.!&100	Term.!E
Load seq 3: Start.	Stop.
Load file 3.....	
Cntrl seq 3: Init.!&110	Term.!&100
Load seq 4: Start.	Stop.
Load file 4.....	
Cntrl seq 4: Init.!&11o3h81A	Term.
Load seq 5: Start.	Stop.
Load file 5.....	
Cntrl seq 5: Init.!&14H	Term.

If you are planning to configure a printer type that has similar escape sequences to a printer already defined in Manager, you may want to try the following shortcut. Find a printer configuration which is similar to the new one you wish to create. Enter the configuration type number in the “Printer type” field. The cursor will now be in the printer name field. Press [SHIFT][TAB] to move back one field. Type the number 00 in the printer type field. Note that Manager assigns a new printer type number but the old escape sequences remain. Type in your new printer name and change any existing escape sequences. This procedure eliminates the need to key in each individual escape sequence.

Configuring Fonts

MiniWord provides 70 predefined fonts for your use. You can also define your own fonts that can be used with MiniWord documents. Choose option “2 – Font Configuration” from the Manager Main Menu to define a new font, modify existing fonts, or display currently defined fonts.



Option “1 – Configure Fonts” from the Font Configuration Menu is used to configure the select and downloading escape sequences for multiple-font printers. Only the first three fields of the menu are used to configure fonts that reside in font cartridges. The font ID is automatically assigned. The name field is used to give a name to the font. The select sequence field should contain the escape sequence needed to select the font. This escape sequence can be found in the documentation for the font cartridge.

All fields in the Font Configuration Menu are used to configure downloadable fonts. The download start sequence field should contain an escape sequence to initiate downloading of the font to the printer. The download stop sequence field should contain an escape sequence to terminate the downloading of the font to the printer. The font file name field should contain the fully-qualified font file name.

Font Configuration

Font ID.. Name..

Precede control characters with a “!” (e.g. !A is ctrl A)

Select Sequence....

Download start sequence.....

Download stop sequence.....

Font file name....

Font List

MiniWord includes over 65 predefined fonts for your use. Selecting option “2 – Font List” from the Font Configuration menu allows you to list the available fonts on your CRT screen.

Fonts:

- 1 Courier, 10cpi, 12pt, ROMAN-8
- 2 Courier Bold, 10cpi, 12pt, ROM8
- 3 Courier Italic, 10cpi, 12pt, ROM8
- 4 Courier, 10cpi, 12pt, Legal
- 5 Courier Bold, 10cpi, 12pt, Legal
- 6 Courier Italic, 10cpi, 12pt, Legal
- 7 Courier, 10cpi, 12pt, USASCII
- 8 Courier Bold, 10cpi, 12pt, USASCII
- 9 Courier Italic, 10cpi, 12pt, USASCII
- 10 Prestige Elite, 12cpi, 10pt, ROM8
- 11 Prestige Bold, 12cpi, 10pt, ROM8
- 12 Prestige Italic, 12cpi, 10pt, ROM8
- 13 Prestige Elite, 12cpi, 10pt, USASCII
- 14 Prestige Bold, 12cpi, 10pt, USASCII
- 15 Prestige Italic, 12cpi, 10pt, USASCII
- 16 Prestige Elite, 12cpi, 10pt, Legal
- 17 Prestige Bold, 12cpi, 10pt, Legal
- 18 Prestige Italic, 12cpi, 10pt, Legal

Press any key to continue

Translation Tables

Translation tables give the user the ability to change single character values or entire character sets. Their main function is to change the base character set, Roman-8, to some other character set for printers that support alternate character sets. All Minisoft applications save files in the base character set, Roman-8. Roman-8 contains the ASCII character set plus international characters and symbols. The ASCII character sets starts at decimal 32 and ends at decimal 127. The international characters and symbols start at 128 and end at decimal 255.

An example use of translation tables: A user wants to use the Roman-8 character $\frac{1}{2}$ (decimal 248) in a document but their printer only uses the IBM-8 character set. In the IBM-8 character set, $\frac{1}{2}$ is decimal 171. The user could define a translation table that converts the Roman-8 character to the corresponding IBM-8 character. In position 248 of the table, the user would enter 171. To use the defined table with their printer, the user would go to Configure Printer Types and bring up their printer's Printer Type and change "Xlat table#" on screen number 2 to the corresponding table number.

When defining tables, each value in the table must have a corresponding value, because when a table is used, the program takes each value as a literal. For example, if the value for a space (decimal 32) is left to 00, the program will convert a space to 00, which is a null.

For IBM PCs, the translation tables have an added use. The standard character sets for these PCs is the IBM-8 character set. The base character set for Minisoft applications is the Roman-8, so a translation is needed. Translation tables 1 and 2 are used for these translations. Table 1 is used for the conversion from the keyboard to memory. Table 2 is used for the conversion from memory to the screen display. This way the characters are stored in Roman-8 but are displayed in the PC's character set, IBM-8.

Translation tables are saved in the file MWTRNS. If this file does not exist, no conversions take place. The file is not needed if the user is only going to use ASCII characters, because these character values are the same on each machine. To enter extended characters for the IBMPC, use the following table.

Table #	Table Name
1	IBM-8 to Roman-8
2	Roman-8 to IBM-8
3	DEC Multinational to Roman-8
4	Roman-8 to DEC Multinational
5	Macintosh to Roman-8
6	Roman-8 to Macintosh

Set Folder Assignments

Selecting option “4 – Set Folder Assignments” off of the Manager Task Selection Menu presents the user with the menu displayed below:

Folder Assignments	
Printer Config....	<input type="text" value="PUB.MINISOFT"/>
Translate Tabs...	<input type="text"/>

The Translate Tabs field specifies the location, or folder of the MWTRNS file. If this field is left blank, MiniWord will default to the users logon group and account.

The Printer Config field allows the user to specify what group and account MiniWord looks to for its printer definitions. In our example, MiniWord will look for its printer definitions and configurations in the PUB group.

Advance

ADVANCE serves two purposes in MiniWord. The first is to help the user move through a document during an editing session. The second purpose is to update (or save) the information in a MiniWord menu screen.

Pressing the ADVANCE SoftKey or CTRL/A during an editing session will place the user into ADVANCE mode. The ADVANCE SoftKey is located under the UNIT MOVEMENT SoftKey. MiniWord informs you when you are in advance mode by displaying the message “Advance” at the top of the screen in the message display area.

The following keys may be used for cursor movement in ADVANCE mode; [TAB] (moves the cursor a tab mark at a time), [RETURN] (moves the cursor a return mark at a time), CTRL/J (word at a time), CTRL/K (sentence at a time), CTRL/L (line at a time), CTRL/M (paragraph at a time), CTRL/U (screen at a time) and CTRL/P (page at a time). To exit advance mode, press ADVANCE or CTRL/A.

In a MiniWord menu screen, pressing ADVANCE or CTRL/A will update the information in the screen. If the menu has more than one screen, ADVANCE will move you to the next screen. Pressing END or CTRL/Y instead of ADVANCE or CTRL/A will terminate the screen without updating the information in it.

Advanced format

Advanced formatting allows you to define up to 10 fonts per format ruler in a document. The defined fonts are selected in a document using the FONT SoftKey.

Position your cursor at the point where you want to define new fonts. Press the FORMAT SoftKey or CTRL/G to get into the MiniWord format ruler. Press the ADVANCED FORMAT SoftKey, F1, to display the Advanced Formatting menu. Remember to press the FORMAT SoftKey or CTRL/G again to exit from the format ruler when you are done with the Advanced Formatting menu.

The Pitch field allows you to designate the number of characters that will fit into a line of text in your document. The values available in the Pitch field are 10, 12, and 15 characters per inch (cpi). This is a NEXT CHOICE/PREVIOUS CHOICE field.

The Lines-per-inch field allows you to specify how many lines to print in one vertical inch. For example 6 lines per inch is equivalent to single line spacing. The values available in this field are 4.0, 4.4, 4.8, 5.3, 6.0, 6.8, 8, 9.6 and 12 lines per inch. This is a NEXT CHOICE/PREVIOUS CHOICE field.

The fonts fields are labeled 0 through 9. Each fonts field is 24 characters long. Type in the font id# for the fonts you wish to have in your document. MiniWord automatically displays the font description. Press ADVANCE to save the information entered into the Advanced Formatting menu. Press FORMAT or CTRL/G to exit the format ruler. Every format ruler in a document can have its own Advanced Formatting definitions.

Advanced Format			
Pitch.....	10 cpi	Lines per inch.....	6 lpi
Fonts:			
Font 0:	ID#..34	Name..TMS RMN, 8pt,	ROMAN-8
Font 1:	ID#..04	Name..Courier, 10cpi,	Legal
Font 2:	ID#..12	Name..Prestige Italic, 12cpi,	ROM8
Font 3:	ID#..45	Name..Helv Italic, 10pt,	USASCII
Font 4:	ID#..65	Name..Present. Bold, 8.1 cpi,	16pt, USASCII
Font 5:	ID#..15	Name..Prestige Italic, 12cpi,	10pt, USASCII
Font 6:	ID#..09	Name..Courier Italic, 10cpi,	12pt, USASCII
Font 7:	ID#..18	Name..Prestige Italic, 12cpi,	10pt, Legal
Font 8:	ID#..01	Name..Courier, 10cpi,	12pt, ROMAN-8
Font 9:	ID#..08	Name..Courier Bold, 10cpi,	12pt, USASCII

Backspace

The BACKSPACE key moves the cursor 1 column to the left. The text in a document is not affected by the [BACKSPACE] key because it is not destructive. If the cursor is at the left margin, pressing the [BACKSPACE] key moves the cursor to the right margin of the previous line. If you hold the BACKSPACE key down, the cursor will move to the left until you release the key or until the cursor encounters the beginning of the document. The LEFT arrow key works in the same way as the BACKSPACE key.

Backup

Pressing the BACKUP SoftKey or CTRL/S during an editing session activates backup mode. **CTRL/S is not available on MPE/XL systems.** Use of the CTRL/S function key combination by MPE/XL users can “freeze” the terminal session. Pressing CTRL/Q will unfreeze the terminal. The BACKUP SoftKey is located under the UNIT MOVEMENT SoftKey. MiniWord informs you when you are in backup mode by displaying the message, “Backup”, at the top of the screen in the message display area.

The following keys may be used for cursor movement in backup mode; [TAB] (moves the cursor a tab mark at a time), [RETURN] (moves the cursor a return mark at a time), CTRL/J (word at a time), CTRL/K (sentence at a time), CTRL/L (line at a time), CTRL/M (paragraph at a time), CTRL/U (screen at a time), and CTRL/P (page at a time). To exit backup mode press BACKUP or CTRL/S, or turn advance mode on by pressing ADVANCE or CTRL/A.

Backtab

BACKTAB moves the cursor back one field in MiniWord menus or back one tab mark in the format ruler. To generate a BACKTAB press the [SHIFT] key and the [TAB] key together.

Bold

The BOLD SoftKey is used to enhance text. Text that is “bolded” in MiniWord will print darker on printers that support bolded text.

Press BOLD or CTRL/B to activate bold mode. Type in your text. Notice that the bolded text is highlighted as you type. Press BOLD or CTRL/B again to exit bold mode. Whenever the cursor passes under bolded text, the “Bold” indicator appears at the top of the screen.

To bold existing text, move the cursor underneath the first character you wish to bold. Press BOLD or CTRL/B and move the cursor to the right or down a line at a time. As the cursor passes under each character, and inverse highlight displays indicating bolded text. If you mark too much text, simply backspace or use the left arrow key to unmark the bold enhancement. Press BOLD or CTRL/B to exit from BOLD mode.

To remove the bold enhancement, position the cursor at the beginning of the bolded text. Press DELETE or CTRL/D, then press BOLD or CTRL/B to remove all unwanted bolded text.

Center

The CENTER SoftKey (CTRL/C) is used to center text between the left and the right margins. To center existing text, position the cursor anywhere on the line you wish to center. Press CENTER or CTRL/C. All text on the line will be centered between the left and the right margins. MiniWord places a center mark, “<”, at the end of the centered line. To delete centered text, move the cursor to the centered line. Press DELETE or CTRL/D, then CENTER or CTRL/C. The text will reformat along the left margin and the center mark (<) will disappear.

Column Counter

The COLUMN COUNTER SoftKey is used to toggle the column counter on and off. Turning the column counter off may allow MiniWord to perform cursor movement and general editing much faster. Turn off the column counter by pressing the COLUMN COUNTER SoftKey. Press this key again if you want to turn the column counter back on.

Comment Line

Pressing the COMMENT SoftKey inside a MiniWord document changes the current line to a comment line. A comment line is denoted by a dollar sign indicator, \$, in screen column one. Text on this line is not printed; it only appears on the screen.

Control Keys (CTRL)

The MiniWord word processing package also features a CTRL key approach for the quick execution of most word processing commands. Often the CTRL keys can be used to reduce the number of keystrokes required to execute a particular command. The CTRL key sequences are available on all machines and terminals. To access a CTRL key sequence, press the key labeled “CTRL”, then while the key is still depressed, press the appropriate alpha key. A CTRL key template is available to help identify the valid CTRL keys.

The following is a list of the valid CTRL keys.

CTRL + A = Advance	CTRL + O = Overstrike
CTRL + B = Bold	CTRL + P = Page
CTRL + C = Center	CTRL + Q = Up arrow
CTRL + D = Delete	CTRL + S = Backup
CTRL + E = Right Arrow	CTRL + T = Doc/Text Insert
CTRL + F = Insert	CTRL + U = Screen
CTRL + G = Format	CTRL + V = Search and Replace

CTRL + H = Backspace	CTRL + W = Down Arrow
CTRL + I = Tab	CTRL + X = Subscript
CTRL + J = Word of Variable	CTRL + Y = End
CTRL + K = Sentence	CTRL + Z = Superscript
CTRL + L = Line	CTRL + -= Shift then Underline
CTRL + M = Paragraph	CTRL + ->= End of Line (PC only)
CTRL + N = Move/Copy	CTRL + <-= Beginning of Line (PC only)

MPE/iX users should use CTRL+R to enable the backup function. Using CTRL+S on MPE/iX systems causes the terminal to freeze. If this happens, press CTRL+Q to unfreeze the terminal. Whenever the “PARAGRAPH” function key is referenced you may also use the [RETURN] key on your keyboard. To access the “TAB” function, use your [TAB] key or CTRL/I. To use the “BACKSPACE” function press your [BACKSPACE] key or CTRL/H.

Copy

The COPY SoftKey or CTRL/N allows a user to copy text while editing a document.

Place the cursor at the beginning of the text block that is to be copied and press the COPY SoftKey or CTRL/N. If CTRL/N is used, MiniWord will prompt “(M)ove or (C)opy”. For copy type the letter N. The COPY SoftKey can be found under the SoftKey labeled MAIN FUNCT’NS.

Highlight the text to be copied by using the DOWN or RIGHT ARROW keys. Users can also mark and unmark text to be copied with the PAGE DOWN and PAGE UP keys. After highlighting the text to be copied press the “MOVE/COPY” SoftKey or CTRL/N to save the copied text to a temporary buffer. The message “Text copied” will appear in the message window. Cancel the copy by pressing END or CTRL/Y before pressing MOVE/COPY or CTRL/N.

Insert the copied text by first placing the cursor at the desired location in the document. Press COPY or CTRL/N and the copied text is inserted. Notice that MiniWord automatically reformats the text displaced by the copy function.

COPY can also be used to copy text from one document to another. After pressing the MOVE/COPY SoftKey, exit out of the current document. (You can choose to save your changes or ignore them upon exiting the document.) Create a new document or edit an existing one. Position the cursor in the new document and press the COPY SoftKey or CTRL/N to insert the text.

Decimal Tab

Decimal Tab is very useful for typing in columns of numbers. Add a Decimal Tab to a format ruler by pressing CTRL/G or FORMAT. Once in the format ruler move the cursor to the desired column and type the letter “D”. Press CTRL/G or FORMAT to return to the document edit area.

At a Decimal Tab, all digits (0-9) and the characters “\$”, “+”, “-“ or “(“ move to the left of the Decimal Tab mark until the user types a decimal point, blank space, return, or period. The decimal point will always line up with the tab mark, “D”, in the format ruler. Characters and numbers following the decimal point are entered in the normal manner. If the user types in letters instead of numbers at a Decimal Tab, the Decimal Tab will function as a regular tab mark.

```

DECIMAL
PG 0001 LINE 01 COL 005
...L.....D.....D.....R..
#          ^(12345)      ^$123.45
>          ^ (345685)    ^Example text
>          ^+7.80       ^1234

```

Delete

The DELETE SoftKey or CTRL/D is used to delete text or to delete formatting marks like tabs and returns.

Delete text by positioning the cursor at the beginning of the text to be deleted. Press DELETE or CTRL/D to enter delete mode. The word “Delete” appears in the message window in the upper right hand portion of the MiniWord edit screen. Cursor arrow keys can be used to mark or highlight the text to be deleted. Move the cursor (right to mark the text or left to unmark the text) until all the text to be deleted is highlighted. Press DELETE or CTRL/D a second time to delete the marked text and exit from delete mode. Exit from delete mode without deleting any text by pressing the SoftKey labeled CANCEL. CTRL/Y will also cancel a deletion.

Any mark may be deleted by turning on DELETE first and then pressing the key representing the mark to be deleted. For example: delete a page mark (*) by pressing DELETE and then PAGE or CTRL/P, paragraph marks (>) can be deleted with CTRL/D and then pressing the [RETURN] key, format rulers can be deleted with a CTRL/D and a CTRL/G or FORMAT, and underlined text can be deleted by pressing DELETE and then UNDERLINE.

Deleting a Document

Selection number 3 on the MiniWord Main Menu is “Delete a Document”. The Delete a document menu asks for the name, folder and password (if the document has one) of the document to be deleted. Complete the menu and press ADVANCE or CTRL/Y to delete the document. MiniWord will prompt with “Are you sure (Y or N)?” Enter a “Y” for yes or “N” for no. Pressing END or CTRL/Y will cancel the deletion and will return the user to the Mini/Word “Task Selection Menu”.

Delete a Document

Document name..

Folder.....

Password...

Document List

Selection number 4 on the MiniWord Main Menu is “Print/Display Document List”. The Document List function provides users with valuable information pertaining to documents such as: document name, date last edited and modified, document file name and subject.

Document List Menu

Folder..

Starting document..

Print on.. Lines per page..

Print.. List

Fill in for match:

Subject.....

Written for...

Enter the folder name in the “Folder” field: GROUP.ACCOUNT (HP e3000) or DIRECTORY/SUBDIRECTORY (PC & HP9000). The “Starting document” field allows the user to be selective in displaying or printing the document list. By entering the actual document name in this field MiniWord will only display information on the one document. The user can also enter just a letter. For example the letter “S” would cause MiniWord to only display documents with the letter S and after.

The “Print on” field determines on what printer the document list will print. The user can enter any defined printer name such as LP or LOCPRINT (for a local slave printer). Leaving this field blank causes the document list to display on the CRT screen. The “Print...list” field determines the amount of information that will be printed or displayed. Use the UP or DOWN arrow keys to select either a “Compact” or “Expanded” list.

The “Subject” and “Written for” fields can be filled in to print or display only those documents that match these fields. For example, the user could enter the name “JOHN” in the “Written for” field and get a document list of only those documents written for John. **Remember that “Expanded” must be selected to use the “Subject” and “Written for” field.** Press ADVANCE or CTRL/A to print or display the document list. END or CTRL/Y will cancel the document list function and return the user to the main menu.

Select Doc# or RETURN(continue) or END (stop):

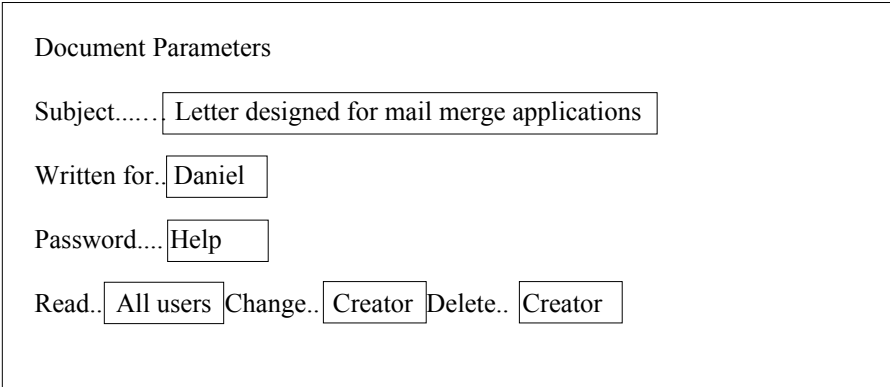
Folder:

1 Document name...GRAPHICS File name...MW0000
 Subject....Trends for computer graphics in the 90's
 Written for...Mollie Creator
 Read/Write/Del..Creator /Creator /Creator Password...
 Date/time created.01/11/92 1:15pm Date/time edited..03/17/92 11:13a

2 Document name...LETTER File name...MW0004
 Subject....Letter designed for mail merge applications
 Written for...Daniel Creator
 Read/Write/Del..All users /All users /All users Password... HELP
 Date/time created.03/17/92 9:57pm Date/time edited..03/17/92 10:04a

Document Parameters

Document Parameters allow information such as “Subject”, “Written for” and “Password” to be kept for individual documents. The “Subject” and “Written for” fields in particular are used with the Document List function. Press the SoftKey labeled MISC FUNCT’NS. A new row of SoftKeys will be displayed. Press the SoftKey labeled DOCUMENT PARMS. The following menu is displayed:



Document Parameters

Subject..... Letter designed for mail merge applications

Written for.. Daniel

Password.... Help

Read.. All users Change.. Creator Delete.. Creator

The fields “Subject”, “Written for” and “Password” are optional. The “Subject” field consists of 60 spaces that can be used for a short description of the document. The “Written for” field is 30 spaces and is used for naming the document author or keeping track of who the document was written for. The “Password” field is 8 spaces and is used for document security. Only users who know the password will be able to gain access to the document to edit, print or delete.

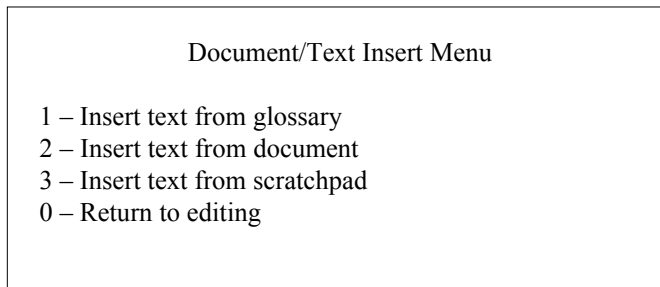
NOTE: Be cautious of using the password feature. Once the password is forgotten it will be difficult to find.

The “Read”, “Change”, and “Delete” fields are used to specify who may have access to the document. The options for each of these fields are “Creator” or “All users”. These options are selected by pressing either the UP or DOWN arrow keys. If ALL USERS is selected for

all three fields, any user can access a document and make changes or delete it. Be sure and choose the document security parameters wisely. For example changing the “Read” field to “All users” would allow anyone on the system to read, but not change or delete the document.

Document/Text Insert

Insert text from another document, glossary, or scratchpad by using the DOC/TEXT INSERT SoftKey or CTRL/T. Remember to position the cursor before pressing CTRL/T or the DOC/TEXT INSERT SoftKey. MiniWord inserts all new text directly after the position of the cursor.



Selection “1 – Insert text from glossary” will insert the entire contents of a particular glossary into another glossary, document or scratchpad.

A glossary is just like a document with the following two exceptions. When glossaries are first created, they do not have page marks or format rulers. To place a page mark in a newly created glossary just press the PAGE SoftKey or CTRL/P. To add a permanent format ruler press the FORMAT SoftKey or CTRL/G from position page 1 column 1 in the glossary. Make the desired changes, and press FORMAT or CTRL/G again.

Typically glossaries contain paragraphs and phrases that are used repeatedly in a document. Once created, a glossary can be inserted anywhere in a document as many times as necessary. Pressing “1” in the DOC/TEXT Insert Menu inserts the glossary into the docu-

ment the user is currently editing. MiniWord will display a menu allowing the user to enter the glossary name, folder and password. Press ADVANCE or CTRL/A to insert the glossary. The glossary will be placed where the cursor was positioned in the document.

Selection “2 – Insert text from document” allows a user to insert all of the text from one document into a document, glossary or scratchpad that is currently being edited.

Position the cursor where you want the insertion to take place in the glossary, document, or scratchpad currently being edited. Press CTRL/T or DOC/TEXT INSERT. Select the number “2” to display the following menu.

Document Insert

Document name..

Folder.....

Password.....

Type in the document name, folder, and password if appropriate. The document to be inserted cannot be in use when the insertion takes place. Press ADVANCE or CTRL/A to insert the document into the document you are editing. The cursor will be positioned at the beginning of the inserted text. Selecting “0 – Return to editing” cancels the document insert and returns the user to the document being edited.

Remember that an inserted document brings its own assigned format rulers and page marks. Typically a glossary is inserted without a format ruler and page mark.

Selection “3 – Insert text from scratchpad” takes the user to a second “background” edit screen. In this screen the user can create a temporary document that is always available while editing a MiniWord document. The SCRATCHPAD Softkey is located under MAIN

FUNCT'NS. The scratchpad remains in existence as long as the user does not exit MiniWord. To insert the scratchpad into the document select the number "3" and the text is immediately inserted from the scratchpad into the document. Remember the text is inserted at the location of the cursor in the document.

There may be situations where the user does not want the entire document, glossary or scratchpad inserted into a document. In these situations use the MOVE or COPY functions to move or copy partial amounts of text into a document.

End

The END SoftKey or CTRL/Y, has two different uses in MiniWord. The first is to cancel a mode or menu. While editing a document, pressing the END SoftKey during a DELETE, DOCUMENT INSERT or MOVE/COPY procedure will cancel the procedure and any changes made during the DELETE, DOCUMENT INSERT, or MOVE/COPY. The END SoftKey also allows a user to exit field menus without saving the changes.

The second use for the END SoftKey or CTRL/Y is to terminate an editing session. When not in a mode or procedure, pressing the END SoftKey or CTRL/Y twice exits from the document and returns control to the main menu.

Font Selection

Use the FONT SoftKey to select or specify fonts in a document. MiniWord supports up to 10 fonts per format ruler.

Select a font in a document by positioning the cursor on the first character of text where the new font will start. Press the SoftKey labeled FONT. MiniWord immediately prompts the user for the font number 0 through 9 ("Fonts# (0-9)?"). Type in the number corresponding to the font desired. If no font is set up for the number selected the user will hear a "beep". MiniWord displays, in the upper right hand message window the font number selected, for example "font1". Remember that the font selected remains "selected" until a new font is chosen.

Forced Page Mark

Pressing PAGE or CTRL/P forces the beginning of a new page. MiniWord displays an asterisk “*” in the screen indicator column to mark the beginning of a forced page. Text following the indicator appears at the start of a new page. The user can perform any formatting and the page break will remain fixed in place. Delete a forced page mark by first placing the cursor at the left margin next to the asterisk (“*”). Press DELETE or CTRL/D and PAGE or CTRL/P. The asterisk will disappear if the deletion was successful.

Format Ruler

Alter margins or tab marks in MiniWord through the format ruler. The format ruler is located at the top of the MiniWord edit screen just above the text in a document. The format ruler looks like a row of dots with some letters. The dots represent the columns in your document and the letters indicate the location of the margins and tabs.

```
FIRSTNAME
PG 0001 LINE 33 COL 021
L.....T.....W.....D.....R...
#You can have up to 16 individual tabs in a single format ruler. MiniWord
documents can have multiple format rulers.
>
```

The first format ruler in a MiniWord document can never be deleted only modified. To change a format ruler move the cursor to the line that contains the format ruler. Notice that every line that has a format ruler has a “highlight” at the far left margin. Press the FORMAT SoftKey, located under “MAIN FUNCT’NS”, or CTRL/G. The cursor will move up to the format ruler.

Move the cursor in the format ruler with the left or right arrow keys. Pressing the [TAB] key moves the cursor to the next tab mark. Backwards movement can also be accomplished by pressing [SHIFT] and [TAB] together.

The left margin in a MiniWord document can be moved to a different column position by moving the cursor right or left and typing the letter “L”. The number “2” can be used in place of the letter L if the document is to be double spaced. The right margin is set in the same way, but the letter “R” is used for ragged right or the letter “J” is used for right justification.

Tabs can be placed in a format ruler by positioning the cursor in the desired location and typing the letter “T” (one line indent), the letter “D” (decimal tab), or the letter “W” (temporary left margin or wrap tab). Tabs can be removed by using the [SPACEBAR] to space over the letter. Once the format ruler has been modified, press the FORMAT SoftKey or CTRL/G. The existing text in the document reformats to the new ruler.

Create a new Format Ruler

A new format ruler is created every time you press CTRL/G or FORMAT and enter the format ruler area. When you press CTRL/G or FORMAT again, a format ruler indicator will display, signifying the position of a new format ruler.

Delete a Format Ruler

Delete a format ruler by placing the cursor anywhere on a line that contains a format ruler. A format ruler is designated by a highlighted paragraph (>) or (#) indicator. Press DELETE or CRL/D, and then FORMAT or CTRL/G to delete the format ruler. The text is now formatted by the previous format ruler.

Go To Page

A user can position the cursor at the start of any specific page using the GO TO PAGE# function. Press OTHER MOVEMENT, then the GO TO PAGE# SoftKey. Enter the page number followed by [RETURN]. MiniWord will position the cursor at the start of the specified page unless the beginning or the end of the document is encountered first.

Heading & Footing

Headings and Footings are blocks of text that MiniWord inserts in the top and bottom margins of a document. The heading is inserted in the top margin while the footing is placed in the bottom margin of a document. These text blocks can appear on every page of a document regardless of the page size. When using headings and footings make sure the top and bottom margins have enough lines to include the text.

Edit a heading or footing by moving the cursor to the first column and line of a document. The HEADING and FOOTING SoftKeys are located under “MISC FUCNT’NS”. Select the HEADING SoftKey and the edit area for creating and editing will display.

```

LETTER
PG HEAD LINE 01 COL 001
L.....T.....R....
>          XYZ Manufacturing<

```

Editing a heading or footing is similar to editing a document. The page, line, and column counters and format ruler appear at the top of the screen area. The page counter will read either HEAD or FOOT.

To add automatic page numbering to the bottom of each page move the cursor to the first line of the document and select the SoftKey labeled FOOTING. Press VARIABLE or CTRL/J. Type the word PAGE. Press VARIABLE or CTRL/J again. Finally, press CTRL/C or CENTER to center the text.

Exit the heading or footing area by pressing END or CTRL/Y. The user will be returned to the document editing area. Remember to save the changes after adding a heading or footing to a document.

Hyphen

The hyphen feature in MiniWord is used to divide a word next to the right margin. Position the cursor at the point of hyphenation and press the HYPHEN SoftKey. The portion of the word after the hyphen will be moved to the left margin of the next line. Change the document margins so the hyphenated word will no longer need to be split and MiniWord will not display or print the hyphen. This form of hyphenation is called “soft hyphenation”.

Insert

The INSERT SoftKey or CTRL/F is used to insert text within an existing document. Insert text in a document by first positioning the cursor at the point where text is to be inserted. Press INSERT or CTRL/F. The word “insert” will appear in the message window located in the upper right hand corner of the MiniWord edit screen. The text after the cursor will clear to make room for the text to be inserted. Enter the text to be inserted, and then press INSERT or CTRL/F to exit insert mode. The text will appear after the inserted text.

All MiniWord function keys are valid while in insert mode including; bold, underline, delete, move, copy, tabs, returns, and many more.

Move

The MOVE SoftKey or CTRL/N are used to move text within a document. The Move function can also be used to move portions of text from one document to another.

The first step in performing a Move in MiniWord is to position the cursor at the start of the text to be moved. Press the MOVE SoftKey. Select the text to be moved with the UP or DOWN cursor arrow keys. Mark a character at a time with the RIGHT arrow key. BACK-SPACE or the LEFT arrow key will unmark text a character at a time. PAGE UP and PAGE DOWN keys can also be used to mark and unmark larger amounts of text. When all the desired text has been selected, press MOVE/COPY to move the text. The message, "Text copied" will appear in the MiniWord message window and the moved text will disappear from the document being edited. Cancel the move by pressing CTRL/Y or END.

Insert the extracted text by positioning the cursor where the "moved" text is to be placed and pressing the MOVE SoftKey or CTRL/N.

Move can also be used to move text from one document to another. After getting the message "Text copied" the user may exit out of the existing document and begin editing a new document placing the copied text wherever the cursor is positioned.

Overstrike

The Overstrike feature in MiniWord allows the user to print one character on top of another. To use this feature, type in the first character on the screen. Move the cursor back underneath the character. Press OVERSTRIKE or CTRL/O. The message, “Enter overstrike character”, appears in the message window. Type in the character you want to print over the existing character. Whenever the cursor passes underneath the character on the screen that has the OVERSTRIKE mark, the word “Over” and the overstrike character are displayed in the message window in the upper right corner of the MiniWord edit screen.

Possible uses of the overstrike character are:

- = An equal sign overstruck with a slash creates a “not equal to” sign.
- c The letter “c” overstricken with a straight line to create a cent sign

Delete an overstrike by first positioning the cursor over the overstrike. Then press DELETE or CTRL/D, then OVERSTRIKE or CTRL/O. Only the overstrike character is deleted. To delete both characters, position the cursor at the overstrike and press DELETE twice.

NOTE: Remember, that not all printers have the capability to support the overstrike feature. Consult the reference manual for your printer.

Page Parameters

MiniWord automatically paginates a document based on the page size value selected in the Page Parameters Menu. Every page in MiniWord can have its own unique set of page parameters. To set the page parameters, position the cursor at a forced page mark, “*”, and press the SoftKey labeled MISC FUNCT’NS. From the new row of SoftKeys, press PAGE PARMS. MiniWord will display the Page Parameters Menu. Make any changes and then press ADVANCE to save them. Notice that the “*” has been changed to a “#” pound sign. This new mark indicates a forced page with page parameters.

Page parameters can also be changed at an automatic page mark “+”. The automatic page mark must be replaced with a forced page mark “*”. Force a page at the end of the line before the “+”. The “+” then becomes a “*”. Page parameters can now be changed as discussed above.

To delete page parameters, position the cursor next to a “#”. Press DELETE and then PAGE PARMS. The “#” will revert to a “*”.

Page Parameters			
Lines per page...	<input type="text" value="50"/>		
Top margin.....	<input type="text" value="07"/>	Bottom margin...	<input type="text" value="02"/>
Init sequence....	<input type="text" value="3"/>	Term sequence..	<input type="text" value="2"/>

Changing the page size value for an existing document automatically repaginates that document. Screen column one, reserved for indicators, displays a “+” to indicate the beginning of a new page caused by automatic pagination. “Lines per page” specifies the number of lines of text, excluding the top and bottom margins, that are printed on each page. The “Lines per page” field controls the automatic pagination of a document.

Since “Lines per page” represents the actual number of printed lines, this field should be decreased by half if the document is configured for double line spacing.

“Top margin” specifies the number of lines in the top margin of each page. To change the field, type in a new number over the existing one. Press the [SPACEBAR] key after a single digit number. Leading zeros are not required.

“Bottom margin” specifies the number of lines in the bottom margin of each page. Change this field the same way as the “Top margin” field.

NOTE: The three fields “Lines per page”, “Top margin”, and “Bottom margin” added together should be equal to no more than the page length of a users printer, minus one. For example, on the HP LaserJet printer, these fields should total 59 lines or less printing with single line spacing.

“Init sequence” activates an escape sequence previously defined by the System Manager in the Printer Configuration Menu located in the MiniWord Manager program.

This escape sequence instructs MiniWord to send a specific escape sequence to the printer. Refer to the printer manual for valid escape sequences. Make your “Init sequence” selection with the UP and DOWN arrow keys. “Term sequence” issues an escape sequence at the end of the page. Use the UP and DOWN arrow keys to make the selection.

Using the “Init” and “Term” sequences with a LaserJet allows you to landscape a particular page or pages in a document. To do this, select an “Init sequence” of 3 and a “Term sequence” of 2.

Right Justification

Right justification is used to make the right margin of the document even. To right justify text, place the cursor anywhere along the line where you want to start justification. Press **FORMAT** or **CTRL/G** to move the cursor up into the format ruler at the top of the screen. Move the cursor along the format ruler with the **RIGHT** arrow key or press the **[TAB]** key. Position the cursor on the “**R**” and type the letter “**J**” for right justification. Press **FORMAT** or **CTRL/G** to return the cursor to the document.

LETTER

PG 0001 LINE 01 COL 005

.....L.....J.....

Text can be right justified, so it will have an even right margin. Right justification is specified by placing a “**J**” in the ruler to mark the right margin, instead of an “**R**”.

Scratch Pad

The Scratch Pad SoftKey allows the user to create a second “Background” or temporary document/notepad that is always available when editing or creating a document. By pressing the **SCRATCH PAD** SoftKey while editing, the user gains access to this second document. The user can move and copy text between the Scratch Pad and a document. The entire contents of the Scratch Pad can be inserted into a document with the **Document/Text Insert** function.

The Scratch Pad remains present for as long as the user stays in MiniWord. When the user exits from MiniWord any text existing in the Scratch Pad is erased.

Search and Replace

Search and Replace is used to manually search through a document for a string and selectively replace it while editing a MiniWord document.

The SEARCH&REPLACE SoftKey or CTRL/V executes the search and replace function. In the Search and Replace menu enter the character string to search for in the “Search String” field. Enter the replacement character string in the “Replace String” field. If the replace string is blank, no replacing will be done.

Set the “Prompt before replace?” field to “Yes” so that the user is prompted before any replacing is done. Set the “Ignore case?” field to “Yes” to ignore the difference between upper and lower case while searching.

Entering [?] in the “Replace String” field allows the user to type in an individualized replacement string for each occurrence. As each occurrence of the string specified in the “Search String” is found, the user will be prompted to type in a replacement string of up to 40 characters for that one field. If the user chooses to continue he will be taken to the next occurrence and will again be prompted for a replacement string of up to 40 characters.

After the Search & Replace menu is completed, press ADVANCE or CTRL/A to start searching. Pressing END or CTRL/Y while in the menu cancels the search. Each time a match is found, the user will be prompted to continue. Responding with an “N” stops the search.

MiniWord also has a global search and replace function. This process searches through a document looking for every occurrence of a specific string of characters. It is most useful for correcting multiple misspellings of the same word.

Spelling Dictionary

The MiniWord Spelling Dictionary is comprised of a fixed dictionary which contains 140,000+ words and a user-definable auxiliary dictionary that will hold up to 500 words. The fixed dictionary consists of two files, DICTL and DICTS. These two files must be kept together for the dictionary to operate properly. The auxiliary dictionary, which the user creates is called DICTA (refer to Appendix D for more information on the auxiliary dictionary).

To configure the spelling dictionary select option “7 – Utilities” on the MiniWord Main Menu. The Utilities Main Menu will now be displayed. Select option “4 – Set Default Folder Assignments”. In the “Dictionary...” field type in the folder location of the dictionary files, DICTL and DICTS (e.g. HP3000 users would specify group.account and PC users would always specify the root directory). Next, enter the location for the Auxiliary Dictionary, DICTA, into the “Aux dictionary...” folder field.

To use the spell checker while editing a document, select the F2 function key, labeled MORE FUNCT'NS. This will display a secondary set of keys. Select F3 SPELL CHECK to begin spell checking. Remember that the MiniWord Speller will start checking from the current cursor position in the document – not from the beginning of the document.

If the spell checker is unable to open the dictionaries (DICTL and DICTS), the program will beep and display the message “Error 2500 – spelling dictionary is not installed at the top of the screen. If this error message is encountered, check the default folder assignments and the system security to these files. Once the dictionaries are successfully opened, the message “Spell Checking.....” will appear at the top of the screen.

When the spell checker finds a word that is not found in any of the dictionaries, the program will highlight the word and display it at the top of the screen. At this time the user has three choices. The user can replace the misspelled word and continue spell checking by typing in the correct spelling after the ? mark and pressing [RETURN]. The user can also press [RETURN] to continue spell checking and skip the word. Otherwise the user can press QUIT CHECK to exit from spell checking and return to editing the document.

The MiniWord spelling dictionary features the ability to “remember” corrected words. Once a word is corrected in a document the speller automatically incorporates that word into the dictionary for as long as the user remains in MiniWord. The speller can store up to 50 words temporarily.

After the speller has checked all the words in the document, the message “Spell Check Complete, Press Any Key...” will display at the top of the screen. Press any key to continue editing.

Subscript & Superscript

The subscript and superscript features are useful for typing footnotes or mathematical formulas. The superscript raises a character slightly above the main lines of text, while the subscript lowers a character slightly.

Subscript H₂O

Superscript 2³

Perform a subscript by pressing SUBSCRIPT or CTRL/X and then type in the character(s). For superscript, press SUPERSCRIPT or CTRL/Z. To turn either function off, just press their respective function keys again. To unmark a subscript or superscript, simply move the cursor to the left using the left arrow key or backspace.

On the screen, the superscripts or subscripts character(s) appear to be unchanged. However, if you move the cursor under the enhanced character(s), the word “Super” or “Sub” appears at the top of the screen.

To delete a subscript or superscript, move the cursor under the first enhanced character in the text block. Press DELETE and then either SUBSCRIPT or SUPERSCRIPT. The character(s) remain intact but will no longer be enhanced. To delete the character completely, move the cursor under the character and press CTRL/D or DELETE twice.

Tab

Pressing the [TAB] key or CTRL/I saves the user time and keystrokes by moving the cursor to a predetermined position in a document. Setting tabs and using the [TAB] key is much quicker than spacing over each time the user wants to indent a paragraph. In a document the “^” character identifies a tab mark.

Set or clear a tab in the format ruler by pressing FORMAT or CTRL/G. MiniWord moves the cursor to the format ruler and changes the column counter to reflect the current location of the cursor in the ruler. Use the LEFT and RIGHT cursor arrow keys to move the cursor. You can use the [TAB] key to jump forward to a tab mark in the format ruler. To set a tab, type the letter “T” at the appropriate location in the format ruler. To clear a tab, space over the “T” with the [SPACEBAR]. Press FORMAT or CTRL/G to exit from the format ruler back to the document edit area.

To delete a tab in a document, position the cursor one column to the right of the tab mark, “^”. Press DELETE or CTRL/D and then CTRL/I or the [TAB] key.

Underline

Use the UNDERLINE SoftKey to underline text in a document. Press UNDERLINE to turn underline mode “on”. Type in the desired text. Press UNDERLINE again to stop the underlining and turn underline mode “off”.

To underline existing text, position the cursor at the start of the text and press the UNDERLINE SoftKey. Move the cursor under the text using the RIGHT cursor arrow key. If too much text is underlined, simply move back with either the LEFT cursor arrow key or the [BACKSPACE] key. Press UNDERLINE to exit from underline mode. Whenever underline mode is on or the cursor is under any text that is underlined, the message “UNDER”, will appear at the top of the screen in the message window.

To delete the underline enhancement from the text, position the cursor at the start of the underlined text and press DELETE then UNDERLINE. This will delete the underlining for the entire text block.

Remember that underlined characters will only print on printers that support underlining.

User Enhance

Use the USER ENHANCE function key for specific text enhancements on MiniWord printers defined as “Conventional Printer Types”. This same functionality is achieved on “Multi-Font Printers” with the FONT SoftKey.

User Enhance can be used for defining text as italics or double-underline. An escape sequence must be predefined in the Printer Configuration Menu in the Manager program. To access the enhancement, press “USER ENHANCE”, type in the text, and then press “USER ENHANCE” once again.

To enhance existing text, move the cursor under the first character. Press USER ENHANCE and pass the cursor under the text to be enhanced. Press USER ENHANCE again to turn this feature off.

NOTE: The printer may not be able to print the particular enhancement selected. Refer to the printer’s reference manual for the escape sequences to perform any special enhancements.

Variable

The VARIABLE SoftKey or CTRL/J is used in several different ways. In Advance mode, pressing WORD or CTRL/J advances the cursor to the beginning of the next word in the document. In Backup mode, pressing WORD or CTRL/J moves the cursor back one word.

In Delete mode (with advance still on), pressing WORD or CTRL/J selects the next word that will be deleted. In Move or Copy modes (with advance still on), pressing WORD or CTRL/J selects text in one-word increments to be moved or copied.

To mark a word as a variable in a document, the user cannot be in any of the modes above. Position the cursor at the start of the word and press VARIABLE or CTRL/J. Type the word or move the cursor under an existing word and press VARIABLE. Whenever the cursor is positioned under a word that is marked as a variable, the message “VAR” will appear in the message window.

Two special variables are “page” and “date”. When “page” is made a variable the current page will print. When “date” is made a variable the current date will print.

NOTE: When auto-line-feed on the HP terminal is turned on, pressing [RETURN] causes variables to turn on and off.

Wrap Tab

A wrap tab or temporary left margin is useful for bullets, numbered paragraphs, or outlining. In the format ruler type the letter “W” in the column where the wrap tab is to be located. In the document press the [TAB] key to get to the wrap tab column. Notice that text wraps to the wrap tabs column position instead of the far left margin. Pressing [RETURN] on any line moves the cursor to the far left margin.

Delete a wrap tab in a specific paragraph by placing the cursor one position after the TAB indicator “^”. Press DELETE or CTRL/D, and then [TAB]. All text in the paragraph with the wrap tab should move to the far left margin or one tab mark to the left.

PG 0001 LINE 01 COL 005

....L....W.....R.....

The following trends have made the personal computer a popular replacement for data processing terminals:

>

>1. ^The price of personal computers is competitive with intelligent DP terminals.

>

>2. ^Software is now emerging, allowing the personal computer to emulate a DP terminal.

>

APPENDIX A

MINIWORD ERROR MESSAGES

000 invalid folder

Check folder designation. Make sure that you are using the correct folder type for your machine.

100 opening an ASCII file

1. The ASCII file does not exist.
2. The user does not have proper file access.
3. A-Bridge datafile is not present. Check the folder designation.

101 closing an ASCII file

The ASCII file may be corrupted.

102 reading from an ASCII file

The ASCII file may be corrupted.

103 writing to an ASCII file

No disk space. Check disk to see if it is full.

200 opening a binary file

201 reading binary file header

202 closing a binary file

203 reading from a binary file

204 writing to a binary file

300 opening a work file

1. A work file with the same name already exists. Check your folder for old work files (WK#####). These files should be checked then saved or deleted depending on their contents.

2. Check your folder assignments under the Utilities Menu. The work file folder field should be blank or only have the names of a valid group and account. An incorrect value in this field will cause an error 300.
3. Misspelled the work file name while trying to recover it through document maintenance. Check work file spelling.
4. No work file exists with that name.

301 work file table overflow

On the personal computer, check CONFIG.SYS. MiniWord requires *FILES=10* or greater. Add the statement *Files=10* to your CONFIG.SYS (and reboot).

302 closing a work file

Work file may be corrupted.

303 chain table overflow**400 opening print spooler queue****401 closing print spooler queue****402 reading print spooler queue****403 writing print spooler queue****404 opening a print spool file****405 closing a print spool file****406 reading from a print spool file****407 writing to a print spool file****408 seeking in a print spool file****500 opening applications cfg file****501 closing applications cfg file****502 reading from application cfg file****503 writing to application cfg file****504 invalid application number****505 opening commands cfg file**

506 closing commands cfg file

507 reading from commands cfg file

508 writing to commands cfg file

509 invalid command number

600 opening network cfg file

601 closing network cfg file

602 reading from network cfg file

603 writing to network cfg file

604 unable to login on node

605 unable to connect on node

606 opening node

607 closing node

608 node is unavailable

609 unable to disconnect on node

610 node receiving error

611 node sending error

700 opening printer defs file

1. The file is busy. Someone else is using the MANAGER program. Wait until the MANAGER is not being used.

2. Improper file access for the file MWPRTD. On the HP3000 check file security, folder, and UDC.

701 closing printer defs file

702 reading from printer defs file

703 writing to printer defs file

May not have proper file access on the HP3000.

704 printer is not defined

1. The printer needs to be added to the printer definitions list. Add a printer definition through the MANAGER program. From the Manager main menu select “1 – Printer Definitions” and in that menu select “1 – Add a Printer”.
2. Make sure the MWPRTD file, the printer definitions file, physically exists in your folder and that you have access to that file.

705 printer is already defined

Choose another name for the printer or change the printer name using the “Change a printer” utility in the Printer Definitions menu in MANAGER.

706 printer definitions file is full**707 printer name cannot be blank****708 opening printer cfg file**

1. Improper file access.
2. The file is in use.

709 closing printer cfg file

The MWPRTC file may be corrupted – restore from a backup.

710 reading from printer cfg file

The MWPRTC file may be corrupted – restore from a backup.

711 writing to printer cfg file

No disk space. Check the disk to see if it IS full.

712 invalid printer type**800 open printer file**

1. Printer device not present.
2. Incorrect device name in printer definition.

801 closing printer file

The printer file may be corrupted.

802 writing to printer file

The printer file may be corrupted.

900 writing to a document file

On HP3000 versions the ND capability for the user is not defined.

901 opening a document file

1. The MWxxxx file does not exist on disk or the user may not have proper MPE access.
2. There are too many workfiles (WK####) present in the users folder or directory. Delete any existing work files.
3. If the error occurs when beginning an edit, the index number is not large enough. Change the index number using the DOCMAINT utility (see Appendix C) to one greater than the largest MWxxxx document file number.
4. If the error occurs when ending an edit, a temporary file (MWxxxxT) may exist. Delete the temporary file and try again.

902 document table overflow

Check the group file access parameters. Make sure the S (save) capability is present. The document may be corrupted.

903 user does not have the proper access

Check the MiniWord file security for the document. Look in the Document Parameters menu and check the *Read..*, *Change..*, and *Delete..* fields to verify the settings.

904 invalid password

1. Misspelled password. The uppercase and lowercase letters must be exactly the same.
2. The password was omitted. The document has a password which must be entered to access the document.

905 closing a document file

1. No disk space. Check the disk to see if it is full.
2. The work disk was taken out of the drive before the document file was properly closed.

906 seeking on a document file

The document may be corrupted. Restore the document from a backup.

907 reading from a document file

The document may be corrupted. Restore the document from a backup.

908 file not in document format

The document is corrupted. Restore the document from a backup.

909 work file table overflow**910 document cannot be saved to another node****911 renaming a document file****1000 reading from a doc index file**

The document index may be corrupted. Use the DOCMAINT utility to correct the index.

1001 seeking on a doc index file

On personal computer versions of MiniWord this error message indicates a document index that is corrupted. Save all the files since the last backup. Restore the index from the last backup. Copy back all saved files.

On minicomputer versions of MiniWord this error indicates a document index that is full. The user will need to expand their MiniWord index (MWINDEX).

First, check to see if the index is full by executing the following command:

```
listf mwinde,2
```

```
If EOF = LIMIT than the index is full.
```

```
16 blocks = 544 documents.
```

```
Perform the procedure below to expand the index.
```

```
fcopy from=mwinde;to=temp;new
```

```
purge mwinde
```

```
build mwinde; rec=512,1,F,Binary;disc=32
```

```
fcopy from=temp; to=mwinde
```

1002 writing to a doc index file

On personal computer versions of MiniWord this error indicates that the user is out of disk space. Check the disk to see if it is full.

On minicomputer versions of MiniWord this error indicates a document index that is full. The user should expand their document index using the technique discussed for Error 1001.

1003 opening a doc index file

1. Attempt to use a folder in a group or account without proper file access.
2. Folder incorrectly specified (incorrect syntax).
3. The index file may be busy. Another user may be using the index file (for example the user has option “4 – Document List” displaying on the screen).

1004 closing a doc index file

The document index file may be corrupted. Use the DOCMAINT utility to correct the index.

1005 document does not exist

1. Check and make sure you entered the correct folder name.
2. Perform a Document List and verify that the MiniWord document is in that folder.
3. Check the name of the document for proper spelling.
4. Check the MWINDEX file. Your file index may be corrupted.

1006 document already exists

Select option “4 – Document List” off of the MiniWord Main Menu and check to see if a MiniWord document by that name already exists. If the document name already exists try using a different name or delete the existing document name.

1100 opening formatting defaults file**1101 closing formatting defaults file****1102 reading from formatting defaults file****1103 writing to formatting defaults file****1200 opening a work file****1201 opening data file defs file****1202 closing data file defs file**

1. Improper MPE file access.
2. Invalid folder.

1203 writing to data file defs file

The MWDEF file may be corrupted.

1204 seeking on data file defs file

The MWDEF file may be corrupted.

1205 file is not defined

The A-Bridge definitions file is not present in the current folder. Check the spelling of the definitions file and check the folder.

1206 file is already defined

The A-Bridge definitions file already exists; use another name.

1207 file name cannot be blank

Please enter a filename in the Filename... field.

1208 opening file**1209 closing file****1700 opening an archive file****1701 seeking in an archive****1702 closing an archive file****1703 writing to an archive file****1704 archive table overflow****1705 reading an archive file****1706 file is not an archive file****1900 file error – opening a translate table file**

1. Improper MPE file access.
2. Incorrect folder designation. Make sure the folder designation is correct.

1901 file error – closing a translate table file

The translation table file may be corrupted.

1902 file error – reading from a translate table file

The translation table file may be corrupted.

1903 file error – writing to a translate table file

No disk space. Check to see if the disk is full.

2500 Spelling dictionary is not installed

APPENDIX B

LIST PROCESSING

MiniWord features a powerful facility for extracting information from your database to produce customized form letters, envelopes, and mailing labels.

The List Document

A list document is a MiniWord document that follows a specific format. This format divides the list document into groups of related data called records. A record is similar to a chapter in a book. However, in this book, each chapter only contains information about one subject (i.e. a single customer). Also, every record or chapter, has the exact same structure. For example, every record in the list document would have the name of a customer, his address, and the account number.

The order of the data in the list document is very important to list processing. The first record in the list document is comprised of a list of variables. These variables must correspond exactly with the data in the other records in the list document. The variables link the data in the list document with the form document.

Either use MiniWord to create a list document from scratch or use A-Bridge. The A-Bridge utility program extracts data from a database or external file and puts it into list document form.

The Form Document

The form document is a MiniWord document with variables. The variables in a form document mark where information from the list document is to be inserted at print time. MiniWord supports 32 different variables per document.

For a complete discussion of list processing in MiniWord refer to training Lesson 5 in the MiniWord Training Manual.

Using Text Data From Other Sources

You can also use data from other sources for list processing. They are:

On the HP3000

- ♦ IMAGE
- ♦ KSAM
- ♦ MPE
- ♦ Any file that can be converted to an MPE or EDITOR file

On the HP9000

- ♦ HPUX

On the Personal Computer

- ♦ DBASE
- ♦ WordPerfect
- ♦ Excel
- ♦ Lotus 123
- ♦ Any file that can be converted to an MSDOS file

Using A-Bridge to Format Text Data

MiniWord's A-Bridge utility takes information from foreign (non-Minisoft) file types and creates a MiniWord list document.

A-Bridge accepts the following file types:

ASCII – Variable or fixed length record file. Records are separated by record separation conventions of each different operating system:

MPE – No special characters in the data separate records. Records are maintained automatically by the operating system. EDITOR files are categorized as ASCII files.

DOS – The special characters CR LF (hex 0D 0A) separate records. MSDOS text files are categorized as the ASCII file type.

HPUX – The special character LF (hex 0A) separates records. HPUX text files are categorized as the ASCII file type.

Fixed Record – fixed length record file. Every record within the file contains the same number of bytes. When you are defining a file definition use the “Record Length” field to specify the number of bytes in each record. Typically, this is a file that has been created by an application software package.

KSAM – This file type applies only to the MPE operating system. It specifies a KSAM file.

IMAGE Master – This file type applies only to the MPE operating systems. It specifies an IMAGE master dataset.

When you define an IMAGE master dataset in A-Bridge, the “File name” field must specify the dataset name. The “Actual file name” field must identify the database name, and the “Password” field must specify a database password with at least read access.

IMAGE Detail – This file type applies only to the MPE operating system. It specifies an IMAGE detail dataset. Use the IMAGE master dataset rules, above, when you define the IMAGE detail dataset.

Before describing a file in A-Bridge you should compose a list of the items, or variables, that you will use. These items must be used as the variable names in the form document.

For each item determine the size, or length, of that item's field, and the corresponding Byte Offset. To compute the Byte offset, add the previous item's byte offset (starting with zero) to the previous item's length. See the example computation below:

ITEM	OFFSET	SIZE
FIRSTNAME	0000	10
LASTNAME	0010	10
COMPANY	0020	30
STREET	0050	30
CITY	0080	35
STATE	0115	03
ZIP	0118	10
	TOTAL	128

There are five valid item types in A-Bridge:

ASCII – The item may contain any alphanumeric characters. It is copied to the list document verbatim.

Numeric – The item may contain any alphanumeric characters. It is copied to the list document verbatim. Up to the first 18 digits are converted to a number for selection and sorting purposes.

Zoned – An item consisting of ASCII numeric digits, where the least significant digit is “overpunched” to indicate the sign. This item type corresponds to type DISPLAY Picture 9 in COBOL and type Z in IMAGE.

BCD – An item consisting of Binary Coded Decimal (BCD) digits. The least significant digit represents the sign, i.e. hex C or F for positive, hex D for negative. This item type corresponds to type COMP-3 in COBOL and type P in IMAGE.

Binary – An item in two's complement binary format. This item type corresponds to type COMP in COBOL and types I or J in IMAGE.

The “Item length” specifies the length of the item in bytes. Use the “Decimal places” and “Leading char” fields to format items of type Zoned, BCD, or Binary.

Defining a File

Execute the A-Bridge utility program by typing the word “ABRIDGE” at the appropriate prompt for your computer system. You will be presented with the A-Bridge Task Selection menu.

A-Bridge, version 1.00.a
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Task Selection Menu

- 1 – File Definitions
- 2 – Perform Record Selection
- 3 – Set Folder Assignments
- 0 – Exit

Option 1 off of the A-Bridge main menu allows you to add, delete, change, or list a file definition. Selecting Option 2 begins the extraction (sort and select) process against a data file to create a list document. This list document may be merged with a MiniWord form document. Option 3 specifies the location of a file definition, i.e. on which machine and folder the file resides. Option 0 takes you out of A-Bridge.

Select option “1 – File Definitions”, then select option “1 – Add a File Definition”.

File Definitions Menu

- 1 – Add a File Definition
- 2 – Change a File Definition
- 3 – Delete a File Definition
- 4 – List a File Definition
- 5 – List all File Definitions
- 0 – Return to the Task Selection Menu

Add a File Definition

File name.....	<input type="text" value="ANYNAME"/>
File type.....	<input type="text" value="ASCII"/>
Actual file name.....	<input type="text"/>
Password.....	<input type="text"/>
Record Length.....	<input type="text"/>

The “File name” field is where you enter the name of the file definition. Type in any name up to 16 characters long.

The “Field type” field specifies the format of the data file. Valid file formats are listed in the first part of this appendix. This is a NEXT CHOICE/PREVIOUS CHOICE field.

The “Actual file name” field is the name of the data file out on disk. If you leave this field blank, A-Bridge uses the “File name” field entry as the actual file name. For IMAGE datasets, the “File name” must match the dataset name exactly, and the “Actual file name” field must specify the database name.

The “Password” field specifies either a lockword for MPE and KSAM files, or a database password. The user must have at least read access for the specified dataset.

The “Record length” field only applies to the “Fixed Record” file type. It identifies the number of bytes contained in each record of the file.

After you have entered all the information for the file definition, press the ADVANCE SoftKey or CTRL/A. A-Bridge displays the “Change a File Definition Options” menu. This menu allows you to define the items for the list document. Only define the items or variables you wish to use in the list document. You may define up to 40 items per file.

Change a File Definition Options

- 1 – Add an item
- 2 – Change an item
- 3 – Delete an item
- 0 – Return to the File Definitions menu

Select “Option 1 – Add an Item”.

Add an Item

Item name.....	<input type="text" value="ANYNAME"/>
Type.....	<input type="text" value="ASCII"/>
Size.....	<input type="text" value="00"/>
Byte offset.....	<input type="text" value="0000"/>
Decimal places.....	<input type="text" value="00"/>
Leading char.....	<input type="text" value="\$"/>

In the “Item name” field enter the item to be defined. Change the “Type” field to the appropriate item type using the NEXT CHOICE/PREVIOUS CHOICE keys. In the “Size” field enter the length or size of that item. In the “Byte offset” field, enter the offset calculated for that item. The next two fields are only valid for Zoned, BCD and Binary field types. These two fields format numeric output. The “Decimal places” field allows the user to insert a decimal point in the output. MiniWord allows a user to specify up to 99 decimal places. The “Leading char” field allows the user to insert a character before numeric output. Press ADVANCE or CTRL/A to add the item.

The file and item definitions can be viewed at any time by selecting “4 – List a File Definition”. The selection is found on the File Definitions menu. A-Bridge will prompt the user for the name of the file definition and then display it on the screen.

File name	Type	Actual file name		Password	Length
ADDRESSES	ASCII	address		locked	0
Item name	Type	Size	Byte offset	Decimal places	Leading char
FIRSTNAME	ASCII	15	0	0	
LASTNAME	ASCII	15	15	0	
COMPANY	ASCII	30	30	0	
STREET	ASCII	30	60	0	
CITY	ASCII	20	90	0	
STATE	ASCII	2	110	0	
ZIP	ASCII	5	112	0	
End of list; press any key to continue					

Setting up the Form Document

After creating the file definition, the next step is to develop the form document. The form document is a MiniWord document and acts as a template for the information in the list document. With list processing a user can produce customized copies of letters, memos, or other types of correspondence.

To create a form document choose option “1 – Create a document” from the MiniWord Task Selection Menu. Type in the text and create the form. Whenever the user wants to substitute information from the list document in the form document, type the corresponding item name in the form document. Mark each item as a VARIABLE.

To mark a word as a variable while typing it, press the VARIABLE SoftKey or CTRL/J and then type the word. The variable text is displayed as an inverse highlight. The letters “VAR” are also displayed in the upper right corner of the MiniWord edit screen.

To mark a word that has already been typed in, position the cursor at the beginning of the word and press the VARIABLE SoftKey, or CTRL/J. Then move the cursor just past the end of the word, and press VARIABLE again.

There are two item names which cannot be used for list processing because they have special meanings. The two item names are “date” and “page”. Every time MiniWord sees the “date” variable, it inserts the current system date into that location. The “page” variable tells MiniWord to insert the current page number.

It is important to remember that an item name can be typed in either upper or lower case. However, it cannot contain any spaces or other punctuation marks. When information in an item is substituted into the document, all trailing blanks are eliminated.

A variable can be made optional by preceding it with an ampersand (&). The ampersand should only appear in front of variables in the form document. Not in front of the items in the list document. An optional variable is not printed in the form document if the corresponding line in the record of the list document is blank. This is useful for multi-line addresses. For example, the user might be sending letters to some people that have titles and some people who do not have titles.

In the following example, FIRSTNAME, LASTNAME, COMPANY, STREET, CITY, STATE and ZIP are all marked as variables. They refer to items that have been described in a file definition in A-Bridge. The variable names used in the form document must match the item names in the file definition.

```

FORM LETTER
PG 0001 LINE 08 COL 010                Var
...L.....T.....R.....
#                                       ^date
>
> FIRSTNAME LASTNAME
> COMPANY
> STREET
> CITY, STATE ZIP
>
> Dear FIRSTNAME,
>
> It was a pleasure talking with you today about the benefits MiniWord would offer to
COMPANY. The ability to use your large existing investment in non-HP terminals and
printers appears to be one of your main concerns. MiniWord possesses that ability, plus it
can also help you extend word processing to your users with very little additional overhead
on your CPU.
```

Perform a Record Selection

Option “2 – Perform Record Selection” allows the user to generate a list document from a database, KSAM file or MPE file.

File and Record Selection Menu

File..... ADDRESS

Folder.....

Selection:

Item..... STATE Relation.. EQ

Value..... CA

AND

Item..... Relation.. EQ

Value.....

Sort Item.. ZIP

In the “File” field, type in the name of the file definition. Use the “Folder” field to designate the location of the data file.

The next six fields describe the criteria to be used to select records from the file. Valid relationships are EQ (EQal to), (NE (Not Equal to), LT (Less Than), LE (Less than or Equal to), GT (Greater Than), and GE (Greater than or Equal to). The “Relation” field is a NEXT CHOICE/PREVIOUS CHOICE field. Only records matching the specified selection criteria are written to the list document. In the example above, only records for customers within California will be written to the list document.

The “Sort Item” field determines the order of the data in the list document. In the previous example above, records will be written to the list document in ascending zip code order.

After filling out the File and Record Selection Menu press ADVANCE or CTRL/A. MiniWord will immediately prompt the user for the name of the list document where the extracted information will be located. Name the list document and ADVANCE.

List Document	
Document name..	<input type="text" value="LIST"/>
Folder.....	<input type="text"/>
Password.....	<input type="text"/>

Performing List Processing

Option “6 – List Processing” selected from the MiniWord Main Menu will initiate the list processing application. The first menu displayed is the List Document shown on the previous page. Fill in the name and folder of the list document. Press ADVANCE or CTRL/A. The next menu to display will be the Form Document shown below.

Form Document	
Document name..	<input type="text" value="Form Letter"/>
Folder.....	<input type="text" value="pub.minisoft"/>
Password.....	<input type="text"/>

Fill in the name and folder of the form document, and the password, if any. Press ADVANCE or CTRL/A to proceed to the Print menu. Make sure that the “Copies” field is set to “1” before you ADVANCE.

Print Menu	
Document name..	<input type="text" value="FORM LETTER"/>
Folder.....	<input type="text" value="pub.minisoft"/>
Printer.....	<input type="text" value="LASERJET"/>
Print mode....	<input type="text" value="Pause 1<sup>st</sup> Page"/>
Copies.....	<input type="text" value="1"/>
Left Margin...	<input type="text" value="10"/>
Line spacing.....	<input type="text" value="1"/>
Font.....	<input type="text" value="Letter Quality"/>
Init Sequence.....	<input type="text" value="1"/>
Term Sequence	<input type="text" value="1"/>
Start printing with page number....	<input type="text" value="1"/>
End printing after page number.....	<input type="text" value="0"/>
Start page numbering with.....	<input type="text" value="1"/>
Start headings on page number.....	<input type="text" value="1"/>
Start footings on page number.....	<input type="text" value="1"/>

APPENDIX C

DOCUMENT MAINTENANCE

The Document Maintenance Utilities allow the MiniWord user to effectively manage documents, indexes, and work files. This program will recover a work file, create or change an index, store documents in an archive for backups, and list information on all documents (with proper system access).

Typing “DOCMAINT” presents the MiniWord user with the menu below.

Document Maintenance, version 1.00.a
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Task Selection Menu

- 1 – Recover Text from a Work File
- 2 – Document/Glossary Index Utilities
- 3 – Archive Utilities
- 4 – List Document/Glossary Information
- 5 – Exit

Selecting “1 – Recover Text from a Work File” allows the MiniWord user to recover lost documents due to a power failure or other random occurrences. This option will change a work file back into a MiniWord document format. The user must enter the work file name and folder. Type in a document name and folder and press ADVANCE or CTRL/A. A new MiniWord document is automatically created from the work file.

Recover Work File	
Work file name...	<input type="text" value="WK013575"/>
Folder.....	<input type="text" value="DEVMGR.MINISOFT"/>
Document name..	<input type="text" value="DOCUMENT RECOVERY"/>
Folder.....	<input type="text" value="PUB.MINISOFT"/>

Option “2 – Document/Glossary Index Utilities” allows the MiniWord user to change or create an MWINDEX or MGINDEX file. If an index was accidentally deleted, a new one can be created using this option. A MiniWord user can also add, delete, or change any entry in an index.

Document/Glossary Index Menu
1 – Add an Entry
2 – Change an Entry
3 – Delete an Entry
4 – List Index
5 – Change Next Index Number
0 – Return to the Task Selection Menu

Selecting “1 – Add an Entry” allows the user to add entries to a MiniWord index (MWINDEX). Choose “Document” or “Glossary” in the “Index type” field by pressing either the UP or DOWN arrow keys. NEXT CHOICE/PREVIOUS CHOICE can also be used to make selections. Enter the document name, folder, and the file name of the document (if you know it). **The program will not check to see if the correct file name was entered. Be careful to enter in the correct file name.** To find out the document file name, use the DOS (TYPE) or MPE (EDITOR) command to display the contents of the MW#### or MG#### file (e.g. DOS command: TYPE MW0012). The document name will follow the MW or MG on the first line of the file.

Add an Entry

Index Type.....

Document Name

Folder.....

File Name.....

Selecting “2 – Change an Entry” will allow the user to change the file name of an index entry. Choose the index type (DOCUMENT or GLOSSARY) and type in the document, folder and file name. Press ADVANCE or CTRL/A to save the changes.

Selecting “3 – Delete an Entry” will allow the user to delete an entry from an index. Choose the index type (GLOSSARY or DOCUMENT) and type in the document name and folder of the entry to be deleted. Press ADVANCE or CTRL/A to remove the document name from the index.

Selecting “4 – List Index” will allow the user to display the contents of a document (mwindex) or glossary (mgindex) index.

List Index

Index Type..... Document

Folder..... PUB.MINISOFT

Print on..... Lines per page.. 59

Choose the index type either “Document” or “Glossary” and specify a folder if needed. To print the index, specify the name of a printer defined in Manager in the “Print on” field. Leaving this field blank will cause the list to print on the screen. Press ADVANCE or CTRL/A to print or display the document and file names.

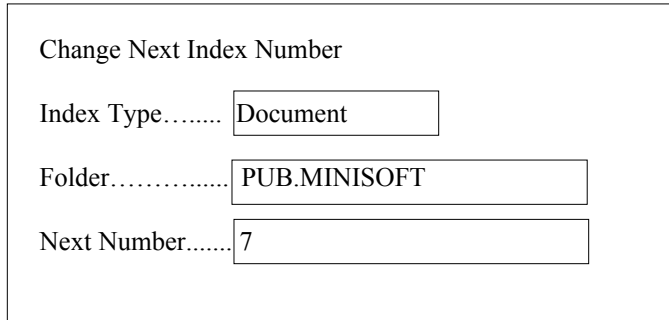
Select # or RETURN (continue) or END (stop):

Folder: PUB.MINISOFT

#	Document Name	File Name	#	Document name	File Name
1	GRAPHICS	MW0004	2	LETTER	MW0000
3	LIST	MW0001	4	NEWS	MW0002

Instead of typing in the document name, documents can be chosen from the List Index by number. Select the document from the List Index by number. Select the document from the List Index screen. Then select either “2 – Change an Entry” or “3 – Delete an Entry” to make the needed changes.

Selecting “5 – Change Next Index Number” will allow the user to enter the number of the next MiniWord document “MW#####” file name. For example, if the “Next number” field displays a seven (7), then the next document created will have a file name equal to MW0007.



The image shows a dialog box titled "Change Next Index Number". It contains three input fields:

- Index Type..... Document
- Folder..... PUB.MINISOFT
- Next Number..... 7

IMPORTANT: The current “Next Number” value will automatically be displayed. If this number is changed, make sure it is larger than any current file name in the index. Use “List Index” to check for the largest file name. For example, if the largest MW##### is twenty (20) then the next number in the MWINDEX should be twenty-one (21). Make sure that the next index number is larger than any current MW file name or you will encounter errors when creating or copying documents.

Archive Utilities

Selection #3 from the Document Maintenance Task Selection Menu is “Archive Utilities”. Archiving allows the MiniWord user to make backups of documents to be transferred to other users or just saved away for later use. Archiving is especially useful if a group of documents is needed by another user.

Archive Utilities Menu

- 1 – Store Files in Archive
- 2 – Restore Files from Archive
- 3 – List Files in Archive
- 0 – Return to the Task Selection Menu

Selecting “1 – Store Files in Archive” allows the user to name the archive and choose the needed documents for backup.

Store Files in Archive	
Archive file name....	PUBARCH
Folder.....	PUB.MINISOFT
Archive Title.....	Archive of Document Created by Mgr.Minisoft in Pub
Archived by.....	JOSEPH WALDERMAN
Prompt Before Archiving Document?	YES
Delete Document After Archiving?	NO
Selection:	
Type.....	DOCUMENT
Folder.....	PUB.MINISOFT
Starting Document....	
Ending Document.....	
Document Creator....	MGR.MINISOFT
Starting Edit Date (YY MM DD)...	[0] [0] [0]

The archive file name is the actual file name where the documents will be stored. “Archive Title” and “Archived by” do not have to be completed; they are for the users information. “Prompt Before Archiving Document” enables the user to select individual documents to be archived. If “YES” is chosen, the user will be prompted with the document name and the message “Archive document?”. The user can then decide whether or not to archive the document. Choose “NO” if no prompt is needed. “Delete Document after Archiving” allows documents to be deleted after they are archived. If “NO” is chosen, the documents are not deleted. When selecting the documents, choose the document type (DOCUMENT or GLOSSARY) and the folder.

Enter the starting document and/or ending document if the user only wants to archive certain documents. To select documents created by a specific user, enter the creator's name in the "Document Creator" field. To find the creator of a document, perform an expanded document list by selecting "4 – List Document/Glossary Information" from the Task Selection Menu. The date fields are used to select documents that have been edited since a given date. Leave the date at zero to choose all dates.

APPENDIX D

CREATING AN AUXILIARY SPELLING DICTIONARY

The auxiliary dictionary enables the MiniWord user to enter words that are not in the main MiniWord spelling dictionary. This is ideal for industries that use acronyms and specialized words. The auxiliary dictionary can contain a maximum of 4000 characters, or approximately 500 words. The maximum length of each word is limited to 32 characters. A user can have multiple auxiliary dictionaries. MiniWord will specifically look for the file DICTA, so the user must assign a different name to each auxiliary dictionary.

There are three steps in creating an auxiliary dictionary. First, create a MiniWord document containing the desired words. Enter the words in any order or position. Separate all words with a space and do not use the RETURN key while typing. The dictionary building program will arrange them alphabetically and strip all punctuation. The words should have the correct capitalization (e.g. enter FILE as file, enter JONES as Jones).

After the words have been entered into the document, convert the document into an ASCII file. This is done by choosing option “7 – Utilities” off of the MiniWord Main Menu. Then select option “6 – File Interface Menu” and “1 – Copy a Document to an ASCII file”. Enter the name of the document and folder to be converted to an ASCII file format and press CTRL/A or ADVANCE. The user is then required to enter a name for the ASCII file to be created along with its appropriate folder. If the folder field is left blank MiniWord will default to the current logon or subdirectory. At this point press CTRL/A or ADVANCE and MiniWord will create the ASCII file.

The final step is converting the ASCII file into a usable auxiliary dictionary. Leave MiniWord and execute the program AUXDICT. The following menu will be displayed.

Dictionary Building Utility

ASCII File Name..

Folder.....

Dictionary Name..

Folder.....

The AUXDICT program will ask for the name of the ASCII file that was just created. Type in the name and folder. Enter the name for the auxiliary dictionary, type DICTA if the user wants to use this file for the current auxiliary dictionary, otherwise use a different name. Remember that MiniWord will always look for the name DICTA. A file name other than DICTA will be ignored. Press ADVANCE or CTRL/A to create the new auxiliary dictionary. The program will display the number of words in the dictionary when completed.

If the user wants to change to a different auxiliary dictionary, simply copy the needed dictionary to DICTA using the system copy routine. To add words, change words, or delete words from the auxiliary dictionary, edit the MiniWord document that was originally created. After making the needed changes, convert it to an ASCII file, and then create the dictionary using the AUXDICT program.

MiniWord allows users to create more than one auxiliary dictionary file. Only one auxiliary dictionary at a time can be used. The file that is used must be called DICTA and must be correctly specified in the “AUX dictionary...” folder field found under “Folder Assignments”. The dictionary files that are not being used must have names other than the reserved dictionary file names DICTA, DICTL, and DICTS.

APPENDIX E

UTILITIES

Utilities allow a user to change a document's name, set formatting and printing defaults, create and maintain glossaries, and convert documents to ASCII files. Select "7 – Utilities" from the MiniWord Task Selection Menu.

Utilities Menu

- 1 – Change a Document's Name
- 2 – Set Up User's Default
- 3 – Maintain Glossary Menu
- 4 – Set Default Folder Assignments
- 5 – Copy a Document
- 6 – File Interface Menu
- 0 – Return to the Task Selection Menu

Change a Document's Name

Select "1 – Change a Document's Name" off of the Utilities Menu to change the name of a MiniWord document. Enter the name of the document to be changed and press ADVANCE or CTRL/A. In the next screen enter the new document name and press ADVANCE. The new name cannot be the name of an existing document. Pressing END or CTRL/Y returns you to the Utilities Menu without changing the document's name.

Setting User Defaults

Select “2 – Set up User’s Defaults” to alter a user’s defaults for editing and printing. The user will be presented with the first of the two user default menus.

Default Document Formatting (screen 1)

Read..	<input type="text" value="Creator"/>	Change..	<input type="text" value="Creator"/>	Delete..	<input type="text" value="Creator"/>
Printer.....	<input type="text" value="LP"/>	Print Mode.....	<input type="text" value="Pause first page"/>		
Copies.....	<input type="text" value="01"/>	Left margin.....	<input type="text" value="01"/>		
Line Spacing..	<input type="text" value="1"/>	Font.....	<input type="text" value="Letter Quality"/>		
Init Sequence.	<input type="text" value="1"/>	Term Sequence.	<input type="text" value="1"/>		
Start printing with page number....	<input type="text" value="1"/>				
End printing after page number....	<input type="text" value="0"/>				
Start page numbering with.....	<input type="text" value="1"/>				
Start headings on page number....	<input type="text" value="1"/>				
Start footings on page number.....	<input type="text" value="1"/>				

A glossary is just like a document with the following two exceptions. When glossaries are first created, they do not have page marks or format rulers. To place a page mark in a newly-created glossary, just press the PAGE SoftKey or CTRL/P. To add a permanent format ruler, press the FORMAT SoftKey or CTRL/G from column 1 page 1 in the glossary. Make the desired changes to the ruler and press FORMAT or CTRL/G again.

Typically glossaries contain paragraphs and phrases that are used repeatedly in documents. Once created a glossary can be inserted anywhere in a document as many times as necessary.

Option “4 – Set Default Folder Assignments” is used to define the folder locations of key MiniWord configuration files. For example, a user may want to use the printer definitions defined in PUB.MINISOFT. Leaving a folder field blank instructs MiniWord to use the current logon or directory.

Folder Assignments Menu	
Formatting Def ..	<input type="text"/>
Printer Config....	<input type="text" value="pub.minisoft"/>
Work File Fldr...	<input type="text"/>
Dictionary.....	<input type="text"/>
Aux Dictionary...	<input type="text"/>

“Formatting Def” identifies the location of the file MWDEF that contains the user’s default document formatting. In the example above, the field is blank so that MiniWord will look for the MWDEF file located in the users current logon or directory.

“Printer Config” identifies the location of the file MWPRTD that contains the printer definitions. These printer definitions represent the printers defined to MiniWord in the Manager program. In our example, MiniWord will look in “pub.minisoft” for the MWPRTD file.

“Work File Fldr” identifies where the work file is to be opened when a MiniWord document is created or edited. This work file is a temporary file. Leaving the field blank means that MiniWord will open up the work file in whatever group or account the user is logged into. On a personal computer the work file would be opened up in the directory where MiniWord is installed.

“Dictionary” identifies the location of the dictionary files DICTL and DICTS.

“Aux Dictionary” identifies the location of the user-created dictionary file DICTA.

Selection “5” in the Utilities Menu is the MiniWord document copy facility. “Copy a Document” allows the user to transfer a document from one group to another. On personal computers this function will allow the transfer of documents between directories.

MiniWord displays a screen prompting for document name, folder, and password. Fill in the appropriate information and press ADVANCE or CTRL/A. MiniWord displays a second screen, prompting for the document’s new name and location. The user has the opportunity to specify in what folder the new document will be placed. Press ADVANCE or CTRL/A after entering the information in the second screen. MiniWord will inform the user if the document already exists. If the document already exists the user can choose a different name or overwrite the existing document. Press END or CTRL/Y in either of these two screens to cancel the copy operation and return to the Utilities Menu.

Selection “6” in the Utilities Menu will take the user to the File Interface menu. Through this menu MiniWord can copy a document to an ASCII or Editor file. This is particularly useful for passing text to a system that requires the text to be in an EDITOR file on the minicomputer or in an ASCII file on the personal computer.

A user can also convert an ASCII file to a MiniWord document format with the File Interface Menu. This allows a user to easily input text from a variety of sources into MiniWord.

File Interface Menu

- 1 - Copy a Document to an ASCII file
- 2 - Copy an ASCII File to a Document
- 0 - Return to the Utilities Menu

Selecting “1 – Copy Document to an ASCII file” displays a menu prompting for the name, folder location and password of the document to be converted to an ASCII file. Pressing ADVANCE or CTRL/A in this menu after it is filled out displays a second menu prompting for the ASCII file name. Pressing ADVANCE or CTRL/A in the second menu begins the conversion. When the process is complete, the user is returned to the File Interface Menu. Pressing END or CTRL/Y in either menu cancels the copy operation.

Selecting “2 – Copy an ASCII File to a Document” displays a menu prompting for the name of the ASCII file to be copied. Pressing ADVANCE or CTRL/A displays a second menu prompting the user for a MiniWord document name. Press ADVANCE a second time starts the conversion. When the process is complete, the user is returned to the File Interface Menu.

NOTE: MiniWord uses the Users Defaults (defined in “Set Up User’s Defaults”) for left and right margins when converting an ASCII file to a MiniWord document. It is important that the ASCII file margins match the margins defined for MiniWord documents. If the margins are not exact, text will not wrap correctly or will be cut off.

APPENDIX F

PRINTING DOCUMENTS

Selection 5 off of the MiniWord Task Selection Menu is “Print a Document”. Select this option and type in the name of the document to be printed. Press ADVANCE or CTRL/A to proceed to the Print Menu.

Print Menu			
Document name..	<input type="text" value="FORM LETTER"/>		
Folder.....	<input type="text" value="PUB.MINISOFT"/>		
Printer.....	<input type="text" value="LASERJET"/>	Print mode.....	<input type="text" value="Pause 1<sup>st</sup> Page"/>
Copies.....	<input type="text" value="1"/>	Left margin....	<input type="text" value="12"/>
Line spacing.....	<input type="text" value="1"/>	Font.....	<input type="text" value="Letter Quality"/>
Init sequence....	<input type="text" value="1"/>	Term Sequence	<input type="text" value="1"/>
Start printing with page number....	<input type="text" value="1"/>		
End printing after page number.....	<input type="text" value="0"/>		
Start page numbering with.....	<input type="text" value="1"/>		
Start headings on page number.....	<input type="text" value="1"/>		
Start footings on page number.....	<input type="text" value="1"/>		

The “Document name” and “Folder” fields identify the name of the document to be printed and where it is located. The “Printer” field is used to specify the name of the printer that will be used to print the document. Printer names must be defined with the Manager program. Refer to the discussion on the MiniWord Manager program at the beginning of this reference manual.

There is a special printer name that can be used in the “Printer” field. Called “LOCPRINT”, this printer name is used to identify a printer connected to a terminal as a slave printer. “LOCPRINT” is not defined in the Manager program. Instead, define a local printer thru the MiniWord personal configuration file MWCFG. MWCFG is a configuration file that stores such information as a user’s terminal type and local printer device.

Start defining a local slave printer by purging the configuration file MWCFG. Then execute the MiniWord word processor. MiniWord will ask for terminal type. Respond with the number “1” if an HP terminal is being used. The next prompt is “Local Printer Device”. Respond by typing the word “external” and pressing [RETURN]. The next prompt will be “Local Printer Type”. Enter any of the valid MiniWord printer types found in the Manager program. For example, the number “1” is a generic printer. Press [RETURN] through any remaining prompts.

The information entered into these fields is stored in the file MWCFG. The user will only be prompted with these questions one time. If it is necessary to change either the printer device or printer type, purge or delete the MWCFG file. The next time MiniWord is run, the user will be prompted all over again for terminal type, etc.

If the “Printer” name field is left blank, the document will print to the CRT screen. Press ADVANCE or CTRL/A to begin printing to the screen.

The “Print mode” field has the following choices: Continuous, Single-Sheet, Pause 1st Page, No Form Feeds, and Twin Sheet Feeder. Use the “NEXT CHOICE/PREVIOUS CHOICE” SoftKeys or the UP and DOWN arrow keys to select the appropriate print method. **Continuous** mode should be selected if the printer uses continuous feed paper. A form feed will be sent to the printer before each page is printed. In **Single Sheet** mode, there is a pause before printing each page to allow the user to insert a sheet of paper into the printer. **Pause 1st Page** mode is the same as continuous mode, except no form feed is sent before the first page of the document. **Pause 1st Page** is the best selection for users of LaserJet printers. **No Form Feeds** mode is similar to continuous mode, except that form feeds are not sent to the

printer before each page. This mode should be used to print mailing labels. **Twin Sheet Feeder** mode is used when the printer has a twin sheet feeder. The first page of a document will use paper from the first bin, and all subsequent pages will use paper from the second bin.

The “Copies” field specifies the number of copies of the document to be printed (up to 99). To change the field, type in the number of desired copies over the old number. Leading zeros are not necessary.

“Left margin” specifies the number of spaces to insert to the left of the document’s left margin at print time. This option allows the user to move the document’s left margin uniformly without changing the format rulers in the document. To change this field, type in the new column number over the old one. Leading zeros are not required.

“Font” allows the user to select different fonts from printers that support multiple fonts. The selections are: draft, letter quality, and proportional. Use the UP and DOWN arrow keys to make a selection.

The “Line spacing” field can be either single spacing (1) or double spacing (2). Use the UP and DOWN arrow keys to make a selection.

“Init sequence” and “Term sequence” activate escape sequences previously defined by the System Manager in the Manager program’s Printer Configuration Menu. The “Init Sequence” is sent before any document is printed. “Term seq” is sent after everything is printed. For example, these escape sequences can be used to instruct the printer to change character sets, but only if the printer has that capability. “Init” and “Term” sequences are most often used by laser printers. **Remember that escape sequences can only be changed in the Manager program.** Make your selection of “Init” or “Term” sequences with the UP or DOWN arrow keys. Up to five initiation and termination sequences can be defined.

The next three fields in the Print Menu allow the user to selectively print a part of a document and start page numbering with any value. Enter “1” in “Start printing with page number” and leave the “End printing with page number” field blank to print the entire document. The “Start page numbering with” field contains the value MiniWord uses to begin numbering the document. Page numbering begins with the first printed page.

APPENDIX G

INSTALLING MINIWORD WITH HPDESK MANAGER

Change the FILETYPE.PUB.HPOFFICE, EDIT.PUB.HPOFFICE, and CONVERT.PUB.HPOFFICE files so that HPDesk will recognize MiniWord.

NOTE: The changes to these files will not be reflected in HPDesk until after MAILMAINT is run.

Make the scripts available to HPDesk users.

```
:HELLO MGR.HPOFFICE
```

```
:HPDESK (sign on to HPDesk as an HPDesk Systems Administrator)
```

```
HPDESK> INSTALL SCRIPT
```

```
COPY SCRIPT FROM> (MWSENDN.PUB.MINISOFT)
```

```
Enter the command name for the script> MWSEND
```

```
Is this script to be an application? (Yes) > no
```

```
Enter the group names who may access this new command:
```

```
(Type // to terminate list)
```

```
Group: (enter group name)
```

```
Group: //
```

```
Script command MWSEND installed.
```

```
HPDESK> INSTALL SCRIPT
COPY SCRIPT FROM> (MWINN.PUB.MINISOFT)
Enter the command name for the script> MWIN
Is this script to be an application? (Yes) > no
Enter the group names who may access this new command:
(Type // to terminate list)
Group: (enter group name)
Group: //
Script command MWIN installed.
```

```
HPDESK > INSTALL SCRIPT
COPY SCRIPT FROM > (MWOUTN.PUB.MINISOFT)
Enter the command name for the script > MWOUT
Is this script to be an application? (Yes) > no
Enter the group names who may access this new command:
(Type // to terminate list)
Group: (enter group name)
Group: //
Script command MWOUT installed.
```

```
HPDESK > INSTALL SCRIPT
COPY SCRIPT FROM> (MWSCRIPN.PUB.MINISOFT)
Enter the command name for the script> MINIWORD
Is this script to be an application? (Yes) > YES
Enter a description> MiniWord Word Processor
Enter the group names who may access this new command:
(Type // to terminate list)
Group: (enter group name)
Group: //
Script command MINIWORD installed.
```

MiniWord in HPDesk Commands

MINIWORD

Runs MiniWord. The MiniWord Task Selection Menu is displayed. This script can be used from any prompt in HPDesk.

MWIN

Copies an existing MiniWord Document into HPDesk. This script can only be used from the “Workarea>”, “PACKAGE>”, “MESSAGE>”, and “<foldername>>” prompts.

MWOUT <item#>

Copies an item which is a MiniWord Document to MiniWord. The script can only be used from the “Workarea>”, “PACKAGE>”, “MESSAGE>”, and “<foldername>>” prompts.

CREATE

Typing CR MW or CR MINIWORD takes the user directly into the MiniWord edit screen bypassing the Task Selection Menus. Press [F8] END or CTRL/Y to exit from the edit screen. HPDesk will prompt for a subject for the new message. This subject will appear within HPDesk when the list command is used. Typing just the command MINIWORD in the HPDesk Workarea brings up the MiniWord Task Selection Menu.

EDIT <item#>

Where <item#> is the number of the document to be edited. This number can be viewed by doing a LIST command.

READ <item#>

Where <item#> is the number of the document to be read. This number can be viewed by doing the LIST command.

PRINT <item#>

Where <item#> is the number of the document message to print. This number can be viewed by doing the LIST command. HPDesk will then prompt:

“Do you want to do a normal HPDESK printing (YES)? <cr>
Printing. Finished.

If the user answers YES or presses a carriage return, HPDesk prints the document through the standard HPDesk PRINT command.

If the user answers NO, the MiniWord Print Menu will be displayed allowing the HPDesk message to be printed via MiniWord. Respond to the menu options and press [F1] ADVANCE to print. Users will want to use this option most of the time if there is a need to print to more than one printer or support for fonts and other text enhancements is a requirement.

MWSEND or MWSEND TO <user>

Call MiniWord editor to create text to be sent. Additional prompts are identical to the HPDesk send command.

Changes to EDIT.PUB.HPOFFICE

Make the changes shown below to the file named EDIT.PUB.HPOFFICE. Note how the records are sorted by the number in the first column.

```
6 <=== CHANGE TO THE NEXT HIGHER NUMBER
1446 HPLIST.PUB.SYS
1600 DESK2MWN.PUB.MINISOFT <=== ADD THIS LINE
```

Changes to CONVERT.PUB.HPOFFICE

Make the changes shown below to the file named CONVERT.PUB.HPOFFICE. Note how the records are sorted by the numbers in the first two columns.

```
6<==== CHANGE TO THE NEXT HIGHER NUMBER
1152 1265 MCONTEXT.HPMAIL.SYS
1166 1167 DLTOTEXT.HPMAIL.SYS
1167 1600 MWCONVN.PUB.MINISOFT <=== ADD THIS LINE
1265 1152 MCONTEXT.HPMAIL.SYS
1265 1274 ADVWCONV.PUB.SYS
1274 1167 ADVWCONV.PUB.SYS
1446 1166 LISTTODL.HPMAIL.SYS
1446 1167 LISTTEXT.PUB.SYS
1491 1167 X400HDR.HPMAIL.SYS
1152 1265 *MCONTEXT.HPMAIL.SYS
1600 1167 MWCONVN.PUB.MINISOFT <== ADD THIS LINE
```

Changes to FILETYPE.PUB.HPOFFICE

Make the changes shown below to the file named FILETYPE.PUB.HPOFFICE. Note how the records are sorted by the number in the first column.

6<===== CHANGE TO THE NEXT HIGHER NUMBER

0	STANDARD MPE FILE
1124	USL FILE
1025	BASIC DATA FILE
1026	BASIC PROGRAM
1027	BASIC FAST PROGRAM
1028	RL FILE
1029	PROGRAM FILE
1030	NM PROGRAM FILE
1031	SL FILE
1032	NM XL FILE
1033	NM RL FILE
1035	V/3000 FORMS
1036	V/3000 FAST FORMS
1052	COBOL SOURCE
1054	TDP DIARY FILE
1055	TDP QMARKED FILE
1056	TPD PMARKED FILE
1070	QUERY PROCEDURE
1083	3000 GRAPH FILE
1084	SD FILE
1145	3000 DRAWING FILE
1146	3000 FIGURE FILE
1152	HPSLATE DOCUMENT
1020	HPSLATE DOCUMENT
1150	HPSLATE DOCUMENT
1151	HPSLATE DOCUMENT
1153	HPSLATE DOCUMENT
1166	DISTRIBUTION LIST
1167	TEXT
1168	ARPA MESSAGE HEADER
1169	ARPA DIST LIST
1171	FREE TIME MAP
1226	VISICALC (RTM)

1227 VISICALC (RTM) DIF
1265 MEMOMAKER DOCUMENT
1266 GRAPHICS/100 PICTURE
1267 GRAPHICS/100 CHART
1268 GRAPHICS/100 DATA
1269 PC FILE
1270 DCA DOCUMENT (RFT)
1271 DCA DOCUMENT (FFT)
1273 HPWORD/PC DOCUMENT
1274 ADVANCEWRITE DOC
1277 VOICE MESSAGE FILE
1422 GALLERY FILE
1435 BRW REPORT FILE
1446 LISTKEEPER FILE
1447 FORM DATA FILE
1448 HPDESK CONFIG FILE
1449 SEARCHS SPEC (LIB)
1450 ENCRYPTED FILE
1455 DESK PACKAGE
1491 X400 MESSAGE HEADER
1500 OTHER WP1
1501 OTHER WP2
1502 LOTUS 123 SPREADSHEET
1600 MINIWORD DOCUMENT <===== ADD THIS LINE
-100 MESSAGE
-101 FOLDER
-102 PACKAGE
-300 REPLY
0 MPE
0 MPE FILE
1025 BASIC DATA
1027 BASIC FAST
1029 PROGRAM
1035 FORMS
1036 FAST FORMS
1052 COBOL
1054 TDP DIARY

1054	DIARY
1055	TDP QMARKED
1055	QMARKED
1055	QMARK
1056	TDP PMARKED
1056	PMARKED
1056	PMARK
1070	QUERY
1083	3000 GRAPH
1083	GRAPH
1084	SD
1145	3000 DRAWING
1145	DRAWING
1145	DRAW
1146	3000 FIGURE
1146	FIGURE
1146	FIG
1152	HPSLATE
1152	HPSLATE DOC
1152	SLATE
1152	SLATE DOC
1166	DISTRIBUTION
1166	DIST LIST
1166	DIST
1169	ARPA DISTRIBUTION
1169	ARPA DIST
1169	ARPA
1171	FREE TIME
1171	FREE
1226	VISICALC
1227	VISICALC DIF
1265	MEMOMAKER
1265	MEMOMAKER DOC
1265	MEMO DOC
1266	GRAPHICS PICTURE
1266	PICTURE
1267	GRAPHICS CHART

1267 CHART
1268 GRAPHICS DATA
1269 PC
1270 DCA (RFT)
1270 DCA DOC (RFT)
1270 DCA RFT
1270 DCA DOC RFT
1271 DCA (RFT)
1271 DCA DOC (FFT)
1271 DCA FFT
1271 DCA DOC FFT
1273 WORD/PC
1273 HPWORD/PC
1273 HPWORD/PC DOC
1273 WORD/PC DOC
1273 WORD/PC DOCUMENT
1273 HP WORD/PC DOC
1273 HP WORD/PC
1273 HPWORD/PC DOCUMENT
1274 ADVANCEWRITE
1422 GALLERY
1446 LIST
1446 LISTKEEPER
1446 HPLIST
1449 SEARCH SPEC
1449 SEARCH
1500 WP1
1501 WP2
1502 LOTUS 123
1502 LOTUS
1600 MW <=====ADD THIS LINE
1600 MINIWORD <=====ADD THIS LINE
1600 MINIWORD DOC <=====ADD THIS LINE
1600 MINIWORD DOCUMENT <=====ADD THIS LINE

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